DECLASSIFIED E. O. 12065 SECTION 3-402 / NNDG NO. 775015

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HIROSAKI CITY WELFARE OFFICE
NEW PLAN OF ORGANIZATION

Mr. Yokoyama, Department Chief,
(Association in charge of Economics & Health spends most of his time on Welfare)
Reviews reports, Plans directs handles public relations & personnel.

Mr. Ohara, Administrative Assistant
Accounts, Budget, payroll, keeps minsei-iin record. Orders office supplies & keeps records. Incharge of disaster relief.

Mr. Matsumoto, Case Work Supervisor

Mr. Harata, Case worker

Mr. Takayama, " "

Mr. Sano " "

Mr. Kumatani " "

Mr. Ota, Statistician
Group Relief - Housing, Workshops, Nurseries etc.

Miss Kondo (to be employed) Assistant to chief group relief.

Mr. Kikuchi, Clerical assistant to C.W.S.

Miss Uno, Miss Urushido and Miss Takiuchi, clerks

Applications may be made at the office or the home of the minsei-iin. Applicant will then bring application to office for first interview C.W.S will assign to C.W. who will investigate. Decisions as to eligibility will be made in the office and referred to Mayor for final approval or disapproval. Applicants will be notified by formal letter including right to appeal.

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HACHINOHE CITY WELFARE

1 August 1949

Mr. Sakigawara in Civil Affairs Office to report reorganization of staff but not entirely in accordance with discussion by Chief and P.W.O. last April. Two sections have been set up - One Social Affairs - One Relief and Service. Mr. Sasaki heads Social Affairs and Mr. Sakigawara. Relief and Service. The city has been divided into 4 districts and at present 3 of the districts are assigned to 3 case workers. Mr. Sakigawara is carrying the other district in addition to his duties of case work supervisor. Their present case load is 301 families. 80 cases have been closed since investigation by case worker. Most of these were found to have employment sufficient to meet their needs. In addition to the 3 case workers he has 2 on repatriates and demobilized. 3000 in city handle only reports and relief supplies on these - not public assistance - 1 statistician and 2 clerks. In Social Affairs Section they have placed disaster relief, housing, National Health Insurance supervision of nurseries, vagrants and child welfare with a staff of 6 people. The welfare section chief retains planning, budget, information and overall supervision of staff and minsei-iin. Mr. Sakigawara states he has more than he can do and desperately needs another case worker. P.W.O. suggested he use only 1 person on repatriates and demobilized and 1 as a case worker or transfer the person assigned to vagrants and child welfare to his section and divide this work among all case workers. Applications made at home of minsei-iin on office. If made at home of minsei-iin brought to office where last interview given by case worker who visits home makes close investigation - confers with supervisor where devision as to eligibility made - referred to Section Chief and Mayor for approval. Have had no complaints from minsei-iin who still have their monthly meetings but use these meeting to study laws etc.

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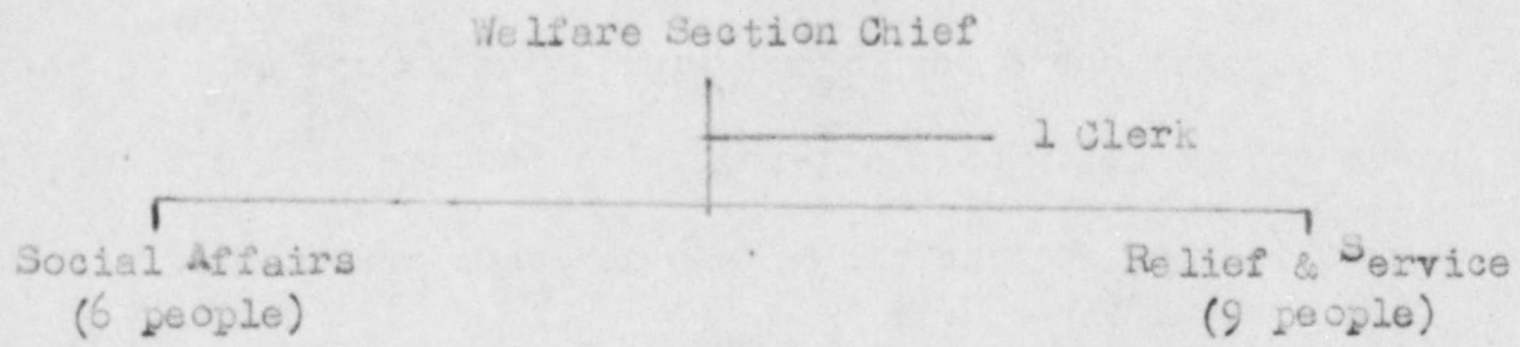
Staff 17 - Minsei-iin 173.



Telephone report from Mr. Sakigawara.

Vagabonds and child welfare transferred to his sub-section (relief and service) Vacancy for case worker filled. One person made responsible for repatriates.

