

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
HUNT, IDAHO

January 22, 1944

ADMINISTRATIVE MEMORANDUM NO. 4

SUPPLEMENT NO. 5

TO: All Division and Section Heads

SUBJECT: PROPERTY

Survey of Property

Thru my authority as Project Director and in accordance with the regulations outlined in the manual of procedures, I establish the following regulations for the survey of property:

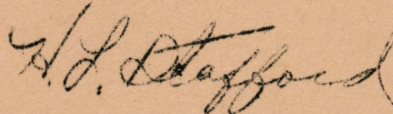
1. The Survey Board shall consist of three members and three alternates appointed by the Project Director. The Board will be composed of the Assistant Director in charge of Administration, the Procurement Officer, and the Senior Engineer. The alternates will be the Finance Officer, the Assistant Procurement Officer and the Construction and Maintenance Superintendent.
2. The Board will convene at a call from the Project Property Officer. Regular meetings will be between the 10th and the 20th of each month with special meetings on any other date as needed.
3. Divisions are instructed that reports of lost, stolen, damaged or unserviceable property must be reported in writing to the Project Property Officer not later than the 10th of each month. The Property Officer will prepare the necessary document (Form 171) and submit it to the Survey Board. The Survey Board shall clear all surveys by the 20th of each month.
4. The Survey Board will review Form 171 as submitted to them by the Property Officer and the Survey Board will establish responsibility for lost, stolen or damaged property. Their action will be subject to the approval of the Project Director.

*Ruble*

*Take summary board to process*

The Survey Board will recommend action to be taken on the disposition of unserviceable property.

5. Nothing in this order is to be construed as relieving the division or the official having custody of government property from the obligation of reporting thefts of property to the Internal Security. A request for survey to the Property Control Officer should show the date a theft was reported to the Internal Security.



H. L. Stafford  
Project Director