

**They Also Served: New Yorkers on the Home Front
A Guide to Records of the New York State War Council**

New York State Archives
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Introduction

Before the bombing of Pearl Harbor, New York began mobilizing for the impending war. Governor Herbert H. Lehman, a banker with international connections, anticipated the conflict and readied the Union's most populous state for the demands of war. The New York State War Council was initially composed of a small group of business, government, and civic leaders. By war's end, it would be a statewide organization which administered programs concerned with child care, discrimination, civil defense, salvage collection, social welfare, farm labor, and education, and involved over 100 communities. The records of the War Council will prove valuable to those interested in these topics as well as issues such as volunteerism, community mobilization, inter-governmental cooperation, women's history, local history, and social history of the home front.

The records are part of the holdings of the New York State Archives and consist of over 140 series totaling over 300 cubic feet. Some records have been, or are scheduled to be, microfilmed (see Appendix A). Microfilm copies are available on inter-library loan and for purchase. Microfilming is supported, in part, by a grant from the National Endowment for the Humanities. This finding aid provides general histories for War Council agencies, and summary descriptions of each series. Full series descriptions are included in the microfilm copies of the records and are available at the New York State Archives and online the New York State Library's automated catalog, Excelsior. Many series have container or folder lists which provide more detailed information on their contents. These are also available at the State Archives and in the microfilmed copies of selected record series(see Appendix A).

Records in the State Archives may be used at the Archives' research room. Certain record series have been microfilmed by the State Archives, and the film may be borrowed on inter-library loan or purchased. For further information please contact us.

This guide was prepared by Senior Archivist Daniel J. Linke, who wrote a majority of the series descriptions. Principal Archivist Kathleen Roe and student interns Mary Heathwaite, David Hill, Nancy Rogers, and Sarah Talley also described some of the records. Finally, none of this work would have been possible if not for the efforts of Karl D. Hartzell, who collected the records for the State immediately following World War II and left a thorough paper trail which allowed for easy identification of most of the record groups.

History of the New York State War Council

The War Council was organized to coordinate war-related efforts necessary to ensure State and national defense during World War II. In keeping with that mandate, the council undertook a variety of activities, including conducting research on defense issues, especially those relating to supplying material for the war effort; providing the civilian population with civil defense training; administering federal rationing and price control; ensuring an adequate labor supply in war-production industries; and coordinating war efforts among State agencies and local war councils.

Governor Herbert H. Lehman appointed a State Council of Defense in 1940 consisting of representatives of industry, agriculture, labor, commerce, and public utilities. It became a statutory body the following year (Laws of 1941, Chapter 22). Following the passage of the New York State War Emergency Act (Laws of 1942, Chapter 445), the Council of Defense was replaced by the New York State War Council, a temporary state agency. It was composed of the governor, certain legislative leaders, and ten gubernatorial appointees.

The War Council actively coordinated war-related efforts in State government and cooperated with the federal government and local governments as well. The War Emergency Act had authorized the formation of local war councils; the councils were not mandatory but if formed were responsible to the State council. Over 100 local war councils were formed in counties and cities throughout the State, and their activities were assisted and monitored by field representatives who worked for the various agencies within the War Council. Eventually over thirty War Council agencies and programs were developed, many relating to either civilian protection or war-related production, and most falling under one of three main divisions: the Division of Civilian Protection; the Division of Civilian Mobilization; and the Division of Industry, Labor, and Agriculture. By war's end, agricultural programs were separated from this last division and congregated under the Emergency Food Commission. The Salvage Division acted as a cooperating agency under the War Council's aegis. The council was terminated in 1947.

For more information on the New York State War Council, see Karl Drew Hartzell, *The Empire State at War*, published by the State of New York, 1949 (423 pages).

Office of Civilian Mobilization

Continuation and expansion of community services during World War II depended largely on volunteers and initially was organized primarily by women. The Office of Civilian Mobilization (OCM) was created to recruit volunteers for participation in the civilian war effort in areas such as child care, recreation, health services, war production, food production and preservation, and salvage. As World War II progressed and the United States' involvement grew, the citizens of New York considered it their duty to support the war effort overseas by volunteering their services at home.

Governor Herbert H. Lehman created the OCM's forerunner, the Women's Division of the Defense Council, in 1941. It was subsequently renamed the Division of Volunteer Participation and was charged to coordinate the activities of approximately one million volunteers. Volunteer offices in the counties, with advice from State officials when necessary, orchestrated the citizens' efforts by reviewing federal and State programs and implementing only those programs that maximized the efforts of their citizens. Because Governor Lehman believed that a strong organization of women was essential to the success of volunteer services at home, he appointed Clarice Leavell Pennock as the director of the Division of Volunteer Participation.

During 1941 the Division of Volunteer Participation expanded and strengthened its ties to the local volunteer agencies by the establishment of three subordinate agencies (the Volunteer Office, the Section on Citizen Morale, and the Section of Civilian War Services) and through the efforts of volunteer field agents, who analyzed counties' needs and suggested strategies for implementing federal and State programs. The Volunteer Office had responsibility for the formation and direction of local branches of the U. S. Citizens Service Corps, composed of all volunteers working in community war programs. The Section on Citizen Morale was created after the bombing of Pearl Harbor; however, the United States' subsequent involvement in the war, and the perceived ineffectiveness of the section, led it to be the first War Council program abolished. The Section of Civilian War Services was designed to address problems in housing, nutrition, child care, consumer interests, youth problems, and recreation.

In 1942, the State War Council reorganized and separated its programs into three major divisions: Division of Civilian Mobilization, Division of Civilian Protection, and Division of Industry and Labor. The Division of Volunteer Participation was renamed the Office of Civilian Mobilization and placed within the Division of Civilian Mobilization. The OCM was still responsible for establishing programs in education, war training, physical fitness, health care and social welfare by assisting in the establishment of local volunteer agencies. However, as the war progressed and pressure grew from the federal and State governments, the OCM evolved into an active participant in the implementation of war programs. One of the major innovations resulting from this shift was the "Block Plan" which was established to organize community programs (such as salvage, transportation, and war savings) to make them more effective. The Block Plan was only a success in counties where citizens perceived their efforts as essential to the war effort.

Between 1943 and 1945 the number of volunteers grew both because of the intensified role of the United States in the war and a growing desire at home to support the war efforts. During this period, Rebecca H. McNab replaced Clarice Pennock as the director of the OCM. In order to increase morale both within the OCM and at the local level, she allowed individual field agents to take control of three major programs: farm labor, hospital personnel, and recreation. Major shortages in the work force required the OCM to ensure that it and local agencies did not duplicate their efforts in recruiting volunteers. In most communities the efforts of both State and local agencies were effectively integrated, but this required a great deal of coordination by the OCM through correspondence and meetings.

The programs from 1943 to the end of the war involved recruitment of soldiers, maintenance of morale of servicemen both at home and abroad, recruitment of workers for factories and farms, advertisement of the "Don't Travel " campaign (which discouraged all forms of non- essential

travel in order to conserve gasoline and tires for the war effort), and support of social services. Child care, recreation, physical fitness, health care, nursing, welfare, and Red Cross programs all became important to the overall effort of volunteers. The OCM was disbanded in September 1945, but some of its planning functions (particularly in the financial and social areas) were maintained after the war by the Citizen's Council, a statewide organization coordinated by members of the Citizens Unity Section of the OCM.

Committee on Child Care, Development, and Protection

New York businesses alleviated the labor shortage caused by World War II by turning to women, increasing numbers of whom left their domestic roles to find good wages in defense-related industries. In addition to single women and childless wives, mothers answered the call to work. The need for more women in the work force, combined with the needs of their children, gave rise to State-sponsored child care.

The New York State War Council, as part of its duty to ensure an adequate labor supply, recognized the need for child care programs and in 1942 organized the Committee on Child Care, Development, and Protection. The committee initiated a two-phase program: one for pre-school children, the other for school-age children. The program was designed to encourage women into war industries which the War Manpower Commission estimated needed an additional 250,000 women to augment the 500,000 already in the work force. In late 1942, the War Council responded to charges that the committee was not cooperating with other groups interested in child care, such as churches and private charities, by reorganizing the committee and renaming it the New York State Committee on Child Care, Development, and Protection. It was an advisory board whose members were appointed by the governor and whose chairperson, Elsie M. Bond, was a paid employee of the War Council.

The new organization focused on prompting local war councils to develop child care committees, then assisting the committees in surveying their needs, providing services and equipment, and perhaps most importantly, obtaining State and federal funding. Often, the local committees would utilize existing day care facilities run by private or public agencies or churches. Congress's passage of the Lanham Act made federal funds available to most of these institutions, though eligibility rules changed from year to year. Generally, the federal government provided funds only to those areas which were experiencing labor shortages in order to provide women with the opportunity to work by relieving them of child care duties. Initially, the State only allocated funds for child care programs which received no federal funds. Therefore State funds were spent on programs which did not have great needs until late 1943, when the State changed its rules to fund any program regardless of the receipt of federal funds.

At the program's peak, the State received almost \$3 million in federal support and provided child care to over 10,000 children. As the war progressed, the War Council's view of child care evolved: the program expanded and regulations loosened. Initially, child care was regarded as necessary to maximize the number of women in the work force, but in time the children's needs merged with the ability of the child care centers to serve them. Children from all families became eligible for day care programs which often provided meals, vaccinations, regular health checkups,

and guidance counseling. Generally, facilities were open ten to twelve hours a day, thereby accommodating most work schedules. The program expanded child care facilities to include migrant labor camps during the summer of 1944. This allowed many middle- and low- income families to send their children to child care, permitting the mother to work and provide a higher standard of living for the family.

Necessities of war moved the State to provide child care; the committee did not plan to become a social service organization, though it did. However, as the exigencies of war disappeared, the child care program's stated purpose disappeared also. After the war in Europe ended, federal funding was reduced, then cut off. In August 1945, Governor Dewey announced that all State funding for child care would end in March 1946, though some funding continued through the Youth Commission. While some child care centers remained open as day nurseries, and the migrant camps day care facilities continued until April 1948, all other operations ceased in October 1947.

Office of Physical Fitness

When the United States first began inducting young men into the armed forces during World War II, almost thirty percent were rejected as physically unfit. To help alleviate this, the New York State War Council formed the Office of Physical Fitness, which, in conjunction with the State Education Department's Division of Health and Physical Education, developed, coordinated, and assisted the State Physical Fitness Program. Initially the office worked to promote and assist physical education activities among secondary school children. Almost immediately the program's scope widened to include all school-age children, registrants for the armed forces, war industry workers, and civil defense volunteers.

Directed by Dr. Hiram A. Jones and with a small field staff, the program sought to encourage the development of motor skills, strength, stamina, courage, and morale through organized sports and exercise regimens. By improving people's health, the office hoped to produce better soldiers and improve the efficiency of workers in the defense industry by reducing sick time. While public school facilities were primarily used for programs, other institutions employed included religious organizations, parochial schools, industrial plants, and municipal and state parks. In addition to organizing activities, the office also educated people on physical fitness through pamphlets and movies and promoted regular medical, dental, and eye examinations. Over five million people were served by the program during the war.

In August 1945, with the war's end and Dr. Jones's death in an auto accident, the program was suspended. In December, its activities within public schools and the distribution of its pamphlets were resumed. In March 1946, the office was absorbed into the State Education Department's Division of Health and Physical Education.

Office of Civilian Protection

The Office of Civilian Protection (OCP) was the primary operating unit of the Division of Civilian Protection. The OCP recruited, trained, and coordinated the efforts of over 600,000

volunteers organized to prevent and respond to aerial bombings during World War II. Created in May 1941, the office worked in conjunction with the State Police, the State Guard, and the Civil Air Patrol to protect New York from enemy air attacks and to provide a rapid response to the emergencies which could have been caused by such attacks. Other units and officials of the Division of Civilian Protection which supported the work of the OCP included the Air Raid Center, State Gas Officer, Forest Fire Fighters Service, State Property Officer, Emergency Medical Service, Emergency Welfare Service, State Fire Administrator, and the Office of Highway Repair and Debris Clearance.

Each local war council was encouraged to appoint a director of civil defense who reported to the OCP's director. The OCP director assisted in creating local civil defense units (which reported to their local war councils), directed the training of these units, and coordinated existing municipal and private services to assist with civil defense needs. The local organizations organized auxiliary fire and police units, established air observation posts, and appointed street wardens. Typical activities included practice brown and blackouts, aircraft spotting and identification drills, incendiary bomb extinguishment training, emergency medical training, and evacuation planning.

While the State War Council issued OCP civil defense directives, municipalities were permitted to pass their own regulations as long as they were consistent with those of the State. Furthermore, the State OCP and all its subordinate civil defense units reported to the Eastern Defense Command of the U. S. Army, and it was the Army which would initiate blackouts.

Though the OCP never needed to respond to a bombing attack, many local units did respond to other kinds of emergencies such as train wrecks, floods, or blizzards, providing medical service, evacuation assistance, and supply delivery. The OCP's activities began to be curtailed in late 1943 as the threat of German bombing diminished, and the organization ceased operations completely in October 1945.

Emergency Medical Service

In view of the high level of civilian casualties caused by German bombing in England and fearing that the worst possible could happen in the United States and New York, in 1942 the War Council's Division of Civilian Protection formed the Emergency Medical Service to respond to the medical needs of bombing casualties. In July 1940, the governor's war plans coordinator had charged the New York State Commission to Formulate a Long-Range Health Program to assemble and analyze data relating to the health resources of the State in order to ascertain their potential to act effectively in case of a national emergency. The commission recommended that each county create an Advisory Health Preparedness Committee composed of members of the public health organizations in the county to handle all medical problems anticipated in connection with air attacks. This early action laid a firm foundation for the Emergency Medical Service.

All general hospitals in the State were part of the Emergency Medical Service. The hospital care of casualties was planned upon the basis of local self-sufficiency, and for this reason, hospitals worked in conjunction with their local civilian protection units and casualty stations. However, a

statewide system of casualty receiving and emergency base hospitals was established in case any single hospital became overcrowded. (The State Department of Mental Hygiene provided 26 institutions for emergency hospital use, the largest single source.)Plans to keep check on each institution's ability to provide emergency base hospital bed space were formulated. In the area surrounding each of the State's larger cities, emergency bed space was maintained constantly, and equipment for 10,500 beds was supplied to the State by the Medical Division of the United States Office of Civilian Defense. In addition, the United States Public Health Service and the Red Cross worked out agreements delimiting mutual spheres of activity.

At its peak strength, the New York State Emergency Medical Service consisted of 2,454 mobile emergency medical field units whose personnel included 2,454 doctors, 4,808 registered nurses, and 7,812 medical auxiliaries. Almost 1,500 casualty stations were established, over 17,000 stretcher teams were formed, and regular or converted ambulances with a combined capacity of over 8,400 persons were made available. Casualty stations were set up to handle minor injuries not requiring hospitalization. Emergency Medical Field Units were teams of trained professionals and volunteers who were prepared to travel to bombing sites to provide limited medical treatment before transporting casualties to hospitals.

Once the initial job of organization had been completed, a skeleton staff supervised its maintenance and, as the war progressed in Europe and the danger of German bombings receded, the Emergency Medical Service shifted its attention to assisting with civilian disasters. In a number of incidents (railroad wrecks, an explosion in an electric plant, a food poisoning epidemic, the crash of a pilotless plane into an aircraft factory, and a chlorine gas poisoning accident, among others), the Emergency Medical Service responded promptly, demonstrating that the preparation put into its formation was not in vain.

Committee on Discrimination in Employment

Governor Herbert H. Lehman appointed a Committee on Discrimination in Employment in March 1941 as part of the New York State Council of Defense for the purpose of encouraging complete utilization in defense work of all individuals without consideration of race, color, creed, or national origin. The committee, chaired by the Industrial Commissioner, consisted of twenty-seven members appointed by the governor representing industrial, labor, civic, and racial organizations. Frieda S. Miller was the first chairperson of the committee; later Alvin Johnson held that position.

The committee conducted investigations in 1942 of public and private defense training schools, employment agencies, and labor unions to determine whether they pursued discriminatory labor policies and to take appropriate action to eliminate undesirable practices. The committee appointed Labor Discrimination Representatives who were trained to approach war employers, workers, and community agencies when State labor policies were not followed. Governor Thomas E. Dewey reorganized the committee in 1943 to undertake more intensive and continuous work to eliminate economic and social discrimination and to develop greater unity in the war effort. The committee obtained data on the number of members of minority groups employed in the plants visited and obtained statistical information on the mental, manual, and physical exams given to employees before or after hiring.

The committee proposed legislation in 1944 to establish a permanent commission to enforce the right of employment, regardless of race, creed, color, national origin, or ancestry, and to investigate the various problems of discrimination, but initially their proposal was turned down. Under the influence of Governor Thomas E. Dewey, a State Commission against Discrimination was established by law in 1945 (Chapter 118) consisting of five members appointed by the governor. Empowered to take proper action against discrimination in employment, this commission replaced the War Council's committee.

Farm Manpower Service

The Farm Manpower Service began operation upon the appointment of its director, T. Norman Hurd, by a resolution of the New York State War Council in 1943. It was formed to coordinate the work of all federal, State, and local agencies as well as farm organizations, groups, and individuals dealing with the severe wartime labor shortage faced by food producers in New York State.

The Farm Manpower Service was responsible for the administration of the Farm Cadet Victory Corps Program, an effort to recruit, train, place, house, and employ several thousand high school students as seasonal farm laborers. The program was started in 1942 and administered by New York City schools in conjunction with the Bureau of Agricultural Education of the State Education Department. Upon its creation in 1943, the Farm Manpower Service assumed responsibility for the Farm Cadet Victory Corps Program, while the schools and State Education Department continued to cooperate in its administration. To fulfill its responsibility to provide statistical information concerning farm labor, the Farm Manpower Service gathered data from surveys, the monthly reports of approximately 800 farmers, and other sources and began to publish the results in *Employment and Wages of Farm Labor in New York* in 1943.

The Farm Manpower Service aided in coordinating and expediting the farm labor activities of agencies involved in the war-time Farm Labor Program. This program was implemented in 1942 to mobilize workers to meet the expected shortage of 10,000 to 15,000 regular workers and 100,000 seasonal workers. The Farm Labor Program served to maintain an adequate supply of year-round farm help and was responsible for recruiting, training, housing, and transporting a total of 375,000 seasonal volunteers to harvest and process food crops from 1942 to 1945. The seasonal work force was comprised of the Farm Cadet Victory Corps and other students; adult laborers from surrounding cities, villages, and rural areas; adult vacationers from New York City; prisoners; Italian and German prisoners of war; U. S. servicemen; and workers from Jamaica, the Bahamas, West Virginia, and Kentucky. This mobilization of labor helped to bring New York State food production during the years 1942 to 1945 to a level higher than the pre-war average.

Due to lack of federal and State funds, the Farm Manpower Service was discontinued in 1946. Its functions were assumed by the New York State Department of Agriculture and Markets.

War Emergency Dispensation Committee

In order to maximize the ability of the labor force to meet production demands of World War II, in 1941 Governor Herbert H. Lehman empowered the Industrial Commissioner to grant dispensations to allow a relaxation of labor laws. Limitations on longer hours, night shifts, or seven day weeks were suspended for six-month periods by the commissioner upon application from individual employers in manufacturing industries. In January 1942, the legislature passed a law (Chapter 4 of the Laws of 1942) approving the procedure and retroactively validated all decisions made prior to the law's passage. In 1943, the legislature expanded the law to include all essential civilian industries (Chapter 315 of the Laws of 1943) and a later amendment allowed for dispensation of labor laws for sixteen- and seventeen-year-old workers.

Cases involving dispensation for minors were handled by a special committee of the War Council comprised of two labor leaders, two industrialists, and one legislator--initially Assemblyman Irving M. Ives-- who chaired the committee. This special committee established and followed guidelines which limited minors to a 10-hour day and a 50-hour week, prohibited a seven-day week or work beyond midnight, and required a 30-minute lunch break. An on-site inspection of each business was completed before a dispensation would be granted, and approval was by no means guaranteed.

No changes permitted by the dispensations were made permanent, and on September 1, 1945, all concerning minors were terminated. On October 31, 1945, all other dispensations were abolished.

Office of War Training

After the United States entered World War II, civil defense workers and other civilians required specific, accurate training to handle the variety of tasks needed to deal with the possible threats facing New Yorkers. Thus, the Office of War Training was formed on June 15, 1942 to act as a comprehensive service agency for planning statewide civilian training, including the acquisition or production of instructional materials and films. The office also developed and maintained standards for civilian war instruction and assisted in coordinating and supervising all war training programs. From its inception until it was discontinued in March 1944, Albert H. Hall served as the office's director.

The office worked for numerous State and War Council agencies, developing programs for fire defense, plant protection, air raid wardens, block leaders, civilian defense drivers, school bus drivers, emergency sanitation and water services, child care, gas reconnaissance officers, and war gas protection. The office would consult with the agency requesting training, package information for instructor training, then bring together persons from around the state for instruction on specific topics and teaching methods. These persons then served as instructors in their local communities. The biggest projects involved plant protection, war gas training, and other projects concentrating on protection of life and property.

War Transportation Committee

When the United States declared war on Japan in December 1941, over ninety percent of the nation's crude rubber supply was controlled by the Japanese and instantly lost. Almost immediately, the U. S. government took steps to ensure that civilian consumption would not

interfere with military exigencies: in January 1942, all new car sales were frozen and by the end of July 1942, gas rationing had been implemented. New York State, where seventy-five percent of the work force depended on personal automobiles to commute between home and work, was particularly hard hit. The New York State War Council responded to the situation in May 1942 by creating the War Transportation Committee to encourage the conservation of vehicles, gasoline, and tires, and to promote the conservation and improvement of transportation in general and mass transportation in particular. The committee concentrated primarily on road and highway transportation, but was also interested in rail and water transportation.