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REORGANIZATION AOMORI CITY WELFARE

June 17, 1949

In conference with Mr. Kikuchi, Ken Welfare Section Chief and Mr. Shimokawara, Aomori Welfare Chief the following plans were made for reorganization of the Aomori Welfare Office.

1. Additional space required - May be able to use space now occupied by Fire Department.

2. Space to be arranged to provide waiting room and private interviewing booth.

3. Staff reorganized - to provide for an Administrative Section and a Case Work Section.

4. City to be divided into 5 districts as follows
   Dist. #1. black 1 Narita, Case worker, 15 minsei-iin, now - 162 families receiving assistance at present.
   Dist. #2. black 2 Case worker, 15 minsei-iin 127 families
   Dist. #3. black 3, 4 & 5 Case worker, 37 minsei-iin 149 families.
   Dist. #4. black 6, 7 & 8 Miura Case worker, 35 minsei-iin 148 families
   Dist. #5. black 9 & 10, Kudo Case worker, 21 minsei-iin, 62 families

5. Case Work Supervisor to be employed and 2 case workers. In addition to the five case workers responsible for districts Mr. Takamatsu will handle all vagrants and travelers, and Soma and Momata will serve as clerks.

6. Statistics will be assigned Itagaki assisted by Chiba (clerk)

7. Sasaki assisted by Yukibayashi (clerk) will be assigned fire brigade, relief supplies and will make special investigations when needed.

8. Mr. Shimokawara will continue as director and will be responsible for overall direction and planning, budget, personnel and public relations. For the present Mr. Amanai will continue as his assistant but will be replaced with a stronger person as soon as he can be transferred. Mr. Sakuraba will serve as clerk.

9. Mr. Shroto, Mr. Kimura and Mr Ishitoya are to be released as soon as the Mayor will do so.

10. Applications will be made at office in general. If made at home of minsei-iin they are to be referred to office for investigation. Publicity by means of block news sheets and minsei-iin visits will be use to inform the general public of this change and assure them of prompt service on their applications.

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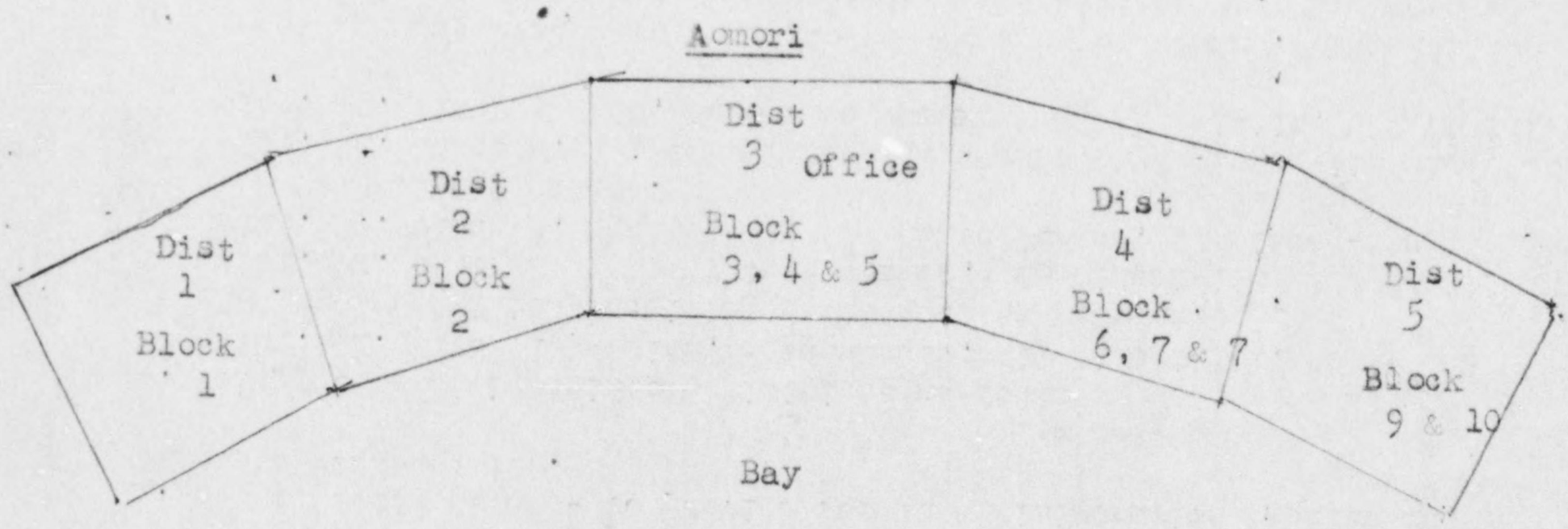
11. Minsei-iin will be used to assist the case worker in follow up visits, cherking references, employment, verifications special studies etc. For the time being they will meet monthly with case worker to discuss eligibility of applicants etc., and to make recommendations to the mayor. Mayor has not been meeting with minsei-iin in the past but approves their recommendation.

