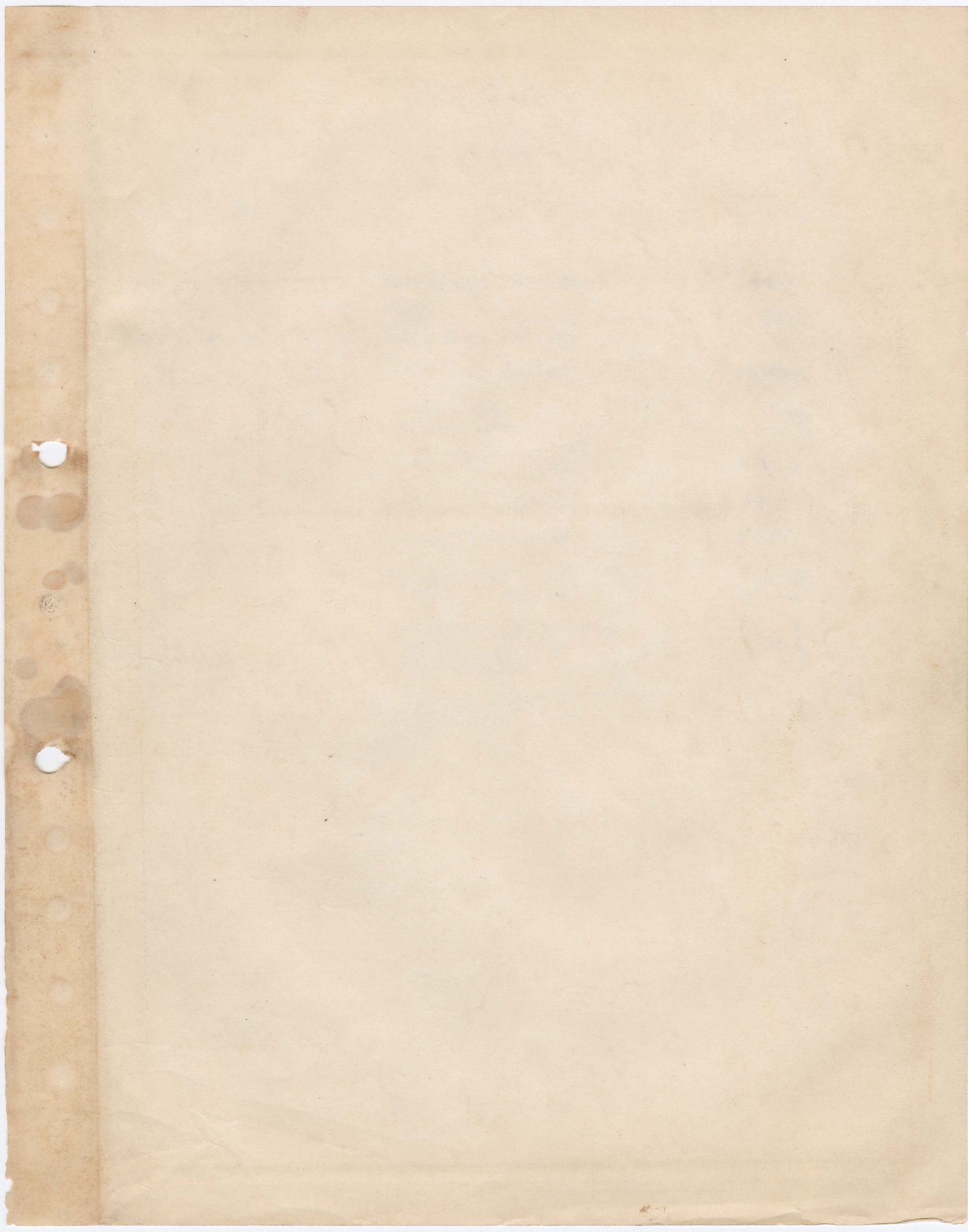
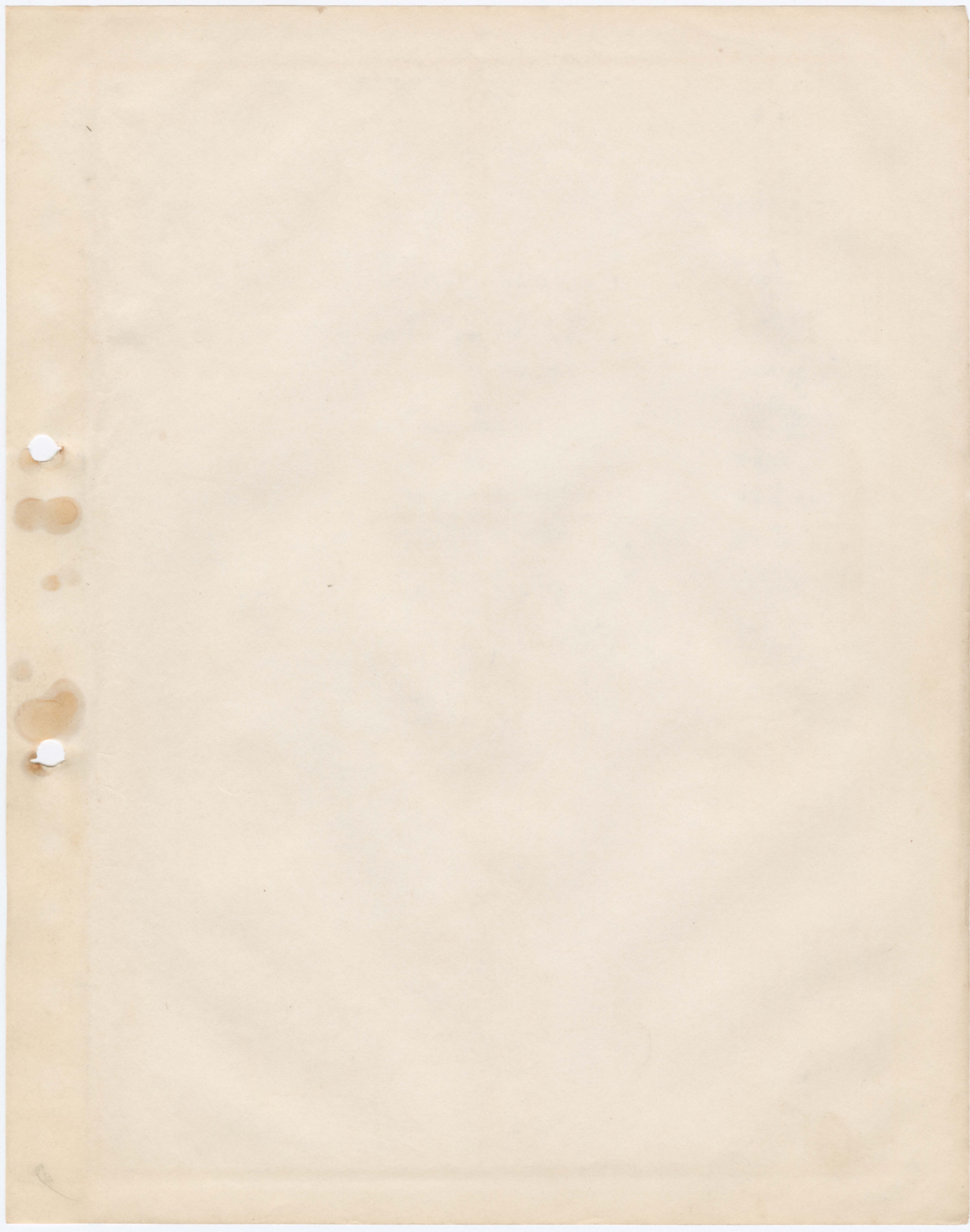


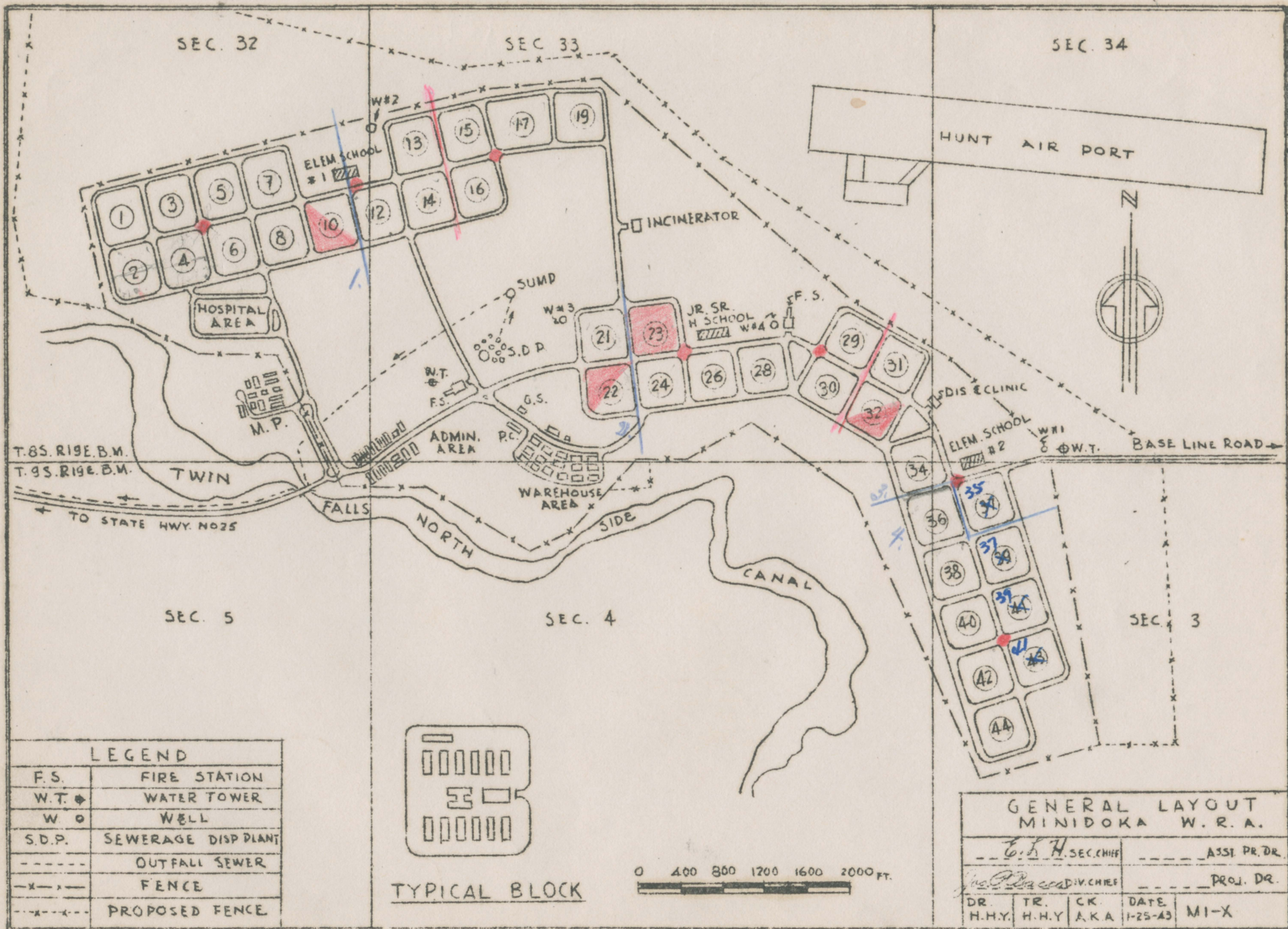
HOUSING REASSIGNMENT DIVISION

HOUSING FORM

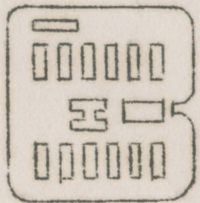
Block #2



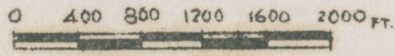




LEGEND	
F.S.	FIRE STATION
W.T. ◊	WATER TOWER
W ◊	WELL
S.D.P.	SEWERAGE DISPLANT
---	OUTFALL SEWER
-x-x-	FENCE
-x-x-x-	PROPOSED FENCE



TYPICAL BLOCK

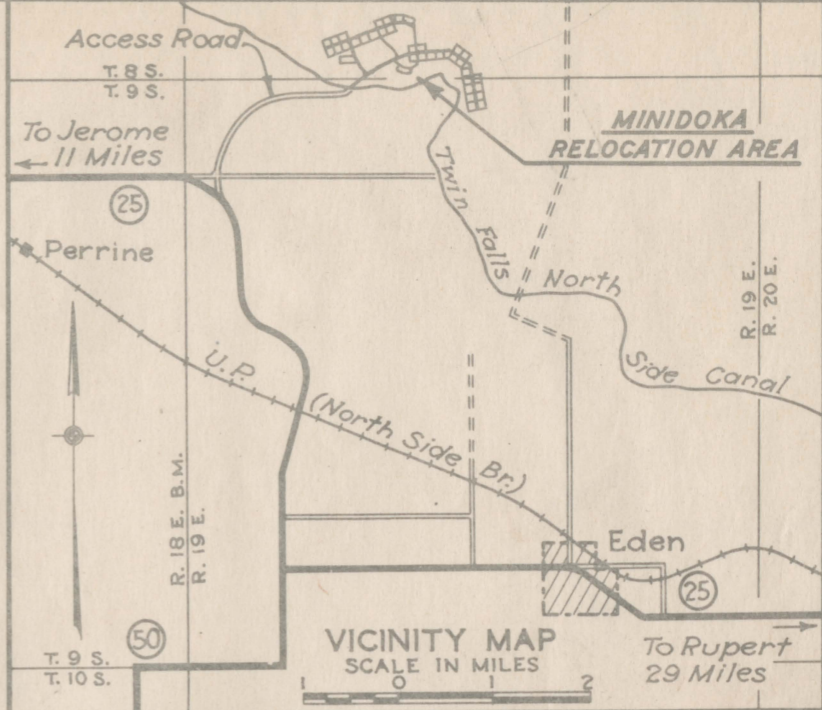
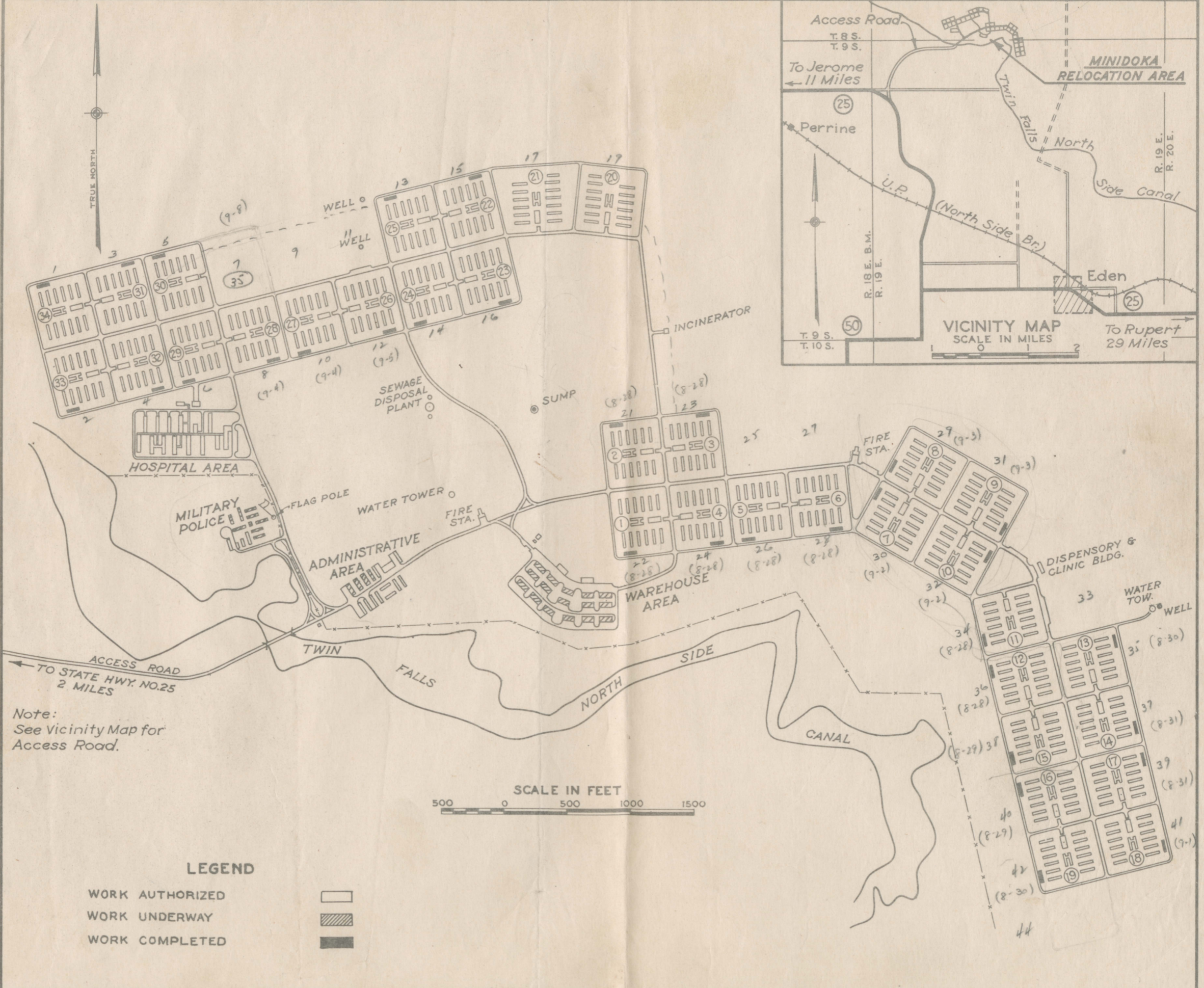


GENERAL LAYOUT MINIDOKA W. R. A.				
C. S. H. SEC. CHIEF		ASST. PR. DR.		
J. P. ... DIV. CHIEF		PROJ. DR.		
DR. H.H.Y.	TR. H.H.Y.	CK. A.K.A.	DATE 1-25-43	MI-X

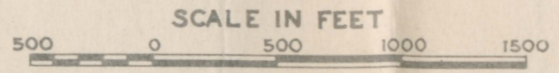
JOB NAME MINIDOKA RELOCATION AREA  
 LOCATION JEROME COUNTY, IDAHO  
 U.S.E.D. DISTRICT PORTLAND, OREGON  
 U.S.E.D. DIVISION NORTH PACIFIC  
 PERIOD ENDING 1942

SHEET 1 OF 1

JOB NO. WDC-13



Note:  
 See Vicinity Map for  
 Access Road.



**LEGEND**

WORK AUTHORIZED	
WORK UNDERWAY	
WORK COMPLETED	

BLOCK NO.	NAME	ADDRESS
1	Hatate, Harry	1-4-B
✓2	Sato, Yasuji	2-8-C
3	Okada, Frank Yoshimori	3-8-A
✓4	Shichara, Motosaku	4-5-D
5	Terazawa, William S.	5-6-F
✓6	Obazawa, Yoshitane	6-12-A
7	Yamada, Shizuo	7-2-A
✓8	Hosokawa, Setsugo	8-1-A
10	Nomura, James Shinzo	10-8-D
✓12	Tomita, Paul Yoshio	12-5-E
13	Ozawa, Frank Nagayoshi	13-7-B
✓14	Mori, Hideo	14-4-B
15	Matsuda, Yoichi	15-5-F
✓16	Harada, Masaru	16-9-C
17	<del>Yanagiwa, Chitaka</del> <i>Ota, Masasige</i>	17-6-F
✓19	Nagamine, Frank	19-8-B
21	Mihara, Minoru	21-6-D
22	Fukuhara, Shigesaburo	22-3-B
23	Yorita, Pete Yoshinao	2-12-E
✓24	Kawaguchi, Kisuke	24-11-F
✓26	Tosaya, Masutaro	26-7-E
28	Ikeda, John Shuji	28-4-B
29	Funatake, Yoshichiro	29-2-A
✓30	Tanida, Hidekichi	30-4-D
31	Yamane, Rio Show	31-10-F
✓32	Matsui, Yorisada	32-8-D
✓34	Muramatsu, Matsutaro	34-4-C and D
35	Hara, Ginosuke	35-5-E
✓36	Nakatani, Kenny Kenichi	36-3-E
37	Tomita, Henry E.	37-5-D
✓38	Tajima, George S.	38-3-D
39	Kida, Keijiro	39-3-D
✓40	Ishikawa, Shichiro	40-1-E
41	Yamashita, Rex Y.	41-12-C
✓42	Nakamura, Tura	42-3-D
	Hara, Seiichi Head Block Manager	2-1-C

44 ..... *Dai, yosajiro* ..... 44-1-F

*January 4, 1943*

SUPPLEMENT TO HOUSING REGULATION

Owing to no two person apartment available in the Project, the following supplement to the Housing Regulation was made regarding the newly opened Block #44.

- I. Two person families may be assigned to three person apartments in Block #44.
  - A. Doubled-up families or families living in two person apartments formerly assigned to three person apartment.
  - B. Assignment shall be made in the order that the request is received at the Housing Office, 23-10-C & D.

## STATEMENT OF POLICY

### HOUSING DIVISION

When ten thousand people are suddenly dropped into an area the size of Minidoka there must inevitably be a protracted period of struggle and strain as this mass seeks to adjust itself to conditions which admittedly are not of the best. It is only natural that in some cases individuals may seek to better their own position at the expense of others. It is to the credit of Minidoka's residents that such cases are not frequent.

In order that the gains of a few families may not be made at the expense of the majority it has been necessary to establish rules for the assignment of apartments. The guiding principle in the formulation of these rules has been that they should be the fairest possible for the greatest number. Such a principle is entirely consistent with the needs and practices of any society of people. It is necessary for everyone to observe and respect these rules. Failure to obey the rules, if carried to the extreme, could lead to anarchy and the breakdown of what we all hope to have, a model community.

The residents of Minidoka can be assured that they have the sympathy of the Administration. It is not the desire of any person here that families should be crowded or forced to lead an undesirable existence. However, we are all faced with a condition brought about by war. War rarely makes anything better. The problem we must all meet here is no different in principle from any other war problem. The way it is met determines our ability to solve other problems of any even more complex nature. It is necessary, therefore, that every one resolve to be unselfish in his individual attitude.

To serve as a guide for the residents the Housing Office is announcing the following rules which everyone is requested to observe:

#### I A FAMILY GETS AN APARTMENT ACCORDING TO THE SIZE OF THE FAMILY.

- (1) That a two person family may be assigned to a two person room.
- (2) If that two person family is now occupying a three person room they may be moved to a two person room if it is necessary to find a room for a three person family.
- (3) If the two person family living in a corner room can establish the fact that a baby is coming in the family, (It is always permissible to ask for a doctor's certificate), then they may stay in that apartment.



## HOUSING DIVISION

- (4) If more than one family is living in a room and the number of persons is compatible with the size of the room, such families may remain there.
- (5) A three person family should live in a three person room. This means that if such a family is living in a 5 person room they must move to a smaller room.
- (6) A four person family should live in a 5 person room.
- (7) A five person family should live in a 5 person room, unless such a room is not available. In such cases the 5 person family may live in a 7 person room.
- (8) A six or seven person family should live in a 7 person room.
- (9) A family of eight persons should have two adjacent rooms. Eight, nine or ten person family should have two adjacent rooms.
- (10) A family of eleven persons may live in two adjacent rooms having a ten person capacity. However, if the family wishes to use separate entrances they may live in a 7 and a 5. This applies also to a twelve or thirteen person family.
- (11) In case any family is requesting a larger room because of the fact that they have excess baggage or they teach dancing and have many customers or that they are ministers and have many books or wish to receive visitors in their rooms, the same rule applies as to the size of the family.
- (12) It is not advisable to permit a single person or a member of a family living in an apartment to move in with another family in order to make it possible for that family to retain the apartment in which they are living. If the additional person is an immediate relative, such a move would be permissible - immediate relatives would include only father, mother, son, daughter, sister, brother.
- (13) The residents of each block are entitled to the vacancies within their block first before somebody has moved in from another block.
- (14) No one is to move to the hospital area without a signed authorization by Dr. Neher. The only exception is that of bachelors who are working in the hospital, bachelors who are bona fide bachelors who are now living in recreation halls or similar bachelor quarter. This rule does not apply to some boy, a member of the family, or a girl, a member of the family. We are advised not to set up rooms for young people who are members of families living elsewhere.

(15) Bachelor men should be assigned to 7 person rooms in groups of 6 men with this exception - Two families of men totaling 5 persons may be assigned to a 7 person room.

(16) Bachelor women are to live in 7 person rooms in groups of 5.

(17) In some cases it will be desirable to place two bachelor men or two bachelor women in a two person room. For example: An old man may have kidney trouble and it would be objectionable to place him in a room with 5 other men. In this case if he can find a friend to live with him he may be assigned to a two person room. However, it is advisable to obtain a statement from the doctor that his case is serious. In some cases a single person may have a special social problem and require a single two person room. This need should be verified by investigation either on the part of Housing Division or a Social Service Division.

(18) Where it is stated by a family that a member or members of the family is outside the project and will probably come here at some future date, we cannot at the present time allocate space to that family for the extra person. If and when the person does arrive then every effort will be made to immediately provide the space required.

(19) As far as possible try and give families that are doubled up the first chance at vacated rooms.

(20) Unrelated families that are doubled up should be given priority over doubled up families that are related in getting first chance at a vacated room.

(21) If a family in one block having the right size apartment wishes to trade with a family of the same size in another block, such move will be authorized.

(22) Try and give priority to cooks in assigning apartments within a certain block.

(23) No one is to move into vacant rooms without authorization from the Housing Division.

During the past ten days the Housing Division has been undergoing a reorganization which has had as its purpose the speeding up of the process of reassignment and the establishment of an Adjustment Board which may be considered to be impartial in its judgment. During this period the Block Managers have been making a survey of each block to give the Housing Office an over-a ll picture of the needs of the families concerned.

Each survey is to be turned over to an Adjustment Representative who will be the agent of the Adjustment Board in negotiations with the residents of the respective blocks. The Adjustment

Representative will bring the survey to the Adjustment Board which is composed of three members.

The Adjustment Board will make the decisions affecting the allocation of families to apartments. In this they will be guided by the rules of the Housing Division. It is intended that they shall be fair and impartial in their judgment. The residents are requested to withhold criticism, realizing that each member is faced with many problems, each to be solved with the ideal in mind that he should be fair to all.

The Adjustment Representative will carry the decisions of the Adjustment Board to the families concerned and if the decision is acceptable, moving facilities will be provided the following day. Each family has the right to appeal the decision, but it should be recognized that such a procedure delays the entire rehousing program, and in most cases, will probably not alter the result. Each family is expected to concur in actions which are necessary for the good of the entire community.

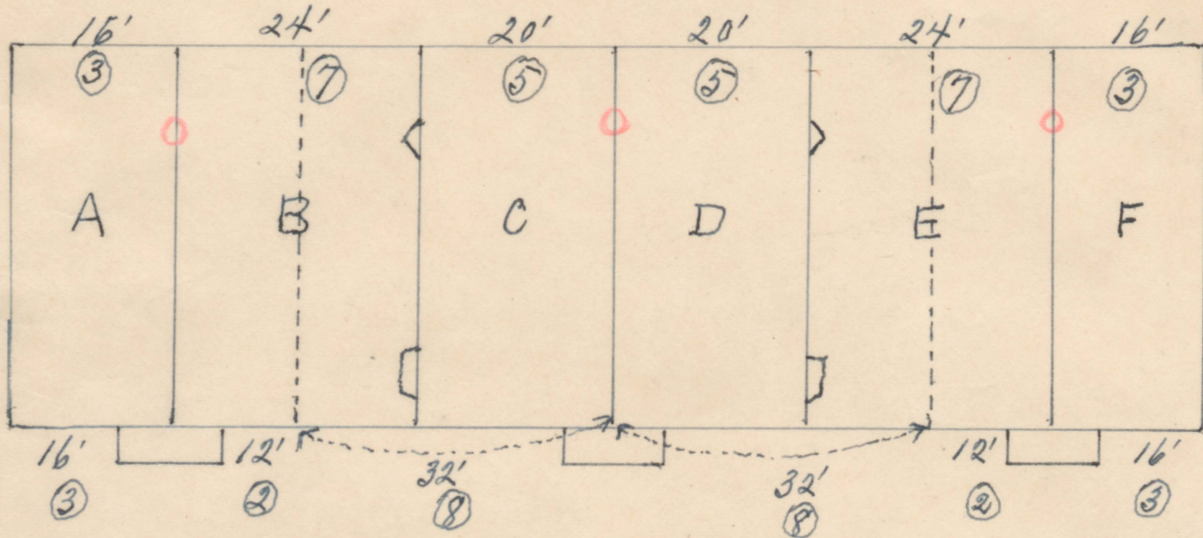
It is expected that this new program will begin action on Thursday, October 8. At all times the Housing Office is willing to receive written requests from the residents. These will be transmitted to the Adjustment Representative.

- (18) Where it is stated by a family that a member of the family is unable to move into the apartment because of the size of the apartment, the Housing Division will make every effort to provide the space required.
- (19) As far as possible try and give families that are doubled up the first chance at vacated rooms.
- (20) Unrelated families that are doubled up should be given priority over doubled up families that are related in getting first chance at a vacated room.
- (21) If a family in one block having the right size apartment wishes to trade with a family of the same size in another block, such move will be authorized.
- (22) Try and give priority to cooks in assigning apartments within a certain block.
- (23) No one is to move into vacant rooms without authorization from the Housing Division.