The War Transportation Committee replaced the Highway Traffic Advisory Committee to the War Department. The Highway Traffic Advisory Committee, appointed by Governor Herbert H. Lehman in February 1941, had succeeded the State Traffic Commission. R. C. Georger, who was the secretary of the State Traffic Commission, was named director of the War Transportation Committee. Working through the local war councils, the committee established committees of car owners, businessmen, and representatives from industrial plants and transportation companies to address the transportation issues in each community. Five field representatives, based in Albany, Utica, Syracuse, Rochester, and Buffalo, assisted local war transportation committees to meet the goals they set for themselves. New York City was handled by the director of Port Development of the Port of New York Authority. Assisting the field representatives, when necessary, were ten traffic engineers from the Highway Department and seven traffic supervisors from the State Police.

Working in conjunction with the Office of War Training, the committee promoted safe and efficient school bus and truck driver training. It also encouraged staggered work hours to relieve congestion; proposed the elimination of some traffic signals and the alteration of others to flashing signals to allow smoother traffic flow; promoted observance of the 35 mile-per-hour speed limit; and encouraged private car owners to car pool. The committee also advocated that car owners conduct timely preventive maintenance and eliminate unnecessary use. Re-routing traffic patterns around war plants was another concern of the committee as well as promoting charter bus use and encouraging the implementation of new bus lines.

The committee ceased operations in October 1945.

Salvage Division

Disruptions to established trade routes during the early years of World War II left America in short supply of such materials as rubber and gasoline, and coordinated efforts to conserve these items were begun in 1941. As the fighting escalated, and with America's entry into the war, the demand increased for items that would be used specifically for the war effort, such as metals, rags, paper, and waste fat. Cut off from usual suppliers, it became clear that the country would have to reclaim the needed materials from used items.

Detailed plans for a national salvage effort were developed in Washington by the Chief of the General Salvage Section, Bureau of Industrial Conservation, Office of Production Management, and were issued on November 29, 1941, just prior to America's entry into the war. The governors of every state were asked to appoint state salvage committees which would operate as divisions

of the state defense councils (later the state war councils). Each governor appointed a voluntary chairman for the committee who in turn selected an executive secretary to administer operations at the state level. Once cleared by Washington, the executive secretary was placed on the Bureau of Industrial Conservation payroll, and therefore occupied a dual role as both federal employee and state committee official. The state committees were federally funded.

In January of 1942 the Office of Production Management was subsumed into the newly created War Production Board. The country was divided into thirteen regions, each presided over by a Regional Director and a Regional Salvage Manager of the War Production Board, and these offices functioned as liaisons between the state salvage committees and Washington.

On December 19, 1941 New York State Governor Herbert H. Lehman appointed a committee, chaired by R. Murray Willard, to oversee salvage operations in the State. The committee appointed William Arnoldy as executive secretary, and the following month he traveled to Washington and became the first of the state executive secretaries to be sworn in. The committee operated out of Albany as the Salvage Division of the War Production Board; the War Production Board's regional offices were located in New York City. Salvage efforts at the local level were coordinated by voluntary committees which were appointed by the city and county defense councils. By 1945 paid field representatives of the Salvage Division--each usually having jurisdiction over nine counties--supervised the activities of the volunteer committees and the cooperating businesses and organizations.

Coordinating a salvage campaign which operated at the national, State, and local level was a major undertaking. Volunteer groups (such as the Boy Scouts and Girl Scouts), schools, and religious institutions had to be instructed as to what materials were needed and why; regional directors and committee members needed to be kept informed in order to answer questions and develop policy; and, since waste materials like scrap metal, waste paper, and fat were purchased by dealers before being sent on for further processing, the operations of the businesses carrying out those procedures needed to be monitored. Instructive and directive releases sent from Washington kept State leaders apprised of specific salvage needs, nationwide initiatives, quotas, and collection figures. Local committees were kept informed by releases issued at the State level but were free to establish policies as they saw fit since they received no directives from the State. Promotional material was distributed in the same way. Pamphlets, posters, radio scripts, and mats for newspaper and magazine use, designed to demonstrate the needs and methods of the salvage campaign and to persuade the public to cooperate in the effort, were channelled from Washington to the State and, finally, to the local level.

The end of the war in the summer of 1945 meant the end of the need for salvaged materials. The New York State Salvage Division office ceased operations on September 30, 1945, and national efforts were officially discontinued on October 31, 1945.

Nursing Council for War Service

The State Nursing Council for War Service was formed in August 1942 to serve as the coordinating body for New York State nursing programs. These programs included conducting studies and inventories of the number of nurses in the State and recruiting students to nursing

schools. The principal objectives of the Nursing Council were to study nursing needs and resources in the State; keep an up-to-date roster of licensed and auxiliary nursing personnel; plan for and assist in enlistment and distribution of nursing services; disseminate information on war nursing; and assist in recruiting students for nursing schools.

The Nursing Council worked in conjunction with both national and local (usually county) organizations in these efforts. The Nursing Council conducted meetings, personal visits, and publicity campaigns to meet the need for active nurses. At one point, the nursing shortage was so evident that nurses who were retired were reactivated to teach in training programs and to care for patients.

Under the Bolton Act of 1943, the U.S. Public Health Service was authorized to provide qualified candidates with all-expense scholarships to nursing schools. Students who enrolled under the plan became members of the U.S. Cadet Nursing Corps and upon graduation were required to serve with either military or essential civilian nursing until the end of the war.

Initially a one-woman operation, by war's end the Nursing Council had classified over 38,000 nurses and was employing a nurse director, two assistants, and fifteen clerks. Alta E. Dines served as chairperson of the Nursing Council while Ruth Hall chaired the Procurement and Assignment Committee. Aid to the nursing program was discontinued by the War Council in April 1946, but the State Nursing Council continued as a private organization with coordinating and informational services in New York State in the field of nursing.

Series Descriptions

Executive Offices

A4304. Agendas and Minutes, 1942-1945. 1 cu. ft.

Arrangement: Chronological by meeting date.

This series contains agendas and minutes from meetings held as part of the War Council's effort to coordinate home front activities throughout the State. The War Council met once or twice a month at the Executive Mansion in Albany to discuss issues relating to new and existing programs and the organization of the State War Council and local war councils. Prominent business, community, and legislative leaders were members of the War Council, which was chaired by the governor. These meetings facilitated their efforts to organize the State in a time of crisis.

The agendas contain itemized lists of the topics to be discussed, while the minutes outline the discussions as well as the ultimate disposition of the proposals. Topics discussed in the agendas and minutes include civil defense; gas rationing; transportation; child care; farm labor; efforts of the various State War Council committees; petitions to post properties and close streets; appointments to various committees established by the War Council; allocation of funds to War Council agencies; dispensation orders relaxing certain child labor laws; financial statements of the War Council; changes in personnel in the various local war councils; salary schedules; establishment of divisions of the State War Council; amendments to War Council orders; abolition of War Council agencies; and resignations.

Finding aids: Folder list.

A3085. Resolutions, 1941-1945. 2 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, Council of Defense Resolutions, 1941-1942, 0.1 cu. ft.; and Subseries 2, War Council Resolutions, 1942-1945, 1.9 cu. ft. Both are numerical by resolution number.

This series contains resolutions issued by the War Council (and its predecessor, the Council of Defense) as part of its mandate to coordinate wartime needs. The resolutions cover a range of topics including appointments to council offices or new positions on council committees; the creation of special committees; budget requests to the legislature; allocation of funds to various programs; civil defense issues (including National Guard matters); and support for measures which would allow children to miss school during harvest seasons. Other topics include adoption of orders; amendments to resolutions; approval of salary schedules; authorization of funds for administration of new and existing war programs; authorization to post signs around defense industries and close streets near these industries; establishment of War Council offices (war training, fire mobilization, war transportation); resignations; and rescindment of resolutions.

Finding aids: Item list briefly describing each resolution in Subseries 2.

A4302. Annual Reports and War Agency Directories, 1942-1944. 0.25 cu. ft.

Arrangement: Chronological.

This series contains seven booklets: four annual reports of the New York State War Council, two directories of war agencies, and a report from the War Council's predecessor, the Council of Defense. The War Council's annual reports and the Council of Defense's report were assembled and circulated in order to inform all concerned parties of the war work undertaken by the many agencies which comprised the War Council. They explain the organization's divisions and the divisions' responsibilities and programs and list senior personnel. The directories list federal, State, and "semi-official" agencies involved in war work, their functions, local and headquarters' addresses, and senior personnel.

Finding aids: Folder list.

A3086. Printed Copies of Orders Issued, 1942-1946. 0.2 cu. ft.

Arrangement: Chronological by date issued.

The Council was empowered to issue orders on any matter it deemed essential to the war effort. These orders contain information on the conditions of the order, its duration, and effective date. They cover such subjects as using school buses for transferring defense industry employees; providing child care; instituting price controls; racing motor vehicles; and releasing school students over age 16 for temporary work in canneries. Pre-publication copies of orders are occasionally included with the printed copy.

A4288. Petitions to the Attorney General to Restrict Access to Defense Installations, 1941-1944. 1 cu. ft.

Arrangement: Chronological by meeting date with supporting materials preceding the petitions.

This series contains petitions and supporting materials from defense installations to the War Council (and its predecessor, the Council of Defense) requesting that certain streets adjacent to the defense facilities be closed to public access or that signs be posted restricting access to an area surrounding a facility. The attorney general, as a member of the War Council, assumed the duty of investigating the petitions and recommending any necessary actions to secure the installations. Factories involved in supplying war materials requested the limits in order to prevent monitoring of shipments and deliveries, while other facilities such as water and power plants wanted to protect themselves from sabotage. A typical application contains a letter to the War Council from the president or director of the facility delineating the nature of the request,

along with a more formal resolution passed by the War Council, signed by the attorney general and countersigned by the executive secretary.

This series also includes summaries of petitions approved by the War Council and correspondence from the attorney general to the executive secretary notifying him of pending action on petitions. Also found is a 1942 report by the adjutant general sent to the governor and apparently passed on to the attorney general concerning the security of almost 1,100 public defense installations throughout the State, including airports, telephone switching buildings, water pumping facilities, railroad bridges, and ports and other entrepots.

The series also includes lists of city and village mayors, along with lists of both State and local war council staffs, including the Office of Civilian Protection, Office of Civilian Mobilization, and the Salvage Division.

Finding aids: Folder list.

A4291. Governor's Correspondence with Citizens on War Issues, 1942-1945. 3.8 cu. ft.

Arrangement: Alphabetical by last name of correspondent.

As titular head of the War Council, the governor oversaw its operations, appointed administrators, and presided at selected meetings. Because of this high profile, many citizens wrote to the governor requesting assistance with war-related issues and problems, and he responded as part of his role as the liaison between the public and the government. This series contains correspondence from citizens from around the State concerning complaints of favoritism on draft boards; requests for exemptions from rationing; offers to volunteer for the armed services or home front activities, usually the draft board; suggestions for wartime procedures such as civil defense; other matters relating to home front activities; and requests for aid with family members' military concerns (leave, promotions, assignments, etc.). A copy of the governor's (or an assistant's) reply often is attached to the correspondence. The file intermixes letters addressed to Governors Herbert H. Lehman and Thomas E. Dewey (who took office in 1943).

Finding aids: Container list.

A4295. Governor's Office Correspondence on War Issues, 1940-1945. 7.5 cu. ft.

Arrangement: Alphabetical by topic or last name of correspondent.

This series contains correspondence between the governor's office and various agencies and organizations involved in the coordination of war work. Because the letters mainly discuss the initial set-up and administration of War Council activities, the letters are predominantly authored by Herbert H. Lehman or his aides, though Thomas E. Dewey and his administration are also represented. Topics covered include civil defense (including the formation of the New York

Guard and the defense of specific sites in New York, such as the canals); appointments to draft and draft appeals boards (including third party recommendations); morale issues; child care; discrimination; war bonds; war contracts; women's roles in the labor pool; farm labor; conservation issues; migrant workers; and Fifth Columnists, Japanese-Americans, and "loyal" aliens. Correspondence with other states on war issues, complaints about civilian defense (including a letter from publisher Alfred A. Knopf), and photographs of the Brooklyn Arsenal are also found.

Finding aids: Folder list.

A4294. Governor's Media Releases, 1941-1942. 0.3 cu. ft.

Arrangement: Chronological by date of release.

This series contains press releases, bulletins, telegrams, radio address transcripts, correspondence, and meeting minutes released by Governor Herbert H. Lehman's office to the media in order to inform the public of War Council activities. The records illustrate the governor's involvement in many aspects of these activities. Issues covered include production rates; appointments to the War Council; wartime housing; security; agriculture; labor disputes and strikes; civil defense (including fire defense, auxiliary police, and aircraft warning units); scrap metal drives; tire and gasoline shortages; venereal disease prevention programs; labor shortages; savings bonds; physical fitness; and training programs. The series also contains releases from the Council of Defense, the War Council's predecessor.

A4303. Executive Secretary's Correspondence with Local War Councils, 1942-1945. 1.75 cu. ft.

Arrangement: Alphabetical by city or county.

This series contains correspondence between the War Council's executive secretary and various officers of local war councils generated as a result of the executive secretary's role as coordinator of all War Council activities. These letters were not the result of any regular contact between local organizations and the executive secretary, but were exchanged as issues that required the executive secretary's attention arose. Topics discussed cover the spectrum of home front issues with which the War Council was involved including child care; civil defense; civilian mobilization; food preservation; labor issues; physical fitness; rationing; recreation; transportation; war nutrition; and victory gardens. The series also contains documents concerning the curtailment of civilian protection activities near the war's end and frank reviews of many local war council administrations' programs. Also found are copies of form letters sent by the executive secretary to all the local war councils concerning rationing; pre-induction of soldiers; labor issues; lists of names and addresses of local war council members; and infrequently, activity reports of local war councils. Often municipalities' news bulletins, copies of resolutions, correspondence, resignations, or clippings about local events and activities are found.

Finding aids: Folder list.

A4301. Agencies and Local War Councils General Report Files, 1942-1945. 8.5 cu. ft.

Arrangement: Alphabetical by county, municipality, or organization name.

This series contains correspondence, bulletins, newsletters, and posters sent to the War Council's executive secretary reporting on activities of agencies involved in war work and local war councils. The reports vary in nature: some are comprehensive and span all the war years; others are skimpy and may cover only one event or program. For most groups reporting, organizational and financial issues are detailed, and sample forms and published materials are provided. Many organizations are represented in this series, including Emergency Food Commission, Nursing Council, Office of Civilian Mobilization, Office of Civilian Protection, and Salvage Division. Topics discussed include civil defense, child care, housing, labor, rationing, salvage, and education and training.

Finding aids: Folder list.

A4345. Local Defense Council Appointment Notification and Inquiry Response Correspondence, 1940-1941. 1.5 cu. ft.

Arrangement: Alphabetical by city or county.

This series contains correspondence and telegrams sent between local defense councils and Thomas L. J. Corcoran, the secretary of the Council of Defense (predecessor to the New York State War Council), or Charles Poletti, the lieutenant governor and State defense coordinator. Correspondence from the local councils usually notified the State Council of Defense of local office appointments or requested information on policies. In some cases, entire lists of local defense council personnel are found. Carbon copies of correspondence sent to the local councils found in this series usually provide information on meetings, programs, or clarification of regulations.

A4358. Personnel Records, 1942-1945. 1 cu. ft.

Arrangement: Alphabetical by agency.

The War Council's executive secretary administered the organization's daily operations. This series contains correspondence sent to the War Council's executive secretary by War Council agencies documenting personnel issues. Most are letters of appointment and usually contain the following information: job title; date of appointment; qualifications of appointee; salary; assignment; and employer and/or employee's address. Other letters announce resignations or note salary changes.

A4309. Meeting Coordination Correspondence Files, 1940-1945. 1 cu. ft.

Arrangement: Chronological by meeting date.

This series contains notices sent by Governor Herbert H. Lehman announcing War Council (and its predecessor, the Council of Defense) meetings, accompanied by replies from council members indicating their intended attendance or absence. These meetings were held at the governor's home in New York City or at the Executive Mansion in Albany, as part of the coordination efforts of the governor as chairman of the council. In addition to the correspondence, lists of War Council members and agendas and minutes for some early meetings are also included. Similar notices and materials are also found for the following War Council sub-agencies and committees: Child Care, Committee on Discrimination in Employment, Labor Dispensation Committee, Physical Fitness, Office of Price Administration--Butter and Eggs Subcommittee, and the Section on Citizen Unity.

Finding aids: Folder list.

A4310. Organizational Letters and Releases Presenting Issues and Guidelines, 1941-1942. 0.25 cu. ft.

Arrangement: Chronological by release date.

This series contains letters and other enclosures sent out by the council that reflect those issues that Governor Lehman or Lieutenant Governor Charles Poletti, the state defense coordinator, emphasized to the members of the State Council of Defense and local defense councils. Issues presented include adequate health, recreational, and housing facilities for workers; civil defense issues; appointments, announcements, notices, and staffing; and the collection of scrap aluminum and other metals. These files also include copies of resolutions that address social, economic, and civil defense issues, and bulletins that address issues such as effective organization of local defense councils, civil defense, gasoline conservation, and emergency medical measures for civilian defense. Also included are lists that note the members of the State War Council, local war councils, and other county and city officials as of 1942.

Finding aids: Folder list.

A4312. Progress Reports of War Council and State Agencies, 1941- 1945. 3 cu. ft.

Arrangement: Alphabetical by agency.

This series contains monthly, quarterly, or annual progress reports from many War Council agencies and State agencies involved in war work. The War Council used these reports to monitor the performance and supervise the activities of individual agencies. The reports, sent to the State war plans coordinator, candidly detail the progress, problems, and plans of the various agencies. Some reports are in narrative form; others are completed on a standard form which provides information on work performed; work contemplated; contacts with communities, war

councils, or other public officials; and problems which require the assistance of federal agencies. Individual agencies vary greatly in their provision of reports for each month. Materials produced by an agency during a particular month or relevant to their work are sometimes appended to progress reports. These include reprints, news releases, publications, charts, tables, maps, minutes and condensations of meetings, and correspondence.

This series is very useful for understanding each agency or subagency's contribution to the war effort, and in some cases, the work of local war councils as it related to the larger agencies. Topics covered include agriculture; child care; citizen morale; civil defense; civilian mobilization; commerce; discrimination in employment; education; health issues; housing; labor; nursing; police training; rationing; salvage; vocational training; war training; and war transportation.

Finding aids: Folder list.

A4343. Social and Economic Surveys of New York Cities, 1942. 0.2 cu. ft.

Arrangement: Arranged by city.

This series primarily contains reports compiled by the federal National Resources Planning Board and the Office of Defense Health and Welfare Services detailing conditions in several communities and sent to the State War Council to assist with war planning efforts. Kept by the assistant to the State war plans coordinator, the reports detail each community's conditions in education, health, housing, industry, infrastructure, labor, planning, and transportation, and discuss the impact of the war and military on these areas. Some maps and photographs are reproduced in the reports. Also found are correspondence and other reports from State War Council field representatives who reported on items discussed in the federal reports, as well as the status of War Council programs such as scrap drives, rationing, civil defense, and war bond drives. Reports exist for Buffalo, Elmira, Lewiston, Massena, Mineville, Newburgh, Orangeburg, Poughkeepsie, Rome-Utica-Ilion, Sampson, Schenectady, Sidney, Syracuse, Watertown, and the western portion of Long Island.

Finding aids: Folder list.

A4346. Assistant to the State War Plans Coordinator's Agency Activity Coordination and Information Files, 1941-1945 (bulk 1942). 3 cu. ft.

Arrangement: Organized into three subseries: Subseries 1, Agency Activity Coordination Files, 1942-1945, 1 cu. ft., is arranged by document type or topic. Subseries 2, Agency Activity Information Files, 1941-1942, 1.5 cu. ft., is alphabetical by agency. Subseries 3, Federal War Agencies Coordination Files, 1942, 0.5 cu. ft., is arranged by agency or topic.

Maurice Neufeld worked in New York State's Division of Commerce and became the assistant to the State war plans coordinator in 1941 with the creation of the State War Council. Lieutenant

Governor Charles Poletti was the first State war plans coordinator; later Oswald D. Heck, speaker of the assembly, served. Neufeld served in his position throughout the war, and though he had authority over certain issues, primarily he served to direct decisions to the appropriate agency heads.

This series contains correspondence, bulletins, posters, and official releases relating to Maurice Neufeld's coordination of War Council activities with local, State, and federal agencies. Materials found describe agricultural and labor issues; appointments to subagency positions; civil defense activities; civilian mobilization efforts; personnel and organizational matters; publication printing (sometimes including samples); items sent to local war councils; and a fuel conservation program. Also found in this series are notices from the attorney general concerning road access restrictions; monthly employment statistics on metropolitan New York City; and significant information on civil defense, mobilization, nutrition, war training, and war transportation.

Other materials reveal the coordination of activities between the federal government's war programs and New York's. The federal agencies best represented are the Office of Civil Defense, the Works Progress Administration, and the Federal Security Agency. Within the Office of Civil Defense files, there are releases concerning operations, letters, memoranda, and publications (including pre-publication copies of some items). Of special interest is a folder listing the status of various Lanham Act projects (hospital construction, sanitation projects) within New York. Also included are materials from Governor Thomas E. Dewey's special emergency committee, formed to respond to the heavy snowfalls (over 50 inches) of January 1945, with western New York hit particularly hard near the end of the month.

