

Records of the Office of Inter-American Affairs

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Foreword

The General Services Administration, through the National Archives and Records Service, is responsible for administering the permanently valuable noncurrent records of the Federal Government. These archival holdings, now amounting to more than 1 million cubic feet, date from the days of the First Continental Congress and consist of the basic records of the legislative, judicial, and executive branches of our Government. The Presidential libraries of Herbert Hoover, Franklin D. Roosevelt, Harry S. Truman, Dwight D. Eisenhower, John F. Kennedy, and Lyndon B. Johnson contain the papers of those Presidents and of many of their associates in office. These research resources document significant events in our Nation's history, but most of them are preserved because of their continuing practical use in the ordinary processes of government, for the protection of private rights, and for the research use of scholars and students.

To facilitate the use of these materials our archivists prepare various kinds of finding aids that describe their nature and content. The present work is one such publication. We believe that it will be of value to anyone who wishes to use the records it describes.

ARTHUR F. SAMPSON
Administrator of General Services

Preface

Inventories are issued by the National Archives and Record Service (NARS) to help its staff render efficient reference service, to establish administrative control over the records in its custody, and to acquaint the public with its holdings. An inventory covers one of the 408 record groups (or an integral part of a record group) to which the holdings of NARS are allocated.

Each inventory contains an introduction briefly stating the history and functions of the Government agency that created and accumulated the records described in the inventory. The records are described series by series; that is, by units of records of the same form, on the same subject or activity, or in the same serial file. Other significant information about the records is sometimes given in appendixes.

Preliminary inventories, which constitute another series of finding aids, have essentially the same content as inventories but are prepared and issued as soon as possible after receipt of the records. Inventories are issued after the records have been analyzed to ensure their completeness, to eliminate disposable materials, and to arrange and describe in greater detail the remaining records.

In addition to inventories and other finding aids that relate to particular record groups, NARS issues publications that give an overall picture of materials in its custody. A new, comprehensive *Guide to the National Archives of the United States* will be issued. A guide devoted to one geographical area—*Guide to Materials on Latin America in the National Archives* (1961)—has been published. Reference information papers analyze records in the National Archives of the United States on such subjects as transportation, small business, and the Middle East. Records of the Civil War have been described in *Guide to Federal Archives Relating to the Civil War* (1962), *Guide to the Archives of the Government of the Confederate States of America* (1968), and *Civil War Maps in the National Archives* (1964); those of World War I in *Handbook of Federal World War Agencies and Their Records, 1917-1921* (1943); and those of World War II in the two-volume guide, *Federal Records of World War II* (1950-51). Records of genealogical interest and value have been listed in *Guide to Genealogical Records in the National Archives* (1964), and a major segment of our motion picture holdings is described in the *Guide to the Ford Film Collection in the National Archives* (1970). The extensive body of maps and charts is described in the *Guide to Cartographic Records in the National Archives* (1971).

Many bodies of records of high research value have been published on microfilm by NARS. These microfilm publications are described in the current *List of National Archives Microfilm Publications* and are available for purchase. For other publications, see the most recent *Select List of Publications of the National Archives and Records Service*, General Information Leaflet No. 3.

JAMES B. RHOADS
Archivist of the United States

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Introduction

The creation of a special agency in the summer of 1940 to coordinate the activities of the U.S. Government in Latin America was the result of long-range U.S. policy and emergency conditions seen to exist at that time. The effort by the United States to improve its relations with Latin America after about 1930 through the "Good Neighbor Policy," as it came to be known, centered about reinterpretation of the Monroe Doctrine. No longer was the United States to use the famous doctrine as justification for intervention in the political affairs of other American republics. In addition, as the situation in Europe deteriorated after 1938, the responsibility for hemispheric security so basic to the doctrine was, as a result of a series of inter-American conferences, transformed to a shared responsibility so as to include the active participation of the governments of the other American States.

By 1940 conditions in Latin America appeared heading toward economic catastrophe due to wartime dislocations. This was seen as endangering the safety of the United States and Latin America. In order to ease the economic stresses in Latin America and strengthen U.S. defenses, the United States began to increase trade with Latin America, importing strategic raw materials no longer accessible in Axis-controlled areas and exporting manufactured goods. In the summer of 1940 stronger action by the United States seemed necessary because of German military successes in Western Europe and German efforts to alienate South and Central America from the United States through economic, cultural, psychological, and subversive means. The United States saw the need for a hemisphere-wide program of economic cooperation and interdependence consistent with the principles of the Good Neighbor Policy that would provide the freest possible flow of trade, improved transportation, increased investment in Latin America, and vigorous educational and cultural programs. An organization within the U.S. Government would be needed to coordinate efforts in this regard.

The Office for Coordination of Commercial and Cultural Relations Between the American Republics (OCCCRBAR) was created by order of the Council of National Defense on August 16, 1940. The general purpose of the Office was to formulate and execute a program to increase hemispheric solidarity and further the spirit of inter-American cooperation. Executive Order No. 8840, July 30, 1941, terminated OCCCRBAR and created in its place the Office of the Coordinator of Inter-American Affairs (OCIAA) under the auspices of the Office for Emergency Management in the Executive Office of the President. The basic purpose of the Office did not change, but it was to have greater initiative, especially in the commercial and economic fields. The name of the agency was changed to Office of Inter-American Affairs (OIAA) by Executive Order No. 9532, March 23, 1945. The abbreviation OIAA is used in this inventory to identify the agency except when there is a need to distinguish between the two names.

Functions and Activities

The general functions of the Office (in descending order of priority) were to (1) coordinate activities of Government and private agencies in Latin America, (2) recommend programs to other Government agencies to supplement existing programs where needed, and (3) direct operations of programs in the event no other agency was in position to do so. These functions were carried out through membership on and/or chairmanship of various committees, boards, and commissions; personal liaison with officials of departments and agencies interested in Latin America; sponsorship of studies and surveys; and project operations.

INTRODUCTION

Three general fields of activity into which OCCCRBAR moved when it was organized were the economy, culture, and information. After Pearl Harbor, OIAA activities naturally shifted to accommodate wartime needs. Its principal objectives turned to denying the Axis powers a bridgehead in Latin America and eliciting positive economic, military, and psychological support for the Allied war effort at all levels of Latin American society. Although OIAA was interested in long-range programs aimed at improving conditions in Latin America, U.S. entry into the war had the effect of curtailing most such programs and placing greater emphasis on short-term, emergency projects.

Throughout the war the main thrust of OIAA activities was in the areas of health, sanitation, and information. Most of OIAA's economic functions went to the Board of Economic Warfare early in 1942, and it was during the same period that the health and sanitation and corollary food supply programs developed.

Beginning in 1943 the OIAA attempted to reenter the economic field, especially in industrial development and transportation. Although some major projects were undertaken, most notably the rehabilitation of the National Railways of Mexico, the program never developed hemisphere-wide proportions.

The OIAA maintained a strong information program throughout its existence. Finding no existing machinery in 1940, it set up its own, utilizing the radio, motion picture, and press media.

Although OIAA programs were intended primarily for foreign consumption, the Office cooperated with U.S. educational institutions, inter-American centers, and private organizations interested in promoting pan-Americanism. The program of inter-American activities in the United States was always hampered, however, by lack of funds.

Because the common denominator of the OIAA was a geographic area rather than a specific subject or function, serious jurisdictional questions involving functions performed by other Government agencies arose, especially during the early years of its existence. Among those affected were the Departments of State and Agriculture, the Foreign Economic Administration, and the Office of War Information.

Since the OIAA was to function in the foreign sphere, which by tradition and international law was the province of the State Department, it was inevitable that questions of authority limits for each should arise. During late 1940 and early 1941 the vague wording of OCCCRBAR's authority caused strained relations with the State Department. The basic question was finally resolved in April 1941 when the President issued instructions that all OCCCRBAR programs were to be fully discussed with the State Department and would be subject to its approval. Ultimate responsibility for foreign policy matters was to remain with the State Department. Once this policy was put into effect, relations with the Department of State for the remainder of OIAA's existence were generally harmonious.

OIAA's cultural relations program presented a special jurisdictional problem, since a Cultural Relations Division had been organized in the State Department because of commitments made at the Eighth Pan American Conference held at Lima, Peru, in December 1936. By early 1943 an agreement was reached that the State Department would have general responsibility for long-range cultural programs in art, music, and education, while the OIAA would concentrate on emergency projects in the educational field.

OCCCRBAR first began to work with the commercial, financial, and economic situation in Latin America. In July 1941 an Economic Defense Board (EDB) was established by Executive

order to strengthen the international economic relations of the United States in the interest of defense. In November 1941 the Coordinator was made a member of the Board, and OIAA's economic functions and personnel were merged with those of the EDB engaged in Latin American affairs. The Board's name was changed to Board of Economic Warfare (BEW) in December, after Pearl Harbor. Since the merger proved unworkable it was dissolved at the end of March 1942. By joint agreement, OCIAA transferred most of its economic functions and personnel to BEW.

In the spring of 1943 the OIAA became more active in the economic sector and an agreement was made with BEW (which was soon to change names to Office of Economic Warfare and then Foreign Economic Administration) delineating areas in which the OIAA might operate. These included: (1) basic economy, including health, sanitation, and development of natural resources (except for strategic and critical materials); (2) transportation and communication; (3) industrial, commercial, and financial development; (4) rationing; and (5) tourism. The Foreign Economic Administration was to have responsibility for the procurement of strategic and critical materials, exports, military lendlease, and Government financial assistance through the Export-Import Bank.

OIAA information activities began soon after its organization in 1940. In July 1941 the Office of the Coordinator of Information (COI) was created with authority to collect, analyze, and disseminate information having a bearing on national security and with responsibility for the international broadcasting program of the Government. In October 1941 a dispute arose between the OIAA and COI concerning jurisdiction over radio broadcasts to Latin America. The issue was finally decided by the President, giving the OIAA jurisdiction in Latin America in cooperation with the Department of State.

Early in 1942 plans were under way to unify the information activities of the Government, including those of the OIAA, under one agency. After losing its economic functions to BEW, the loss of its information functions would have left the OIAA with only an incipient health and sanitation program, which probably would have meant an early termination of the agency. Believing that Latin American information functions could best be handled by the OIAA, the Coordinator, with the support of the State Department and the Vice President, urged the President to leave them in the OIAA, and the President eventually accepted the position. The Executive order creating the Office of War Information on June 13, 1942, consolidated functions of several agencies, including COI, and specifically excluded Latin America from the authority of the new Office.

Control of OIAA's food supply program was negotiated with the Department of Agriculture's Office of Foreign Agricultural Relations (OFAR) for 2 years, beginning in the spring of 1942. The Department sought to integrate the OIAA food program with OFAR's Latin American program, which consisted largely of experiment stations throughout Latin America. In May 1943 the Department of Agriculture proposed consolidation of all food programs under its auspices, but the OIAA argued that the Department had no authority or funds for short-term, emergency programs like the OIAA's. The Coordinator proposed separate programs, with those of the OIAA subject to OFAR and State Department approval. A decision was reached in February 1944 that OIAA programs would continue to operate separately, subject only to State Department approval.

In all of these jurisdictional questions, the Bureau of the Budget played a major role. It was the central figure in most of the discussions, making, receiving, and modifying proposals which were submitted to the President. It also took a very active part in determining the postwar course of events, including termination of OIAA functions, and the transfer of residual functions to the Department of State.

Organization

The organizational structure of the OIAA reflected the functions of the Office. Because of the shifts in priorities and authority described above, the organization was kept highly fluid to enable it to adapt to changes as readily as possible.

With headquarters in Washington, D.C., the Office maintained branches in New York, San Francisco, and Miami. In Latin America there were several types of organizations carrying out OIAA programs, including: (1) coordination committees in 59 cities, consisting of private U.S. citizens residing there; (2) *servicios*, a blending of OIAA and local ministry personnel and operations for certain programs; and (3) other field parties, such as special missions and technical surveys. Personnel of the OIAA grew to a peak of about 1,100 in the United States with 300 technicians and others in Latin America by mid-1943.

The formation of an Executive Committee on August 30, 1940, marked the first move to organize. An Economic Development and Finance Section and a Raw Materials and Commodities Section were established that day. During September 1940 a Cultural Division and Communications Division were added.

The basic organizational structure, established in the first few months, lasted until late 1941. The Economic Development and Finance Section became the Commercial and Financial Division, and the Raw Materials and Commercial Section changed its name to the Natural Resources Section and became part of the Commercial and Financial Division. The Cultural Division became known as the Cultural Relations Division, and new divisions were created, including a Health and Sanitation Division, an Agricultural Division, and a Field Division (later called the Regional Division) in charge of activities of the coordination committees. By late 1941 the Executive Committee no longer functioned, and the Coordinator had an administrative staff consisting of an Assistant Coordinator, General Counsel, and Executive Secretary, each with his own staff.

The first 6 months of 1942 were important in the organizational development of OIAA because the structure which emerged from that period remained largely intact throughout the remainder of its existence. During this period the OIAA and the Board of Economic Warfare merged their Latin American economic activities, and the resulting unit, known as the American Hemisphere Division in BEW, constituted the "Economic Warfare Division" of the OIAA. After most economic functions were transferred to BEW in the spring of 1942, the Coordinator was aided by Assistant Coordinators for information; health, sanitation, and food supply; and the few remaining economic and financial operations. A Department of Information combined the functions of the former Communications Division and most remaining functions of the Cultural Relations Division. Health, sanitation, and food supply programs were in the early stages of development at that time and were allocated to a new Department of Basic Economy. Economic and financial functions were placed under a Commercial and Financial Department. General "housekeeping" functions, such as records, finance, and personnel, were under the direction of an Assistant Coordinator for Administration, with responsibility for the Administrative Services and Fiscal Divisions.

The basic organization remained fairly stable from 1942 to 1944 except for the economic sector. A Department of Economic Development was established in September 1943 but never generated large-scale operations. A Transportation Division, allocated to the Commercial and Financial Department and later to the Assistant Coordinator for Administration, became the Transportation Department in 1944. It was merged with the Department of Economic Development in 1945 to form the Department of Transportation and Economic Development. In October 1944 the Press Division was taken out of the Information Department and transformed into the Department of Press and Publications.

Other units with various names operated throughout most of the existence of the OIAA, each allocated to several different departments or divisions over the years. Among these were the Regional Division, the Research Division, the Content Planning Division, and the Division of Inter-American Activities in the United States (which later became the Department of Special Services). In February 1943 the four units were placed in a new Department of Information Services. That department was abolished in September 1943, and the four divisions were allocated to other OIAA departments.

A special organizational feature utilized by the OIAA was the subsidiary corporation. The decision to create corporations to perform certain operations was reached late in 1941, occasioned by growing OIAA interest in health and sanitation problems in Latin America. The Third Supplemental National Defense Appropriations Act, December 17, 1941 (55 Stat. 819), contained a provision authorizing the Coordinator to create subsidiary corporations to assist in carrying out programs of the Office. An act of July 25, 1942, and subsequent legislation gave OIAA corporations the power to incur and pay expenses without regard to provisions of law regulating expenditures of public funds. This was considered a basic advantage of the corporate form, but in practice corporations generally followed normal Government procedure, deviating only in special instances where it was considered warranted.

During its existence, the OIAA created five subsidiary corporations under the laws of the State of Delaware. All five were transferred to the Department of State in 1946 although some were then in various stages of dissolution. The corporations formed were (1) Institute of Inter-American Affairs (IIAA), which was the first and served as a model for the others; (2) Inter-American Navigation Corporation (IANC); (3) Prencinradio, Inc.; (4) Institute of Inter-American Transportation (IIAT); and (5) Inter-American Educational Foundation, Inc. (IAEF).

The corporations were authorized to acquire property; engage in training programs; create other corporations; collaborate with other corporations, individuals, and organizations; enter into contracts; raise money; and open offices anywhere in the United States or Latin America. They were usually managed by a board of directors and executive committee, and administered by a president, vice president, secretary, and treasurer. Most officers were drawn from OIAA personnel. The corporations are further discussed individually below in sections dealing with records of the divisions responsible for their activities.

Termination

As the war drew to a close in 1945 attention was focused increasingly on programs to be continued after the war. The Office recognized that Congress would insist on reduction of Government expenditures and that the OIAA would almost certainly be dissolved. The problem was to avoid jeopardizing the trust and confidence believed to have been built up among nations of the Western Hemisphere.

Final disposition of functions began with the transfer, by Executive Order No. 9608, August 31, 1945, of information activities to an Interim International Information Service in the Department of State. The Service combined the foreign information functions of the OIAA and the Office of War Information and was itself dissolved December 31, 1945.

By the spring of 1946 OIAA operations were largely limited to long-range activities of the subsidiary corporations remaining active—IIAA, IAEF, and IIAT. The Office was abolished by Executive Order No. 9710, April 10, 1946, and its remaining functions, along with the subsidiary corporations, were transferred to the State Department, effective May 20, 1946.