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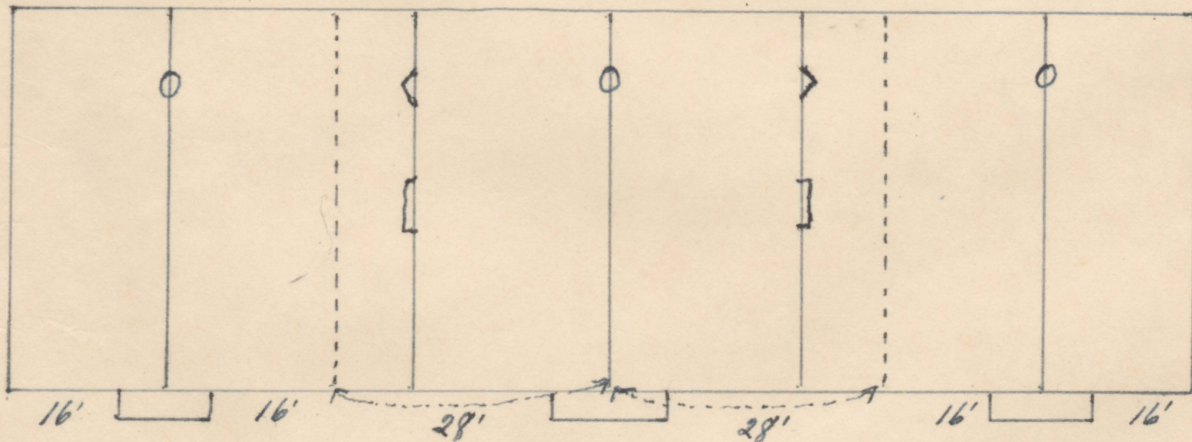
Each survey is to be turned over to an Adjustment Representative who will be the agent of the Adjustment Board in negotiations with the residents of the respective blocks. The Adjustment

Original Plan



4 Bldgs. in each block

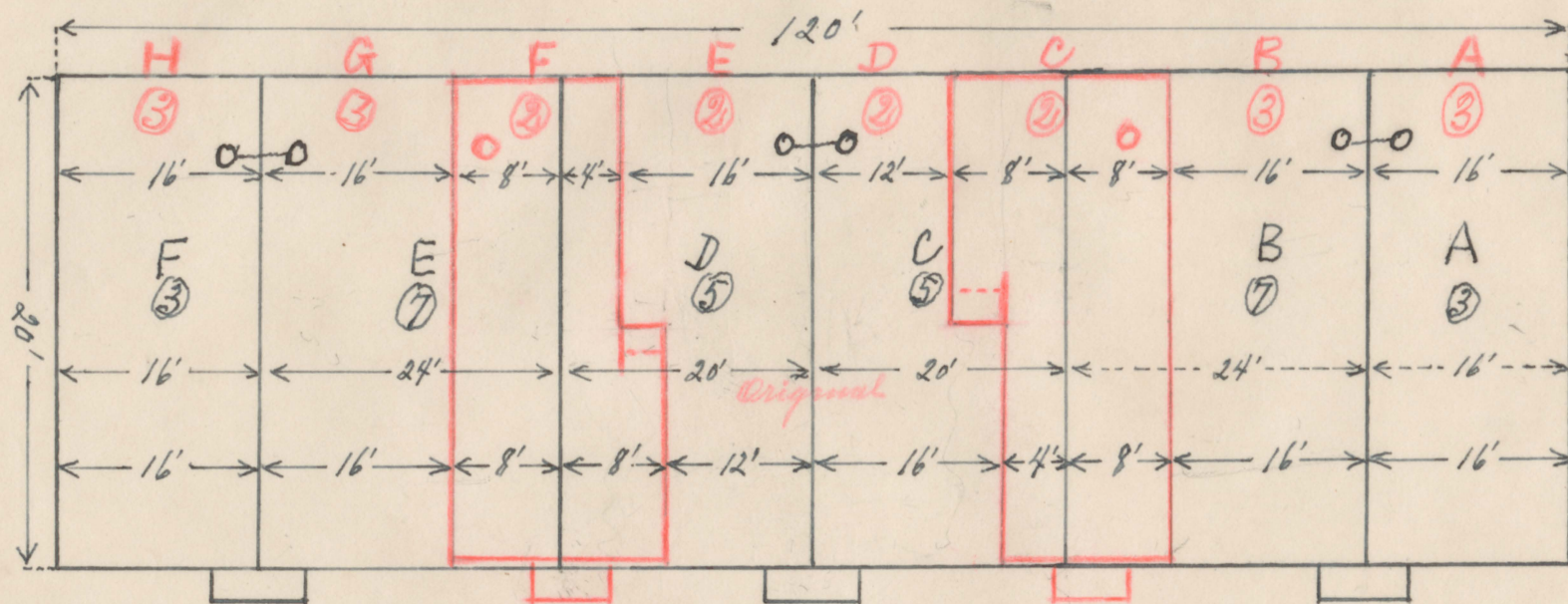
Proposed Plan



Nov. 20, 1942

March 9, 1943

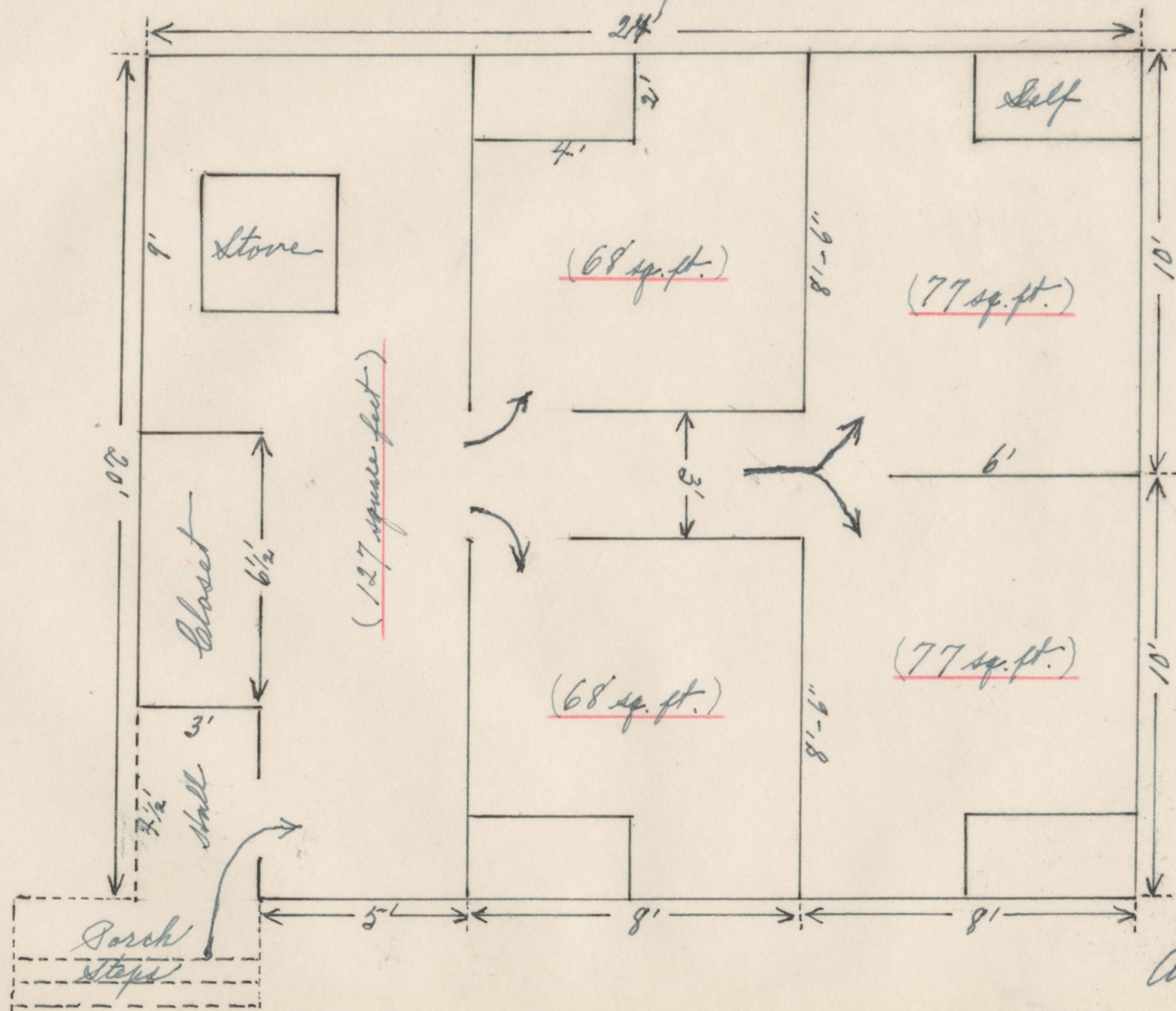
Present Construction Plan



Block 41, Building # 11

- Red - New Construction Plan
- Black - Old Construction
- ③ - number of person
- o-o - stones of 2 apartments
- o - stone in 1 apartment
- - steps

Women Back Quarters (New Construction)



**B**  
Apartment

August 13, 1943

June 1, 1943

Partitioning Construction

Block	Apt.	Finish Date	Block	Apt.	Finish Date
"	42	- 2	Block 7	- 2	May 5
"	41	- 2	"	3	June 10
"	40	- 2	"	1	June 22, July 20 to July 21
"	39	- 2	"	5	June 17 to June 30
"	38	- 2	"	8	June 15
"	36	- 2	"	10	6, 3 person 2 add 2 person July 1 to July 6
"	35	- 1	"	12	2 July 22 to July 27
"	29	- 1	"	14	2 " 28 " " 31
"	28	- 2	"	15	1 June 28 1 Aug. 11 to Aug. 12 A.M.
"	26	- 2	"	16	2 Aug. 12 P.M. to Aug. 17
"	24	- 1	"	19	2 finish Aug. 10
"	22	- 2	"	30	2 Aug. 2 to Aug. 6
"	21	- 2	"	32	2 July 7 to July 9 - A.M.
"	2	- 2	"	34	2 " 9 P.M. to July 13
"	4	- 2	"	37	2 July 14 A.M. " 16
"	6	- 2	"	44	Aug. 18
"	17	- 2			
"	13	- 2			
"	31	- 2			

Construction begins March 9

July 17 to July 19

1 finish Aug. 5

35

Block 44 permitted to partitioning of construction.

11

A			B			C			D			E			F			G			H		
3			2			5			2			2			5			2			3		
PLACEMENT						OFFICE						SOCIAL ANALYST											

9

A			B			C			D			E			F		
3			7			5			5			7			3		
CLOTHING & RATION BOARD <i>Counselors Office</i>						SOCIAL SERVICES <i>Ration Board</i>						CLOTHING ALLOWANCE <i>Clothing allowance</i>					

7

A			B			C			D			E			F		
3			7			5			5			7			3		
HOUSING OFFICE						IRRIGATOR OFFICE											

5

A			B			C			D			E			F		
3			7			5			5			7			3		
EVACUEE PROPERTY & LEGAL AID						STEWARD DIVISION											

3

A			B			C			D			E			F		
3			7			5			5			7			3		
COMMUNITY ENTERPRISE						EPISCOPAL COMMUNITY ACTIVITIES											

1

A			B			C			D			E			F		
3			7			5			5			7			3		
BUDDHIST						FEDERATED CHRISTIAN						CATHOLIC					



CHANGES OF ADDRESSES TO DIFFERENT OFFICES

1. 10 Block Manager's Office
2. Placement
3. Post Office
4. Ration
5. Statistics
6. Clothing
7. Counselor's
8. Legal Aid
9. Steward Cost Acc.
10. Mr. Wilder
11. Hospital
12. Board
13. Office

Route of moving slips and changes of address

Reassignment Board

Truck Dispatcher - Frank Sumada <sup>Changes of address from other sources</sup>

Property Div. - Akio Washino

1. Kazuko Matsumoto or Hisa Kurusaka

a. Mr. Shuyche

b. Florence Matsumi

c. Post Office

d. Census

e. Mr. Schaefer

f. Placement

g. Reassignment - Mr. Hibiya

2. Reiko Ohara - Vacancy Statistics

3. Mr. Kromenacker - Chief Steward

4. Captain Lee - Chief of Internal Security

5. - 15. Block managers Offices

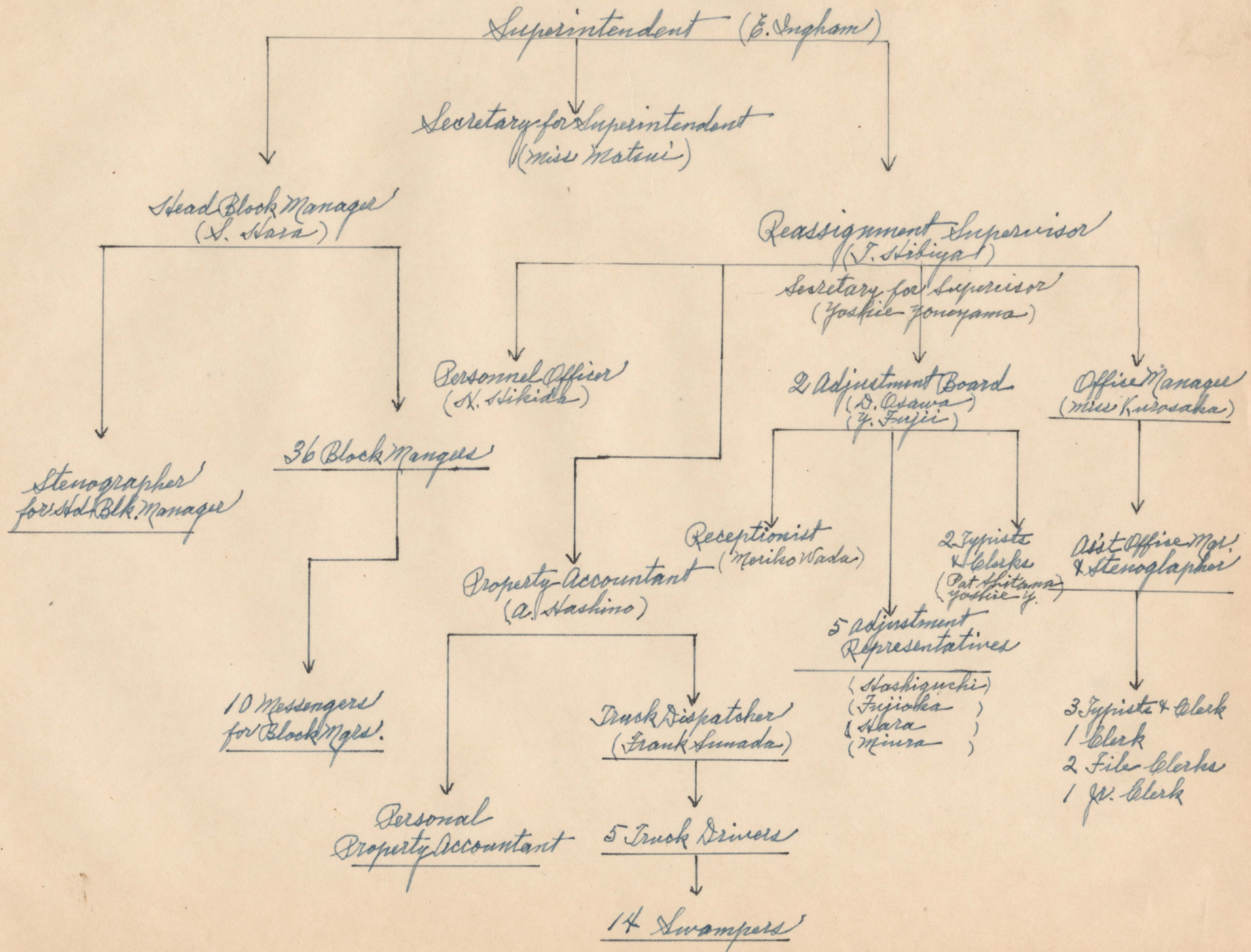
Oct. 30, 1942

Superintendent - Lorne Huyche  
Personnel - 80 persons

- 1 - Supervisor
- 2 - Adjustment Boards
- 5 - Adjustment Representatives
- 1 - Secretary
- 1 - Sr. Personnel Office
- 1 - Property Accountant
- 1 - Personal Property Checker
- 1 - Office Manager
- 1 - Stenographer & Assistant Office Manager
- 2 - Clerks
- 1 - Receptionist
- 7 - Typist & Clerks
- 2 - File Clerks
- 1 - Junior Clerk
- 1 - Truck Dispatcher
- 5 - Truck Drivers
- 11 - Swamps
- 35 - Block Managers
- 1 - Stenographer for Blk. mgr. Head Office

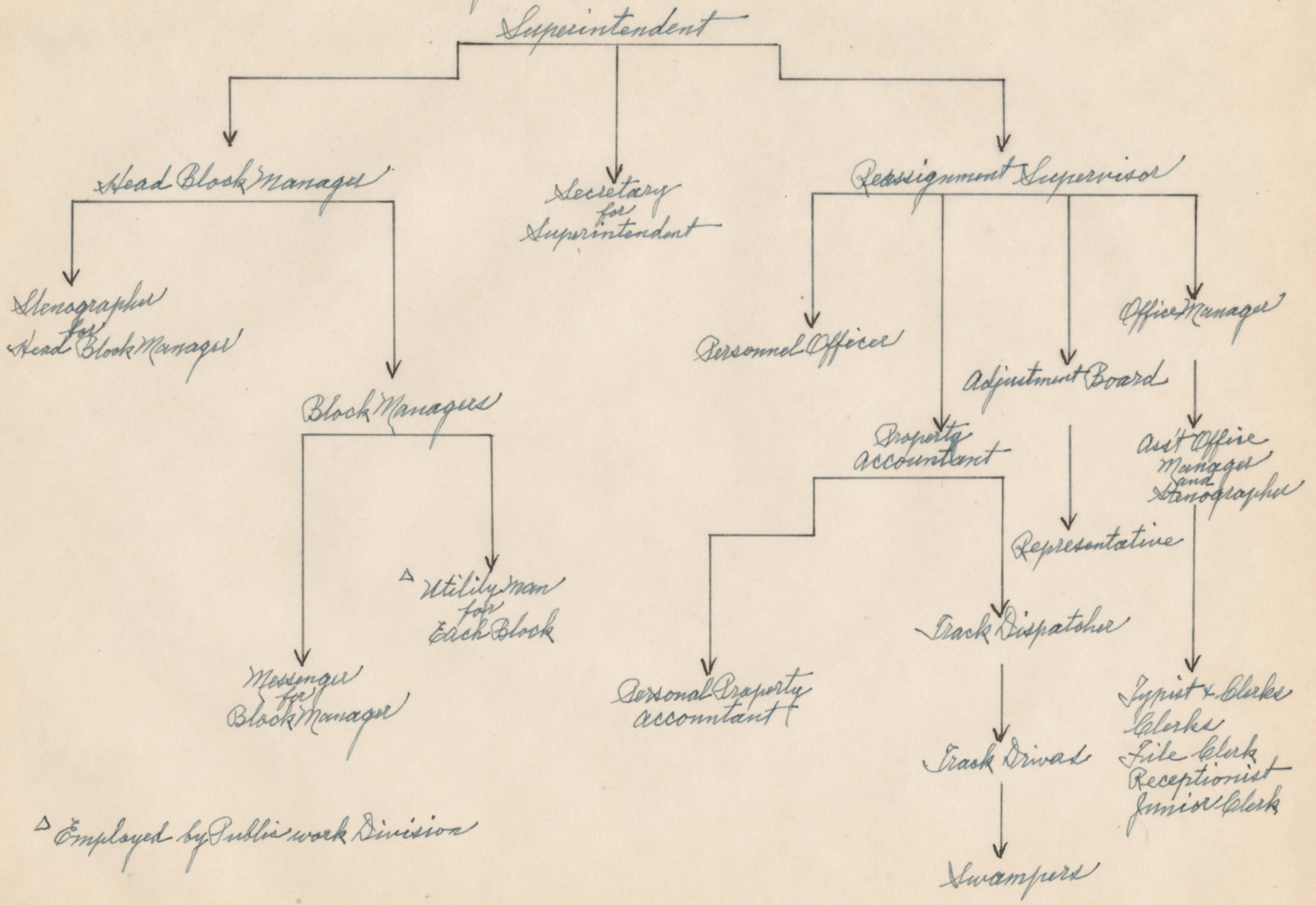
Oct. 8, 1942

# Diagram of Housing Personnel



Oct. 8, 1942

Housing Division Functional Posters

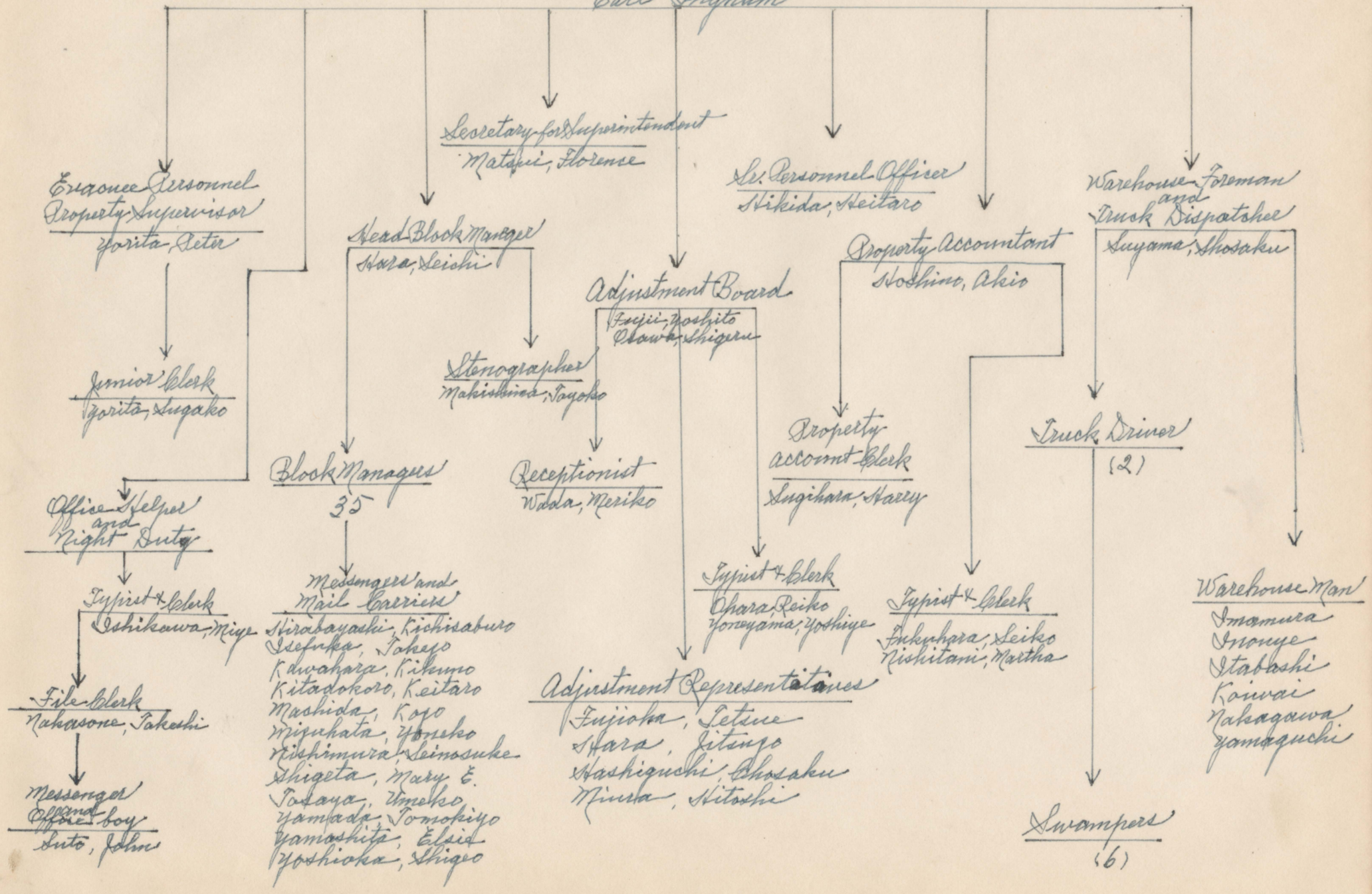


△ Employed by Public work Division

March 1, 1943

Diagram of Housing Personnel

Superintendent  
Earl Ingham



Evacuee Personnel Property Supervisor  
Igorita, Aeta

Secretary for Superintendent  
Matsui, Florence

Sr. Personnel Officer  
Hikida, Heitaro

Warehouse Foreman and Truck Dispatcher  
Suyama, Shosaku

Head Block Manager  
Hara, Seichi

Adjustment Board  
Fuji, Yoshito  
Okawa, Shiguro

Property Accountant  
Noshino, Akio

Junior Clerk  
Igorita, Sugako

Stenographer  
Makishima, Sayoko

Property Account Clerk  
Sugihara, Nancy

Truck Driver  
(2)

Office Helper and Night Duty

Block Managers  
35

Receptionist  
Wada, Meriko

Typist & Clerk  
Ohara, Reiko  
Yoneyama, Yoshiye

Typist & Clerk  
Fukuhara, Seiko  
Nishitani, Martha

Warehouse Man  
Imamura  
Ironye  
Itabashi  
Kaiwai  
Nakagawa  
Yamaguchi

File Clerk  
Nakasono, Takashi

Messengers and Mail Carriers  
Sirabayashi, Kichisaburo  
Iseluka, Takeyo  
Kawahara, Kikumio  
Kitadokoro, Keitaro  
Mashida, Kozo  
Miyahata, Yoneko  
Nishimura, Keinosuke  
Shigeta, Mary E.  
Takaya, Umeko  
Yamada, Tomokiyoo  
Yamashita, Elsie  
Yoshioka, Shigeo

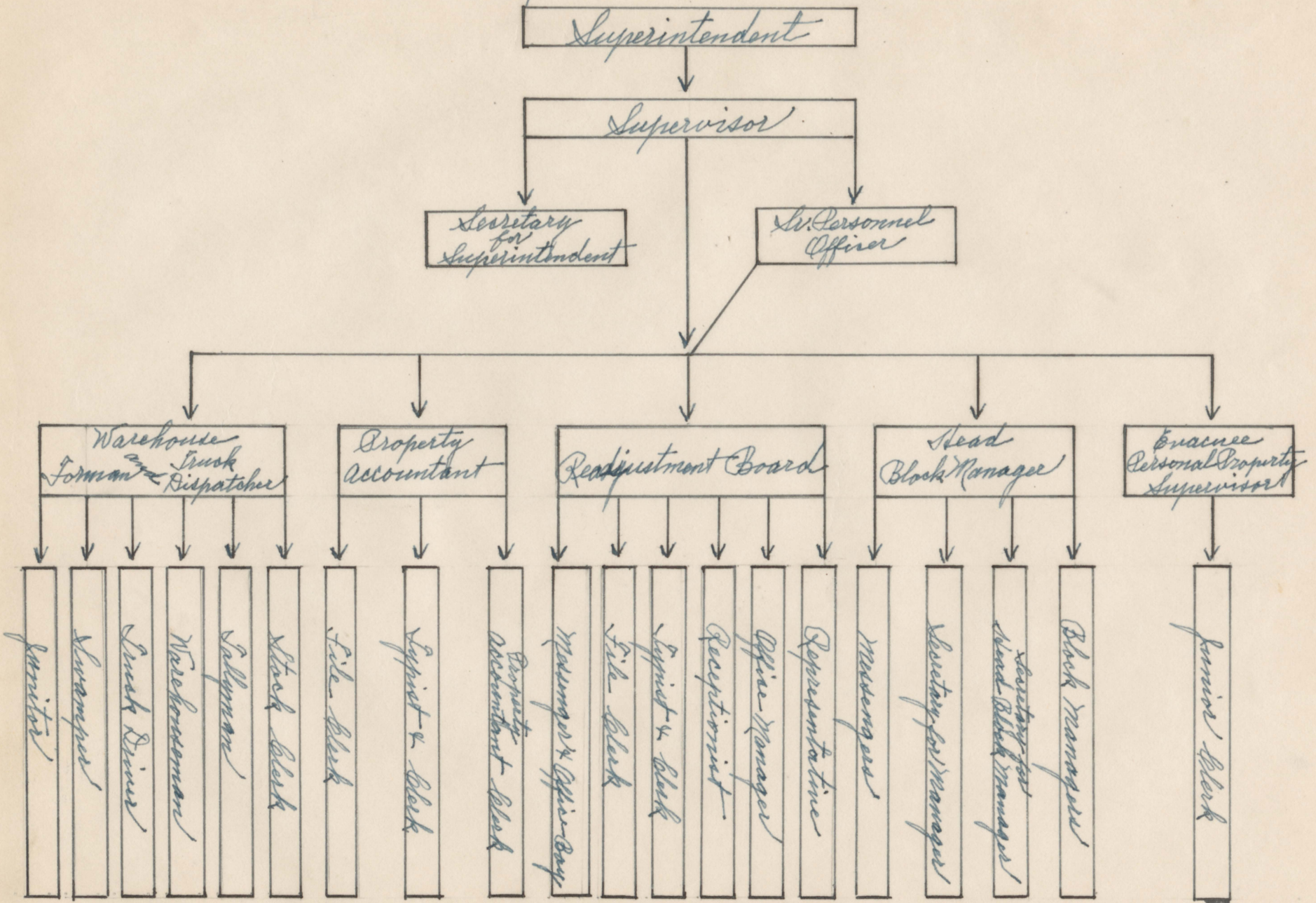
Adjustment Representatives  
Fujioka, Setune  
Hara, Jitsugo  
Hashiguchi, Chosaku  
Mitsuka, Hitoshi

Messenger Office Boy  
Suto, John

Swampers  
(6)

