

MILITARY COLLECTION  
XII. WORLD WAR II PAPERS, 1939 - 1947  
VIII. OFFICE OF CIVILIAN DEFENSE

**Box No.      Contents**

[1-27      **Director's Office, Correspondence Subject Files, 1941-1945, n.d.** Files of the three directors of the Office of Civilian Defense: Theodore S. Johnson, 1941-1942; Ben E. Douglas, 1942 (previously an assistant director under Johnson); and Robert L. McMillan, 1943-1945. Also includes correspondence files of John W. Harrelson, chairman, North Carolina State Council of National Defense, 1941; and the correspondence files of the several assistant directors and field representatives.

- 1            Agreements with other agencies  
             Agriculture, U.S. Department of  
             Air markings [maps of New Hanover and Stanly counties  
                     removed and filed as MilColl.WWII.Maps.98-99]  
             Air raid wardens  
             Aircraft warning service  
             Aluminum [see also weight receipts]  
             American Committee for Defense of British Homes  
             American Legion [see also Bryce P. Beard]  
             American Red Cross [map removed and filed as  
                             MilColl.WWII.Maps.103]  
             American War Dads  
             American War Mothers
  
- 2            Applications for employment  
             Applications for employment - correspondence  
             Army liaison officers  
             Army liaison officers - Chambliss's territory  
             Army liaison officers - Snow's territory  
             Automobiles  
             Auxiliary firemen  
             Bane, Frank P. [executive director, Council of State  
                             Governments]  
             Beard, Bryce P. [American Legion]  
             Belser, Irvine F. [director, regional office, Atlanta],  
                             July-September 1941
  
- 3            Belser, Irvine F., October 1941-June 1942  
             Blackouts for cars  
             Boy Scouts of America

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3 (cont.)	Broughton, Governor J. Melville [includes booklet, <i>For Vice President J. M. Broughton Governor of North Carolina</i> ]
4	Budget Bureau (R. G. Deyton) Buildings and grounds Bundles for America Bundles for Russia Camp Davis Cannady, N. E. [State Civilian Defense Coordinator for Electrical Services] Carolina Telephone and Telegraph Company Certificates and identification cards Certificates of appreciation: for Christopher Crittenden and Ben E. Douglas Certificates of award Certifications for employees Chairmen of county defense councils Chambliss, Norman Y. [assistant director], April 1942-April 1943
5	Chambliss, Norman Y. [assistant director], May 1943-August 1944 Cherry, Governor R. Gregg Child care [North Carolina Child Care Committee] Citation of merit Civil Aeronautics Administration Civil Air Patrol Coates, Albert [Institute of Government; includes photograph of group in front of Institute of Government building and copy of <i>Guide to Victory</i> ] Community councils Conference, Rocky Mount, 1944 Conference, Winston-Salem, 1944
6	Conferences, 1944 Conservation of solid fuels Consumer relations Control centers Coordinators' reports

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- 6 (cont.) Copies from Mrs. Craven's office  
Copies from Mrs. Hedrick's office
- 7 Copies from Mr. Martin's office  
Copies from Mr. Parker's office  
Council members' correspondence  
Council of State Governments  
County rationing boards  
Craven, Mrs. Walter [assistant director; director,  
Citizens Service Corps]
- 8 Deane, Charles B. [regional representative, State Council  
of National Defense]  
Defense equipment  
Detention center  
Douglas, Ben E. [assistant director, April-May 1942;  
director, May-December 1942]  
East Coast Conference of State Defense Directors  
Eastern Defense Command  
Education Committee  
Emergency welfare  
Emory, H. R. [Wilmington Housing Authority]  
Evacuation Committee  
Explosives  
Facilities security  
Farm labor [see also Manpower]  
Federal Security Agency
- 9 Films  
Financial records  
Fire mobilization  
First Interceptor Command  
Forest Fire Fighters Service  
Forms  
Fort Bragg [three maps removed and filed as  
MilColl.WWII.Maps.100-102]
- 10 Fourth of July assemblies  
Fourth Service Command - Atlanta  
Fourth Service Command - Raleigh office

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- 10 (cont.) G. I. bill of rights  
Gasoline conservation  
Gasoline rationing  
General Assembly: includes lists of members and daily legislative bulletins, January-March 1945  
General correspondence, 1941-1943 [includes bulletins from other states' councils and photograph of first War Department civil defense class, March 1942; see also Out-of-state councils]
- 11 General correspondence, 1944
- 12 General correspondence, 1945, n.d.  
General instructions to field men, 1942 (Norman Chambliss, Dewey Herrin, George Jeffrey, and George Snow)  
General Mills, Inc.  
Girl Scouts  
Harrelson, Col. John W.  
Herrin, Maj. Dewey A.  
High School Victory Corps  
Ickes, Harold L. [petroleum coordinator]  
Inactive reserve officers  
Information and referral centers  
Instructional letters  
Jeffrey, George W. [chairman, Regional Defense Council]  
Johnson, Elmer D. [Coordinator of War Records]  
Johnson, Theodore S. - personal  
LaGuardia, F. H. [director, U.S. Office of Civilian Defense]  
Landis, James M. [director, U.S. Office of Civilian Defense]  
Legislation
- 13 Libraries  
Library of Congress  
Lists  
McMillan, Robert L. - personal  
Maneuvers  
Manpower [see also Farm labor]