Records

The records described in this inventory total 786 cubic feet. Except for 13 cubic feet of audiovisual materials in the National Archives Building, the records are in the custody of the General Archives Division, Washington National Records Center. Although most are dated 1940-46, some records of IIAA and IAEF are as late as 1951. They contain most of the common types of modern textual records, including correspondence and memorandums; hundreds of reports, studies, and surveys, ranging from routine periodic reports to sophisticated technical studies; minutes of meetings; also authorizations, newsclippings, contracts, indexes, bookkeeping journals, questionnaires, and transcripts of radio broadcasts. There are significant amounts of nontextual records such as motion pictures, sound recordings, photographs, maps, drawings, plans, blueprints, and posters.

The records are arranged into two broad groupings: (1) general records; and (2) records of individual organizational units. The former consists of record series relating to the activities of the Office as a whole. Records of organizational units are arranged by unit, mostly according to the organization of the Office in the latter part of 1944, and consist largely of records of the departments, their subdivisions, and subsidiary corporations or records inherited by them from predecessor units. For the most part, records of the subsidiary corporations were either interfiled with the central files (entry 1) or the records of the departments or divisions responsible for their respective programs. Some are with records of the Office of the General Counsel, who served as secretary of most of the corporations. Only the IIAT's Railway Mission in Mexico has records which are maintained as a separately identifiable entity.

Other record groups in the National Archives of the United States containing records related or similar to those carried out by the OIAA include General Records of the Department of State, Record Group 59, which contains the central files of the Department, providing basic documentation for U.S. relations with other nations. In Records of the Foreign Service Posts of the Department of State, Record Group 84, are records of U.S. legations and consulates abroad. Documentation concerning international conferences is found in Records of International Conferences, Commissions, and Expositions, Record Group 43.

Records concerning foreign information activities of the United States outside of Latin America during World War II are in Records of the Office of War Information, Record Group 208. In Records of the Foreign Economic Administration, Record Group 169, are records of the economic front of the war. The latter include records concerning Latin American activities of the FEA in records of the Pan American Branch.

Other records containing information on the activities of the U.S. Government in Latin America during World War II are in Records of the Office of the Secretary of Agriculture, Record Group 16; General Records of the Department of Commerce, Record Group 40; Records of the Department of Commerce Relating to International Commercial Operations, Record Group 285; Records of the Export-Import Bank of the United States, Record Group 275; Records of the Reconstruction Finance Corporation, Record Group 234; Records of the War Production Board, Record Group 179; Records of the War Shipping Administration, Record Group 248; Records of the Office of the Secretary of the Army, Record Group 335; and General Records of the Department of the Navy, Record Group 80. Legislative and fiscal records relating to activities of the OIAA are found in Records of the United States Senate, Record Group 46; Records of the United States House of Representatives, Record Group 233; Records of the United States General Accounting Office, Record Group 217; Records of the Bureau of Accounts (Treasury), Record Group 39; and Records of the Bureau of the Budget, Record Group 51.

For additional information on records in the National Archives of the United States relating to Latin America, see *Guide to Materials on Latin America in the National Archives*.

Outside of the National Archives of the United States there are 7 cubic feet of records relating to activities of the OIAA, 1940-45, in the Rockefeller Family Archives. These include correspondence, memorandums, studies, reports, minutes of meetings, photographs, and printed matter. They relate to the origin and organization of the Office, inter-agency relations, programs and policy, and inter-American economic, political, and cultural relations.

Name of the Agency and Its Heads

<i>Agency name</i>	<i>Head and title</i>	<i>Dates</i>
Office for Coordination of Commercial and Cultural Relations Between the American Republics (OCCCRBAR)	Nelson A. Rockefeller, Coordinator	August 16, 1940, to July 30, 1941
Office of the Coordinator of Inter-American Affairs (OCIAA)	Nelson A. Rockefeller, Coordinator	July 30, 1941, to December 4, 1944
	Wallace K. Harrison, Deputy Coordinator	December 4, 1944, to March 23, 1945
Office of Inter-American Affairs (OIAA)	Wallace K. Harrison, Director	March 23, 1945, to April 10, 1946
	Harold B. Gotaas, Acting Director	April 10, 1946, to May 20, 1946

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General Records

1. **CENTRAL FILES. 1940-45. 212 ft.**

Arranged according to the filing scheme reproduced in appendix I which divides the records by subject, function, or correspondent into six major headings, with a number assigned to each: (0) Inter-American Activities in the United States, (1) Basic Economy, (2) Commercial and Financial, (3) Information, (4) Administration, and (5) Alphabetical. Within each major heading the files are arranged by subjects and subtopics and thereunder chronologically, except for No. 5 which consists of correspondence with other U.S. Government agencies, the Pan American Union, and the United Nations. These records are arranged alphabetically by agency and thereunder either chronologically or by agency subdivisions or names of officials.

Material in the subject files (Nos. 0-4) relating to general subjects which do not concern specific countries is filed under appropriate subject headings listed in appendix I. Records pertaining to specific countries are filed alphabetically by country in "country files" which follow major subject headings and are arranged within each country by the same subject headings as those which they immediately follow. Thus, for example, the Basic Economy country files for Argentina are arranged in the same manner as the general subject files for Basic Economy, with sections for emergency rehabilitation, food supply, and health and sanitation.

This series consists of correspondence, memorandums, reports, surveys, studies, minutes of meetings, charts, contracts, bulletins, pamphlets and other published material, financial statements, questionnaires, architectural and other blueprint plans and drawings, photographs, directives, manuals, and other records. They concern most activities of the OIAA, including coordination committees, field parties, subsidiary corporations, and other adjuncts of the Office as well as the Washington headquarters organization. The correspondence consists of letters received and copies of letters sent by the Coordinator, the General Counsel, heads of departments, divisions, and sections, advisors, and others. Most of the correspondence is with other Government agencies; business, educational, cultural, and other public and private organizations and institutions; officials of

Latin American governments; OIAA coordination committees and field parties; inter-American centers in the United States; State and local government officials; and chambers of commerce.

The central files make extensive use of cross-references. Cross-reference sheets relating to records in other parts of the central files give the pertinent numerical designation (0-5) followed by (1) the general subject or alphabetical heading under which the item is filed; or (2) the country, if it is in a country file, followed by the subject heading which indicates the correct set of country files and the subject heading within the files for the country indicated.

Finding aids relating to this series are described in entries 5, 6, 76, and 94.

2. **"A HISTORY OF THE OFFICE OF THE COORDINATOR OF INTER-AMERICAN AFFAIRS." 1946. 8 in.**

Prepared by the Office of the Historian. Bound in three binders and divided into two parts: (1) a functional analysis of operations; and (2) a discussion of organizational development and techniques, and relations with other government agencies.

3. **"ACTIVITIES OF THE OFFICE OF THE COORDINATOR OF INTER-AMERICAN AFFAIRS IN THE OTHER AMERICAN REPUBLICS." 1943. 5 in.**

Report on field activities prepared by the Research Division and bound in two binders. It includes general background information on OCIAA programs and a section for each country containing basic data on the political, geographic, social, and economic conditions and OCIAA activities in the country. A similar report is described in entry 96.

4. **"ADMINISTRATIVE FIELD MANUAL OF THE OFFICE OF INTER-AMERICAN AFFAIRS." 1943. 3 in.**

Compiled by the Department of Administration in December 1943. Inserts of later revisions are included. The manual provided subsidiary corporations and field parties of the OIAA information concerning the origin and legislative authority for their operations, organizational structure, and

administrative procedures, regulations, and policies. Its purpose was to insure uniformity in administrative matters by standardizing forms, filing schemes, and operating procedures.

5. INDEX TO PROJECTS. n.d. 2 ft.

Arranged alphabetically by project title, name of key person, or sponsoring agency, institution, or other organization or, in a few instances, by subject. Slips for certain major sponsors and subjects are filed under their own individual divider cards following the main body of slips for their respective letters of the alphabet.

The index is on 3- by 5-inch slips and appears to cover most of the period of the Office's existence. Although not an index to individual documents, it serves as an aid in locating collections of material containing information about individual projects in the central files and the project files of OIAA divisions. Entries give project title, sponsoring division or organization, project and contract numbers, central files citation, and sometimes a brief description of the project. Central files citations follow the same pattern as in the cross-reference sheets described in entry 1.

6. REGISTER OF PROJECTS. n.d. 10 in.

Arranged by the alphabetical/numerical project code designation. Slips for unnumbered projects are filed at the end of the main series by sponsoring division.

The register is on 3- by 5-inch slips, apparently covering most of the Office's period of existence. Most slips contain the project and contract code numbers and those of related projects, the title or description of the project, the agency, institution or other organization sponsoring the project, and the central files citation. Central files citations follow the same pattern as in the cross-reference sheets described in entry 1. Records relating to most projects are in the central files described in entry 1 and in the divisional project files.

7. REGISTER OF CONTRACTS. n.d. 4 in.

Arranged by the alphabetical/numerical contract code designation.

The register is on 3- by 5-inch slips and appears to cover most of the Office's period of existence. It relates to contracts entered into by the OIAA and its subsidiary corporations for the carrying out of many of its projects and activities in the United States and Latin America. The information on each slip is similar to that found on the register of projects slips described in entry 6.

8. PROJECT AUTHORIZATIONS. 1942-45. 10 ft.

Arranged alphabetically by project title. Many of the titles begin with a word indicating the type of project rather than the names of the organizations or persons involved. Thus, for example, the project entitled "Assistance to Philadelphia Regional Inter-American Center" is filed under "A" for "Assistance" rather than any other keyword in the title.

Included are approved copies of authorizations and often a copy of the "Proposed Project Authorization." They give such information as the project title, OIAA division proposing the project, legislative authority, organization to execute the project, description of the project, its objective, estimated budget, recommendations, and the Project Committee's statement of authorization.

9. STATUS OF PROJECTS REPORTS. 1942-45. 10 in.

Arranged chronologically. Within each report the entries for individual projects usually are arranged by the sponsoring department or division, thereunder by year of the appropriation, and thereunder by project code designation.

The reports were compiled by a succession of project control units based on information supplied by the divisions and were distributed throughout the Office. They relate to project activities completed or operated during the reporting period. They were issued at varying intervals, and the information and presentation also vary. In general the entry for each project gives beginning and projected completion dates, fiscal data, percent completed, comments, and other information.

Records of the Immediate Office of the Coordinator

The order of the Council of National Defense establishing OCCCRBAR in August 1940 also named Nelson A. Rockefeller as Coordinator. The Coordinator's primary responsibilities were to determine policies of the Office; maintain liaison with the Council, other U.S. Government agencies, private organizations with interests in Latin America, and with officials of Latin American governments; review pertinent existing laws and recommend new legislation; and coordinate research and other activities of U.S. Government agencies in Latin America. He was responsible directly to the President and was required to make periodic reports and recommendations to him.

The Coordinator served as chairman of the Inter-American Development Commission, an international organization discussed below in connection with records of the Commercial and Financial Division; and the Interdepartmental Committee on Inter-American Affairs, made up of representatives of various departments and agencies of the U.S. Government. Other committees on which the Coordinator served or was represented included the Mexican-American Commission for Economic Cooperation, Committee on Inter-American Shipping, Inter-American Shipping Commission, Interdepartmental Committee on Hemisphere Communication, International Broadcasting Committee, and Interdepartmental Committee for Political Warfare. He also served on various committees within the OIAA.

The Coordinator's staff organization varied, but it included throughout the existence of the OIAA a General Counsel and legal staff, and special advisers, including a Brazilian consultant, a consultant on port management, and an adviser for civic projects.

Records created or received by the Office of the Coordinator include correspondence, reports, minutes of meetings, and records of consultants. Most appear to have been placed in the central files (entry 1), but described below are some separately maintained records.

10. MINUTES OF MEETINGS. 1940-41. 3 in.

Arranged by year and thereunder alphabetically by committee.

Three binders containing minutes of meetings of committees on which the Coordinator served. Included are minutes for the Interdepartmental Committee on Inter-American Affairs, Executive Committee, Policy Committee of the Cultural Relations Division, Inter-American Development Commission, Liaison Committee on Commercial Relations, Policy Committee of the Coordinator's Office, and Committee for Coordination of Inter-American Shipping.

11. WEEKLY PROGRESS REPORTS TO THE INTERDEPARTMENTAL COMMITTEE ON INTER-AMERICAN AFFAIRS. Sept. 23-Dec. 2, 1940. 1 in.

Arranged chronologically.

A binder containing 11 numbered reports. They consist of weekly digests of information concerning inter-American activities of the departments and agencies of the Federal Government prepared by OCCCRBAR and were based on regular reports received from the agencies. Each report was divided into three sections, conforming roughly to the organizational structure of OCCCRBAR: (1) Commercial, (2) Cultural, and (3) Administrative.

RECORDS OF THE OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel existed throughout most of the life of the agency. It administered all legal affairs affecting the agency and was immediately responsible to the Coordinator. Activities of the General Counsel included interpretation of Executive orders, definition of legal relations with other agencies, review of project authorizations, and the drafting and negotiation of contracts and grants-in-aid. The General Counsel or an assistant also served as secretary of most of the subsidiary corporations of the OIAA and was responsible for, among other things, records of the top-level boards and committees of the corporations.

In addition to the series described below, records created or received by the Office of the General Counsel are under appropriate subject headings in the central files (entry 1). Records relating to projects and other activities of the subsidiary corporations also may be found in the central files and in records of the departments or divisions responsible for their programs.

12. GENERAL RECORDS. 1941-44. 3 ft.

Arranged by subject and thereunder chronologically. In some cases subjects are subdivided by the name of the person who accumulated the material or by a subtopic, and thereunder the records are arranged chronologically.

Letters received, copies of letters sent, memorandums, reports, and other records accumulated in the Office of the General Counsel. They relate to such topics as the investigation of Sterling Products, Inc., the U.S. Commercial Company, Internal Revenue Code, copyrights, special projects, and the Mexican-American Commission for Economic Cooperation, including material on existing and anticipated industrial projects under the Long Range Industrial Program for Mexico.

13. CORRESPONDENCE WITH REGIONAL COUNSELS. 1942-48. 2 ft.

Arranged alphabetically by name of regional counsel, thereunder by type of record, and thereunder chronologically.

Letters, memorandums, and telegrams received from regional counsels in Latin America and copies of communications sent to them. They relate to administrative, legal, and financial matters in the regions, such as personnel, salaries, travel, drafting of contracts, and legal aspects of OIAA field programs. There are also reports from the regional counsels consisting of lengthy memorandums outlining the activities during the reporting period, usually accompanied by supporting exhibit material such as sample forms and copies of contracts.

14. RECORDS RELATING TO SUBSIDIARY CORPORATIONS AND OTHER ORGANIZATIONS. 1942-49. 8 ft.

Arranged alphabetically by organization, thereunder by subject, country, or other subheading, and thereunder chronologically.

Letters, memorandums, and telegrams received, and copies of those sent by the General Counsel's Office; copies of correspondence, reports, and other records originating in the offices of the Coordinator, directors of corporations, and OIAA divisions and referred to the General Counsel; and general files of the corporations which were interfiled with this series. Much of the material relates to corporate legal matters, such as incorporations, dissolutions, mergers, grants-in-aid, contracts, and claims. There is also substantial material concerning the general administration of the corporations and their activities, including budget and personnel matters, insurance, and projects.

This series includes files for the following organizations: Institute of Inter-American Affairs, Institute of Inter-American Transportation, Inter-American Development Commission, Inter-American Educational Foundation, Inter-American Institute of Agricultural Sciences, Inter-American Navigation Corporation, Prencinradio, and Rubber Development Corporation.

15. MINUTES OF MEETINGS OF SUBSIDIARY CORPORATIONS. 1942-48. 15 vols. 3 ft.

Arranged alphabetically by corporation and thereunder chronologically.

Minutes of meetings of members and corporation boards of directors. Bound or filed with the minutes are copies of certificates of incorporation, bylaws, letters of appointment and resignation, correspondence, memorandums, reports, and other material relating to subjects discussed in meetings. The following corporations are included: Institute of Inter-American Transportation, Inter-American Educational Foundation, Inter-American Navigation Corporation, and Prencinradio.

Records of the Department of Economic Development

During the early period of OIAA's existence the unit handling economic matters for the OIAA was the Commercial and Financial Division. Following the dissolution of the merger of the OIAA and the BEW early in 1942, the Division carried on limited economic activities. As a result of a meeting of President Roosevelt and Mexican President Miguel Avila Camacho at Monterrey, Mexico, in April 1943, the Mexican-American

Commission for Economic Cooperation was established. The Commission was to formulate emergency and long-range programs to alleviate shortages of spare parts and other materials in Mexico caused, partially, by wartime economic demands. The Coordinator was drawn into the activities of the Commission and became a member when it met for the second time in September 1943. With the resulting increase in economic affairs, the Department of Economic Development was created in September 1943 to administer the expanding program.

