

Records

of the

Office of Civilian Defense

1940-1945

February 1999

**Hawaii State Archives
Iolani Palace Grounds
Honolulu Hawaii 96813**

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OFFICE OF CIVILIAN DEFENSE

INTRODUCTION

Governor Ingram Stainback established the Office of Civilian Defense (OCD) by Hawaii Defense Act Rule 2 on December 7, 1941, pursuant to authority granted by the Legislature of the Territory of Hawaii in §18 of the Hawaii Defense Act, Act 24, 1st Special Session, 1941.

The records, dated 1940-1945, include administrative, financial and operational files of various OCD agencies and in some cases personal files of the agency heads. They consist of directives, correspondence, lists, maps, plans, charts, etc. Originally, there were in excess of 130 cubic feet of records. Normally, the bulk of records created in an agency is not deemed to be of sufficient value to be transferred to the Archives. In the case of the OCD, most offices transferred all of their records. Not surprisingly, it was determined during processing that most of the records were not sufficiently valuable to retain. Approximately 75% were weeded by applying generally accepted archival principles and scheduling guidelines in the General Records Schedules of the State of Hawaii. For example, routine budget and personnel-related materials were weeded, as were training and education materials which did not provide unique insights into organization and functioning of the OCD. The remainder of the records, 34.21 cubic feet, were organized into 24 series, generally by provenance.

Most of the Records of the OCD were transferred to the War Records Repository of the University of Hawaii in 1945-1946 by the creating agencies. The records were used by the University as source material for preparation of a history of World War II in Hawaii (Gwenfread Allen, Hawaii's War Years, 1941-1945, Honolulu: University of Hawaii Press, 1950). When the University was finished with the records, they were transferred to the Archives, ca. 1946. The order in which the records were received from the University suggested that the order established by the creating offices had in some cases been altered. Original order, which could be determined from the bulk of the records, was restored during processing. In at least one case, records were transferred by the creating agency directly to the Archives. Finally, no records were received from a few OCD agencies known to have existed. However, evidence of their activities may be found in the records of other offices with which they interacted.

Access is unrestricted.

Additional information about the OCD in the Hawaii State Archives is contained in the Photograph Collection, the Artifact Collection, the Lawrence McCully Judd Collection (M-420) and the records of governors Poindexter and Stainback.

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AGENCY HISTORY

During the period 1939-1941, the ever-increasing danger of war prompted civil jurisdictions in Hawaii to undertake various preparatory defensive actions. In each county, a major disaster council was established to provide relief and welfare in the event of disaster or calamity. All phases of disaster relief were studied, including evacuation, firefighting, emergency feeding and emergency medical services. The need for territorial-level coordination prompted Governor Joseph Poindexter to call a Special Session of the Legislature in October, 1941, which *inter alia* passed the Hawaii Defense Act ("the M-Day Bill", Act 24, 1st Special Session, 1941). This Act granted the Governor emergency powers in case of attack on Hawaii. In November, 1941, the Governor appointed Mr. E.R.L. Doty to survey the civil defense needs of Hawaii and submit a plan for civil defense organization. This plan was incomplete when the Japanese attacked on December 7, 1941.

On that same day, Governor Poindexter issued Hawaii Defense Act Rule (HDAR) 1, whereby he assumed emergency powers per §18 of the Hawaii Defense Act, and HDAR 2, establishing the Office of Civilian Defense (OCD). At the same time, and with his concurrence, martial law was declared and the Office of the Military Governor (OMG) was established.

The OCD was responsible for all phases of civil defense as approved by both the Civil Governor and OMG. Mr. E.R.L. Doty was appointed Territorial Director of Civilian Defense, and immediately set up a military-style staff, composed of a Chief of Staff, Personnel Officer, Intelligence and Information Officer, Operations Officer and Supply, Transportation and Food Control Officer. Simultaneously, the county civil defense organizations (major disaster councils) were incorporated into the Territorial OCD. Functions for which the OCD became responsible were in three general categories, protective, informational and medical, and included construction of evacuation camps, construction of splinterproof shelters, establishment of first aid and gas decontamination stations and setting up an emergency feeding program. Whenever possible, OCD worked through and with existing organizations, such as the Public Works Department, the Board of Health and the various police departments. When necessary, OCD created offices, such as the Air Raid Wardens Division, to carry out specific functions. Obtaining personnel and supplies to carry out these functions, often in competition with military organizations for the same limited resources, constituted a major management challenge to the OCD early in the war.

On January 1, 1942, Mr. Doty resigned as OCD Director and Mr. Frank Locey was appointed in his place. On February 1, 1942, OCD employees went on the Federal payroll, and a reorganization of the OCD became effective. The new organization divided the Territorial OCD generally into function-based headquarters offices, divisions and sub-divisions with Territory-wide responsibility including: Personnel, Volunteer Placement Bureau, Finance, Press and Public Relations, Air Raid Wardens (originally Fire Wardens), Materials and Supplies Control, Emergency Medical Services (under which were: First Aid Stations,

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Emergency Ambulance Service, Civilian Emergency Hospitals, Blood Plasma Banks and Nursing Activities), Utilities Protection, Medical Supplies and Poison Control, Emergency Feeding, Protective Construction, Evacuation, Registration Bureau; and island OCD organizations, which mirrored for each island the setup of the Territorial OCD. Island OCD's existed for Hawaii, Kauai (which initially assumed the ration control function on that island, later transferred to the Office of Price Administration), Maui (initially including Lanai and Molokai, which later became separate divisions), and Oahu (under which were: Bomb Reconnaissance, Plans and Training, Demolition, Rescue and Repair, Gas Defense, Communications, Transportation, Mortuary and Burial, Women, and Rural Oahu--11 districts). Since the Territorial Director had to serve two masters in the Civil and Military governors, and since Territory-wide functions, such as bomb reconnaissance, were subordinated to the Oahu OCD, lines of communication and command and control could and did get crossed.

On November 1, 1942, Mr. Locey resigned and Mr. E.E. Black was appointed Director. He undertook a reorganization intended to streamline the lines of command to eliminate contradictions built into the earlier set up. He removed divisions with Territory-wide responsibility from Oahu OCD, including Plans and Training, Bomb Reconnaissance, Gas Defense, Communications, Mortuary and Civilian War Services (formerly Women's) divisions. At the same time, he divided Oahu into two Territorial divisions, City and Rural Oahu.

In addition to these two rather formal reorganizations, ad hoc organizational changes occurred from time to time, such as the transfer of several functions from OMG to OCD following the restoration of civil rights on March 10, 1943. The transfer of functions involved transfer of Territorial offices such as Food Control. Food Production, Liquor Control, Poison Control and Rent Control, as well as the Hawaii offices of Federal agencies such as the Office of Defense Transportation. Other ad hoc changes included the creation of the Office of Island Resident Return for a few months in 1943-1944, and the establishment of the Office of the Outside Islands Coordinator to manage neighbor island OCD organizations. Many such changes, although they can be detected in the records, are not well documented in the form of official announcements of their occurrence or of the resulting lines of authority.

As time passed following the Battle of Midway in June, 1942, the possibility that Hawaii would be invaded, or even seriously attacked, became increasingly remote. In consequence, funding of OCD was reduced incrementally. This necessitated lay offs of paid staff, halting of construction projects such as evacuation camps and the need to carry on remaining functions with a large volunteer force. Complacency and morale problems were countered by means of increasingly frequent training, competitions among units, site visits by the Director and his staff to local control centers, etc.

As the end of the war inevitably approached, instructions were issued and implemented for reduction of the scope of OCD activities by reduction of staff and closing various offices, such Public Affairs in early 1944, and Poison Control in February, 1945. In preparation for final shut down, instructions were issued for turn in or turn over of property, transfer or lay off of employees and reconciliation and closing of all accounts. The OCD was formally disestablished on December 1, 1945.

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Sources: Act 24, Session Laws, 1941 Special Session (in Series 263, Originals of Legislative Actions of the Governor)
Series 264, Hawaii Defense Act Rules
Hawaii, Office of the Military Governor: *General Orders* (KFH 496 .A29 M5 folio)
Allen: *Hawaii's War Years, 1941-1945* (940.54 A42)
Records in the Collection

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SERIES DESCRIPTIONS

Series Number: 339 **Series Title:** Director's Administrative Files

Creator: Created or assembled by the Office of the Director, Territorial Office of Civilian Defense

Date Range: 1941-1945

Quantity: 4.83 cubic feet in twelve 5-inch boxes

Arrangement: In two generally chronological sub-series as received. In sub-series 1, the "old" sub-series, most material is dated 1941-1943; in sub-series 2 ("new"), mostly 1943-1945. There is overlap. Within each sub-series, arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Many file folder titles may be found in both sub-series. Within file folders material is generally in reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph, stencil and original and carbon copy typescript materials, along with diazo and blueprint charts and maps, as well as some published matter, in fair condition.

Content Description: This series is the primary or central files of the Territorial Office of Civilian Defense. It contains correspondence, memoranda, notes, opinions, reports, minutes, plans, maps, drawings, charts and lists received by the Director or members of his staff, and file copies of letters, memoranda, press releases, etc., from the Director to staff offices and divisions, subordinate units, cooperating agencies such as the Office of Price Administration, higher authority, such as the Office of the Governor and the U.S. Department of the Interior or the public. Also contains selected examples of directives, publications and notices. Documents the origin and evolution of the organization, functions, policies and procedures of the Territorial OCD. Provides information on operations in the various activities with which the OCD was involved, such as bomb reconnaissance, evacuation of civilians, gas defense, and protective construction, as well as the problems it faced and the solutions it employed.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.

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Series Number: 339 **Series Title:** Director's Administrative Files

2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.

Subjects: Civil defense--Hawaii
Emergency medical services--Hawaii
Emergency food supply--Hawaii
Emergency mass feeding--Hawaii
Evacuation of civilians--Hawaii
Government publicity--Hawaii
Gases, Asphyxiating and poisonous--War use--Hawaii
Public relations--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

See Also: Records of Governor Poindexter
Records of Governor Stainback
L. M. Judd Collection (M-420)
Photograph Collection
Artifact Collection

Prepared by: A. Hoof

Date Completed: October 31, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 340 **Series Title:** Reports

Creator: Created or assembled by the Director, Office of Civilian Defense; offices and divisions within Headquarters, Office of Civilian Defense; and Rural Oahu and Outside Island Offices of Civilian Defense.

Date Range: 1942-1945

Quantity: 1.92 cubic feet in five 5-inch boxes

Arrangement: Alphabetically by file folder title and thereunder chronologically.

Physical Characteristics/Condition: Consists of some original, but mostly carbon copy, typescript materials, in fair condition.