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- 13 (cont.) Martin, R. Walker - personal  
Meat campaign

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- 14 Medical [Emergency Medical Service]: Dr. S. D. Craig  
Meetings  
Members of state council  
Memoranda  
Memorials  
Murchison, Charles H. [director, regional office,  
Atlanta]
- 15 National Resources Planning Board  
National Safety Council  
National Security Award  
National Youth Administration  
North Carolina Symphony Society  
Nufer, W. F.  
Nutrition
- 16 Office correspondence  
Office of Defense Transportation  
Office for Emergency Management
- 17 Office of Government Reports  
Office of Price Administration  
Office of Production Management  
Operations letters  
Organization file  
Out-of-state councils [see also General correspondence]  
Parker, Charles J.  
Parker, G. R. [regional defense coordinator]  
Personnel
- 18 Pharmacy in civilian defense  
Point rationing  
Post-war planning  
Prince, L. B. [chairman, State Highway Commission]  
Property  
Public proclamations  
Public Works Review Committee

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- 18 (cont.) Publicity  
Recommendations  
Recreation [North Carolina Recreation Committee], 1943-

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1944

- 19 Recreation [North Carolina Recreation Committee], 1945  
Regional Defense Command, Norfolk  
Regional Defense Command, Wilmington  
Regional file  
Regional office, Atlanta: correspondence, July 1941-  
August 1942 [see also Irvine F. Belser]
- 20 Regional office, Atlanta: correspondence, September 1942-  
August 1943
- 21 Regional office, Atlanta: correspondence, September 1943-  
March 1945  
Regional office, Atlanta: correspondence re. requests for  
literature, 1942-1943  
Regional staff itineraries
- 22 Reports of director  
Requests for equipment and literature  
Restrictions on shore lighting  
Robot bombs  
Rose, June H. [assistant director]  
Salary increases  
School attendance  
Schools  
Schools, plant protection  
Share-your-car clubs  
Sides, Lonnie [staff member]  
Snow, George K. [assistant director]
- 23 Social Security Board  
South Carolina  
Southern Bell Telephone and Telegraph Company  
Speakers  
Speakers Bureau  
Standard Oil Company

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- 23 (cont.) State Board of Health  
State Council of National Defense  
State Salvage Committee  
Taylor, Dr. Haywood H. [state gas consultant]

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- Third Interceptor Command  
Third War Loan  
Thread survey (fire hydrants)  
Tire rationing  
Umstead, William B. [chairman, North Carolina Council of  
National Defense]  
United War Fund  
Upchurch, C. A., Jr.
- 24** Veterans' affairs  
Vickers, C. L. [regional director, Public Works  
Administration]  
Victory Day program  
Victory gardens  
Violators of blackouts  
Virginia
- 25** Volunteer office  
Volunteers  
War Production Board  
War records  
Washington office, correspondence, April 1941-March 1944
- 26** Washington office, correspondence, April-October 1944
- 27** Washington office, correspondence, November-December  
1944, n.d.  
Waste materials  
Water works  
Weight receipts, local chairmen  
Wellott, Harry  
Wilmington incident  
Women's Army Corps [includes eight photographs of  
Governor Cherry, Gen. F. E. Uhl and others, Raleigh,  
February 1945]  
Woodward, Stewart [Federal Security Agency]
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- 27 (cont.)** Work Projects Administration  
Miscellaneous: includes memo to archivist Frances Harmon  
concerning receipt and original arrangement of Office of  
Civilian Defense records, n.d.

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[28-40]    **Director's Office, Correspondence with Local Defense Councils, 1941-1945.** Correspondence of the state director and assistant directors with chairmen of county and municipal councils concerning appointments, resignations, and replacement of chairmen and other local civil defense officials; appointment of local council members, air raid wardens, observers, collectors of war records; scheduling of blackouts and air raid drills; establishment of observation posts and control centers; aluminum drives; activities of local Citizen Service Corps, and requests for instructional materials and training opportunities. Other correspondents include Governor J. Melville Broughton, who appointed local defense chairman; state Adjutant General John Van B. Metts; and officials of the national Office of Civilian Defense in Washington and Atlanta.