12. As soon as feasible a City Welfare Board of approximately 20 members will be set up. This board will consist of 1 minsei-iin from each black (10) and 10 others from among the outstanding citizens in the City. This board will meet monthly with the mayor and represent actives of the agency - the director, the case work supervisor and others when adviable for final approval or rejections of all applications. Mr, Kikuchi says must have ministry approval of this.
Later conference was held with Mr. Yokoyama Mayor and Mr. Nara Chief General Affairs. Mayor agreed to move fire dept. (Will report 20th) to release Shiroto and Yimura - Will release or transfer Ishitoya and Amanai later. Mr. Nara has a good man he thinks can transfer in as Case Sapv. 34 year old "U" graduate. Will endeavor to employ two good people as case workers. P.W.O. agreed to spend a couple of days in Welfare Office each week for two or 3 weeks to help get organized. Room to be divided into waiting room, interviewing room and general office.



Chief, Mr. Shimokawara

Board (20 members)

Administration Sect.

Mr. Amanai - Adm. Asst.
Duties - Overall planning & direction, budget, statistics, time sheets, personnel, public relations
Staff - Mr. Itagaki - statistics
Chiba - Statistics clerk
Sakuraba - Gen. Office Clerk
Sasaki - Supply & special investigations

Case Work Service & Relief Sect.

Case Work Supv. (to be employed)
Case worker
1. Narita Dist. 1
2. Kudo " 3
3. Miura " 2
4.
5.
6. Takamatsu - Intake & vagabonds

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Case Workers assigned districts will be responsible for all applications in their districts; investigation of need - redetermination of continued need; case work services; referral to other agencies. Will work closely with and supervise minsei-iin in their district.

Case work supervisor will be responsible for overall supervision of case workers and minsei-iin.

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18 February 1949

Miss Smith:

This is the schedule that we discussed with each of the city chiefs. They did the work, we did the translation and found it very revealing in terms of organization and administration.

A W Potts Jr.
A. W. POTTS Jr.

Minoru
Mr. Yokoyama - Major Osumori City

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2 Mar. 49

STUDY OF CITY WELFARE ADMINISTRATION

Public Welfare-

FINANCING

Public Welfare budget for current fiscal year, showing breakdown

Status of funds from the National Ministry and the prefecture for current fiscal year, as follows:

National Government and Ken funds were sent to local agency:

Date
Period covered
Amount

ADMINISTRATION

Organization chart

(Submitted) — Functions, by section

Personnel (by name, section, classification, job title, salary, age, education, years in welfare work, years in government work, what is the job, to whom is he responsible, whom does he supervise)

Minsei-iin

Names
District or ward
Number of cases
Type of cases
(submitted) — Last case load report submitted to the prefecture, showing types of cases

Office space and location

Space available for welfare in the city office?
District offices or space?

INSTITUTIONS

Public or private

Name, name of manager, location, function, source of funds, total annual budget, number of personnel.

PRIVATE AGENCIES

List of, location, functions, source of funds, total annual budget

POLICIES, LIST OF

Area in which the city has authority to make policy, both in general administration and in program.

青森市長
横山実殿

青森市社会課行政調査表

青森市社会課長　スミス

○戦政

一、昭和三十年度予算及其内容ヲ示セ

二、国庫補助金及縣補助金アラバ受取手続ヲ、
如何（何月ヨリ何月分迄）及其金額ヲ記セ

○行政

一、市役所内職員系図ヲ示セ

一、社会課内職務分担表ノ作成

二、社会課内人名、担当職場名、地位、俸給（手当共）
年令、教育、社会事業ノ経験年数、官職ニアリシ
勤務年数、課内誰ニ対シテ責任アリヤ、又誰
ヲ監督スルヤ

○民生委員

一、民生委員氏名、各受持区域名、被保護世
帯数、保護ノ種類及件数

二、縣ヘ提出サレシ最終ノ報告書ノ字句（保護ノ種類
件数記載スルコト）

裏面ヘ

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○事務所面積及位置

一市社会課ノ占メル坪数

○施設

又私立施設名、住所、仕事、資本金ノ出所

年際募集額、職員数

又公立施設名、住所、仕事、資本金ノ出所

年際募集額、方針

以上 市ノ管轄内ニアルモノノ記載ノコト

昭和二十四年三月十日、堤出

軍政府
厚生課
電話
3.984

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City Welfare File

HACHINOHE WELFARE OFFICE

31 May 1949

The Hachinohe Welfare Department is being reorganized. This department formerly had a chief who was also responsible for education and under him a section chief. The section chief now becomes the department chief and the former department chief assume responsibility for education only. The chief will be responsible for overall administration and direction. Budget public relations and publicity. He will have a general administrative section which will handle accounts, statistics, research, payroll etc. and a case work section. The case work section will he staffed by a supervisor four case workers and two clerks. The city will be divided into four districts and each case worker will be assigned a district. The case worker will be responsible for all cases in his district will supervise the minsei-iin in the district and will visit families. Applications will be accepted at either the office or the homes of the minsei-iin overall supervision of the case workers and minsei-iin will be given by the case work supervisor. In addition the department will have one person in charge of National Health Insurance and one in charge of Demobilization. They feel very strongly the need to give prompt service on all inquiries concerning demobilization either verbal or written.

