

A Guide to the Records of the Virginia Office of Civilian Defense, 1940-1945.

Records of the Virginia Office of Civilian Defense,
1939-1947 (bulk 1942-1944).

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The Library of Virginia

Administrative Information

Access Restrictions

There are no access restrictions.

Acquisition Information

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Processing Information

Original folder titles have been retained.

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Arrangement

Arranged by type of record and chronologically or alphabetically thereunder.

Historical Information

Governor James H. Price created the Virginia Defense Council in May 1940 by Executive Order to aid the National Defense Council by mobilizing the State's resources so that Virginia could effectively organize for protection in the event of an attack on American soil. Colonel Mills F. Neal was appointed the first Coordinator, though he resigned in November of 1940 and was replaced by Brigadier General James A. Anderson. J.H. Wyze was appointed Assistant Coordinator in January 1941. Governor Price originally appointed ten members to the Council, though this number was later raised to sixteen members. The members of the Council represented activities across the state, including industry, labor, welfare, recreation, agriculture, transportation, education and the military. The State was divided into eight Regional Defense Councils (Fredericksburg, Hampton Roads, Northern Virginia, Radford, Richmond-Petersburg-Hopewell, Shenandoah Valley, Southern Piedmont and Southwest Virginia) to assist in coordinating and managing defense activities across the state. The Council and regional councils were advisory and had no administration authority. The Virginia Defense Council established the Virginia Protective Force to take the place of the National Guard, which had been inducted into the Army; the Aircraft Warning Service; the Air Raid Warning System, with Warning and Control Centers; and Emergency Medical Services, which conducted surveys of medical facilities and personnel to assist in planning for medical services in case of emergency. The Council and regional offices also organized auxiliary police and firemen, home nursing and nutrition classes, and resource conservation activities, and established Recreation Committees to support visiting soldiers. Gen. Anderson resigned in August of 1941 and J. H. Wyze was appointed Acting Coordinator, and served in that capacity until the Virginia Defense Council was automatically dissolved on January 20, 1942, when Governor Price left office, though the Council remained active during an interim period between January 21-February 11, 1942.

The Virginia Office of Civilian Defense was established by an Act of the General Assembly (Chap. 10, Acts of 1942, House Bill 209), on February 11, 1942. Governor Colgate Darden, Jr., appointed J. H. Wyze as State Coordinator with authority to administer Civilian Defense programs at the state level and to organize and direct local defense councils. Rather than organize under the old regional system, the Office of Civilian Defense established local defense councils in counties, cities and incorporated towns throughout the state, with the mayor or chief executive officer as the director of the local council. The Office coordinated the activities, services and programs of the local defense councils, but this system placed responsibility for civilian defense in the hands of local public officials.

Two major divisions of the Office of Civilian Defense were Civilian Protection and Civilian Mobilization for War Services. Civilian Protection activities were carried out by U.S. Citizens Defense Corps and included Air Raid Wardens and Shelters, Aircraft Warning Service, Auxiliary Police, Auxiliary Firemen, Blackout testing, Decontamination Squads, Drivers Corps, Emergency Food and Housing Services, Emergency Medical Services, Emergency Welfare Services, Fire Guards, Forest Fire Fighters Service, Gas Program, Plant Protection, Road Repair Crews, and the State Evacuation Authority. Civilian Mobilization for War Services was carried out by the U.S. Citizens Service Corps, which led efforts to keep the homefront strong in areas including Child Care, Consumer Programs, Health and Hospital Services, Housing Services, Library Services, Nutrition Services, Recreation and Youth Group Services, Salvage Programs, and War Bonds and Stamps.

With the defeat of Germany and Japan in 1945 the need for the office came to an end. On November 19, 1945, Governor Darden issued an executive order abolishing the office effective January 1, 1946.

Scope and Content

This collection documents the activities of the Virginia Office of Civilian Defense (1942-1945), and also includes some records from the Virginia Defense Council (1940-1942), and the Southwest Virginia Regional Defense Council (1941 Dec-1942). Virginia Office of Civilian Defense records include series for Correspondence, Subject files, Civilian Mobilization, Civilian Protection, State Child Care Committee, Emergency Medical Service, Evacuation Authority, Coordinator for Negro Civilian Defense Activities, Transmissions and Directives, Financial and Personnel records, History files, Photographs, Posters and

Arrangement

This collection is arranged into the following series:

- Series I. Correspondence, 1942-1945;
- Series II. Correspondence with Localities, 1942-1945;
- Series III. Subject Files, 1942-1945;
- Series IV. Civilian Mobilization for War Services, 1942-1945;
- Series V. Civilian Protection, 1942-1945;
- Series VI. State Child Care Committee, 1942-1944;
- Series VII. Emergency Medical Services, 1941-1944;
- Series VIII. Evacuation Authority, 1942-1944;
- Series IX. Coordinator of Negro Civilian Defense Activities, 1942-1944;
- Series X. Transmissions and Directives from the Virginia Office Of Civilian Defense, 1942-1945;
- Series XI. Transmissions and Directives from the U.S. Office Of Civilian Defense, 1941-1945;
- Series XII. Financial Records, 1942-1946;
- Series XIII. Personnel Records, 1940-1945;
- Series XIV. History Files, undated;
- Series XV. Photographs, 1940-1945;
- Series XVI. Posters, 1941-1945;
- Series XVII. Published Materials, 1939-1947;
- Series XVIII. Virginia Defense Council, 1940-1942;
- Series XIX. Southwest Virginia Regional Defense Council, 1941-1942;

Contents List

Series I. Correspondence, 1942-1945.

Boxes 1-29 (box)

Extent

Extent: 10.15 cubic feet (29 boxes).

Scope and Content

This series is housed in 29 boxes and is arranged alphabetically by surname of correspondent or by company name. These files consist of copies of the outgoing correspondence of the Director of the Office of Civilian Defense, J. H. Wyse, as well as correspondence from Wyse by others in the office, including J. Linwood Rice (Assistant to the Coordinator), Mary V. Marks (Supervisor of Civilian Mobilization), James F. Nicholas (Supervisor of Negro Civilian Defense Activities), and John Howard (Chief Air Raid Precautions, State Plant Coordinator), among others. Files were kept separately for 1942 and for 1943-1945 (bulk 1943-1944) and that arrangement is reflected in this series. Correspondence, 1943-1945, also includes a notation on each letter as to where copies of the letters are also filed in the Subject Files series. The majority of the correspondence is with local civilian defense council (CDC) representatives and state and federal officials.

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Extent: 22.75 cubic feet (65 boxes).

Scope and Content

This series is housed in 65 boxes and is arranged alphabetically by name of locality, with counties, cities and towns being filed together in one sequence. These files consist of incoming correspondence from localities, copies of the outgoing correspondence from the Office of Civilian Defense, reports and may contain other types of attachments, including agendas, forms, meeting summaries, memoranda, newspaper clippings, press releases, publications. Files were kept separately for 1942 and for 1943-1945 (bulk 1943-1944) and that arrangement is reflected in this series. Most of the copies of outgoing correspondence can also be found in Series I. Correspondence. Outgoing correspondence, 1943-1945, also includes a notation on each letter as to where copies of the letters are also filed in the Subject Files series. The majority of the correspondence is with local civilian defense council (CDC) representatives, but may also include correspondence with state government and federal government officials. The locality correspondence files are also further sub-divided into categories for General correspondence, Civilian Mobilization correspondence, and Civilian Protection correspondence.

The majority of the the correspondence from the Office of Civilian Defense comes from J. H. Wyse, Coordinator; John J. Howard, Director of Air Raid Precautions and State Plant Protection Officer; Mary Marks, Supervisor of Civilian Mobilization; and James F. Nicholas, Supervisor of Negro Civilian Defense Activities.

General correspondence topics may include administrative activities, African American participation, appointments, compensation, conferences, field visits, insignia, meetings, organization, personnel, publications, publicity, Red Cross, service awards, and speaking engagements.

Civilian Mobilization correspondence topics may include appointments, block plans, car sharing, child care, Citizen Service Corps, conservation of critical resources, education, field visits, food preservation, Invasion Day, Junior Citizen Service Corps, nutrition, Office of Price Administration, organization summaries and charts, rationing (food, mileage, point), recreation, salvage, training, victory gardens, war bonds, and the War Fund.

Civilian Protection correspondence topics may include air raid precautions (blackouts, dim outs, equipment, signals, warning districts and warning systems), auxiliary services (fire, police, emergency medical), bomb

reconnaissance, civilian protection reporting, federal equipment (borrowing, leasing, using), gas specialists, pennants, plant protection and security programs.

The Defense Act required that local councils of defense be established in each county, city and town in the state and provided that the mayor or chief executive of cities would be named director of the local defense council, and that county boards of supervisors would appoint the director-coordinator of each county defense council. 163 local defense councils in 100 counties, 24 cities, and 39 incorporated towns, covering the entire state were organized.

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Civilian Mobilization for War Services was organized to promote strong communities to back up military operations and morale. The state office served as a coordination point for information and , planning and Mary V. Marks served as Supervisor of Civilian Mobilization from July 1942 to October 1944. Local Chiefs of Civilian Mobilization were named in each locality to work with the state office and existing public and private agencies and other organizations within the community to meet local needs. The U.S. Citizens Service Corps was organized to keep the home front strong by leading the fight against inefficiency, insecurity and poor health within the community.

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The U.S. Citizens Defense Corps was established in each local defense council with different units organized for the protection of life and property in the locality. Some of these units included Air Raid Wardens, Aircraft Warning Service, Auxiliary Police, Auxiliary Firemen, Fire Guards, Forest Fire Fighters Service, Messengers, Decontamination Squads, Demolition and Clearance Crews, Drivers Corps, Emergency Food and Housing, Rescue Squads, Utility Repair Squads, and Road Repair Crews. The Emergency Welfare Service was established in Feb 1943 to direct and supervise emergency welfare services of local defense councils, including emergency housing and feeding in the event of attack or other disaster. Dr. William H. Stauffer of the State Dept. of Welfare was appointed State Chief of Emergency Welfare Services and superintendents were named in local target areas.

Correspondence and subject files, 1942-1945.

Scope and Content

Correspondence and subject files, 1942-1945, are housed in 16 boxes and are arranged alphabetically by topic. Correspondence and subject files include incoming and outgoing correspondence, brochures, bulletins, communications, conference materials, invitations, lists, memoranda, minutes, newsletters, newspaper clippings, presentations, programs, publications and reports. Topics may include aircraft warning service, air raid shelters, blackouts, chemical warfare, control centers, dimouts, emergency preparedness, federal equipment loaned, fire protection, plant protection, protection mobilization, security, and warning centers.

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Pittsylvania County, 1942 May.

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Folder 1

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Portsmouth, 1942 May; 1943 Feb.

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Folder 1

Prince George County, 1942 Mar.

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Prince William County, 1942 June; 1943 Feb, Apr, Aug.

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Richmond County, 1943 Feb, Mar, Apr, May, July, Aug.

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Saltville (Smyth), 1942 May; 1943 Jan, Feb, Apr, June, Aug.

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Smyth County, 1942 Mar; 1943 Feb, June.

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Folder 3

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Folder 6

Series VI. State Child Care Committee, 1942-1944.

Boxes 182-187 (box)

Extent

Extent: 2.1 cubic feet (6 boxes).

Scope and Content

This series is housed in 6 boxes and is arranged alphabetically. These files include incoming and outgoing correspondence, memoranda, minutes, news clippings, publications and reports. Some publications in the series pre-date 1942, but were collected after 1942. Topics may include, but are not limited to: child care (facilities, training, operation), child welfare during wartime, counseling, day care and nursery schools for children of working mothers, extended school services, federal funds, surveys, and workshops.

The State Child Care Committee was organized under the Virginia Office of Civilian Defense to stimulate interest and understanding of child care needs in Virginia; to assist localities in planning a comprehensive program of services for the care of children; and to foster and promote the coordination of efforts among public and private agencies dealing with child care, particularly in those areas in which the needs have grown as a result of the increased employment of women. The establishment of a state child care committee was a prerequisite to obtaining federal funds to care for the children of employed mothers. The committee was tasked with determining the needs for child care; reviewing and passing local plans concerned with child care where federal funds were used from the the President's Emergency Fund; assisting in the organization of local child care committees under the local defense councils; serving as a clearinghouse for information on child care throughout the state, and interpreting and disseminating this information; and preparing plans and suggestions to promote the proper use of existing facilities to meet the increasing demand of proper child care for children during war time.

Members of the State Child Care Committee included: R.N. Anderson, State Dept. of Education; May O. Hankins, Children's Bureau of the the Dept. of Public Welfare; Dr. Lorin A. Thompson, State Planning Board; John Hopkins Hall, Labor Commissioner; Dr. A. L. Carson, Jr., Dept. of Health; Maude Wallace, VPI Extension Service; Frank A. Cavedo, U.S. Employment Office; and Mary V. Marks, State Office of Civilian Defense and Supervisor for Civilian Mobilization. Etta Rose Bailey, State Board of Education, served as the Executive Officer of the Committee. Others who were highly involved with the Committee include: M. Frances Cromwell, State Supervisor of Extended School Services; Ruth Henderson, Supervisor of Elementary Education for the State Board of Education; and Dr. Dabney s. Lancaster, Superintendent of Public Instruction for the State Board of Education.

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Defense areas in Virginia - Superintendents and Supevisors, 1942-1943.

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Dept. of Welfare (Virginia), 1943.

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Henderson, Ruth (Supervisor of Elementary Education, State Board of Education), 1942-1943.

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Thompson, Dr. Lorin A., 1942-1943.

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Virginia - State Child Care Committee, 1942-1943.

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Series VII. Emergency Medical Services, 1941-1944.

Boxes 188-204 (box)

Extent

Extent: 4.2 cubic feet (12 boxes).

Scope and Content

This series is housed in 12 boxes and is arranged alphabetically. This series includes sub-series for general correspondence, correspondence with localities, and subject files. The majority of the correspondence is with Edgar C. Harper, MD, Deputy Chief of Emergency Medical Services, and Sarah R. Radcliffe, RN, Nurse Deputy of Emergency Medical Services and local civilian defense councils. These files may include incoming and outgoing correspondence, bulletins, circulars, forms, incident reports, instructions, memoranda, minutes, news clippings, notices, oaths, orders, plans, publications, questionnaires/surveys and reports. Topics include but are not limited to: Affiliated Hospital Units, appointments (Emergency Medical Officers and local Nurse Deputies), Army hotel hospitals, blood plasma, chemical warfare, emergency base hospitals, equipment and supplies, establishment of local units, evacuation of casualties, federal government, home nursing, hospitalization, medical field units, meetings, nursing aides, organization of EMS and nurse services, policies and procedures, recruitment of staff, and transportation.

Emergency Medical Services (EMS) was responsible for the organization and training of local emergency medical personnel, preparation of hospital facilities for providing medical services to casualties that may result from bombing or sabotage, evacuation of casualties, supplying blood plasma and other medical supplies and equipment, setting up emergency base hospitals, and furnishing medical teams to areas in distress. EMS was also responsible for the preparation of plans designed to prevent or alleviate any medical or public health hazards to which the civilian population may be exposed, and acted as liaison with federal agencies concerned with public health and medical care. EMS was led by Dr. I.C. Riggin, Chief Emergency Medical Services, Deputy Director E.C. Harper, Hospital Officer M.H. Coleman, and State Nurse Deputy Sarah R. Radcliffe, who assisted in providing nursing services for emergencies. Local EMS plans consisted of field casualty service, casualty receiving hospitals, ambulance transport, and emergency base hospitals to receive patients transferred from casualty receiving hospitals. Local Chiefs of Emergency Medical Services were appointed in localities and Emergency Medical Field Units organized personnel, transportation, medical and surgical equipment, casualty stations and first aid posts, decontamination stations, and rescue squads and stretcher teams.

Correspondence, 1942-1944.

Scope and Content

Correspondence files, 1942-1944, consist of 2 boxes and include of copies of outgoing correspondence. Arranged alphabetically by the surname of the recipient.

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Correspondence - Z, 1942-1944.

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Folder 6

Correspondence with localities - Counties, 1941-1944.

Scope and Content

Correspondence with localities, 1942-1944, consists of 5 boxes and includes incoming correspondence and copies of outgoing correspondence. Counties, cities and towns are filed separately, with each being arranged alphabetically.

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Accomack County, 1942-1943.

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Augusta County, 1942-1943.

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Caroline County, 1942-1944.

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Correspondence with localities - Towns, 1942-1944.

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Appalachia, 1942.

Box 195

Folder 2

Big Stone Gap, 1942.

Box 195

Folder 3

Bishop, 1942-1943.

Box 195

Folder 4

Blackstone, 1942-1943.

Box 195

Folder 5

Blacksburg, 1942-1943.

Box 195

Folder 6

Bluefield, 1942-1943.

Box 195

Folder 7

Burkeville, 1943.

Box 195

Folder 8

Cape Charles, 1942-1943.

Box 195

Folder 9

Christiansburg, 1942-1944.

Box 195

Folder 10

Coeburn, 1942-1943.

Box 195

Folder 11

Colonial Heights, 1942-1943.

Box 195

Folder 12

Covington, 1942.

Box 195

Folder 13

Crewe, 1942-1943.

Box 195

Folder 14

Dendron, 1942-1943.

Box 195

Folder 15

Farmville, 1942-1943.

Box 195

Folder 16

Franklin, 1942-1943.

Box 195

Folder 17

Fries, 1942.

Box 195

Folder 18

Galax, 1942.

Box 195

Folder 19

Lexington, 1942-1943.

Box 195

Folder 20

Luray, 1942-1943.

Box 195

Folder 21

Millboro, 1942-1943.

Box 195

Folder 22

Pocahontas, 1942.

Box 195

Folder 23

Pound, 1942-1943.

Box 195

Folder 24

Rileysville, 1942-1943.

Box 195

Folder 25

Saint Paul, 1942.

Box 195

Folder 26

Saltville, 1942-1943.

Box 195

Folder 27

Shenandoah, 1942-1943.

Box 195

Folder 28

Stanley, 1942.

Box 195

Folder 29

Virginia Beach, 1942-1944.

Box 195

Folder 30

Waynesboro, 1942-1943.

Box 195

Folder 31

West Point, 1942.

Box 195

Folder 32

Wise, 1942.

Box 195

Folder 33

Subject files, 1942-1944.

Scope and Content

Subject files, 1942-1944, consist of 9 boxes and are arranged alphabetically by topic.

Affiliated Hospital Units, 1943-1944.

Box 196

Folder 1

Affiliated Hospital Units - Jefferson Hospital (Roanoke), 1943-1944.

Box 196

Folder 2

Affiliated Hospital Units - Lynchburg General Hospital, 1942-1944.

Box 196
Folder 3

Affiliated Hospital Units - Medical College of Virginia (Richmond), 1942-1944.

Box 196
Folder 4

Affiliated Hospital Units - Norfolk General Hospital, 1943-1944.

Box 196
Folder 5

Affiliated Hospital Units - University of Virginia Hospital (Charlottesville), 1943-1944.

Box 196
Folder 6

Blood Plasma Bank, 1943-1944.

Box 197
Folder 1

Blood Plasma Bank, 1942.

Box 197
Folder 2

Circulars (memoranda, notices, procedures, etc.), 1942.

Box 197
Folder 3

Circulars (memoranda, notices, procedures, etc.), 1943 Jan-Apr.

Box 197
Folder 4

Circulars (memoranda, notices, procedures, etc.), 1943 May-1944.

Box 197
Folder 5

Circulars - Medical Series, 1942-1943.

Box 197
Folder 6

Checklists, n.d..

Box 197
Folder 7

Chemical Warfare, 1942 Feb-June.

Box 197
Folder 8

Chemical Warfare, 1942 July.

Box 197
Folder 9

Chemical Warfare, 1942 Aug-1943 July.

Box 197
Folder 10

Chemical Warfare - Status of EMS Personnel, 1943.

Box 198
Folder 1

Chief Medical Officer, 1942.

Box 198
Folder 2

Civil Air Patrol - Blood Plasma, 1942-1944.

Box 198
Folder 3

Decontamination, 1942-1943.

Box 198
Folder 4

Distributed Bulletins, 1942-1943.

Box 198
Folder 5

Distributed Circulars, 1942-1943.

Box 198
Folder 6

Emergency Base Hospitals, 1941-1944.

Box 198
Folder 7

Emergency Hospital Plans - Hampton Roads, 1941.

Box 198
Folder 8

Emergency Medical Field Units (A-J), n.d..

Box 198
Folder 9

Emergency Medical Field Units (K-W), n.d..

Box 198
Folder 10

Emergency Medical Service, 1942 July-1943 Apr.

Box 198
Folder 11

Emergency Medical Service, 1943 May-1944 Jan.

Box 199
Folder 1

Emergency Nursing Service, 1941-1942.

Box 199

Folder 2

Emergency Nursing Service, 1943.

Box 199

Folder 3

Equipment, 1942.

Box 199

Folder 4

Equipment, 1943.

Box 199

Folder 5

Equipment allocated, 1943.

Box 199

Folder 6

Equipment received, 1943.

Box 199

Folder 7

Evacuation, 1942.

Box 200

Folder 1

Evacuation, 1943.

Box 200

Folder 2

Forms, n.d..

Box 200

Folder 3

Four Stretcher Ambulances, 1943.

Box 200

Folder 4

Gas Control Officer, 1942-1943.

Box 200

Folder 5

Gas Masks, 1943.

Box 200

Folder 6

Gas Meeting, 1942.

Box 200

Folder 7

Gaston, L.H., Dr. (Regional Medical Officer, Third Civilian Defense Region), 1942.

Box 200

Folder 8

Graduate Nurses Association of Virginia, 1942.

Box 200

Folder 9

Hospitals, 1942-1944.

Box 200

Folder 10

Hotel Hospitals, 1943 Feb-June.

Box 200

Folder 11

Hotel Hospitals, 1943 July-1844 Feb.

Box 200

Folder 12

Hotel Hospitals - Applications forwarded to Region, 1943-1944.

Box 200

Folder 13

Industrial Plants, 1942-1943.

Box 201

Folder 1

Local Emergency Medical Services, n.d..

Box 201

Folder 2

Mailing lists, 1941-1944.

Box 201

Folder 3

Miscellaneous, 1941-1944.

Box 201

Folder 4

Miscellaneous reports, 1942-1943.

Box 201

Folder 5

Monthly reports - Nurse Deputy, 1942-1943.

Box 201

Folder 6

Narcotics, 1941-1943.

Box 201

Folder 7

Narcotics - Distribution of morphine memo, 1943.

Box 201

Folder 8

Nurses Aides, 1941-1942.

Box 201

Folder 9

Nurses Aides, 1943-1944.

Box 202

Folder 1

Nurse Deputy, 1942-1943.

Box 202

Folder 2

Oath of Office, 1944.

Box 202

Folder 3

Office of Civilian Defense, Virginia, 1943-1944.

Box 202

Folder 4

Operations letters (USOCD), 1942-1943.

Box 202

Folder 5

Order Houses, 1942-1943.

Box 202

Folder 6

Other States, 1942-1943.

Box 202

Folder 7

Pharmacy, 1942.

Box 202

Folder 8

Procurement and Assignment Service, Board of, 1943.

Box 202

Folder 9

Public Health Service, n.d..

Box 202

Folder 10

Publications, 1941-1943.

Box 202

Folder 11

Publications - Correspondence, 1942.

Box 202

Folder 12

Publications - Correspondence, 1943.

Box 202

Folder 13

Rail transportation for evacuation of casualties, 1942.

Box 203

Folder 1

Railroads in EMS, 1943.

Box 203

Folder 2

Red Cross, 1941-1943.

Box 203

Folder 3

Regional Medical Officer, 1942-1943.

Box 203

Folder 4

Regional Medical Officer - W. Ross Cameron, 1942.

Box 203

Folder 5

Reports of the Regional Medical Officer to the Chief Medical Officer, 1942-1943.

Box 203

Folder 6

Reports of the State Chief of EMS to the Regional Medical Officer, 1942-1943.

Box 203

Folder 7

Scrap Aluminum, 1941.

Box 203

Folder 8

Southwest Virginia, 1943.

Box 203

Folder 9

Summary of EMS Personnel, Equipment, Facilities and Organization, 1943.

Box 203

Folder 10

Survey Cards, 1942-1944.

Box 203

Folder 11

Survey Cards - Counties (A-C), 1942.

Box 203

Folder 12

Survey Cards - Counties (D-M), 1942.

Box 203

Folder 13

Survey Cards - Counties (N-W), 1942.

Box 203

Folder 14

Survey Cards - Cities, 1942.

Box 203

Folder 15

Survey Cards - Towns, 1942.

Box 203

Folder 16

Third Regional Defense Region, 1943.

Box 204

Folder 1

Tuberculosis Association, 1941-1943.

Box 204

Folder 2

U.S. Cadet Nurse Corps, 1943.

Box 204

Folder 3

War Civilian Security Program, 1943.

Box 204

Folder 4

War Medicine - Medical College of Virginia, 1942.

Box 204

Folder 5

Washington Military District, 1943.

Box 204

Folder 6

Weekly Schedule, 1942-1943.

Box 204

Folder 7

Series VIII. State Evacuation Authority, 1942-1944.

Boxes 205-211 (box)

Extent

Extent: 2.45 cubic feet (7 boxes).

Scope and Content

This State Evacuation Authority series is housed in 7 boxes and includes sub-series for subject files, locality files, correspondence, and evacuation facility files. These files include incoming and outgoing correspondence, forms, meeting records, maps, memoranda, minutes, news clippings, plans, publications and reports.