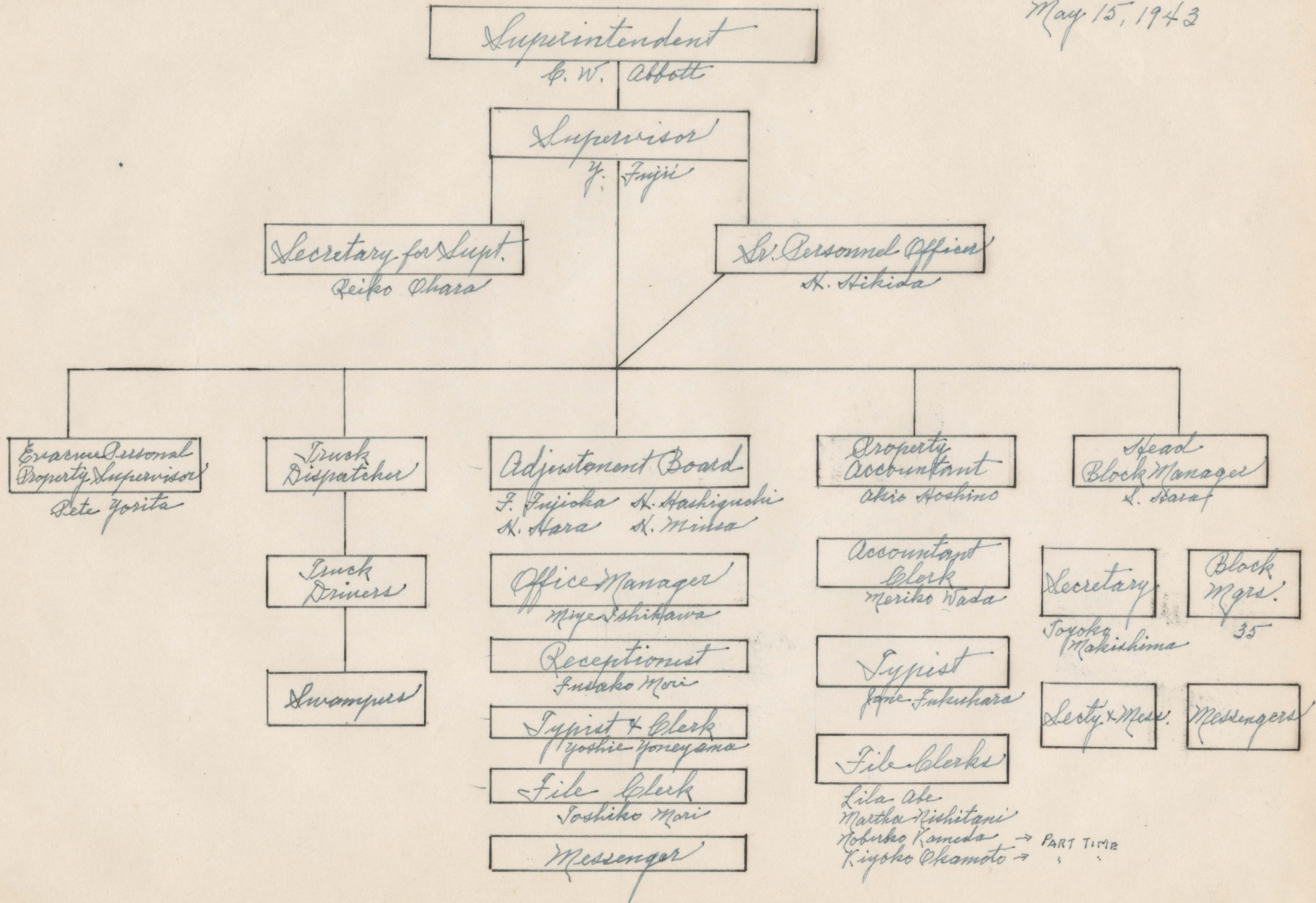
April 8, 1942

Housing Division Functional Roster



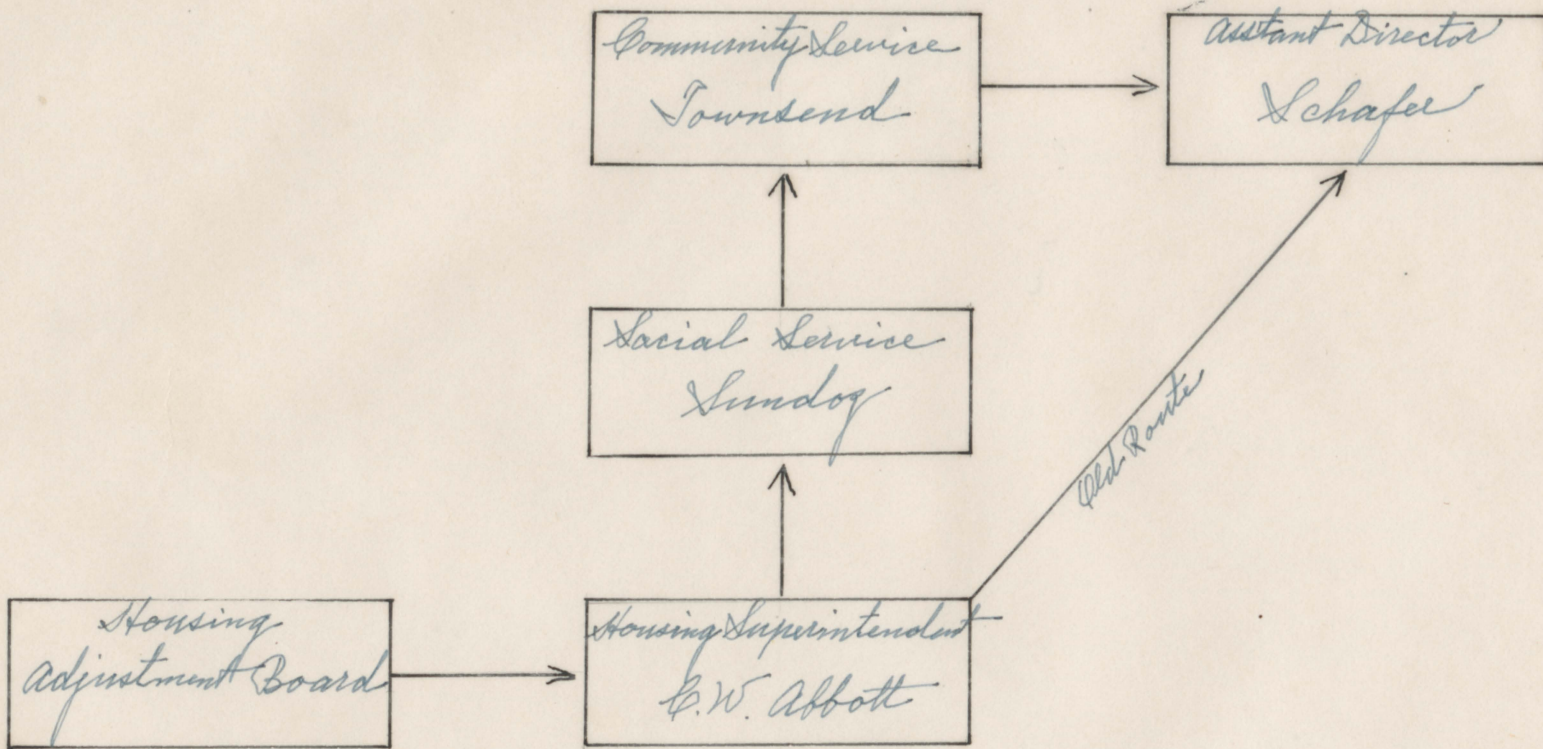
Housing Personnel

May 15, 1943





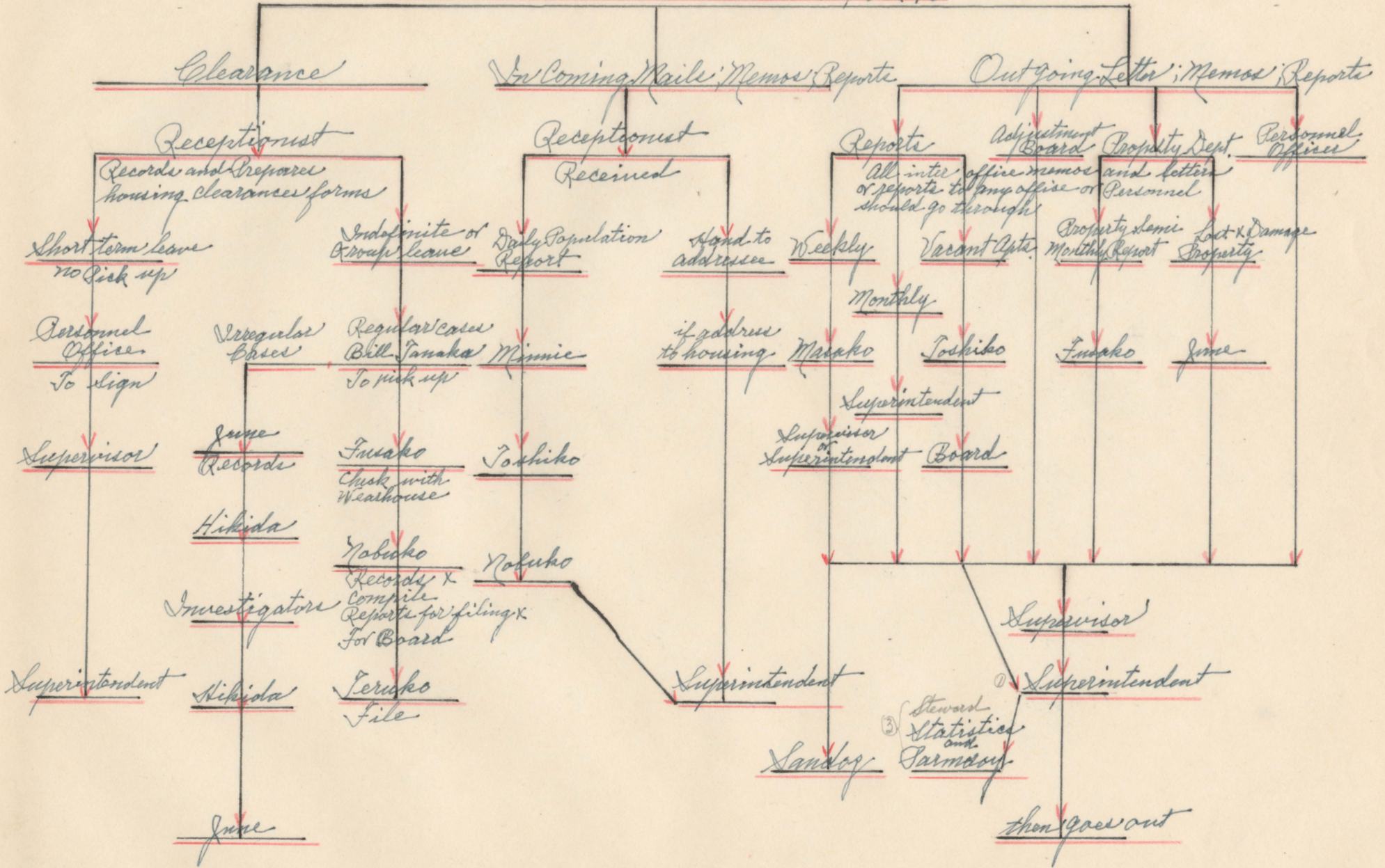
Route of Procedure



Changing May 15, 1943

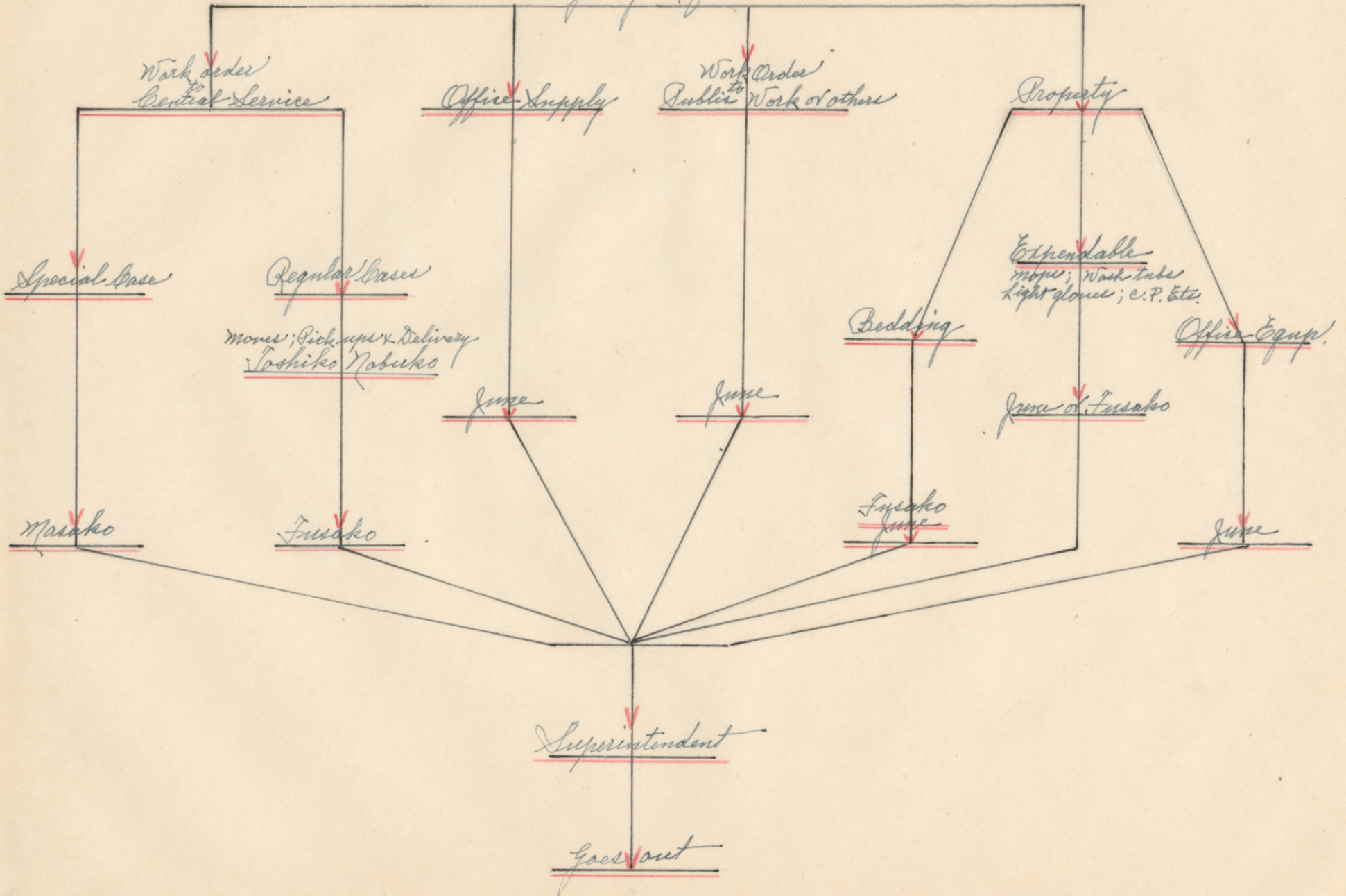
# CHANNELS FOR ALL REPORTS

Sept. 1, 1943



September 1, 1943

Out going Requisitions



In Coming Requisition

September 1, 1943

Receptionist

Block Managers and Investigators

Stone - Doors -  
Window glass Etc.

Expendable  
Property

Wash. Tubs - Mops -  
C.P. Etc.

Adjustment of  
Reservation of Apts.

Bedding

Nipida

June

Prepare for delivery

Adjustment Board

Nabuko

Approve for delivery

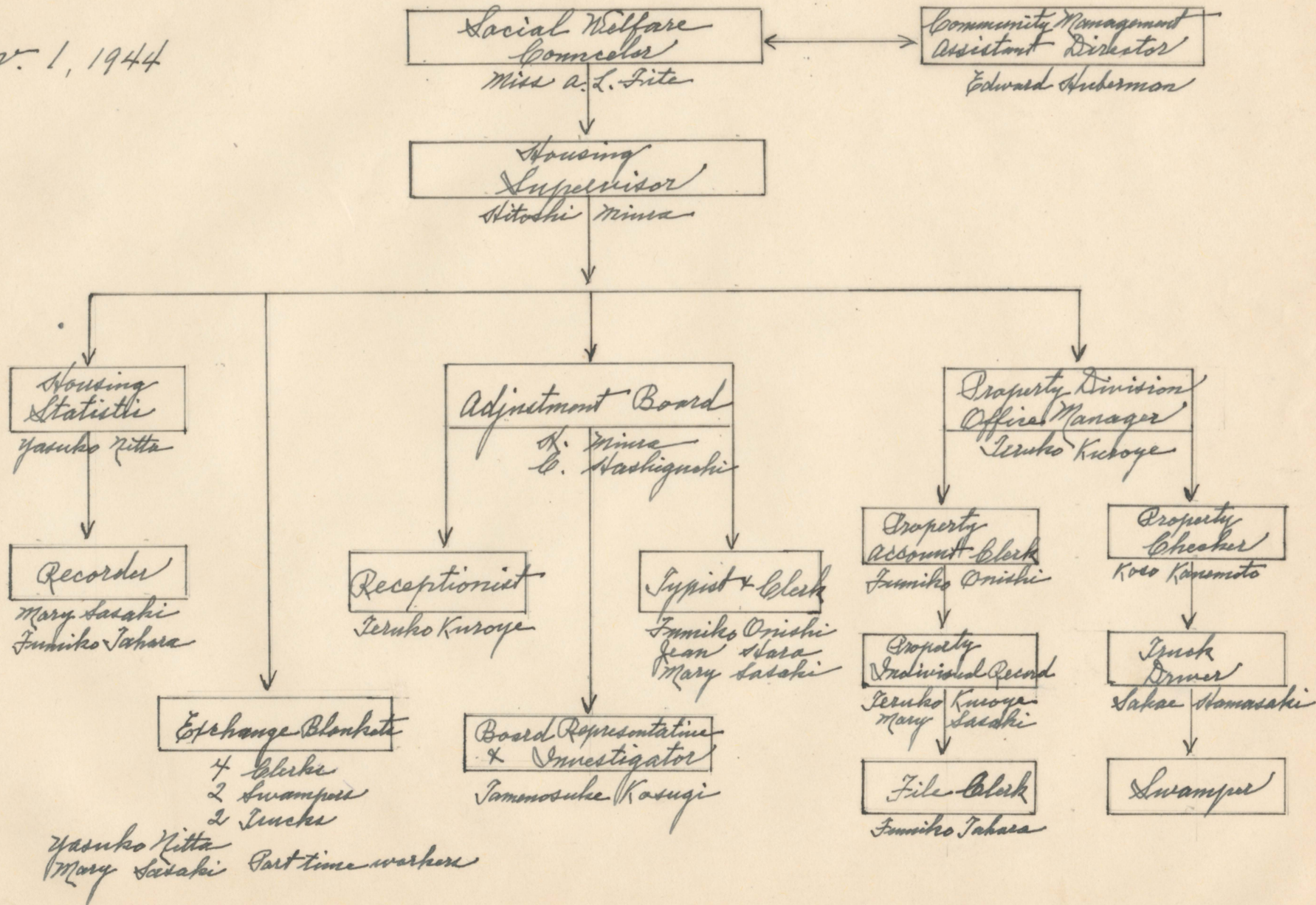
June

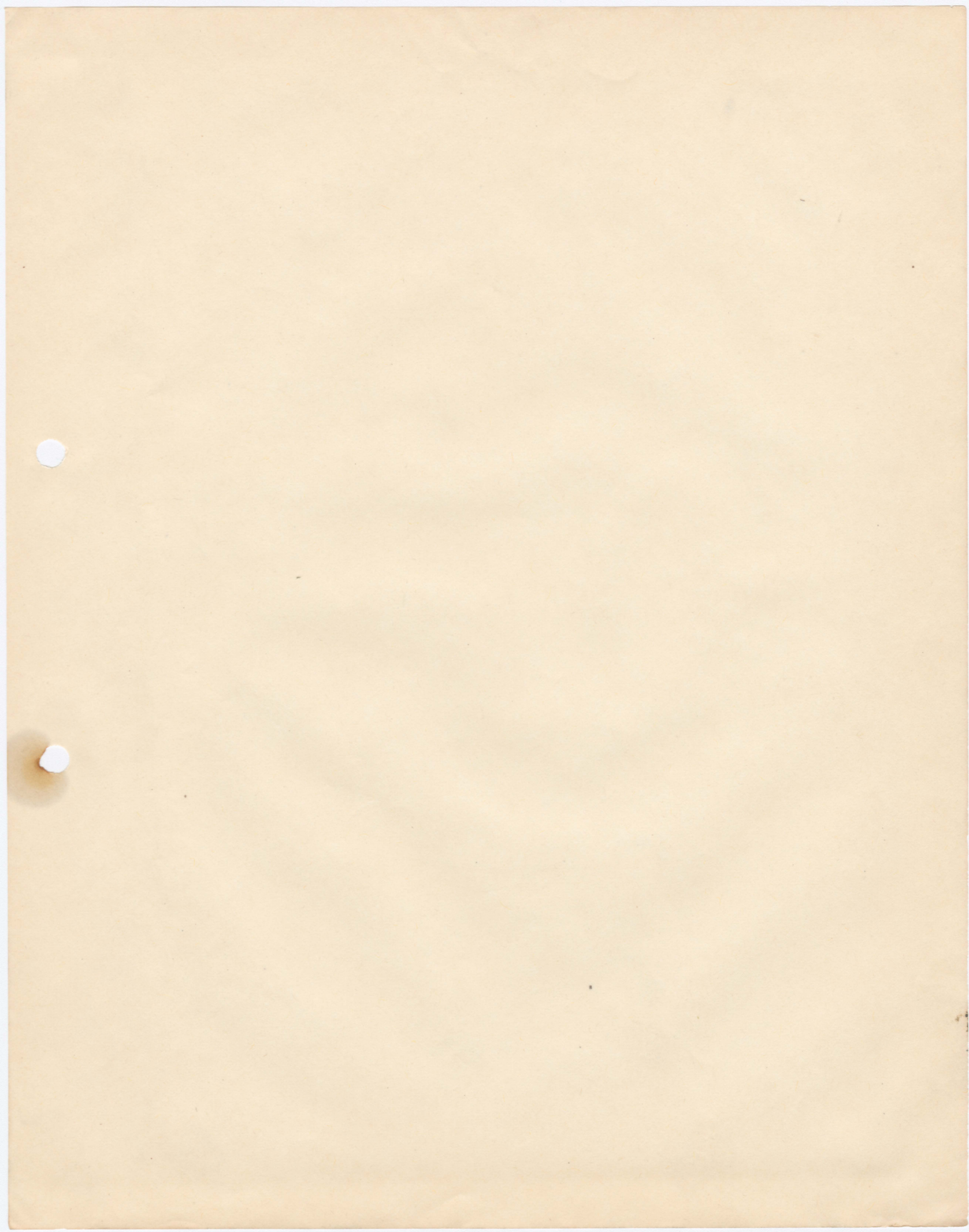
Bill  
Delivery

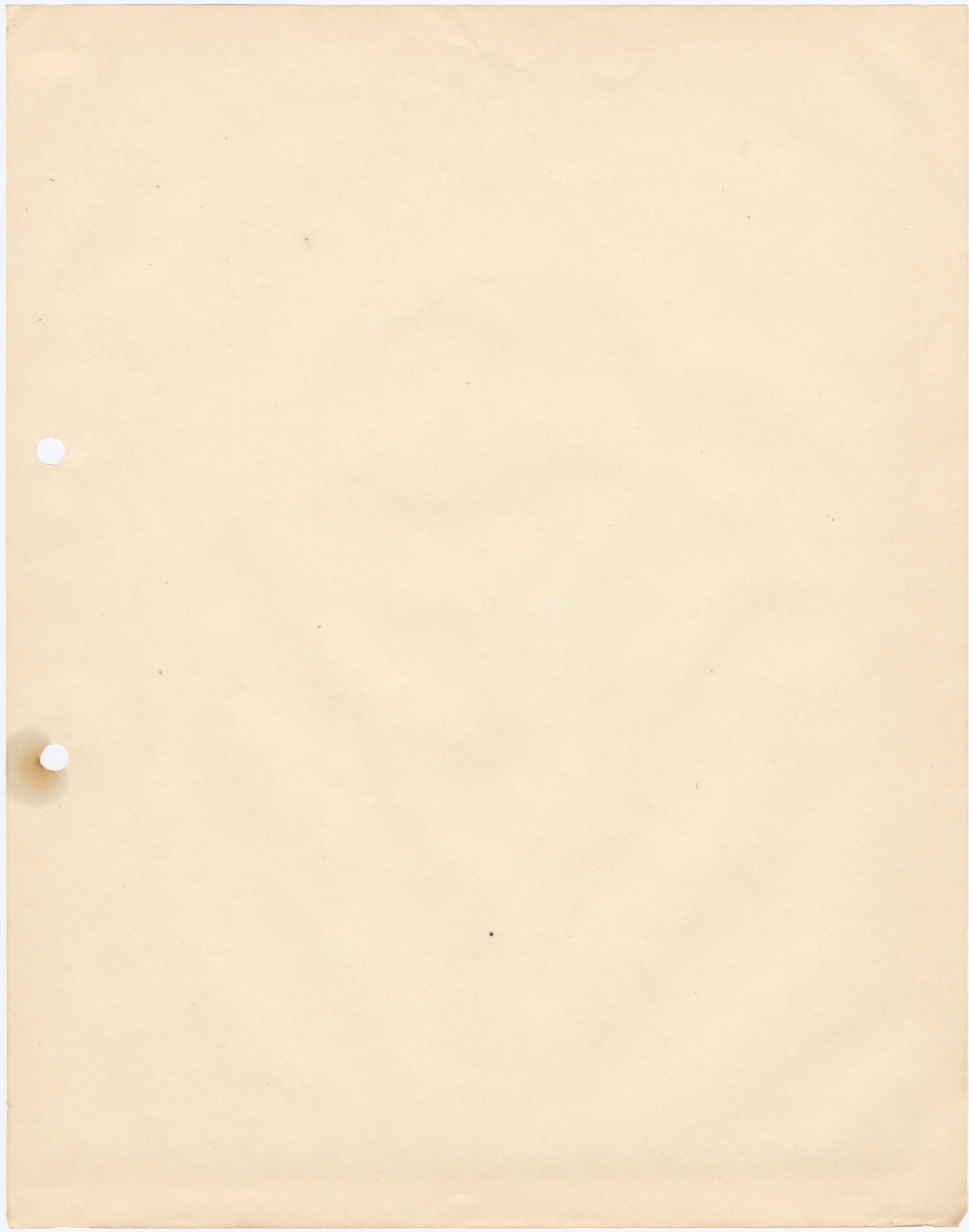
Bill  
Delivery or Pick ups.

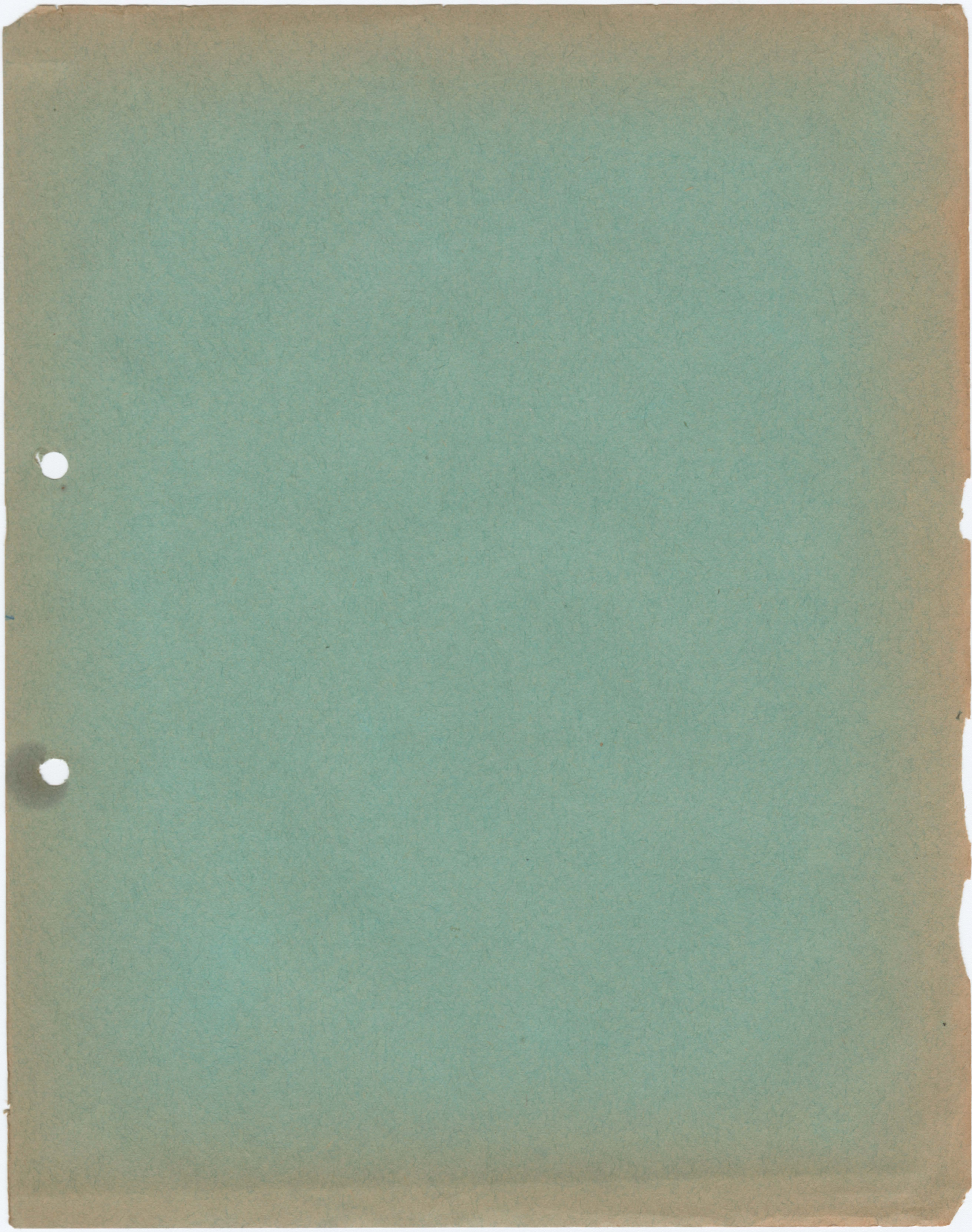
# Diagram of Housing Personnel

Nov. 1, 1944











MINIDOKA RELOCATION CENTER  
 Hunt, Idaho

*July 15, 1943*

BLOCK MANAGERS

<u>Block No.</u>	<u>Name</u>	<u>Address</u>
2-11-A (1 & 2 3 & 4)	Sato, Yasuji Shiohara, Motosaku	2-11-B 4-5-D
6-11-A (5 & 6 7 & 8)	Obazawa, Yoshitane Hosokawa, Setsugo	6-12-F 8-1-A
10-11-A (10 & 12 <i>12-11-H</i> )	Sakumoto, Chisato	12-8-E
16-1-A (13 & 14 15 & 16)	Mori, Hideo Harada, Masaru	14-4-B 16-1-B
19-11-A (17 & 19)	Hirai, Sadatoshi	19-6-A
24-1-A (21 & 24)	Kawaguchi, Kisuke	24-11-F
28-1-A (26 & 28)	Tosaya, Masutaro	26-7-E
32-1-A (29 & 30 <i>31-11-A</i> 31 & 32)	Tanida, Hidekichi Matsui, Yorisada	30-10-D 32-6-D
38-1-A (34 & 35 36 & 37 38 & 39)	Muramatsu, Matsutaro Nakatani, Kenichi Kida, Keijirō	34-4-D 36-3-E 39-3-D
42-1-A (40 & 41 42 & 44)	Ishikawa, Shichiro Nakamura, Tura	40-1-E 42-3-D

Regulations  
& Instructions

STATEMENT OF POLICY

HOUSING DIVISION

A FAMILY OCCUPIES AN APARTMENT ACCORDING TO THE SIZE OF THE FAMILY.

1. A two person family may be assigned to a two person room.
2. If that two person family is now occupying a three person room, they may be removed to a two person room.
3. If the two person family living in a corner room can establish the fact that a baby is coming in the family, (It is always permissible to ask for a doctor's certificate) then they may stay in that apartment.
4. If more than one family is living in a room and the number of persons is compatible with the size of the room, such families may remain there, if both parties are agreeable and the Counselor gives his consent.
5. A three person family should live in a three person room (16' x 20'). This means that if such a family is living in a 5 person room, they may be moved to a smaller room.
6. A four person family should live in a 5 person room (20' x 20').
7. A five person family should live in a 5 person room unless such a room is not available.
8. A six or seven person family should live in a 7 person room (24' x 20').
9. A family of eight should live in an eight person apartment in Block 44, unless such a room is not available, then they should have two adjacent rooms.
10. A family of nine, ten, eleven, or twelve should have two adjacent rooms.
11. In case any family is requesting a larger room because of the fact that they have excess baggage or they teach dancing and have many customers or that they are ministers and have many books or wish to

receive visitors in their rooms, the same rule applies as to the size of the family.