A4360. State War Plans Coordinator's Correspondence and Information File, 1941-1942. 0.75 cu. ft.

Initially, the lieutenant governor served as the State war plans coordinator of the War Council, overseeing much of the implementation and coordination of the early projects and activities. This series contains correspondence, telegrams, reports, and various charts exchanged between Lieutenant Governor Charles Poletti, local and federal War Council agencies, and private organizations and individuals involved in the war effort. Topics and agencies documented include civil defense; civilian mobilization; fuel; health; health preparedness; housing; nutrition; physical fitness; rationing; war transportation; war information; and war training. In 1943, Speaker of the Assembly Oswald D. Heck became State war plans coordinator, but none of his records are found in this series.

A4361. Executive Secretaries' Correspondence with State and War Council Agencies, 1940-1945. 9 cu. ft.

Arrangement: Organized into three subseries: Subseries 1, Executive Secretary's Correspondence with State and Defense Council Agencies, 1940-1941, 1 cu. ft., and Subseries 2, Thomas L. J.

Corcoran Correspondence Files, 1941- 1942, 3 cu. ft., are alphabetical by agency. Subseries 3, Executive Secretaries' Correspondence, 1941-1945, 5 cu. ft., is arranged by topic or individual.

This series contains correspondence between the executive secretary and State and War Council agencies as part of the executive secretary's duties to supervise the daily operation of the War Council and its predecessor, the Council of Defense. Agencies and topics well- represented in this series include agriculture; automotive rationing; citizen unity (morale); civil defense; civilian mobilization, conservation of waste materials; discrimination in employment; Emergency Food Commission; fire defense and forest fire fighters; Health Preparedness Commission; Health Department; migrant labor camps; physical fitness; rationing; State Guard and Selective Service; war training; war transportation; water supplies; and volunteer work.

Civil defense materials include reports on National Guard troop strength, supplies, and buildings available for use. Many letters are requests for information from other government agencies. The philosophy behind many subordinate organizations' decisions is found, especially in the set up of the Office of Civilian Mobilization's Volunteer Office. Initial surveys conducted by the Office of Civilian Defense are also found, as well as information about other early Council of Defense (later War Council) agencies' activities. This series also contains mimeographed letters from the governor released to the general public concerning home front issues, usually civil defense, as well as correspondence with the federal Office of Civil Defense in Washington, D.C.

Finding aids: Folder list.

A4362. Executive Secretary's Correspondence with Civil Defense Administrators, 1942. 1.6 cu. ft.

Arrangement: Geographical by region, then by individual.

This series contains correspondence between War Council Executive Secretary Thomas L. J. Corcoran and various State and federal administrators who coordinated civil defense work. Correspondence from F. H. LaGuardia, the head of the U.S. Office of Civilian Defense, was usually addressed to Governor Herbert H. Lehman but routed to Corcoran. Corcoran also regularly corresponded with civil defense offices in Washington, D.C., New York City, Rochester, and Albany. Topics covered include air raids, auxiliary police and fire fighters, blackouts, Civil Air Patrol, information distribution, and fire fighting.

The series contains a large number of correspondence referral forms kept by Corcoran about letters forwarded to the director of the War Council's Office of Civilian Protection (OCP).(It is uncertain if these letters are extant in other OCP series.) These forms list the date, correspondent, and subject of each letter, and whether or not Corcoran made any response. The forwarded letters were usually from the U.S. Office of Civilian Defense or other civil defense groups. A small number of releases from the OCP to local civil defense groups is found in this series. They usually discuss subjects similar to the correspondence found in this series.

Division of Civilian Mobilization

A4338. Division and Office Staff Conference Minutes, 1942-1944. 0. 1 cu. ft.

Arrangement: Chronological by month.

The Division of Civilian Mobilization, the umbrella organization unit comprised of the Office of Civilian Mobilization, Education Department, Health Department, Department of Social Welfare, War Nutrition Services, Office of Physical Fitness, Office of War Training, and War Information Service, worked to coordinate all home front activities including child care, fitness programs, and war bond drives.

This series contains minutes from meetings of both the Division of Civilian Mobilization and Office of Civilian Mobilization which were kept by the OCM's director to document and facilitate plans and activities of the OCM. Minutes of the division's monthly meetings discuss each organization's programs and delineate decisions made during the meeting. The office staff meeting minutes document organizational decisions made within the Office of Civilian Mobilization on issues such as field services, dissemination of information, and liaison work with other agencies (such as the Red Cross or the Evacuation Committee). Some staff meeting agendas are found in this series also.

Office of Civilian Mobilization

A4339. Program Coordination Meeting and Conference Agendas, Minutes, and Correspondence, 1941-1944. 0.1 cu. ft.

Arrangement: Chronological by month.

This series contains materials documenting the meetings of the Office of Civilian Mobilization wherein its organization and responsibilities were determined. Early meetings held in conjunction with other War Council agencies determined areas of program responsibility between the various organizations; later regional meetings were held among local war councils to coordinate activities. An early concern was the formation of the OCM's State and local governing boards. Later regional meetings and conferences concentrated on OCM programs such as nursing recruitment, material conservation, and youth programs.

A4340. Lists of Local War Council Chairs and Officers, 1943-1945. 0.3 cu. ft.

Arrangement: Chronological by year, then alphabetical by county.

This series contains lists of local war council chairs and officers involved in home front activities related to the Office of Civilian Mobilization. The lists were used by the office to send information to the councils and officers. The names and addresses of the local directors of Civilian War Services divisions and persons in charge of each local Volunteer Office and the Block Plan are found, in addition to the names of the individuals responsible for adult education; child care; citizen unity; consumer relations; emergency medical service; health and preparedness; housing; nutrition; physical fitness; recreation; salvage; social protection (which worked to discourage prostitution); victory gardens; war training; war bond sales; and youth programs. The names and addresses of local Office of Civilian Protection directors are also found in this series.

A3084. Correspondence With Local War Councils And Volunteer Agencies, 1942-1945. 10.8 cu. ft.

Arrangement: Alphabetical by county or city.

This series contains correspondence relating to the organization and coordination of local volunteer agencies in community services. Through correspondence with the local war councils and volunteer agencies, the Office of Civilian Mobilization (OCM) promoted recreation activities related to preventing juvenile delinquency and maintaining morale. It also encouraged local agencies to recruit women to work in defense industries and agriculture and promoted child care for those who needed the service. The OCM also promoted pre-induction activities (such as award ceremonies, community support parties, and counseling) to help young men make the transition from civilian to soldier.

Topics covered include recreation, child care, nursing recruitment, women in the work force, salvage collection, pre-induction of soldiers, and other topics relating to the support of home front activities. Also found in this series are newsletters from county volunteer agencies relating their activities in these areas. Frequently, lists of county committee members detailing names and positions within the local agency are found.

The OCM also disseminated information on home front activities by providing pamphlets on salvage, food preservation, production, the "Don't Travel" campaign, pre-induction activities, nursing recruitment, and recreation. Requests for this information and responses are found within the correspondence.

Finding aids: Folder list.

A4324. Local War Councils' and Field Representatives' City and County Activity Reports, 1941-1945. 1.2 cu. ft.

Arrangement: Alphabetical by city or county.

This series contains correspondence and memoranda sent to the Office of Civilian Mobilization (OCM) by its field representatives or local war councils reporting on activities, personnel changes, and organizational issues. While not requiring these on a regular basis, the OCM used the reports to monitor problems within the local councils, especially those reports filed by the field representatives which are blunter than those sent by the local councils. Buffalo, Rochester, Schenectady, and Syracuse are well-represented in this series. The local war councils' reports contain detailed lists of programs, including the number of volunteers involved; lists of procedures used for civil defense activities; organizational charts; personnel changes; and sample forms and pamphlets for various activities.

The field representatives' reports include observations concerning operational problems, personnel conflicts, and program deficiencies, often with suggested plans of action to rectify them. These reports include logs listing who the representative met with, when, and what was discussed. Topics discussed include projected employment needs, women's role in the local labor market, the need for child care, nursing recruitment, and volunteer recruitment. Initially, many local officers confided to the field representatives that enlisting volunteers for anything but civil defense was problematic.

Finding aids: Folder list.

A4325. Defense Programs Coordination Correspondence, 1941-1945. 11 cu. ft.

Arrangement: By broad topic headings and therein alphabetical by subject.

This series contains correspondence created during cooperative efforts between the OCM, State and federal agencies, and private organizations in an effort to coordinate, publicize, and implement programs designed to involve the citizens of New York State in home front activities. Correspondence between the OCM and State agencies relates to program development and implementation and volunteer recruitment. The OCM and agencies such as the Department of Agriculture, State Committee on Child Care, Department of Education, Food Commission, Farm Manpower Service, and Department of Health concentrated on developing plans and priorities, solving problems, assessing needs in the localities, and assisting local war councils with program implementation.

Correspondence with federal agencies is of a more informational nature. Recommendations for operating procedures to ensure cooperative relationships, promotion of the federal agencies' programs, and use of volunteers in the programs are discussed. Included are copies of publications, summaries of conferences held in Washington, D.C., and copies of talks given at national conferences from agencies such as the U.S. Department of Agriculture, Office of Price Administration, Office of Defense Health and Welfare Services of the Federal Security Agency, and the Defense Office of Transportation.

In addition to gathering information within New York State, the OCM exchanged publications and reports with other states. This series contains many of these reports addressing the effects of

war on welfare services and operation of the other states' defense councils. Requests from libraries in other states to the OCM for publications are numerous.

Colleges also conducted workshops and other programs designed to increase awareness about defense issues. A major participant and source of expert advice was the Department of Home Economics at Cornell University. Cornell distributed information about food conservation, organized nutrition committees in counties and cities, and promoted these efforts by directing the home demonstration agents program. The College of Agriculture at Cornell cooperated with the U.S. Department of Agriculture Extension Service to create a report series that addressed issues such as farm labor, marketing, and farm machinery. Vassar College became involved in community planning and hosted the Civilian Training Institute for Family and Child Care Services in War Time. In addition to correspondence, the schools also sent informational reports and newsletters to the OCM produced as a result of their efforts.

The OCM coordinated its actions with private organizations to reduce confusion about who was responsible for program administration. Placing the OCM in charge of recruiting volunteers to participate in the organizations' activities created a workable compromise. The series contains correspondence between the OCM and such organizations as community chests and councils, Council of Social Agencies, Girl Scouts, State Charities Aid Association, and the United Service Organizations.

In an effort to consolidate volunteer recruitment within New York State, the OCM was given full responsibility for recruiting for itself as well as for the Office of Civilian Protection (OCP) and for compiling OCP progress reports from the counties. Much of the correspondence between the OCM and OCP relates to coordinating cooperative efforts. Procedures for the OCP programs such as air raids, artificial lighting in dimout areas, use of air raid shelters, and operation of control centers and report centers are also included.

The OCM also corresponded with the federal Office of Civilian Defense (OCD) offices in New York City and Washington. The OCD in New York City was the central location for the Second Civilian Defense region. It served as a liaison between the Washington OCD and the state OCP in an effort to promote federal defense programs through exchange of publications and organizational plans. The OCD in Washington acted as a liaison with federal agencies to coordinate programs which would then be distributed to the states and implemented in the counties where they would be best utilized. This office encouraged central leadership, so much of the correspondence addresses procedures, unified action and planning, and gathering and disseminating information from all states.

Finding aids: Folder list.

***A4326. National Defense and Civilian Services Cooperative Activities Programs
Coordination File, 1941-1945. 3 cu. ft.***

Arrangement: Alphabetical by subject.

The Office of Civilian Mobilization was responsible for coordinating volunteer participation to promote civilian defense and social activities. Cooperation between the war council offices and State agencies (such as the State Education Department and the Office of Defense Health and Welfare Services) and other organizations (such as the Recreation Association and the Red Cross) was essential for maximum effectiveness. This series contains correspondence and publications which facilitated exchange of information and coordination of programs. Some of the subjects covered include education; national defense; recreation; health (Red Cross); and veterans.

Finding aids: Folder list.

A4327. Organization and Program Coordination Correspondence File, 1941-1945. 2 cu. ft.

Arrangement: Arranged by topic.

The correspondence in this series relates to operational plans of the Office of Civilian Mobilization (OCM) and its subordinate divisions (Section of Citizen Morale, Section of Civilian War Services, and the Volunteer Office). The Section of Citizen Morale was responsible for organizing speeches and other activities designed to interpret war plans and democratic principles for the citizens. Programs promoting health, child care, salvage, recreation, and housing were implemented by the Section of Civilian War Services. Registration of volunteers and tabulation of statistics became the main responsibility of the Volunteer Office.

Most of the correspondence details discussions between the director and other leaders of the OCM and the directors of the sections concerning program objectives, events coordination, local developments, and cooperation with State agencies. Narrative reports and handbooks that describe the scope and policies of these subdivisions are also present in the series. The governor's and lieutenant governor's correspondence with private citizens and the OCM provides evidence of how they wanted the OCM to operate.

Finding aids: Folder list.

A4328. Volunteer Participation Conferences and Meetings Coordination Correspondence and Publicity Files, 1941-1945. 3 cu. ft.

Arrangement: Chronological by meeting date, then arranged by topic.

This series contains correspondence, agendas, and minutes relating to conferences organized by the Office of Civilian Mobilization (OCM). The office's director and staff members met with representatives from State agencies and other organizations and committees to discuss coordination of volunteer participation in program areas such as nutrition (mass feeding); child care; block leader training; and safeguarding military information. Other meetings addressed

coordination of the field representatives' activities and developments and problems within the OCM, regions, and local councils.

The OCM used publications, public addresses, radio talks, and bulletins to distribute information and increase citizen participation. Copies of these are contained in this series. The series also contains monthly reports prepared by the OCM, Director of Civilian Protection, and Civilian War Services; correspondence relating to the publicity steering committee and completed projects (block leader training, fifth war loan drive, transportation and fuel survey); and labor market development reports from the United States Employment Service of the War Manpower Commission detailing demand for labor in regions of the State.

Finding aids: Folder list.

A4329. Local War Councils Newspaper Clippings File, 1941-1945. 2 cu. ft.

Arrangement: Organized into two parts: the first is alphabetical by subject, the second is alphabetical by county or city.

This series contains clippings collected by the Office of Civilian Mobilization (OCM) documenting the activities of local war councils in home front programs. In addition to OCM activities, civil defense work is also documented, and sometimes the communities' war-related activities such as war plant production. Typical subjects found in this series include Block Plan (in which volunteers promoted OCM activities in their neighborhoods); child care; civil defense; farm labor; first aid; nursing; nutrition; salvage; volunteer recruitment; war training; and women's volunteer activities.

A4330. Local War Council Operating Reports, 1942-1944. 2.4 cu. ft.

Arrangement: Alphabetical by county or municipality.

This series contains quarterly operating report forms sent to the Office of Civilian Mobilization (OCM) by local war councils detailing their home front activities, programs, and personnel. Information about the Volunteer Office, Division of Civilian War Services, the Block Plan, and Office of Civilian Protection, among others, is found.

Each form lists the local war council's office address, officers, resignations, and appointments. Detailed information from the Volunteer Office includes names of officers; total volunteers recruited; number of volunteers working on each project; outstanding activities and projects; services performed for other state and private agencies; and assistance required by the office from the OCM.

Officers' names and addresses for the following local war council units are also provided, along with small amounts of program information: Block Plan; Citizen Service Corps; Civilian Protection Office; Civilian War Services; and Speakers Bureau. For the Civilian War Services,

some reports contained only the names and addresses of the chairs of active programs, while others provided a full page on operations and activities. Units represented include child care; critical resources; health preparedness; nutrition; physical fitness; recreation; salvage; victory gardens; war information; war savings bonds; war training; and locally organized committees.

Finding aids: Container list.

A4331. Field Directors' Local War Council Master Reports, 1942- 1944. 1 cu. ft.

Arrangement: Alphabetical by county or municipality.

This series contains 11-page report forms completed by field directors (also called field representatives) for each local war council detailing their personnel, organization, and operations. Filed only once (most in 1943), these forms were used by the Office of Civilian Mobilization (OCM) to examine local councils to ensure they operated as well as possible and according to the State War Council's standards.

Each form lists the local war council's address, territory, and population, as well as providing detailed information on the council and the OCM divisions operating in the council. Addresses for the Volunteer Office, the Division of Civilian War Services, and the Office of Civilian Protection are also listed. If there were any sub-units of the local war council, the name, territory covered, and organizations comprising it were also listed.

A roster lists the chair of the local war council; Civilian War Services director; Labor, Industry, and Agriculture chair; Volunteer Office chair and director; War Training chair; and War Information chair. For each of these positions, the roster provides name; address; occupation and "noteworthy status"; appointive or elective offices held; other war council positions held; and if paid for war council work. This same information is also listed for persons serving on the Civilian War Services executive committee and those working on the Block Plan program (though no address is listed for Civilian War Services personnel.) The Civilian War Services executive committee included persons responsible for child care, citizen unity, consumer problems, education, family security, health preparedness, housing surveys, nutrition, physical fitness, recreation, salvage, social protection (which worked to prevent venereal disease and prostitution), war savings bond sales, and youth programs.

Several pages of the report form are devoted to reporting the characteristics of the local war councils, specifically the Volunteer Office, the Block Plan, and the Division of Civilian War Services. Issues addressed include organization, finances, program status, competence of officers, cooperativeness with other agencies and the State War Council, training effectiveness, frequency of meetings, public confidence, public relations, and office space.

Finding aids: Folder list.

A4332. Address Lists of State War Council Agency Directors and Local War Council Officers, 1941-1945. 0.1 cu. ft.

Arrangement: Chronological by year, then alphabetical by county or municipality within each list.

This series contains address lists of persons involved in war work which the Office of Civilian Mobilization (OCM) used to mail information about OCM programs and activities to pertinent organizations. Separate lists for each of the following are found: State War Council agency directors; local war council chairs; local OCM chairs; local chairs of Civilian War Services; local chairs of Volunteer Offices; and local Block Plan chiefs. One address list for local war councils' executive secretaries is also found.

A4333. Directives to Local War Councils, 1941-1945. 0.7 cu. ft.

Arrangement: Alphabetical by subject.

This series contains memoranda directing, promoting, and explaining the Office of Civilian Mobilization's (OCM) home front activities to local war councils. The OCM would provide suggestions on organization of events, publicity, and activities. In some cases, releases from various federal offices would be passed along to the local organizations. Information on the following programs and topics can be found in this series: "I Am An American Day"; Block Plan (in which volunteers promoted OCM activities on their block); civil defense; housing; promotional films; rationing; recreation; salvage; and volunteer recruitment and training.

Finding aids: Folder list.

A4334. Procedure Establishment Letters from the Federal Office of Civilian Defense, 1941-1945. 0.1 cu. ft.

Arrangement: Chronological by month.

These letters from the United States Office of Civilian Defense were sent to the Office of Civilian Mobilization (OCM) to establish volunteer activities and to ensure that programs were administered in accordance with federal mandates. The letters discuss anti-sabotage activities; awards; blackouts; Block Plan (in which volunteers promoted OCM activities on their block); fingerprinting of civil defense volunteers; gas attacks; identification cards; incendiary and anti-personnel bombing; insignia standards; selection of civil defense trainees; and war plant protection.

A4335. Director's Organization and Responsibilities Memoranda, 1941-1944. 0.1 cu. ft.

Arrangement: Chronological by year.

This series contains memoranda outlining the Office of Civilian Mobilization's (OCM) organization and the execution of its duty to coordinate volunteers involved in home front activities. The memoranda are directed to local war councils and the State War Council. Those sent to the local organizations interpret regulations, delineate responsibilities, and set goals for future work. Those sent to the State War Council report on the OCM's progress and include financial and personnel information.

A4336. Monthly Reports to the State War Plans Coordinator, 1942- 1944. 0.1 cu. ft.

Arrangement: Chronological by month.

From May 1942 to August 1943 the Office of Civilian Mobilization's director sent a monthly report to the lieutenant governor who was in charge of administering defense programs as the State war plans coordinator. The reports describe organization of the local war councils; developments in the local war councils; establishment of community service sections with the cooperation of the State Department of Social Welfare; volunteer office inspections; conferences; cooperative civilian protection efforts; and cooperative agreements with federal agencies. The monthly reports are often supplemented by field development reports from the Section for Citizen Unity (initially the Section for Citizen Morale) and the State Department of Social Welfare. The monthly report for February 1943 is missing. This series also contains budget requests, reports of activities and contemplated future activities, and an annual report (1944) addressed to the executive secretary.

A4337. Summary Charts of Volunteer Assignment Reports Received from Local Offices, 1943-1944. 0.1 cu. ft.

Arrangement: Chronological by year.

This series contains lists tallying the number of volunteers working on various civilian mobilization programs within the local war councils, which allowed the Office of Civilian Mobilization to monitor the local organizations' successes or needs. Less than ten percent of the local councils reported their figures, however, and those that did report did not do so regularly. Some reported only the total number of volunteers working, while others reported the total number of hours volunteered. When programs are enumerated, the list includes block leaders, child care, housing, nutrition, recreation, and war bonds.

A4341. Civilian War Services and Civilian Protection Training Charts, 1943. 0.2 cu. ft.

Arrangement: Alphabetical by county.

