

WAR RELOCATION AUTHORITY
GRANADA PROJECT

January 11, 1943

Project Instruction No. 3
Supplement No. 5

TO: All Project Personnel
FROM: James G. Lindley, Project Director
SUBJECT: Project File

Effective, January 15, 1943, with the exception of the maintenance of the central readers file, the central files will be discontinued altogether. Division files will be set up in the offices of the Division and Section heads, with all offices using the same file codes according to the file manual, attached herewith.

Common usage of this manual throughout this project is desirable in order to facilitate a uniform filing system. This manual is not exhaustive. Individual offices with details not covered by this code manual may call Office Services, and supplementary coding will be issued, and all other offices will be notified to add such supplement to their manuals.

Assembling of Correspondence: Hereafter, the Office Services will require one (1) file copy (blue) of each outgoing letter. The yellow copy is to be filed in office from which it is originated, under code number. The assembling of all outgoing correspondence will be handled as outlined:

1. Original of outgoing letter
2. Second copy to be mailed with letter
(if to government agencies)
3. Enclosures
4. Envelope
5. File copy (1 blue)

Furthermore, it will no longer be necessary to return incoming correspondence to our central files.

Authority is hereby delegated to Office Services to supervise setting up and maintaining of all files placed in these various office. Division heads are urged to utilize the Office Services Section in establishing their file systems and in training personnel.

James G. Lindley
Project Director

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FILE MANUAL

- 002 Press release (to include policy--also actual copies)
 - 0021 Newspapers and magazines
 - 0023 Pictures & photographs
 - 0024 Projectors and picture machines
 - 0025 Translation and translator
 - 0026 Bulletins, circulars and pamphlets
 - 0027 Subscription to outside newspaper

- 004 Notices

- 009 Criticisms and complaints

- 012 Reports Division (policy etc.)
 - 012.01 Daily report
 - 012.02 Weekly report
 - 012.03 Semi-monthly report
 - 012.04 Monthly report
 - 012.05 Quarterly report
 - 012.06 Semi-annual report
 - 012.07 Annual report

- 013 Radio programs

- 014 Speeches

- 015 Documentation of WRA programs

- 100 Administrative
- 101 Delegation of Authority
- 102 Organization of charts and organization correspondence
 - 102.1 Maps, boundary lines, charts, etc.
 - 102.11 Hunting permits
- 103 Policy--Administrative instructions, procedures, etc.
 - 103.01 Priorities
 - 103.02 Memo agreements
 - 103.03 Other agreements
- 104 Space (leases, etc.)
 - 104.01 Keys
- 110 Law--Administrative
- 111 Taxes
 - 111.01 Victory tax
 - 111.02 Income tax
- 112 Contracts
- 115 Meetings and conferences
 - 115.01 Visits and visitors
- 116 Land
 - 116.01 Acquiring
 - 116.02 Vacating
- 117 Identification and passes for non-employees

118 Forms

118.01 Loan of

120 Budget and Finance Section

120.01 Procedure

120.011 Budget

120.012 Agent cashier

120.013 Accounts

120.014 Cost Accounts

120.015 Property control

120.016 Routing correspondence

120.0161 Request and terminating workers

120.02 Allotments

120.021 Budgets

120.022 Accounts

120.03 Vouchers

120.031 Open accounts

120.032 1080's

120.04 Invoices

120.041 Payment of accounts

120.05 Appropriations

120.051 Encumbrance

120.052 Claims against WRA

120.06 Ledger

120.07 Obligation of funds

120.071 Transfer of funds

120.08 Schedules

- 120.1 Travel
 - 120.11 Caucasian
 - 120.12 Evacuees
 - 120.13 Collections
 - 120.131 Transportation requests

- 120.2 Property
 - 120.21 Loan of
 - 120.22 Comptroller general
 - 120.221 Identification cards

- 120.3 Vehicles
 - 120.31 Passenger carrying

- 120.4 Banking

- 120.5 Salaries and payrolls
 - 120.51 Caucasian
 - 120.52 Enlistees
 - 120.521 Wage class scale

