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Preliminary Inventory
of the
Records of the Office of War Information
(Record Group 208)

A Revision by Forrest R. Holdcamper
of
Preliminary Inventory No. 56
Compiled by H. Stephen Helton and Others

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This inventory has been prepared in this form by the Diplomatic, Legal,
and Fiscal Records Division in order to make it readily available for
staff use. It has not been distributed as a National Archives publication.

NOTE

The 2018 version of the preliminary inventory is updated to reflect (1) the deletion of entries for records destroyed as not warranting continued preservation in the National Archives, (2) the removal of entries for audio-visual records now in the custody of the special media branches, (3) the inclusion of descriptions of series of records accessioned into the National Archives since preparation of the original preliminary inventory in 1967, and (4) the existence of records in other record groups.

Within the preliminary inventory, the position for one or more new entries is indicated by a note in the right margin at the point the entry belongs.

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INTRODUCTION

The Office of War Information (OWI) was established by an Executive order of June 13, 1942, "in recognition of the right of the American people and of all other peoples opposing the Axis oppressors to be truthfully informed about the common war effort." To achieve a coordinated governmental war information program, both foreign and domestic, the functions and records of the Office of Facts and Figures and of the Office of Government Reports and the coordinating functions of the Division of Information in the Office for Emergency Management were transferred to the OWI. The Foreign Intelligence Service, Outpost, Publication, and Pictorial Branches of the Office of the Coordinator of Information were also transferred to the OWI. The Executive order provided, however, that dissemination of information to the Latin American countries should be continued by the Office of the Coordinator of Inter-American Affairs.

The OWI carried out its information program through the press, radio, motion pictures, and other media. It coordinated the informational activities of other Government agencies and issued the directives necessary to ensure an accurate and consistent flow of information from the Government to the public. It reviewed and approved all proposed radio and motion picture programs to be sponsored by the Federal Government. It maintained liaison with the information agencies of other nations. It collaborated with the Office of Censorship to facilitate the prompt and full dissemination of all information that would not aid the enemy. It cooperated with the Board of War Communications in broadcasting war information abroad.

Foreign propaganda activities were at first divided between the Office of Strategic Services and the Office of War Information--with the field of the latter limited to open, as contrasted to secret, activities. Since this division of responsibility led to controversy, an Executive order of March 9, 1943, directed the OWI to carry on all activities related to United States propaganda abroad, except in Latin America.

The OWI was terminated, effective September 15, 1945, by an Executive order of August 31, 1945. The Overseas Operations Branch (including its executive and security offices in New York and San Francisco), the Office of the Assistant Director for Management, and the Office of General Counsel were transferred with their records immediately to the Interim International Information Service of the Department of State, which was established by the same Executive order. On January 1, 1946, these units became part of the Office of International Information and Cultural Affairs of the State Department. The Bureau of Special Services was transferred with its records from the Domestic Operations Branch to the Bureau of the Budget. Functions and records of OWI's Inter-Agency Publications Committee were also transferred to that Bureau.

During its existence the OWI created approximately 22,500 linear feet of records in the United States and an unestimated quantity of records in its overseas offices. The records described in this inventory are those of the Office of War Information that were in the National Archives on February 13, 1967. They amount to 2,295 cubic feet and are designated as Record Group 208. These records were received by the National Archives from the OWI and the State Department from 1942 to January 1952. They include most of the records of the Domestic Operations Branch of the OWI, the records of the Director of the OWI and of its Historian and Security Officer, part of the records of Management Services, and the nontextual and some of the textual records of the Overseas Operations Branch. Most of the records of the Overseas Operations Branch, however, have been retained by the Department of State. Personnel folders for OWI employees are in the Federal Records Center, St. Louis, Mo. These folders and the records in this record group that have been transferred from the National Archives to the Federal Records Center, Alexandria, Va., are described in appendix I of this inventory.

This inventory is organized according to the structure of the OWI during the early part of 1945. The records of predecessor agencies are listed under the records of the Director of the OWI. Entries are for the most part arranged in accordance with the importance of the official or operating unit that created the records. An exception is the listing of the records of the Office of the Historian (see entry 6) immediately after those of the Office of the Director because many of the records of the Director, the Director of the Overseas Operations Branch, and other high officials are interfiled with the records of the Historian. Since records of many OWI units are in the Department of State, the inventory does not reflect the complete organizational structure of the OWI. To remedy this, the organizational plan of the OWI is given in appendix II. Lists of selected OWI documents and issuances pertaining to various subjects have been prepared and are included as other appendixes.

In preparing this preliminary inventory, H. Stephen Helton was assisted by Ira Kellogg, Donald Goodwin, Leonard Rapport, Martha Chandler, and Barbara Murphy. In the revision made by Forrest R. Holdcamper, descriptions of photographs taken at the United Nations Conference in 1945 were furnished by Carol Blanchard and descriptions of audiovisual records by Thomas Devan.

RECORDS OF THE OFFICE OF WAR INFORMATION

RECORDS OF THE OFFICE OF THE DIRECTOR AND PREDECESSOR AGENCIES

The Director of the OWI had general charge of all phases of the programs of the organization. He was assisted in this overall responsibility by an Associate Director and a General Counsel. Also attached to his office were a Historian, a Security Officer, and an Assistant Director for Management. Records of the Director, the Historian, the Security Officer, the Security Advisory Board, and predecessor agencies are described below. Records of the General Counsel and of the Assistant Director for Management, who was in charge of Management Services, are in the State Department.

RECORDS OF THE DIRECTOR. 1942-45. 4 ft.

1

Correspondence, memoranda, reports, and other papers of Elmer Davis, Director of the OWI, and records of other important officials in the Office of the Director, dealing with OWI information policies, relations with other agencies, the organization of the OWI, and the programs, procedures, and operations of the agency. Copies of minutes of the Committee on War Information Policy are also in this file. The series is arranged alphabetically by subject. Other records of the Director are interfiled with records of the Historian described in entry 6. A list of documents from this series and series 6, too long for publication, is available.

CORRESPONDENCE WITH CONGRESS. 1942-45. 8 in.

2

Correspondence of the Director, Elmer Davis, with Members of Congress regarding their comments, inquiries, and criticisms concerning OWI operations, functions, policies, materials released to the press, personnel, legislation, and other matters pertaining to the operations and administration of the OWI. Arranged alphabetically by name of Congressman and thereunder chronologically.

See page 3A.

[PREDECESSOR ORGANIZATIONS]

See pages 3B-D

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1942-45. 2 in.

4

Correspondence of the Director with the heads of other Government agencies regarding the OWI's budget and functions, questions of agency jurisdiction, OWI operations, cooperation in promoting Government information campaigns, interagency agreements with respect to the functions of agencies concerned with Government information programs, the expenditure of funds, and other pertinent matters. Arranged alphabetically by Government agency and thereunder chronologically.

MONTHLY REPORTS, May 1943-September 1944.

2A

Arranged chronologically. 2 boxes.

Reports prepared on a monthly basis by the major organizational components of the Office of War Information. The reports include a summary of operations, activities, and accomplishments. Some reports include statistical information. Organizations covered include the Outpost Service Bureau, the Bureau of Overseas Publication, the Radio Program Bureau, the Bureau of Communications Facilities, the Overseas Motion Picture Bureau, and the News and Features Bureau.

RECORDS OF PREDECESSOR ORGANIZATIONS

Records of the Office of Facts and Figures
Advertising and Intelligence Division

ALPHABETICAL NAMES FILES, 1942. 3A

Arranged alphabetically by last name of correspondent. 1 box. Incoming and outgoing correspondence between the Office of Fact and Figures (OFF) and other government officials and the general public.

GENERAL RECORDS, 1942. 3B

Arranged by subject. 2 boxes. Correspondence and other records relating to the activities and operations of the Office of Facts and Figures (OFF), Advertising Division. Among the documents in this series are a "Citizens Manual for War", prepared by the Office of Civilian Defense; and guides for war-time advertising.

CORRESPONDENCE AND MEMORANDA, 1942. 3C

Arranged chronologically by date of correspondence and memoranda. 1 box. Correspondence and memoranda of the Office of Facts and Figures (OFF), Source Materials Division. The incoming and outgoing correspondence is between the Division and other government officials and the general public.

ALPHABETICAL SUBJECT FILES, 1941-1942. 3D

Arranged alphabetically by subject. 9 boxes. Correspondence and other records of the Office of Facts and Figures (OFF). The types of records include OFF booklets and pamphlets, correspondence with other government agencies and private corporations, documents created by the Polling Division and Surveys Division, radio digests, weekly media reports, and short-wave broadcasts. The subjects covered include monitoring of foreign broadcasts, home front campaigns, speeches and press conferences.

Records of the Office for Emergency Management
Division of Information

In general, the records listed below consist of records and correspondence created by the Division of Information during the 1941-1942 timeframe, although there may be a few documents of a later date. The records include fiscal records, subject correspondence files, miscellaneous files of the Radio Department, and general office policy and personnel records. The records are arranged as follows:

DIRECTOR'S FILE (box 13)	<u>3E</u>
ASSISTANT DIRECTOR'S FILE (boxes 14-15)	<u>3F</u>
SUBJECT FILE (boxes 10-12)	<u>3G</u>
RECORDS RELATING TO RADIO MATTERS (boxes 5-6)	<u>3H</u>
GENERAL OFFICE RECORDS (box 7)	<u>3I</u>
GENERAL CORRESPONDENCE (box 9)	<u>3J</u>
RECORDS RELATING TO PERSONNEL (box 8)	<u>3K</u>
FISCAL RECORDS (boxes 1-5)	<u>3L</u>

Office for Emergency Management
Division of Information
Radio Section

GENERAL RECORDS, 1941-1942.

3M

Arranged by type of record. 37 boxes.

This series consists of background material, geographic general files, radio station letters and correspondence, program schedules, radio and special program scripts, letters from listeners, requests for scripts and speeches, special program reports press releases, personnel and fiscal records, and an alphabetical person file. The records are divided as follows:

- ◆Background Material (box 16)
- ◆General Files (boxes 17-18)
- ◆Radio District and Station Letter Correspondence (box 19)
- ◆Station correspondence (boxes 20-21)
- ◆Schedules (box 22)
- ◆Correspondence and Memorandums (boxes 23-28)
- ◆Radio Scripts (boxes 29-31)
- ◆Special Program Scripts (boxes 32-38)
- ◆Letters from Listeners (box 39)
- ◆Requests for Scripts, Speeches, and Transcripts (boxes 40-42)
- ◆Press Releases (box 43)
- ◆Mailing Lists, Bulletins, Circulars, and Letters) (box 44)
- ◆Special Program Report (box 45)
- ◆Records Relating to Personnel and Fiscal Matters (boxes 46-47)
- ◆Miscellaneous Subject and Memorandums File (box 48)
- ◆Alphabetical Person File (boxes 49-52)

RECORDS OF THE DIRECTOR OF THE OFFICE OF FACTS AND FIGURES. 1941-42.
10 ft.

Archibald MacLeish was the Director. The records consist of correspondence concerning such subjects as handling of enemy aliens, treatment of American and Japanese prisoners, and oil exports to France. Arranged according to a decimal filing system, a copy of which is with the records.

5

RECORDS OF THE HISTORIAN.

See pages 4A-C.

SUBJECT FILE OF THE OFFICE OF FACTS AND FIGURES, THE COMMITTEE ON WAR INFORMATION, AND THE CENSORSHIP POLICY BOARD. 1941-42.
8 ft.

Contains minutes of the Office of Facts and Figures and correspondence with the White House relating to Major LaGuardia of the Fact Study Board. Arranged according to a decimal filing scheme, a copy of which is with the records.

7

CORRESPONDENCE. 1941-43. 1 ft.

Includes correspondence of the Assistant Director of the Office of Facts and Figures (OFF), of George Borries of the Operations Division, of John Herril of the Press Division, and of the Radio Division. Arranged chronologically.

8

RECORDS OF THE SECURITY OFFICE

This office, headed by the Security Officer, was established in the Office of the Director in February 1943 to coordinate the practices of all Government agencies in Washington with regard to security-classified materials. Similar offices were attached to the New York and San Francisco offices of the OWI. The Security Officer, in addition to his regular security activities with respect to the OWI, served as Chairman of the Security Advisory Board. Rear Adm. R. P. McCullough (Ret.) served as Security Officer until early 1945, when he was succeeded by Col. Eugene M. Winters.

Records of the Historian

RECORDS RELATING TO THE DOMESTIC BRANCH, 1942-1945. 6A

Arranged by subject. 5 boxes.

Correspondence, memoranda, reports, budget papers, minutes of meetings, draft histories and related records relating to the organizational history of the Office of War Information (OWI), Domestic Branch. The papers were collected by E. P. Lilly, Historian of OWI. Included in this series are rough drafts of histories of the various units of the Domestic Branch, such as the Book and Magazine Bureau, Campaign Bureau, Domestic News Bureau, Foreign Language Division, Bureau of Graphics, Bureau of Intelligence, Motion Picture Bureau, Office of News and Features, Bureau of Publications, Domestic Radio Bureau, and various field offices.

RECORDS RELATING TO THE OVERSEAS BRANCH, 1942-1945. 6B

Arranged by subject. 7 boxes.

Correspondence, memoranda, reports, and related records relating to the organizational history of the Office of War Information (OWI), Overseas Branch. The papers were collected by E. P. Lilly, OWI Historian. Included are histories of the various units of the Overseas Branch, including the Motion Picture Bureau, Bureau of Overseas Publications, Radio Program Bureau, and the Psychological Warfare Branch.

AREA FILES, 1943-1945. 6C

Arranged by subject and location of outpost. 3 boxes.

Correspondence, memoranda, reports and related records of the Overseas Branch, Outpost Services Bureau.

NAME FILES, 1944-1944. 6D

Arranged by name. 2 boxes.

Correspondence, memoranda, reports and related records pertaining to employees or persons temporarily attached to the Office of War Information.

SUBJECT FILES, 1942-1945. 6E

Arranged alphabetically by subject. 18 boxes.

Correspondence, memoranda, reports and related records collected by the Historian concerning the history of the Office of War Information. Subjects covered include the budget, campaigns, Congressional relations, post-war planning, prisoners - of - war, and public relations. Types of records include Foreign Information Services reports, leaflets, minutes of the Committee on War Information and the Board of War Information, and VE Day reports.

PSYCHOLOGICAL WARFARE BRANCH REPORTS TO ALLIED
FORCE HEADQUARTERS (AFHQ), 1944-1945. 6F

Arranged by organization and thereunder chronologically. 2
boxes.

Weekly and monthly activity and administrative reports of the
Psychological Warfare Branch and Psychological Warfare School
submitted to the Allied Force Headquarters (AFHQ).

RECORDS OF THE PSYCHOLOGICAL WARFARE
BRANCH, 1942-1945. 6G

Arranged by subject. 12 boxes.

Correspondence, memoranda, reports and related records concerning
the history of the Psychological Warfare Branch (PWB). Subjects
include PWB activities in different countries or areas including
Japan, England, Italy, India, Germany, France, Egypt, Algiers, and
the Pacific region.

DRAFT HISTORICAL REPORTS, 1941-1945. 6H

Arranged by subject. 5 boxes.

Copies of drafts of chapters of the Office of War Information (OWI)
history, assembled by E. P.

Lilly, Historian of the OWI, from the records of all OWI offices,
for the purpose of writing a history of the OWI.

RECORDS RELATING TO THE CHINA, BURMA,
INDIA THEATER, 1942-1945. 6I

Arranged mostly by country and thereunder by subject. 6 boxes.

Correspondence, memoranda, reports, leaflets and other records
concerning the history of Office of War Information activities in
the China, Burma, India Theater during World War II.

OUTPOST RECORDS, 1942-1945. 6J

Arranged by country and thereunder by subject or
chronologically by date of report. 16 boxes.

Correspondence and reports concerning the activities and operations
of the Office of War Information outposts in foreign countries. Some
of the major outposts covered in these records are London, Paris,
Canton, Istanbul, New Delhi, and Yenan.

GENERAL HISTORICAL FILES, 1941-1945.

6K

Arranged by subject. 16 boxes.

The records consist of memorandums, reports, studies, telegrams, issuances, minutes of meetings, correspondence, outpost reports, regulations and instructions, summaries of weekly announcements, news and press releases, publications, and other materials relating to a wide variety of topics. There are also a partial index to correspondence, a name index to government agencies, and a title index to publications. Specific topics include OWI activities relating to Burma, India, North Africa, the Mediterranean area; the organization and functions of the agency; postwar planning for international broadcasting; relations with the Office of Strategic Services (OSS); psychological warfare; security matters; motion pictures; and various publications and other issuances.

The records in this entry were not accumulated by the Historian. Rather, they come from a variety of sources. As they form a general historical background file, this entry is listed with those of the Historian.

GENERAL RECORDS OF THE SECURITY OFFICER. 1942-45. 2 ft.

9

Correspondence and interoffice memoranda of Admiral McCullough and Colonel Winters exchanged with OWI security officers and others concerning security clearances for personnel, security classification of correspondence, disposition of classified materials, security indoctrination of personnel, security violations, cryptographic security, and related topics. The series includes copies of minutes of meetings of the War Information Board, copies of security regulations, and a report of a survey of OWI communications and security offices. Arranged alphabetically by subject.

OUTPOST CABLES AND REPORTS. 1942-45. 5 in.

10

Cables and reports received from Outposts and copies of cables sent. They concern OWI security regulations, clearance of OWI materials, the Outposts' administration of security regulations, the use of security classifications, the employment of aliens, and related security matters. Arranged alphabetically by Outpost.

RECORDS OF THE SECURITY ADVISORY BOARD

To provide uniform safeguards for information that might be valuable to the enemy and to prevent undue restriction of information that might appropriately be made available to the public, the Office of War Information issued on September 28, 1942, OWI Regulation No. 4. To provide further general guidance and advice on specific security problems, an interdepartmental Security Advisory Board was established in May 1943, under the chairmanship of the OWI's Security Officer. Other agencies represented on the Board were the War Department, the Navy Department, the Department of Justice, the Office of Censorship, and the Budget Bureau. The Board was continued under the Joint Chiefs of Staff after the termination of the OWI.

MINUTES AND AGENDA OF MEETINGS. May 1943-Aug. 30, 1945. 3 in.

11

Arranged chronologically.

GENERAL RECORDS OF THE CHAIRMAN. 1942-45. 2 ft.

12

Correspondence with other Government agencies concerning security clearance for agency personnel and the use of security classifications on communications, together with other materials, among which are reports of security surveys of Government agencies, newspaper clippings, copies of agency security regulations, manuals of instructions for secret document clerks, a collection of speeches on security, a report on the OWI's security system, and lists of top secret control officers of Government agencies. Arranged alphabetically by subject.

CORRESPONDENCE WITH GOVERNMENT SECURITY OFFICERS. 1942-45. 1 ft. 13

Correspondence of the Chairman of the Board with security officers of Government agencies regarding general security policies, agency security regulations, the classification of communications, guard service, and security of information campaigns and campaign materials. The series includes copies of security regulations of Government agencies and some copies of reports and minutes of the Inter-Departmental Security Service Committee. Arranged alphabetically by Government agency.

CORRESPONDENCE CONCERNING REQUESTS FOR SECURITY CLEARANCES. 1943-45. 2 ft. 14

Correspondence of the Chairman of the Board with Government agencies concerning their requests for security clearance of agency reports, publications, and releases. Arranged alphabetically by Government agency.

CORRESPONDENCE REGARDING APPOINTMENT OF BOARD MEMBERS. 1943-45. 2 in. 15

Correspondence with Government agencies regarding the appointment of agency representatives on the Security Advisory Board. Arranged alphabetically by name of Board member.

RECORDS OF THE WAR INFORMATION BOARD

This Board, within the Office of the Director, consisted of the Director, the Associate Director, and three Assistant Directors. In harmony with broad policies developed by the Committee on War Information Policy, it aided the Director to develop in detail the war information policies of the Government and to formulate general information programs designed to promote, at home and abroad, an informed and intelligent understanding of the Government's war policies, activities, and aims and of the status and progress of the war effort.

MINUTES OF MEETINGS. Mar. 9, 1943-Feb. 22, 1944. 1 in. 16
Arranged chronologically.

RECORDS OF MANAGEMENT SERVICES

The position of Assistant Director for Management was established in the Office of the Director by Staff Order No. 10 of November 13, 1942. The existing administrative services of the Director's Office and the Executive Offices of the Overseas Operations Branch in New York City and San Francisco were transferred to and consolidated with the Assistant Director's staff. His office was responsible for providing management facilities and services to all parts of the OWI in Washington and in the field. The Washington office consisted of an Executive Officer; a Division

of Financial Accounts, which provided such services and facilities as budget and accounting controls; a Division of Operating Services, which handled procurement; a Personnel Management Office; and a Management Planning Division to develop improved methods of management and work. Regional executive offices of Management Services handled similar functions for OWI offices in the San Francisco and New York areas.

Many records of Management Services are in the Department of State. The personnel records of the OWI, which were maintained by Management Services, are in the Federal Records Center, St. Louis, Mo. Only the records of the Procedures Section and the San Francisco Regional Executive Office, described below, are in the National Archives.

Records of the Management Planning Division

This Division developed effective methods of management and work for all units of the Office of War Information, analyzed work programs, and prepared cost estimates for budgets and operations controls.

GENERAL RECORDS OF THE PROCEDURES SECTION. 1942-45. 5 ft.

17

Correspondence, memoranda, reports, OWI orders and regulations, surveys, administrative manuals, and budget papers dealing with the work of the Section in surveying, installing, and improving administrative and operating procedures of the OWI and in clearing new or revised orders, regulations, and forms. Arranged by subject but not alphabetically.

Records of the Regional Executive Office (San Francisco)

RECORDS OF THE DOMESTIC OPERATIONS BRANCH

The Domestic Operations Branch of the OWI took over from its predecessors--the Office of Facts and Figures, the Office of Government Reports, and the Division of Information of the Office for Emergency Management (OEM)--the administration of the Government's homefront war information programs. Its primary purpose was to coordinate and facilitate the flow of information so that the public could obtain a clear and accurate picture of United States war activities, aims, and policies. In carrying out its functions on the homefront, the Branch cooperated with other Government agencies and with the regular media of public information. The Branch cleared and coordinated releases to the press of information from Government sources to prevent confusion caused by conflicting statements. In the field of radio, it developed a system for the orderly use of time and talent donated by the radio industry and sponsors of radio programs for war information purposes, and it allotted radio time to Government agencies. In the field of advertising, it coordinated the use of newspaper space, radio time, and advertising space donated to the Government to carry advertising on its war information campaigns. It also served as a central point of contact with the motion-picture industry regarding needs of the Government for special war information pictures, and it provided a channel of communication between the Government and book and magazine publishers and editors to provide facts on the war effort and information programs promoted by the OWI.

At first the functions of the Branch included production of motion pictures and publications, and field offices were maintained in most States to assist with the distribution of Government information and other OWI activities. The production activities and field offices were abolished, however, in mid-1943, following a cut in OWI's budget, and thereafter the Branch became primarily a staff organization performing the functions outlined above.

The main parts of the Branch were the Office of the Director, including the Director of War Programs and the Deputy Directors; and the media bureaus for radio, books and magazines, domestic news, motion pictures, foreign news, special services, and graphics. Each of these units is discussed in greater detail under appropriate headings of this inventory. Most of their records are in the National Archives. The records of the Deputy Director for International Affairs are in the Department of State, and records of the Inter-Agency Publications Committee are in the Bureau of the Budget.

RECORDS OF THE OFFICE OF THE DIRECTOR

This Office was responsible for general supervision, policy matters, liaison activities, and speech clearance activities of the OWI's domestic

information programs. In early 1945 the Office included the Director of the Branch and the Director of War Programs, deputy directors for liaison with other Federal agencies, program managers, assistant directors, a Special Clearance Unit, and the Inter-Agency Publications Committee.

CORRESPONDENCE OF DIRECTOR GARDNER COWLES, JR. July 1942-June 1943.
2 ft.

20

Correspondence with persons connected with advertising, politics, industry, newspapers, magazines, and civic organizations, regarding applications for jobs and speaking engagements, and offering congratulations, criticisms of programs, and suggestions and information concerning the publicizing and advertising of war-bond sales, salvage campaigns, the conservation of strategic materials, recruitment for civilian industry, and the dispensing of war news. Arranged alphabetically by name of addressee.

CORRESPONDENCE OF DIRECTOR PALMER HOYT. 1943. 1 ft.

21

Correspondence with magazine publishers, newspaper editors, book publishers, radio stations, library administrators, Negro groups, and Members of Congress regarding plans for pooling pertinent information at OWI. Much of the correspondence, however, consists of letters from individuals congratulating the Director on his position or requesting consideration of their applications for Federal positions. Arranged alphabetically by name of correspondent.

CORRESPONDENCE OF DIRECTOR GEORGE W. HEALY, JR. 1944. 11 in.

22

Consists largely of letters of introduction, congratulations on his new position with the OWI, invitations to speak at meetings, regrets at his departure, personal notes, and Mr. Healy's brief replies. Arranged alphabetically by name of correspondent.

CORRESPONDENCE OF DIRECTOR NEIL DALTON. 1945. 4 in.

23

Included are congratulations to the Director on his new position, invitations to speak at meetings, requests for news of individuals in the armed services, suggestions on methods of winning the war, and complaints about the conduct of the Federal Government. Arranged alphabetically by name of correspondent.

PUBLICATIONS AND CORRESPONDENCE ON V-E DAY PROGRAMS. Apr. 1945.
5 in.

24

The records in this series concern the distribution and method of release of news relating to V-E Day programs and appear to have been part of the file of Director Dalton. Arranged alphabetically by subject.

Records of the Executive Director

The Executive Director assisted the Director of the Domestic Operations Branch in the general direction of the Branch and acted for the Director in his absence.

LETTERS SENT BY THE EXECUTIVE DIRECTOR. Mar. 1942-Oct. 1945.

1 ft.

26

Copies of letters sent by John Herrick, Executive Director, to employees of the OWI, other Government agencies, newspapers, advertising agencies, private industry, and others. They relate chiefly to personnel, budget, and policy matters. Included is a folder of copies of letters sent by Mr. Herrick when he was acting in his capacity as Chief of the Press Division, Office of Facts and Figures. Arranged alphabetically by subject, name of correspondent, or office.

Records of the Assistant Director

The Assistant Director was responsible for the formulation and execution of policies through liaison with the policy-making officials of other Government agencies and with Congress, and for the clearance of official publications, speeches, articles, and statements. He was also responsible for liaison with Members of Congress on matters affecting the Domestic Operations Branch and with advisory committees of the various information media. Under his general supervision were the Speech Clearance Unit and the Inter-Agency Publications Committee. In 1943 there were also Assistant Directors for Program Coordination and Production and for Policy and Subject Matter Development. Later in that year the functions of these last two Assistant Directors were divided between the Bureau of Campaigns (a predecessor of the Office of the Director of War Programs) and the Deputy Directors.

GENERAL RECORDS OF ASSISTANT DIRECTOR JAMES ALLEN. Sept. 1942-Mar. 1943. 4 ft.

27

Included are correspondence, interoffice memoranda, reports, copies of minutes of the Planning and Review Board and of the Joint Committee on Information Policy, minutes of Deputy Staff meetings, program guides for information campaigns, and administrative issuances. The series also includes reports pertaining to Allen's duties as chairman of the Deferment Review Committee of the OWI. Arranged alphabetically by subject.

GENERAL RECORDS OF ASSISTANT DIRECTORS JAMES ROGERS AND WILLIAM LEWIS. Jan.-July 1943. 2 ft. 28

Correspondence, interoffice memoranda, and other records dealing with anti-inflation measures, the income tax, and information programs of the Treasury Department, the Red Cross, the Office of Economic Stabilization, and the National War Fund. Arranged for the most part alphabetically by name of correspondent.

GENERAL CORRESPONDENCE OF ASSISTANT DIRECTORS S. E. FITZGERALD AND ROBERT R. FERRY. May 1943-Mar. 1944. 5 in. 29

Correspondence with private firms, organizations, and individuals regarding requests for materials to be used in connection with Government information campaigns, applications for employment, and comments on OWI programs. Arranged alphabetically by name of correspondent.

CORRESPONDENCE OF THE INTER-AGENCY PUBLICATIONS COMMITTEE. 1942-45. 2 ft. 30

The Inter-Agency Publications Committee was set up under the Assistant Director of the OWI as an advisory committee. The correspondence is arranged chronologically.

Records of the Speech Clearance Unit

This Unit reviewed and cleared, for fact and conformity to Government and OWI policies, speeches and articles (except news releases) submitted by the heads of Federal agencies and other policy-making officials of the Government. Speeches and articles that involved matters of interest to more than one agency were cleared with the agencies concerned.

CORRESPONDENCE REGARDING CLEARANCE OF SPEECHES. Jan. 1942-Apr. 1945. 1 in. 31

Correspondence with other Government agencies regarding the clearance of speeches of Government officials. Arranged chronologically.

CLEARANCE DIRECTIVES. Jan. 1942-Jan. 1945. 1 in. 32

Copies of directives concerning the clearance of speeches, articles, and other material submitted by other Government agencies for release to the press, together with some related correspondence. Included is a list of Government officials for whom speeches were cleared. The series is arranged chronologically.

CLEARANCE REPORTS. Jan. 1942-Sept. 1945. 2 in. 33

Monthly and yearly reports on the clearance of speeches and articles, together with some interoffice memoranda concerning such clearances. Arranged chronologically.

- SPECIAL CLEARANCE MATERIAL. Sept. 1942-June 1945. 1 in. 34
 Material for special clearance by the OWI, including the annual report of the Chairman of the War Production Board (WPB) for 1944, and some related clearance records. Arranged chronologically.
- SPEECHES OF GOVERNMENT OFFICIALS. Feb. 1942-Sept. 1945. 28 ft. 35
 Copies of speeches delivered by Government officials, together with OWI receipts for speeches and speech-clearance records. Arranged alphabetically by name of speaker and thereunder chronologically. For a card index to some of these speeches, see entry 186.
- ARTICLES, STATEMENTS, REPORTS, AND PAMPHLETS. July 1942-Aug. 1945. 7 ft. 36
 Copies of articles, statements, reports, and pamphlets submitted to the OWI for clearance before publication, clearance records for each paper submitted, and a small amount of correspondence concerning the clearance of some of the material. Arranged alphabetically by agency submitting the material, thereunder alphabetically by name of author, and thereunder chronologically.
- PRESS RELEASES CLEARED BY THE OFFICE OF FACTS AND FIGURES. May-June 1942. 2 in. 37
 Copies of press releases that were submitted by Government agencies to OFF for clearance, together with related letters and memoranda. Arranged alphabetically by agency and thereunder chronologically.
- MATERIALS NOT CLEARED BY THE OWI. Feb. 1942-May 1945. 1 in. 38
 Copies of materials not cleared by the Clearance Unit of the OWI and some related correspondence. Arranged chronologically.

RECORDS OF THE OFFICE OF THE DIRECTOR OF WAR PROGRAMS

This Office was established on August 2, 1944, to replace the Office of Program Coordination, which had previously replaced the Bureau of Campaigns. Under the general supervision of the Director and the Executive Director of the Domestic Operations Branch, the Office coordinated all activities of the Branch having to do with the conduct of war information programs and it formulated and executed policies for the conduct of such programs. It supervised the scheduling of war information programs and the allocation of media facilities to promote the programs.

- RECORDS OF THE CHIEF, BUREAU OF CAMPAIGNS. Aug. 1942-Jan. 1943. 1 ft. 39
 Correspondence of Ken R. Dyke with advertising associations and agencies, publishers, and Government departments, together with related memoranda, reports, and other materials, dealing with the

planning and execution of the Government's wartime information campaigns. The series includes some memoranda and reports regarding budget and administration of the Bureau. Arranged alphabetically by subject or by name of correspondent.

RECORDS OF THE DEPUTY CHIEF, BUREAU OF CAMPAIGNS. Sept. 1941-
Feb. 1943. 3 ft.

40

Correspondence, memoranda, reports, administrative issuances, campaign booklets, posters, and other records of H. Andrew Dudley, covering his activities as Deputy Chief of the Bureau of Campaigns of the OWI and earlier as Chief of the Campaigns Branch of the Division of Information of the Office for Emergency Management. The records deal with the planning and coordination of the Government's wartime information programs and with the budget, organization, personnel, procedures, and policies of the Bureau. Arranged alphabetically by subject.

RECORDS OF THE CHIEF OF THE OFFICE OF PROGRAM COORDINATION.
Mar.-July 1943. 1 ft.

41

Correspondence, memoranda, administrative issuances, program booklets and guides, budget estimates, progress reports, and other materials of H. Andrew Dudley dealing with his activities in planning and coordinating various war information programs. Arranged alphabetically by subject.

GENERAL RECORDS OF THE CHIEF OF THE OFFICE OF PROGRAM COORDINATION.
July 1943-May 1944. 1 ft.

42

Correspondence--with related memoranda and enclosures--of Robert Ferry, Chief of the Office of Program Coordination from July 1943 to February 1944, and Assistant Director of the Domestic Operations Branch thereafter. The correspondence is with advertising councils and associations, Government agencies, and business firms. It deals with the planning and coordination of wartime information programs and with the preparation of materials for such programs. Included is a small amount of material regarding the administration of the Office of Program Coordination. The records are arranged in part alphabetically by subject or name of correspondent.

MATERIALS FOR INFORMATION CAMPAIGNS. Apr.-Oct. 1943. 1 ft.

43

These include program booklets, fact sheets, copies of posters, and other materials prepared for publicizing or planning the Government's wartime information campaigns on absenteeism, aviation cadets, the black market, Christmas mail, conservation, the crop corps, economic stabilization, the homefront, housing, the Red Cross, and other campaigns. The series contains some related memoranda of Robert Ferry. Arranged as "programs" or "projects," and thereunder alphabetically by title of program or project.

"INFORMATION GUIDE." Apr.-Sept. 1943. 1 binder. 2 in. 44

Copies of the OWI issuance entitled "Information Guide," which was prepared and issued by the Domestic Operations Branch to provide a reference file for war information, operating instructions, authoritative sources, and related directives for the exclusive use of personnel within the OWI and those outside groups that cooperated with the OWI. Arranged chronologically.

ISSUANCES OF THE OWI. Apr.-Oct. 1943. 4 in. 45

Copies of OWI publications--"Magazine War Guide," "Women's Radio War Program Guide," "European Digest," "Victory News Letter," "Victory Bulletin," and "Book Digest"--press releases, weekly reports of the field offices, reports on estimated radio audiences, and reports on special studies completed. These issuances were prepared by the media bureaus of the OWI and sent to the Chief of the Office of Program Coordination for his information and use in planning and coordinating the Government's war information programs. Arranged alphabetically by title of issuance.

READING FILE OF THE DIRECTOR OF WAR PROGRAMS. Aug. 1944-Aug. 1945. 2 in. 46

Copies of letters and memoranda sent by Director David Frederick to other Government agencies, advertising firms and councils, and the staff of the OWI regarding the Government's war information campaigns. Arranged chronologically.

PHOTOSTATS OF ADVERTISEMENTS. Nov. 1942-Mar. 1943. 5 in. 48

Photostatic copies of advertisements donated to Government agencies by private concerns for use in the agency-sponsored salvage, conservation, and rationing campaigns. Arranged alphabetically by name of agency.

NEWSPAPER AND MAGAZINE CLIPPINGS. Aug. 1942-Mar. 1943. 2 in. 49

One looseleaf notebook containing newspaper and magazine clippings dealing with the activities, policies, and organization of the OWI. The clippings are arranged chronologically.

PAMPHLETS AND GOVERNMENT INFORMATION PROGRAM BOOKLETS. Dec. 1942-June 1945. 2 ft. 50

Concern such phases of the homefront war effort as food conservation and rationing, victory-garden campaigns, black markets, manpower recruitment, conservation, war loans, price control, and salvage.

MISCELLANEOUS PAMPHLETS AND POSTERS ON PHYSICAL FITNESS. Apr. 1944.
1 in.

Prepared by the OWI for use in the Government's wartime campaign for physical fitness.

51

CORRESPONDENCE REGARDING WARTIME ADVERTISING. Sept. 1942-Aug. 1945.
1 in.

Correspondence of the Director for War Programs and his predecessors with advertising agencies regarding results achieved by advertising in Government wartime campaigns and the improvement of advertising methods.

52

RECORDS OF THE DEPUTY DIRECTORS

The Deputy Directors of the Domestic Operations Branch were assigned fields of war information in which they served as principal representatives of the OWI with various Federal war agencies. They were responsible for the adequacy of the information available to the press in their respective fields and for policy decisions on information matters in those fields. In September 1943 they were given the added responsibility of supervising the conduct of all information programs and campaigns falling within the jurisdiction of their assigned agencies. Within the office of each Deputy were program managers who were responsible for specific information programs. One Deputy was responsible for military information, another for information about the enemy, another for United Nations information programs and related matters, and four Deputies were responsible for the homefront war agencies and programs. The number of Deputies and the fields to which they were assigned did not remain constant. In the National Archives are the records of all the Deputy Directors, with the exception of the Deputy Director for International Affairs, whose records are in the State Department.

Records of the Deputy Director for Economic Stabilization, War Finance, and Taxation

This Deputy Director was responsible for liaison with the Treasury Department, the Office of Economic Stabilization, the Office of Civilian Defense, the National Red Cross, the Federal Bureau of Investigation, the Security of War Information Committee, the National War Fund, and the Solid Fuels Administration for War. He handled campaigns for economic stabilization, fuel conservation, overseas mail, the National Red Cross, the National War Fund, the security of war information, and planned spending and saving.