The State Evacuation Authority was created by Civilian Defense Executive Order No. 88 on August 12, 1942, to cooperate with national regional evacuation authorities and to establish evacuation programs in the state in the event of bombings or other disasters. The Authority was charged with making surveys and plans and setting up area or local evacuation authorities in order to expedite the evacuation of the civilian population in case of attack or other emergency. Concerns during an emergency evacuation including housing, medical assistance, and food for evacuees. The Authority was also charged with cooperating with the federal government and act on their behalf in the expenditure of federal funds. Members included Chairman, J. H. Wyse, State Office of Civilian Defense; Hon. Gordon B. Ambler, Director, Richmond Office of Civilian Defense; Brig. Gen. James A. Anderson, State Highway Commissioner; Dabney S. Lancaster, State Superintendent of Public Instruction; William L. Leap, General Field Representative, Eastern Area, American Red Cross; Raymond B. Long, Director, State Planning Board; Dr. William H. Stauffer, State Commissioner of Public Welfare; L. M. Walker, Jr., State Commissioner of Agriculture; Maude Wallace, Assistant Director, V.P.I. Extension Service; Brig. Gen. S. Gardner Waller, Adjutant General of Virginia and Major C. W. Woodson, Superintendent, Virginia State Police.

Subject files, 1942-1943.

Scope and Content

Subject files, 1942-1943, are housed in 4 boxes and are arranged alphabetically by topic. Includes of correspondence, maps, meeting records, minutes, plans, publications, and reports. Topics include evacuation planning and logistics, area evacuation authorities, evacuation authorities in other states, housing, and meetings.

Agriculture, 1943.

Box 205

Folder 1

American Red Cross, 1942-1943.

Box 205

Folder 2

Area Evacuation Authority - Washington Metropolitan Area, n.d..

Box 205

Folder 3

Area Evacuation Authority - Norfolk Area, 1943.

Box 205

Folder 4

Area Evacuation Authority - North Hampton Roads Area, 1942-1943.

Box 205

Folder 5

Area Evacuation Authority - South Hampton Roads Area, 1943.

Box 205

Folder 6

Block plans, 1942.

Box 205

Folder 7

Californina, 1943.

Box 205

Folder 8

Census Bureau, 1940-1941.

Box 205

Folder 9

Circulars, 1942.

Box 205

Folder 10

Colorado, 1942.

Box 205

Folder 11

Connecticut, 1942.

Box 205

Folder 12

Distribution Centers, n.d..

Box 205

Folder 13

District of Columbia, 1942-1943.

Box 205

Folder 14

Education, 1942-1943.

Box 205

Folder 15

Evacuation Plans / Preliminary Plans, 1942-1943.

Box 205

Folder 16

Evacuation Plan - Washington Metropolitan Area, 1943.

Box 205

Folder 17

Executive Orders, 1943.

Box 205

Folder 18

Expenses, 1943.

Box 205

Folder 19

Federal grants, 1943.

Box 206

Folder 1

Forms and instructions, n.d..

Box 206

Folder 2

Gasoline, 1942.

Box 206

Folder 3

Health, 1942-1943.

Box 206

Folder 4

Housing, 1942.

Box 206

Folder 5

Housing surveys, 1943.

Box 206

Folder 6

Joint Committee on Evacuation, 1943.

Box 206

Folder 7

Joint Meeting - Virginia Evacuation Authority and Regional Field Consultants, 1943 Nov.

Box 206

Folder 8

List of Directors and Coordinators, 1943.

Box 206

Folder 9

Local Evacuation Committees, n.d..

Box 206

Folder 10

Local Reception Plans, 1943.

Box 206

Folder 11

Maps, n.d..

Box 206

Folder 12

Maryland, 1942-1943.

Box 206

Folder 13

Massachusetts, 1942-1943.

Box 206

Folder 14

Meetings - general, 1942-1943.

Box 207

Folder 1

Meeting (Evacuation Authority), 1942- Aug.

Box 207

Folder 2

Meeting (Evacuation Authority), 1942 Oct.

Box 207

Folder 3

Meeting (Evacuation Authority), 1942 Dec.

Box 207

Folder 4

Meeting (Evacuation Authority), 1943 Jan.

Box 207

Folder 5

Meeting (Evacuation Authority), 1943 May.

Box 207

Folder 6

Memoranda, 1942-1943.

Box 207

Folder 7

Minutes (Evacuation Authority meetings), 1942-1943.

Box 207

Folder 8

Miscellaneous, 1943.

Box 207

Folder 9

New York meeting, 1943 May.

Box 207

Folder 10

Washington, DC, meeting, 1943 Aug.

Box 207

Folder 11

Members of the Virginia Evacuation Authority, 1942.

Box 207

Folder 12

Negro Section, 1943.

Box 207

Folder 13

New Jersey, 19.

Box 207

Folder 14

Newsletters, 1942-1943.

Box 207

Folder 15

Newspaper clippings, 1943.

Box 207

Folder 16

Operations letters, 1942.

Box 207

Folder 17

Orders, 1942-1943.

Box 207

Folder 18

Oregon, 1943.

Box 207

Folder 19

Pennsylvania, 1942-1943.

Box 207

Folder 20

Publications, 1941-1943.

Box 207

Folder 21

Special Group Care, 1943.

Box 207

Folder 22

Speech material, 1943.

Box 207

Folder 23

Supplementary Order No. 2, 1943.

Box 207

Folder 24

Special materials, n.d..

Box 207

Folder 25

Suspense file, n.d..

Box 207

Folder 26

State Chief of Welfare Services, 1943.

Box 207

Folder 27

State Police, 1943.

Box 207

Folder 28

To All Evacuation Authorities, 1942.

Box 208

Folder 1

Transmittal letters, 1943.

Box 208

Folder 2

Transportation / Dept. of Highways, 1942-1943.

Box 208

Folder 3

Welfare Services, 1943.

Box 208

Folder 4

Locality files, 1942-1943.

Scope and Content

Locality files, 1943, consist of 3 boxes and are arranged alphabetically by locality. Includes correspondence of Julian Brooks, Executive Officer of the Virginia Evacuation Authority, both incoming and copies of outgoing correspondence with local civilian defense councils. May also include a few publications, ephemera, maps, and proclamations. Topics include facilities for evacuees, housing surveys, meeting planning and notes, organization of local evacuation committees, and various topics of local interest.

Albemarle County, 1943.

Box 208

Folder 5

Alexandria, 1942-1943.

Box 208

Folder 6

Augusta County, 1943.

Box 208

Folder 7

Bath County, 1943.

Box 208

Folder 8

Buena Vista, 1943.

Box 208
Folder 9

Brunswick County, 1943.

Box 208
Folder 10

Charles City County, 1943.

Box 208
Folder 11

Charlottesville, 1943.

Box 208
Folder 12

Clarke County, 1943.

Box 208
Folder 13

Clifton Forge, 1943.

Box 208
Folder 14

Covington, 1943.

Box 208
Folder 15

Culpeper County, 1943.

Box 208
Folder 16

Fairfax County, 1942-1943.

Box 209
Folder 1

Fauquier County, 1943.

Box 209
Folder 2

Franklin County, 1943.

Box 209
Folder 3

Frederick County, 1943.

Box 209
Folder 4

Greensville County, 1943.

Box 209
Folder 5

Highland County, 1943.

Box 209

Folder 6

Halifax County, 1943.

Box 209

Folder 7

Hampton, 1943.

Box 209

Folder 8

Isle of Wight County, 1943.

Box 209

Folder 9

Loudoun County, 1943.

Box 209

Folder 10

Lunenburg County, 1943.

Box 209

Folder 11

Mecklenburg County, 1943.

Box 209

Folder 12

Madison County, 1943-1944.

Box 209

Folder 13

Nansemond County, 1943.

Box 209

Folder 14

Newport News, 1942-1943.

Box 209

Folder 15

New Kent County, 1943.

Box 209

Folder 16

Norfolk (City), 1943.

Box 209

Folder 17

Norfolk County, 1943.

Box 209

Folder 18

Orange County, 1943.

Box 209

Folder 19

Page County, 1943.

Box 209

Folder 20

Portsmouth, 1943.

Box 209

Folder 21

Princess Anne County, 1943.

Box 209

Folder 22

Prince William County, 1943.

Box 209

Folder 23

Rappahannock County, 1943.

Box 209

Folder 24

Rockbridge County, 1943.

Box 209

Folder 25

Rockingham County and Harrisonburg, 1943.

Box 209

Folder 26

Shenandoah County, 1943.

Box 210

Folder 1

Southampton County, 1943.

Box 210

Folder 2

South Norfolk, 1943.

Box 210

Folder 3

Stafford County, 1943.

Box 210

Folder 4

Staunton, 1943.

Box 210

Folder 5

Suffolk, 1943.

Box 210

Folder 6

Surry County, 1943.

Box 210

Folder 7

Sussex County, 1943.

Box 210

Folder 8

Virginia Beach, 1943.

Box 210

Folder 9

Warren County, 1943.

Box 210

Folder 10

Warwick County, 1943.

Box 210

Folder 11

Waynesboro, 1943.

Box 210

Folder 12

Winchester, 1943.

Box 210

Folder 13

Correspondence, 1942-1944.

Scope and Content

Correspondence, 1942-1944, is housed in 1 box and is arranged alphabetically by correspondent. Correspondence is between Julian Brooks and Virginia Evacuation Authority members or other evacuation officials, and covers topics such as meetings, evacuation planning and organization, and publication distribution.

Ambler, Gordon B., Honorable (Richmond Mayor), 1943.

Box 210

Folder 14

Anderson, James A., Brig. Gen. (State Highway Commissioner), 1943.

Box 210

Folder 15

Carter, Allen J. (American Red Cross), 1943.

Box 210

Folder 16

Barton, Eugene A. (Evacuation Officer, Third Civilian Defense Region), 1943.

Box 210

Folder 17

Brooks, Julian A. (Executive Officer, Virginia Evacuation Authority), 1943.

Box 210

Folder 18

Darden, Colgate W., Jr., Governor, 1943.

Box 210

Folder 19

Greenstein, Harry (Regional Evacuation Officer, Third Civilian Defense Region), 1942-1943.

Box 210

Folder 20

Lancaster, Dabney S., Dr. (Superintendent of Public Instruction), 1943.

Box 210

Folder 21

Long, Raymond V. (Director, Virginia State Planning Board), 1943.

Box 210

Folder 22

Landis, James M. (Director, U.S. Office of Civilian Defense), 1943.

Box 210

Folder 23

Marye, Burton, Jr. (Dept. of Highways), 1943.

Box 210

Folder 24

Nicholas, James F. (Supervisor, Negro Civilian Defense Activities), 1943.

Box 210

Folder 25

Pullen, Thomas G., Jr. (Maryland State Superintendent of Public Schools), 1942.

Box 210

Folder 26

Riggin, I.C., Dr. (Chief of Emergency Medical Services, State Dept. of Health), 1943.

Box 210

Folder 27

Stauffer, William H. (Commissioner of Public Welfare), 1943.

Box 210

Folder 28

Walker, L. M. (Commissioner of Agriculture and Immigration), 1942-1943.

Box 210

Folder 29

Wallace, Maude (Assistant Director, V.P.I. Extension Service), 1942-1943.

Box 210

Folder 30

Waller, S. Gardner, Brig. Gen. (Adjutant General of Virginia), 1943.

Box 210

Folder 31

Woodson, Charles W., Jr. (Superintendent, Dept. of State Police), 1942-1943.

Box 210

Folder 32

Wyse, J. H. (Director, Va. Office of Civilian Defense and Chairman, Virginia Evacuation Authority), 1942-1944.

Box 210

Folder 33

Evacuation Facilities, 1943.

Scope and Content

The Evacuation Facilities files, 1943, are housed in 1 box and are arranged alphabetically by locality. These files include correspondence, data and survey forms, maps and reports. The majority of the correspondence is between Julian Brooks and local officials. Data forms include information about a locality, including names of civilian defense officials, population, names of local government officials, and meeting notes. American Red Cross survey forms of local chapter resources include address, population served, names of committee chairmen, and specific information about the Disaster Committee, and food, shelter, clothing, transportation and medical aid organization, and personnel analysis. Reports contain information about localities and facility capacity.

General, 1943.

Box 211

Folder 1

Albemarle-Augusta, 1943.

Box 211

Folder 2

Bath-Culpeper, 1943.

Box 211

Folder 3

Danville-Fredericksburg, 1943.

Box 211

Folder 4

Giles-King and Queen, 1943.

Box 211

Folder 5

Lancaster-Middlesex, 1943.

Box 211

Folder 6

New Kent-Orange, 1943.

Box 211

Folder 7

Page-Pulaski, 1943.

Box 211
Folder 8

Rappahannock-Russell, 1943.

Box 211
Folder 9

Scott-Sussex, 1943.

Box 211
Folder 10

Tazewell-Wythe, 1943.

Box 211
Folder 11

Series IX. Coordinator of Negro Civilian Defense Activities, 1942-1944.

Boxes 212-218 (box)

Extent

Extent: 2.45 cubic feet (7 boxes).

Scope and Content

The Negro Civilian Defense Activities series is housed in 7 boxes and includes sub-series for correspondence with localities, and correspondence and subject files. These files were maintained by Coordinator James F. Nicholas and include incoming and outgoing correspondence, meeting and conference notes, memoranda, news clippings, publications and reports. Topics include local representatives (appointments, recommendations, resignations), programming, reporting, training, meetings and prospective visits, and issues of local interest. Original folder titles have been retained.

Special interest items include: Program and Proceedings of the 38th Annual Session Grand United Order of Moses, Charlotte Court House, 1942, and Program of the 39th Annual Gathering of The Grand United Order of Moses, Charlotte Court House, 1943 (Box 212, Folder 16); Program of the 66th Annual Celebration of the Emancipation of the Colored People in the USA (Emancipation Proclamation Association), Tappahannock, 1943 (Box 212, Folder 23); Pamphlet - Fairfax County Colored Citizens Association, 1941 (Box 212, Folder 24); Program - Tenth Annual Commencement Exercises of the Medical College of Virginia, St. Philip School of Nursing, 1944 (Box 215, Folder 13); Pamphlet - The Association for the Study of Negro Life and History, n.d. (Box 215, Folder 13); Program - Dedication of Service Flag, Manassas Industrial School, 1943 (Box 215, Folder 13); Program - Thirtieth Annual Meeting of the Negro Organization Society of Virginia, Chatham, 1942 (Box 215, Folder 15); Silver Jubilee Program of the Twenty-fifth Annual Meeting of the Negro Organization Society, Charlotte Court House, 1937 (Box 215, Folder 15); and Pamphlet - Negro Organization Society, n.d. (Box 215, Folder 15).

James F. Nicholas was appointed Coordinator of Negro Civilian Defense Activities in June of 1942 and tasked with coordinating African American participation in protective and war service activities. He worked with local defense councils to secure African American representation and to increase volunteer involvement in local war time endeavors. He also worked closely with the Racial Relations Advisor of the Third Civilian Defense Region. Nicholas resigned in August 1944 to take a position at Virginia State College.

Correspondence with localities - Counties, 1942-1944.

Scope and Content

Correspondence with localities, 1942-1944, consists of 3 boxes and includes incoming correspondence and copies of outgoing correspondence. Counties, cities and towns are filed separately, with each being arranged alphabetically.

Accomack County, 1942-1944.

Box 212
Folder 1

Amelia County, 1942-1944.

Box 212

Folder 2

Amherst County, 1942-1944.

Box 212

Folder 3

Appomattox County, 1942-1944.

Box 212

Folder 4

Arlington County, 1942.

Box 212

Folder 5

Augusta County, 1942.

Box 212

Folder 6

Bath County, 1942-1944.

Box 212

Folder 7

Bedford County, 1942-1944.

Box 212

Folder 8

Botetourt County, 1942-1944.

Box 212

Folder 9

Brunswick County, 1942-1944.

Box 212

Folder 10

Buchanan County, 1942.

Box 212

Folder 11

Buckingham County, 1942-1944.

Box 212

Folder 12

Campbell County, 1942-1944.

Box 212

Folder 13

Caroline County, 1942-1944.

Box 212

Folder 14

Charles City County, 1942-1944.

Box 212

Folder 15

Charlotte County, 1942-1944.

Box 212

Folder 16

chesterfield County, 1942-1944.

Box 212

Folder 17

Clarke County, 1942.

Box 212

Folder 18

culpeper County, 1942-1944.

Box 212

Folder 19

Cumberland County, 1942-1943.

Box 212

Folder 20

Dinwiddie County, 1942-1944.

Box 212

Folder 21

Emporia and Greensville County, 1942.

Box 212

Folder 22

Essex County, 1942-1944.

Box 212

Folder 23

Fairfax County, 1942-1944.

Box 212

Folder 24

Fauquier County, 1942-1944.

Box 212

Folder 25

Floyd County, 1942-1944.

Box 212

Folder 26

Fluvanna County, 1942-1944.

Box 212

Folder 27

Franklin County, 1942.

Box 212

Folder 28

Gloucester County, 1942-1944.

Box 212

Folder 29

Goochland County, 1942-1944.

Box 212

Folder 30

Halifax County, 1942-1944.

Box 212

Folder 31

Hanover County, 1942-1944.

Box 212

Folder 32

Henrico County, 1942-1943.

Box 212

Folder 33

Henry County, 1942-1943.

Box 212

Folder 34

Isle of Wight County, 1942-1944.

Box 212

Folder 35

James City County, 1942.

Box 212

Folder 36

King George County, 1942-1944.

Box 212

Folder 37

King William County, 1942-1944.

Box 212

Folder 38

King and Queen County, 1942-1944.

Box 212

Folder 39

Lancaster County, 1942-1944.

Box 212

Folder 40

Loudoun County, 1942-1944.

Box 212

Folder 41

Louisa County, 1942-1944.

Box 212

Folder 42

Lunenburg County, 1942-1944.

Box 212

Folder 43

Mathews, 1942-1944.

Box 212

Folder 44

Mecklenburg County, 1942-1944.

Box 212

Folder 45

Middlesex County, 1942.

Box 212

Folder 46

Nansemond County, 1942-1944.

Box 213

Folder 1

Nelson County, 1942-1944.

Box 213

Folder 2

New Kent County, 1942-1944.

Box 213

Folder 3

Norfolk County, 1942-1944.

Box 213

Folder 4

Northampton County, 1942-1944.

Box 213

Folder 5

Northumberland County, 1942-1944.

Box 213

Folder 6

Nottoway County, 1942-1944.

Box 213

Folder 7

Orange County, 1942-1944.

Box 213

Folder 8

Page County, 1942.

Box 213

Folder 9

Pittsylvania County, 1942-1944.

Box 213

Folder 10

Powhatan County, 1942-1944.

Box 213

Folder 11

Prince Edward County, 1942-1944.

Box 213

Folder 12

Prince George County, 1942-1944.

Box 213

Folder 13

Prince William County, 1942-1944.

Box 213

Folder 14

Princess Anne County, 1942-1944.

Box 213

Folder 15

Pulaski County, 1942.

Box 213

Folder 16

Richmond County, 1942-1944.

Box 213

Folder 17

Rockbridge County, 1942.

Box 213

Folder 18

Smyth County, 1942.

Box 213

Folder 19

Southampton County, 1942-1944.

Box 213

Folder 20

Spotsylvania County, 1942.

Box 213

Folder 21

Stafford County, 1942-1944.

Box 213

Folder 22

Surry County, 1942-1944.

Box 213

Folder 23

Sussex County, 1942-1944.

Box 213

Folder 24

Tazewell County, 1942-1944.

Box 213

Folder 25

Warren County, 1942.

Box 213

Folder 26

Warwick County, 1942-1944.

Box 213

Folder 27

Washington County, 1942.

Box 213

Folder 28

Westmoreland County, 1942-1944.

Box 213

Folder 29

Wise County, 1942-1944.

Box 213

Folder 30

Wythe County, 1942-1944.

Box 213

Folder 31

York County, 1942-1944.

Box 213

Folder 32

Correspondence with localities - Towns, 1942-1944.

Alta Vista, 1942-1944.

Box 213

Folder 33

Blacksburg, 1942-1944.

Box 213

Folder 34

Cape Charles, 1942-1944.

Box 213

Folder 35

Christiansburg, 1942.

Box 213

Folder 36

Dendron, 1942.

Box 213

Folder 37

Farmville, 1942-1944.

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Franklin, 1942-1944.

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Galax, 1942-1943.

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Luray, 1942.

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Folder 41

Virginia Beach, 1942.

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Folder 42

Waynesboro, 1942-1944.

Box 213

Folder 43

West Point, 1942-1944.

Box 213

Folder 44

Correspondence with localities - Cities, 1942-1944.

Alexandria, 1942.

Box 214

Folder 1

Bristol, 1942-1944.

Box 214

Folder 2

Buena Vista, 1942-1944.

Box 214

Folder 3

Charlottesville and Albemarle County, 1942-1944.

Box 214

Folder 4

Clifton Forge, 1942-1943.

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Folder 5

Danville, 1942.

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Folder 6

Fredericksburg, 1942.

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Folder 7

Hampton, 1942-1944.

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Folder 8

Hopewell, 1942.

Box 214

Folder 9

Harrisonburg and Rockingham County, 1942-1944.

Box 214

Folder 10

Lexington, 1942-1944.

Box 214

Folder 11

Lynchburg, 1942-1944.

Box 214

Folder 12

Martinsville, 1942-1944.

Box 214

Folder 13

Newport News, 1942.

Box 214

Folder 14

Norfolk, 1942-1944.

Box 214

Folder 15

Petersburg, 1942-1944.

Box 214

Folder 16

Portsmouth, 1942.

Box 214

Folder 17

Radford, 1942.

Box 214

Folder 18

Richmond, 1942-1944.

Box 214

Folder 19

Roanoke, 1942-1944.

Box 214

Folder 20

South Norfolk, 1942.

Box 214

Folder 21

Staunton, 1942-1944.

Box 214

Folder 22

Suffolk, 1942-1944.

Box 214

Folder 23

Williamsburg, 1942-1944.

Box 214

Folder 24

Winchester, 1942-1943.

Box 214

Folder 25

Correspondence and subject files, 1942-1944.

Scope and Content

Correspondence and subject files, 1941-1944, consists of 4 boxes and includes incoming correspondence and copies of outgoing correspondence, lists, newsletters, reports, transmissions from the U.S. Office of Civilian Defense (bulletins, digest, notices, operations letters, orders) and the Virginia Office of Civilian Defense (correspondence, instructions, memoranda, publications, reports), topical files, and reports. Arranged alphabetically. Some items may pre-date 1942, but all files were created 1942-1944.

Acrcdited Public High Schools - List, 1941.

Box 215

Folder 1

Civilian Defense News, 1943-1944.

Box 215

Folder 2

General correspondence, 1944.

Box 215

Folder 3

General correspondence, 1943.

Box 215

Folder 4

General correspondence, 1942.

Box 215

Folder 5

Home Economics Teachers in Virginia Schools - List, 1942.

Box 215

Folder 6

I-Day, 1944.

Box 215

Folder 7

Itineraries of James F. Nicholas, 1942-1944.

Box 215

Folder 8

Jeanes Supervisors of Negro Schools - List, 1942.

Box 215

Folder 9

Lists of Directors and Coordinators, 1943-1944.

Box 215

Folder 10

Mailing list - Alexandria, n.d..

Box 215

Folder 11

Mailing list - miscellaneous, n.d..

Box 215

Folder 12

Miscellaneous, 1942-1944.

Box 215

Folder 13

Miscellaneous Organizations - List, n.d..

Box 215

Folder 14

Negro Organization Society, 1937-1944.

Box 215

Folder 15

Negro Representatives on Local Defense Councils - Lists, 1942-1943.

Box 215

Folder 16

Negro Vocational Agricultural Schools - List, n.d..

Box 215

Folder 17

Newspaper clippings, 1942-1943.

Box 215

Folder 18

Newspapers and Periodicals - List, 1942.

Box 215

Folder 19

Office of Price Administration, 1942.

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Folder 20

Office of War Administration, 1942.

Box 215

Folder 21

Organizations interested in civic matters - List, n.d..

Box 215

Folder 22

Presidents and Secretaries of Virginia Branches - List, n.d..

Box 215

Folder 23

Principals and Schools doing high school work - List, n.d..

Box 215

Folder 24

Prominent Persons in each of the larger cities - List, n.d..

Box 215

Folder 25

Reports on Conferences and Meetings Attended, 1942 June.

Box 216

Folder 1

Reports on Conferences and Meetings Attendend, 1942 July-Aug.

Box 216

Folder 2

Reports on Conferences and Meetings Attended, 1942 Sept-Oct.

Box 216

Folder 3

Reports on Conferences and Meetings Attended, 1943 Nov-Dec.

Box 216

Folder 4

Reports on Conferences and Meetings Attended, 1943 Jan-Mar.

Box 216

Folder 5

Reports on Conferences and Meetings Attended, 1943 Apr-May.

Box 216

Folder 6

Reports on Conferences and Meetings Attended, 1943 July-Dec.

Box 216

Folder 7

Reports on Conferences and Meetings Attended, 1944 Jan-Mar.

Box 216

Folder 8

Reports on Conferences and Meetings Attended, 1944 April-June.

Box 216

Folder 9

Semi-Private Schools in Virginia participating in NYA Work Program - List, 1941-1942.

Box 216

Folder 10

Statewide Lay Organizations - List, n.d..

Box 216

Folder 11

Superintendents in Virginia - List, n.d..

Box 216

Folder 12

Templeton, Furman L. (USOCD Field Consultant and Racial Relations Advisor), 1942 June-Dec.