12. It is not advisable to permit a single person or a member of a family living in an apartment to move in with another family in order to make it possible for that family to retain the apartment in which they are living. This would be permissible only at the order of the Counselor. If the additional person is an immediate relative, such a move would be permissible--immediate relatives would include only father, mother, son, daughter, sister, brother.
13. No one is to move to the hospital area without a signed authorization from Dr. Neher.
14. We will not furnish apartments for young persons, under legal age, away from their families, when their families are residents of the project, except at the order of the Counselor.
15. Bachelor men should be assigned to a 7 person room in groups of six men, with this exception--two families of men totaling five persons may be assigned to a 7 person room. (24' x 20') In some cases, it will be desirable to place two bachelor men in a small two person room. (12' x 20')
16. In some cases a single person may have a special social problem and require a single two person room. This need should be verified by investigation, either on the part of the Housing Division or the Social Service Division.
17. Where it is stated by a family that a member or members of the family is outside the project and will probably come here at some future date, we cannot allocate space to that family for the extra person. If and when the person does arrive, then every effort will be made to immediately provide the space required.
18. If a family wishes to move into another apartment which is of the right size, we will investigate and endeavor to grant the request.
19. No one is to move into vacant rooms without authorization from the Housing Division.

20. The following types of leaves are covered by the Housing ruling:

1. Short-term leaves
2. Seasonal leaves
  - a. Bachelors who leave the project on short-term leave must give up their apartments or living quarters and bedding.
  - b. Member or members of a family who are leaving the project on short-term leave shall be counted as extra members of such families, but they must give up bedding.
  - c. If in case the whole family leaves the project on short-term leave, for the period of less than thirty days, they may hold the apartment providing that they are in the right size apartment.

The Adjustment Board will make the decisions affecting the allocation of families to apartments. In this they will be guided by the rules of the Housing Division. It is intended that they shall be fair and impartial in their judgment. The residents are requested to withhold criticism, realizing that each member is faced with many problems, each to be solved with the ideal in mind that he would be fair to all.

The Adjustment Representative will carry the decisions of the Adjustment Board to the families concerned and if the decision is acceptable, moving facilities will be provided as soon as possible. Each family has the right to appeal the decision, but it should be recognized that such a procedure delays the entire rehousing program, and in most cases, will probably not alter the result. Each family is expected to concur in actions which are necessary for the good of the entire community.

SUPPLEMENT TO HOUSING REGULATIONS  
June 12, 1944

Any person or family living in an apartment larger than the prescribed size for the number occupying it is eligible for movement whenever the apartment is needed for a family of the size for which it was intended, or for partitioning, etc. The person or family eligible for movement has the following choices:

1. He may be moved at once to another apartment of the prescribed size.
2. He may remain in his apartment until it is needed for another family--with the understanding that he may then be obliged to move on very short notice.

Persons living in any given block are allowed first choice when vacancies occur within that block. Second choice is given to relatives of persons residing in the block--whether they are living elsewhere in the Center, or are transferred from other Centers.

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

June 30, 1943

MEMORANDUM TO:

FROM: Housing Division

The following types of leaves are covered by the Housing ruling:

1. Seasonal leaves
2. Short-term leaves

Housing Ruling

1. Bachelors who leave the project on short-term leave must give up their apartments or living quarters and bedding.
2. Member or members of a family who are leaving the project on short-term leave shall be counted as extra members of such families, but they must give up bedding.
3. If in case the whole family leaves the project on short-term leave, for the period over thirty days, they must give up their apartments and bedding.
4. If in case the whole family leaves the project on short-term leave, for the period of less than thirty days, they may hold the apartment providing that they are in the right size apartment.

C. W. Abbott  
Housing Superintendent

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

July 5, 1943

TO: Mr. G. L. Townsend  
Chief, Community Services

FROM: Housing Superintendent

STATEMENT OF POLICY

I. Gardens

The only way that Housing Board cares to enter into matters concerning gardens is in cases where people are concerned about their gardens and wish not to move it when they are asked to move. Housing will contact the party moving out of the apartment and the party going into the apartment and attempt to get the two together to make some sort of an agreement between themselves on the care and use of the gardens.

II. Bachelor women

Housing will try to place two bachelor women into the old two-person apartments, size 12' x 20'. In case some of these women cannot get along with the other women at all, we may give them a small two person apartment alone.

In regards to older women living with families, Housing will not furnish apartments for those women to move out of the families.

III. Notices to residents as regards moves for adjustment into correct size apartments.

In regards to notices, Housing has made up a list of notices to be sent to residents who are now in apartments larger than the size of their family justifies. This list shows the order in which notices will be sent:

- A. Two persons living in seven person apartments.
- B. Single men living one in a room.
- C. Women living alone in an apartment.
- D. Two persons living in a five person apartment.



E. Three persons living in a seven person room.

F. Four persons living in a seven person room.

At the present time, these are the only ones that Housing wishes to contact. There are other adjustments which may have to be made later in order to provide space in case space is badly needed, but we will be unable to move, because of lack of small quarters, the ones in these categories.

#### IV. Men bachelors

There are many cases of men bachelors living too few in an apartment due to part of the original group having left on group or short-term leave. These bachelor men have been moved around a good deal in the project. Since men who left will be coming back at the end of the harvest season, we feel that we should not, at present, attempt to adjust all these cases. If, however, we should need to make space for a large number of people coming into the project, we plan to call the bachelors together by blocks into meetings where we will discuss with them the situation and ask them to get together groups of friends to move into the bachelor quarters to fill these quarters to capacity.

C. W. Abbott  
Housing Superintendent

## SUPPLEMENT TO THE HOUSING REGULATIONS

Those leaving the project under classifications marked by (X) are considered as extra members of the family, even though they are not in project, that is, as far as Housing Adjustment is concerned. However, if such persons' status is changed during the absence, their family shall be reassigned according to regulations.

Absence on leave are classified as follows:

1. Group leave (X)
2. Short-term leave (X)
3. Indefinite leave
  - a. General
  - b. Education
  - c. Vol. Armed Forces (X)
  - d. Selective Service Ind. (X)
  - e. Sick leave--with Dr. Neher's approval
  - f. Government Det.
4. Transfer to other Relocation Centers
5. Interned
6. Death

Minidoka Project

INTER - OFFICE MEMO

DATE: April 10, 1944

TO: Housing Adjustment Board

FROM: Nevin Wiley, Assistant Counselor

Recent situations that have been called to my attention indicate the need for clarification as to who is entitled to special housing consideration and how this can be secured.

The only departments who can make special requests of the Housing Board are the Medical Social Welfare Dept. (Miss Dorothy Cram), and the Counselor's Office. These recommendations are made on the basis of medical or social needs. It is important that you do not refer everyone to the Hospital or the Counselor's Office who cannot accept your decisions. If you feel that there is a real medical or social reason for special consideration refer these people.

When there is no evident medical or social problem your ruling is final. Please do not suggest that evacuees can get special consideration if they have a memo from other departments.

SIGNED& Nevin Wiley

NOTICE TO ALL PROJECT RESIDENTS

A large number of small families have recently come to minidoka. Because there were not enough apartments available, it was necessary to require that some of these families double up in large apartments or stay temporarily in hostels. A small number of rooms are now available and more are being vacated daily as families are going out on indefinite leave. Most of those vacant rooms are large ones. In order to separate the families who are doubled up and to provide better quarters for those families still in hostels, it is necessary to move them into these large rooms as fast as they become vacant, even though the families are small.

As these are temporary moves only, the families involved will be required to move into correct-sized apartments as soon as such apartments become available, regardless of where these apartments are located, or the amount of baggage and household goods the family may have in its possession.

This temporary action is being taken to meet the present housing emergency and is in no way a change in the policy of the Housing Office, which provides that families must be assigned to apartments of the correct size whenever such apartments are available.

Plans are under way for partitioning some more barrack buildings into smaller apartments. This, and relocation of families, should make a greater number of small apartments available in the future.

October 6, 1943

---

H. L. Stafford  
Project Director

April 29, 1943

Mr. H. L. Stafford, Project Director  
Mr. Philip Schafer, Ass't. Project Director  
Mr. Russell Sprinkel, Sr. Adm. Officer  
Mr. Kenneth Barclay, Int. Security Officer  
Mr. Earl Ingham, Supt., Comm. Enterprises

Ralph J. Moore, Project Attorney

Legal nature of evacuee's occupancy of their  
apartments in the Centers

The following is an excerpt from a letter addressed to Donald T. Horn, Project Attorney, Granada Relocation Center, Amache, Colorado by Lewis A. Sigler, Acting Solicitor, War Relocation Authority, Washington, D. C., under date of April 16, 1943:

"I am certain that the advice which you gave the chief of police to the effect that he has the authority to dispossess occupants of particular apartments if the housing department changes their quarters is correct. No formal study has been made in this office as to the legal nature of the evacuees' occupancy of their apartments in the centers, but I am sure that they do not occupy as tenants from month to month or from year to year nor, as far as that is concerned, under any other standard tenancy. Their status is more like that of licensees with apartments assigned subject to re-assignment at any time."

Signed

---

Ralph J. Moore, Project Attorney

The following is a paragraph from the minutes of the Housing staff meeting, July 7, 1943:

Housing has been sending notices to people living alone in an apartment, two living in a 7 person apartment, bachelors living alone in an apartment. Today, the women living alone in an apartment will be contacted to make adjustments.

Two persons in a five person apartment, three in a five, 3, 4, 5, persons in a seven person apartment will be notified that sometime in the future they would have to move. At present they will not be bothered, but when and if large number of people from other centers come into project, they will have to move out on short notices. Also it is now the policy to move persons directly into vacant apartments instead of shifting one family in order to accommodate the other.

Instruction

1. Hereafter not to send to hospital for Doctor recomon dation, Adjustment Board Secretary get the fact of resident and send a memo to hosipital to get answer.

By Superintendent  
June 4, 1943

Also apply to Social Case to Sandoz's Office.

1. Freeze of blocks  
Now on no family or any person to move in Block  
41-42-44

By Superintendent  
June 16, 1943

1. Lift freezing blocks, 41-42-44-, open to residents.

By Superintendent  
July 14, 1943

1. All movement must be completed before August 25, 1943.

1. All movement must be freeze after August 20, 1943.

( Person who is not moved before that date is  
naturally going to be double up)

1. Survey must be made before August 10, 1943.

- a. Exact location                      b. Exact number of aparts.
- c. Figure largest possible

Order of Washington D.C.

By Superintendent  
July 20, 1943

1. Women's Bachelors should be double up in 2 person apart or Women Bach. quarter. Except Social case or hospítal recommendations. Average space of one person 80-105 sq. ft.

By Superintendent  
July 20, 1943

1. Block 44 2person going to 3 person apartment in Block44 are freeded.

By Conferance with Superintendent  
July 20, 1943

1. Tule Lake is the Center of Segration.

9373 person                      Highest population in this center  
300                      "                      one Block less

9073                      "

8589                      "

---

494                      "

7491                      Remaining population 7/19  
1098                      Seasonal leave

\*-----

8589

At present we could take care about 1,000 person.  
July 21, 1943

Figures:                      3 person apt. 2 $\frac{1}{2}$  person, 5 person apt. 4 person  
7                      "                      "                      5 $\frac{1}{2}$                       "

1. No more bedding to be delivered to visitors. Use Hostel or stay with friend's who provide sleeping quarters.

August 13, 1943

1. Hostels provide for the visitors until the segregation time.

#### Hostels Locations

Block 2	Building 7	Apts. C,D,E
Block 13	" 9	" B
" "	" 4	" E
" "	" 6	" E
" "	" 9	" E
" 38	" 2	" E
" "	" 6	" E
" "	" 8	" B
" "	" 5	" E

August 13, 1943

#### Question to all Visitors at gate

1. Do you wish to stay at hostel ?
2. Do you wish to stay with friend ?

#### Housing Division

1. No assignment to be made for visitors, tell them to stay at hostel.

#### Hostel Care-taker at Block 38

	Mrs. Kirita	38-4-D
Hostels	38-2-E	38-6-E
	38-5-E	38-8-B

#### Hostel Care-taker at Block 2

	Mr. Yorita	
Hostels	2-7-C,D,E	
	Addition Apt.	2-7-B which is occupy by
	2 Bachelors.	

August 18, 1943



## Housing Board Decisions

1. Board decided to give 2 person apartment for women over 50 years old.

April 18, 1943

Example; Sunohara 40-11-E April 19  
Takao 38-11-E May 10

2. Board recognized that father and son is, as a family to give them a apartment, instead of putting in Bach. Quarter.  
May 10, 1943

Example; Hirata, Chihaya Father & Son  
Mitsuru  
Bach. quarter 36-3-B to 36-12-F  
May 13

3. Brothers or Sisters are considered to be as family.  
Mr. Sandoz agreed to this proposition on June 9 at Housing Office with Mr. Abbott.

Board members all agreed.  
June 16, 1943

4. Bachelors should not assigne to new 2 person apartment.  
June 16, 1943

5. Housing Project divided into 3 sections, H. Miura will take care Block 1,2,3,4,5,6,7,8,10, 12, 13,14,.  
C. Hashiguchi will take care Block 15,16,17,19,21,22,24, 26,28,29,30  
J. Hara will take care Block 31,32,33,34,35,36,37,38,39, 40,41,42,44.  
By agreement  
July 15, 1943

6. Housing Adjustment; The project divided into 4 section.

H. Miura	8 $\frac{1}{2}$ Blocks	1 to 10
C. Hashiguchi	" "	12 to 22
J. Hara	" "	24 to 35
Rex Yamashita	8 "	36 to 44

( Joined July 24, 1943 )

Are going to take care each sections.

Rex Yamashita will be a member of Housing Adjustment Board ( for 3 Month ) Officialy on July 24, 1943.

By Agreement on  
July 23, 1943

Tamura (1) 42-11-D

( Stafford notice Case )

Mr. Sandoz does not permitted as Social Case which Mr. Abbott told the Adjustment Board.

Board decided leave alone in this apartment as a reason that no one live with her even in Women Bachelor Quarter on account of that she is too dirty. She came from Alaska.

Granted August 25, 1943

NOTICE

SUBJECT: Housing

*Oct. 25, 1943*

1. Assignment
  - A. All assignments shall be made by the Housing Adjustment Board in accordance with its Housing regulations.
  - B. Those entering the project or returning from the outside and are reinducted must secure the assignments to their apartments.
  
- II. Clearance
  - A. People who are going to leave the project, on short term, seasonal, indefinite leave, etc., must be cleared by Housing. People leaving the project *are strictly prohibited to take out* government property, such as cots, mattresses, and blankets.
  
- III. Visitors
  - A. The Project Hostel is provided for visitors.
  - B. Visiting members of immediate families still on the project may secure bedding from their respective Block Managers and the same must be returned to the Block Managers before leaving.
  
- IV. Steel Cots
  - A. Due to the shortage of steel cots, the rating of eligibility is as follows:
    - a. For sick persons with doctor's certificate.
    - b. For pregnant and nursing mothers with doctor's certificate.
    - c. For persons 60 years and over.

## 家屋部より

### 一般告示

家屋部では左の如き告示を貼り出し居室其他に關し、注意を促す事となつた

#### 一、部室の指定

(イ)部室の指定は凡て如何なる場合に於ても家屋部の規定に従ひ、住宅調整部に依つて行はれるものとす

(ロ)入所者又は歸還者が所内居住者として許容せられたる場合は、家屋部より部室の指定を受くるものとす

#### 二、出所の場合

農繁期、又は無期限出所其何れを問はず、出所する場合は、家屋部より証明書を得るものとす。寢台、マットレス並に毛布等の如き、政府所屬の物品持出しを固く禁ず

#### 三、訪問者

(イ)訪問者にはホステルの設備あり

(ロ)所内居住中の家族の一員として當所に訪問宿泊する場合は、其居住區の區長より寢具を借用し出發前必ず之を返却するものとす

#### 四、鐵製ベッド

鐵製ベッドは現在不足なる爲め左の順序により配給される

(イ)醫師の証明書を所持する疾病者

(ロ)同じく醫師の証明書を所持する妊婦及び産婦

(ハ)六十才以上の高齢者

NOTICE

SUBJECT: Housing

I. Assignment

- A. All assignments shall be made by the Housing Adjustment Board in accordance with its Housing regulations.
- B. Those entering the project or returning from the outside who are reinducted must secure the assignments to their apartments.

II. Clearance

- A. People who are going to leave the project, on short-term, seasonal, or indefinite leave must be cleared by Housing. People leaving the project are strictly prohibited from taking out of the project government property, such as cots, mattresses, and blankets.

III. Visitors

- A. The Project Hostel is provided for visitors.
- B. Visiting members of immediate families still on the project may secure bedding from their respective Block Managers and the same must be returned to the Block Managers before leaving.

IV. Steel Cots

- A. Due to the shortage of steel cots, the rating of eligibility is as follows:
  - a. For sick persons with doctor's certificate.
  - b. For pregnant and nursing mothers with doctor's certificate.
  - c. For persons 60 years and over.
  - d. In cases, where an iron cot is issued to one of the married couple, the other will also be issued.

LIST OF W.R.A. FORMS & HOUSING FORMS

- WRA-223  
Request for Project Storage of Property
- WRA-109  
Receipt for Hand Tools and Personal Equip-  
ments
- OEM-61 (11-41)  
Transfer of Property (U.S.A. Office for  
Emergency Management)
- WRA-73 (Revised)  
Schedule of Rates
- Form *(WRA 171)*  
Report of Loss or Damage of Property
- WRA-74 (Revised)  
Notice of Quarters Occupied for Which Pay-  
roll Deductions Will Be Made.
- Form M-50 (Revised)  
Property Clearance Slip
- PWD-27  
Request for Construction, Alterations, or  
Repairs
- WRA-96  
Material Issuance Ticket
- WRA-7 (Revised)  
Requisition for Materials and Supplies
- WRA-7-A  
OS Stores Requisition
- WRA-111  
Daily Inventory Balance
- WRA-95  
Basic Family Card
- WRA-275 (Exhibit XV)  
Census Tabulation

FORM OEM-33

*Office for Emergency Management - office memorandum.*

continued.....2

W.R.A. - 159 (REVISED)

*Trip and Justification sheet for Motor Equipment usage.*

Central Service-3  
Transportation Requisition

Housing Form No. 1  
Original-Registration

Housing Form No. 2  
Property Receipt Form

Housing Form No. 4  
Request for Change of Address

Housing Form  
Answer to Request for Change of Apartment

Housing Form No. 4-A  
Apartment Blank Sheets

Housing Form No. 15  
Managers of Blocks' Checking Form.  
Housing Properties

Housing Block Form  
Building and Apartment Sheets

Housing Form  
Hostel Report Sheet

Housing Form  
Vacant Apartment Sheets

W.R.A. - 344

*Request for Financial or Medical assistance or  
permission to reside in a Relocation Center.*

Property

## PROPERTY ACCOUNTANT

The primary duties of the property accountant is to keep a record of, and account for, all property requisitioned and charged out to the Housing Division. Instructions on requisitioning equipments from the warehouse, procuring materials not available at the warehouse, and the procedure in requesting work to be done, are filed in the incoming folder under Mr. Prink. The housing storeroom is in charge of a warehouseman who tallies in and out all equipment and forwards a daily report to be recorded in the books.

Aside from this, there is a certain procedure to control the issuing and the picking up of equipment from colonists. A card file system to record equipment issued to individuals or family groups have been made and is filed by apartments. The original signed receipts are then filed alphabetically. Bedding is issued as follows:

- 1 cot per person
- 1 mattress per person
- 2 blankets per person

Additional blankets may be issued if approved by the Social Service Division.

## STEEL COTS

Steel cots are issued to persons who have special reasons, and are given priority ratings as follows:

- A rating-----Endorsed by Dr. Neher of Project Hospital
- B " -----Expectant or nursing mothers
- C " -----60 yrs old or over
- D " -----50 to 60 yrs of age
- E " -----Couples with just one steel cot
- F " -----Small Children
- G " -----Ordinary requests

## COLONISTS WITHOUT PERSONAL BAGGAGE

For new arrivals, whose baggage has not arrived, extra blankets have been issued temporarily. All such blankets are recorded as No Bedding (NB) and are recorded separately from regular issue. These blankets are picked up as soon as their personal baggage arrives.

## VISITOR'S BEDDING

Bedding is issued to visitors after checking with the permit section to find out if a visitors permit has been issued. This bedding is charged to the host, who will sign for it, and is picked up as soon as the permit expires. A file on these visitor's bedding is kept and checked daily. This file is filed according to the pick-up dates and has the following information.

1. Host's name and address
2. Visitor's name and address if a temporary apartment is assigned
3. Number of visitors
4. Pick up date or the permit expiration date



5. Date of issue
6. Equipment issued

#### COLONISTS WHOSE BEDDING CANNOT BE LOCATED

A number of cases occur whereby colonists returning from work furlough cannot find their bedding. In such a case, whatever bedding that is necessary is issued and signed for with the understanding that if the original bedding cannot be located, their records will show that two sets have been issued, the extra set being marked WF. What is to be done with these cases will be discussed later.

#### KEYS

Keys are signed out only to persons requiring it in conjunction with their work and are not issued to individuals for personal purpose since there are only four types of keys to fit all apartments. Records are inaccurate since there was little control in the beginning.

Inter-Office Memo

TO: Property Section

SUBJECT: Clearance

1. Indefinite

All government property must be picked up before a clearance will be signed.

2. Seasonal

A. When part of the family remains in the project.

(1) If leave is for thirty days or less the individual may be cleared without pickup of property provided that a responsible member of the family remaining on the project is signed or signs for the government property. Government property may not be taken from the project.

(2) If the leave is for more that thirty days, the property must be picked up. All government property held by the part of the family remaining must be signed for by a responsible member of the family remaining on the project.

B. If all of the family leaves.

(1) If all of the family leaves for thirty days or less, the government property must be picked up. The apartment may be held provided that a responsible party on the project made known to Housing has access to the apartment and is given instructions to remove the absent persons things from the apartment and turn the apartment over to Housing in the event those on leave do not return at the time of the expiration of their leave.

(2) If all the family leaves for more that thirty days the government property must be picked up and the apartment vacated.

C. When a bachelor leaves, the government property which he has must be picked up before he is cleared. The apartment will not be held in this case.

C.W.Abbott

HOUSING SUPERINTENDENT

TO:  
FROM: Housing Property Section  
RE: Property Clearance Procedure

Effective April 16, 1943, the Housing clearance procedure of persons leaving the project will be as follows:

1. Clearance forms (exhibit #1) will originate at Leaves and Furloughs Office and Outside Employment Office.
2.
  - a. The Housing Office will record and stamp the clearance form.
  - b. Notification form to block Managers (exhibit #2-Housing-15) will be filled and sent to the block manager concerned.
  - c. Receipt (exhibit #3-Housing-2) will be made out and sent to block managers concerned.
3.
  - a. Party leaving will be informed to take their blankets to their block manager and assure them that the cot and mattress are at their home where a truck can pick it up.
  - b. Block Managers are to sign the clearance and receipt forms (on line marked x) when all equipment is checked in to their satisfaction.
  - c. Keep the notification form (Housing-15) for the block manager's record.
  - d. In case a whole family unit is leaving, the block manager may request that other equipment, such as stove pokers, coal shovels, buckets, etc., be checked in before signing clearance form.
4. Party leaving will take the signed clearance form to Induction Office and exchange it for their pass before going out.
5. A truck will be sent around, twice daily if necessary, to pick up the equipment.

NOTE: Contrary to previous discussion, there will be no passes given the day before to persons leaving early. Instead, the Induction Office will open at 7:30 A. M. Persons leaving early will be taken care of in the same way as the rest.

In case of a shortage in equipment, please send the party to Housing Division before signing the clearance form.

Bedding will be picked up in the following cases:

- All indefinite leaves.
- All short-term leaves, indefinite pending.
- All group leaves over 30 days.
- All persons on group leaves who stay beyond the expiration of their permit.
- All persons on short-term leaves who stay beyond the expiration of their permit.

Key to the code on clearance forms.

1Ic	- - - - -	1	Iron Cot;	2IC	- - -c -	2	Iron Cots, etc.
1CC	- - - - -	1	Canvas Cot; etc.				
1M	- - - - -	1	Mattress; etc.				
2B	- - - - -	2	Blankets; etc.				

NO BLANKETS, COTS, OR MATTRESSES ARE TO BE TAKEN OUT OF THE PROJECT IN ANY CASE.

It has been brought to our attention that there may be cases where a private truck or car may pick up the persons leaving. In such cases, closer watch may be necessary to prevent them from carrying out their cots and mattresses. In doubtful cases, it is best not to sign the clearance until the moment the party leaves.

June 28, 1943

TO: Housing Reassignment Board  
and Representatives  
FROM: Property Section  
RE: Steel Cot Priority

Effective immediately, persons coming under the following classification will be eligible to exchange their canvas cots for steel cots.

- a. Requests from the hospital
- b. Expectant and nursing mothers
- c. Sixty years and over
- d. Fifty to sixty years of age
- e. To make double beds for married couples.

HOUSING,  
Property Div.

*A. Washburn*

*Assignment Board*

July 6, 1943

TO: Induction, Records, and Statistics  
FROM: Akio Hoshino  
RE: Property Clearances

This is to inform you that effective July 8th, the Housing clearances will be signed by our truck drivers instead of the block managers. Please make note of this change and release only those persons who have been cleared by Mr. Abbott, Mr. H. Hiki, George Miyazaki, Arthur Abe, or myself.

There is just one exception to this on July 8th. Mr. James Unosawa of block 42-10-C came in for clearance before this change has been contemplated so he will be cleared by his block manager.

Thank you for your cooperation.

HOUSING,  
Property Div.

AH:jf

*Indefinites of part  
of family or any lease  
of whole family.*

WAR RELOCATION AUTHORITY

REQUEST FOR PROJECT STORAGE OF PROPERTY

Name of Evacuee: \_\_\_\_\_ Family Number: \_\_\_\_\_

1. I hereby request the War Relocation Authority to store the personal property listed on the reverse side hereof in a Government warehouse at the \_\_\_\_\_ Relocation Center, without charge to me.

2. All agreements made by me herein are made in consideration of the storage and handling of such property by the War Relocation Authority, and I hereby acknowledge the value and sufficiency of that consideration.

3. I represent and warrant that I have full right to cause such property to be stored, and to execute this instrument.

4. The Authority shall be under no obligation to hold any of such property in storage for any fixed length of time, and whenever it sees fit, on 10 days' notice to me in writing (directed to me at my last known address) the Authority may require me to remove my property from storage, and upon my failure to remove it within the required time, the Authority may dispose of my property by whatever method it chooses, remitting to me all proceeds received therefrom.

5. I hereby release and discharge the War Relocation Authority and its employees and representatives of and from all liability whatsoever arising out of or resulting from the storage, care, or handling of such property.

Date: \_\_\_\_\_ Signature of Owner \_\_\_\_\_ (Seal)

Address \_\_\_\_\_

Witness:

\_\_\_\_\_

I am the lawful spouse of the person who has signed the foregoing instrument, and I hereby join in the execution thereof.

Date: \_\_\_\_\_ (Seal)

(Form WRA-223 Reverse)

LIST OF PERSONAL PROPERTY

No. of Pieces	Articles	No. of Pieces	Articles

Total number of Individual Pieces of Property \_\_\_\_\_

\_\_\_\_\_



Adjustment  
Board

## ORIGIN OF PRESENT HOUSING ADJUSTMENT BOARD

Nov. 1, 1943

About the middle of July, 1942, an advance crew of approximately 200 Evacuees came to Minidoka from Puyallup Assembly Center. On August 10, Evacuees in Area D, started to come to Minidoka and was followed by Areas C. B.A. in order, and this mass movement was completed by September 6. On Sept. 7, the Evacuees from Portland Assembly Center began to move to Minidoka Project and was completed by the 11th. Each time upon the arrival, the representative from Housing Department was called on the train to explain to Evacuees on Board that Housing facilities were still inadequate, and asked the people if possible, to double up with their friends in 1 apartment. They assured them that they will be undoubled as soon as possible, and be given a separate apartment according to the size of their families.

The following days the residents began to come to Housing, insisting they be given a separate room as they were promised. Every morning before office hours, the front space of Housing Division was packed stand-still with the newly arrivals with one thought in their mind, "Separate Apartment". The excitement and consternation were beyond description. It was simply pathetic. The Housing Staff members did everything humanly possible to convince the crowd that their wishes will be fulfilled as soon as

as possible. Despite this appeal, the mobs did not disperse until they got their apartments. It was a matter of their Stubbornness VS. Patience, on the side of the Housing staff. There were at that time, approximately 200 members in Housing Department comprising mostly of young and inexperience persons, and as the result they made all sorts of promise just to escape the pressure.

Realizing this difficult situation, Superintendent Hyke of Housing Division attempted to adjust this situation by direct contact with residents. However, this action did not succeed.

Finally W.R.A. adopted method of adjustment Board to attend this matter. The Board consisted of 3 Board members, 4 investigators, and 3 special assistant. The names of the Board members were withheld from the public, thus avoiding the residents to make direct approach to the Board members, and they attended the problems strictly confidentially and made the decisions.

There was a time High School was set up in Block #23 and request was sent to the residents of this Block to move up to Block #44. The angry residents came to Housing Division with axes and knives to threaten the Board members in protest of their removal to other block, for-

Unfortunately this incident did not develop to any further stage and ended in the understanding on their parts. These were the High Lights of Housing Department before the present Adjustment Board was installed.

## MINUTES OF THE MEETING

A meeting was held on October 2, 1942 at 2:30 p.m. between Messrs. Huycke, Hibiya, Hikida and Mihara. After discussion and due deliberation, the following new housing procedure was decided upon:

Under Mr. Hibiya, Supervisor of Reassignment, will be an Adjustment Board composed of 3 men. A number of Adjustment Representatives will be chosen from among the residents of the Project. These men must have a fair knowledge of both Japanese and English so that they will be able to converse with both the isseis and niseis.

### DUTIES OF REPRESENTATIVES OF ADJUSTMENT BOARD

Adjustment Representatives will settle by arbitrary methods the assigning of desirable vacant apartments to the number of eligible persons. Representatives will bring in survey to the Board for the Board's decision. If decision is unsatisfactory, the party involved will come to the Board and talk over the problem with them. If problem still cannot be given a favorable solution, the Supervisor will be called upon. The final step will be to turn over the problem to the Housing Superintendent for his final decision.

### DUTIES OF THE ADJUSTMENT BOARD

The Adjustment Board will take the survey of each block and work on the problems together. Difficult problems will be turned over to the Supervisor.

### DUTIES OF SUPERVISOR OF REASSIGNMENT

The Supervisor of Reassignment coordinates the functioning of the Adjustment Representatives through the Adjustment Board. He also coordinates the functioning of the Trucking Department, record system, and emergency cases. Emergency cases may go directly to the Board without going through the Adjustment Representatives, but the Representatives shall be notified. He is also responsible for publications and will review all publications with the Housing Superintendent. He will also make a report of office functions to the Housing Superintendent every now and then.

PROCEDURE TO BE FOLLOWED  
BY ADJUSTMENT BOARD

1.
  - a. Investigator sent to contact parties involved.
  - b. Investigator reports to Board and discusses problem involved, if any, and then receives decision of Board and returns to party involved.
  - c. Send second investigator and repeat above procedure.
2. Send formal request for the resident and their Block Manager to meet with the Adjustment Board, Reassignment Supervisor and Housing Superintendent and present their case.