The new department had responsibility for the programs of the Commercial and Financial, Advertising, and Resources (later Research) Divisions. The objective of the Department was to strengthen, develop, and stabilize the economies of the Latin American republics. To accomplish this the Department cooperated with Government and private agencies in the conservation and use of natural resources, provided technical assistance, sponsored training programs, worked to remove trade barriers and improve markets, and encouraged the undertaking of development programs by private industry. In 1945 the Department combined with the Department of Transportation to become the Department of Transportation and Economic Development, which functioned until the OIAA was dissolved in May 1946.

Records of OIAA activities in the economic sphere, in addition to those described below, are in the central files (entry 1), general records of the Office of the General Counsel (entry 12), and records of the Transportation and Basic Economy Departments.

16. PROJECT FILES. 1940-45. 3 ft.

Arranged for the most part by project code designation, thereunder by subject or type of record, and thereunder chronologically.

Correspondence, memorandums, reports, project authorizations, and printed matter relating to administrative, financial, legal, and operational matters of projects of the Department and its predecessors. Major projects included a standardization program for Latin America, establishment of arbitration facilities for trade disputes, survey of forest resources, and programs of the Inter-American Training Administration and the Inter-American Safety Council. Other projects included various aid programs, surveys and studies, training and scholarships, the furnishing of advisers, and cooperation in the banking, commercial, advertising, technical, and scientific fields. A few items are dated 1946. Files for some individual projects contain folder or section

title lists or "indexes." An index and a register for projects are described in entries 5 and 6.

17. PROJECT FILES OF THE MEXICAN-AMERICAN COMMISSION FOR ECONOMIC COOPERATION. 1943-44. 3 in.

Arranged by project.

Correspondence, memorandums, progress reports, proposals, and applications. They concern Commission projects for procurement of hydraulic control mechanism for El Palmito Dam, Durango; expansion of facilities at Monterrey Iron and Steel Works; installation or expansion of cement plants at Leon, Mazatlan, and Monterrey; construction of a new water and sewage drainage tunnel for Mexico City; electrification of certain Mexican towns; and boats and equipment to facilitate development of the guano fertilizer industry. Other records relating to activities of the Commission are described in entries 12, 20, and 39.

RECORDS OF THE COMMERCIAL AND FINANCIAL DIVISION

Throughout most of the existence of the OIAA and its predecessors, economic affairs were handled by the Commercial and Financial Division. The primary objective of the program was the promotion of economic stability and development in Latin America. To achieve this the Division administered programs of direct financial aid, worked to reduce foreign exchange requirements, and sought to secure adequate transportation facilities, harmonize personnel and advertising policies of Latin American units of U.S. agencies, and to stimulate commerce, develop resources, and assist in industrialization.

Among the principal programs of the Division, especially from 1940 to 1942, were those involved with the "Proclaimed List," strategic materials, industry and trade development, and advertising. The "Proclaimed List of Certain Blocked Nationals" (or "Black List"), which OCCRBAR helped compile, was the result of a voluntary program in cooperation with the Departments of State and Commerce. The program was designed to identify and replace pro-Axis agents and sales outlets in U.S. firms in Latin America. This activity, and the personnel involved in it, were transferred to the State Department in the summer of 1941, following the first publication of the list.

The program in strategic materials resulted from the elimination of European markets for Latin American products by the British blockade which began after the fall of France in June 1940. To help prevent the collapse of Latin American economies the United States began to stockpile raw materials that would have gone to Europe. By early 1941 the United States was preclusively buying strategic materials to prevent their reaching potential enemy hands. OCCCRBAR gathered basic data for recommendations for preclusive buying in Latin America and encouraged U.S. agencies to buy, whenever possible, from Latin America.

In industry and trade development the Office attempted to identify problems through surveys and studies and formulate programs to alleviate them. Attention was focused mainly on emergency programs aimed at war-caused problems, development of projects involving the hemisphere commercially in the war effort, and establishment of firm bases for inter-American trade.

Other economic areas receiving Division attention were credit, prices, export priorities, advertising, industrial safety, and the preparation of major surveys and reports on economic conditions in Latin America.

After most economic functions of the OIAA were transferred to the BEW in 1942, the Commercial and Financial Division mainly encouraged enterprise in Latin America as a means of economic development. The Division continued to work or cooperate in programs of other Government agencies and private industry, and in programs for the training of technicians and others, advertising, and transportation.

The Division also worked closely with the Inter-American Development Commission (IADC). The IADC was created in June 1940 by the Inter-American Financial and Economic Advisory Committee established by the Conference of Foreign Ministers of the American Republics meeting in Panama in September 1939. The IADC was composed of five permanent members, and, after the organization of OCCCRBAR in August 1940, was chaired by the Coordinator. The main activities of the Commission were promotion of mineral resources exploitation, cultivation and marketing of agricultural and forest products, and the establishment and development of industrial plants. The Commission received funds from U.S. and Latin American sources, with most U.S. moneys coming in the form of grants-in-aid from the OIAA.

The Commercial and Financial Division became part of the newly created Department of Economic Development in September 1943 where it continued to function until early 1945 when the Division was terminated.

Records relating to activities of the Division, other than those described below, are in the central files (entry 1) and the project files of the Department of Economic Development (entry 16). Additional records relating to the IADC are described in entries 10 and 14.

18. GENERAL RECORDS. 1942-45. 3 ft.

Arranged alphabetically by subject and thereunder chronologically.

Correspondence, memorandums, telegrams, reports and surveys, newsclippings, budget estimates, and printed matter. They relate to administrative and financial matters and subjects of general concern to the Division Director. There are especially voluminous files on education, the Inter-American Navigation Corporation, the Inter-American Development Commission, transportation, roads, the Pan American Highway, tourism, and postwar planning.

19. RECORDS RELATING TO THE INLAND WATERWAY SURVEY. 1942-44. 1 ft.

Arranged by subject and thereunder chronologically.

Mostly correspondence and memorandums, but there are also reports, maps, and newsclippings. They concern the 1943 survey of the Orinoco-Casiquire

Canal-Rio Negro waterway and were accumulated in the office of J. Stanton Robbins, Director of the Commercial and Financial Division. Other records relating to the survey are described in entry 32.

20. RECORDS RELATING TO THE MEXICAN-AMERICAN COMMISSION FOR ECONOMIC COOPERATION. 1943-44. 5 in.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, accompanying charts, graphs, and maps, and other records accumulated in the office of J. Stanton Robbins, Division Director, who served as a member of the Commission. They relate to industry and industrial studies, transportation, agriculture, public works and sanitation in Mexico, and related subjects. Other records relating to the Commission are described in entries 12, 17, and 39.

RECORDS OF THE ADVERTISING DIVISION

The Advertising Division was established early in 1942 to administer a program to increase advertising revenues in Latin American communications media which had suffered losses due to shifts to wartime production and resulting curtailment of U.S. exports. The Division encouraged U.S. firms to advertise in Latin America and urged the Latin American media to explain the shortages of items normally sold by the United States in Latin America and to suggest means of conserving scarce goods.

The unit was initially a section of the Commercial and Financial Division and became a separate division of the Department of Economic Development when the latter was formed in 1943. The Division was terminated March 31, 1946.

Records relating to advertising activities, in addition to those described below, are in the central files (entry 1).

21. GENERAL RECORDS. 1941-43. 5 in.

Arranged in two subseries, each alphabetically by subject or correspondent and thereunder chronologically. One subseries consists of folders for each letter of the alphabet, while the other has folders for major subjects or correspondents.

Mostly correspondence with private manufacturing, advertising, and publishing firms, pro-

fessional organizations, coordination committees, and other Government agencies. There are also memorandums, weekly and quarterly reports, and printed matter. They relate mostly to cooperation with and encouragement of U.S. advertisers utilizing Latin American media, and general questions concerning U.S. advertising in Latin America.

RECORDS OF THE RESEARCH DIVISION

Research and analysis functions of the OIAA were combined under the auspices of a Resources Division late in 1942. This Division became part of the new Department of Information Services when the latter was formed in February 1943. Following the termination of the Information Services Department in September 1943, the Resources Division was incorporated into the new Department of Economic Development, where its name was changed to the Research Division.

The Research Division performed research and provided library and reference services for the entire agency and coordinated research of other agencies relating to Latin America. The Division also prepared reports and publications on political, social, and economic developments in Latin America.

22. LATIN AMERICAN ECONOMIC NEWS-LETTER. Apr. 9, 1941-Apr. 1, 1942. 2 in.

Arranged chronologically.

Weekly digests of news about domestic and international trade in Latin America, commodities, prices, and the like. Apparently they were prepared for internal use only.

23. WEEKLY ECONOMIC BULLETIN. July 2, 1943-Oct. 5, 1945. 4 in.

Arranged chronologically.

Digests of Latin American economic news, containing information on trade, manufacturing, agriculture, mining, foreign exchange, investments, Government spending, and related subjects. They were prepared for Government use only.

24. DAILY INFORMATION BULLETIN. Nov. 1942-Feb. 1946. 2 ft.

Arranged chronologically.

Digests of general news about Latin American developments collected mostly from news agencies, broadcasts, and newspapers. They were prepared for Government use only.

25. REPORTS. Feb. 21-Aug. 24, 1942. 2 in.

Copies of two typewritten reports compiled by the Reports Division. One concerns the Falange movement in Latin America and contains information on the background, leadership, membership, purposes, organization, finances, and activities of the Falange in each country. The other is a compilation of reports on Brazil relating to the military importance of the northeast, fifth-column activities, and to German, Japanese, and Italian nationals residing in Brazil.

Records of the Department of Transportation

The OIAA was interested in transportation problems in Latin America as part of its economic development program from the beginning of the Office. A transportation unit was established within the Commercial and Financial Division soon after the organization of OCCCRBAR. Its objective was to facilitate supplying of critical war materials by coordinating the movement of goods in Latin America and promoting technical advancement. To accomplish this the Department made, or had made, surveys on transportation facilities and furnished U.S. technicians to advise on problems of maintenance and operation.

A Transportation Division was created in 1942 under the auspices of the Assistant Coordinator for Administration, but ocean shipping functions remained in the Commercial and Financial Division. In August 1944 the transportation units were combined under a new Department of Transportation, which was merged in 1945 with the Department of Economic Development to form the Department of Transportation and Economic Development. The Transportation Department formed in 1944 consisted of four divisions: (1) Air Transportation, (2) Ocean Shipping, (3) Railway Transportation, and (4) Highway and River Transportation. Most transportation operations were carried out by the Inter-American Navigation Corporation and Institute of Inter-American Transportation, subsidiary corporations which are discussed below in connection with records of the Ocean Shipping and Railway Transportation Divisions and the U.S. Railway Mission in Mexico.

The Department of Transportation and Economic Development was abolished with the rest of the OIAA in May 1946, although most of its activities not related to the Institute of Inter-American Transportation had been terminated a few months earlier.

Records relating to transportation functions of the OIAA and its predecessors, in addition to those described below, are in the central files (entry 1), and in records described in entries 10, 14, 15, 18, 19, 146, and other series.

26. GENERAL RECORDS. 1942-46. 3 ft.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, minutes of meetings, and other records, mostly dated 1944-45. They deal with most subjects of general concern to the Department.

27. PROJECT FILES. 1940-46. 3 ft.

Arranged by project code designation and thereunder chronologically.

Correspondence, memorandums, reports, minutes of meetings, and other records relating to the administration of projects of the Department and its subdivisions and predecessors. The projects concern transportation missions to Latin America, studies of Latin American transportation facilities and problems, training programs for Latin American technicians, flight and merchant marine personnel, tours of the United States by Latin American transportation officials, scholarships, and related subjects. An index and a register relating to this series are described in entries 5 and 6.

28. COMMUNICATIONS SENT ("CHRONOLOGICAL FILE"). 1940-45. 7 in.

Arranged chronologically.

Copies of outgoing letters and memorandums of the Director relating to general operation and administration of Department programs.

29. RECORDS RELATING TO THE INSTITUTE OF INTER-AMERICAN TRANSPORTATION. 1943-45. 2 in.

Arranged by subject or type of record and thereunder chronologically.

Three-ring binder kept by Julian L. Schley, Director of the Department of Transportation and President of the IIAT, containing mostly copies of minutes of meetings of the IIAT Executive Committee. It also includes copies of bylaws, certificate of incorporation, and memorandums.

30. MISCELLANEOUS RECORDS OF THE DIRECTOR. 1943-45. 5 in.

Arranged by type of record and thereunder chronologically.

Copies of speeches and articles written by the Director and others, both inside and outside the agency, together with drafts, working papers, background material, and correspondence relating to them. There are also correspondence and memorandums on subjects ranging from Schley's personal background to transportation problems in Latin America and related OIAA programs.

31. RECORDS RELATING TO TRANSPORTATION MISSIONS AND SURVEYS. 1943-46. 3 ft.

Arranged alphabetically by country, thereunder by subject, and thereunder chronologically.

Incoming and copies of outgoing letters and telegrams, memorandums, reports, maps, and newsclippings. They relate to studies of transportation problems with copies of resulting reports and proposals, inspection trips, and proposed transportation laws. Included are many reports of various types, but most fall into one of two categories: (1) general transportation studies on individual countries, and (2) specialized studies on such topics as highways or railroads in individual countries.

32. RECORDS RELATING TO THE PAN AMERICAN HIGHWAY AND THE INLAND WATERWAY SURVEY. 1943-46. 1 ft.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, newsclippings, photographs, charts, maps, and other records relating to construction, maintenance, and surveys of the Pan American Highway, especially in Central America and Mexico, and the 1943 survey of the Orinoco-Casiquiare Canal-Rio Negro Waterway linking Venezuela and the Amazon Basin. Among the reports is a three-volume report on the waterway, with appendixes, prepared for the OIAA by the U.S. Army Corps of Engineers. Other records relating to the inland waterway survey are described in entry 19.

33. RECORDS RELATING TO THE HIGHWAY ENGINEERS TRAINING PROJECT. 1945-46. 4 in.

Arranged by subject or type of record and thereunder chronologically.

Correspondence, memorandums, applications from prospective trainees, and other records relating to the project which provided a year of training in the United States for Latin American highway engineers under the auspices of the American Road Builders Association.

34. RECORDS CONCERNING OCEAN SHIPPING: COMMODITIES AND SUBJECT FILES. 1940-44. 2 ft.

Arranged alphabetically by subject, commodity, or organization and thereunder chronologically.

Correspondence, memorandums, reports, newsclippings, pamphlets, and statistical summaries relating mostly to critical Latin American export commodities and related subjects, such as maritime training programs, shipping facilities, and shipbuilding. A few items are dated 1945.

35. RECORDS RELATING TO OCEAN SHIPPING: COUNTRY FILE. 1941-45. 1 ft.

Arranged alphabetically by country and thereunder chronologically.

Correspondence, memorandums, reports, statistical summaries, and other records concerning Latin American shipping programs, routes, commodities, purchases of ships, and related subjects.

36. MISCELLANEOUS RECORDS RELATING TO OCEAN SHIPPING AND TRADE. 1940-43. 5 in.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, charts, and other records accumulated in the office of the Director of the Transportation Division. They deal with annual U.S.-Latin American trade estimates of the U.S. Maritime Commission, strategic materials, distribution of exports in Latin America, Exports Committee and Inter-American Shipping Committee, availability of vessels in Latin American ports, and plans and specifications for cargo ship hulls.

37. RECORDS RELATING TO NEWSPRINT SHIPMENTS. 1941-45. 2 ft.

Arranged in two subseries, one by subject and the other by country and thereunder by subject.

Correspondence, memorandums, reports, graphs, statistical summaries, and other records relating to a project to subsidize shipment of newsprint to Latin America.

38. CORRESPONDENCE RELATING TO VISITS TO THE UNITED STATES BY LATIN AMERICAN TRANSPORTATION OFFICIALS. 1945-46. 1 ft.

Arranged alphabetically by country and thereunder chronologically.

Most of the correspondence is with coordination committees and private firms and individuals.

Other records relating to visits are in the project files (entry 27).

39. RECORDS RELATING TO THE MEXICAN-AMERICAN COMMISSION FOR ECONOMIC COOPERATION. 1943-44. 4 in.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, and other records relating to studies of the transportation industry and facilities in Mexico, and proposals and programs for improvements. There are a few items dated 1945. Other records relating to the Commission are described in entries 12, 17, and 20.

40. RECORDS RELATING TO TOURISM. 1943-45. 6 in.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, and printed matter concerning trends and forecasts for the tourist industry, development of tourism, and hotels in Latin America. Some material accumulated in the preparation of reports and studies dates back to the 1930's, and a few items are dated 1946. Other

records relating to tourism are found in records described in entry 18.

41. REPORTS AND NEWSCLIPPINGS. 1943-46. 3 ft.

Arranged alphabetically by country and thereunder chronologically.

Reports on transportation systems, facilities, and projects in Latin America, and clippings from newspapers, magazines, and bulletins concerning transportation in Latin America.

42. RECORDS CONCERNING PROCLAIMED LIST OF CERTAIN BLOCKED NATIONALS ("BLACK LIST"). 1945-46. 1 ft.

Arranged chronologically.