Box 216

Folder 13

Templeton, Furman L. (USOCD Field Consultant and Racial Relations Advisor), 1943 Jan-Apr.

Box 216

Folder 14

**Templeton, Furman L. (USOCD Field Consultant and Racial Relations Advisor),
1943 May-Aug.**

Box 216

Folder 15

Travel expenses, 1942.

Box 216

Folder 16

Travel expenses, 1943.

Box 217

Folder 1

Travel expenses, 1944.

Box 217

Folder 2

USOCD Transmissions, 1944 July.

Box 217

Folder 3

USOCD Transmissions, 1944 June.

Box 217

Folder 4

USOCD Transmissions, 1944 May.

Box 217

Folder 5

USOCD Transmissions, 1944 Apr.

Box 217

Folder 6

USOCD Transmissions, 1944 Mar.

Box 217

Folder 7

USOCD Transmissions, 1944 Feb.

Box 217

Folder 8

USOCD Transmissions, 1944 Jan.

Box 217

Folder 9

USOCD Transmissions, 1943 Dec.

Box 217

Folder 10

USOCD Transmissions, 1943 Nov.

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Folder 11

USOCD Transmissions, 1943 Oct.

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Folder 12

USOCD Transmissions, 1943 Sept.

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Folder 13

USOCD Transmissions, 1943 Aug.

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Folder 14

USOCD Transmissions, 1943 June.

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Folder 15

USOCD Transmissions, 1943 May.

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Folder 16

USOCD Transmissions, 1943 Apr.

Box 217

Folder 17

USOCD Transmissions, 1943 Mar.

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Folder 18

USOCD Transmissions, 1943 Feb.

Box 217

Folder 19

USOCD Transmissions, 1943 Jan.

Box 217

Folder 20

USOCD Transmissions, 1942 Dec.

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Folder 21

USOCD Transmissions, 1942 Nov.

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Folder 22

USOCD Transmissions, 1942 Oct.

Box 217

Folder 23

USOCD Transmissions, 1942 Sept.

Box 217

Folder 24

USOCD Transmissions, 1942 Aug.

Box 217

Folder 25

USOCD Transmissions, 1942 July.

Box 217

Folder 26

USOCD Transmissions, 1942 June.

Box 217

Folder 27

VAOCD Transmissions, n.d..

Box 218

Folder 1

VAOCD Transmissions, 1942 June.

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Folder 2

VAOCD Transmissions, 1942 July-Aug.

Box 218

Folder 3

VAOCD Transmissions, 1942 Sept.

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Folder 4

VAOCD Transmissions, 1942 Oct.

Box 218

Folder 5

VAOCD Transmissions, 1942 Nov.

Box 218

Folder 6

VAOCD Transmissions, 1942 Dec.

Box 218

Folder 7

VAOCD Transmissions, 1943 Jan.

Box 218

Folder 8

VAOCD Transmissions, 1943 Feb.

Box 218

Folder 9

VAOCD Transmissions, 1943 Mar.

Box 218

Folder 10

VAOCD Transmissions, 1943 Apr.

Box 218

Folder 11

VAOCD Transmissions, 1943 May.

Box 218

Folder 12

VAOCD Transmissions, 1943 June.

Box 218

Folder 13

VAOCD Transmissions, 1943 July.

Box 218

Folder 14

VAOCD Transmissions, 1943 Aug.

Box 218

Folder 15

VAOCD Transmissions, 1943 Sept.

Box 218

Folder 16

VAOCD Transmissions, 1943 Oct.

Box 218

Folder 17

VAOCD Transmissions, 1943 Nov.

Box 218

Folder 18

VAOCD Transmissions, 1943 Dec.

Box 218

Folder 19

VAOCD Transmissions, 1944 Jan.

Box 218

Folder 20

VAOCD Transmissions, 1944 Feb.

Box 218

Folder 21

VAOCD Transmissions, 1944 Mar.

Box 218

Folder 22

VAOCD Transmissions, 1944 Apr.

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Folder 23

VAOCD Transmissions, 1944 May.

Box 218

Folder 24

VAOCD Transmissions, 1944 June-July.

Box 218

Folder 25

Virginia War Dept. Civilian Protection School, n.d..

Box 218

Folder 26

Series X. Transmissions and Directives from the Virginia Office of Civilian Defense, 1942-1945.

Boxes 219-226 (box)

Extent

Extent: 2.8 cubic feet (8 boxes).

Scope and Content

The Virginia Office of Civilian Defense Transmissions and Directives series is housed in 8 boxes and consists of official communications sent out by the VAOCD. Includes bulletins, executive orders, informational memoranda, memoranda, operations letters and transmittal letters.

Bulletins, 1942-1945.

Scope and Content

Bulletins, 1942-1945, consist of 1 box and include communications sent by J. H. Wyze, State Coordinator. The majority of the bulletins are addressed to local defense coordinators. Arranged in bulletin number order.

No. 1 - Monthly reports OCD Form No. 1, 1942 Aug 7.

Box 219

Folder 1

No. 2 - War Department Civilian Protection School, 1942 Aug 7.

Box 219

Folder 2

No. 3 - Military authority and responsibility: Unexploded bomb disposal and training, 1942 Aug 11.

Box 219

Folder 3

No. 4 - Telephone numbers and location of local defense council offices, 1942 Aug 12.

Box 219

Folder 4

No. 5 - Course in industrial camouflage, 1942 Sept 5.

Box 219

Folder 5

No. 6 - Monthly requirements of penalty privilege labels, 1942 Sept 10.

Box 219

Folder 6

No. 7 - Gumming penalty privilege labels, 1942 Sept 14.

Box 219

Folder 7

No. 8 - Distribution of "Handbooks for Auxiliary Police", 1942 Sept 16.

Box 219

Folder 8

No. 9 - Penalty Privilege (Quarterly Reports), 1942 Sept 21.

Box 219

Folder 9

No. 10 - Publicity, n.d..

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Folder 10

No. 11 - Bi-monthly Report for October 1942, 1942 Oct 23.

Box 219

Folder 11

No. 12 - Blackouts and test periods, 1942 Oct 30.

Box 219

Folder 12

No. 13 - U.S. Operations Letters Nos. 50 and 68, 1942 Nov 2.

Box 219

Folder 13

No. 14 - "Share the Meat" Campaign publicity, 1942 Nov 14.

Box 219

Folder 14

No. 15 - Injury of personnel of Citizens Defense Corps, 1942 Nov 16.

Box 219

Folder 15

No 16 - Missing, --.

Box 219

Folder --

No. 17 - Missing, --.

Box 219

Folder --

No. 18 - Instructor material on chemical warfare, 1942 Dec 16.

Box 219

Folder 16

No. 19 - Facility security program, 1942 Dec 29.

Box 219

Folder 17

No. 20 - Civilian Defense broadcasts, January 1 and 3, 1943, 1942 Dec 30.

Box 219

Folder 18

No. 21 - 1943 Victory Book Campaign, 1943 Jan 18.

Box 219

Folder 19

No. 22 - Missing, --.

Box 219

Folder --

No. 23 - War Service Committee of the State Bar Association, 1943 Jan 27.

Box 219

Folder 20

No. 24 - Insignia, 1943 Jan 28.

Box 219

Folder 21

No. 25 - New air raid warning signal system, 1943 Feb 6.

Box 219

Folder 22

No. 26 - Publication of local defense council telephone numbers, 1943 Feb 8.

Box 219

Folder 23

No. 27 - Citizens Service Corps identification cards, 1943 Feb 9.

Box 219

Folder 24

No. 28 - Publicity on new air raid warning system, 1943 Feb 10.

Box 219

Folder 25

No. 29 - Release of information, 1943 Mar 1.

Box 219

Folder 26

No. 30 - Bi-monthly report for February 1943, 1943 Mar 1.

Box 219

Folder 27

No. 31 - New training films available, n.d..

Box 219

Folder 28

No. 32 - Training films "Target Lights", 1943 May 5.

Box 219

Folder 29

No. 33 - Low cost helmets for U.S. Citizens Defense Corps, 1943 May 18.

Box 219

Folder 30

No. 34 - Distribution of posters, 1943 May 18.

Box 219

Folder 31

No. 35 - Civilian Defense service awards, 1943 June 21.

Box 219

Folder 32

No. 36 - V-Community award pennants, 1943 June 21.

Box 219

Folder 33

No. 37 - Emergency utility personnel in auxiliary group, 1943 June 21.

Box 219

Folder 34

No. 38 - War Civilian Security Program, 1943 July 7.

Box 219

Folder 35

No. 39 - Emergency pennants, 1943 July 7.

Box 219

Folder 36

No. 40 - Plant Protection Officer, 1943 July 7.

Box 219

Folder 37

No. 41 - Emergency vehicle pennants, 1943 July 10.

Box 219

Folder 38

No. 42 - Pilot Rescue Service Training School, 1943 Aug 31.

Box 219

Folder 39

No. 43 - Fire Prevention Week, 1943 Sept 13.

Box 219

Folder 40

No. 44 - Information regarding use of probes in UXB reconnaissance, 1943 Sept 15.

Box 219

Folder 41

No. 45 - Rechargeable storage flashlight batteries, 1943 Oct 5.

Box 219

Folder 42

No. 46 - Qualifications of plants for National Security Award, 1943 Oct 18.

Box 219

Folder 43

No. 47 - War Services training film, 1943 Oct 27.

Box 219

Folder 44

No. 48 - Regulations No. 3, Revised and Supplementary Order No. 1, 1943 Oct 28.

Box 219

Folder 45

No. 49 - Local historian, 1943 Nov 8.

Box 219

Folder 46

No. 50 - Forest Fire Fighters Organization, 1943 Nov 8.

Box 219

Folder 47

No. 51 - Elimination of outside decorative lighting during the holiday, 1943 Dec 13.

Box 219

Folder 48

No. 52 - Recreation film, 1943 Dec 27.

Box 219

Folder 49

No. 53 - Film: "Gardening", 1944 Jan 25.

Box 219

Folder 50

No. 54 - Pre-Induction informational meetings, 1944 Feb 3.

Box 219

Folder 51

No. 55 - Security of war information during Pre-Invasion Week, 1944 Feb 23.

Box 219

Folder 52

No. 56 - Emergency services available through the State Control Center, 1944 Mar 3.

Box 219

Folder 53

No. 57 - Information on Victory Gardens, 1944 Mar 23.

Box 219

Folder 54

No. 58 - Distribution of fire guard publications to local fire companies, 1944 June 21.

Box 219

Folder 55

No. 59 - Extra gasoline for victory gardeners, 1945 Mar 22.

Box 219

Folder 56

No. 60 - Conservation of coal, 1945 Mar 22.

Box 219

Folder 57

No. 61 - Questions and answers on Consumer Declaration, 1945 Apr 19.

Box 219

Folder 58

No. 62 - Wood for fuel, 1945 Apr 25.

Box 219

Folder 59

No. 63 - Claims of members of Citizens Defense Corps in Virginia, 1945 May 17.

Box 219

Folder 60

No. 64 - John J. Howard, Director, Conservation of solid fuels, 1945 May 21.

Box 219

Folder 61

No. 65 - Unnecessary travel, 1945 June 21.

Box 219

Folder 62

No. 66 - Missing, --.

Box 219

Folder --

No. 67 - Surplus property, Regulation No. 2, 1945 July 14.

Box 219

Folder 63

No. 68 - Serious coal shortage, 1945 July 21.

Box 219

Folder 64

No. 69 - Letter - Short fuel supplies, 1945 July 24.

Box 219

Folder 65

Executive orders, 1942-1945.

Scope and Content

Executive orders, 1942-1945, consist of 1 box and are arranged by order number. The executive orders are signed by Governor Colgate W. Darden, with the majority of the orders issued in 1942. Topics include the establishment of local defense councils and metropolitan areas, air raids, blackouts, dimouts and evacuation authority. Executive order No. 91 has not been located.

No. 1 - Smyth County Civilian Defense Council, 1942 Feb 17.

Box 220
Folder 1

No. 2 - Hanover County Civilian Defense Council, 1942 Feb 17.

Box 220
Folder 2

No. 3 - Beford County Civilian Defense Council, 1942 Feb 17.

Box 220
Folder 3

No. 4 - Culpeper County Civilian Defense Council, 1942 Feb 17.

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Folder 4

No. 5 - Warren County Civilian Defense Council, 1942 Feb 17.

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Folder 5

No. 6 - Charlottesville Civilian Defense Council, 1942 Feb 17.

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Folder 6

No. 7 - Fairfax County Civilian Defense Council, 1942 Feb 17.

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Folder 7

No. 8 - Elizabeth City County Civilian Defense Council, 1942 Feb 19.

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Folder 8

No. 9 - Dickenson County Civilian Defense Council, 1942 Feb 19.

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Folder 9

No. 10 - Middlesex County Civilian Defense Council, 1942 Feb 19.

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Folder 10

No. 11 - Clarke County Civilian Defense Council, 1942 Feb 19.

Box 220
Folder 11

No. 12 - Greensville County Civilian Defense Council, 1942 Feb 19.

Box 220
Folder 12

No. 13 - Sugar Rationing, 1942 Feb 20.

Box 220
Folder 13

No. 13 (Revised) - Commodity Rationing, 1942 Apr 29.

Box 220

Folder 14

No. 14 - Mecklenburg County Civilian Defense Council, 1942 Feb 20.

Box 220

Folder 15

No. 15 - Sussex County Civilian Defense Council, 1942 Mar 2.

Box 220

Folder 16

No. 16 - Nottoway County Civilian Defense Council, 1942 Mar 4.

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Folder 17

No. 17 - Orange County Civilian Defense Council, 1942 Feb 23.

Box 220

Folder 18

No. 18 - Craig County Civilian Defense Council, 1942 Feb 23.

Box 220

Folder 19

No. 19 - Highland County Civilian Defense Council, 1942 Feb 23.

Box 220

Folder 20

No. 20 - Franklin County Civilian Defense Council, 1942 Feb 23.

Box 220

Folder 21

No. 21 - Southampton County Civilian Defense Council, 1942 Feb 23.

Box 220

Folder 22

No. 22 - Charlotte County Civilian Defense Council, 1942 Feb 19.

Box 220

Folder 23

No. 23 - Roanoke County Civilian Defense Council, 1942 Feb 21.

Box 220

Folder 24

No. 24 - Isle of Wight County Civilian Defense Council, 1942 Feb 25.

Box 220

Folder 25

No. 25 - Loudoun County Civilian Defense Council, 1942 Feb 21.

Box 220

Folder 26

No. 26 - Shenandoah County Civilian Defense Council, 1942 Feb 26.

Box 220

Folder 27

No. 26a - Shenandoah County Civilian Defense Council, 1942 Mar 10.

Box 220

Folder 28

No. 27 - Fauquier County Civilian Defense Council, 1942 Feb 26.

Box 220

Folder 29

No. 28 - Carroll County Civilian Defense Council, 1942 Feb 27.

Box 220

Folder 30

No. 29 - Pulaski County Civilian Defense Council, 1942 Feb 27.

Box 220

Folder 31

No. 30 - Madison County Civilian Defense Council, 1942 Feb 21.

Box 220

Folder 32

No. 31 - Westmoreland County Civilian Defense Council, 1942 Feb 25.

Box 220

Folder 33

No. 32 - Partial Blackouts, 1942 Mar 2.

Box 220

Folder 34

No. 32 and 38 (Amended) - Partial Blackouts, 1942 June 26.

Box 220

Folder 35

No. 33 - Accomack County Civilian Defense Council, 1942 Feb 28.

Box 220

Folder 36

No. 34 - Campbell County Civilian Defense Council, 1942 Mar 3.

Box 220

Folder 37

No. 35 - Uniform Air Raid Alarm Signal, 1942 Mar 4.

Box 220

Folder 37a

No. 36 - Lancaster County Civilian Defense Council, 1942 Mar 4.

Box 220

Folder 38

No. 37 - Northampton County Civilian Defense Council, 1942 Mar 4.

Box 220

Folder 39

No. 38 - Partial Blackouts, 1942 Mar 4.

Box 220

Folder 39a

No. 39 - Rockingham County Civilian Defense Council, 1942 Mar 5.

Box 220

Folder 40

No. 39 (Amended) - Harrisonburg-Rockingham County Civilian Defense Council, 1942 Feb 16.

Box 220

Folder 41

No. 40 - Halifax County Civilian Defense Council, 1942 Mar 5.

Box 220

Folder 42

No. 41 - Russell County Civilian Defense Council, 1942 Mar 5.

Box 220

Folder 43

No. 42 - Buchanan County Civilian Defense Council, 1942 Mar 5.

Box 220

Folder 44

No. 43 - Scott County Civilian Defense Council, 1942 Mar 5.

Box 220

Folder 45

No. 44 - Prince William County Civilian Defense Council, 1942 Mar 9.

Box 220

Folder 46

No. 45 - King William County Civilian Defense Council, 1942 Mar 9.

Box 220

Folder 47

No. 46 - Caroline County Civilian Defense Council, 1942 Mar 9.

Box 220

Folder 48

No. 47 - Patrick County Civilian Defense Council, 1942 Mar 9.

Box 220

Folder 49

No. 48 - Franklin County Civilian Defense Council, 1942 Mar 9.

Box 220

Folder 50

No. 49 - Giles County Civilian Defense Council, 1942 Mar 11.

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Folder 51

No. 50 - Appomattox County Civilian Defense Council, 1942 Mar 12.

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Folder 52

No. 51 - Essex County Civilian Defense Council, 1942 Mar 12.

Box 220

Folder 53

No. 52 - Clifton Forge and Covington Civilian Defense Council, 1942 Mar 12.

Box 220

Folder 54

No. 53 - Staunton, Waynesboro, and Augusta County Civilian Defense Councils, 1942 Mar 12.

Box 220

Folder 55

No. 54 - Richmond-Petersburg-Hopewell Regional Civilian Defense Council, 1942 Mar 14.

Box 220

Folder 55a

No. 54 (Amended) - Richmond-Peterburg-Hopewell Regional Civilian Defense Council, 1942 June 29.

Box 220

Folder 56

No. 55 - Albemarle County Civilian Defense Council, 1942 Mar 17.

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Folder 57

No. 56 - Lee County Civilian Defense Council, 1942 Mar 17.

Box 220

Folder 58

No. 57 - Tazewell County Civilian Defense Council, 1942 Mar 17.

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Folder 59

No. 58 - Washington County Civilian Defense Council, 1942 Mar 17.

Box 220

Folder 60

No. 59 - Buckingham County Civilian Defense Council, 1942 Mar 18.

Box 220

Folder 61

No. 60 - Shoreline Illumination, 1942 Mar 20.

Box 220

Folder 62

No. 61 - Botetourt County Civilian Defense Council, 1942 Mar 25.

Box 220

Folder 63

No. 62 - Fluvanna County Civilian Defense Council, 1942 Mar 25.

Box 220

Folder 64

No. 63 - Dinwiddie County Civilian Defense Council, 1942 Mar 27.

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Folder 65

No. 64 - Wythe County Civilian Defense Council, 1942 Mar 27.

Box 220

Folder 66

No. 65 - Amherst County Civilian Defense Council, 1942 Apr 2.

Box 220

Folder 67

No. 66 - Brunswick County Civilian Defense Council, 1942 Apr 2.

Box 220

Folder 68

No. 67 - Greene County Civilian Defense Council, 1942 Apr 6.

Box 220

Folder 69

No. 68 - Lunenburg County Civilian Defense Council, 1942 Apr 6.

Box 220

Folder 70

No. 69 - Blackouts and When Alarms are Sounded, 1942 Apr 20.

Box 220

Folder 70a

No. 69 (Supplement) - Blackout Tests in Roanoke County, 1942 May 2.

Box 220

Folder 70b

No. 69 (Amendment No. 1) - Blackouts and When Alarms are Sounded, 1942 June 26.

Box 220

Folder 71

No. 69 (Amendment No. 2) - Blackout and When Alarms are Sounded, 1942 Nov 28.

Box 220

Folder 72

No. 70 - Bath County Civilian Defense Council, 1942 Apr 16.

Box 220

Folder 73

No. 71 - Nansemond County Civilian Defense Council, 1942 Apr 16.

Box 220

Folder 74

No. 72 - Grayson County Civilian Defense Council, 1942 Apr 21.

Box 220

Folder 75

No. 73 - Floyd County Civilian Defense Council, 1942 apr 21.

Box 220

Folder 76

No. 74 - Pittsylvania County Civilian Defense Council, 1942 Apr 27.

Box 220

Folder 77

No. 75 - Declaring a Metropolitan Area for the City of Lynchburg, 1942 Apr 29.

Box 220

Folder 78

No. 76 - Louisa County Civilian Defense Council, 1942 May 7.

Box 220

Folder 79

No. 77 - Declaring a Metropolitan Area for the City of Petersburg, 1942 May 8.

Box 220

Folder 80

No. 78 - Declaring a Metropolitan Area for the City of Hopewell, 1942 May 8.

Box 220

Folder 81

No. 79 - Cambria and Christiansburg Civilian Defense Council, 1942 May 13.

Box 220

Folder 82

No. 80 - Declaring a Metropolitan Area for the City of Richmond, 1942 May 15.

Box 220

Folder 83

No. 81 - Declaring a Metropolitan Area for the City of Richmond, 1942 May 16.

Box 220

Folder 84

No. 82 - Penalty Privilege (Ranking Privilege), 1942 June 19.

Box 220

Folder 84a

No. 83 - Administering of Oath, 1942 Jan 13.

Box 220

Folder 85

No. 83 (Amended) - Administering of Oath, 1942 Jan 13.

Box 220
Folder 86

No. 84 - Appointing Official Messengers, 1942 July 28.

Box 220
Folder 86a

No. 85 - Dimouts in Seacoast Areas, 1942 Aug 5.

Box 220
Folder 87

No. 86 - Sirens on Automobiles for Air Raid Alarms, 1942 Aug 5.

Box 220
Folder 87a

No. 87 - Red Cross Agreement, 1942 Aug 24.

Box 220
Folder 88

No. 88 - State Evacuation Authority, 1942 Aug 12.

Box 220
Folder 88a

No. 88 (Amendment No. 1) - State Evacuation Authority, 1942 Dec 11.

Box 220
Folder 89

No. 88 (Amendment No. 2) - State Evacuation Authority, 1943 Mar 13 .

Box 220
Folder 89a

No. 89 - County Rationing Boards, 1942 Sept 25.

Box 220
Folder 90

No. 89 (Amended) - County Rationing Boards, 1942 Nov 19.

Box 220
Folder 90a

No. 90 - Dimouts in Seacoast Areas, 1942 Nov 28.

Box 220
Folder 91

No. 90 (Amendment No. 1) - Dimouts in Seacoast Areas, 1943 Jan 11.

Box 220
Folder 92

No. 92 - Area Evacuation Authorities, 1943 Mar 10 .

Box 220
Folder 93

No. 93 - Issuing War Price and Ration Book III, 1942 July 7.

Box 220

Folder 94

No. 94 - Dimout Regulations Rescinded, 1943 Oct 28 .

Box 220

Folder 95

No. 95 - Blackout Regulations Rescinded, 1945 May 12 .

Box 220

Folder 96

Informational Memoranda, 1942-1945.

Scope and Content

Informational memoranda, 1942-1945, are housed in 3 boxes and are arranged by memoranda number. The informational memoranda are from J.H. Wyse, Coordinator of the Virginia Office of Civilian Defense, or his designee, and are mainly directed towards executive officers, local directors and coordinators, and local government officials. Several memoranda are missing from this sequence. Also includes a chronological list of informational memoranda (1 v.)

No. 1 - Victory Gardens, 1942 Jan 16.

Box 221

Folder 1

No. 5 - Blackout Orders, 1942 Jan 20.

Box 221

Folder 2

No. 7 - Volunteer Personnel Report, 1942 Jan 20.

Box 221

Folder 3

No. 9 - Uniform Air Raid Alarm Signal, 1942 Jan 21.

Box 221

Folder 4

No. 10 -Defense Program Affecting Agriculture and Farm Families, 1942 Jan 22.

Box 221

Folder 5

No. 20 - First Aid Training, 1942 Mar 2.

Box 221

Folder 6

No. 21 - Aircraft Warning Service, 1942 Mar 4.

Box 221

Folder 7

No. 22 - Air Raid Posters, 1942 Mar 4.

Box 221

Folder 8

No. 23 - Executive Order No. 32 Regarding Blackouts, 1942 Mar 5.

Box 221

Folder 9

No. 24 - Uniform Air Raid Signal, 1942 Mar 5.

Box 221

Folder 10

No. 25 - Training Emergency Drivers, 1942 Mar 6.

Box 221

Folder 11

No. 26 - Civilian Defense Training Films, 1942 Mar 14.

Box 221

Folder 12

No. 27 - Protective Measures, 1942 Mar 12.

Box 221

Folder 13

No. 28 - Protective measures for plants having War and Navy contracts, 1942 Mar 14.

Box 221

Folder 14

No. 29 - Blackout Illumination, 1942 Mar 18.

Box 221

Folder 15

No. 30 - Disposal of unexploded and delayed action bombs, 1942 Mar 18.

Box 221

Folder 16

No. 31 - Agreement with American Red Cross concerning first aid instruction to enrollees of Citizens Defense Corps, 1942 Mar 18.

Box 221

Folder 17

No. 32 - Monthly Report on Status of Local Defense Council, 1942 Mar 19.

Box 221

Folder 18

No. 33 - Blackouts, 1942 Mar 21.

Box 221

Folder 19

No. 34 - Civilian Defense training courses, 1942 Mar 26.

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Transmittal letters, 1943-1944.