RECORDS OF THE DEPUTY DIRECTOR. Jan. 1944-Sept. 1945. 4 in.

Chiefly records of Harold R. Stone, consisting of correspondence and processed material pertaining to wartime advertising and its role

53

in psychological warfare, schedules of radio broadcasts and other advertising media, and OWI policy and background information for news stories and campaigns. Arranged alphabetically by subject.

RECORDS RELATING TO WAR BOND DRIVES. Apr. 1943-June 1945. 5 in. 54

Records of Harold R. Stone, consisting of correspondence, posters, pamphlets, pictures, and other materials relating to publicizing and selling war bonds through seven of the war loan campaigns. Arranged by number of war loan drive and thereunder chronologically.

RECORDS OF THE PROGRAM MANAGER FOR FUEL CONSERVATION. 1945. 6 in. 55

Correspondence and other records concerning campaigns for the conservation of coal and other fuels. Arranged alphabetically by subject.

LETTERS AND MEMORANDA SENT BY THE PROGRAM MANAGER FOR THE V-MAIL CAMPAIGN. 1944-45. 10 in. 56

Letters and memoranda of Richard D. Mathewson, Program Manager, sent to commercial art firms, advertising agencies, OWI officials, and Government agencies regarding campaign materials and other matters in connection with the V-Mail program. Arranged for the most part alphabetically by subject.

RECORDS OF THE PROGRAM MANAGER FOR THE V-MAIL CAMPAIGN. 1944-45. 10 in. 57

Correspondence, reports, mailing lists, status reports on programs, press clippings, news releases, program guide books, radio scripts, and other records of Emmette V. Graham and Richard D. Mathewson relating to the V-Mail campaign.

PROGRAM GUIDES AND PUBLICITY MATERIALS FOR THE ECONOMIC STABILIZATION CAMPAIGN. 1944. 11 in. 58

Records of Simon Lesser, consisting of program guides and publicity materials such as press releases, radio announcements, and posters used in the information programs on economic stabilization and taxation. Arranged alphabetically by subject.

RECORDS OF THE PROGRAM MANAGER FOR THE SECURITY OF WAR INFORMATION CAMPAIGNS. Sept. 1942-July 1944. 3 ft. 59

Correspondence of Catherine Lanham and her predecessor, Kenneth Beirn, with Government agencies, advertising associations, newspapers, cartoonists, and others--together with related memoranda and reports of the media bureaus of the OWI--regarding the planning, coordination, and execution of the Government's security of war information campaigns. The series includes minutes of meetings of security committees of which Mrs. Lanham was a member and a quantity of program booklets, posters, cartoons, and other publicity material

used in promoting the security campaign. Arranged alphabetically by subject and thereunder chronologically.

READING FILE OF THE PROGRAM MANAGER FOR SECURITY OF WAR INFORMATION.

Jan.-Dec. 1944. 2 in.

60

Copies of letters from E. V. Graham to various individuals and organizations regarding the program for security of war information. Arranged chronologically.

CORRESPONDENCE WITH THE WAR DEPARTMENT REGARDING SECURITY OF WAR INFORMATION PROGRAMS. 1944. 3 in.

61

Chiefly correspondence between Maj. Albert J. Stowe and E. V. Graham. Included are some campaign guides, press releases, press clippings, posters, and other materials pertaining to the security campaign. Arranged alphabetically by subject.

CORRESPONDENCE WITH DIRECTORS OF INTELLIGENCE. 1944. 2 in.

62

Correspondence between E. V. Graham, Chairman of the National Committee for Security of War Information, and each of the Directors of Intelligence of the nine Service Commands concerning security measures. Arranged by number of Service Command.

CORRESPONDENCE WITH LOCAL SECURITY COMMITTEES. Apr. 1943-Dec. 1944. 2 ft.

63

Correspondence of E. V. Graham, Chairman of the National Committee for Security of War Information, and Catherine Lanham, Program Manager, with local security committees regarding the procurement of campaign materials--posters, stickers, and booklets--and their distribution to local security committees organized in Service Commands. Arranged alphabetically by city and thereunder chronologically.

BULLETINS ON SECURITY OF WAR INFORMATION. Dec. 1943-Oct. 1944.

1 in.

64

Bulletins of the Security of War Information Committee, with attached campaign materials, for use in connection with the security of information programs. Arranged chronologically.

NEWSPAPER ADVERTISEMENTS FOR THE SECURITY OF INFORMATION CAMPAIGN.

Jan.-Aug. 1944. 1 in.

65

Layouts, artwork, and copy for security advertisements for newspapers. Arranged chronologically.

Records of the Deputy Director for Food, Gasoline, and Rationing

The Deputy Director was responsible for liaison with the Office of Price Administration, the War Food Administration, the Petroleum Administration for War, the Department of Agriculture, and the Office of Defense

Transportation. Campaigns handled by the Deputy Director included those for war food, victory gardens, nutrition, crop corps, Pacific war program, medical WACS, rationing, traffic control, ceiling prices, and car pooling.

RECORDS OF DEPUTY DIRECTOR MAURICE HANSON. Nov. 1943-Oct. 1945.
4 ft.

66

Correspondence, memoranda, and other materials such as posters, program books, cartoons, fact sheets, scripts, newspaper advertisements, press releases, pictures, and reports. These records deal with campaigns for conservation of fuel, travel, cars and rubber, and food, as well as anti-inflation measures, salvage, rationing, and price control. Arranged alphabetically by subject.

RECORDS OF JOHN R. LATHAM, PROGRAM MANAGER FOR SALVAGE CAMPAIGNS.
Mar.-Oct. 1945. 7 in.

67

Correspondence, memoranda, reports, program guidebooks, press releases, radio fact sheets, advertisements, posters, and other materials pertaining to salvage campaigns.

RECORDS CONCERNING THE WASTE FATS PROGRAM. 1943-44. 10 in.

68

Copies of progress reports, advertisements, and graphic materials relating to the information program on fat salvage.

RECORDS OF SAMUEL DALSIMER, PROGRAM MANAGER FOR RATIONING. 1944-45.
11 in.

69

Correspondence, memoranda, news releases, graphic materials, mimeographed program booklets, photographs, press clippings, and reports dealing with the information campaign on rationing and the ceiling-price policies of the Office of Price Administration. Arranged alphabetically by subject.

GENERAL CORRESPONDENCE OF THE PROGRAM MANAGER FOR WAR FOOD.

Mar. 1944-Sept. 1945. 5 in.

71

Correspondence of Charles W. Jackson with advertising agencies, Government agencies, magazine editors, retailers, and private associations and organizations concerning the production, distribution, display, and suitability of graphic and other campaign materials used in the war food campaign. Arranged alphabetically by name of correspondent.

CAMPAIGN MATERIAL FOR THE WAR FOOD PROGRAM. 1945. 2 ft.

72

Program guides, graphic material, press releases, and other materials used in promoting programs on war food. Arranged alphabetically by subject.

Records of the Deputy Director for Military Information

This Deputy Director was responsible for liaison with the War and Navy Departments and for the planning, coordination, and execution of war information campaigns sponsored by those Departments.

GENERAL CORRESPONDENCE OF DEPUTY DIRECTOR LEO POSTEN. Oct. 1942-Aug. 1943. 1 ft.

75

Correspondence with private persons, Government agencies, and OWI officials regarding information programs and campaigns concerning the enemy. Arranged alphabetically by name of correspondent.

RECORDS OF DEPUTY DIRECTOR NICHOLAS ROOSEVELT. 1943. 3 ft.

76

Correspondence, reports, press releases, and other records relating to information programs on radar, food waste in the Army, prisoners of war, Negroes in the armed services, war plants, the battle of the Pacific, and bacterial warfare. Arranged alphabetically by subject.

RECORDS OF DEPUTY DIRECTOR GEORGE LYON. May 1943-Jan. 1944. 7 in.

77

Correspondence, interoffice memoranda, reports, press releases, and other papers covering Mr. Lyon's activities as Chief of the News Bureau (see also entry 175) and later as Deputy Director. Some of the records concern Mr. Lyon's liaison activities with the War and Navy Departments in regard to the information programs of those agencies. Arranged alphabetically, in part by name of correspondent and in part by subject.

READING FILE OF DEPUTY DIRECTOR GEORGE LYON. Dec. 1943-Oct. 1944. 4 in. 78

Copies of letters sent by Mr. Lyon and John T. Gibbs, Acting Deputy Director, in reply to inquiries of private citizens regarding certain phases of the war or casualties or the whereabouts of men in the armed services. Arranged chronologically.

REFERENCE FILE OF DEPUTY DIRECTOR GEORGE LYON. 1943-44. 5 in. 79

Interoffice memoranda, personal correspondence, and miscellaneous materials such as budget estimates, program schedules, program guide-books, press releases, advices of personnel action, and photographic prints of exhibits of war equipment by the Army. Arranged in part by subject.

MEMORANDA OF THE ACTING DEPUTY DIRECTOR. Dec. 1943-June 1944. 1 in. 80

Copies of interoffice memoranda sent by John T. Gibbs, Acting Deputy Director, to George W. Healy, Jr., Director of Domestic Operations, OWI, regarding problems of war news coverage and summarizing newsreel showings. Arranged chronologically.

D-DAY PRESS RELEASES. June 1944. 6 in. 81

A complete set of press releases issued on D-day and soon thereafter by the British and United States Governments as well as some non-Government reports. The releases were assembled from such sources as the British Ministry of Information, Supreme Headquarters Allied Expeditionary Forces, and Allied Expeditionary Air Force.

Records of the Deputy Director for Labor and Civilian Welfare

This Deputy Director was responsible for liaison with the Department of Labor, the Department of the Interior, the Federal Security Agency, the War Labor Board, the National Labor Relations Board, the Committee on Congested Production Areas, the Production Information Committee, the War Production Board, the Maritime Commission, and the Smaller War Plants Corporation. He also handled the campaigns on safety, war relocation, juvenile delinquency, recreation and youth, education, physical fitness, tuberculosis, venereal diseases, accident prevention, and United Nations clothing collection.

GENERAL RECORDS OF DEPUTY DIRECTOR HERBERT LITTLE. Oct. 1943-Dec. 1944. 8 ft. 82

Processed and printed press releases, press clippings, labor publications, OWI reports, statistical data, and other materials dealing with American labor, labor organizations and their political activity, absenteeism, labor leaders, and related topics. A small quantity of

correspondence of Mr. Little and copies of minutes of meetings of the Production Information Committee are included. Arranged alphabetically by subject.

RECORDS OF THE PROGRAM MANAGER FOR THE "STOP ACCIDENTS" CAMPAIGN.
1944-45. 2 in.

83

Correspondence of Kay Titus and George W. McMurphy, together with press releases, reports, and other materials pertaining to the "Stop Accidents" campaign. Arranged alphabetically by subject.

RECORDS OF NATALIE DAVISON, PROGRAM MANAGER FOR HOMEFRONT CAMPAIGNS.
July 1943-Aug. 1945. 4 ft.

84

Correspondence, reports, pamphlets, cartoons, photographs, posters, and other records pertaining to information programs on juvenile delinquency, Japanese relocation, child care, the back-to-school drive, accident prevention, health, maternity and infant care, womanpower in industry, recruitment for WAVES and WACS, and venereal diseases. Arranged alphabetically by name of campaign.

RECORDS OF JOHN S. GRAETZER, PROGRAM MANAGER FOR FOREST FIRE PREVENTION AND FARM MACHINERY UTILIZATION. 1943-44. 7 in.

85

Correspondence, posters, program guidebooks, and other records pertaining to information programs on farm machinery utilization and forest fire prevention. Arranged alphabetically by subject.

Records of the Deputy Director for Pacific Operations

This Deputy Director was responsible for liaison with the War and Navy Departments, the Combined Chiefs of Staff, the Federal Bureau of Investigation, the War Communications Board, the Post Office Department, the Office of Censorship, and the Office of Scientific Research and Development.

GENERAL CORRESPONDENCE OF THE DEPUTY DIRECTOR. Nov. 1944-Sept. 1945.
10 in.

86

General correspondence of Capt. Waldo Drake, USNR, with other OWI officials, as well as representatives of other Government agencies and private industry, concerning the many diverse aspects of acquiring and dispatching war news. Included are copies of "Outpost Report" and other publications, reports on the activities of the bureaus of the Branch, photographs for the Negro press, artwork of the Graphics Bureau, press releases of the Foreign News Bureau, and scripts for the regular weekly commentary on the Pacific war, prepared by the OWI for Maj. George Fielding Eliot. Arranged by subject.

Records of the Senior Deputy Director for Production and Manpower

This Deputy Director was responsible for liaison with the War Production Board, the War Manpower Commission, the Office of Defense Transportation, Selective Service, recruiting agencies, the Surplus War Property Administration, the Office of Contract Settlement, and the Retraining and Reemployment Administration. Campaigns handled by the Deputy Director included those concerning manpower, salvage, retraining and reemployment, and recruitment.

RECORDS OF SENIOR DEPUTY DIRECTOR C. M. VANDERBURG. Feb. 1942-
Mar. 1943. 4 ft.

87

Correspondence, interoffice memoranda, reports, program guidebooks, poster books, processed press releases, radio fact sheets, and other records pertaining to information campaigns on absenteeism and war production. The series includes reports and minutes of meetings of the Production Information Committee, of which Mr. Vanderburg was chairman. Arranged for the most part alphabetically by subject.

CORRESPONDENCE RELATING TO MANPOWER AND SALVAGE CAMPAIGNS. May 1944-
May 1945. 2 in.

88

Correspondence of Program Manager Robert Hutton with the War Production Board concerning the tin salvage program, travel restrictions, paper salvage, job turnovers, and war production. Arranged alphabetically by subject.

RECORDS OF ROBERT HUTTON, PROGRAM MANAGER FOR VETERANS. Jan. 1944-
Aug. 1945. 1 ft.

89

Correspondence, program guidebooks, press releases, radio fact sheets, and other records pertaining to the information campaign on the rights and benefits of discharged veterans. Arranged by a decimal classification system.

RECORDS OF THE PROGRAM MANAGER FOR THE RECRUITMENT OF WOMEN.
Jan. 1944-Aug. 1945. 1 ft.

90

Records of Program Manager Ralph F. Wittgraf and his successor, Mary Keelor, consisting of program summaries and reports, fact sheets, posters, news releases, advertising plans, program guides, and related correspondence with sponsoring Government agencies. The records deal with campaigns of the Government to recruit women for the armed services and the Army Nurse Corps. Arranged alphabetically by subject under the major headings "WACS," "WAVES," "SPARS," "Womanpower," and "Army nurses."

RECORDS OF THE RADIO BUREAU

This Bureau, organized soon after the creation of the OWI in June 1942, took over the work of the Radio Section of the Division of Information of the Office for Emergency Management and the Radio Division of the Office of Facts and Figures, established in February and October 1941, respectively. The Bureau reviewed, cleared, and approved all proposed radio programs sponsored by Government agencies and served as a central point of contact and clearance for the agencies in other relationships with the radio broadcasting and advertising industries. For the Government agencies that sought to enlist public support of wartime activities it obtained the use of radio programs with a known audience. The Bureau kept the radio industry informed of the relative importance of the many requests for contributions of free time for Government programs, thus enabling the radio industry to assign time for Government messages on an orderly basis. Representatives of the industry served as advisory committees to the Chief of the Bureau. Three Deputy Chiefs--in Chicago, Hollywood, and New York--acted for the Chief of the Bureau in carrying out functions of his office as they applied to network and regional program plans. The organizational units existing in 1945 were the Station Relations Division, the Special Assignments Division, the Editorial and Production Division, and the Allocation Division.

REPORTS ON RELIEF AND REHABILITATION OF LIBERATED AREAS OF EUROPE.

Aug. 1945. 5 in.

Concern such subjects as transportation, food, coal, shipping, health, displaced persons, and textiles. Arranged chronologically.

91

Records of the Office of the Chief

CORRESPONDENCE OF THE CHIEF, WILLIAM B. LEWIS. Nov. 1941-Jan. 1943.

10 in.

Correspondence of Mr. Lewis--as Assistant Director in charge of the Bureau of Operations, OFF, and as Chief of the Radio Bureau--with other OFF and OWI officials relating to problems of coordinating activities with the needs of the radio industry; and correspondence with officials of other Government agencies, radio stations, and other private organizations and individuals relating to offers of services, suggestions for and comments and complaints on Government programs, lists of radio programs cooperating in OWI informational projects, and plans for radio shows and the problems involved. Arranged alphabetically by name of individual or organization.

92

GENERAL RECORDS OF THE CHIEF, WILLIAM B. LEWIS. July 1941-Apr. 1943.

7 ft.

Correspondence, memoranda, reports, and other papers (including correspondence with James Petrillo with regard to his ban on record-

93

making), relating to the administrative and operating problems of the Bureau and its subordinate units in handling the radio information activities of the Government. Included are records of the Bureau of Operations, OFF, and of the Division of Information, OEM. The series is arranged in a number of units, each with its own filing arrangement.

RECORDS OF THE CHIEF, GEORGE LUDLAM. Jan. 1943-Oct. 1945. 2 ft. 94

Correspondence between Mr. Ludlam as Chief of the Radio Bureau and other OWI officials, Government agencies, Congressmen, advertisers, advertising agencies, radio stations, and individuals relating to the maintenance of liaison with Government agencies regarding their radio programs; plans, including scripts and background material, for various shows (for example, "Uncle Sam"); programs for veterans in hospitals and for holidays and special days, such as D-day and V-E Day; protests and complaints from listeners and radio stations concerning certain programs, such as an Atlantic Charter broadcast; arrangements with radio stations for time on the air; complaints from radio stations over newspapers' receiving paid Government advertising; records concerning policies and plans, including termination plans of the Radio Bureau; periodic and summary reports on activities of the Bureau; commendations and complaints concerning the work of the Bureau; proceedings of meetings in Chicago and New York; recruiting campaign materials; records concerning the clearance of scripts, spot announcements for the USO, the Community War Fund, the United Nations Relief and Rehabilitation Administration (UNRRA), clothing drives, Russian war relief, the Red Cross, eight war loans, and the United Nations Conference in San Francisco; congressional hearings for OWI appropriations; messages of thanks to stars participating in programs; suggestions for handling D-day broadcasts; Hooper ratings; public opinion surveys in cooperation with the University of Denver; and records documenting the activities of the War Advertising Council. Arranged alphabetically by subject.

GENERAL RECORDS OF DEPUTY CHIEF PHILIP COHEN. Feb. 1942-Apr. 1943. 2 ft. 95

Reports, scripts, plans, and correspondence of Division officials with other Government agencies, networks and radio stations, universities, and other non-Government organizations and individuals relating to liaison with the National Association of Broadcasters, the Association for Education by Radio, networks, universities, and the Library of Congress and other Government agencies, and to the Government's use of radio and radio coordination plans. Included are scripts and background materials for Government-sponsored radio programs, allocation plans and schedules, campaign bulletins, radio timetables, information items, reports on educational radio projects, records concerning postwar planning, and reports on activities

of the Radio Bureau; applications for work; contracts with field offices in New York and Hollywood; copies of minutes and agenda of various meetings; records concerning script clearances; and schedules of plays and programs. Some of these records, for the period February-June 1942, are from the OFF.

CORRESPONDENCE OF THE DEPUTY CHIEF. July-Oct. 1943. 9 in.

96

Correspondence of Philip Cohen with other OWI officials in the Chicago, New York, and Hollywood offices of the Radio Bureau and overseas branches, and with other Government agencies, radio networks and stations, advertising agencies, industries, non-Government associations, and individuals. The correspondence concerns such matters as activities of the Association for Education by Radio and the Institute for Education by Radio, liaison with Government agencies, plans and scripts for radio programs, relationships with the field offices in carrying out OWI policies, plans for and reports on activities of the Bureau in script clearance, feature series assignments, special assignments, program schedules, postwar planning, the reaction of radio and industry men to OWI plans and policies, Hooper ratings, relations with radio stations and networks, requests for material and information, and offers of suggestions and ideas. Arranged alphabetically by name of correspondent or subject.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. June 1942-Mar. 1943.

1 ft.

97

Correspondence with the public relations and radio specialists of other Government agencies relating to the procedures followed by these officials in directing informational programs to be carried out by field offices; to problems in preparing radio priority ratings for Government agencies; to specific radio programs such as "This Is War" and "Consumer Times"; to campaigns for salvage, victory gardens, war bonds, rationing, and other programs, including scripts and data supplied for spot programs; and to the preparation and distribution of radio materials by transcription. Arranged alphabetically by subject.

MEMORANDA. Jan. 1942-Mar. 1943. 6 in.

98

Memoranda and press releases prepared by the Government Liaison Division and other units of the OWI and predecessor units of the OFF. These relate to the distribution of materials to radio stations and networks; methods to be used in conducting radio campaigns; the duties of consultants and regional directors of the OWI; the purposes of and the procedures to be followed in carrying out the special plans for getting materials broadcast; the use of spy and saboteur stories; program, policy, and time-priority clearances; the distinction between OWI clearance and Office of Censorship clearance; the plan for providing transcriptions to radio stations; and the organization and objectives of the Bureau. The series includes nine radio

scripts in the radio series "This Is Our Enemy," a transcript of the proceedings of the Radio Coordination Conference held by the OFF on January 20, 1942, and OFF press releases on Axis propaganda. Arranged alphabetically by subject.

RADIO CAMPAIGN MATERIALS. Feb. 1942-Sept. 1943. 4 in.

99

Radio scripts, correspondence, and weekly reports on the estimated audience for scheduled campaigns. This material was acquired by Philip Cohen while he was successively a member of the staff of the Radio Division, Bureau of Operations (OFF), Chief of the Planning Service Division, Chief of the Government Liaison Division, and finally Deputy Chief of the Radio Bureau of the OWI. The scripts (prepared by the Radio Bureau of the OWI and its predecessors and by advertising agencies and broadcasting companies) relate to the Allied Nations, conservation programs, price control, the enemy, and the conversion of industry to wartime production. The correspondence includes transmittal letters accompanying radio scripts, reports on the success of salvage campaigns and on the monetary value of radio program time and talent given to present war bond messages, and criticisms of individual programs. The weekly reports of estimated audiences contain information regarding the radio facilities made available for information campaigns released through the Radio Bureau, estimates of the number of listeners, and short summaries of programs written by the OWI. The series is arranged alphabetically by subject.

"THE RADIO FRONT." Nov. 15, 1942-Mar. 1, 1943. 1/4 in.

101

Eight wartime newsletters issued by the Radio Bureau, at the request of the broadcasting industry, to provide broadcasters with suggestions for ideas to be stressed and procedures to be followed in broadcasts and to give factual information that could be used in war-effort campaigns. Arranged chronologically.

Records of the Allocation Division

GENERAL CORRESPONDENCE. Mar. 1942-Jan. 1946. 4 ft.

103

Chiefly correspondence of Gordon Kinney, William Spire, Seymour Morris, and others concerning the liaison between public relations units in other Government agencies and the advertising industry, the effectiveness of radio campaigns, and allocation plans and programs and audience ratings for the different programs. Included are an outline of the plans and policies of the Radio Bureau; a sample survey of the Industrial Surveys Co., Inc., regarding audience reaction; minutes of the Station Advisory Committee; reports on the activities of the Intelligence Bureau of the OWI; reports on the reactions of audiences to three rumor programs; a sample blank used by the Intelligence Bureau to determine public reaction; sample scripts and guides for regional directors on how to allocate announcements for local stations; monitoring schedules and reports; reports on staff meetings; reports of the Bureau of Campaigns; records concerning Great Britain's use of advertising to help win the war; lists of programs carrying Government messages; an incomplete file, for the period September 1942-July 1943 (Nos. 1-18, 21-25, 40, 47-52, 54-59, and 63), of the "Monitoring Report" prepared by the Research Division, Bureau of Special Services; background material for the "Radio War Guide"; records containing data on techniques of computing ratings on programs broadcast after 10:30 p.m.; NBC "War Effort Reports," January-May 1945; and special assignment reports. Inter-filed are records of Seymour Morris accumulated while he was in charge of liaison with advertising agencies for the OFF. The series is arranged alphabetically by subject in three chronological files: March 1942-November 1943, December 1943-December 1944, and January 1945-January 1946.

CORRESPONDENCE REGARDING THE SPOT ALLOCATION PLAN. June 1942-Dec. 1944. 3 ft.

104

Correspondence with sponsors of radio broadcasts regarding active and terminated programs and including listings of stations, speakers or announcers, and civic and social organizations; scripts of spot announcements; and material prepared by sponsors for distribution by means other than radio. Arranged alphabetically by name of sponsor.

CORRESPONDENCE REGARDING ALLOCATIONS. Jan. 1945-Sept. 15, 1945. 1 ft.

105

Form letters containing schedules of allocations under the national spot and regional network allocation plan. These letters were sent by the Allocation Division until September 15, 1945. One

allocation was made every 4 weeks until September 15, 1945. For programs broadcast more often than once a week new allocations were made every 2 weeks. The correspondence is arranged alphabetically by name of sponsor.

CORRESPONDENCE REGARDING SPORTS BROADCASTS. Apr.-Oct. 1942. 3 in. 106

Correspondence of Seymour Morris as Advertising Agency Liaison, OFF, and later as Chief of the Allocations Division, and of William Lewis, Chief of the Radio Bureau, with sponsors of radio programs, advertising agents, and officials of radio stations regarding the baseball and football allocations plans. Included with the correspondence are fact sheets, mailing lists of baseball sponsors, and schedules of major and minor league baseball broadcasts. Arranged alphabetically by name of sponsor.

LETTERS RECEIVED FROM ADVERTISING AGENCIES. Dec. 1943-Jan. 1945. 2 in. 107

Letters received by William Fairbanks, Gordon Kinney, and Joseph Ecclesine pertaining to assignment of Government information topics to radio programs. Arranged chronologically.

CORRESPONDENCE REGARDING THE NETWORK ALLOCATION PLAN. Mar. 1942-Nov. 1945. 7 ft. 108

Correspondence of Seymour Morris of the OFF and of Gordon Kinney, William Fairbanks, William Spire, and other OWI officials with sponsors of radio programs, advertisers, and radio network officials regarding fact sheets, war message scripts, war information assignments, and the functions of the Radio Bureau in maintaining liaison between Government agencies and the radio industry. Included are reports of the networks on their programs furthering the war effort, giving the amount of time and summaries of programs. Arranged in three chronological groups--March 1942-December 1943, January-December 1944, and January-November 1945--and thereunder alphabetically by name of sponsor or network.

COMMENDATION LETTERS. Mar. 1942-July 1943. 2 in. 109

Letters of approval received from networks and stations, April 1942-March 1943, and from radio advertisers, March 1942-July 1943. Both files are arranged chronologically.

DIRECTIVES, SCHEDULES, AND SCRIPTS. Oct. 1942-Sept. 1945. 4 in. 110

Included are policy material; estimates of the value of donated time and talent; monitoring schedules; broadcasting schedules; several issues of the "Radio Front," a wartime newsletter issued periodically by the Domestic Radio Bureau at the request of the broadcasting industry; and scripts for the "Lone Ranger," "Jack Armstrong," "Terry and the Pirates," and "Treasury Star Parade" programs.

- BACKGROUND MATERIAL FOR FACT SHEETS. Apr. 1942-Sept. 1945. 5 in. 111
The 1942 material is arranged by subject; the other material is arranged chronologically. A chronological index is included.
- SCRIPTS OF ALLOCATED ANNOUNCEMENTS USED ON NATIONAL RADIO PROGRAMS. July-Nov. 1945. 4 in. 112
Arranged alphabetically by name of agency responsible for the announcement.
- SCRIPTS OF NATIONAL SPOT AND REGIONAL NETWORK ANNOUNCEMENTS. Mar. 1943-Sept. 1945. 6 ft. 113
Copies of scripts, with related correspondence and copies of OWI monthly reports entitled "Nationwide Radio Activities" and "Summary of Radio Activities." Arranged alphabetically by name of sponsoring Government agency and thereunder by campaign.
- SPOT ANNOUNCEMENTS. 1944. 1 in. 114
Copies of spot announcements prepared for use by the radio stations and sponsors of programs, which cover miscellaneous subjects such as Army nurses, careless talk, the need to hold prices down, the job ahead in Japan, car pools, recruitment for the merchant marine, paper salvage, planned spending, the need to stop wartime accidents, victory gardens, V-mail, war bonds, and the need for women in nursing service. Arranged alphabetically by subject.
- REPORTS ON ESTIMATED AUDIENCES. Mar. 1943-Nov. 1945. 4 in. 116
Weekly reports on estimated audiences for scheduled national campaigns and a summary report on the first 19 weeks of 1945. Arranged chronologically.
- HOOPER RATINGS FOR PROGRAMS. Feb. 1942-June 1945. 2 in. 117
Statistical reports of C. E. Hooper regarding effectiveness, available audience, comparative standings, trends in basic audience, and other factors related to specific programs fostering the war effort and broadcast daily or weekly over national radio networks. Arranged chronologically.

SURVEYS OF PUBLIC ATTITUDES. May 1943-June 1944. 2 in.

118

Copies of surveys prepared by the Special Services Bureau of the OWI in cooperation with the National Opinion Research Center at the University of Denver. Included are surveys on the types of information servicemen preferred in their mail and special memoranda on food wastage in Army camps, food rationing, home canning, inflation, resistance to taking war jobs, the progress of the war, and gasoline rationing. Arranged chronologically.

SUMMARIES OF RADIO CAMPAIGNS. June 1942-Apr. 1945. 3 ft.

120

Summaries of national spot allocation, network allocation, and special assignment programs containing a description of each campaign, a schedule of the network commercial and sustaining programs available, an estimate of the audience, the dates and names of programs and networks carrying the Government message, a special assignment sheet with background information, a monitoring report with analyses, comments on network programs, and some sample scripts. The first part of the series is arranged alphabetically by name of agency sponsoring the message; the last part is arranged alphabetically by subject of the message.

"PLAN AND POLICY DATA." June 1942-Nov. 1943. 1 in.

121

Minutes of meetings called by the OFF with advertisers, agencies, and networks in New York on June 12 and in Chicago on June 13, 1942, regarding the network allocation plan; a report prepared for Paul Hollister on the Radio Bureau's activities in securing the cooperation of advertisers and broadcasters for important war information campaigns; a list of Bureau personnel as of November 1, 1943, with an organizational chart; and estimates of the value of time and talent donated for programs carrying OWI messages.

MISCELLANEOUS CHARTS. 1942-45. 1/4 in.

123

Twenty-two charts, one of which was issued by the OFF. Included are organizational charts of the Domestic Operations Branch, the Radio Bureau, and the Bureau of Motion Pictures; summary charts of the "Network Allocation Plan for Government Messages" (OFF), "OWI Program Planning," "OWI Local Transcription Planning," "Typical Week of Regional Activities," "How OWI Campaigns Help the Home Front Fight," "How Network Allocation Messages Are Handled," "National War Information Campaigns in 1943," "Special Assignment Plan, March-October 1943," "OWI Radio Campaigns in a Typical Week," and "1943 Success Stories"; and Exhibits A-G of the Allocation Division, covering schedules and campaigns in 1944 but chiefly in February 1945. Some of the charts were supplied to the Byrd Committee late in 1944.

Records of the Editorial and Production Division

CORRESPONDENCE OF THE CHIEF. Sept. 1942-Oct. 1943. 4 in.

124

Correspondence of George Zachary when he was Chief of the Program Service Division and was concerned chiefly with inquiries about programs, suggested programs, and commendations. Arranged alphabetically by name of correspondent.

READING FILE OF THE CHIEF. Oct. 1942-Aug. 1943. 1 in.

125

Includes some policy material. Arranged chronologically in two overlapping files and a file of staff memoranda, October 3, 1942-June 7, 1943.

CORRESPONDENCE WITH RADIO STATIONS AND NETWORKS. May 1941-Mar. 1943.
2 ft.

126

Correspondence with radio stations and networks regarding the availability of scripts, transcriptions, and other materials for use by the stations in promoting Government war programs. Arranged under the headings "General Correspondence," "General--Miscellaneous," and "General Correspondence--Networks" and thereunder by subject.

RECORDS OF THE RADIO CAMPAIGN MANAGER. 1942-45. 4 ft.

127

Memoranda of William Spire, and some related correspondence,

scripts, and reports exchanged with the program managers of the Office of the Director of War Programs and with others in the OWI. The records relate to plans, materials, timing, coordination, radio industry cooperation, and other matters concerning the promotion of Government campaigns by radio. Arranged alphabetically by subject of campaign.

DRAFTS OF FACT SHEETS AND SPOT ANNOUNCEMENTS. Aug. 1943-Aug. 1945. 2 in. 128
Arranged alphabetically by name of writer.

MISCELLANEOUS REPORTS ON BROADCASTS AND CAMPAIGNS. Sept. 1942-Sept. 1945. 5 in. 129
Special reports and weekly summaries of staff and volunteer monitoring reports--with some related correspondence and some material on the formula for computing the estimated value of donated time and talent for programs carrying OWI allocations. Arranged chronologically.

PROGRAM BACKGROUND MATERIAL AND PROPOSED SCRIPTS. Aug. 1942-Aug. 1943. 1 ft. 130
Arranged by subject.

RADIO SCRIPTS AND RELATED CORRESPONDENCE. Jan. 1942-Apr. 1943. 1 ft. 131
Processed copies of scripts for radio programs on forest fire prevention, nutrition, manpower, security, and other subjects, which were used in Government campaigns. Arranged by subject of campaign.

"UNCLE SAM" PROGRAM SCRIPTS. Feb. 1-July 26, 1943. 1 ft. 132
Processed copies of scripts, together with related publicity releases on the programs. Arranged under the headings "Uncle Sam Transcription Series" and "Local Station Allocation Plan" and thereunder chronologically.

"WOMEN'S RADIO WAR PROGRAM GUIDE." Mar. 1943-Sept. 1945. 10 in. 133
Copies of the Guide--together with some related correspondence, memoranda, and form letters pertaining to the Guide and the women's allocation plan. Arranged by subject and thereunder chronologically.

Records of the Script Clearance Section

CORRESPONDENCE REGARDING SCRIPT CLEARANCE. June 1942-July 1945.
6 in.

140

Correspondence of the script clearance officer with other Government agencies, together with some interoffice memoranda and reports concerning the clearance of scripts for use in radio broadcasts. Arranged chronologically.

- GOVERNMENT CAMPAIGNS MATERIAL. Nov. 1942-May 1945. 4 in. 141
Processed material on forest fires, manpower, security, priorities, economic stabilization, rationing, rubber and gasoline conservation, transportation, living costs, nurses, accidents, and the United Nations. Arranged alphabetically by subject.
- LOCAL STATION SPOT ANNOUNCEMENTS. Oct. 1942-Nov. 1943. 1 ft. 142
One-minute dramatic announcements on various subjects. Arranged chronologically.
- DAILY CLEARANCE RECORD SHEETS. Oct. 1942-Sept. 1945. 1 ft. 143
Each sheet contains the following information concerning each radio program submitted to the OWI for clearance: program title, name of sponsoring agency, proposed broadcast date, date program was cleared by the OWI, date program was returned to applicant, and notations regarding clearances received from other Government agencies. Arranged chronologically.
- REPORTS ON SCRIPTS CLEARED FOR OTHER GOVERNMENT AGENCIES. Nov. 1942-June 1944. 2 in. 144
Arranged alphabetically by Government agency and thereunder chronologically.
- CORRESPONDENCE AND SCRIPTS. July 1941-Mar. 1945. 4 in. 145
Chiefly material of the Radio Section, Division of Information, Office for Emergency Management. Included are memoranda, publicity and production notes, some correspondence with the State Department, records containing research data on the international student program, and scripts for "The General Electric Program," "The Farm and Home Hour," and "Three Thirds of a Nation." Arranged alphabetically by subject.
- OWI SCRIPTS. May 1941-Sept. 1945. 3 ft. 146
Chiefly OWI scripts, but including scripts of the Radio Section, Office for Emergency Management. Scripts not approved are segregated. Arranged chronologically in three groups.
- SCRIPTS FOR GOVERNMENT-SPONSORED RADIO PROGRAMS. Mar. 1942-Sept. 1945. 11 ft. 147
Copies of scripts for radio programs sponsored by the Department of Agriculture, Office of Inter-American Affairs, Office of Civilian Defense, Office of Defense Transportation, Office of Economic Stabilization, Office of Price Administration, Bureau of Internal Revenue, Federal Security Agency, Federal Works Agency, Department of the Interior, Labor Department, U.S. Marine Corps, Maritime Commission, National Housing Agency, National War Fund, Inc., National War Labor Board, Navy Department, Coast Guard, Red Cross, War Department, War

Manpower Commission, War Production Board, and Veterans' Administration. Included is some related correspondence. Arranged by Government agency in the order given above and thereunder chronologically.

SCRIPTS OF THE UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION. Apr. 1945. 1/2 in. 148
Arranged chronologically.

"UNCLE SAM" SCRIPTS. Jan. 1942-July 1943. 8 in. 149
Included with the scripts are related correspondence and memoranda. Arranged chronologically.

NON-GOVERNMENT SCRIPTS. Jan. 1943-May 1945. 3 ft. 150
Scripts for such programs as "Adventures of the Sea Hound," "March of Victory," "Wartime Living," and "Presenting Betty Crocker." Arranged by program title, in part alphabetically.

