

C Missouri. Council of Defense, Records, 1940-1945  
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#### INTRODUCTION

Records dealing with the organization, and with participation of individual citizens in the organization. Bulletins, letters, budgets, plans, applications forms, maps, insignias, mailing lists, minutes, newspaper clippings, and other material showing how the Council operated.

#### DONOR INFORMATION

The papers were donated to the University of Missouri by the Missouri Council of Defense on 4 February 1945 (Accession No. 204).

#### ORGANIZATIONAL SKETCH

Governor Lloyd C. Stark created the Missouri Council of Defense by executive order on January 17, 1941. House Bill No. 540, which authorized the governor to establish a State Council of Defense in times of national and state emergency or public need, was approved by Governor Forrest C. Donnell on July 2, 1941. The function of the council was to assist national defense in the coordination of state and local activities. The organization dissolved after the end of World War II.

#### SCOPE AND CONTENT NOTE

The records of the Missouri Council of Defense have been arranged into three series: **Subject Files**, **Publications**, and **Miscellany**.

The **Subject Files** series has been arranged alphabetically and makes up the bulk of the collection.

The **Publications** series consists of a variety of government and civilian publications, as well as foreign publications and publications from the United Nations. The material has been arranged alphabetically by type of publication.

The **Miscellany** series contains insignias and file cards.

More complete descriptions of the series are in the folder list.

## FOLDER LIST

**Subject Files Series**

- f. 1-7 Administrative Assistant Correspondence, 1941-1945. Correspondence of Allen McReynolds, the administrative assistant. Organization of the state divisions of defense and relations of the State Council of Defense with the regional and Washington office; farm labor recruitment, campaign, gas defense organization, Third War Loan Drive, salvage campaign, protection of control centers, civilian war security program, Civilian Defense reports, conservation of resources, service merit awards, and practice air raid drills.
- f. 8-89 Administrative Directives, 1941-1945. Circulars, bulletins, notices, operations letters, memoranda, administrative orders, rules and regulations: all phases of the civilian defense organization issued from the Washington Office of Civilian Defense (OCD) to regional and state councils of defense. Subjects: blackouts, air raids, telephone call priority, rationing, use of fire equipment, distribution of blood plasma, school lunch program, distribution and care of printed materials, protection against robot and rocket bombs, gas, regulations on equipment and supplies, training programs such as nurses' aides, occupational therapy, use of insignia, car sharing, charges in organization, and termination of Civilian Defense, 30 June 1945. See also various subject categories.
- f. 90-135 Administrator's Correspondence, 1941-1945. Correspondence and papers of the vice-chairman and administrator of the Missouri State Council of Defense, Hugh Stephens, 1941-1943; James A. Potter, 1943-1945. The correspondence covers all aspects of the defense program in the state, also meetings and speaking engagements, and copies of several addresses by Hugh Stephens.
- f. 90-128 Hugh Stephens
- f. 129-135 James A. Potter
- f. 136-139 Advisory Commission to the Council of National Defense, January-April 1941. Projects undertaken by the Federal Security Agency, reports on question of rent increases, informational letters on civilian defense activities, letters of recommendation and appointments to positions in the Office of Civilian Defense, and references to the exploitation of the G.I. Bill of Rights by various commercial and industrial training school programs.
- f. 140-184 Agriculture, 1941-1945. Agricultural committee activities, U.S. Department of Agriculture correspondence, *Farm Defense News*, Agricultural Land Use Planning Committee, Farm Mobilization Day, training of youth for farm work, conservation of tires and gasoline through the orderly transportation of agricultural products, Victory Garden campaign, Green Thumb Contest, National Victory Garden Institute, farm labor problem, food for the home campaign, plant pest and disease control, flood farm damage and rehabilitation, and food transportation problem.

**Subject Files Series (con'd)**

- f. 185-290 Air Raid Protection, 1941-1944. The establishment of aircraft warning service in local county councils throughout the state. Cooperation of the American Legion in staffing and organizing the service. Appointment of county chief organizers and enlistment of volunteers in the service, 1941-1944.
- f. 263-280 Notification of meetings and chief organizer's progress reports
- f. 291-295 Aviation, October 1941-November 1944. Organization and work of the Civil Air Patrol. Establishment and function of the Aviation Authority of the State Council of Defense. Appointment of members to this organization and enlistment of volunteers for the Civil Air Patrol (CAP). Progress reports of the authority and reports of their activities: military, cargo, and personnel transportation within the United States. Arrangements for extinguishing air port and radio tower lights during blackouts. Identification insignia for the patrol members. F.H. LaGuardia.
- f. 296-352 Blackouts and Camouflage, April 1941-November 1943. Correspondence from county, state, and regional offices discussing the organization of blackouts and work assignments and responsibilities of various branches of the Civilian defense organization. Plans for practice blackouts and reports on them from Kansas City, St. Louis, and other counties. Literature advertising commercial blackout products.
- f. 353-354 Block Plan, August 1942-January 1945. Plans and organization. Assignment sheet for block leaders.
- f. 355-359 Budget, 1942-1945. Executive budget for 1943-1944, budget message of Governor Forrest C. Donnell to the General Assembly, 1943, and report of the state auditor. Article on wartime fiscal policies for state and local government, budget for the administrative expenses of the State Council of Defense, statements to the appropriations committee, budget lists for different departments in civilian defense, tentative budget, and correspondence to department heads about their budgets.
- f. 360-368 Civilian Protection Committee, June 1941-May 1943. Functions of the committee and appointments to the committee. Minutes of meetings. Lists of state and national committee members. Letters of appreciation.
- f. 369-382 Consumer Protection, October 1940-January 1945. Notices of and minutes of meetings; consumer education. Training course outlines. National Defense Commission Consumer Division bulletins. Memoranda of the 7<sup>th</sup> Regional Defense Office. Requests for consumer literature.
- f. 383-409 Cooperating Agencies, 1941-1944
- f. 383-386 American Legion. Five-point uniform state legislative program, requests for copies of report of the national law and order committee of American Legion, questionnaire compiled by the American Legion.
- f. 387-393 Boy Scouts. Bulletins prepared by James E. West, Chief Scout Executive of America. Resolutions adopted by the National Executive Board titled "What the Boy Scouts of America Will Do in