This series contains charts enumerating the number of volunteers in each local war council who had been, or were being, trained for specific home front activities during January and February 1943. Many, but not all, war councils reported these figures, which the Office of Civilian Mobilization (OCM) collected in order to track local war councils' volunteer needs. Civilian War Services was the OCM division responsible for carrying out many home front programs, while the Office of Civilian Protection worked on civil defense projects.

Examples of the categories for Civilian War Services programs include block leaders, child care, consumer assistance, war bonds, and youth and recreation. Examples of the categories for Office of Civilian Protection programs include air raid wardens, auxiliary police and fire fighters, emergency medical service, and messengers.

A4342. Local War Council and Subordinate Agencies Card File, 1942-1943. 0.25 cu. ft.

Arrangement: Chronological by year, then alphabetical by county or municipality.

The index cards found in this series contain information about local war councils and the agencies assisting them with local home front programs and were used by the Office of Civilian Mobilization (OCM) as a central reference file for quick reference on program status and local program needs.

The 1942 cards list local war council officers and often social welfare and agricultural agencies involved with their activities. In addition to this information, the 1943 cards contain a brief description of the war's impact on the area, discussing issues such as labor shortages, industry expansion, wage rates, transportation problems, housing, and women's employment. The 1943 cards frequently give the status of the local programs such as child care, nutrition, health preparedness, physical fitness, and recreation. These brief status reports may note number of participants, regular events, appropriations received, and problems encountered. In the few cities where the OCM organized them, social protection committees, which confronted the problems of prostitution, also reported their status.

State Education Department

A4318. Department Resource Management Files, 1941-1943. 0.5 cu. ft.

This series contains a range of material relating to the management of the Education Department's resources as it administered its programs during wartime. The records relate to automobile rationing procedures, funds for school construction, and the department's financial reports. Also included are newspaper clippings about department projects and a small number of bulletins and journals issued by the department.

A4319. War Programs Correspondence and Field Reports, 1941- 1944. 3 cu. ft.

Arrangement: Arranged by topic.

This series contains correspondence detailing the Education Department's establishment, supervision, or other involvement with war-time programs related to educating citizens on defense matters. Working under the auspices of the War Council, the department organized several programs including the Civilian Defense Training Program which sought to instruct citizens in first aid, nutrition, public safety (primarily fire fighter training), physical education and recreation (for defense plant workers), the recruitment and training of farm labor, and civic education (primarily for aliens). The department worked closely with other State agencies or War Council offices, including War Training, Civil Protection, and Salvage, among others, in these endeavors. In particular, the department worked with the Departments of Health, Labor, Mental Hygiene, and Social Welfare to produce a series of pamphlets published for the War Council to educate the general public on war-related issues. These pamphlets are also found in this series.

The department was also involved in other programs either in an organizational or coordinating capacity for other State or War Council agencies. In addition to correspondence, this series contains field reports from Education Department personnel who visited war programs (youth services, agricultural education, home economics, physical fitness, child care, or adult education) around the State. The field reports were sometimes contained in memoranda, but predominantly a standard printed form was used. In both cases, they enumerate organization met with; date and location of the meeting; purpose of the meeting; persons interviewed; and results. Statements describe with varying amounts of detail the results of the meetings. The child care field reports usually contain two or three sentences. Reports on other areas typically contain more substantial summaries of the meetings and the programs investigated.

Finding aids: Folder list.

A4320. Department War Programs Coordinator's Files, 1937-1943. 2 cu. ft.

Arrangement: By topic.

This series contains Dr. Albert Meredith's materials relating to his role as the Education Department's coordinator of war programs. An administrative assistant in the department, Meredith was the liaison between the department and the War Council. Correspondence in this series relates to school lunch programs, adult education, citizen unity programs, physical education, child care, agricultural education, home economics education, the Youth Services Council, and the Civilian Defense Training Program. Exchanges with both federal and local governments concerning these programs are found, in addition to reports to the Lieutenant Governor from Meredith on the status of these programs, sometimes with small amounts of financial information.

The materials include discussions of school lunch programs and federal assistance for the school milk program; adult education, which details alien registration, and English and citizenship classes; the Section on Citizen Unity program which promoted war goals to the general public; physical education (pre-war pamphlets list regimens for all ages, and include one for

handicapped children); child care issues, including curriculum guides, and notes from a conference on war strain in children; and rationing procedures, including a poster explaining use of rationing coupons. Informational releases from the New York City Board of Education concerning war issues and their effect on schools, and press releases from the governor's office on war issues in general are also found. Minutes and other materials from the Committee to Study the Evacuation of Cities in Target Areas, a special committee appointed by the governor to examine the possibility of evacuating New York's cities and on which Meredith served, are included. Materials from other programs in which Meredith was involved are found, including the Conference on Democratic Processes.

Finding aids: Folder list.

Section for Citizen Unity

A4270. General Correspondence, 1942-1943. 2 cu. ft.

Arrangement: Alphabetical by subject.

The Section for Citizen Unity was formed on January 1, 1942 by the State War Council. Some of the section's functions were to help interpret the civilian war program to the general public; to foster projects for building unity at home behind the war effort; to develop an informed understanding of war issues on the part of the general public including the Atlantic Charter, total manpower mobilization, wartime financing, and censorship and news policy; to assist local programs, speakers bureaus, discussion projects, exhibits, block groups, war forums and war problem round tables; and to gather and disseminate materials relating to the war effort such as pamphlets, film lists, bibliographies, radio script reference lists, and dramatization material. The Section for Citizen Unity, directed by John W. Merring, was divided into city and county Councils of Citizen Unity and Local Citizen Moral Committees. The Victory Publications Clearing House, in conjunction with the Section for Citizen Unity, issued pamphlets on war issues to the general public.

The general correspondence files contain material on conferences, annual and monthly reports, bibliographies, catalogs, kits, finances, and correspondence with city and county Councils of Citizen Unity and Citizen Moral Committees. Also included in the files are clippings, press releases, telegrams, form letters, mailing lists, and purchase requisitions and vouchers.

Finding aids: Container list.

Committee on Child Care, Development, and Protection

A3100. General correspondence, 1942-1946. 2.5 cu. ft.

Arrangement: Arranged roughly by subject or correspondent, and then by reverse chronological order.

This series illustrates the Committee's efforts in developing child care committees, assisting committees in surveying their needs, providing services and equipment for child care initiatives across the state, and obtaining State and federal funding for child care services during the Second World War. Material in the series includes: correspondence, applications for grants, expenditures, budgets, and pamphlets and publications produced by the Committee.

The series documents the appointment of individual teachers, the financing and administration of federal grants, the administration and operation of local facilities, and statistical results, arranged by county, regarding mothers employed or seeking employment in war work. Discussions in the correspondence illuminate such issues as the role of the state in the aid and maintenance of parochial institutions, offers of cooperation from other institutions and agencies, and continuation of child care programs after the Second World War.

Finding aids: Folder list.

A4379. Local Child Care Organization and Assistance Files, 1942- 1945. 15.5 cu. ft.

Arrangement: Organized into 3 subseries: Subseries 1, Local Child Care Committee Files, 1942-1946, 7.5 cubic feet, is alphabetical by municipality. Subseries 2, Monthly Reports of Attendance and Operating Costs, 1942-1946, 2.5 cubic feet, is arranged with the attendance reports, followed by operating cost reports, both in chronological order, followed by miscellany which has no apparent order. Subseries 3, Claim Applications, Equipment Claims, and Other Financial Records, 1943-1946, 5.5 cubic feet, is arranged with claim applications alphabetical by municipality, equipment claims alphabetical by child care center, and the other records in no apparent order.

This series contains correspondence, memoranda, financial records, ledger books, and reports which detail the committee's operations at the state and local level in organizing and supervising the state's child care facilities. Individual child care centers, their activities, and operations are documented in this series. In addition, a great deal of demographic information is found on the children and families who participated in child care programs.

Subseries 1, Local Child Care Committees Files, 1942-1946, 7.5 cubic feet: This subseries contains correspondence, memoranda, reports, and financial records of the local child care committees or groups interested in starting child care programs and their interactions with the State War Council's Child Care Committee. These records illustrate the Committee's initial work demonstrating the need for child care statewide. Reports detailed specific areas' needs for child care, demographic breakdowns of the areas in terms of number of children by age, number of mothers, the number of children home alone after school, and publicity efforts undertaken to promote child care programs. Financial records reveal the local committee's budgets and financial operations. Analysis of child care projects, parental reactions to them and problems with specific programs or individuals, often very bluntly discussed, are included, as are materials on child care programs operated in migrant labor camps. Of note is local opposition to child care

programs as expressed by male-dominated local war council leadership. This subseries also contains photographs of the Buffalo child care program.

Subseries 2, Monthly Reports of Attendance and Operating Costs, 1942-1946, 2.5 cubic feet: This subseries documents the level of activity and financial expenditures of local war councils' child care facilities as reported to the State War Council. The reports were used by the State Committee to help the local committees obtain funding. The attendance reports tally daily attendance (sometimes broken into age groups) from each area's facilities. Compilations are found at the beginning of most folders. The reports of monthly operating costs include the name and address of the facility and delineate the cost of: administration; instruction; salaries; food; plant operations; plant maintenance; and pensions. These reports also list local revenue totals from parents' fees, public funds, and local contributions.

Some additional records, including two ledger books, memoranda to field representatives, rules on federal regulations, information on migrant labor camps, and several files on films made for child care centers, including scripts, are also found.

Subseries 3, Claim Applications, Equipment Claims, and other Financial Records, 1943-1946, 5.5 cubic feet: Until funding was discontinued in September 1947, local municipalities which sought state funds for their child care programs filed claim applications with the State Youth Commission. The applications contain a breakdown of expenditures and the maximum percentage the State was asked to pay of expenses incurred, in addition to listing the number of children cared for, the fee schedule, hours of operation, health supervision and prerequisites, staff-to-children ratio, salaries, office expenses, food purchases by age group, and plant operations.

Individual child care centers requesting funds from the State for equipment purchases filed forms similar to the claim applications. Information on the equipment claims forms included a physical description of facilities, number of children served by age group, hours of operation, staff-to-children ratio, an activity schedule, salaries, food and supply expenses, and plant operations and equipment costs. Frank memoranda and correspondence evaluating each facility, its operations, and cleanliness are also sometimes found with the equipment claim forms.

Other financial records include payroll information, ledger books listing claims, and statistical reports which are compilations of child care programs' cost per student and number of students served.

Finding aids: Folder list and map list.

A4282. Mayor's Committee on Child Care for Schenectady Administrative Files, 1942-1947. 4.75 cu. ft.

Arrangement: Arranged by topic.

This series illustrates the daily operation of a local war council's child care committee and its efforts to provide care for the children of working mothers. It documents the problems and successes of promoting the idea of child care and maintaining high quality facilities.

This series details attendance, budgetary matters, salaries, monthly reports, food cost analysis, and interaction with parents at several child care facilities in Schenectady. The weekly attendance records list the school, head teacher, students (alphabetically) and the days attended, and daily totals (dividing students into four categories: full time, lunches only, after school, and Saturday and holiday). Additionally, correspondence and memoranda within this series reveal reasons why parents withdrew their children from day care and the facilities' efforts to operate as cooperative day care centers after government funding ceased.

Portions of the series contain information which if disclosed might result in an unwarranted invasion of personal privacy. The sensitive documents are children's attendance records and correspondence with parents regarding children's attendance or behavior.

Finding aids: Folder list.

A4283. Post-World War II Day Care Center Field Reports, 1944- 1947. 0.5 cu. ft.

Arrangement: Alphabetical by municipality.

These field reports were collected to monitor the use and needs of day care facilities within the State in the post-war period. These reports provide a thorough description of the child care centers and the extent of State involvement. The reports contain attendance records for each child care center, in addition to listing demographics of the families who used them. Information found includes: marital status of parents (married, separated, widowed, unmarried, husband in armed services, husband an invalid); employment type and status of both parents; and family income.

Frank memoranda and letters reveal the details of operations and problems, including evaluation of facilities, personnel, finances, fee schedules, regulations, problem children (and how they were handled), and the need for both physical and program improvements.

Portions of the series contain information which if disclosed could result in an unwarranted invasion of personal privacy. sensitive information is found in children's attendance records and in day care personnel evaluations.

Finding aids: Folder list.

Office of Physical Fitness

A4366. Director's Administrative Correspondence, 1942-1945. 0.6 cu. ft.

Arrangement: Alphabetical by name of correspondent.

This series contains correspondence between the director of the Office of Physical Fitness, Hiram A. Jones, and schools and public and private organizations involved with the State Physical Fitness Program. The correspondence documents Jones's efforts to direct and administer the program's daily operations. Issues covered include pamphlet and film distribution; requests for physical fitness certificates and suggestions for the program; local committee activities; and personnel and administrative issues.

A4369. Director's Program Administration Subject Files, 1940-1945. 4 cu. ft.

Arrangement: Alphabetical by topic.

This series contains correspondence, form letters, expense account forms, address lists, manuals, minutes, annual and monthly reports, and field reports documenting the activities of the Office of Physical Fitness and the director's administration of its various programs. While some of the records document office routine (office expenses or expenses for outside help, time schedules), the bulk relates to its programs encouraging physical fitness. Materials found include meeting minutes of the Office of Physical Fitness, staff conferences, the finance committee, or the War Council; correspondence with related agencies about fitness and health; reports from field representatives; annual reports for the office from 1940-1944; correspondence and reports from regional supervisors; press releases describing program initiatives or appointments; form letters to or about schools and principals, certificate requisition, directors of physical fitness programs, physical fitness films, equipment acquisition and program changes, or state agencies in war programs; and certificate cards for various activities (obstacle course, swimming, etc.). Also found are program manuals, either in manuscript form, final printed form, or both.

Finding aids: Folder list.

A4371. Director's Office Administration Files, 1942-1945. 1 cu. ft.

Arrangement: By topic.

This series is comprised primarily of correspondence between Office of Physical Fitness Director Hiram A. Jones and staff members or other individuals and organizations that reveals Jones's actions in directing the daily routines of the office and its programs. This series includes letters from schools and other organizations interested in physical fitness to which Jones usually directed others to respond. These letters typically requested pamphlets, information, or clarification regarding programs, or gave thanks for program assistance. The series also includes records revealing weekly schedules of the field representatives, including name, week, each day's activities, and its purpose; schedules, time records, and correspondence regarding office staff members; and minor financial records concerning expense refunds and travel arrangements. Also found in this series is a slim folder of supplemental field reports from Ethel Kohlberg, the

supervisor of the Women's Industrial Program, that documents issues and problems women faced in war industries.

A4370. Deputy Director's Program Supervision Files, 1942-1945. 1.6 cu. ft.

Arrangement: Alphabetical by topic.

This series contains correspondence, memoranda, press releases, manuscripts, and reports documenting the supervisory role of Francis J. Moench, the deputy director of the Office of Physical Fitness. Working in conjunction with Director Hiram A. Jones, Moench oversaw the field representatives and worked closely with field program organizers. This series includes correspondence between Moench and field representatives detailing programs with war plant athletic leagues and high school certificate awards and activities; papers presented by Moench at conferences around the State on aspects of the physical fitness program; manuscripts of leaflets about physical fitness produced by the office; carbon copies of Director Jones's correspondence, memoranda, and work plans; index card placards and health charts; correspondence and memoranda between field program organizers, particularly E. Patricia Hagman; small amounts of correspondence from other organizations involved in physical fitness issues such as the Selective Service, the Women's Land Army, sokols (ethnic physical fitness organizations), and other War Council agencies; and press releases about program initiatives and progress.

Finding aids: Folder list.

A4367. Supervisory and Assistance Correspondence with Schools and State and Local War Council Agencies, 1942-1945. 1.6 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, Deputy Director's Correspondence with Schools, 1943-1945, 1 cu. ft., is arranged by topic. Subseries 2, Director's Program Development Correspondence with State and Local War Council Agencies, 1942-1945, 0.6 cu. ft., is alphabetical by city or county war council.

This series contains correspondence detailing the supervision and assistance of the State Physical Fitness Program by the Office of Physical Fitness. Also found are instruction manuals, meeting minutes, newspaper clippings, and reports. Much of the correspondence is routine requests for pamphlets, films, or information on the program's obstacle course. Some letters detail problems with gas rationing or program choice in some school districts and reveal Deputy Director Moench's attempts to assist with problems as part of his duties to facilitate the program. Also found in this series are a small number of meeting minutes of the Office of Physical Fitness; instruction manuals for instructors of "women and girls"; instruction manuals for water sports, team sports, and track and field; some correspondence between Moench and local war councils; and form letters sent to local war councils and others participating in the Physical Fitness Program regarding topics such as manual availability or changes in training procedures. This series also contains correspondence between the director of the Office of Physical Fitness and organizations involved in the physical fitness program detailing the director's supervisory duties.

Many letters notify the director of appointments made to local physical fitness leadership positions, while others seek advice or assistance in obtaining publications or other materials. A large number of files contain a copy of a letter from Director Hiram A. Jones to the local councils soliciting their opinions on the nature of the office's mission and its provision of services. Few responses to this letter are found in this series, though a small number of letters detailing problems with the overall program are found. Individual files may contain bulletins, reports, schedules, or newspaper clippings documenting local war councils' physical fitness activities.

A4368. Field Representatives' Reports and Support Materials, 1942- 1945. 2 cu. ft.

Arrangement: Alphabetical by topic.

This series contains correspondence, field reports, and pamphlet distribution lists held by the office's director as part of his role to supervise and assist the office's field representatives as they promoted, developed, and assisted the Physical Fitness Program. While much of the material relates to routine office administration, several folders contain field reports or supplemental field reports from field representatives. The field representatives' reports provide city or county; date; field representative's name; agency; names and titles (if any) of persons interviewed; number of children participating, divided by gender and sometimes age; number of persons involved in the program; reason for the field trip; and observations (in supplemental field reports) of the number of playgrounds, number of supervisors, source(s) of financing, and number of teams and types of activities. While most field reports are written on standardized forms, some are in narrative form.

Finding aids: Folder list.

A4306. New York City Regional Office Administration and Correspondence Files, 1942-1945. 1.6 cu. ft.

Arrangement: Alphabetical by subject.

This series contains correspondence, pamphlets, and other materials documenting the activities which promoted physical fitness in one region supervised by the Office of Physical Fitness (OPF). The records of New York City Regional Supervisor Boris Von Arnold and Ethel T. Kohlberg, Principal Supervisor, Women's Industrial Program, constitute the bulk of this series. This series contains correspondence between the regional office and war industry companies such as Grumman, Curtiss-Wright, and Bristol-Myers, in addition to sports organizations such as the Police Athletic League, YMCA, YWCA, and summer youth camps about fitness programs and athletic leagues within their organizations; pamphlets from federal agencies concerning physical fitness; requests for OPF pamphlets and certificates; correspondence with OPF Director Hiram A. Jones; and routine office matters such as expenses and supply inventories. Information on women's exercises and activities is featured throughout the series resulting from Ethel Kohlberg's visits to defense plants to promote, organize, and assist physical fitness and exercise programs for women defense workers.

Finding aids: Folder list.

A4363. Requisitions for State Physical Fitness Certificates, 1943- 1946. 3 cu. ft.

Arrangement: Alphabetical by county, then arranged by school.

This series contains requisition forms from junior and senior high schools to the Office of Physical Fitness listing the names of the students who should receive physical fitness certificates. Information regarding male and female students' abilities in various sports and activities such as gymnastics, track and field events, and water sports is recorded.

A4364. Newspaper Clippings, 1942-1943. 2 cu. ft.

Arrangement: Chronological by week.

This series contains clippings from newspapers from around the State documenting the office's many individual programs. Programs and topics detailed include track and field, football, basketball, water safety, health examinations, and athletic insurance. Typical clippings discuss the preparation or execution of events or programs held around the state

Division of Civilian Protection

Office of Civilian Protection

A4311. Director's General Administrative Files, 1942-1945. 13.5 cu. ft.

Arrangement: Arranged by topic.

This series contains correspondence, memoranda, publications, regulations, and photographs documenting the director's administration of the Office of Civilian Protection with local war councils and other agencies involved in civil defense work. A significant amount of material details the initial organization of the office and the materials required to supply the various civil defense activities and stockpiles. Subordinate and related agencies represented in this series include American Red Cross, Boy Scouts, Emergency Medical Service, Highway Repair and Debris Clearance Committee, and the federal Office of Civilian Defense. Also found is information regarding the protection of New York State's war industries.

Finding aids: Folder list.

A4300. Director's Correspondence with Local Civilian Protection Organizations, 1942-1945. 4 cu. ft.

Arrangement: Alphabetical by city or county.

This series contains correspondence between the director of the Office of Civilian Protection and officers of local civilian protection organizations concerning the administration of civil defense programs in order to coordinate the protection of life and property from possible bomb attacks. The letters discuss procedural and organizational issues.

Civil defense topics such as air raid drills, sabotage, blackouts, observation posts and airplane spotters, and communication methods are discussed, and organizational issues such as personnel changes, funding, and regulations are detailed. Some county directors included monthly reports detailing their unit's activities. Many letters were requests for civil defense pamphlets published by the War Council or the federal government and distributed by the Office of Civilian Protection. Correspondence with civil defense organizations in Maryland and Michigan is also found. During the early part of the war, many letters detail blackouts (scheduling, communication between civil protection directors, regulations, results, and local directors' frustration with the few number of practices held). Near the war's end, questions regarding the appropriateness of continued civil defense activities are discussed. The outgoing letters were signed by Director William N. Haskell, his successor Edward C. O. Thomas, or one of their assistants.

Finding aids: Folder list.

A4305. Director's Defense Preparedness Coordination Correspondence, 1941-1945. 2.95 cu. ft.

Arrangement: Alphabetical by subject.