Scope and Content

Transmittal letters, 1943-1944, are housed in 1 box and are arranged in letter number order. The transmittal letters are sent by J.H. Wyse, Coordinator of the Virginia Office of Civilian Defense, and the majority are directed to local coordinators and directors. These directives are generally cover letters for other material, notices of shipments or an explanation of supplies or publications transmitted to local councils. Some letters include referenced attachments.

No. 1 - Publication "You and Me", 1943 Feb 23.

Box 226

Folder 1

No. 2 - Nutrition Symposium, 1943 Feb 27.

Box 226

Folder 2

No. 3 - Joint Statement, OPA and OCD, 1943 Mar 17.

Box 226

Folder 3

No. 4 - Program of Advance Institute in Civilian Protection (refresher course), 1943 Mar 22.

Box 226

Folder 4

No. 5 - Emergency Welfare Service, 1943 Mar 27.

Box 226

Folder 5

No. 6 - U.S. Citizens Service Corps identification badge, 1943.

Box 226

Folder 6

No. 7 - Outline of Emergency Welfare Services, 1943 Apr 21.

Box 226

Folder 7

No. 8 - Revised list of manufacturers of insiania. 1943 Apr 26.

Box 226

Folder 8

No. 9 - (1) Civilian Protection Report - OCD Form 1 and (2) Defense Council Operations Report - OCD Form 4, 1943 Apr 28.

Box 226

Folder 9

No. 10 - Classification of primary and secondary control centers for reporting UXBs, 1943 May 1.

Box 226

Folder 10

No. 11 - Food Preservation Campaign, 1943 May 6.

Box 226

Folder 11

No. 12 - Establishment of U.S. Junior Citizens Service Corps, 1943 May 11.

Box 226

Folder 12

No. 13 - War Information films, 1943 May 18.

Box 226

Folder 13

No. 14 - Amendment to Executive Order No. 91, 1943 May 19.

Box 226

Folder 14

No. 15 - War Civilian Security Program (compensation), 1943 May 24.

Box 226

Folder 15

No. 17 - Film Chairman of Local War Information Committee, 1943 June 22.

Box 226

Folder 16

No. 18 - Organization of Recreation Committee, 1943 June 23.

Box 226

Folder 17

No. 19 - Home canning leaflets, 1943 July 12.

Box 226

Folder 18

No. 20 - Staff holder for emergency vehicle pennant, 1943 July 21.

Box 226

Folder 19

No. 21 - Primary control centers in Virginia for reporting unexploded bombs, 1943 July 28.

Box 226

Folder 20

No. 22 - Release on safe canning, 1943 July 28.

Box 226

Folder 21

No. 23 - Blackout of manufacturing plants, 1943 Aug 4.

Box 226

Folder 22

No. 24 - Obsolete publications, 1943 Aug 9.

Box 226

Folder 23

No. 25 - National security award for plants and facilities, 1943 Sept 24.

Box 226

Folder 24

No. 26 - Practice incendiary bombs, 1943 Sept 25.

Box 226

Folder 25

No. 27 - Statement of policy concerning future civilian defense activities, 1943 Oct 25.

Box 226

Folder 26

No. 28 - Organization chart for Civilian War Services, 1943 Oct 28.

Box 226

Folder 27

No. 29 - Identification cards for Junior Citizens Service Corps, 1943 Nov 1.

Box 226

Folder 28

No. 30 - Civilian Mobilization report form, 1943 Dec 6.

Box 226

Folder 29

No. 31 - Victory Gardens 1944, 1944 Jan 10.

Box 226

Folder 30

No. 32 - War Department enemy action credentials, 1944 Mar 10.

Box 226

Folder 31

No. 33 - "Grow More in '44 Week", 1944 Mar 28.

Box 226

Folder 32

No. 34 - (1) I-Meeting Day, and (2) Pre-induction informational meetings, 1944 Apr 20.

Box 226

Folder 33

No. 35 - Universal People's Prayer for I-Meeting Day, 1944 May 9.

Box 226

Folder 34

No. 36 - Civilian Mobilization Report , Jan-June 30, 1944, 1944 June 9.

Box 226

Folder 35

No. 37 - Judging the food fair, 1944 June 13.

Box 226

Folder 36

No. 38 - Service to veterans, 1944 July 10.

Box 226

Folder 37

No. 39 - National Victory Garden Institute Green Thumb Victory Garden Contest, 1944 Aug 1.

Box 226

Folder 38

No. 40 - "If Your Baby Must Travel in Wartime", 1944 Sept 6.

Box 226

Folder 39

Transmittal memoranda, 1942-1943.

Scope and Content

Transmittal memoranda, 1942-1943, are housed in 1 box and are arranged in memoranda number order. Only includes No. 16-20. The transmittal letters are sent by J.H. Wyse, Coordinator of the Virginia Office of Civilian Defense, and the majority are directed to local coordinators and directors. These memoranda are generally cover letters for other material, notices of shipments or an explanation of supplies or publications transmitted to local councils. Referenced attachments are not included.

No. 16 - Blackouts, 1942 Mar 21.

Box 226

Folder 40

No. 17 - Eliminating illumination along Atlantic shoreline, 1942 Mar 20.

Box 226

Folder 41

No. 18 - Shipment of publications "Suggested Regulations for Retail Stores for Blackouts--Air Raids", 1942 Mar 21.

Box 226

Folder 42

No. 19 - House Bill No. 309 - Blackouts, 1942 Mar 23.

Box 226

Folder 43

No. 20 - Air Raids, 1942 Apr 3.

Box 226

Folder 44

Volunteers for War Price and Rationing Boards, 1943 July 20.

Box 226

Folder 45

Series XI. Transmissions and Directives from the U.S. Office of Civilian Defense, 1941-1944.

Boxes 227-230 (box)

Extent

Extent: 1.25 cubic feet (4 boxes).

Scope and Content

The U.S. Office of Civilian Defense Transmissions and Directives (USOCD) series is housed in 4 boxes and consists of official communications issued by the USOCD. Includes administrative orders, bulletins, circulars, notices and operations letters.

Administrative orders, 1941-1944.

Scope and Content

Administrative orders, 1941-1944, consist of 1 box and are arranged in amendment number order. The following administrative orders are not included in this series: 7, 8, 10, 17, 22, 28, 35, 36 and 37.

No. 1 (Revised), Amendment No. 1, 1943 Feb 25.

Box 227

Folder 1

No. 1 (Revised), Amendment No. 2, 1943 May 27.

Box 227

Folder 1

No. 1 (Revised), Amendment No. 4, 1943 July 6.

Box 227

Folder 1

No. 2 - Policies under which the Office of Civilian Defense and the Offices within its designated areas will function, 1941 July 10.

Box 227

Folder 1

No. 3 - Amending Administrative Order No. 1, 1941 Aug 1.

Box 227

Folder 1

No. 4 - Establishing Philadelphia Metropolitan Area, 1941 Oct 4.

Box 227

Folder 1

No. 5 - Establishing Chicago Metropolitan Area, 1941 Nov 4.

Box 227

Folder 1

No. 6 (Revised) - Estblishing Pittsburgh Metropolictan Area, 1941 Dec 8.

Box 227

Folder 1

No. 9 - Establishing Civil Air Patrol, 1941 Dec 8.

Box 227

Folder 2

No. 11 - Establishing Seattle Metropolitan Area, 1941 Dec 8.

Box 227

Folder 2

No. 12 (Second Revision) - Establishing Baltimore Metropolitan Area, 1942 Jan 29.

Box 227

Folder 2

No. 13 (Revised) - Establishing Atlanta Metropolitan Area, 1941 Dec 8.

Box 227

Folder 2

No. 14 (Revised) - Establishing toledo Metropolitan Area, 1941 Dec 8.

Box 227

Folder 2

No. 15 (Revised) - Establishing Cleveland Metropolitan Area, 1941 Dec 8.

Box 227

Folder 2

No. 16 (Revised) - Establishing Detroit Metropolitan Area, 1941 Dec 8.

Box 227

Folder 2

No. 18 (Revised) - Establishing Houston Metropolitan Area, 1941 Dec 8.

Box 227

Folder 3

No. 19 (Revised) - Establishing Los Angeles Metropolitan Area, 1941 Dec 8.

Box 227

Folder 3

No. 20 (Revised) - Establishing San Francisco Bay Metropolitan Area, 1941 Dec 8.

Box 227

Folder 3

No. 21 - Establishing Portland Metropolitan Area, 1941 Nov 8.

Box 227

Folder 3

No. 23 - Establishment of U.S. Citizens Defense Corpt, U.S. Citizens Service Corps, Civil Air Patrol, and Civilian Defense Auxiliary Group, 1942 Apr 29.

Box 227

Folder 3

No. 23, Amendment No. 1 - Establishment of U.S. Citizens Defense Corpt, U.S. Citizens Service Corps, Civil Air Patrol, and Civilian Defense Auxiliary Group, 1942 June 16.

Box 227

Folder 3

No. 23, Amendment No. 2 - Establishment of U.S. Citizens Defense Corpt, U.S. Citizens Service Corps, Civil Air Patrol, and Civilian Defense Auxiliary Group, 1942 June 17.

Box 227

Folder 3

No. 23, Amendment No. 3 - Establishment of U.S. Citizens Defense Corpt, U.S. Citizens Service Corps, Civil Air Patrol, and Civilian Defense Auxiliary Group, 1942 Aug 21.

Box 227

Folder 3

No. 24, 1942 May 25.

Box 227

Folder 4

No. 25, 1942 May 28.

Box 227

Folder 4

No. 26 - Penalty Privilege - State and Local Councils, 1942 May 29.

Box 227

Folder 4

No. 27 - Forest Fire Fighters Service, 1942 July 11.

Box 227

Folder 4

No. 27, Amendment No. 1 - Forest Fire Fighters Service, 1942 Aug 21.

Box 227

Folder 4

No. 29 (Revised) - Establishing the New Orleans Metropolitan Civilan Defense Area, 1943 May 28.

Box 227

Folder 4

No. 30 - Reorganization and Change of Name of Mobilization Branch, 1943 Jan 4.

Box 227

Folder 5

No. 31 - Prescribing insignia to identify persons and emergency vehicles entitled to move on public ways during periods of air raid alarm in the Eastern Military District, 1943 Feb 3.

Box 227

Folder 5

No. 32 - Establishing Facility Security Division in Civilian Protection Branch; Abolishing Facility Security Branch, 1943 Feb 18.

Box 227

Folder 5

No. 33 - Confirming establishment of Washington Metropolitan Civilian Defense Area, 1943 Feb 25.

Box 227

Folder 5

No.33 (Revised), Amendment No. 1 - Confirming establishment of Washington Metropolitan Civilian Defense Area and changing its name to Washington Region, 1943 July 6.

Box 227

Folder 5

No.33 (Revised) - Confirming establishment of Washington Metropolitan Civilian Defense Area and changing its name to Washington Region, 1943 May 27.

Box 227

Folder 5

No. 34 - Establishing Labor Division; abolishing Labor Section, 1943 Feb 27.

Box 227

Folder 5

No. 38 - Abolition of Civilian Defense Regional Offices, 1944 June 7.

Box 227

Folder 5

Bulletins, 1944.

Scope and Content

Bulletins, 1944, consist of 1 box and are arranged by type of bulletin, and by bulletin number thereunder. Includes general, protection and war services bulletins. Incomplete series. Bulletins replaced operations letters and circulars on April 13, 1944.

General Bulletin No. 1 - Establishment of system of bulletins to replace operations letters and circulars, 1944 Apr 13.

Box 227

Folder 6

General Bulletin No. 2 - OCD policy regarding distribution of printed and processed material intended for local community use, 1944 Apr 21.

Box 227

Folder 6

General Bulletin No. 3 - Methods of state clearance and distribution of OCD printed and duplicated materials, 1944 Apr 28.

Box 227

Folder 6

General Bulletin No. 4 - Care of classified printed and processed matter, 1944 May 5.

Box 227

Folder 6

General Bulletin No. 5 - Responsibility for the control of aeronautical lights (Rescinds Operations Letter No. 71), 1944 June 10.

Box 227

Folder 6

General Bulletin No. 6 - Field organization of Office of Civilian Defense (Superseding General Bulletin No. 6), 1944 July 10.

Box 227

Folder 6

General Bulletin No. 8 - Discontinuance by the State Defense Councils of the use of the penalty privilege (Supercedes Operations Letter No. 44 and amendments), 1944 July 11.

Box 227

Folder 6

Protection Bulletin No. 1 - National Security Award (Amending Operations Letter No. 150), 1944 June 12.

Box 227

Folder 7

Protection Bulletin No. 2 - National Security Award Procedure, 1944 July 12.

Box 227

Folder 7

Protection Bulletin No. 3 - The Plant Protection Program, 1944 July 12.

Box 227

Folder 7

War Services Bulletin No. 1 - Recruiting and training volunteers for occupational therapy, 1944 May 12.

Box 227

Folder 8

War Services Bulletin No. 3 - Service of Volunteer Offices to public housing projects in providing volunteers to aid in programs operated by agencies and/or tenant, 1944 June 17.

Box 227

Folder 8

Circulars, 1942-1944.

Scope and Content

Circulars, 1942-1944, consist of 1 box and are arranged by type of circular, and by circular number thereunder. Includes general, medical, mobilization, protection and war service series of circulars. Incomplete series. Circulars were replaced by bulletins on April 13, 1944.

General Circular No. 1 - Priority for urgent telephone toll calls, 1942 Oct 31.

Box 227

Folder 9

General Circular No. 3 - Joint statement of OPA and OCD clarifying the functions and duties of Community Service representatives of local War Price and Rationing Boards and the relationship of such Community Service representatives to local defense councils, 1942 Dec 7.

Box 227

Folder 9

General Circular No. 4 - Necessity for obtaining license before War Emergency Radio Service (WERS) equipment is placed in operation, 1942 Dec 11.

Box 227

Folder 9

General Circular No. 5 - Post Office Department instructions relating to blackouts and air raids, 1943 Feb 6.

Box 227

Folder 9

General Circular No. 6 - Telephone service for (1) Local Defense Councils (rescinds Memorandum, Oct 8, 1942, Informing telephone operators regarding address and telephone numbers of local defense councils) and (2) Air Raid Wardens, 1943 Feb 15.

Box 227

Folder 9

General Circular No. 7 - Legal aspects re use of fire equipment loaned under OCD Regulations No. 1, 1943 Apr 6.

Box 227

Folder 9

General Circular No. 8 - Civilian Defense Auxiliary Group - Post Office Vehicles, 1943 Apr 13.

Box 227

Folder 9

General Circular No. 9 - Assistance by members of U.S. Citizens Defense Corps to Civilian War Services programs, 1943 Apr 26.

Box 227

Folder 9

General Circular No. 10 - Identification of emergency motor vehicles, 1943 June 15.

Box 227

Folder 9

General Circular No. 11 - Additional gasoline for Civilian Defense volunteers, 1943 Oct 1.

Box 227

Folder 9

General Circular No. 12 - Amendment to agreement regarding temporary hospitalization and medical care necessitated by enemy action to civilians, 1943 Nov 10.

Box 227

Folder 9

General Circular No. 13 - Eligibility under War Civilian Security Program, 1943 Dec 27.

Box 227

Folder 9

General Circular No. 14 - Demand for war films, 1944 Feb 12.

Box 227

Folder 9

Medical Series Circular No. 21 - Status of employed nurses' aides, 1942 Nov 10.

Box 227

Folder 10

Medical Series Circular No. 22 - Transportation services for evacuation of casualties and other hospitalized persons, 1942 Nov 10.

Box 227

Folder 10

Medical Series Circular No. 23 - Revised instructions for Field Casualty and Ambulance Units of the Emergency Medical Service, 1942 Nov 13.

Box 227

Folder 10

Medical Series Circular No. 25 - Office of Civilian Defense blood plasma reserves, 1942 Dec 21.

Box 227

Folder 10

Medical Series Circular No. 26 - Appointment and duties of State and Assistant State Water Supply Coordinators, 1942 Dec 22.

Box 227

Folder 10

Medical Series Circular No. 29 - British (Wanstead) method of blanketing a casualty, 1943 Feb 22.

Box 227

Folder 10

Medical Series Circular No. 33 - Mobilization of the Emergency Medical Service on air raid alerts, 1943 Sept 13.

Box 227

Folder 10

Medical Series Circular No. 34 - Enrollment of hospital personnel in the U.S. Citizens Defense Corps, 1943 Nov 9.

Box 227

Folder 10

Medical Series Circular No. 35 - The Emergency Medical Service in railroad disasters, 1943 Nov 24.

Box 227

Folder 10

Medical Series Circular No. 36 - Realignment of Emergency Medical Service, Rescue Service, and Gas Protection Units, 1943 Dec 1.

Box 227

Folder 10

Mobilization Series Circular No. 1 - Jobs and functions within the Forest Fire Fighters Service, 1942 Dec 22.

Box 227

Folder 11

Protection Series Circular No. 1 - Policy as to auxiliary electric generating plants, 1942 Nov 9.

Box 227

Folder 12

Protection Series Circular No. 2 - Care and use of stirrup pumps, 1942 Nov 12.

Box 227

Folder 12

Protection Series Circular No. 3 - Light form fireplaces and other heating devices during blackouts, 1942 Nov 17.

Box 227

Folder 12

Protection Series Circular No. 4 - Restriction on use of broadcast stations for simulated air raids, 1942 Nov 21.

Box 227

Folder 12

Protection Series Circular No. 5 - Modifications in FCC regulations governing War Emergency Radio Service, 1942 Nov 24.

Box 227

Folder 12

Protection Series Circular No. 6 - Procedure upon receipt of damaged OCD material, 1942 Dec 2.

Box 227

Folder 12

Protection Series Circular No. 8 - Care and use of 4 gallon pump tank fire extinguishers, 1943 Feb 3.

Box 227

Folder 12

Protection Series Circular No. 9 - Performance characteristics of various air raid warning devices tested by the National Bureau of Standards, 1943 Feb 24.

Box 227

Folder 12

Protection Series Circular No. 10 - Protection of school children during air raids, 1943 Feb 25.

Box 227

Folder 12

Protection Series Circular No. 11 - Indoor blackout lamp, 1943 Mar 17.

Box 227

Folder 12

Protection Series Circular No. 12 - Coast Guard Auxiliary, 1943 Apr 6.

Box 227

Folder 12

Protection Series Circular No. 13 - Care and use of 2.5 inch and 1.5 inch cotton jacket fire hose, 1943 Apr 10.

Box 227
Folder 12

Protection Series Circular No. 14 - Hose holders for fighting fire bombs, 1943 Apr 12.

Box 227
Folder 12

Protection Series Circular No. 15 - Protective Lighting Program, 1943 May 19.

Box 227
Folder 12

Protection Series Circular No. 16 - Distribution of protective equipment to personnel in federal public buildings by local property officers, 1943 June 7.

Box 227
Folder 12

Protection Series Circular No. 17 - Collection and analysis of samples of enemy war gases and incendiaries at War Department facilities, 1943 June 10.

Box 227
Folder 12

Protection Series Circular No. 18 - Air raid shelters in homes, 1943 June 19.

Box 227
Folder 12

Protection Series Circular No. 19 - Procedure upon receipt of damaged OCD material (superceded No. 6), 1943.

Box 227
Folder 12

Protection Series Circular No. 20 - Air raid shelter areas in existing buildings, 1943 June 28.

Box 227
Folder 12

Protection Series Circular No. 21 - Modification in FCC rules governing the War Emergency Radio Service, 1943 July 23.

Box 227
Folder 13

Protection Series Circular No. 22 - Switchout, 1943 Aug 6.

Box 227
Folder 13

Protection Series Circular No. 23 - Protection of children on school buses during air raids, 1943 Aug 30.

Box 227
Folder 13

Protection Series Circular No. 24 - Replacement of OCD equipment damaged or expended in service, 1943 Sept 13.

Box 227
Folder 13

Protection Series Circular No. 25 - Changes in warden's reporting procedure and incident report form, 1943 Sept 22.

Box 227

Folder 13

Protection Series Circular No. 26 - Discontinuance of War Department Civilian Protection School Laboratories (amends No. 17), 1943 Sept 30.

Box 227

Folder 13

Protection Series Circular No. 27 - German "Butterfly" type anti-personnel bomb, 1943 Oct 2.

Box 227

Folder 13

Protection Series Circular No. 28 - Anti-freeze protection for OCD motorized pumping equipment, 1943 Oct 11.

Box 227

Folder 13

Protection Series Circular No. 29 - Fire prevention in homes, 1943 Oct 11.

Box 227

Folder 13

Protection Series Circular No. 30 - Care of pumpers, 1943 Oct 15.

Box 227

Folder 13

Protection Series Circular No. 31 - Slide film for Fire Guard instruction, 1943 Oct 30.

Box 227

Folder 13

Protection Series Circular No. 32 - Modification in Federal Communications Commission rules governing the War Emergency Radio Service, 1943 Dec 1.

Box 227

Folder 13

Protection Series Circular No. 33 - Realignment of Civilian Defense Protection Service, 1943 Dec 1.

Box 227

Folder 13

Protection Series Circular No. 34 - Electrical hazards in air raids and other disasters, 1943 Dec 27.

Box 227

Folder 13

Protection Series Circular No. 35 - Designation of Air Raid Wardens Service in Civilian War Services Block Leaders Service in certain localities, 1944 Jan 11.

Box 227

Folder 13

Protection Series Circular No. 36 - Effects of high explosive bombs, 1944 Jan 14.

Box 227

Folder 13

Protection Series Circular No. 37 - Information regarding Citizens Defense Corps activities in war-connected disasters, 1944 Feb 14.

Box 227

Folder 13

Protection Series Circular No. 38 - New symbols for war gases, 1944 Feb 16.

Box 227

Folder 13

War Services Series Circular No. 3 - Training of volunteers for school lunch programs, 1943 Mar 22.

Box 227

Folder 14

War Services Series Circular No. 4 - Cooperation of the Volunteer Office with the personnel officer of the Citizens Defense Corps, 1943 Mar 26.

Box 227

Folder 14

War Services Series Circular No. 5 - Role of Volunteer Offices in securing volunteers for War Price and Rationing Boards, 1943 Apr 22.

Box 227

Folder 14

War Services Series Circular No. 6 - Role of Volunteer Offices in recruiting volunteers for the United States Crop Corps, 1943 June 3.

Box 227

Folder 14

War Services Series Circular No. 7 - Role of Volunteer Offices in recruiting Fire Guard Units of the Air Raid Warden Service of the U.S. Citizens Defense Corps, 1943 June 14.

Box 227

Folder 14

War Services Series Circular No. 8 - Role of Volunteer Offices in furnishing volunteers to war chests, 1943 June 16.

Box 227

Folder 14

War Services Series Circular No. 9 - The Volunteer Office and the United States Junior Citizens Service Corps, 1943 June 28.

Box 227

Folder 14

War Services Series Circular No. 10 - Defense council participation in receipts from war fund campaigns, 1943 Aug 6.

Box 227

Folder 14

War Services Series Circular No. 11 - Organization and administration of Junior Citizens Service Corps, 1943 Sept 16.

Box 227

Folder 14

War Services Series Circular No. 12 - Role of Volunteer Office in securing volunteers for school lunch programs, 1943 Sept 16.

Box 227

Folder 14

War Services Series Circular No. 13 - Volunteer Office responsibility in OPA coupon counting plan, 1943 Sept 24.

Box 227

Folder 14

War Services Series Circular No. 15 - Recruiting volunteers for clerical work, 1943 Nov 15.

Box 227

Folder 14

War Services Series Circular No. 16 - Role of War Services Boards and Volunteer Offices in assisting Selective Service Boards, 1944 Jan 26.

Box 227

Folder 14

War Services Series Circular No. 17 - Observations regarding the coming year, 1944 Mar 15.

Box 227

Folder 14

War Services Series Circular No. 18 - Recruiting price panel assistants, 1944 Mar 23.

Box 227

Folder 14

OCD Manual for Regional Directors State and Local Property Officers, 1942-1943.

Scope and Content

Manual, 1943, consists 1 compiled volume and includes circulars, memoranda, regulations, instructions and forms related to federal equipment and the duties of property officers.

OCD Manual for Regional Directors State and Local Property Officers, 1942-1943.

Box 228

Folder 1

Notices, 1942-1944.

Scope and Content

Notices, 1942-1944, consist of 1 box and are arranged chronologically.

Cooperation of certain youth serving agencies in V-Home Campaign, 1942 Nov 12.

Box 228

Folder 2

Manufacturers licensed to make and sell emergency vehicle identification pennants and masks, 1943 Feb 11.

Box 228

Folder 2

Sand containers for special uses, 1943 Feb 12.

Box 228

Folder 2

Pleasure and non-essential driving in the gasoline shortage area, 1943 Feb 16.

Box 228

Folder 2

Point rationing program, 1943 Feb 17.

Box 228

Folder 2

Recruiting and Morals - paper by Mr. David A. Thompson, 1943 Feb 24.

Box 228

Folder 2

Use of planning commissions and plannter, 1943 Feb 27.

Box 228

Folder 2

Use and mounting of OCD skid units, front end pumps, and trailers, 1943 Mar 3.

Box 228

Folder 3

Descriptive list of principal publications, regulations, posters and forms, 1943 Mar 17.

Box 228

Folder 3

Security of war information leaflets, 1943 Mar 22.

Box 228

Folder 3

Defense Council Operations Report (OCD Form 4); Community Data Committees and Training Committees, 1943 Mar 31.

Box 228

Folder 3

National Family Week, 1943 Apr 12.

Box 228

Folder 4

Statement of policy on incident officers, 1943 Apr 16.