April 7, 1943

HOUSING ADJUSTMENT BOARD

The reorganization was approved by Mr. Philip Schafer, Assistant Project Director.

The reorganization of the Housing Adjustment Board was completed with the decision that these four investigators, namely: Mr. T. Fujioka, Mr. C. Hashiguchi, Mr. J. Hara, and Mr. H. Miura, shall be members of the Adjustment Board and at the same time act as investigators to carry on the double duties. This is a rotating Adjustment Board which means that when any one of the four is acting as investigator, he has no authority to act as one of the Board, but the remaining three shall act upon the case, as the Adjustment Board, to determine the case and make assignment.

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

May 21, 1943

MEMORANDUM TO: Mr. Philip Schafer  
Assistant Project Director

SUBJECT: Comments and statistics on Housing Division and minutes of the block managers' meetings for week ending May 21, 1943.

All residents who are to vacate their apartments in Block 22 have been contacted. There are a few who must be contacted again today. Three cases of refusal to move have come up, because the rooms offered were too far away from Block 22. One move has been completed, but some are willing to wait a few months until there are apartments near that block. There are nine cases in which people could not find rooms in the Blocks where they wished to go. We find that the majority of the people wish apartments in Blocks 24, 26, and 21. We are working very hard to make satisfactory arrangements for these people so that movement out of Block 22 will be completed as soon as possible.

The Board finds it very difficult to make <sup>readjust-</sup>reassignments as persons reported as out on Indefinite Leaves return to the center. We would like the Leaves Section to be more definite, so that adjustments can be made without too much confusion.

H. Miura -- Housing Board

C. W. Abbott  
Housing Superintendent



Housing Board Decision

Oct. 30, 1942

Shiogi, Chiyo 35-1-C

Your request is rejected, See your Block Manager and ask for housing regulation #1 & # 2 You are not entitle to obtain 3 person room at present time.

Sato, Yoshio 35-1-C

Our offer has been rejected by you according to our records, and your request can not be taken unless you are willing to take 2 person room. See your block Manager and ask for housing regulation.

Iwata 35-1-E

The room 35-3-D now is occupied, and no possibily to be vacate the room unless occupant are willing to take 2 person room.

Otsuki 36-1-E

Will you please send in your Dr. Certificate Right way, so your request will be granted. We are unable to find your certificate in the Housing Office.

Aoki, T. (2) 37-1-E, —>37-12-B

According housing regulation, new assignment must be so regulation, 2 person are permitted to move into 2 we can not take care at least at present time.

Namba, M. (4) 35-9-A

Separate 2 person apt. have been offered to both Mr. Uno & Mr. Okazaki, but have been both rejected, and at present 35-3-C is occupied.

Takeno, S. (2) 34-6-D

We have no available 2 persons apt. in these block which you have mentioned, therefore we would like to ask you to stay where you are until we may find suitable apt. for you.

Mrs A. Uchida, 38-4-C requests a cot for his son who is on furlough from Army.

Block Manager 38.

Minidoka, W.R.A.  
Housing Board

Dec. 1, 1942

To whom it may concern;

Mr. Fumio Tamura; The chief cook for our block 35, who had to stay till the end of evacuation at the Portland Center because of cooking, would like to go back to his real close friend, Mr. & Mrs. Hongo, who also lives in this block.

The two wanted to come together so that they could be together again, but because of his work he would not make it.

Mr. Tamura has lived with the Hongo's for over 18 years before evacuation. Because his present home is flooded with water it is awfully hard for him to go back and forth to his work, so could he go back to the Hongo's and I'm sure he will be happier and Mr. Hongo would like him to come back too. Mr. Tamura is a very fine man and I'm sure the two will get along and it will make this block happier too.

Thanking you kindly,  
35 Block Manager  
Z. Hara

## HOUSING'S HARDEST EVENT

1. Block 23 residence vacate for the use of high school and has spread all over the project on October 1942. Project opened up block 44 on account of block 23.
2. There were so many double up families that we started partitioning barracks 11 or 12 of each block, begins March 5, 1943. It was completed on August 20, 1943.
3. Bainbridge Island people transferred from Mangamar in February 26, 1943. We had made many housing adjustment for the spaces.
4. Housing problem in block 35 involving 14 families who have been crowded with 4 person in 3 person apt. was one of the most difficult cases adjustment on March 26, 1943 to everyone's satisfaction without violating any of the housing regulation. All the family that were involved greatly appreciated the manner in which the Housing Board has handled this problem for the betterment of the community.
5. Twenty-four families vacating in block 22 for the purpose of using the offices. It started moving from March to June 1943. This movement was of awful hardship.
6. Vacating half block of 10 and 32 for the use of elementary school which are Huntsville and Stafford School. This vacating program started March to June 26, 1943. It was awful hard cases but the last movement was finished beginning July 1943.
7. Tulean transferee about 1800 transferred here Sept. 25, 1943. Housing worked hard and made space for people. Adjusting apartment started on July until those people come to project but for the transferee of small member of family we have put boubling up or using 5 recreation halls. We couldn't furnish them with right size apartments, so we requested workers for partitioning barrack for small apt.
8. This partitioning was authorized in January 1944, so the housing started partitioning January 10, 1944, but on account of moving the people it was pretty started Jan. 17, 1944. This partitioning of barracks were for 2 and 1 of each block. When all completed additional partition makes 470 3 person apt., 940 2 person apt.. Project is hoing to have this partitioning going on but farm cellar construction interfered our partitioning program from Sept. 1. As soon as construction is completed carpenter crew continued partitioning. Now, program is 64 half barrack to partitioning. We have completed 36 harracks on August 28, 1944

Housing  
Personnel

### Housing Personnels

Superintendent	Lore Huyeke	To Nov. 1942
Supervisor	T. Hibiya	March 1, 1943
Adjustment Board	Yoshito Fujii	April 15, 1943
	Shigeru Ozawa	April 10, 1943

### Adjustment Board Representatives

Kurata	Oct. 15, 1942
Hashiguchi	
Fujioka	
Hara	
Miura	
Chujio	Oct. 31, 1942
Yorita, Pete	June 1943
Furukawa	Oct. 15, 1942

Superintendent	E. B. Englam	Nov. 1942 To April 1943
Acting Superintendent	Y. Fujii	April 15, to May 15, 1943
Superintendent	C. W. Abbott	May 17, 1943
Supervisor	Y. Fujii	May 18, 1943
Adjustment Board	Yorioka	June 15, 1943
	H. Miura	
	C. Hashiguchi	
	J. Hara	

July 16, 1943

DUTIES OF HOUSING EMPLOYEES

Superintendent

File Clerk--Lila Abe

Duties: Filing all property receipts and assisting clearances; helping check property.

Supervisor--Yoshito Fujii

Duties: Assist superintendent and Adjustment Board; Authorized to sign for clearance.

Typist & Clerk--Jane Fukuhara

Duties: Secretary for property section; check up on odd cases. Make requisitions; Help check on property. Takes care of requests for washtubs, chamber pots, mops, brooms, buckets, etc., from Block Managers.

A

Adjustment Board--Hara, Jitsuzo

Duties: Take care of Block 31-44.

Adjustment Board--Chosaku Hashiguchi

Duties: Take care of Blocks 15-30.

Sr. Personnel Officer--H. Hikida

Duties: Keep time for employees; Help property accountant and take care of all housing property troubles; authorized to sign clearance.

Typist & Clerk--Miye Ishikawa

Duties: Take care of statistics and files; Deliver messages; Inspect vacant rooms. Make out work request to Motor Pool.

Adjustment Board--Hitoshi Miura

Duties: Take care of Blocks 1 -14.

Clerk--Fusako Mori

Duties: Receptionist; Clearances and make pick-up slips for clearances. Takes requests for moving or for bedding.

Clerk--Toshiko Mori

Duties: Assist Yoneyama and deliver messages. Inspect vacant rooms.

File Clerk--Martha Nishitani

Duties: Takes care of all deliveries and pick-ups; Help check property; Authorized to sign clearance. Makes out all deliveries and pick-ups for temporary visitors. Makes out exchanges of cots and blankets.

Secretary--Reiko Ohara

Duties: Secretary for superintendent

Property Checker--Yukio Bill Tanaka

Duties: Checking properties on deliveries and pick-ups. Authorized to sign clearances.

Property Accountant Clerk--Meriko Wada

Duties: Warehouse tallies and work request to Motor Pool; Help check property; Deliver messages; inspecting vacant rooms; authorized to sign clearances.

Typist & Clerk--Yoshiye Yoneyama

Duties: Secretary for adjustment Board; take care of all moves.

Hostel Caretaker--Minosuke Yorita

Duties: Take care of visitors who come in after office hours.

ALL GIRLS CLEANING OFFICE EVERY MORNING. MEN TOO!

Adjustment Board--Rex Yamashita

Duties: Takes care of Blocks 36-44

Investigator--Toshikazu Hirokane

Duties: Assistant to Mr. Yamashita, Blocks 36-44.

Investigator--Tamenosuke Kosugi

Duties: Assistant to Mr. Miura--Blocks 1 to 10.

Investigator--James Shinzo Nomura

Duties: Assistant to Mr. Hashiguchi, Blocks 12 to 22

Investigator--Toraju Yoshioka

Duties: Assistant to Mr. Hara, Blocks 24 to 35.

File Clerk--Nobuko Kameda

Duties: Assist Minnie Nakashima; help with Board secretary, deliver messages.

Typist & Clerk--Minnie Nakashima

Duties: Keep records and statistics, inspect vacant rooms, deliver messages, make out work requisitions to Motor Pool.



NEW TITLE OF POSITION  
as of Jan. 1, 1944  
(Housing)

NAMES	TITLE	RATING
Fujii, Yoshito	In place of Jr. Counselor	C
Hikida, Heitaro	Housing Supervisor	C
Hashiguchi, Chosaku	Sr. Housing Clerks	C
Miura, Hitoshi	"	C
Yamashita, Yutaka Rex	"	C
Takeda, Kintaro	"	C
Mori, Fusako	Clerk Typist	B
Kameda, Nobie	Clerk Typist	B
Kuroye, Teruko	"	B
Nakashima, Minnie	"	B
Watanabe, Toshi	"	B
Tsujimoto, Yuriko	"	B
Makishima, Sally	"	B
Masugi, James	Record Clerk	B
Nitta, Tane (Mrs.)	Housing Aide	B
Makishima, Satoyo (Mrs.)	"	B

### HOUSING OFFICE

POSITION TITLE	RATING	EMPLOYEES
2-d-506 Hous. Supv.	C	1
2-d-507 Sr. Hous. Clk.	C	4
2-d-508 Clerk-Typist	B	6
Stenographer	B	2
Hostel Caretaker	B	1
Property Checker	B	1
Personnel Officer	C	1

### HOUSING SUPERVISOR

Interviews all evacuees coming to the Housing Unit, requesting alteration, change, or partitioning of barracks of their living quarters. Record all such requests in order the Junior Counselor may be able to check and investigate the requests. Accumulate and compile all the records and transactions taking place within each month. Makes weekly ~~graf~~ of population increases and decreases separated by male and female. Registers all evacuees from other Centers.

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	
RATION OFFICE			
2-4-512	Rationing Clerk	\$16	Mary Kawashima ✓ Yaeko Kaji ✓ Yuki Shinjaku ✓
2-4-515	Ration Supervisor	19	Mrs. Kiyo Kawasaki ✓

COPY

Personnel Division

2/21/44

C.W. Abbott, Acting Counselor

Housing Board

Attention: Mr. Minnesang

Following is the copy of the job descriptions for the Senior Housing Clerk which fits partially the job as is now being done by the Housing Board:

"Under the supervision of the Housing Supervisor assists in interviewing residents wishing changes in housing assignments or conditions. Recommends disposition of requests. Assists Housing Supervisor to direct moving. Performs related duties as assigned."

However, in addition to the responsibilities and duties as enumerated above, the Housing Board of Minidoka has been charged with the responsibilities of moving families whenever the size of the family changes to the extent that the family size is no longer compatible with the room in which they live. This entails a great deal of tact and the use of methods and procedure which requires an individual with specific qualification which fit him for this type of work. Since adjustments for families in this situation is, in effect, a forced move for the benefit of the administration, the Housing Board is subjected to a great deal of criticism and constantly put under pressure by the residents who are affected by these moves. The territory which must be covered by each of the members of the Board is great in extent and involves the housing problems of approximately 700 family units. The Board members must also check upon and correct any errors, losses, or claims regarding property charged out through Housing.

Because of the special requirements that this project has made upon the Housing Board and the type individual which it is necessary to get (persons with acknowledged leadership and integrity in the community) it has been difficult to keep these positions filled. For this reason, this position was set up at a C rating. The new rating, however, places them only upon a B rating as clerks. The title is immaterial but it will be difficult to recruit new workers for this position at the \$16. level. It seems that if this is insisted upon and we must follow the directive in this matter, that we must, of necessity, delete from their job some of the more serious responsibilities elsewhere.

Would you kindly consider this matter and inform me of your decision and the decision of the Washington office in regards to change of this position from the now rated \$16. scale to the \$19. scale.

SIGNED: \_\_\_\_\_

DUTIES OF HOUSING EMPLOYEES

SUPERVISOR

H. Hikida

Supervising Housing Unit and assist assistant Counselor; time checker for Housing, Counselor, Clothing Allowance and Community Government Offices.

SR. CLERKS or BOARD

C. Hashiguchi H. Miura  
K. Takeda Rex Yamashita

Under the Supervision of the Housing Supervisor, interviewing residents wishing changes in Housing assignments or conditions. The Adjustment Board at the same time act as investigators to carry on the double duties. This is a rotating adjustment Board which means that when any one of the four is acting as investigator, he has no authority to act as one of the Board, but the remaining three shall act upon the case, as the adjustment Board, to determine the case and make assignment.

H. Miura	Takes care of	Block	1-10
C. Hashiguchi	"	"	"
K. Takeda	"	"	"
Rex Yamashita	"	"	"

C. Hashiguchi and H. Miura are authorized to sign Clearances.

PROPERTY RECORD CLERK

Nobie Kameda

Takes care of all deliveries and pick-ups; helps check property; makes out exchanges of cots and blankets; keeps the transaction of all Properties; authorize "Sign Property" receipt forms. Makes requisitions for office supplies and beddings.

RECEPTIONIST

Teruko Kuroye

Receives all incoming letters and reports, and hands them to addressees; takes care of clearances and all requests; helps with blanket exchanges; makes requisitions and deliveries for wash tubs, c.p., mops, mop sticks, brooms, buckets, etc. to Block Managers.

SECRETARY FOR BOARD  
Sally Makishima

Takes care of all ordinary moves and assignments; answers telephone; records statistical reports; writes letters and memos for the Board; keeps the correct residential records; helps with blanket exchange.

PROPERTY ACCOUNTANT  
Fusako Mori

Keeping books for all property transaction; makes work request to motor pool; signs clearances and Property receipt forms. Delivers light globes to Block Managers; helps with blanket exchange.

STATISTIC CLERK  
Minnie Nakashima

Takes care of Statistic and files; makes out work order to Motor-pool (in case of absence of Fusako); answers phone (in case of absence of Sally); helps with blanket exchange; Secretary for Supervisor if necessary.

FILE CLERK  
Toshiko Watanabe

Files all property receipts; helps with statistic section if necessary. Helps with blanket exchange; files all incoming letters and memos, and also outgoing copies of letters and memos.

HOSTEL CARETAKER  
Mrs. Nitta

Takes care of all Japanese Visitors who come in this project. Rec. Hall #5 is being used as Hostel.

DEAGRAM OF HOUSING PERSONNEL

ASSISTANT COUNSELOR

Nevin Wiley

SUPERVISOR

H. Hikida

CLERK TYPIST

Property Record Clerk--Nobie Kameda  
Receptionist-----Teruko Kuroye  
Secretary for Board----Sally Makishima  
Property Accountant----Fusako Mori  
Statistic Clerk-----Minnie Nakashima  
File Clerk-----Toshiko Watanabe

SR. HOUSING CLERKS

C. Hashiguchi  
H. Miura  
K. Takeda  
Rex Yamashita

TRUCK DRIVER

SWAMPERS

HOUSEKEEPING AIDE

Mrs. Nitta

*Secretary for Board*



RULES FOR VACATION LEAVES

Vacation Leave and new regulation are effective June 1st.

Any Leave taken between June 1st and July 1st will be charged to Leave Without Pay.

Supervisor will sign Leave application--  
Make in triplicate--submit to following:

1st copy-----Division  
2nd copy-----Timekeeper  
3rd copy-----Personnel Office

All timekeepers must send sick leave application to Personnel Office on day worker returns to duty.

A worker who does not report for duty without the reason of illness or without being excused (Vacation Leave or Leave Without Pay) shall be charged with Unauthorized Leave Without Pay. Unauthorized Leave Without Pay of five work days shall be sufficient reason for a discharge.



## HOUSING

### JOB DESCRIPTION

#### Hostel Care Taker

Take care of all Japanese visitors who come in this project. Rec. Hall #5 is being used as Hostel. Care Taker provides blankets; cleans place; and builds fire for the stove.

#### Housing Swampers

Take care of all Housing movement; changing blankets; checking Government Property of Evacuee who have borrowed from Housing, checking apartment. Messenger work of office.

HOUSING PERSONNELS  
June 12, 1944

HOUSING SUPERINTENDENT	Chauncey W. Abbott
Promoted to Counselor Jr.--January 1, 1944	
Entered U.S. Navy on March 24, 1944	
IN PLACE OF COUNSELOR	Yoshito Fujii
Resigned on March 1, 1944--Became Chairman of Community Council of Minidoka.	
SUPERVISOR	Heitaro Hikida
Transferred to the position of Post-Master--April 25, 1944	
ASSISTANT COUNSELOR	Nevin Wiley
In charge of Housing Division--March 27, 1944	
ACTING HOUSING SUPERVISOR	Hitoshi Miura
In charge on May 1, 1944	
Also Sr. Housing Clerk (Adjustment Board)	
SR. HOUSING CLERK (Adjustment Board)	Chosaku Hashiguchi
" " " " "	Rex Yutaka Yamashita
" " " " "	Kintaro Takeda
(Actually resigned on June 10, 1944)	
SR. HOUSING CLERK (Investigator)	Tamenosuke Kosugi
Started on June 12, 1944	
ADJUSTMENT BOARD SECRETARY	Sally Makishima
Transferred to Library on May 10, 1944	
ADJUSTMENT BOARD SECRETARY (Clerk-Typist)	Mary Mitsue Sasaki
Entered on June 12, 1944	
STATISTIC CLERK-TYPIST	Minnie Nakashima
PROPERTY ACCOUNTANT CLERK-TYPIST	Fusako Mori
PROPERTY RECORDER CLERK-TYPIST	Nobuko Kameda
RECEPTIONIST-PROPERTY CLEARANCE	Teruko Kuroye
PROPERTY RECEIPTS CLERK-TYPIST	Toshiko E. Watanabe
PROPERTY CHECKING CLERK	Koso Kanemoto
IN CHARGE OF HOSTEL	Mrs. Tane Nitta

Housing Personnels are taken care of by the Counselor's Office.

## WELFARE SECTION

Housing Supervisor  
H. Miura

8/16/44

### ASSIGNMENT

1. Under the direction of the Counslor, the Housing Supervisor oversees the assignments of, and makes necessary adjustments in the housing of all residents (evacuees) of the Center.
2. Supervises the distribution, inventory, and collection of housing equipments such as: cots, blankets, cleaning utensils, etc.
3. Designates barracks to be partitioned into smaller units for the accommodation of families decreased in size, and in the preparation for mass transfers.

### TASKS

1. Shares with an assistant the interviewing necessary for the assignment of apartments, the adjustment of housing problems, and delegates to a clerk the requisitioning of equipments from the warehouse.
2. Supervises housing clearance and pick-up of government property left by persons leaving the Center.
3. Supervises the arrangements for renewal of household goods from one apartment to another, and to the warehouse when people leave the Center.
4. Supervises the recording of all housing assignments, adjustments, inventory of government equipment in the warehouse, changes in population and the sizes of families, and the posting and filing of duplicates of all requisitions to the warehouse.
5. Plans and supervises the annual survey (continually in process) of all government property in the possession of residents, and arranges for the annual exchange of blankets, and the repair of equipments.
6. Sends reports on population changes to Statistics and Steward Sections weekly.
7. Supervises the compilation of the monthly report.

STANDARDS OF PERFORMANCE

1. The work of the Housing Supervisor is satisfactory when residents are reasonably well-adjusted in their housing arrangements.
2. When residents dissatisfied with housing assignments are referred to the Counselor's Office.
3. When all residents have the prescribed equipment.
4. When movings are done promptly and efficiently, and government property is collected and protected.
5. When the files and records of assignments of apartments and issuance of equipment are complete and accurate.

SECRETARY FOR BOARD

DON'T FORGET!

1. Type assignments (moves completed day before) 3 copies, give 1 to Minnie, and 1 to Evelyn, and original for Board. ( File the assignments)
2. Change all Seasonal Leaves, Ind. Leaves, (all except Short Term) Which comes through the daily.
3. About every 3 days, type a memo out to the steward division and let them know how many people is in Rec. #5 Hostel.
4. When you have time, type out the latter part of Blk. 21-44 Block Register: Change flats, (-10)
5. Answer phone calls.
6. Thursdays, if an adding machine is available, add each block's population (subtracting volunteers, & Gr. Leaves) If not availble, just make out vacant apartment report.

This report goes to Steward Division, Statistic, Board, Mr. Pomeroy, & Mr. Wiley.

CHOSAKU HASHIGUCHI

1. ASSIGNMENT: Housing Assignment Board

My assignment is Housing Adjustment Board, to make assignments and interview people.

2. TASK:

- a. assign apartments to families and bachelors.
- b. interview people.
- c. settle housing problems.
- d. sign property clearance slips when people are leaving the project.
- e. monthly report at the end of the month.

3. STANDARD PERFORMANCE:

- a. when people are satisfied and when my task is finished for the day.

TAMENOSUKE KOSUGI

1. ASSIGNMENT: Housing Board Investigator

My assignment is Housing Investigator to check up for the board and the property section.

2. TASK:

- a. to go out and investigate the apartments.
- b. deliver board messages.
- c. check up on beddings.
- d. check up on lost beddings and find out how they were lost.
- e. deliver property clerks messages to individuals.

3. STANDARD PERFORMANCE:

- a. after finding everything is okay after the investigation.
- b. after investigating the lost bedding and finding out how they were lost.
- c. reporting the lost articles to the property file clerk.
- d. after having delivered the board and property clerk's messages to the individuals.

MARY SASAKI

1. ASSIGNMENT: Board Secretary

My job is to make assignments and type memos for the Board.

2. TASK:

- a. Type assignments (moves completed day before) 3 copies, and give one to Statistician and one to Property File Clerk. The original is for the Board.
- b. File the assignments in the file drawer.
- c. Change all Seasonal Leaves, Indefinite Leaves, (all except Short-term leaves) which come through the daily report.
- d. About every 3 days, type a memo out to the Steward Division and let them know how many people is in Rec. #5 Hostel.
- e. When you have time, re-type the Block Register if necessary.
- f. Answer Phone calls.
- g. Thursdays, if an adding machine is available, add each block's population (subtracting volunteers and group leaves). If not available, just make out vacant apartment report. This report goes to Steward Division, Statistics, Board, Comm. Management Office and Miss Fite.
- h. Type out memos for Board if necessary.
- i. File papers for the Board if necessary.
- j. Help the other girls if they are busy after I finish my work.
- k. Go on blanket exchange when ever I am assigned to do so.
- l. Make assignments when I am assigned to do so. Fill one out to the Block Manager.

3. STANDARD PERFORMANCE:

- a. If I do what I am assigned to do very well, everything will be satisfactory.
- b. When a request on truck has been received promptly.



KAZUKO INUZUKA

1. ASSIGNMENT:

My job is to keep complete record of all property in the Property Record Books. Also do stenographic work. Help where other jobs may need aid or immediate attention.

2. TASK:

- a. Check--pick-up and delivery slips to see if they agree with the amount of property stated on receipts.
- b. When they check, I proceed to place the amount in the various columns of the Property Record Books. Then I file the receipts.
- c. When the form WRA-111 comes every week from the Property Control Office, I check their numbers with ours.
- d. If there is an error, I make out a sheet showing our numbers and theirs, and also send a memo back with the form WRA-111 and wait for the corrected form to return.
- e. After this is done the WRA-111 is filed. If there is no error on this form, I file it.
- f. Take dictations and transcribe them.
- g. Answer phone when necessary.

3. STANDARD PERFORMANCE:

- a. My job is complete, when I can keep the property record books up to date, and also accurate in numbers.
  - (1) Keep the various forms filed up to date and in such a way that they can be easily found if necessary.
- b. When I take dictation, have it transcribed and sent out immediately.

TERUKO KUROYE

1. ASSIGNMENT: Receptionist and Property File Clerk.

My assignment is to attend all the people and direct them in a proper procedure and to keep all the records up to date.

2. TASK:

- a. To direct people who need to make any necessary move arrangements to the Board.
- b. Fill in the block manager slips for those who are cleared to leave the project.
- c. Check and see if all the pick-up slips are in the proper date-box.
- d. When entire family is leaving the project, make a necessary arrangement with the Board prior to their departure.
- e. Write on a pink card stating who will be responsible for their government properties.
- f. Check all the block manager slips with clearance.
- g. Go on delivery of chamber pots and wash-tubs.
- h. Go on blanket exchange whenever I am assigned to do so.
- i. Answer telephone calls when Board Secretary is not present.
- j. Check the daily with clearance and then note-book.
- k. Check the clearance paper with note-book and then with daily.
- l. Type out the clearance paper.
- m. Check all block manager's bedding account once a month.
- n. Write the daily work in the blue note-book.

3. STANDARD PERFORMANCE:

- a. When all the people have been directed promptly with courtesy.
- b. When all my work has been completed without any complaints.

MINNIE NAKASHIMA

1. ASSIGNMENT: Clerk-Typist and Statistician

My assignment is clerking, typing and statistical work.

2. TASK:

- a. Doing daily "Changes of Addresses" in:
  - (1) Block Register
  - (2) Address Book
  - (3) Registration File
  - (4) Block File
  - (5) Card File
- b. Typing out 22 copies of "Daily Changes of Addresses" and addressing them.
- c. Delivering the "Changes of Addresses" to:
  - (1) Clothing Office
  - (2) Counselor's Office
  - (3) Legal Aid Office
- d. Typing out 4 copies of "Daily Statistic Report".
- e. Registering New Colonists and making out cards for them.
- f. Delivering typed out "Daily Statistic Reports" to Legal Aid Office.
- g. Keeping "Moves" and "Statistic" sheets filed.
- h. Keeping "Daily Statistic Changes" in:
  - (1) Block Register
  - (2) Address Book
  - (3) Registration File
  - (4) Block File
  - (5) Card File

(Record Births, Deaths, and Daily Admissions and Departures.)
- i. Keeping track of Marriages and New Colonists.
- j. Typing out memos for Supervisor.

- k. Typing out the new Block Register and the Address Book when they become battered.
- l. Helping other girls.
- m. Going on Blanket Exchanges.

3. STANDARD PERFORMANCE:

- a. My job is completed when all the statistics report are kept up to date.
- b. When the addresses of the residence are kept up to date.

TOSHIKO WATANABE

1. ASSIGNMENT: Property File Clerk

My assignment is File Clerk for property, to file bedding receipts.

2. TASK:

- a. to file delivery and pick-up slips after bed has been delivered and picked-up.
- b. to file blanket exchange papers and to correct the property file cards if there are any errors.
- c. to go on blanket exchange.
- d. to help the Statistical Clerk in her tasks.
- e. to help others when they are busy doing something else.

3. STANDARD PERFORMANCE:

- a. when everything is up to date with the property file cards.
- b. when the property file cards are corrected.

Segregation  
& Intreaction

## PROCEDURE FOR REGISTERING OF NEW COLONISTS

Newly-arrived colonists enter the improvised registration room at "A" where they are met by a number-giver and a bulletin girl. Entering the waiting room, they seat themselves by families and refresh themselves at "B" where cold drinking water is available.

Those suffering from car-sickness and other ailments are taken directly to "C" where two cots are provided. These persons are not compelled to pass through the tallying post.

At "D" a monitor lines up the families according to their door numbers and then passes them on to "E" where another monitor separates the head of the family from the rest and sends the head to "F" while the family goes into enclosure "K".

The head of the family waits at "F" for the calling of his number whereupon he is assigned by the caller to one of six typists stationed at three tables ("G") for the registration of himself and his family.

Two copies of the registration are made by the typist who then hands them to a runner "R". The runner takes the original to station "H" where a clerk checks the names off against the train list which has been brought in by a WRA official. The carbon is handed to post "I" where another clerk calls out the names of the families in order. Here, the colonists are checked off by the tally clerk who keeps a running total.

While the runner is on her way to "H" with the copies, the registrant goes ahead around point "J" to rejoin his family in "K" and await the calling of his name.

When his name is called, the colonist walks to the exit followed by his family. Here they are checked off the registration carbon copy by the clerk and tallied. As they go out, they are handed the registration carbons and instructed to go to the Housing section for assignment of apartments and physical checkup. The clerk counts the passing colonists and reports to his tallier who repeats the number for a double check.

After all the colonists have been registered, the clerks recheck the originals against the train list before turning them both to Housing.



## HOUSING DIVISION \* \* Assignors and Attendants

Procedure of the Colonists as  
they go through this office

As the colonists enter the Assignment Office, they are first directed to the Medical Staff's table, "A", where they are asked regarding the health of each member of the family; from there, the traffic director, "B", sends the family head to table "C", and the rest of the family to "D", where they wait for the family head to return.

At Tabel "E", the assignors perform the following duties:-

1. The colonist presents to the Assignor, the Family Registration Sheet which was handed to them at the Registration Office. This Registration Sheet has all the data of such family (family head, names of each member of the family, age, and family identification number.)
2. Since the family size is known from the information shown on the Registration Sheet, the Assignor then issues an apartment large enough for such family. In order to issue such apartments, each Assignor has a MASTER APARTMENT ASSIGNMENT SHEET showing apartments that are to be filled in certain area of the WRA project. On this Master Sheet, the incoming colonist's family identification number is taken, as well as the name of the family head. Apartment address is then added on to the Registration Sheet, which is then handed back to the Colonist.
3. The assignors then fill in, in triplicate, House Assignment Sheet with the following information:-
  - a. Family name (head)
  - b. Family Identification No.
  - c. Size of the family
  - d. Apartment address
  - e. Issuance of beds, mattresses, and blankets.

After all the information is taken down on this House Assignment Sheet, the Assignor keeps 1 copy and hands the other 2 copies to the Colonists.

4. A Baggage Slip is then issued for the delivery of baggage, which the colonists brought on the train, to their apartment.