Wood work work shop no longer workshop but now private enterprise see April monthly report.

Name of worksho - Chosetsukai Jusanjo - operated by Tokyo Shibaura Denki Kabushiki (Tbr Co.)

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A. Report of investigation made on family on public relief, family who needs assistance, medical care and home visit.

Welfare Section, Aomori City

No.24
Applied 22 April

NAME	ADDRESS
Mitsu Ishigaki	Hashimoto, Nishi Uramachi,
NAME OF MINSEI-IIN	ADDRESS
Suga Yamazaki	No.5, Block, Nishi Uramachi,

NAME OF DESEASE

Caner of Uterus

NAME OF HOSPITAL

Radiation ward, Aomori Medical College
53, Honcho, Hirosaki City

B. Family requiring medical care handled by Aomori City Hall.

Case worker Started 31 May, closed

NAME	AGE
Mitsu Ishigaki 259 Hashimoto, Nishi Uramachi, Aomori City.	33

House; Cryptomeria bark roofed. six mat room
Rent; House owner

FAMILY MEMBER	OCCUPATION	MONTHLY INCOME	EDUCATION	
Mitsu (mother) 33,	Tea-room waitress	¥3,000	Primary School	In hospital
Toshi (daughter)17	None	None	Higher Primary School	Healthy

Receives aid in kind from her elder sister, Rie Kato, Furukawa Machi.

On 3 June visited her home. As she removed to the Hirosaki Medical College Hospital June 3, she was not at home. Her daughter was also out.

The following was what was told by her neighborer Mr. Tamura.

Mitsuko is employed in a small tea room located in front of Kamiisobashi garage and is a serious woman. It is generally said that a serious woman makes rather poor wages. Her only daughter, Toshiko, was a second year student in Senior High School, a diligent and good girl. She had to leave school March this year owing to her mother's sickness. Her mother has been ill since November last year. The daughter is taking care of her mother

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at the hospital at present time. Husband died seven years ago. She was living at her husband's house in Memuro, Hokkaido, but came to Aomori as she met a war disaster there. Mother and her daughter are living in a poor small hut roofed with cryptomeria bark. Her husband's younger brother Bunji Ishigaki demobilized last year and has been living with them as he had no place to go and was employed by a Company (unknown) but is going to leave the house for his marriage shortly. He is now taking care of the house and seems to have feeling to support them out of him poor wages.

No relationship with her elder sister in law living in Nagashima of the City.

Her elder sister, Rie Kato (supposed to get married again) runs a cafe at Furukawa Machi, Aomori City seemes to be supporting her sick sister, Mitsu, with money irregularly (money back later?) Mitsu fell sick last November and overworked in order to get wages to cover her doctors bill, it is presumed.

On June 8 called on her at the hospital.

Three beds were being occupied by three patients in one room. Pretended as a visitor in fear that she might feel shyness if she was made known as a public recipient in the presence of the other people. Extremely doubtful in the first place but gradually came to a normal talk. She was awfully sorry that her daughter had to leave school abandoning her sincere desire to become a school teacher. She was asking me "Is my husband's brother still taking care of my house?" ,she was telling me that her elder sister at Furukawa is supporting her and was grateful for her kindness. She doesn't seem to known anything about the money she borrowed from her. She was taking nutricious food secretly. Her daughter appeared dressed in poor clothing but seemed clean and a good assistant of her mother. She was registered at the labor office but not given a job yet. Mother is expected to leave the hospital within one month and another one month will be needed for a rest. To brotect her from falling into an evil way a frequent home visit by the case worker is considered necessary until she is placed in a right position.

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City Welfare

8 March 1949

Minoru Yokoyama
Mayor, Aomori City

OVERALL BUDGET FOR 1949 - 1950 FISCAL YEAR

Revenue.

Item	Classification	Amount	Classification	Amount	Remarks
National Subsidy	Livelihood Protection	13,835,520	Living Aid	8,640,000	10,800,000x8/10
			Medical Care	5,040,000	6,300,000x8/10
			Maternal Aid	10,560	13,200x8/10
			Funeral Aid	87,360	109,200x8/10
			Occupational Aid	57,600	72,000x8/10
	Public Institution	11,664	Administrative cost for institution	11,664	14,580x8/10
	Allowance for Minsei-iin	30,750	Allowance for Minsei-iin	30,750	61,500x½
	Child Welfare	19,440	Administrative cost for Mothers Home	19,440	24,300x8/10
	TOTAL	13,897,374			
Prefectural Subsidy	Livelihood Protection	1,729,440	Living Aid	1,080,000	10,800,000x1/10
			Medical Aid	630,000	6,300,000x1/10
			Maternal Aid	1,320	13,200x1/10
			Funeral Aid	10,920	109,200x1/10
			Occupational Aid	7,200	72,000x1/10
	Public Institution	1,458	Cost for Public Institution	1,458	14,580x1/10
	Allowance for Minsei-iin	15,375	Allowance for Minsei-iin	15,375	61,500x¼
	Child Welfare	2,430	Administrative Cost for Mothers Home	2,430	24,300x1/10
	TOTAL	1,748,703			
	GRAND TOTAL	15,646,077			