Box 228

Folder 4

Distribution of first aid pouches allocated as part of medical supplies, 1943 Apr 27.

Box 228

Folder 4

OCD booklet "Blackouts", 1943 apr 28.

Box 228

Folder 4

Addition to instructions; and correction in printed pamphlet entitled "General Statement of the War Civilian Security Program", 1943 May 15.

Box 228

Folder 4

Civilian Drivers Corps instructors course, 1943 May 24.

Box 228

Folder 4

Role of Volunteer Offices in 1943-1944 Fuel Oil Rationing Program of the Office of Price Administration, 1943 June 9.

Box 228

Folder 5

Distribution of "First Aid Pouches for Other than Medical Services", 1943 June 10.

Box 228

Folder 5

Care and Use of OCD 2.5 inch and 1.5 inch cotton jacket fire hose, 1943 June 25.

Box 228

Folder 5

Care and maintenance of mobile medical team and casualty station equipment, 1943 July 1.

Box 228

Folder 5

Discretion in distribution of equipment, 1943 July 7.

Box 228

Folder 5

Technical auxiliaries, 1943 July 14.

Box 228

Folder 5

Victory Speakers Program, 1943 July 22.

Box 228

Folder 5

Attached group memorandum on part 2 of section II "Welfare Services for an Evacuation Program" of proposed Evacuation Bulletin No. 3, 1943 Aug 2.

Box 228

Folder 6

Participation in Office of Price Administration Educational Program, 1943 Aug 10.

Box 228

Folder 6

Regulations respecting dimout of automotive headlamp lenses, 1943 Aug 25.

Box 228

Folder 6

Merging of Advisory Medical Councils and Health and Medical Committees, 1943 Aug 28.

Box 228

Folder 6

Redistribution of excess property, 1943 Aug 31.

Box 228

Folder 6

Training volunteers in child care, 1943 Sept 7.

Box 228

Folder 7

Redistribution of excess property (amended), 1943 Sept 10.

Box 228

Folder 7

Appointment of agents by State and Local Property Officers, 1943 Sept 11.

Box 228

Folder 7

Food Fights for Freedom, 1943 Sept 18.

Box 228

Folder 7

Differentiation between Protection and Civilian War Services functions, 1943 Oct 7.

Box 228

Folder 7

Correction in Fire Guard Instructor's Manual, OCD Publication 2017, 1943 Nov 13.

Box 228

Folder 7

Citation for Merit, 1943 Nov 30.

Box 228

Folder 7

Reduction in frequency of Local Council Reports (OCD Forms 1 AND 4), 1943 Dec 13.

Box 228

Folder 7

Program of appraisal tests and practice exercises for members of Citizens Defense Corps, 1944 Jan 5.

Box 228

Folder 8

Surplus Army trucks for mounting OCD auxiliary fire equipment, 1944 Jan 15.

Box 228

Folder 8

Reporting use of emergency medical supplies, 1944 Jan 19.

Box 228

Folder 8

Office of Civilian Defense medical equipment and supplies, 1944 Feb 15.

Box 228

Folder 8

Additional information regarding surplus Army trucks for mounting Office of Civilian Defense auxiliary fire equipment, 1944 Feb 18.

Box 228

Folder 8

Pump tank extinguishers, 1944 Feb 19.

Box 228

Folder 8

Realigning the Rural Citizens Defense Corps, 1944 Mar 20.

Box 228

Folder 9

Legal authority of state defense councils with special reference to Civilian War Services, 1944 Apr 28.

Box 228

Folder 9

Cleveland meeting for discussion of State Youth Committees and State Junior Citizens Service Corps Committees appointed by state defense councils, 1944 May 3.

Box 228

Folder 9

Fire Guard material, 1944 June 9.

Box 228

Folder 9

Cooperation of state defense councils in recruitment of observers for Severe Storm Warning Service networks, 1944 June 28.

Box 228

Folder 9

Junior Citizens Service Corps cooperation in collecting milkweed pods, 1944 June 30.

Box 228

Folder 9

Civilian front article on Housing Committee of Cuyahoga County Council of Defense, 1944 July 11.

Box 228

Folder 9

Suggestions for Fire Prevention Programs, 1944 July 24.

Box 228

Folder 9

Operations letters, 1941, 1944

Operations letters, 1941-1944.

Scope and Content

Operations letters, 1941-1944, consist of 1 box and are arranged numerically by letter number.

No. 1 - Selection and designation of trainees for attendance at Civilian Defense School, 1941 Nov 3.

Box 229

Folder 1

No. 2 - Fingerprint requirement for applicants ot Edgewood Schools, 1941 Nov 3.

Box 229

Folder 1

No. 3 - Minimum standards for issuance of official federal insignia, 1941 Nov 3.

Box 229

Folder 1

No. 4 - Quotas for Civilian Defense Schools, Edgewood Arsenal, 1941 Nov 3.

Box 229

Folder 1

No. 5 - Standards for Volunteer Offices, 1941 Nov 3.

Box 229

Folder 1

No. 6 - Manufacuters licensed to manufacture official articles embodying prescribed Civilian Defense insignia (revised and supplements), 1941-1942.

Box 229

Folder 1

No. 8 - Anti-sabotage activities, 1941 Dec 1.

Box 229

Folder 1

No. 9 - Legal liability of local governments in connection with the use of volunteers in the Protection Services of the Civilian Defense Program, 1941 Dec 3.

Box 229

Folder 1

No. 11 - Credentials for attendance at Edgewood School, 1941 Dec 5.

Box 229

Folder 1

No. 12 - Narrative reports, 1941 Dec 20.

Box 229

Folder 2

No. 14 - Classification of information relating to air defense installations, 1941 Dec 22.

Box 229

Folder 2

No. 15 - Estimates of personnel requirements of the Citizens Defense Corps, 1941 Dec 31.

Box 229

Folder 2

No. 16 - War Department Civilian Defense Schools, 1942 Jan 26.

Box 229

Folder 2

No. 17 - Uniforms, 1942 Jan 31.

Box 229

Folder 2

No. 19 - Identification tags for children, 1942 Feb 7.

Box 229

Folder 2

No. 20 - Participation of the American Legion in civilian defense training, 1942 Feb 7.

Box 229

Folder 2

No. 21 - Protective measures for plants having War and Navy contracts, 1942 Mar 14.

Box 229

Folder 2

No. 22 - Establishment of War Department Civilian Defense Schools at colleges; Quotas, 1942 Mar 6.

Box 229

Folder 2

No. 22 Revied, Supplement No. 1 - Change in quotas for Regions 4, 6. 7 and 8 of War Department Civilian Defense Schoo at Texan A and M College 9, 1942 Mar 20.

Box 229

Folder 2

No. 23 - Disposal of unexploded and delayed action bombs, 1942 Mar 6.

Box 229

Folder 2

No. 24 - Attendance of prison authorities at War Department Civilian Defense Schools, 1942 Mar 14.

Box 229

Folder 2

No. 26 - Extension Conferences - War Department Civilinan Defense Schools, 1942 Mar 25.

Box 229

Folder 2

No. 27 - War Department Civilian Defense School at University of Florida, 1942 Mar 24.

Box 229

Folder 2

No. 28 - Qualification for Civilian Defense Schools at colleges, 1942 Apr 3.

Box 229

Folder 2

No. 29 - Utility repair squads, 1942 Apr 10.

Box 229

Folder 2

No. 29, Supplement No. 1 - Utility repair squads, 1942 Apr 24.

Box 229

Folder 2

No. 30 - Quotas for War Department Civilian Defense Schools, 1942 Apr 14.

Box 229

Folder 2

No. 30, Supplement No. 1 - Quotas for War Department Civilian Defense Schools, 1942 June 1.

Box 229

Folder 2

No. 30, Supplement No. 2 - War Department Civilian Defense Schools: Quotas, 1942 Sept 22.

Box 229

Folder 2

No. Insignia for chaplains, 1942 Apr 16.

Box 229

Folder 3

No. 32 - Bomb squads discontinued; reconnaissance agents; UXB, 1942 Apr 20.

Box 229

Folder 3

No. 32, Supplement No. 2 - Further information on numbers of bomb reconnaissance agents, 1942 June 9.

Box 229

Folder 3

No. 32, Supplement No. 3 - Bomb reconnaissance agents, 1942 June 17.

Box 229

Folder 3

No. 33 - Participation of the Veterans of Foreign Wars of the United States in the Civilian Defense Program, 1942 Apr 24.

Box 229

Folder 3

No. 34 - United States Citizens Defense Corps, 1942 Apr 29.

Box 229

Folder 3

No. 34, Supplement No. 1 - United States Citizens Defense Corps: Identification cards, 1942 May 15.

Box 229

Folder 3

No. 34, Supplement No. 2 - United States Citizens Defense Corps: Form of Oath, 1942 June 20.

Box 229

Folder 3

No. 34, Supplement No. 3 - United States Citizens Defense Corps, 1942 Sept 11.

Box 229

Folder 3

No. 34, Supplement No. 4 - United States Citizens Defense Corps: Aliens of enemy nationality - Italians, 1942 Oct 16.

Box 229

Folder 3

No. 34, Supplement No. 5 - United States Citizens Defense Corps: Removal of requirements of first aid training for members of staff units, 1942 Oct 29.

Box 229

Folder 3

No. 35 - United State Citizens Service Corps, 1942 Apr 29.

Box 229

Folder 3

No. 36 - Care of animals in air raid alarms, 1942 Apr 29.

Box 229

Folder 3

No. 37 - Civilian Defense Auxiliary Group, 1942 Apr 29.

Box 229

Folder 3

No. 37, Supplement No. 1 - Civilian Defense Auxiliary Group, 1942 June 15.

Box 229

Folder 3

No. 37, Supplement No. 2 - Civilian Defense Auxiliary Group: Employees of Civil Aeronautics Authority, 1942 July 11.

Box 229

Folder 3

No. 37, Supplement No. 3 - Civilian Defense Auxiliary Group: Special Agents of the Federal Bureau of Investigation, 1942 Aug 5.

Box 229

Folder 3

No. 37, Supplement No. 4 - Civilian Defense Auxiliary Group: Press credentials issued by War Department, 1942 Sept 1.

Box 229

Folder 3

**No. 37, Supplement No. 5 (revised) - Civilian Defense Auxiliary Group:
Distribution of official articles to organizations not local within one community,
1942 Oct 13.**

Box 229

Folder 3

No. 40 - War traffic control, 1942 May 14.

Box 229

Folder 4

No. 41 - Aids to decontamination, 1942 May 19.

Box 229

Folder 4

No. 42 - Decontamination services, 1942 May 20.

Box 229

Folder 4

**No. 42, Supplement No. 1 - Functions of Chiefs of Emergency Medical Service and
health departments in connection with decontamination, 1942 June 15.**

Box 229

Folder 4

No. 43 - Facility Security Program, 1942 May 23.

Box 229

Folder 4

No. 44 - Penalty Privilege (Franking Privilege), 1942 May 29.

Box 229

Folder 4

**No. 45 - Field or combined training of U.S. Citizens Defense Corps units, 1942
June 1.**

Box 229

Folder 4

No. 47 - Forest Fire Fighters Service, 1942 June 12.

Box 229

Folder 4

No. 48 - Staff Corps, 1942 June 16.

Box 229

Folder 4

No. 49 - Presence of gas during air raids, 1942 July 4.

Box 229

Folder 4

**No. 50 - Confidential nature of records, reports, summaries and other
information relating to air raid damage, 1942 July 9.**

Box 229

Folder 4

No. 51 - Survey and approval of Civilian Defense measures in homes and business establishments, 1942 July 14.

Box 229

Folder 4

No. 52 - Purchase of Civilian Defense supplies and equipment by individuals and municipalities, 1942 July 15.

Box 229

Folder 4

No. 53 - Fire Watchers' Services, 1942 July 15.

Box 229

Folder 4

No. 54 - Revised Office of Civilian Defense instructions for combating magnesium fire bombs, 1942 July 17.

Box 229

Folder 4

No. 55 - Training auxiliary firemen, 1942 July 20.

Box 229

Folder 4

No. 56 - Conduct of large assemblies of people in case of air raids, 1942 July 24.

Box 229

Folder 4

No. 57 - Transportation of vital military supplies during blackouts and air raids, 1942 July 28.

Box 229

Folder 4

No. 58 - Procurement and use of "Certificates of Membership", 1942 July 31.

Box 229

Folder 4

No. 59 - Common motor carriers engaged in interstate commerce, 1942 July 31.

Box 229

Folder 4

No. 60 - Return of film "Lighting the Fire Bomb", 1942 July 31.

Box 229

Folder 4

No. 61 - Warden Service in apartment houses, public buildings, etc.: Chain of command, 1942 Aug 5.

Box 229

Folder 5

No. 62 - Military authority and responsibility: Unexploded bomb disposal and training, 1942 Aug 5.

Box 229

Folder 5

No. 63 - Service of conscientious objector camps offered to Civilian Defense authorities, 1942 Aug 11.

Box 229

Folder 5

No. 64 - Warden Service: Handicapped persons, 1942 Aug 12.

Box 229

Folder 5

No. 65 - Fire Prevention Week, 1942 Aug 17.

Box 229

Folder 5

No. 66 - Technical advice and research, 1942 Aug 15.

Box 229

Folder 5

No. 67 - Control Centers: Safety of location, 1942 Aug 18.

Box 229

Folder 5

No. 68 - Reporting information of military value to appropriate Army authorities, 1942 Aug 18.

Box 229

Folder 5

No. 69 - Citizens Defense Corps: Training plans, local schools, 1942 Aug 19.

Box 229

Folder 5

No. 70 - Civilian Evacuation Service, 1942 Aug 24.

Box 229

Folder 5

No. 71 - Responsibility for extinguishing airport and radio tower lights, 1942 Aug 27.

Box 229

Folder 5

No. 72 - Civilian Defense insignia: Official articles, 1942 Sept 12.

Box 229

Folder 5

No. 73 - A program of state action formulated by the Children's Bureau Commission on Children in Wartime, 1942 Sept 14.

Box 229

Folder 5

No. 74 - The Block Plan of organization for Civilian War Services, 1942 Sept 19.

Box 229

Folder 5

No. 75 - Citizens Service Corps: Special designation for the insignia, 1942 Sept 21.

Box 229

Folder 5

No. 76 - Creation of Emergency Welfare Service of the U.S. Citizens Defense Corps, 1942 Sept 21.

Box 229

Folder 5

No. 79 - Day care of children of working mothers, 1942 Oct 15.

Box 229

Folder 6

No 80 - New types of enemy bombs, incendiary and anti-personnel., 1942 Oct 28.

Box 229

Folder 6

No. 81 - Car sharing, 1942 Oct 28.

Box 229

Folder 6

No. 82 - Dual membership in the Citizens Defense Corps and Citizens Service Corps, 1942 Oct 29.

Box 229

Folder 6

No. 83 - Revision of system of directives - Effective November 2, 1942, 1942 Oct 30.

Box 229

Folder 6

No. 84 - Establishment of passive plant protection officers, 1942 Nov 9.

Box 229

Folder 6

No. 85 - Penalty Privilege: Quarterly reports requirement rescinded, 1942 Nov 9.

Box 229

Folder 6

No. 86 - Functions of regional, state, and local transport officers, 1942 Nov 9.

Box 229

Folder 6

No. 87 - Forest Fire Fighters Service: Use of the penalty privilege by state coordinators, 1942 Nov 9.

Box 229

Folder 6

No. 88 - Eligibility of British War Relief Society volunteers for the Citizens Defense Corps, 1942 Nov 10.

Box 229

Folder 6

No. 89 - War Department Protection Schools: Courses and quotas, 1942 Nov 14.

Box 229

Folder 6

No. 90 - Civilian Defense awards, 1942 Nov 14.

Box 229

Folder 6

No. 91 - Appointment, duties, and qualifications of State Gas Consultants and Senior (Local) Gas Officers, 1942 Nov 14.

Box 229

Folder 6

No. 92 - Reports on Share the Meat Campaign, 1942.

Box 229

Folder 6

No. 93 - Car sharing, 1942 Nov 30.

Box 229

Folder 6

No. 94 - Enlistment of technical professions, 1942 Dec 1.

Box 229

Folder 7

No. 95 - Medical and cash benefits: Injuries to Civilian Defense workers and necessity for appointment of personnel officers, 1942 Dec 1.

Box 229

Folder 7

No. 96 - Cancellation of Operations Letter No. 96 and substitutions of new instructions on classification and referral of employees of utility companies and essential municipal services, 1942 Dec 4.

Box 229

Folder 7

No. 97 - Identification for emergency motor vehicles, 1942 Dec 8.

Box 229

Folder 7

No. 98 - War Department Civilian Protection Schools: Courses and quotas, 1942 Dec 16.

Box 229

Folder 7

No. 99 - Volunteer opportunities in Civilian Defense for minorities, 1942 Dec 18.

Box 229

Folder 7

No. 100 - Instructions for compiling OCD Form 1, 1942 Dec 21.

Box 229

Folder 7

No. 101 - Scope and administration of Emergency Welfare Service for U.S. Citizens Defense Corps, 1942 Dec 23.

Box 229

Folder 7

No. 102 - Advance notice of change in Rescue Services, 1942 Dec 26.

Box 229

Folder 7

No. 103 - War Department Civilian Protection Schools: Courses and quotas, 1942 Dec 29.

Box 229

Folder 7

No. 104 - Duties of U.S. Citizens Defense Corps in gas defense, 1943 Jan 11.

Box 229

Folder 7

No. 105 - Members of the Civil Air Patrol, moving in air raid alarms if test air raid alarms, 1943 Jan 16.

Box 229

Folder 7

No. 106 - Care and distribution of gas masks, 1943 Jan 20.

Box 229

Folder 7

No. 107 - New air raid warning signal system, 1943 Jan 28.

Box 229

Folder 7

No. 108 - Oath of Office: Civilian Defense workers - Aliens, 1943 Jan 30.

Box 229

Folder 8

No. 109 - Organization of State Gas Specialist Schools and attendance of instructors at War Department Civilian Protection School gas specialist courses, 1943 Feb 9.

Box 229

Folder 8

No. 110 - Use of Tape for obscuration of automotive headlamp lenses in dimout areas, 1943 Feb 11.

Box 229

Folder 8

No. 111 - Identification of emergency motor vehicles, 1943 Feb 11.

Box 229

Folder 8

No. 112 - New air raid warning signal system, 1943 Feb 17.

Box 229

Folder 8

No. 113 - Minimum age for membership in Citizens Defense Corps, 1943 Feb 24.

Box 229

Folder 8

No. 114 - Emergency mobilization of motor vehicles in local communities, 1943 Mar 3.

Box 229

Folder 8

No. 115 - War Department Civilian Protection School schedules and quotas, 1943 Mar 3.

Box 229

Folder 8

No. 116 - Approval of blackout and dimout devices, 1943 Mar 10.

Box 229

Folder 8

No. 117 - War Civilian Security Program: Performances of official duties by members of and trainees for the United States Citizens Defense Corps, 1943 Mar 13.

Box 230

Folder 1

No. 118 - Personnel records of United States Citizens Defense Corps, 1943 Mar 19.

Box 230

Folder 1

No. 119 - Policy with regard to training for measures against enemy personnel; Use of OCD insignia in connection with Guerrilla Home Guard Units, 1943 Mar 25.

Box 230

Folder 1

No. 120 - U.S. Citizens Service Corps identification badges, 1943 Apr 1.

Box 230

Folder 1

No. 121 - Improvement of channels for UXB (unexploded bomb) reporting, 1943 Apr 1.

Box 230

Folder 1

No. 122 - Safety precautions for first report of unexploded bomb (UXB), 1943 Apr 8.

Box 230

Folder 1

No. 123 - Civilian Protection Report (OCD Form 1), 1943 Apr 6.

Box 230

Folder 1

No. 124 - Gas cleansing stations, 1943 Apr 8.

Box 230

Folder 1

No. 125 - Collaboration of the Army in Civilian Defense training, 1943 Apr 30.

Box 230

Folder 1

No. 126 - Announcement of the Fire Guard Unit of the Air Raid Warden Service of the U.S. Citizens Defense Corps, 1943 May 8.

Box 230

Folder 1

No. 127 - Civilian Defense awards, 1943 May 8.

Box 230

Folder 2

No. 128 - How to protect yourself against war gas, 1943 May 15.

Box 230

Folder 2

No. 129 - U.S. Junior Citizens Service Corps, 1943 June 11.

Box 230

Folder 2

No. 130 - Shelter policy, 1943 June 11.

Box 230

Folder 2

No. 131 - The Health Department in civilian protection, 1943 June 12.

Box 230

Folder 2

No. 132 - Air Raid Protection Regulations No. 1, 1943 June 14.

Box 230

Folder 2

No. 133 - Organization of Rescue Service, 1943 June 24.

Box 230

Folder 2

No. 134 - Stretcher teams of the Emergency Medical Service, 1943 June 30.

Box 230

Folder 2

No. 135 - Policy governing camouflage activity in the Office of Civilian Defense, 1943 June 30.

Box 230

Folder 3

No. 136 - Care, maintenance, and inspection of OCD equipment, 1943 June 30.

Box 230

Folder 3

No. 137 - Confidential nature of records, reports, summaries and other information related to air raid damage, 1943 Aug 9.

Box 230

Folder 3

No. 138 - Civilian Defense awards, 1943 Aug 23.

Box 230

Folder 3

No. 139 - Mobilization and demobilization of Civilian Protection Forces, 1943 Sept 13.

Box 230

Folder 3

No. 140 - Hospital men volunteers, 1943 Sept 13.

Box 230

Folder 3

No. 141 - The National Security Award, 1943 Sept 20.

Box 230

Folder 3

No. 142 - Statement of future publication polity, 1943 Oct 8.

Box 230

Folder 3

No. 143 - War Civilian Security Program: Performance of official duties by members of the United States Citizens Defense Corps, 1943 Oct 16.

Box 230

Folder 4

No. 144 - Air Raid Protection Regulations No. 1, 1943 Oct 25.

Box 230

Folder 4

No. 145 - Care and distribution of gas masks, 1943 Nov 6.

Box 230

Folder 4

No. 146 - Dispersal and evacuation of persons in case of unexploded bombs, 1943 Nov 30.

Box 230

Folder 4

No. 147 - Realignment of Civilian Defense Protection Services, 1943 Dec 1.

Box 230

Folder 4

No. 148 - New communication unit of the Citizens Defense Corps, 1944 Jan 6.

Box 230

Folder 4

No. 149 - Awards for service, 1944 Mar 25.

Box 230

Folder 4

No. 150 - The National Security Award, 1944 Mar 31.

Box 230

Folder 4

Series XII. Financial records, 1942-1946.

Boxes 231-232 (box)

Extent

Extent: .5 cubic feet (2 boxes).

Scope and Content

Financial records, 1942-1946, are housed in 2 boxes and document fiscal matters related to the Office of Civilian Defense, including appropriations, budgeting and expenditures. Includes allotments, budgets, correspondence, instructions, ledgers, memoranda, published material and reports.

Allotments, 1942-1945.

Box 231

Folder 1

Appropriations Act - Biennium, 1944-1946.

Box 231

Folder 2

Budget, 1943 Jan-Apr.

Box 231

Folder 3

Budget, 1943 Apr-July.

Box 231

Folder 3

Budget, 1943 July-Oct.

Box 231

Folder 4

Budget, 1942-1945.

Box 231

Folder 5

Budget bill (Communication from the Governor), 1944.

Box 231

Folder 6

Budget - Commonwealth of Virginia, 1944-1946.

Box 231

Folder 7

Central Garage Clearinghouse, 1943-1944.

Box 231

Folder 8

Correspondence, 1942-1945.

Box 231

Folder 9

Exemption of federal tax on transportation, 1944.

Box 231

Folder 10

Forms, n.d..

Box 231

Folder 11

Notaries Public, List of, 1944.

Box 231

Folder 12

Office furniture, 1942.

Box 231

Folder 13

Office supplies, 1942-1944.

Box 231

Folder 14

Penalty privilege, 1942.

Box 232

Folder 1

Railway tickets, 1942-1944.

Box 232

Folder 2

State Evacuation Authority, 1943-1944.

Box 232

Folder 3

Statements of expenditures by quarter, 1942-1945.

Box 232

Folder 4

Special funds ledger, 1942-1945.

Box 309

Folder 1

Series XIII. Personnel records, 1940-1945.

Boxes 233-234 (box)

Extent

Extent: .7 cubic feet (2 boxes).

Scope and Content

Personnel records, 1940-1945, are housed in 2 boxes and arranged alphabetically. These records document personnel and compensation responsibilities of the Office of Civilian Defense, including hiring, payroll, salaries and benefits, and resignations. Includes applications, correspondence, forms, memoranda, procedures, publications, reports, rules, and regulations.

Contributions to McGuire Hospital, 1944.

Box 233

Folder 1

Forms, n.d..

Box 233

Folder 2

General correspondence, 1943-1945.

Box 233

Folder 3

General correspondence, 1942.

Box 233

Folder 4

General correspondence, 1940-1941.

Box 233

Folder 5

Income tax, 1943-1945.

Box 233

Folder 6

Instructions, 1942.

Box 233

Folder 7

Leave regulations, 1944.

Box 233

Folder 8

Memoranda, 1942-1944.

Box 233

Folder 9

Merit ratings, 1944-1945.

Box 233

Folder 10

Payroll, 1942-1945.

Box 233

Folder 11

Payroll statistical summary, 1943.

Box 233

Folder 12

Personnel Act of 1942, 1942.

Box 233

Folder 13

Personnel files (B), 1940-1945.

Box 233

Folder 14

Personnel files (C-D), 1940-1945.