This series contains correspondence, pamphlets, and posters sent between the Office of Civilian Protection's director and local, State, and federal organizations involved in civil defense and documents the director's work in coordinating defense preparations. Topics covered include air raids (regulations, warning systems), blackouts, evacuation (plans, procedures), insignia for volunteers, and medical contingencies. Individual report sheets from each community detail actions during practice air raids including responsiveness, personnel present, traffic movement, telephone service, accidents, and first aid status. Also found are drafts of a civil defense manual for New York State discussing the role of local war councils, police, and fire fighters, water and power supplies, emergency food and shelter, and air raids. Periodic reports from local civil defense operations of the OCP usually detail local defense director's name; address of operations center; projects undertaken; volunteers registered; problems encountered; assistance required; and training sessions conducted.

Finding aids: Folder list.

A4308. Eastern and Western District Deputy Directors' Local War Council Correspondence and Directives, 1941-1945. 6.75 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, Western District Deputy Director's Correspondence and Directives, 1942-1945, 3.75 cu. ft., is alphabetical by city or county. Subseries 2, Eastern District Deputy Director's Correspondence and Directives, 1941-1945, 3 cu. ft., is alphabetical by city or county or by topic.

The Office of Civilian Protection (OCP) divided the state into three districts. John J. Farrell was deputy director of the Eastern District (initially called the Northern District) covering the area from Clinton County south to Dutchess County and west to Oneida County. E. G. Ziegler was in charge of the Western District, including everything west of Oneida County. Metropolitan New York City and Long Island formed the third district. The deputy directors acted as supervisors and liaisons between the federal and State directors of civil defense activities and the local war councils.

This series contains correspondence, memoranda, telegrams, directives, and informational releases documenting the deputy directors' supervision of and assistance to local war councils. Topics include air observation posts, blackouts, and organizational and procedural issues. Correspondence from the United States Office of Civilian Defense, the OCP's director, members of the State War Council, and other organizations involved in civil defense work is also found in this series. Correspondence with, and directives to, the local war councils cover topics such as the explanation of regulations and their pertinence to specific situations; operational problems; some organizations' exemptions from blackout drills; organizational and personnel changes; volunteer recruitment and training; local war councils' responsibilities to inspect local facilities for defense readiness; and disaster response.

Finding aids: Folder list.

A3090. Printed Copies of Regulations Issued, 1942-1944. 1 cu. ft.

Arrangement: Chronological by date issued.

The director was empowered to issue necessary regulations to enforce rules adopted by the War Council. The regulations list procedures and rules to be followed, duration, and effective date. They deal primarily with conditions during air raid drills and blackouts. Occasionally pre-publication copies of printed regulations are included.

A4383. Civil Defense Issues Correspondence with Other States, 1941- 1945. 1 cu. ft.

Arrangement: Alphabetical by state or subject heading.

This series contains correspondence, memoranda, reports, pamphlets, maps, and newspapers exchanged between the Office of Civilian Protection and other states' civil defense organizations

in order to share information on operations, regulations, and issues such as blackouts and airplane spotting. A collection of civil defense newspapers from various states constitutes a large part of the series, as do correspondence and other materials exchanged with Pennsylvania and New Jersey. Civil defense annual or special reports are frequently found, as well as newspaper clippings about civil defense activities and correspondence posing or responding to questions concerning civil defense activities. Other states represented in this series include Connecticut, Illinois, Maine, Massachusetts, and Virginia. Also found in this series is a mailing list of New York defense councils.

A4409. Correspondence with the Federal Office of Civilian Defense, 1942-1945. 8 cu. ft.

Arrangement: Arranged by topic.

This series contains correspondence, pamphlets, bulletins, manuals, and posters sent between the Office of Civilian Protection (OCP) and the federal Office of Civilian Defense (OCD). The records document the OCP's work in coordinating defense preparations. Topics covered by the records include air raids (regulations, warning systems); blackouts; evacuation (plans, procedures); fire defense; industrial plant protection; insignia for volunteers; medical contingencies; practice drills; rescue squads; traffic control; and volunteer training and appraisal. Monthly statistics concerning OCP activities reported to the OCD are also found in this series, as well as small amounts of correspondence with other organizations involved in civil defense activities.

A4384. Volunteers Fingerprint Identification Correspondence Files, 1942-1945. 1 cu. ft.

Arrangement: Alphabetical by county, then by municipality. General correspondence, arranged by topic, follows these records.

Because civil defense was considered a national security issue, civil defense volunteers were required to be fingerprinted. This allowed the Office of Civilian Protection to screen for criminals and would also allow for identification in case of catastrophe. The actual work of identifying the fingerprints was conducted by the New York State Department of Corrections' Division of Identification. This series contains correspondence, monthly reports, and memoranda concerning the procedures and operation of the fingerprint identification program. Most of the correspondence consists of routine transmittal letters from local war councils to the Division of Identification requesting fingerprint identification or forms. The series also includes correspondence between the division and both the State War Council and the local war councils detailing the procedures, personnel, and finances involved in the division's operation. Also found are monthly reports listing the total number of prints received and from what organizations, including local war councils and military bases in and out of State.

A4385. Awards Committee Case Files, 1943-1944. 1 cu. ft.

Arrangement: Numerical by case number.

While none of the Office of Civilian Protection units were required to respond to an enemy bombing attack during the war, many did respond to other emergencies such as train wrecks, flooding, and severe winter storms. In these crises, the OCP units responded in much the same way as they would have in the case of enemy attack: providing first aid, responding to fires, providing emergency shelter, and assisting with the other exigencies of disasters. This series contains correspondence and other materials sent to the OCP's Committee on Awards from local volunteers who nominated individuals for letters of commendation in recognition of actions taken during emergencies. Case files contain letters, memoranda, photographs, and newspaper clippings documenting the reasons for each nomination, along with a letter containing the committee's decision. The committee could issue a letter or recommend that a local chairman issue a letter, as well as reject the nomination altogether.

A4386. War Plant Protection Instructional Materials, 1942-1943. 0.5 cu. ft.

Arrangement: Organized by topic or geographic area.

This series contains lecture transcripts, syllabi, correspondence, memoranda, maps, and a test with answer key documenting the Office of Civilian Protection's two-day training institutes held throughout the State to instruct war industry plant managers in basic defense procedures to avoid damage from enemy attacks. The materials discuss issues such as training personnel to respond to emergencies; reducing work place hazards such as fires and accidents; preventing espionage and sabotage; fighting fires from incendiary and other bombs; protection from gas attacks; building camouflage; and in-plant bomb shelters. Sessions were held throughout the State, and a folder is found for each of the following locations: Buffalo, Elmira, Hempstead, Jamestown, New York City, Rochester, Schenectady, Syracuse, Utica, and White Plains.

A4387. Local War Council Volunteer Participation Information and Statistics, 1942-1944. 1.2 cu. ft.

Arrangement: Chronological by month.

This series contains carbon copies of monthly report forms compiled by the State and local war councils and sent to the United States Office of Civil Defense Statistics Section. The local war councils would send their forms to the Office of Civilian Protection, which compiled the totals for a consolidated report, and then sent the originals to the federal office.

The local and State report forms are nearly identical in layout, with both entitled "Civilian Defense Report." The local report form provides name of local war council, address, population of area served, and names of all subsidiary councils. Both forms provide the number of full and part-time staff; staff who are paid, volunteer, or on loan from another agency; total volunteer

personnel; civil defense volunteers; and "service corps" volunteers (all non-civil defense programs such as child care, salvage, health, and housing). For the civil defense and "service corps" volunteers, the number of members trained and in-training is also listed. A last section reports on the readiness of air raid and blackout systems. Many local war council forms are incomplete, while others are accompanied by correspondence or memoranda expanding on the numbers in the reports and circumstances which affected activities. Reports span August 1942 through October 1943 (with the exception of March 1943), and March 1944.

A4388. War Plant Blackout Practice Exemption and Inspection Correspondence, 1942-1944. 0.5 cu. ft.

Arrangement: By topic.

This series contains correspondence to the Office of Civilian Protection (OCP) from war plants requesting exemptions from blackout practices and correspondence from the U.S. War Department listing which plants the OCP was responsible to inspect for civil defense purposes. Exemptions were granted to industrial plants involved in war manufacturing for which the blackout practice would interrupt production. The OCP shared industrial plant inspection with the War Department, usually reviewing the facilities of smaller, less sensitive plants for civil defense readiness which included blackout procedures and equipment, camouflage, and evacuation plans.

A4389. Local Water Companies Survey and Equipment Inventory, ca. 1942. 0.4 cu. ft.

Arrangement: Numerical by zone, then alphabetical by municipality.

This series contains surveys of local water companies detailing personnel, equipment, supplies, and facilities. This information was collected by the Office of Civilian Protection to prepare for the needs caused by possible enemy bombing including fires and the destruction of water supplies. Each 36-page survey form lists the total number of personnel of each water company involved in operations and pipe laying, as well as the number and type of supplies. The form also includes the names and addresses of water superintendents; water works experts, and consultants, as well as laboratories which could test for bacteriological and chemical purity; chlorinators at private facilities, reservoirs and elevated tanks; and pumping stations. Also discussed or found in the form are brief descriptions of possible sabotage threats.

A4390. Newspaper Clippings, 1941-1944. 1 cu. ft.

Arrangement: By topic.

This series contains newspaper clippings documenting the activities of the Office of Civilian Protection (OCP) in its efforts to instruct people on civil defense procedures to be used in the event of enemy attack. The clippings discuss air raids (drills and results); blackouts (notices of

practice and results); county war council civil defense issues; and OCP administrators' meetings with civilians to discuss civil defense issues.

A4393. Deputy Directors' Correspondence, 1942-1944. 1 cu. ft.

Arrangement: Alphabetical by topic.

This series contains copies of correspondence between the Office of Civilian Protection's deputy directors and individuals and organizations involved in civil defense work. The copies were sent to the OCP's director to keep him informed of activities and programs. In some cases, the deputy directors responded to correspondence sent to the director. Topics discussed include blackout practices, blood plasma collection, Civil Air Patrol, disasters to which the OCP responded, and local personnel.

Finding aids: Folder list.

A4394. General Administrative Files, 1942-1945. 7 cu. ft.

Arrangement: By topic.

This series contains correspondence, memoranda, booklets, and reports documenting the Office of Civilian Protection's efforts to establish and monitor adequate civil defense measures for New York State. This series contains correspondence with local war councils documenting personnel, activities, and equipment inventory; monthly reports from deputy directors on local war councils' civil defense organization and status; bulletins, regulations, and memoranda from the OCP's director to local civil defense directors, including Official Memoranda Numbers 1-24 and 38-91; "white sheets" documenting air raid drill practices and listing the stations, persons receiving the calls, and the date and time the call was placed; a secret report discussing civil defense preparations in Germany; a complete organization and program manual from the United States Office of Civilian Defense; a booklet from the New York City Citizens Defense Corps entitled "Manual for Public Works Officers;" and New York City precinct maps.

Correspondence found in this series discusses airplane spotting; awards and commendations; blackout practices; blood plasma collection; cooperative civil defense efforts with Canadians; equipment distribution; medical personnel and equipment requirements; personnel address changes; volunteer recruitment and training; war industry plant protection; and the Wayland train wreck of 1943 in which the OCP's local unit provided emergency medical assistance.

Emergency Medical Service

A4286. Survey and Planning Files, 1940-1945. 4 cu. ft.

Arrangement: Organized into six subseries: Subseries 1, Blackout and Casualty Stations Files, 1942-1944, 1.2 cu. ft., is alphabetical by county; Subseries 2, Emergency Base Hospitals Files, 1942-1945, 0.6 cu. ft., is alphabetical by subject; Subseries 3, Emergency Medical Field Unit Reports, 1940-1943, 0.6 cu. ft., is alphabetical by county; Subseries 4, District Medical Officers Files, 1941-1943, 0.6 cu. ft., is alphabetical by subject; Subseries 5, General Files, 1941-1943, 0.6 cu. ft., has no apparent order; Subseries 6, County Readiness Books, ca. 1943, 0.4 cu. ft., is alphabetical by county.

This series contains correspondence, reports, and memoranda relating to the administration and coordination of the Emergency Medical Service (EMS) in its duties to respond to medical emergencies caused by bombings. This series contains materials relating to the establishment and evaluation of blackout procedures and casualty stations in each county. The EMS undertook these efforts to minimize the number and severity of bombing casualties. Well-prepared casualty stations were integral to effective response; therefore a survey of each county's (and the State's larger cities') casualty stations was conducted which delineated the facilities and amenities, including type of heat; type of lighting; if a telephone was present; if a canteen was present; if a toilet was present; number of stretchers available; number of beds available; doctors and nurses on staff; auxiliary staff available; number of ambulances available; and equipment holdings. The office records of Dr. Ward L. Oliver, who worked to establish a network of hospitals which could be relied upon to tend to the needs of massive bombing casualties, are found in this series. The records relate to the surveying of resources and personnel. In addition, this series contains records relating to the inspection and supplies available at these hospitals. Reports entitled "Report of Local Chief of Emergency Medical Service to N.Y. State Health Preparedness Commission" from each county and the State's larger cities contain information on Emergency Medical Field Units including address of participating hospitals; number of beds available; number of physicians and nurses; auxiliary personnel; and transportation arrangements. Also, these reports discuss casualty stations (including equipment inventories), first aid posts, and transportation facilities. This information was collected to assist in the allocation and coordination of resources among hospitals.

This series also contains materials relating to the administration of the Emergency Medical Service and the coordination of meetings, supplies, and facilities. The State had three District Medical Offices, but Roy Seidman from the Rochester office is best represented. Especially well-documented are blood plasma issues such as designation of holding centers, distribution, and a policy for sharing or loaning plasma units. This information was collected to assist in the allocation and coordination of resources among the State's districts. Furthermore, this series contains materials on emergency nursing, plasma reserves, and District Medical Officer J. A. Walsh. These records reveal the EMS's attempts to solve specific problems of supply and personnel.

The County Readiness Books consist of approximately 240 5 x 8 inch cards arranged alphabetically by county. Each county and most larger cities have at least one card containing summary information on: hospitals, equipment and personnel; the amount of plasma available; if a federal grantee blood bank existed among the hospitals in the county; and whether the organizations were part of the War Council. These cards provided a summary of the State's

medical resources and would permit a fast and efficient allocation of those resources when responding to bombing casualties' needs.

Committee on Fire Defense

A4271. Correspondence, Bulletins and Minutes, 1941-1944.

1 cu. ft.

The New York State Committee on Fire Defense organized a statewide administrative framework to mobilize quickly and efficiently the firemen, fire equipment and fire fighting resources of the State in times of war emergency. The proposal for statewide emergency fire mobilization and mutual aid was intended to provide fire departments a blueprint for wartime emergency mobilization by, for and of local fire services. It provided for standardization of fire department connection threads, a statewide communication system, and mutual aid arrangements for adjacent sections of neighboring states. The plan established a reception depot for fire equipment which came to the State and its localities from the federal government and other sources, and also established definite principles of command at the scene of fires. In addition, the plan optimized cooperation between local fire authorities and industrial fire brigades. The Committee organized its efforts together with War Council Offices of War Training, Civilian Protection and Civilian Defense.

The files contain general planning correspondence; correspondence with the Firemen's Association of the State of New York; minutes; bulletins from the directors of the Office of Civilian Protection; press releases from the committee secretary; and lists of allocations of fire equipment.

Highway Repair and Debris Clearance Committee

A4275. General Correspondence, 1941-1945. 1 cu. ft.

Arrangement: Rough alphabetical order by subject.

The Highway Repair and Debris Clearance Committee was jointly appointed by the Department of Public Works and the Conference of Mayors in 1941. The committee consisted of three representatives from the Department of Public Works, two city engineers, two county superintendents, one town superintendent, and one village engineer.

The plan developed by the committee was patterned after the system established in London. The plan designated a site for a central pool of equipment and personnel that would be available on short notice for work in a stricken area. The plan provided for an orderly and quick procedure for the full utilization of whatever units of the extensive highway maintenance resources would be needed, based on the extent and seriousness of the emergency.

General correspondence files relate to the planning and implementation of the Mutual Aid Plan for Highway Repair and Debris Clearance. The correspondence is between State Coordinator Edward T. Gawkins and city and district engineers, superintendent of highways, executive secretary of the Conference of Mayors, superintendent of public works, zone coordinators, county superintendents, city coordinators, county assistants, city managers or mayors, and others.

Finding aids: Folder list.

A4273. Personnel Files, ca. 1941-1945. 0.3 cu. ft.

Arrangement: Numerical by district number, then alphabetical by county.

Personnel files for the Mutual Aid Plan for Highway Repair and Debris Clearance provide names, addresses and telephone numbers for zone coordinators. They also provide a roster of the number of personnel available, such as laborers or truck drivers, for individual towns and villages, as well as the location of equipment or storage.

A4272. Equipment and Material Inventories, ca. 1941-1945. 1.3 cu. ft.

Arrangement: Alphabetical by county.

The Mutual Aid Plan for Highway Repair and Debris Clearance was organized to repair highways or streets or to remove debris in the event of an enemy attack. An inventory was made of all equipment and material owned by the State, counties, cities, villages, and towns. Zone coordinators were responsible for taking an inventory for their zone and furnishing copies to the assistant coordinators in their zone and to the deputy zone coordinators.

Inventories for equipment may include anything from air compressors to welding equipment, while those for material may include anything from bituminous material to timber. The information retrieved from the inventories was distributed to the public works and highway officials in each zone for planning for use of the resources in an emergency.

Finding aids: Container list.

A4274. Contractors Files, ca. 1941-1945. 0.3 cu. ft.

Arrangement: Numerical by district number, then alphabetical by county.

Contractors files for the Mutual Aid Plan for Highway Repair and Debris Clearance include name of contractor; name of the person in charge; address; business telephone; and location of equipment or storage. The files also provide lists of contractors' equipment from air compressors to welding equipment.

Finding aids: Folder list.

State Fire Administrator

A4357. Local Personnel and Equipment Inventories, 1942-1945. 11 cu. ft.

Arrangement: Arranged by inventory type, then alphabetical by year.

The State Fire Administrator was appointed to coordinate the work of preparing local fire departments for the emergencies caused by possible enemy bombing. This series contains correspondence, memoranda, and inventory forms enumerating local war councils' available fire fighting personnel and equipment which were surveyed by the State Fire Administrator to measure the State's capabilities and needs.

A general inventory of each local council's equipment was conducted in 1943 and 1945, though other inventories were made on specific types of equipment at other times. Items inventoried include pumpers and related equipment; personnel; first aid equipment; motorized fire fighting or related equipment; fire alarms and sirens; and hose supplies.

State Gas Consultant

A4391. Training and Inquiry Response Correspondence Files, 1942-1945. 1 cu. ft.

Arrangement: Chronological by quarter year, then by topic.

With the capture of a Japanese cruiser loaded with poison gas canisters at the battle of Midway in 1942 and later German use of V-2 rockets against Great Britain, the possibility of a gas attack against the United States was considered serious. F. Wellington Gilcreas, a chief chemist with the New York State Department of Health, was appointed State Gas Consultant in May 1942 and served until his position's termination in 1945. As part of the War Council's Division of Civilian Protection, he worked closely with State and federal agencies to coordinate instruction concerning the identification of, and proper response to, enemy gas attacks. In addition, he assisted local war councils' gas officers with training and provided technical advice.

This series contains correspondence, memoranda, releases, publications, and bulletins detailing the State Gas Consultant's work with training programs and local war councils to instruct individuals on the proper response to enemy gas attacks. The State Gas Consultant collected a significant amount of material from other states, individuals, and organizations (such as the U.S. Office of Civilian Defense) containing technical details regarding various types of gases used in war. Other materials detail training programs that the State Gas Consultant either organized or participated in, such as the Office of War Training's Food Control Chemists Institute in January 1943. Much of the material in this series was marked "Destroy," possibly by the State Gas Consultant himself.

Finding aids: Folder list.

State Property Officer

A4359. Civil Defense Equipment Distribution and Liquidation Records, 1942-1946. 9 cu. ft.

Arrangement: Arranged by equipment type or activity.

The State Property Officer was appointed to oversee the allocation and distribution of protective equipment from the United States Office of Civilian Defense to New York State and nearly 350 of New York's communities. Each community had a local property officer responsible to the federal government for the equipment allocated to his community, and the State Property Officer provided technical assistance to local officers in the discharge of their duties. Generally, various institutions of the State's Department of Mental Hygiene stored gas detection and protection equipment along with medical supplies such as folding and hospital beds, while fire fighting equipment was held in the communities. At the war's end, with the State Property Officer's coordination, surplus equipment was sold to the State and local communities. The liquidation was completed in October 1946.

This series contains correspondence, memoranda, lists, and forms documenting the State Property Officer's distribution and liquidation of civil defense equipment, including steel helmets, pump tank extinguishers, and gas masks. Lists enumerate equipment distribution by community, and correspondence with hospitals notes the receipt of emergency medical equipment. Other correspondence details communities' requests for equipment and the Mutual Aid Allocation program, in which local communities agreed to assist one another in the case of certain emergencies.

The fire fighting equipment's liquidation is detailed in correspondence and forms. The forms note community and county; population of community; presence of a fire department; number of pumpers fire department owns; number of firemen; and type and number of equipment requested. Many local property officers were involved in the distribution of surplus goods as they handled both the physical and administrative transfer of the equipment.

Division of Industry and Labor

Bureau of Rationing

A4313. Rationed Resources Coordination Correspondence, 1941-1944 (bulk 1942). 4 cu. ft.