Records of the Special Assignment Division

RADIO PROGRAM CORRESPONDENCE. July 1943-Aug. 1945. 7 in. 151
Correspondence of Margery R. Cunningham and Betty Crocker, Assistant Chiefs of the Division, with radio program sponsors and producers and network and Government officials. The correspondence deals with problems of scheduling programs in advance, the supply of special assignment messages to be used, and the furnishing of factual information to be used by sponsors and writers in preparing programs. It contains comments on individual radio programs and discussions of the needs of different programs. Included with the correspondence are an outline of the purpose and function of the Division and sample scripts and sheets listing assignments of special programs. Arranged alphabetically by program title.

"HASTEN THE DAY" SCRIPTS. Aug. 1943-Oct. 1945. 1 ft. 152
Some 114 weekly 15-minute radio scripts and related materials. The scripts were prepared by the Office of Civilian Defense until the summer of 1944 and thereafter by the OWI. The subjects treated include war bonds, victory gardens, the "crop corps," home canning, rent control, manpower shortages, security of war information, car pooling, and juvenile delinquency. The series includes original drafts, revisions, copies cleared by the Division, and master copies as broadcast; correspondence of the OWI with radio broadcasters and with other Government agencies regarding the programs to publicize their war programs; production and playing schedules for the programs; directives for handling the scripts; and lists of the radio stations using the programs. The scripts are arranged chronologically; the other material is arranged alphabetically by subject.

SAMPLE RADIO SCRIPTS. Feb. 1944-Sept. 1945. 2 in. 153

Sample scripts carrying special-assignment war messages prepared from Radio Bureau fact sheets, with a few transmittal letters. The subjects covered are the Quartermaster Corps, Army nurses, careless talk, farm safety, the Coast Guard, paper salvage, the recruitment of railroad workers, the Navy, the back-to-school drive, the curtailment of travel, merchant marine recruiting, and war loans.

SPECIAL ASSIGNMENT FACT SHEETS. 1943-45. 5 in. 154

Sheets prepared from information received from various Federal agencies as part of the special assignment plan, whereby the OWI provided special service and cooperation for those commercial radio programs that contributed radio time for the Government's war messages and announcements. Each fact sheet includes a section containing suggestions on how radio could help in carrying out a given campaign. The subjects covered are recruitment, conservation, the part children could play on the homefront, labor needs, war bond drives, the prevention of careless talk, the salvage of fat and other materials, the need for victory gardens, and special days, such as the Coast Guard anniversary, Pan-American Day, "I Am An American" Day, and Navy Day. Arranged alphabetically by subject of the campaign.

SPECIAL ASSIGNMENT REPORTS. May 1943-Aug. 1945. 4 in. 155

Weekly reports listing for each campaign the radio program and stations or networks on which the program was carried and giving estimates of the size of the listening public (arranged chronologically); summary reports on coverage given special campaign programs for subjects such as needless travel, drives for Red Cross funds, careless talk, clothing drives, and the need for army nurses (arranged alphabetically by subject); and schedules of special events on radio programs, giving the network, date and time, and some details about the program.

SPECIAL ASSIGNMENT REPORTS (CHICAGO OFFICE). Dec. 1943-Aug. 1945. 1 in. 156

Chiefly weekly reports of Lavinia Schwartz, Deputy Director in charge of the Radio Bureau's Chicago Office, regarding the placement of Government-sponsored announcements and war messages on different radio programs. For each special event or campaign the reports contain incidental comments and information concerning the program, date and time, network, and sponsors. Arranged chronologically.

Records of the Station Relations Division

GENERAL FILE OF THE CHIEF. 1943-45. 1 ft. 157

Consists of correspondence, memoranda, reports, receipts, field instructions, and other records of Willett Kempton, Chief. These

materials relate to all phases of activity of the Division with respect to the promotion of OWI radio campaigns. Arranged alphabetically by subject.

CORRESPONDENCE RELATING TO CAMPAIGNS. Sept. 1942-Aug. 1945. 2 ft. 158

Correspondence of the Chief with regional chiefs, other Government agencies, and broadcasting companies regarding programs of Government agencies promoting wartime campaigns. Arranged alphabetically by subject.

CORRESPONDENCE WITH REGIONAL CHIEFS. Apr. 1943-Aug. 1945. 3 ft. 159

Concerns personnel, organization, programs, weekly reports, and other matters. Arranged alphabetically by name of correspondent.

CORRESPONDENCE OF THE CHIEF WITH REGIONAL CONSULTANTS. Oct. 1942-Aug. 1945. 10 in. 160

Relates to the consultants' duties and appointments and their guidance and liaison activities in behalf of the OWI. Arranged alphabetically by name of consultant.

MEMORANDA. July 1943-Aug. 1945. 4 ft. 161

Processed memoranda (Nos. 1-400) sent to regional chiefs regarding their duties, procedures, OWI regulations, budget, meetings, station transcription plans, campaigns, and other subjects. Arranged by memorandum number.

MINUTES OF MEETINGS OF OWI STATION RELATIONS CHIEFS. Dec. 1942-Mar. 1945. 1 ft. 162

Copies of minutes of meetings regarding the problems of and procedures for using radio to promote Government campaigns.

REPORTS FROM REGIONAL OFFICES. May 4-July 30, 1945. 2 in. 163

Weekly narrative reports on office activities. Arranged chronologically.

REPORTS FROM REGIONAL OFFICES REGARDING CAMPAIGNS. Aug. 1943-July 1945. 9 in. 164

Arranged chronologically.

QUESTIONNAIRE SURVEY OF RADIO STATIONS. Mar. 1942-Aug. 1944. 4 ft. 165

Completed questionnaires of the Radio Bureau, which were returned by war program managers at radio stations throughout the United States. The questionnaires contain replies to questions regarding the number of Government spot announcements that each station would carry per day and other program material that stations would use. Arranged alphabetically by State and thereunder alphabetically by name of program manager.

- SUMMARIES OF OWI REGIONAL ANNOUNCEMENTS. Jan. 1943-Sept. 1945. 14 ft. 166
 Processed weekly reports listing for each agency the content of and territory covered by radio announcements in behalf of the various Government campaigns. Arranged chronologically.
- CAMPAIGN MATERIAL. Mar. 1942-June 1944. 3 ft. 167
 Timetables, suggestion sheets, sample announcements, papers containing factual data, and records concerning plans for Government wartime campaigns. Arranged alphabetically by subject.
- PRICE CONTROL MATERIAL. Aug. 1941-Aug. 1943. 6 in. 168
 Correspondence and radio scripts on price control. Arranged alphabetically by subject.
- RECORDS OF THE DEPUTY CHIEF, NEW YORK. Dec. 1942-Dec. 1945. 2 ft. 169
 Correspondence of the Deputy Chief with OWI offices, the general public, and radio stations--together with memoranda, reports, scripts, campaign materials, station plans, and other records concerning OWI radio campaigns. Arranged in part by subject and in part by name of addressee.

Records of the Hollywood Office

- RECORDS OF THE DEPUTY CHIEF OF THE RADIO BUREAU. Dec. 1941-July 1945. 1 ft. 170
 Records of Nat Wolff, Deputy Chief, and his successor, Cornwall Jackson. The series includes correspondence, interoffice memoranda, reports, telegrams, administrative issuances, and materials concerning the policy and operations of the Radio Bureau, contacts with radio talent, station relations, scheduling, and the allocation of radio time for Government agencies. Arranged alphabetically by subject.
- SPOT ANNOUNCEMENTS. 1942-45. 1 ft. 171
 Copies of spot announcements prepared by the OWI for radio programs in connection with Government campaigns and drives concerned with rationing, recruitment, and salvage; copies of letters to program sponsors; and related interoffice memoranda. Arranged alphabetically by title of radio program.

RECORDS OF THE NEWS BUREAU

This Bureau, which originated in the OFF and the Division of Information of the Office for Emergency Management, was responsible for preparing and distributing war-related information (for some 40 Government agencies) to all segments of the American press--the daily papers; the

general weeklies; the special dailies and weeklies edited for labor, foreign language groups, Negroes, and business and industrial groups; weekly news magazines; news commentators; and others. The functions of the Bureau were divided among the Office of the Chief and the three major divisions of the Bureau. Before mid-1943 the Bureau had field offices, a foreign news desk, and a division of photography. At that time, however, these units were transferred to other bureaus of the OWI.

GENERAL RECORDS OF THE BUREAU. Dec. 1941-Nov. 1943. 6 ft. 172

Correspondence, interoffice memoranda, reports, organizational charts, and other materials pertaining to the Bureau's organization, personnel, budget, administration, and activities. Arranged according to a subject-numeric filing system.

INTEROFFICE MEMORANDA. Jan.-Aug. 1945. 4 in. 173

Interoffice memoranda of the sections of the Bureau concerning their operations, functions, and personnel. Arranged chronologically by month and thereunder by section.

Records of the Office of the Chief

CORRESPONDENCE OF THE CHIEF. Aug. 1942-Apr. 1944. 1 ft. 175

Correspondence of George H. Lyon and his successor, Charles Allen, with other officials of the OWI and representatives of other Government agencies and private industry regarding the numerous considerations involved in releasing war news for domestic consumption. The series includes press releases, reports, OWI regulations, and lists of war correspondents. Arranged alphabetically by name of addressee and thereunder chronologically. See also entry 77.

READING FILE OF THE CHIEF. Jan.-Dec. 1943. 8 in. 176

Copies of letters sent by George H. Lyon and his successor, Charles L. Allen, to other Government officials, members of the press, and representatives of industry, societies, and private organizations concerning requests for information, suggestions and criticisms regarding the dissemination of news, applications for employment, and other matters. Arranged chronologically.

GENERAL SUBJECT FILE OF THE CHIEF. 1944-45. 2 ft.

178

Correspondence, interoffice memoranda, reports, and other records of Dowsley Clark, Chief, concerning Bureau organization, budget, personnel, and activities in producing and distributing news and graphic materials to the American press. The series includes a number of reports of sections of the Bureau on their functions, personnel, and operations. Arranged alphabetically by subject.

Records of the News Editing Division

This Division cleared and released to the press news releases of some 43 Government agencies. The news releases containing information of concern to more than one agency were cleared with each of those agencies to avoid controversy, conflicting statements, or confusion. The Division also prepared the "Daily Press Release Digest," which contained a résumé of each day's output of news releases.

RECORD SET OF PRESS RELEASES. 1942-45. 42 ft.

179

Processed copies of domestic press releases of the OWI and other Government agencies. Arranged by agency and thereunder chronologically and by release number. Indexes, lists, and summaries of these releases are described in entries 180-188.

SUBJECT INDEX TO NEWS RELEASES. 1941-45. 13 ft.

180

An index, on 3" x 5" cards, to the press releases described in entry 179. Each card usually contains information regarding the subject of the release, name of the Government agency, and date of the release. One set of cards covers the releases for 1941-42; the second set, those for 1942-45. The two sets are arranged alphabetically by subject.

NAME INDEX TO THE NEWS RELEASES. 1940-45. 4 ft.

181

An index, on 3" x 5" cards, to names of persons mentioned in the press releases described in entry 179. Each card lists the person's name, agency, and number and date of the press release and includes a brief subject description. There are two sets of cards: one covering the period 1941-May 31, 1942; the other, June 1, 1942-September 1945. The two sets are arranged alphabetically by name of person.

INDEX TO AGENCY NEWS RELEASES. 1942-45. 3 ft.

182

An index, on 3" x 5" cards, to releases of other Government agencies (such as Selective Service, the Office of Alien Property Custodian, the Office of Defense Transportation, and the War Production

Board), which are among the press releases described in entry 179. Arranged alphabetically by agency and thereunder chronologically.

INDEX TO NEWS RELEASES OF THE INDUSTRY ADVISORY COMMITTEES. 1942-45. 2 ft. 184

An index, on 3" x 5" cards, to news releases concerning wood furniture, domestic laundry equipment, hotel supplies, and other pertinent topics. The press releases to which this index refers are among those described in entry 179. The cards are arranged alphabetically by name of committee and thereunder chronologically.

INDEX TO PRESS RELEASES ON WAR PRODUCTION BOARD ORDERS. 1944. 1 ft. 185

An index, on 3" x 5" cards. Each card lists the order number, subject, amendments, and dates of amendments. The releases to which this index relates are among those described in entry 179. The cards are arranged by order series--L, M, P, and E--and thereunder by order number.

INDEX TO MISCELLANEOUS PRESS RELEASES. 1942-43. 1 ft. 186

An index, on 3" x 5" cards, to some of the press releases on speeches, conferences, directives, executive orders, agency administrative memoranda, regulations, progress reports, testimony before congressional committees, bulletins, and rationing orders. The speeches and releases to which this index relates are described in entries 35 and 179, respectively. The cards are arranged alphabetically by subject or by name of person concerned.

LIST OF PRESS RELEASES ON REGULATIONS, DIRECTIVES, AND ORDERS OF GOVERNMENT AGENCIES. Mar. 28, 1941-Sept. 15, 1945. 3 in. 187

A list of press releases on priority or rationing regulations, War Production Board directives, and administrative orders. The releases to which this list relates are among those described in entry 179. Arranged chronologically.

LIST OF RELEASES FOR THE RELIGIOUS PRESS. Sept. 10, 1943-May 31, 1945. 1 in. 188

Given for each press release listed are its number, subject, date, and number of pages. The releases are listed in chronological order and thereunder by number.

DAILY CALENDAR OF PRESS RELEASES. Dec. 1942-Sept. 14, 1945. 2 ft. 189

Seven binders containing "Day Sheets," daily lists of Government press releases that were cleared and issued through the OWI. For each release the sheets give the following information: name of writer, subject, date of release, release number, number of pages, time the release was sent to the duplicating unit, date to be delivered, and time received. Arranged chronologically by date of receipt of release.

PRESS CLIPPING DIGEST. June-Oct. 1941. 3 in. 190

Bound copies of daily digests of editorials, news columns, and special articles on Government emergency programs. These digests were prepared by the Press Intelligence Division of the OEM from its newspaper clipping files. The digests are arranged chronologically.

See page 42A.

"FORTNIGHTLY BUDGET." July 1943-May 1944. 4 in. 192

Processed news releases entitled "Fortnightly Budget," containing news items and graphic materials for use by editors of the women's pages of newspapers and other publications. Arranged chronologically.

"VICTORY." July 1, 1941-June 30, 1943. 3 vols. 2 ft. 193

Bound volumes (2-4) of the official weekly bulletin "Victory" prepared by the OEM and later by the OWI, containing news items from official Government sources and graphic materials for use by editors in the United States. Each volume contains a subject index to the bulletins bound in it. Volume 1 is missing. Material within the volumes is arranged chronologically.

"WOMEN'S PAGE." July 1942-Oct. 1944. 2 ft. 194

Processed and typewritten press releases entitled "Women's Page," containing news items from official sources of special interest to editors of the women's pages of newspapers and other publications.

"UNIVERSITY NEWS LETTER." Sept. 1942-Mar. 1943. 2 in. 195

Processed copies of the "University News Letter," a digest of official war information prepared by the News Bureau for the collegiate press. Arranged chronologically.

See page 42A.

Records of the News Writing Division

This Division produced comprehensive reports, special features, press statements, letters for Government officials, answers to public questions,

PRESS RELEASES ON WAR PROGRESS, 1942-1945. 191A
Arranged chronologically. 3 boxes.
Press releases that reflected the progress of the war.

DAILY SUMMARIES OF PRESS RELEASES, 1942-1945. 191B
Arranged chronologically. 5 boxes.
Daily summaries of press releases concerning the military situation.

"INVASION BACKGROUND" May - June 1944. 195A
Arranged numerically. 1 box.
Processed informational releases prepared to provide the writers and section heads with background information for writing about the Allied invasion of Nazi-occupied Europe. Topics include "The European Coastal Areas-Denmark to Franco-Spanish Border," "Topographic Notes and Possible Invasion Routes," "German Defense Preparations in Northern and Western Europe," "Nazi Statements Concerning a Two Front War," and "The Slogan 'Fortress Europe'."

and other items on pertinent phases of the war effort, largely those concerned with two or more agencies. These special reports ranged from surveys of the military situation and the outlook for a quick peace to round-ups of the current civilian supply of gasoline, textiles, and foods.

SPEECHES, LETTERS, STATEMENTS, AND REPORTS. 1943-45. 5 in. 197

Copies of speeches, letters, statements, and reports prepared by the Division for Government officials. Arranged in part by name of official for whom the material was prepared.

REPORTS ON PHASES OF THE WAR EFFORT. Mar. 1943-Aug. 1945. 3 ft. 198

Reports on railroads, rationing, airlines, the doctor shortage, manpower, the armed services, the status of the war, Lend-Lease, and other topics affecting the war effort. The reports were prepared by the Bureau and released to editors, commentators, broadcasters, photographers, and others concerned with presenting the news. Arranged in part by subject of report and in part by name of writer who prepared the report. Some of these reports are listed in appendix 3.

Records of the Weekly Press Division

This Division furnished information to weekly (and some daily) publications edited for special interests--such as smalltown weekly newspapers, Negro newspapers, and the labor, business, and foreign-language press. The Division maintained a News Photo Section that obtained photographs and furnished them to news services and a News Graphic Section that made available to news services cartoons, charts, and other graphic materials.

Records of the Office of the Chief

GENERAL CORRESPONDENCE OF THE CHIEF. Nov. 1942-Dec. 4, 1943.

7 in. 199

Correspondence of Sutherland Denlinger, Chief of the earlier Media Division of the Bureau, and of Norvell Page, his successor, with individual citizens and representatives of private industry and Government agencies. This correspondence concerns such matters as requests for information, applications for employment, mailing lists for OWI-sponsored publications, and material for programs. Arranged alphabetically by name of addressee.

CORRESPONDENCE OF THE ASSISTANT CHIEF. June 8-Dec. 4, 1943. 1 in. 201
Chiefly correspondence between Herbert C. Plummer, Assistant Chief of the earlier General News Desk of the OWI, and newspapermen, other private citizens, and Government officials. The correspondence concerns requests for information, distribution of press releases, administrative matters, and suggestions for improving OWI's handling of the news. Arranged chronologically.

CORRESPONDENCE OF THE RADIO NEWS EDITOR. Feb.-Dec. 1943. 10 in. 202
Correspondence of the Radio News Editor, Arthur Force, and his successor, Park B. Simmons, with radio stations, news commentators, announcers, and others in the radio industry concerning the distribution to them of OWI-prepared news items and feature material. Included are some copies of biographical sketches of American wartime leaders and miscellaneous memoranda on administrative matters. Arranged alphabetically by name of correspondent.

GENERAL CORRESPONDENCE OF THE CHIEF OF THE RURAL PRESS SECTION.
Jan. 26-Dec. 15, 1943. 4 in. 203
Chiefly correspondence and memoranda of Charles L. Allen and his successor, C. R. F. Smith, with newspaper editors and OWI officials concerning the distribution of news items to the various rural newspapers and dealing with production of the publication "Town and Country in Wartime." Included are newspaper clippings and some correspondence with job applicants.

"TOWN AND FARM IN WARTIME." Jan. 3-Sept. 26, 1945. 3 in. 204
Processed copies of "Town and Farm in Wartime," a weekly digest of Government news released by the News Bureau to the rural press and smalltown daily newspapers. Arranged chronologically.

See page 44A.

Records of the Negro Press Section

GENERAL CORRESPONDENCE OF THE CHIEF. Mar. 13-Dec. 27, 1943. 1 in. 205
Correspondence of Theodore R. Poston, Chief of the Section, with

"CURRENT NEWS AND COMMENT ON POST-WAR
PLANNING," February - March 1943

204A

Arranged numerically (#1 is missing). 1 box.
Processed reports containing a summary of newspaper comment
on matters relating to the post-war period. Included is
commentary on the post-war work of all branches of the U.S.
Government and private agencies and individuals. The reports
were compiled from a review of news items, syndicated
columns, and editorials.

Negro leaders, newspapermen, and representatives of industry, civic groups, and Government agencies concerning Negro activities in the war effort. Included are some memoranda and work reports of the Section.

Records of the Business Press Section

CORRESPONDENCE AND MEMORANDA OF THE CHIEF. Jan. 1942-Dec. 1943.
2 ft.

209

Correspondence and memoranda of Phil H. Stitt, exchanged with the business press, other Government agencies, and other OWI offices regarding OWI news releases, materials for the business press, and OWI information programs. Arranged chronologically by year and thereunder in part alphabetically and in part chronologically.

WEEKLY NEWS RELEASES FOR EMPLOYEE PUBLICATIONS. Mar. 1944-
Sept. 1945. 8 in.

210

Prepared by the Section for release to industrial and employee publications. Arranged chronologically.

"VICTORY NEWS LETTER." June 1942-Sept. 1944. 8 in.

211

Processed OWI news releases containing digests of news from official sources, pictures showing the military and civilian war effort, cartoons, and other graphic materials for use by editors of trade papers, trade associations, and industrial employee papers throughout the United States. Arranged chronologically.

See page 46A.

Records of the Labor Press Section

CORRESPONDENCE OF THE CHIEF. Dec. 9, 1942-Dec. 8, 1943. 10 in. 213

Correspondence of Herbert Little and Boyd Simmons, his successor, with OWI personnel, members of the labor press, and representatives of industry, Government, and labor. The correspondence concerns absenteeism, war production, the preparation and distribution of material for the labor press, plant conversion, inflation, labor-management relations, child-care centers for working mothers, and methods of publicizing the role of labor in the war effort.

"U.S. LABOR PRESS SERVICE." Aug. 1943-Sept. 1945. 3 ft. 214

A weekly issuance of the News Bureau containing a digest of official information of special interest to editors of labor publications. Arranged chronologically.

Records of the Graphics Section

"GRAPHICS FROM OWI." May 1944-Sept. 18, 1945. 8 in. 215

A series of processed releases most of which contain cartoons on the war effort for use by news editors in the United States. Arranged chronologically.

"COPY FROM OWI." July 14, 1943-Oct. 19, 1944. 10 in. 216

A weekly issuance entitled "Copy From OWI" (sometimes "News Copy From OWI"), containing news items from official sources, background material, and graphic materials for editors throughout the United States. Arranged chronologically.

"THE WAR AND BUSINESS," July 1942 - June, 1943.

211A

Arranged chronologically. 1 box.

Information releases issued by the San Francisco office summarizing key events relating to the war and business. Included is information on trends, reports on activities of agencies such as the War Production Board, the Office of Defense Transportation, and topics such as industry, business, prices, and rationing.

"GRAPHICS NEWS LETTER." Apr. 28, 1942-Jan. 1944. 2 in. 218

Weekly letter of the News Bureau to editors throughout the United States informing them of the news topics of greatest current interest to the public and explaining the graphic possibilities in connection with each topic. Arranged chronologically.

SCRAPBOOK OF OWI GRAPHIC MATERIALS. n.d. 2 in. 219

Contains photographic reproductions of OWI cartoons, posters, and other graphic materials, with a list of the materials and the name of the artist who prepared each piece. Arranged by OWI key number.

Records of the Casualty Section

CORRESPONDENCE OF THE CHIEF. Feb.-July 1945. 5 in. 220

Correspondence, interoffice memoranda, reports, and other papers of John T. Milliken dealing with arrangements between the OWI and the armed services for the release of casualty lists, additions and deletions from the mailing lists for the casualty reports, arrangements for printing, and the correction of errors in the reports. Included is a history of the Casualty Section and some supporting exhibits. Arranged alphabetically by subject.

Records of the Foreign Language Section

GENERAL CORRESPONDENCE OF THE CHIEF. Dec. 1941-Jan. 1944. 1 ft. 221

Correspondence of Alan Cranston and Bradford Smith with individuals within and without the OWI concerning foreign-language groups, race problems, the employment of foreigners, legislation dealing with the foreign-language press, requests for news releases and graphic materials, and related topics. Arranged in two files, one covering the earlier part and the second the latter part of the period 1941-44, and thereunder arranged alphabetically by name of correspondent.

SUBJECT FILE OF THE CHIEF. Feb. 1942-Jan. 1944. 3 ft. 222

Correspondence, news clippings, copies of speeches, statistical and intelligence reports, excerpts from foreign-language newspapers, and other materials concerning the activities and news of foreign-language groups and their associations and newspapers in the United States. Arranged alphabetically by subject.

WEEKLY FOREIGN-LANGUAGE NEWS RELEASES. July 20, 1942-Mar. 19, 1943. 8 in. 223

Homefront news releases to all language groups, with a title in the foreign language meaning "The Week." Arranged chronologically and thereunder alphabetically by language.

- "A REVIEW OF THE NEWS BY ELMER DAVIS." Apr. 3-July 10, 1943. 224
1 in.
A weekly review of war news for the foreign-language press. Arranged in chronological order.
- "THE HOME FRONT." Mar. 18, 1942-June 29, 1945. 2 ft. 225
News items on the homefront prepared by the OWI at irregular intervals and released to the foreign-language desks of newspapers and radio stations in the United States. The releases are in English and foreign languages. Arranged chronologically.
- SPECIAL RELEASES. Oct. 1942-June 1945. 2 ft. 226
News releases on the war effort and on war campaigns of the Government that were made available to newspapers and radio stations serving foreign-language groups in the United States.
- DAILY RECORD OF NEWS RELEASES. Mar.-Dec. 1943. 9 in. 227
A record of daily releases of news items to foreign-language newspapers and radio stations in the United States, giving the type of release, title of release, its subject and length, the language or a list number for the language used, the initials of the agency making the translation, and the initials of the translator. Arranged chronologically.
- SPOT ANNOUNCEMENTS FOR THE WEEK. Dec. 13, 1943-July 9, 1945. 228
1 in.
Copies of OWI spot announcements furnished to cooperating radio stations in the United States that served foreign-language groups. Arranged in chronological order.
- NEWS BULLETINS, NEWSLETTERS, AND RADIO BULLETINS. 1942-45. 6 ft. 229
Copies of processed news releases prepared by the OWI or other Government agencies for use by the radio stations and newspapers that served foreign-language groups. These releases are arranged under the following headings: Baltic, Central European, Chinese, Czechoslovak, English, Filipino, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Scandinavian, Spanish, and Yugoslav. Under these headings the releases are arranged by type of issuance and thereunder chronologically.

SUBJECT FILE OF THE CHIEF OF THE RADIO UNIT. Feb. 1942-Apr. 1944. 3 ft. 232

Correspondence, memoranda, reports, radio scripts, press releases, administrative issuances, and other records of Lee Falk pertaining to the Section's organization, functions, and operations. Arranged alphabetically by subject.

CORRESPONDENCE WITH RADIO STATIONS. Apr. 1942-Mar. 1944. 2 ft. 233

Correspondence of Lee Falk with radio stations broadcasting foreign-language programs in the United States. It concerns scripts, recordings, personnel, and other matters related to programs for foreign-language radio audiences. Arranged alphabetically by radio station.

ITALIAN RADIO SCRIPTS. June 1942-Sept. 1943. 2 ft. 234

Copies of the Radio Unit's scripts for programs broadcast to Italian-speaking groups in the United States. Arranged by title of script.

Records of the Division of Photography

CORRESPONDENCE OF THE CHIEF. Apr. 28-Dec. 11, 1943. 8 in. 235

Correspondence of Harry Coleman with newspapermen, representatives of industrial plants, publishers, and other individual citizens concerning requests for war and homefront pictures, permission to reprint pictures, and the assignment of photographers to take specific pictures and permission for them to do so. Arranged chronologically.

RECORDS OF THE BUREAU OF GRAPHICS

This Bureau was established on July 31, 1944, to include the Graphics Division from the former Bureau of Graphics and Printing and the Poster Clearance and Allocation Division from the Office of Program Coordination. Its functions included the clearance, through liaison with the advertising business, of requests of Government agencies for use of outdoor advertising facilities; representation of the OWI in matters pertaining to graphics, both within the Government and in liaison with

private industry; the direction of a central service for the creation of graphic material; the review and clearance of posters proposed for issuance by Government agencies; liaison with the Government Printing Office and commercial printing firms concerning printing and distribution problems; and advising other agencies on printing and distribution problems. Records of the units of the Bureau are described below, except for the records of its Retail Display and Collateral Advertising Section. No separate records for this Section have been found, but correspondence pertaining to its functions is in the records of the Office of the Chief and other sections of the Bureau.

Records of the Office of the Chief

GENERAL RECORDS OF THE CHIEF. 1942-45. 10 in. 236

Correspondence, memoranda, reports, and other records of Jacques Dunlany, Chief of the Bureau and former Chief of the Division of Poster Clearance and Allocation. These records concern mainly poster clearance, distribution, facilities, and procedures. The series consists of three chronological files: July 1942-June 1944, July 1944-June 1945, and July-October 1945. Records in each file are arranged alphabetically by subject.

CORRESPONDENCE REGARDING GRAPHIC MATERIAL FOR CAMPAIGNS. Sept. 1942-Oct. 1945. 6 in. 237

Correspondence, with some related memoranda, of Jacques Dunlany with advertising firms, OWI campaign managers, and other Government agencies regarding the preparation and use of graphic material in the war campaigns of agencies of the Government. The series consists of three chronological files: September 1942-August 1944, September 1944-July 1945, and July-October 1945. The correspondence in each file is arranged alphabetically by title of campaign.

LETTERS SENT. Feb. 1943-June 1944. 2 in. 238

Copies of letters of Jacques Dunlany, which were sent to Government agencies and private persons and corporations regarding poster clearance, artwork, display and poster suggestions, poster distribution, and related matters. Arranged alphabetically by name of addressee.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. June-July 1942. 4 in. 239

Correspondence of Thomas D. Mabry, Acting Chief of the Graphic Division (a predecessor of the Graphics Bureau), with Government agencies. The correspondence pertains to the distribution of posters and publications to Government personnel and to the display of posters and other graphic material in Government offices. Arranged chronologically.

Records of the Outdoor and Transportation Advertising Section

This Section maintained liaison with the outdoor advertising industry, including car card displayers, regarding the display and distribution of Government posters and other wartime advertising material. It directed the car card pool, the war campaigns sponsorship plan, and the controlled circulation newspaper plan.

CORRESPONDENCE WITH TRANSPORTATION COMPANIES. 1943-45. 1 ft. 240

Correspondence of W. C. Crider, Chief of the Section and of the earlier Poster Clearance and Allocation Division, with transportation companies regarding display of OWI car cards on buses and other vehicles. Arranged alphabetically by company.

CORRESPONDENCE CONCERNING ORDERS FOR CAR CARDS. 1943-45. 2 ft. 241

Chiefly correspondence with field offices and transit companies regarding orders for car cards. Included are copies of replies to a questionnaire regarding advertising or display space on transit vehicles and some field reports on use of car cards. Arranged alphabetically by subject.

CORRESPONDENCE WITH CAR CARD DISPLAYERS. Feb. 1943-Oct. 1945. 2 ft. 242

Correspondence with transit companies, bus lines, and advertising agencies regarding orders of display cards for buses, streetcars, and subways, as well as notification of availability of new cards and changes requested in displays. Arranged alphabetically by company.

GOVERNMENT AGENCY CORRESPONDENCE CONCERNING CAR CARDS AND POSTERS. Jan. 1943-Aug. 1945. 1 ft. 243

Correspondence--with related interoffice memoranda--of the Outdoor and Transportation Advertising Section of the earlier Poster Clearance and Allocation Division, exchanged with Government agencies, OWI campaign managers, advertisers, and others. The correspondence concerns the shipment, distribution, and display of car cards and posters used in connection with the drives for forest fire prevention, rationing, economic stabilization, the use of V-Mail, the purchase of war bonds, and other methods of supporting the war effort. Arranged alphabetically by Government agency.

CORRESPONDENCE WITH OUTDOOR ADVERTISING AGENCIES. 1944-45. 5 in. 244

Includes related interoffice memoranda concerning the use of posters, streamers, and other advertising material prepared by the OWI. The records are arranged alphabetically by subject.

CARD RECORD OF GOVERNMENT CAR CARD SHOWINGS. 1945-46. 5 in. 245

Cards, 5" x 8", containing dates and other information regarding the posting of Government car cards by transportation companies. Arranged chronologically.

Records of the Art Section (Washington)

This Section made layouts and gave technical assistance to Government agencies issuing graphic material, approved and cleared Government graphic material for art standards, and maintained industrial liaison.

Records of the Traffic Section

This Section planned and directed shipments of program material; prepared and issued packaging and routing instructions to the Government Printing Office, other cooperating agencies, and commercial contractors; supervised the maintenance of the OWI's mailing list for graphic materials; and maintained industrial liaison.

CORRESPONDENCE SUBJECT FILE. Aug. 1942-June 1944. 3 in. 249

Mainly correspondence of Walter F. Conway, Assistant Chief of the earlier Production and Distribution Division, with the Government Printing Office, the Graphic Arts Victory Committee, distributors, and others regarding poster distribution and artwork, thank-you letters, and transportation advertising. Included are related inter-office memoranda regarding OWI plans and policies for the distribution and clearance of posters and other graphic materials and memoranda concerning relations with the Government Printing Office. The series is arranged alphabetically by subject.

Records of the Art Section (New York)

This Section maintained liaison with the OWI "art pool," purchased the services of graphic artists for Government agencies, and maintained industrial liaison.

RECORDS OF J. D. HERBERT, ART DIRECTOR. 1943-45. 2 ft. 250
Correspondence with commercial artists and art studios regarding

the preparation of graphic material for the OWI, together with artists' releases, purchase orders, vouchers, some rough sketches of artwork, production sheets, and related memoranda. Arranged alphabetically by title of the work.

PRODUCTION SHEETS FOR GRAPHIC MATERIALS. 1942-43. 2 ft.

251

The sheets contain the following information concerning each poster, car card, advertisement, or other graphic work prepared by the Section: type of work, title, date of request, date wanted, requesting agency, name of artist, name of person to whom delivered, method of delivery, date delivered, and remarks concerning the job. Attached to some of the sheets are related correspondence, memoranda, and order forms. Included are some production reports and budget reports prepared by the Section. Arranged in part by production sheet number and in part by agency for whom work was being prepared.

RECORDS OF THE BUREAU OF SPECIAL SERVICES

This Bureau provided specialized information services to Government agencies and general information on Government activities, organization, and personnel to the public. These functions had previously been carried on in the OFF and the Office of Government Reports, respectively, and they were carried on by the latter Office after the termination of the OWI. Records of the Office of the Chief, the Public Inquiries Division, and the Research Division of the Bureau were transferred to the reconstituted Office of Government Reports after the OWI's termination and are described in the inventory of the records of that Office. Only the records of the Press Intelligence Division are described below.

Records of the Press Intelligence Division

This Division, established in August 1933 as a division of the National Recovery Administration, became a division of the National Emergency Council on July 10, 1935. Upon the termination of the latter agency in 1939, it was transferred to the Office of Government Reports, and in 1942 it was transferred from the Bureau of Special Services of that Office to the Office of War Information. The Division provided a daily newspaper clipping service and reports on press and radio comment to officials of the OWI, Members of Congress, and Government agencies that required press coverage in specified fields of interest. From 1933 to November 1942 the Division maintained a permanent file of press clippings from 300 to 400 representative newspapers. These clippings, amounting to 1,680 cubic feet, are in the Federal Records Center, Alexandria, Va. Other records, including a small series of correspondence and reports, are among the records of the Office of Government Reports and are described in an inventory of that agency's records.

"PRESS INTELLIGENCE BULLETINS." Sept. 28, 1933-Nov. 10, 1942.

78 ft.

252

Copies of the "Press Intelligence Bulletin," a daily index to the Division's newspaper clippings (described in appendix 1 of this inventory) by Government agency and subject. In order to use this index to locate a specific newspaper clipping, it is necessary to know its date and its subject. The clippings themselves are in the Federal Records Center, Alexandria, Va. The records are arranged by bulletin number. Bulletins Nos. 1, 2, 19, 255, and 466 are missing.

RECORDS OF THE BUREAU OF FIELD OPERATIONS

When the Office of War Information was established in June 1942, two of its bureaus, the News Bureau and the Bureau of Public Inquiries, were given supervision of field offices of the former Division of Information of the Office for Emergency Management and the Office of Government Reports. In the fall of 1942 the field service of the two bureaus was consolidated under the Field Operations Division of the News Bureau. This Division attained bureau status in March 1943 but remained in operation only until September of that year, when reductions in the budget of the OWI's domestic operations necessitated its termination. The Bureau was responsible for the organization and operation of field offices of the Domestic Operations Branch. It coordinated the field programs of the several bureaus and supervised and managed relations of OWI field operations with field operations of other Government agencies.

The field offices--in June 1943 there were 58 located in strategic centers of civilian war activities--did mass media information work, assisted in the preparation and dissemination of information for a number of Government war agencies, and offered a centralized information service to editors, reporters, and the general public. Although administratively in the Domestic Operations Branch, the offices often obtained, at the request of the Overseas Operations Branch, special stories, recordings, statements, and editorial clippings on events of international interest. Most of the field offices were abolished in September 1943, and their records have been disposed of.

Records of the Headquarters Staff

The Staff developed and carried out through the field offices a comprehensive and planned program of "localized" war information by coordinating, adapting, and integrating the informational policies and programs of the OWI and other war agencies to facilitate their execution in terms of local needs and problems. It maintained, staffed, and directed the OWI's field offices and furnished them with informational materials.