Content Description: Contains reports submitted to the Director of the Office of Civilian Defense by the various OCD sub-units, i.e., offices, divisions and outside island organizations, as well as copies of reports submitted by the OCD to the Governor of Hawaii and to the U.S. Department of the Interior. Includes periodic, e.g. monthly, and summary reports. Documents the creation, mission, organization, policies activities and accomplishments of the territorial OCD. Provides information on all unique wartime issues with which the OCD became involved, such as evacuation, emergency medical services and emergency food storage, as well as information on various general organizational issues including personnel and budget.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Series was assembled in the Archives from records originally filed within several other OCD series. Most records were originally part of Series 339, Director's Administrative Files, but some were separated from other OCD headquarters and outside islands series.
3. A few additional reports may be found occasionally in other series of OCD records.
4. Records in this series complement all other series of OCD records.

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Series Number: 340 **Series Title:** Reports

Subjects: Civil defense--Hawaii
 Chemical warfare--Hawaii
 Emergency food supply--Hawaii
 Emergency medical services--Hawaii
 Evacuation of civilians--Hawaii
 Gases, Asphyxiating and poisonous--War use--Hawaii
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

See Also: Records of Governor Poindexter
 Records of Governor Stainback

Prepared by: A. Hoof **Date Completed:** December 5, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 341 **Series Title:** Files of the Personnel Office

Creator: Created or assembled by the Personnel Office, Headquarters, Territorial Office of Civilian Defense, or attached or subordinate agencies

Date Range: 1941-1945

Quantity: 1.25 cubic feet in three 5-inch boxes

Arrangement: Organized into three sub-series: Administrative Files; Files of the Volunteer Placement Bureau; and Files of the Claims Office. Within each sub-series, arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph and original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying.

Content Description: Contains agendas, minutes, reports, correspondence, lists, regulations etc. Created or compiled in the process, and as a result, of managing the personnel-related functions of the OCD. Documents a wide range of personnel problems and issues and the ways in which they were resolved. Provides a basic understanding of the scope of activities of the creating agencies.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. For 1941-1942, administrative files are a mixture of personnel office files and OCD "master files," both among folders and within folders.
5. Records in this series supplement Series 339, Director's Administrative Files. Records duplicating materials in Series 339 were not retained.

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Series Number: 341 **Series Title:** Files of the Personnel Office

Subjects: Civil defense--Hawaii
 Volunteers--Hawaii
 Personal injuries--Hawaii
 Personnel management--Hawaii
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** December 16, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 342 **Series Title:** Files of the Finance Office

Creator: Created or assembled by the Finance Office, Headquarters, Territorial Office of Civilian Defense

Date Range: 1940-1945

Quantity: 0.83 cubic foot in two 5-inch boxes

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph, stencil, original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying.

Content Description: Contains minutes, reports, correspondence, lists, tabular data, regulations etc., created or compiled in the process, and as a result, of managing the financial functions of the OCD. Documents a wide range of financial matters. Provides a basic understanding of the scope of activities of the creating agencies.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Records in this series supplement Series 339, Director's Administrative Files.

Subjects: Civil defense--Hawaii
Finance, Public--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof

Date Completed: December 16, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 343 **Series Title:** Files of the Public Affairs Office

Creator: Created or assembled by the Division of Press and Public Affairs,
Headquarters, Territorial Office of Civilian Defense

Date Range: 1942-1943, bulk 1943

Quantity: 0.29 cubic foot in one 5-inch box

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph and original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying.

Content Description: Contains press releases, broadcast scripts, correspondence, memoranda, minutes and lists created or compiled in the process, and as a result, of managing public relations for the OCD. Documents the operations of the Division of Press and Public Affairs. Provides insights into the organization and functioning of the OCD via extracts of operational reports and through the summaries of duties which were included in announcements of personnel assignments.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Press Releases were sampled. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history. Materials duplicated in Series 339, Director's Administrative Files, or Series 340, Reports, were weeded.
4. Records in this series supplement Series 339, Director's Administrative Files. Records duplicating materials in Series 339 were not retained.

OFFICE OF CIVILIAN DEFENSE

Series Number: 343 **Series Title:** Files of the Public Affairs Office

Subjects: Civil defense--Hawaii
Government publicity--Hawaii
Hawaii--History--1900-1959
Public relations--Hawaii
World War, 1939-1945--Campaigns--Hawaii

See Also: L. M. Judd Collection (M-420)
Photograph Collection

Prepared by: A. Hoof **Date Completed:** November 20, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 344 **Series Title:** Files of the Office of Food Control

Creator: Created or assembled by the Office of Food Control, Territorial Office of Civilian Defense

Date Range: 1942-1945

Quantity: 1.50 cubic feet in three 5-inch boxes and one 3-inch box

Arrangement: Organized into five sub-series as follows: Administrative Files; Files of the Food Control Permit and Priorities Committee; Files of the Office of Meat Control; Files of the Office of Material and Supplies Control; and Files of the Molokai Office. Thereunder, arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Within folders, documents are generally in reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph and original and carbon copy typescript and diazo materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying.

Content Description: Contains correspondence, memoranda, lists, statistics, notes, reports and minutes created or compiled during the process, and as a result, of defining the functions of, organizing and managing the Office of Food Control. Provides information on the activities managed by the Office of Food Control, such as licensing importers, managing inventory, and rationing. Includes records created when the Office of Food Control was part of the Office of the Military Governor, as well as a few records created by offices within or associated with the Office of Food Control.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. The Food Control Permit and Priorities Committee was an independent entity within the Office of Food Control. The Office of Meat Control was either subordinate to or associated

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Series Number: 344 **Series Title:** Files of the Office of Food Control

with the Office of Food Control. The Office of Material and Supplies Control appears to have absorbed the Office of Food Control during a consolidation of functions within OCD in the last stages of the war.

5. Records in this series complement the records in Series 339, Director's Administrative Files and supplement those in Series 345, Files of the Office of Food Production. Records duplicating materials in Series 339 were not retained.

Subjects: Civil defense--Hawaii
 Emergency food supply--Hawaii
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** January 8, 1999

OFFICE OF CIVILIAN DEFENSE

Series Number: 345 **Series Title:** Files of the Office of Food Production

Creator: Created or assembled by the Office of Food Production, Territorial Office of Civilian Defense

Date Range: 1943-1945

Quantity: 1.50 cubic feet in three 5-inch boxes and one 3-inch box

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph and original and carbon copy typescript and diazo materials, including folded oversize materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying.

Content Description: Contains correspondence, memoranda, lists, tabulated data, statistics, notes, regulations, reports, transcripts, minutes, maps and charts created or compiled during the process, and as a result, of managing the food production function of the OCD. Documents the policies and operations of the Office of Food Production. Provides information on activities with which the Office of Food Production was involved, such as plantation farms and victory gardens. Includes records created when the Office of Food Production was part of the Office of the Military Governor.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.

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Series Number: 345 **Series Title:** Files of the Office of Food Production

5. Records in this series complement the records in Series 339, Director's Administrative Files and supplement the records in Series 344, Files of the Office of Food Control. Records duplicating materials in Series 339 were not retained.

Subjects: Civil defense--Hawaii
 Emergency food supply--Hawaii
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** January 26, 1999

OFFICE OF CIVILIAN DEFENSE

Series Number: 346 **Series Title:** Files of the Office of Island Resident Return

Creator: Created or collected by the Office of Island Resident Return, Headquarters, Territorial Office of Civilian Defense

Date Range: 1943-1944, bulk 1943

Quantity: 0.33 cubic foot in one 5-inch box

Arrangement: As received: reports, lists and general correspondence files in alphabetical order. Within file folders, reports and lists are arranged in reverse chronological order, while correspondence is arranged alphabetically, by either the name of the correspondent or the subject of the correspondence.

Physical Characteristics/Condition: Consists of manuscript and original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying.

Content Description: Contains mostly correspondence, along with memoranda and lists of names, created or compiled by the Office of Island Resident Return in dealing with the transport of civilians from the U.S. mainland to Hawaii on military-controlled shipping. Provides an understanding of the problems faced by individuals wishing to travel between the U.S. Mainland and Hawaii, as well as examples of various ploys used to attempt to secure passage. Includes requests for transportation, most of which dealt with Hawaii residents wishing to return home, reports of investigation of some of the requests, lists reporting the assignment to shipping and arrival of civilians in Hawaii, and information on the creation, operation and closure of the Office.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Records in this series supplement Series 339, Director's Administrative Files. Records duplicating materials in Series 339 were not retained.

OFFICE OF CIVILIAN DEFENSE

Series Number: 346 **Series Title:** Files of the Office of Island Resident Return

Subjects: Civil defense--Hawaii
Hawaii--History--1900-1959
Return migration--Hawaii
World War, 1939-1945--Campaigns--Hawaii

See Also: L. M. Judd Collection (M-420)

Prepared by: A. Hoof **Date Completed:** October 17, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 347 **Series Title:** Files of the Outside Islands Coordinator

Creator: Created or assembled by the Office of the Outside Islands Coordinator, Headquarters, Office of Civilian Defense

Date Range: 1942-1945

Quantity: 1.25 cubic feet in three 5-inch boxes

Arrangement: Alphabetical by island and thereunder alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists mostly of original and carbon copy typescript materials, as well as some mimeograph and manuscript documents, all in fair condition. Effects of storage in acidic folders are evident, including discoloration, embrittlement and fraying.

Content Description: Contains correspondence, memoranda, lists, organization charts, maps, plans and reports. Created or compiled in the process, and as a result, of monitoring and coordinating the activities of OCD organizations on the islands of Hawaii, Kauai, Lanai, Maui and Molokai. Documents the activities of the Office of the Outside Islands Coordinator. Provides information on the issues confronting neighbor island operations and the efforts of the Territorial OCD to standardize procedures for dealing with them.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Series was sampled to ensure preservation of at least one example of each type of document originally in the file.
3. Records in this series supplement Series 339, Director's Administrative Files. Records duplicating materials in Series 339 were not retained.

Subjects: Civil Defense--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof

Date Completed: December 9, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 348 **Series Title:** Files of the Office of Liquor Control

Creator: Created or assembled by the Office of Liquor Control, Territorial Office of Civilian Defense

Date Range: 1942-1945

Quantity: 0.83 cubic foot in two 5-inch boxes

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within folders, documents are generally in reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph and original and carbon copy typescript materials, in fair condition. There are a few records discolored from rusted fasteners.

Content Description: Contains correspondence, memoranda, lists, request forms, statistical data, reports and minutes created or compiled during the process, and as a result, of rationing and controlling the distribution of liquor in the Territory of Hawaii. Provides information on the functions and activities of the Office of Liquor Control, such as licensing distributors, assigning quotas to retailers and dealing with those who violated liquor control regulations. Includes records created when the Office of Liquor Control was part of the Office of the Military Governor. Documents relations with county liquor commissions.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Records in this series complement the records in Series 339, Director's Administrative Files, and supplement Series 344, Files of the Office of Food Control. Records duplicating materials in Series 339 were not retained.