Copies of parts of the list with memorandums and action proposals for additions and deletions. The list was of persons or firms in Latin America and elsewhere aiding, or suspected of aiding, the Axis Powers. It was prepared by the Interdepartmental Committee on the Proclaimed List, which was composed of representatives from various U.S. Government agencies, including the OIAA, and from the British and Canadian Embassies. Earlier records relating to the Proclaimed List are in the central files (entry 1).

RECORDS OF THE AIR TRANSPORTATION DIVISION

One of the earliest defense operations of OCCCRBAR was an exhaustive study of airlines ownership in Latin America to determine the extent of Axis possession. To eliminate it, OCCCRBAR cooperated with various Government agencies and private firms in 1941 to provide substitute equipment and services. By the year's end Axis airlines had been eliminated from Latin America.

Throughout most of the war the OIAA encouraged the expansion of the Inter-American Escadrille, an organization of private clubs in the United States and Latin America interested in promoting inter-American aviation and funded by the OIAA. The Office cooperated with the Escadrille in developing civil aviation facilities in the hemisphere.

Other aviation activities included aid in the establishment of civilian pilot schools in Mexico, procurement of aircraft and materials, and publication in the Spanish and Portuguese languages of manuals on airplanes and aviation. As time passed OIAA aviation programs decreased and most aviation responsibilities were delegated to the Civil Aeronautics Administration.

OIAA air transportation functions were handled by units within the Transportation Division and came under the jurisdiction of the Air Transportation Division when it was established in 1944 as part of the new Transportation Department. The Division was terminated March 31, 1946.

Records relating to air transportation functions of the OIAA, in addition to those described below, are in the central files (entry 1) and the records of the Department of Transportation (entries 26-28).

43. GENERAL RECORDS. 1941-46. 2 ft.

Arranged alphabetically by subject and thereunder chronologically.

General correspondence and miscellaneous records relating to Division activities. This series includes

extensive correspondence concerning the Inter-American Escadrille and two binders, partially duplicating one another, containing selected documents (largely correspondence and memorandums) relating to major programs and activities of the Division.

There are also instructions for constructing scale-model airplanes (an Escadrille program); records concerning the Air Coordinating Committee, including minutes of meetings, correspondence and memorandums; a copy of "Air Transportation in Latin

America," parts 1-3, a survey prepared in 1944 by the American Republics Aviation Division of the Defense Supplies Corporation; and other records relating to aviation.

RECORDS OF THE OCEAN SHIPPING DIVISION

One of the first studies accomplished by OCCCRBAR concerned offshore shipping in Latin America. The resulting report, completed in the fall of 1940, stressed the need to organize shipping routes so that the withdrawal of ships for war purposes would have the least possible effect on inter-American shipping. In June 1942 the OIAA obtained approval for a program to supplement existing shipping facilities, especially in the Caribbean area, by constructing or acquiring small cargo vessels. The Inter-American Navigation Corporation (IANC), a subsidiary corporation, was created July 15, 1942, to carry out the program. A number of ships were eventually acquired, but, as the war situation improved by early 1943, available cargo space in Latin America increased, thus reducing the need for small vessels. On April 30, 1943, the OIAA agreed to turn over its vessels and operations to the War Shipping Administration (WSA). Liquidation proceedings were then begun for the IANC.

Besides the small vessel program, the OIAA maintained liaison with the U.S. Maritime Commission, the WSA, and private companies; prepared studies of shipping problems; and made recommendations for improvement of shipping service.

Ocean shipping matters during the early OIAA years were handled by a unit in the Transportation Section of the Commercial and Financial Division. Most programs of the unit were turned over to the IANC when the corporation was created in July 1942. When the Transportation Division was allocated to the Assistant Coordinator for Administration in September 1942, ocean shipping functions remained in the Commercial and Financial Department and were administered by the Ocean Shipping Division. The Division was transferred to the Department of Transportation when the latter was organized in 1944, and it was terminated March 31, 1946.

Records relating to ocean shipping and IANC, in addition to those described below, are in series described in entries 1, 10, 14, 15, 18, and 34-37.

44. GENERAL CORRESPONDENCE. 1940-44. 1 ft.

Arranged in part chronologically and in part by subject and thereunder chronologically.

Letters and memorandums received and copies of those sent relating mostly to general ocean shipping matters of concern to the OIAA and administrative matters such as personnel, travel, and payroll. Most of the correspondence is with other Government agencies, officials of the OIAA, and private shipping firms.

45. CORRESPONDENCE AND INFORMATION FILE. 1941-45. 5 in.

Arranged alphabetically by subject and thereunder chronologically.

Correspondence and memorandums of the Division and copies of correspondence, memorandums, reports, and other records of other divisions of the Transportation Department and other Federal agencies. There are also copies of publications, press releases, newsclippings, statistical summaries, and

circulars. They relate to trade and shipping in Latin America, including material on foreign ports, imports and exports, trade agreements, neutral shipping, activities of other divisions of the Department, and general political and economic conditions in Latin America.

46. RECORDS RELATING TO EXPORTS, IMPORTS, AND SHIPPING. 1941-44. 6 ft.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, minutes and agenda of meetings, newsclippings, bulletins, lists, statistical summaries, and working papers. They relate to such topics as priorities, control, distribution, clearances, quotas, requirements, and programs. Much of the material consists of accumulated issuances of other Government agencies concerned with shipping and foreign trade, such as the War Shipping Administration, Board of Economic Warfare, War Production Board, and the Foreign Trade Division of the Bureau of the Census. Also included

are minutes of meetings of the Export Committee and the Interdepartmental Shipping Priorities Committee, on which OIAA representatives served.

47. RECORDS OF THE CONSULTANT. 1943-46. 2 ft.

Arranged in two subseries: (1) chronologically, and (2) alphabetically by subject, correspondent, or type of record, and thereunder chronologically.

Correspondence of Richard Parkhurst, consultant on shipping and port authority matters, and his staff, together with reports, pamphlets, congress-

sional bills, and other material accumulated in his office. They relate mostly to ships (construction, availability, and movements), shipping and trade routes, and port facilities and construction in Latin America.

48. MAPS. n.d. 5 in.

Unarranged.

Manuscript, blueprint, and published maps, mostly of individual South American countries, cities, and seaports.

RECORDS OF THE RAILWAY TRANSPORTATION DIVISION

Between 1942 and 1946 the OIAA administered several programs to aid in improvement of rail service in Latin America. With the exception of the Railway Mission in Mexico, a major program described separately below, the projects were limited largely to sending individual technical advisers to certain countries to conduct surveys and recommend railroad improvement methods and training programs for Latin American railroad technicians. Missions to Bolivia, Ecuador, and Colombia were the most important of the smaller technical adviser programs.

A railway transportation unit functioned in the Transportation Division to administer the railway programs, and it was elevated to division status when the Transportation Department was organized in 1944. Because of the large scope of the Railway Mission program in Mexico, the Institute of Inter-America Transportation (IIAT), a subsidiary corporation, was created to operate it. The Railway Transportation Division was abolished with the remainder of the OIAA in May 1946, and liquidation of the IIAT was begun shortly thereafter.

Records relating to railway activities of the OIAA, in addition to those described below, are in the central files (entry 1) and in series described in entries 14, 15, 26-29, 31, 62-75, and 146.

49. GENERAL CORRESPONDENCE. 1942-46. 3 ft.

Arranged alphabetically by subject or correspondent and thereunder chronologically.

The correspondence relates mostly to railroad education, training, and general transportation programs and to motion pictures on railroad education topics. There are also monthly reports of the Division, material on Mexican railroad workers, and translations of articles appearing in Mexican newspapers.

50. RECORDS RELATING TO RAILWAY MISSIONS AND TECHNICIANS. 1942-47. 9 ft.

Arranged alphabetically by country, thereunder by subject or type of record, and thereunder chronologically.

Correspondence, memorandums, reports, surveys, and studies, with accompanying maps, charts, photographs, blueprints of plans, statistical summaries, and printed matter. They relate to studies of railroads and proposals and programs for improvements, chiefly in Bolivia, Colombia, Ecuador, and

Mexico. The correspondence is mostly with mission chiefs, private firms, and other Government agencies. A few items are dated 1948.

51. COMMUNICATIONS SENT RELATING TO RAILWAY MISSIONS ("DAY-BY-DAY CORRESPONDENCE"). 1942-46. 2 ft.

Arranged chronologically.

Letters, memorandums, and telegrams sent, mainly to chiefs of missions, other Government agencies, private firms, and individuals, concerning railway missions in Bolivia, Ecuador, and Mexico. They relate to such topics as administrative, legal, financial, policy, and personnel matters, relations with other Government agencies, procurement of material, and export license matters.

52. CORRESPONDENCE REGARDING ORDERS FOR RAILWAY EQUIPMENT. 1942-46. 2 ft.

Arranged alphabetically by type of equipment or other subject and thereunder chronologically.

Most correspondence relates to the Mexican railway project. Included are photographs, blueprints of plans, specifications, and other enclosure material.

53. RECORDS RELATING TO THE U.S. RAILWAY MISSION IN MEXICO. 1942-43. 10 in.

Arranged by subject or type of record and thereunder chronologically.

Correspondence, memorandums, reports, agreements, and other records. Most of the correspondence is with the Mission, other Government agencies, and the Mexican Government. Most records are dated 1942, with a few items dated 1941 and 1944 and later. They concern general administrative, financial, and policy matters of the Mission, surveys and studies, conditions of Mexican railroads, requirements and plans for rehabilitation, traffic, routes, labor-management relations, and related subjects.

54. CORRESPONDENCE WITH THE CHIEF OF THE U.S. RAILWAY MISSION IN MEXICO. 1942-45. 2 ft.

Arranged chronologically.

Letters, memorandums, and telegrams received and copies of those sent. They relate to general administrative, legal, financial, and personnel matters and subjects related to the condition and rehabilitation of Mexican railroads. There are statistical data and information about condition and procurement of tools, equipment track, replacement parts, and rolling stock; health and sanitation problems among rail workers; labor affairs; and providing of technical assistance.

55. CORRESPONDENCE AND OTHER RECORDS CONCERNING MATERIALS FOR MEXICAN RAILROADS. 1942-45. 3 ft.

Arranged by subject, correspondent, or railway for or from which material was being purchased and thereunder chronologically.

Letters, memorandums, and telegrams received and copies of those sent, together with lists, schedules, and drawing blueprints of needed equipment and materials; abstracts of inventories and specifications of materials on hand; and lists of invoices enclosed with the correspondence. The correspondence is mostly with manufacturing, export, and railway firms, the Foreign Economic Administration, the War Production Board, the Railway Mission in Mexico, and other U.S. and Mexican Government agencies. A few items are dated 1946. The records relate to procurement of materials in the United States for the rehabilitation of Mexican railroads and to problems with requirements and orders for materials, export licenses, preference ratings, and shipments.

56. RECORDS RELATING TO EXPORTATION OF MATERIALS FOR MEXICAN RAILROADS. 1943-46. 3 ft.

Arranged by type of record and thereunder by job number assigned chronologically.

Certificates of assignments to commodity suppliers, notifications of preference ratings for shipping priority, and customs clearance certifications.

57. MONTHLY PROGRESS REPORTS OF THE U.S. RAILWAY MISSION IN MEXICO. Nov. 1942-June 1946. 5 ft.

Arranged chronologically.

Typewritten originals and carbon copies of reports to the Coordinator (later Director) on the status of activities of the Mission. They include financial and personnel data and information on Mission organization, condition of railroads, progress on individual projects, and related matters. There is also exhibit material such as photographs, maps and copies of agreements, and memorandums.

58. DIGESTS OF PROGRESS REPORTS OF THE U.S. RAILWAY MISSION IN MEXICO. Nov. 1942-July 1943. 2 in.

Arranged chronologically.

Copies of digests prepared by the Rail Transportation Division and sent to the Coordinator and other Government agencies interested in the Mission's activities. Included are copies of transmittal correspondence and acknowledgments.

59. REPORTS OF THE DEPARTMENTS OF THE U.S. RAILWAY MISSION IN MEXICO TO THE MISSION CHIEF. 1943-46. 2 ft.

Arranged alphabetically by name of department head and thereunder chronologically.

Copies of reports received from the Mission Chief, with transmittal correspondence, on activities of Mission departments. They relate to repair and construction of freight and passenger equipment; traffic; maintenance of roadbed, ties, track, ballast, and bridges; motive power, shops, water supply, and water treatment; scrap and reclamation; and related subjects.

60. MONTHLY PROGRESS GRAPHS. 1943-45. 2 ft.

Arranged chronologically.

Graphic reports, prepared in Spanish by the National Railways of Mexico, indicating the progress on the various phases of work on the Mexican railroad rehabilitation project.

61. MISCELLANEOUS RECORDS RELATING TO THE U.S. RAILWAY MISSION IN MEXICO. 1942-44. 4 in.

Arranged by subject.

Six binders and an album containing photographs, instructions, questionnaires, and reports.

They relate to straightening of rails; aligning curves; stores, scrap, and reclamation; trip of Mexican railroad workers to the United States; photographs of the Aguascalientes railroad yards; general railroad and transportation facilities in Mexico; and opinions of Mexican railroad officials concerning the Mission.

RECORDS OF THE U.S. RAILWAY MISSION IN MEXICO

The OIAA became interested in railroad conditions in Mexico early in 1942. Due to the danger from German submarines during that period the United States depended heavily upon the Mexican railroads to transport critical war material from Central America and Mexico to the United States. Because OIAA officials believed that the Mexican railroads were not adequate to handle the increased demands of wartime, two survey missions were sent there by the OIAA in 1942. As a result of their reports and recommendations, the U.S. and Mexican Governments agreed in November 1942 to a joint program for the rehabilitation of certain key lines of the Mexican National Railways. A dual program was devised whereby immediate emergency measures were provided to avoid physical collapse and stoppage of vital operations, and long-term measures were aimed at complete rehabilitation and modernization of the system. The Mexican Government was to take part in the physical rehabilitation of properties and the streamlining of management and operation, while the United States was to furnish technical advisers, bear part of the financial cost of rehabilitation, and facilitate procurement of needed equipment and materials.

The U.S. Railway Mission in Mexico, begun in November 1942, initially consisted of a small group of technicians but eventually was expanded to 50 railroad technicians in a total staff of over 150. The Mission was divided into five departments: (1) Maintenance of Way, (2) Mechanical, (3) Car, (4) Traffic, and (5) Stores and Reclamation. As its program expanded, Mission officials decided that it would last several years and that a corporate structure would make more efficient use of funds. The Institute of Inter-American Transportation (IIAT) was created as a subsidiary corporation in June 1943 to administer the Mexican railway program.

The Mission undertook an extensive program of rehabilitation while simultaneously maintaining vital rail service. Its projects included replacement of defective cross-ties and rails, placing a new ballast on roadbeds, construction or repair of bridges, installation of sidetracks, improvement of terminals and repair shops, installation of a reclamation plant, obtaining priorities and licenses for procurement of spare parts in the United States, modernization of administrative and fiscal procedures, and providing technical assistance and instruction. The Mission concluded its work and was terminated June 30, 1946, and liquidation of IIAT was begun.

Records of or relating to the Mission, in addition to those described below, are in the central files (entry 1) and records of the Office of the General Counsel (entries 14 and 15), Department of Transportation (entries 26-29 and 31), Railway Transportation Division (entries 49-61), and Department of Basic Economy (entry 146).

62. INDEX TO GENERAL RECORDS. n.d. 3 in.

Arranged mostly alphabetically by subject according to an "index filing system," in which numbers were assigned to each subject. As new subjects were added, higher numbers were assigned, and the new subjects were thus filed by number, not alphabetically.

The index, on 5- by 8-inch cards, is to subjects treated in the general records of the Mission described in entry 63. Index entries give numerical file citation, subject, date (month and day, but not year) of leading document on the subject, and cross-references. A "Key to Index Filing System of U.S. Railway Mission" is with the general records.

63. GENERAL RECORDS. 1943-46. 14 ft.

Arranged by subject according to the "index filing system" described in entry 62 and thereunder chronologically.

Correspondence, memorandums, reports, minutes of meetings, newsclippings, and translations of news articles. Most of the correspondence is with the Rail Transportation Division of the OIAA, Mission department heads and field personnel, and Mexican Government and railroad officials. The records concern virtually all activities of the Mission, including rehabilitation and procurement of cars, engines and other equipment and materials, recommendations and reports of Mission departments, and trains. Many of

the letters are in Spanish. A "Key to Index Filing System of U.S. Railway Mission" is included.

64. GENERAL CORRESPONDENCE. 1942-44. 10 ft.

Arranged alphabetically by subject or correspondent and thereunder chronologically.

Letters, memorandums, and telegrams received and copies of those sent. There are also some reports and equipment specifications. The records relate to general organization, administration, and operations of the Mission and include correspondence on such subjects as office rules, regulations, space, and supplies and personnel; commitments; materials and equipment, including locomotives, cars, track, and replacement parts; procurement; traffic and shipment of commodities; border interchanges; health and sanitation; labor relations; accidents; and accounting.