GENERAL RECORDS OF THE CHIEF. June 1942-Oct. 1943. 10 in. 253

Correspondence, memoranda, and reports of Robert Huse relating to the Bureau's administration, organization, budget, and operations. Included are pamphlets, news releases, processed reports, and other materials prepared by the OWI. The records are arranged alphabetically by subject.

RECORDS OF THE CHIEF CONCERNING FIELD OPERATIONS. July 1942-July 1943. 1 ft. 254

Consist of interoffice and staff memoranda, field bulletins, copies of directives, and other materials relating to OWI policy regarding relations with other agencies in the field and to the organization and functions of the field offices and the Bureau. Included is a set of weekly reports of the Bureau. Arranged alphabetically by subject and thereunder chronologically.

GENERAL CORRESPONDENCE OF THE ASSISTANT CHIEF. Apr. 1941-May 1943. 10 in. 255

Correspondence with newspaper publishers, radio stations, and the general public regarding publications of the OWI and other Government agencies, applications for employment, and replies to requests for information. The series includes some interoffice memoranda. Arranged alphabetically by name of correspondent.

FIELD OFFICE MESSAGES AND MEMORANDA. June 1942-June 1943. 14 ft. 256

Teletype messages and memoranda exchanged between James Secrest, Assistant Chief of the Bureau, and field offices of the OWI regarding OWI press releases and cooperation with other Government agencies in distributing and clarifying information on wartime controls and campaign drives. Arranged alphabetically by office and thereunder by subject.

RECORDS RELATING TO THE PRODUCTION CAMPAIGN. Mar. 1942-June 1943. 1 ft. 257

Field office reports, correspondence, teletype messages, memoranda, press clippings, and other materials concerning OWI cooperation with the WPB in the production campaign. Arranged alphabetically by field office.

BULLETINS SENT TO REGIONAL INFORMATION OFFICES. Mar. 1942-Apr. 1943. 1 ft. 258

Copies of bulletins sent by James Secrest to regional information offices, outlining the duties to be performed by information officers in connection with campaign drives and cooperation with other Government agencies. Arranged by bulletin number.

PRESS RELEASES. July 1941-June 1943. 10 in. 259

Copies of press releases of Government agencies, with related teletype messages and memoranda, regarding distribution of releases and local press reaction to the daily news columns prepared by the OWI. Arranged in part by subject.

FIELD REPORTS. Nov. 1942-June 1943. 6 ft. 260

Weekly reports on field operations made to James Secrest by OWI field offices, together with progress reports on the work of field office personnel to the regional office manager. The reports concern the activities of field office personnel in aiding other Government agencies to prepare exhibit material for radio stations and newspapers for use in connection with war campaigns and informational programs. Arranged alphabetically by field office and thereunder chronologically.

MISCELLANEOUS REPORTS, FIELD BULLETINS, AND STAFF MEMORANDA.

June 1941-June 1943. 10 in. 261

Processed copies of the "War Statistical Progress Report" issued weekly by the WPB, weekly letters of instructions to field officers, field reports on civilian morale, and daily forecast reports on expected releases from Government agencies. Arranged in part by type of report or by subject.

ADMINISTRATIVE BULLETINS. Aug. 1941-June 1943. 4 in. 262

Processed copies of administrative bulletins, most of them issued by the Assistant Director for Management, OWI. Arranged chronologically.

Records of the Canadian Section

This Section maintained contact with the Canadian Information Board and with leading figures in Canada's information field in order to improve public understanding and cooperation between Canada and the United States. It interpreted American institutions and attitudes to the Canadian public through the supply of general background information to Canadian contacts, and it maintained information liaison on all joint undertakings that emphasized the cooperation and interdependence of the two countries.

GENERAL RECORDS PERTAINING TO UNITED STATES-CANADA RELATIONS.

July 1942-Feb. 1943. 8 in. 263

Correspondence of Dana Doten, Chief of the Canadian Section, with the Bureau of Field Operations and with the Canadian Government information services pertaining to exchange of information and publications. Included are some OWI press releases and Canadian pamphlets and publications on Canada's war effort and information activities. Arranged in part by subject.

RECORDS OF THE BUREAU OF MOTION PICTURES

This Bureau was established in 1942 to take over the motion picture functions of the OFF, the Division of Information of the OEM, and the Office of Coordinator of Government Films of the Office of Government Reports. The motion picture units of the OEM were incorporated into the Office of the Coordinator of Government Films, and the reorganized units became divisions of the OWI's Bureau of Motion Pictures. The Bureau reviewed and cleared all motion picture programs sponsored by Federal agencies and served as the central point of clearance and contact for the agencies in their relationships with the motion picture industry. During the first year of its operation the Bureau produced motion picture shorts and slide films dealing with wartime problems; but these activities, discontinued in September 1943, were later handled for the Bureau by the War Activities Committee of the motion picture industry. The Bureau distributed 16 mm. films produced by Government agencies. Early in 1945 the Bureau consisted of the Office of the Chief, the Theatrical Division, and the Non-Theatrical Division.

Records of the Office of the Chief

This Office, established in July 1942, included a Chief and an Associate Chief of the Bureau. Its functions included administration of the Bureau, liaison between the Government and the motion picture industry, and the review and coordination of scripts and films of Government agencies.

GENERAL RECORDS OF THE CHIEF, LOWELL MELLETT. Apr. 1931-July 1943.
8 ft.

264

Correspondence, memoranda, and reports. The records date from the time Mr. Mellett was Executive Director of the National Emergency Council and includes letters to and from leading figures in the motion picture industry and members of the Bureau's staff. Arranged alphabetically for the most part by name of correspondent.

GENERAL CORRESPONDENCE OF THE CHIEF, STANTON GRIFFIS. Oct. 1943-
Sept. 1944. 6 in.

265

Mainly correspondence of Mr. Griffis with various persons and organizations, members of the staff, and the War Department. Part of this correspondence is personal. Arranged alphabetically by name of correspondent.

GENERAL CORRESPONDENCE OF THE CHIEF, TAYLOR MILLS. Sept. 1944-
Aug. 1945. 4 ft.

266

Correspondence of Mr. Mills with the public and various organizations, including the War Activities Committee and periodical publishers. Included is some correspondence of Arch Mercey, Assistant

Director of the United States Film Service, and of various members of the Bureau staff. Arranged alphabetically by name of correspondent.

CORRESPONDENCE WITH OTHER AGENCIES. Aug. 1938-Aug. 1945. 5 ft. 267

Chiefly correspondence with Government agencies, the United Nations Relief and Rehabilitation Administration, and the American Red Cross. Included are some reports and printed and processed materials of Arch Mercey, dating from the time he was Assistant Director of the United States Film Service. Also included is correspondence of members of the Bureau staff, 1942-43, and of Taylor M. Mills, Chief of the Bureau, 1944-45. Arranged alphabetically by name of correspondent.

REFERENCE FILE OF THE CHIEF, STANTON GRIFFIS. Oct. 1943-Sept. 1944. 1 ft. 268

Letters, memoranda, scripts, clippings, and printed and processed records pertaining to Bureau programs and the production and release of films. Arranged alphabetically by subject or film title.

REFERENCE FILE OF THE CHIEF, TAYLOR M. MILLS. Aug. 1942-Sept. 1945. 7 ft. 269

Letters, memoranda, scripts, clippings, and printed records of Mr. Mills and of Arch Mercey pertaining to the major administrative and functional activities of the Bureau and its predecessors. Arranged alphabetically, in part by subject and in part by name of correspondent.

BUREAU ORGANIZATION CHART. Mar. 1943. 1 in. 270

Photostat and white copies of a chart showing the organization of the Bureau in March 1943.

SUMMARIES OF FILM PRODUCTION ACTIVITIES. Dec. 1942-Aug. 1943. 3 in. 271

A looseleaf compilation, undertaken by Arch Mercey for historical purposes, of summaries of the production activities of the Bureau, dated July 14, 1943, followed by records of individual films--including production, chronology, credits, location costs, and copies of scripts of narration. Arranged under the following classifications: "Theatrical (released)," "Theatrical (in work)," "Non-Theatrical," "News Reviews," "Newsreel Trailers," "Newsreel Overlength," and "Regional Specials."

Records of the Theatrical Division

The Theatrical Division, established in 1943 by a reorganization of the Bureau of Motion Pictures, inherited the functions of a number of earlier divisions of the Bureau. Because of its small number of employees

the Division was unable to set up sections defined as such. The records of predecessor divisions were partially reorganized, however, in an effort to bring together materials pertinent to the activities carried on after the middle of 1943. As a result, the records of the Division are described below in accordance with the main functions of the Division rather than under given organizational units. These functions were: coordination of film activities of the various Government agencies, the allocation of raw film stock requested by Government agencies, liaison with the motion picture industry and with newsreel producers, the development of ideas for film subjects, the supplying of background material on short subjects to producing companies, and the distribution of 35 mm. prints of OWI films.

Records Concerning Government Film Coordination

GENERAL RECORDS. Aug. 1941-Aug. 1942. 1 ft. 272

Correspondence, memoranda, reports, scripts, and printed and processed records of the Washington office of the OWI Film Unit, particularly of Eleanor Herring and George Gercke, covering such subjects as clearance of Government films, research on the production of individual motion pictures, distribution through various channels, replies to requests for information from the public, and office procedure. Arranged alphabetically by subject or by name of correspondent.

CORRESPONDENCE. July 1940-Dec. 1941. 6 in. 273

Correspondence and memoranda (including rough drafts) exchanged by Arch Mercey with members of the Bureau staff and others concerning the organization of the defense film program and OEM film production activities. Arranged alphabetically by name of correspondent or by subject.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. Feb. 1942-June 1943. 1 in. 274

Correspondence and memoranda of Edgar Dale, head of Government film coordination, exchanged with members of the staff of the Bureau and defense agencies concerning general Government film programs, educational film work, the criticism of scripts, film stock control, and routine administration. Arranged alphabetically by name of correspondent.

REFERENCE FILE. Apr. 1940-June 1943. 7 in. 275

Copies of letters, memoranda, reports, notes, and processed materials of Edgar Dale pertaining to Government motion picture work, Bureau activities, operations of the Coordination Division and its Creative Section, film stock control, and administrative procedures. Arranged alphabetically by subject.

GOVERNMENT FILM ACTIVITIES REFERENCE FILE. Jan. 1941-May 1942.

5 in.

276

Mimeographed and printed materials and some copies of letters and memoranda showing the film programs, activities, procedures, and productions of Government agencies and some private organizations. Included are copies of replies to a letter sent by Lowell Mellett to Government agencies announcing his appointment as Coordinator of Government Films and requesting them to file certain information with his office. Arranged alphabetically by agency.

GOVERNMENT FILM PRODUCTION REPORTS. Apr. 1944-May 1945. 1 in.

277

Mimeographed copies of monthly reports, with brief synopses, showing the character and status of films in production by each agency. Arranged chronologically.

Records Concerning Film Stock Allocation

CORRESPONDENCE REGARDING APPLICATIONS FOR FILM STOCK. Aug. 1942-July 1943. 3 ft.

278

Correspondence of Edgar Dale, Francis D. Lyon, and Arch Mercey with film companies and others, together with film-stock application forms, scripts and other data on films, carbon copies of letters approving the use of stock, and memoranda of action on applications. Arranged alphabetically by name of correspondent.

CORRESPONDENCE CONCERNING AUTHORIZATIONS TO USE FILM STOCK.

Aug. 1943-Oct. 1944. 2 in.

279

Correspondence of Roberta N. Cook, Gertrude N. Schwarz, and Taylor M. Mills concerning authorizations to use film stock for bulletins and other purposes, together with carbon copies of letters sent by Charles W. Carpenter of the WPB. Arranged alphabetically by subject.

CORRESPONDENCE REGARDING FILM NEEDS AND APPLICATIONS. Dec. 1944-Sept. 1945. 1 ft.

280

Correspondence with Government agencies and film companies concerning estimated film needs and authority to use film stock, together with related application forms (WPB-2165). Arranged chronologically by quarter to which the applications pertain and thereunder numerically.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. Aug. 1942-July 1943.

1 in.

281

Correspondence concerning authorizations to use film stock and estimated needs for such stock. Included are memoranda of action on applications. Arranged alphabetically by name of correspondent.

REGISTER OF FILM STOCK ALLOCATIONS. Mar.-Dec. 1943. 2 in. 282

Handwritten journal--with memoranda attached--of film stock allocations, showing date of application, applicant, sponsor, producer, title or purpose of film, footage of film, and balance remaining after allotment. The journal also includes worksheets summarizing the allotments to individual agencies and a record of disapproved applications.

FILM-STOCK ALLOCATION SUMMARIES. 1945. 3 in. 283

A looseleaf notebook containing tables showing allocation and use of 16 mm. and 35 mm. raw stock during the first three quarters of 1945.

Records Concerning Industry Liaison

CORRESPONDENCE WITH COMMERCIAL AND NONCOMMERCIAL FILM PRODUCERS. Dec. 1941-June 1945. 2 ft. 284

Most of the correspondence covers the period 1942-43. In two files; correspondence in each file is arranged alphabetically by name of correspondent.

Records Concerning Newsreel Liaison

GENERAL FILE OF THE CHIEF OF NEWSREEL LIAISON. Feb. 1942-July 1943. 2 ft. 285

Correspondence, reports, memoranda, and printed and processed materials of Harold D. Jacobs, Herbert Miller, and Richard C. Wilson relating to weekly activities of the Division, proposed newsreel subjects, criticisms of newsreels, and administrative matters. Arranged for the most part alphabetically by subject.

RECORDS OF THE CHIEF OF THE CIVIL AGENCIES SECTION. Aug. 1940-Feb. 1943. 3 ft. 286

Chiefly correspondence, memoranda, reports, and printed materials of Robert Collyer, concerning administrative and general activities and including a considerable amount of material on television and a file of "Newsreel Bulletins" listing forthcoming events worthy of being photographed. Arranged for the most part alphabetically by subject.

NEWSREEL STORY NOTICES. July-Sept. 1944. 1 in. 287

Carbon copies of memoranda sent to newsreel producers to confirm data given to them by telephone.

Records Concerning Film Ideas

CORRESPONDENCE REGARDING FILM PRODUCTION. Sept. 1943-Oct. 1945. 2 ft. 288

Correspondence, memoranda, and scripts of Arch Mercey, Roberta N.

Cook, Stanton Griffis, and Taylor M. Mills pertaining to the planning, production, and clearance of specific motion pictures, together with general correspondence on production. The series is divided into four groups: "Bulletins," "Shorts," "Sponsored," and "Other," and is arranged thereunder alphabetically by title of picture or by subject. See page 62A.

RECORDS CONCERNING FILM SUBJECTS. Dec. 1941-June 1943. 3 ft. 289
Correspondence, memoranda, and printed and processed records dealing with the background and suitability of film subjects, together with some material on general film problems. Arranged alphabetically by subject.

MISCELLANEOUS SCRIPTS. Jan. 1942-Oct. 1944. 1 ft. 290
Scripts from various sources, which were submitted to Arch Mercey for review, with related correspondence and comments by members of the staff. Most of this material is for the period January-June 1942.

GOVERNMENT FILM SCRIPTS. May 1942-June 1943. 1 ft. 291
Scripts, synopses, and narrations--with related correspondence of Arch Mercey and occasional printed source materials--of films designed for production by the OWI. Arranged alphabetically by title.

FILM BULLETIN SCRIPTS. July-Dec. 1943. 3 in. 292
A file of Roberta N. Cook containing scripts and related correspondence, memoranda, and reference material of Miss Cook and Arch Mercey, together with some data on general problems of film bulletins. Arranged alphabetically by subject.

SUGGESTED SUBJECTS FOR THEATRICAL AND NONTHEATRICAL SHORTS.
Aug. 1944-Nov. 1945. 4 in. 293
Mimeographed copies of lists of subjects for films. Arranged chronologically.

Records Concerning Research

GENERAL FILE OF THE CHIEF OF RESEARCH. Dec. 1941-June 1942. 1 ft. 294
Correspondence, memoranda, reports, notes, and printed and processed records of Leo C. Rosten, with a few records of Leonard Spigelgass, covering all phases of Government motion picture work. Arranged alphabetically by subject or by name of correspondent.

GENERAL FILE OF EARL MINDERMAN. Dec. 1941-July 1943. 1 ft. 295
Mainly correspondence, memoranda, reports, still pictures, and printed and processed records of Earl Minderman, a member of the film research staff dealing with activities and personnel of the Research Division and the West Coast Office, as well as with the effectiveness

"SPECIAL BULLETIN," November - March 1943.

288A

Arranged chronologically. 1 box.

Processed informational releases prepared to provide background about various issues. Topics include absenteeism, industrial safety, food as a weapon of war and peace, merchant marine recruitment, and the war information program for the screen.

of the wartime motion picture program. Included are suggestions for films, an analysis of the effectiveness of the wartime motion picture program, correspondence with the West Coast Office of the Motion Picture Bureau, and periodic reports of its Film Analysis Section and regular reports of research activities. Arranged alphabetically by subject.

RESEARCH REPORTS ON SELECTED FILM TOPICS. May 1941-July 1943.

1 ft.

296

Carbon copies of research reports, with bibliographies, on the background of selected film topics. Also included are correspondence of Earl Minderman and other members of the research staff, notes, and printed and processed materials. Arranged alphabetically by subject.

BACKGROUND MATERIALS ON FILMS. Apr. 1942-June 1943. 8 in.

297

Printed and processed materials, clippings, and typewritten copies of printed articles collected by Beatrice Galland of the Research Division in connection with assigned topics.

RECORDS RELATING TO GOVERNMENT FILM RESEARCH. Sept. 1936-June 1943.

2 ft.

298

Correspondence, memoranda, reports, notes, clippings, and printed and processed materials of Roberta N. Cook, Assistant Chief of Research, together with some correspondence of Arch Mercey dealing with research on Government film subjects and motion picture problems. Included is some correspondence of the United States Film Service in connection with a survey of 16 mm. operations at home and abroad. The records are arranged alphabetically by subject.

Records Concerning 35 mm. Film Distribution

CORRESPONDENCE WITH EXHIBITORS OF NONTHEATRICAL FILMS. Feb. 1939-Sept. 1942. 2 in.

299

Correspondence, mainly with nontheatrical exhibitors, of Philip Martin, Jr. (from the time he was a member of the United States Film Service Staff), Rosilind Marcus, Joseph Josephson, and Clara Jasper, with a few records of George Gercke and R. W. Horton. The correspondence pertains to distribution methods and particularly to routine distribution and printing activities. Arranged chronologically.

CORRESPONDENCE WITH DISTRIBUTORS OF NONTHEATRICAL FILMS. Nov. 1942-Oct. 1945. 2 in.

300

Correspondence of Paul C. Reed, Arch Mercey, Roberta N. Cook, Taylor M. Mills, and Roslyn Truet with nontheatrical distributors, particularly the War Activities Committee, concerning plans for handling and preserving 35 mm. films. Arranged chronologically.

- CORRESPONDENCE REGARDING REQUESTS FOR 35 MM. FILMS. Oct. 1943-
Sept. 1944. 4 in. 301
Correspondence, mainly of Roberta N. Cook, Taylor M. Mills, and
Roslyn Truet, with nontheatrical exhibitors concerning the possibility
of obtaining 35 mm. films for showings. Arranged alphabetically by
name of correspondent.
- RECORDS OF THE DISTRIBUTION-INFORMATION SPECIALIST (NEW YORK OFFICE).
July 1942-July 1943. 3 ft. 302
Records of William Friedberg containing final and mimeographed
copies of picture release announcements and film synopses, carbon
copies of narrations, records of bookings, still pictures, film clips,
and related correspondence, together with some miscellaneous corre-
spondence and printed and processed reference data. Arranged alpha-
betically for the most part by title of film but occasionally by name
of correspondent.
- REPORTS OF FILM SHOWINGS. June 1941-Feb. 1943. 4 in. 303
Typewritten statements covering various periods and showing dis-
tribution--primarily theatrical--of films and attendance at showings,
together with a few records of shipments and returns and some corre-
spondence of Joe Josephson. Arranged alphabetically by title of film.
- RECORDS CONCERNING PRINTS. Aug. 1941-Sept. 1943. 1 in. 304
Correspondence, memoranda, and miscellaneous documents pertaining
to the preparation, shipment, storage, and distribution of prints.
Arranged alphabetically by name of correspondent or title of film.

Records of the Non-Theatrical Division

This Division was established early in 1943 to replace the Educa-
tional Division of the Bureau. It worked on distribution plans for non-
theatrical films. These included methods for stimulating interest in
Government films relating to the war, planning film production, planning
study of the effectiveness of the use of motion pictures in the theater
and classroom, and distributing educational films.

- CORRESPONDENCE WITH EDUCATIONAL FIELD ADVISERS. Oct. 1942-Aug. 1943.
1 ft. 305
Correspondence of Paul C. Reed and Jean E. Major with Kent D.
Eastin and C. R. Reagan, educational field advisers. Included are
carbon copies of outgoing field letters of these officials and occa-
sional incoming items. Arranged alphabetically by name of field ad-
viser.

GENERAL RECORDS OF THE DIVISION HEAD, PAUL C. REED. Sept. 1942-
Aug. 1943. 5 in.

306

Correspondence, memoranda, rough drafts of publications, sample forms dealing with the administration and activities of the Division, and the Division's weekly reports. Arranged alphabetically by subject.

Records Concerning the Film Register

REFERENCE FILE CONCERNING THE FILM REGISTER. Nov. 1943-Sept. 1944.
1/2 in.

307

Memoranda and printed and processed materials concerning distributors and visual aid materials. Arranged alphabetically by subject.

PRESS NOTICES OF DOCUMENTARY FILMS ("FILM TITLE INDEX"). Nov. 1942-
May 1945. 6 in. 315

Press releases and clippings, with occasional correspondence, containing notices of new war-related documentary films produced inside and outside the Government, at home and abroad. Included are commentaries, accounts of showings, and critical reviews. This series was apparently used to compile an index to film titles. Arranged alphabetically by title of film.

EDUCATIONAL FILM CATALOGS. Nov. 1940-Oct. 1943. 1 ft. 316

A file of Gladys A. Redman and Virginia Armstrong containing printed and processed catalogs of educational films and some correspondence. Arranged alphabetically by organization issuing the catalog.

EDUCATIONAL FILM CATALOGS ("FILMS SUBJECT INDEX"). Apr. 1942-
Aug. 1945. 1 ft. 317

Printed and processed catalogs of films, together with related correspondence, publicity materials, and general educational materials. The series contains some correspondence of Edgar Dale and Arch Mercey concerning proposed films. Arranged alphabetically by subject.

- EDUCATIONAL FILM CATALOGS ("INSTITUTIONAL FILM INDEX"). Nov. 1941-Aug. 1945. 2 ft. 318
 Printed and processed catalogs, with other advertising matter and some correspondence of Virginia Armstrong. Arranged alphabetically by organization issuing the catalog.
- FILM CATALOGS OF EDUCATIONAL INSTITUTIONS. Oct. 1940-Apr. 1945. 2 ft. 319
 Printed and processed catalogs issued by universities and city school systems. Arranged alphabetically by issuing institution.
- NEWSLETTERS. Feb. 1942-June 1945. 4 in. 320
 Printed and processed newsletters concerning educational films issued. Arranged by organization issuing the film.
- NEWSLETTERS TO DISTRIBUTORS. Aug. 1942-Aug. 1945. 2 in. 322
 Mimeographed newsletters sent to distributors of nontheatrical Government films, usually issued monthly but occasionally bimonthly. The various titles under which the newsletter appeared were: "To the Distributors of Official Government War Films" (August-November 1942), "Newsletter to Distributors of OWI Films" (December 1942-September and October 1943), and "War Film News Letter for Distributors and Community Leaders" (November and December 1943-August 1945). The newsletters are arranged chronologically.
- Records Concerning Distribution of 16 mm. Films
- CORRESPONDENCE CONCERNING FOREIGN DISTRIBUTION OF FILM. Dec. 1941-July 1943. 9 in. 323
 Correspondence with persons in foreign countries and in U.S. territories and possessions concerning the distribution and utilization of nontheatrical films. Arranged alphabetically, in part by name of correspondent and in part by country.
- CORRESPONDENCE CONCERNING DISTRIBUTION OF INDIVIDUAL FILMS. Jan.-Sept. 1942. 4 in. 324
 Copies of letters and memoranda relating to distribution of particular films, together with drafts and copies of publicity material. Arranged alphabetically by title of film.
- MISCELLANEOUS RECORDS CONCERNING FILM DISTRIBUTION. Sept. 1940-Sept. 1945. 2 ft. 325
 Memoranda, forms, tabulations, work sheets, and incidental

correspondence pertaining mainly to the printing, sale, allocation, shipment, return, and condition of OWI and War Department 16 mm. films. Arranged alphabetically by subject.

"DISTRIBUTORS SHOWING REPORTS." Aug. 1943-Sept. 1945. 13 ft. 326

Monthly forms indicating place of exhibition of films, number of showings, and attendance, together with some summarized data, a few reports from individual exhibitors on audience reactions, and occasional correspondence. Arranged alphabetically by State in which the distributor was located and thereunder by city.

CORRESPONDENCE WITH THE NEW YORK OFFICE CONCERNING FILM SHIPMENTS.

Feb. 1942-May 1943. 9 in. 327

Concerns the preparation and shipment of nontheatrical prints. Arranged alphabetically by name of correspondent.

Records Concerning War Loan Activity

CORRESPONDENCE CONCERNING FILMS FOR WAR LOAN DRIVES. Jan. 1946.

3 ft. 328

Chiefly correspondence, but including memoranda, reports, records of allocations, clippings, and related publicity material sent to War Finance Committees and distributors in various States in connection with the fifth to seventh war loans and the Victory Loan. Arranged in part alphabetically by State and in part by the number of the loan drive.

RECORDS PERTAINING TO FILM CONTROL. Mar. 1942-Nov. 1945. 2 ft. 329

Mainly records showing date when film was destroyed. Included are incidental correspondence, memoranda, shipping documents, and publicity materials of the Non-Theatrical Division. Arranged alphabetically by title of film.

Records of the Production Division

This Division originated in the Office for Emergency Management as the OEM Film Unit. It wrote, directed, photographed, and edited films and supervised their development and printing in cooperation with other Government agencies. The Division was terminated in September 1943.

SCRIPTS. July 1940-June 1943. 3 ft. 333

Drafts of scripts and film outlines, together with correspondence and intraoffice memoranda pertaining to all phases of production operations, research reports, and printed and processed materials (including clippings and photographs) of the members of the New York Office staff from the time it was established. Arranged by production number.

GENERAL FILE OF SCRIPTWRITER DAVID H. LYON. Jan.-May 1943. 6 in. 334

Correspondence, memoranda, scripts, reports, photographs, and printed and processed records dealing with photographing activities and ideas for films. Arranged alphabetically by subject or by name of correspondent.

Records of the Office of the Producer

GENERAL RECORDS. July 1940-Jan. 1942. 1 ft. 335

Correspondence, memoranda, film outlines, and printed and processed materials pertaining to production and distribution of films, mainly those of the OEM. Arranged alphabetically by title of film, subject, or name of correspondent.

RECORDS CONCERNING FILM PRODUCTION. Mar. 1939-Apr. 1942. 2 ft. 336

Correspondence, memoranda, scripts, clippings, and printed and processed materials pertaining to the fiscal, administrative, and technical aspects of producing individual films, including a motion picture undertaken by the United States Film Service for the Rural Electrification Administration. Arranged alphabetically by title of film or name of its sponsoring agency.

Records of the Production Manager

GENERAL CORRESPONDENCE OF PHILIP MARTIN, JR., PRODUCTION MANAGER (NEW YORK OFFICE). Sept. 1938-Aug. 1943. 1 ft. ~~337~~

Chiefly correspondence and memoranda exchanged with the Washington office of the OWI, Government agencies, film companies, educational institutions, and labor unions and other organizations. Included are routine business papers of Mr. Martin (including some of his correspondence as a member of the staff of the United States Film Service) pertaining to the work of the technical staff and administrative, fiscal, and personnel affairs of the Division. Arranged for the most part alphabetically by name of correspondent.

RECORDS OF THE BOOK AND MAGAZINE BUREAU

The functions of this Bureau were originally performed by the Office of Facts and Figures. With the establishment of the OWI these functions were transferred to the Publications Division of the OWI's Bureau of Publications and Graphics. Following the dissolution of that Bureau in 1943, the functions were successively carried out by parts of the Bureau of Publications, by independent bureaus (the Book Bureau and the Magazine Bureau), and finally, beginning in August 1944, by the Book and Magazine Bureau. The primary function of the Bureau was to promote the war-related information programs of the Government through the media of magazines and books. This the Bureau accomplished by serving in liaison between editors, magazine writers, and literary agents seeking information and those war agencies that could supply such information. Much of the information obtained from Government sources was incorporated in the "Magazine War Guide," a monthly bulletin containing suggestions to editors and writers, which was issued by the Bureau. Similar services were offered to book publishers. Through the Bureau, war agencies had access to the talent of the Writer's War Board, a volunteer organization of leading American writers who prepared programs, speeches, and articles for widely circulated newspapers and magazines. Through its work with the Council on Books in Wartime, the Bureau also made available to war agencies the promotional facilities of numerous publishers, booksellers, and librarians. Before mid-1943 the Bureau engaged in the production of books and magazines, but this activity was eliminated because of a reduction in budget. In addition to those organizational parts of the Bureau described below, the Bureau had an Office of Book Liaison, a Writer's War Board Liaison Office, and an Editorial Section.

Records of the Office of the Chief

The Office of the Chief was responsible for the general supervision of the policies and activities of the Bureau and had special responsibility for representing the OWI to women's and special-interest magazines.

HISTORICAL RECORDS. 1942-45. 3 in.

339

Letters and memoranda assembled by the Historian of the Bureau from the records of the Chief of the Bureau and the Chiefs of the predecessor Book Bureau and Magazine Bureau. The records deal with the history of each major division of the Book and Magazine Bureau, relations with the book and magazine industries, and functions and activities of component parts of the Bureau. Arranged alphabetically by subject and thereunder chronologically.

Records of Magazine Liaison (New York)

This office maintained liaison with magazine offices and wrote and edited the "Magazine War Guide Supplement."

MISCELLANEOUS PUBLICATIONS ON WAR SUBJECTS. 1942-43. 2 in.

340

Processed publications of the Magazine Section of the OWI, containing articles on war-related subjects and background material gathered from official sources for the use of magazine editors in promoting Government wartime campaigns. Included in this collection are publications entitled "The Quislings," "Key to Understanding the Menace of Japan," "While Mothers Work," "North Africa to the Fore in Global War," "War Jobs for Women," and "Putting That College Education to Work."

PAMPHLETS. 1942-43. 2 in.

341

Processed and printed pamphlets prepared and released by the OWI in connection with its homefront war information campaigns. The titles of the pamphlets are: "The Japanese Are Tough," "The Unconquered People," "The Thousand Million," "Divide and Conquer," "The Price of Free World Victory," "Battle Stations for All," "The Peace for Which We Fight," "Proposals for a Free World," "Toward New Horizons," "Four Freedoms," "Quotations From Nazi Sources," "Tale of a City," "Chronology of the Nazi Records," "All for One and One for All," and "Coast to Coast Survey of Drinking Conditions in and Around Army Camps."

Records of the Research Section

This Section acted in liaison with Government agencies to secure Government materials for the "Magazine War Guide" and to furnish specific information requested by writers.

MAPS. 1942-43. 5 in.

342

Maps of various regions of the world showing graphically the location and distribution of population, industries, and economic resources. Most of these maps were obtained from the Office of Strategic Services and were used in preparing the issuance "A War Atlas for Americans," described in entry 346. Arranged alphabetically by agency from which the map was received and thereunder numerically.

REPORTS ON MAGAZINE ARTICLES CONCERNING WAR PROGRAMS. 1943-45.

1 in.

343

Reports of the Bureau listing magazine articles, editorials, and fiction that promoted programs sponsored by the OWI. Arranged chronologically by date of report.

See page 72A.

"MAGAZINE WAR GUIDE AND SUPPLEMENT." 1942-45. 5 in.

345

Copies of this monthly summary of war information suitable for use in magazines, together with supplements of background information and material for magazine editors and writers. Arranged chronologically.

"A WAR ATLAS FOR AMERICANS." 1943-44. 5 in.

346

A manuscript copy of "A War Atlas for Americans," which was prepared by the Council on Books in Wartime with the assistance of the OWI. The series is arranged in five groups: the first, second, and third drafts, the conference draft, and the final manuscript.

Records of the Records Section

This Section gathered and maintained files of war-related articles and fiction in American magazines and furnished statistical reports on them to the OWI. One series of records of the Section is described below. Other records of the Section are intermingled with the files of other sections of the Bureau.

"BOOK DIGESTS." June 1942-Sept. 1943. 2 in.

347

A processed issuance of the OWI containing digests of new books believed to be of value for public information on the war or for the work of OWI officials. Arranged numerically.

RECORDS OF THE FOREIGN NEWS BUREAU

This Bureau, established on March 14, 1944, by Staff Order No. 28, replaced the Foreign Services Division of the News Bureau. Its basic

"NEGROES AND THE WAR," 1942.

344A

1 box.

The major publication created to "celebrate the achievements of Negro Americans . . . to fighting of the war" in order encourage African American support for the war effort. Written by Chandler Owen, the publication presented arguments for African American participation and to remind them of what they stood to lose should Germany win the war.

function was to aid American news agencies, newspapers, and radio stations in exposing enemy propaganda. For this purpose it obtained and sent by teletype to the American press information from such sources as American and Allied monitoring reports, press reports from enemy and enemy-occupied countries, reports of OWI representatives overseas, and State Department cables. The Bureau also prepared supplementary material-- in the form of special reports, periodic news columns, and features--summarizing for the press the social, military, political, religious, and propaganda developments in enemy and enemy-occupied countries.

Records of the Office of the Chief

This Office was responsible for general supervision of the policies and activities of the Bureau. Its Press Research Section maintained research files and background material from overseas sources and did research for the News Division and the Office of the Chief.

GENERAL RECORDS OF THE CHIEF, MATHEW GORDON. Sept. 1942-July 1945.
1 ft.

348

Correspondence, memoranda, reports, teletype messages, cables, processed news releases, and other materials concerning the Bureau's organization, budget, and wire service, its liaison activities with the Foreign Broadcast Monitoring Service, and its preparation and distribution of news releases to domestic press services and editors. Arranged alphabetically by subject or by name of correspondent.

Records of the News Operations Division

This Division operated a teletype news wire connected with the cable desks of major press associations, newspapers, radio networks, and news magazines, transmitting the overseas news items gathered by the Division from OWI Outposts and other Government agencies operating overseas. The Division also prepared a column entitled "Inside the Axis" and edited the "European Digest."

"INSIDE THE AXIS." Mar. 30, 1943-May 8, 1945. 10 in.

350

Processed and typed copies of the weekly news release "Inside the Axis," containing news of personalities, production, resistance movements, supply, sabotage, propaganda, military measures, and political

developments in enemy and enemy-occupied countries. The material used in these releases was received by the Bureau from monitoring reports of foreign broadcasts, foreign newspapers, and other sources. Arranged by number of release.

SPECIAL FOREIGN NEWS RELEASES. Jan. 1943-Sept. 1944. 8 in. 351

Processed copies of special foreign news releases reporting on developments in Axis countries and exposing Axis propaganda untruths and methods. Among the titles of the releases are: "Why U-Boat Commanders Exaggerate Claims," "Japanese Lies," "Nazis Stressed Kharkov's Importance," "Japanese Propaganda," "Nazi Slave Labor Society," "The Quislings," "Junkers Report," and "Nazi Retreat." Arranged alphabetically by title of release.

FOREIGN INFORMATION DIGESTS. Aug. 1942-May 1945. 2 ft. 352

Processed copies of daily digests of foreign news of particular interest to the religious press. The releases cover news items from enemy and enemy-occupied countries on the treatment of church leaders, measures affecting children, atrocities, treatment of foreign workers, prison-camp conditions, transport of workers to Germany, Vatican radio announcements, and other subjects. Arranged by number of release.

See page 74A.

CALENDAR OF FOREIGN NEWS RELEASES. Nov. 16, 1942-May 31, 1943;
Oct. 1, 1943-Aug. 31, 1945. 2 ft. 353

A daily calendar of OWI news releases containing foreign news items received through the monitoring service of the Federal Communications Commission. The calendar contains a list of the number of foreign news releases issued each day, a brief summary of each release, and an indication of the foreign country in which the news originated. Arranged chronologically. Releases for the period June 1-September 30, 1943, are missing.

RECORDS OF THE OVERSEAS OPERATIONS BRANCH

The Overseas Operations Branch, which was established in June 1942, succeeded to functions of the Foreign Information Service of the Office of the Coordinator of Information. It planned and carried out the wartime propaganda activities of the Federal Government in all countries outside the continental United States except those of Latin America. In active military zones its agents cooperated with military organizations in psychological warfare. The Branch established Outposts in more than 20 neutral and Allied Nations, and in areas where it had no representatives it provided State Department missions with informational materials for distribution. At the head of the Branch was the Director of Overseas Operations, and immediately responsible to him were the Executive Officer, the Policy Coordinator, the Chief of Information Liaison, and the Deputy Director. The Deputy Director was responsible for the policy

"SPOT NEWS FROM FOREIGN SOURCES," November 1942-March 1944.

352A

Arranged in reverse chronological order. 1 box.