OFFICE OF CIVILIAN DEFENSE

Series Number: 348 **Series Title:** Files of the Office of Liquor Control

Subjects: Civil defense--Hawaii
 Liquor laws--Hawaii
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** January 15, 1999

OFFICE OF CIVILIAN DEFENSE

Series Number: 349 **Series Title:** Maps and Drawings Showing OCD Activities and Facilities

Creator: Created by various agencies, such as Hawaii Territory Survey, U.S. Army Corps of Engineers and private architectural firms; assembled within Headquarters, Territorial Office of Civilian Defense

Date Range: 1941-1942

Quantity: 0.42 cubic foot in one 5-inch box

Arrangement: Alphabetical by file folder title.

Physical Characteristics/Condition: Consists of blueprint and diazo materials, many with manuscript additions, in fair condition. There is some discoloration from acidification, however, no embrittlement is present. Includes folded oversize materials.

Content Description: Contains maps, plot plans and architectural drawings. Documents a variety of activities, mostly construction projects, with which the OCD became involved.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Series was sampled to ensure preservation of at least one example of each type of document originally in the file.
3. Series consists entirely of nominally non-permanent records which were retained because of the unique nature of the civil engineering and construction issues managed or coordinated by the OCD.
4. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.
5. Records in this series supplement Series 339, Director's Administrative Files.

Subjects: Civil Defense--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof

Date Completed: December 16, 1997

OFFICE OF CIVILIAN DEFENSE

Series Number: 350 **Series Title:** Files of the Civilian War Services Division

Creator: Created or assembled by the Civilian War Services Division, Headquarters, Territorial Office of Civilian Defense

Date Range: 1940-1945

Quantity: 0.62 cubic foot in two 5-inch boxes

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, original and carbon copy typescript, mimeograph, stencil and published materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying.

Content Description: Contains minutes, correspondence, lists, policies, procedures, memoranda, speeches, organization charts, regulations, posters, insignia, pamphlets etc. Created or compiled to enable the Women's Division, and later the Civilian War Services Division, to serve as an information clearinghouse for public inquiries regarding the impact of wartime regulations and functions on the civilian populace. Provides a basic understanding of the scope of activities of the Division. Additionally, provides a convenient source of general information about the organization and functions of the OCD, including the names of personnel in key positions.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Includes records of predecessor agency, the Women's Division, [Oahu] Civilian Defense Corps.

OFFICE OF CIVILIAN DEFENSE

Series Number: 350 **Series Title:** Files of the Civilian War Services Division

5. Records in this series supplement Series 339, Director's Administrative Files. Records duplicating materials in Series 339 were not retained.

Subjects: Civil defense--Hawaii
 Government publicity--Hawaii
 Hawaii--History--1900-1959
 Women in war--Hawaii
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** March 30, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 351 **Series Title:** Files of the Wardens Division

Creator: Created or assembled by the Wardens Division, Headquarters, Territorial Office of Civilian Defense

Date Range: 1941-1945

Quantity: 3.17 cubic feet in seven 5-inch boxes and one 3-inch box, including three bound volumes

Arrangement: Organized into five sub-series: Director's Files; Files of the Major Disaster Council; Files of the Wardens Executive Committees; Control Center Files; and Zone and Precinct Records. Zone and Precinct Records are further organized into three sub-sub-series: Files of Zone 3 Headquarters; Files of Other Zone Headquarters; and Files of Precinct 22, Section 3, Zone 1. Within the sub-series and sub-sub-series, arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, stencil, mimeograph and original and carbon copy typescript materials, as well as some folded, oversize diazo materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying, particularly in the poorer grades of paper used for mimeographing.

Content Description: Contains agendas, minutes, reports, correspondence, lists, maps, regulations, policies and procedures created or compiled in the process of managing one of the protective service functions of the OCD. Provides a basic understanding of the scope of the responsibilities of the creating agencies. Documents a wide range of operational problems and the ways in which they were resolved. Supplements Series 339, Director's Administrative Files.

Notes:

1. Records were transferred to the Archives ca. 1946 by the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.

OFFICE OF CIVILIAN DEFENSE

Series Number: 351 **Series Title:** Files of the Wardens Division

3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Includes records created before the Pearl Harbor attack when the Division was subordinate to the Major Disaster Council of the City and County of Honolulu.
5. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.
6. Records in this series supplement Series 339, Director's Administrative Files, and complement Series 354, Files of Rural Oahu OCD. Records duplicating materials in Series 339 were not retained.

Subjects: Civil defense--Hawaii
Air raid wardens--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

See Also: Photograph Collection
Artifact Collection

Prepared by: A. Hoof **Date Completed:** February 2, 1999

OFFICE OF CIVILIAN DEFENSE

Series Number: 352 **Series Title:** Evacuation and Emergency Feeding Files

Creator: Created or assembled by the Evacuation Division or the Emergency Feeding Division, Headquarters, Territorial Office of Civilian Defense

Date Range: 1941-1945

Quantity: 2.17 cubic feet in five 5-inch boxes and one 3-inch box

Arrangement: Organized into two sub-series, Files of the Evacuation Division, which contains by far the bulk of the records, and Files of the Emergency Feeding Division. Within each sub-series, arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, stencil, mimeograph and original and carbon copy typescript materials, as well as some folded oversize diazo material, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying, particularly in the poorer grades of paper used for mimeographing.

Content Description: Contains agendas, minutes, reports, correspondence, plans, lists, maps, charts, policies and procedures collected or created in the process of managing two of the protective service functions of the OCD. Provides a basic understanding of the scope of the responsibilities of the creating agencies. Includes documentation of attitudes and actions of the establishment, including OCD, vis-a-vis Japanese-Americans and Japanese alien residents of Hawaii. Documents a wide range of operational problems and the ways in which they were resolved. Includes records created before the Pearl Harbor attack by the Major Disaster Council of the City and County of Honolulu and records created or collected by Mr. Piercy Nottage, who served simultaneously as Assistant Director of the Evacuation Division and Director of the Emergency Food Supply (Federal Surplus Food Storage) Office of OCD.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.

OFFICE OF CIVILIAN DEFENSE

Series Number: 352 **Series Title:** Evacuation and Emergency Feeding Files

3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.

4. The decision to combine in a single series the records of the Emergency Feeding Division with those of the Evacuation Division was based upon the fact that there were too few records of the Emergency Feeding Division to warrant their own separate series, and that fact that the functions of the two divisions both closely linked by their concentration on evacuation planning.

5. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.

6. Records in this series supplement Series 339, Director's Administrative Files and complement Series 351, Files of the Wardens Division. Records duplicating materials in Series 339 were not retained.

Subjects: Civil defense--Hawaii
Evacuation of civilians--Hawaii
Emergency food supply--Hawaii
Emergency mass feeding--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

See Also: Photograph Collection
Artifact Collection

Prepared by: A. Hoof **Date Completed:** April 8, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 353 **Series Title:** Files of the Emergency Medical Services Division

Creator: Created or assembled by the Emergency Medical Services Division,
Headquarters, Territorial Office of Civilian Defense

Date Range: 1941-1945

Quantity: 2.08 cubic feet in five 5-inch boxes

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, stencil, mimeograph and original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying, particularly in the poorer grades of paper used for mimeographing.

Content Description: Contains, minutes, reports, correspondence, lists, policies and procedures created or compiled in the process of organizing and managing the many aspects of the emergency medical service function of the OCD. Documents the evolution of the responsibilities of the creating agency, as well as the process involved in carrying them out. Provides information on a variety of medical personnel, operational and logistical activities, such as planning for emergency hospitals, determining their locations, and providing them with the necessary staff, supplies and equipment.

Notes:

1. Records were transferred to the Archives ca. 1946 by the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Includes records of predecessor and subordinate agencies, including the Emergency Medical and Ambulance Service, the First Aid and Ambulance Service, and the Territorial Supervisor of Nursing Activities.

OFFICE OF CIVILIAN DEFENSE

Series Number: 353 **Series Title:** Files of the Emergency Medical Services Division

5. Records in this series supplement Series 339, Director's Administrative Files, and complement Series 347, Files of the Outside Islands Coordinator; Series 356, Files of the Gas Defense Division; and Series 357, Files of the Plans and Training Division. Records duplicating materials in Series 339 were not retained.

Subjects: Civil defense--Hawaii
 Emergency medical service--Hawaii
 Hawaii--History--1900-1959
 Nursing services--Administration--Hawaii
 World War, 1939-1945--Campaigns--Hawaii

See Also: Photograph Collection

Prepared by: A. Hoof **Date Completed:** October 14, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 354 **Series Title:** Files of Rural Oahu OCD

Creator: Created or assembled by the Rural Oahu Office of Civilian Defense

Date Range: 1940-1945

Quantity: 2.50 cubic feet in six 5-inch boxes

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, stencil, mimeograph and original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying, particularly in the poorer grades of paper used for mimeographing.

Content Description: Contains reports, correspondence, lists, maps, charts, plans, policies and procedures created or compiled in the process of managing civilian defense activities for Oahu, and later for Rural Oahu. Provides a basic understanding of the scope of the planning and operations in which the OCD on Oahu was involved. Documents a wide range of processes, many of them routine. Includes material dealing with evacuation of Japanese from certain areas and some personal papers.

Notes:

1. Records were transferred to the Archives ca. 1946 by the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Includes records of predecessor agencies. Initially, it was the Office of the Director of the Major Disaster Council of the City and County of Honolulu. When war came, this was renamed the Office of the Director of the Oahu Civilian Defense Corps within the Territorial OCD. In 1942, it became the Office of the Assistant Director for Oahu in Charge of Rural Districts.

OFFICE OF CIVILIAN DEFENSE

Series Number: 354 **Series Title:** Files of Rural Oahu OCD

5. Records in this series supplement Series 339, Director's Administrative Files. Records duplicating materials in Series 339 were not retained.

Subjects: Civil defense--Hawaii
 Evacuation of civilians
 Emergency food supply
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof

Date Completed: May 30, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 355 **Series Title:** Files of the Bomb Reconnaissance Division

Creator: Created or assembled by the Bomb Reconnaissance Division, Oahu Office of Civilian Defense

Date Range: 1942-1944

Quantity: 0.33 cubic foot in one 5-inch box

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristic/Condition: Consists of manuscript, stencil, mimeograph and original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying, particularly in the poorer grades of paper used for mimeographing.

Content Description: Contains reports, correspondence, lists, maps, charts, policies and procedures created or compiled in the process of managing the bomb reconnaissance functions of the OCD on Oahu. Provides a basic understanding of the scope of the responsibilities of the division and the planning, liaison, coordination and operations with which it was involved.

Notes:

1. Records were transferred to the Archives ca. 1946 by the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. The bulk of this series consisted of published training materials, Army and Navy course syllabi, etc., most of which were generic, did not contribute to an understanding of the OCD and were not retained.
5. Records in this series supplement Series 339, Director's Administrative Files and Series 354, Files of Rural Oahu OCD, and complement records in Series 351, Files of the Wardens Division. Records duplicating materials in either Series 339 or Series 354 were not retained.

