

FEDERAL RESERVE BANK OF SAN FRANCISCO
FISCAL AGENT OF THE UNITED STATES
EVACUEE PROPERTY DEPARTMENT

MEMORANDUM
April 2, 1942

NO. 8 - SUBJECT: Assembly Centers.

The following Press statement was released by the Wartime Civil Control Administration, Western Defense Command and Fourth Army, under date of April 1, 1942.

"Acquisition of six additional assembly centers for use in the evacuation of Japanese from Military Area No.1, comprising the Western portions of California, Oregon, Washington and Southern Arizona, was announced today by Lieutenant General J. L. DeWitt, Commanding General of the Western Defense Command and Fourth Army.

"Two of the centers are located in Arizona, two in Washington, and one each in California and Oregon. They will supplement the nine centers already announced in California.

"Arrangements have been completed for the use of the Salinas Rodeo grounds at Salinas, California, General DeWitt said. This location will accommodate 3000 evacuees until they are relocated. Housing is already under construction. Other newly designated locations are:

"Arizona--two former CCC camps, each to accommodate 300 evacuees. One is at Cave Creek Camp, 50 miles north of Phoenix, and the other is Mayer Camp, approximately 85 miles northwest of Phoenix. Both are being made ready for immediate use.

"Washington--Long Acres Race Track, near Seattle, and Puyallup Fairgrounds near Tacoma. The extent of accommodations at these points has not been announced.

"Oregon--Pacific International Livestock Exposition grounds near Portland, to accommodate 3000.

"General DeWitt further announced that the three centers in Oregon and Washington would probably have a combined accommodation for about 10,000 evacuees.

"The announcement emphasized that the so-called assembly points are to be used for the purpose of assembling evacuees who will later be moved to reception centers such as that established at Manzanar in Owens Valley, California, when the latter are made ready to receive them.

"The assembly points previously announced, including Santa Anita Race Track near Los Angeles, which is already in use, are located elsewhere in California, in or near Marysville, Sacramento, Stockton, Turlock, Merced, Fresno, and Pinedale, Fresno County, and Tulare.

"Construction work is already underway at the newly announced points."

SUBJECT: Use of Personal Property Form (WCCA FRB-2)

Evacuee's First Visit

These forms will be available at all WCCA offices, and normally will be handed to evacuees by the representative of the Federal Security Agency at such offices, at the time the Family No. is assigned. It is believed that the "Instructions to Owner" for the preparation of the form are complete and self-explanatory.

The evacuee should take 4 copies of the form to his place of residence for completion, including the "Personal Property Inventory List" on the reverse of the form.

Evacuee's Second Visit

All copies of the form should be returned to the Evacuee Property representative, who should check them for conformity, delivering one copy to the evacuee for his record.

It should be explained to the evacuee at this time, that any property not included in the Inventory List will not be taken from the residence at the time that the other items are removed therefrom. For example:

If a stove, refrigerator or any other item is found at the place of residence and is not included on the Inventory List, it will be assumed that such items belong to the landlord or that proper arrangements have been made with a finance company, or other person, for their disposition. This point cannot be too strongly emphasized.

It should be explained to the evacuee that all such items as stoves to be stored with us, should be disconnected and that wherever possible, goods should be crated for their protection, as we do not assume any responsibility for breakage, etc.

The evacuee should then be given a sufficient number of Storage Tags (WCCA Form FRB-1), bearing in mind at all times that the number of pieces indicated in the columns provided for that purpose on the Inventory List, would not necessarily indicate the number of tags needed. For example:

In moving and storing a grand piano, the three legs are removed therefrom, therefore, a grand piano might require 4 storage tags. Likewise, a bed will consist of the headboard, footboard, side rails, slats, springs and mattress, and consequently would require at least 6 tags. The storage tags must be completed by the evacuee, giving the family name, Family No. and indicating the office of issuance, i.e., San Francisco.

At this time arrangements must be made so that the furniture movers will have access to the property. If the keys to the premises are delivered to us, we should immediately attach Form VT 17D, which was not drawn for this purpose but which will suffice until such a form has been prepared. The evacuee's Family No. should be shown on this form, as well as his name and address - and most important, the name and address of the person to whom the keys are to be returned after the furniture has been removed from the premises. If the key is not delivered to us the evacuee must indicate on the form, the name and address of the person holding the key, who must be located in the immediate vicinity.

Drayage Instructions

The first copy of WCCA Form FRB-2 should be delivered to the person designated as a coordinator for the various moving concerns, who will take care of the furniture from this point to the time that it is actually delivered in our warehouse. The second copy will be placed with other similar forms, arranged numerically, and delivered to our representative at the warehouse. The third copy should be retained by our representative in the WCCA offices, in a numerically arranged file.

Delivery of Furniture at Warehouse

Arrangements have been made with the furniture moving people, not only to take care of the cartage but also to properly stack the furniture in the warehouse. Therefore, we will not receipt to the driver of the van, for furniture off the tail-gate, but rather will make our check of the inventory as the furniture is stacked.

On the Inventory List, immediately following the description of the article, the moving people will indicate, in the column headed "Article", the number of pieces which are being delivered. For example:

Piano, Grand - 4

Our representative, in checking the goods into the warehouse, will indicate the number of pieces in the column "Rec'd", which should correspond with that inserted by the movers, and we will receipt on a form provided by the movers for the total number of pieces indicated in the "Rec'd" column, rather than the number of pieces indicated in the column headed "Number of Pieces".

After the Personal Property Inventory List has been checked, the checker will retain the list until the end of the day, or some other convenient time, to be delivered to our representative at the WCCA office.

Because of the possibility that a great number of items, particularly refrigerators, have not been completely paid for, and it might therefore be necessary to examine these items for Serial Nos., etc., in connection with claims from the finance companies, we have requested that in storing the furniture, refrigerators be placed as close to the aisle as possible, so that they will be more readily available.

Office Routine

After the furniture has been properly stored, receipted for to the movers, etc., copies of WCCA Form FRB-2 will be returned to the Main Office of the Evacuee Property Department for proper distribution to the War Relocation Authority and the evacuee.