Processed summaries of key news items issued on a daily basis. Includes a short review of war progress followed by headlines from enemy sources in a section entitled "The Axis Says."

governing the OWI's information program for assigned geographic areas of the world. Large bureaus of the Branch existed for communications, intelligence, and the support of field offices. In New York City, under a Deputy Director for Atlantic Operations, there were the media bureaus for radio, news and features, motion pictures, and publications. In San Francisco there was an office, under a Deputy Director, which was responsible for the OWI's information output (chiefly radio broadcasts) directed at the Pacific area. A smaller office of the Branch, in Los Angeles, served the needs of both the New York and San Francisco offices for recordings of special events and interviews with motion picture personalities; it also reviewed commercial films to determine their suitability for distribution overseas. The functions and records of the Overseas Operations Branch were transferred to the State Department by the Executive order that terminated the OWI.

The records of the Overseas Operations Branch that are now in the National Archives are described under the Branch's major units as they existed during the early part of 1945. Records of the Outposts and of some other units are in the Foreign Service posts of the State Department or in the Department itself and are not described in this inventory.

RECORDS OF THE OFFICE OF THE DIRECTOR OF OVERSEAS OPERATIONS

This Office was responsible for the formulation, application, and implementation of policy; the development of propaganda warfare and information programs; the broad supervision of overseas operations; and the maintenance of liaison with agencies of the United States and foreign governments. In 1945 the Office included the Director of the Overseas Branch, an Executive Director, and an Assistant Executive Director, who were aided by three Deputy Directors for Areas, a Policy Coordinator, and an Information Liaison Officer. Successive Directors of the Overseas Branch were Robert E. Sherwood and Edward W. Barrett.

The records of the Executive Director and the Deputy Directors for Areas are in the Department of State. Described below are the files of the Information Liaison Office and the Office of Policy Coordination, which are in the National Archives. Records of the Director of the Overseas Operations Branch are interspersed with other records of the OWI assembled by the agency's historian (see entry 6).

See page 75A.

Records of the Information Liaison Office

This Office supervised liaison with the press, the public, and Congress. It prepared answers to inquiries concerning the work of the Branch, approved all contacts by employees of the Branch with Members of Congress, supervised exhibits of sample OWI productions, and arranged for OWI officials to fill speech requests from organizations in order to explain the operations of the Branch.

RECORDS OF THE SPECIAL ASSISTANT, 1941-1943

353A

Arranged alphabetically by subject or name of country or region. 7 boxes.

These files consist of memorandums, reports, cables, notes, correspondence, drafts, publications and other documentation. In general, the files relate to the distribution of information and publications overseas and are filed under a variety of topics, countries and regions, and government agencies. Examples include accreditation of photographers, the Department of Agriculture, the anniversary calendar, Arabia, Australia, the Board of Economic Warfare, cables to and from various overseas offices, China, education, England, the handbook, Lend-Lease, minorities, news bulletins, the Near East, propaganda, and the War Department. The files were accumulated by a special assistant and include documentation from the period when the overseas operations were handled by the Foreign Information Service in the Office of the Coordinator of Information (COI).

RECORDS OF DEPUTY DIRECTOR FERDINAND KAHN. 1943-45. 3 ft. 354
Correspondence, reports, and memoranda dealing with psychological warfare. Arranged chronologically.

GENERAL RECORDS OF THE CHIEF. 1944-46. 6 ft. 355
Records of William C. Bourne, as Chief of Information Liaison and as Special Assistant to the Executive Director of the Overseas Operations Branch. Included are correspondence, memoranda, teletype messages, and other papers concerning public or press inquiries about the work of the Branch and preparation and distribution of news and factual stories about methods used and results obtained by the OWI overseas. Also included are speeches; radio scripts; scenarios; clippings; samples of propaganda from OWI, German, and Japanese sources, including a collection of leaflets prepared for dropping on Europe on D-day; and U.S. and enemy surrender leaflets. Arranged alphabetically by subject.

GENERAL RECORDS OF RUTH AMES. 1943-46. 3 ft. 356
Chiefly correspondence and memoranda concerning preparation and arrangements for distribution of OWI overseas publications. The series includes correspondence concerning possible publicity outlets, routine answers to requests for publications, State Department clearances for articles to be published, and a number of short biographical "profiles" of prominent U.S. civilians and military men for OWI Outposts. Arranged by subject or name of person, but not in alphabetical order.

NEWSPAPER CLIPPINGS. 1942-46. 2 ft. 357
Newspaper clippings and reproductions of clippings concerning the OWI and its overseas activities, including a number of clippings of press attacks on the OWI, a scrapbook of reproduced press comments favorable to the OWI, and clippings on the continuation of the OWI. Other records in this series concern the OWI's overseas activities and include copies of "OWI's Story and the Press," a book of photographed articles and pictures released by the OWI, copies of overseas publications, and photostats.

Records of the Office of Policy Coordination

This Office, established on September 16, 1944, succeeded to the functions of the former Chief of Liaison. It was responsible for all liaison with Government agencies and other governments on matters of propaganda policy and intelligence. On behalf of the Deputy Directors, it drafted the weekly Overseas Central Directive and performed related functions such as the coordination, clearance, interpretation, and issuance of directives for the deputies, the Review Board, and the San Francisco and New York Offices.

AREA POLICY FILE. 1943-Jan. 1946. 3 ft.

358

Interoffice correspondence, cables, memoranda, and reports pertaining to the OWI's information policy for various foreign countries. Arranged alphabetically by geographical area or country and thereunder chronologically.

POLICY SUBJECT FILE. 1943-Jan. 1946. 2 ft.

359

Included are cables and memoranda exchanged by the Policy Coordinator with the New York and San Francisco Control Offices, Outposts, and other units regarding policy guidances. Also included are directives concerning the release or treatment of such news subjects as the air war, military government, displaced persons, foreign workers, governments in exile, the invasion of Europe, liberated countries, neutrals, prisoners of war, refugees, the sea war, the United Nations, unconditional surrender, and war crimes. In addition the series includes some propaganda leaflets, reports from Outposts on their operations, and intelligence materials. Arranged alphabetically by subject.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1943-45. 5 ft.

360

Mainly correspondence, cables, and memoranda exchanged by the Policy Coordinator, Victor Hunt, and his predecessors, Major Thompson and Leonard Doob, with other Government agencies concerning requests for and distribution of intelligence reports, foreign information policies, and cooperation in producing and distributing publications. Included are intra-OWI memoranda regarding information policies and intelligence materials, intelligence reports, and other papers of both the OWI and other Government agencies. Arranged alphabetically, in part by agency and in part by subject.

DAILY GUIDANCE AND INTELLIGENCE NOTES. Sept. 1942-Sept. 1944.

2 ft.

361

Copies of daily guidance notes evolved at policy meetings held in the San Francisco and New York Offices, daily intelligence notes and morning guidance cables sent by the Policy Coordinator to the New York and San Francisco Control Offices, and propaganda analysis reports of enemy broadcasts. Arranged by title of report and thereunder chronologically.

OUTPOST CABLES AND REPORTS. Jan. 1943-Jan. 1946. 10 in.

362

Cables and reports from OWI Outposts concerning their propaganda operations, developing situations, requests for policy guidance, and replies to requests for information on area events. Included are some cables sent by the Policy Coordinator to Outposts. Arranged alphabetically by Outpost.

RECORD SET OF POLICY DIRECTIVES FOR OVERSEAS PROGRAMS. 1942-45.

6 ft.

363

In three groups: regional, central, and special policy directives. Arranged in chronological order.

Records of the Washington Review Board

This Board--consisting of the three Deputy Directors, the Overseas Director, and the Chief of Liaison--met weekly to pass upon all major policy proposals affecting OWI overseas output. The Chief of Liaison prepared the agenda for meetings of the Board and transmitted the Board's decisions to the Chiefs of the New York and San Francisco offices.

RECORDS OF THE BUREAU OF OVERSEAS INTELLIGENCE

The Bureau of Overseas Intelligence was established by Staff Order No. 21, of August 26, 1943, to replace the Bureau of Research and Analysis. The Bureau was responsible for the collection of intelligence materials, liaison with other Government agencies having intelligence materials, and the furnishing of offices of the OWI with intelligence materials from its central intelligence files. It maintained current summaries of conditions in various regions of the world, furnished background material for use in operations, and maintained a running audit on the reliability of its intelligence sources. These functions were divided among the Office of the Chief, the Regional Analysis Division, the Central Intelligence Division, and the Foreign Morale Analysis Division. Records of the Office of the Chief of the Bureau are among the files of the Office of Policy Coordination, described in entries 358-362 of this inventory.

Records of the Central Intelligence Division

This Division rewrote reports on the Far Eastern Theater, which had been prepared by the Bureau of Overseas Intelligence in Washington or in the San Francisco Office, and adapted them for use in the European Theater. It also adapted reports on the European Theater for use in the Far East. In addition it prepared reports not restricted to any single region or any specific period, to be employed in implementing long-range campaigns, and it maintained a central repository of intelligence material and a central repository for all foreign operational information in Washington.

CENTRAL INTELLIGENCE RECORDS. 1942-45. 114 ft.

365

Intelligence materials consisting of OWI and non-OWI publications and documents, such as OWI Bureau of Overseas Intelligence and OSS intelligence reports; OWI Intelligence Section special reports published in London; records concerning OWI periodic policy and containing

broadcast control data; United States and British economic and social reports on Germany; International Labor Office reports; postal and radio intercepts of the Office of Censorship and British agencies; radio monitoring reports of the Federal Communications Commission, Allied Force Headquarters, and other agencies; booklets, pamphlets, clippings, news bulletins, and other publications; copies of publicity telegrams to OWI overseas representatives; and a small amount of related correspondence. The series is arranged in accordance with a decimal classification manual, a copy of which is included with the records.

RESEARCH REPORTS. Apr. 1943-May 1945. 3 ft.

366

Processed copies of reports prepared by the Bureau of Overseas Intelligence from intelligence reports and background materials received from OWI Outposts and other Government agencies. The reports--all on European countries--deal with many subjects, among them resistance groups, the Italian resistance movement, Nazi reaction to Allied propaganda, international relations of European countries, German transportation difficulties, war criminals, available intelligence materials, daily radio and press comment, enemy morale, propaganda analysis, and listening facilities.

See page 79A.

Records of the Regional Analysis Division

This Division, established on August 26, 1943, by Staff Order No. 21, was divided into sections for different regions of the world. It classified intelligence materials according to the geographic area concerned and analyzed intelligence from the foreign press, radio, and intercepts; prepared intelligence reports for policy and background; and made its intelligence reports and materials available to other parts of the OWI. The Division cooperated closely with the Foreign Broadcast Intelligence Service.

INFORMATIONAL FILE ON EUROPE. 1941-46. 42 ft.

367

Correspondence, memoranda, reports, and processed material concerning intelligence data on various European countries. These records were collected from private sources, apparently as background material. Arranged alphabetically by country and thereunder according to a classification system. A copy of the classification manual is available.

INFORMATIONAL FILE ON NORTH AMERICA. 1941-46. 5 ft.

368

Correspondence, memoranda, reports, and processed material concerning the United States and Canada. Included are special background reports such as "Youth Organizations in the U.S.," information manuals, and psychological warfare charts. Arranged according to a classification manual, a copy of which is available.

ALL REGIONS SECRET FILE, 1943-1945.

366A

Arranged in accordance with a decimal classification manual. 25 boxes.

Intelligence materials collected from various offices within the Office of War Information (OWI) and other intelligence sources. The files consist of various publications and reports concerning various regions of the world. Examples of countries in the files include Burma, China, India, Japan, Korea, Germany, Greece, Italy, Russia, Egypt, Philippines, and the United States.

INFORMATIONAL FILE ON THE AXIS. 1942-45. 3 ft.

369

Copies of processed materials concerning the Axis--chiefly German--from the OWI, other Government sources, and foreign sources. Included are overseas reports on conditions in Germany from such listening posts as Istanbul and Switzerland, British intelligence reports, interviews with former residents of Germany, Foreign Economic Administration notes on current economic information about Axis countries, Board of Economic Warfare intelligence manuals, damage reports, British "Overseas Press Summaries," BBC monitoring reports and daily digests of world broadcasts, reports of the Foreign Broadcast Intelligence Service of the Federal Communications Commission, and FCC exposés of enemy radio blunders. Arranged by subject according to a classification manual, a copy of which is available.

INFORMATIONAL FILE ON ASIA. 1942-46. 17 ft.

370

Copies of printed, processed, and typed materials apparently collected as background information. The series includes intelligence reports from OWI Outposts on their own and on enemy activities, intelligence reports of the OWI Psychological Warfare Branch, propaganda analysis reports, special OWI reports such as that by the Bureau of Research and Analysis on "Burmese Personality," intelligence reports of the Joint Intelligence Collection Agency concerning Japan, British intelligence reports, United States departmental reports, translations from Japanese or Japanese-controlled newspapers, pamphlets, books, intercepts of Japanese commercial messages, and propaganda leaflets. Most of the records are arranged alphabetically by country and thereunder by subject according to a code classification, a copy of which is available. The propaganda leaflets are arranged in folders by month of issue, from March 1944 through August 1945.

INFORMATIONAL FILE ON AUSTRALIA. 1942-44. 5 in.

371

Copies of printed, processed, or typed materials, apparently collected as background information. The series includes OWI intelligence notes, reports prepared by the OWI's Reference Division, and booklets and pamphlets concerning Australia; copies of the Australian Broadcasting Commission's broadcasts to Japan and occupied areas; and a 9-page undated report prepared by the Public Health Service for the Office of Strategic Services on "Russian Medical Experience in the Arctic." Arranged by subject according to a classification manual, a copy of which is available.

INFORMATIONAL FILE ON THE UNITED NATIONS. 1943-45. 3 ft.

372

Copies of printed, processed, or typed materials from the OWI, the United Nations, and other sources, apparently for use as background reference material. The series includes special reports on the U.N. by OWI researchers, intelligence reports on foreign reaction to the

U.N., press releases of Government and non-Government agencies, reprints of press and magazine articles, clippings, publications of the U.N. Information Office, releases of the U.N. News Service, U.N. pamphlets and books, files of "United Nations Review" from January 15, 1943, to January 15, 1945, UNRRA press releases, and two boxes of propaganda material published by the Psychological Warfare Branch, Allied Force Headquarters. Arranged by subject according to a code classification, a copy of which is available. The Psychological Warfare Branch material is arranged in folders by month of issue, February 1944-June 1945.

INFORMATIONAL FILE ON THE NEAR EAST. 1941-46. 5 ft. 373

Copies of printed, processed, or typed materials, apparently collected as background information. The series includes copies of monthly narrative reports from OWI Outposts in the Near East; special reports prepared by OWI researchers; copies of the "Near and Middle East" weekly surveys of the Bureau of Overseas Intelligence; interagency memoranda discussing Near East policy and commenting on OWI activities in that area; studies, apparently prepared by the OWI, of radio broadcasting in various Near East countries, with reference data on each country (about 50 pages each); files of daily and weekly press releases in Near East languages, published in Beirut, Bagdad, and other Near East cities (2 boxes); and files of the "Daily Digest of the Arabic Press," a mimeographed daily report issued by the Cairo offices of the OWI, March 12, 1944-March 13, 1946. Arranged in part alphabetically by country and thereunder according to a classification manual, a copy of which is available.

INFORMATIONAL FILE ON THE MEDITERRANEAN-AFRICAN REGION. 1941-45. 374
3 ft.

Printed, processed, and typed materials from the OWI, U.S. governmental and military agencies, agencies of other governments, and private sources, apparently collected as background information. Included are copies of periodic narrative reports from OWI Outposts of the Mediterranean-African region, monitoring reports, intelligence reports from various sources, special reports prepared by OWI researchers, and publications from or about the region. Arranged in part alphabetically by country and thereunder by subject according to a code classification (a copy of which is available), and in part alphabetically by subject.

INFORMATIONAL FILE ON ISLANDS IN THE INDIAN OCEAN AND IN THE ATLANTIC OCEAN, WESTERN HEMISPHERE. 1941-46. 5 in. 375

Printed, processed, and typed material from the OWI, U.S. governmental and military agencies, agencies of other governments, and private sources, apparently collected as background information. The series includes OWI research reports on islands in the areas concerned, intelligence releases from various sources, informational material released through British agencies, and publications referring to the different

islands. Arranged alphabetically by island and thereunder by subject according to a code classification, a copy of which is available.

INFORMATIONAL FILE ON THE LATIN AMERICA-PACIFIC AREA. 1941-46. 2 ft.

376

Copies of printed, processed, or typed materials from the OWI, U.S. Government and military agencies, agencies of other governments, and private sources, apparently collected as background information. The series includes typed OWI research reports, reports from OWI Outposts, reports from U.S. embassies in the Latin American or Pacific areas, intelligence reports from various sources, Pan-American Union reports, broadcast monitoring reports of the Netherlands East Indies Government Information Service, and newspapers, magazines, and clippings. Arranged alphabetically by country or island.

INTELLIGENCE REPORTS AND SURVEYS. Oct. 1943-May 1945. 3 ft.

377

Reports and surveys prepared by the Bureau of Overseas Intelligence of the Overseas Operations Branch, OWI, concerning the effect and success of the OWI's psychological warfare and the resistance to enemy propaganda and ideology among the peoples of occupied territories. The series includes reports of interviews with Gripsholm arrivals, reports on foreign morale, commentaries on items received daily from the enemy radio and press, and papers on the administrative organization of the Bureau of Overseas Intelligence. Arranged chronologically.

Records of the Foreign Morale Analysis Division

This Division obtained information concerning enemy morale from interrogation of prisoners, captured documents, and other sources. It prepared analyses and reports on the trend of enemy morale to serve as a guide to officials engaged in planning propaganda strategy and the production of propaganda media.

REPORTS ON JAPANESE MORALE. 1943-45. 2 ft.

378

Reports of the Division--together with related reports of OWI Outposts, the Office of Strategic Services, and the Army and Navy--regarding Japanese civilian and military morale and trends in morale. Included is a small amount of correspondence relating to the organization, personnel, and procedures of the Division. Arranged by subject.

RECORDS OF THE OFFICE OF COMMUNICATIONS CONTROL

This Office was established by Staff Order No. 35, issued on August 24, 1944, to supervise the functions and personnel of the message centers and the security equipment operations of the San Francisco, Washington, and New York Divisions of the Bureau of Communications Facilities and the Outpost Service Bureau. The Office

coordinated and controlled the classification, processing, and distribution of both classified and clear operational and administrative communications originating in or received by the OWI. The Office consisted of the Office of the Chief and three divisions--in New York, Washington, and San Francisco. Each division was headed by an Assistant Chief of the Office and was divided into a Cryptographic Section and a Records and Distribution Section.

GENERAL RECORDS OF THE CHIEF, ROBERT B. FENTRESS. 1944-45. 2 ft.

379

Correspondence, interoffice memoranda, teletype messages, reports, and organizational charts. The records concern the history and organization of the Office and of its branches in New York and San Francisco, security, shipments by Army essential air mail, pouch service, Signal Corps service, and use of facilities of other departments, transmission delays, and other matters. Arranged alphabetically by subject.

Records of the Records and Distribution Section (Washington)

This Section was responsible for the maintenance of a master file of incoming and outgoing messages of the OWI's Overseas Branch and for the processing and distribution of messages to operating officials. Records and Distribution Sections of the New York and San Francisco divisions of the Office of Communications Control performed the same functions for offices of the Overseas Branch in those areas.

CLASSIFIED AND CLEAR OPERATIONAL CABLES. Sept. 1943-Dec. 1944.

154 ft.

380

Cables exchanged between bureaus of the OWI in the United States and OWI Outposts overseas through the Office of Communications Control and its predecessors. Arranged chronologically, thereunder alphabetically by city, and thereunder as incoming or outgoing cables.

Records of the Records and Distribution Section (San Francisco)

CONFIDENTIAL DOCUMENTS. Jan. 1942-Nov. 1945. 2 ft.

381

Letters, memoranda, reports, telegrams, and other materials received by the San Francisco Office from various Government sources and classified "confidential." Included are research reports, digests of information received from abroad, weekly propaganda directives, Outpost reports, minutes of meetings of the Washington Review Board, translations of enemy publications, and copies of the "Washington Weekly Intelligencer." The two main subseries are "Confidential Correspondence" and "Confidential Documents," and each is arranged by document number. The other subseries are arranged by subject or chronologically.

LOG OF INCOMING CONFIDENTIAL DOCUMENTS. 1942-Dec. 1945. 4 in. 382

A log of the numerical series of confidential documents described in entry 381, giving date and subject of document, name of sender, and number assigned. Arranged numerically.

SECRET DOCUMENTS. Mar. 1942-Dec. 1945. 2 ft. 383

Classified "secret," these documents include correspondence, inter-office memoranda, and reports, received and sent by the San Francisco Office. Also included are digests of information received from Outposts and other sources of intelligence, copies of the Far Eastern and Central Directives of the OWI, and translations of captured enemy documents. In two parts: "Secret Correspondence" and "Secret Documents," both arranged by document number. In addition there are a subject file and a chronological file of secret documents.

LOG OF INCOMING SECRET DOCUMENTS. 1942-Dec. 1945. 2 in. 384

A log of the numerical subseries of secret documents described in entry 383, giving number of each document, its date, its subject, name of sender, and office to which document was directed. Arranged numerically.

GUIDANCE NOTES AND DIRECTIVES. Feb. 1942-May 1943. 5 in. 385

Propaganda guidance notes and directives, with indexes, of the San Francisco Office of the Overseas Branch, OWI, and the predecessor Office of Coordinator of Information. Arranged alphabetically by country and thereunder by number of note or directive.

Records of the Records and Distribution Section (New York)

CLEAR CABLES. July 1942-Jan. 1946. 81 ft. 386

Cables exchanged by the New York News and Features Bureau with OWI Outposts through the Office of Communications Control and the predecessor Coordinator of Information. The cables cover administrative and fiscal matters as well as informational and psychological warfare activities. Arranged in two chronological groups--July 1942-December 1944 and January 1945-January 1946--thereunder alphabetically by Outpost, thereunder chronologically, and thereunder as "incoming" or "outgoing." Special folders contain messages relating to personnel.

LETTERS AND REPORTS FROM OUTPOSTS. 1942-45. 60 ft. 387

Processed copies of letters and reports from Outposts regarding their propaganda activities and administration. Arranged alphabetically by Outpost and thereunder chronologically.

RECORDS OF THE COMMUNICATIONS FACILITIES BUREAU

This Bureau planned, provided, operated, and maintained a world-wide communications network for propaganda and information. It was responsible for all matters pertaining to the communications facilities and technical operations of the international broadcasting services of the Overseas Operations Branch. It made surveys of the adequacy of world radio coverage and planned and provided adequate radio coverage to all areas. It was responsible for the construction and operation of broadcasting studios in New York and San Francisco and for the transmission of pictures by radiophoto. Headquarters of the Bureau were in Washington, but sections responsible for planning, radiophoto, studio operations, engineering, and other services were maintained in New York and San Francisco near transmitters.

The Bureau consisted of the Office of the Chief, the Planning Division, the Pacific Network Division in San Francisco, and the Bronze Network and Radiophoto Divisions in New York. Except for the few series described below, records of the Bureau are in the State Department.

GENERAL RECORDS OF F. W. FITCH. Jan.-Dec. 1945. 2 ft.

388

Correspondence, memoranda, reports, teletype messages, and other records of Mr. Fitch, Head of the Planning and Research Section of the Office of the Chief, Pacific Network Division. These records were exchanged with radio stations, the Bureau in Washington, the Federal Communications Commission, the Armed Forces Radio Service, and other agencies. The records concern the availability of studio facilities, the use of communications facilities, frequency changes, transmitter failures, program schedules and changes, equipment, and related topics. Arranged for the most part alphabetically by subject, name of correspondent, agency, or company.

GENERAL RECORDS OF THE RADIOPHOTO SECTION, OFFICE OF THE CHIEF

ENGINEER, PACIFIC NETWORK DIVISION. Nov. 1944-Oct. 1945. 3 in.

389

Memoranda, teletype messages, radiophoto schedules, a log of radio transmissions, reports of the Division, and other papers. Arranged alphabetically by subject and thereunder chronologically.

Records of the Bronze Network Division (New York)

This Division provided complete broadcasting facilities for the New York Office of the OWI on the schedules, beams, and frequencies recommended by the Planning Division, in accordance with programing considerations; scheduled and carried out studio and recording operations; directed the flow of program traffic to appropriate transmitters;

and procured and maintained all local program channels and studio and recording equipment.

Records of this Division, other than the Outpost cables, reports, and radiophotos described below, are in the custody of the Department of State or have been disposed of under existing Federal laws applicable to such material.

CABLES TO AND FROM NORTH AFRICA. Jan. 1943-Apr. 12, 1944. 30 ft.

390

Cabled news stories and bulletins sent and received by the Bronze Network Division of the Bureau from OWI Outposts in North Africa, including some operational cables. Arranged in part as "Cables Sent" or "Cables Received" and thereunder chronologically; and in part chronologically and thereunder as "Cables Sent" or "Cables Received."

OUTPOST CABLES AND REPORTS. 1944-45. 2 ft.

391

A file of George J. Hummel, Chief of the Radiophoto Division (New York), consisting of cables and reports from OWI Outposts concerning their radiophoto operations, radio monitoring, pictures, radio equipment, transmission frequencies, and related matters. Arranged alphabetically by Outpost and thereunder by subject.

RECORDS OF THE OUTPOST SERVICE BUREAU

This Bureau, with offices in Washington, New York, and San Francisco, was responsible for providing those continuing services required for the efficient operation of the OWI Outposts, including responsibility for financial management and budgeting, the provision of administrative services for Outposts, and the transportation abroad of individuals, materials, and equipment. Warehousing operations and transportation arrangements for materials, supplies, and equipment were handled by the New York Office. In Washington the offices of the Bureau maintained liaison with the Departments of State, War, and Navy and with other agencies regarding transportation abroad of Outpost personnel and the

issuance of passports and military clearance for their travel overseas. The San Francisco Office supervised operations on the west coast for Far Eastern Outposts of the OWI.

The Bureau consisted of the Office of the Chief, the Administration Division, the Washington Office, the Training Division, the Special Promotion Division, and the Transportation Procurement and Warehousing Division. Described below are those records of the Special Promotion Division and of the Transportation Procurement and Warehousing Division that are in the National Archives. Other records of these Divisions and all the permanent records of the other units are in the State Department.

Records of the Special Promotion Division

This Division was responsible for creating new methods of carrying propaganda to neutral and Allied countries through packaging and labeling merchandise being shipped abroad by the Office of Lend-Lease Administration and other agencies and through sponsoring foreign advertising campaigns. Its packaging and labeling activities were carried on with the cooperation of the Board of Economic Warfare and the Lend-Lease Administration. The advertising campaigns sought to persuade American corporations to advertise in neutral and Allied countries in such a way as to create good will for the United States and to provide revenue for sympathetic publications. Another project of the Division was the sending abroad of pamphlets and publications, novelties, and booklets through seamen's organizations. The Division was discontinued on November 11, 1944.

GENERAL CORRESPONDENCE OF THE CHIEF. 1942-43. 4 ft. 393

Mainly correspondence with Government agencies and exporters regarding labels and the labeling of merchandise shipped abroad. Included are some interoffice memoranda, reports, and other materials relating not only to the above projects but also to other plans of the Division and to Division administration. Arranged in part alphabetically by name of person or firm and in part by country or subject.

RECORDS OF THE CHIEF RELATING TO THE LABELING PROJECT. Aug. 1942-
July 1943. 6 in. 394

Correspondence with exporters, interoffice memoranda, and photographs and labels pertaining to the labeling project of the Division. Arranged alphabetically by subject.

GENERAL CORRESPONDENCE WITH GOVERNMENT AGENCIES CONCERNING THE
LABELING OF EXPORTS. 1942-44. 1 ft. 395

Correspondence of the Division with exporters, the Board of Economic Warfare, the American Red-Cross, and others regarding labels

for U.S. products shipped abroad through Government and commercial channels. Included are a few reports from the Board of Economic Warfare regarding shipments selected for possible propaganda labeling and related reports and interoffice memoranda of the Division. Arranged alphabetically by subject or agency.

CORRESPONDENCE WITH AMERICAN FIRMS REGARDING LABELS FOR PRODUCTS
BEING SHIPPED ABROAD. 1943-44. 2 ft. 396

Included are some 10" x 12" cards with entries regarding orders for labels, followup, and merchandise to be labeled. Arranged alphabetically by company.

LABELS. n.d. 1 ft. 397

Samples of OWI labels prepared for use on U.S. merchandise shipped to foreign countries.

CORRESPONDENCE WITH U.S. FIRMS REGARDING ADVERTISING. 1943-45.
2 ft. 399

Chiefly correspondence regarding participation in OWI plans for advertising in neutral countries. Included are some administrative issuances, lists of library materials, reports, memoranda, and other materials of the OWI. Arranged alphabetically, in part by subject and in part by name of person or firm.

FOREIGN NEWSPAPERS. 1943. 1 ft. 400

Copies of newspapers from Egypt, Palestine, Portugal, Spain, Sweden, and Turkey containing advertisements of U.S. manufacturers and exporters. Arranged alphabetically by name of country and in part thereunder by name of U.S. advertising company.

Records of the Editor of the "Outpost News"

The editor was responsible for collecting and editing material for the "Outpost News," a monthly publication containing items of information on Outpost operations and personnel and other news of general interest to Outposts. It was distributed to Outposts and to the Washington, New York, and San Francisco Offices of the OWI.

FILE OF THE EDITOR, MARION LEVEY. 1944-45. 1 ft.

401

Consists of correspondence, interoffice memoranda, pictures, reports, and other materials containing information for inclusion in the publication or concerning material for the publication. Much of the material consists of Outpost reports and pictures of Outpost personnel and their activities. Arranged alphabetically by subject.

"OUTPOST NEWS." Sept. 1943-July 1945. 6 in.

402

Printed copies containing items on the activities and personalities of Outposts, OWI personnel, organizational changes, the operations and work of the bureaus, and other subjects of interest to Outpost personnel. Arranged chronologically.

Records of the Transportation Procurement and Warehousing Division

This Division was responsible for the transportation of materials and persons to OWI Outposts and for related procurement, warehousing, and shipping activities. Transportation of personnel was handled by the Washington Office; shipments of material were handled by the New York and San Francisco Offices. Most of the operations of the Division were handled in New York, where centralized transportation and warehousing were provided for all bureaus of the Overseas Operations Branch.

GENERAL RECORDS OF THE CHIEF. 1943-45. 1 ft.

403

Correspondence, interoffice memoranda, cables, and other materials dealing with the shipment of articles to OWI Outposts and with the administration of the Division. Arranged alphabetically by name of correspondent or by name of person to whom the correspondence relates.

RECORDS OF THE NEW YORK OFFICE

The New York Office of the OWI was once part of the Foreign Information Service of the Office of the Coordinator of Information. The Office consisted of the Office of the Chief and four media bureaus-- News and Features, Radio Program, Publications, and Motion Pictures. It was responsible for the processing of news and the production of printed material, graphics, radio programs, recordings, pictures, feature stories, and other output, most of which was destined for the European and African reader and radio listener. Representatives of the area directors reviewed the media bureaus' output from the standpoint of regional policy. Another division (Evaluations Division) of the central control mechanism surveyed and evaluated the effectiveness of the OWI output on the foreign audience. Parts of other bureaus with offices in New York--the Bureau of Communications Facilities, the Office of the Communications Control, the Outpost Service Bureau, and Management Services--furnished communications services and radio

transmitter service, routed messages, stored and transported the Office's products, transported personnel, and performed budgetary, fiscal, and other services for the media bureaus and overseas Outposts. After the termination of the OWI in August 1945, this Office was transferred to the Interim International Information Service of the Department of State, and after the termination of that organization on December 31, 1945, it became a part of the Department's International Broadcasting Division.

Under the Office of the Chief of the New York Office was an Office of Control, which exercised control over total output of the New York Office--whether live or transcribed radio programs, news services, still photos, publications, motion pictures, or other media--for the purpose of maintaining the quality of production in conformity with regional and central directives applicable to such material. In addition to the parts of this Office described below, there was a Propaganda Analysis Division, which analyzed radio propaganda originating abroad and made these analyses and intelligence summaries available for the information and guidance of other OWI offices. Most of the records of the Office of Control are in the State Department. One series of records of the Central Control Division of the Office and several series of the Evaluations Division are described below.

Records of the Central Control Division, Office of Control

This Division reviewed and passed upon all output of the New York Office--motion pictures, film strips, exhibits, books, specialty items, feature articles, clip sheets, scripts, and spot news--from a policy standpoint to ensure that the materials destined for overseas distribution conformed to the policy objectives for the particular area for which they were destined. The Division also operated a Monitoring Section of linguists, who monitored all radio broadcasts word by word as delivered and checked them against approved scripts.

AGENDA AND MINUTES OF THE GERMAN COMMITTEE, CENTRAL CONTROL DIVISION.

Sept. 1944-June 1945. 2 in.

404

The German Committee reviewed scripts for programs to be broadcast to Germany. Included with the Committee's agenda and minutes are some progress reports of the Committee, copies of policy directives, and interoffice memoranda. The records are arranged chronologically.

See page 90A.

Records of the Evaluations Division, Office of Control

This Division was organized within the Office of Control on July 14, 1944, to include functions and personnel of the former Analysis Division of the Radio Program Bureau in New York. The Division was responsible

Monitoring Section

RECORDS RELATING TO MONITORING, 1944-1945

404A

Arranged chronologically. 42 boxes.

Transcripts and summaries of monitored foreign broadcasts in Europe, including the British Broadcasting Corporation (BBC) and other broadcasters.

for evaluating the effectiveness of the daily output of the Overseas Branch on foreign targets. It secured information on the reaction of foreign audiences to OWI output of news stories, features, and publications; secured information necessary to compare the relative effectiveness of American output with that of other countries; and prepared critical reports designed to influence future planning and production. Functions of the Division were divided among the Office of the Chief and the Research, Analysis, and Distribution Sections.

GENERAL RECORDS OF THE CHIEF, BEN GEDALECIA. 1943-46. 3 ft. 405

Correspondence, memoranda, copies of minutes of meetings, Outpost reports and cables, processed bulletins of the Division, progress reports, and other records concerning research activities and projects of the Division, personnel, representation on committees, and general administration. Included are copies of minutes of the Labor Management Committee, of which Mr. Gedalecia was a member. Arranged alphabetically, in part by name of correspondent and in part by subject.

READING FILE OF INTRA-AGENCY COMMUNICATIONS OF THE CHIEF. July 4, 1944-Dec. 20, 1945. 2 in. 406

Copies of letters and memoranda of Leonard Carlton, Chief of the Division, and his successor, Ben Gedalecia, sent to other divisions and offices of the OWI, concerning matters pertaining to the Division's activities, organization, personnel, and administration. Arranged chronologically.

CORRESPONDENCE WITH THE SPECIAL PROJECTS DIVISION (WAR DEPARTMENT). 1945. 2 ft. 407

Chiefly correspondence of Ben Gedalecia with the Special Projects Division of the Provost Marshal General's Office regarding OWI materials for use in prisoner-of-war camps and the OWI project for testing reactions of prisoners of war to its publications, recordings, and radio broadcasts. The series includes some reports on trips to POW camps, copies of the publications "Das Dritte Reich" and "Die Amerikanische Rundschau," and a report on German atrocities for use in testing reactions of prisoners of war. Arranged in part by subject.

PRISONER-OF-WAR NEWSPAPERS. 1945. 2 ft. 408

Copies of newspapers published by German prisoners of war in prisoner-of-war camps throughout the United States. Among the papers included are the following: "Der Rundblick," Camp Plauche, New Orleans, La.; "Heimat," Camp White, Oreg.; "Der Zaungast," Fort Francis E. Warren, Wyo.; "Das Echo," Camp Clarinda, Iowa; "Deutsche," Fort Lewis, Wash.; "Deutsche Logergritung," Camp Custer; "Unsere Zeitung," Greeley, Colo.; "Unter dem Wort," Fort Custer, Mich.; "PW," Fort Devens, Mass.; "Die Brucke," Camp Custer; and "Der Aufbau," Fort Leonard Wood, Mo.

LOG OF OWI OUTPUT CONCERNING THE UNITED NATIONS CONFERENCE. May-June 1945. 8 in. 409

A daily log of news stories, articles, and other output prepared by the OWI and transmitted to its Outposts. The log lists the subject of each news item prepared on the United Nations Conference, the word count for the item, and the Outposts to which the item was sent. Arranged chronologically.

REPORTS OF THE SAMPLING COMMITTEE. May 1944-Sept. 1945. 8 in. 410

Copies of reports on the suitability of various items of the daily output of the New York Office--news stories, publications, and scripts for foreign distribution or for OWI Outposts. Arranged chronologically.

PROGRESS REPORTS. 1943-45. 5 in. 411

Copies of progress reports of the Evaluations Division and of the Radio Bureau. Arranged in part chronologically.

GENERAL FILE OF GENEVIEVE KNUPFER. 1943-45. 2 ft. 412

Correspondence, draft copies of questionnaire forms, mailing lists, some questionnaire returns, tabulations and analyses of questionnaire returns, draft copies of instructions to Outposts, audience reaction reports, and progress reports of the Evaluations Division maintained by Genevieve Knupfer in connection with her work of planning surveys of European radio audiences and analyzing the results. Arranged alphabetically by subject.