OFFICE OF CIVILIAN DEFENSE

Series Number: 355 **Series Title:** Files of the Bomb Reconnaissance Division

Subjects: Civil defense--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Bomb reconnaissance--Hawaii

Prepared by: A. Hoof

Date Completed: April 22, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 356 **Series Title:** Files of the Gas Defense Division

Creator: Created or assembled by the Gas Defense Division, Territorial Office of Civilian Defense

Date Range: 1941-1945

Quantity: 0.42 cubic foot in one 5-inch box

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within files, arrangement is generally in reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, mimeograph, original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification are present, as are some embrittlement and fraying.

Content Description: Contains correspondence, memoranda, notes, minutes, reports, lists, maps, charts, policies and procedures. Created or compiled in the process, and as a result, of managing the gas defense function of the OCD. Documents the policy and operations of the Gas Defense Division. Provides information on various activities with which the Gas Defense Division was involved, such as alarms and decontamination. Includes some information concerning the division while part of the Major Disaster Council of the City and County of Honolulu, prior to the division's absorption into the Territorial OCD.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Most information on training was technical, published material concerning gas warfare. Such materials were weeded as generic and not relevant to understanding the organization and functioning of the Gas Defense Division.

OFFICE OF CIVILIAN DEFENSE

Series Number: 356 **Series Title:** Files of the Gas Defense Division

5. Records in this series supplement Series 339, Director's Administrative Files and Series 354, Files of Rural Oahu OCD, and complement records in Series 359, Files of Hawaii Island OCD; Series 360, Files of Kauai OCD; Series 361, Files of Maui OCD; and Series 362, Files of Molokai OCD. Records duplicating materials in either Series 339 or Series 354 were not retained.

Subjects: Civil defense--Hawaii
Gases, Asphyxiating and poisonous--War use--Hawaii
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

See Also: Photograph Collection

Prepared by: A. Hoof **Date Completed:** November 23, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 357 **Series Title:** Files of the Plans and Training Division

Creator: Created or assembled by the Plans and Training Division, Oahu Office of Civilian Defense

Date Range: 1941-1944

Quantity: 0.33 cubic foot in one 5-inch box

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, stencil, mimeograph and original and carbon copy typescript materials, in fair condition. Some discoloration from rusted fasteners and acidification is present, as is some embrittlement and fraying, particularly in the poorer grades of paper used for mimeographing.

Content Description: Contains reports, correspondence, lists, maps, photographs, lesson outlines, charts, policies and procedures created or compiled in the process of managing the plans and training functions of the OCD, initially on Oahu, and later throughout the Territorial OCD. Documents a wide range of activities and processes, many of them routine, such as obtaining and distributing training materials for gas defense and bomb reconnaissance and managing the circulation of motion pictures. Provides a basic understanding of the scope of the planning undertaken and the various kinds of training in which the OCD was involved.

Notes:

1. Records were transferred to the Archives ca. 1946 by the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. The bulk of this series consisted of published training materials, Army and Navy course syllabi, etc., which were generic, did not contribute to an understanding of the OCD and were not retained.

OFFICE OF CIVILIAN DEFENSE

Series Number: 357 **Series Title:** Files of the Plans and Training Division

5. Records in this series supplement Series 339, Director's Administrative Files and Series 354, Files of Rural Oahu OCD, and complement records in Series 359, Files of Hawaii Island OCD; Series 360, Files of Kauai OCD; Series 361, Files of Maui OCD; and Series 362, Files of Molokai OCD. Records duplicating materials in either Series 339 or Series 354 were not retained.

Subjects: Civil Defense--Hawaii
Employees--Training of--Hawaii
Hawaii--History--1900-1959
Volunteers--Training of--Hawaii
World War, 1939-1945--Campaigns--Hawaii

See Also: Photograph Collection
Artifact Collection

Prepared by: A. Hoof **Date Completed:** February 9, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 358 **Series Title:** Files of District 1-B Headquarters

Creator: Created or assembled in the Headquarters of District 1-B, Rural Oahu OCD

Date Range: 1942-1945

Quantity: 0.25 cubic foot in one 3-inch box

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript, stencil, mimeograph and original and carbon copy typescript materials, in generally good condition.

Content Description: Contains correspondence, reports, memoranda, publications, lists, plans, instructions, notes and a map created or compiled in the process of managing the Kailua-Lanikai geographic district of the Rural Oahu OCD. Documents a variety of activities. This series contains the only district records known to exist, and provides a basic understanding of the scope of work performed at the district level. Supplements Series 354, Files of Rural Oahu OCD.

Notes:

1. Records were transferred to the Archives ca. 1946 by the War Records Repository of the University of Hawaii.
2. Files containing repetitive examples of the same basic actions were sampled. Sampling ensured preservation of at least one example of each of the actions or processes documented in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Includes files created or assembled under its initial designation as District 1-B, [Oahu] Civilian Defense Corps.
5. Records in this series supplement Series 354, Files of Rural Oahu OCD. Records duplicating materials in Series 354 were not retained.

OFFICE OF CIVILIAN DEFENSE

Series Number: 358 **Series Title:** Files of District 1-B Headquarters

Subjects: Civil Defense--Hawaii--Oahu
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof

Date Completed: January 27, 1999

OFFICE OF CIVILIAN DEFENSE

Series Number: 359 **Series Title:** Files of Hawaii Island OCD

Creator: Created or assembled by the Hawaii Island Office of Civilian Defense

Date Range: 1940-1945

Quantity: 2.08 cubic feet in five 5-inch boxes

Arrangement: Organized into four sub-series as follows: Files of the Director; Files of the Deputy Director of Food Control; Files of the Deputy Director of Emergency Medical Services; and Files of the Deputy Director of Registration. Thereunder arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript and typescript material, including original, carbon, mimeo and stencil, as well as photos and folded oversize blueprint and diazo materials, some with manuscript additions, in fair condition. Some are discolored from acidification, however, no embrittlement is present.

Content Description: Contains correspondence, memoranda, minutes, plans, procedures, bulletins, directives and regulations, statistical data, maps and organization charts. Created or compiled during the process, and as a result, of defining the functions of, organizing and managing the Hawaii Island OCD. Documents the policy and operations of the Hawaii Island OCD. Provides information on a variety of activities with which the Hawaii Island OCD became involved, from gas defense to emergency police units. Includes materials which predate the organization's control by the territorial OCD as well as materials related to functions which were initially managed by the Office of the Military Governor and were subsequently transferred to the OCD.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Series was sampled to ensure preservation of at least one example of each type of document originally in the files.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.

OFFICE OF CIVILIAN DEFENSE

Series Number: 359 **Series Title:** Files of Hawaii Island OCD

4. Director's files include records of the Gas Defense Coordinator, the Deputy Director for Evacuation and the Deputy Director of Land Transportation Control.
5. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.
6. Supplements Series 339, Director's Administrative Files; Series 344, Files of the Office of Food Control; Series 347, Files of the Outside Islands Coordinator; Series 351, Evacuation and Emergency Feeding Files; Series 353, Files of the Emergency Medical Services Division; and Series 356, Files of the Gas Defense Division. Records which duplicated material in Territorial-level series were weeded.

Subjects: Civil defense--Hawaii--Hawaii Island
 Emergency food supply--Hawaii--Hawaii Island
 Emergency medical services--Hawaii--Hawaii Island
 Evacuation of civilians--Hawaii--Hawaii Island
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** February 9, 1999

OFFICE OF CIVILIAN DEFENSE

Series Number: 360 **Series Title:** Files of Kauai OCD

Creator: Created or assembled by the Kauai Office of Civilian Defense

Date Range: 1941-1945

Quantity: 1.67 cubic feet in four 5-inch boxes

Arrangement: Organized into three sub-series as follows: Headquarters Files, Files of the Deputy Director of Emergency Medical Services, and Files of the Deputy Director of Food Control. Thereunder arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript and typescript material, including original, carbon, mimeo and stencil, as well as folded oversize charts and blueprint maps. Some records are water damaged, stained from rusty fasteners or from having been filed in the same folder as stencil or mimeograph mats.

Content Description: Contains correspondence, memos, minutes, organization charts and site maps. Created or compiled during the process, and as a result, of defining the functions of, organizing and managing the Kauai OCD. Documents the policy and operations of the Kauai OCD. Provides information on a variety of activities with which the Kauai OCD became involved, from routine training to building and staffing emergency hospitals to disposal of military garbage. Includes materials which predate the organization's control by the territorial OCD as well as materials related to functions which were initially managed by the Office of the Military Governor and were subsequently transferred to the OCD.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Series was sampled to ensure preservation of at least one example of each type of document originally in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.
4. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.

OFFICE OF CIVILIAN DEFENSE

Series Number: 360 **Series Title:** Files of Kauai OCD

5. Supplements Series 339, Director's Administrative Files; Series 340, Reports; Series 344, Files of the Office of Food Control; Series 347, Files of the Outside Islands Coordinator; and Series 351, Evacuation and Emergency Feeding Files. Records which duplicated material in Territorial-level series were weeded.

Subjects: Civil defense--Hawaii--Kauai
Emergency medical services--Hawaii--Kauai
Emergency food supply--Hawaii--Kauai
Evacuation of civilians--Hawaii--Kauai
Hawaii--History--1900-1959
World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** June 30, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 361 **Series Title:** Files of Maui OCD

Creator: Created or assembled by the Maui Office of Civilian Defense

Date Range: 1940-1945

Quantity: 2.92 cubic feet in seven 5-inch boxes

Arrangement: Organized into three sub-series as follows: Files of the Director; Files of the Deputy Director for Food Control; and Maps and Organization Charts. Thereunder arrangement is alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript and typescript material, including original, carbon, mimeo and stencil, as well as photos and folded oversize blueprint and diazo materials, some with manuscript additions, in fair condition. Some are discolored from acidification, however, no embrittlement is present.

Content Description: Contains correspondence, memos, minutes, plans, procedures, bulletins, directives and regulations, statistical data, maps and organization charts. Created or compiled during the process, and as a result, of defining the functions of, organizing and managing the Maui OCD. Documents the policy and operations of the Maui OCD. Provides information on a variety of activities with which the Maui OCD became involved, such as evacuation of civilians, air raid and blackout procedures and setting up emergency medical facilities. Includes materials which predate the organization's control by the territorial OCD as well as materials related to functions which were initially managed by the Office of the Military Governor and were subsequently transferred to the OCD.

Notes:

1. Records were transferred to the Archives ca. 1946, bulk via the War Records Repository of the University of Hawaii.
2. Series was sampled to ensure preservation of at least one example of each type of document originally in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.