Arrangement: By subject.

The short-lived Bureau of Rationing was founded on December 22, 1941 and absorbed by the federal Office of Price Administration (OPA) in May 1942. Established to act as a liaison between the federal government's rationing program and local rationing boards, the bureau disseminated information, monitored compliance with regulations, and assisted in interpreting instructions.

This series contains correspondence between the Bureau of Rationing and State agencies and local boards detailing the procedures and requirements of the bureau in its efforts to coordinate rationing procedures. Much of the material documents appeals concerning automobile rationing decisions, but information on coffee, gasoline, rubber, shoes, sugar, and tires is also found. A fair proportion of the material is routine (such as form requests), but materials dealing with the interpretation of federal and State regulations and a small amount of county-level information are also found. The county-level information details the same issues but usually concerns individuals. A small amount of material from the OPA contains oaths of office from local officials from New York and Pennsylvania and copies of federal regulations.

Committee on Discrimination in Employment

A4278. Minutes and Investigations Files, 1941-1945. 7. 5 cu. ft.

Arrangement: Organized into three subseries: Subseries 1, Minutes and Organization Files, 1941-1944, 1. 5 cu. ft. , is arranged with the minutes chronological, followed by the organization files which have no apparent order. Subseries 2, Subject File, 1941-1945, 4. 75 cu. ft. , is alphabetical by topic. Subseries 3, Investigation Leads File, 1942-1944, 1. 25 cu. ft. , is alphabetical by organization name.

The series contains minutes, correspondence, reports, memoranda, hearing transcripts, newspaper clippings, press releases, pamphlets, and a procedures manual for field workers (Labor Discrimination Representatives), all of which reveal the committee's efforts to discourage discrimination and promote fair employment practices. The earliest minutes discuss the committee's organization, its procedures, and the types of discrimination it wished to address. Also found are agendas, resolutions, and sometimes discussion of specific complaints. Quarterly reports recite the number of investigations, their results, court decisions which aided the committee's work, and details of some cases. Information on committee members and special meetings is found, in addition to letters solicited from businessmen, government officials, and civic organizations on the ill-effects of discrimination.

The complaint investigation material contains reports of the committee's work, including final disposition reports of complaints and their rectification, and reports of defense industry

investigations conducted in various cities. These were compiled as part of the committee's work in investigating discrimination. Work force composition, production levels, and geographic areas in which a company recruited its labor were all examined by the committee. In addition, reports of statistical surveys reveal the number of Jewish and black persons living in New York City's various municipalities. Information from other states and non-New York State cities on their anti-discrimination activities are within these files, as well as information on Japanese-American internment camps and the federal government's Committee on Fair Employment Practice.

Daily report sheets detail complaints of discrimination made against various businesses and individuals. These report forms were used as the basis for the committee's investigations and list the name of the complainant, the alleged discrimination, and the establishment where it occurred. A more detailed complaint form lists this information in addition to address and phone number of complainant; age; place of birth; number of years as a citizen of the United States, if at all; draft classification; years residency in New York; training and experience in defense jobs; the accused establishment's address; its general manager or personnel director; items manufactured at the plant; type of discrimination charged; and an opinion by the committee on the complaint's validity and seriousness. Most complaints were made by black, Jewish, or foreign-born persons.

Also found are correspondence and other materials from various minority organizations such as the Anti-defamation League and the Urban League which provided the committee with information on discriminatory incidents within the defense industry that were collected to assist the committee's work in investigating discrimination.

Farm Manpower Service

A4348. Farm Labor Correspondence, 1943-1945. 3 cu. ft.

Arrangement: Alphabetical by correspondent's last name, subject, or organization name.

This series contains the correspondence of the Farm Manpower Service detailing how it coordinated and provided information to individuals and organizations concerned with the farm labor shortage. It includes suggestions, inquiries about the placement of both children and adults in food harvesting and processing jobs, appeals for additional labor on farms, questions concerning assistance in buying farms, and inquiries about the details of Selective Service classifications and releases from service in order to work in food production. Many of these letters were written in response to an address on farm labor given by Governor Dewey on February 25, 1943. Also included is correspondence between the Farm Manpower Service and other agencies which details its efforts to alleviate the farm labor shortage. Among the topics discussed in this series are price ceilings for produce; the possibility of recruiting laborers from non-traditional sources, such as State mental health facilities, to work in food production; and the difficulties in obtaining and repairing farm equipment.

Finding aids: Folder list.

A4349. Farm Labor Program Procedure Manuals, 1944-1945. 0.7 cu. ft.

Arrangement: By topic.

This series contains the procedure manuals used by county agricultural extension agents in the implementation and operation of the Farm Labor Program, which the Farm Manpower Service served to coordinate. The Extension Service of the New York State College of Agriculture had the general responsibility, through the county agents, Farm and Home Bureaus, and the 4-H Clubs organization, for implementing the recruitment, placement, housing, and general educational functions of the Farm Labor Program. Included in the manuals are lists of potential sources of labor, budget forms, monthly farm labor report forms, policies concerning cooperative and membership corporations, information on the transportation, health maintenance, and insurance of workers, and certificates and insignia given to workers in recognition of satisfactory performance.

A4355. Farm Cadet Victory Corps Program Administrative Records and Correspondence, 1943-1944. 2 cu. ft.

Arrangement: Alphabetical by name or subject.

This series contains records concerning the insurance, training, housing, and supervision of the cadets participating in the Farm Cadet Victory Corps Program, an effort to recruit, train, place, house, and employ several thousand high school students as seasonal farm laborers. It includes reports on the arrivals, departures, and performance of farm cadets submitted by County Agricultural Extension agents and maintained by the Farm Manpower Service as part of its responsibility for the program's overall administration. Also included are transcripts of radio programs relating to the Farm Cadet Victory Corps and a sample of a questionnaire given to farmers, one of the many sources of the information necessary for the Farm Manpower Service to fulfill its duty to provide statistics on farm labor. The correspondence concerns details of the program such as work permits, insurance, and insignia. It contains complaints regarding the conditions of work and housing made by cadets, their parents, or the hiring farmers and the subsequent investigation of these complaints. This series also includes materials from related programs used by W.J. Weaver, a State Department of Education supervisor, in his work with the Farm Cadet Victory Corps Program.

Finding aids: Folder list.

A4356. Farm Labor Program Administrative and Organizational Records, 1943. 1 cu. ft.

Arrangement: Alphabetical by subject.

This series documents the activities of federal, State, and local agencies and organizations implementing the Farm Labor Program, which the Farm Manpower Service served to coordinate.

It includes draft and final legislation regarding the Farm Labor Program's creation, organization, and goals. Other records relating to the program's organization and administration include mission statements, meeting minutes, and annual reports, providing information on the program itself as well as information used by the Farm Manpower Service in its provision of a statistical service concerning farm labor. Plans for programs and campaigns to mobilize workers on a local level, work plans of County Agricultural Extensions helping to implement the Farm Labor Program, and news releases by federal, State, and local agencies reflect worker mobilization efforts in response to the farm labor shortage. Drafts to amend existing legislation regarding the employment of minors and patients from mental health facilities show the program's efforts to recruit labor from non-traditional sources.

The series contains the Farm Manpower Service's records regarding and correspondence with individual labor camps involved in the program. These deal with issues such as health inspections, the suitability of the camps for housing farm laborers, nutrition, and rationing of food and materials. Also included are records concerning groups of food production workers from various sources, such as Army troops for emergency work, Navy trainees, Italian prisoners of war, Jamaicans, vacation workers, and the Women's Land Army, an organization of women working in food production.

Vocational Education Program for National Defense Industries

A3089. Vocational Training Manuals, 1942-1945. 2 cu. ft.

Arrangement: Alphabetical by title.

World War II combatants and those who produced their weapons required a sophisticated understanding of mechanical devices. To raise the mechanical aptitude level of the population, the War Council promoted various forms of vocational education in order to help prepare citizens for the increasingly complex nature of warfare and the increased demand for skilled workers in defense industries. This series contains 58 instruction manuals published by the State Education Department for the Vocational Education Program for National Defense Industries. These manuals covered metal work, carpentry, machine work, and other skills related to manufacturing and were distributed to vocational and high schools to assist in the technical training of students.

War Emergency Dispensation Committee

A4280. Recommendations for Labor Dispensations for Minors, 1943- 1945. 0.5 cu. ft.

Arrangement: Recommendations with case numbers are numerical by case number. All other materials are chronological.

This series contains recommendations compiled by Labor Department representatives for members of the committee summarizing the investigation into different companies' requests for dispensations which would allow them to ignore certain child labor restrictions. These dispensations usually involved the time and number of hours per week permitted to work and each dispensation was issued for a six month period. The information was gathered to ensure that the dispensation was necessary and that minors would be protected from unhealthy or adverse working conditions. Also included in this series are petitions for extensions or renewals of dispensations granted earlier, along with a small amount of correspondence.

Finding aids: Folder list.

A3087. Dispensation Orders, 1943-1945. 0.3 cu. ft.

Arrangement: Numerical by order number.

The War Council granted dispensations from peacetime restrictions on the hiring of minors to industries doing war-related work. Periodic orders were issued to grant a group of companies dispensation for up to six months. Each order lists company name; address; number and sex of minors allowed to work; jobs performed; number of work days permitted per week; number and duration of lunch and rest periods required; and maximum work hours per week. All the companies were given a dispensation duration period (usually 3 to 6 months) and a date the order would become effective. Later orders also granted dispensation renewals.

Office of War Training

A4377. Program Administration Correspondence, 1944-1945. 0.4 cu. ft.

Arrangement: Alphabetical by correspondent.

This series contains routine correspondence between administrators in the Office of War Training and those involved in specific programs, such as the School Bus Driver Training Program, the Bus and Truck Driver Training Program, and police and fire training. Topics discussed include certificate distribution, pamphlet requests, equipment distribution, meeting and conference scheduling, instruction sites, and training film distribution. Carbon copies of cover letters to individuals regarding their test results are found, though actual test results are not in this series.

A4381. Correspondence with Local War Councils and Other War Agencies, 1943-1944. 2 cu. ft.

Arrangement: Alphabetical by municipality or state.

This series contains correspondence between the Office of War Training and agencies interested in the office's programs and materials. While Albany and New York City organizations are well-represented, organizations from across the State as well as other states are also represented. The correspondence usually discusses instructor training and availability; handbook preparation and distribution; film preparation and distribution; certification of individuals for the office's many programs; and preparation and proctoring of qualification tests.

A4382. Training Programs Subject File, 1943-1944. 4.5 cu. ft.

Arrangement: By topic.

This series contains correspondence, memoranda, annual reports, field reports, pamphlets, tests, and speeches and lectures relating to the office's work training civilians for possible wartime emergencies. Programs represented in this series include fire fighting and auxiliary police training, school bus drivers' training, gas identification and response training, and public service training. Much of this series details routine aspects of the programs (travel, attendance reports, payroll, requests for materials, and personnel issues). Other materials, such as annual and field reports relating to the instructors' supervisors and the supervisors' staff, document activities, plans, goals, and policies of the programs. Pamphlets, speeches, and tests detail the information which the office wished to convey in the training programs.

Finding aids: Folder list.

A4373. School Bus Drivers' Training Program Administration and Certification Files, 1943-1945. 6 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, Administration Files, 1943-1945, 2.3 cu. ft., is arranged by topic. Subseries 2, Examinations and Certification File, 1943-1944, 3.7 cu. ft., is arranged by topic, then alphabetical by school location.

World War II caused numerous shortages and affected many aspects of daily life. School buses, while an efficient means of transportation, required a great amount of resources, particularly fuel and rubber. Because better school bus driving techniques would help to conserve resources for the war effort, the War Council required all school bus drivers to be certified in the safe and efficient operation of buses. The War Council assigned the Education Department to this task, and it in turn requested that the Office of War Training administer the program. The program trained and assigned instructors in over 100 schools throughout the State and issued certificates to those who passed the course. The War Production Training Office, a subdivision of the War Transportation Office, assumed responsibility for the distribution of publications (though it did not carry out any other program activities) after the Office of War Training closed in 1944.

This series contains correspondence, memoranda, lists, manuscript drafts, and certification exams documenting the School Bus Drivers' Training Program. Requests for pamphlets, manuals,

and information were directed to the War Production Training Office, and correspondence from that office is also found within this series. Materials found include drafts of the instructor's manual; correspondence from field representatives regarding program organization; correspondence to new instructors regarding duties and expectations; lists of the number of buses available; brochures from school bus driver training programs in New York as well other states; newspaper clippings documenting program activities; monthly reports from the Bureau of Motor Vehicles enumerating motor vehicle accidents involving property and personal injury; correspondence with other organizations interested in motor vehicle safety; and routine correspondence between program officers and instructors discussing training manual and instructional film distribution, prospective training locations, reimbursements, and program activities.

Also found are examinations taken by students in the School Bus Drivers' Training Program and lists of those who took the training course, kept to record which drivers were certified to drive. The sixty- question exam posed questions on traffic regulations, a bus's mechanical operation, passenger safety and behavior, and efficient driving habits. The lists contain the names of course attendants, their address, and their final certification status. Some correspondence between program officers and local training program administrators discussing issues regarding individuals' status is also found in this series, in addition to a set of 8" x 5" cards listing information relative to each training program.

Finding aids: Folder list for subseries 1 and a container list for subseries 2.

***A4374. Bus and Truck Operators Training Course Administration Files, 1943-1944.
0.8 cu. ft.***

Arrangement: Arranged by topic.

During World War II, limiting truck and bus use was a crucial part of home front efforts to conserve resources, such as fuel, rubber, and metal, needed for the war effort. These efforts tried to balance conservation with the recognition of the integral role that trucks and buses played in the nation's economy. The Office of War Training implemented a program aimed at educating drivers through trucking company managers. The United States Office of Education awarded a grant to the New York State Education Department to provide one-week training sessions to "essential transport operators" in cities around the State. The program was primarily for managers who, after training, would develop training programs within their organizations to encourage driver safety and efficient driving habits. Courses given included Driver Selection and Training, Preventive Maintenance, Safety, Conservation of Equipment, Customer and Public Relations, Developing Better Employer and Employee Relations, and Teacher Training.

This series contains correspondence, pamphlets, and instructors' manuals documenting the Office of War Training's administration of this driver's education program to improve both truck and bus driver safety and the conservation of resources. Much of the series contains routine correspondence regarding the program's administration (registration, requests for material), but also found are instructors' manuals and syllabi, including tests, and promotional flyers for this

and similar programs in other states. Other records in this series document the training institutes held in Albany, Buffalo, New York City, and Syracuse. These records usually include lists of student names and final scores by section; lists of student names and addresses (business, home, or both); students' employers; students' positions; and number of drivers and/or equipment for which students are responsible.

Finding aids: Folder list.

A4375. Civilian Defense Driver Corps Instructors Organization and Training Files, 1943-1944. 0.75 cu. ft.

Arrangement: Arranged by topic.

The Civilian Defense Driver Corps was formed to train instructors in emergency driving techniques. These instructors would then teach others the techniques in order to provide civil defense organizations with drivers who would be capable of transporting essential supplies, evacuating children, or ferrying civil defense units. Training included instructions on emergency traffic regulations, emergency repairs, and driving in rough terrain, mud, and during blackouts. This program was administered by the Office of War Training for the Office of Civilian Protection with courses held in Albany, Buffalo, Long Island, New York City, Rochester, Syracuse, and Utica. This series contains correspondence and instructional materials documenting the organization of this program in its mission to train drivers. This series contains lists of instructors; course registration forms; lesson outlines; a final examination; emergency traffic regulations; and routine correspondence regarding reservation of meeting sites, information requests, and instructor requirements.

Finding aids: Folder list.

A4376. Food and Drug Chemists Institute Organization Files, 1939- 1943 (bulk 1942-1943). 0.25 cu. ft.

Arrangement: Arranged by topic.

Food and drug supplies are crucial to both soldiers and civilians in wartime. In New York State efforts were undertaken to prevent contamination, spoilage, improper labelling, or other threats which would lessen supplies. The Office of War Training arranged two training institutes to teach food and drug professionals about possible threats and how to avoid them. The first, held December 8-10, 1942, focused on food and drug issues such as shelf life, contamination prevention, and proper packaging and storage. The second, held January 19-22, 1943, was directed toward health and food inspectors. Both were held in Albany, with speakers from the federal and State governments and the private sector conducting lectures. This series contains information from both institutes, including a transcript of the first two days of the first institute, and registration forms from the second institute which include name; address; job title; job duties; and educational background. Also found is routine correspondence detailing speakers'

arrangements, meeting places, and other organizational details of the two institutes, and a pamphlet from a similar institute held by New York State in 1939.

A4378. War Training Institutes Organization Records, 1942-1944. 0.65 cu. ft.

Arrangement: By topic.

This series contains announcements, program schedules, certificates of attendance, and instructors' manuals and other teaching materials relating to several training institutes conducted by the Office of War Training. The records document the office's efforts to educate civilians for a variety of war time programs. This series contains training program materials for air raid wardens, block leaders, fuel conservation, gas reconnaissance officers, general war training, including first aid, and plant protection.

A4380. Film Distribution Correspondence, 1943-1944. 1 cu. ft.

Arrangement: Alphabetical by county.

The Office of War Training accumulated a sizable film library encompassing a wide range of topics related to the home front and war education topics. The office distributed these films to local war councils and their subunits, schools, businesses, and other organizations involved in war work. The correspondence in this series contains requests for specific films from various groups and the office's response. Films requested covered subjects such as automobile conservation, child care, civil defense, fire fighting, physical fitness, safety, salvage, school bus driving, and volunteer activities.

War Transportation Committee

A4407. Director's Correspondence, 1942-1943. 2 cu. ft.

Arrangement: Arranged by topic.

This series contains correspondence documenting the War Transportation Committee (WTC) director's efforts to regulate transportation resources. Issues discussed include staggered hours for school and business operations; special bus regulation exemption requests; transportation to summer camps; and school transportation for athletes. Agencies with which the WTC worked, and for which correspondence is found, include the Office of War Training; the U. S. War Manpower Commission; the U. S. Office of Price Administration; and the U. S. Office of Defense Transportation. The status of transportation programs throughout the State and the agenda and minutes of the Motor Bus Advisory Committee, which advised the WTC on bus regulations, are also found in this series. In addition, a complicated incident of non-compliance with WTC regulations which occurred in the Bronx is also documented in this series.

A4399. Director's Subject Files, 1942-1945. 5 cu. ft.

Arrangement: Alphabetical by subject.

This series contains correspondence, memoranda, and pamphlets detailing the work of the War Transportation Committee's director, R. C. Georger, in implementing, supervising, and coordinating the committee's work in promoting the conservation of transportation resources. While routine administrative matters such as budgets, travel, and personnel are detailed, the series primarily contains correspondence between Georger and either committee personnel or other organizations involved in war transportation issues. Topics and organizations represented in this series include group rides or car pooling, publicity, rationing, review of spur routes (alternate routes used to avoid congestion), school bus conservation, Office of War Training, Office of Civilian Mobilization, and United States Office of Defense Transportation. This series also includes letters to war transportation administrators, school superintendents, and field agents detailing procedures, disseminating information, requesting information or forms, and providing advice.

A4401. Agendas and Minutes, 1942-1945. 0. 8 cu. ft.

Arrangement: Arranged with agendas followed by minutes, then chronological.

This series contains agendas and minutes documenting the actions of the War Transportation Committee (WTC) which oversaw the War Council's efforts to conserve transportation resources. The agendas contain significant detailed information relating to issues discussed at the meetings. In particular, charter bus or school bus lines whose permits would be approved, denied, or revoked were often enumerated in the agendas and would include the case request code, the applicant's name, and the purpose of its operation. In the minutes, these lists would be referred to by the number found in the agenda and their approval, denial, or cancellation noted. Other topics discussed in the meetings include many routine matters such as personnel service expenses, maintenance and operations costs, and changes in procedures and rules. Also discussed are the status of WTC programs and projects such as school and public bus driver training, group riding or car pooling, information booklets issuance, enforcement of regulations, and inter-agency cooperation.

A4403. Supervisory Directives, 1942-1945. 2. 5 cu. ft.

Arrangement: By document type.

This series contains orders, regulations, and bulletins issued by organizations to which the War Transportation Committee was subordinate such as the New York State War Council, the federal Office of Defense Transportation, Office of Defense Health and Welfare Services, Office of Price Administration, and Federal Security Agency. They were used by the committee to guide

its efforts in coordinating the conservation of transportation resources. Issues detailed in these materials include rationing of fuel, rubber, and other automotive resources; bus, taxi, and automobile operations and restrictions; passenger and freight train regulations; and general transportation prohibitions. While most of the materials pertain to transportation issues, regional bulletins from the Federal Security Agency provide broad overviews of selected New York cities detailing demographics relating to health, transportation, and other issues.

A4397. Field Agents Supervision Files, 1942-1945. 5. 4 cu. ft.

Arrangement: Organized into three subseries: Subseries 1, Field Agents' Reports, 1942-1945, 2 cu. ft. , and Subseries 2, Field Agents' Correspondence Files, 1942-1945, 3 cu. ft. , are geographical by region. Subseries 3, General Instructions to Field Agents and Local War Transportation Administrators, 1942-1945, 0. 4 cu. ft. , is chronological.

Like other War Council agencies, the War Transportation Committee (WTC) directed field agents to execute its programs and supervise local war council efforts. The WTC divided the State into six regions: Buffalo, Rochester, Syracuse, Utica, Albany, and New York City. One field agent in each region acted as liaison for the WTC, providing advice to local programs, implementing WTC programs in their regions, and working with the WTC in resolving local transportation problems or disputes.