65. RECORDS OF THE CHIEF. 1942-46. 1 ft.

Arranged alphabetically by subject, name of correspondent, or type of record, and thereunder chronologically.

Correspondence, memorandums, telegrams, reports, minutes of meetings, transcripts of proceedings, inventories, railroad yard reorganization plans, and other records. They relate to administrative and substantive matters of concern to the Mission Chief, and most are dated 1944-45.

66. CORRESPONDENCE OF THE CHIEF. 1944-46. 7 in.

Arranged alphabetically by first letter of surname of correspondent and thereunder chronologically.

Letters and telegrams received and copies of those sent. The correspondence is mostly with officials of U.S. Government agencies, private firms, and the Mexican National Railways and concerns general administrative and personnel matters, procurement of equipment and materials, visits of U.S. Government and industrial officials, publications, and publicity.

67. MISCELLANEOUS REPORTS AND PUBLICATIONS. 1943-47. 3 in.

Arranged by type of record.

Bound annual reports of the National Railways of Mexico (in Spanish) and copies of two U.S. railroad journals containing articles about the Mission and railroads in Latin America, accumulated in the office of the Chief.

68. RECORDS RELATING TO ACTIVITIES OF THE MISSION DEPARTMENTS. 1943-46. 19 ft.

Arranged in two subseries, each alphabetically by name of department head. One is arranged thereunder by subject; the other, chronologically.

Correspondence, memorandums, and reports, largely of the department heads and the Mission Chief, relating to virtually all activities and operations of the Mission departments and related subjects. Some documents are in Spanish.

69. RECORDS RELATING TO SURVEYS AND REHABILITATION PROJECTS. 1943-45. 3 ft.

Arranged by subject or type of record.

Reports, recommendations, questionnaires, photographs, related correspondence, and other records. They concern topics such as fiscal, car, and labor force accounting; clerical, purchasing, payroll, and communications systems and procedures; technical matters; administrative reorganization of the National Railways of Mexico; water treatment; opinions of Mexican railroad officials concerning the work and attitudes of the U.S. Mission and its personnel; and salvage and reclamation projects.

70. RECORDS RELATING TO PROCUREMENT OF MATERIALS. ca. 1942-45. 3 in.

Arranged by subject.

List of purchase orders and export license applications and issuances, containing such information as order, approval, and other pertinent dates; type, quantity, weight, and value of commodities ordered; and priority ratings.

71. INVENTORIES OF RAILROAD CARS. n.d. 4 in.

Arranged by type of car.

Inventories of standard and narrow gage freight, passenger, and other working cars, and condemned or retired cars of the Mexican National Railways. The information includes car number, type of car, date of construction, class, structural information, and load capacity.

72. LOCOMOTIVE REPAIR RECORDS. 1944. 10 in.

Arranged by locomotive number.

These consist of 5- by 8-inch cards containing locomotive number, class, division to which assigned, and notes on failures and repairs.

73. EXAMINATIONS AND STUDY BOOK FOR LOCOMOTIVE FIREMEN AND ENGINEERS. n.d. 2 in.

Two binders containing copies of progressive examinations of the Mexican National Railways for qualification as locomotive firemen and engineers and an examination study book.

74. PROFILES AND REPAIR SCHEDULES. 1943-44. 2 in.

Arranged by type of record.

Maps and profiles of railroad lines between Mexican cities and schedules of track and roadbed conditions, track material required for rehabilitation,

and of bridge sizes, types, conditions, and repair required, with estimated cost of repairs.

75. RECORDS RELATING TO MEXICAN TRAIN-EES. 1944. 10 ft.

Arranged by type of record and thereunder alphabetically by name of applicant.

Applications, medical certificates, identification cards, and exit information questionnaires used in processing employees of the Mexican National Railways to participate in the U.S. Railway Mission program which sent Mexican railroad personnel to the United States to receive training and observe U.S. methods and technology.

Records of the Department of Information

Shortly after the organization of OCCCRBAR in 1940, a Communications Section was set up to promote hemispheric unity through the exchange of information and to counteract Axis propaganda. Major programs in the motion picture, radio, and press media were undertaken, and sections devoted to each were established in the Communications Division, as it was later designated. The Division not only arranged for the production and dissemination of information but conducted projects to improve the technical means of communication in Latin America as well.

As a result of changes in program priorities following U.S. entry into the war, the Department of Information was established, combining activities of the Communications Division with emergency programs of the Cultural Relations Division in art, music, and education. The latter functions were allocated to a Science and Education Division, later known as the Education Division.

In 1944 the Press Division was separated from the Department of Information and became the Department of Press and Publications. The Department of Information was abolished in August 1945, and its functions were transferred to the Department of State, except for certain educational programs handled by the Inter-American Educational Foundation, Inc. (IAEF), a subsidiary corporation. IAEF was transferred to the State Department when the OIAA was terminated in May 1946.

Records relating to activities of the Department of Information and its predecessors, in addition to those described below, are in the central files (entry 1).

76. FILING SCHEMES AND PROJECTS NOTE-BOOK. n.d. 1 in.

Binder containing subject and alphabetical filing schemes for records of the Motion Picture, Press, and Radio Divisions in the central files (entry 1), lists of

projects of the Department and its divisions, and a list of interdepartmental committees with the central file designation for records relating to the activities of each.

RECORDS OF THE MOTION PICTURE DIVISION

The Communications Section's first effort was a motion picture unit, operative by October 1940. OIAA officials felt that because of the high rate of illiteracy in some areas of Latin America, motion pictures would have the broadest utility of all the media. Eventually a wide program was developed for the production and distribution of features, shorts, and newsreel films.

The Motion Picture Section was transferred to the new Department of Information when the latter was organized early in 1942 and given division status. The Division had three sections—production, distribution, and newsreels. Most production and distribution work was done in New York, while policy and liaison with the State Department for film approval was handled in Washington. There was also a Hollywood office. Much of the

writing, editing, Spanish and Portuguese soundtracking, and distribution was done by contract through commercial and other private channels. In Latin America the coordination committees were used to distribute the films. They were furnished projectors, sound trucks, and screens to show films in rural areas.

To facilitate liaison with the Hollywood motion picture industry, and to improve the quality of films of inter-American interest, the Motion Picture Society of the Americas was incorporated in 1941. It was a private, nonprofit, cooperative organization comprising OIAA representatives, the Association of Motion Picture Producers, and other organizations of the motion picture industry.

The Division participated in several fields other than the production and distribution of films. Among these were exchanges of motion picture personalities, and a project undertaken through Prencinradio, Inc., to stimulate development of the motion picture industry in Mexico.

The Motion Picture Division was dissolved in August 1945, and its functions were transferred to the Department of State along with other information functions of the OIAA.

In addition to the records described below, there are records relating to OIAA motion picture activities in the central files (entry 1), and in series described in entries 49, 140, and 149.

77. PROJECT FILES. 1942-45. 8 ft.

Arranged in two subseries: (1) by project or contract code designation and thereunder chronologically, and (2) by subject and thereunder chronologically.

Correspondence, mostly with coordination committees, other Government agencies, and movie producers; interoffice memorandums; reports; project authorizations; copies of contracts, agreements, and scripts; newsclippings; and other records. They relate to projects involving the production and distribution of motion pictures and newsreels.

78. RECORDS RELATING TO THE MOTION PICTURE SOCIETY OF THE AMERICAS. 1942-45. 9 in.

Arranged by subject or type of record and thereunder chronologically.

Correspondence, mostly between the Division and the Society, memorandums, financial reports,

monthly and weekly reports of activities of the Society, and other records, including a typewritten history of the organization. A few items are dated 1946.

79. MOTION PICTURES. 1940-45. 62 reels. 8 ft.
Arranged in the order given in appendix II.

Films acquired by or produced for the OIAA for distribution in the United States and Latin America for propaganda and informational purposes. Most are black and white, 35-mm, with sound, and 10-20 minutes in length. There are a few in color and some 16-mm prints. The films are in English, Spanish, or Portuguese, some with subtitles in one or the other of these languages. They depict such subjects as travel in Latin America, Latin American archeology, U.S. civilian and military wartime activities, Latin American contributions to the war effort and world commerce, and visits of Latin American dignitaries to the United States. See appendix II for titles.

RECORDS OF THE RADIO DIVISION

Operations in the radio field were begun by OCCCRBAR during the first months of its existence and continued throughout the war until all information functions were transferred to the State Department in August 1945. OIAA policy was to utilize existing facilities wherever possible and assist in technical improvement where necessary. Among the facilities used were shortwave broadcasts from the United States, rebroadcasts over local stations of programs sent over radiotelephone or shortwave, local broadcasts of local productions, and transcribed programs shipped to local stations for broadcast. The OIAA also carried out limited operations for broadcasts to U.S. audiences in order to gain support for U.S. policy in Latin America and to inform the people of the United States about the role of Latin America in the war. The most common types of broadcasts were news, features, drama, musical, and sports programs.

OIAA radio work extended beyond broadcasting. Experienced U.S. radio technicians were sent to Latin America to help in local work, and Latin American commentators, writers, actors, and technicians were brought to the United States for training.

To carry out programs in the radio field, a radio section was established in the Communications Division, and it was operating by the fall of 1940. The unit became a division of the Information Department when it was created in the spring of 1942. Radio operations were among the most extensive in the OIAA, employing a staff of over 125 in 1944.

Initially the radio section was located almost entirely in New York City, but, with the intensification of the psychological warfare program after U.S. entry into the war, administrative functions were moved to Washington, D.C., in January 1942, while most operations continued to be handled in New York. The planning and production of most news, dramatic, and musical programs took place in New York, while a San Francisco office produced informational and entertainment programs for broadcast over high-powered shortwave stations on the west coast of the United States. As in the motion picture program, coordination committees served as field agents for all local operations, including local productions and programs sent from the United States.

In May 1942 Precinradio, Inc., was created to assist Latin American countries to improve existing mass communications media. Also it helped create new media to improve the dissemination of information in Latin America. Its powers included the press, cinema, and radio, but in practice its projects excluded the press. Its principal radio project was an attempt to expand radio facilities in Uruguay. By the spring of 1945 Precinradio was in the process of liquidation.

Records relating to activities of the Radio Division, in addition to those described below, can be found in the central files (entry 1) and the records of the Content Planning Division (entry 126). Records of or relating to Precinradio are also in the central files and in records of the General Counsel (entries 14 and 15) and the Food Supply Division (entry 146). Transcripts and recordings of monitored foreign broadcasts and other records relating to overt and clandestine foreign radio operations in enemy, occupied, and neutral countries during World War II are among Records of the Foreign Broadcast Intelligence Service, Record Group 262.

80. "RÉSUMÉ OF OPERATIONS OF THE RADIO DIVISION" 1945. 1 in.

Report reviewing operations of the Division then in progress. It contains general information on the Radio Division and its budget for fiscal year 1946 and a personnel roster. The main body of the report is broken down by budget title, containing the 1946 budget for each title, graphic and textual reports on programs, details of program production costs, and other information regarding local radio activities, program production, facilities, transcribed programs, and technical studies.

81. MISCELLANEOUS REPORTS AND ISSUANCES. 1941-43. 2 ft.

Arranged by subject and thereunder chronologically.

Mostly field inspection reports, monthly reports to coordination committees, Division operations reports, radio surveys of Mexico by the Radio Division of the Coordination Committee for Mexico, and shortwave program bookings.

82. RADIO REACTION REPORTS. ca. 1942. 2 ft.
Arranged alphabetically by country.

Completed questionnaires received from listeners in the United States and Latin America concerning programing preferences, quality of reception, and opinion of program subject matter in

shortwave broadcasts from the United States to Latin America.

83. SOUND RECORDINGS. ca. 1941-47. 19 discs. 3 in.

Arranged by subject.

Recordings for radio broadcasts to Latin America, mostly in Spanish, of news reports and commentaries, speeches, and special ceremonies. Included, among others, are recordings from the "United Nations Speak" and "Americanos Todos" series, and recordings of various formal ceremonies during the 1947 visit to the United States by Mexican President Miguel Aleman. Additional recordings of similar or related material broadcast to Latin America during World War II are among Records of the Office of War Information, Record Group 208, and Records of the Office of the Secretary of the Interior, Record Group 48.

**RECORDS OF THE
SAN FRANCISCO OFFICE**

84. GENERAL RECORDS. 1942-46. 4 ft.

Arranged for the most part by year, thereunder alphabetically by correspondent, subject, or type of record, and thereunder chronologically. A few file folders were carried forward from year to year and

are filed with material for the last year in which records were placed in the folder.

Correspondence, memorandums, telegrams, reports, studio and program schedules and logs, directives, and other records relating to activities of the San Francisco office.

85. LOGS AND SCHEDULES. 1942-46. 3 ft.

Arranged by type of record and thereunder chronologically.

Program and transmission logs and daily record-

ing schedules for programs sponsored by the OIAA and transmitted to Latin America.

86. RADIO PROGRAM SCRIPTS. 1941-45. 58 ft.

Arranged by type of script and thereunder either chronologically or by program or station.

Primarily scripts of daily newscasts sent to radio stations in English, Spanish, and Portuguese but also scripts of news commentaries, features, and other programs sponsored by the OIAA for transmission to Latin America.

RECORDS OF THE EDUCATION DIVISION

That a cultural and educational program was contemplated for the inter-American field is evident from the name first given to the Office. A unit later known as the Cultural Relations Division was established in September 1940 to work mainly in education, literature, publications, music, and art. In the spring of 1942 the Cultural Relations Division was dissolved, and its functions were allocated to a Science and Education Division in the new Department of Information. In late 1943 the name of the division was shortened to the Education Division, a reflection of narrowing functions.

While the Cultural Relations Division existed a broad program of activities developed. In art and music there were numerous tours and exchanges of artists, exhibitions, and musical groups. In education the OIAA backed interchanges of prominent educators, aided in the distribution of educational materials, assisted cultural institutes and libraries in Latin America, and became involved in the project to establish an Institute of Tropical Agriculture, which is further discussed in connection with the Division of Agriculture. A "hospitality" unit was created to receive and entertain visitors from Latin America in New York City. Other activities included backing archeological expeditions, exchanges of sport teams, and the translation and distribution of books.

As the cultural program was phased out or transferred to the Department of State after U.S. entry into the war, the education program was intensified. The latter programs, under the Science and Education Division, included projects for language and cultural training for U.S. civilian and military officials going on Latin American assignments and aid to Latin American students stranded in the United States due to wartime transportation difficulties. It also encouraged the teaching of inter-American subjects in U.S. schools and colleges, provided aid to U.S.-sponsored and national schools in Latin America, scheduled the circulation of inter-American exhibits throughout the hemisphere, and assisted in the preparation and distribution of maps and indexes of the American republics. The OIAA also became involved in the field of scholarships, fellowships, and student and teacher exchanges.

Many of the educational programs of the OIAA were, of necessity, long-range; thus it was decided that such programs would be handled best by a corporate organization. The Inter-American Educational Foundation, Inc. (IAEF), was established September 25, 1943, and it carried out most education operations of the Office. The *servicio* device, developed by the Institute of Inter-American Affairs, was utilized in the field, usually in conjunction with the local ministry of education. As a result of early problems in getting started, the education program was just becoming well established when the OIAA was terminated in May 1946. The IAEF was transferred to the Department of State where it functioned for several years until its programs were completed. The Division of Education itself was dissolved with the rest of the Department of Information in August 1945.

Records relating to education and training activities of the OIAA, in addition to those described below, are in records of most organizational units of the Office, since most conducted or cooperated in some form of training program. There are also records relating to educational programs in the central files (entry 1) and records of or relating to the IAEF among those of the General Counsel (entries 14 and 15). The series described in entry 10 contains records relating to the Cultural Relations Division.

87. PROJECT FILES. 1941-50. 19 ft.

Arranged in three subseries; (1) by numbered type of project, thereunder by individual project, and thereunder chronologically; (2) by project code designation and thereunder chronologically; and (3) by subject or project, with no numerical designation, and thereunder chronologically.

Correspondence, memorandums, reports, project authorizations, financial statements, agreements, and other records relating to Division projects and activities. The projects included vocational and professional training for Latin Americans in the United States and Latin America, aid to individual schools and students, training for Latin American English teachers, teacher and student exchanges and visits, and books for libraries and other institutions. An index and a register to portions of this series are described in entries 5 and 6.

88. GENERAL RECORDS RELATING TO FIELD OPERATIONS. 1944-50. 14 ft.

Arranged alphabetically by country, thereunder by subject or type of record, and thereunder chronologically.

Correspondence and memorandums between Washington and field directors and representatives in Latin America; routine monthly reports of field parties; special reports and studies; plans and proposals for programs and projects; and project authorizations, agreements, contracts, newsclippings, and other records. They concern administrative, budget, and personnel matters, as well as programs and operations and substantive topics relating to education in Latin American countries. A few items are dated 1951.

89. CONFIDENTIAL PROGRAM FILES. 1946-49. 5 in.

Arranged alphabetically by country and thereunder chronologically.

Confidential correspondence, memorandums, and a few reports and newsclippings relating to educational programs and projects in Latin American countries. A few items are dated as late as 1951.