Box 233

Folder 15

Personnel files (F-G), 1940-1945.

Box 234

Folder 1

Personnel files (H-J), 1940-1945.

Box 234

Folder 2

Personnel files (K-L), 1940-1945.

Box 234

Folder 3

Personnel files (M), 1940-1945.

Box 234

Folder 4

Personnel files (N-P), 1940-1945.

Box 234

Folder 5

Personnel files (R), 1940-1945.

Box 234

Folder 6

Personnel files (S-Z), 1940-1945.

Box 234

Folder 7

Retirement System, 1942-1945.

Box 234

Folder 8

Rules, 1943.

Box 234

Folder 9

Semi-annual bonus payroll, 1942-1944.

Box 234

Folder 10

Service ratings, 1942-1944.

Box 234

Folder 11

Taxation, Dept. of, 1942.

Box 234

Folder 12

Victory tax, 1942-1943.

Box 234

Folder 13

Wage regulations, 1942.

Box 234

Folder 14

Series XIV. History files, n.d..

Boxes 235-237 (box)

Extent

Extent: .9 cubic feet (3 boxes).

Scope and Content

History files are housed in 3 boxes and provide a chronology and narrative account of the Virginia Office of Civilian Defense. This series includes A Brief History of Civilian Defense in Virginia, May 30, 1940-June 30, 1943, and the multi-part Data for History of Civilian Defense in Virginia, which is divided into nine books and also includes draft files. The history is divided into three distinct periods: Period I, May 30, 1940-Jan 20 1942 (Virginia Defense Council); Period II, Jan 21-Feb 11, 1942 (Interim period); and Period III, Feb 11, 1942-June 30, 1943 (Virginia Office of Civilian Defense). The history files cover organization, membership and staff of the Virginia Defense Council and Virginia Office of Civilian Defense and provide detailed summaries of activities and services.

A Brief History of Civilian Defense in Virginia, May 30, 1940-June 30, 1943, was compiled by Virginia Office of Civilian Defense staff and covers Period I, Period II, and the beginning of Period III.

Data for History of Civilian Defense in Virginia: Book No. 1 (p.1-129) covers Period I and includes chapters on Organization and Activities; Period II; and Period III, which includes chapters on Organization, U.S. Citizens Defense Corps.

Data for History of Civilian Defense in Virginia: Book No. 2 (p. 130-209) covers Period III and includes chapters on Other Activities, Air Raid Precautions, and State Control Center.

Data for History of Civilian Defense in Virginia: Book No. 3 (p. 210-367) covers Period III and includes Governor Darden's Executive Orders related to civilian defense.

Data for History of Civilian Defense in Virginia: Book No. 4 (p. 368-443) covers Period III, specifically Section II. Civilian Mobilization, and includes chapters on Civilian Mobilization and Negro Activities.

Data for History of Civilian Defense in Virginia: Book No. 5 (p. 444-602) covers Period III and includes Memoranda issued by the Virginia Office of Civilian Defense.

Data for History of Civilian Defense in Virginia: Book No. 6 (p. 603-649) covers Period III and includes Miscellaneous topics.

Data for History of Civilian Defense in Virginia: Book No. 7 (p. 650-772) covers Period III and includes Related Activities.

Data for History of Civilian Defense in Virginia: Book No. 8 (unnumbered) covers Period III and includes Information Memoranda issued by the Virginia Office of Civilian Defense, No. 86 (July 3, 1942) to No. 242 (July 8, 1944).

Data for History of Civilian Defense in Virginia: Book No. 9 (unnumbered) covers Period III and includes memoranda, bulletins, transmittal letters, and operations procedures issued by the Virginia Office of Civilian Defense.

A Brief History of Civilian Defense in Virginia, May 30, 1940-June 30, 1943, n.d..

Box 235

Folder 1

Data for History of Civilian Defense in Virginia: Book No. 1, n.d..

Box 235

Folder 2

Data for History of Civilian Defense in Virginia: Book No. 2, n.d..

Box 235

Folder 3

Data for History of Civilian Defense in Virginia: Book No. 3, n.d..

Box 235

Folder 4

Data for History of Civilian Defense in Virginia: Book No. 4, n.d..

Box 235

Folder 5

Data for History of Civilian Defense in Virginia: Book No. 5, n.d..

Box 235

Folder 6

Data for History of Civilian Defense in Virginia: Book No. 6, n.d..

Box 236

Folder 1

Data for History of Civilian Defense in Virginia: Book No. 7, n.d..

Box 236

Folder 2

Data for History of Civilian Defense in Virginia: Book No. 8, n.d..

Box 236

Folder 3

Data for History of Civilian Defense in Virginia: Book No. 9, n.d..

Box 236

Folder 4

Data for History of Civilian Defense in Virginia: Book No. 1 (draft), n.d..

Box 236

Folder 5

Data for History of Civilian Defense in Virginia: Book No. 2 (draft), n.d..

Box 237

Folder 1

Data for History of Civilian Defense in Virginia: Book No. 3 (draft), n.d..

Box 237

Folder 2

Data for History of Civilian Defense in Virginia: Book No. 4 (draft), n.d..

Box 237

Folder 3

Data for History of Civilian Defense in Virginia: Book No. 6 (draft), n.d..

Box 237

Folder 4

Data for History of Civilian Defense in Virginia: Book No. 7 (draft), n.d.

Box 237

Folder 5

Series XV. Photographs, 1940-1945.

Boxes 238 (box)

Extent

Extent: .35 cubic feet (1 box).

Scope and Content

Scope and Content

Photographs, 1940-1945, are housed in 1 box and appear to be photographs that were used in the Civilian Defense newsletters. When identified by individual, topic or poster title, photographs are in alphabetical order within each type, with miscellaneous, unidentified photographs being grouped together in the last folder.

Ambler, Gordon (Mayor of Richmond), n.d.

Box 238

Folder 1

Booker, J. W., Jr. (Mayor of Martinsville), n.d.

Box 238

Folder 1

Bundy, Anne (Norfolk CDC), n.d.

Box 238

Folder 1

Ellett, Tazewell (Henrico CDC), n.d.

Box 238

Folder 1

Hackler, J. S. (Martinsville CDC), n.d.

Box 238

Folder 1

Hart, R.B.W. (Lynchburg CDC), n.d.

Box 238

Folder 1

Hassinger, L. C. (Bristol CDC), n.d.

Box 238

Folder 1

Hatchett, Jospeh M. (Peterburg CDC), n.d.

Box 238

Folder 1

Herbert, W. C., n.d.

Box 238

Folder 1

Lambdin, A. L., n.d.

Box 238

Folder 1

Landis, James McCauley, n.d.

Box 238

Folder 1

Massey, Carlton C., n.d.

Box 238

Folder 1

Miller, H. Augustus, Jr. (Petersburg CDC), n.d.

Box 238

Folder 1

Neagle, Betty Ann, n.d.

Box 238

Folder 2

Owens, Arthur S. (Portsmouth CDC), n.d.

Box 238

Folder 2

Parker, Mr. and Mrs. John H., n.d.

Box 238

Folder 2

Price, Governor James, n.d.

Box 238

Folder 2

Remon, J. A. (C and P Telephone), n.d.

Box 238

Folder 2

Rianhard, George (magician) and children (Cole McCray, Evelyn Schools, Patricia Lee Marshall, Oscar L. Robertson, Harriet Rein, and Lewis Randall), n.d.

Box 238

Folder 2

Shelton, Mr. and Mrs. G. A., n.d.

Box 238

Folder 2

Small, Sydney F. (Roanoke CDC), n.d.

Box 238

Folder 2

Sunderland, Gen. A. H. (Elizabeth City County CDC), n.d.

Box 238

Folder 2

Waller, Gen. S. Gardner (Adjutant General of Virginia), n.d.

Box 238

Folder 2

Topical: Air Craft Recognition Certificate for Mrs. B.F. Tillar, 1943.

Box 238

Folder 3

Topical: Air Raid Patrol truck (Fauquier County), n.d.

Box 238

Folder 3

Topical: Farming, n.d.

Box 238

Folder 3

Topical: Fire Fighters, n.d.

Box 238

Folder 3

Topical: Flood, n.d.

Box 238

Folder 3

Topical: Home Demonstration, n.d.

Box 238

Folder 3

Topical: Lynchburg Defense Corps Ceremony (Col. John West, Arthur L. Warner, Judge A. W. Barksdale, Mayor Louis E. Lichford), n.d.

Box 238

Folder 3

Topical: Model for a Victory Garden, n.d.

Box 238

Folder 3

Topical: Nursing (Virginia Beach), n.d.

Box 238

Folder 3

Topical: National Security Award, n.d.

Box 238

Folder 3

Topical: Share-Your-Car Self-Dispatching System (Memphis and Shelby County (TN)), n.d.

Box 238

Folder 3

Topical: Typical Air Craft Observation Post, n.d.

Box 238

Folder 3

Poster: Help Bring Them Back To You! Make Yours a Victory Home!, n.d.

Box 238

Folder 4

Poster: If You're a Beacon...You May Be a Bullseye! Prepare Now for Blackouts!, n.d.

Box 238

Folder 4

Poster: It Won't Be Good Unless It's Perfect! Be Prepared for Blackouts!, n.d.

Box 238

Folder 4

Poster: Let'em Come....V Homes are Ready! Make Yours a V Home Now!, n.d.

Box 238

Folder 4

Poster: Service for Victory! Join! U.S. Citizens' Service Corps, n.d.

Box 238

Folder 4

Poster: Service for Victory! Enroll at Your Local Council. U. S. Citizens' Service Corps, n.d.

Box 238

Folder 4

Poster: Somebody Talked, V Homes Are Careful....Missing in Action..., n.d.

Box 238

Folder 4

Poster: This is a V Home, n.d.

Box 238

Folder 4

Unidentified and unlabeled photographs (multiple), n.d.

Box 238

Folder 5

Series XVI. Posters, 1941-1944.

Boxes 239-240 (box)

Extent

Extent: 1.5 cubic feet (2 boxes).

Scope and Content

Posters, 1940-1945, are housed in 2 boxes and are arranged alphabetically. Includes posters, broadsides, and advertisements.

Accidents Slow Down Production, Avoid This!, undated.

Box 240

Folder 1

Air Raid Official Instructions, undated.

Box 310

Folder 12

Allies For a Big Job - OCD Cooperation With Your Local Defense Council, 1943.

Box 314

Folder 2

Avenge December 7, 1942.

Box 239

Folder 3

Baby Care For Health and Comfort - Bathing the Baby - After the Bath, undated.

Box 239

Folder 1

Baby Care for Health and Comfort - Bathing the Bay - The Daily Bath, undated.

Box 239

Folder 1

Back 'Em Up Buy Extra Bonds, 1944.

Box 239

Folder 1

Become a Paratrooper - Jump Into the Fight, 1944.

Box 239

Folder 1

Can All You Can It's A Real War Job!, 1943.

Box 240

Folder 1

Chemical Warfare Agents Reference and Training Chart, 1943.

Box 240

Folder 2

Clear the Tracks for War Shipments - Buy Coal Now!, undated.

Box 239

Folder 1

Design for Four Stretcher Ambuland Body, undated.

Box 240

Folder 2

Do With Less - So They'll Have Enough, Rationing Gives You Your Fair Share, 1943.

Box 239

Folder 1

Eat The Right Food - America Needs You Strong, undated.

Box 311

Folder 13

Every Fire is Sabotage, undated.

Box 313

Folder 10

Fire Away! Buy Extra Bonds, 1944.

Box 239

Folder 1

First 2,000,000 Selectees Blood Tested For Syphilis, Every State Has A Syphili Problem...Where Does Your State Stand?, undated.

Box 240

Folder 1

For Health...eat some food from each group...every day!, 1943.

Box 239

Folder 1

For Service in Civilian Defense, 1943.

Box 240

Folder 1

Free Labor Will Win, 1942.

Box 314

Folder 1

Help Bring Them Back To You!, 1943.

Box 239

Folder 1

Help Harvest War Crops, 1944.

Box 239

Folder 1

I'll Carry Mine Too! Trucks and Tires Must Last Till Victory, 1943.

Box 239

Folder 1

Indians on Parade, undated.

Box 239

Folder 2

Insignia, undated.

Box 313

Folder 8

Join A Car Club Today!, undated.

Box 239

Folder 2

Keep It Under Your Hat! The Enemy Has Ears, undated.

Box 240

Folder 1

Local Interpretation of Official Regulations for Dimout Lighting in This Area (comprising the cities of Norfolk, Portsmouth, South Norfolk, Virginia Beach and Princess Anne and Norfolk Counties), 1942.

Box 239

Folder 2

Morale The Secret Weapon that Will Win the War, undated.

Box 240

Folder 2

Picture Charts of Britain at War, undated.

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Folder 2

Plant a Victory Garden, A Garden Will Make Your Rations Go Further, 1943.

Box 239

Folder 1

Proclamation No. 4, Headquarters Eastern Defense Command and First Army, Governor's Island, NY, 1943.

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Public Proclamation No. 1, Headquarters Eastern Defense Command and First Army, Governor's Island, NY, 1942.

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Remember December 7, 1942.

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Shoot To Kill! Protect Your Victory Garden, 1943.

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Stop Him! Careless Fires Can Lose the War, undated.

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Folder 1

Strike Down the Monster - Forest Fires Delay Victory, 1942.

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Strong in the Strength, undated.

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Folder 6

The Atlantic Charter, 1941, 1943.

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Folder 2

The Block Plan for Civilian War Services, undated.

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Folder 2

The Five Sullivan Brothers "Missing In Action" off the Solomons - They Did Their Part, 1943.

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Folder 1

Unite the Whole Community Against Venereal Disease, VD Delays Victory, 1944.

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Folder 1

Warning From the FBI, 1943.

Box 239

Folder 2

Wenn Sie in Minneapolis ankommen betrachten Sie auch diese Besierte als Kriegssobieftive, 1942.

Box 239

Folder 2

What Did You Do Today For Freedom? One Way You Can Help, undated.

Box 240

Folder 1

What School Teachers And Pupils Should Do During An Air Raid, undated.

Box 240

Folder 2

What To Do In An Air Raid, undated.

Box 313

Folder 2

Series XVII. Published materials, 1939-1947.

Boxes 241-252 (box)

Extent

Extent: XX cubic feet (12 boxes).

Scope and Content

Published materials include books, brochures, bulletins, journals, newsletters, pamphelts, reprints of articles, and other publications. These materials were boxes separately from the rest of the collection and other published materials can be found throughout the collection.

Brochures and pamphlets, 1941-1944, undated.

Scope and Content

Brochures and pamphlets, 1941-1944, consist of 1 box and are arranged alphabetically. Includes educational and promotional brochures and pamphlets, as well as advertisements, recipe booklets and small informational broadsides. These items were found loose at the end of the collection, but these types of materials are also found throughout the collection, especialy in the various subject files series.

A Personal Message to the Mothers, Wives, Fathers, Brothers, Sisters and Friends of Service Men, 1943.

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Folder 1

America's Biggest War Plant, 1943.

Box 241

Folder 1

Children Bear the Promise of a Better World..., undated.

Box 241

Folder 1

Civilian Defense Volunteer Office, undated.

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Folder 1

Coffee - A Liquid Asset, 1943.

Box 241

Folder 1

Conserve and Salvage Paper, 1943.

Box 241

Folder 1

Cut Food Waste: Make Food Fight for Freedom, 1943.

Box 241

Folder 1

Defense Contract Service, 1941.

Box 241

Folder 2

Display Your Colors: 4th War Loan, 1944.

Box 241

Folder 2

Economics of the Home Front, undated.

Box 241

Folder 2

Egg Dishes for Any Meal, 1944.

Box 241

Folder 2

Emergency Maternity and Infant Care, 1943.

Box 241

Folder 2

Engineering, Science and Management Training offered by the University of Richmond, 1942.

Box 241

Folder 2

Everybody and Defense, 1941.

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Folder 2

Fifty Facts About Britain at War, 1942.

Box 241

Folder 2

First Aid Civilian Defense Index, undated.

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Folder 2

Golf at The Homestead, undated.

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Health for Youth: Child Health Day, 1943.

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Folder 3

Health Publications, 1942.

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Folder 3

Inflation, undated.

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Folder 3

Let's Talk About Ice Cream, undated.

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Folder 3

Meet Your Air Raid Warden, undated.

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Folder 3

National Defense Aluminum Collection, 1941.

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Folder 3

New Books to Lend (University of Virginia), 1942 Mar 1.

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Folder 3

Nine Point Publicity Program (Day Care), undated.

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Folder 3

Oven Drying: One Way to Save Victory Garden Surplus, 1943.

Box 241

Folder 3

Potatoes in Popular Ways, 1944.

Box 241

Folder 3

Riding and Driving at The Homestead, undated.

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Roccal is the Answer, undated.

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Folder 4

Salvage for Victory, undated.

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Second War Loans, 1943.

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Folder 4

Serving Her Country (Girl Scouts), undated.

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Folder 4

Target for Today: Unite Against Venereal Disease, 1944.

Box 241

Folder 4

The American Red Cross Needs You, 1942.

Box 241

Folder 4

The Facts Behind the Fight on Venereal Disease, undated.

Box 241

Folder 4

The Relationship Between Problems of Children and the Problems of Manpower, 1942.

Box 241

Folder 4

The Spa at The Homestead, undated.

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Folder 4

The Victory Stretcher, undated.

Box 241

Folder 4

The Virginia Farm Victory Garden, undated.

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Folder 4

Tomatoes on Your Table, 1944.

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Upton Close, 1944.

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Folder 5

U.S. Needs Strong: Eat Nutritional Food, 1942.

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Folder 5

VD: It Does Happen Here, undated.

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Vegetable Garden Suggestions for Virginia Farmers, 1941.

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Victory Garden Program, 1943.

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Virginia Hot Springs, undated.

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Which Jobs For Which Workers, 1943.

Box 241

Folder 5

Your Farm Can Help, undated.

Box 241

Folder 5

Your War and Your Wages, undated.

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Folder 5

Newsletters and journals, 1942-1944.

Scope and Content

Newsletters and journals, 1942-1944, are housed in 3 boxes and are arranged alphabetically. This collection of bulletins, journals, and newsletters was found boxed together at the end of the collection and presumably include articles of interest to the Office of Civilian Defense. Numerous other periodicals can be found filed throughout the entire collection. See specific subject files of interest.

Behind the Front - UVA Extension Service (v. 20, no. 2), 1942 Sept. 1.

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Folder 1

Chrysler Tonic (v. 3, no. 38), 1942 Aug 4.

Box 242

Folder 2

Civilian Defense News - Commonwealth of Virginia (v. 1, no. 1), 1942 June.

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Folder 1

Civilian Defense News - Commonwealth of Virginia (v. 1, no. 2), 1942 July.

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Civilian Defense News - Commonwealth of Virginia (v. 1, no. 3), 1942 Aug.

Box 243

Folder 1

Civilian Defense News - Commonwealth of Virginia (v. 1, no. 4), 1942 Sept.

Box 243

Folder 1

Civilian Defense News - Commonwealth of Virginia (v. 1, no. 5), 1942 Oct.

Box 243

Folder 1

Civilian Defense News - Commonwealth of Virginia (v. 1, no. 6), 1942 Nov.

Box 243

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Civilian Defense News - Commonwealth of Virginia (v. 1, no. 7), 1942 Dec.

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Civilian Defense News - Commonwealth of Virginia (v. 1, no. 8), 1943 Jan.

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Civilian Defense News - Commonwealth of Virginia (v. 1, no. 9), 1943 Feb.

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Civilian Defense News - Commonwealth of Virginia (v. 1, no. 10), 1943 Mar.

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Civilian Defense News - Commonwealth of Virginia (v. 1, no. 11), 1943 Apr.

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Civilian Defense News - Commonwealth of Virginia (v. 1, no. 12), 1943 May.

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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 1), 1943 June.

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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 2), 1943 July.

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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 3), 1943 Aug.

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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 4), 1943 Sept.

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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 5), 1943 Oct.
Box 243
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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 6), 1943 Nov.
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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 7), 1943 Dec.
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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 8), 1944 Jan.
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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 9), 1944 Feb.
Box 243
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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 10), 1944 Mar.
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Folder 13

Civilian Defense News - Commonwealth of Virginia (v. 2, no. 11), 1944 Apr.
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Civilian Defense News - Commonwealth of Virginia (v. 2, no. 12), 1944 May.
Box 243
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Civilian Defense News - Commonwealth of Virginia (v. 3, no. 1), 1944 June.
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Folder 16

Civilian Defense News - Commonwealth of Virginia (v. 3, no. 2), 1944 July.
Box 243
Folder 17

Civilian Defense News - Commonwealth of Virginia (v. 3, no. 3), 1944 Aug.
Box 243
Folder 18

Civilian Defense News - Commonwealth of Virginia (v. 3, no. 4), 1944 Sept.
Box 243
Folder 19

Civilian Defense News - Commonwealth of Virginia (v. 3, no. 5), 1944 Oct.
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Folder 20

Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 15), 1942 Aug 22.

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Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 16), 1942 Aug 29.

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Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 29), 1942 Nov 28.

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Folder 2

Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 31), 1942 Dec 12.

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Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 33), 1942 Dec 26.

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Folder 2

Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 34), 1943 Jan 2.

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Folder 3

Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 35), 1943 Jan 9.

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Folder 3

Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 36), 1943 Jan 16.

Box 244

Folder 3

Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 43), 1943 Mar 6.

Box 244

Folder 3

Civilian Front - National Weekly Newspaper for Civilian Defense (v. 10, no. 52), 1943 May 8.

Box 244

Folder 3

Home Safety Review (v. 1, no. 4), 1943 May-June.

Box 242

Folder 3

Home Safety Review (v. 1, no. 5), 1943 July-Aug.

Box 242

Folder 3

Journal of Electrical Workers and Operators (v. 41, no. 8), 1942 Aug.

Box 242

Folder 4

Journal of the American Water Works Association (v. 35, no. 2), 1943 Feb.

Box 242

Folder 5

Monthly Statistical Bulletin (v. 1, no. 4), 1942 May 31.

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Folder 6

OCD Newsletter (no. 17), 1942 Aug 15.

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OCD Newsletter (no. 24), 1942 Nov 30.

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OCD Newsletter (no. 25), 1942 Dec 20.

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OCD Newsletter (no. 26), 1943 Jan 10.

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OCD Newsletter (no. 27), 1943 Jan 25.

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Folder 7

Popular Government - Guide to Victory (v. 9, nos. 1-4), 1943 May.

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Folder 8

State Government (v. 15, no. 9), 1942 Sept.

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Folder 9

Survey Midmonthly - Journal of Social Work (v. 79, no. 2), 1943 Feb.

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Folder 10

The American School Board Journal (v. 105, no. 6), 1942 Dec.

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Folder 11

The Bulletin - Women's Voluntary Service for Civil Defense (no. 28), 1942 Feb.

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Folder 11a

The Observation Post (v. 1, no. 8), 1942 July 15.

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The Observation Post (v. 1, no. 12), 1942 Sept 15.

Box 242

Folder 12

The Transmitter, 1942 Aug.

Box 242

Folder 13

The Vepcovian (v. 18, no. 2), 1944 July.

Box 242

Folder 14

The WMBG Transmitter (v. 8, no. 2), 1942 Aug.

Box 242

Folder 15

Statistical Bulletin (v. 2, no. 3), 1943 June.

Box 242

Folder 16

Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 25), 1942 June 23.

Box 242

Folder 17

Victotry - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 32), 1942 Aug 11.

Box 242

Folder 17

Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 34), 1942 Aug 25.

Box 242

Folder 17

Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 37), 1942 Sept 15.

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Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 39), 1942 Sept 29.

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Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 48), 1942 Dec 1.

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Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 50), 1942 Dec 15.

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Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 3, no. 52), 1942 Dec 29.

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Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 4, no. 1), 1943 Jan 6.

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Victory - Official Weekly Bulletin of the Agencies in the Office of Emergency Management (v. 4, no. 3), 1943 Jan 20.

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Victory Speaker (no. 1), 1942 Dec 18.

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Folder 21

Victory Speaker (no. 5), 1943 Apr 30.

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Folder 21

Publications, 1939-1947.

Scope and Content

Publications, 1939-1947, are housed in 8 boxes and are arranged alphabetically. These publications were found boxed together at the end of the collection and presumably include publications of interest to the Office of Civilian Defense. Numerous other publications can be found filed throughout the entire collection. See specific subject files of interest.

A Civilian Defense Volunteer Office, 1942.

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Folder 1

A Course in the Fundamentals of Electricity, 1943.

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Folder 26

A Guide to Documents in the National Archives: For Negro Studies, 1947 Mar.

Box 245

Folder 2

A Handbook for Decontamination Squads, 1941 Dec.

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Folder 3

A Handbook for Drivers' Corps Members, 1942.

Box 245

Folder 4

A Handbook for Fire Guards, 1943 June.

Box 245

Folder 5

A Manual for Regional Defense Councils, 1941.

Box 245

Folder 6

A Planning Guide on Emergency Traffic Control for States (Transportation Bulletin No. 3 / OCD Publication 3063), 1943 Aug.

Box 245

Folder 7

A Technical Manual on Citrated Human Blood Plasma (OCD Publication 2205-1), 1942 Nov.

Box 245

Folder 8

A Technical Manual on the Preservation and Transfusion of Whole Human Blood (OCD Publication 2204-1), 1942.

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Folder 9

Accident Prevention and Safety Program for the Virginia Conservation Commission, 1944.

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Folder 10

Advanced First Aid for Civilian Defense, 1941 Sept.

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Folder 11

Air Raid Protection Code for Federal Buildings and Their Contents, 1942 Aug.