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Expenditure

Item	Classification	Amount	Classification	Amount	Remarks
Social and Labor Institution					
Livelihood Protection		17,309,980			
	Amount of Aid	17,294,400	Amount of Aid	17,294,400	Living Aid 10,800,000 Medical Aid 6,300,000 Maternal Aid 13,200 Occupational Aid 72,000 Funeral Aid 109,200
	Public Institution	14,580,000	Subsidy rec'd	14,580,000	Administrative Cost for Public Institution
Cost for Minsei-iin		245,500			
	Misc. allowance	61,500	Misc. allowance	61,500	Cost for Minsei-iin
	Traveling expense	121,000	Traveling expense	121,000	Traveling expense for Minsei-iin 65,000
	Miscellaneous	63,000	Food	50,000	Transportation 56,000
			Printed matter	13,000	Food for Minsei-iin 50,000 Printed matter 13,000
Child Welfare		24,300			
	Mothers Home			24,300	Aministrative Cost
Dwelling house		24,950,000			
	Repair work	200,000	Repair work	200,000	
	Construction	24,750,000	Contractor	24,750,000	
Misc.		40,000			
	Misc.	40,000	Subsidy rec'd	40,000	
	TOTAL	42,569,780			

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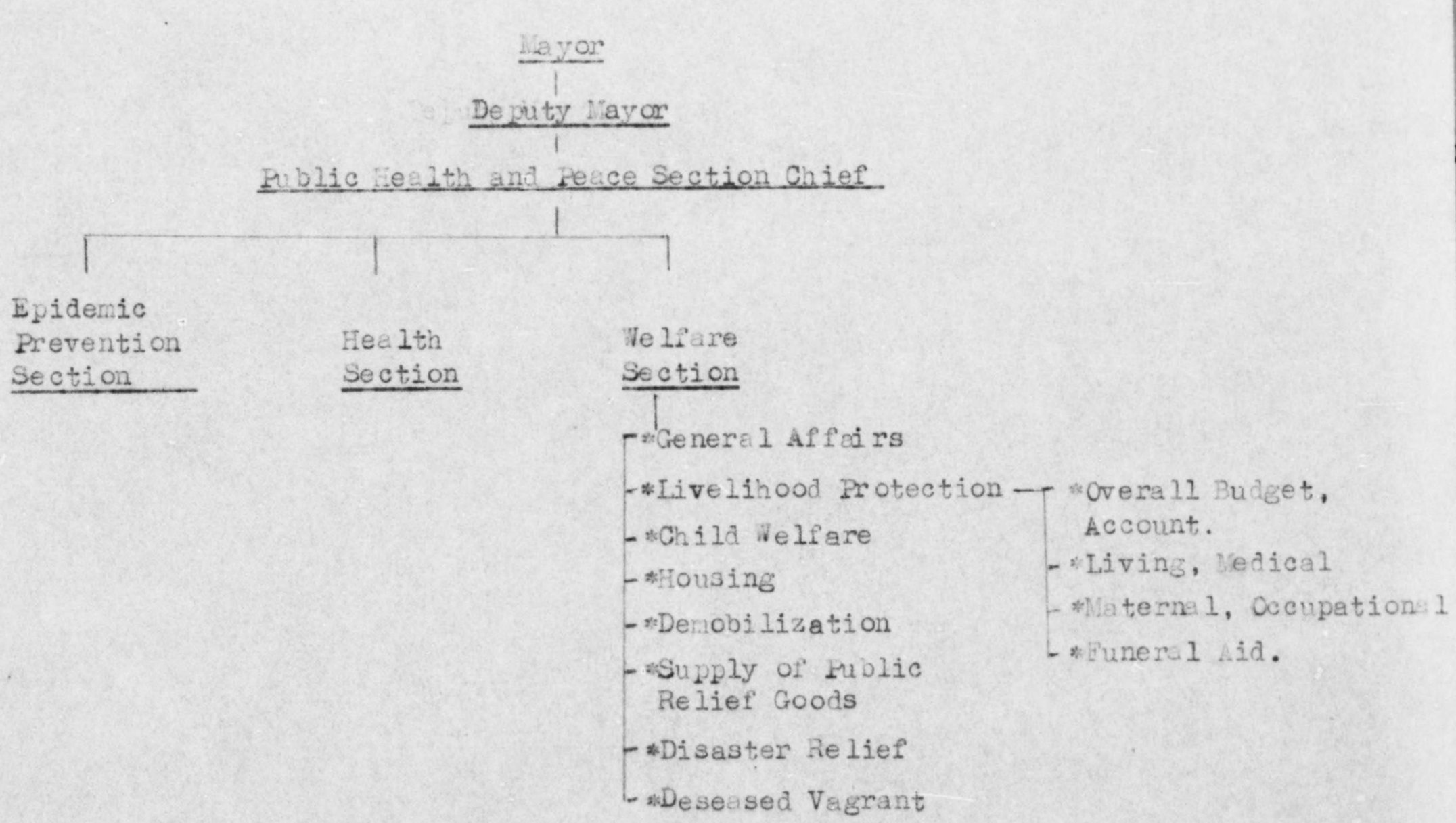
NATIONAL AND PREFECTURE FUNDS RECEIVED IN 1948