90. RECORDS CONCERNING EXHIBITS AND RELATED PROJECTS. 1941-43. 4 ft.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, telegrams, reports, photographs, bulletins, catalogs and other publications, newsclippings, project authorizations, and other records relating mostly to art exhibits. Included are material on a project of sculpture of South American Presidents by American sculptor Jo Davidson, an exhibit of Chilean art in the Toledo, Ohio, Museum of Art, and exhibitions of U.S. art in Latin America and of Latin American art in the United States. There is also material on the U.S. pavilion at the 1941 Guatemalan National Fair and exhibits designed to depict the allied war effort in Latin America.

91. REPORTS AND OTHER RECORDS. 1940-42. 10 in.

Arranged by subject or type of record.

Reports, directories, lists, lectures, and other material accumulated in the Education Section of the Cultural Relations Division. They relate to educational institutions, art, language training, and law and travel in Latin America. Most were prepared by the OIAA or by other institutions with its cooperation and/or sponsorship. Also included are a scrapbook concerning American Youth Hostel trips to South America and a complete set of the 1939-40 "World Letters," part of a private program to acquaint U.S. schoolchildren with other countries by compiling letters from an author or world traveler describing his experiences in a certain region of the world together with letters of greeting from heads of state or other government officials in the countries visited. The 1939-40 "World Letters" were from Latin American countries.

92. CORRESPONDENCE REGARDING SUMMER CONSULTANTS. 1942-43. ½ in.

Arranged chronologically.

Relates to summer inter-American workshops at universities in the United States, with letters of application from prospective consultants and full-time employees.

RECORDS OF THE REGIONAL DIVISION

The need for some kind of permanent field representation for the OIAA was considered almost from its start. In October 1940 OCCCRBAR signed a contract with the American Association of Advertising Agencies by which the latter established a network of "observers" throughout Latin America to make regular and special reports to the Coordinator.

Concurrently, informal groups of U.S. citizens in various Latin American cities sought to make U.S. policy known and accepted there. In the spring of 1941, Edward H. Robbins, Special Assistant to the Coordinator, accompanied actor Douglas Fairbanks, Jr., on a "goodwill tour" of Latin America and conferred with leaders of these informal groups. When Robbins returned to Washington he advocated the need for permanent field representation. As a result, a formal agreement providing for the organization of committees of U.S. citizens in Latin America was signed by the Coordinator and the Secretary of State in August 1941. The first coordination committee, as the units came to be known, was organized in Rio de Janeiro in September 1941. It consisted of a chairman and six members, representing various U.S. business interests in Brazil. Similar committees soon were established in most Latin American capitals. The contract with the American Association of Advertising Agencies was terminated in March 1942, and the functions of the observers were turned over to the coordination committees.

Technically, the committees were autonomous units of unpaid volunteers serving under the direction of the local embassy, with a small, paid staff. By 1944, however, nearly all activities of the committees were connected with OIAA information programs. Most were organized functionally, with subcommittees devoted to each function. In addition, regional subcommittees were established in principal cities outside the national capitals, receiving funds and direction from the central coordination committees in the capitals.

The committees provided local guidance in adapting OIAA programs to local conditions, checked their effectiveness, and executed programs that could not be appropriately handled by the embassies. The committees' work is further discussed in sections dealing with records of the organizational units which handled individual functions.

To receive and disseminate the information received from the committees, a Field Office was set up within the OIAA in September 1941. The unit eventually became known as the Regional Division because its organization, in part, was by geographic regions of Latin America. The Regional Division was included in the Basic Economy program when the latter was initiated in March 1942, and it became a division of the Department of Basic Economy when it was organized later in the same year. The Division was transferred to the Department of Information when the former was abolished in September 1943.

Records relating to activities of the Regional Division and the coordination committees, in addition to those described below, are in the central files (entry 1), mostly in the various "country files," and in series described in entries 77, 81, 126, and 151. Some records of coordination committees probably were interfiled with embassy records allocated to Records of Foreign Service Posts of the Department of State, Record Group 84.

93. MINUTES OF MEETINGS OF THE COORDINATION COMMITTEES. 1942-45. 3 ft.

Arranged alphabetically by country and thereunder by meeting numbers assigned chronologically.

Included, in addition to minutes, are transmittal correspondence and, in some cases, reports of committee activities.

94. REGISTER OF MEMORANDUMS RECEIVED FROM COORDINATION COMMITTEES. 1942-45. 13 ft.

Arranged alphabetically by country and thereunder by memorandum numbers assigned chronologically.

The register consists of 3- by 5-inch slips containing communication numbers, dates of communications, subjects, central files citations, and, frequently, pertinent project and/or contract code designations. The memorandums to which the slips relate usually may be found, if at all, in the central

files (entry 1). In some cases copies also are in the records described in entry 95. Citations to documents in the central files follow the same pattern as the cross-reference sheets described in entry 1. Project and contract code numbers given on some slips are often helpful because the central files contain folders for individual projects labeled with the project name and number(s), sometimes the contract number(s), and contain many of the memorandums registered on these slips.

95. LETTERS AND MEMORANDUMS RECEIVED FROM THE COORDINATION COMMITTEES. 1942-45. 5 in.

Arranged alphabetically by country and thereunder chronologically.

Included are copies of project authorizations and reports enclosed with the correspondence. The records relate to general activities of the committees, projects and project authorizations, budgets, and related matters. A few items are dated 1941.

96. "ACTIVITIES OF THE CIAA IN ALL THE OTHER AMERICAN REPUBLICS." 1943. 5 in.

Report on field activities, identical in most respects to the one described in entry 3. The principal differences are that the report described here does not contain basic data on each country and some of the information about OIAA activities is less detailed.

97. SAMPLES OF LOCAL PRINTING. 1943-45. 2 ft.

Arranged alphabetically by country and thereunder chronologically.

Posters, pamphlets, leaflets, flyers, newspapers, magazines, and paperback books, with transmittal correspondence, received from the coordination committees. Included are materials published by the committees, Latin American governments, and commercial outlets, with samples of propaganda, literary works, and reprints of speeches. They relate to such topics as public affairs, war developments, allied aircraft, and aeronautical safety.

RECORDS OF THE COORDINATION COMMITTEE FOR ARGENTINA

98. GENERAL RECORDS. 1941-45. 9 ft.

Arranged by subject, type of record, or correspondent and thereunder chronologically.

Letters, memorandums, and cablegrams received and copies of those sent; copies of reports, including weekly reports of activities; minutes of meetings and conferences; OIAA issuances, manuals, questionnaires, and project authorizations; and other records. Most of the correspondence is with coordination committees and missions in other Latin American countries and OIAA divisions in Washington. It relates to administrative and financial matters, organization, functions, activities, and projects of the Committee. A substantial amount concerns propaganda and information activities through the press, radio, and motion picture media.

RECORDS OF THE COORDINATION COMMITTEE FOR BRAZIL

99. GENERAL RECORDS. 1941-45. 38 ft.

Arranged by subject or type of record, in a numerical filing scheme, and thereunder chronologically.

Correspondence, memorandums, telegrams, reports, minutes of meetings, questionnaires, registers of visitors to the United States and Latin America, bulletins and other issuances, mailing lists, project authorizations, newsclippings, and other records. Among the reports are weekly reports of activities, monthly reports of divisional field parties, annual reports, and conference reports. The records relate to general administrative and financial matters and OIAA activities and projects in Brazil. There are voluminous files of general correspondence with the OIAA and records relating to regional activities throughout Brazil, important U.S. visitors to Brazil and Brazilian visitors to the United States, exhibitions, publicity, publications, cultural and educational matters, and field activities of the Food Supply, Health and Sanitation, Motion Picture, Press, and Radio Divisions.

100. MINUTES OF MEETINGS OF THE COORDINATION COMMITTEE. 1941-45. 7 in.

Arranged chronologically.

Processed copies, numbered 1-147.

101. CORRESPONDENCE. 1941-43. 2 in.

Arranged chronologically.

General correspondence, mostly of the Committee Chairman, including letters received and copies of letters sent.

102. ACCOUNT BOOKS. 1941-46. 8 vols. 1 ft.

Arranged by type of record. Within volumes, entries are arranged either by account or chronologically.

Bookkeeping journals, ledgers, and registers, showing receipts and expenditures and bank deposits and withdrawals. They relate to the central committee, the regional subcommittees, and to individual projects and accounts.

103. RECORDS OF DR. CHARLES LYON CHANDLER. 1943-44. 5 in.

Arranged by subject or type of record and thereunder chronologically.

Correspondence, memorandums, speeches, and other records of Dr. Chandler, a consultant on United States-Brazilian relations. They relate mostly to historical incidents in United States-Brazilian relations and recognition of historical ties between the two countries.

RECORDS OF THE COORDINATION COMMITTEE FOR COLOMBIA

104. GENERAL RECORDS. 1941-47. 9 ft.

Arranged alphabetically by subject, type of record, or correspondent and thereunder chronologically.

Correspondence, memorandums, cablegrams, reports, minutes of meetings, project authorizations, and other records. They relate to administrative and budgetary matters, OIAA activities and projects in Colombia, expositions, motion pictures, press, publications, other information activities, education, and related matters.

105. MISCELLANEOUS RECORDS. 1941-45. 10 in.

Arranged by subject or type of record and thereunder chronologically.

Correspondence, memorandums, cablegrams, reports, bulletins, instructions, and other records. They relate to financial matters, a project to place "view-masters" and photographs of the United States in libraries in Colombia, agriculture and mining, *En Guardia* and other periodicals, propaganda, radio, and general subjects. Also included are correspondence of Willmoore Kendall, press field representative, and Spanish language copies of the *USSR Information Bulletin*. A few items are dated 1947.

106. LEDGERS. 1943-45. 3 vols. 5 in.

Arranged by fiscal year and within each volume by account.

Bookkeeping ledgers showing receipts, expenditures, and bank deposits and withdrawals for the central committee, regional subcommittees, and programs and projects of the various sections of the Coordination Committee.

107. RECORDS OF THE REGIONAL SUBCOMMITTEE FOR CARTAGENA. 1942-45. 8 in.

Arranged alphabetically by subject or type of record and thereunder chronologically.

Correspondence, memorandums, cablegrams, reports, minutes of meetings, mailing lists, bank statements, and other records. They relate to administrative and budgetary matters and activities and projects of the Committee, including English lessons, radio programs, motion pictures, and propaganda.

RECORDS OF THE COORDINATION COMMITTEE FOR COSTA RICA

108. GENERAL RECORDS. 1942-45. 5 in.

Arranged alphabetically by subject or type of record and thereunder chronologically.

Correspondence, memorandums, circulars, monthly reports of activities, minutes of meetings, vouchers, and other records. They relate to administrative, legal, and financial matters, projects and activities of OIAA in Costa Rica, the teaching of English in Costa Rican public schools, and the like.

RECORDS OF THE COORDINATION COMMITTEE FOR CUBA

109. BOOKKEEPING JOURNALS. 1942-46. 2 vols. 2 in.

Arranged chronologically.

Journals showing receipts and expenditures of the Committee.

RECORDS OF THE COORDINATION COMMITTEE FOR THE DOMINICAN REPUBLIC

110. LETTERS RECEIVED CONCERNING ACCOUNTS ("ACCOUNTING FILE"). 1942-44. ½ in.

Arranged chronologically.

Most of the letters were from the office of the General Counsel of the OIAA, relating to budget and financing for activities and projects in the Dominican Republic

RECORDS OF THE COORDINATION COMMITTEE FOR ECUADOR

111. GENERAL RECORDS. 1942-45. 5 ft.

Arranged alphabetically by subject or type of record, thereunder by subtopic, and thereunder chronologically.

Correspondence, memorandums, cablegrams, reports, minutes of meetings, project authorizations, photographs, and other records. They relate to administrative and budgetary matters, personnel, and OIAA health and sanitation, education, motion pictures, press, propaganda, publicity, and radio activities in Ecuador. A few items are dated 1941 and

1946. A folder list prepared by the National Archives and Records Service is available for use with the records.

RECORDS OF THE COORDINATION COMMITTEE FOR GUATEMALA

112. **MINUTES OF MEETINGS OF THE COORDINATION COMMITTEE.** 1942-45. 3 vols. 3 in.
Arranged chronologically.

113. *AMERICAN NEWS BULLETIN.* Nov. 1942-Nov. 1945. 1 ft.

Arranged chronologically.

Record copies of a small English-language daily newspaper sponsored by the Coordination Committee and devoted mostly to war news, with some U.S. sports coverage and major U.S. and world news items not related to the war.

RECORDS OF THE COORDINATION COMMITTEE FOR HAITI

114. **GENERAL RECORDS ("OFFICIAL CORRESPONDENCE").** 1942-45. 9 vols. 2 ft.

Arranged by subject or type of record and thereunder chronologically.

Correspondence, memorandums, telegrams, reports, minutes of meetings, mailing lists, and other records, bound in volumes numbered I to IX. They relate to programs and projects of OIAA divisions and coordination committees; administrative, financial, and personnel matters; publications, including *En Guardia*; education; and visitors. A table of contents in each volume indicates the subjects and general arrangement of the material in the volume.

RECORDS OF THE COORDINATION COMMITTEE FOR NICARAGUA

115. **GENERAL RECORDS.** 1942-47. 10 ft.

Arranged by calendar year, thereunder mostly by a subject-numerical filing scheme, and thereunder chronologically.

Correspondence, memorandums, telegrams, reports, minutes of meetings, project authorizations, bulletins, radio scripts, bank statements, and other records. They relate to administrative and financial matters and OIAA activities and projects in Nicaragua, including motion pictures, press, propaganda, publications, education, and celebrations.

116. **FINANCIAL STATEMENTS AND REPORTS.** July 1942-Apr. 1946. 4 ft.

Arranged by month and thereunder by account.

Monthly statements showing receipts and disbursements for the Committee and individual program and project accounts.

RECORDS OF THE COORDINATION COMMITTEE FOR PANAMA

117. **GENERAL RECORDS.** 1943-45. 7 in.

Arranged alphabetically by subject or type of record and thereunder chronologically.

Correspondence, memorandums, bank statements, project authorizations, and other records, relating to OIAA activities and projects in Panama, including radio, press, and education programs.

118. **LETTERS SENT TO THE COORDINATOR'S OFFICE.** 1944-45. 2 in.

Arranged chronologically.

Binder containing letters relating to general OIAA programs and activities in Panama. The letters are numbered, and an attached register gives the number, date, and subject of each.

119. **LETTERS RECEIVED FROM THE COORDINATOR'S OFFICE.** 1942-43. 1 ft.

Arranged chronologically.

Six binders of letters from OIAA divisions concerning programs and activities in Panama. The letters are numbered, and a register giving the number, date, and subject of each letter accompanies each binder.

120. **PROJECT AUTHORIZATIONS.** 1942-45. 3 in.

Arranged by type of project and thereunder chronologically.

Two binders containing processed copies of project authorizations.

121. **FINANCIAL STATEMENTS.** Aug. 1942-Dec. 1945. 1 ft.

Arranged by month.

Six binders containing monthly statements showing receipts and disbursements with attached credit and debit memos and transmittal correspondence.

RECORDS OF THE COORDINATION COMMITTEE FOR PERU

122. **GENERAL RECORDS.** 1941-46. 2 ft.

Arranged by subject, type of record, or correspondent and thereunder chronologically.

Correspondence, minutes of meetings, radio scripts, and other records relating to administrative, legal, and financial matters, and OIAA activities and programs in Peru. A few items are dated 1947.

RECORDS OF THE COORDINATION COMMITTEE FOR URUGUAY

123. GENERAL RECORDS. 1942-46. 5 in.

Arranged by type of record and thereunder chronologically.

Minutes of meetings, weekly reports of activities, receipts, and vouchers. Also included are minutes of meetings and various reports of the U.S. unit of the Uruguayan Red Cross.

124. ACCOUNT BOOKS. 1942-46. 4 vols. 8 in.

Arranged by type of record and within volumes either chronologically or by account.

Bookkeeping ledgers and journals with some unbound sheets showing bank deposits and withdrawals, and receipts and disbursements for individual programs and projects.

RECORDS OF THE COORDINATION COMMITTEE FOR VENEZUELA

125. GENERAL RECORDS. 1942-46. 5 in.

Arranged by subject or type of record and thereunder chronologically.

Mostly minutes of meetings and project authorizations, with some correspondence and financial papers, including statements and credit and debit memos. The correspondence and project authorizations relate primarily to radio projects. There are also minutes of meetings of coordination committees in other countries, principally Ecuador and Colombia.

RECORDS OF THE CONTENT PLANNING DIVISION

The selection of appropriate material for the information program was a matter of OIAA concern from its start. By the fall of 1941 a Content Committee, consisting of the directors of the press, radio, and motion picture units, was operating for this purpose. Among the organizational changes in the spring of 1942 was the creation of a Directive Council to assist in planning overall policy. The Council included a Propaganda Committee composed of representatives from the divisions of the Department of Information and the State Department, which assumed the functions of the Content Committee.