- 28    Alamance - Brunswick
- 29    Buncombe - Chatham
- 30    Cherokee - Davie
- 31    Duplin - Gaston
- 32    Gates - Guilford
- 33    Halifax - Hyde
- 34    Iredell - Mecklenburg (1941)
- 35    Mecklenburg (1942) - Moore
- 36    Nash - Orange
- 37    Pamlico - Randolph
- 38    Richmond - Rutherford
- 39    Sampson - Vance
- 40    Wake - Yancey



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[41-44]    Director's Office, Correspondence with Local Defense Councils concerning Publications, Equipment, and Insignia, 1942-1943. For some counties, includes lists of volunteers who qualified for various insignia.

- 41    Alamance - Duplin
- 42    Durham - Haywood
- 43    Henderson - Pamlico
- 44    Pasquotank - Yancey

Box No.    Contents

[45-47]    Director's Office, Correspondence with Manufacturers and Suppliers concerning Publications, Equipment, and Insignia, 1942-1943

- 45    Correspondence with manufacturers and suppliers: arranged alphabetically by company, A - I
- 46    Correspondence with manufacturers and suppliers: arranged alphabetically by company, J - W
- 47    Correspondence with manufacturers and suppliers: arranged alphabetically by topic:

- Air raids and blackouts
- Auxiliary firemen
- Civilian defense identification plaques
- Equipment (miscellaneous)
- First aid courses
- Flags
- Industrial plant protection
- Magazines
- Manuals for defense
- Medical officer
- Radio kits

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Sandbags  
Signs  
Sirens  
Uniforms

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[48-49]    **Director's Office, Reports of Local Defense Councils, 1942-1943.** Monthly and bimonthly reports of civil defense organizations and activities, April 1942-August 1943.

48    Alamance - Iredell

49    Jackson - Yancey

Box No.    Contents

[50-52]    **Director's Office, Service Bar Awards, 1943-1945.**  
Correspondence and certificates re. the awarding of service bars to individuals who contributed at least five hundred hours to civilian defense activities. Arranged alphabetically by local defense councils.

50            General correspondence, 1943, n.d.  
              Alamance  
              Buncombe  
              Catawba  
              Cherokee  
              Duplin  
              Gaston  
              Guilford  
              Halifax  
              Henderson  
              Iredell  
              Lincoln  
              Montgomery  
              New Hanover: Abel-Curtzweiler

51            New Hanover: Danion-Pulliam

52            New Hanover: Quelch-Yow  
              Randolph  
              Rocky Mount

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Rutherford  
Vance  
Wake  
Wilson

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[53-58]      **Assistant Director R. Walker Martin, Correspondence Subject Files, 1941-1945, n.d.** Primarily the files of assistant director, director of Civilian Protection, and state property officer, R. Walker Martin. Also includes files of Maj. Dewey A. Herrin, assistant director W. F. Nufer, and June H. Rose, who succeeded Martin in April 1944.

- 53            Administrative orders  
              Aircraft warning  
              Air raid drills: reports  
              Air raid protection regulations  
              Air raid shelters  
              Air raid wardens  
              Air raid warnings  
              American Automobile Association  
              American Red Cross  
              Auxiliary group [firemen]  
              Auxiliary police  
              Awards  
              Blackouts  
              Block leaders  
              Blood plasma  
              Bomb reconnaissance  
              Books  
              Boy Scouts of America
- 54            Car sharing  
              Carolina Power and Light Company  
              Certificates  
              Chemical warfare  
              Chemical warfare school  
              Children's Bureau  
              Churches  
              Civil Aeronautics Authority  
              Citizens Defense Corps  
              Citizens Service Corps  
              Control centers

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Craig, Dr. S. D.  
Dim-outs  
Disaster relief plans

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- 54 (cont.) East Coast Conference  
Emergency welfare service - civilian war assistance  
Evacuation service: three maps removed and filed as  
    MilColl.WWII.Maps.87-89  
Field men [Norman Y. Chambliss, June H. Rose, and George  
    K. Snow]
- 55  
Fire guards  
Flashlight batteries  
Forest Fire Fighters Service  
Forms  
Fort Bragg  
Franking privilege  
General correspondence  
High School Victory Corps  
Injuries  
Litex Products Company orders  
Maps: five maps removed and filed as  
    MilColl.WWII.Maps.90-93, 104
- 56  
Memoranda in state office  
Morale  
Orders for publications from regional office  
Ordinances  
Personnel officer correspondence  
Personnel officers (local councils)  
Photographs  
Plant protection  
Plant protection officers list  
Policies  
Priorities  
Proclamations  
Property  
Protective concealment  
Public housing projects  
Publications  
Radio service stations

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Rationing  
Recreation: North Carolina Recreation Committee