AUDIENCE REACTION REPORTS. 1943-45. 3 ft. 413

Processed copies of reports on the reaction of theatergoers, radio listeners, and the reading public of various European countries to the OWI's radio broadcasts, news stories, and publications, as well as reports on the listening habits and radio facilities of European countries. Included are bulletins of the Evaluations Division presenting listener reaction material of general interest for the preceding 2 weeks; SHAEF-PWD reports on reactions of prisoners of war to OWI broadcasts and publications; surveys of radio listening facilities in Sweden, France, Albania, and other European countries by the Survey Section of the Communications Facilities Bureau; reports of the International Information Division of the Department of State on the distribution of and reaction to OWI materials in foreign countries; copies of British Broadcasting Corporation reports on European audiences; and reports of the Evaluations Division based on interviews with Gripsholm repatriates.

SURVEY FILE. 1942-45. 8 ft. 414

Instructions for interviews of Gripsholm repatriates, questionnaire returns, tabulations of returns, sample questionnaire forms, passenger

lists of the Gripsholm, and some processed copies of the Evaluations Division's reports of the surveys of audience reaction to OWI output of news, radio broadcasts, and motion pictures in Turkey and European countries. Arranged by title of survey and thereunder by subject.

Records of the New York Review Board, Office of Control

This Board was an extension of the Review Board in Washington. Its membership included regional specialists assigned to the Board by Deputy Directors to act in their behalf in reviewing the output of the New York Office from a regional standpoint, in advising short-range control, and in checking the long- and middle-range output for regional policy applications. The chairman was the New York Office's Assistant Chief for Policy. On behalf of the Deputy Directors the Board was responsible for the coordination of the output of the New York Office for each region, the transmission to the appropriate Deputy Director of requests for policy guidance from the various information media, and the preparation of operating plans and production guides for the effective implementation of policy.

AGENDA AND MINUTES OF MEETINGS. Sept. 22, 1943-July 1945. 2 ft.

415

Copies of the agenda and minutes of the meetings of the New York Review Board and its predecessor, the New York Editorial Board. The agenda include such materials as draft operational plans, policy guidances and directives, reports on the output of publications and films, and statements of propaganda aims and themes that were considered by the Board. Arranged chronologically.

Records of the News and Features Bureau

This Bureau was established in a general reorganization of the Overseas Operations Branch of the Office of War Information effected on December 17, 1942. At that time the following four divisions of the Bureau were established by transfers of organizational units from other bureaus: Basic News, Cable Wireless, Features, and Pictures. In 1943 there was added to the Bureau the Washington News Division, and the Washington Division of Photography was made a section of the Bureau's Picture Division. The Bureau was responsible for all news used on shortwave voice programs produced in New York by the Radio Program Bureau and for all news, features, and pictures sent to OWI Outposts and State Department missions for use in their respective areas. The records in the National Archives include correspondence and other materials of the Office of the Chief, photographs, radiophotos, pictures, press clippings, and cables. Other records of the Bureau are in the State Department.

Records of the Office of the Chief

GENERAL RECORDS OF THE CHIEF, EDWARD W. BARRETT. 1942-44. 4 ft. 416

Correspondence, interoffice memoranda, reports, teletype messages, news clippings, program guides, administrative issuances, and other materials pertaining to personnel, budget, organization, policies, procedures, and the general activities of the Bureau and its divisions. Arranged alphabetically by subject.

RECORDS OF THE CHIEF, ADRIAN BERWICK. 1944-45. 3 ft. 417

Correspondence, memoranda, copies of directives, reports, and other papers of Adrian Berwick and of his predecessor, Edward Barrett, dealing with such matters as budget, personnel, security issuances, press service, organization, and plans for the Bureau. Arranged alphabetically by subject.

RECORDS OF THE CHIEF, ADRIAN BERWICK. 1945. 3 ft. 418

Correspondence, memoranda, and reports similar in content to the file described in the preceding entry. Arranged alphabetically by subject.

Records of the Basic News Division

This Division was responsible for collecting and reprocessing news from the various news services (AP, UP, INS, Reuters, CBS, and NBC) and from Government and military sources. Such news was used as source material by other divisions of the Bureau and by the Radio Program Bureau for radio scripts, publications, cable news stories, news features, and other output of the Overseas Branch designed for foreign countries. Press clippings of this Division are described below; other records are in the State Department.

FOREIGN NEWSPAPERS AND CLIPPINGS. 1942-44. 120 ft.

Newspapers and newspaper clippings sent to the OWI by its overseas representatives to illustrate the uses that foreign newspapers made of news furnished by OWI foreign representatives. Included are items from Alaska, the Azores, Australia, China, Egypt, England, France, French Guiana, Hawaii, Iceland, India, Iran, Iraq, Ireland, North Africa, Palestine, South Africa, Spain, Syria, Trinidad, and Turkey. The clippings are arranged alphabetically by country or area and thereunder chronologically. 419

Records of the Cable-Wireless Division (New York)

This Division received the file of material collected and processed by the Basic News Division and prepared and routed the continuous flow of daily news to Outposts and other outlets by means of cable and wireless. In 1944 a branch of the Division was established in San Francisco to perform similar services for the OWI Outposts in the Pacific.

NEWS STORIES (CABLES). May 1942-Nov. 1944. 117 ft. 420

News stories cabled to the following posts: Algiers, Australia, Berne, Beirut, Brazzaville, Cairo, Casablanca, Cayenne, Chungking, Hawaii, Iceland, Greenland, India, Istanbul, Johannesburg, Leopoldville, London, Madrid, Moscow, and Stockholm and to the Signal Corps of the U.S. Army and OWI radio station WRUX. Included are teletype messages from U.S. News Service representatives in North Africa during the campaign of 1942-43 and some messages concerning administrative matters sent and received via New York, with a daily message center report tabulating the teletype messages. Arranged by name of post (not alphabetically) and thereunder chronologically.

CABLE NEWS FILE. Oct. 1944-Aug. 31, 1945. 106 ft. 421

Teletype and writers' copies of cable news stories to be publicized in the press overseas that were transmitted to OWI Outposts from the News Features Bureau, Overseas Operations Branch. Arranged by year, thereunder by month, and thereunder by city. A continuation of this series of cables is described in entry 422.

CABLE NEWS FILE. Sept. 1945-Jan. 31, 1946. 16 ft. 422

This file contains material similar to that described in the preceding entry. The records are arranged by year, thereunder by month, and thereunder by type of service--"Clear Cables," "Master File," or "Wireless Bulletin."

Records of the Cable-Wireless Division (San Francisco)

GENERAL FILE OF THE CHIEF, ROBERT BERKOV. Oct. 1944-Dec. 1945.

2 in. 423

Correspondence, memoranda, teletype messages, and reports dealing with the transmission of news and features material to Outposts. Included are reports of the Radiophoto Section and the Assignments Section. The records are arranged by subject.

INTEROFFICE AND OUTPOST CABLES. Nov. 1944-June 1946. 2 in. 424

Copies of cables exchanged with the New York News and Features Bureau and with Outposts in the Pacific area dealing with cable news

service and news files for Outposts. The cables are in two chronological groups, for November 1944-December 1945 and January-June 1946. In each group the cables are arranged alphabetically by city or Outpost and thereunder as incoming or outgoing.

PRESS RELEASES OF THE UNITED NATIONS CONFERENCE. Apr. 21-June 25, 1945. 1 ft. 425

Processed copies of press releases and other documents of the United Nations Conference on International Organization. Arranged by subject and thereunder chronologically.

CABLE NEWS FILE. May 1945-June 1946. 20 ft. 426

These cables contain news and feature stories that were transmitted to Outposts for distribution to and publication by the press overseas. Arranged chronologically.

RECORDS OF ANNE DOYLE. July 1944-Apr. 1946. 5 in. 427

Correspondence, memoranda, reports, and other papers concerning Anne Doyle's work in obtaining news and picture material, information, photographs, newspapers, and editorial summaries requested by the Bureau in New York. The series includes monthly progress reports. Arranged alphabetically by subject and thereunder chronologically.

Records of the Pictures Division

This Division was responsible for furnishing pictures and picture material to other divisions of the Bureau and Overseas Branch. A Washington section of the Division was responsible for obtaining pictures from the War and Navy Departments and other Government agencies.

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VICTORY MAGAZINE, 1942-1945.

454A

Arranged chronologically by issue and thereunder by language. Alternate versions are filed at the end of the series. 9 boxes.

Issues of the magazine, including some alternate versions. Each issue contains articles on all phases of life in the United States and the war effort. The articles are heavily illustrated with photographs and other color illustrations. In addition to English, the magazine was published in a number of other languages, including Spanish, French, Italian, and Arabic. Not all language editions are present for each issue.

Records of the Features Division

This Division was responsible for the preparation and publication of feature stories for distribution to OWI Outposts, State Department Missions, and other outlets.

CARD INDEX TO FEATURE STORIES. 1942-45. 1 ft.

An index to stories described in entry 458. Arranged alphabetically by subject. ⁴⁵⁷

FEATURE STORIES. 1942-45. 24 ft.

458

A master set of feature stories on American life and institutions prepared by the Division for distribution overseas. Arranged numerically.

Records of the Washington News Division

This Division originated in the Office of the Coordinator of Information as the Foreign Information Service News Desk. After the formation of the Office of War Information in June 1942 it became the Foreign Service Division of the News Bureau in the Domestic Branch, and it remained within the Bureau until its transfer to the News and Features Bureau of the Overseas Branch in August 1943. The primary function of the Division was to collect information from Government sources in the Washington area and to send it to New York for use in the News and Features output or in the output of one of the other three media bureaus operating there.

SAMPLE NEWS STORIES FOR OVERSEAS USE. Jan.-May 1942. 2 ft.

459

Copies of news stories, news broadcasts, code news summaries, directives, pieces of propaganda analysis, and special news stories and assignments of the Foreign Information Service Branch of the Office of the Coordinator of Information, illustrating the types of material produced by the Branch for distribution abroad or broadcast by shortwave radio. Attached to each news story, broadcast, or other record is a 3" x 5" slip containing information regarding the purpose of the particular news story and its use and distribution. Arranged chronologically by week and thereunder as News Stories, News Broadcasts, Code News Summaries, Directives, Special Surveys, Special Assignments, Cable News, and Propaganda Analysis.

Records of the Radio Program Bureau

This Bureau originated in the Foreign Information Service of the Office of the Coordinator of Information. It was responsible for the preparation and production of all shortwave radio programs originating in the Atlantic area, for the translation of foreign-language publications, and for providing mediumwave radio stations in foreign countries with recordings, scripts, and other program material. The Bureau's organization included the Office of the Chief, the foreign-language desks of the Language Division, the Broadcasting Division, and the Programming Division. Records of this Bureau--except for the recordings, transcriptions, and scripts of the Programming Division, described below--are in the State Department.

Arranged chronologically by date of broadcast and thereunder by language. 486 boxes.

Scripts for news broadcasts to various countries overseas. These scripts summarize events of World War II for radio listeners. These scripts include the date and the time of the broadcast. Some scripts include the names of the radio stations that broadcasted the scripts. The scripts are in a variety of languages including Swedish, French, Portuguese, Afrikaans, German, and Italian.

Records of the Bureau of Overseas Publications

This Bureau originated as the Publications Division of the Foreign Information Service of the Office of the Coordinator of Information, one of the predecessors of the OWI. The primary purpose of the Bureau was to disseminate abroad, through printed material, information about the United States, its war effort, and its way of life. Printed matter produced by the Bureau consisted of posters, pamphlets, booklets, flyers, stickers, magazines, and leaflets covering a broad range of subjects. The printed matter was issued in from 1 to 19 foreign languages. Distribution to the public was made through the OWI's Outpost representatives, U.S. consulates and legations, and other outlets.

The Bureau collaborated with Outposts in the production of publications that could most advantageously be printed abroad by furnishing texts and production materials for books, pamphlets, and magazines; it established basic collections of reference books, Government and trade publications, and material of general interest for Outpost libraries; and it assisted in the maintenance of the libraries. These operations were essentially long-range in nature and were directed almost exclusively to areas where open distribution of material was possible. Divisions of the Bureau, other than those described below, were the Russian, U.S.A. Magazine, Photo Review and Photo Service, Victory, Book and Periodical, and Printing. The printed matter that they produced is described in entry 462 of this inventory.

PUBLICATIONS FOR OVERSEAS DISTRIBUTION. 1942-45. 40 ft. 462

Books, booklets, magazines, posters, pamphlets, leaflets, and other propaganda material prepared by the Bureau for distribution overseas in Allied, enemy, and neutral countries. Many were printed in more than one language. Other propaganda material in this series includes posters, surrender passes, blotters, labels and stickers, and such novelties as paper cups, fans, jigsaw puzzles, cutout toys, matchbooks, and pincushions, on which are printed propaganda pictures or messages. For a list of selected overseas publications of the OWI, see appendix IV.

Records of the Office of the Chief

See page 103A.

INTEROFFICE MEMORANDA OF THE CHIEF, S. T. WILLIAMSON. 1943-44. 2 ft. 463

Concern projects for booklets, pamphlets, stickers, postcards, and other materials for overseas distribution; manuscript copies of some publications; and memoranda from the Editorial Board regarding clearance for projects. Arranged alphabetically by subject.

SUBJECT FILE OF THE CHIEF. 1944-45. 1 ft. 464

Correspondence, memoranda, reports, minutes, and processed and printed matter relating to the Bureau's production of printed material for overseas distribution. Also included are directives, minutes of the executive committee of the Council on Books in Wartime, minutes of the meetings of the German Committee of the OWI, monthly progress reports of the Bureau, cables, budget estimates, interoffice memoranda, and some early files of Chester Kerr as Special Assistant to the Chief, which deal with the stockpiling of books for export to Europe after the cessation of hostilities. Arranged by subject.

READING FILE OF THE ASSISTANT CHIEF. July 1942-Apr. 1945. 2 ft. 465

Copies of outgoing letters, memoranda, and reports of the Assistant Chief and the Business Manager of the Bureau dealing with the organization, functions, operations, and administration of the Bureau. Arranged chronologically.

RECORDS OF THE ASSOCIATE CHIEF, HERBERT BRUCKER. 1942-44. 1 ft. 466

Correspondence, memoranda, reports, and printed and processed records relating to arrangements for writing, payment of manuscript royalties, technical matters, selection of material to be published, comments and criticisms, assignments of writers, and applications for employment. Also included are miscellaneous regional reports, followup reports of the Graphic Division, editorial and production reports, and minutes of committee meetings. Arranged chronologically.

POSTERS, PAMPHLETS, BOOKLETS, AND PUBLICATIONS,
ca. 1942-1945

462A

Arranged roughly alphabetically by title. 16 boxes.
Various publications prepared by the Office of War Information
for overseas distribution.

RECORDS OF THE BUSINESS MANAGER, J. ROBERT PAXTON. 1944-Dec. 1945. 467
2 ft.

Correspondence, memoranda, reports, and other materials regarding the budget, shipping, personnel, supplies, and publications of the Bureau. Also included are processed copies of budget estimates and justifications and progress reports of the Bureau and of its divisions. Arranged alphabetically by subject.

POLICY DIRECTIVES. 1943-45. 2 ft. 468

Processed copies of OWI policy directives for informational programs for various regions and countries of the world, copies of minutes of meetings of regional intelligence officers, and copies of long-range plans of the OWI with respect to information programs. Arranged in part by subject and in part by country.

PROJECT FILE. 1942-44. 2 ft. 469

Interoffice memoranda exchanged with the Editorial Committee and regional directors concerning proposed booklets, pamphlets, and leaflets; typed copies of some booklets and pamphlets; and memoranda from the Editorial Committee and regional directors regarding clearances of projects and comments on projects. Arranged by title of publication or project.

BUDGET ESTIMATES AND JUSTIFICATIONS. 1942-43. 3 in. 470

Copies of budget estimates and justifications for the OWI, fiscal year 1943; for the Office of the Coordinator of Information, fiscal year 1943; and for the Overseas Publications Bureau, 1943-44.

CORRESPONDENCE REGARDING THE DIRECT MAIL PROJECT. 1941-43. 2 ft. 471

Correspondence, memoranda, and related materials dealing with the Bureau's project for distributing propaganda abroad through direct mail contacts with persons in Germany, France, and other European countries. Included are copies of form letters and correspondence of W. D. Christman with the Post Office Department concerning the project. Arranged alphabetically by subject.

RECORDS OF THE BUREAU'S SPECIALTIES PROJECTS. 1942-45. 1 ft. 472

Correspondence, memoranda, publications, reports, and sample specialties illustrative of the planning and production of propaganda specialties for distribution overseas. Arranged alphabetically by subject.

STATE DEPARTMENT REPORTS AND CORRESPONDENCE. 1942-43. 2 ft. 473

Copies of Foreign Service reports on the press service of foreign countries and on the distribution and shipment of OWI informational publications and booklets. Arranged for the most part by country.

Records of the Booklet Division

This Division was responsible for the preparation and publication of booklets, leaflets, and posters for postinvasion distribution. The publications prepared by the Division are described with other printed matter of the Bureau in entry 462 of this inventory.

GENERAL RECORDS OF THE CHIEF, LOMBARD JONES. Sept. 1942-Sept. 1945. 1 ft. 474

Interoffice memoranda, administrative issuances, and minutes of committee meetings, dealing with such topics as Division booklet projects, personnel, procedures, and administration. Arranged alphabetically by subject.

WEEKLY STATUS REPORTS ON PROJECTS. Apr. 1944-July 1945. 1 ft. 475
Reports of the Division on the status of projects (publications) then in some stage of production. Arranged chronologically.

GENERAL FILE. 1943-45. 10 in. 476

Correspondence, memoranda, reports, and processed and printed matter relating to the creation of booklets, posters, and miscellaneous printed materials for general distribution abroad. Included are a file of incoming cables, minutes of Editorial Committee meetings, memoranda on publications of the Division, and status reports. Arranged in subject folders.

GENERAL SUBJECT FILE OF W. H. MULLEN. 1942-44. 4 ft. 477

Correspondence, memoranda, reports, and processed and printed records of Mr. Mullen, Chief of the former Publications Division, dealing with budget, personnel, payroll, publication projects, work schedules, and other matters relating to the Division's preparation of publications. Arranged for the most part alphabetically by subject.

READING FILE OF W. H. MULLEN. Feb.-June 1942. 4 in. 478

Copies of letters sent by Mr. Mullen to artists and the Government Printing Office regarding printing, artwork, and other matters relating to the preparation of publications for distribution overseas. This series covers Mr. Mullen's activities as Assistant Chief of the Publications Division of the Coordinator of Information, one of the OWI's predecessors. Arranged chronologically.

PROGRESS REPORTS. Feb. 1942-Mar. 1944. 1 ft. 479

Weekly and monthly progress reports on the status of work on booklets, pamphlets, leaflets, and other publications of the Division. Arranged chronologically.

REPORTS ON REACTION TO OWI PUBLICATIONS. Nov.-Dec. 1942. 2 ft. 480

Copies of OWI publications for overseas distribution, together with attached 3" x 5" forms giving the title of each publication, the area for which it was intended, a notation regarding its acceptance or rejection, and, if rejected, the reasons for rejection. Arranged by title of publication.

CHILD CARE. 1944. 6 in. 481

A file of A. D. Stefferud consisting of typed copies of the publication Child Care and related correspondence with the French Committee of Liberation, Government agencies, writers, and others concerning the preparation, translation, and reviews of the publication.

Records of the Art Division

The Art Division prepared designs, layouts, artwork, and hand-lettering for all publications produced by the Bureau.

RECORDS OF THE CHIEF, TED PATRICK. 1942-43. 4 in. 482

Correspondence relating to the production of booklets, posters, and magazines prepared by the Bureau of Overseas Publications; relating to technical and administrative aspects of the correspondence with writers outside the OWI; suggestions for publications; and interoffice memoranda. Arranged by subject or by name of correspondent.

Records of the Bureau of Overseas Motion Pictures

This Bureau was established on December 17, 1942, replacing the Motion Picture Division of the Bureau of Overseas Publications. It was responsible for the production of newsreels, shorts, and picture films and for their distribution in Allied, neutral, liberated, and conquered countries. Some newsreels and factual documentary films were produced through the Bureau's own facilities and through contractual arrangements with the motion picture industry; others were acquired from other Government agencies. Films were prepared in a number of foreign languages. With the cooperation of the motion picture industry the Bureau reviewed and selected commercially made films suitable for overseas distribution. In conjunction with Allied psychological warfare services, films were shown to the civilian population of areas liberated or conquered by Allied forces. Through the Department of State, the War Production Board, and the Board of Economic Warfare, the Bureau was instrumental in arranging the allocation of raw film stock to certain neutral and Allied countries. The purpose of the films was to depict aspects of the United States, to show the Allies winning the war, and to picture the social, political, economic, and military character of the Allies. The Bureau's organization included, in addition to the Foreign Versions Division described

below, the Office of the Chief of the Bureau and the Operations, Production, and Distribution Divisions. Records of the units not described are in the State Department.

Records of the Foreign Versions Division

This Division was responsible for the production of all foreign versions of motion pictures acquired, handled, or produced by the Bureau. It supplied expert opinion on the suitability and use of subjects and the quality of translations into foreign languages, arranged schedules for recording and production, and supervised and directed actual language recording. Described below are the films produced by the Division that are in the National Archives. Other records of the Division are in the Department of State.

RECORDS OF THE SAN FRANCISCO OFFICE

This Office, established in December 1941 by the Foreign Information Service of the Office of the Coordinator of Information to supervise radio broadcasts directed to the Pacific area, was taken over by the OWI in June 1942 and was made responsible to the Director of the Overseas

Operations Branch. The Office maintained branch offices in Hollywood and Denver. Its functions included receiving news copy from Government and private sources and procuring news material for use by staff writers; producing shortwave programs in English and Far Eastern languages to be broadcast direct or by relay to China, Japan, India, and other areas; producing radio programs and other materials for use by Pacific Outposts; and monitoring Japanese broadcasts and interpreting them in terms of psychological warfare for the guidance of staff writers, news editors, and policymakers. In April 1945 the organization of the Office was as shown below. In August 1945 the Office was transferred to the Interim International Information Service of the Department of State. After the termination of this Service in December 1945, some of the units of the office continued to function under the Department's International Broadcasting Division until August 1946, when its remaining functions were taken over by the New York Office of that Division.

Most of the records of the San Francisco Office and its predecessor under the Office of the Coordinator of Information are in the National Archives. A small quantity of its records covering its operations late in 1945 are in the Department of State. Records of those parts of eastern bureaus of the OWI that operated in San Francisco--News and Features, Communications Facilities, Management Services, Communications Control--are described elsewhere in this inventory with records of those bureaus.

Records of the Office of the Director

This Office was created on April 20, 1942, by Administrative Order No. 9 of the Office of the Coordinator of Information. Its successive directors were Warren Pierce, Edgar Mowrer, Owen Lattimore, and Claude A. Buss. The Office was responsible for the application and flow of policy directives and guidance notes. In the early part of 1945 the Office included the Director, a Security Officer, a Public Relations Officer, Assistant Directors for Policy and Operations, and an Editorial Control Division. A reorganization in April 1945 eliminated the position of Assistant Director for Policy and established an Office of Control to take over the functions of issuing and interpreting guidance notes and directives and of editing and checking broadcast material from a policy standpoint.

GENERAL RECORDS OF WARREN PIERCE, DIRECTOR. Jan.-Dec. 1942. 1 ft.

Correspondence, memoranda, and reports relating to Mr. Pierce's activities as Director of the Office under the OWI and the predecessor 486

Foreign Information Service of the Coordinator of Information. Included are some records of Lois I. Burke, Acting Director, and of Edgar Mowrer, Mr. Pierce's successor. Arranged alphabetically by subject, name of correspondent, or office and thereunder chronologically.

GENERAL RECORDS OF OWEN LATTIMORE, DIRECTOR. Dec. 1942-Jan. 1944. 2 ft. 487

Memoranda, correspondence, teletype messages, press clippings, and reports dealing with the organization, policy, operations, and general administration of the Office and its relations with other agencies. Arranged alphabetically by subject, name of correspondent, or office and thereunder chronologically.

GENERAL RECORDS OF CLAUDE A. BUSS, DIRECTOR. Mar. 1944-June 1945. 2 ft. 488

Correspondence, memoranda, teletype messages, and reports concerning the general administration, policy, organization, budget, personnel, and operations of the Office and its relations with other agencies. Arranged alphabetically by subject or name of correspondent.

READING FILE OF CLAUDE A. BUSS. Feb. 1944-Apr. 1945. 2 in. 489

Correspondence and memoranda dealing with a variety of subjects, personal as well as official. Arranged chronologically.

CORRESPONDENCE OF CHARLES SIEPMANN, ASSISTANT DIRECTOR FOR POLICY. May 1943-Sept. 1944. 1 in. 490

Correspondence with members of the staff of the Office and with private persons concerning personal as well as official matters. Arranged alphabetically by name of correspondent.

GENERAL RECORDS OF CHARLES SIEPMANN. May 1943-Mar. 1945. 9 in. 491

Correspondence and memoranda exchanged with the Language Division of the San Francisco Office of the OWI, the British Political Warfare Mission, and other agencies concerning guidance notes and directives. Included are reports of the Editorial Section, notes on daily meetings with newswriters, and related materials. Arranged alphabetically by subject, office, or agency and thereunder chronologically.

MEMORANDA OF CHARLES SIEPMANN. June 1943-Mar. 1945. 1 in. 492

Interoffice memoranda dealing with such subjects as office routine, notices of meetings, remarks on scripts or programs, writer assignments, and policy guidance. Arranged chronologically.

OUTPOST LETTERS AND REPORTS OF CHARLES SIEPMANN. May 1943-July 1944. 2 in. 493

Copies of letters and reports from OWI Outposts in Australia, New Zealand, Hawaii, and India, together with related memoranda of Mr. Siepmann, mainly concerning policy matters. Arranged alphabetically by Outpost.

GENERAL RECORDS OF THE ASSISTANT DIRECTOR FOR OPERATIONS. Apr. 1942-Dec. 1945. 6 ft. 494

Records of Kenneth D. Fry and his predecessor, Lois I. Burke, consisting of correspondence, memoranda, reports, and other materials dealing with the operations of the San Francisco Office. The records cover Miss Burke's activities as Acting Director and Mr. Fry's activities as Assistant Director for Operations, Acting Director, and Director of the Office. Arranged alphabetically by subject, name of correspondent, or office.

GENERAL RECORDS OF KENNETH D. FRY. Dec. 1945-Aug. 1946. 1 ft. 495

Correspondence, memoranda, teletype messages, and reports concerning the general administration and operations of the San Francisco Office under the State Department. Many of the records concern matters of a routine character, the more important papers having been transferred to New York upon the closing of the Office. The records are arranged alphabetically by office, subject, or name of correspondent.

RECORDS RELATING TO OWI COVERAGE OF THE UNITED NATIONS CONFERENCE.

Apr.-July 1945. 5 in. 496

Correspondence, reports, memoranda, and press clippings pertaining to planning, personnel, and other matters concerning the OWI's coverage of the United Nations Conference on International Organization held in San Francisco. Arranged alphabetically by subject.

Records of the Information and Liaison Office

This Office, headed by the Public Relations Officer, was established late in 1943. It handled press relations concerning the San Francisco operations; answered general inquiries; made arrangements for foreign correspondents and officials visiting San Francisco; publicized the operations of the San Francisco Office; programed daily shows of OWI documentary films for select groups; maintained liaison with Army and Navy orientation groups, armed services public relations staffs, and San Francisco consulates; and handled general public relations work such as arranging for speakers and exhibits.

GENERAL RECORDS OF THE PUBLIC RELATIONS OFFICER, WILLIAM GAHAGAN.
Sept. 1943-May 1946. 2 ft. 497

Consist of correspondence, memoranda, reports, and printed and processed material, such as news clippings, foreign language publications, film catalogs, and press releases. Arranged alphabetically by subject or office and occasionally by name of correspondent.

CONSULAR LIAISON FILE. Nov. 1943-May 1946. 1 in. 498

Correspondence, memoranda, press clippings, and photographs pertaining to William Gahagan's liaison work with foreign consulates in San Francisco. Arranged alphabetically by country.

Records of the Office of Control

This Office was established on April 16, 1945, to exercise the functions of the former Assistant Director for Policy and of the Editorial Division of the News and Intelligence Bureau. Its functions were to edit and check from a policy standpoint all broadcast material produced by the San Francisco Office and to issue and interpret guidances and directives to the operating divisions of the Office.

HISTORIES OF THE SAN FRANCISCO OFFICE. June 1943-Sept. 1945. 3 in. 499

Typewritten histories of some bureaus and divisions of the Office, together with related correspondence of Robin Kinkead exchanged with E. P. Lilly, OWI Historian. The histories are arranged alphabetically by bureau and thereunder by division; one folder contains all the correspondence between Kinkead and Lilly.

GENERAL RECORDS OF ROBIN KINKEAD, CHIEF OF THE EDITORIAL DIVISION.
Nov. 1942-May 1945. 3 in. 500

Guidance memoranda to news editors, some copies of directives, a list of "standing negatives," and other policy guidance papers. Arranged alphabetically by subject.

OVERNIGHT NEWSCAST NOTES AND EXECUTION REPORTS. 1943-May 1945.
8 in. 501

A file of Robin Kinkead, consisting of material received from editorial supervisors. Arranged chronologically.

GENERAL FILE OF DANIEL FRISHMAN, CHIEF OF THE OFFICE OF CONTROL.
Apr.-Sept. 1945. 1 in. 502

Interoffice and staff memoranda, teletype messages, and other papers pertaining to control procedures, office functions and organization, program and propaganda ideas, and arrangements for the United

Nations Conference. Included are some reports of the divisions of the San Francisco Office. Arranged alphabetically by subject or office.

INDEX TO POLICY DIRECTIVES. n.d. 1 ft. 503

An index, on 5" x 8" cards, to the policy directives for overseas broadcasts described in entries 509 and 512. Arranged alphabetically by country and thereunder by subject or name of person.

CARD FILE OF DIRECTIVES. 1942. 4 in. 504

A record, on 3" x 5" cards, of policy directives. Arranged alphabetically by subject.

CARD FILE OF "GUIDANCES." 1942-43. 1 ft. 505

A file, on 3" x 5" cards, of guidance directives for the selection and treatment of subject matter for broadcasts of the San Francisco Office to overseas areas. Arranged alphabetically by subject.

CARD FILE OF "GUIDANCES." 1943-45. 10 in. 506

A file, on 5" x 8" cards, of guidance directives for the selection and treatment of subject matter for broadcasts to overseas areas. Arranged alphabetically by country and thereunder by subject.

SPECIAL GUIDANCE DIRECTIVES. Apr. 1943-May 1946. 3 in. 507

Processed copies of special guidance directives issued by the Office of Control to all OWI news desks, outlining objectives and treatment for news subjects broadcast to the Far East. Arranged chronologically.

11:00 A.M. GUIDANCE NOTES. Apr. 1943-Mar. 1946. 3 in. 508

Notes on the 11:00 a.m. policy conferences, which concerned the treatment of news and programs broadcast to countries in the Far East. Arranged chronologically.

NEWS CONFERENCE NOTES. Apr. 1943-Sept. 1944. 2 in. 509

Processed copies of notes on the daily 9:00 a.m. and 4:00 p.m. policy conferences of newswriters concerning points to be given primary and secondary emphasis in the news and recommended scripts and programs. Arranged chronologically.

"PACIFIC DIRECTIVES" AND SUPPLEMENTS. July 1943-Apr. 1944. 6 in. 510

Processed copies of "Pacific Directives" and supplements, which set forth the policy to be followed in the selection and treatment of subject matter in all categories of programs prepared by the San Francisco Office. Arranged chronologically.

LIST OF "STANDING NEGATIVES." n.d. 1 in. 511

A list for the guidance of those staff members of the Office who were concerned with the preparation of broadcasts to the Far East. Arranged alphabetically by country and thereunder by subject.

EXECUTION REPORTS. Mar. 1943-Oct. 1945. 3 in. 512

Weekly reports of the Editorial Division on the pattern and emphasis given news and features programs broadcast to the Far East. Arranged chronologically.

Records of the Program Bureau

The Program Bureau of the San Francisco Office, consisting of all foreign-language divisions and the News and Commentaries Division, was created in May 1944. Before that time the divisions had been part of the Operations Bureau. Until the latter part of 1944 the Bureau was under the supervision of the Assistant Director for Policy, Charles Siepmann. From September 1944 until the termination of the San Francisco Office, the Bureau was headed by Samuel Rickard. The composition of the Bureau was changed in April 1945 by the creation of a Master Radio Division through a merger of the Basic News Division, formerly under the News and Intelligence Bureau, and the News and Commentaries Division of the Program Bureau.

The foreign-language divisions of the Bureau were responsible for the writing, translating, and narrating of programs of news, features, and commentary prepared within each division to serve geographical areas in the Pacific and Far East in the language peculiar to each area. The Master Radio Division prepared program scripts in English, which were used generally throughout the Bureau.

Records of the Office of the Chief

GENERAL RECORDS OF THE CHIEF, S. H. RICKARD. Oct. 1944-Dec. 1945. 513
8 in.

Correspondence, memoranda, reports, and printed and processed records pertaining to general personnel matters of the Bureau and to the administration and operations of its divisions. Arranged by subject or name of correspondent.

GENERAL RECORDS OF S. H. RICKARD. Jan.-Aug. 1946. 2 in. 514

Interoffice and staff memoranda, correspondence, and copies of monthly reports. Arranged by subject or name of correspondent.

MEMORANDA OF REX TUSSING, EDITORIAL ASSISTANT. May 1945-July 1946. 6 in. 515
Staff and interoffice memoranda dealing with general administration of the Bureau. Arranged chronologically.

Records of the Master Radio Division

GENERAL FILE OF THE CHIEF. July 1942-Apr. 1945. 1 ft. 516
Records of the predecessor Basic News Division, mainly those of Ted Grondahl and Brooke Clyde, consisting of staff memoranda, reference materials, interoffice memoranda, guidance notes and memoranda, notes on the daily conferences or policy meetings, progress reports, and other papers. Arranged chronologically.

GENERAL RECORDS OF THE CHIEF, DANIEL FRISHMAN. May 1943-Apr. 1945. 10 in. 517
Correspondence, memoranda, reports, staff memoranda, and other papers pertaining to the English Newcast and Commentaries Division (a predecessor of the Master Radio Division). Included are production and progress reports of the English Newscast and Commentaries Division from May 1943 to January 1945. Arranged alphabetically by subject or name of correspondent.

GENERAL RECORDS OF DANIEL FRISHMAN. July 1945-Aug. 1946. 6 in. 518
Interoffice and staff memoranda, teletype messages, and reports dealing with editorial usage, newscast coverage, production of scripts, frequency changes and programing, and program board meetings. Arranged alphabetically by subject or name of correspondent.

Records of the Burmese Division

GENERAL RECORDS. 1943-45. 5 in. 519
A file of Samuel H. Rickard, C. R. Horton, and J. R. Fasson, successive chiefs of the Division, consisting of staff and interoffice memoranda, correspondence, and reports pertaining to personnel, policy guidance, programs, office routine, recordings, program schedules, and other matters related to the operations of the Burmese Division and its predecessor, the Southeast Asia Division.

Records of the Korean Division

GENERAL RECORDS OF THE CHIEF, E. W. KOONS. 1943-46. 3 in. 520
Correspondence, memoranda, and reports dealing with operations of the Division. Arranged alphabetically by subject or name of correspondent.

Records of the Chinese Division

GENERAL RECORDS OF THE CHIEF, PHILIP LILIENTHAL. May 1942-Aug. 1946. 2 ft. 521

Correspondence, memoranda, and teletype messages exchanged with the members of the staff of the Chinese Division and other persons in the San Francisco, New York, and Washington Offices of the OWI. The records pertain to personnel, budget, scripts, guidance, programs for Outposts, program schedules, and other matters relating to Division activities. Included are copies of monthly reports of the Division. The series is arranged alphabetically by name of correspondent and occasionally by subject.

CORRESPONDENCE WITH OUTPOSTS IN CHINA. July 1944-1945. 8 in. 522
Pertains to Outpost activities, personnel, reception of OWI programs, and program schedules. Arranged alphabetically by Outpost and thereunder by name of correspondent, with separate folders for general correspondence.

MISCELLANEOUS CORRESPONDENCE. Aug. 1942-June 1945. 2 in. 523
Correspondence of Philip Lilienthal with individuals and organizations concerning applicants for positions with the OWI, requests for OWI materials, the participation of private persons in OWI programs, and "thank-you" letters. Arranged alphabetically by name of correspondent.

LETTERS COMMENTING ON OWI PROGRAMS. Mar. 1943-Dec. 1944. 2 in. 524
Letters from listeners and copies of cables and letters received via Outposts, commenting on the programs of the Division. Arranged in two groups, "original letters" and "copies of cables and letters" and thereunder chronologically.

Records of the French Division

GENERAL RECORDS OF THE CHIEF. Sept. 1942-Oct. 1945. 4 in. 525
A file of Johanne B. Salinger and René Viallant, successive chiefs of the Division, consisting of correspondence with job applicants, interoffice and staff memoranda, copies of scripts, reports of the Division, and other papers. Arranged alphabetically by subject or office and thereunder chronologically.

SCRIPTS. 1943-45. 35 ft. 526
Copies of scripts prepared by the French Division and its Annamese Section for broadcast to French possessions in Southeast Asia. Most of the scripts bear the program series number, date of completion, and an indication of action taken by the Editorial Division and the Office

of Censorship. Arranged by program title and thereunder chronologically and serially. For a list of the several series of French-Annamese scripts, see appendix V.