- 120.6 Collections
 - 120.61 Collections from evacuee laborers
 - 120.611 Collections from visitors
 - 120.62 Personnel meal tickets

- 120.7 Subsistence

- 120.8 Grants (general)
 - 120.81 Evacuee travel
 - 120.82 Evacuees business trips
 - 120.83 Clothing
 - 120.84 Optometry
 - 120.85 Dentistry

- 131.05 Transfers
- 131.07 E. O. D.
- 131.08 Finger printing

- 132 War bonds and stamps

- 133 Safety and health
 - 133.01 Insurance (group, etc.)

- 134 Welfare (reaction and social)

- 135 Housing problems (including no. of family, etc.)
 - 135.01 Household furnishings

- 136 Transportation of employees to project

- 137 Holidays

- 138 Matters on personnel policy
 - 138.01 Hours of duty, working hours

- 140 Procurement
 - 140.01 Purchase orders
 - 140.011 Purchases
 - 140.02 Requisitions

- 141 Material and supplies
 - 141.01 Office, equipment and supplies
 - 141.011 School furnitures and supplies
 - 141.012 Athletic equipment

141.02 Household

141.021 Food supplies

141.022 Clothing

141.023 Mess Hall equipment

141.03 Motorized equipment

141.031 Machinery and tools

141.032 Fire equipment

141.033 Tires

141.034 Snow shovel

141.035 Sanitation

141.036 Plumbing equipment

141.037 Electrical equipment

141.038 Bicycles

141.04 Utility supplies

141.041 Water

141.042 Fuel

141.043 Lights

141.05 Heating stoves and plants

141.06 Construction material

141.061 Gravel pits

141.07 Gasoline, oil, grease

141.08 Hospital supplies

141.081 Drugs

141.082 Laundry

142 Toys

143 Planting materials

145 Advertising (Misc. firms)

145.01 Catalogs

145.02 Price lists

146 Priorities

150 Office Services

150.01 Communications

150.011 Telephone

150.012 Telegraph

150.013 Mail

150.0131 Addresses

150.014 Files

150.015 Teletype

150.016 Office Supply rooms

150.0161 Forms

151 Post Office

151.01 Contraband articles

- 300 Employment and Housing (Placement section, Occupational coding & records section, and quarters section)

- 301 Statistical records
 - 301.01 Births
 - 301.02 Deaths
 - 301.03 Marriages
 - 301.04 Census (Center population)

- 315 Interest of evacuees in restricted areas

- 350 Placement of workers & leave
 - 350.01 outside employment
 - 350.011 Construction work
 - 350.012 Domestic work
 - 350.013 Other outside employment
 - 350.02 Employment within the center
 - 350.03 Government employment
 - 350.031 Civil Service status
 - 350.04 Return to Center

- 351 Protection of workers
 - 351.01 Criticisms and complaints
 - 351.02 Compensation claims of evacuees
 - 351.03 Wage policy

- 370 Leave permits (general)

- 372 Private & Industrial problems

- 400 Transportation and Supplies (Motor pool, Property control, Warehouse, and Mess Manager.)
 - 400.01 Assignments of Gov't owned cars & trucks

- 401 Railroads (Freight etc.)
 - 401.1 Shipping tickets
 - 401.2 Gov't & Commercial Bill of Lading
 - 401.3 Receiving reports
 - 401.4 Freight bills
 - 401.41 Demurrage
 - 401.5 Drayage, loading, unloading, etc.