OFFICE OF CIVILIAN DEFENSE

Series Number: 361 **Series Title:** Files of Maui OCD

4. Sub-series of maps and charts consists entirely of nominally non-permanent records which were retained because of the esoteric nature of the civil engineering and construction issues managed or coordinated by the OCD.
5. Sub-series of Food Control records includes Meat Control and Food Production records.
6. Sub-series of Director's records includes evacuation, Emergency Medical Service and Office of Defense Transportation records.
7. Folded materials were not flattened because capability for proper flattening and adequate flat storage are lacking; materials are stable in current condition.
8. Supplements Series 339, Director's Administrative Files; Series 345, Files of the Office of Food Production; Series 347, Files of the Outside Islands Coordinator; Series 351, Evacuation and Emergency Feeding Files; and Series 353, Files of the Emergency Medical Services Division. Records which duplicated material in Territorial-level series were weeded.

Subjects: Civil defense--Hawaii--Maui
 Evacuation of civilians--Hawaii--Maui
 Emergency food supply--Hawaii--Maui
 Emergency medical service--Hawaii--Maui
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof **Date Completed:** August 11, 1998

OFFICE OF CIVILIAN DEFENSE

Series Number: 362 **Series Title:** Files of Molokai OCD

Creator: Created or assembled by the Molokai Office of Civilian Defense

Date Range: 1940-1945

Quantity: 0.71 cubic foot in two 5-inch boxes

Arrangement: Alphabetical by file folder title. Original file folder titles have generally been retained. Within file folders, arrangement is generally reverse chronological order.

Physical Characteristics/Condition: Consists of manuscript and typescript material, including original, carbon and mimeo, as well as blueprint and diazo materials, in fair condition. Some of the carbon copies are on the backs of unrelated material such as recycled paper with the letterhead of the Territorial Senate. Some materials have fold lines from having been placed in files improperly; others are discolored from acidification, however, no embrittlement is evident. Includes a few folded oversize items.

Content Description: Contains correspondence, memoranda, minutes, logs, plans, procedures, bulletins, directives and regulations, statistical data, maps and organization charts. Created or collected during the process, and as a result, of defining the functions of, organizing and managing the Molokai OCD. Documents the policies and operations of the Molokai OCD. Provides information on a variety of activities with which the Molokai OCD became involved, from petroleum rationing to emergency construction. Also records changes in attitudes and priorities as time passed and threat of attack receded. Includes materials which predate the establishment of the territorial OCD as well as materials related to lines of authority and migration of functions, including functions which were initially managed by the Office of the Military Governor and were subsequently transferred to the OCD.

Notes:

1. Records were transferred to the Archives ca. 1946, directly from the Molokai Office of Civilian Defense.
2. Series was sampled to ensure preservation of at least one example of each type of document originally in the file.
3. Examples of otherwise non-permanent records were retained to document normally routine actions because of the unique place of the OCD in Hawaiian history.

OFFICE OF CIVILIAN DEFENSE

Series Number: 362 **Series Title:** Files of Molokai OCD

4. Folded items were not separated and flattened because capability for proper flattening and adequate flat storage are lacking; material are stable in current condition.

5. Arrangement was imposed. No filing scheme was apparent in the original order. In some cases file titles do not provide clues to file contents. "Outgoing mail" files and "subject" files seemed in many cases to be complementary, with one file containing a query and the other a response.

7. Supplements Series 339, Director's Administrative Files; Series 345, Files of the Office of Food Production; Series 347, Files of the Outside Islands Coordinator; Series 351, Evacuation and Emergency Feeding Files; and Series 353, Files of the Emergency Medical Services Division. Records which duplicated material in Territorial-level series were weeded.

Subjects: Civil defense--Hawaii--Molokai
 Emergency food supply--Hawaii--Molokai
 Emergency medical services--Hawaii--Molokai
 Evacuation of civilians--Hawaii--Molokai
 Hawaii--History--1900-1959
 World War, 1939-1945--Campaigns--Hawaii

Prepared by: A. Hoof

Date Completed: August 14, 1998

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 339 Series Title: Director's Administrative Files

	Sub-series 1
339-1	Advisory Defense Council
	Air Raid Shelters
	Appropriation - Civilian Medical Defense Authority
	Military Correspondence (Old)
	Military Directives
	Background, Utilities SOP
	Baehr, Col. G., Speech of May 14, 1943
	Blood Plasma Bank
	Bomb
	Reconnaissance
	Shelters
	Bombproof Headquarters
	Camouflaging of Smokestacks
	Civilian Conservation Corps
	Civilian Defense Corps
339-1	Civilian War Services
339-2	Concrete
	Construction, Miscellaneous
	Directives
	Director - Personal
	Emergency Cemeteries
	Emergency Feeding Corps
	Emergency Guards - Outside Islands
	Engineering Sub-Committee
	Evacuation
	Division
	Mainland
	Maps
339-2	Miscellaneous
339-3	Rural
	Facility Security Program
	Federal - Social Security Board
	Finance Division
339-3	Fire Protection

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 339 Series Title: Director's Administrative Files

	Sub-series 1
339-3	First Aid and Emergency Ambulance
	Food Production
	Functions taken over from the Military Governor
	Gas Defense
	Gas Masks
	Gas Protection
	Hawaii Territorial Guard
339-3	Inspection Trips
339-4	Interior Department
	Junior Civilian Defense Corps
	Maneuvers
	Rural
	Medical Service
	Ambulance
	Committee on Medical Supplies
	Dr. Arnold
	Dr. Haralson
	Supply and Poison Control
	Miscellaneous
	Monthly Reports OCD
	Morale Section
339-4	Mortuary Committee
339-5	Nursing Activities
	OCD Organizational Charts
	OCD Washington
	Orientals
	Paul Carter - T.G.S. Walker Situation
	Personnel
	Paid Staff
	Volunteer
	Plans and Training
	Police Radio Installation
	Priorities
	Property Loaned
339-5	Proposed Punchbowl Security Vault

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 339 Series Title: Director's Administrative Files

	Sub-series 1
339-5	Publicity
	Reduction in Cost of Operations
	Registration
	Relief of Families of Internees
	Rothwell, G. - Utility Progress Reports
339-5	Rubber Project
339-6	Sumps
	Taping of Windows
	Telephone Directory for OCD
	Territory
	Attorney General
	Governor
	Townsend, J. - Superintendent
	Utility Protection
	Wardens Division
	Sub-series 2
	Air Raid
	Downtown Area
	Sirens
	American Red Cross Hawaii
	Authority
	Internal Security Special Orders
	Office of Civilian Defense
	Directives 100-121
339-6	Memoranda
339-7	Office of the Military Governor - Scorched Earth
	Bellows, Frank, Construction Supervisor
	Blackout
	Data
	Vehicles
	Violations
	Blood Plasma Bank
	Bomb Reconnaissance Division
	Bomb Shelters
339-7	Buildings - Private and Government

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box **Content Description**

Series Number: 339 **Series Title:** Director's Administrative Files

	Sub-series 2
339-7	Casualty Information Service
	Cemeteries
	Chlorination of Water
	Citations for Merit
	City and County
	Comptroller
	Fire Department
	Police Department
	Public Works
	Road Repair Equipment
339-7	Civilian War Services Division
339-8	Claims Bureau
	Collins, George M. - Personal
	Communications Division
	Construction Work - \$10,000 or More
	Control Center
	Emergency Feeding Division
	Emergency Folder - Mr. E.E. Black
	Evacuation Division
	Federal Surplus Commodities Corporation
	Finance - Budget Data
	Fire Protection
	Equipment
	First Aid and Ambulance Service
	Food Control
	Meat Control
	Food Production
	Attorney General Opinion re Engineers
339-8	Farm Machinery
339-9	Food Storage
	Gas Defense Division
	Decontamination Stations
	Gas Masks
	Gas Protection
339-9	Hawaii County

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box **Content Description**

Series Number: 339 **Series Title:** Director's Administrative Files

339-9 Sub-series 2
Hawaii Scouts Ambulance Incident
Hawaii War Manpower Commission
Henderson, C.J. - Deputy Director
Hospitals
 Japanese
 Kaneohe Territorial
 Kapiolani Maternity
 Leahi Home
 Miscellaneous
 Poliomyelitis
 Queen's
 Sacred Hearts
 St. Francis
339-9 Wahiawa Emergency
339-10 Housing
 Kapalama Project
Insignia
Interior Department
 Finance
 Miscellaneous
 Nursing Activities
 Thoron, B.W.
Island District Commands
Junior Civilian Defense Corps
Kaahumanu School - OCD Headquarters
Kalihi Receiving Station
Kauai
Labor Control
Lanai
Land Transportation Control
Lanham Act
Liquor Control
Locey, F.H., Director
Materials and Supplies Control
339-10 Maneuvers

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

<u>Box</u>	<u>Content Description</u>
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Series Number: 339 Series Title: Director's Administrative Files

	Sub-series 2
339-10	Maui
	Medical
	Miscellaneous
	Rural Hospitals
	Medical Service
	Director
339-10	First Aid Stations
339-11	Molokai
	Mutual Telephone Company
	OCD Washington - Chief Medical Officer
	Office of Civilian Component Affairs
	Office of the Military Governor
	Reorganization Worksheets and Notes
	Office of Price Administration
	Oil Storage Honolulu Waterfront
	Orientals
	Passes
	Plane Crash, June 8, 1944
	Plans and Training
	Press
	Prisoners of War
	Provost Marshal
	Radio Communication Service - OCD
	Radio Stations KGMB and KGU
	Reduction in Cost of Operations
	Registration Division
	Rescue and Demolition
	Robot Bombs
	Rodent Control
	Rumor Clinic
339-11	Rural Oahu
339-12	Scrap Metal
	Staff Meeting
	Territory
339-12	Attorney General

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box **Content Description**

Series Number: 339 **Series Title:** Director's Administrative Files

339-12 **Sub-series 2**
Territory
 Auditor
 Harbor Commissioners
 Institutions
 Miscellaneous
 Public Instruction
Travel During Alerts
Tuberculosis Patients
United States Engineer Department
Utility
 Pool Practice
 Protection - Outside Islands
War Production Board
War Records Project - University of Hawaii
War Civilian Security Program
339-12 Wardens Division

Series Number: 340 **Series Title:** Reports

340-1 Blood Plasma Bank, 1942
Bomb Disposal/Bomb Reconnaissance, 1943-1944
Buildings and Repair, 1942-1943
Civilian War Services, 1943-1944
Communications, 1944
Emergency Feeding, 1942-1944
Emergency Medical Service, 1943
Evacuation, 1942-1943
Finance, 1943-1944
Federal Surplus Food Storage, 1942
Food Control, 1943, 1945
Food Production, 1943-1945
Gas Defense, 1942-1944
Hawaii Manpower Director, 1943
340-1 Hawaii Territorial Guard, 1943