Records of the Philippine Division

GENERAL RECORDS OF THE CHIEF, LARRY RHINE. 1943-Dec. 1944. 10 in.

527

Correspondence exchanged with religious leaders, the Philippine Government in Washington, and OWI offices in San Francisco, New York, Washington, Hollywood, and overseas, together with scripts, reports, pictures, and press materials relating to the Division and its activities. Arranged alphabetically by name of correspondent or subject and thereunder chronologically.

CORRESPONDENCE CONCERNING RADIO PROGRAMS FOR THE PHILIPPINES.

Jan.-Dec. 1945. 4 in.

528

Correspondence of Larry Rhine with the Philippine Government in Washington and OWI offices in Washington, New York, and Los Angeles, chiefly concerning scripts, recordings, features, and special-events materials for Philippine-language broadcasts. Arranged alphabetically by office or name of correspondent and thereunder chronologically.

GENERAL RECORDS OF THE CHIEF. Jan.-May 1946. 3 in.

529

Interoffice teletype messages and memoranda, staff memoranda, progress reports of the Division, and copies of rejected scripts. Arranged alphabetically by name of correspondent or by subject.

Records of the Indonesian Division

REPORTS. Apr. 1944-Aug. 1946. 1 in.

530

Copies of weekly and monthly reports on the activities of the Division. Arranged chronologically.

SCRIPT RECORD SHEETS. 1944. 1 in.

531

Contain for each script the script number, type of program, date of broadcast, and language in which broadcast. Arranged by type of program--commentary, music, news, etc.--and thereunder serially by program number.

Records of the Thai Division

INFORMATIONAL MATERIAL ON THAILAND. 1944-46. 2 in.

532

Thai leaflets, extracts from local papers of Bangkok, and background material on American nationals in Thailand. Arranged alphabetically by subject.

SPOT ANNOUNCEMENTS AND SCRIPTS. May 1943-Aug. 1945. 3 in. 533
Copies of the Thai spot announcements and rejected scripts.

Records of the Japanese Division

GENERAL RECORDS OF THE CHIEF. June 1942-Dec. 1945. 1 ft. 534

A file of John E. Fields and his successor, Clayton Osborne, consisting of memoranda, reports, correspondence, teletype messages, and reference materials dealing with propaganda trends, the execution of directives, the production of scripts, activities of the San Francisco and Denver offices of the Division, and personnel matters. Arranged alphabetically by subject or name of correspondent and thereunder chronologically.

GENERAL RECORDS OF THE CHIEF, JOHN E. FIELDS. Dec. 1945-Mar. 1946. 535
2 in.

Correspondence, memoranda, reports, scripts, and other materials relating to the activities, administration, and personnel of the Division. Arranged alphabetically by office and thereunder by name of correspondent or subject.

INFORMATIONAL MATERIAL ON JAPAN. n.d. 4 in. 536

Consists of a handbook on Japan, a bibliography of usable articles, and other pertinent material.

Records of the Analysis and Research Bureau

The Analysis and Research Bureau was formed in the reorganization of the San Francisco Office in April 1945. It succeeded to some functions of the Propaganda Analysis and Intelligence Divisions of the News and Intelligence Bureau. These functions were (1) to correct errors in fact in information from all sources before it was included in the Voice of America broadcasts, (2) to furnish factual information needed for inclusion in broadcasts and not obtainable from casual sources, and (3) to furnish scriptwriters with accurate background information to assist them in dealing intelligently with current news developments. In performing these functions, the Bureau maintained a reference library and files for the use of scriptwriters, procured intelligence materials, read and corrected scripts for errors in fact, and prepared research reports on various topics for the information of writers.

GENERAL RECORDS OF THE CHIEF. Jan. 1943-Dec. 1945. 1 ft. 537

Correspondence, memoranda, reports, and other papers of Vincent Mahoney and Robin Kinkead pertaining to their activities as chiefs of the Bureau and of the predecessor News and Intelligence Bureau. Arranged by type of record and thereunder by office, subject, or name of correspondent.

- GENERAL RECORDS OF THE CHIEF, SANDERSON SMITH. Jan.-Aug. 1946. 2 in. 538
Correspondence, memoranda, reports, and teletype messages concerning the general administration and activities of the Bureau.
- TELEGRAMS. Feb. 1943-Aug. 1945. 1 in. 539
Telegrams of the Bureau and its predecessor organizational units, exchanged with OWI offices in New York and Washington, concerning requests for and lists of intelligence reports and materials. Arranged alphabetically by city and thereunder as "incoming" or "outgoing."
- INDEX TO MONITORED JAPANESE BROADCASTS. Dec. 1941-45. 26 ft. 540
An index, on 5" x 8" cards, to monitoring reports of Japanese broadcasts. Arranged alphabetically by subject, or by country and thereunder by subject.
- MONITORING REPORTS OF JAPANESE BROADCASTS. Dec. 1941-Nov. 21, 1945. 85 ft. 541
Received by the Bureau, mainly from the Foreign Broadcast Intelligence Service. Included are summary reports of the Japanese daily output. Arranged chronologically and thereunder serially.
- INFORMATIONAL MATERIAL REGARDING JAPAN AND JAPANESE-OCCUPIED AREAS. 1943-45. 8 ft. 542
Press reports, excerpts from Japanese broadcasts, and reports from other sources pertaining to political, social, military, and economic conditions and developments in Japan and Japanese-occupied territories. Arranged by country and thereunder by subject.
- SPECIAL REPORTS. Sept. 18, 1942-Mar. 1945. 2 in. 543
Reports of the Propaganda Analysis Section on special topics, such as "What They Said a Year Ago," "Freedom of Religion - Tokyo Style," and "Changing Appreciation of U.S. Strength." Arranged chronologically.
- ANALYSES OF JAPANESE BROADCASTS. June 1942-Oct. 1945. 4 ft. 544
Daily reports of the Propaganda Analysis Section on the pattern and emphasis of Japanese propaganda and on intelligence from enemy broadcasts. Arranged chronologically.
- "JAPANESE PERSONAL INTELLIGENCE COLLATION." Apr.-Nov. 1945. 8 in. 545
A three-volume set of reports containing biographical information on Japanese personalities in the news.

- "CHINA DAILY DIGEST." July-Dec. 1945. 5 in. 546
 A daily digest of news about China based upon radio broadcasts received daily from the Central Government, the Communist government, and other sources. Arranged chronologically and serially.
- "NEW DELHI MONITORING DIGEST." Apr. 1942-Dec. 13, 1944. 8 in. 547
 A monitoring digest containing extracts from enemy broadcasts from southeast Asia. Arranged chronologically.
- OPERATIONS INTELLIGENCE REPORTS. July 18, 1944-Dec. 1945. 2 ft. 548
 Copies of intelligence reports on developments in China, Japan, and Japanese-occupied countries, prepared from material obtained from various sources. Arranged chronologically and serially.
- INTELLIGENCE REPORTS CONCERNING FAR EASTERN COUNTRIES. Feb. 1945-Jan. 1946. 10 in. 549
 Intelligence reports on political, economic, military, and social developments in the Far Eastern countries, prepared from various sources for the information of the language divisions of the San Francisco Office. Arranged alphabetically by country and thereunder serially.
- DAILY DIGEST OF IMPORTANT STORIES RELEASED BY RADIO TOKYO. Jan.-Oct. 1945. 3 in. 550
 Arranged chronologically.
- REPORTS ON JAPANESE PROPAGANDA LINES. Sept. 1942-Aug. 1945. 10 in. 551
 Eleven series of research reports on Japanese propaganda lines, with the following titles: "Daily Tokyo Emphasis Chart," "Japanese Propaganda Weekly," "The Enemy as a Source of News," "Tokyo Line Today," "Tokyo Quotes," "Tokyo Then and Now," "Tokyo Weekly Thumbnail," "Turnabout Tokyo," "Weekly Tokyo Emphasis Chart," "What Tokyo Said About . . .," and "World War Situation." Arranged alphabetically by series title and thereunder chronologically.

Records of the Operations Bureau

The Operations Bureau--consisting of the language-script preparation divisions, Radio Features Division, Production Division, and Program Service Division--was created in a reorganization of the San Francisco Office in August 1943. Kenneth Fry, as Assistant Director for Operations and Chief of the Operations Bureau, took over functions of the Program Operation Supervisor, a position that had been established in June 1942. In May 1944 the language divisions were removed from the

Operations Bureau and placed under the Program Bureau. Thereafter the structure of the Bureau was changed very little until the San Francisco Office was terminated in August 1946. The Bureau was responsible for the producing, announcing, scheduling, recording, and other services necessary to develop scripts into finished broadcasts and recordings.

Records of the Office of the Chief

GENERAL RECORDS OF JOHN A. POTTER. June 1942-Aug. 1943. 2 ft. 552

Mr. Potter was Chief of the predecessor Program Operations Division. The records consist of correspondence, memoranda, and teletype messages pertaining to the scheduling of programs, audience response, operating relationships with leased stations, and the administration and organization of the Division. Arranged alphabetically by subject, country, office, name of correspondent, or city.

Records of the Program Service Division

The Program Service Division--established in the latter half of 1942--served the needs of the Program Bureau, prepared notifications of program changes and bookings for Communications Facilities and other offices, established program schedules and deadline dates, scheduled the flow of materials and scripts throughout the San Francisco Office, coordinated the recording and dubbing of programs among the several Bureaus concerned, issued all recording and dubbing orders, arranged for the transcriptions of scripts, and arranged clearance for the use of domestic network programs.

CORRESPONDENCE WITH BROADCASTING COMPANIES. Oct. 1942-June 1946.

2 in.

Correspondence with radio networks and broadcasting stations pertaining to network programs that the OWI recorded for shortwave release or shipment to Outposts. Arranged alphabetically by network. 553

PROGRAM AND RECORDING SCHEDULES. Aug. 1942-Aug. 1946. 2 ft. 554

Included in the records is related correspondence of the Division with other San Francisco divisions, the Armed Forces Radio Service, and other agencies. The schedules are arranged as "program bookings and changes" or "schedules," thereunder by year, and thereunder by office or agency.

MEMORANDA AND REPORTS. Aug. 1942-July 1946. 5 in. 555

Interoffice and staff memoranda of Ruth Barnard and Dorothy Irvine concerning work schedules, office routine, and other matters, together with copies of progress reports of the Division. The records are arranged alphabetically by name of correspondent; there is a separate folder for the reports.

PROGRAM SHEETS FOR PROGRAMS RECORDED FROM COMMERCIAL NETWORKS. 1945. 3 ft. 556

Program sheets for special and miscellaneous programs, each listing program title, program number, station or stations broadcasting the program, and date and hour of scheduled broadcast. Arranged alphabetically by program title.

PROGRAM SHEETS FOR PROGRAMS PREPARED BY THE OWI. 1945. 5 ft. 557

Program sheets for programs of the San Francisco language divisions, each listing program title, program number assigned, stations broadcasting the program, and the date and hour of the broadcast. Arranged alphabetically by language division and thereunder by title of program.

Records of the Production Division

The Production Division, organized about August 1942, was responsible for the direction and production of radio programs, the development of

radio presentation techniques to give added effectiveness to programs, the rehearsal of multiple-voice programs, program timing, the arrangement and production of musical programs; and the supervision of transcription and production traffic units.

GENERAL RECORDS OF THE CHIEF. Sept. 1942-Oct. 1943. 8 in. 561

Records of Glen Heisch and Ray Lewis, successively chiefs of the Division, consisting of interoffice memoranda, irregularity reports, reports on recordings made in Hollywood, memoranda to producers and announcers, reports on Hollywood talent, procedural instructions, and correspondence exchanged with the New York and Los Angeles Offices and with radio stations. Arranged alphabetically by subject and thereunder chronologically.

GENERAL RECORDS OF THE CHIEF. Nov. 1943-Aug. 1945. 7 in. 562

Records of Richard Ellers and Harry Bechtel, successively chiefs of the Division, consisting of interoffice and staff memoranda; production supervisors' reports and progress reports; reports on program discrepancies, casual talent, and recuts; memoranda to producers and announcers; and budget data on the hiring of special talent. Arranged alphabetically by subject or name of person and thereunder chronologically.

Records of the Radio Representative of the Operations Bureau (New York)

The New York representative of the San Francisco Operations Bureau maintained liaison between the two west coast offices--San Francisco and Los Angeles--and the New York Office in all radio matters, providing the west coast offices with material or information needed from the midwestern and eastern parts of the country, with the exception of the Washington area. The material furnished the San Francisco Office by the New York representative concerned special events and was designed to supplement the regular news and feature work done by the language sections. It included talks, roundtable discussions, specially prepared musical programs, and on-the-spot recordings of important happenings.

CORRESPONDENCE WITH PROMINENT PERSONS REGARDING RECORDINGS. 1944-45.
3 ft.

Correspondence of Walter King and others of the office of the New York representative with religious leaders, educators, doctors, political leaders, prominent visitors, and entertainers in the New York area, including such well-known persons as John Vandercook, Milton Caniff, Dr. George H. Gallup, and Fiorello La Guardia. The correspondence concerns the recording of speeches, statements, and interviews for use

by the San Francisco Office in its broadcasts to the Pacific area and the Far East. Also included are a number of scripts for the recorded talks, speeches, and interviews. The records are arranged alphabetically by name of correspondent.

SCRIPTS FOR AUSTRALIAN BROADCASTS. 1943-44. 2 ft.

564

Copies of scripts for radio programs broadcast to Australia and New Zealand, including those for the series "Anzac Hour" and "America Talks to Australia." Included are a number of "Anzac Questionnaire" forms on which Australian soldiers and sailors in the United States entered information concerning themselves before making recordings for broadcasts to their countrymen. Arranged alphabetically by program title.

MISCELLANEOUS SCRIPTS. 1945. 1 ft.

565

Copies of scripts for speeches, interviews, and other programs recorded by the New York Office for use by the San Francisco Office in its broadcasts to the Far East and the Pacific area.

Records of the Los Angeles Office

The Overseas Branch of the OWI began its activities in Hollywood at the end of October 1942. At that time the Hollywood Office of the Domestic Operations Branch's Bureau of Motion Pictures was already in operation and the Overseas Operations Branch arranged to use its facilities, especially for reviewing scripts and completed films. When the Hollywood Office of the Domestic Operations Branch was discontinued on July 1, 1943, the Overseas Operations Branch took on part of the Office staff to continue its work in Hollywood. Its Radio Program Bureau and News and Features Bureau had maintained offices there since October 1942 and January 1943, respectively. All these offices were consolidated into the Los Angeles Office in September 1943. The main function of the Motion Picture Division of the Office was to review scripts and films to decide their suitability for distribution overseas. The Radio Division and a division of the News and Features Bureau furnished the San Francisco and New York Offices of the Overseas Operations Branch with "special events" recordings of bands and notables in the Los Angeles area and with news stories on Hollywood personalities.

Records of the Office of the Chief

RECORDS OF THE CHIEF. 1942-45. 2 ft.

566

Correspondence, memoranda, progress reports, and other papers of Ulric Bell and his successor, W. S. Cunningham, dealing with their liaison with the Hollywood motion picture industry, plans for picture production, OWI film policies, and the review of films intended for overseas distribution. Arranged alphabetically by subject.

Records of the Motion Picture Division

On May 4, 1942, the Hollywood Office of the Coordinator of Government Films of the Office of Government Reports was set up. It was incorporated into the Motion Picture Division of the Domestic Operations Branch of the OWI, established in June 1942. In November 1942 the Director of the Overseas Operations Branch of the OWI appointed a special assistant attached to the Hollywood Office, and from that time the staff reviewed motion pictures from both the domestic and overseas point of view. The Hollywood Office was closed on July 1, 1943, following a cut in budget appropriations, and the Los Angeles Overseas Office was formed. The Motion Picture Division analyzed all scripts and reviewed films exclusively from the standpoint of their suitability for distribution overseas.

MOTION PICTURE REVIEWS AND ANALYSES. 1943-45. 10 ft.

567

Reviews and analyses of motion picture films produced in Hollywood, with recommendations concerning the suitability of films for overseas distribution. Included are some related interoffice memoranda and copies of letters of notification to the motion picture studios regarding the suitability of films for overseas distribution. Arranged alphabetically by motion picture studio and thereunder by title of picture.

Records of the Radio Division

RECORDS OF THE RADIO DIVISION. 1942-45. 3 ft.

572

Correspondence, copies of film scripts, and interviews with radio actors and other well-known persons. Arranged alphabetically by subject.

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APPENDIX I

OWI Records Transferred to Federal Records Centers

To the Federal Records Center at St. Louis, Mo.

PERSONNEL FOLDERS FOR EMPLOYEES OF THE OWI IN THE UNITED STATES.

1939-45. 93 ft.

Arranged alphabetically by name of employee.

PERSONNEL FOLDERS FOR EMPLOYEES OF THE OWI OUTSIDE THE UNITED STATES.

1942-46. 14 ft.

Arranged alphabetically by name of employee.

PERSONNEL FOLDERS FOR ALIENS EMPLOYED BY THE OWI. 1942-46. 4 ft.

Arranged alphabetically by name of employee.

PERSONNEL RECORD CARDS FOR ALIEN EMPLOYEES OF THE OWI. 1944-45. 2 ft.

Employment records on 5" x 8" cards. Arranged alphabetically by name of employee.

PERSONNEL FOLDERS FOR EMPLOYEES HIRED LOCALLY AT BARI, ITALY.

1944-45. 1 ft.

Arranged alphabetically by name of employee.

PERSONNEL FOLDERS FOR EMPLOYEES OF THE SAN FRANCISCO OFFICE OF THE OWI.

1942-46. 3 ft.

Arranged alphabetically by name of employee.

PERSONNEL FOLDERS FOR EMPLOYEES OF THE NEW YORK OFFICE OF THE OWI.

1942-46. 2 ft.

Arranged alphabetically by name of employee.

APPENDIX II

Outline of OWI Organization

The following table lists the OWI organization hierarchically as of early 1945. The symbols NA and SD--for the National Archives and the State Department--indicate the location of records of the different units. Where no notation appears after the name of a unit, either its records have been disposed of or no separate body of its records has been identified. Often, however, records pertaining to such a unit will be found among the records of the office or bureau to which it was attached.

Office of the Director	NA-SD
Office of the Historian	NA
Security Office	NA
Security Advisory Board	NA
War Information Board	NA
Committee on War Information Policy	--
Management Services	NA-SD
Executive Officer	SD
Management Planning Division	NA-SD
Personnel Management Division	SD
Division of Finance and Accounts	SD
Division of Operating Services	SD
Regional Executive Office (New York)	SD
Regional Executive Office (San Francisco)	NA-SD
Domestic Operations Branch	NA-SD
Office of the Director	NA-SD
Executive Director	NA
Assistant to the Director	SD
Assistant Director	NA
Speech Clearance Unit	NA
Interagency Publications Committee	BUDGET BUREAU
Office of the Director of War Programs	NA
Deputy Directors	NA-SD
Deputy Director for Economic Stabilization, War Finance, and Taxation	NA
Deputy Director for Food, Gasoline, and Rationing	NA
Deputy Director for Military Information	NA
Deputy Director for Labor and Civilian Welfare	NA
Deputy Director for International Affairs	SD
Deputy Director for Pacific Operations	NA
Senior Deputy Director for Production and Manpower	NA

Domestic Operations Branch (cont.)	
Radio Bureau	NA
Office of the Chief	NA
Allocation Division	NA
Editorial and Production Division	NA
Script Clearance Section	NA
Special Assignment Division	NA
Station Relations Division	NA
Hollywood Office	NA
News Bureau	NA
Office of the Chief	NA
News Editing Division	NA
News Writing Division	NA
Weekly Press Division	NA
Office of the Chief	NA
Rural Press Section	NA
Negro Press Section	NA
Business Press Section	NA
Labor Press Section	NA
Graphics Section	NA
Casualty Section	NA
Foreign Language Section	NA
Division of Photography	NA
Bureau of Graphics	NA
Office of the Chief	NA
Retail Display and Collateral Advertising Section	--
Outdoor and Transportation Advertising Section	NA
Art Section (Washington)	NA
Traffic Section	NA
Art Section (New York)	NA
Bureau of Special Services	NA
Office of the Chief	NA
Public Inquiries Division	NA
Research Division	NA
Press Intelligence Division	NA
Bureau of Field Operations	NA
Headquarters Staff	NA
Field Offices	--
Canadian Section	NA
Bureau of Motion Pictures	NA
Office of the Chief	NA
Theatrical Division	NA
Non-Theatrical Division	NA
Production Division	NA
Office of the Producer	NA
Production Manager	NA
Washington Film Production	NA

Domestic Operations Branch (cont.)	
Book and Magazine Bureau	NA
Office of the Chief	NA
Office of Book Liaison	--
Magazine Liaison (New York)	NA
Research Section	NA
Writers' War Board Liaison Office	--
Editorial Section	--
Records Section	NA
Foreign News Bureau	NA
Office of the Chief	NA
News Operations Division	NA
Overseas Operations Branch	NA-SD
Office of the Director of Overseas Operations	NA-SD
Information Liaison Office	NA
Office of Policy Coordination	NA
Executive Director	SD
Deputy Directors for Areas	SD
Washington Review Board	NA
Bureau of Overseas Intelligence	NA
Office of the Chief	NA
Central Intelligence Division	NA
Regional Analysis Division	NA
Foreign Morale Analysis Division	NA
Office of Communications Control	NA
Office of the Chief	NA
Cryptographic Section (Washington)	--
Records and Distribution Section (Washington)	NA
Records and Distribution Section (San Francisco)	NA
Records and Distribution Section (New York)	NA
Communications Facilities Bureau	NA-SD
Office of the Chief	SD
Planning Division	SD
Pacific Network Division	NA-SD
Office of the Chief	NA-SD
Planning and Research Section	NA
Office of the Chief Engineer	NA-SD
Radiophoto Section	NA
Bronze Network Division (New York)	NA-SD
Radiophoto Division (New York)	NA
Outpost Service Bureau	NA-SD
Office of the Chief	SD
Administrative Division	SD
Special Promotion Division	NA-SD
Editor of the Outpost News	NA-SD

Overseas Operations Branch (cont.)	
Outpost Service Bureau, cont.	
Transportation Procurement and Warehousing Division	NA-SD
Training Division	SD
Washington Office	SD
New York Office	NA-SD
Office of the Chief	NA-SD
Office of Control	NA-SD
Central Control Division	NA-SD
Monitoring Section	SD
Evaluations Division	NA
Propaganda Analysis Division	SD
New York Review Board	NA
News and Features Bureau	NA-SD
Office of the Chief	NA
Basic News Division	NA-SD
Cable Wireless Division (New York)	NA
Cable Wireless Division (San Francisco)	NA
Pictures Division	NA-SD
Features Division	NA-SD
Washington News Division	NA
Radio Program Bureau	NA-SD
Office of the Chief	SD
Language Division	SD
Broadcasting Division	SD
Programming Division	NA-SD
Bureau of Overseas Publications	NA-SD
Office of the Chief	NA
Booklet Division	NA
Russian Division	SD
U.S.A. Magazine Division	NA*
Photo Review and Photo Service Division	NA*
Victory Magazine Division	NA*
Book and Periodical Division	NA*
Printing Division	SD
Art Division	NA
Bureau of Overseas Motion Pictures	NA-SD
Office of the Chief	SD
Operations Division	SD
Production Division	SD
Distribution Division	SD
Foreign Versions Division	NA-SD
San Francisco Office	NA-SD
Office of the Director	NA
Information and Liaison Office	NA
Office of Control	NA

Overseas Operations Branch (cont.)	
San Francisco Office, cont.	
Program Bureau	NA
Office of the Chief	NA
Master Radio Division	NA
Burmese Division	NA
Korean Division	NA
Chinese Division	NA
French Division	NA
Philippine Division	NA
Indonesian Division	NA
Thai Division	NA
Master Radio Division	NA
Japanese Division	NA
Analysis and Research Bureau	NA
Operations Bureau	NA
Office of the Chief	NA
Program Service Division	NA
Production Division	NA
Radio Features Division	NA
Radio Representative of the Operations Bureau (New York)	--
Los Angeles Office	NA
Office of the Chief	NA
Motion Picture Division	NA
Radio Division	NA
Outposts	SD

APPENDIX III.

Selected Reports on Phases of the War Effort

These reports, prepared by the News Writing Division of the News Bureau, OWI, have been selected from the series described in entry 198 of this inventory. They are grouped in subject categories and listed thereunder in chronological order, with undated reports following the dated ones.

Accidents

1. Accidents and Accident Prevention in the Army Air Forces in the Continental United States. Jan. 16, 1944. 15, 1 p. Processed.
2. Accidents in War Plants. Jan. 20, 1944. 11 p. Processed.
3. Farm Accidents. n.d. 3 p. Processed.
4. Fatal Accidents in the United States. n.d. 2 p. Typed.

Air Transport and Airlines

5. Military Transport and Supply. June 20, 1943. 16 p. Processed.
6. The Civil Air Patrol. June 25, 1943. 25 p. Processed.
7. The Air Service Command. Sept. 19, 1943. 15 p. Processed.
8. United States Civil Airlines in the War. Dec. 22, 1943. 14 p. Processed.
9. The Naval Air Transport Service. Jan. 30, 1944. 10 p. Processed.
10. Airborne Forces and the Troop Carrier Command. May 1, 1944. 8 p. Processed.
11. Cargoes Carried by the World-Wide Aerial Freight System. Aug. 28, 1944. 8 p. Processed.
12. Air Evacuation for American Casualties. Mar. 9, 1945. 26 p. Processed.
13. Air Transport in the War. n.d. 35, 13 p. Processed. Includes a catalog of American transport aircraft.

14. The Airlines of the United States at War. Prepared from a report compiled by the Office of War Information. n.d. 28 p. Processed.

Aircraft, United States Military

15. Performance of Military and Naval Aircraft. Oct. 19, 1942. 32 p. Processed.
16. Performance of Combat Aircraft. Oct. 17, 1943. 16 p. Processed.
17. Production of Airplanes and Plans for Disposal of Surplus Planes Following the End of the War. Mar. 30, 1945. 10 p. Processed.
18. The Army B-29. n.d. 8 p. Typed.

Animals

19. Animals in the War. Jan. 28, 1945. 9 p. Processed. Discussion of the part played by horses, dogs, and pigeons in the war.
20. The "K-9 Corps." n.d. 7 p. Typed.

Armed Services

See also Nos. 5-13, 15-18, 103, and 118.

21. Drinking in and Around Army Camps. Dec. 20, 1942. 32 p. Printed.
22. Rights and Privileges of American Servicemen. May 23, 1943. 13 p. Processed.
23. The Type of Information that Servicemen Want in Their Mail. May 27, 1943. 10 p. Processed.
24. Education in the Armed Forces. Aug. 15, 1943. 24 p. Processed.
25. The Rehabilitation of Disabled Soldiers and Sailors. Aug. 23, 1943. 7 p. Processed.
26. Christmas Gifts Desired by Servicemen Overseas. Sept. 8, 1943. 7 p. Processed.
27. Health of the Armed Services. Oct. 17, 1943. 13 p. Processed.

28. Medical Personnel in the Armed Forces. Oct. 20, 1943. 6 p. Processed.
29. The Care of the Wounded. Nov. 17, 1943. 15 p. Processed.
30. Lonely Outposts. Dec. 29, 1943. 13 p. Processed.
31. Age Groups of Enlisted Men and Their Relative Physical Fitness. May 24, 1944. 10 p. Processed.
32. American Invention of Self-Propelled Aerial Torpedoes. June 26, 1944. 1, [2] p. Processed.
33. Awards and Citations to Women in the Service. Aug. 20, 1944. 8 p. Processed.
34. Christmas Gifts Desired by Servicemen and Servicewomen Overseas and Instructions for Mailing. Aug. 21, 1944. 7 p. Processed.
35. Sports in the Armed Forces. Aug. 27, 1944. 3 p. Processed.
36. The Status of the Pacific War. Sept. 27, 1944. 19 p. Processed.
37. The Level of Education of United States Soldiers in World War II in Comparison With That in World War I. Oct. 25, 1944. 2 p. Processed.
38. The Use of Rockets by the Army and Navy. Dec. 5, 1944. 5 p. Processed.
39. V-Mail. Dec. 28, 1944. 5 p. Processed.
40. Weather Strategy. Mar. 25, 1945. 7 p. Processed.
41. The Incidence of Malaria Among American Troops Overseas. May 7, 1945. 6 p. Processed.
42. United States Casualties in the Pacific Area. May 20, 1945. 4 p. Processed.
43. United States Hospital Ships. May 28, 1945. 25 p. Processed
44. Overseas Marriages of Servicemen. n.d. 6 p. Processed.
45. Women in the Armed Services. n.d. 19 p. Processed.

Consumers

46. Women's Hosiery. June 2, 1943. 8 p. Processed.
47. Simplification of Consumer Goods. June 14, 1943. 12 p. Processed.
48. The Supply of Fluid Milk and Cream. Jan. 21, 1944. 4 p. Processed.
49. Prospects for Quality Improvement and Increased Production of Consumer Goods. Mar. 19, 1944. 9 p. Processed.
50. The Paper Situation. Mar. 24, 1944. 26, [2] p. Processed.
51. The Supply of Cosmetics and Toilet Preparations for 1944. Apr. 23, 1944. 4 p. Processed.
52. Cold Storage Capacity for Food. June 26, 1944. 7 p. Processed.
53. The Supply of Passenger Cars Available to the Public. Sept. 13, 1944. 3 p. Processed.
54. The Shortage of Cotton Goods. Sept. 28, 1944. 8 p. Processed.
55. Black Markets. Feb. 19, 1945. 11 p. Processed.
56. Paper Conservation. n.d. 7 p. Processed.

Farming

57. Soil Conservation. Oct. 10, 1944. 6 p. Processed.
58. The Current Problems and Financial Position of Farmers. Nov. 12, 1944. 9 p. Processed.
59. The Farm Machinery Situation. Jan. 31, 1945. 10 p. Processed.
A forecast of production and availability of farm machinery for the year 1945.

Fuel

See also No. 95.

60. Fuel Prospects for the Coming Winter. June 21, 1943. 16 p. Processed.

61. The Civilian Gasoline Supply. Oct. 13, 1943. 9 p. Processed.
62. The Military Use of Gasoline. Nov. 1, 1943. 4 p. Processed.
63. Coal Prospects for 1944. Dec. 14, 1943. 4, 1 p. Processed.
64. A Forecast of the Fuel Situation Through 1944 and 1945. July 17, 1944. 5 p. Processed.
65. Crude Oil Production and the Outlook for Continued Gasoline Rationing. Sept. 13, 1944. 12 p. Processed.
66. The Fuel Outlook for the Winter 1944-45. Nov. 24, 1944. 3 p. Processed.

Germany

67. The Nazi Slave Labor Society. Mar. 28, 1943. 19 p. Processed.
68. The Nazi Religious Policy. May 13, 1943. 7 p. Processed.
69. German Espionage Activities in Hawaii. June 14, 1943. 3 p. Processed.
70. German Heavy Industry. June 15, 1943. 4 p. Processed.
71. The Recovery, Control, and Restitution of Looted Art. Oct. 8, 1944. 6 p. Processed.
72. German Secrets. Aug. 26, 1945. 5 p. Processed.

Health and Medicine

See also Nos. 25, 27-29, 41, and 43.

73. The Shortage of Physicians. Mar. 29, 1943. 12 p. Processed.
74. The Shortage of Physicians and Civilian Health in Wartime. Sept. 6, 1943. 31 p. Processed.
75. Penicillin. Feb. 20, 1944. 3 p. Processed.
76. Venereal Diseases Among Civilians in the United States. Apr. 28, 1944. 8 p. Processed.
77. Child Care Services for Working Mothers. Apr. 30, 1944. 4 p. Processed.

78. The Shortage of Nurses. May 17, 1944. 4 p. Processed.
79. Emergency Maternity and Infant Care. n.d. 3 p. Typed.

Japan

80. The Japanese Sailor and His Fleet. Apr. 4, 1945. 6 p. Processed.
81. The Japanese Aviator; His Characteristics, Training, Weapons, and Equipment. June 7, 1945. 14 p. Processed.

Labor

82. Progress Report on Manpower. May 24, 1943. 7 p. Processed.
83. The Campaign of Dayton and Springfield, Ohio, to Balance Their Manpower Needs. Aug. 26, 1943. 13 p. Processed.
84. Increased Production Achieved by the War Workers' Suggestion Plan. Mar. 2, 1944. 7 p. Processed.
85. Labor Turnover in Industry. Mar. 7, 1944. 5, 2 p. Processed.
86. The Employment of Women. Apr. 14, 1944. 17 p. Processed.
87. The Effect of Cutbacks and Other War Production Adjustments on the Employment of Women. Apr. 17, 1944. 6 p. Processed.
88. The Wartime Employment of Nonwhite Shipyard Workers. May 10, 1944. 4 p. Processed.
89. Training American Workers for War Production. Oct. 27, 1944. 8 p. Processed.
90. Absenteeism. n.d. 8 p. Processed.

Liberated Areas

See also No. 104.

91. The City and People of Naples. Sept. 3, 1944. 16 p. Processed.
This report deals with the rehabilitation of the city and the relief of its people under Allied military control.
92. United States Aid in Reestablishing the Civilian Economy of France. Feb. 4, 1945. 16 p. Processed.

93. Preliminary Draft of a Report to the President on Relief and Rehabilitation of Liberated Areas of Europe. Prepared by the Office of War Information in collaboration with the State Department and other Government agencies. July 2, 1945. 9 p. Processed.
94. The Critical Needs of the Liberated Areas of Europe. July 29, 1945. 5 p. Processed.
95. The Coal Situation in Liberated Europe. Sept. 2, 1945. 18 p. Processed.
96. The Food Situation in Liberated Europe. Sept. 16, 1945. 28 p. Processed.

Miscellaneous Topics

97. Wartime Problems and Conditions in Baltimore, Md. May 8, 1943. 20 p. Processed.
98. Facts About the United Nations. May 1943. 21 p. Processed.
99. United States Fisheries. Sept. 3, 1943. 8 p. Processed.
100. Federal-State Cooperation on War Problems. Sept. 6, 1943. 15 p. Processed.
101. United States Communications in the War. Oct. 3, 1943. 17 p. Processed.
102. Recreation in Wartime. Feb. 25, 1944. 4 p. Processed.
103. Scientific Packaging Developments on the Military and Home Fronts. Apr. 30, 1944. 3 p. Processed.
104. Economic Conditions in Italy. Oct. 27, 1944. 17 p. Processed.
105. China in the War. Jan. 12, 1945. 17 p. Processed.
106. From War to Peace; a Challenge. Prepared by the Office of War Mobilization and Reconversion in collaboration with the Office of War Information. Aug. 1945. 31 p. Processed.
107. The Civil Rights Section of the Department of Justice and Its Drive Against Peonage, Involuntary Servitude, and Other Violations of Civil Rights. n.d. 3 p. Processed.

108. Prefabricated Panel Houses for Great Britain. n.d. 3 p. Typed.
109. Jet and Turbo Gas Power. n.d. 53 p. Processed.

Production

See also Nos. 17, 65, 84, and 87-89.

110. War Production in Detroit. Jan. 31, 1943. 13 p. Processed.
111. Curtailment of War Production. Jan. 7, 1944. 5 p. Processed.
112. Production and Manpower in Critical Categories of Military Equipment. Aug. 28, 1944. 10 p. Processed.

Transportation

See also Nos. 5-14.

113. Wartime Passenger Travel. Dec. 19, 1943. 6 p. Processed.
114. Railroads. June 26, 1944. 3 p. Processed.
115. Highways of the United States. July 23, 1944. 3 p. Processed.
116. The Merchant Service in War and Peace. Nov. 3, 1944. 13 p. Processed.
117. The Effect of Victory in Europe on the Rail Transportation Load in the United States. n.d. 5 p. Typed.
118. The Transportation Corps of the Army. n.d. 5 p. Typed.

Veterans

119. The Employment and Training of Discharged Veterans. Dec. 12, 1943. 10 p. Processed.
120. Discharged Veterans of World War II and Their Placement in Civilian Jobs. June 4, 1944. 11 p. Processed.
121. The Servicemen's Readjustment Act of 1944 and Its Benefits to the Veteran and to Higher Education. Sept. 8, 1944. 6 p. Processed.

APPENDIX IV

Selected OWI Publications and Issuances for Overseas Distribution

In separate sections of this appendix are listed selected books, booklets, leaflets, Japanese leaflets, magazines, and medical publications distributed abroad by the Overseas Operations Branch of the OWI. Record copies of these and other issuances and publications are in the series described in entry 466 of this inventory. Under each section or subsection below, the titles are arranged alphabetically. If no language notation is made after a title, the publication is available among OWI records only in the language used in the title.

Books

All the books listed below were published under the imprint of Overseas Editions, Inc., New York.

America. By Stephen Vincent Benét. Apr. 1945. 88 p.
A brief history of the United States.

American High Command Report. By Gen. George C. Marshall, Adm. Ernest J. King, and Gen. Henry H. Arnold. May 1945. 375 p.
French.

Audubon. By Constance Rourke. June 1945. 248 p.
French.

Benjamin Franklin. By Carl Van Doren. Apr. 1945. 496 p.

Bombs Away! By John Steinbeck. May 1945. 150 p.
French.