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57	Regional office, Atlanta Reports Rescue squads Riot duty Rose, June H. Russian relief campaign Salvage Schools Schools - Bomb reconnaissance
58	Schools - State Schools - War Department Share-the-meat program Shows Signaling systems Sirens South Carolina: four maps removed and filed as MilColl.WWII.Maps.94-97 States war inspection service (SWIS) Statistics Stirrup pumps Tin can collections Training Transcriptions Transportation Upchurch, A. C., Jr. Utilities V-Home programs Volunteer offices Vouchers: pay vouchers for Dewey Herrin War Production Board War records War Transportation Committee Washington correspondence [1943-1945] Washington publications (digests, directories, federal agency liaison reports) Water works Women's Auxiliary Volunteer Corps

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Work Projects Administration

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[59-63]      **Information Officer, Correspondence Subject Files, 1942-1944, n.d.** Files of Charles Parker, State News Officer and assistant director in charge of information. Parker resigned in July 1943 and was succeeded by C. A. Upchurch Jr.]

- 59            American Red Cross  
              Biographical material  
              Blackouts  
              Bomb file  
              Booker, Warren H. [State Water Works Coordinator]  
              Broadcast file  
              Car sharing  
              Chairmen of county nutrition committees  
              Chambliss, Norman Y.  
              Child care  
              Citizens Service Corps  
              Citizens Service Corps - background material  
              Citizens Service Corps - committees  
              Citizens Service Corps - Girl Scouts
- 60            Citizens Service Corps - recreation  
              Civil Air Patrol  
              Civilian defense reports  
              Coast Guard estimate  
              Coates, Albert  
              Coordinators' reports  
              Dim-outs  
              Directories  
              Discussion group  
              Dogs, enlistment of  
              Express receipts and bills of lading  
              Farm labor  
              Film reports  
              Films  
              Films - correspondence  
              Fire guards  
              Fire Prevention Week  
              Flags  
              Forest fire fighters

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Form letters

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60 (cont.)	Gas kits General correspondence
61	Graphic specialists "Hasten the Day" radio broadcast High School Victory Corps <i>Home Front</i> Households, block, and neighborhood leaders: lists, by county, n.d. Information Committee Insignia - correspondence Insignia - information Insignia certifications: lists Insignia orders Legal information requests Legislation Liability Literature sent McMillan, R. L., biography: includes photograph Mailing lists Memos to staff Newspaper lists: includes reports of food conservation workshops in various counties, February-March 1943 Nutrition Obsolete publications
62	Office of Price Administration cooperation Organization of civilian defense: in North Carolina and other states; includes photograph [members of State Defense Council?] Personnel changes: in local councils, January 1943-March 1944 Promotion, local: includes photograph of civilian defense booth at Southeastern World's Fair, Atlanta, 1942 Publications Publicity Radio: includes information sheets re. local radio chairmen Recreation Regional office, Atlanta

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- 62 (cont.) Reporting and censorship  
Reports, bimonthly
- 63            Rose, June H.  
Scrap campaign  
Share-the-meat campaign  
Snow, George K.  
Social security ruling  
Speakers' bureau  
Speeches  
Staff reports  
State council  
State meetings  
Stirrup pumps  
Stokes, Cecil G. [statistician, regional office, Atlanta]  
Training  
Transportation  
V-homes  
Victory gardens  
Victory quiz  
War gas schools  
War information center  
War records  
*What Can I Do?:* booklet  
*You and the War:* booklet
- 64    **Information Officer, Press Releases**, July 1942-July 1943

Box No.    Contents

65    **Citizens Service Corps:** Correspondence subject file and correspondence of Mrs. Walter H. Craven, director, with county directors and local defense councils, 1942-1945. Much of the correspondence concerning the Citizens Service Corps is filed in the Director's Office, Correspondence with Local Defense Councils.



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[66-78]              **Civilian Protection**

**66**      **Correspondence Subject Files of William F. Nufer**, assistant director of civilian defense and director of the air raid warning service, 1941-1942.

Brewster, Col. D. L. S. [commanding Marines at New River]  
Civil Aeronautics Administration, regional manager  
First Interceptor Command, Ground Observer Section,  
    Norfolk {Maj. S. M. Butler}  
First Interceptor Command, headquarters  
Foreign air raid wardens  
Norfolk Information Center  
Out-of-state telephone and telegraph  
Pryor, Capt. R. D., Charleston Navy Yard  
Regional office, Charleston  
Riley, Capt. George C., Wilmington Army Airport  
Signal Office, Wilmington  
South Carolina blackouts  
Third Interceptor Command  
Tilton, Brig. Gen. Tollin L. [commanding Chesapeake Bay  
    sector]

**67**      **Municipal Files of Maj. Dewey A. Herrin**, field representative of the Fourth Regional Office of Civil Defense, Atlanta, who conducted appraisals of the state and local defense councils' organizations and plans, particularly air raid warning preparations, 1942-1943. Includes correspondence; organizational charts and lists; Herrin's reports; newspaper clippings; municipal ordinances concerning blackouts; and maps showing air raid districts.]