National Subsidy			Prefecture Subsidy		
Date	Period	Amount	Date	Period	Amount
4 May 1948	4 - 6	520,000.00	3 June 1948	4 - 6	177,000.00
7 June "	4 - 6	350,000.00	5 July "	7 - 9	230,000.00
30 June "	4 - 6	700,000.00	30 Sept. "	10 - 12	378,000.00
23 July "	7 - 9	1,650,000.00	25 Jan. "	1 - 3	303,000.00
25 Sept. "	8 - 10	780,000.00			
5 Nov. "	10 - 12	2,558,000.00			
12 Jan. "	11 - 3	500,000.00			
		7,058,000.00			1,588,000.00

Organization Chart.



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PERSONNEL IN WELFARE SECTION

Name	Job title	Position	Salary including allowance	Age	Education	Years in Welfare Work	Year in government work	Responsible to
T. Shimokawara	Section Chief	Official	7,880	39	Ordinary Civil Service School	5 months	12 years	Mayor
G. Amanai	Assist. Chief	"	6,820	47	Higher Primary School	1 year 9 months	30 "	Section Chief
I. Ishidoya	Housing	Clerk	6,391	55	Middle School	2 years 9 months	9 "	"
M. Shiroto	Disaster Relief	"	4,994	67	Higher Primary School	5 years 9 months	43 "	"
M. Sasaki	Relief goods	"	4,004	25	"	3 years 1 month	3 "	"
K. Itagaki	Repatriation demobilization	"	4,004	28	Middle School	6 months	2 "	"
T. Miura	Daily Life Security Law	Employee	3,718	21	"	3 years 6 months	3 "	"
C. Narita	"	"	3,146	26	Higher Primary School	1 year 2 months	3 "	"
S. Soma	Child Welfare	"	3,080	26	Middle School	10 months	10 months	"
K. Takamatsu	Deseased vagrant	"	3,410	24	"	3 months	4 years	"
Hana Kudo(F)	Daily Life Security Law	Clerk	5,819	49	Girls High School	10 months	9 years	"
Eki Yukibayashi(f)	Relief goods	"	4,004	26	Higher Primary School	6 months	5 "	"

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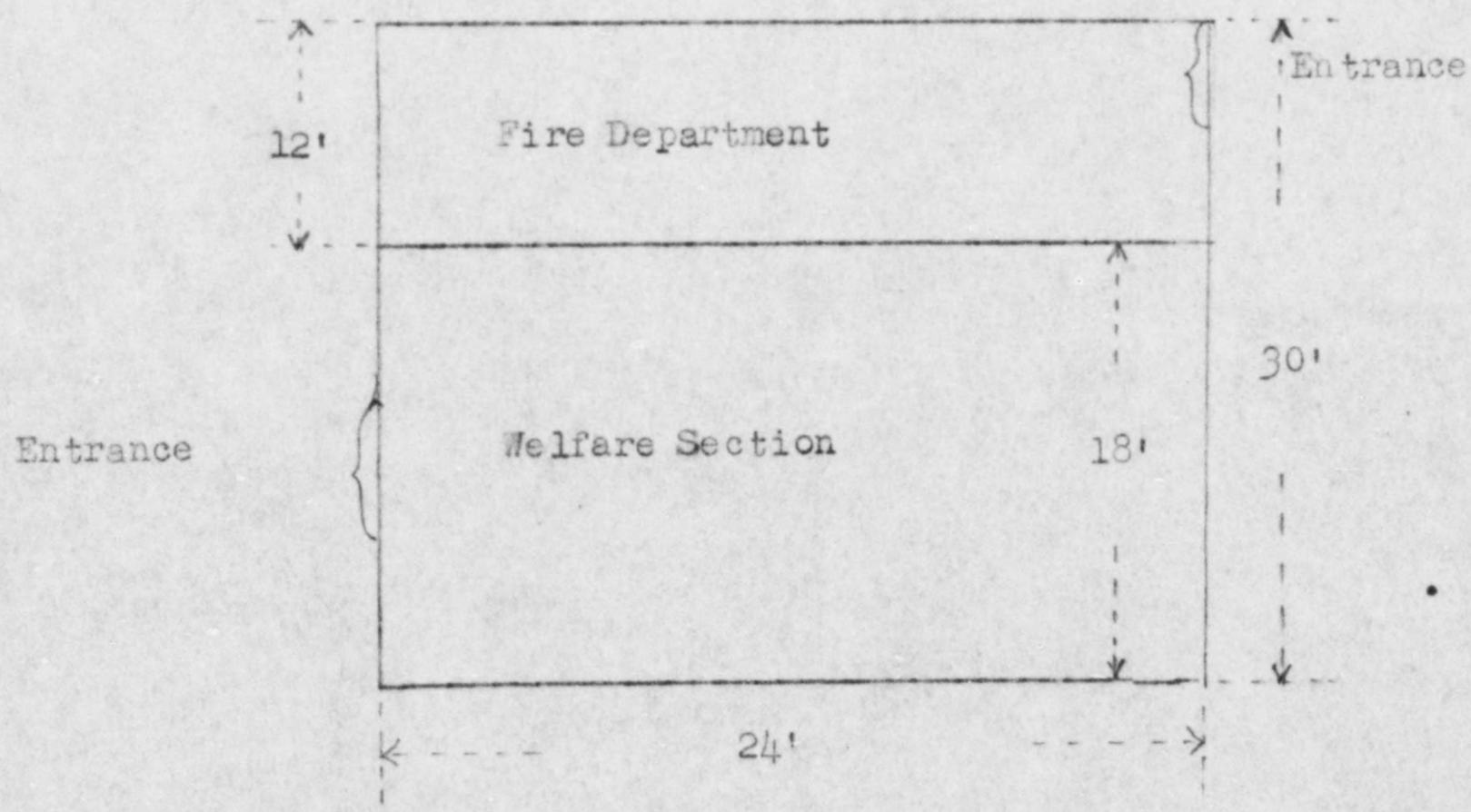
Name	Job title	Position	Salary including allowance	Age	Education	Years in Welfare Work	Years in government work	Responsible to
Fujie Sakuraba(F)	Demobilization	Employee	4,400	36	Girls High School	4 months	3 years	Section Chief.
Chie Chiba(F)	Daily Life Security Law.	"	3,289	21	Higher Primary School	1 year 5 month	3 years	"
Kie Momata(F)	"	"	3,289	20	"	"	"	"