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box **Content Description**

Series Number: 340 **Series Title:** Reports

340-1	Initiating Directives, 1942-1944 Junior Civilian Defense Corps, 1943-1944 Kauai, 1943-1944 Lanai, 1943 Land Transportation Control, 1943 Materials and Supplies Control, 1943-1945 Maui, 1943-1945 Medical Supplies and Poison Control, 1944-1945 Molokai, 1943 Motor Pool, 1943 Nursing, 1944 OCD Byrd Report, 1942 Kilgore Report, 1942 Report for period January 1 - June 30, 1942 Monthly reports
340-1	August, 1942 (1 of 2)
340-2	August (2 of 2) to December, 1942 Report for Fiscal Year ending June 30, 1943 Draft narrative report, February 19, 1943
340-2	Monthly reports
340-2	January, 1943 to April, 1943
340-3	May, 1943 to November, 1943
340-4	December, 1943 Report to the Legislature, 1943 Response to Circular 408, 1943 Report for Fiscal Year ending June 30, 1944 Monthly reports
340-4	January, 1944 to November, 1944
340-5	December, 1944 Ryckman Report, 1944 Final Report, 1945 Miscellaneous reports, 1945 Monthly reports January, 1945 to August, 1945
340-5	Plans and Training, 1943-1944

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

<u>Box</u>	<u>Content Description</u>
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Series Number: 340	Series Title: Reports
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340-5	Press and Public Relations, 1943 Protective Construction, 1942 Registration, 1942-1944 Rural Oahu, 1942-1944 Volunteer Placement, 1943-1944
340-5	Wardens, 1942-1944

Series Number: 341	Series Title: Files of the Personnel Office
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341-1	Administrative Files Affidavits of Publication Air Raid Warden Division Athletic and Recreation Committee Attorney General Black List Blood Plasma Bank Building and Repairs Canteens Charts Chief of Staff City and County Civilian Defense Corps Civilian War Services Classifications Committee for Distribution of Identification Passes Communications Department of Public Instruction Draft Deferments Emergency Feeding Department Medical Service Employees, Territorial Evacuation Division Finance Office 341-1 Fire Department
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OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

<u>Box</u>	<u>Content Description</u>
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Series Number: 341 Series Title: Files of the Personnel Office

341-1	Administrative Files
	Food and Supplies
	Food
	Control
	Production
	Gas Defense Division
	Gasoline
	Ration
	Requirements
	Hawaii Island
	Hawaiian Manpower Board
	Information - Military and Civilian Defense
	Kauai
	Letters to the Military Governor
	Master File Copies
	Maui and Lanai
	Medical Service and First Aid Units
	Molokai
341-1	Morgue, Mortuaries, etc.
341-2	Mr. Boss (Miscellaneous)
	Mr. E. R. L. Doty
	Mr. C. J. Henderson
	Mr. J.P. King - Progress Reports, Territory of Hawaii OCD
	Nurses
	Oahu Civilian Defense Corps
	OCD Directives
	Office of Price Administration (Personnel)
	Personnel, Civilian Defense, Miscellaneous
	Personnel and Service
	Plans and Training Division
	Police (Kauai)
	Public Morale Liaison
	Red Cross
341-2	Recreation

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 341 Series Title: Files of the Personnel Office

341-2	Administrative Files
	Registration
	Civilian
	Division
	Reports, Confidential
	Rural Oahu Divisions
	Sacred Hearts Hospital
	Summary Reports
	Volunteer Placement Bureau
	Volunteers
	Wardens Division
	Volunteer Placement Bureau
	Advisory Committee
	Bomb Reconnaissance Division
	Casualty Information Service
	Citizens
	Defense Corps
	Service Corps - General
	Civilian
	Volunteer Legion of the US
341-2	War Services Division
341-3	Emergency
	Evacuation Groups
	Welfare Centers
	Evacuation Committee
	Gas Decontamination
	Hospital Service
	Junior Civilian Defense Corps and High School Victory Corps Advisory
	Committee
	KGU (Radio Station)
	Last Ditch Volunteers
	Mortuary and Burials
	Neighborhood Groups
	Outside Islands
	Steering Committee
341-3	Training Courses

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

<u>Box</u>	<u>Content Description</u>
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Series Number: 341 **Series Title:** Files of the Personnel Office

341-3	Volunteer Placement Bureau
	Volunteers
	District 2B
	Recruitment of
	School Age
	Women's Ambulance Service Patrol (WASP)
	Women's Division, OCD
	Claims Office
	Civilian Casualties
	Queen's Hospital
341-3	Sample Claims
	Disallowed

Series Number: 342 **Series Title:** Files of the Finance Office

342-1	Blood Bank
	Budget
	Civilian
	Defense Corps - T. G. S. Walker
	War Services Division
	Construction
	Emergency Feeding
	Engineers
	Farm Produce Coordinator
	Federal Appropriation
	Fire Department
	Food Production and Food Control
	Food Production - Travel
	Gas Defense
	Gasoline
	Hawaii
	Housing Authority
	Miscellaneous
	Produce Market
	342-1

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 342 Series Title: Files of the Finance Office

342-1	Honolulu Police Department
	Hospitals
	Miscellaneous
342-1	Sacred Hearts
342-2	Supervision of Nurses
	Tuberculosis
	Wahiawa Emergency
	I. Kitagawa Company - Warehouse
	Kauai - Miscellaneous
	M-Day Fund
	Material Yard
	Maui - Miscellaneous
	Medical Unit
	Miscellaneous
	Molokai - Miscellaneous
	Personnel - General
	Registration
	Rodent Control
	Survey Reports
	Territorial Auditor
342-2	Travel

Series Number: 343 Series Title: Files of the Public Affairs Office

343-1	Air Raid Warden Reports, 1943
	Broadcast Scripts, 1943
	Broadcasting Stations, 1943
	Civilian Defense Corps, 1942-1943
	Civilian Defense Recreation Committee, 1943
	Dim Out, 1943
	Gas Defense, 1942-1943
	Memoranda from-to George M. Collins, 1943
	Memoranda from-to George R. Ewart and J. P. King, 1943
	Memoranda from-to Various Departments, 1943
343-1	Mr. Judd Personal, 1942-1943

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 343 **Series Title:** Files of the Public Affairs Office

- 343-1** OCD Directives 71-108 [some numbers lacking], 1942-1943
OCD Refresher Series, Honolulu Star Bulletin, 1943
Outside Islands, 1943
Press Releases
 1942
 November
 December
 1943
 January
 February
 March
 April
 May
Quotations from Federal Register, 1943
Registration, 1943
Rural Oahu Districts, 1943
Victory Display Committee, 1943
343-1 Women's Division Speakers Bureau, 1943

Series Number: 344 **Series Title:** Files of the Office of Food Control

- 344-1** **Administrative Files**
Cold Storage Coordinating Committee
Federal Surplus Commodities Corporation
Feed
Food Control Permit and Priorities Committee
Food Distribution Administration
 Advices
 Miscellaneous
 Releases
Food Production
Governor and Attorney General
Hawaiian Pineapple Company
Hawaiian Priorities Division - Import Control
344-1 Incoming Radiograms

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 344 **Series Title:** Files of the Office of Food Control

	Administrative Files
344-1	Liquor, Wine and Beer
	Merchandise Distributors
	Miscellaneous
344-1	A-M
344-2	N-Y
	Mr. Frank W. Broadbent - Maui
	Mr. A. Hebard Case - Kauai
	Mr. Clyde E. Crawford - Hawaii
	Mr. Wilson N. Jacobson - Molokai
	Mr. Frank D. Kinnison - Maui
	Mr. Robert S. Moir - Hawaii
	Mr. E. S. Sheffield - Maui
	Mr. H. A. Walker
	Mr. H. H. Warner
344-2	Mrs. Myrtle C. Whitman - Hawaii
344-3	Montgomery - Brown
	Monthly Priority Lists (Sampled)
	Office of Food Production
	Office of Internal Security
	Office of Liquor Control
	Office of Price Administration
	Outgoing Radiograms
	Planning and Permitting - Col. Hayford
	Rationing
	Violations of Import License System
	Permit and Priorities Committee
	Commodity Credit Corporation, formerly Federal Surplus Commodities Corporation
	Food Control
	Hilo
	Materials and Supplies Control
	Miscellaneous
	Mr. Gerald R. Corbett, Chairman
	Mrs. H. M. Alexander
344-3	Shipping Control - Food Section

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 344 Series Title: Files of the Office of Food Control

344-4	Office of Meat Control Hawaii Legal Actions Maui Orders, Reports Office of Materials and Supplies Control Hawaii Housing U.S. Navy War Production Board Molokai Office Baird, V., Manager, Grocery Department Castle, Federal Surplus Commodities Corporation Cooke, George Gantt, Paul, Livestock Specialist Guard, T., Treasurer, Theo Davies Jacobson, W. N. MacDonald, A.W., Hawaiian Representative, Food Distribution Administration Other Official Peddling Molokai Produce Pell, P.S., Supervisor of Distribution 344-4 Special File
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Series Number: 345 Series Title: Files of the Office of Food Production

345-1	Board of Agriculture and Forestry Ceiling Prices Coffee Corn Dairies Emergency Food Production Plan Farm Produce Coordinator Rationing Committee 345-1 Fish
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OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box **Content Description**

Series Number: 345 **Series Title:** Files of the Office of Food Production

345-1	Food Production
	Garbage Disposal
	Hawaii
	Farm Machinery
	Food Production
	Livestock
345-1	Marketing
345-2	Poultry
	Produce Market
	Seeds
	Shipping
	Honolulu Pork Center
	Inter-Island Transportation
	Kauai
	Farm Machinery
	Food Production
	1943
	1944-1945
	Marketing
	Poultry
	Seeds
	Kipapa Farm
	Labor
	Land Freight Transportation
	Livestock
	Logistics Committee
	Navy
	Lualualei Rehabilitation
345-2	Marketing
345-3	Maui
	Farm Machinery
	Food Production
	Livestock
	Marketing
	Poultry
345-3	Miscellaneous

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 345 Series Title: Files of the Office of Food Production

345-3	Molokai
	Food Production
	Livestock
	Oahu - Poultry
	OCD
	Pearl Harbor Area Evacuations
	Penhallow Reports
	Pineapple Bran
	Plantation Farms
	Podmore, H. E.
	Potato Production
	Poultry
	Priorities
	Publicity
	Seeds
	Soybeans
345-3	Taro and Poi
345-4	Territory of Hawaii
	United States Department of Agriculture War Board
	University of Hawaii
	Experiment Station
	Extension Service
	Victory Gardens
	Waialua Farm
345-4	War Production Board Priorities

Series Number: 346 Series Title: Files of the Office of Island Resident Return

346-1	Reports from the Department of Public Welfare
	Resident Return Lists
	Lists of Residents Approved to Return to Hawaii
346-1	Correspondence