**Subject Files Series (con'd)**

- War Times.” Relationship between civilian defense and Boy Scouts. Publication titled *Scouting*. Roosevelt’s message to Boy Scouts on 32<sup>nd</sup> anniversary. Correspondence between West and Hugh Stephens.
- f. 394-398 Government Agencies. Distribution of canning equipment and office supplies. Correspondence: Discontinuance of WPA work, exhibit of civilian defense material for publicity. Informational letters on purchasing material, registration of volunteer aircraft spotters, emergency management. Correspondence from FBI concerning publication titled “War Duty Suggestions,” questionable activities in Franklin County. Report of War Production Drive.
- f. 399-408 Red Cross. Definition of the role of the Red Cross in civilian defense activities, literature about Red Cross training courses, disaster relief, publications, Red Cross Service bulletins. Requests for literature, letters regarding blood plasma program, bloodmobile schedule.
- f. 409 Miscellany. Appointments in the Junior League of St. Louis, the Inter-American Center of St. Louis, and the American Theatre Wing.
- f. 410-424 Council of State Government, May 1941-February 1945. Executive order establishing the Office of Civilian Defense. Plan to establish state and regional cooperative effort. File of civilian defense activities. Discussion of problems of advertising the civilian defense program. Policies, program activities of the Office of Civilian Defense (OCD) involving state cooperation and participation. Consideration of special subjects: fiscal problems, promotion of food campaign, spreading defense activities to small business and industry, developing conservation and salvage programs, outline of post war problems in delinquency and crime. Legislative bulletins and other bulletins of the organization.
- f. 425-679 County Correspondence and Papers, 1941-1945. Forms of suggested organization for counties. Lists of volunteers. Reports of conditions and attitude. Correspondence: certificates and insignia, appointments, responsibilities of appointees, and progress of local organizations. Reports on county civilian defense organization status and progress for inclusion in the *Progress Bulletin*. Letters of resignation. The papers and correspondence are arranged alphabetically by county.
- f. 425-426 Adair
- f. 427-428 Andrew
- f. 429-430 Atchison
- f. 431-439 Audrain
- f. 440-442 Barry
- f. 443-445 Barton
- f. 446 Bates
- f. 447 Benton
- f. 448 Bollinger

**Subject Files Series (con'd)**

f. 449-455	Boone
f. 456-461	Buchanan
f. 462	Butler
f. 463-464	Caldwell
f. 465	Callaway
f. 466	Camden
f. 467-473	Cape Girardeau
f. 474	Carroll
f. 475	Cass
f. 476	Cedar
f. 477	Chariton
f. 478	Christian
f. 479	Clark
f. 480-482	Clay
f. 483	Clinton
f. 484	Cole
f. 485-486	Cooper
f. 487	Crawford
f. 488	Dade
f. 489-491	Dallas
f. 492	Daviess
f. 493	DeKalb
f. 494	Dent
f. 495	Douglas
f. 496-497	Dunklin
f. 498	Franklin
f. 499	Gasconade
f. 500	Gentry
f. 501-511	Greene
f. 512-514	Grundy
f. 515	Harrison
f. 516-517	Henry
f. 518	Hickory
f. 519-521	Holt
f. 522-523	Howard
f. 524-526	Howell
f. 527-528	Iron
f. 629-538	Jackson
f. 539-540	Jasper
f. 541-543	Jefferson
f. 544-548	Johnson
f. 548-561	Kansas City
f. 562	Knox
f. 563-566	Laclede

**Subject Files Series (con'd)**

f. 567-569	Lafayette
f. 570	Lawrence
f. 571-573	Lewis
f. 574-576	Lincoln
f. 577-578	Linn
f. 578-582	Livingston
f. 583	Macon
f. 584	McDonald
f. 585-587	Madison
f. 588	Maries
f. 589	Marion
f. 590	Mercer
f. 591	Miller
f. 592	Mississippi
f. 593-594	Moniteau
f. 595-598	Monroe
f. 599-600	Montgomery
f. 601	Morgan
f. 602	New Madrid
f. 603	Newton
f. 604-606	Nodaway
f. 607	Oregon
f. 608	Osage
f. 609	Ozark
f. 610	Pemiscott
f. 611	Perry
f. 612-613	Pettis
f. 614-615	Phelps
f. 616	Pike
f. 617	Platte
f. 618	Polk
f. 619-620	Pulaski
f. 621	Putnam
f. 622-624	Ralls
f. 625	Randolph
f. 626	Ray
f. 627	Reynolds
f. 628-629	Ripley
f. 630-633	St. Charles
f. 634-635	St. Clair
f. 636	St. Francois
f. 637	Ste. Genevieve
f. 638-651	St. Louis
f. 652-655	Saline