With the invasion of North Africa imminent in the fall of 1942, the content of information releases to Latin America became a matter of prime concern to the OIAA. Planning activities were expanded so that in February 1943, when the Department of Information Services was created, a Content Planning Division was included to insure a high degree of consistency and effectiveness in the materials produced by the Information Department.

After the Department of Information Services was dissolved in September 1943, the Content Planning Division was transferred to the Department of Information. In 1945 it was combined for a short time with the Research Division in the Department of Economic Development, and its functions were transferred to the Department of State, with those of the other information divisions, in August 1945.

126. MISCELLANEOUS RECORDS. 1941-46. 5 in.

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, directives, surveys, and other records. They relate to U.S. propaganda in Latin America, organization of the Content Planning Division, public opinion in Latin America,

and liaison with the armed services. Included are directives on long-range themes of U.S. policy in Latin America and OIAA objectives, and daily and weekly OIAA directives issued to U.S. diplomatic missions, coordination committees, and radio stations, advising on the content of information releases, radio newscasts, and other programs.

Records of the Department of Press and Publications

As part of the information program of OCCCRBAR a press or "news" section was established in the Communications Division in the fall of 1940. The section became a division of the Information Department when the new department was created in the spring of 1942 and remained there until early 1944 when the Department of Press and Publications was established, taking press functions out of the Information Department.

Press operations were among the largest programs in the OIAA, employing about 200 persons throughout most of the war. Among the press activities were publication and distribution of news and feature articles, magazines and newsletters, pamphlets, books, posters, photographs, and cartoons. Other activities included supplying newsprint to Latin American countries through the Transportation Division and aiding in bringing leading Latin American journalists to the United States to observe news operations, war plants, and schools of journalism.

The Press Division was organized into sections by function. The names of the sections varied, but by 1944 there were divisions of News, Features, Graphics and Publications, Foreign Languages (for translation), Field Operations, and Administration. The Department of Press and Publications was abolished in August 1945, and its functions were transferred to the Department of State with other OIAA information functions.

Records relating to press functions, in addition to those described below, are in the central files (entry 1) and in records of the Department of Information (entry 76), Regional Division (entries 93-97), coordination committees, Content Planning Division (entry 126), and Department of Transportation (entry 37).

127. GENERAL RECORDS. 1941-45. 5 ft.

Arranged alphabetically by subject, correspondent, or type of record and thereunder chronologically.

Correspondence, memorandums, reports, newsclippings, and other records. Most of the correspondence is with publishers, other Government agencies, educational institutions, and news services. The records relate to administrative, financial, and personnel

matters, articles and publications, tours, and activities of the Press Division sections.

128. PRESS RELEASES. 1940-43. 3 in.

Arranged chronologically.

Numbered press releases (1-108) partly in four binders and partly loose. They relate to organization and activities of the OIAA, appointments of officials, speeches, tours, projects, scholarships, and exhibitions.

RECORDS OF THE FEATURE DIVISION

The Feature Division prepared special articles about inter-American affairs for use in newspapers, magazines, and radio broadcasts in the United States and Latin America. Feature material was defined loosely by the OIAA as news stories and background information with no time urgency. It was usually sent in the form of special feature letters, completely matted and ready for use in local papers, and distributed by various feature services in Latin America.

129. WEEKLY REPORTS. Jan. 1942-Jan. 1946. 2 vols. 4 in.

Arranged chronologically.

Routine activities reports of the Division, containing information about articles published and related matters.

130. NEWSCLIPPINGS. 1942-45. 31 vols. 3 ft.

Arranged alphabetically by country and thereunder chronologically.

Scrapbooks of clippings from Latin American and U.S. newspapers and magazines of feature articles and photographs furnished by the OIAA. They relate to such topics as U.S. war aims and Latin American policy; inter-American ties and war cooperation; U.S. weapons, tanks, war planes, ships, military training, war production, and battle successes; anti-Axis stories; exhibitions of Latin American culture in the United States; and tours of dignitaries.

RECORDS OF THE GRAPHICS AND PUBLICATIONS DIVISION

The Graphics and Publications Division was established in October 1944, combining functions of two previous sections of the Department. Its most important activity was the publication of *En Guardia*, an illustrated magazine intended to give Latin American readers an understanding of the war program in the hemisphere. The Division also published *American Newsletter* and regularly issued pamphlets and posters intended to further inter-American cooperation, explain the Axis menace, and publicize Latin American contributions to the war effort and the peace aims of the Allies.

131. INDEX TO *EN GUARDIA*. 1941-45. 2 ft.

Arranged alphabetically by subject.

Index, on 3- by 5-inch cards, to articles appearing in *En Guardia*. Entries give title of article, subject, volume, issue, and page number.

132. *EN GUARDIA*. 1941-45. 1 ft.

Arranged by language and thereunder chronologically.

Record sets of Spanish (*En Guardia*), Portuguese (*Em Guarda*), and French (*En Garde*) language issues, with gaps. This monthly magazine made extensive use of photographs and contains articles on civilian and military leaders and war activities in the United States, Latin America, Europe, and Asia; technological advancements; and U.S. geography, history, and culture.

133. *THE AMERICAN NEWSLETTER*. Sept. 1941-Aug. 1943. 1 vol. 1 in.

Arranged by language and thereunder chronologically.

Bound volume of the semimonthly, privately distributed publication in English, Spanish, and Portuguese (Spanish and Portuguese title: *Carta In-*

formativa Americana). The newsletter, published for the OIAA by the Business Publishers International Corporation for air mail dissemination throughout the hemisphere, contains brief news items and interpretations of major world developments, especially as they relate to the war effort.

134. *THE NEW YORK TIMES OVERSEAS WEEKLY*. Dec. 1943-Dec. 1945. 5 in.

Arranged chronologically.

Copies of the overseas weekly edition, prepared for U.S. Army and Navy units overseas and purchased by the OIAA for distribution in Latin America.

135. PROPAGANDA ILLUSTRATIONS. n.d. 4 in.

Unarranged.

Drawings, sketches, cartoons, and photographs, mostly originals, with some copies of Office of War Information photographs, used in preparing pamphlets, posters, and other material for distribution in Latin America. Some are in color. They depict such themes as inter-American cooperation, the Axis threat to Latin America, Nazi atrocities, historical and cultural ties between the United States and Latin America, and the United States at war.

Records of the Division of Agriculture

An institute for the study of tropical agriculture had been discussed at inter-American conferences for at least 10 years prior to the establishment of OCCCRBAR. During the first year of its existence, the Office was drawn into the discussion and the Coordinator agreed to administer the project. The Agricultural Division was established in September 1941, largely for the purpose of carrying out the institute project.

On June 18, 1942, the Inter-American Institute of Agricultural Sciences was incorporated. It was to be administered as an international body with the Pan American Union acting as fiscal agent and was to be located at Turrialba, Costa Rica. With the incorporation of the Institute, direct involvement in the administration of Institute affairs was taken out of OIAA hands; and the Agricultural Division, which had maintained only a small staff and limited operations throughout its existence, was dissolved.

Records relating to the Inter-American Institute of Agricultural Sciences and agricultural activities of the OIAA, in addition to those described below, are in the central files (entry 1) and records of the Office of the General Counsel (entry 14), Department of Basic Economy (entry 137), and Food Supply Division (entries 146-149).

136. GENERAL CORRESPONDENCE. 1941-43. 10 in.

Arranged in two subseries, one alphabetically by subject or name of correspondent and the other alphabetically by country.

Mostly letters received and copies of letters sent, also reports, newsclippings, transcripts of radio interviews given by officials of the Division, and photographs. They relate to agricultural education

and research and development in Latin America. Much of the material is dated 1941-42, but a few items are dated as early as 1938. Most relate to Latin American programs of the U.S. Department of Agriculture. Dr. Earl N. Bressman served as scientific adviser to the Secretary and Assistant Director of the Office of Foreign Agricultural Relations before becoming Director of the Agricultural Division of OIAA.

Records of the Department of Basic Economy

In March 1942 President Roosevelt approved a program for carrying out certain U.S. obligations under accords of the Conference of American Foreign Ministers held at Rio de Janeiro, January 15-28, 1942. The OIAA was to formulate and execute programs for the control and prevention of disease, the improvement of facilities for sanitation, sewage disposal, housing, food and water supply, transportation, and medical treatment. Also it was involved in training programs needed to accomplish these objectives. An Assistant Coordinator over health, sanitation, nutrition, and emergency rehabilitation was designated; and the Institute of Inter-American Affairs (IIAA), a subsidiary corporation, was created on March 31, 1942, to conduct actual operations. By September 1942 the Department of Basic Economy had been organized with responsibility for the programs. This Department included for a time, in addition to the IIAA, the Regional Division, a Planning and Analysis Section, and an Exchange and Consultants Section.

By the summer of 1944 activities of the Department of Basic Economy apparently were limited to projects of the IIAA. Because many of its projects were of a long-range nature, the Institute was transferred intact to the Department of State in May 1946 when the OIAA was terminated. It continued to function within the State Department until it was dissolved and its functions were transferred to the Foreign Operations Administration on August 1, 1953.

Since the functions and activities of the Basic Economy Department were, in practice, coextensive with those of the IIAA (except as noted above), the records of the two are inseparable. Described below are working files of the IIAA operating divisions and divisions of the Department which were not part of the Institute. Additional records of or relating to the IIAA are in the central files (entry 1) and in the records of the Office of the General Counsel (entry 14).

137. SPECIAL PROJECT FILES. 1941-51. 7 ft.

Arranged by project code number and thereunder either chronologically, by subject, or type of material.

Correspondence, memorandums, reports, project authorizations, newsclippings, and other records relating to projects of the Department, its divisions and predecessors. They concern administrative, financial and legal matters, travel, and general background for projects. Most of the records fall between 1942 and 1946, but a few items are dated 1940. An index and a register relating to this series are described in entries 5 and 6.

138. REPORTS ON "PLANNING FOR THE FUTURE." 1948. 1 ft.

Arranged alphabetically by country and thereunder by IIAA division.

Reports of IIAA field parties in Latin America on current projects and activities and plans for new activities, including evaluations of current programs, estimated costs of future projects, and attitudes of the Government, general public, and U.S. Ambassadors in host countries toward IIAA activities in the country. Included are transmittal correspondence and supportive material such as statements by officials, photographs, and newsclippings.

RECORDS OF THE DIVISION OF HEALTH AND SANITATION

By the fall of 1941 the OIAA recognized the need for a major program in the field of health and sanitation. At the Rio Conference of January 1942 the OIAA sought recognition of health and sanitation needs and apparently participated in drafting a resolution to that effect which was adopted by the Conference (Resolution 30). The Health and Sanitation Division was established April 2, 1942, as an instrument to implement the resolution.

The basis for the health and sanitation program was the need for (1) satisfactory health and sanitation conditions for protection of U.S. forces in tropical areas, (2) prevention of conditions which would impair the health of Latin American workers engaged in producing critical war materials, and (3) general improvements in health and sanitation in Latin America in line with OIAA programs for improvement of general welfare in the region.

To achieve these objectives, the Health and Sanitation Division undertook a number of large-scale programs throughout Latin America, varying them according to the needs of each country. Sanitary engineering projects were begun with the construction or improvement of water supply and sewage disposal facilities, hospitals, health

centers, and (for malaria control) spraying and swamp drainage. In the category of medical services, the Division operated health centers, clinics, and laboratories and supported research in disease control. There were also programs to train nurses and technicians in health and sanitation and health-education programs for the general public. The most intensive work was undertaken in geographic areas of strategic importance to the war effort, such as the Amazon Valley (rubber), Rio Doce Valley of Brazil (minerals), Chimbote Valley of Peru (iron and coal), and at airfields and camps throughout Latin America.

To carry out the health and sanitation work of the OIAA, a Health and Sanitation Division existed as early as the summer of 1941. By mid-1942, with the expansion of the program under the IIAA, the Division consisted of Engineering, Medical, and Administrative Sections, which functioned throughout the existence of the Division. Fieldwork was generally handled on a cooperative basis with host governments through an organizational device called a *servicio*. A *servicio* usually became an integral part of the local ministry of health, headed by a Chief of Field Party who represented the OIAA.

Records relating to health and sanitation activities, in addition to those described below, are among the central files (entry 1).

139. GENERAL RECORDS. 1942-51. 18 ft.

Arranged by year, thereunder alphabetically by subject or country, and thereunder chronologically.

Mostly correspondence, memorandums, and reports, including weekly and biweekly reports of the Division, semimonthly tabular summaries of projects, field reports, and annual reports of the IIAA. There are also organizational charts, administrative issuances, press releases, minutes and proceedings of meetings, technical bulletins, copies of Health and Sanitation Division newsletters, and maps. The records relate to most administrative and substantive matters of concern to the Division, such as medical and sanitation problems and activities in Latin America, cooperative health programs, education and training programs, the point 4 program for assistance to other nations, hospitals, conferences, budget and legal matters, and personnel.

140. SUBJECT FILES OF THE TRAINING PROGRAM. 1942-51. 4 ft.

Arranged alphabetically by subject or type of record and thereunder chronologically.

Correspondence, memorandums, reports, directives, minutes of meetings, and other records. They relate to such matters as fellowships and scholarships offered to Latin Americans for training in medicine, dentistry, nursing, nutrition, sanitation, and other health-related fields in the United States and Latin America; field trips by OIAA officials; conferences, congresses, and other meetings; motion pictures and newsreels concerning health subjects; and administrative, legal, financial, and policy matters. Most of the records are dated 1946-51.

This series includes records of the Training Division of the Basic Economy Department, organized in 1944, predecessor programs, and the

Training Section of the Health and Sanitation Division which inherited most of the functions of the Training Division in 1948.

141. COUNTRY FILES OF THE TRAINING PROGRAM. 1943-48. 2 ft.

Arranged alphabetically by country and thereunder chronologically.

Mostly correspondence and memorandums with chiefs of OIAA Health and Sanitation Division field parties and educational institutions concerning the training program in individual Latin American countries. Also included are copies of reports. This is a companion series to the subject files described in entry 140, and the series are cross-referenced. A few items are dated 1942.

142. PLANS AND BLUEPRINTS. 1942-51. 14 ft.

Arranged alphabetically by country and thereunder by project.

They relate to structures and equipment for health and sanitation projects and include plans for water supply, drainage, and sewer systems, hospitals, schools, laboratories, dispensaries, boats, motors, and other machinery. Some are dated as early as 1937.

143. MONTHLY PROGRESS REPORTS OF FIELD PARTIES. 1942-51. 29 ft.

Arranged alphabetically by country and thereunder mostly by month. Some reports for Brazil are arranged by year, thereunder alphabetically by program, and thereunder by month.

Reports relate to health and sanitation field projects, trips, and other activities in Latin America. Some early reports were submitted biweekly. Also included are transmittal correspondence and enclosures such as letters, charts, maps, and other illustrative material.

144. QUARTERLY REPORTS OF THE *SERVICIO ESPECIAL DE SAÚDE PÚBLICA*. 1944 and 1946-50. 17 vols. 3 ft.

Arranged chronologically.

Bound copies of reports submitted in Portuguese to the Minister of Education and Health of Brazil concerning health and sanitation projects and activities in Brazil. There are gaps in this series.

145. RECORDS OF THE COOPERATIVE HEALTH PROGRAM IN THE DOMINICAN REPUBLIC. 1943-48. 2 ft.

Arranged by type of record according to a numerical filing scheme. Project completion agree-

ments are arranged thereunder in numerical order by project number.

Consist primarily of project completion agreements between the IIAA and the Department of Sanitation and Public Welfare of the Dominican Republic, with accompanying correspondence and other supportive material. The basic agreements for the undertaking and termination of the general program are also included. There are reports, summaries, maps, photographs, and blueprints of plans relating to the projects comprising the program in which the IIAA provided funds and technical personnel for malaria control, medical and laboratory training, and general public health.

RECORDS OF THE FOOD SUPPLY DIVISION

The problem of food supply and nutrition was discussed at the Rio Conference in January 1942 in connection with health and sanitation; and a food supply program was included in the IIAA when it was established in March 1942.

The OIAA food supply program had a dual purpose: (1) emergency aid to curb food shortages caused by wartime economic dislocations, and (2) long-range development designed to make Latin American republics self-sufficient with respect to food requirements. In practice the program introduced subsistence agriculture in the form of food crops which could be quickly raised and an extensive program of demonstration projects initiated in cooperation with the U.S. Department of Agriculture. Food supply activities were not as widespread as were those for health and sanitation. They concentrated largely on the procurement of food, especially fresh fruits and vegetables, for U.S. forces in the Canal Zone and construction workers on the inter-American highway in Central America, and on the relief of food shortages in other strategic areas such as northern Brazil, northern Peru, and eastern Nicaragua.

The Food Supply Division, organized in April 1942, was transferred to the State Department in 1946 with other divisions of the IIAA. In addition to records of the Division described below, there are records relating to the OIAA food supply and agricultural activities in the central files (entry 1) and in records of the Agricultural Division (entry 136).