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Folder 12

Air Raid Warning System, 1941.

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Folder 13

Aircraft Warning Service Manual No. 2, 1941.

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Folder 27

All-Day School Programs for Children of Working Mothers (School Children and the War Series Leaflet No. 2), 1943.

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America, 1941.

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American Junior Red Cross Victory Gardens, 1943 Mar.

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Folder 16

Annual Report of the Virginia Dept. of Public Welfare, 1943 June 30.

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Folder 17

Ascertaining Day-Care Needs of Children of Working Mothers, 1942 July.

Box 245

Folder 18

Battle Stations for All: The Story of the Fight to Control Living Costs, 1943 Feb.

Box 245

Folder 19

Blackouts, 1941 Aug.

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Folder 20

Boy Meets Girl in War-Time, 1943.

Box 245

Folder 21

Central Control and Administration of Emergency Medical Service, n.d..

Box 246

Folder 1

Chapter Guide to Red Cross Participation in Civilian Defense and Civilian War Aid, 1942.

Box 246

Folder 2

Choosing Women for War Industry Jobs, 1943 Mar.

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Folder 3

Citizens of Tomorrow - A Wartime Challenge to Community Action, 1943 Nov.

Box 246

Folder 4

Civilian Defense Manual on Legal Aspects of Civilian Protection (OCD Publication 2701), 1943 Apr.

Box 246

Folder 5

Civilian Defense Protective Concealment, 1942 Mar.

Box 246

Folder 6

Civilian Defense Protective Construction (Structures Series Bulletin No. 1), 1941.

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Folder 7

Civilian Protection Control System for Smaller Communities (OCD Publication 3065), 1943 Aug.

Box 246

Folder 8

Colleges and Universities and Civilian Defense, 1942.

Box 246

Folder 9

Community Action for Children in Wartime (Children's Bureau Publication No. 295), 1943.

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Folder 10

Community Action for Post-War Jobs and Profits (Industrial Series No. 6), 1943.

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Folder 11

Community Health and Welfare Expenditures in Wartime (Children's Bureau Publication 302), 1944.

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Folder 12

Community War Services and the High School Victory Corps, 1943.

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Folder 13

Conference on Planning Problems: Defense Urban Rehabilitation, 1941.

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Folder 14

Conservation of Transportation, n.d..

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Conservation of Vital War Transportation, n.d..

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Conserve Critical Resources, n.d..

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Folder 17

Controlling Juvenile Delinquency: A Community Program (Children's Bureau Publication 301), 1943.

Box 246

Folder 18

Controlling Portion Costs Through Proper Cutting, n.d..

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Folder 19

Counseling Service in a Day-Care Program, 1943 Sept.

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Folder 20

Defense One Year, 1941.

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Folder 1

Digest of 114 Emergency Acts and Full Texts of 7 Emergency Defense Acts, 1942.

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Folder 2

Eat Right to Work and Win, 1942.

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Folder 3

Emergency Medical Service for Civilian Defense (Medical Division Bulletin No. 1), 1941.

Box 247

Folder 4

Emergency Mortuary Services (Medical Division Bulletin No. 5; OCD Publication 3033), 1942 Oct.

Box 247

Folder 5

Emergency Fire Bombs (OCD Publication 2016), 1943 Mar.

Box 247

Folder 6

Enrolled Volunteer Worker Groups for Civilian Protection, 1941.

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Folder 7

Equipment and Operation of Emergency Medical Field Units (Medical Division Bulletin No. 2), n.d..

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Folder 8

Executive Order No. 90 and Executive Order No. 91 - Commonwealth of Virginia, 1943.

Box 247

Folder 9

Factors in Planning Community Day-Care Programs (reprint), 1942 May.

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Folder 10

Facts About Child Health (Children's Bureau Publication 294), 1943.

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Folder 11

Facts About Crippled Children (Children's Bureau Publication 293), 1943.

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Folder 12

Facts About the United Nations, 1943 May.

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Folder 13

Farm Aides - A Guide for Group Leaders, 1943.

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Fight Waste, 1944 Jan.

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Folder 15

Fire Defense Organization (Fire Defense Section Bulletin No. 1), n.d..

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Folder 16

First Aid in the Prevention and Treatment of Chemical Casualties, 1941 Dec.

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Fit to Fight and Fit for Life, 1942.

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Folder 18

Flag Day Program Suggestions (OCD Publication 4023), 1943 May.

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Folder 19

Food for Young Children in Group Daycare (Children's Bureau Publication No. 285; Children in Wartime No. 4), 1942.

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Folder 20

Forum Planning Handbook, 1939.

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Folder 21

Fuel Oil Rationing Regulations (Ration Order No. 11), 1942.

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Folder 22

General Outline: Civilian Defense Procedures (American Legion), 1941 June.

Box 247

Folder 23

General Statement of the War Civilian Security Program, 1943.

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Folder 24

Get in the Scrap, 1942.

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Folder 25

Glass and Glass Substitutes (Protective Construction Series No. 1), 1941 Nov.

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Folder 26

Goals for Children and Youth in the Transition from War to Peace, 1944 Mar.

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Folder 27

Gonorrhea: The Tragicomedian (reprint), 1943.

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Folder 28

Group Discussions and Its Techniques, 1942.

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Folder 29

Guide to Essential Wartime Printing and Lithography, n.d..

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Folder 30

Guides for Wartime Use of Women on Farms, 1942.

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Folder 31

Guides to Successful Employment of Non-Farm Youth in War-Time Agriculture, 1943.

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Handbook of Emergency War Agencies, 1943 Mar.

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Folder 1

Handbook of First Aid, 1941 Dec.

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Folder 2

Hard Steel Things and the Difference Between Death and Survival, n.d..

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Folder 3

Health Service in War Time: A Manual for Health and Medical Committees of Local Defense Councils (OCD Publication 3627), n.d..

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Folder 4

Homes for Defense: A Statement of Function, 1941.

Box 248

Folder 5

Housing: First Series Data for Small Areas Virginia, 1942.

Box 248

Folder 6

How to Maintain Fine Quality Baked Goods Under Today's Conditions, n.d..

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Folder 7

How to Organize Civilian Protection in Your Community, n.d..

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Folder 8

Industrial Mobilization of Great Britain, 1942 Nov.

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Folder 9

Information Program for Point Rationing of Canned and Processed Foods, 1943 Jan.

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Folder 10

Insignia (Regulation No. 2), 1942.

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Folder 11

Instruction Manual for Air Raid Wardens, 1942 Jan.

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Instruction Manual for Auxiliary Police, n.d..

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Folder 13

Instructors Outline - First Aid Course for Civilian Defense, 1941 Aug.

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Introducation to the Army, 1944 Feb.

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Folder 15

Junior Citizens Service Corps (OCD Publication 3623), n.d..

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Folder 16

Keyed to the War and These Times, n.d..

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Folder 17

Letters to the New York Times Opposing Mandatory Joint Income Tax Returns by Married Couples Living Together, 1943 Aug.

Box 248

Folder 18

List of Source Materials on Current Community Problems and Resources in the Washington, DC, Metro Area, 1944.

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Folder 19

Loans of Equipment and Supplies to Civil Authorities (Regulation No. 1), 1942.

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Folder 20

Local Civilian Defense Information Committees: A Suggested Plan of Organization, n.d..

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Folder 21

Maintaining Well-Baby Clinics in Every Community (reprint), 1944.

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Folder 22

Manual for Volunteer Offices (OCD Publication 3629), 1943.

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Folder 23

Manual of Civilian Protection Organization and Program, n.d..

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Folder 24

Maximum Price Regulation No. 165, n.d..

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Folder 25

Message from Arthur H. James, Governor of Pennsylvania, 1942 Mar 2.

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Mileage Rationing: Gasoline Regulations, n.d..

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More Efficient Use of Women in Industry, 1944.

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Municipal Sanitation Under War Conditions (OCD Publications 3034), 1942 Sept.

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Folder 5

National Defense: How Can I Help?, 1940.

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Folder 6

National, Provincial and Local Nutrition Programs in Canada (reprint), 1943.

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Folder 7

Negroes and the War, undated.

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Now That You Are a Block Leader (OCD Publication 5203), n.d..

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Folder 8

Nursery Schools Vital to America's War Effort (School Children and the War Series Leaflet No. 3), 1943.

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Folder 9

Nursing Participation in the Emergency Medical Service (OCD Publication 3059; Medical Division Bulletin No. 6), 1942 Dec.

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Folder 10

Nutrition Guide for Nursery Schools, n.d..

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Organization Outline for Local Defense Councils, 1942.

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Folder 12

Organizing a Community and War Chest for the Smaller Community, 1943.

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Folder 13

Our Fighting Faith, 1944.

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Paper Trooper Campaign Materials, undated.

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Folder 15

Pennsylvania's First Year at War, 1943.

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Folder 16

Pre-Induction Training Course Fundamentals of Automotive Mechanics: An Applied Course, 1942.

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Pre-Induction Training Course Fundamentals of Electricity: A Basic Course, 1942.

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Pre-Induction Training Course Fundamentals of Machines: A Basic Course, 1942.

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Pre-Induction Training Course Fundamentals of Radio: An Applied Course, 1942.

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Pre-Induction Training Course Fundamentals of Shopwork: A Basic Course, 1942.

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Pre-Induction Training in Vocational Schools, Vocational Departments and Trade Schools, 1943.

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Preliminary Statement of The Gray Plan for Post War Re-employment, undated.

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Protecting the Health of Young Workers in Wartime, 1943.

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Protection and Maintenance of Public Water Supplies Under War Conditions (OCD Publication 3030), 1942.

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Protection of Hospitals (Medical Division Bulletin No. 3), undated.

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Protecting Junior Child Care Aides, 1943 Nov.

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Public Proclamation No. 7 - Headquarters Eastern Defense Command, 1944 May 22.

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Rationing - Why and How, undated.

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Recipes to Match Your Sugar Ration, 1942 May.

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Folder 2

Recreation - A Resource for War, 1943.

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Report on Voluntary Conservation Program for Electric Utilities, 1943.

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Report on Voluntary Conservation Program for Manufactured Gas Utilities, 1943 Aug.

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Report on Voluntary Conservation Program for Natural and Mixed Gas Utilities, 1943 Aug.

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Report on Voluntary Conservation Program of the Communications Industry, 1943 July.

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Save Coal at Home, undated.

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Folder 9

School Service for Children of Working Mothers (School Children and the War Series, Leaflet No. 1), 1943.

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Folder 10

Scrap and How to Collect It, 1942 Sept.

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Selected Local Planning Activities in Virginia, 1944.

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Sequel to Making Democracy and the World Mutually Safe, 1944 Feb.

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Services for Children of Working Mothers in War Time, 1943 June.

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Sixty-two Questions and Answers on the Army Specialized Training Reserve Program, 1944 June.

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Small Town Manual for Community Action, 1942.

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Soldier's Handbook: Basic Field Manual, 1941.

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Spare Time: A War Asset for War Workers, 1943.

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Special Recreation Bulletin, 1944 Apr 25.

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Folder 20

Staff Manual United State Citizens' Defense Corps, undated.

Box 250

Folder 21

Sugar Rationing Regulations, 1942.

Box 250

Folder 22

Suggested Regulations for Retail Stores for Blackouts - Air Raids, undated.

Box 250

Folder 23

Suggested Regulations for Theaters for Blackout - Air Raids, undated.

Box 250

Folder 24

Supervised Homemaker Service - A Method of Child Care (Children's Bureau Publication 296), 1943.

Box 250

Folder 25

Syllabus of Course of Instruction for Volunteer Nurse's Aides, 1941.

Box 250

Folder 26

Tale of a City, 1942.

Box 250

Folder 27

Techniques of Law Enforcement Against Prostitution, 1943.

Box 250

Folder 28

Teen Trouble - What Recreation Can Do About It, 1943.

Box 250

Folder 29

The Block Plan of Organization for Civilian War Services, 1942 Sept.

Box 250

Folder 30

The Civilian Evacuation Program - Policies and Principles (Bulletin No. 1), undated.

Box 250

Folder 31

The Civilian Evacuation Program - Planning for Evacuation and Reception Care (Evacuation Bulletin No. 2), 1942.

Box 250

Folder 32

The Control System of the Citizens' Defense Corp, 1942.

Box 250

Folder 33

The Education of Free Men in American Democracy, 1941.

Box 250

Folder 34

The Facts About the Gasoline Black Market, 1944 June.

Box 251

Folder 1

The Fight to Serve - Moral Re-Armament and The War, 1943.

Box 251

Folder 2

The Health of the Young Child in Group Care (reprint), 1943 Mar.

Box 251

Folder 3

The Japanese are Tough (radio address), 1942 Aug.

Box 251

Folder 4

The Peace That Failed: How Europe Sowed the Seeds of War, 1941.

Box 251

Folder 5

The Plan for Distributing War Ration Book One for Individual Consumers, 1942 Mar.

Box 251

Folder 6

The Plan for Trade Registration (sugar rationing), 1942.

Box 251

Folder 7

The Ports of Hampton Roads: Annual Report, 1940.

Box 251

Folder 8

The Price of Free World Victory, 1942 May.

Box 251

Folder 9

The Road to Good Nutrition, 1942.

Box 251

Folder 10

The Selection and Training of Volunteers in Child Care, 1943.

Box 251

Folder 11

The Soldier and His Food, 1942.

Box 251

Folder 12

The Soldier and His Health, 1942.

Box 251

Folder 13

The Soldier and His Housekeeping, 1942.

Box 251

Folder 14

The Soldier and His Recreation, 1942.

Box 251

Folder 15

The Soldier and His Religion, 1942.

Box 251

Folder 16

The Soldier and His Uniform, 1942.

Box 251

Folder 17

The Unconquered People, 1942.

Box 251

Folder 18

The United States Citizens Defense Corps, undated.

Box 251

Folder 19

The United States Citizens Service Corps (OCD Publication 3601), 1942 Nov.

Box 251

Folder 20

To Parents in Wartime (Children in Wartime No. 1; Children's Bureau Publication 282), 1942.

Box 251

Folder 21

Toward New Horizons - The World Beyond the War, 1942.

Box 251

Folder 22

Training Courses for Civilian Protection: Enrolled Volunteer Groups, 1941.

Box 251

Folder 23

Transportation for Evacuation of Civilians and Other Non-Local Movements (OCD Publication 3067; Transportation Bulletin No. 4), 1943 Sept.

Box 251

Folder 24

Treatment of Burns and Prevention of Wound Infections, undated.

Box 251

Folder 25

Understanding Juvenile Delinquency (Children's Bureau Publication 300), 1943.

Box 252

Folder 1

United States Citizens Defense Corps (Regulation No. 3), 1942.

Box 252
Folder 2

Victory Gardens, 1942 Feb.

Box 252
Folder 3

Virginia in Wartime, 1942-1943, 1944.

Box 252
Folder 4

Virginia Plans for Defense and After, 1942.

Box 252
Folder 5

Voices of Democracy: A Handbook for Teachers, Speakers and Writers, 1941.

Box 252
Folder 6

Volunteers in Child Care, 1942 Mar.

Box 252
Folder 7

Volunteers in Consumer Programs, 1942 Mar.

Box 252
Folder 8

Volunteers in Family Security, 1942 Feb.

Box 252
Folder 9

Volunteers in Health, Medical Care and Nursing, 1942.

Box 252
Folder 10

Volunteers in Library Service, 1942 July.

Box 252
Folder 11

Volunteers in Nutrition, 1942 Feb.

Box 252
Folder 12

Volunteers in Recreation, 1942 Feb.

Box 252
Folder 13

Wanted 100,000 Speakers: How to Set Up a Local Victory Speakers Bureau, 1942 Sept.

Box 252
Folder 14

War Facts: A Handbook for Speakers on War Production, undated.

Box 252
Folder 15

War Time Transportation, 1942.

Box 252
Folder 16

War Traffic Control, undated.

Box 252
Folder 17

War Work: A Daybook for the Home, 1942.

Box 252
Folder 18

Wartime Employment of Boys and Girls Under 18 (Children's Bureau Publication 289), 1943.

Box 252
Folder 19

Ways of Dealing With Absenteeism as Part of the War Production Drive: Guide for Plant Labor-Management Production Committees, undated.

Box 252
Folder 20

What Can I Do? The Citizen's Handbook for War, 1942.

Box 252
Folder 21

Women's War Work in Britain, 1942 Oct.

Box 252
Folder 22

You and the War, undated.

Box 252
Folder 23

You Can Defend America, 1941.

Box 252
Folder 24

Your School Can Salvage for Victory, 1943.

Box 252
Folder 25

Scrapbooks, 1940-1945.

Scope and Content

Scrapbooks, 1940-1945, are housed in 5 boxes and are arranged chronologically. These scrapbooks were maintained by the Virginia Defense Council and later the Virginia Office of Civilian Defense, and contain newspaper clippings of articles related to civilian defense activities from various newspapers throughout the state.

Scrapbook I, 1940 May-1941 Mar.

Box 253

Scrapbook II, 1941 Apr-Dec 19.

Box 254

Scrapbook III, 1941 Dec 20-1942 Dec.

Box 255

Scrapbook IV, 1943 Jan-July.

Box 256

Scrapbook V, 1943 Aug-1945 Nov.

Box 257

Series XVIII. Virginia Defense Council, 1940-1942.

Boxes 258-X (box)

Extent

Extent: 1.05 cubic feet (3 boxes).

Scope and Content

This series is housed in X boxes and is arranged alphabetically. This series includes sub-series for correspondence, subject files, and minutes.

Correspondence, 1940.

Scope and Content

Correspondence files, 1940, consist of 1 box and include both incoming and outgoing correspondence of various Virginia Defense Council members, including Mills F. Neal, Coordinator of the Virginia Defense Council.

A, 1940.

Box 257a

Folder 1

B, 1940.

Box 257a

Folder 2

C, 1940.

Box 257a

Folder 3

D-E, 1940.

Box 257a

Folder 4

F-G, 1940.

Box 257a

Folder 5

H, 1940.

Box 257a

Folder 6

J, 1940.

Box 257a

Folder 7

K, 1940.

Box 257a

Folder 8

M, 1940.

Box 257a

Folder 9

N, 1940.

Box 257a

Folder 10

P, 1940.

Box 257a

Folder 11

R, 1940.

Box 257a

Folder 12

S, 1940.

Box 257a

Folder 13

Correspondence, 1940 Dec-1941 Dec.

Scope and Content

Correspondence files, 1940 Dec-1941 Dec, consist of 3 boxes and include of copies of outgoing correspondence from General James A. Anderson, Coordinator; and J. H. Wyse, Assistant Coordinator, and later Acting Coordinator. Arranged alphabetically by the surname of the recipient.

A, 1940 Dec-1941.

Box 258

Folder 1

Agnew, Ella G. (Virginia Defense Council), 1940 Dec-1941.

Box 258

Folder 2

Anderson, James A., General (Virginia Highway Dept.), 1941.

Box 258

Folder 3

B, 1940 Dec-1941.

Box 258

Folder 4

Bane, Frank, Hon. (Office of Price Administration), 1940 Dec-1941.

Box 258

Folder 5

Barton, Robert T., Jr., Col. (Richmond-Petersburg-Hopewell Regional Defense Council), 1940 Dec-1941.

Box 258

Folder 6

Battle, M. S., Col. (Division of Motor Vehicles), 1941.

Box 258

Folder 7

Baumes, Harold I. (League of Virginia Municipalities), 1941.

Box 258

Folder 8

Bitting, C. W. (U.S. Dept. of the Treasury), 1941.

Box 258

Folder 9

Blake, Marion G., Mrs. (Richmond-Petersburg-Hopewell Regional Defense Council), 1941.

Box 258

Folder 10

Bland, S. O., Hon. (House of Representatives), 1941.

Box 258

Folder 11

Boothe, Gardner L., Hon. (Northern Virginia Regional Defense Council), 1941.

Box 258

Folder 12

Bottom, Raymond B., Maj. (Hampton Roads Regional Defense Council), 1940 Dec-1941.

Box 258

Folder 13

C, 1940 Dec-1941.

Box 258

Folder 14

Cabot, Paul (Office of Production Management - Conservation Section), 1941.

Box 258

Folder 15

Cronly, John, Mrs. (Volunteer Service Bureau), 1941.

Box 258

Folder 16

D, 1940 Dec-1941.

Box 258

Folder 17

Day, Willard F. (National Defense Advisory Commission), 1941.

Box 258

Folder 18

E, 1940 Dec-1941.

Box 258

Folder 19

Eddy, M. S., Col. (Headquarters, Third Corps Area), 1941.

Box 258

Folder 20

Egger, Rowland, Dr. (Division of the Budget), 1940 Dec-1941.

Box 258

Folder 21

Ellis, Weldon T., Jr. (Division of the Budget), 1941.

Box 258

Folder 22

Embrey, A. W., Jr. (Fredericksburg Regional Defense Council), 1941.

Box 258

Folder 23

F, 1940 Dec-1941.

Box 258

Folder 24

Farley, A. A. (Southern Piedmont Regional Defense Council), 1941.

Box 258

Folder 25

Faure, A. M. (Hampton Roads Regional Defense Council), 1940 Dec-1941.

Box 258

Folder 26

Freeman, Douglas F., Dr. (Richmond News Leader), 1940 Dec-1941.

Box 258

Folder 27

G, 1940 Dec-1941.

Box 258

Folder 28

George, Isaac S. (Maryland Council of Defense), 1941.

Box 258

Folder 29

Goodwyn, E. E., Brig. Gen. (Virginia Protective Force), 1940 Dec-1941.

Box 258

Folder 30

Goolrick, C. O'Conner (Fredericksburg Regional Defense Council), 1941.

Box 258

Folder 31

H, 1940 Dec-1941.

Box 259

Folder 1

Hall, Sidney B., Dr. (Superintendent of Public Instruction), 1940 Dec-1941.

Box 259

Folder 2

Hart, R. W. B. (Lynchburg City Manager), 1941.

Box 259

Folder 3

Hodges, W. T., Dr. (Hampton Roads Regional Defense Council), 1941.

Box 259

Folder 4

Horton, Robert W. (Office of Emergency Management), 1941.

Box 259

Folder 5

Huff, Clarence W., Jr. (Virginia Defense Council), 1941.

Box 259

Folder 6

Humbert, R. Lee (Radford Regional Defense Council), 1941.

Box 259

Folder 7

Hummel, R. S. (Works Projects Administration), 1941.

Box 259

Folder 8

Hutcheson, John R. (Radford Regional Defense Council), 1941.

Box 259

Folder 9

I, 1941.

Box 259

Folder 10

J, 1940 Dec-1941.

Box 259

Folder 11

K, 1941.

Box 259

Folder 12

Kemper, W. M., Col. (Governor's Office), 1940 Dec-1941.

Box 259

Folder 13

Kilbourne, C. E., Maj. Gen. (Virginia Military Institute), 1940 Dec-1941.

Box 259

Folder 14

L, 1941.

Box 259

Folder 15

LaGuardia, F. H., Hon. (U.S. Office of Civilian Defense), 1941.

Box 259

Folder 16

Letcher, Greenlee D., Capt. (Shenandoah Valley Regional Defense Council), 1940 Dec-1941.

Box 259

Folder 17

Lisle, Clifton, Col. (Third Civilian Defense Region), 1941.

Box 259

Folder 18

Long, Raymond V., Dr. (Division of School Buildings), 1941.

Box 259

Folder 19

Lowry, Landon, 1941.

Box 259

Folder 20

M, 1940 Dec-1941.

Box 259

Folder 21

Mann, Charles Harrison (Northern Virginia Regional Defense Council), 1941.

Box 259

Folder 22

Marr, R. A., Jr., Col. (Virginia Military Institute), 1940 Dec-1941.

Box 259

Folder 23

Marye, Burton, Jr. (Dept. of Highways), 1941.

Box 259

Folder 24

Mastin, Mary I. (State Dept. of Health), 1941.

Box 259

Folder 25

McAleer, James A. (Works Projects Administration), 1941.

Box 259

Folder 26

McCloskey, S. T., Maj. (Third Civilian Defense Region), 1941.

Box 259

Folder 27

McDonnell, John C., Gen. (First Interceptor Command), 1941.

Box 259

Folder 28

McWhorter, B. P. (Federal Works Agency - Public Roads Administration), 1941.

Box 259

Folder 29

Memoranda, 1941 Jan-Apr.

Box 259

Folder 30

Memoranda, 1941 May-Aug.

Box 259

Folder 31

Memoranda, 1941 Sept-Dec.

Box 259

Folder 32

Miles, Perry L. (Shenandoah Valley Regional Defense Council, 1941.

Box 260

Folder 1

Moore, Allen W. (Unemployment Compensation Commission), 1940 Dec-1941.

Box 260

Folder 2

Moore, T. T. (Bureau of Insurance), 1941.

Box 260

Folder 3

Mullen, C. S. (Dept. of Highways), 1941.

Box 260

Folder 4

Mundee, C. Roy (U.S. Dept. of Commerce), 1941.

Box 260

Folder 5

N, 1940 Dec-1941.

Box 260

Folder 6

Neff, William N. (Southwest Virginia Regional Defense Council), 1941.

Box 260

Folder 7

Nelson, Robert F. (Virginia State Chamber of Commerce), 1941.

Box 260

Folder 8

Nicholas, H. B., Maj. (Virginia State Police; Civil Protective Mobilization), 1941.

Box 260

Folder 9

O, 1941.

Box 260

Folder 10

P, 1940 Dec-1941.

Box 260

Folder 11

Patton, A. F. (Southern Piedmont Regional Defense Council), 1941.

Box 260

Folder 12

Phillips, James W. (Dept. of Public Welfare), 1941.