**Subject Files Series (con'd)**

- f. 656 Schuyler
- f. 657 Scotland
- f. 658-660 Scott
- f. 661 Shannon
- f. 662-663 Shelby
- f. 664 Stoddard
- f. 665 Stone
- f. 666-667 Sullivan
- f. 668 Taney
- f. 669-670 Texas
- f. 671 Vernon
- f. 672 Warren
- f. 673-674 Washington
- f. 675 Wayne
- f. 676 Webster
- f. 677 Worth
- f. 678-679 Wright
- f. 680-682 Cultural Resources Committee, January 1942-March 1943. Copy of objectives and activities of the committee. Suggested types of programs to be sponsored: community sings, concerts, pageants, festivals. Selection of members. Report of committee meetings.
- f. 683 Dickmann, Bernard F., August 1941-February 1942. Inspector General, Civilian Defense. Correspondence in 1941 relative to organizing civilian defense in Missouri; outline of the defense set up for St. Louis; civilian defense meeting with Colonel Edward Wilbur as speaker; letters regarding progress of state council.
- f. 684 Disposition of Files and Records, March 1943-January 1945. Correspondence among Hugh Stephens, James A. Potter, Robert Hollaway and the Adjutant General regarding turning over the Missouri State Council of Defense records to the Western Historical Manuscript Collection.
- f. 685-730 Division Correspondence, November 1941-July 1942. Division meetings of the State Council, appointments, members, aid from counties, organization of councils in counties, and list of counties included in each division. Material is arranged numerically by number of the division.
- f. 731-743 Education, December 1940-March 1942. Report of State Advisory Committee for Vocational Education for Defense Workers meeting. The role of youth in defense and the post defense period. Discussion of national defense and the college student (Central Missouri State Teachers College, Warrensburg). Appointments to educational committee. *Missouri Schools and National Defense*. Resolutions and recommendations of National Conference of College and University Presidents on Higher Education and the War. Meeting minutes of the educational committee, G.W. Diemer, chairman. Announcements and

**Subject Files Series (con'd)**

- agenda of meetings. A study of defense activities in Missouri colleges and universities. High school activities. See also f. 2615-1617.
- f. 744-753 Employment Applications, June 1941-October 1943. Letters requesting assignments in county and Council of Defense work. Requests for office work, participation in the civilian defense activities (health, music, recreation). Letters requesting list of defense plants in Missouri as sources of possible employment.
- f. 754-757 Equipment. Brochures, advertisements and correspondence: sirens, helmets, patriotic stickers, books, signs, pumps, shelters, and practice bombs.
- f. 758-770 Executive Committee, November 1941-December 1942. Appointment of members of their functions as chairmen of various subcommittees on special subjects. Meeting agenda proposals regarding organization problems, policy, coordination of state and local defense councils. Vote against adding representation of organized labor and black population to the committee. See also f. 90-135 and 1153-1173.
- f. 762-770 Meeting minutes
- f. 771-777 Executive Secretary, July 1940-February 1942. Correspondence of William Anderson. Blackout materials, industrial plant protection, defense plants, meetings for state and local cooperation in national defense, consumer interests, Fort Leonard Wood and acute housing problem around it, rent situation, and *State Defense Legislation* bulletin.
- f. 778-780 Finance Committee, 1941-1943. Appointments to committee, literature about committee, budget plans, governor's conference and meetings. Thomas N. Dysart, chairman.
- f. 781-882 Fire Protection, April 1940-December 1944. Program of fire fighting and prevention, program for Fire Prevention Week. Material on equipment. Reports to Hugh Stephens on fire defense plans. Meetings of the Fire Defense Committee, films available on fire protection, forest fire fighting, and controlling fires caused by bombs. Appointments to auxiliary firemen's training groups. Allocation of equipment and plan of organization of fire guards.
- f. 883-892 Flood Relief, 1943-1945. Flood conditions along the Mississippi, Missouri, and Osage Rivers and elsewhere in Missouri. Civilian defense evacuation and emergency relief, help, and transportation arrangements for returning evacuees to their homes and farms. Efforts to obtain livestock feed and seed for replanting crops. Statistics on flood damage. Correspondence with the American Red Cross.
- f. 893-897 Forms, n.d. Field representative report, transfers, requisition for printed or processed materials, stamp record, inventory of publications directive of property offices, application for preference rating, instructions for making inventory and report of Office of Civilian Defense property, chief organizer's progress report, certificate of attendance, certificate of appointment, instructions for preparing report of activities, enrollment



**Subject Files Series (con'd)**

- form, operations report, oath of office, personnel affidavit, appointment of successor property officer, check list of accessory fire-fighting equipment, plant protection check list, and report on practice blackout.
- f. 898-901 Governor's Correspondence, February 1941-December 1944. State guard, meeting of Civilian Defense committee, law governing operations of a state fire coordinator, letters to mayors concerning the drive to gather old rubber, letter concerning an organization started in Nebraska by women called "Victory Belles."
- f. 902-949 Health Committee, 1941-1944
- f. 902-943 Correspondence about meetings and appointments, proposed program of activities for emergency public health and medical care, "Health, Welfare and Related Aspects of Community War Services."
- f. 944-949 Social Hygiene. Campaign material, posters, pamphlets, radio speeches, and community activities in the fight against venereal diseases.
- f. 950-954 Highway Department, 1941-1942. Letters written to or by G.M. Thelkeld about bills, county and division reports, questionnaires, speaking engagement, and radio program. Contains materials on air raids, registration lists at district meetings, and schedules that were sent to the Highway Department.
- f. 955-1005 Industrial Camouflage and Protection, 1941-1945. Minutes and reports of meetings. Training in industrial camouflage and building protection. Interviews pertaining to industrial camouflage. Letters asking for literature and instructions on the subject.
- f. 1006-1068 Insignia. Correspondence, memoranda, posters, brochures, and samples concerning the civil defense insignia. Federal regulations, advertisements from licensed companies, inquiries and requests from county councils, and official orders for pens, armbands, uniforms, service awards, and certificates of membership. All requests for items containing the insignia for any corps of the civil defense organization required the authorization of the state council.
- f. 1069-1078 Labor, 1940-1944. Enlistment of labor cooperation with civilian defense program. Problem of labor representation on civilian defense committees, meetings, and in job appointments. Discussion of labor standards, working conditions, and the contributions and responsibilities in the defense effort.
- f. 1079 League of Women Voters, April-November 1942. Correspondence from Hugh Stephens asking for assistance with the civilian defense program. Samples of pamphlets issued by the League on rationing, foreign policy, civilian defense issues, inflation, taxes, and post-war planning. Office of Price Administration regulations, war labor policies. Inauguration of Freedom Forums.
- f. 1080-1119 Legislation, 1941-1943. Recommended legislation by the American Legion. Legal opinion on car sharing, personal liability and responsibility