HOUSING DIVISION \* \* Assignors and Attendants

5. All papers issued by the Assignors are initialed for reference purposes.

6. Before leaving the Assignor's table, the colonist is handed 1 registration sheet, 2 House assignment sheets, and 1 baggage slip. (Total of 4 papers.)

From table "E", the family head is instructed to get their family by leaving table "E" and to aisle "F" and bring his family down aisle "G" until they reach the next department which in turn takes care of the final details for their new home.

We have found it necessary to use ten Assignors for each movement of 500 colonists. It has also been found expedient to have each Assignor handle families of certain sizes. Thus, one Assignor might take care of families of seven persons; another might be assigning families of three persons; etc. It is also necessary to limit the number of buildings per day in which each movement of families is to be placed. In our own case, we limited the families to eighteen buildings per day and placed 500 people in these apartments, even though it was necessary to double them up in some instances.

### III

STATION A: Receives the registration form, the two housing forms and the baggage slip from the colonists; Gives to (B) the two housing forms and to (A-4) the registration form and to (A-1) the baggage slip.

STATION B: Gives to (B-1) one housing form and to the other to (C)

STATION C: Calls the family by name and stands by to see that the head of the family receives their meal tags according to the block which they were assigned and releases the family with their housing sheet to the head guide.

STATION A-1 Arranges the baggage slips alphabetically according to their names.

STATION A-2 Messenger takes baggage slips directly to the head of the Baggage Crew every twenty minutes.

STATION A-3: Two families registered together in one apartment are typed on separate registered forms for filing identification.

STATION A-4: Colonists' addresses are recorded immediately on the family roster sheets which were sent to the Housing Supervisor before the colonists arrival. This reference is for the baggage crew and also a convenient form to locate new colonists' addresses. The registration forms are then passed to (A-5)

STATION A-5: The registration sheets are arranged according to blocks, buildings and apartments.

STATION B-1: Sorts ~~and~~<sup>the</sup> housing forms for requisition of bedding supplies according to even and odd numbered blocks. (This is for the convenience of delivery)

STATION C-1: The meal tag girls count the number of tags according to the number in the family and give the tags to the head of the family.

EVENING SHIFT: Apartments assigned to the colonists are typed into Block Form Sheets. Four copies are made for: Housing, Reassignment, Block Manger, and for Filing, also an alphabetized list of the names of the new colonists.

NEXT MORNING SHIFT: 3 x 5 cards with the name, address, family number, age and sex of every colonist are typed and filed.

## HOUSING SUPPLY PROCEDURE

1. All trucks are sent to the warehouse to pick up supplies that we need for the day. From the warehouse supplies are delivered to the Depot, we have for the day.

2. At the Depot:

a. Trucks are divided into units of three. Each unit consists of two trucks. Trucks A of each unit have mattresses (60) and trucks B have cots (60) and blankets (120).

b. The odd truck is used to take colonists that are assigned to homes which are located beyond the walking distance of the block that we are working out of.

c. Each unit consists of a checker and about ten swampers besides the drivers.

Work of the Checker: He is to see that the colonist receives the correct amount of bedding. After the bedding is delivered to the colonist, he sees to it that the requisition is signed.

d. Each unit picks up supplies as they are depleted at the Depot.

3. The head guide after receiving the housing assignments has his guides take the colonist to their homes.

4. From Station B-1 the foreman of the Housing crew gets the requisitions of the colonists and in turn dispatches them to the checker of each unit. When the checker receives the requisition his unit begins delivering the bedding.

Comparison of Estimates of Number of Segregants

Center	No. of Re-patriates and Expatriates including families 6/12/43	No. of Re-patriates including families 7/13/43	No. of "No" answers (Not including families) 7/13/43	No. of "No" answers (Not including families) 7/13/43	Total Repatriates and Expatriates including families 7/13/43	Total Re-patriates, <i>expatriates</i> , "No" answers (including families) 6/12/43
Granda	80	81	44	66	147	141
Heart, Mountain	897	819	472	708	1527	1255
Central, Utah	655	645	841	1261	1906	1726
Minidoka	317	274	40	60	334	943
Rohwer	623	600	1190	285	885	973
Jerome	1508	1555	114	171	1726	1947
Gila River	752	1056	1016	1520	2576	1877
Colo, River	647	660	796	1160	1820	1182
Manzanar	358	349	1256	1880	2229	2358
Tule Lake	483	470	3219	4824	5294	4570
Total	6,320	6,509	7,988	11,935		
Estimated Total to be segregated					18,444	16,971

## EXHIBIT XV

### Suggestions for Conducting a Relocation Center Housing Census

- I. A Center Housing Census should be taken all in one day. It should be conducted by blocks, and a sufficiently large crew should be assigned to each block to insure completion of the census in one day. The number of crews organized should be the same as the number of blocks. If sufficient appointive personnel are not available for these crews, the block managers should be requested to organize a crew from each block. An appointive employee should supervise the census operations in each block. No change of residence should be permitted on this day.
- II. The Housing Unit Schedule and Family Listing Sheet, Form WRA 275 should be prepared in duplicate for each apartment, being sure to complete all required information. If more than one family live in the same apartment, a separate schedule should be completed for each family unit. However, merely because the last name of a person living in a given apartment is different from the name of the head of the family in that apartment, it does not mean that there are two or more family units in the same apartment. All members of the family living at the particular center will be listed, and the names of members of the family that are absent on leave, in the hospital, or elsewhere in the United States are to be included with appropriate entries made in the "Remarks" column. Schedules will be prepared for all vacant apartments.
- III. After the census has been completed, the originals of all schedules will be assembled by blocks. The duplicates will be assembled alphabetically.
  - A. Those assembled by blocks will be checked for order and enumeration to assure of the completeness of the census.
  - B. Those assembled by alphabetical order will be cross-checked for schedules of other members of the family living in the center. The schedules of all members of a family will be assembled together under the last name of the eldest active head of several groups of the family. Cross reference schedules with the name of the family thereon will be inserted in the alphabetical arrangement in place of the completed schedule that has been moved to the family group. The cross reference schedule will show the name of the family group to which the completed schedule has been moved.
  - C. Schedules for vacant apartments will be included in the block arrangement; they will be omitted from the alphabetical grouping.
- IV. From the block arrangement, an analysis can be made as to number of vacant apartments, their size, location; the number of apartments housing more than one family, their location, size; the number, size, and location of apartments to be va-

cated, because of relocation and the date to be vacated; the number, size, and location of apartments to be vacated by transfer to other relocation centers and the date vacated; and information for study with a view of readjustments because of family size to fit space and apartments available. The total number of apartments by sizes and location would, of course, also be available. From the ~~xxx~~ alphabetical arrangement, there is provided a quick reference for directory and location; there is provided a basis for analyzing family groups with the view of consolidation of living quarters, or adjustments that will tend toward a better utilization of space and apartments.

If all future changes in residence were accurately reported, the census can serve as a perpetual directory, inventory of housing units available, and material assembled in such a manner as to be readily available for various types of analysis.

V. After all desired adjustments are made, summaries of vacant apartments by location, size, and date available, should be made and used as ready reference to assign quarters to transferees or new arrivals at the center.

We will be notified as soon as possible the total number of persons to be transferred, including members of the families. EX: 1 family of eight; 3 families of sixes; 15 families of fives. We will also be given the name of each member of the family and their ages; any medical and social conditions that might affect housing.

Quoting from Page 19, Instructions No. 5 & 6:

5. The housing section at receiving center, as soon as the copies of the train lists and car lists are received, will start immediately to assign housing locations and barrack quarters by address for the persons expected on that particular train trip. The number of the family group can be determined from the train and car lists.
6. When a train unit arrives, the assignment of quarters can thus be made very quickly. Some changes may be necessary at the last moment, but the bulk of the assignment can be done ahead of time. Final definite assignments of quarters at a receiving center will be entered on the Route Sheet which accompanies the train unit from the dispatching center."

The final number of persons to be sent to this relocation center will be determined by the final report of number of people that the center can accommodate.

~~As~~ <sup>p. 23-J</sup> fast as lists and groups of names become completed ~~the~~ persons and families are designated for specific train trips, Route Lists, Form WRA 274 will be prepared. A sample is attached as Exhibit XIV (Supplies of this form will be sent from Washington.) Route lists covering train trip and train list will be prepared alphabetically by car initials. These lists will be completed by the dispatching center except the column headed "new address." This space will be completed by the receiving project to show the address of quarters assigned the individual or family upon arrival. The "new address" information will be entered on the original and first copy only.

1. Route lists should be typed and made up in an original and four copies. Final disposition of the set will be as follows:

Original, second and third copies given to Train Commander (the Army Officer in charge of the train) at the time of train departure. The first copy will be given to the Director's Train Representative (WRA employee) at the time of train departure. Upon departure Train Commander will receipt, by signature and date, for the train load on the original and all copies. The fourth copy will remain in the files of the dispatching center. Upon arrival at the



receiving center, the project director will receipt by signature and date on the original and three copies. The original and third copy will be kept by the receiving project. The second copy will be given back to the Train Commander for his retention. The first copy will be mailed to the Deputy Director in Washington by the receiving project after the assignment to quarters in the receiving center is complete and the appropriate information has been entered. (This copy to be forwarded by the Deputy Director to the Relocation Planning Division and then to the leave clearance section of the Employment Division).

P. 27, Q

Project Directors should be sure that the records regarding housing are absolutely current. As apartments and barracks become vacant these should be reported immediately and taken into the records of vacancies. Housing records must be such that upon the arrival of a train, those evacuees on the train may be assigned to quarters with the least amount of confusion and time.

1. It may be desirable or necessary to prohibit any evacuee changes of residence between barrack locations within the center after August 1 or 15. Project directors will be governed by the requirements of their respective centers and issue instructions accordingly.
2. It may be desirable or necessary to conduct a block census or housing survey to determine:
  - a. All vacancies that exist
  - b. What regroupings among the barracks or among families may be made.
3. In the event a block census or housing survey is required or desired, this might be made by the information consultants as they held their interviews in each block. Or such a computation could be made by the block managers.
4. A suggested method is attached as Exhibit XV for a block census so as to reveal not only block information but family information and locations as well. Forms would have to be reproduced at the center.
5. In all housing problems, the efforts and assistance of the community council should be enlisted so as to obtain the fullest cooperation possible from the center residents.

P. 27, R

Project directors at the segregation center and the centers that will receive transfers should survey very closely all possible space that can be utilized for evacuee barracks.

1. All barracks and recreation halls now being used for purposes other than absolutely essential functions should be altered to be used for evacuee quarters.
2. Barracks formerly used for schools that are now being released because the project high schools are complete should be used for evacuees quarters rather than allowing for the existing schools to swallow up the space.
3. Barracks used for administrative quarters which are not absolutely needed for that purpose should be made available for evacuee quarters.
4. Generally speaking, not more than one family should be in any given set of quarters. However, families must be grouped and suited to quarters such that the best possible utilization of the space will result.
5. It is known that many evacuees will object to movement and rearrangement within the center. The evacuees, however, must be reassured of WRA interest in their general welfare, but a firm stand regarding space allotment and useage must be taken until a considerably large number of persons are relocated. Since many of the leaves granted to date have not released space, the best method of releasing space is by relocating family units.

P. 36, H.

Loading operations for the entrainment of a group to be transferred to another center will require a great deal of preliminary planning and organization. The operation at each center will necessarily differ because of the different numbers to be transferred, and because of the physical layout of the railhead and its distance from the center proper.

1. Generally speaking, only one to two hours will be available for the actual loading operations. The railroad would like to reduce this if at all possible. Hence equipment and people must be ready to go into action just as soon as the train arrives at the siding. All trains will be ordered for the nearest rail siding.
2. Certain trains will make a trip to a given relocation center, with a load, and then will make a reverse trip with a load back to the relocation center at the point of origination, or will go to another relocation center. On such occasions, when the train arrives before noon, it must be unloaded as quickly as possible, and then it will be loaded again in the afternoon and leave that same day. When a train arrives after noon, it will be unloaded as quickly as possible, and then it will be loaded again in the afternoon and leave that same day. When a train arrives after noon, it will be unloaded and

the equipment will remain on the siding near the center over night. (See Schedules II, and III.)

P. 36, I

Loading operations at the time ~~of~~ of train departure will consist of the orderly assembling at the rail siding of the persons to make the trip, with their hand luggage, in groups in accordance with the car tabulations that have previously been given. Every effort will be made to cooperate with the Army and the railroad in matters concerning loading operations and times of departures.

P. 38, J.

At centers where the train is arriving, the project director will have available at the arrival of the train such vehicles and transportation as may be necessary to convey the evacuees from the train siding to a given registration station in the center.

1. When the evacuees arrive at the registration station which will be located at as convenient a point as possible to the quarters which they will occupy, the evacuees will form in line and the family group will be checked in by the receiving project director. Copies of the routing list which the train director has with him will be used for this purpose. At the same time the evacuee registers into a project he will be assigned quarters for his family by a representative of the housing section. The address and location of his quarters should be entered on the route sheets.
2. It should not be necessary to obtain occupational and employment cards and work history statements at the time of registration since this material should be available from the files shipped from the other center.
3. The group just arrived will pass through a cursory medical officer and his staff.
4. After the medical inspection, family groups should be directed to their quarters.
5. At the time of directing the family group to the quarters it would seem advisable for the receiving project to have available certain mimeographed information regarding the project--the location of certain offices such as the project director's office, housing office, employment office, welfare office, community centers, etc. If it is deemed desirable to suggest interviews regarding employment at the new center, possibly some information in this regard could be ~~xxxxxxx~~ included.

7. Depending upon the hours of arrival, arrangements should be made at one or more messhalls to have a meal ready for the group from the train reasonably soon after they have been assigned to their quarters. The new arrivals should be informed of the location of the mess hall and time when this first meal will be served, should it be different from the mess hall where they will normally eat.
9. Arrangements should be made by the receiving project to have available a baggage crew detail that will set to work immediately to unload checkable baggage and place it in a nearby warehouse.
10. If this particular train equipment is to load up again at the center where it has just arrived, and is to go to another relocation center, special crews will be made available to assist the Army in provisioning and servicing of the kitchen cars and servicing the other requirements of the train crew and medical staff for the next trip. Frequently, the departure for the next trip will be the same day as the arrival of the train unit.

EXHIBIT XV

INSTRUCTIONS FOR CENSUS TABULATION

- I. Fill out the heading of the Housing Unit Schedule and Family Listing Sheet by entering in the upper left hand corner of the schedule the block number and last name of the person or family living in the apartment being reported. Fill out the upper right hand corner of the schedule by entering the date the schedule was taken, and inserting the initials of the enumerator.
- II. If persons constituting the group living in this apartment should have more than one last name, determine whether the person or persons are definitely of this family group (i.e. married daughter, mother-in-law, children by former marriage, etc.), and if so, consider as one family group. If two separate families are housed in this apartment, use separate schedules for each, but indicate the same apartment address.
- III. In Item 2, indicate size of apartment. (A code can be used, if sizes are known).
- IV. If the family living in this apartment also occupies another or other apartments in this center, indicate under Item 3 the address or addresses of the other apartments occupied. Do not include locations such as would be reported under Item 4.
- V. Complete the schedule. (Columns 1 through 9 on the sample), Item 1.
  1. Insert the Block Building, and Apartment numbers, or the usual method of listing addresses in the center.
  2. Insert the family number.
  3. List all members of the family group, with the head of the family first, and the others in order according to age. All members of the family living in this apartment will be listed, and the names of absent members of the family who are on leave, in the hospital, interned, or elsewhere in the United States, will be included with appropriate entries under "Remarks". Indicate the absence by the abbreviation "ab." and state reason for absence, giving address if known. If members of the family are on leave, clearly distinguish whether it is short-term, seasonal, or indefinite leave.
  4. Insert relationship to head.
  5. Sex
  6. Age

7. If family, or any individual in the family, plans to relocate, insert the approximate date it is expected to leave the center.
  8. If family, or any individual in the family, has been notified to transfer to another relocation center, indicate the date it is expected this transfer will take place.
  9. Insert under "Remarks" any pertinent observations regarding specific members of the family, or the family as a whole.
- VI. For item 4, list all members of the family who were evacuated with it, or who usually lived with this family group prior to evacuation, or who lived with this family group after arriving at this center and have recently changed residence to another part of this center, who are now living in other apartments in this center.

Complete the columns for Item 4 following the same directions as given for the completion of similar columns in Item 1.

- VII. Prepare each schedule in duplicate.

(Use letter size paper)



We will be notified as soon as possible the total number of persons to be transferred, including members of the families. EX: 1 family of eight; 3 families of sixes; 15 families of fives. We will also be given the name of each member of the family and their ages; any medical and social conditions that might affect housing.

Quoting from Page 19, Instructions No. 5 & 6:

5. The housing section at receiving center, as soon as the copies of the train lists and car lists are received, will start immediately to assign housing locations and barrack quarters by address for the persons expected on that particular train trip. The number of the family group can be determined from the train and car lists.
6. When a train unit arrives, the assignment of quarters can thus be made very quickly. Some changes may be necessary at the last moment, but the bulk of the assignment can be done ahead of time. Final definite assignments of quarters at a receiving center will be entered on the Route Sheet which accompanies the train unit from the dispatching center."

The final number of persons to be sent to this relocation center will be determined by the final report of number of people that the center can accommodate.

P. 23-J

As fast as lists and groups of names become completed and persons and families are designated for specific train trips, Route Lists, Form WRA 274 will be prepared. A sample is attached as Exhibit XIV (Supplies of this form will be sent from Washington.) Route lists covering train trip and train list will be prepared alphabetically by car initials. These lists will be completed by the dispatching center except the column headed "new address." This space will be completed by the receiving project to show the address of quarters assigned the individual or family upon arrival. The "new address" information will be entered on the original and first copy only.

1. Route lists should be typed and made up in an original and four copies. Final disposition of the set will be as follows:

Original, second and third copies given to Train Commander (the Army Officer in charge of the train) at the time of train departure. The first copy will be given to the Director's Train Representative (WRA employee) at the time of train departure. Upon departure Train Commander will receipt, by signature and date, for the train load on the original and all copies. The fourth copy will remain in the files of the dispatching center. Upon arrival at the



receiving center, the project director will receipt by signature and date on the original and three copies. The original and third copy will be kept by the receiving project. The second copy will be given back to the Train Commander for his retention. The first copy will be mailed to the Deputy Director in Washington by the receiving project after the assignment to quarters in the receiving center is complete and the appropriate information has been entered. (This copy to be forwarded by the Deputy Director to the Relocation Planning Division and then to the leave clearance section of the Employment Division).

P. 27, Q

Project Directors should be sure that the records regarding housing are absolutely current. As apartments and barracks become vacant these should be reported immediately and taken into the records of vacancies. Housing records must be such that upon the arrival of a train, those evacuees on the train may be assigned to quarters with the least amount of confusion and time.

1. It may be desirable or necessary to prohibit any evacuee changes of residence between barrack locations within the center after August 1 or 15. Project directors will be governed by the requirements of their respective centers and issue instructions accordingly.
2. It may be desirable or necessary to conduct a block census or housing survey to determine:
  - a. All vacancies that exist
  - b. What regroupings among the barracks or among families may be made.
3. In the event a block census or housing survey is required or desired, this might be made by the information consultants as they held their interviews in each block. Or such a computation could be made by the block managers.
4. A suggested method is attached as Exhibit XV for a block census so as to reveal not only block information but family information and locations as well. Forms would have to be reproduced at the center.
5. In all housing problems, the efforts and assistance of the community council should be enlisted so as to obtain the fullest cooperation possible from the center residents.

P. 27, R

Project directors at the segregation center and the centers that will receive transfers should survey very closely all possible space that can be utilized for evacuee barracks.

1. All barracks and recreation halls now being used for purposes other than absolutely essential functions should be altered to be used for evacuee quarters.
2. Barracks formerly used for schools that are now being released because the project high schools are complete should be used for evacuees quarters rather than allowing for the existing schools to swallow up the space.
3. Barracks used for administrative quarters which are not absolutely needed for that purpose should be made available for evacuee quarters.
4. Generally speaking, not more than one family should be in any given set of quarters. However, families must be grouped and suited to quarters such that the best possible utilization of the space will result.
5. It is known that many evacuees will object to movement and rearrangement within the center. The evacuees, however, must be reassured of WRA interest in their general welfare, but a firm stand regarding space allotment and useage must be taken until a considerably large number of persons are relocated. Since many of the leaves granted to date have not released space, the best method of releasing space is by relocating family units.

P. 36, H.

Loading operations for the entrainment of a group to be transferred to another center will require a great deal of preliminary planning and organization. The operation at each center will necessarily differ because of the different numbers to be transferred, and because of the physical layout of the railhead and its distance from the center proper.

1. Generally speaking, only one to two hours will be available for the actual loading operations. The railroad would like to reduce this if at all possible. Hence equipment and people must be ready to go into action just as soon as the train arrives at the siding. All trains will be ordered for the nearest rail siding.
2. Certain trains will make a trip to a given relocation center, with a load, and then will make a reverse trip with a load back to the relocation center at the point of origination, or will go to another relocation center. On such occasions, when the train arrives before noon, it must be unloaded as quickly as possible, and then it will be loaded again in the afternoon and leave that same day. When a train arrives after noon, it will be unloaded as quickly as possible, and then it will be loaded again in the afternoon and leave that same day. When a train arrives after noon, it will be unloaded and

the equipment will remain on the siding near the center over night. (See Schedules II, and III.)

P. 36, I

Loading operations at the time ~~of~~ of train departure will consist of the orderly assembling at the rail siding of the persons to make the trip, with their hand luggage, in groups in accordance with the car tabulations that have previously been given. Every effort will be made to cooperate with the Army and the railroad in matters concerning loading operations and times of departures.

P. 38, J.

At centers where the train is arriving, the project director will have available at the arrival of the train such vehicles and transportation as may be necessary to convey the evacuees from the train siding to a given registration station in the center.

1. When the evacuees arrive at the registration station which will be located at as convenient a point as possible to the quarters which they will occupy, the evacuees will form in line and the family group will be checked in by the receiving project director. Copies of the routing list which the train director has with him will be used for this purpose. At the same time the evacuee registers into a project he will be assigned quarters for his family by a representative of the housing section. The address and location of his quarters should be entered on the route sheets.
2. It should not be necessary to obtain occupational and employment cards and work history statements at the time of registration since this material should be available from the files shipped from the other center.
3. The group just arrived will pass through a cursory medical officer and his staff.
4. After the medical inspection, family groups should be directed to their quarters.
5. At the time of directing the family group to the quarters it would seem advisable for the receiving project to have available certain mimeographed information regarding the project--the location of certain offices such as the project director's office, housing office, employment office, welfare office, community centers, etc. If it is deemed desirable to suggest interviews regarding employment at the new center, possibly some information in this regard could be ~~XXXXXXXXXX~~ included.

7. Depending upon the hourx of arrival, arrangements should be made at one or more messhalls to have a meal ready for the group from the train reasonably soon after they have been assigned to their quarters. The new arrivals should be informed of the location of the mess hall and time when this first meal will be served, should it be different from the mess hall where they will normally eat.
9. Arrangements should be made by the receiving project to have available a baggage crew detail that will set to work immediately to unload checkable baggage and place it in a nearby warehouse.
10. If this particular train equipment is to load up again at the center where it has just arrived, and is to go to another relocation center, special crews will be made available to assist the Army in provisioning and servicing of the kitchen cars and servicing the other requirements of the train crew and medical staff for the next trip. Frequently, the departure for the next trip will be the same day as the arrival of the train unit.

WAR RELOCATION AUTHORITY  
 Minidoka Project  
 Hunt, Idaho

August 23, 1943

MEMORANDUM TO: Mr. H. L. Stafford  
 Project Director

FROM: C. W. Abbott

STATEMENT OF VACANCIES AND ESTIMATED NUMBER OF PEOPLE WHO  
 COULD BE ACCOMMODATED AFTER ASSIGNED MOVES ARE COMPLETED,  
 REPATRIATES LEAVE FOR JAPAN, AND EVICTIONS.

<u>Small 2</u>	<u>New 2</u>	<u>3</u>	<u>5</u>	<u>7</u>	<u>8</u>	<u>Total</u>
23	14	27	76	89	1	230

<u>No. of Apts.</u>	<u>Estimated Occupancy</u>	<u>Total No. of people</u>
23	2	46
14	2	28
27	2½	67
76	4	304
89	6	534
1	8	8
	Grand Total	987

C. W. Abbott  
 Housing Superintendent

*Mr. Munn*

FAMILY COMPOSITION

	No. 1 Trip	No. 2 Trip	No. 3 Trip	Total
Male M	29 +4	29	30 +1	88
Female F	5 +6	1	9 -7	13
Family 2	39 +4	27	28	94
3	36 +1	25	40 -14	101
4	21 +1	22	25 -3	68
5	13 -2	23	18 +5	54
6	8 +1	9	6 +3	23
7	7 -1	4	5 -1	16
8	2	3	2 +4	7
9	2	1	1	3
10		2	1	2
11	1			1

*The Minute*

1. Bachelor men and women shall be assigned to bachelor quarters.
2. Family of 8 and 9 may be assigned to an 8 person apartment in Block 44.

Family of 8, 9, 10 and 11 may be assigned to 2 adjacent apartments.

If in case there are no available adjacent apartment, select apartment close together as possible.

3. Family of 6 and 7 person may be assigned to a 7 person apartment.
4. Family of 4 may be assigned to a 5 person apartment.
5. Family of 5 shall be assigned to a 5 person apartment and remainder may be assigned to a 7 person apartment.
6. Family of 3 may be assigned to a 2 person apartment (new) or a 3 person apartment.

If in case there is no available apartment to take care of family of 3, they may be assigned to either double up with other family of 2 or 3 to a 7 person apartment or to a Recreation Hall.

7. Family of 2 may be assigned to a 2 person apartment (old). If in case there is no available apartment to take care of family of 2, they may be assigned to a 5 person apartment doubling up with a family of 2 person or to the Recreation Hall.

1. Everybody be at the Housing Office at 7:30 a.m. sharp. If live near the Ad Area, stay by the Main Gate until Mr. Abbott arrives. He will lead the workers into the Military Area.

Be sure that all necessary papers and records are there.  
Original train lists and also copy of Mr. Fujii's.  
Vacancy records--Board  
Identification ribbons  
Extra registration papers.  
Extra delivery slips.  
(1 typewriter)

Mr. Abbott--supervisor  
Masako Ogohara--secretary to Mr. Abbott

Registration work:  
Head registration clerk--Jane Fukuhara  
Clerks--Minnie  
Nobuko  
Fusako

Board assignments:  
4 Board members  
Assignment clerks--Toshiko  
Yuriko

Attendants--Toshiko Watanabe  
Teruko Kuroi

Spur--Mr. Hiida

Office workers:-----to stay at the office

Mr. Mitando  
Mr. Kosugi

After the registration everybody come down to block 22 to eat at D.H. 22

All Board members to work on the Rec. Hall cases in the afternoon.

2. Checkers for pick-up:

3 semi's:  
1-Mr. Togasaki  
2-Mr. Yoshioka  
3-Mr. Kurata  
4-Mr. Klienhoff



## Bedding Pick-up for Tule Lake People

The Investigator will check and if necessary the board members will help. on the following:

Number of people leaving from the family.

Number of equipment to be picked up.

Upon checking up, the investigator is to report to the Property Section any odd cases.

The investigator will inform the party that bedding will be picked up from 6 A.M. so they should be ready by then.

Check up should be made at least three or four days before the party leaves the center.

On September 25th, the investigator will go with the truck and check the bedding picked up. The Board will assist if necessary. This will be started from 6 A.M.

## Procedure for Transferees from Tule Lake

1. Investigators and Board members to check up on all vacant apartments and if any of the need cleaning, they are to report to the superintendent.

2. Registration form to be made out in duplicate as soon as the train list arrives.

Assignment shall be made as soon as the train list arrives.

(a.) Four copies of new assignment form for each family.

(b.) Make out bedding slips in duplicate for new colonists at the same time the train list arrives.

3. Bedding will be delivered to the apartments at least one day before their arrival.

4. In case the transferees do not have their breakfast on the train, breakfast will be served.

5. Medical aid should be prepared for the new comers. Two chairs or three sets of bedding should be left at the registration station. Those suffering from car-sickness and other ailments are taken directly to where cots are provided.

6. Entering the waiting room, they seat themselves by families and refresh themselves at Coop welcome table.

(a.) Map and welcome issue of the Irrigator might be given out the same time refreshment is served.

7. Transferees are to be directed to the registration table according to alphabetical order by the attendant. At the registration table, registration sheets should be checked, new assignment sheet will be given to the party, one to the truck driver, one to the block manager and one to be retained at Housing. In the event the registration form and assignment has not been prepared for the family arrived, the head of such family must see registration and assignment officer who will be at adjacent table for the record and assignment. The assignment officer will make an arrangement for beddings are to be delivered. Attendant will see that the head of the family will go to the registration table, and the rest of the family will wait at the waiting bench. No visitor allowed at the waiting room or registration station. We should be prepared to give out tags for Housing employees. If possible, route lists are to be completed the same time registration is checked, but otherwise, the following day.

8. Transferees are to be divided according to their assignments from one to nineteen, and from twenty-one to forty-four. Monitor should be appointed and truck driver should work under his direction. Transportation to be furnished from the registration station to each laundry room where the welcome party is waiting at the block.

9. Housing representatives will call at the homes the following morning and check up the bedding with the property receipt and get their signature to see that all is satisfactory.

HOUSING DIVISION:- Assignments

ASSIGNORS

Duties and Precedures to be Followed by Assigners

Commencing next Sunday, August 30, 1942, Celenists will be arriving from Puyallup and Portland, at the rate of 500 persons daily until such movements are completed. In order to avoid any mistakes during these movements, please abide by the following instructions as set forth by Mr. L. Huycke, Housing Supervisor.

Precedure to be taken as the celenist arrives at your table.

1. Celenist arrives at your table with 3 copies of Registration Paper (Copies #2, #3, & #4; original #1 retained by Registration Office)

a. On these Registration sheets, there is a blank space following the heading "Project No." which you will fill in with the celenist's new assigned apartment No. Fill in all 3 copies and retain copy #4 for yourself.

2. On the Registration Sheet, you will see the celenist's family name, identification number, and the size of the family; all this information is to be transferred to the Apartment Assignment Master Sheet, which designates the apartment the family is to be assigned, according to the size of the said family.

3. You will then fill in the Housing Assignment blank (Housing Form #2) in triplicate; write down the name of the Family (head); Family Identification Number; Number in the family; the address of the newly assigned apartment (Block, Bldg., & Apt #), and then issue out the items, Iron cot, canvas cots, Mattresses, and Blankets, and put these records in the space provided for in this Housing Assignment sheet. (Before issuing the items as listed above, please follow the regulations regarding these issuance which follows later on this instruction sheet.)

When this Housing Assignment sheet is filled, be sure that you put your initial on each one of the 3 sheets on the lower right hand corner, and retain the duplicate (sheet #2) for yourself.