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box **Content Description**

Series Number: 347 **Series Title:** Files of the Outside Islands Coordinator

347-1	All Outside Islands Gas Decontamination General Medical Hawaii Air Raid Sirens Blood Bank Bomb Defense Construction Finance Fire Protection Firemen and Police Food Gas Defense General Hospitals Medical Organization Chart Personnel Plans and Training Reports Shipping Transportation Kauai Blood Bank Bomb Defense Construction Evacuation and Evacuation Hospitals Finance Fire Protection Firemen and Police Fishing Food 347-1 Gas Defense 347-2 Hospitals 347-2 Legal Matters
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OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 347 Series Title: Files of the Outside Islands Coordinator

Kauai

**347-2 Medical
 Organization Charts
 Personnel Paid and Volunteer
 Plans and Training
 Registration
 Reports
 Salvage
 Shipping
 Stand-by Generators
 Utility Protection**

Lanai

**Blood Bank
Finance
Food
Gas Defense
General
Hospital at Lanai
Medical
Personnel
Plans and Training
Registration
Utility Protection**

Maui

**Air Raid Sirens
Blood Bank
Bomb Defense
Construction
Finance
Fire Protection
Food**

347-2 Gas Defense

**347-3 General
 Hospitals**

**Legal Matters
347-3 Medical**

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 347 Series Title: Files of the Outside Islands Coordinator

	Maui
347-3	Medical
	Organization Charts
	Personnel
	Plans and Training
	Registration
	Reports
	Utility Protection
	Molokai
	Air Raid Sirens
	Automobile/Ambulance
	Blood Bank
	Bomb Defense
	Construction
	Evacuation
	Finance
	Fire Protection
	Food
	Gas Defense
	General
	Hospitals
	Legal Matters
	Medical
	Personnel
	Plans and Training
	Registration
	Reports
347-3	Shipping

Series Number: 348 Series Title: Files of the Office of Liquor Control

348-1	American Brewing Company
	Army
	Attorney General's Office
348-1	Belmar Liquor Company

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 348 Series Title: Files of the Office of Liquor Control

348-1	Bulletins Cereal and Fruit Products, Limited Dispensers District Courts Final Audit Reports General Hawaii Liquor Commission Hawaiian Brewing Corporation Honolulu Liquor Commission
348-1	Hotel Imports Company
348-2	Investigations of Violations Kauai Liquor Commission Maui Liquor Commission Navy Oahu Dispensers Association Office of the Liquor Commission, Hilo Out Islands Dispensers General Retailers Wholesalers Reports Retailers Shipping Space
348-2	Substations Issuing Liquor Permits

Series Number: 349 Series Title: Maps and Drawings Showing OCD Activities and Facilities

349-1	Air Raid Shelters Auxiliary Fire Station Lots Evacuation Centers - Required Facilities Hawaii Island - Lookout Posts Hawaiian Pineapple Company - Powerhouse Barricade
349-1	Honolulu - Public and Japanese Language School Buildings

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 349 Series Title: Maps and Drawings Showing OCD Activities and Facilities

**349-1 Honolulu Fire Department - Proposed Wells
Kilauea Hospital
Liholiho School - Evacuation Building
Makaweli
Camp 2 Hospital
1st Aid Station
Olaa Hospital
Pauoa School - Evacuation Building
Samual Malehona Hospital - Splinterproof Protection
Shriners Hospital
St. Francis Hospital
Tripler Annex Hospital - Splinterproof Protection
Typical Evacuation Building for Schools
Wailuku - Air Raid Shelters
349-1 Waimano Home - Evacuation Building**

Series Number: 350 Series Title: Files of the Civilian War Services Division

**350-1 Bomb Reconnaissance
Casualty Information Service
Civilian War Services
Advisory Council
Organization
Clearinghouse Committee
"We Women" by Violet Lai
Registrations
Coordinators Committee
Education of Inductees
Emergency Folder
Executive Committee
Neighborhood Units
Women's Division/Civilian War Services Division
Functions
350-1 Handbooks**

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 350 Series Title: Files of the Civilian War Services Division

350-1 Headquarters Training for Area Committees

Home Protection

Classes

Kahuku District no. 2

Programs

Information Director Training Course

Information Directory

Intruccion Book

Obsolete Information

Phone Calls

350-1 Training Course

350-2 Inter Office

Junior Civilian Defense Committee

Junior Civilian Defense Corps

Liaison Council

Mrs. Roosevelt's Visit

Neighborhood Units

OCD Directives

Posters

Press Releases Sent

Publicity

Resignations

Special Projects

Summaries

Uniform Committee

Victory Handbook

Victory Speakers' Bureau

350-2 Volunteers

Series Number: 351 Series Title: Files of the Wardens Division

Director's Files

351-1 Air Raid Alarm, January 19, 1943

Air Raid Wardens Review

351-1 Army Manuevers, Janaury 30 - February 1, 1943

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 351 Series Title: Files of the Wardens Division

351-1	Director's Files Blackout District no. 1 Blackout Siren Committee Bomb Reconnaissance Communications Confidential Control Center Duties & Powers Evacuation Executive Committee Meetings Fire Wardens Gas Defense Manuevers October 10-11, 1942 September 20-26, 1943
351-1	Miscellaneous
351-2	Orders Organization Data P.L. Carter -- Personal Plans and Training Protective Measures for the Civilian Population Sirens, Fire and Police Stations Speeches Staff and Supplies T.G.S. Walker Utility Practice Problem, February 17, 1943 Volunteer Placement Bureau Zone 1 Palama Settlement 2 Central Union Church 3 Liliuokalani School 4 Room 56, Young Bldg 5 Room 56, Young Bldg Files of the Major Disaster Council Committee on Public Education
351-2	Disaster Wardens - Volunteers

OFFICE OF CIVILIAN DEFENSE

RECORDS CONTAINER LIST

Box Content Description

Series Number: 351 Series Title: Files of the Wardens Division

351-2 Files of the Major Disaster Council
Fire Protection Committee
Incendiary - Plans and Training Letter File
Maunaloa Zone Civilian Defense Corps
Schools - Buildings
Zone

1 - Sam R. Damon
2 - A. Cleghorn Robertson
3 - Thomas Waddoups
351-2 4 - James Friel - C.J. McDonald

Files of the Executive Committee

351-3 Alerts
Chief Zone Wardens
Committee on
Bomb Reconnaissance
Communications
Fire Defense
Gas Defense
Plans and Training
Control and Zone Managers
Division Orders
Manuevers
Miscellaneous Communications
Miscellaneous Data
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351-3 1941-1942

351-4 1943-1945

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2

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351-4 Control Center Files
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	Bomb
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Series Number: 351 **Series Title:** Files of the Wardens Division

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351-6	Fire Wardens
351-7	Gas Defense General Headquarters Miscellaneous Incident Reports Instructions to Precinct Headquarters Manuevers Medical
351-7	Messengers

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Paul Leebrick
Personnel
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351-7 S.O.P. File
Files of Other Zone Headquarters
351-8 Zone 1
 Bomb Reconnaissance
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Zone 4 *Logbook* [351 vol 2]
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Series Number: 352 **Series Title:** Evacuation and Emergency Feeding Files

352-1 **Files of the Evacuation Division**
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Series Number: 352 **Series Title:** Evacuation and Emergency Feeding Files

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**352-2 Procedures - General
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**352-3 Children's Center
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Strategic Areas

Evacuees - Waiau District

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Fire Hazard Reports

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352-3 V-W-X-Y-Z

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352-3	Files of the Evacuation Division General Order no. 35 re Downtown Area Governor of Hawaii Housing Requirements - Honolulu Lt. Col. A.E. Lindborg, Coordinator of OCD Activities Major Disaster Council Coordinator Manuevers and Alerts, Evacuation Military Governor of Hawaii
352-3	Miscellaneous
352-4	Mr. Midkiff's File Oahu Civilian Defense - General OCD Loans Outside Islands Plans Passes Personnel - General Piercy H. Nottage, Acting Chairman, Evacuation Division Progress Reports - Island of Oahu Publicity Releases - Radio - Newspaper RAdm C. C. Bloch, Commandant, 14th Naval District Red Cross - General Registration Data, Oahu Rural District 1, George Y. Bennett, Chairman 1a, John S. Townsend, Chairman 1b 2, D. N. Orrick, Chairman 3, John H. Midkiff, Chairman 4, Maj. Leo B. Rodby, Chairman 5, Robert Fricke, Chairman 6, J. D. Bond, Chairman 7, Hans L'Orange, Chairman 8, Robert Johnston, Chairman 8a, George E. Roberts, Chairman

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Files of the Evacuation Division

Rural

**352-5 Evacuation Plans by Mr. Midkiff
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Evacuation Plans, Honolulu

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352-5 Territorial Director - General

352-6 Trial Evacuation Data

Volunteers - Dual Assignment

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Files of the Emergency Feeding Division

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352-6 Policy

Series Number: 353 Series Title: Files of the Emergency Medical Services Division

**353-1 Aid Stations
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Series Number: 353 **Series Title:** Files of the Emergency Medical Services Division

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353-1	Hospitals - Supplies - Equipment
353-2	Medical and Ambulance Service Manual Medical Service Nursing Poliomyelitis Hospital Evacuation First Aid Block Wardens Food - Feeding Gas Decontamination Masks Hawaii
353-2	Nurses
353-3	Honolulu County Medical Society Hospitals Oahu
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353-4	Manuevers Hospital Rural Maui Nurses Maunalua Miscellaneous Molokai and Lanai - Nurses Morale Committee Navy Nurses 1942-1943 1944-1945 Miscellaneous
353-4	Palama
353-5	Pearl City Aid Station Personnel Pohukaina Policies Emergency Hospitals Preparedness Committee Public Health
353-5	Reorganization

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 Waialae
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353-5 Women's Division, OCD

Series Number: 354 Series Title: Files of Rural Oahu OCD

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 Alarm Loop
 Shelters
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 Warning
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 Army Liaison Officer (Col. A.E. Lindborg)
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 Casualty Information Director - Rural
 Chamber of Commerce of Honolulu
 Chemical Warfare Department (Col. Unmacht)
 Civilian War Assistance (Mr. Beasley)
354-1 Committee and Division Instructions

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354-1	Department of the Interior War Records Project
354-2	Deputy Director (J.J. McGettigan) Directive no. 43 - Gas Program Disaster Council File (J.J. McGettigan) District # <ul style="list-style-type: none">1 - Waimanalo (G. Bennett)1-A - Kaneohe (J. Townsend)1-B - Kailua-Lanikai2 - Kahuku (J.N. Orrick)3 - Waialua (J.H. Midkiff)4 - Wahiawa (Leo B. Rodby)5 - Waianae (R. Fricke)6 - Ewa (J.D. Bond)
354-2	7 - Waipahu (Hans L'Orange)
354-3	8 - Aiea (R. Johnston) 8-A - Pearl City Duties and Responsibilities Emergency <ul style="list-style-type: none">Feeding (Mrs. Edwards)Food Storage (P.H. Nottage)Medical and Ambulance Service (Dr. Arnold) Evacuation <ul style="list-style-type: none">City - Special Explosives Collection Committee (U.E. Wild) Federal <ul style="list-style-type: none">AppropriationsBureau of InvestigationFinance Officer (E.E. Tillett)Fire Marshal (Lt. Col. A.J. Beaupre)First Aid StationsGas Masks Instructors (Mr. Young and Mr. Rohr)
354-3	General Instructions from Chief of Staff