**Subject Files Series (con'd)**

- in case of personal injury; legal grounds for incorporating local and county councils of defense. Izaak Walton League protest against registration or requisition of firearms as unconstitutional. Act concerning civil defense in war emergency. Daylight saving act. Copies of bills, laws, and ordinances of the national and state civilian defense program. Biennial appropriations for state program.
- f. 1120-1121 Libraries, February 1942-June 1943. War Information Centers. Correspondence on distribution of State Council publications to public libraries and universities. Volunteers in library science. Lists of libraries in Missouri which are depositories for government publications, including Office of Civilian Defense material.
- f. 1122-1136 Mailing Lists, October 1941-October 1944. Correspondence requesting addition to the State Council's mailing lists. Also requests for withdrawal of names from mailing lists and notices of change of address. Copies of mailing lists. Issue of *Civilian Defense Alert*.
- f. 1137 Maps. Maps of Missouri showing counties, county seats, defense council locations, state divisions for defense, zones for health and emergency medical services, and Office of Price Administration (OPA) boundaries. Map showing counties submitting operations reports.
- f. 1138-1152 Medical Services, August 1941-March 1944. Correspondence, papers, and posters. Emergency Medical Service. Requests for bulletins; letter explaining the work of the Emergency Medical Service and the health service. Program for Wartime Emergency Health and Medical Services; map showing Missouri defense zones; report on child immunization in St. Louis; nurse's aid training program suggestions; medical division memoranda.
- f. 1153-1173 Meeting Minutes, January 1941-May 1944. Minutes of meetings of the Missouri State Council of Defense and of several subcommittees: Executive, Health Divisional Councils, Consumer Protection, Agriculture, Speakers, Civil Protection, Radio and Communications and Labor. Also meeting programs of Blackout Committee, Civilian War Services Conferences, 15 May 1944.
- f. 1174-1190 Miscellany, May 1943-December 1944. Proclamation on flag day and flag week. Correspondence: flag day program suggestions, pamphlet on "Facts about the United Nations." Correspondence: recruitment of stenographers, salaries, qualifications, and pamphlet regarding recruitment of stenographers.
- f. 1191 Missouri State Fair, May 1943-December 1944. Correspondence: civilian defense exhibit, graduation exercises of air raid wardens, and firemen. Letters from the Washington Office of Civilian Defense about display material for the fair.
- f. 1192-1232 Motion Pictures, January 1941-September 1944. Lists and catalogs of films available on civilian defense activities. Script for slide film: nutrition, first aid, United Nations, farming, protective services.

**Subject Files Series (con'd)**

- Correspondence and papers of the Motion Picture Committee.
- f. 1233-1255 Natural Resources Committee, 1942-1945. Correspondence on the appointment of members and field representatives. Meetings, subjects, and problems concerning the committee. Stream pollution, salvaging by-products of the annual game harvest, open season on various species of fish. Bulletins: *Wildlife Goes to War*, salvage of waste fats and carcasses for rendering plants. Conservation of vital resources: gas, water, electricity and coal.
- f. 1256 Negro Problem, October 1942-March 1943. Black problems in Jefferson City, Sikeston, and elsewhere; letter and newspaper clippings relative to an incident in a Jefferson City parade to stimulate sale of war bonds. Correspondence between Washington and state defense agencies and the National Association for the Advancement of Colored People.
- f. 1257-1325 Newspaper Clippings, 1942-1944. Articles of interest to civilian defense, air raid and aircraft warning service, salvage activities, war bond drives, victory gardens, reports on county civilian defense meetings, and blackout tests.
- f. 1326-1363 Nutrition Committee, 1942-1945
- f. 1326-1341 General Correspondence, 1942-1945. Among committee members about the training course for volunteers in nutrition, also outlines of the training course, nutrition standards for families and nursery schools.
- f. 1342-1351 "Food Fights for Freedom" Campaign, 1943-1944. Program to promote all-out food production and conservation. Correspondence: campaign, radio materials and fact sheets, press and speech notes.
- f. 1352-1363 Share the Meat. Correspondence: campaign, encouraged voluntary meat rationing, material on meat needs for families, and reports of field workers.
- f. 1364-1370 Office Procedure, 1942-1944. Instruction and requisition forms for ordering supplies and equipment, paying bills, ordering stamp for state mail. Personnel report forms for inclusion in state "Blue Book." Card index to record file.
- f. 1371-1374 Organization Charts, 1940-1942. Charts of state civilian defense organization, Council of National Defense and advisory commission, and suggested local civilian defense organization. Organization chart of Audrain County Defense Council. See also f. 3147.
- f. 1375-1390 Organization Papers, January 1941-July 1944. Development and organization of the State Council. Selection of personnel to staff the council and its committees. Invitations to organizational meetings. Letters of acceptance. Arrangements for a regional conference of state defense councils. Tentative program for State Council. Passage of civilian defense bill. Cleveland's civilian defense organization. Coordination of municipal councils of defense with the State Council. Enumeration of the powers of local defense councils and an outline for