Albemarle  
Asheboro  
Burlington  
Charlotte  
Durham  
Elizabeth City  
Elkin  
Fayetteville

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67 (cont.) Fort Bragg  
Gastonia  
Goldsboro  
Greensboro [map of Greensboro, 1934 (marked to show air  
raid wardens' districts), and of the Bessemer ward of the  
city, n.d., removed and filed as MilColl.WWII.Maps.75-76]  
Greenville  
Henderson  
High Point  
Kinston  
Lexington  
Monroe  
Morehead City  
Morganton  
New Bern  
Pinehurst  
Raleigh  
Reidsville  
Roanoke Rapids  
Rocky Mount [map of Rocky Mount, 1940, removed and filed  
as MilColl.WWII.Maps.77]  
Salisbury  
Thomasville [map of Thomasville, 1941 (only document in  
folder), removed and filed as MilColl.WWII.Maps.78]  
Walnut Cove  
Washington  
Wilmington [map of Wilmington, 1939, and North Carolina  
highway map, 1941, removed and filed as  
MilColl.WWII.Maps.79-80]  
Wilson [map of Wilson, 1941 (marked to show air raid  
wardens' districts), removed and filed as  
MilColl.WWII.Maps.81]  
Winston-Salem

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[68-69 Aircraft Warning Region and District Files, 1942-1944.  
Correspondence of assistant directors R. Walker Martin (1942-1943) and  
June H. Rose (1944) with district air raid warning officers, 1941-1944.

68              General correspondence, 1942-1944 [map of civil air raid

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warning districts in the southeastern United States, 1941, removed and filed as MilColl.WWII.Maps.82; map of civil air raid warning districts, First and Third Fighter Commands, 1942 (revised 1944), removed and filed as MilColl.WWII.Maps.83]

Charleston Region  
Norfolk Region  
Wilmington Region  
Ahoskie District  
Asheville District  
Charlotte District

69 Elizabeth City District  
Gastonia District  
Goldsboro District  
Greensboro District  
Henderson District  
Lumberton District  
Newland District  
Raleigh District  
Shelby District  
Statesville District  
Tarboro District  
Washington District  
Weldon District  
Williamston District  
Wilmington District

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**[70-72]      Correspondence with Counties re. Aircraft Warning Service and Blackouts, 1941-1943.** Correspondence of William F. Nufer (1941-1942) and R. Walker Martin, director of civilian protection (1942-1943), with local air raid wardens and defense councils.

**70      Alamance - Guilford**

**71      Halifax - Person**

**72      Pitt - Yancey**

**[73-74]      Exemptions from blackouts, 1942-1944, n.d.** Correspondence and applications by industries for exemption from participation in

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blackouts. Applications are filed under the local defense council, and approvals by the Fourth Service Command are filed in the general correspondence.

73           General correspondence and approval file, 1942-1944, n.d.  
              (includes lists of defense industries in the state);  
              Alamance - Granville

74           Guilford - Wilson

75    **Miscellaneous Blackout Files, 1942-1944, n.d.**

Civilian defense conferences, March 27, 1944  
Memoranda, 1942, n.d.  
Municipal ordinances, alphabetical by county  
Reports of multidistrict blackouts  
    February 23, 25, 1942  
    September 29, 1942  
    January 5, 1944 [map removed and filed as  
                    MilColl.WWII.Maps.84]  
    January 13, 1944  
    February 8, 1944  
    December 6, 1944 [two maps removed and filed as  
                    MilColl.WWII.Maps.85-86]  
    No date  
South Carolina blackouts  
Miscellaneous

**Box No.    Contents**

76    **F.B.I. Investigators, 1942-1944, n.d.** The Federal Bureau of Investigation requested the state Office of Civilian Defense to identify ten citizens in each county to watch for suspicious persons and activities. The local councils recommended the ten and provided personal information concerning them. Also includes correspondence regarding the investigation of suspicious individuals.

77    **Fire Apparatus Survey, 1941.** Reports of fire trucks and other fire-fighting equipment in various municipalities. Alphabetical by county.

78    **Severe Weather Warning Network, 1944-1945.** In July 1944, the federal Weather Bureau, at the request of the U.S. Army, established a network of severe weather warning stations for the protection of military air bases in surrounding towns. The state Office of Civilian

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Defense was charged with identifying individuals in these towns to serve as observers for this purpose, which was handled by assistant director June H. Rose. Arranged alphabetically by military base.