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<u>Box</u>	<u>Content Description</u>
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354-3	Junior Chamber of Commerce of Honolulu
354-4	Land Transportation Control (A.E. Kirk) Liaison Officers Lt. Col. George W. Bicknell Major Disaster Council Manuevers District May November Mayor Lester Petrie, Chairman, Major Disaster Council Mortuary and Burials (D. Kahanamoku) Office of Emergency Management Official Pass Information Personnel Plans and Training (Atkinson) Rural Police Department Press Releases Protective Construction Division (Townsend) Provost Marshal (Lt. Col. M.L. Craig)
354-4	Recreation (A.K. Powlison)
354-5	Red Cross Registration Division (A. Waterhouse) Reports December 7 Miscellaneous Monthly Statistical Rescue and Demolition Committee Rural Oahu District Summary Evacuation (2)
354-5	Headquarters (S.L. Austin)

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354-3	Rural Oahu Instructions, General Outline Salvage Sirens Shift Directors Social Security Board
354-5	Special Communications File
354-6	Splinter Shelters Summary of District Resources Territorial Director (F.H. Locey) (E.E. Black) T.G.S. Walker Administrative Miscellaneous Personal Tire Recapping Transportation Requirements in Case of Blitz United States Army Engineers (Wyman, et al) Navy Utilities and Evacuation Volunteer Placement Bureau Volunteers - Rural Oahu Wardens Executive Committee
354-6	Women's Division (Mrs. W. Dillingham)

Series Number: 355 **Series Title:** Files of the Bomb Reconnaissance Division

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355-1	as a Whole

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355-1 Bomb Reconnaissance
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 Examinations
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 Capt. George C. Sarauw, Ordnance
 City of Honolulu (Organization)
 Col. A. B. Custis, Ordnance Officer
 Investigations
 Manuevers
 Map Plotters Letters of Complaint
 Maps
 Meetings
 Miscellaneous
 Mr. C. L. Eaton
 Mr. Leon Grosjean
 Mr. T. G. S. Walker
 Mr. M. M. Young
 Monthly Reports
 OCD Directives
 Outside Islands (Organization)
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355-1 Section Wardens Meetings

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356-1 Advisory Committee on Gas Defense
 Col. Geo. F. Unmacht, Director
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356-1 Protective Clothing

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356-1 Dr. Francis E. Hance - Personal
Gas
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 Bunny Masks
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 Hawaii
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 Lanai
 Lt. Col. Arthur E. Lindborg
 Maui
 Molokai
 Mortuary Division
 Mr. E.E. Black, Territorial Director
 Mr. George Collins
 Mr. G.R. Ewart III
 Mr. J.P. King, 1st Territorial Director
 Mr. R.T. Rohr
 Mr. T.G.S. Walker
 Navy
 OCD Manuevers
 Plans and Training
356-1 Women's Division

Series Number: 357 Series Title: Files of the Plans and Training Division

357-1 Aiea - Rural Oahu
 Air Raid Wardens
 Bomb Disposal
 Chamber of Commerce
 Decontamination
 Disaster Wardens' Training Course
 Emergency Medical Division
357-1 Evacuation

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**357-1 Ewa
Executive Committee
Fire Bomb Exhibit
Fire Defense
 Rural
 School
Fire Marshal - Blaisdell - Beaupre
Gas
Gas Defense SOP
General
Kauai OCD
Maunaloa Zone
Mr. E.E. Black - OCD Director
Mr. G.A. Bonstetter - Washington, D.C.
Mr. G.R. Ewart - Outside Islands
Mr. T.G.S. Walker - Rural Oahu
Molokai OCD
Navy Department
Program Committee
Publications and Artifacts
Rural Oahu
U.S. Engineers Department
Visual Education
 D. Slesinger, Washington, D.C.
 Honolulu Academy of Arts
Wardens Division
357-1 Womens Division**

Series Number: 358 Series Title: Files of the District 1-B Headquarters

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358-1 Blackout**

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Personnel OCD Paid
358-1 Plans and Training for Wardens

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359-1 Director
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Alarm Tests
Precautions
Shelters
Sirens
Blood Bank
Bomb Reconnaissance Division
Bomb Shelters
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C. Brewer and Company Plantations
Children's Masks - Plantations, etc.
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Defense Corps
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Colonel Mahaffy
Commercial Transportation
Construction Projects - Miscellaneous
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359-1 Dogs for Defense

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359-1	Emergency
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	Plans - City of Hilo
359-1	to Mainland
359-2	Fire Department
	Food Control
	Food Production Control
	Gas Decontamination
	Gas Defense
	Gas Mask Office
	Monthly Reports
	Gas Masks
	General
	Honokaa, Kohala and Olaa Sugar Companies
	Hospital Construction
	Job no. 60, Warehouse Conversion
	Job no. 61, Gas Decontamination Station
	Kona
	Land Transportation Control
	Letters (for Evacuation)
	License, Lease Forms
	Materials and Supplies Control
	Honolulu
	Miscellaneous
	Medical Unit - Nurses
359-2	Moir - Personal

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Series Number: 359 Series Title: Files of Hawaii Island OCD

359-2	Director OCD Exercise Honolulu Office of Price Administration Olaa Hospital Organization
359-2	Hilo District
359-3	Plans and Training Division Poisons - Drugs Police Handbook, District 2, West Hawaii Press Announcements Press Releases 1-432 Publicity Rat Catchers Regional Directors Registration Salvage Scrapbook Remnants Territorial OCD - Honolulu Theo H. Davies & Company Plantations Travel Authorization U.S. Engineers Volunteer Police War Production Board Crescent City
359-3	Wardens - Area and Block Food Control
359-4	Anderson, F.M. (Gantt) Budget - Monthly Deputies Draft Data Falconer, W.G. Farm Labor
359-4	Machinery

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359-4	Produce Coordinator
	Federal Surplus Commodities Corp
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	Food Production
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	Gantt, Paul A. - Livestock
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	Hilo
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	Livestock Department
	Meat Control
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	Miscellaneous
	Form Letters
359-4	Pell, P.S. & Winne, Jas.
359-5	Raber, H.E.
	Registration of Growers
	Reports from Hawaii - Food
	Taro Production
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	Warner, H.H., Supervisor, Imports
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	Incoming
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359-5	Outgoing

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359-5 **Registration**
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 Department of Public Instruction
 Division of Registration, OCD - Other Islands
 Hospitals, U.S. Engineers Department, Territorial Board of Health
 Plantations
Miscellaneous Individuals
Mr. Roberts
Mr. Albert Waterhouse - Director
 Incoming
 Outgoing
 Honolulu
Mr. W. A. Wong - Incoming
Registration
To
 Departments of Justice and Agriculture
 Department of Public Instruction
 Division of Registration, OCD - Other Islands
 Hospitals, U.S. Engineers Department, Territorial Board of Health
359-5 Plantations

Series Number: 360 **Series Title:** Files of Kauai OCD

360-1 **Headquarters Files**
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Army
Army and Marine Garbage
Blackout
Blood Plasma Bank
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Copies of Official Messages
360-1 County Affairs

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360-1	Headquarters Files
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	Enumeration and Registration
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	First Aid - Plans and Training
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	Gasoline
	General
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360-1	Health and Sanitation
360-2	Hospitalization
	Hospitals
	Betsui
	Eleele
	Equipment
	Huleia
	Kilauea
	Makaweli
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	Materials
	Waimea
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	Job 13-13A Farm Products Program
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360-2	Headquarters Files Liaison Officers Light and Power Lihue Liquor Listening Posts Makaweli Materials and Supplies Medical Program Surplus Property Meetings of Kauai OCD Organizations Miscellaneous Evacuation Gas Defense Office of Price Administration/Rationing
360-2	Morale
360-3	Mr. C.J. Fem Mr. White Nurses Office of Price Administration Orders of the Day Organization Permits Personnel Persons Petroleum Plans Plans and Priorities Plans and Training Gas Defense Poison Control Port Allen Ports and Harbors Press
360-3	Properties

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360-3	Headquarters Files Radio Red Cross Reports Rescue, Demolition and Gas Protection Sam G. Yokomoto Scorched Earth Scrap Iron Survey Shelters Shipping Storage Waimea War Production Board Wardens
360-3	Work to Win Campaign
360-4	Deputy Director of Emergency Medical Services Blood Bank Plasma Bank Communications and Plans District Surgeon Dried Plasma Doctor Arnold Boyden Brennecke Wallis, Director of Medical Emergency Unit Evacuation General Honolulu Blood Bank Hospital Progress Reports Hospitalization of Volunteers Kauai Civilian Medical Defense Litters Minutes
360-4	Miscellaneous

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	K - General
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361-2	Lanai
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	Communicable Diseases
	Dr. Burden and Medical Preparedness
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	Mr. E.E. Black
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	P - General
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	Police Department
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361-4	Press and Radio
361-5	Publications
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	A - General
	B - General
	Bakeries
	Bulletins
	in
	out
	Butler, B.J.
	C - General
	Canned Fruits and Vegetables
	Circular Letters, Memos, etc.
	Commanding Officer
	D - General
	Director of Food Control
	Incoming
361-5	Outgoing
361-6	District Importers
	E - General
	F - General
	Farm Security Administration
	Fish
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361-6	Deputy Director of Food Control Hogs Honolulu Meat Control HQ Maui District (Powers, Howard) I-J - General K - General Kahului Railroad Company - Mr. Walsh L - General Lanai Livestock Local - Meat Control Lyman, Charles B., Colonel, Infantry, Commanding M - General Major Merryl C. Shaver
361-6	Master Priorities for Food, Feed and Seed
361-7	Maui Food Control Maui Planters' Association Molokai Murphy, F.T. N-O - General Naval Air Station, Puunene, Maui OCD P - General Paia Poultry (Egg Production) Proclamations R - General Reports and Instructions Retailers Meeting Rules and Regulations - Meat Control S - General Seed Stockfeed T - General
361-7	U - General

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V - General
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Wailuku
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Y-Z - General
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Area Coordinator Districts
Engineering & Public Works Division
Fire and Air Raid Wardens - Area B
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361-7 Wailuku Block Wardens - Area C

Series Number: 362 Series Title: Files of Molokai OCD

362-1 Activities
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362-2	Geo. P. Cooke, Director Geo. S. Freitas Construction Land Transportation Control Lands and Buildings L.H. Herschler - Maui Director Meat Control Medical Meetings Miscellaneous Outgoing Mail Petroleum Administrator Plans and Training Public Welfare Committee
362-2	Registration

Prepared by: Hoof, A. Date Completed: February 9, 1999