146. GENERAL RECORDS. 1943-49. 3 ft.

Arranged by subject or type of record, mostly according to an alphabetical/numerical filing scheme, and thereunder chronologically.

Correspondence, memorandums, reports, minutes of meetings, agreements, and other records. They relate to topics of general concern to the Division, such as administrative and legal matters, budget, policy, procedures, publicity, information, programs of other divisions of the IIAA, training, conferences, and field trips. Also filed with this series are records of and relating to Prencinradio and the Institute of Inter-American Transportation, which William C. Brister, Director of the Food Supply Division, served for a time as president. Most of the material in this series is dated 1948; a few items are dated 1942 and 1951.

147. PROJECT FILES ("COUNTRY FILE"). 1942-45. 5 ft.

Arranged alphabetically by country or region (there are files for the Caribbean and Central American countries collectively as well as individually) and thereunder either chronologically or by subject or project.

Correspondence, memorandums, reports, photographs, maps, and other records relating to food supply projects in Latin America. A few items are dated 1940 and 1946.

148. PROJECT FILES. 1946-47. 8 in.

Arranged alphabetically by country, thereunder by subject or types of material, and thereunder chronologically.

Correspondence, memorandums, reports, and

newsclippings concerning food supply programs in Costa Rica, Haiti, Paraguay, and Peru. Included are monthly field reports and fiscal inspection reports.

149. RECORDS RELATING TO MOTION PICTURES. 1943-47. 10 in.

Arranged alphabetically by subject or film title. Mostly film scripts (some in Spanish) and accompanying Government publications and other

printed matter relating to the subject of each film. The scripts are for films concerning food supply topics such as food production and storage, irrigation, soil conservation, farm machinery and tools, and pest control. There are also correspondence with movie producers, field parties, and others and memorandums relating to the Basic Economy film program, plans and policy, and individual films. The films are not in the National Archives of the United States.

RECORDS OF THE EMERGENCY REHABILITATION DIVISION

A subject discussed at the Rio Conference of January 1942 was the final settlement of a border dispute between Peru and Ecuador which had resulted in an armed clash between the two countries during the summer of 1941. Damages were extensive, especially in the El Oro Province of Ecuador, with most homes and sources of food destroyed. The Ecuadorian Government was unable to furnish sufficient aid, so, at the suggestion of the State Department, the OIAA sent a three-man mission to El Oro in February 1942 to render immediate aid and make plans for extensive rehabilitation. As a result of its report, a 12-man mission was sent, and the Emergency Rehabilitation Division was established in July 1942 under the IIAA.

The new division's basic objective was to provide immediate relief from major disasters arising from economic, military, or natural causes. Its work was distinguished from health and sanitation and food supply programs by its emphasis on immediate problems of a specific region, rather than long-range and hemisphere-wide programs.

Two major projects were undertaken by the Division: (1) the El Oro Technical Mission, which helped the Ecuadorian Government repair the damages from the 1941 border dispute, and (2) the Potrerillos-Pito Solo road construction project in Honduras, which provided temporary employment for banana plantation workers thrown out of work by the curtailment of banana exports due to wartime shipping demands. Work on the latter project began in October 1942.

The El Oro project was finished in January 1944; the Potrerillos-Pito Solo project in August 1944. With the termination of these projects the Emergency Rehabilitation Division was dissolved and its functions were absorbed by the Health and Sanitation and the Food Supply Divisions.

Records relating to emergency rehabilitation activities, in addition to those described below, are in the central files (entry 1).

150. PROJECT FILE. 1942-44. 4 ft.

Arranged by subject or country, in part according to an alphabetical-numerical filing scheme, and thereunder chronologically.

Correspondence, memorandums, reports, abstracts, photographs, maps, and other records relating to emergency rehabilitation projects. Most concern the El Oro Technical Mission and the Potrerillos-Pito Solo Road Project. There is also material relating to the gold mining industry in Nicaragua. A few items are dated 1945.

151. CORRESPONDENCE RELATING TO COORDINATION COMMITTEES. 1942-44. 4 in.

Arranged alphabetically by country and thereunder chronologically.

Letters and memorandums received and copies of those sent concerning activities of emergency relief sections of the coordination committees.

152. GENERAL RECORDS OF THE EL ORO TECHNICAL MISSION. 1942-44. 2 ft.

Arranged by type of record, subject, or project, and thereunder chronologically.

Letters received and copies of letters sent by the Director of the Mission; memorandums; reports, including copies of bimonthly progress reports of the Mission; surveys; studies; statistical summaries; daily minutes; and other records relating to general activities of the Mission and its individual projects.

*RECORDS OF THE PLANNING AND ANALYSIS SECTION***153. REPORTS. 1942. 5 in.**

Arranged by subject or country.

Prepared by staff member Christopher Meyer.

They include subject-specialized reports on agri-

cultural and investment activities and facilities in Latin America and reports on political, commercial, agricultural, and medical conditions in individual countries.

Records of the Department of Special Services

From the time OCCCRBAR was established in August 1940, it was believed that the furtherance of hemispheric solidarity implied some degree of activity within the United States. The program of the Office was, in effect, two-way: to inform the people of the United States about Latin America and vice versa.

The activities of the OIAA in the United States were administered by various units over the years and were modified somewhat as circumstances changed. In general, the programs fell into the following categories: (1) aid to prominent Latin American visitors in the form of securing travel and hotel reservations, interpreters, and guides; (2) aid to educational programs aimed at training Spanish and Portuguese language teachers and the distribution of educational materials about Latin America; (3) sponsorship of inter-American centers in cities throughout the United States to promote goodwill; (4) work with "major key groups" such as the National Federation of Women's Clubs, American Legion, U.S. Junior Chamber of Commerce, Boy Scouts of America, 4-H Clubs, and fraternal orders, to bring the inter-American program to a large cross section of the population; (5) provision to inter-American centers and major key groups of information on individuals qualified to speak on Latin American subjects; and (6) work with Spanish- and Portuguese-speaking minorities in the United States in an effort to stem rising problems resulting from discrimination and lack of understanding which were seen as a threat to the inter-American program.

No specific organizational unit was established to handle inter-American activities in the United States initially. Some were administered by the Information Division, others by the Cultural Relations Division. In March 1942 a Division of Inter-American Activities in the United States was established, combining two previously existing units: the Civic Organizations Section of the Information Division, which worked chiefly with women's groups; and the Hospitality Section of the Cultural Relations Division, which entertained visiting Latin American officials and others. The new Division organized a small Lectures and Materials Section to disseminate educational materials and compile lists of speakers. It became a part of the Department of Information Services when that Department was organized in February 1943. By then Division activities were being carried out by four sections—Inter-American Centers, Major Key Groups, Spanish and Portuguese Minorities, and a Speakers Service Bureau.

The Division of Inter-American Activities in the United States was elevated to departmental status when the Information Services Department was dissolved in September 1943. By October 1944 the name of the Department had been changed to Department of Special Services. It consisted of an Education and Teacher Aids Division; a Services and Field Coordination Division, which took over the functions of the former Lectures and Materials Section; a Labor Relations Division; and sections working with reception centers for Latin American visitors, Spanish- and Portuguese-speaking minorities, and key groups. The Labor Relations Division, formed in 1944, continued inter-American labor functions formerly administered by a labor relations unit of the Emergency Rehabilitation Division. The Division advised the Coordinator, other Government agencies, and private organizations on matters relating to inter-American labor relations, developed programs to promote close relations between labor groups in the United States and Latin America, accumulated data on labor groups in Latin America, and helped prepare various publications.

The Department of Special Services was abolished and most of its functions discontinued in the fall of 1945, except for the Labor Relations Division, which continued to function until the OIAA was terminated in May 1946. The program of the Education and Teacher Aids Division was transferred to the U.S. Office of Education.

Most remaining records of the Department of Special Services and its predecessors are in the central files (entry 1).

154. MISCELLANEOUS RECORDS. 1941-42. 3 in.

Arranged by name of organization and thereunder chronologically.

Correspondence, memorandums, reports and other records concerning aid for inter-American programs of the World Affairs Council of Rhode Island, the Pan American Society of Massachusetts, and the Southern Council of Research.

155. RECORDS RELATING TO MINORITIES. 1941-43. 5 in.

Arranged by subject or correspondent and thereunder chronologically.

Correspondence, memorandums, reports and other records. They relate mostly to the program to improve relations between Anglo-Americans and Spanish-speaking Americans in the United States and provide increased educational and employment opportunities for the latter. Most concern problems of Mexican-Americans in the southwest, but there are also records concerning Mexicans in Chicago, Puerto Ricans in New York, and blacks.

*RECORDS OF THE SERVICES AND FIELD COORDINATION DIVISION***156. RECORDS RELATING TO MATERIALS, EXHIBITS, AND LECTURES. 1942-46. 6 in.**

Arranged by subject or type of record and thereunder mostly chronologically.

Correspondence, memorandums, reports, scripts, printed matter, and shipping orders. They relate to the acquisition, preparation, and distribution of materials for exhibits, lectures, and other educational purposes. A few items are dated 1941.

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Third block of faint, illegible text, continuing the list or series of entries.

Fourth block of faint, illegible text, possibly a concluding paragraph or a separate section.

Fifth block of faint, illegible text, continuing the list or series of entries.

Sixth block of faint, illegible text, possibly a concluding paragraph or a separate section.

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Appendixes

I. CENTRAL FILING SCHEME (ENTRY 1)

0. Inter-American Activities in the United States

Civic Programs

Distribution of Materials

Educational Programs

Conferences

Contests

Exhibits

Language Teaching

Lectures

Schools and Institutions

Teachers

Teaching Aids

Fiestas and Holidays

Hospitality

Entertainment

Visitors

Registers of Visitors

Reservations

Inter-American Centers in the United States

Organizations

Social and Labor Relations

Spanish- and Portuguese-Speaking Minorities in
the United States

Speakers Service

Requests for Speakers

Women

Country Files (alphabetically by country)

1. Basic Economy

Institute of Inter-American Affairs

Publications

Emergency Rehabilitation

Civilian Defense

Economic Relief

Public Works Program

Natural and War Disasters

Food Supply

Agriculture

Farms and Farming

Food

Food Storage

Health and Sanitation

Training

Supplies and Equipment

Health

Committees and Institutes

Diseases

Facilities

Sanitation

Sanitary Facilities

Reports and Surveys

Country Files (alphabetically by country)

2 Commercial and Financial

Economic Development

Committees and Conferences

Advertising

American Firms

Black List

Commodities

Commodities for Shipment (alphabetically
by commodity)

Strategic Materials

Communications

Inter-American Development Commission

Inter-American Training Administration

Industrial Scholarships

International Training Administration

Investments

- Insurance
- Loans
- Regional
- Reports and Surveys
 - Reports
 - Surveys
- Research
 - Postwar Planning
- Special Events
- Taxation
- Trade
 - Exports
 - Export Control
 - Export Licenses
 - Imports
 - Industrial Development
 - Price Control
 - Shipments
- Transportation
 - Airways
 - Airports and Airlines
 - Aviation Training
 - Inter-American Escadrille
 - Planes
 - Landways
 - Inter-American Highway
 - Motor Highways
 - Railways
 - Waterways
 - Acquisitioning of Ships
 - Inland Waterways
 - Inter-American Navigation Corporation
 - Ocean Traffic
 - Operation of Ships
 - Shipbuilding
 - Reports and Surveys
- Country Files (alphabetically by country)
- 3. Information
 - Press
 - Publicity
 - Exhibits
- Motion Pictures
 - Plans-Policy-Procedure
 - Films
 - Civilian Defense
 - Distribution
 - Documentary
 - Educational
 - Foreign
 - Health and First Aid
 - Military
 - Nontheatrical
 - Theatrical
 - Miscellaneous
 - Disney Activities
 - Newsreels
 - Reports
 - Motion Picture Society (Weekly)
 - Latin-American Distribution
 - Nontheatrical Distribution
 - Theatrical Distribution
 - U.S. Distribution
 - Country Files (alphabetically by country)
- Radio
 - Operating Plans and Procedure
 - Procedure
 - Broadcasting Stations
 - Station Finance
 - Short Wave
 - Local Committee Project Authorizations
 - Programs
 - Dramatic
 - Labor and Industry
 - Religious
 - News Broadcasts
 - Reaction
 - Rebroadcast
 - Reception
 - Schedules
 - Spot News
 - Foreign Broadcast
 - Programs Other than OIAA
 - U.S. Programs With Latin American Content
 - Musical
 - Propaganda
 - Educational
 - Local Committee Programs
 - Talent
 - Scripts and Material
 - Distribution

OtherThan OIAA
 Transcriptions
 Shipments
 Advertising and Publicity
 Advertising
 Axis Activities
 Monitoring
 Reports and Surveys
 Reports
 Surveys
 Supplies and Equipment
 Supplies
 Equipment
 Special Events
 Country Files (alphabetically by country)

Science and Education
 Catholic
 Congresses
 Arts
 Painting
 Poetry
 Sculpture
 Dancing
 Drama
 Visual Arts
 Music
 Songs
 Sciences
 Education
 Teachers
 Libraries
 Lectures
 Students
 Language
 Teaching Methods
 Conferences
 Contests
 Scholarships
 Schools and Institutions
 Teaching Aids
 Exhibits
 Sports
 Microfilming
 Reports
 Race
 Indians
 Negroes
 Youth
 Special Events
 Country Files (alphabetically by country)

4. Administration

Organization

 Fiscal
 Budget
 Encumbrances
 Project Encumbrances by Division

 Laws and Legal Matters
 Contracts
 Comptroller General's Decisions
 Acts
 Latin American Laws

 Office Service
 Building and Grounds
 Space
 Files
 Mail

 Personnel
 Records
 Latin American Field Personnel

 Cooperation

 Policy
 Procedure

 Reports
 Weekly
 Daily
 Miscellaneous
 Personnel

Country Files (alphabetically by country)

5. Alphabetical

Agriculture Department

 Alien Property Custodian

 Board of War Communications

 Bureau of the Budget

 Civil Service Commission

 Commerce Department

Congress, U.S.	National Housing Agency
House of Representatives	National Labor Relations Board
Senate	National Resources Planning Board
Coordinator of Information	Navy Department
Council of National Defense	Office of Censorship
Education, U.S. Office of	Office of Civilian Defense
Export-Import Bank	Office of Contract Settlement
Federal Communications Commission	Office of Defense Transportation
Federal Deposit Insurance Corporation	Office of Economic Stabilization
Federal Loan Agency	Office of Economic Warfare
Federal Power Commission	Office of Emergency Management
Federal Reserve System	Office of Facts and Figures
Federal Security Agency	Office of Government Reports
Federal Trade Commission	Office of Lend-Lease Administration
Federal Works Agency	Office of Price Administration
Foreign Economic Administration	Office of Production Management
General Accounting Office	Office of Scientific Research and Development
Government Printing Office	Office of Strategic Services
Inter-American Defense Board	Office of War Information
Interior Department	Office of War Mobilization
Interstate Commerce Commission	Panama Canal
Justice Department	Pan American Union
Labor Department	Post Office
Library of Congress	Railroad Retirement Board
Maritime Commission	Reconstruction Finance Corporation
National Academy of Sciences	Red Cross
National Archives	

Securities and Exchange Commission	United Nations
Selective Service	Veterans Administration
Smithsonian Institution	War Department
State Department	War Labor Board
U.S. Dispatch Agent	War Manpower Commission
Supreme Court, U.S.	War Production Board
Tariff Commission	War Shipping Administration
Tennessee Valley Authority	White House
Treasury Department	

II. LIST OF MOTION PICTURE TITLES (ENTRY 79)

Our Neighbors Down the Road	Sua excelencia o General Eurico Gaspar Dutra em visita aos Estados Unidos (The Visit of General Eurico Gaspar Dutra to the United States)
Heart of the Inca Empire	
Treasure Trove of Jade	Little Detroit
Portaaviones (Aircraft Carrier)	Mary Smith, American
Las dos Américas y el aluminio (Aluminum for the Americas)	Men of the U.S. Navy
Guerreiros anfibios (Amphibian Fighters)	Jap Murders of U.S. Flyers Arouse Nation (News of the Day)
Blimp Patrol	World Airways, Today and Tomorrow
Story of the Black Cats	Patrol Bomber
Brazilian Quartz Goes to War	General Isaías Medina Angarita visita los Estados Unidos (General Isaías Medina Angarita Visits the United States)
[Mica and Quartz]	Soldados estibadores del ejército de los Estados Unidos (Stevedore Soldiers of the United States Army)
Antioch College, Ohio	
Pilotos para las Américas (Pilots for the Americas)	El frente suroeste del Pacífico (Southwest Pacific Front)
Instantáneos de comboias (Convoy)	El espíritu de Nobel (The Spirit of Nobel)
Los ojos de la armada (The Eyes of the Navy)	Asas sobre o mar (Sailors With Wings)
Espíritu de lucha (The Fighting Spirit)	Volando pela China (We Fly For China)
Enfermeiras do ar (Flying Nurses)	Rechusamos morir (We Refuse To Die)