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[79-87]	<b>Emergency Medical Services.</b>
[79-84]	<b>Papers of Deputy State Chief, Dr. Sylvester D. Craig</b>
[79-82]	<b>Correspondence Subject Files, 1941-1944, n.d.</b>
79	Affiliated hospital units Allocation, procurement, and distribution of medical supplies Base hospitals Blood plasma Bulletin set-up
80	Doctors in counties Dyar, Dr. B. A. [regional medical officer, Atlanta] Emergency medical service identification tags Evans, D. W. [regional sanitary engineer and gas officer, Atlanta] Field units in counties General correspondence, 1941-1942
81	General correspondence, 1943-1944, n.d. Hospital beds available: survey, June 1942 Hospital beds available: survey, January 1943 Hospital file Itinerary reports Lists Memoranda Monthly reports Murchison, Charles H. [regional director, Atlanta] Procurement and assignment service [of doctors]
82	Properties Rankin, John [regional hospital officer, Atlanta] Taylor, Dr. Haywood M. [state gas consultant] Wake County

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Walker, Dr. Harrison A. [regional medical officer,  
Atlanta]  
Miscellaneous

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**[83-84]      Correspondence with Counties, 1942-1944.** Correspondence with chairmen of local defense councils and county chiefs of emergency medical service concerning appointment of county chiefs, numbers of doctors in each county, orders for publications, meetings, and reports. Arranged alphabetically by county or municipality.

**83              Alamance - Jones**

**84              Lee - Yadkin**

**[85-87]      State Nurse Deputy, Maude T. Brown**

**85      Correspondence Subject Files, 1941-1944**

Appointment of nurses, 1943-1944  
Child care: day nurseries  
County surveys:  
    Nurse mobilization, December 1942  
    Volunteer nurses aide program, February 1943  
    Supply and distribution of nurses, March 1943  
Extemporized military hospitals  
Hospital reports: alphabetical by city, 1942  
Lists: county nurse deputies, hospitals, county chiefs of medical services, and county nutrition chairmen  
National Nursing Council for War Service  
North Carolina State Nurses Association [Brown served as chair of the Committee on Supply and Distribution]  
Nutrition  
Photographs  
Recruitment of nurses

**86      Correspondence Subject Files, 1941-1944 (cont.)**

Regional and state nurse deputies  
Regional office, Atlanta

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Registered nurse questionnaires  
Volunteer nurse aides  
Miscellaneous

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**86 (cont.) County Correspondence, 1942-1944, n.d.** Correspondence concerning nurses in various counties. Arranged chronologically.

**87 Nurses Card Files.** Three sets of alphabetically arranged index cards containing personal information concerning nurses who volunteered for the Emergency Medical Services. One set relates to nurses in the extemporized military hospitals in Asheville, Charlotte, Durham, Raleigh, Wilmington, and Winston-Salem.

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**[88-104] Miscellaneous**

**[88-89] Contacts Card File.** Address cards for individuals and institutions involved in civilian defense, including directors of other state councils; chairmen of local defense councils and the several committees in each county; senior gas officers; local personnel and property officers; local deputy nurses; collectors of war records; emergency medical and welfare service officers; and directors of radio stations.

**88            Abbitt - Myers**

**89            Naylor - Zager**

**90    Card index to county personnel officers and district and local air raid wardens.** Arranged alphabetically.

**[91-95] Government Publications.** Booklets, bulletins, and pamphlets published by the U.S. Office of Civilian Defense and other federal agencies; arranged by topic.

**91            Air raids [see also blackouts]**

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Appraisal guides (for air raid wardens, auxiliary  
firemen, and fire guards)  
Blackouts  
Bomb reconnaissance  
Car-sharing clubs  
Children  
Citizens' Defense Corps [see also regulations]  
Citizens' Service Corps [see also regulations]  
Civil Air Patrol  
Civilian evacuation

- 92      Civilian protection (includes standard school lectures)  
Civilian war assistance  
Civilian war services  
Communications (emergency radio and signaling systems)  
Emergency welfare services  
Films  
Fire bombs

Box No.      Contents

- 92 (cont.) Fire defense and safety  
Fire Guard  
Gas protection

- 93      Handbooks (for air raid wardens, auxiliary firemen,  
decontamination squads, demolition and clearance crews,  
Drivers' Corps, Fire Guard leaders, fire guards, fire  
watchers, first aid, messengers, rescue squads, road  
repair crews, and workers in school lunch programs)  
Health services  
Local defense councils  
Medical Division  
Nurses' aides  
Nutrition  
Protection of industrial plants and public buildings

- 94      Protection of industrial plants and public buildings  
(cont.)  
Rationing and conservation  
Regulations  
Services to veterans and families of soldiers  
Technical manuals



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Training manuals

- 95 Training manuals (cont.)  
Transportation  
Victory gardens  
Victory Speakers' Bureau  
Volunteers  
Miscellaneous: two posters removed and filed as  
MilColl.WWII.Posters.6.20.copy2 and 6.21

96 Binder of Office of Civilian Defense Publications, and manual for regional directors and state and local property officers.