- 402 Delayed delivery cost
- 403 Travel grant
- 404 Tracer

- 410 Property control
 - 410.01 Property records
 - 410.011 Inventory
 - 410.02 Accounting for Gov't property
 - 410.021 Surplus property
 - 410.022 Scrap metal and other salvage
 - 410.03 Transfer of property

- 420 Garage Section
 - 420.02 Acquiring stickers for motors

- 450 Motor Pool Section
 - 450.01 Equipment

- 451 Service Station
 - 451.01 Tires
 - 451.02 Issuance of gasoline & oil
 - 451.021 Certificates of war necessity

470 Mess Management

470.01 Health Cards, (alphabetical)

470.02 Time cards

470.03 Termination of work slips

471 Mess Warehouse

471.01 Inventory

471.02 Daily recapitulation materials issued

471.03 Work clothing

471.04 Requisition for separation

471.05 Address of workers

500 Community Service Division (Educational Section,
Public Welfare section, Health section, Community act.)

501 Arrival of Japanese

501.01 Requisition for transfers in and out of center

501.1 Baggage of evacuees

502 Education

502.01 Education leave

502.011 Student correspondence

502.012 List of approved colleges

502.013 Correspondence with N.S.R.C.

502.014 Leaves granted

502.02 Libraries

502.03 Descriptive material

502.031 Catalogs

502.032 Text books

502.033 Text materials

- 502.054 Misc. Instructional materials
- 502.1 School units
 - 502.11 Elementary
 - 502.111 Nursery
 - 502.112 Kindergarten
 - 502.113 Grades
 - 502.114 Transcript (Incoming & Outgoing)
 - 502.12 Jr. High School
 - 502.121 Transcripts
 - 502.13 Sr. High School
 - 502.131 Transcripts
 - 502.14 Industrial arts
 - 502.15 Agriculture

 - 502.16 Homemaking

 - 502.17 Night School and Adult Education

 - 502.18 Student teachers training

 - 502.19 Physical education & health

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- 502.3 Advisory School Board
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505 Community Activities

505.01 Recreation

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506 Theaters

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510 Public Welfare

510.01 Social history & Investigation (case)

510.02 Child Welfare

511 Red Cross & Other charitable organizations

511.01 Arrangements for family communications

511.02 Social organizations (center)

512 Interest of evacuees in restricted areas

- 513 Community Council
 - 513.01 General
 - 513.02 Minutes

- 514 Block Managers
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 - 514.02 Minutes

- 520 Health
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- 530 Medical service
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- 540 Dentistry

- 550 Optometry

- 560 Health sanitation (general)
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- 570 Funerals and Deaths
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- 600 Public Works division (Design section, Construction section, Irrigation and Conservation section, Highway & Maintenance & Fire section)
- 601 Plans and specifications (maps etc.)
 - 601.1 Construction problems
 - 601.13 Floor covering

- 610 Irrigation & Drainage

- 620 Maintenance and operation

- 621 Fire prevention & Protection

- 622 Plumbing

- 623 Electrical maintenance

- 624 Landscaping
 - 624.01 Planting material
 - 624.02 Flowers, shrubs, etc.

- 630 Sanitation
 - 630.01 Inspection of food and water
 - 630.02 Sewage disposal
 - 630.03 Garbage disposal

- 650 Highway section
- 651 Culverts, bridges, etc.

- 680 Internal security
- 681 Police department
 - 681.01 Permits to visit Granada Center

- 685 Safety Department

- 700 War Works Division
- 701 Plans and specifications (hog, poultry houses, etc.)

- 710 Livestock & Dairy production and marketing
 - 710.01 Angera rabbits
 - 710.02 Poultry
 - 710.03 Hogs
 - 710.04 Cattle
 - 710.05 Sheep

- 720 Agricultural products
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 - 720.011 Meteorological stations
 - 720.02 Sale of agricultural production

- 730 Field crops

- 740 Vegetable production & marketing

- 750 Manufacturing

800 Community enterprises

801 Policies, duties and procedures

802 Movies

803 Cooperative stores

803.01 Beauty shops

803.02 Barber shops

803.03 Shoe repair

900 Office of Project Attorney

901 Evacuee property

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910.02 Evacuee rents or sales

910.03 Debts of evacuees

910.04 Collection for evacuees

902 Insurance (evacuees)

902.01 Life insurance

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902.021 Unemployment compensation

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