Boy on Horseback. By Lincoln Steffens. May 1945. 177 p.
French.

Captain Retread. By Donald Hough. n.d. 214 p.
French.

Citizen Tom Paine. By Howard Fast. June 1945. 276 p.

Daybreak for Our Carriers. By Max Miller. Mar. 1945. 119 p.
The author was a lieutenant commander in the Navy.

For Whom the Bell Tolls. By Ernest Hemingway. June 1945.

- G. I. Joe. By Ernie Pyle. Apr. 1945. 408 p.
- George Washington Carver. By Rackham Holt. June 1945.
French. A biography.
- How America Lives. By J. C. Furnas. May 1945. 142 p.
- How New Will the Better World Be? By Carl L. Becker. Aug. 1945. 178 p.
A discussion of postwar reconstruction.
- The Human Comedy. By William Saroyan. May 1945. 212 p.
Italian.
- Into the Valley. By John Hersey. Mar. 1945. 86 p.
Italian.
- Men of Science in America. By Bernard Jaffe. Sept. 1945. 502 p.
- On Native Grounds. By Alfred Kazin. Apr. 1945. 432 p.
An interpretation of modern American prose literature.
- One Man's Meat. By E. B. White. Mar. 1945. 342 p.
German.
- The Raft. By Robert Trumbull. May 1945. 147 p.
- Report from Tokyo. By Joseph C. Grew. Mar. 1945. 100 p.
French.
- The Road to Teheran. By Foster Rhea Dulles. June 1945. 244 p.
The story of Russian-American relations, 1781-1943.
- Science Yearbook (1944). By John D. Ratcliff. July 1945. 250 p.
German.
- Tarawa. By Robert L. Sherrod. June 1945. 182 p.
French.
- Thomas Jefferson. By Gilbert Chinard. Apr. 1945. 372 p.
French.
- U.S. Foreign Policy and U.S. War Aims. By Walter Lippmann. May 1945.
269 p.
English and French.

Booklets

Unless otherwise indicated, the titles listed below were published by the Overseas Operations Branch in New York City. Most of the booklets were printed; if they were issued in some other form, the form is given in the entry concerned. Except where noted, the booklets are in the language of the title only.

Agli Italiani. n.d. 20 p.

Portrait of Garibaldi on cover.

Air Transport and the War. 1945. ca. 60 p.

"Slick-paper" booklet, more than half pictures, covering wartime air-transport activities of all Allied Nations.

Alphabet Primer of Friendship. 5 eds., Apr. 1944-Feb. 1945. 32 p.

French, Italian, Serb, Croat, and Slovene. Text and colored pictures illustrating United States history and war aims, with a page for each letter of the alphabet. There are differences in the editions other than those of language.

America at War. Mar. 1942. 4 p.

Chinese, Czech, English, French, Hungarian, Portuguese, Spanish, Swedish, and Turkish. A folder on United States war production, with a chart showing the percentage of the world's resources controlled by the democracies and the Axis.

American Arms for the French. OWI, Overseas Operations Branch. London, Mar. 1944. 24 p.

French. Text with photographic illustrations.

The American Army in Europe. OWI, Overseas Branch, and U.S. Information Service. New York, Sept. 1945. 120 p.

The text consists of articles reprinted from newspapers and magazines by well-known writers, among them Ernie Pyle, Martha Gellhorn, Quentin Reynolds, and John Steinbeck. Illustrated.

American Cities of French Origin. Nov. 1944. 24 p.

French. The story of seven cities of the United States that were settled by the French. Illustrated.

American Comments on the Swedish Journalists' Tour of the U.S. May 1943. 32 p. Processed.

Reproductions of newspaper articles and news pictures of a visit of five Swedish journalists in 1942.

American Farmer. OWI. Cairo, Egypt, n.d. ca. 26 p.
Arabic. Produced by the Cairo office of OWI.

The American Program for the Defeat of Japan; President Truman's
Message to the Congress of the United States June 1, 1945. U.S.
Information Service. New York, 1945. 32 p.

America's Civilian Leaders. Dec. 1943. 16 p.
Italian.

America's Fighting Men. Jan. 1944. 16 p.
Italian and French. Sketches of typical American servicemen, their
backgrounds, and their service roles. Illustrated.

America's Military Leaders. Dec. 1943. 16 p.
Italian. Pictures, with captions, of United States ranking officers
and descriptions of their backgrounds and duties.

America's War Planes. July 1943. 32 p.
Italian. Four-color illustrations and descriptions of Army and Navy
planes.

L'Amérique d'Abraham Lincoln et la France. By Gilbert Chinard. 1945.
38 p.
The story of the striking of a commemorative medal in honor of Lincoln.

Angriff. London Office, OWI. London, England, ca. 1943. 16 p.
Photo-booklet, chiefly of United States aircraft.

April 12, 1945. . . n.d. ca. 50 p. Processed.
Statistical and narrative report of the OWI's handling of the news of
President Roosevelt's death and of President Truman's taking office.

Arabic Leaders. n.d. ca. 100 p.
Arabic. Illustrated with photographs.

Armes américaines pour les forces françaises. n.d. 20 p.

Art for the Millions. Société des Amis de l'Art, in collaboration with
OWI. Cairo, Egypt, 1944. ca. 36 p.
Partly in English, partly in Arabic, this illustrated booklet was pre-
pared for distribution at an exhibit of American applied art in Cairo,
Mar. 25-Apr. 8, 1944.

Atrocities in German Concentration Camps. June 1945. 32 p.
German text, with photographs.

Salvatore Auceello. May 1944. 8 p.

Italian; Italian-American Artists Series. A brief biography and representative reproductions of the artist's work.

Battle for Africa. Apr. 1944. 48 p.

French, Italian, Spanish, and Portuguese. A history of the war in Africa from the Ethiopian invasion in 1935 through 1943. Map and illustrations.

Battle of the Atlantic. July 1944. 32 p.

French, Italian, Spanish, Portuguese, Dutch, and Polish. The story of the fight to make the Atlantic safe for convoys. Illustrated.

Big Bombers of the U.S.A. Feb. 1944. 16 p.

Portuguese and Spanish. A pamphlet, more than half photographs, about U.S. heavy bombers.

Building a Ship in 4 Days, 15 Hours, 25 Minutes. Oct.-Nov. 1943. 16 p.

Portuguese, Spanish, English, and French. Text (more than half photographs) on building of the Liberty Ship Robert E. Peary in the Kaiser shipyards.

Carrier War. By Oliver Jensen, USNR. 1945. 172 p.

With a foreword by Artemus L. Gates. About half of the book consists of photographs and illustrations.

Carte illustrée des États Unis d'Amérique. OWI, Overseas Branch. New York, Apr. 1943. 1 p. Printed.

French, Italian, Portuguese, and Spanish. A map, in color, showing States, cities, resources, and principal regional characteristics of the United States.

The Century of the Common Man. By Henry Agard Wallace. 1942-43. 32 p.

English, French, Afrikaans, Spanish, Italian, Norwegian, and German. A speech given at a Free World Association meeting in New York.

Children of the U.S.A. Nov. 1943, Feb. 1944. 64 p.

Text and illustrations showing the democratic way of bringing up children.

Chinese Air Cadet. Apr. 1942. 20 p.

Chinese. A booklet on the training of Chinese pilots in the United States, chiefly pictures.

- Christianisme et démocratie. By Jacques Maritain. Jan. 1944. 64 p.
- Come gli Americani di origano italiano combattono per un'Italia libera.
July, Aug., Sept., 1943. 16 p.
The war contributions of both famous and ordinary Italian-Americans, illustrated with photographs.
- Conquering the U-Boat. Nov. 1943. 8 p.
French and Italian.
- Convoy System by the U.S. Merchant Marine. Jan. 1944. 12 p.
Spanish. The booklet describes the scope, maintenance, and operation of the convoy system. It consists chiefly of photographs and captions.
- Jon Corbino. May 1944. 8 p.
Italian; Italian-American Artists Series. Background sketch and representative pictures of the artist's work.
- De la démocratie en Amérique; extraits. By Alexis de Tocqueville.
Dec. 1944. 72 p.
Extracts from De Tocqueville's account of American democracy, with a preface by Gilbert Chinard.
- Declaration of the Rights of Man. By Gilbert Chinard. OWI, Overseas Operations Branch, New York, and Institut Français de Washington.
38 p.
French. A collection showing the mutual influence of democratic thought in the United States and France at the time of the American and French Revolutions.
- Documents of Liberty. July-Dec. 1944. 80 p.
Italian, French, Polish, Czech, and Dutch. The booklet reprints basic American documents, from the Mayflower compact to the pledge of Philippine independence.
- Education for Death. By Gregor Ziemer. Aug.-Oct. 1942. 48 p.
Spanish, Portuguese, French, and Italian. A pamphlet condensation of the book of the same title.
- Eisenhower on War and Peace. By Dwight D. Eisenhower. ca. 1945. 36 p.
A pamphlet consisting of statements, proclamations, orders, and messages. With photographs.
- Elections in the United States. Sept. 1944. 32 p.
French, Italian, and Spanish. A description of the political party system and electoral procedure.

- Entrainment d'unités françaises aux États-Unis. Sept. 1944. 16 p.
 Story of the training of French army, navy, and air personnel in the United States and their instruction in the use of equipment. Illustrated with photographs.
- Facts about the United States. Sept. 1943-June 1944. 16 p.
 French, Italian, Danish, Flemish, Dutch, German, and Norwegian. Pertinent political, historical, and geographical facts, illustrated with photographs of city and country scenes in the United States.
- Guardacoste degli Stati Uniti. Feb. 1944. 8 p.
 The wartime activities of the Coast Guard. Illustrated.
- A Five-Syllable Sentence Meaning "Adolf, Wo Bist Du." New York, n.d. 16 p.
 English. Apparently a nonofficial office booklet for the staff of OWI, Overseas Branch, New York Office only.
- The Four Documents Signed at the Moscow Conference. June 1944. 6 p.
 English, French, Spanish, and Portuguese. Documents signed by American, British, Russian, and Chinese representatives; declarations regarding Italy and Austria; statement on atrocities.
- The Four Freedoms. May 1942. 28 p.
 French, Spanish, Portuguese, and Afrikaans.
- France--Amérique; histoire d'une amitié. OWI Overseas Operations Branch, London Publications Division. London, n.d. 68 p.
- France and the United Nations. Nov. 1943. 8 p.
 French. Official statements made by United Nations leaders regarding France and the French people.
- Franco-American Friendship. May 1944. 8 p. Printed.
 French. A discussion of Franco-American friendship, with quotations from Roosevelt, Hull, Eden, Stalin, and others.
- French Destroyers (Sénégalas). Jan. 1944. 8 p.
 French. Text, with photographs, concerning new warships being launched in the United States, particularly the Destroyer Sénégalas, for French navy.
- "Fuori I Tedeschi"--Italian Mystery Book. Sept. 1942. 24 p.
 Italian text and cartoons ridiculing the Germans and Italian subservience to them.

Greece Unvanquished. July 1944. 8 p.

Greek. A brief review of Greek participation in the war.

A Handbook of the United States of America. Jan. 1, 1943. 182 p.

Especially prepared for use overseas, both for reference and for dissemination through the press, radio, or other means, at the discretion of OWI Outpost men. The booklet treats Government, geography, history, culture, and the war effort and contains maps and charts.

Hommage des Nations Unies à la France. Mar. 1944. 32 p.

A collection of messages to the French people from leaders of the United Nations.

How the U.S. Government Works. Aug. 1944. 32 p.

Italian, French, and Spanish.

How to Identify U.S. Forces. June 1944. 40 p.

English, French, German, Norwegian, Dutch, Italian, Greek, and Danish. Four-color illustrations and captions showing rank, service branch, and rating of United States servicemen.

Hunter No. 6 Press and Typesetter. n.d. 8 p.

Contains text and illustrations on assembling and operating the machine.

"I am not crazy enough to want war" . . . Hitler. 1942. 32 p.

English, Afrikaans, French, Greek, Italian, Portuguese, Spanish, Icelandic, German, Persian, Arabic, and Japanese. Text and photographs of Hitler's speeches and actions.

Il n'existe pas deux nations plus unies par les liens de l'histoire et de l'amitié. OWI, Overseas Operations Branch. London, England, n.d. 8 p. Printed.

Tributes to France from Roosevelt, Hull, and others.

Italian-American Artists Series. See Salvatore Aucello, Jon Corbino, Luigi Lucioni, Antonio and Giovanni Martino, Pietro Montana, Ernest Pellegrini, Attilio Piccirilli, Umberto Romano, Concetta Scaravaglione, and Joseph Stella.

These booklets, alphabetized under the artists' last names, give background sketches and contain representative pictures of the artists' work.

Italy Fights With the United Nations. Mar. 1944. 8 p.

Italian. Text and photographs with captions.

- John's Book. 1943-44. 32 p.
 English, Afrikaans, French, and Portuguese. Elementary book, pictures with some 200 words of text, about a little boy whose father is a pilot in the U.S. Ferry Command. It includes pictures to be colored by young readers.
- The Last Phase; Allied Victory in Western Europe. By Walter Millis. Interim International Information Service. ca. 1945. 90 p.
- Life of Franklin D. Roosevelt. June, July 1942. 20 p.
 English, Afrikaans, Portuguese, Swedish, Icelandic, Chinese, French, Spanish, Arabic, Turkish, Persian, and Hebrew.
- Luigi Lucioni. Feb. 1944. 8 p.
 Italian; Italian-American Artists Series. Brief biography and representative reproductions of the artist's works.
- A Marinha Mercante Na Guerra. n.d. 36 p.
 The story of the ships and men who make up the Merchant Marine; illustrated with photographs.
- Fratelli Martino (Antonio and Giovanni Martino). n.d. 8 p.
 Italian; Italian-American Artists Series. Brief biographies and representative reproductions of the artists' works.
- Medal of Honor. July 1944. 40 p.
 English, French, Flemish, Dutch, Portuguese, and Spanish. A discussion of the men and deeds that won the Congressional Medal of Honor between Dec. 7, 1941, and Dec. 7, 1943, with emphasis on the Pacific Theater. Illustrated.
- Pietro Montana. May 1944. 8 p.
 Italian; Italian-American Artists Series. Brief biography and representative reproductions of the artist's work.
- Moscow Conference. See Four Documents Signed at the Moscow Conference.
- Music in the U.S.A. May-Oct. 1944. 24 p.
 English, Italian, French, Portuguese, and Spanish. Booklet on music and musicians in the United States. Illustrated.
- Nazi War Against the Catholic Church. The U.S. National Catholic Welfare Conference. 1942-44. ca. 144 p.
 English, Dutch, French, German, Greek, Italian, Portuguese, Spanish, Czech, Polish, and Serbo-Croat.

Les New-Yorkais saluent les marins français qui combattent pour la liberté. Apr. 1944. 8 p.
Text and photographs concerning the reception of French marines and sailors in New York.

Nouveau navire destiné à la flotte française. 6 p.

The Opportunity for Freedom. By Cordell Hull. Sept. 1942. 42 p.
English, Afrikaans, French, Arabic, Icelandic, Spanish, Hindustani, Portuguese, Norwegian, Dutch, Persian, and Hebrew. Reprint of an address to the American people, given on July 23, 1942.

OWI in the ETO. London, England, 1945. 48 p.
Pamphlet reporting the activities of the OWI in the European Theater from Jan. 1944 to Jan. 1945.

Ernest Pelligrini. May 1944. 8 p.
Italian; Italian-American Artists Series. Brief biography and representative reproductions of the artist's work.

The People's War and the People's Peace. By John Gilbert Winant. Oct. 1942. 16 p.
English, French, Spanish, Portuguese, Norwegian, Afrikaans, Arabic, and Icelandic. Reprint of an address at the Durham Miners' Association Hall, Durham, England, June 6, 1942.

Attilio Piccirilli. May 1944. 8 p.
Italian; Italian-American Artists Series. Brief biography and representative reproductions of the artist's work.

Le Populaire, "Organe du Parti Socialiste." France [?]. Jan. 1944. 4 p.
Photostated.
A French underground newspaper.

Quelques faits concernant les États-Unis. Service of Anglo-American Information. n.d. 16 p.

Report from America; The U.S. Goes to War. Apr. 1942. 56 p.
English, Spanish, Portuguese, French, Afrikaans, Chinese, and Persian. Text and photographic illustrations, some in color.

The Resources of America Compared With the Resources of Japan. June-Sept. 1942. 24 p.
English, Japanese, and Chinese. A graphic booklet showing by symbols the superiority of American resources over Japanese.

The Right of People to Their Freedom. By Sumner Welles. 1942-43. 28 p.
English, French, Portuguese, Afrikaans, Spanish, Norwegian, and German.

Umberto Romano. Apr. 1944. 8 p.

Italian; Italian-American Artists Series. Background sketch and representative reproductions of the artist's work.

President Roosevelt's Unanswered Letter to the Emperor Hirohito.

Mar. 1942. 4 p.

English and Japanese. A leaflet with the letter reproduced both in English and Japanese, and a booklet entirely in Japanese. Illustrated with photographs of Roosevelt and Hirohito.

Rural America; Farms and Farmers in the United States. By Archibald Robertson. OWI, Overseas Operations Branch, and U.S. Information Service, in cooperation with the Department of Agriculture, 1945.
112 p.

Text with photographs, maps, and illustrations.

Salute, Siciliani. Sept. 1943. 8 p.

Messages from representative Americans of Sicilian ancestry. Illustrated with their photographs.

Concetta Scaravaglione. May 1944. 8 p.

Italian; Italian-American Artists Series. Brief biography and representative reproductions of the artist's work.

Since 1939. Mar.-May 1944. 56 p.

Italian, French, and Greek. A history of the war, 1939-43; chiefly photographs.

Small Town, U.S.A. Dec. 1943-Sept. 1944. 36 p.

English, Afrikaans, and Spanish. Photographs, with captions, and brief text on life in an ordinary American community.

Joseph Stella. Apr. 1944. 8 p.

Italian; Italian-American Artists Series. Background sketch and representative pictures of the artist's work.

The Story of the United States Government. Jan. 1945. ca. 45 p.

English and Portuguese. Chiefly drawings, with some text.

Tarawa. Aug. 1944. 7 eds., 64-76 p.

English, Dutch, Norwegian, Spanish, French, Portuguese, Danish, and Afrikaans. Half text, half photographs of the first great island fight.

Tell the World It's "American." By Harold D. Frazee. July 1944. 36 p.
Processed and printed.

Book, partly handmade, showing manufacturers how to use "U.S.A." labels on commercial shipments abroad. Illustrated.

The Third Reich. Aug. 1945. Galley proofs.
German.

This is the U.S.A. July 1944-Jan. 1945. 48 p.

French, Italian, Dutch, Spanish, Czech, Slovak, and Arabic. Brief introductions and captioned pictures describing the geographic sections of the United States.

Three Men in a Tub. May 1942. 20 p.

English, French, Portuguese, Spanish, Afrikaans, Greek, Arabic, Chinese, Japanese, Persian, and Swedish. Text and drawings; story of Hitler, Mussolini, and Tojo on an imaginary trip in a tub.

Truman. 1945. 12 p.

French. Biography, speeches, pictures, and an appraisal of President Truman.

Twenty-six Nations. Apr. 1942. 32 p.

English, Chinese, French, Afrikaans, Portuguese, Spanish, Icelandic, and Persian. Chiefly pictures of United Nations wartime activities.

UNRRA Conference. May 1944. 8 p.

Italian, Portuguese, and Spanish. Reprint from Victory, with color photographs of an UNRRA session at Atlantic City, N.J.

United Nations Restore a Liberated Country. 16 p.

Italian. Text, illustrated with photographs, describing the liberation of North Africa.

The United States at War. Oct. 1944. 40 p.

English and French. Textbook describing the United States resolution to end Fascism and the United States production and Armed Forces.

U.S. Navy. Mar. 1942. 48 p.

Chinese, Spanish, Portuguese, and Afrikaans. A pictorial pamphlet, with some text, describing the various elements of the fleet.

Gli S. U. nel Pacifico. Dec. 1943. 8 p.

Pamphlet with many photographs.

Unlucky Soldier. ca. Nov. 1942. 20 p.

Japanese. A story, in pictures with captions, of a Japanese soldier from his entrance into the army until his death.

War in the Pacific. Aug. 1943. 48 p.

Italian and French. Covers the war against Japan from the Japanese attack on Manchuria in 1931 through the Allied occupation of the Gilbert Islands in 1943. Illustrated.

War Messages of Franklin D. Roosevelt, 1st ed. Jan. 1943-May 1944.

80 p.

English, French, Italian, and Dutch. Addresses to the people and the Congress of the United States and to other nations, from Dec. 7, 1941, to Oct. 30, 1942.

The War Messages of Franklin D. Roosevelt; Supplement: November 7, 1942 to July 30, 1943. Feb.-May 1944. 80 p.

English and Italian. Addresses from Nov. 7, 1942, to July 30, 1943.

The Weapon of Ultimate Victory. June 1942. 24 p.

English, Afrikaans, French, Spanish, Portuguese, Arabic, Japanese, Italian, German, Dutch, and Norwegian. A pamphlet about U.S. bombers; chiefly photographs. There are textual differences in the editions.

What is an American? By St. John de Crèvecoeur. Dec. 1944. 48 p.

French. A selection from Crèvecoeur's Letters of an American Farmer, with an introduction by Gilbert Chinard.

What Is Happening to Italian Prisoners of War. Sept. 1943. 20 p.

Italian.

What We Fight for. Sept. 1944. 128 p.

Polish. Extracts from speeches by Roosevelt, Wallace, and Hull.

Why We Fight. May-July 1944. 32 p.

Greek, Norwegian, Danish, Italian, and French. A collection of official documents and statements defining and emphasizing the aims and principles of the United Nations. Each language edition is especially angled for its readers.

Wings of America. Mar. 1944-Mar. 1945. 24 p.

Afrikaans, French, Portuguese, Spanish, Italian, and Dutch. A cartoon booklet tracing the development of aircraft from the Wright brothers' plane to World War II bombers.

Women of the U.S.A. May 1944-June 1945. 40 p.

Italian, Portuguese, Spanish, and Dutch. Discusses the life of the American woman as housewife, worker, and warworker, with special sections on women participating in sports, motion pictures, and the arts. Illustrated.

Leaflets

The following is a selected list of some of the more general leaflets distributed by OWI abroad. All were printed by the Overseas Operations Branch in New York. Unless otherwise noted, a leaflet is available only in the language of its title.

The Bell. By Donald Culross Peattie. 1942. 4 p.
A history of the Liberty Bell.

Ligue des anciens pilotes volontaires américains de l'armée française.
1942. 4 p.

French. An appeal to Pétain from World War I veterans of the Lafayette Escadrille.

My Countrymen! By Manuel Quezon. 1942. 2 p.

English and Tagalog and English and Visayan. Text, United States and Filipino flags, and photographs of Quezon and Quezon and Roosevelt.

A Story of the Courage, Stamina, and Resourcefulness of American Navy Men. 1942. 4 p.

English, Portuguese, French, Spanish, Persian, Icelandic, Chinese, and Afrikaans.

To the People of the Philippines. n.d. 2 p.

Parallel columns of English and Tagalog. A message from President Roosevelt to the Filipinos, with photographs of Roosevelt, Quezon, and MacArthur and of planes, warships, and schools.

Die Waarheid Omtrent die Verwoesting van Rotterdam. 1942. 4 p.

A leaflet reproducing a letter of June 27, 1940, signed by H. G. Winkelman, other textual material, and a photograph of bombed Rotterdam.

Japanese Leaflets

These leaflets, prepared for use in Pacific areas that were under the control of Japanese troops, were printed by OWI's Overseas Operations Branch, New York.

America Keeps Her Promises. n.d. 2 p.

English and Tagalog. Addressed to the people of the Philippines.

- Ask Your Friends. 1942. 4 p.
 Japanese. Text and photographs showing United States production lines of tanks, guns, planes, and ships.
- Cormorant. 1942. 2 p.
 Japanese. A multicolored leaflet showing Hitler and Japanese military "cormorants."
- The Flower Petals Fall. n.d. 4 p.
 Japanese. Text, with photographs of earthquake ruin in Yokohama, bomb damage in a European city, and other scenes.
- From the Northeast. 1942. 2 p.
 Japanese. A multicolored leaflet showing planes approaching Japan from the northeast, and falling bombs.
- Jap Newspaper Extra No. 1. 1943. 1 p.
 Japanese. A replica of a Japanese newspaper extra, with the masthead Osaka Mainichi.
- Jap Newspaper Extra No. 2. 1943. 1 p.
 Japanese. Replica of a Japanese newspaper extra sheet, printed on newspaper stock.
- Kiri Leaf. 1942. 2 p.
 Japanese.
- [Kiska Leaflet.] 1942. 2 p.
 Japanese. Green and black leaflet showing distance from Japan to Kiska, with text.
- Lantern Bearer. 1942. 2 p.
 Japanese. Colored leaflet, with text, showing a Japanese acting as Hitler's lantern-bearer.
- [Microleaflet--Bomb Damage.] OWI, Overseas Branch. New York, Aug. 1942. Japanese. Foldout, with photographs of bomb damage at Rostock on one side and text on the other.
- [Microleaflet--Plane.] OWI, Overseas Branch. New York, Aug. 1942. Foldout 5 p.
 Japanese. Foldout, with photograph of a B-17 on one side and text on the other.

[Microleaflet--Tank.] OWI, Overseas Branch. New York, Aug. 1942. 5 p.
Japanese. Foldout, with photograph of an M-4 tank on one side and text on other.

Peaceful is Morning in the Shrine Garden. 1942. 4 p.
Japanese. Picture of shrine garden, handwritten poems by Hirohito, and text.

[Police.] 1943. 2 p.
Japanese.

The Rickshaw Man. 1942. 2 p.
Japanese. Printed leaflet, with text, showing a Japanese soldier pulling Hitler in a rickshaw.

Secrets of the Japanese Military. 1942. 4 p.
Japanese.

[Surrender Leaflets.] Nos. 10-13c. 2 p.
Six leaflets, in Japanese, some with "surrender pass" or "security pass" in English, addressed to American soldiers. The leaflets show dead Japanese soldiers, pictures of Japanese prisoners eating or smoking, and pictures of food ready to be eaten.

[Surrender Passes.] 1942 and Nos. 4 and 5, n.d.
Four passes, with text in Japanese and "security pass" or "surrender pass" in English.

K. J. Series

[Leaflet.] n.d. 2 p.
Japanese. Text, with photograph of Japanese prisoners exchanging cans of "C" rations.

[Leaflet.] n.d. 2 p.
Japanese.

[Leaflet.] OWI, Overseas Branch. n.d. 2 p.
Japanese. Text, with photograph of a United States soldier giving a cigarette to Japanese casualty.

P. A. Series

Ask Yourself These Questions. n.d. 2 p.
English and Tagalog. Text, with a cartoon of a Japanese octopus grasping the Philippines.

- Bataan . . . Shrine to Filipino Heroes. n.d. 4 p.
 English and Tagalog. Text, with photograph of the bombing of the aircraft carrier Bataan.
- Did You Vote for This Man for President? n.d. 4 p.
 English and Tagalog. Text, with photograph of the puppet Filipino president, Filipino and American flags in color, and United Nations flags.
- Don't Let the Japanese Fool You. By Manuel Quezon. 4 p. Printed.
 English and Tagalog.
- I Shall Keep the Soldiers' Faith. n.d. 4 p.
 English and Tagalog. Chiefly photographs of General MacArthur.
- Many Roads Lead Right to Tokyo. OWI, n.d. 2 p.
 English and Tagalog. Shows bombers and warships converging on Tokyo.
- A Message to Every Filipino. By Manuel Quezon. New York, Commonwealth of the Philippines, n.d. 4 p.
 English and Tagalog.
- A New Nation. n.d. 4 p.
 English and Tagalog. Text and montage of articles about the Philippines and of New York Times front pages, with photograph of a Filipino soldier superimposed.
- On December 28, 1941. 4 p.
 English and Tagalog. Statement to the people of the Philippines by President Roosevelt. The front and back of this leaflet form the American flag in color.
- Planning the Liberation of the Philippines. 4 p.
 English and Tagalog. Photographs and text concerning Roosevelt, Quezon, and plans for the Philippines.
- See You in Manila. n.d. 16 p.
 English and Tagalog. Color photographs and text on the training of Filipinos in the United States Army.

C. W. Series

[Leaflet.] n.d. 2 p.

Chinese [or Japanese?]. Text and a photographic negative for reproduction, showing United States island conquests, sent to Outposts for local printing in plastic plate form.

T. F. Series

[Leaflet.] n.d. 2 p.

Japanese. Text, with photographs of Chiang Kai-shek and Roosevelt, with the Japanese militarist octopus between them.

[Leaflet.] n.d. 2 p.

Japanese. A leaflet explaining why Taiwan [Formosa] must be bombed and advising people to keep away from defense establishments.

[Leaflet.] n.d. 2 p.

Japanese. Text and cartoon depicting the Japanese in Taiwan as monkeys diving into the sea to escape American bombs.

[Leaflet.] n.d. 4 p.

Japanese. Text with photographs showing dead Japanese.

[Leaflet.] n.d. 2 p.

Japanese. Map of the area around Japan, with arrows pointing to that country. Text on back.

[Leaflet.] 1944. 4 p.

Japanese. Text, with photographs showing wrecked Japanese planes and an American pilot in his cockpit.

C. C. Series

Havoc. OWI, Overseas Branch. n.d. 2 p.

Chinese. Leaflet with text and cartoon showing Japanese soldiers dying in explosions and burning ruins.

P. M. Series

Which Do You Like? n.d. 2 p.

Leaflet, on one side shows Japanese and their flag over a Filipino school; on the other side is the text.

Which Do You Like? n.d. 2 p.

Leaflet, on one side showing Japanese soldier leading a Filipino girl into a brothel; on the other side is the text.

Which Do You Like? n.d. 2 p.

Leaflet showing a Filipino bowing to a Japanese and shaking hands with an American soldier.

Magazines

The Overseas Operations Branch of OWI published, both in New York and abroad, several magazines for distribution overseas. In the following list, the language of the title is also the language of the text of the magazine.

American News. Johannesburg, Union of South Africa, May 1, 1944.

8 p. Processed.

An illustrated miniature newspaper of United States news.

Amerika. New York, Jan.-July 1945. 3 nos., 52 p. Printed.

Die Amerikanische Rundschau. New York, June-Oct. 1945. 4 nos, 96 p. Printed.

Consists chiefly of translations of articles by American authors, including Oliver La Fargé, Wendell Wilkie, William Soroyan, and others.

L'Amérique. n.d. 1 no. 64 p. Printed.

Airborne edition; almost identical with vol. 1, No. 3 of U.S.A.

Ameryka. 1945. 1 no. 78 p. Printed.

A picture magazine on life in the United States, for circulation in Poland. With a penciled note, "Special edition of Victory."

Comment from the American Press. OWI, Overseas Branch. Dublin, Eire, 1942-1943. 4 p. each issue. Printed. A weekly digest of American editorial opinion.

Glas Pobede. Published jointly by OWI and the British Ministry of Information. n.d. 3 issues, 31 p. each. Printed.

A monthly news magazine for air distribution in Yugoslavia.

Heute--eine neue illustrierte Zeitschrift für Deutschland. U.S. Information Service. 1945-46. 36-66 p. each issue. Printed.
German. An illustrated periodical for Germany, containing articles, pictures, and current history. A literal translation into English of issue No. 1 is filed with the magazine.

Letter from America. OWI, Overseas Branch. Dublin, Eire, Oct. 30, 1942-Apr. 20, 1945. 4 p. each issue. Printed.
A weekly publication distributed free in Eire.

Il Mese. London, England, 1944. 130 p. each issue. Printed.
A joint Anglo-American review digest published "for the educated public in Italy." Included in the file are the following issues, all of 1944: Nos. 4, 5, 8, 9, 10, and one copy of No. 1, Oct. 1943.

Photo Review. OWI, Overseas Branch. New York, 1944-45. 24-32 p. Printed.
A picture parade of the United Nations, chiefly photographs and captions, in 36 numbers.

Transatlantic. Edited by Geoffrey Crowther to Dec. 1945; Thomas Fairley, Jan.-Apr. 1946. Penguin Books, Ltd., London, 1943-46. ca. 66 p. each issue. Printed.
An illustrated monthly magazine on United States life, published "with the collaboration of the Writers' War Board, New York."

U. S. A. Jan. 1943-Oct. 1945. 2 vols. and 1 special issue. Printed.
English, Albanian, Arabic, Danish, Dutch, French, German, Greek, Hungarian, Italian, Norwegian, Polish, Portuguese, Russian, Slovene, and Spanish. Volume 1 contains 11 numbers and volume 2, 10. Not all the numbers are printed in all of the foreign languages listed. The magazine is an illustrated "miniature" of America at war.

't Vester op de Vrije Wereld. Fleet Street Press, London, ca. 1944. 128 p. Printed.
A digest containing articles from such publications as the Saturday Evening Post, the Times, Harper's Magazine, and Time and by such writers as Jacques Maritain, Edgar Snow, and Osbert Sitwell.

Victory. Crowell-Collier Publishing Co. in cooperation with OWI, New York, Sept. 1942-Aug. 1945. ca. 78 p. each issue. Printed.
Three volumes (13 numbers) containing articles on all phases of life in the United States and many photographs and color reproductions. Published in English and the following foreign languages: Afrikaans, Arabic, Czech, French, Italian, Portuguese, Slovak, and Spanish, although not all numbers are printed in all the foreign languages listed.

De Wervelwind. Published jointly by OWI and the British Ministry of Information. 1943-44. 48 p. each issue. Printed.
Monthly news magazine with text and photographs. In the file are numbers 11, 14, 15, 16, and 22.

Medical Publications

The following is a list of medical publications distributed abroad by the Overseas Operations Branch of OWI. In cases where no publisher is listed after the title, it was published by OWI.

Antimalarial Drugs--General Outline. By Oswei Temkin and Elizabeth M. Ramsey. National Research Council, Division of Medical Sciences. Washington, Office of Medical Information, Mar. 1944. 110 p. and [18 p.] bibliography. Processed.

The Blood Plasma Program. By James A. Phalen. National Research Council, Division of Medical Sciences. Washington, Office of Medical Information, July 25, 1944. 67 p. Processed.

The Control of Communicable Diseases. A manual of the American Public Health Association. 1945. 149 p. Printed.

Dentistry in the United States of America. Reprinted from the Journal of the American Dental Association, the Military Surgeon, and the Annals of Dentistry. 1945. 81 p. Printed.

Gonorrhoea. Reprinted from the Journal of the American Medical Association, The Bulletin of the U.S. Army Medical Department, and other publications. 1945. 39 p. Printed.

Keys to the Mosquitoes of the Australian Region. By Kenneth L. Knight, Richard M. Bohart, and George E. Bohart, National Research Council, Division of Medical Sciences. Washington, Office of Medical Information, July 1944. 71 p. Processed.

Malaria Control; Part I--"How the Community Can Help." Compiled by the Tennessee Valley Authority; reprinted by OWI. 1945. 46 p. Printed.

Malaria Control; Part II--"An Educational Project for the Use of Community Leaders." Compiled by the Tennessee Valley Authority; reprinted by OWI. 1945. 10 p. Printed.

Medical News from the U.S.A. Prepared by American Medical Association.
Dec. 26, 1942-May 13, 1944. 4 p. each issue. Printed.

A weekly newsletter from the American Medical Association to Irish physicians.

The Mode of Action of Sulfonamides. By Richard J. Henry. Josiah Macy, Jr., Foundation, 1944. 72 p. Printed.

Penicillin. Reprinted from the Journal of the American Medical Association, The Bulletin of the New York Academy of Medicine, Science, and the Medical Times. 1944. ca. 130 p. Printed.

Spontaneous Pneumothorax. By James J. Waring, National Research Council Division of Medical Sciences. Washington, Office of Medical Information. July 1944. 34 p. Processed.

Syphilis. By John Stokes and others. Reprinted from the American Journal of the Medical Sciences and other journals. 1945. 50 p. Printed.

Thermal Burns. By Harry N. Harkins and others. Reprinted from the Journal of the American Medical Association. 1944. [40 p.] Printed.

Tuberculosis; I--Diagnosis. Reprinted from the American Review of Tuberculosis and other periodicals. 1945. 94 p. Printed.

Tuberculosis; II--Treatment. Reprinted from the American Review of Tuberculosis and other periodicals. 1945. 190 p. Printed.

APPENDIX V

List of Series of French-Annamese Scripts

The scripts listed below were prepared by the French Division and its Annamese Section for broadcast to French possessions in Southeast Asia. The documents are described in entry 526 of this inventory.

America in Action. Dec. 1942-Jan. 1943.

Annamese Commentary. July 1943-July 1945.

Annamese Feature Commentary. July 1944-Sept. 1945.

[Annamese Musical Programs.] Nov. 1944.

Annamese Weekly. July-Sept. 1945.

The Experts Say. Feb.-May 1944, July 1944-Jan. 1945.

French and Annamese Commentary. June 1945.

French and Annamese News and Analyses. July 1943-Sept. 1945.

French Annamese Commentary. Jan.-Apr. 1945.

French News Review. July 1944-Sept. 1945.

French of the Pacific. June 1942-June 1944.

French Pacific Commentary. Jan.-Apr. 1945.

From America. July 1944-Sept. 1945.

From San Francisco. Feb.-June 1944.

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