97 Miscellaneous Publications

Federal agencies:  
Department of Agriculture

Box No.    Contents

- 97 (cont.)    Department of Commerce  
Office for Emergency Management  
Federal Security Agency  
War Department  
Office of War Information  
Women's Army Auxiliary Corps  
North Carolina: includes May 1943 issue of *Popular Government*, consisting of article, "Guide to Victory," by Albert Coates  
Organizations:  
American Legion  
American National Red Cross  
American Red Star Animal Relief  
Boys' Club of America  
Proceedings:  
Conference on community action and civilian war services, New Orleans, June 8-9, 1944  
Federal-State War Conference on Social Protection, Trenton, June 18, 1943  
National Defense Committees meeting, Washington, D.C., January 19-21, 1942  
National Nutrition Conference for Defense, Washington, D.C., May 26-28, 1941

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Miscellaneous

98 **Memoranda and Bulletins, Office of Civilian Defense,  
Washington, D.C.**

Civilian war services bulletins and digests, May-  
September 1944  
General bulletins, April-November 1944  
Memoranda, November 1941-March 1942, n.d.  
General directive file (notices and miscellaneous),  
February 1944-February 1945  
Operations letters, November 1941-February 1942  
Protection bulletins, May 1944-May 1945  
Regulations No. 1, April 1942

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99 **Memoranda, Fourth Regional Office, Atlanta**

Civilian mobilization (CM)  
Civilian protection (CP)  
Emergency medical service (EMS)  
[Information memoranda] (IM)

100 **Memoranda, Fourth Regional Office, Atlanta (cont.)**

Regional director (RD)

101 **Memoranda and Bulletins, North Carolina Office of Civilian  
Defense, 1941-1945, n.d.**

102 **Bulletins and Newsletters**

National:

*Civilian Defense*, monthly magazine published by the  
Dartnell Corporation, Chicago, three issues: June,  
July-August 1942; April 1943  
*Consumers' Guide*, monthly publication of the U.S.  
Department of Agriculture, two issues: March 1942;  
March 1943

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*Industrial Relations*, monthly magazine published by the Dartnell Corporation, Chicago, three issues: June, July, August 1944

*OCD News Letter*, publication of the U.S. Office of Civilian Defense, nine issues: June 20, 30, October 20, November 10, 30, December 20, 1942; January 25, February 20, March 25, 1943

*V-Home News*, special bulletin of the U.S. Office of Civilian Defense, March 1, 1943

Regional: *Fourth Region News Letter*, monthly publication of the U.S. Office of Civilian Defense, Fourth Region, two issues: January, April 1943

Alabama: *Home Front*, monthly bulletin of the Alabama State Defense Council, four issues: June, August, December 1944; January 1945

**Box No.      Contents**

102 (cont.) California: *California Defense Digest*, bulletin of the California State Council of Defense, July 15, 1942, issue

Colorado: *Colorado Defense News*, bulletin of the Colorado Council of Defense, May 5-20, 1942, issue

Florida: *Florida Civilian Defense News*, bimonthly bulletin of the State Defense Council of Florida, two issues: July 1, 15, 1942

Georgia: *Civilian Volunteers*, monthly bulletin of the Georgia Office of Volunteer War Services and Civilian Defense, January 1945 issue

Illinois: *Illinois Mobilizes*, bulletin of the Illinois War Council, January 1, 1945 issue

Michigan: *Michigan OCD Bulletin*, monthly bulletin of the Michigan Office of Civilian Defense, two issues: May, June 1944

Minnesota:  
*Minnesota Defense Council Bulletin*, biweekly bulletin of the Minnesota Office Civilian Defense, fourteen issues: November 13, December 11, 23, 1942; March 16, May 24, July 31, August 15, December 15, 1943; May 15, 31, June 15, July 1, 15, October 10, 1944

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*Minnesota Division of Civilian Defense Newsletter*,  
January 29, 1945 issue  
Mississippi: *Mississippi Civilian Defense News*, monthly  
bulletin of the Mississippi Civilian Defense Council, two  
issues: December 15, 1943; January 15, 1944  
Missouri: *Progress Bulletin*, weekly bulletin of the  
Missouri State Council of Defense, nine issues: May 19,  
26, July 7, 14, 21, 28, December 29, 1942; April 6, 1943;  
January 4, 1944  
New Jersey: *The Siren*, monthly bulletin of the New Jersey  
Office of Civilian Defense, three issues: October 1943;  
June 1, July 1, 1944  
North Carolina:  
*War Bulletin*, irregular bulletin of the North  
Carolina Office of Civilian Defense, twenty-five  
issues, July 20, 1942-June 24, 1943