**Subject Files Series (con'd)**

- their organization. An organizational outline of the U.S. Citizens Service Corps. Instruction to the counties on establishing the corps, also the U.S. Citizens Defense Corps; the Civil Air Patrol and the Civil Defense Auxiliary group and volunteer committees. Office of Civilian Defense administrative order abolishing civilian defense regional offices. Chronological review of the development of the civilian defense program.
- f. 1391-1396 Other States Correspondence, May-November 1944. Requests for Missouri defense information, publications from other states and requests for civilian defense literature from other states. Letters between Missouri and other states requesting information about organizational and procedural problems in state civilian defense programs. Arrangements for interstate meetings.
- f. 1397-1477 Personnel Directories, 1941-1944. Lists of personnel and officials involved in work of the State Council in Missouri towns and counties and of officers and members of local service clubs in the state.
- f. 1478-1480 Photographs, n.d. Women auxiliary fire fighters, Kansas City. Organization chart for Office of Civilian Defense. Representatives of Divisional Council of Defense. Forrest Donnell addressing trainees of air raid warden school. Civilian defense trainees of air raid warden school. Civil defense trainees in dress. Divisional meeting at St. Joseph. Boy with his rooster, Victory, given to the Office of Civil Defense for advertisement. Salvage meeting of Division 3. Hugh Stephens and Colonel Charles A. Shaw on the air. Hugh Stephens and Elden Branchear, feature writer. Elm Branch School children who collected scrap metal. "Share your car" photo. Picture of Civilian Defense badge. Victory Home Campaign photos. Governor Donnell presenting champion ups on Civilian Defense Day. State Fair. Carload of scrap metal from farmers of New Madrid County. Picture of badges for certain hours of duty. Victory Book Campaign, Stephens, O'Mally, Donnell. Exhibit booth at State Fair on price administration. Home built by civilian defense workers.
- f. 1481-1494 Physical Fitness and Recreation Committee, January 1942-September 1944. Papers and correspondence defining purposes of the committee. Origin of the committee in the Washington Office of Civilian Defense. Mabel Lee, regional director; Wilma Hayes, state director. Committee appointments. Transfer of the Physical Fitness division to the office of Defense Health and Welfare Service. Campaign literature, including posters and charts, to promote physical fitness through good eating and local recreational programs.
- f. 1495-1520 Police Protection, May 1941-December 1944. Emergency Police Service. Staff meetings, personnel records, purchase of automobiles and equipment, preparation of new handbook, publication requests, correspondence with various control centers, applications for membership in the organization, reports by county of persons on the force and those in training, directives on operation of the service. See also f. 781-882.

**Subject Files Series (con'd)**

- f. 1521-1529 Postal Matters. Mailing records. Post Office forms, posters, schedules, rates, regulations, and official zone key. Franking Privilege: forms, posters and papers explaining franking privilege, questions and answers concerning its usage.
- f. 1530-1544 Posters. Illustrative posters used for various civilian defense campaign activities: accident prevention, sabotage, the four freedoms, and Victory Gardens.
- f. 1545-1658 Property Management, January 1942-June 1945. Notices and lists: property held by the U.S. Treasury Department available for allocation to civilian defense agencies. Bonding certificates of property officers, inventories and distribution records of civilian defense property and equipment. Administrative directives on regulations governing loans of equipment and supplies. State's certificate and agreement of contract with the office of Civilian Defense for equipment and supplies.
- f. 1659-1767 Publication Correspondence, 1941-1944. Civilian defense publications available for distribution; distribution records; inventories of publications in civilian defense offices; letters requesting publications; and disposal instructions and records of obsolete civilian defense publications.
  
- f. 1768-1882 Publicity, 1941-1945
  - f. 1768-1811 General, January 1942-November 1944. Form letters concerning radio broadcasts on Volunteers for Victory, Salvage for Victory, On Guard Missouri, Victory Gardens. Correspondence with KMOX and KDRO radio stations concerning dates and times. Allocations for broadcasts. Victory garden contest material, food conservation, copies of advertisements, display ads.
  - f. 1812-1828 Press Releases, September 1941-May 1945.
  - f. 1829-1882 Radio Publicity. Scripts and advertisements for civilian defense activities. Recording of procedures for blackouts in schools.
- f. 1883-1892 Radio and Communications, December 1941-January 1945. Correspondence: War Emergency Radio Service, work of the Radio and Communications Committee, Federal Communications Commission regulations on operation of amateur radio stations. Correspondence with American Amateur Relay League. Arrangements with amateur and commercial stations and telephone companies for cooperation in civilian defense news communications, air raid warning service. List of committee members and radio stations. Correspondence with American Society of Composers, Authors, and publishers: use of ASCAP music for civilian defense programs over unlicensed radio stations.
- f. 1893-1968 Rationing, June 1941-May 1945. Correspondence, bulletins, memoranda, forms, conservation promotion advertising, amendments, regulations and orders, publicity on rationing and Office of Price Administration regulations. Auto rationing and car sharing; typewriter rationing; bicycle rationing; food and food products; tire and rubber rationing.

**Subject Files Series (con'd)**

- f. 1969-2022 Regional Office, July 1941-January 1945. Correspondence from the 7<sup>th</sup> Civilian Defense Region, Office of Civilian Defense, Omaha, Nebraska. Requests for state literature, memoranda, Red Cross participation in civilian defense, bomb reconnaissance; correspondence relating to inventories of literature, distribution of bulletins; training material for block leaders, air raid personnel; letters about Share the Meat, victory gardens and other campaigns, rationing, blackouts, fire prevention, Office of Civilian Defense regulation.
- f. 2023-2040 Reports, 1941-1945. National defense of Missouri, Aircraft Warning Service, directions for formulation of state staff and control center; reports of Hugh Stephens; Status Report of Civilian Defense, 1943; Firemen's training report; Hugh Stephens report, 1942; Missouri State Highway Patrol report; Transportation Committee; Communications Committee; Consumers Protection Committee; Salvage Committee; Emergency Medical Service; Industrial Plant and Building Protection Service; comments on conference in Chicago; Federal Agency Liaison report; Georgia Volunteer War Service; report of executive section; Foods and Nutrition Division; final report Missouri State Council of Defense; history report of Missouri state defense; Black markets report.
- f. 2041-2109 Salvage, 1941-1945. Correspondence, papers, and posters.
  - f. 2041-2053 Aluminum salvage
  - f. 2053-2058 Fats salvage
  - f. 2059 Rubber salvage
  - f. 2060-2063 Clothing salvage
  - f. 2064-2073 Scrap iron salvage
  - f. 2074-2076 Tin salvage
  - f. 2077-2085 Waste paper salvage
  - f. 2086-2109 Miscellaneous salvage
- f. 2110-2122 Servicemen, August 1943-March 1945. Rehabilitation bulletins and magazines for veterans. Speeches and requests for literature. Also bulletins on aid and special service offered to members of the armed forces.
- f. 2123-2124 Shipping Receipts, June 1942-March 1944. Bills of lading and shipping receipts for civilian defense publications sent to local county councils of defense.
- f. 2125-2139 Solid Fuels Committee, July 1941-September 1944. Solid fuel fact sheets and printed literature on the conservation of fuel, "Prepare for Winter," posters, statistics on county coal consumption; information service, Department of Interior, Office of Solid Fuels Coordination and radio section reports; news articles on coal buying; "Buy Coal Now" campaign literature
- f. 2140-2265 Speaker's Bureau, January 1941-December 1944
  - f. 2140-2251 Correspondence and papers. Notices of meetings. Requests for speakers. Offers and letters of acceptance for speech making