This series contains reports, correspondence, pamphlets, and newspaper clippings documenting the work of, and the committee's supervision of, field agents in their efforts to conserve transportation resources. Field agents' reports contain weekly summaries of each agent's activities including meetings attended, local war councils visited, and individuals consulted. Typical subjects reported on include car pooling; bus transportation and schedules, including charter bus lines; staggered work hours to alleviate congestion; the optimization of traffic patterns; program advertising and promotion; at-home vacations; coordination of programs with local rationing boards; and the purchase or disposal of transportation equipment. Reports from the New York City region are not in this series.

Correspondence in this series often contains more specific details on particular problems or concerns. Of particular note is correspondence from field agents to the WTC office regarding unionized transportation workers and the WTC's programs. Also, in late 1944 an assessment survey of local transportation capability was conducted and it is found in many files. It noted the status of car pool programs, bus usage, and vehicles' operating condition. Also found in this series are published reprints of government publications and periodical articles concerning transportation conservation from federal programs and other agencies and organizations concerned with the conservation of transportation resources. Some newspaper clippings related to war transportation are also found in this series.

A4395. Omnibus and Charter Bus Route Request Files, 1942-1945. 12. 8 cu. ft.

Arrangement: Alphabetical by county, then divided by petitions for omnibus routes and charter bus routes.

The War Transportation Committee was responsible for ensuring that bus routes started during the war did not overlap with existing routes and waste precious automotive resources. Organizations were required to apply to the committee for permission before initiating new omnibus or charter bus lines. This series contains correspondence, petitions, maps, and other documentation for each new bus service line request. Each file folder holds one request and may contain a description of the route, including beginning and ending points and stops; existing transportation services along any part of the route; days and times of service; necessity of route (usually the provision of transportation for war plant workers); maps of proposed routes; and the committee's approval or denial of the request (with explanatory remarks in the case of denials). The majority of requests are for charter bus routes.

Finding aids: Container list.

A4396. School Bus Route Review and Certificate Renewal Files, 1943-1945. 16 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, School Bus Route Review Files, 1943, 7 cu. ft. ; and Subseries 2, School Bus Route Certificate Renewal Files, 1943-1945, 9 cu. ft. Both are alphabetical by county, then arranged by school district.

The War Transportation Committee was responsible for promoting and ensuring the efficient use of transportation resources such as rubber and fuel. As part of this duty, the United States Office of Defense Transportation directed the committee to review school bus routes to ensure that buses were employed according to regulations designed to minimize school bus usage while still providing adequate transportation for school children. School districts were required to submit to the War Transportation Committee detailed plans of their school bus routes each year.

This series contains correspondence, memoranda, maps, and forms documenting the War Transportation Committee's supervision and review of school bus routes. A typical school district's file includes a form with the county, local school unit, and date at the top, which lists name of school served or destination, bus seating capacity, number of elementary and secondary school students served (and the number less than two miles from school), and the time en route per trip; daily round trip mileage with and without pupils; and number of days each bus operates per quarter. The file also usually includes another form, also with the county, local school unit, and date at the top, entitled "Data on Mileage, Gallons of Gasoline, and Ownership" which lists mileage by quarters of 1943 for routes and trips, inspection and refueling, and total mileage. The form also lists the total gallons of gas consumed each quarter, and the war certificate number issued for each bus's operation. Both forms were issued by the Office of Defense Transportation.

Other items found in the file may include road maps, some hand drawn, outlining proposed bus routes; memoranda from a committee staff member detailing revisions required in the school district's plans; a questionnaire from the War Transportation Committee used to ensure that efficient practices were employed and that other War Council programs such as the Office of

War Training's School Bus Driver Training Program were utilized; requests from school districts for exemptions from the mandated limits stating the circumstances requiring the exemption and the committee's response; and routine transmittal correspondence between the committee and the school district (usually the superintendent). This series also contains materials relating to the renewal of school bus route permits.

Finding aids: Container list.

A4402. Charter, Omni-, School, and Summer Camp Bus Application Request Tracking Files, 1942-1945. 2 cu. ft.

Arrangement: Request tracking forms: Arranged by request-type, then alphabetical by county or organization name. Card file: Arranged by request-type, then alphabetical by name of applicant.

The War Transportation Committee (WTC) was responsible for ensuring that bus routes started during the war did not overlap with existing routes and waste precious automotive resources. Organizations were required to apply to the committee for permission before initiating new omnibus or charter bus lines. This series contains forms and index cards created by the WTC to track each county's or organization's request for bus transportation. The forms list the applicant, proposed route, sometimes its purpose, and the date when the line was discontinued, if it was approved. Forms exist for charter bus, omnibus, and summer camp bus lines. The card file is divided into charter, school, and omnibus lines. Each card lists the applicant, company or organization, destination or route, purpose, the date request received, and the date acted upon.

A4405. School Bus Regulation Exemption Request Correspondence, 1943-1945. 1 cu. ft.

Arrangement: Alphabetical by county, then by school.

This series contains correspondence between the WTC and local schools in which exemptions to school bus regulations were requested. A typical request was that bus routes be shorter than the legal minimum due to heavy traffic patterns or a lack of sidewalks, which threatened the safety of child pedestrians. Another common exemption request concerned the purchase of new buses; these were usually accompanied by a justification for the need. The WTC's response and an explanation for its decision are usually found with each request.

A4398. Special Charter Bus Permit Request Correspondence, 1942- 1945. 5. 4 cu. ft.

Arrangement: Chronological by year, then alphabetical by region, then alphabetical by county.

The War Transportation Committee (WTC) was responsible for promoting and ensuring the efficient use of transportation resources such as rubber and fuel. Working through the local war transportation administrators or regional field agents in the six WTC regions (Albany, Buffalo,

New York City, Rochester, Syracuse, and Utica), organizations were required to apply to the committee for permission before chartering a bus. This series contains correspondence primarily between local war transportation administrators and the War Transportation Committee regarding the issuance of charter bus permits. These requests were usually for one-time-only trips, though some requests for semi-regular service (such as for summer camps) are also found in this series. Often letters from the organizations seeking the charter bus permits (or interested third parties) are found. Both types of correspondence detail the trip, destination, miles, date, time, type of bus, and reason for the trip. A file containing correspondence between the regional field agent and the WTC is usually found at the start of each region's files. The correspondence discusses the same topic as noted above, though other issues infrequently discussed include equipment acquisition, distribution, and status.

A4400. Publicity Files, 1942-1945. 1 cu. ft.

Arrangement: Arranged by topic.

The War Transportation Committee utilized newspapers, radio, billboards, and posters to promote car pooling, bus use, and conservative driving habits. This series contains correspondence, broadsides, posters, and newspaper clippings documenting the committee's efforts to promote the conservation of transportation resources. The correspondence is primarily between the committee and the War Council's public relations agency, the War Information Service, and other organizations, federal and private, involved in the war effort. Also found is information on the "Double-up" sticker program, in which cars that participated in car pools or group rides received special window stickers.

Finding aids: Folder list.

A4404. Complaint Correspondence File, 1943-1945. 1. 8 cu. ft.

Arrangement: Alphabetical by county.

This series contains correspondence between the War Transportation Committee (WTC) and its subordinate organizations detailing complaints and problems regarding WTC programs and decisions. This series documents the committee's efforts to enforce both State and federal wartime energy and resource regulations. Issues discussed include charter bus regulation; school bus routes (routes followed, length of routes, speeds travelled); gasoline ration allotment; and continuation of routes. Typical complaints originated with parents who wished to move their children's school bus stops closer to their homes or to have their children be given the right to ride the school bus. Other common complaints concerned gasoline rationing inequities or the cancellation of charter bus routes.

A4408. General Program Subject Files, 1943-1945. 6 cu. ft.

Arrangement: By topic.

This series contains correspondence, memoranda, pamphlets, reports, and brochures pertaining to the War Transportation Committee (WTC) program and its efforts to conserve transportation resources. Topics covered include school bus use limits; charter bus use; fuel allocation; automobile conservation hints; summer school bus requirements; industrial plants' staggered work hours; and new equipment purchase requests. Materials detailing the WTC's work with its various subcommittees and its advisory committee, as well as the federal Office of Defense Transportation, are also found.

Salvage Division

A4350. Instructive Releases Sent to Local Salvage Committees, 1943- 1945. 1 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, General Releases to Local Committees, 1943-1945, 0.75 cu. ft., and Subseries 2, Releases to Local Committee Chairmen, 1943-1945, 0.25 cu. ft., are both numerical by release number.

This series contains releases sent to city and county salvage committees and committee chairs to keep them apprised of specific salvage needs and campaigns and to inform and motivate salvage committee volunteers. Each release has sections devoted to specific salvage items such as waste fat, tin, paper, and scrap metal, and includes collection figures, directions, quotations, national program descriptions, and indications of how these materials were used in the war effort. Exemplary salvage efforts from around the state are reported in these releases. Included is an index for releases 1 through 199, but only releases numbered from 197 to 380 are found in the series. A few leaflets, posters, and stickers, designed to publicize, inspire, or educate the general public are also found.

This series also contains brief letters sent from the Salvage Division to all city and county salvage committee chairmen to inform them of salvage needs and to advise on programs. Most address a single issue such as specific salvage needs, suggestions for programs, the availability of promotional and instructional material, government policy, requests for information, and quota figures intended to keep the chairmen notified of success rates. Many of the letters were sent with booklets, advertising mats, brochures, and scripts and some of those items are found within the series. Also found is a list of local salvage committee chairmen dated February 15, 1945.

Finding aids: Folder list.

A4351. Federal Advisory and Instructional Releases and Promotional Material, 1942-1945. 2.5 cu. ft.

Arrangement: Arranged by topic.

This series documents how the activities of the Salvage Division were directed, coordinated, and informed by the United States War Production Board (WPB). The series includes federal releases describing what materials were to be salvaged, directing the State division on how to proceed with salvage campaigns, and listing available promotional materials; correspondence between the Salvage Division and the WPB's Washington and regional New York City office regarding questions of policy, the resolution of problems, and the ordering of promotional materials; bulletins from the WPB to field executives detailing administrative procedures and policies on issues such as travel authorization, salaries, and office supplies; bulletins and newsletters about salvage efforts across the nation intended for general audiences; bulletins issued by the WPB's General Salvage Section, Bureau of Industrial Conservation to state chairmen and executive secretaries across the nation to keep them informed of salvage procedures; index for bulletins 1 through 369 (only bulletins 2 through 200 are included in the series); Manual of Administrative Instructions sent to all executives of the WPB, and sections of another WPB manual regarding the establishment, abolition, and restructuring of policies, procedures, and organizations; promotional and instructional materials such as posters, flyers, booklets, newspaper clippings, print advertising mats, and a folder of radio and play scripts; blueprint of a machine used to cut and process tin cans, with photographs and negatives of workers operating the device; and a General Dwight D. Eisenhower Award medal (filed under "General MacArthur") which was presented by the WPB to individual Boy Scouts for outstanding paper collection efforts.

Finding aids: Folder list.

A4352. Field Representatives' Correspondence and Report Files, 1945. 0.75 cu. ft.

Arrangement: Alphabetical by field representative's last name.

This series contains correspondence, memoranda, travel and expense vouchers, and weekly itineraries and reports which document the activities undertaken by the Salvage Division's field representatives in their effort to coordinate, advise, and oversee the city and county salvage committees. The number of reports filed and the amount of information contained in them vary greatly among the representatives. When included, reports focus on the coordination of specific local salvage campaigns, meetings with local committee members, and efforts to persuade reluctant agencies and individuals to participate fully in salvage efforts. Also included are memoranda issued by the Albany office to all field representatives to apprise them of policies, procedures, available promotional material, and specific salvage needs. Correspondence between Albany and the United States War Production Board's regional office reveals a general satisfaction with the work of the field representatives, though problems did arise because of unnecessary travel and spending, poor record keeping, and misrepresentation of the division. Also included are newspaper clippings sent by field representatives regarding salvage issues and efforts in their jurisdiction. A job description filed under "H. W. Roberts" details the responsibilities of the field representatives.

Finding aids: Folder list.

A4353. Advisory Correspondence with Local Salvage Committees, 1944-1945. 2 cu. ft.

Arrangement: Alphabetical by city or county.

This series reveals the activities of the city and county salvage committees and their coordination of local salvage efforts, particularly those concerning periodic waste paper and tin collection drives. Correspondence includes letters from the committees describing their programs and requesting assistance and promotional materials; supportive and congratulatory letters from the Salvage Division to committee chairmen; letters between the Salvage Division and cooperating agencies, businesses, and individuals concerning the resolution of problems; and routine letters regarding the shipment of promotional materials and awards to children for outstanding service. Field representatives' reports about the activities of the local committees are included if the reports raised issues that required follow-up correspondence. Newspaper clippings detail local salvage issues and announce salvage drives. Some very brief reports from committee chairmen giving tin salvage figures are included.

Finding aids: Folder list.

A4354. Correspondence with Cooperating Businesses, Agencies, and Individuals, 1942-1945. 3 cu. ft.

Arrangement: Alphabetical by institution or individual's name.

This series reveals how the Salvage Division coordinated the activities of various businesses, agencies, publicity organizations, schools, waste processors and dealers, and individuals involved in salvage efforts across the State. The series includes letters detailing policies and procedures and describing salvage priorities; congratulatory letters sent from the Salvage Division; requests to the division for printed publicity materials; news releases from the United States Office of Price Administration regarding price ceilings on waste products; news releases from the United States Office of Defense Transportation and letters to that office regarding the Salvage Division's recommendations about individual applications for extra gas or vehicle allotments; and releases from the regional office of the United States War Production Board regarding travel regulations; instructional and promotional materials such as booklets, leaflets, newspaper clippings, advertisement mats, and corporate in-house publications; and routine housekeeping records such as the travel vouchers of the executive secretary and his assistant.

Nursing Council for War Service

A4277. Recruitment and Classification Files, 1942-1945. 24.5 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, Administrative Files, 1942-1945, 1 cu. ft., has no apparent arrangement. Subseries 2, Classification Files, 1942-1943, 23 cu. ft., is alphabetical by name.

This series contains information on the War Council's efforts to attract women into the nursing profession in order to alleviate the acute shortage exacerbated by World War II and to assist in the recruitment of nurses into the armed services by keeping a roster of nursing personnel.

This series contains minutes, correspondence, memoranda, monthly reports, press releases, form letters, and publicity materials revealing the council's efforts to organize themselves and their recruiting efforts. Included are missives from the national to the State organization and communications from the State to local groups. Minutes from the national organization detail the number of nurses each state was asked to recruit and the states' response. Organizational efforts including information on how to direct local nursing councils and manage problems with recruitment are also discussed. Minutes from the New York State Nursing Council's Procurement and Assignment Committee reveal local chapters' efforts with recruitment and classification of nurses. Found throughout this series are the council's recruitment strategies promoting nursing as a valuable, patriotic career that was compatible with motherhood and family life.

This series also contains a wealth of demographic data on the classification forms collected by the Procurement and Assignment Committee. The inventory was done to assess the size, capability, and availability of the nursing force available for war service. These forms detail information on about two-thirds of all nurses residing in the State of New York during World War II, including name; address; place of employment; position; date of birth; marital status; number of dependents under and above 14 years old; physical handicaps (if any); classification rating; reasons for a temporary deferment (if one were granted); and date of availability. The form also includes the name and address of the originating county's procurement and assignment committee agent, the date of action, and the reasons for a deferment. (Reasons for a deferment included work in an "essential position," poor health, having young children, or being under age 25 and single.)

A4281. Newspaper Clippings Scrapbook, 1943-1944. 0.3 cu. ft.

Arrangement: By subject, then chronological.

The scrapbook, labeled "Sample newspaper clippings, September 1943 to April 1944," is comprised solely of clippings from New York State publications. Each clipping has the name and date of the publication from which it originated. It details the student recruitment efforts, activities of local nursing councils, and nursing issues, including the nursing shortage and post-war planning for the nursing profession. It was collected by the Nursing Council to partially document the many activities with which it was involved.

Office of the Mileage Administrator

A4243. Government Agency Automobile Usage Rationing Coordination Files, 1943-1945. 2 cu. ft.

Arrangement: Alphabetical by division name or subject.

Milton Alpert served as the departmental mileage administrator for the War Council. The duties of the office were to supervise the operation of privately owned vehicles used for official, departmental business; to examine and pass on gasoline and tire applications; and to keep an up-to-date record of the mileage covered by such vehicles. This series contains correspondence, bulletins, travel vouchers, and file cards relating to the administration of rationing procedures as part of the office's duty to conserve resources. The travel vouchers provide miles per gallon, time period covered, and type of ration coupons used, for the various agencies of the War Council. The card file lists all State employees who used a personal car on official business and contains the name, address, and duties of the employee; the department employer, address, and departmental mileage administrator; and (sometimes) an explanation of job duties which required automobile use. The cards also tracked the requests of each employee (gasoline needed per month, tires, tubes, renewal, or supplemental). Other files contain correspondence between Alpert and other government officials regarding the enforcement of regulations at the local level, reductions in or additions to individuals' mileage allotments, and the settlement of disagreements between State and local authorities. Included are lists of local mileage administrators and various government departments' mileage administrators.

Semi-weekly bulletins from the federal Office of Price Administration (OPA) detail new regulations and amendments concerning gasoline and tire rationing. They also report different states' reductions in consumption. Quarterly reports to the OPA from New York State delineate the number of vehicles in use in each department, the types of vehicles, and the miles driven in public service.

Finding aids: Folder list.

War Information Service

A4314. Information Coordination Correspondence with State and War Council Agencies, 1942-1943. 0. 5 cu. ft.

Arrangement: By subject.

This series contains mostly perfunctory correspondence between the War Information Service and other agencies involved in war work as part of the office's duty to coordinate information about home front programs. The correspondence discusses information to be included in annual reports or information which the office was to disseminate in press releases. Some carbon-copy letters exchanged between agencies (apparently sent to the office for informational purposes), requests to federal agencies for various materials, and a small amount of material relating to publicity strategy are also found.

Finding aids: Folder list.

A4315. Public Relations Coordination Files, 1943-1944. 0. 5 cu. ft.

Arrangement: By subject.

This series contains correspondence, memoranda, and a small amount of posters, broadsides, and pamphlets detailing several aspects of the service's coordination of public relations for the War Council. The series includes "clipping summaries" which briefly describe a press release and list the newspapers which carried it; files of Alice Tierney Scanlan, an assistant in the service who worked with the War Transportation Committee, containing information on car pooling and tire rationing publicity strategies, in addition to some posters and broadsides; correspondence with other agencies (War Nutrition Services and Emergency Food Commission in particular); some director's material, possibly passed on to assistants for handling; discussions of the "Sappy and Silly Sabotire" comic strip, which was used to promote tire and automobile rationing; internal letters and memoranda regarding the office routine; and other related documents including pamphlets for promoting other War Council activities.

Finding aids: Folder list.

A4316. Official Bulletin Coordination Files, 1941-1944. 2. 25 cu. ft.

Arrangement: By topic.

This series contains correspondence and mailing lists related to the publication of the War Council's Official Bulletin which was published to keep informed all War Council agencies, local war councils, and other agencies involved in war work. Records from the War Information Service director and the Official Bulletin's editor contain the minutia of running a monthly publication including mailing lists, and correspondence with publishers, subscribers, and local war council officers. The majority of the files in this series contain mailing lists and subscribers' correspondence, which provide information on the changing personnel of local war councils. Also found in this series: letters from business people volunteering for war work; the Official Bulletin's editor's files containing information about his work; War Information Service radio scripts and amusing letters to other War Council colleagues; photographs and posters from various agencies; and requests for reprints of official orders issued by the War Council.

Finding aids: Folder list.

A4317. Media Releases, 1942-1944. 0. 25 cu. ft.

Arrangement: By topic.

This series contains press releases from the War Information Service to inform various media about accomplishments of War Council agencies and members. Topics covered include agriculture, health, and nutrition issues; civil defense; nursing; salvage; and war transportation.

Division of Public Relations

A4285. Defense Digests and Official Bulletins, 1942-1945. 0.7 cu. ft.

Arrangement: Chronological.

Even before the bombing of Pearl Harbor, the War Council's predecessor, the New York State Council of Defense, started publishing the semi-monthly Defense Digest which was "devoted to defense activities of state departments and local defense councils" in order to keep all branches of the Council informed of each subgroup's activities. The four-page newsletter contained photographs and reported on salvage collection, evacuation plans, vocational training, health field activities, recruitment, volunteer activities, civil defense issues, labor/work force issues, and rationing.

Started in October 1941, the newsletter expanded to an eight-page tabloid-size format in June 1942. One month later, the War Council's Office of War Information took over publication and the format changed yet again to a booklet form ranging from upwards of 16 pages per issue. Retitled New York State War Council Official Bulletin, the publication contained no photographs or feature stories but only War Council orders, regulations, communications, and directives, though on the same issues which its predecessor covered. In March 1944, the Office of War Information was abolished and the Division of Public Relations assumed the responsibilities of publishing the Official Bulletin. In May 1944, the format changed once again, reverting back to the tabloid format and a content similar to the Defense Digest, though some War Council communications and directives were sometimes included. (The third and fourth format changes resulted in the volume number reverting to Volume I.)

Finding aids: Folder list.

Indexes: Official Bulletins contain indexes in the following issues: Vol. I, #13; Vol. II, #4; Vol. II, #18; Vol. II, #43; Vol. III, #7; and Vol. III, #19.

A4347. Newsletter Photograph Printer Negatives, ca. 1942-1944. 1 cu. ft.