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102 (cont.)      *Home Front*, monthly bulletin of the North Carolina  
Office of Civilian Defense, fourteen issues: August-  
December 1943; January-April, June, August-September  
1944; January, March, June 1945  
Oregon: *War Bulletin*, bulletin of the Oregon State  
Defense Council, six issues: May 25, July 6 (2), 15, 28,  
December 23, 1942  
Pennsylvania: *Pennsylvania Defense Council News*, bulletin  
of the Pennsylvania State Council of Defense, eight  
issues: July 21, 1942; October 26, November 8, 1943; June  
10, July 5, October 1, 1944; January 5, February 21, 1945  
Virginia: *Civilian Defense News*, monthly bulletin of the  
Office of Civilian Defense, five issues: July 1942;  
April, November, December 1943; August 1944  
Washington: *For Your Information*, bulletin of the  
Washington State Defense Council, five issues: October 6,  
19, December 7, 1943; March 10, May 15, 1944  
Wisconsin: *Wisconsin Defender*, bulletin of the Wisconsin  
Council of Defense, December 1942 issue

103      **Newspaper:** *Civilian Front*, weekly, Washington, D.C., fifty  
issues: August 15, 1942-March 24, 1945

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104 Miscellaneous Printed Materials from Various States

California: bulletin of the California State War Council  
and legislation re. compensation for injured civilian  
defense workers, 1943

Illinois:  
Classified list of pictorial materials re. civilian  
defense, WPA project, Chicago  
Proposed state civilian defense act

Massachusetts:  
Five handbooks published by the Massachusetts  
Committee on Public Safety, 1941-1943  
*Operations Room Manual*, publication of the  
Massachusetts Committee on Public Safety, 1945

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104 (cont.)      Plan for emergency organization of industrial plants  
Michigan:  
    "Operational Plan for a State Control Center," 1943  
    "Plans for Training Auxiliary Fire Fighters," 1941  
    "Revision of Protective Service Program," 1944

Mississippi: Organizational chart, Mississippi Civilian  
Defense Council, 1942

New Jersey: senate bill re. civilian defense, 1942

New York: *Youth Service Councils*, booklet published by  
the New York State Council of Defense, 1942

North Carolina:  
    *North Carolina Handbook Food & Feed Program*,  
    published by the North Carolina Agricultural Extension  
    Service, n.d.  
    *Policies & Procedures Governing the Administration of  
Civilian War Assistance*, handbook published by the North  
Carolina State Board of Charities and Public Welfare,  
1943

Pennsylvania:  
    Acts of Assembly re. civilian defense, 1943  
    *Pennsylvania's First Year at War*, booklet published  
    by the Pennsylvania Historical Commission, 1943  
    *Victory Gardens*, handbook published by the  
    Pennsylvania State Council of Defense, 1944

South Carolina: *Child Care Committee Handbook*, published  
by the South Carolina Council of Defense, 1943

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Wisconsin: *Handbook for Forest Fire Fighting Forces*,  
published by the Wisconsin Council of Defense, n.d.  
Wyoming: biennial report, Wyoming State Council of  
Defense, 1943-1944

Miscellaneous:

Information re. Aircraft Warning Service and two  
press releases issued by USAAF Third Interceptor  
Command, Drew Field, Tampa, Florida (includes  
photographs)

Public proclamations, headquarters, Eastern Defense  
Command and First Army, 1943

Transcript of speech by Mervyn Molloy at annual  
meeting of International Municipal Signal  
Association, 1942

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**[105-109] Wake County Office of Civilian Defense** [see also County War  
Records, Wake County, Boxes 105-111]

**[105-108] Citizens Service Corps]**

**[105-107] Correspondence Subject Files, 1942-1944.** Files of Mrs. Robert  
J. Wyatt, director, Citizens Service Corps of Wake County.

<b>105</b>	American Red Cross Block leaders Block set-up Boy Scouts Business census Child care City recreation Clerical services Clothes for Russia Community service Community transportation Education Family security Food conservation General correspondence Girl Scouts Health
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Hospitalization  
Information  
Membership

106 North Carolina Office of Civilian Defense  
Nutrition  
Radio  
Rationing  
Salvage  
Sector leaders  
Service at Seaboard station, Raleigh  
Soil inspection  
Stamps and bonds  
United Service Organizations  
V-home sticker survey

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106 (cont.) Vacant lots for victory gardens  
Victory garden booth quiz  
Victory gardens  
"Victory News," weekly radio broadcast

107 "Victory Quiz," weekly radio broadcast  
Wake County women  
War fund campaign  
War records  
Womens Army Corps  
Young Womens Christian Association  
Youth groups  
Notebooks of director, Mrs. Robert J. Wyatt

108 **Share-the-Ride Card Files.** Index cards for individuals who have requested passengers (blue) or rides (buff), arranged by zones of Raleigh (A-1 through E-8).

109 **Civilian Defense Volunteer Office, Correspondence Subject Files, 1940-1943, n.d.**

Civil Air Patrol  
Filter center  
Radio scripts: WRAL, WPTF, 1940-1942, n.d.  
Report, n.d.