**Subject Files Series (con'd)**

- service. Requests for information for speeches. Minutes and reports of committee meetings. Literature on organization and function of Speaker's Bureau. Reports on speeches and speakers. Lists of speakers. Suggested programs and guides for speakers. Instructional letters and informational publications.
- f. 2252-2265 Speeches. Paul Weaver "America's Challenge," James M. Landis, Branch Rickey, Jonathan Daniels, Bower Aly "The War of Nerves."
- f. 2266-2390 Statistical Records, 1942-1943
- f. 2266-2371 County Reports. Estimates of Defense Corps personnel by county and Office of Civilian Defense reports by county listing number of volunteers and number in training for civilian defense activities.
- f. 2372-2389 State records summarizing the above statistics from all counties on large record sheets.
- f. 2390 Seventh Defense Region's records and correspondence concerning percentage of population enrolled as volunteers and trained.
- f. 2391-2395 Stephens College, February 1942-October 1943. Personal correspondence and wartime and defense letters, planning programs in community welfare service projects. War Bond campaign work. Letters of congratulation to teachers and students for their efforts on behalf of the civilian defense program.
- f. 2396-2403 Storm Warning Service, February 1944-June 1945. Establishment of storm warning services. Conferences and meetings of storm warning councils, instructions for observers, report on the organization and operation of the service, and pamphlets on how to recognize a severe thunderstorm or tornado.
- f. 2404-2490 Training Programs, 1941-1944. Correspondence and papers: Gas Officer's Institute, Bomb Reconnaissance Units, agents and schools, Rescue Leaders Training School, Air Raid Warden's Schools, Auxiliary Police, Chemical Warfare School.
- f. 2478-2490 Training Equipment
- f. 2491-2504 Transportation, August 1941-April 1945. Bulletins on highway traffic control. Material on transportation plans for evacuation of civilians and other non-local movements, motor transport, convoys and the truck conservation corps, car sharing and its attendant problems, campaign to reduce summer vacation travel, mileage rationing campaign, notice of committee meetings, reports, regional office memoranda, county farm transportation committees, State Highway Traffic Advisory Commission, transportation committee meetings, reports of the committee, letter from War Department concerning inventory of commercial truck and bus equipment, correspondence on distribution of registration cards for vehicles.
- f. 2505-2513 Utility Service, 1942-1944. Correspondence and papers: preparation for protection and restoration of utility service, replacements of personnel, reorganization charts for each county, requests for literature.

**Subject Files Series (con'd)**

- f. 2514-2524 Victory Home Campaign, 1942-1944. Correspondence and papers on a campaign to enlist every home in the cause of air raid protection, conservation, salvage work, buying war bonds and stamps; and refusing to spread rumors designated to divide the nation.
- f. 2525-2534 Volunteer Service, September 1941-December 1942. Letters to the state council from persons volunteering their services; list of women volunteers; a list of organizations volunteering in Missouri districts; volunteer committee work; classifications of jobs and suggestions in utilizing volunteer service; graphs and charts of numbers of volunteers.
- f. 2535-2553 War Loan Drive, April 1942-April 1945. Letters about campaign plans, personnel, and state campaign work for sales of war stamps and bonds; E.H. Shakelford, chairman; magazines and campaign material encouraging buying of stamps and bonds.
- f. 2554-2595 Welfare Committee, 1941-1945
  - f. 2554-2592 Welfare. Program outlines for training volunteers in child care and other welfare services; establishment and organization of nursery schools and school age programs; membership list of welfare committee; correspondence on welfare and health meetings.
  - f. 2592-2595 Housing. Booklets on emergency plumbing standards, public housing projects. Suggestions for housing committee; correspondence about loans for war workers, acute housing shortage, and disposal of permanent war housing.
- f. 2596-2600 Worker's Compensation, June 1942-May 1943. Correspondence, papers and maps: legislation on compensation payments, both medical and cash benefits, for injury or death sustained by civilian defense workers while on duty. War Security Program and Workman's Compensation Commission.
- f. 2601-2608 Works and Facilities, August 1941-December 1942. Technical bulletins: aerial attacks, transportation, sanitation, construction design, protection against bombing, public works services, and sabotage dangers. Correspondence: appointments, obtaining help and cooperation from the Highway Department, creation of a new committee for decontamination, notices of committee meetings, a chart of building safety structures.
- f. 2609-2614 Works Progress Administration, May 1941-February 1943. Correspondence and papers defining the work of the administration (WPA) to assemble, compile, analyze and edit reports, prepare statistical tables, maintain files, and draft maps on defense activities in the state. Correspondence: drawing up zoning plans in counties surrounding defense areas; also, preparation of zoning ordinances in the community of Fort Leonard Wood.
- f. 2615-2617 Youth Program, November 1941-May 1942. Correspondence and papers: participation of youth groups in civilian defense activities in local communities. Plans for setting up a Youth Advisory Committee in the state council. Offer from students of Lincoln College to participate in civilian defense. National Youth Administration (NYA) activities in



**Subject Files Series (con'd)**

behalf of the civilian defense program. Boys Club of America activities.  
Two articles on youth in the war effort.