Box 260

Folder 13

Pomeroy, Hugh (Specifications Committee), 1940 Dec-1941.

Box 260

Folder 14

Price, James H., Governor, 1940 Dec-1941.

Box 260

Folder 15

R, 1940 Dec-1941.

Box 260

Folder 16

Ramsay, Alma G. (Northern Virginia Regional Defense Council, 1941.

Box 260

Folder 17

Reid, Edwin S. (Unemployment Compensation Commission), 1941.

Box 260

Folder 18

Riggin, I. C., Dr. (State Health Dept.), 1941.

Box 260

Folder 19

S, 1940 Dec-1941.

Box 260

Folder 20

Scott, W. S. (Dept. of Highways), 1941.

Box 260

Folder 21

Stevens, E. Leigh (Office of Government Reports), 1941.

Box 260

Folder 22

Sutherland, M. M. (Richmond-Petersburg-Hopewell Regional Defense Council, 1941.

Box 260

Folder 23

T, 1940 Dec-1941.

Box 260

Folder 24

Tate, Mildred T., Dr. (State Nutrition Committee), 1941.

Box 260

Folder 25

Tynes, Finley (Shenandoah Valley Regional Defense Council), 1941.

Box 260

Folder 26

U, 1941.

Box 260

Folder 27

V, 1941.

Box 260

Folder 28

W, 1940 Dec-1941.

Box 260

Folder 29

Wailles, B. M., Mrs. (Virginia Defense Council), 1941.

Box 260

Folder 30

Wallerstein, M. L. (League of Virginia Municipalities), 1940 Dec-1941.

Box 260

Folder 31

West, Robert R. (Defense Contract Service), 1941.

Box 260

Folder 32

Wheeler, Frank H. (Chief Air Raid Warden; Fire Protective Mobilization Committee), 1941.

Box 260

Folder 33

X,Y, Z, 1941.

Box 260

Folder 34

Correspondence with Regional Defense Councils, 1941-1942.

Scope and Content

Correspondence with Regional Defense Councils, 1941-1942, is housed in 2 boxes and is arranged alphabetically by name of defense council. Includes incoming and outgoing correspondence of J. H. Wyse, Acting Coordinator (later Coordinator of the Virginia Office Office of Civilian Defense), as well as memoranda and reports.

Fredericksburg Regional Defense Council, 1941 Dec-1942 Jan.

Box 261

Folder 1

Fredericksburg Regional Defense Council, 1942 Feb-Mar.

Box 261

Folder 2

Hampton Roads Regional Defense Council, 1941 Oct-Dec.

Box 261

Folder 3

Hampton Roads Regional Defense Council, 1942 Jan.

Box 261

Folder 4

Hampton Roads Regional Defense Council, 1942 Feb.

Box 261

Folder 5

Hampton Roads Regional Defense Council, 1942 Mar-Dec.

Box 261

Folder 6

Northern Virginia Regional Defense Council, 1942 Jan-Feb.

Box 261

Folder 7

Radford Regional Defense Council, 1941 Dec-1942 Mar.

Box 261

Folder 8

Richmond-Petersburg-Hopewell Regional Defense Council, 1941 Nov-Dec.

Box 261

Folder 9

Richmond-Petersburg-Hopewell Regional Defense Council, 1942 Jan-Feb.

Box 261

Folder 10

Richmond-Petersburg-Hopewell Regional Defense Council, 1942 Mar-June.

Box 261
Folder 11

Richmond-Petersburg-Hopewell Regional Defense Council, 1942 July-Nov.
Box 262
Folder 1

Shenandoah Regional Defense Council, 1941 Dec-1942 May.
Box 262
Folder 2

Southern Piedmont Regional Defense Council, 1941 Nov-1942 Mar.
Box 262
Folder 3

Southwestern Virginia Regional Defense Council, 1941 Dec-1942 Feb.
Box 262
Folder 4

Southwestern Virginia Regional Defense Council, 1942 Mar-Sept.
Box 262
Folder 5

Memoranda, 1940-1942.

Scope and Content

Memoranda, 1940-1942, are housed in 1 box and are arranged numerically by memoranda number. Includes memoranda from the Virginia Defense Council Coordinator to all Virginia Defense Council members.

No. 1 (Location, Advisory responsibilities), 1940 June 27.
Box 263
Folder 1

No. 2 (Office of Government Reports bulletin), 1940 June 28.
Box 263
Folder 2

No. 3 (Meeting to be held July 29), 1940 July 22.
Box 263
Folder 3

No. 4 (Meeting minutes, National Emergency Committee), 1940 Aug 1.
Box 263
Folder 4

No. 5 (Advisory Commission to the Council of National Defense), 1940 Aug 5.
Box 263
Folder 5

No. 6 (Selective Service), 1940 Aug 8.
Box 263
Folder 6

No. 7 (Federal-State Conference on Law Enforcement Problems of National Defense), 1940 Aug 20.

Box 263

Folder 7

No. 8 (Virginia Defense Council meeting announcement), 1940 Sept 10.

Box 263

Folder 8

No. 9 (Meeting minutes), 1940 Sept 23.

Box 263

Folder 9

No. 10 (Appointments, Virginia Defense Council meeting announcement), 1940 Dec 3.

Box 263

Folder 10

No. 11 (Meeting minutes), 1940 Dec 13.

Box 263

Folder 11

No. 12 (Meeting minutes), 1940 Dec 20.

Box 263

Folder 12

No. 13 (Meeting minutes), 1941 Jan 27.

Box 263

Folder 13

No. 14 (Meeting minutes), 1941 Apr 10.

Box 263

Folder 14

No. 15 (Meeting minutes), 1941 Apr 24.

Box 263

Folder 15

No. 16 (Meeting minutes), 1941 June 5.

Box 263

Folder 16

No. 17 (Meeting minutes), 1941 Aug 12.

Box 263

Folder 17

No. 18 (Meeting minutes), 1941 Nov 1.

Box 263

Folder 18

No. 20 (Meeting minutes), 1941 Dec 31.

Box 263

Folder 19

No. 21 (Meeting minutes), 1941 Dec 31.

Box 263

Folder 20

No. 22 (Meeting minutes), 1942 Jan 12.

Box 263

Folder 21

Minutes, 1940-1942.

Scope and Content

Minutes, 1940-1942, are housed in 2 boxes and are arranged chronologically. Includes one volume of official minutes with attachments, and loose materials that include copies of minutes, drafts, memoranda, reports, agendas and newspaper clippings. Includes minutes for the full Virginia Defense Council, as well as the Executive Committee.

Minutes (volume), 1940-1941.

Box 264

Folder 1

Minutes, 1940 June 5.

Box 265

Folder 1

Minutes, 1940 Dec 10.

Box 265

Folder 2

Minutes (Executive Committee), 1940 Dec 19.

Box 265

Folder 3

Minutes (Executive Committee), 1941 Jan 23.

Box 265

Folder 4

Minutes (Executive Committee), 1941 Apr 10.

Box 265

Folder 5

Minutes, 1941 Apr 24.

Box 265

Folder 5a

Minutes (Executive Committee), 1941 May 24.

Box 265

Folder 6

Minutes (Executive Committee), 1941 July 24.

Box 265

Folder 7

Minutes (Executive Committee), 1941 Oct 21.

Box 265
Folder 8

Minutes, 1941 Dec 4.

Box 265
Folder 9

Minutes (Executive Committee), 1941 Dec 10.

Box 265
Folder 10

Minutes (Executive Committee), 1941 Dec 18.

Box 265
Folder 11

Minutes (Executive Committee), 1942 Jan 2.

Box 265
Folder 12

Subject files, 1940-1941.

Scope and Content

Subject files, 1940-1941, are housed in 2 boxes and are arranged alphabetically. Files were kept separately for 1940 and for 1941 and that arrangement is reflected in this series.

Subject files, 1940.

Adjutant General, 1940.

Box 266
Folder 1

Aeronautics and Airports, 1940.

Box 266
Folder 2

American Legion, 1940.

Box 266
Folder 3

Applications, 1940.

Box 266
Folder 4

Armed Forces in Virginia, 1940.

Box 266
Folder 5

Articles for publication, 1940.

Box 266
Folder 6

Blood donors, 1940.

Box 266

Folder 7

Budget Division, 1940.

Box 266

Folder 8

Building materials, 1940.

Box 266

Folder 9

Civil Aeronautical Authority, 1940.

Box 266

Folder 10

Civil Defense, 1940.

Box 266

Folder 11

Confidential, 1940.

Box 266

Folder 12

County and City replies - ASPA Plan for Defense Councils, 1940.

Box 266

Folder 13

Defense Councils - Other States, 1940.

Box 266

Folder 14

Diary - J.A. Anderson, 1940 Dec.

Box 266

Folder 15

Disaster Plans, 1940.

Box 266

Folder 16

Employee policies towards men in the service, 1940.

Box 266

Folder 17

Federal Bureau of Investigation (FBI), 1940.

Box 266

Folder 18

Federal-State Conference on law enforcement problems with national defense, 1940.

Box 266

Folder 19

Hampton Roads Regional Defense Council, 1940 Sept-Oct.

Box 266

Folder 20

Hampton Roads Regional Defense Council, 1940 Nov.

Box 266

Folder 21

Hampton Roads Regional Defense Council, 1940 Dec.

Box 267

Folder 1

Health Committee, 1940.

Box 267

Folder 2

Military Service questionnaires, 1940.

Box 267

Folder 3

Norfolk Industrial Commission, 1940.

Box 267

Folder 4

Officers - National Guard, 1940.

Box 267

Folder 5

Organization - Appointees, 1940.

Box 267

Folder 6

Railroads, 1940.

Box 267

Folder 7

Selective Service, 1940.

Box 267

Folder 8

State Fire Chief's Association, 1940.

Box 267

Folder 9

Virginia Regional Defense Councils - Chairmen and Executive Officers, 1940.

Box 267

Folder 10

Virginia State Planning Board, 1940.

Box 267

Folder 11

Virginia Air Corps, 1940.

Box 267

Folder 12

Volunteer Organizations, 1940.

Box 267

Folder 13

War Dept., 1940.

Box 267

Folder 13

Subject files, 1941.

Address and telephone numbers, 1941.

Box 268

Folder 1

Aeronautics and airports, 1941.

Box 268

Folder 2

Agriculture, 1941.

Box 268

Folder 3

Aircraft Warning Service - Director's correspondence, 1941 Sept-Dec.

Box 268

Folder 4

Aircraft Warning Service - Director's correspondence, 1941 Aug.

Box 268

Folder 5

Aircraft Warning Service - Director's correspondence, 1941 July 18-31.

Box 268

Folder 6

Aircraft Warning Service - Director's correspondence, 1941 July 1-17.

Box 268

Folder 7

Aircraft Warning Service - Director's correspondence, 1941 June 24-30.

Box 268

Folder 8

Aircraft Warning Service - Director's correspondence, 1941 June 19-23.

Box 268

Folder 9

Aircraft Warning Service - Director's correspondence, 1941 June 16-18.

Box 269

Folder 1

Aircraft Warning Service - Director's correspondence, 1941 June 7-10.

Box 269

Folder 2

Aircraft Warning Service - Director's correspondence, 1941 June 11-14.

Box 269

Folder 3

Aircraft Warning Service - Director's correspondence, 1941 June 4-6.

Box 269

Folder 4

Aircraft Warning Service - Director's correspondence, 1941 May 26-June 3.

Box 269

Folder 5

Aircraft Warning Service - General correspondence, 1941 Sept-Dec.

Box 269

Folder 6

Aircraft Warning Service - General correspondence, 1941 Aug.

Box 269

Folder 7

Aircraft Warning Service - General correspondence, 1941 July.

Box 269

Folder 8

Aircraft Warning Service - General correspondence, 1941 June 16-30.

Box 269

Folder 9

Aircraft Warning Service - General correspondence, 1941 June 2-15.

Box 270

Folder 1

Aircraft Warning Service - General correspondence, 1941 May 23-31.

Box 270

Folder 2

Aircraft Warning Service - General correspondence, 1941 May 14-22.

Box 270

Folder 3

Air Raids, 1941.

Box 270

Folder 4

Air Raid Shelter Construction, 1941.

Box 270

Folder 5

Air Raid Warning System, 1941 Aug.

Box 270

Folder 6

Air Raid Warning System, 1941 Sept 1-17.

Box 270

Folder 7

Air Raid Warning System, 1941 Sept 18-30.

Box 270

Folder 8

Air Raid Warning System, 1941 Oct 1-10.

Box 270

Folder 9

Air Raid Warning System, 1941 Oct 11-21.

Box 270

Folder 10

Air Raid Warning System, 1941 Oct 22-31.

Box 270

Folder 11

Air Raid Warning System, 1941 Nov 1-19.

Box 270

Folder 12

Air Raid Warning System, 1941 Nov 20-28.

Box 270

Folder 13

Air Raid Warning System, 1941 Dec 1-9.

Box 271

Folder 1

Air Raid Warning System, 1941 Dec 10-17.

Box 271

Folder 2

Air Raid Warning System, 1941 Dec 18-30.

Box 271

Folder 3

Aluminum Campaign, 1941 Oct-Dec.

Box 271

Folder 4

Aluminum Campaign, 1941 Sept.

Box 271

Folder 5

Aluminum Campaign, 1941 Aug 20-28.

Box 271

Folder 6

Aluminum Campaign, 1941 Aug 13-19.

Box 271

Folder 7

Aluminum Campaign, 1941 Aug 2-11.

Box 271

Folder 8

Aluminum Campaign, 1941 July 26-29.

Box 271

Folder 9

Aluminum Campaign, 1941 July 21-25.

Box 271

Folder 10

Aluminum Campaign, 1941 July 12-20.

Box 271

Folder 11

Aluminum Campaign, 1941 July 1-11.

Box 271

Folder 12

Aluminum Campaign, 1941 June.

Box 271

Folder 13

Aluminum Campaign - Fredericksburg Regional Defense Council, 1941.

Box 272

Folder 1

Aluminum Campaign - Hampton Roads Regional Defense Council, 1941.

Box 272

Folder 2

Aluminum Campaign - Northern Virginia Regional Defense Council, 1941.

Box 272

Folder 3

Aluminum Campaign - Radford Regional Defense Council, 1941.

Box 272

Folder 4

Aluminum Campaign - Richmond-Petersburg-Hopewell Regional Defense Council, 1941.

Box 272

Folder 5

Aluminum Campaign - Shenandoah Valley Regional Defense Council, 1941.

Box 272

Folder 6

Aluminum Campaign - Southern Piedmont Regional Defense Council, 1941.

Box 272

Folder 7

Aluminum Campaign - Southwest Virginia Regional Defense Council, 1941.

Box 272

Folder 8

American Legion, 1941.

Box 272

Folder 9

American National Red Cross, 1941.

Box 272

Folder 10

American Society of Civil Engineers, 1941.

Box 272

Folder 11

Anderson, James A., Gen. - General correspondence, 1941 Jan-Feb.

Box 272

Folder 12

Anderson, James A., Gen. - General correspondence, 1941 Mar-May.

Box 272

Folder 13

Anderson, James A., Gen. - General correspondence, 1941 June-Aug.

Box 272

Folder 14

Applications, 1941.

Box 272

Folder 15

Armed Forces in Virginia, 1941.

Box 273

Folder 1

Attorney General, 1941.

Box 273

Folder 2

Auxiliary Firemen, 1941.

Box 273

Folder 3

Auxiliary Policemen, 1941.

Box 273

Folder 4

Bill of Rights celebration, 1941.

Box 273

Folder 5

Blackouts, 1941.

Box 273

Folder 6

Budgets, 1941.

Box 273

Folder 7

Building materials, 1941.

Box 273

Folder 8

Bouquets and Brickbats, 1941.

Box 273

Folder 9

Chairmen and executive officers of the Virginia regional defense councils (list), 1941.

Box 273

Folder 10

Christmas street lighting, 1941.

Box 273

Folder 11

Cities, 1941.

Box 273

Folder 12

Civil Aeronautical Authority, 1941.

Box 273

Folder 13

Civil Protective Mobilization Plan, 1941.

Box 273

Folder 14

Civilian Conservation Corps, 1941.

Box 273

Folder 15

Civilian Defense, 1941.

Box 273

Folder 16

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Extent

Extent: 3.2 cubic feet (10 boxes).

Scope and Content

This series is housed in 10 boxes and sub-series are arranged alphabetically. This series includes sub-series for correspondence, correspondence with local councils, and subject files. These files were kept by Thomas P. Shelburne, Jr., Executive Secretary of the Southwest Virginia Regional Defense Council, between 1941 Dec and mid-1942, and appear to have been forwarded to Office of Civilian Defense. The reason for this is unclear, as no other records kept by Region Defense Councils were found in this collection.

Correspondence, 1941-1942.

Scope and Content

Correspondence files, 1941-1942, consists of 4 boxes and is arranged alphabetically. Includes both incoming and outgoing correspondence of Thomas P. Shelburne, Jr., Executive Secretary with local, state,

and federal officials, as well as Southwest Virginia Regional Defense Council members and local area coordinators. Topics include appointments, blackout ordinances, defense bonds and stamps, logistics, meetings, rationing, reporting, transition to new local defense council model, and other topics of local interest. Files may also include reports and publications.

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Wyse, J.H., 1942 Jan.

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Folder 1

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Wyze, J.H., 1942 Mar.

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Wyze, J.H., 1942 Apr.

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Wyze, J.H., 1942 May.

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Folder 6

Correspondence with local councils, 1941-1942.

Scope and Content

Correspondence with local councils, 1941-1942, consists of 2 boxes and is arranged alphabetically by local defense council. Includes both incoming and outgoing correspondence between Thomas P. Shelburne, Executive Secretary, and local defense council coordinators. The majority of the correspondence is related to administrative and logistical matters. May also include membership lists, organization charts, plans, precinct information, reports, and checklists for coordinators, which include detailed information about each local council. Folder titles include the county, local area council and coordinator.

Bristol (L.C. Hassinger), 1941 Dec-1942 Apt.

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Bristol - Planning Board and Chamber of Commerce, 1941 Dec.

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Bristol (TN/VA) - Block Wardens, 1942 Jan-Mar.

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Folder 3

Bristol (TN/VA) - Medical Division personnel, 1942 Apr.

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Bristol (TN/VA) - Precincts and Block Wardens, 1942 Mar.

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Dickenson County (Clintwood - J.E. Sutherland), 1941 Dec-1942 Apr.

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Russell County (Cleveland - Walter Price), 1942 Jan.

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Russell County (Elk Garden - William G. Smith), 1942 Jan-Mar.

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Russell County (Elk Garden - H.C. Stuart), 1942 Jan.

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Russell County (Honaker - Horace White), 1942 Jan-Apr.

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Scott County (Clinchport - E.D. Fugate), 1942 Jan.

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Scott County (Gate City - Grady Coley), 1941 Dec-1942 Apr.

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Smyth County (Chilhowie - E.B. Bonham), 1941 Dec.

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Smyth County (Marion - Paul E. Bird), 1942 Jan-Mar.

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Smyth County (Saltville - Walter P. Stuart), 1941 Dec-1942 Mar.

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Smyth County (Sugar Grove - Ellis Calhoun), 1942 Jan.

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Tazewell County (Bluefield - W.N. Lambert), 1942 Jan.

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Tazewell County (North Tazewell - O.K. Nelson), 1941 Dec-1942 Jan.

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Tazewell County (Pocahontas - H. Rankin), 1941 Dec-1942 Mar.

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Tazewell County (Richlands - R.L. Lambert), 1942 Jan-Feb.

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Tazewell County (Tazewell - John W. Gillespie), 1942 Jan.

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Washington County (Abingdon - H.M. Elliot), 1941 Dec-1942 Jan.

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Washington County (Damascus - W.G. Werth), 1941 Dec-1942 Jan.

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Folder 2

Washington County (Emory - A.S. Withers), 1942 Jan.

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Folder 3

Washington County (Glade Springs - James McCready), 1942 Jan.

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Folder 4

Washington County (Meadowview - George Perry, III), 1942 Jan.

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Washington County (Mendota - H.H. Vermillion, 1942 Jan.

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Folder 6

Washington County (Plasterco - E.H. Evans), 1942 Jan.

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Washington County (Wallace - E.W. Hart), 1942 Jan.

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Washington County (Wyndate - Virgil Rush), 1942 Jan.

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Wise County (Appalachia - J.A. Gardner), 1942 Jan-Feb.

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Wise County (Big Stone Gap - J.P. Wolfe), 1942 Jan-Apr.

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Wise County (Pound - O.M. Morris), 1942 Jan.

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Wise County (St. Paul - Holland Fletcher and B.H. Stallard), 1942 Jan-Mar.

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Folder 15

Wise County (Wise - W.B. Tate), 1942 Jan-Apr.

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Folder 16

Subject files, 1941-1942.

Scope and Content

Subject files, 1941-1942, consist of 4 boxes and are arranged alphabetically. These topical files include correspondence, lists, memoranda, minutes, publications, and reports. Topics include civilian protection, coordination of local councils, health, rationing and salvage, among others.

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Aircraft Warning Service - Signaling Systems, 1941-1942.

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Air Raid Wardens, 1941 Dec-1942 Feb.

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Aluminum Campaign, 1941 May-June.

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Aluminum Campaign, 1941 July-Sept.

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American Red Cross, 1941.

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Applications for secretary, 1941 Dec.

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Arm bands, 1941 Nov-1942 Jan.

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Atlanta Better Business Bureau Bulletin, 1942 Mar 11.

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Automobiles and buses in air raids, 1941 Dec.

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Bills and receipts, 1941-1942.

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Folder 14

Chemical Warfare School, 1941-1942 Jan.

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Civil Air Patrol, 1941.

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Box 304

Folder 1

Coordinators, 1942 Jan-Feb.

Box 304

Folder 2

Coordinators for Southwest Virginia, undated.

Box 304

Folder 3

Defense bonds, 1942 Jan.

Box 304

Folder 4

Defense Contract Services, 1941.

Box 304

Folder 5

Defense Savings Stamps, 1941.

Box 304

Folder 6

Firemen and Fire Protective Services, 1941.

Box 304

Folder 7

First aid, 1941-1942.

Box 304

Folder 8

Health and Nutrition, 1941-1942.

Box 304

Folder 9

Home Nursing, 1941-1942.

Box 304

Folder 10

Industrial Plants, 1941-1942.

Box 304

Folder 11

Insignia, 1941.

Box 304

Folder 12

Lists of personnel - Southwest Virginia Regional Defense Council, 1941-1942.

Box 304

Folder 13

Local Coordinators of Civilian Defense Units, 1942 Jan.

Box 304

Folder 14

Maps, 1941.

Box 304

Folder 15

Mayors and City Managers, 1941 Dec.

Box 304

Folder 16

Medical Services - Emergency, 1941 Dec.

Box 304

Folder 17

Messengers, undated.

Box 304

Folder 18

Minutes - Southwest Virginia Regional Defense Council, 1941.

Box 304

Folder 19

Minutes - Virginia Defense Council, 1941 Dec.

Box 304

Folder 20

Municipal Bombardment - Airport Protection, 1941.

Box 304

Folder 21

Nursing classes, 1941.

Box 305

Folder 1

Organization charts, undated.

Box 305

Folder 2

Paper collection, 1942 Jan.

Box 305

Folder 3

Personnel enrolled - Southwest Virginia, 1942 Jan.

Box 305

Folder 4

Physical Fitness, 1942.

Box 305

Folder 5

Plant Protection, 1941-1942.

Box 305

Folder 6

Plant Protection School, 1942 Jan.

Box 305

Folder 7

Police training schools, 1941.

Box 305

Folder 8

Police - Auxiliary, undated.

Box 305

Folder 9

Post-War Planning, 1941.

Box 305

Folder 10

Rationing - Automobiles, 1942 Feb-Mar.

Box 305

Folder 11

Rationing - Boards, undated.

Box 305

Folder 12

Rationing - Commodity Priority Boards, 1941-1942.

Box 305

Folder 13

Rationing - Quotas, 1942.

Box 305

Folder 14

Rationing - Report forms, undated.

Box 305

Folder 15

Rationing - Sugar, 1942.

Box 305

Folder 16

Rationing - Tires, 1941-1942.

Box 305

Folder 17

References, 1941.

Box 305

Folder 18

Report forms, 1941.

Box 305

Folder 19

Salvage, 1942.

Box 305

Folder 20

School Defense Program, undated.

Box 305

Folder 21

School superintendents and principals, 1941-1942.

Box 305

Folder 22

Southwest Virginia Regional Defense Council, 1941.

Box 306

Folder 1

Supplies, 1941-1942.

Box 306

Folder 2

Transportation, undated.

Box 306

Folder 3

Tuberculosis Association, undated.

Box 306

Folder 4

Victory Gardens, 1941-1942.

Box 306

Folder 5

Virginia Defense Council, 1941.

Box 306

Folder 6

Virginia Protective Force, 1941 Dec.

Box 306

Folder 7

Volunteer Office, 1941-1942.

Box 306

Folder 8

Work Projects Administration, 1941-1942.

Box 306

Folder 9

Series XIX. Oversize, 1940-1945.

Boxes 310-314 (box)

Extent

Extent: 2.5 cubic feet (5 boxes).

Scope and Content

There are 5 oversize boxes that consist of larger size materials pulled from throughout the collection. Separation notices in collection will point to the correct oversize box.

Oversize 1A, 1940-1945.

Box 310

Oversize 2A, 1940-1945.

Box 311

Oversize 3A, 1940-1945.

Box 312

Oversize 4A, 1940-1945.

Box 313

Oversize 5A, 1940-1945.

Box 314