This series contains over thirty-six printer's offset plate negatives set on woodblocks. The negatives were used in the publication of the Official Bulletin and Defense Digest, both published to keep volunteers and administrators informed of War Council activities. The reversed halftone images depict State and local war council members or members of the public involved in war work. Also found in this series are approximately 40 Civil Defense ribbons.

A4287. Home Front Information Publications File, 1942-1945. 8 cu. ft.

Arrangement: Alphabetical by title.

This series consists of publications from national, State (including other War Council agencies), and private organizations involved in war work collected by the Office of War Information to assist the office when informing citizens about war-related activities on the home front. Pamphlets, booklets, brochures, and other printed material about salvage drives, civil defense issues, rationing, agricultural practices, war bond drives, cooking and homemaking, morale issues, and first aid, among other topics, are found.

Finding aids: Item list.

Division of Records

A3081. Inventories of State War-Related Agency Records, 1940-1945. 1 cu. ft.

Arrangement: Alphabetical by agency name.

The inventory was conducted in 1945 by War Council staff as authorized by an amendment to the War Emergency Act providing for this inventory to assure proper care, control and custody of these records. This series consists of inventories of records generated by the State War Council, its subdivisions, and other State agencies conducting war-related activities. The standardized inventory sheets contain information on: creating agency and subdivision; agency and custody; title and brief description; inclusive dates; existence of other copies; frequency of use; method of filing; form and size of material; container type; persons interviewed; and disposition (destruction, retention by agency, transfer to War Council headquarters for retention).

A detailed discussion of the inventory is in: Karl D. Hartzell, "Home Front Records of New York 1940-1945: The Problem of Disposition," *American Archivist*, April 1946.

Finding aids: Folder list.

A4236. Research and Drafts Files for The Empire State at War: World War II, 1944-1948. 3.2 cu. ft.

Arrangement: Organized into two subseries: Subseries 1, Chapter Drafts and Reviews, 1944-1949, 2 cu. ft., is numerical by chapter. Subseries 2, Interview Files, 1944-1947, 1.2 cu. ft., is alphabetical by last name of interviewee or topic.

This series contains Karl D. Hartzell's research documents, correspondence, interviews, notes, and portions of chapter drafts of his book *The Empire State at War: World War II*. It provides

information regarding the organization and coordination of industry, the population, and the State towards war production and civil defense compiled by Hartzell to assist in the writing of his book. Titles for the nine chapters contained in this series are: Coming Events Cast Their Shadow, 1940- 1941; The Organization of New York State for National Defense; State Aid to Federal Programs; Production for War; Defense of the Home Front; The Mobilization and Direction of Volunteers; Agricultural Production and Nutrition; War Transportation; Maintaining the Efficiency of the Individual; and Results and Conclusions. Records pertaining to the other chapters to the book (Chapters IX-XII) were not included with this series.

This series contains correspondence, memoranda, minutes, reports, manuals, screenplays, news releases, speeches, and ephemera detailing various War Council agencies' activities which were used to compile the chapter drafts found in this series. This information was usually provided by agency officials interviewed by Hartzell. Also found is correspondence between Hartzell and individuals sent drafts of the chapters for review. Transcripts of interviews conducted by Hartzell with War Council administrators are also found in this series, as is supplemental information they provided to Hartzell about their agencies' work.

Finding aids: Folder list.

***A4245. Local War Council Records Inventory Forms and Correspondence, 1945-1946.
2 cu. ft.***

Arrangement: Alphabetical by city or county name.

In 1945, the War Emergency Act was amended to authorize the War Council to provide a uniform method for the care, custody, control, and disposition of records maintained by the 108 local war councils in New York State during World War II. This was part of a larger survey designed to inventory all War Council records created under the authority of the War Emergency Act. The purpose of this part of the survey was to inventory local war council records in order to insure the retention of those records deemed to be of permanent historical value, and to determine which of the two or three available local repositories should receive these records for storage. Local war councils were otherwise permitted to include for permanent retention any remaining records they wished to preserve, with the exception of personnel cards and enrollment blanks containing information of a highly personal nature. These were marked for destruction by the War Council. Examples are occasionally included in the folders.

This series contains the correspondence and standardized Inventory of Records forms (Inventory Check Sheets) used for the New York State War Council's records inventory of the holdings of local war councils. The Inventory Check Sheets contain the following information: creating agency; subdivision; agency of custody; address of depository; title and brief description of series; inclusive dates; existence of duplicates, frequency of use, method of filing, records form and size, and container type; persons interviewed; and disposition. Correspondence files maintained by agencies within the local war councils are listed alphabetically on the back of appropriate inventory check sheets. Files on individual cities and counties vary greatly in scope

and content. Particularly rich files exist for Buffalo, Corning, Ithaca, Nassau, New Rochelle, Monroe, Rochester, Schenectady, Syracuse, Tompkins, and Westchester.

A detailed discussion of the inventory is in: Karl D. Hartzell, "Home Front Records of New York 1940-1945: The Problem of Disposition," *American Archivist*, April 1946.

Finding aids: Container list.

A4296. War Records Program Organization File, 1943-1945. 1 cu. ft.

Arrangement: Alphabetical by county, then by state.

This series contains correspondence between State Historian Albert Corey and numerous county and local historians regarding the disposition of home front war records. This operation was undertaken as part of the State Historian's role to help preserve the State's heritage, and the records created in this series were later used by the War Council's Division of Records when it assessed local home front records. The letters discuss the appointment of local historians, potential repositories, and other matters pertaining to post-war plans for the records generated as part of the war effort. Included are lists of the names and addresses of local directors of civilian protection, civilian mobilization, and local war councils. Also included are materials from other state war councils which either answer inquiries or ask for information regarding war records programs.

Finding aids: Folder list.

A4297. World War II Home Front Activity Information Preservation File, ca. 1943-1946. 0.5 cu. ft.

This series contains publications about home front activities such as salvage, child care, education, and collection of war records. These records were kept as part of the organization's efforts to document the war effort on the home front. Included is a nearly complete run of the *Yonkers Home News*, a publication written for distribution to Yonkers servicemen stationed around the world. A pamphlet entitled *Organizing Your Community For War Records Work*, published by the National Jewish Welfare Board, describes efforts which should be undertaken to preserve records of Jewish participation in the war effort. Also found are several issues of the *Ossining Courier*.

Other Records

A4284. Hospital Staff Draft Status Classification and Recruit Screening Files, 1941-1945. 1 cu. ft.

Arrangement: By broad topic; therein hospital staff files are alphabetical by location of hospital.

In addition to its normal duties of promoting mental health in the State of New York, the Department of Mental Hygiene assisted the State with various wartime mental health-related tasks during World War II; primarily, it conducted psychological screening of recruits for the Selective Service. As with several other State agencies, the department's war work was conducted in conjunction with and under the auspices of the War Council, which coordinated all of New York's home front activities. The Department of Mental Hygiene provided over 40% of the total psychiatric personnel at the military's induction stations who conducted brief questioning sessions with each recruit to determine if he was a possible psychological liability. From this session, a further background check would be completed on recruits suspected of having psychological problems, including consulting with other State agencies to ascertain if a recruit had ever been hospitalized for a previous mental condition. During the war over 450,000 men were examined and 3,200 identified as probable liabilities. In addition to screening recruits, the department also transferred three institutions with a total of over 5,000 beds to the Army for use as general facilities. The department also undertook to educate the public to meet the strain of the war by providing lectures and radio talks to air raid warden and defense groups. It also produced several well-received pamphlets on citizen morale.

This series contains correspondence and memoranda between staff relating to the department's efforts to prevent its hospital personnel from being drafted by classifying them as essential to operations. Also found are records detailing the department's work screening recruits for the Selective Service, which was part of its task in promoting mental health. These records discuss policy considerations such as confidentiality and screening criteria including serious delinquency, perverted sexuality, and a family history of serious mental conditions. The inability of certain institutions to safeguard confidential information is also frankly discussed.

Finding aids: Folder list.

A3083. Petitions from the Bronx Coordinating Committee for Child Care, ca. 1944. 1 cu. ft.

The Coordinating Committee circulated these petitions requesting the governor to establish adequate child care facilities in New York City. The petitions are on standard printed forms and are signed by residents of Bronx County.

A4392. Home Front Goals Promotion and Instruction Audio-Visual Materials, ca. 1942-1944. 5.2 cu. ft.

Much of the War Council's work focused on informing the general public on home front war goals and providing instruction on the methods to achieve them. This series contains audio-visual materials including filmstrips, black-and-white photographs, slides, posters, and phonograph records employed to this end. Included are posters, including billboard size posters, from the War Transportation Committee promoting driver safety and automobile conservation; color

slides demonstrating home canning; a filmstrip from the U.S. Office of Civilian Defense entitled "Battle Strategy for the Home Front"; a filmstrip on home safety; black- and-white photographs of diverse War Council activities; phonograph recordings, including one of Lieutenant Governor Charles Poletti speaking on discrimination in employment, one on civil defense ("When Bombs Fall"), and one explaining the Block Plan; and an organizational chart of the War Council's Division of War Records and its organizational relationship with the State Education Department's Division of Archives and History.

A4322. Abbot Low Moffat's Advisory Correspondence, 1941-1943. 1.5 cu. ft.

Arrangement: Alphabetical by subject.

Abbot Low Moffat was an assemblyman from New York City (15th District) from 1929 to 1943. From 1938 to 1939, he served as the chair of the Ways and Means Committee. From 1941-1943, he also served on the War Council. This series contains correspondence between Moffat, War Council officials, and others involved in State war work relating to many War Council activities which Moffat helped oversee, including agricultural aid, child care, civil defense, anti-discrimination work, housing problems, rationing, salvage, and war transportation.

Finding aids: Folder list.

Publications and Information

A3091. War Information Publications File, 1941-1945. 5.5 cu. ft.

Arrangement: Alphabetical by topic or agency publishing material.

This series consists of printed annual and special reports, handbooks, pamphlets, posters and training materials issued by State and federal agencies involved in the homefront effort. The publications provide civilians with information on numerous war related issues and deal with a wide range of social and economic issues relating to war efforts underway. Among the subjects included are civil defense; commerce; discrimination in employment; economics; education; emergency medical training; health and nutrition; job recruitment; labor; nursing; physical education; rationing; and war training.

Finding aids: Item list.

A4289. Citizen Assistance and Preparation Films, 1942-1943. 1 cu. ft.

This series contains five black-and-white, 16 mm films produced by the Department of Health singly or in conjunction with the New York State War Council. These films explain the programs of the Health Department or War Council which offered aid or advice to citizens. With these

films, these government bodies hoped to alleviate citizens' concerns about wartime disruptions of their lives and to boost efficiency and productivity. A description of each film follows.

What of Your Child? (approximately 200 feet or 4 minutes) explains the program of the War Council's Committee on Child Care: who is eligible, what risks are avoided by enrolling a child in the program, what activities and age groups are involved. The film starts with Governor Thomas E. Dewey explaining that because of the great need for labor, women, including mothers, must work, and therefore child care has been set up to facilitate this. This film includes many shots of children at play.

Quit Worrying! (approximately 200 feet or 4 minutes) explains the New York State Children's Bureau and the obstetric services which can be obtained through the bureau for the wives of military personnel. It explains who is eligible for its programs and details the benefits available. The beginning and end of the film feature flags, music, and people of various European backgrounds engaged in work and leisure activities.

Fighters in White (approximately 400 feet or 8 minutes) opens with shots of Hitler, Nazis, and swastika flags with a voice-over stating "How well they know what they fight against." This is followed by scenes of children playing and the voice-over states, "Well too they know the things they fight for!" The film then discusses air raid wardens and the War Council's Emergency Medical Service. It describes in detail the involvement of doctors, nurses, and the coordination of volunteers who will prevent casualties from bombings through the Emergency Medical Service, with the middle part of the film explaining the organization's hierarchy.

Four Point Safety Home (approximately 600 feet or 12 minutes) details accidents in the home and how they can be prevented, and discusses cost and frequency of specific types of accidents.

Local Health Problems in War Industry Areas (approximately 400 feet or 8 minutes) discusses health problems in Seneca County when a new ordnance depot brings a great number of temporary workers to the area, placing a strain on housing and water supplies. The Department of Health tested local wells for purity, trucked in pure water where needed, constructed new outhouses, arranged for temporary housing, and brought in nurses to tend to health care needs.

A4299. Photographs of War Council Agency Activities, ca. 1942- 1945. 2.2 cu. ft.

Arrangement: By subject.

This series contains over 300 black-and-white photographs (most 8 x 10) taken to document the activities of, and the individuals who worked for, the War Council. Photographs depict child care institutions, Chinese labor (as part of the Farm Manpower Service), the Emergency Food Commission, the Home Accident Prevention program, migrant labor camps, the Physical Fitness Office, publicity activities, salvage collection, U.S. Cadet Nurses, victory gardens, the War Bond program, and War Council officers and personnel.

Finding aids: Folder list.

History

A4292. History of Westchester County Defense and War Councils, 1940-1945. 0.8 cu. ft.(4 volumes)

Arrangement: Numerical by volume number.

The four bound volumes which comprise this series are, according to the foreword, condensed from the 31-volume complete version kept in the Office of the Westchester County Clerk, County Court House, in White Plains, New York. These volumes were presented to the New York State War Council in 1946. The condensed version and the larger complete history were compiled to document the efforts of this local War Council.

Volume 1 details the activities and sub-organizations of the Westchester County War Council including the health and sanitation committee; women's participation in the war effort; child care; nursing recruitment; community health; war transportation; civilian mobilization; industrial production; welfare committee; civilian protection; rationing boards; salvage drives; and war stamps and bonds. Names of specific programs, participants, and often a chronology of activities can be found for these organizations. Volume 2 contains bulletins (May 1941-January 1942), special orders (May 1942-May 1945), and general orders (May 1942-May 1945). Volume 3 contains regulations (May 1942-August 1944). Volume 4 contains circulars (May 1942-May 1945). All were issued by the Westchester County Office of Civilian Protection and concerned civil defense and civilian mobilization issues. The circulars also contain information issued from the federal government on interpretations of regulations.

Indexes: Within Volume 1 is a complete index to the full history.

A4365. Scrapbooks, 1941-1942. 1.5 cu. ft.

Arrangement: Chronological.

This series contains resolutions, Official Bulletins, correspondence, and booklets documenting events and actions taken by the Council of Defense and the War Council which were collected to document the work of these organizations. Many, if not all, of the documents found in this series duplicate records in other War Council series.

A4344. Organizational History Research File, 1941-1944. 1 cu. ft.

Arrangement: Arranged by agency or topic.

This series contains records from a wide array of War Council agencies detailing major events in the agencies' formation, the execution of their duties, or appointment of officers. They were apparently culled or collected from other records to document significant aspects of the council's history. Document types include monthly reports, meeting minutes, correspondence, resolutions,

programs, pamphlets, sample forms, and memoranda-of-understanding. Agencies or subjects represented in this series include: child care; New York State Division of Commerce; New York State Department of Health; New York State Department of Labor; Discrimination in Employment Committee; Farm Manpower Service; fire protection; Housing Division; labor safety program; Mutual Aid Water Supply; nutrition; New York State Employment Service; Office of Civilian Mobilization; physical fitness; police reports; production; rationing; salvage; State Traffic Commission; transportation; victory gardens; vocational training; War Information Service; War Training Program; and War Emergency Dispensation Act.

Appendices

Appendix A

Series Available on Microfilm

- A4277. Nursing Council for War Service. Recruitment and Classification Files, 1942-1945.
- A4278. Committee on Discrimination in Employment. Minutes and Investigations Files, 1941-1945.

Committee on Child Care, Development, and Protection

- A4279. Local Child Care Organization and Assistance Files, 1942- 1945.
- A4282. Mayor's Committee on Child Care for Schenectady Administrative Files, 1942-1947.
- A4283. Post-World War II Day Care Center Field Reports, 1944- 1947.

Executive Offices

- A4304. Agenda and Minutes, 1942-1945.
- A4343. Social and Economic Surveys of New York Cities, 1942.
- A4312. Progress Reports of War Council and State Agencies, 1941- 1945.
- A4301. Agencies and Local War Councils General Report Files, 1942-1945.

Office of Civilian Mobilization

- A4324. Local War Councils' and Field Representatives' City and County Activity Reports, 1941-1945.
- A4330. Local War Council Operating Reports, 1942-1944.
- A4331. Field Directors' Local War Council Master Reports, 1942- 1944.

Office of Civilian Protection

- A4300. Director's Correspondence with Local Civilian Protection Organizations, 1942-1945.

Division of Records

- A3081. Inventories of State War-Related Agency Records, 1940-1945.

Emergency Medical Service

- A4286. Survey and Planning Files, 1940-1945.

Salvage Division

- A4350. Instructive Releases Sent to Local Salvage Committees, 1943- 1945.
- A4352. Field Representatives' Correspondence and Report Files, 1945.
- A4353. Advisory Correspondence with Local Salvage Committees, 1944-1945.

Appendix B

Series Containing Significant Local (Town and County) Information

Executive Offices

- A4303. Executive Secretary's Correspondence with Local War Councils, 1942-1945.
- A4345. Local Defense Council Appointment Notification and Inquiry Response Correspondence, 1940-1941.
- A4312. Progress Reports of War Council and State Agencies, 1941- 1945.
- A4343. Social and Economic Surveys of New York Cities, 1942.
- A4346. Assistant to the State War Plans Coordinator's Agency Activity Coordination and Information Files, 1941-1945 (bulk 1942).
- A4360. State War Plans Coordinator's Correspondence and Information File, 1941-1942.
- A4362. Executive Secretary's Correspondence with Civil Defense Administrators, 1942.
- A4301. Agencies and Local War Councils General Report Files, 1942-1945.

Office of Civilian Mobilization

- A4340. Lists of Local War Council Chairs and Officers, 1943-1945.
- A3084. Correspondence with Local War Councils and Volunteer Agencies, 1942-1945.
- A4324. Local War Councils' and Field Representatives' City and County Activity Reports, 1941-1945.
- A4329. Local War Councils Newspaper Clippings File, 1941-1945.
- A4330. Local War Council Operating Reports, 1942-1944.
- A4331. Field Directors' Local War Council Master Reports, 1942- 1944.
- A4332. Address Lists of State War Council Agency Directors and Local War Council Officers, 1941-1945.
- A4337. Summary Charts of Volunteer Assignment Reports Received from Local Offices, 1943-1944.
- A4341. Civilian War Services and Civilian Protection Training Charts, 1943.
- A4342. Local War Council and Subordinate Agencies Card File, 1942-1943.

Committee on Child Care, Development, and Protection

- A4379. Local Child Care Organization and Assistance Files, 1942- 1945.
- A4282. Mayor's Committee on Child Care for Schenectady Administrative Files, 1942-1947.
- A4283. Post-World War II Day Care Center Field Reports, 1944- 1947.

Office of Physical Fitness

- A4367. Supervisory and Assistance Correspondence with Schools and State and Local War Council Agencies, 1942-1945. A4368. Field Representatives' Reports and Support Materials, 1942- 1945.
- A4306. New York City Regional Office Administration and Correspondence Files, 1942-1945.
- A4363. Requisitions for State Physical Fitness Certificates, 1943- 1946.

Office of Civilian Protection

- A4300. Director's Correspondence With Local Civilian Protection Organizations, 1942-1945.
- A4305. Director's Defense Preparedness Coordination Correspondence, 1941-1945.
- A4308. Eastern and Western District Deputy Directors' Local War Council Correspondence and Directives, 1941-1945.
- A4311. Director's General Administrative Files, 1942-1945
- A4387. Local War Council Volunteer Participation Information and Statistics, 1942-1944.
- A4389. Local Water Companies Survey and Equipment Inventory, ca. 1942. A4386. War Plant Protection Instructional Materials, 1942-1943.

Highway Repair and Debris Clearance Committee

- A4272. Equipment and Material Inventories, ca. 1941-1945.
- A4273. Personnel Files, ca. 1941-1945.
- A4274. Contractors Files, ca. 1941-1945.

Emergency Medical Service.

- A4286. Survey and Planning Files, 1940-1945.

State Fire Administrator

- A4357. Local Personnel and Equipment Inventories, 1942-1945.

Office of War Training

- A4381. Correspondence with Local War Councils and Other War Agencies, 1943-1944.
- A4373. School Bus Drivers' Training Program Administration and Certification Files, 1943-1945.
- A4380. Film Distribution Correspondence, 1943-1944.

War Transportation Committee

- A4395. Omnibus and Charter Bus Route Request Files, 1942-1945.
- A4396. School Bus Route Review and Certificate Renewal Files, 1943-1945.

- A4397. Field Agents Supervision Files, 1942-1945. A4398. Special Charter Bus Permit Request Correspondence, 1942- 1945.
- A4402. Charter, Omni-, School, and Summer Camp Bus Application Request Tracking Files, 1942-1945.
- A4404. Complaint Correspondence File, 1943-1945.
- A4405. School Bus Regulation Exemption Correspondence, 1943- 1945.

Salvage Division

- A4350. Instructive Releases Sent to Local Salvage Committees, 1943- 1945.
- A4352. Field Representatives' Correspondence and Report Files, 1945.
- A4353. Advisory Correspondence with Local Salvage Committees, 1944-1945.

Other Records

- A4292. History of Westchester County Defense and War Councils, 1940-1945.
- A4245. Local War Council Records Inventory Forms and Correspondence, 1945-1946.
- A4296. War Records Program Organization File, 1943-1945.
- A4297. World War II Home Front Activity Information Preservation File, ca. 1943-1946.