4. On this last step, you will be provided with a small paper tablet, and on this, you will write the ~~#####~~ celenist's name, family identification number, address, and the word "baggage". This "baggage slip" will enable the celenist to receive his baggage (within the 150# limit) in a few hours after they move into their new home. Please initial this slip.

SUMMARY:- When all of the above 4 steps are finished, you will then hand back to the celenist, the following papers:-

1. 2 copies of Registration Sheet (#2 & #3) (#4 retained by yourself)
2. 2 copies of Housing Assignment Sheet (#1 & #3) (#2 retained by yourself)
3. 1 and only copy of the baggage slip.

5 papers in all

Assigner's Instruction - sheet #2

After these 5 papers are ~~handed~~ handed to the celenist, you will then instruct them to get their family and leave by the proper Exit, and on their way out, hand all papers to the lady in charge and she in turn will then take care of the final details.

Regarding issuance of apartments and iron cots.

Since the apartments are constructed so that it will accomodate families of 3, 5, and 7, and because of the acute apartment shertages during the past week, we are instructed to issue apartments with the minimum of 3, 5, and 7 persens in apartments constructed so accordingly. \*\*In case a family of 4 is assigned to a room fer 7, this family must be instructed to take in a family of 3 to comply with the above regulation. This family of 4 may get their bleed kins or celse relatives to stay with them, however, if this family dees net comply with this request in due time, then they will be compelled to take in any family of 3 which we may dispatch.\*\* Fer other cases, as in fer room fer 3 or 5, this step will be se followed.

Issuing of Iron Cots

- a. To persens of 50 years of age or ever.
- b. To these who are sick and bed-ridden.
- c. On Decter's order.
- d. To methers who are nursing their babies, or to these who are pregnant.
  1. In case where an iron cot is issued to one ~~person~~ or the ether of the married couple, then the ether will also be issued the iron cot.

FOR NO OTHER REASONS WILL YOU BE PERMITTED TO ISSUED THESE IRON COTS.

1. Be sure your initial appears on all papers as designated in above instructions.
2. Recheck on all of your werk.

**\*\*FAILURE TO FOLLOW THIS SET REGULATIONS WILL BE FOLLOWED WITH IMMEDIATE DISMISSAL OF SUCH ASSIGNORS.\*\***

HOUSING DIVISION - Assignments.

*ISSUING OF BLANKETS, MATTRESSES, + CANVAS COTS*

- ① BLANKETS - LIMITED TO 2 PER <sup>PERSON</sup> ~~PERSON~~
- ② MATTRESSES - ACCORDING TO NUMBER OF BEDS ISSUED
- ③ CANVAS COTS - TO THOSE WHO ARE NOT EFFECTED BY "ISSUANCE OF IRON COTS." \* ONLY 1 PER PERSON

*Atas*

Notices &  
Publications

WAR RELOCATION AUTHORITY

Minidoka Project

Hunt, Idaho

In reply, please refer to:

Housing, 22-7-A

July 10, 1943

Mr. Mochizuki

2-8-D

Hunt, Idaho

Dear Sir:

You are now living in an apartment larger than the size of your family warrants. We are now notifying you that sooner or later it will be necessary for you to move into quarters of the right size. When Housing again notifies you, it expects you to move immediately, as it will be a case of emergency. If you should like to make the adjustment on your own accord, before such final notice is sent, you may come to the Housing Office and select an apartment of the right size, while there are better choices.

There is an immediate need for some to move because of partitioning of buildings, and the need for school space. Also it may become necessary to make room for more people who might be assigned to this project, some time in the future.

We hope that this letter will clarify the present housing situation, and when we do send final notice, we expect your immediate cooperation.

Sincerely,

I, \_\_\_\_\_ agree  
to move into the right size  
apartment, regardless of  
block, whenever Housing de-  
termines the need for this  
move.

C. W. Abbott  
Housing Superintendent

Housing Adjustment Board



WAR RELOCATION AUTHORITY

Minidoka Project  
Hunt, Idaho

Housing- 22-7-A

Date July 14, 1943

2	Person-Family	in a	5-Person	Apt.
3	"	"	" " 7-	" "
4	"	"	" " 7-	" "

Dear Sir:

You are now living in an apartment larger than the size of your family warrants. We are now notifying you that sooner or later it will be necessary for you to move into quarters of the right size. When Housing again notifies you, it expects you to move immediately, as it will be a case of emergency. If you should like to make the adjustment on your own accord, before such final notice is sent, you may come to the Housing Office and select an apartment of the right size, while there are better choices.

There is an immediate need for some to move because of partitioning of buildings, and the need for school space. Also it may become necessary to make room for more people who might be assigned to this project, some time in the future.

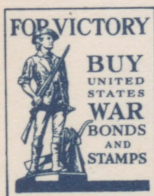
We hope that this letter will clarify the present housing situation, and when we do send final notice, we expect your immediate cooperation.

Sincerely,

*C. W. Abbott*  
C. W. Abbott  
Housing Superintendent

Dear Sir:

You are now living in an apartment larger than the size of your family warrants. We are now notifying you that sooner or later it will be necessary for you to move into quarters of the right size. When Housing again notifies you, it expects you to move immediately, as it will be a case of emergency. If you should like to make the adjustment on your own accord, before such final notice is sent, you may come to the Housing Office and select an apartment of the right size, while there are better choices.





*Publicizing on  
Bapas*

July 28, 1943

It has now been made clear that segregation is to take place, and that a large number of evacuees must be transferred from one center to another. Housing Division has received instructions from Washington, D. C., to have all housing adjustments completed before August 20, 1943, and to submit to the Washington authorities, a final report by that same date.

We can house about 9200 people in this project if it is filled to the capacity, after deducting the space used for school purposes. According to the latest statistical report, dated July 27, 1943:

Remaining population-----	7211
Number on seasonal leave-----	1222
Number of volunteers-----	197
Number on short-term leave-----	120
Total	8750

We are holding apartments for the above 8750 people.

The instructions from Washington indicate that Housing must be prepared to accommodate a maximum number of people based on the number of square feet per person, regardless of the size of the family.

At present, there are 211 families who would be affected by adjustments in order to make space available for transferees. The figure of those who would be affected is as follows:

Families of 2 persons in 5 person apts.-----	26
" " 3 " " 5 " "	98
" " 2 " " 7 " "	5
" " 3 " " 7 " "	14
" " 4 " " 7 " "	68
Total	211

In addition, there are unattached women who must be adjusted into two person rooms with another partner, or into seven person apartments, five to a room. In case, these persons fail to have themselves adjusted into proper quarters, it is quite possible that they would have to live with another family who may be strangers or transferees; therefore, Housing wishes to bring to the attention of those who will be affected, the importance of making adjustments before August 20, 1943.

If you receive notice, your immediate cooperation, by coming to Housing and making adjustments, will be greatly appreciated.

來月二十日迄に  
七月二十日

# 所内の住宅整理

## 今次の大移動に備へて

隔離問題が愈決定的に成つた事は既報の通りであるが、今回の大移動は當所にも相當大なる影響を蒙り、華府轉住局よりの指令によれば、各所内に於る住宅整理は來る八月廿日迄に完成し最後の報告を作成する様に成つて居る。右につき家屋部事務所では本週左の如き發表を行つた。

八月廿日以後の整理移動は一時中止となる。當所現在の収容能力は小中學校舎に使用せられた部分を除き約九千三百人で、七月二十七日現在の記録に従ふと、當所人口は七千二百〇十一人である。一時的以外就働者數は一千二百二十二名、志願兵數は百九十七名、之に臨時外出者を加へ合計八千七百五十名となつてゐる之に對し家屋部は常に住

居を保持して居る。今回移動は一人當規定せられたる面積を基礎として最高人數を收容する事に成つて居るから、即定以上の面積を使用して居る人は當然整理せらる事になる。現在整理せらるべき家族數は左の通り

五人室	二人家族	二六件	
全	三人家族	九八件	
全	七人室	二人家族	五件
全	三人家族	一四件	
全	四人家族	六八件	
計	二一一件		

其他獨身婦人の人は二人室に二人で同居するか、或は七人入りの獨身の室に五人同居するかの何れかの一つとなつてゐる。方一この整理が八月廿日迄に完成せられぬ場合は外部からの新來移動者と同居するの止むなきに至る事は明白で、短期日の内に整理する事故家屋部は此際、最善を盡し當所居住者の便宜をはかる。同時に、此れを完成すべく一般諸氏の協力を希望する次第である。

# 大移動を前に

## 急ぐ住宅の調整

八月七日

隔離移動により二千名が容住居に關し、家屋部では當ミネドカ轉住所に到來移係員の臨時増員を行ひ、ア住する事により、これが收パードの整理調整に汗かくの體である。ただ之が整理が既報の通り、華府よりの指令に基き、此廿日迄に完了しないと、以後は整理移動が一時中止となり。規定外の部室を占有し、頑張つてゐる家族は、否が應でも知らぬ家族と同居せねばならぬ憂目を見る事になる。

廿日以前であると住宅選擇に優先權が與へられ、規定の部室移轉は比較的到手間取らない譯である。この間の消息につき家屋部では左の如く語る。

引越しはなか／＼容易なものではない。殊に内部も修理し、庭園美化にも骨折つた今日、引越しを願はなければならぬのは家屋部としても苦痛である。然し、スタッフフォード所長の言明にもある通り、ミネドカ有史以來の多人數約二千が、移住して來

は皆無となり、

七人室三人家族 七件  
五人室二人家族 一四件

となつた。今後は本格的に獨居婦人の部室と五人室三人家族と七人室四人家族の整理に着手する。

廿日を限り、住宅整理は一時中止するので家屋部は所長の要請により去る十三日の記録に基き整理未完了の家族の住居、姓名を所長の手許迄提出する事となつた。猶、ツール湖所移動による空部室を當てにしてゐる家族もあるらしいが、これは整理の都合上、到底駄目である。既報の通り、廿日以後は移動は中止で、其後各區の戸別調査が行はれる最後の記録が作成される筈であるから、此際是非其速かに調整完了に協調されたいと家屋部は要請してゐる

## 來る廿日後は引越中止

### 家屋部發表

運搬部の協調を得、住宅調整は着々進捗し、八月七日の記録によれば二人家族で七人部室を使用するもの

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

August 14, 1943

Mr.-----

-----  
Hunt, Idaho

Dear Sir:

We are sending to Tule Lake only four or five hundred people, we expect approximately two thousand to be transferred here. This means that Minidoka must prepare for the largest population in its history. For this reason, we must adjust our housing facilities on a proper basis in order to accommodate the people who will be transferred here. It is necessary that families occupy rooms of the proper size for the number of persons in the family. The Housing department has been directed to make such adjustment. Further delay cannot be permitted. August 20, 1943, was set as the final date for moves within the project.

In your case, housing arrangements have been attempted. You have not moved as yet. Please go at once to the Housing office and arrange for your move to be made before the 20th of this month. Uncompleted moves will be facilitated by eviction orders following August 20th.

Yours truly,

Harry L. Stafford  
Project Director

WAR RELOCATION AUTHORITY

Minidoka Project

Hunt, Idaho

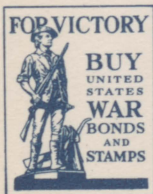
Dear Sir:

Members of the staff of the Internal Security Division will call at your apartment at Block \_\_\_\_\_ on \_\_\_\_\_, 1943, at \_\_\_\_\_ with a truck and other necessary facilities for moving your furniture and personal belongings to Block \_\_\_\_\_. Please be prepared to cooperate with the Internal Security Division. If you wish to move before \_\_\_\_\_, you may communicate with the Housing Division.

This move is being effected in accordance with my letter to you dated \_\_\_\_\_.

Sincerely,

H. L. Stafford  
Project Director



WAR RELOCATION AUTHORITY

Minidoka Project  
Hunt, Idaho

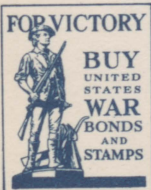
Memorandum to: Mr. Kenneth Barclay, Chief  
Internal Security Division

\_\_\_\_\_ presently occupies an apartment in Block \_\_\_\_\_.

The Housing Division has asked \_\_\_\_\_ to move voluntarily from this apartment, and a letter was sent to her on Y, asking her to effect the move. She has refused to comply with our request.

You are hereby directed to take such steps as may be necessary to move the furniture and other personal property at Block \_\_\_\_\_ to Block \_\_\_\_\_ and deliver possession of the apartment to the Housing Division. This move should be accomplished on or before \_\_\_\_\_, 1943. This housing adjustment is necessary to efficient project administration.

H. L. Stafford  
Project Director



*Copy*

Minidoka Project  
Hunt, Idaho

August 25, 1943

Mr. Yoshida  
14-5-B  
Hunt, Idaho

Dear Sir:

Members of the staff of the Internal Security Division will call at your apartment at Block 14-5-B on Friday, August 27, 1943, at 1:30 p.m. with a truck and other necessary facilities for moving your furniture and personal belongings to Block 15-10-A. Please be prepared to cooperate with the Internal Security Division. If you wish to move before August 27th, you may communicate with the Housing Division.

This move is being effected in accordance with my letter to you dated August 14, 1943.

Sincerely,

H. L. Stafford  
Project Director

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

August 25, 1943

Mr. Takahashi & Mr. Hirofuji  
4-5-B  
Hunt, Idaho

Dear Sir:

You are now living in an apartment larger than the size of your family warrants. It will be necessary that an adjustment in your apartment be made. At the present time, moves are frozen in the project, so that a survey of vacant apartments and a census of the project may be taken. When this is completed, you will be contacted for the purpose of arranging an immediate move.

Yours truly,

*C. W. Abbott*

C. W. Abbott  
Housing Superintendent

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

September 15, 1943

Hunt, Idaho

Dear Sir or Madam

You are now living, a family of three in an apartment designed for five persons.

We know now that there will be quite a number of families from Tule Lake who will need to be put into apartments with other families (doubled). It will be necessary to place a family or an individual in your apartment with you. Notice by letter or by newspaper to this effect has been sent before. We are making arrangements for families who wish to make adjustment at the present time. September 20th is the last day such moves will be permitted. If you desire to move in order to adjust your family to the correct size apartment, you must contact housing immediately so that moves can be arranged before 20th.

Sincerely yours,

*C. W. Abbott*

C. W. ABBOTT  
Housing Superintendent

CWA:mo



WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

September 16, 1943

Soroku Yeshino  
5-5-C  
Hunt, Idaho

Dear Sir or Madam;

You are now living in an apartment which is larger than the size of your family warrants. Housing has contacted you many times suggesting that you make adjustment in your apartment. We have told you that if adjustment was not made it might be necessary to double up with Tule Lake families.

Today, we received word from Tule Lake of the number of families to be sent here. Because of the size families being sent from Tule Lake, we find that the housing situation is more critical than we have expected. We have been directed that we should not permit doubling up families from Tule Lake with families from this project unless they are direct relatives. Therefore, it has become necessary for you to move.

People from Tule Lake will be here on Sept. 25. Vacant apartments must be checked and kept under control during the week previous to this time. Your move must be completed not later than Sept. 21. We have drawn up a schedule of the time and day for you to move. We are suggesting an apartment for your new residence. A truck will be at your house with a crew to help you move at the time and on the day directed below. Please be ready to move at that time.

Sincerely yours,

*C. W. Abbott*

C. W. ABBOTT  
Housing Superintendent

Room Assigned:  
Time:

CWA:mo

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

December 1, 1943

Two more barracks in each block are to be partitioned into smaller rooms. Only families of two persons and families of three persons will be living in these barracks. When this partitioning is finished barrack one, two, eleven, and twelve will be partitioned in each block.

Because of the lack of rooms it will be necessary for the work to be done by the carpenters while the people are living in the rooms. In order to make this possible, large families in the barracks to be partitioned must move out and small families who may stay in the newly partitioned rooms move into them from the larger rooms. You are in one of these situations so will need to move. A Housing representative will contact you and help to arrange your move.

We are sure of your cooperation in this matter for we know that you have a real interest in helping to solve the seriously overcrowded condition which we now have. This program will furnish additional rooms to enable doubled up families to be separated and enable families living in Recreation halls to have a room.

Sincerely yours,

Housing Board

*C.W. Abbott*  
C.W. Abbott  
Jr. Counselor

MINIDOKA WAR RELOCATION PROJECT  
Hunt, Idaho

Welfare Section

February 8, 1944

MEMORANDUM TO: Mr. Chester L. Hirk  
Relocation Officer  
#14 Fidelity Bank Building  
Twin Falls, Idaho

SUBJECT: Bed for Visitors

In reference to your letter of January 29th, 1944 which stated the request of Carrey and Gene Hara, sisters, Block 35; Nobuko Enkoji, 29-1-D, and Hisei Hashimoto, 16-10-B, to have bedding placed in their family's apartment for their use when visiting the Project, we would like to make the following statement of our policy in regard to bedding in the house of people on seasonal leave:

If a person leaves the project for a leave extending longer than thirty days, Housing has been directed to pick up the government property signed out to such persons. Persons on such leave are visitors when they return to the camp and as such, would have recourse to the following types of service:

1. The hostel in Block 5.
2. If they are members of a family which is still in the project and are out on seasonal leave, they may borrow from the Block Manager of their block a cot and blankets which they may take to their apartment for their use during their stay here. The project will not, under ordinary circumstances, deliver bedding to stay in the apartment for such visitors.

We shall follow the above stated policy.

H. L. Stafford  
Project Director

HLS/CWAbbott/tk  
cc:Housing

April 1, 1944

This is to advise you that as soon as vacancy occurs within your block and that a suitable arrangement is made, we will start partitioning on Barrack 1 and 2 in your block.

As you are perfectly aware that you are at present occupying an apartment larger in space than you are entitled and eventually you will be asked to move into the right size apartment as the circumstance necessitates.

In the meantime we suggest you to be on a "Look-out" for any vacancy that may come out in your block, or neighboring block that you might like to move.

The shortage of apartments at present is more than acute and in the light of fairness for those who still have no rooms and those Double-up families, we sincerely request your hearty cooperation, which will result in mutual benefit to those all concerned.

This is for your information.

HOUSING ADJUSTMENT BOARD

P.S. It is advisable not to invest too much labor and money in your garden.

# Housing Division Keeps Busy Providing Shelter

Under the direction of the senior counselor, Miss A. L. Fite, the Housing Division handles the distribution, inventory, and collection of housing equipments such as cots, blankets, cleaning utensils, etc. Also, the necessary adjustments in the housing of all residents of the center are fulfilled by the Housing department.

H. Miura, housing supervisor, designates barracks to be partitioned into small units for the accommodation of families decreased in size, and in the preparation for mass transfers. He and C. Hashiguchi of the Housing Assignment Board, share the interviewing necessary for the assignment of apartments, the adjustment of housing problems.

The standard duties of the Housing division is only completed when the residents are reasonably well-adjusted in their housing arrangements, when all residents have the prescribed equipment, when movings are done promptly and efficiently, when government property is collected and protected, and when the files and records of assignments of apartments and issuance of equipment are complete and accurate.

*Sept. 16, 1944*

April 26, 1944

Mr. Chauncy Abbott Sl/c  
Co. 689  
U.S. Naval Tr. Sta.  
Great Lakes, Illinois

Dear Mr. Abbott:

We were very glad to hear from you and happy to know that you are getting along so well with your training. Since your departure on March the Housing Staff sure miss you.

Housing now is a new office with Mr. Wiley as Assistant Counselor taking charge of Housing, and no longer have Mr. Hikida as our Supervisor. He is now the General Post Master of Hunt, Idaho. In place of Pioneer Hikida now Mr. Miura is acting as our office Manager. Our old board members and all the girls are still working as usual with Rex the most jolliest men of Housing, always cracking funny jokes. He no longer spreads or make any rumors, so please don't worry. Our office rates now with each and every member having a name on our desk.

We now have a new system of Transportation with the Motor Pool taking care of trucks and drivers and Property Control taking care of swampers. As of now Housing has 1 swamper, 1 checker for picking up beds and deliveries. 1 swamper for moves so, we are having a very hard time with the moves. The girls haven't gone out for blanket exchange for 3 weeks on account of swamper shortage. We do not know when we will be able to go out again hoping we could go out soon.

Now that summer is just around the corner many of the people are going out for seasonal, like harvesting, cannery, apple orchard and etc. They will have an opportunity to enjoy outside life. Then we will be having lots of vacant apartments soon. In the near future, about the beginning part of May, 50-70 people will be going to Tule Lake, and there are rumors that they will be 70 people coming into this project from Tule Lake. Making more work for us.

This month, we had a general meeting with Miss Fite as chairman. It was a joint meeting of Clothing Housing, Welfare and Ration Office. This was the first time we had ever tried it. Miss Fite is now in Washington attending the Conference.

How do you like the life of a "gob"? This schooling you are now having will remind you of your by-gone days when you were a boy. From the letter, we gather the training is very strenuous, but we're quite sure you can take it, and develop your muscles. Get a lot of training, but don't over-work yourself.

In the near future, we hope we shall all meet again in a more favorable condition. Good luck. Write us again.

Sincerely yours,  
HOUSING STAFF

HOUSING RULES ISSUED BY HEAD  
(Publication in the Irrigator)  
July 8, 1944

In response to many queries directed at the Housing Division in regards to the assignment or vacating of apartments of seasonal workers, Hitoshi Miura, acting supervisor of Housing, issued the following ruling:

If all members of any one family leave the center on seasonal leave for more than a period of 30 days, the apartment will be closed by the Housing Division. In the event, however, if any member of the said family should return to the center before the expiration of the 30 days, then the apartment will revert back to their occupancy.

Miura went on to say that if the entire members of any one family contemplates going out on seasonal leave for more than one month, that it would be wise to make preliminary arrangements for the storing of personal goods with the Evacuee Property office.

He also reminded all center residents that if visitors are staying with them, that blankets, cots, etc., will always be obtainable at the block manager's office.



## WAR RELOCATION AUTHORITY

To accommodate bachelors in smaller rooms instead of crowding five and six in a large room; to relieve doubled up families; to give married couples their own apartments; and to be prepared for emergency transfers the partitioning of barracks into smaller quarters is being conducted, according to Miss A. Lidie Fite, Senior Counselor.

This center was unable to accommodate transferees from the Jerome Relocation Center last month when that center was closed, because housing for local residents was not adjusted, but in order to be prepared for such an emergency in the future, the Housing Office is attempting to adjust families to rooms of prescribed sizes.

"We are not asking people to move out of their quarters unless their places are actually needed for larger families," Miss Fite stated. "But," she added, "if they move when the size of the family is reduced, they will not have to make hurried movements when an emergency calls for larger rooms.

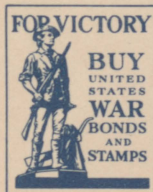
"Until April of this year there were a number of instances in which two families were living in one room, but now--with half of the partitioning completed--there are no two families occupying in a single apartment except by their own choice," Miss Fite said.

Residents who wish further information on housing adjustments should contact the Housing, or Counselor's Office.

MISS FITE CLARIFIES HOUSING  
PROGRAM OF PARTITIONING

PUBLISHED IN THE IRRIGATOR  
ON JULY 22, 1944

(ORIGINAL COPY)



# Fite Clarifies Housing Program of Partitioning

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"Until April of this year there were a number of instances in which two families were living in one room, but now with half of the partitioning completed there are no two families occupying a single apartment except by their own choice," Miss Fite said.

Residents who wish further information on the housing adjustments should contact the Housing or Counselor's office.

Saturday, July 22, 1944

MINIDOK

## 五割方片附いた 部室の仕切り工事

目下行はれてゐる小部屋仕切り造作について、慈悲は無い。然し所定の大きさ部のフアイト女史は左の如く言明してゐる。

一、獨身者五六名を一部屋に追ひ込みで起居せしめる代りに適當な小部屋を供給する。

一、同居してゐる二家族を別居せしめる。

一、新婚者に別箇の小部屋を與へス。

一、他所より來住せる人々に部屋を支給する。

主として之等を目的とし仕切り工事が繼續されてゐるが、事實上其部屋が必要だといふ事態が發生しな

限りは現在住んでゐる部

目下行はれてゐる小部屋の明け渡しを要求する事は無い。然し所定の大きさの空部屋がある間に引越して置けば、緊急事發生の場合に於いて移らなくてもよい。

今年四月迄に少數のダブルアップがあつたが仕切り工事が五割方完成した現在では、二家族が同居してゐるケースは一つもない。但し特種の事情により自ら好んで同居してゐる者は此限りではない。

過般ゼローム轉住所の閉鎖により來住者を當所に收容出来なかつたのは所内の家屋調整が充分に行届いてゐなかつた爲めであるといふ

アイト嬢は語つてゐる。

August 31, 1944

HOUSING DEPARTMENT

1. What is the principal function of this department?
2. A staff of how many is needed to carry on the work?
3. Who was the first appointed personnel member to head this department? Who is it now? How many people have held this job?
4. Approximately how many people have worked in this department?

1. The principal function of this department is to satisfy residents concerning Housing problems and equipments to the best of our ability.
2. A staff of at least 18 is needed to carry on the work.
3. Mr. Lore Huycke was the first appointed personnel member to head this department. Miss A. Lidie Fite is the head now. Six people have held this job.
4. Approximately 300 people have worked in this department.

HOUSING

I. Partitioning.

The project population has increased to 106 persons on account of seasonal workers coming back during the slax season. Five and half barracks have been partitioned during the months so there is an increase of 22, 2 person apartments and 11, 3 person apartments. On the other hand 11, 5 person apartments and 11, 7 person apartments have decreased. The total number of increase of apartments are 11 apartments. Original partitioning program is 67 $\frac{1}{2}$  barracks and 36 barracks have been partitioned at the present time. Carpenters' are doing carpentry work at the farm cell so they will not partition any more barracks for a month or so.

II. Reason for continuation of partitioning.

- A. This project has 1314 2 or 3 person families and social and hospital cases which one person are occupying 2 or 3 persons apartments. This numbers about 50 apartments. Ninety-four apartments are occupied by schools, canteens, churches etc. We have 1458 number of 2 or 3 person apartments necessary to accomodate families for the above reasons. The project has 1427 number of 2 or 3 person apartments (of which 146 are really too small for 2 persons families to live in). That will be a shortage of 31 apartments to accomodate the above families.
- B. Members of families are relocating increasing two or three person families.
- C. Married couples, Births and transferees are increasing.
- D. This fall 898 seasonal workers are expected to come back to this project. We have considered it as some of the 2 or 3 person families.
- E. If possible we would like to divide bachelors in small apartments for social reasons.
- F. Now we have 127, 7 person apartments used for bachelor quarters which 444 bachelors are living in those apartments.

III. We had 2 board members terminated in June and July leaving only 2 members instead of 4 which are composed of the original board. Housing supervisor transferred in May which Housing is in need of a board member or supervisor. Also we are in need of one Property Account Clerk. There are two girls working as part-time workers.

MINIDOKA WAR RELOCATION PROJECT  
HOUSING REPORT  
AUGUST 1944

Sept. 5, 1944

The partitioning program has been continued - five and a half barracks being partitioned during August - giving us a gain of eleven 2-3 person apartments, but a loss of eleven 7 person apartments. The work is being temporarily interrupted while the carpenters are working on a vegetable cellar for the Project farm.

Owing to the need for smaller apartments we are recommending the continuance of the partitioning program. Families are decreasing in size because of relocation, selective service, marriages, etc. About 50 apartments are occupied by individuals for health and social reasons, and bachelors are eager to be transferred from large bachelor quarters into smaller apartments where they will not be obliged to live in close contact with so many people. Also ministers whose paritioners make frequent visits to their homes are asking for a small adjoining apartments in order to avoid annoyance to their families. At present we have 1427 apartments to be used for these purposes, and at least 1458 families and individuals - other than bachelors - desiring them. We find also that large families usually prefer two adjoining small rooms to one large room.

At present we have no two families living together - except those who are doing so by their own choice - and all newly-weds are now being assigned to separate apartments. However, we shall not be able to accomodate others who desire small rooms until we can determine whether or not there will be any available after the 898 seasonal workers return this fall.

Many families which have been reduced in size are still occupying large rooms with the understanding that they will not be required to move unless their apartments are needed for larger families.

Sheets, pillow slips, and pillows have been obtained for the use of visitors who formerly were supplied with only a cot and a blanket. The laundering of bed linen will be done at the Project Hospital. Facilities are being arranged for the airing of blankets and pillows by the Hostel Caretaker.

The vermin-infested barracks, previously reported, have been fumigated by the Sanitary Engineer. Arrangements have been made for prompt attention to this menace in the future.

We are requisitioning padlocks for all empty apartments and other vacant barracks. It has been reported frequently that these vacant rooms contribute to the problem of delinquency among both the young and adults.

The staff of the Housing Unit has been decreased in recent months from thirteen to nine, but in view of the return of nearly 900 people from Seasonal Leave, we are considering the appointment of two Sr. Housing Clerks - one for the supervision of the clerical staff, and the other to replace a member of the original housing "Board".

When Mr. Ray Miller was here recently, he examined and approved the clerical procedures in the Housing Unit, but indicated that the unit was doing two extraneous jobs:

- a. Distribution of and accounting for government housing property which responsibility, we understand, belongs to the Property Control Unit.
- b. Certain statistics which he feels are the responsibility of the Statistical Section.

We are endeavoring to have all extraneous functions transferred to their respective sections.

No. of Apartments in Project

October 1, 1944

<u>Block</u>	<u>(12x20)</u>	<u>(14x20)</u>	<u>(16x20)</u>	<u>(20x20)</u>	<u>(24x20)</u>	<u>(32x20)</u>	<u>Total</u>	<u>Changes</u>	<u>Remarks</u>
1	4	10	29	19	17	0	79		
2	4	12	30	18	16	0	80		1 Apt. for Blk. mgr.
3	4	6	27	21	19	0	77		
4	4	12	30	18	16	0	80		2 apts. for Hospital
5	4	12	30	18	16	0	80		7 apts. for Hospital
6	4	8	28	20	18	0	78		4 apts. for Hospital Can. Blk. Mgr.
7	4	10	29	19	17	0	79		
8	4	10	29	19	17	0	79		
10	2	0	28	22	22	0	74		36 apts, for school
12	4	10	29	19	17	0	79		7 apts. for Can Blk. Mgr.
13	4	6	27	21	19	0	77		
14	4	6	27	21	19	0	77		
15	4	12	30	18	16	0	80		
16	4	12	30	18	16	0	80		1 apt. for Blk. Mgr.
17	4	12	30	18	16	0	80		

No. of Apartments in Project

October 1, 1944

<u>Block</u>	<u>(12x20)</u>	<u>(14x20)</u>	<u>(16x20)</u>	<u>(20x20)</u>	<u>(24x20)</u>	<u>(32x20)</u>	<u>Total</u>	<u>Changes</u>	<u>Remarks</u>
19	4	10	29	19	17	0	79		1 apt. for Blk, Manager
21	4	8	28	20	18	0	78		
22	4	4	26	22	20	0	76		38 apts. for office
23	4	0	24	24	22	0	74		74 apts. for school
24	4	8	28	20	18	0	78		1 apt. for Blk. Manager
26	4	4	26	22	20	0	76		
28	4	8	28	20	18	0	78		1 apt. for Blk. Manager
29	4	12	30	18	16	0	80		
30	4	8	28	20	18	0	78		5 apts. for Canteen
31	4	6	27	21	19	0	77		1 apt. for Blk. Manager
32	0	6	27	21	21	0	75		36 apts. for school
34	4	8	28	20	18	0	78		
35	4	6	27	21	19	0	77		
36	4	4	26	22	20	0	76		
37	4	8	28	20	18	0	78		
38	4	6	27	21	19	0	77		1 apt. for Blk. Manager
39	4	6	27	21	19	0	77		



No. of Apartments in Project

October 1, 1944

<u>Block</u>	<u>(12x20)</u>	<u>(14x20)</u>	<u>(16x20)</u>	<u>(20x20)</u>	<u>(24x20)</u>	<u>(32x20)</u>	<u>Total</u>	<u>Changes</u>	<u>Remarks</u>
40	4	6	27	21	19	0	77		2 apts. for Canteen
41	4	8	28	20	18	0	78		
42	4	10	29	19	17	0	79		1 apt. for Block Manager
44	12	4	26	14	12	8	76		
<u>Total</u>	<u>146</u>	<u>278</u>	<u>1007</u>	<u>715</u>	<u>647</u>	<u>8</u>	<u>2801</u>		<u>219 Apts.</u>

November 1, 1944

SUPPLEMENTARY HOUSING REGULATION  
FOR THE ASSIGNING RECREATION  
AND CLERGYMEN

MEMORANDUM TO: Miss A. L. Fite  
Counselor  
22-9-A

FROM: E. Huberman

This memorandum will serve as your authorization to comply with requests of clergymen for additional rooms for professional purposes.