15 persons. Supervision: Welfare Officials.

SPACE AVAILABLE FOR WELFARE IN CITY OFFICE



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DISTRICT	NAME	NO. OF CASE	LIVING AID	MEDICAL AID
Soma cho	Goro Neichi	12	11	5
Nowaki No.1	Kikue Tomisho	15	13	7
Nowaki No.2	Moto Ogawa	7	6	4
Matsubaracho	Toshikichi Hirai	11	9	2
Shijimikai	Akinori Yasuda	7	7	2
Shiomachi	Haru Tsuhata	6	6	
Tabakomachi	Jihei Shibata	34	27	14
Matsumoricho	Shosuke Awaya	5	5	1
"	Kiyo Mikami	1	1	2
Hamamachi	Yuhei Asari	7	4	6
Omachi	Tsuneichi Nishita	4	3	1
Komemachi	Seibei Yamamoto	5	4	4
Teramachi	Isokichi Muramoto	8	7	2
Yanagimachi	Teizo Kakizaki	9	6	3
Teramachi	Seiji Adachi	4	3	1
Hashimoto	Motokichi Yonekura	3	3	1
Hashimoto	Sadao Sakaushi	2		2
"	Shige Seido	13	8	7
"	Chiyo Kudo	1		2
Uramachi	Yoshio Okada	13	12	10
"	Shuichi Ishikawa	6	4	4
"	Suga Yamazaki	7	7	1
Yamanote	Keihachiro Negawa	4	4	
"	Setsu Mizuhara	5	3	3
Yokoyamacho	Chiki Saito	8	6	3
Yasukatacho	Teru Murotsu	5	2	3
Shin Machi	Kaichiro Onodera	1	1	

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MINSEI IIN, AOMORI CITY

As of March 7th 1949.

DISTRICT	NAME	NO. OF CASE	LIVING AID	MEDICAL AID
Yasaku	Harujiro Ogasawara	1	1	
"	Toyoji Takada	1	1	
Yaida	Hisa Sasaki	20	16	6
Tsukurimichi	Katsutaro Itoo	18	17	4
"	Yoshio Kon	5	2	5
No.1 Namiuchi	Hidekichi Odagiri	3	1	2
"	Yasuro Sawada	12	9	4
No.2 Namiuchi	Otosaburo Aoyama	16	15	5
Higashi Namiuchi	Tetsusaburo Sasaki	11	9	4
Nishimoncho	Sanzo Fujii	2	1	2
"	Kametaro Gonohe	49	43	32
"	Seishiro Tsuruga	12	10	8
Hanazonocho	Gunzo Masai	20	18	4
"	Sadayo Kawashima	7	7	3
"	Sada Tamura	3	3	1
Sakai Machi (A)	Take Chiyoya	7	6	1
"	Kiwa Tsushima	2	2	
" (B)	Hisa Kudo	4	3	1
"	Heizo Kumazawa	4	3	1
Gappocho	Kanji Sugo	39	37	18
Furuchayamachi	Hisako Kitayama	8	3	5
"	Kiyo Kuji	19	17	5
"	Shoichi Oda	4	4	
Osakacho	Chiaki Yamamoto	14	11	3