**Publications Series**

- f. 2618-2632 Foreign, 1942-1945. Informational bulletins from Great Britain (*Juvenile Delinquency in Britain During the War*, *Progress in Freedom*, *Five Years of War*, *Britain's Sea Power*, and *Post-War Planning*), Russia (*The Russian Glory*), South Africa, Canada, Haiti, Nicaragua, Paraguay, Costa Rica, El Salvador, Panama, Ecuador, Peru, Venezuela, Columbia.
- f. 2633-2676 Non-Government, 1940-1945
  - f. 2633-2646 *Civilian Front* (newspaper)
  - f. 2647-2676 Miscellaneous Publications. Publications and poster about employee organization on fire safety, juvenile delinquency, fire prevention, black-light beacon, youth and community recreation, urban housing and homes for workers, air raid wardens, *The Roots of Religion*, cultural cooperation, sound films, victory gardens, radio, chemicals, child care and welfare, farm safety, public health, nursing posters, canning foods, industry, war against waste, music, community athletics and physical fitness, education, and Red Cross home nursing.
- f. 2677-2789 Other States, 1941-1945. Civilian defense publications from other states: reports, posters, maps, newspapers, organization and instructional manuals dealing with such specific subjects as fire prevention, victory gardens, rationing blackouts, and smoke screen techniques. Arranged alphabetically by name of state.
- f. 2790-2858 State Civilian Defense, 1940-1944
  - f. 2790-2814 Miscellaneous papers. Civilian defense newspapers. Bulletin that lists suggestions for personnel. "Missouri on Guard" publications. Progress report of St. Louis Office of Civilian Defense. Civilian defense bulletins. Handbook for rural fire fighters and forest fire fighters. Report on war activities of WHB, Kansas City. Handbook for gas specialists. Status report of civilian defense.
  - f. 2815-2816 Office publications and notices
  - f. 2817-2858 Progress Bulletins: state reports on civilian defense activities and developments in its organization
- f. 2859-2881 State Non-Civilian Defense, 1933-1944. Reports: taxpayers, budget, state highway patrol, state plan for Missouri, and Kansas City police department. Bulletins: Missouri Peace Officers Association. Agriculture experiment station, Missouri feeds, Missouri seed inspection, Missouri Conservation Commission, industrial health, nutrition standards, and *Hurry*. Directories and reviews: municipal, school, postal, county and state. Papers: fire prevention, conservation, and Missouri-Kansas

**Publications Series (con'd)**

- meeting. Highway map of Buchanan County. Message from Governor Donnell.
- f. 2882-2885 United Nations, 1943-1944. Bulletins on United Nations Information Service (UNIO). A report of the Director General, copy of the Four Freedoms, a copy of the Monthly UNRRA Review.
- f. 2886-3146 United States Government, 1940-1945
- f. 2886-2904 *Defense*
  - f. 2905-3030 Office of Civilian Defense publications
  - f. 3031-3056 *This Week in Defense*
  - f. 3057-3075 *Victory*
  - f. 3076-3084 *The WPA Week in National Defense*
  - f. 3085-3146 Miscellaneous publications: Federal Security Agency, OPA Numbered series, Instructional Manuals, Armed Services bulletins, Department of Labor, War Manpower Commission, Office of Education, Department of Agriculture, Children's Bureau.
- f. 3147 [Empty due to error in numbering]

**Miscellany Series**

- f. 3148 Insignias. Missouri civil defense insignias and arm bands.
- f. 3149-3163 File cards. Bibliography cards of civilian defense publications arranged in alphabetical order by topic.

**INDEX TERMS**

Subject	Folders	Image
Advertising	1768-1882,2514,2525,2535-2553	
Aeronautics	291-295	
Agriculture	140-184	
Air defenses	185-290	
Air defenses	257	y
Alabama	2677-2689	
Aly, Bower (1903-1977)	2140-2265	
American Amateur Relay League	1883-1892	
American Legion	185-290,383-386	
American Red Cross	399,408	
American Society of Composers, Authors and	1883-1892	

Subject	Folders	Image
Publishers (ASCAP)		
Arizona	2677,2689	
Arkansas	2677,2689	
Automobiles	2468-2481	
Black Market	2024,2040	
Blacks	758-770,1233-1255	
Blueprints	1558	y
Boy Scouts	387-393	
California	2677-2689	
Camouflage (Military)	296-352,995-1005	
Canada	2618-2632	
Central Missouri State Teachers College, Warrensburg	731,743	
Charts	1371-1374,1480,2138,2793,2816,2950	y
Chemical Warfare	2437	y
Child welfare	2554-2595,2633-2676	
Civil Air Patrol	291-295,1375-1390	
Civil defense	296-352,361-368,995-1005	
Civil defense	118,561,793,1478-1480	y
Civil defense-- Maps	1119,1137,1152,1892,2396,2600,2609,2757,2790,2803,2814,2859	
Civil defense-- Missouri	1-3163	
Civil defense-- Uniforms	1478	y
Civil defense-- Uniforms	1478	
Civilian Defense Alert, Chicago, Illinois	1131	
Civilian Front, Washington, D.C.	2633-2646	
Civilian Soldier, Indianapolis, Indiana	2712	
Coal mines and mining	2126-2139	

Subject	Folders	Image
Colorado	2677-2689	
Commercial art	1530-1544	
Connecticut	2677-2689	
Conservation	1233-1255,2125-2139	
Consumer Education	369-382	
Consumer education	369-382	
Costa Rica	2618-2632	
Dickmann, Bernard F. (1888-1971)	683	
Donnell, Forrest C. (1884-1980)	355-359, 898-901, 1153-1173, 1478-1480	
Donnell, Forrest C. (1884-1980)	1478, 1479	y
Dysart, Thomas N.	778-780	
Ecuador	2618-2632	
Education	731-743, 2391-2595, 2404-2467, 2615-2617	
El Salvador	2618-2632	
Fire engines	1658	y
Fire fighters	1480	y
Fire fighting	783	y
Fire prevention	781-882	
Floods	140-184, 883-892	
Florida	2677-2689	
Food	1326-1363	
Frost, Wladislava S.	2390	
Gases--Asphyxiating and poisonous--War use	1230, 2437	y
Georgia	2677-2689	
Haiti	2618-2632	
Health	902-949, 1138-1152	
High Schools, Missouri	731-743	
Housing	2592-2595	
Illinois	2677-2689	

Subject	Folders	Image
Incendiary Bombs	781-882	
Indiana	2677-2689	
Juvenile Delinquency	410-424, 2618-2632	
Kay-Cee Cee-Dee, Kansas City, Missouri	2803, 2804, 2807-2809	
La Guardia Fiorella H. (1882-1947)	291-295	
Labor and laboring classes	758-770, 1070-1078	
League of Women Voters	1	
Leedom, Joe W.	2390	
Legislation	1080-1118	
Libraries	1120-1121	
Louisiana	2677-2689	
Management	1371-1374, 1545-1658	
Michigan	2677-2689	
Military personnel	2110-2122	
Minnesota	204, 2677-2689	
Mississippi	204, 2677-2689	
Missouri, Audrain County. Council of Defense	1374	
Missouri, Columbia	2618-2632	
Missouri, Workmen's Compensation Commission	2596-2600	
Missouri. Civil defense	1-3163	
Missouri. Council of Defense	1	
Missouri. Council of Defense, Junior Citizen Service Corps--Insignia	1060	
Missouri. Council of Defense,	1065, 1066, 1148, 1152, 1493, 1523-1525, 1530-1543, 2082, 2138, 2662, 2672, 2673, 2782, 2986, 3022, 3027, 3117, 3125, 3140, 3142, 3143	y

Subject	Folders	Image
Posters		
Missouri. Council of Defense, Service awards	1480	y
Missouri. Council of Defense, Service awards	1061	
Missouri. Fair	1191	
Missouri. Highway Department	950-954	
Missouri. Highway Patrol	1941-1945	
Music Festivals	680-682	
National Association for the Advancement of Colored People	1233-1255	
Natural Resources	1233-1255	
Nevada	2677-2689	
New Hampshire	2677-2689	
New Jersey	2677-2689	
New Mexico	2677-2689	
New York	2677-2689	
Nicaragua	2618-2632	
North Carolina	2677-2689	
North Dakota	2677-2689	
Nursery schools	2554-2595	
Nursing, Study and teaching	1138-1152	
Nutrition	1326-1363	
Office management	1365-1370	
Ohio	2677-2689	
Oklahoma	2677-2689	
On Guard, St. Louis	2804, 2805, 2807-2809	
Oregon	2677-2689	
Panama	2618-2632	
Paraguay	2618-2632	
Peru	2618, 2632	

Subject	Folders	Image
Physical education and training	1481-1494	
Plants, Diseases	140-184	
Posters	1065, 1066, 1148, 1152, 1493, 1523-1525, 1530-1543, 2082, 2138, 2662, 2672, 2673, 2782, 2986, 3022, 3027, 3117, 3125, 3140, 3142, 3143	
Potter, James A.	129-135	
Prisoners of war	889	
Propaganda	1768-1882	
Public Administration		
Public Health	902-949, 1138-1152	
Public utilities	2505-2513	
Public welfare	2554-2595	
Publicity	1768-1882, 2514-2525, 2535-2553	
Radio advertising	1768-1882	
Radio Broadcasting	1478	
Radio programs	1478	y
Radio, Law and legislation	1883-1892	
Rationing	1893-1968	
Rhode Island	2677-2689	
Scholtz, Joseph D.	2390	
Sewage disposal	917	y
Signs and signboards	1479, 1480	y
South Carolina	2677-2689	
Soviet Union	2618-2632	
Speeches, addresses, etc.	2252-2265	
St. Joseph Civilian Defense, St. Joseph, Missouri	2807-2809	
Stark, Lloyd Crow (1886-1972)	355-359, 898-901, 1153-1173	
Stephens College, Columbia, Missouri	1	
Stephens, Hugh (1877-1960)	9-128, 2024-2040, 2390	

Subject	Folders	Image
Tennessee	2677-2689	
Texas	2677-2689	
Traffic engineering	2468-2481	
U.S. Department of Agriculture	140-184, 3085-3137	
U.S. Federal Bureau of Investigation	394-398	
U.S. Federal Communications Commission	1883-1892	
U.S. Federal Security Agency	130-139, 3085, 3137	
U.S. Government Publications	2886-3137	
U.S. National Youth Administration	2615-2617	
U.S. Office of Price Administration	1893-1968	
U.S. Post Office Department	1521-1529	
U.S. Post Office Department, Franking Privilege	1525-1529	
U.S. Work Projects Administration	2609-2614	
United Nations	2882-2885	
University of Missouri, Western Historical Manuscript Collection	684	
Utah	2677-2689	
Venereal Disease	944-949	
Venereal diseases	944-949	
Venezuela	2618-2632	
Victory Gardens	140-184	
Virginia	2677-2689	
War Digest, Albany, New York	2753	



Subject	Folders	Image
War Loan Drives	2535-2553	
Washington	2677-2689	
Weather Forecasting	2396-2403	
West Virginia	2677-2689	
Wisconsin	2677-2689	
Women fire fighters	1480	y
World War, 1939- 1945	1	
World War, 1939- 1945--Food question	135	y
World War, 1939- 1945--Great Britain	2618-2632	
World War, 1939- 1945--Propaganda	135, 1065, 1066, 1119, 1137, 1148, 1152, 1230, 1371-1374, 1478-1480, 1493, 1523-1525, 1530-1543	y
World War, 1939- 1945--South Africa	2618-2632	
Wyoming	2677-2689	
Youth Activities	731-743, 2615-2617	