Providing this service is contingent upon the following conditions:

1. Only one room in addition to living quarters may be provided for each clergyman.
2. Consent of neighbors living in adjacent apartments and block commissioner must be obtained before a particular room is assigned.
3. The room must be vacated upon notice, at any time.
4. Continued complaints from neighbors will result in a request to vacate.

No further clearance with me will be necessary, but I expect that you will study the merits of each case and make assignments accordingly

/s/ Edward Huberman  
Edward Huberman  
Assistant Project Director  
Community Management Division

DUTIES OF THE HOSTEL CARETAKER

1. To record visitor's full name, address, number of days he expects to stay, and the number of apartment to which he is assigned.
2. When issuing bedding equipment, to obtain the signature of the visitor to whom it is issued.
3. When a visitor is about to leave, to count the issued bedding, and if all equipment is returned in good condition, give him clearance to leave.

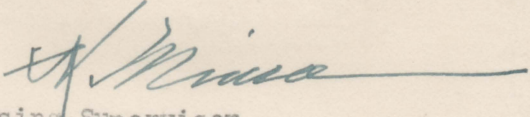
In case any property is missing, to report to the Housing Office immediately with full explanation.

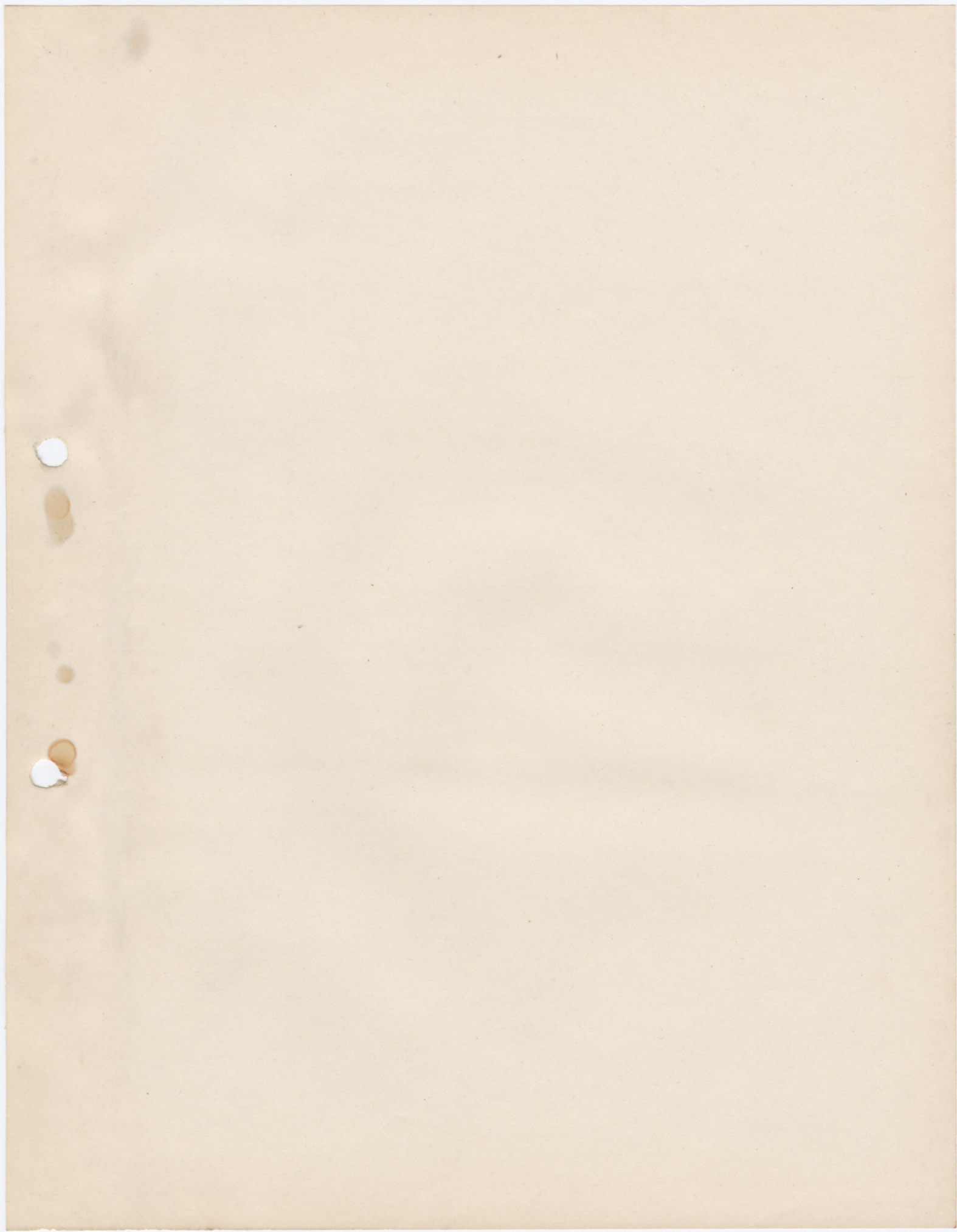
4. To send all sheets and pillow cases, used by visitors, to the hospital laundry after each visitor leaves.
5. When mattresses and blankets become soiled, to have them exchanged for clean ones.
6. After visitors leave, to air all bedding that cannot be washed.
7. To sweep and mop all the hostel apartments after visitors leave, and if necessary while they are occupied.
8. To make fires in the stoves, and see that there is sufficient coal in each apartment.

NOTICE TO VISITORS

For the safety and comfort of visitors and neighbors, all visitors to this Center are requested to:

1. Be cautious about fires.
2. Be quiet late at night.
3. Switch off lights at midnight.
4. Have no callers at night.
5. Leave government property in the room to which it was assigned.
6. Return to the Hostel Caretaker all government property issued.

  
Housing Supervisor



May 1, 1944

INSTRUCTION NO. 2  
TULE LAKE TRANSFER - May 4th, 1944

Those people scheduled to go to Tule Lake will leave Minidoka in the morning of Thursday, May 4, 1944. By the time you receive this instruction, all of your freight should have been picked up. If there have been any omissions or errors concerning your freight, please call the Counselor's Office immediately.

I.. The checkable baggage, that is, the 150 lbs. in baggage allowed each full-fare ticket and the 75 lbs. of baggage allowed on each half-fare ticket will be picked up directly from your apartment beginning at 8 O'clock on the morning of Wednesday, May 3rd. Please have this baggage prepared and ready to load on to the trucks as soon as a crew comes. Your attention is again called to previous instruction that 150 lbs. is the maximum which may be taken on any full-fare and if this baggage is over-weight, it will have to be opened and reduced to the amount allowable. Please be careful in keeping this weight within the limitations.

All checkable baggage must be sedurely tied and in such a manner that it can be easily handled. Refer to the first instructions to what is to be include as checkable baggage for you will not have access to it until you reach Tule Lake. Do not enclose personal articles that you will need on the trip in this baggage.

All the time you are picked up to go to the train, you will take with you your hand luggage which includes the personal items which you will use while on the trip. Insure your comfort but do not take more thak is needed.

II. Thursday morning, May 4th. A housing crew will pick up your blankets, cots, and any other items which had been issued to you on this Project before leaving your apartment for breakfast. Please have all of these articles set aside and prepared to be picked up. You must have a clearance on all government property before leaving the Project.

At 6 o'clock in the morning cars will call at your apartment to pick you up and your hand luggage and you will be taken to a mess hall for breakfast. You will not return to your apartment so be sure that you take everything with you the time the car calls for you.

You will be assigned to one car which will take you to the mess hall for breakfast and afterwards to Shoshone to the depot. Do not change cars. Find your name on the list below and note car number to which you have been assigned.

After finishing breakfast, do not leave the mess hall until your name has been read. As soon as your name is called, you will go directly to and enter the car that brought you to the mess hall.

III. Upon arriving at the depot, do not get out of the car until you are instructed to do so.

When you are instructed to leave the car, take your own hand luggage with you and hold it until you are seated in the train. You will enter the train in single file and will form a line beside the train waiting your turn to enter. You will be assigned a seat on the train and you are requested to keep this seat for the duration of the trip. Place your hand luggage on the luggage rack above the window. Do not place it on the floor or under your seat.

You are requested not to take foodstuffs with you. Food will be furnished on the train.

Medical assistance will be available on the train. During the trip, you may be asked to assist in train operations. If so, it is requested that you cooperate and make the trip as pleasant as possible.

There will be a train representative of the War Relocation Authority on the train. There will also be appointed a car monitor and a car captain to assist you in any way possible during the journey. They will be indentified by arm bands. They are charged with the responsibility of maintaining order and they will appreciate your dooperation. If you have any questions or are in need of assistance, make your request to these people or th the War Relocation Authority representative.

Officers and men of the Army of the United States will be in complete charge of the train while enrout. They will announce to you the regulations regarding the trip movement. Generally speaking, you will not be permitted to leave the train after departure, or until you have reached your destination. You will be asked to remain in your own seats as much as possible and will not be permitted to go from one car to another.

THINGS TO REMEMBER WHILE ON THE  
TRAIN

1. Officers and men of the United States Army will be in complete charge of the train and you are requested to observe the regulations they issue.
2. Do not contact officers or soldiers. Make your requests to the Train Monitor or to the War Relocation Authority representative.
3. People to whom you may make requests will be designated by RED or BLUE arm bands.
4. Place all baggage on racks above the windows. There should be no baggage on the floor or under your seats.
5. Help keep the train clean. Do not throw waste paper or any other refuse on the floor.
6. Do not throw matches, cigarettes, or other lighted material from the train.
7. Evacuees will not pass from car to car. There is to be no riding in vestibules, or car platforms.
8. Window shades are to be down from sunset to sunrise.
9. Please do not use the toilets when the train is not in motion.
10. No liquor, beer, or wine will be allowed on the train. If any is found, it will be confiscated.
11. Do not take any food with you. Meals will be furnished.
12. For the comfort of the passengers, it is requested that people be quiet after 9 o'clock in the evening.
13. No one will leave the train on train stops.
14. Do not protrude head or arms through open windows.
15. Retain your original seats for the duration of the trip.
16. From time to time, it may be necessary to call upon various evacuees to help with train operations. If the Monitor calls upon you, please cooperate with him in order to make the trip as comfortable as possible.

TRANSPORTATION TO THE SHOSHONE  
DEPOT

MAY 4 1944

In order to transport the Tule Lake segregants to the depot, the following schedule has been planned. On the list below each person going to Tule Lake will find his name scheduled under in number of the car which will call for him at 6 o'clock in the morning of May 4th to take him to breakfast and then to the depot. You are requested not to change from one car to another. Note carefully the number of the car to which you have been assigned and to which you will return after breakfast.

Car No. 6 will take all people who upon the doctor's recommendation have been assigned Pullman berths for the trip to Tule Lake. These people will be picked up first. In some instances, families will be temporarily separated until arriving at the train.

<u>Car No. 1</u>		<u>Car No. 5</u>	
Shimohira, Hitoshi	1-5-E	Kiyonaga, Yoshio	19-11-G
Sumi, George Gunji	6-5-B	Kawahara, Geo. Masaki	21-4-D
Koseki Taisuke	8-7-B	Yamanaka, Takeo	29-8-B
Murayama, Sanro	14-7-B	Otani, Masaru Morris Masami	41-3-C "
Suzuki, Warren Koichi	14-8-C	Nakashima, Shikichi Geo. Hiroko Pauline Toshiyuki Eddie Mariye Marie	42-3-E " " "
Kiyoko	14-3-D		
Haru	14-8-C		
Lillian Toyoko	"		
Matsumoto, Kay Kameichi	15-3-E	<u>Car No. 6 (for persons travelling Pullman)</u>	
<u>Car No. 2</u>		Suzuki, Roy Toshiyuki	14-8-C
Yamashita, Seiji	17-2-D	Sato, Yoshiko	26-7-F
Tsune	"	Sadayoshi Sammy	"
Calvin Seiichi	"	Iwamoto, Kimiko	30-5-A
Kimi	"	Kyoko	"
Tanaka, Yasuo	24-12-C	Sakamoto, Mineko	32-3-D
Kazuko	"	Deanna	"
Sato, Matsutaro	26-7-F	Setsuko Carol	"
Sakamoto, Noboru	32-3-D	Watanabe, Kurazo	34-1-D
Tomiko	"	Otani, Yaeko	41-3-C
<u>Car No. 3</u>		Vernon	"
Iwamoto, Isamu	30-5-A	Nakashima, Kiyoko	42-3-E
Kato, Meitoku	30-6-E	Miniko	"
Haru	"		
Ayako	"		
Kiyoshi	"		
Hanako	"		
Joan Fusaye	"		
Nakamichi, Katsumi	35-7-E		
<u>Car No. 4</u>			
Watanabe, Takio	34-1-D		
Kimiye	"		
Louise Meiko	"		
Helen Junko	"		
Hosogi, Perry Tohru	38-10-B		
Takako	"		
Haruki	"		
Kiyoi	"		
Elsie	"		
Lindy	"		



EVACUEES & TRANSFREES TO MINIDOKA  
RELOCATION CENTER

Puyallup Assembly Center:

August	9,	1942	2 13	persons
"	15,	"	493	"
"	16,	"	516	"
"	17,	"	515	"
"	18,	"	524	"
"	19,	"	511	"
"	20,	"	525	"
"	21,	"	516	"
"	29,	"	517	"
"	30,	"	512	"
"	31,	"	503	"
September				
"	1,	"	505	"
"	2,	"	505	"
"	3,	"	411	"
"	4,	"	297	"
"	12,	"	292	"

Total 7155

North Portland Assembly Center:

September				
"	6,	1942	500	persons
"	7,	"	494	"
"	8,	"	501	"
"	9,	"	506	"
"	10,	"	317	"

Total 2318

Manzanar Relocation Center:  
(Former Bainbridge Islanders)

February				
"	26,	1943	193	persons

Total 193

EVACUEES & TRANSFEREES TO MINIBOKA  
RELOCATION CENTER

continued #2

Tule Lake Relocation Center:

September			
25,	1943	522	persons
" 27,	"	512	"
" 30,	"	559	"

November			
12,	1943	102	

Total	1695
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Alaskan Parolees from Santa Fee:

December			
6,	1943	44	persons

Total	44
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Transferees and Parolees:

During the year of 1944	188	persons
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Total	188
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Grand Total	11593
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Special Joint Meeting

of the

Food Committee

and

Chefs (Chief Cooks) and Pantry Clerks (Storekeepers)

of all Evacuee Dining Halls

Date: April 14, 1944

Time: 2:00 P. M.

Place: 22-5-DEF

Chairman of Meeting: K. Takeda, Chairman of Food Committee

Roll Call:

Food Committee: K. Takeda, Y. Harada, G. Hara, Y. Doi

Chefs:

J. Nishimura	K. Omeru	S. Soeda
S. Kaseguma	K. Yamamoto	S. Yanagisawa
H. Saito	K. Terii	S. Sakai
I. Suzuki	K. Yamamoto (Bl. 30)	T. Niiyama
K. Hidaaka	E. Kiuchi	I. Okada
M. Yamauchi	F. Morihira	S. Fujita

Pantry Clerks:

S. Narita	S. Saito (Bl. 8)	K. Niioaka
K. Kurosaka	M. Okasaki	G. Kido
S. Saito	Y. Okamoto	F. Nakata
G. Kimura	H. Nishimura	S. Sugawara
G. Ogishima	G. Hikogawa	K. Soejima
S. Sumioka	M. Setsuda	N. Shibata
T. Kazama	M. Kawahara	R. Morimizu

The Chairman introduced:

Y. Fujii, Chairman of the Community Council  
G. Mihara, Vice-Chairman of the Community Council  
T. Ogawa, Community Clerk  
and himself.

The Chairman followed his introductory remarks with a brief explanation of the circumstances whereunder it

was decided the special meeting should be held. He stated that his Food Committee, meeting on March 30, 1944, had drafted a set of recommendations, numbering 14 points. Submitted for the Community Council's consideration, the recommendations were discussed at the Council's meeting on April 4, 1944, at which time a fifteenth recommendation was added, and decision made that a joint meeting of the Food Committee and Chefs and Pantry Clerks of all evacuee dining halls should be held promptly, for the purpose of further investigation and deliberation of the recommendations.

The Chairman thereupon read a copy of the recommendations, one point at a time, asking for comments on each.

1. "That the manufacture of "miso" (mixture of rice and beans), "moyashi" (bean sprouts), "tsukemono" (pickled vegetables), "age-dofu" (fried bean cakes), be made possible within the project, and that the list of the above mentioned foods (listing their food values) be sent to Washington for approval."

The Chairman explained that a table of food values was being prepared by experts.

2. "That the quality of the foods served for breakfast be improved in quality without sacrificing the quantity."

The Chairman stated that the words "for breakfast" had been deleted at the suggestion of the Community Council.

3. "That, as Mr. Mihara suggested, it would be advisable to have the chefs of the dining halls meet with the committee at such time when the need arises for discussion of problems that may require their presence and cooperation."

No comments.

4. "That fish, preferably tuna, sea bass, yellow-tail, be served in its raw state to the residents whenever available."

No comments, except that the recommendation should suggest--"at least once a month."

5. "That the Steward Division when making its requisition for fish bear in mind the following preferences of the majority of the residents:

- |              |             |                |
|--------------|-------------|----------------|
| 1. Sardine   | 4. Squid    | 7. Yellow-tail |
| 2. Mackerel  | 5. Sole     | 8. Halibut     |
| 3. Barracuda | 6. Sea bass | 9. Salmon      |

No comments

6. "That conflicts or problems pertaining to the personnel of the dining halls will not be handled by the committee--that such matters be brought to the attention of the Council until the Fair Labor Practice Board is organized."

Omitted from discussions.

7. "That the Projects make an extensive study of their various types of soil, and plant such vegetables that are suitable to that particular type of soil."

Omitted from discussions.

8. "That cutting equipment (knives) be provided for the cooks of all the dining halls, as they are very inconvenienced at this time with their inadequate supply of cutting equipment."

Additional equipment desired, as stated from the floor:

Meat Blocks (heavy tables for chopping meat)

Meat Saws

Sharpening steels

15/20 gallon pots

Rice cookers

Uniforms and Clothing

Cooks' boots, trousers, coats.

Aprons for cooks, waitresses

Waterproof aprons for dishwashers

One additional refrigerator, right side.

An ax and a hammer for each kitchen

An electric iron for each laundress

9. "That proper steps be taken to provide the dining halls with sufficient supply of knives, forks, spoons, cups, saucers, and plates."

It was reported that new deliveries, except for table knives, had just been received.

10. "That chop sticks (which will make the eating of Japanese foods much easier) be made available to the residents."

Consensus of opinion was against chop sticks, due to sanitary reasons.

11. "That rice (which is equal to bread in the American diet) be served at least twice daily to the residents."

Unanimously in favor. If ultimate negotiations should result in increase of rice rations conditionally upon a reduction in bread rations, this is to be accepted.

12. "That the dining halls receive an adequate supply of ice during the hot summer months to prevent food spoilage."

Comment: Ice is needed particularly in the summer months, of course.

13. "That the Steward Division give the residents their daily full allotment per person (for the three meals) as allowed for in their budget."

All in favor.

14. "That breakfasts be served at 8:00 a.m. every Sunday."

Much discussion; final consensus--delete this recommendation altogether. It was suggested that the cooks and the residents of each block should determine their Sunday meal schedules for their own blocks, according to their desires.

15. The additional recommendation proposed by the Community Council:

"That delivery of milk to dining halls should be made in the early morning, instead of during the afternoon, as at present. The weather thus far has not been warm, yet already, on some days, some milk has been spoiled, probably during delivery. With warmer weather coming, deliveries during the cool of the mornings is greatly desired."

This recommendation was approved.

Mr. G. Mihara, Vice-Chairman of the Community Council, and employed on the project in the Steward's Division, explained the procedure of food deliveries from warehouses to dining halls. He stated that "tomorrow's food is delivered today", and that food should be used up according to the menu. He advised against maintaining any appreciable inventory in dining hall storerooms, since this would result in reduced deliveries to those particular storerooms.

There was some discussion about deliveries of spoiled foodstuffs. It was explained that some deliveries of spoiled food were made for the purpose of salvaging an indeterminable part not spoiled, that such deliveries were "extras", not on the record of deliveries. The point was raised--"when such spoiled food is originally received at the project, is it paid for at the full charge, and thereby charged in full against our budgetary per-head daily ration of 45 cents?" No definite reply to this.

The cooks and pantry clerks expressed a desire for more time during the receiving and checking of food at the time of delivery. A little more time would enable them to refuse and return some spoiled food.

Additional recommendations suggested from the floor:

- A. That there should be better coordination between the Menu-maker, the food ration office, and the warehouse, to insure that food will be delivered according to the menu.
- B. That on unavoidable occasions when an item of food, mentioned on the menu, cannot be delivered, some substitute should be delivered.
- C. That food should be procured more in sympathy with Japanese tastes.

- D. That cold meats should be served less often.
- E. That head cheese and salami should be minimized, in favor of boloney and wieners, which better suit Japanese tastes.
- F. That salad dressings should be supplied in larger quantities to conform with requirements of the menu.
- G. That, if the rice ration is to be increased, there should be proportionate increase in the supply of shoyu (soy sauce).
- H. That egg noodles should be minimized, in favor of spaghetti and Japanese style noodles, which are more popular with the Japanese.
- I. That deliveries should be full weight. Dried shrimps, sesame seeds, etc., are more often than not, found to be about 10 per cent short delivered.
- J. That requisitions submitted by Pantry Clerks should be, whenever possible, fulfilled promptly. Pantry Clerks seldom write requisitions, and only in case of actual need.
- K. That extreme caution should be exercised in the accepting, and storing and handling of SALICEN (Japanese: "AJI-NO-MOTO"), to eliminate delivery of this item in an unusable lumpy state; it should be a dry powder.

The meeting adjourned at 3:45 P.M.

Respectfully submitted,

Thomas Tohru Ogawa  
Community Clerk



*Working from one copy of this*  
Housing

CENTER

**Minidoka**

FOR 24 HOURS ENDING MIDNIGHT

**September 19**

**1944**

I. DEPARTURES:			CITIZEN ALIEN TOTAL			CITIZEN ALIEN TOTAL		
1. SHORT-TERM LEAVE						2	2	4
2. SEASONAL LEAVE:								
A SEASONAL WORK	2	2	4					
B JOIN/ACCOMP. FAM.				2	1	2	4	
3. INDEFINITE LEAVE:								
A EDUCATION								
B ARMED FORCES								
C EMPLOYMENT								
D COMMUNITY INVIT.								
E VOL. INSTITUTIONS								
F INVOL. COMMIT.:								
(1) ALIEN EN. IN-TERM								
(2) PENAL INSTIT.								
(3) MENTAL INSTI-TUTION								
G JOIN/ACCOMP. FAM.	1	4	5	1	5	6		
H OTHER INDEF. LEAV.		1	1					
4. TRANSFER TO OTHER CENTER								
5. DEATH								
6. OTHER								
7. TOTAL DEPARTURES				5	9	14		

II. ADMISSIONS:			CITIZEN ALIEN Tot.		
1. SHORT-TERM LEAVE	7	3	10		
2. SEASONAL LEAVE					
3. INDEFINITE LV.		1	1		
4. TRANS. FROM OTH. CEN.					
5. BIRTH					
6. OTHER					
7. TOTAL ADMISSIONS	7	4	11		

III. RESIDENT POPULATION			CITIZEN ALIEN TOTAL		
1. POP. PREV. RPT.	3358	3338	6696		
2. TOT. ADM. (11-7)	8	4	12		
3. TOT. DEP. (1-7)	5	9	14		
4. POP. REMAINING	3361	3333	6694		

IV. CHANGE OF STATUS:				
CITIZEN	ALIEN	TOTAL	FROM-	TO-

V. ABSENCES ON LEAVE SINCE INCEPTION OF CENTER:

(NUMBER ON VARIOUS TYPES OF LEAVE RECOGNIZING CHANGES OF STATUS)

VI. OTHER DEP. AND ADM. SINCE INCEP. OF CEN.

CITIZEN ALIEN TOTAL			CITIZEN ALIEN TOTAL		
1. SHORT-TERM LV.			103	82	185
2. SEASONAL LV:					
A SEAS. WK	581	511	1092		
B JOIN/ACCOMP. FAM.	68	2	70	649	513
3. INDEFINITE LV:					
A EDUCATION	177		177		
B ARMED FORCES	329		329		
C EMPLOYMENT	2025	517	2542		
D COMMUNITY INVIT	132	12	135		
E VOL. INSTITUT.	1		1		
F INVOL. COMMIT.:					
(1) ALIEN EN. IN-TERM					
(2) PENAL INSTIT.	34		34		
(3) MENTAL INSTI-TUTION	11	5	16		
G JOIN/ACCOMP. FAM.	322	579	900		
H OTHER INDEF. LV.	34	21	55	3056	1133
4. NET NUMBER ON LEAVE			3808	1728	5536

I. DEPARTURE:			CITIZEN ALIEN Tot.		
A TOTAL NUMBER DEATHS	43	92	135		
B TOTAL NO. TRANSFERS (OUT)	211	202	413		
C TOT. NO. OTHER DEP.	18	15	33		
2. ADMISSION:					
A TOT. NO. BIRTHS	374		374		
B TOT. NO. TRANSFERS (IN)			2395		
C TOT. NO. OTHER ADM			10041		

VII. EVACUEE VISITORS:  
NUMBER OF EVACUEE VISITORS REMAINING ON CENTER **120**

VIII. REMARKS: **DELAYED REPORT:**  
1 citizen on short term admitted on 7/14/44.

DAILY EVACUEE POPULATION SUMMARY BY INDIVIDUALS

Center Minidoka

For 24 Hours Ending Midnight September 19, 194 4  
(Month) (Day)

No.	Dep., Adm., Ch. St.	NAME (Last--In CAPS) (First) (Middle)	Age	Sex	Cit.	Family No.	Type of Departure, Admission, or Change of Status	Address		Remarks
								At Center	Away from Center	
1	D A	TANIGUCHI Sam K	26	M	C	11548	Sh Term	21-9-B	Boise, Ida.	9/30
2	"	KUMASAWA Eileen	8	F	C	16360	"	6-11-D	1601 N. 7th St. Boise, Ida.	10/19
3	"	NAKAMURA Jujiro J	45	M	A	15097	"	31-12-A	Burley, Ida.	9/21
4	"	KUMASAWA Toki	63	F	A	16359	"	6-11-D	1601 N. 7th St. Boise, Ida.	10/19
5	"	NAKATA Harry	19	M	C	16182	Sea Lv.	35-8-C	Jackel & Rogers Ontario, Ore.	11/15
6	"	NAKATA Frank	17	M	C	16182	"	35-8-C	"	"
7	"	TANABE Masao	39	M	A	16133	"	31-10-E	Ito & Tamura Bros. Payette Ida.	12/1
8	"	ASAKAWA Iyemon	62	M	A	15575	"	31-2-E	"	12/1
9	"	KAWANISHI Terukichi H	56	M	A	00395	Ind:trail	15-5-C	245 Midland Bank Bldg. Minneapolis Minn.	3/19/45
10	"	TAKEUCHI Koto	51	F	A	11475	Ind-acc family	24-10-A	Maryfield Plantation White Oak, Georgia	
11	"	MASUDA Ihashi	74	M	A	11475	"	24-10-A	"	
12	"	TAKEUCHI Arthur S	13	M	C	11475	"	24-10-A	"	
13	"	SHIOHARA Nobuko	46	M	A	11501	"	302-B	5506 Greenwood Ave. Chicago, Ill.	
14	"	SHIOHARA Motosaku	56	M	A	11501	"	3-2-D	"	
1	A A	SHIMIZU Kimie	44	F	A	11653	Sh Term	21-8-B	Ann Arbor, Mich	
2	"	TADA Yoshi	56	F	A	11479	"	26-9-C	Salt Lake, Utah	
3	"	NAKAMURA Jujiro	45	M	A	15097	"	31-12-A	Burley, Ida.	
4	"	TADA Masako	22	F	C	11479	"	26-9-C	Salt Lake, Utah	
5	"	KIMURA Masako	30	F	C	11456	"	5-12-F	Hansen, Idaho	
6	"	KIMURA Kiyoko C	7	F	C	11456	"	5-12-F	"	
7	"	KIMURA Katsumi	5	M	C	11456	"	5-12-F	"	
8	"	KIMURA Joan M	3	F	C	11456	"	5-12-F	"	
9	"	NISHIKAWA Margie		F	C	11025	"	24-1-G	Ontario, Ore.	

DAILY EVACUEE POPULATION SUMMARY BY INDIVIDUALS

Center Minidoka

For 24 Hours Ending Midnight September 19, 1944  
 (Month) (Day)

No.	Dep., Adm., Ch. St.	N A M E (Last--In CAPS) (First) (Middle)	Age	Sex	Cit.	Family No.	Type of Departure, Admission, or Change of Status	Address		Remarks	
								At Center	Away from Center		
10	A A	NISHIKAWA Jerry S	20	M	C	11025	Sh. Term	24-1-G	Ontario, Ore.		
11	A A	SHIMIZU Soichi	60	M	A	17714		2-3-E	Mesa, Ida.		
DELATED REPORT:		7/14/44									
1	A A	HIYAMA Mitsue E	15	F	C	12051	"	19-6-B	Sawtooth, Ida.		