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DISTRICT	NAME	NO. OF CASE	LIVING AID	MEDICAL AID
Nagashima	Takeji Sasaki	4	2	2
Furukawa	Shintaro Takeda	5	5	1
"	Tora Tateyama	9	8	6
Midoricho	Masao Akshira	14	12	7
Kitakataoka	Tasaburo Fukuhara	6	5	2
Kashimacho	Suegoro Inomata	7	4	5
Nagashima	Asayo Yoshikawa	15	14	7
Nakamachi	Chugoro Miura	4	3	
Shinkoen	Masataro Ishioka	4	4	
Tokiwacho	Takichi Takui	9	9	1
Asahicho	Heichiro Yamagami	2	2	
"	Kinu Kumatani	9	9	3
"	Heiichiro Yamakami	2	2	
"	Zenshiro Kamada	8	8	2
Kanazawa	Zenshiro Narita	19	18	3
Mikamicho	Hisa Noro	2	1	1
"	Tasaburo Fukushi	19	19	4
Mikamicho	Tadashi Yamaguchi	4	3	1
Furukawa	Totaro Kudo	15	15	1
"	Genzo Nara	9	7	3
Shinoda	Ryoji Kitakawa	15	10	7
"	Taka Shoji	3	3	
Showacho	Tashichiro Yamauchi	11	10	2
Okidate	Setsu Maida	6	6	
"	Seiji Soeda	4	4	2
"	Genzo Kakizaki	2	2	1
Nitta	Sakutaro Sasaki	5	3	2

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DISTRICT	NAME	NO. OF CASE	LIVING AID	MEDICAL AID
No.1 Aburakawa	Hiroshi Osanai	7	5	2
"	Mitsugu Sawada	2	2	
"	Suetaro Uchimura	5	4	3
No.2 Aburakawa	Uichi Miura	10	8	3
"	Tokuo Sasaki	4	4	
No.3 Aubrakawa	Kyotaro Sasaki	2	2	
"	Aki Oi	4	3	1
Okidate	Gen-ichi Kakizaki	Doctor		
Furukawa	Miyoshi Hayashi	Mid wife		
Shijimikai	Tama Inaba	"		
Tsukurimichi	Keikichi Kikuta	Director		
Namiuchi	Mitsu Kakui	Mid wife		
Sakai Machi	Yae Ichinohe	"		
Uramachi	Chuji Miura	Doctor		
Bakuro Machi	Shoichi Murakami	"		
Uramachi	Taro Hachiya	"		

Total 94 persons.

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Housing
Disaster Relief
Supply — 1
Repat & Demobilyzel
D L.S.
Ch. Welf.
Diseased Vagrants
Sup. Case Work 1
Case Worker
6

Director. 1

Accts & Statis
4.

Release 3.

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Spot Check Relief Families

Name of Community: Kamenagdnawashiro

Date: 19 August, 1948.

Inspector: H. C. Bergstrom

Family Name	Number in Family	Income	Relief Grant	Present Occupation	Minsei Visits
Otsu	4 persons	irregular ¥1,000	¥500	Day laborer	
Mizuya	5 persons	—	¥1,100	None	

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American Consular Service
Norin Chuo Kinko,
9 1-chome, Yuraku-cho,
Chiyoda Ku, Tokyo.

MEMORANDUM

Subject: Travel of Japanese to the United States as Students

Section 4(e) of the United States Immigration Act of 1924 provision for the issuance of visas to persons who are bona fide students at least 15 years of age and who seek to enter the United States solely for the purpose of study at an accredited institution of learning approved by the Attorney General of the United States.

Persons desiring to make application for student visa under the foregoing provision of the Immigration Act are requested to comply strictly with the prodecures outlined below.

STEP I - Application for Japanese passport

The applicant should appear at one Japanese Foreign Office, Dai-ichi Building, Tokyo, or at one of its local liaison offices, in order to make application for a Japanese passport. The following items should be presented in connection with a passport application:

1. Letter of admission to school, in duplicate.

2. Documentary evidence, in duplicate, that adequate financial arrangements have been made to cover entire cost of round-trip travel, tuition, and maintenance while in the United States.

3. Koseki Shohon, in single copy.

4. Two passport-style photographs.

5. Personal history statement in triplicate.

6. Health certificate.

STEP II - Preliminary application for visa

The applicant should appear in person at this office for an interview and English language examination, at which time he should present the following documents:

1. Letter of admission to school in duplicate. A list of approved schools is maintained in this office, and may be consulted at any time.

2. Documentary evidence, in duplicate, that adequate financial arrangements have been made to cover the entire cost of his travel to and from the United States, his tuition, and all living and incidental expenses while in the United States. Such evidence will usually consist of one or more of the following items:

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To G-2

DATA SHEET

Name:

Date and place of birth:

Data re parents:

Marital status:

Dates and places of subject's residence in Japan:

Brief personal history (gist of subject's statements and our record):

Military Record: