Declassified E.O. 12356 Section 3.3/NND No. 785021

ACC

10000/103/1
(VOL. I)

Declassified E.O. 12356 Section 3.3/NND No. 785021

10000/103/1
(VOL. I)

ARCHIVES OF AC POLICY
JAN. 1944 - DEC. 1945

closed

T/AB

Archives Branch.

VOLUME 1

Archives of

Allied Commission

Policy.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Archives of

Allied Commission

Policy.

OPENED 8. JAN 1944

CLOSED 29. DEC. 1945

This FO
CONTAINS PAPERS
FROM 5-1-1944
31-12-1945
[illegible] 10000/103/1.

Declassified E.O. 12356 Section 3.3/NND No. 785021

[redacted]

Declassified E.O. 12356 Section 3.3/NND No. 785021

Dear Barr

We are [illegible]

There is no [illegible]

Office: Dec [illegible]

Our [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CO[illegible]MISSION
APO 394
(Archives Branch)

[illegible]ember 1945

Ref: 1/AB

TO : Hilary JENKINSON Esq.
Public Records Office
Chancery Lane
LONDON W.C.

SUBJECT : Archives of Allied Commission.

Dear Mr Jenkinson

I am enclosing a copy of covering letter 9265/137/AC.

Brigadier LUSH has asked whether you could give us the name of your "opposite number" in Washington. In the meantime Col. JACKMAN has gone over there with the draft to get the C.C.S. decision as to our future and is expected back next week. I may be seeing him later and will give you all his news.

Archives Branch is flourishing. We have plenty to do and are expecting a large increase of staff in the New Year as there are plans afoot which are ambitious and require some pretty good civilians.

Personally I have just the job I like and a more willing and happier lot of people you never saw.

Yrs ever
[illegible]

00218

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

Ref: 1/AB

29 December 1945

TO : A. MALCOLM Esq.
British Embassy.

SUBJECT : Archives of Allied Commission.

1. Reference my visit on the 28th. inst., I am enclosing a copy of the covering letter sent to AFHQ (9265/187/EO) upon the subject of the Archives Memorandum.

2. A copy is also being sent to the American Embassy and to Mr. Hilary Jenkinson for information.

N.M. HARRISON
Major
Archivist.

00217 [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY OF LETTER ADDRESSED TO BRIGADIER LUSH FROM Brig.EGA PARSONS.

ALLIED FORCE HEADQUARTERS
G -5 Section
APO 512

19 October 1945

Dear Lush

Thank you for your letter asking for the AFHQ draft instruction on the handling of Allied Commission's Archives. (1/AB undated)

The draft is attached. I have spoken to Lt.Colonel Jackman, who is handling the microfilming. He is fully prepared to discuss ways and means whereby the microfilming of your Archives can be carried out as conveniently as possible at the meeting on the 25th October. For instance although the draft letter does not say so, he is prepared to set up the plant in Rome which will mean that the files will only be kept for a day or two before they are returned to your Archivist.

Yours sincerely

??????????

Brigadier M.C.Bush, Executive Commissioner
Headquarters, Allied Commission
APO 394

00216

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

29 December 1945

Ref: 1/AB

TO : Mr. H.G.AINSWORTH
American Embassy.

SUBJECT : Archives of Allied Commission.

1. Reference my visit on the 28th.inst., I am enclosing a copy of the covering letter sent to AFHQ (9265/187/AC) upon the subject of the Archives Memorandum.

2. A copy is also being sent to the British Embassy and to Mr. Hilary Jenkinson for information.

N.M. HARRISON
Major
Archivist.

00215

HEADQUARTERS ALLIED COMMISSION — DRAFT
APO 394

ESTABLISHMENT MEMORANDUM)
NUMBER 3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

FUNCTION. 1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.

REVIEW. 2. All Offices of Headquarters A.C. and of Regions and Provinces will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.

POLICY & ACTION FILES. 3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be open.

DUPLICATES. 4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

0021

DIRECTIVES. 5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER. 6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and Routine files will be dealt with as follows:

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover of the original conspicuously endorsed:

" continued from (file)..... of..... branch."

As soon as the files are independent, the original will be sent to Archives, as it is unsound for an office to adopt files belonging to another office.

CLOSING DOWN. 7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files emanating from that branch will be forwarded to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives representative can call at that Office to discuss any questions relating to this procedure.

LOANING FILES. 8. Under no circumstances will files or individual papers be transferred to any outside body. Any files which are temporarily essential to the efficient working of an outside body may be loaned to such a body for a period not exceeding three months. The Officer borrowing the files will receipt a list of these and will forward this to the Archivist who will take steps to see these are returned on the stated date (Exhibit "A")

LISTING. 9. Lists in quadruplicate (see Exhibit "B") will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed

Declassified E.O. 12356 Section 3.3/NND No. 785021

& ACTION FILES — Action or Routine documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be open.

DUPLICATES. 4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file. 0021½

DIRECTIVES. 5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER. 6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and Routine files will be dealt with as follows:

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover of the original conspicuously endorsed:

" continued from (file)..... of..... branch."

As soon as the files are independent, the original will be sent to Archives, as it is unsound for an office to adopt files belonging to another office.

CLOSING DOWN. 7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files emanating from that branch will be forwarded to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives representative can call at that Office to discuss any questions relating to this procedure.

LOANING FILES. 8. Under no circumstances will files or individual papers be transferred to any outside body. Any files which are temporarily essential to the efficient working of an outside body may be loaned to such a body for a period not exceeding three months. The Officer borrowing the files will receipt a list of these and will forward this to the Archivist who will take steps to see these are returned on the stated date (Exhibit "A")

LISTING. 9. Lists in quadruplicate (see Exhibit "B") will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a stout envelope inside the crate to which the files belong, and the other three sent to Archives under separate cover. A receipt will be obtained.

DISPATCH. 10. Files transmitted to Archives will be securely tied in bundles not exceeding 12" in height. Files from different offices or branches will not be included in the same bundle. These to be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

BY COMMAND OF REAR ADMIRAL STONE.

Executive Commissioner.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

Exhibit "A"

RECEIPT

..... !
Office, Branch or S/O

Received from/by the Archives Branch of Allied Commission the following:

145

_____ bundles, numbered _____

_____ Files, numbered _____

_____

_____
Authorising Officer

Date _____

0021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

27 December 1946

Ref: 1/AB/and 7/AB

144

SUBJECT: Future of Archives and Property Control files.

TO : Brigadier M.S. LUSH.

I telephoned Captain AYLING (AFHQ Records) this afternoon who stated that the question of the Memorandum and its micro-filming are being represented amongst other matters at WASHINGTON by Col. JACKMAN.

He is expected to return on January 1st, when a ruling upon these subjects can be given. In the meantime they are acknowledging our letter.

I had visited Mr. Angus MALCOLM (British Embassy) earlier in the day and explained our position.

Whilst not expecting much practical difficulty in the idea of taking Archives Staff under their wing, (apart from the question of accomodation in Rome) he suggested that we should first obtain the agreement of AFHQ as to future policy.

I later telephoned him what Captain Ayling had said and he agreed that 'the ball was with us'.

I called on the American Embassy and, at Mr. Divenuti's suggestion, contacted Mr. AINSWORTH. He was of the same opinion as to the future of Archives and promised to inform Mr. Wesley JONES (Pol.Ad.) how things stand with Property Control.

PROPERTY CONTROL. British "case" files for Region IV (Rome) were handed to Lt.Col. BAILEY this afternoon and receipts obtained.

American "cases" are ready and will be accepted by Mr. Ainsworth when a question in their internal policy has been settled.

French Embassy (M. GABRIEL, Attache Commercial) will be contacted this week.

I will telephone Captain AYLING again next Tuesday (Jan 1.) re Col. JACKMAN's return.

H.M. Harrison

H.M. HARRISON
Major
Archivist.

Declassified E.O. 12356 Section 3.3/NND No. 785021

[illegible] ALLIED COMMISSION
[illegible] 194
Office of the Executive Commissioner

143

Ref: [illegible]

21 December 1945

[illegible]
[illegible] 6)

CLASSIFIED DOCUMENTS

1. The following extracts from the Joint US and British instructions are re-published for information together with comments and directions thereon.

The first margin shows the Joint instructions; the second the AC comments.

2. CONSTANT PERSONAL ATTENTION MUST BE PAID BY OFFICERS AND NEEDED TO DOWN GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

The vast mass of papers connected with planning for operations which have since taken place, or are no longer in prospect, should be down graded. The objective to be attained is to restrict classification to the lowest category consistent with security. There are four categories and their definitions are reported for information together with some examples as a guide.

Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

00212

i Plans of future major operations.
ii Very important political documents such as negotiations for an alliance.
iii Documents which would disclose methods of obtaining intelligence or injurii secret agents.

Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

i Operations other than above, including major operations in progress.
ii Order of Battle.
iii Vital information of important nations.
iv Reports on operations of vital interest to the enemy.
v Diverse reports on morale affecting major operations.

Confidential. Documents whose disclosure while not endangering national security would be prejudicial to the interest or prestige of the Allies or to an individual or cause embarrassment or difficulty or be of advantage to a foreign nation.

i Matters of a personal and disciplinary nature.
ii Routine matter [illegible] not containing information of vital interest to the enemy.

Declassified E.O. 12356 Section 3.3/NND No. 785021

CLASSIFIED DOCUMENTS

1. The following extracts from the joint US and British instructions are re-published for information together with comments and directions thereon.

The first margin shows the joint instructions; the second the AG comments.

2. CONSIDER PERSONAL ATTENTION MUST BE PAID BY ORIGINATORS AND HOLDERS TO DOWN GRADING WORK WITH A VIEW TO GOOD AS CONDITIONS PERMIT.

The vast mass of papers connected with planning for operations which have since taken place, or are no longer in prospect, should be down graded. The objective to be attained is to restrict classification to the lowest category consistent with security. There are four categories and their definitions are reported for information together with some examples as a guide.

Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

00211

i Plans of future major operations.
ii Very important political documents such as negotiations for an alliance.
iii Documents which would disclose methods of obtaining intelligence or important secret agents.

Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

i Operations other than above, including major operations in progress.
ii Order of Battle.
iii Vital information of important informer.
iv Reports on operations of vital interest to the enemy.
v Diverse reports on morale affecting major operations.

Confidential. Documents whose disclosure while not endangering national security would be prejudicial to the interest or prestige of the Allies or to an individual or cause embarrassment or difficulty or be of advantage to a foreign nation.

i Matters of a personal and disciplinary nature.
ii Routine intelligence reports not containing information of vital interest to the enemy.
iii Routine intelligence reports.
iv Records of interrogations of enemy prisoners in theatres of war.
v Technical reports.
vi Aerial photographs in operational areas.

Restricted. Documents which should not be seen or used except for official purposes.

- 2 -

Declassified E.O. 12356 Section 3.3/NND No. 785021

3 The successive distinctions should be noted:
a) exceptionally grave damage.
b) serious injury
c) prejudicial or embarrassing
d) official purposes only.

4 If the examples are pursued, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AC papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AC work is properly classifiable higher than confidential.

5 All AC and LIK offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO AGENCY-S OVER-CLASSIFIED.

6 The following are the regulations as to downgrading.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be signed and dated by the officer authorising the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorised to re-grade documents will be not lower than the rank of Lt-Col except in an independent HQ having no officer of that rank when a major may re-classify.

7 It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the action copy of any such signal is addressed to another office AC that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the information copies should be destroyed and the "letters in" register noted accordingly.

8 In HQ AC Secret and Top Secret letters for destruction will be passed to the Security Officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral STONE:

C. J. LOOKER
CMG, USA
Asst Adjutant

DISTRIBUTION
'A'

FILE 1 AB

[redacted]

Declassified E.O. 12356 Section 3.3/NND No. 785021

[illegible] indeed how little
[illegible] the only AD papers
[illegible] would appear to be
[illegible] only little of AD work
[illegible]

[illegible] will the urgent
[illegible] and in particular

[illegible]

[illegible] classified electric-
[illegible] and be stored
[illegible] printing will also
[illegible] authority to
[illegible] in an inter-
[illegible].

[illegible] number of copies
[illegible] is clear that the
[illegible] other AD act
[illegible] and in part-
[illegible] in accordance
[illegible] date, and according-

[illegible] provisions will be re-
[illegible] to the Court in connection with his

By Command of Vice Admiral [illegible]:

C. J. [illegible]
CAPT, USN

Distribution:
(SECRET and below)
(CONFIDENTIAL)

1 Ship control movements.
2 Surface and submarine.
3 Aerial photographs of unauthorized areas.
4 Aerial photographs of unauthorized areas.
5 Ac coastal search returns.

6 The successive Restrictions should be noted:
a) Secret documents
b) Confidential documents
c) Restricted documents

7 When original Top Secret documents are to be sent outside the Department of the Navy, a receipt must be obtained therefor. The only exception to this rule is when the transmission is effected by officer courier. Each Top Secret document must be serially numbered in such manner as to be readily identifiable thereafter.

8 In the case of Top Secret documents, a receipt must be obtained whenever such documents are transferred from one individual to another, whether within or outside the Department of the Navy.

9 All Top Secret documents will be kept in the vault or safe of the custodian or alternate custodian, except when in use or under the personal supervision of a responsible officer or employee. Secret documents will be kept in locked filing cabinets, safes, or vaults when not in use or under the personal supervision of a responsible officer or employee. Confidential documents will be kept in locked containers when not in use or under the supervision of responsible persons. Care must be taken to avoid leaving classified documents unsecured as a result of their being used on desks, in wastebaskets, or in other places accessible to unauthorized persons.

10 All AD officers will be familiar with the provisions of this chapter and with the Department's directives governing the security of classified matter. They will instruct their assistants in the principles of security and will require that all persons handling AD matter become familiar with the regulations governing its handling. Commanding officers will see that the number of persons authorized to have access to Top Secret matter is kept to a minimum. Top Secret matter will be kept under the direct supervision of officers responsible for its safekeeping. Top Secret matter will be kept in the most secure safe available. Combinations will be changed at least annually, and whenever an officer or other person having knowledge of the combination is detached. Combinations will be known to as few persons as possible. Only officers or other responsible persons will be entrusted with combinations to security containers in which Top Secret matter is stored.

11 It is the duty of all persons handling classified matter to report to their superiors any violation of these regulations, or any other condition which may make classified matter accessible to unauthorized persons.

12 The following are the restrictions as to dissemination:

(a) All AD Top Secret matter originated in the Department of the Navy may be disseminated to Army and Air Force activities in the United States without the permission of the originating office.

(b) All AD Secret matter originated in the Department of the Navy may be disseminated to Army and Air Force activities in the United States and to such civilian officials of the Government as have a need to know, without the permission of the originating office.

(c) AD Confidential matter originated in the Department of the Navy may be disseminated to Army and Air Force activities and to civilian officials of the Government, and to such contractors as have a need to know, without the permission of the originating office.

(d) AD Restricted matter originated in the Department of the Navy may be disseminated to Army and Air Force activities and to civilian officials of the Government, and to such contractors as have a need to know, without the permission of the originating office.

(e) AD matter originated in the Army or Air Force may be disseminated to Navy activities without the permission of the originating office.

(f) AD matter originated in the Army or Air Force may be disseminated to civilian officials of the Government, and to such contractors as have a need to know, without the permission of the originating office.

(g) AD matter originated in the Army or Air Force may be disseminated to Army and Air Force activities without the permission of the originating office.

3 The suggestive distinctions should be noted:
a) exceptionally grave damage.
b) serious injury
c) embarrassing or embarrassing
d) political purposes only.

4 If the examples are pursued, it will be appreciated how little and properly be marked Secret, let alone Top Secret. The only AC papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AC work is properly classifiable higher than confidential.

5 All AC and AIR offices at HQ and in the field will take urgent steps to declassify all papers which are now classified and in particular NO PAPER WILL BE SENT TO ARCHIVES OVER-CLASSIFIED.

6 The following are the regulations as to downgrading.

When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the document and be signed and dated by the officer authorising the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorised to downgrade documents will be not lower than the rank of Lt Col except in an independent HQ having no officer of that rank when a major may re-classify.

7 It will frequently be found that files contain a number of copies of signals circulated "for information". Where it is clear that the action copy of any such signal is addressed to another office HQ that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the information copies should be destroyed and the "letters in" register noted accordingly.

8 In HQ AC Secret and Top Secret letters for distructions will be passed to the Security officer to be dealt with in accordance with his instructions.

By Command of Rear Admiral CWO/R:

C. J. LEWIS
CWO, USA
Asst Adjutant

DISTRIBUTION
'A'

FILE 1AB

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

1 AB
142

Ref : 9265/187/AC

15 December 1945

SUBJECT : Archives of Allied Commission

TO : AFHQ for G-5

Reference is made to your AG 315 - AFHA of the 5 Oct and also to 8 - AFHA - of the 18 July.

1 You will remember that, at a meeting at AC on the 26 Oct which was attended by Col JACKMAN and which Mr. Hilary JENKINSON, the War Office Adviser on Archives, came specially from England to attend, the problems and difficulties of preparing and micro recording AC records were discussed.

2 This HQ has recently under cover of letter 9265/183/AC of 4 Dec submitted to you a memorandum upon "The future of the Archives of the Allied Commission".

3 Now that you have had time to study the report, it may be useful to you if this Commission commented upon the salient points. Not only this Commission, but both Embassies here and Mr. Hilary JENKINSON on behalf of the War Office are very strongly of opinion that AC records, though they root from military operations and to that extent and in that sense are military records, are in essence Records of a Civil Government. Of necessity AC records will have to be dealt with in a different way to that in which the purely records are dealt with. Many of the files will continue to be required for reference for current work even after the close of AC.

4 These records have to serve three purposes: to be available to those who will continue the administration of Italy; to be available to the historians charged to record the History of the War in Italy and in particular the History of this Commission and lastly to the research student of the distant future.

00210

5 The Commission has already, from closed regions only, some 40.000 files; as many more will probably be shortly received from North Italy. The HQ of Allied Commission is likely to bring the total files to the neighbourhood of 150.000; the papers to be handled may exceed 10 million. The work of indexing, storing and preparing these files for photography is an immense task.

There is of necessity a large amount of reduplication in the files, as letters of instruction will be found on many files. The whole can if necessary be photographed, but if this is done it will not only represent a considerable waste but the films will bear no relation to the final form of the files after they have been reduced and in many instances re-arranged.

Inserts 2602 No inserts if these can be found

Declassified E.O. 12356 Section 3.3/NND No. 785021

6 On the other hand the work of reduction will take time; if photography is delayed until the initial stages of this is completed, there will be not merely a saving of film, but a smaller and more intelligible mass for the student or historian to work and one which will bear some relation to the final form of the files.

7 Both Embassies are proposing to make representations to their respective Governments and it is requested that if the proposals of the Memorandum are not acceptable, the whole question may be referred to the Combined Chiefs of Staffs for examination on a Governmental level.

8 In the meantime work is continuing in full agreement with your Micro Film Department and considerable progress has been made.

FOR THE CHIEF COMMISSIONER

S/ M S HUSH

Brigadier,
Executive Commissioner.

00209

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

121

13 December 1945

Ref: 1/AB

SUBJECT : Archives of A.C.

TO : A.F.H.Q.

Will you please cancel my covering letter No 9265/183/EC (NO Copy with Archives) of Dec.45, sent with the Draft Statement refering to above, and substitute attached in its place.

Brigadier,
Executive Commissioner.

00208

Cancelled
Ltr 9265/187/EC
15 Dec 1945

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

140

13 December 1945

Ref: 1/AB

SUBJECT: Records of A.C. Italy.

TO : G-5 A.F.H.Q.

1. Reference your AG 313 - AFRA of 5 Oct. (para 4b), subject Disposal of Records, and letter 1/AB of 15 July 45 and 20 August 45.

2. No action has been taken to comply with the full requirements of A.F.H.Q. Circular No 8 and 9, 1945, to collect, prepare and ship inactive records of A.C. archives for microfiling, as the subject has since been fully discussed with Lt.Col. Jackson, A.F. Records Administrator.

3. We would further call your attention to the fact that A.C. Archives are in no way comparable to the combined British-American Records, as agreed in A.F.H.Q. letter dated 6 November, to this Commission.

4. As the Political Advisers to American and British Embassies have agreed to Para 18 of our Draft, it is requested that a memorandum as to final disposal of Archives be sent to both Governments in order that the decision can be settled at Governmental level.

5. In the meantime work is continuing with the full agreement of your Micro Film Department and considerable progress made.

6. Your further guidance is requested.

00207

A.H. Jackson
Major U.S.
Archivist.

Copy to Mr. Hilary Jenkinson
asking him to present the case to the British and American Embassies in London.

Cancelled
AFHQ 9265/187/EC
15 Dec

Declassified E.O. 12356 Section 3.3/NND No. 785021

ALLIED CONTROL COMMISSION

File 1A5
127

FUTURE PLANNING FOR ARCHIVES BRANCH

STAFF

The duties of Archives Branch can be divided into two parts:

1. Recording Checking

2. Storing Searching

00206

1. RECORDING.
(a) Unpacking by Regions and sorting under various headings.
(b) Checking against Lists and retyping where necessary.
(c) Stacking in convenient File Group for storage under 2.

2. STORING/SEARCHING.
(a) Storing is the responsibility of the "Searchers". They will be called upon to produce any files received and will, at a later date, keep a complete Cardex of all files handed to them.
(b) Enquiries for Files from any source will be regarded as "searching" and separate staff is necessary for this, so as not to interfere with 1.
(c) The repair of files is often necessary as they sometimes arrive in a rough state and need re-punching and re-covering.

In a similar manner to that of Army Records, staff should be allotted upon the number of Documents in Archives. In CCG 2nd Echelon, 600 documents were allotted to each clerk but since the work included documentation and statistical data, which does not occur in Archives, a fair allotment for each Archive clerk would be 2000 files (not documents).

The number of files at present in Archives amounts roughly to 32000, requiring 16 clerks, were it necessary to implement every operation at once.

Whilst an increase of the present staff of four is imperative, bearing in mind that each clerk will need training as well as a certain amount of Personnel Selection, it is requested that not more than 4 persons be assigned immediately.

An extra Officer will be sufficient for some time, preferably one willing to remain in Archives for the duration, with the rank of Captain with Staff Pay.

Regarding the employment of clerks, it should be stressed that each one must be keen, intelligent, reliable and painstaking. Local civilians might be usefully employed, providing they are the right type, well screened and tested, but two or more NCO's, willing to continue in a civilian capacity will be of necessity in charge, and these preferably British as filing has been carried out on a British System.

A suggested establishment (Appendix "A") is attached. The present

(c) Stacking in convenient File Group for storage under 2.

2. STORING/SEARCHING.

(a) Storing is the responsibility of the "Searchers". They will be called upon to produce any files received and will, at a later date, keep a complete Cardex of all files handed to them.

(b) Enquiries for Files from any source will be regarded as "searching" and separate staff is necessary for this, so as not to interfere with 1.

(c) The repair of files is often necessary as they sometimes arrive in a rough state and need re-packing and re-covering.

In a similar manner to that of Army Records, staff should be allotted upon the number of Documents in Archives. In CSI 2nd Echelon, 600 documents were allotted to each clerk but since the work included documentation and statistical data, which does not occur in Archives, a fair allotment for each Archive clerk would be 2000 files (not documents).

The number of files at present in Archives amounts roughly to 32000, requiring 16 clerks, were it necessary to implement every operation at once.

Whilst an increase of the present staff of four is imperative, bearing in mind that each clerk will need training as well as a certain amount of Personnel Selection, it is requested that not more than 4 persons be assigned immediately.

An extra Officer will be sufficient for some time, preferably one willing to remain in Archives for the duration, with the rank of Captain with Staff Pay.

Regarding the employment of clerks, it should be stressed that each one must be keen, intelligent, reliable and painstaking. Local civilians might be usefully employed, providing they are the right type, well screened and tested, but two or more NCO's, willing to continue in a civilian capacity will be of necessity in charge, and these preferably British as filing has been carried out on a British System.

A suggested Establishment (Appendix "A") is attached. The present Staff Sergeant Atterby C.W.J. being permitted the local rank of WO (ii) until the Establishment is approved, when Acting Rank should be retrospective as Chief Clerk.

W.H. HAMILTON
Major G.S.
Archivist.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Appendix "A"

ARCHIVES BRANCH

Administration

Officer i/c (Archivist)

Chief Clerk (WO ii)

Typists (2)

RECORDERS

Officer (Captain)

Staff Sergeant

Corporals (2)

Typists (4) Civilians

SEARCHERS

Clerk (Corporal)

O R's or

Civilians (4)
not typists.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

cc

Archives

Col White has seen
& wishes you to retain this
copy for reference.

Thurlimann S/S

CAGoc 03204

11 Dec 45

noted

OFFICE MEMORANDUM

DRAFT

CLASSIFIED DOCUMENTS

1 The following extracts from the joint US and British instructions are re-published for information together with comments and directions thereon.

The first margin shows the Joint instructions; the second the AC comments.

A CONSTANT PERSONAL ATTENTION MUST BE PAID BY ORIGINATORS AND HOLDERS TO DOWN GRADING SUCH MATTER AS SOON AS CONDITIONS PERMIT.

2 The vast mass of papers connected with planning for operations which have since taken place, or are no longer in prospect, should be down graded. The objective to be attained is to restrict classification to the lowest category consistent with security. There are four categories and their definitions are repeated for information together with some examples as a guide.

B Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

i Plans of future major operations.
ii Very important political documents such as negotiations for an alliance.
iii Documents which would disclose methods of obtaining intelligence or imperil secret agents.

Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

i Operations other than the above, including major operations in progress.
ii Order of Battle.
iii Vital information of important defences.
iv Reports on operations of vital interest to the enemy.
v Adverse reports on morale affecting major operations.

Confidential. Documents whose disclosure while not endangering national security would be prejudicial to the interest or prestige of the Allies or to an individual or cause administrative embarrassment or difficulty or be of advantage to a foreign nation.

i Matters of a personal and disciplinary nature
ii Routine battle reports not containing information of vital interest to the enemy.
iii Routine intelligence reports.
iv Movements of non-operational significance in theatres of war.
v Technical manuals.
vi Aerial photographs in operational theatres.

Restricted. Documents which should not be seen or used except for official purposes.

i Non operational movements.
ii Training and technical matters.
iii Aerial photographs of non operational areas.
iv Non operational strength returns.

3 The successive distinctions should be noted:

a) exceptionally grave damage.
b) serious injury.

Declassified E.O. 12356 Section 3.3/NND No. 785021

which have since taken place, or are no longer so [illegible] down graded. The objective to be attained is to restrict classification to the lowest category consistent with security. There are four categories and their definitions are repeated for information together with some examples as a guide.

B Top Secret. Documents whose disclosure would cause exceptionally grave damage to the Allies.

i Plans of future major operations.
ii Very important political documents such as negotiations for an alliance.
iii Documents which would disclose methods of obtaining intelligence or imperil secret agents.

Secret. Documents whose disclosure would endanger national security or cause serious injury to the interests or prestige of the Allies.

i Operations other than the above, including major operations in progress.
ii Order of Battle.
iii Vital information of important defences.
iv Reports on operations of vital interest to the enemy.
v Adverse reports on morale affecting major operations.

Confidential. Documents whose disclosure while not endangering national security would be prejudicial to the interest or prestige of the Allies or to an individual or cause administrative embarrassment or difficulty or be of advantage to a foreign nation.

i Matters of a personal and disciplinary nature
ii Routine battle reports not containing information of vital interest to the enemy.
iii Routine intelligence reports.
iv Movements of non-operational significance in theatres of war.
v Technical manuals.
vi Aerial photographs in operational theatres.

Restricted. Documents which should not be seen or used except for official purposes.

i non operational movements.
ii Training and technical matters.
iii Aerial photographs of non operational areas.
iv Non operational strength returns.

3 The successive distinctions should be noted:
a) exceptionally grave damage.
b) serious injury.
c) prejudicial or embarrassing.
d) official purposes only.

4 If the examples are perused, it will be appreciated how little can properly be marked Secret, let alone Top Secret. The only AC papers likely to be still properly in the latter category would appear to be papers dealing with the Peace Treaty. Comparatively little of AC work is properly classifiable higher than confidential.

5 All AC and AMC offices at HQ and in the field will take urgent steps to declassify all papers which are now over classified and in particular NO PAPER WILL BE SENT TO ARCHIVES OVER-CLASSIFIED.

Declassified E.O. 12356 Section 3.3/NND No. 785021

6 The following are the regulations as to degrading.

C When satisfied that the contents no longer warrant the original classification, a note of the new category will be made on the new document and be signed and dated by the officer authorising the down grading; the down grading will also be recorded in the file in which the document is kept. Officers authorised to regrade documents will be not lower than the rank of Lt Col except in an independent HQ having no officer of that rank when a Major may re-classify.

7 It will frequently be found that files contain a number of copies of signals circulated"for information". Where it is clear that the action copy of any such signal is addressed to another office AND that the copy is unnecessary for the understanding of the file and in particular that no action on the file arises therefrom, the information copies should be destroyed and the "letters in" register noted accordingly.

8 In HQ AC Secret and Top Secret letters for destruction will be passed to the Security Officer to be dealt with in accordance with his instructions.

00202

Declassified E.O. 12356 Section 3.3/NND No. 785021

the copy is unnecessary for the understanding of the file or in particular that no action on the file arises therefrom, the information copies should be destroyed and the "letters in" register noted accordingly.

8 In HQ AC Secret and Top Secret letters for destruction will be passed to the Security Officer to be dealt with in accordance with his instructions.

03202

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

137

Brigadier Lush.

1. Herewith is Draft which you required for your visit to the ECONOMIC COMMISSIONER Northern Region.

2. It embodies the main points of Lt.Col.White's Draft upon the suggested change of organisation in North West Italy which has been abandoned, but which would have required similar guidance.

N.H.HARRISSON. Major.
ARCHIVES BRANCH.

00201

DRAFT

SUBJECT : Files in connection with Office of ECONOMIC COMMISSIONER Northern Italy.

TO : Executive Commissioner.

1. With the creation of the above office, it is important that the files of the abolished Office of the Representative of the Chief Commissioner should in no case be continued by the new Office of the ECONOMIC COMMISSIONER ; otherwise such confusion will result as to endanger for all time the administrative origin of these files.

2. The trouble is that it is the concern of no individual to look after unwanted records. Some of the "old" files of the Office of the Representative of the Chief Commissioner are sure to be needed by the new Office but the majority, being of no current value, tend to be thrown aside, those needed occasionally being abstracted from their order and never returned and the files themselves considerably damaged and the papers lost.

3. There is also a tendency to remove documents from the old files which concern outstanding matters of the abolished office and merge these into the new filing system, thus destroying the continuity and history of the original Office.

THIS MUST NOT BE PERMITTED TO HAPPEN.

4. Upon the activation of the OFFICE of the ECONOMIC COMMISSIONER Northern Italy, the files of the abolished Office of the Representative of the Chief Commissioner will be CLOSED. The Office of the Economic Commissioner will open new file series covering all aspects of his work, keeping for "Reference Purposes" only such files of the abolished office as may concern those matters still to be completed. The remainder of the closed files series will be prepared for and transmitted to ARCHIVES Branch HQ AC in accordance with Ref. Memo No.3 of 20 March 1945 (copy attached) with File Lists carefully annotated to show those files which have been retained and for what length of time they are likely to be kept before being sent to Archives for restitution in their original series.

5. If any of the files sent to Archives are subsequently required for reference purposes by the Office of the Economic Commissioner, these will be sent by Archives Branch on application. Clear and concise descriptions of the files required will be given by the office making the request. The speed and facility with which Archives Branch can meet these requests will be governed almost entirely by the carefulness given to the packing, listing and transmitting of such records in the first place.

Declassified E.O. 12356 Section 3.3/NND No. 785021

consequently being abstracted from their order and never returned and the files themselves considerably damaged and the papers lost.

3. There is also a tendency to remove documents from the old files which concern outstanding matters of the abolished office and merge these into the new filing system, thus destroying the continuity and history of the original Office.

THIS MUST NOT BE PERMITTED TO HAPPEN.

4. Upon the activation of the OFFICE of the ECONOMIC COMMISSIONER Northern Italy, the files of the abolished Office of the Representative of the Chief Commissioner will be CLOSED. The Office of the Economic Commissioner will open new file series covering all aspects of his work, keeping for "Reference Purposes" only such files of the abolished office as may concern those matters still to be completed. The remainder of the closed file series will be prepared for and transmitted to ARCHIVES Branch HQ AC in accordance with Est.Memo No.3 of 20 March 1945 (copy attached) with File Lists carefully annotated to show those files which have been retained and for what length of time they are likely to be kept pending being sent to Archives for restitution in their original series.

5. If any of the files sent to Archives are subsequently required for reference purposes by the Office of the Economic Commissioner, these will be sent by Archives Branch on application. Clear and concise descriptions of the files required will be given by the office making the request. The speed and facility with which Archives Branch can meet these requests will be governed almost entirely by the carefulness given to the packing, listing and transmitting of such records in the first place.

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394

28 November 1945

EXECUTIVE ORDERS)
:
NUMBER 84)

Abolition of Office of the Representative of the Chief Commissioner in Northern Italy I
Creation of Office of Economic Commissioner Northern Italy II
Appointment of Economic Commissioner Northern Italy III

I - ABOLITION OF OFFICE OF THE REPRESENTATIVE OF THE CHIEF COMMISSIONER IN NORTHERN ITALY

The Office of the Representative of the Chief Commissioner in Northern Italy, is hereby abolished effective 1 December 1945. Present economic functions of such office will be performed by the Office of Economic Commissioner Northern Italy. All other functions now performed by the Office of the Representative of the Chief Commissioner Northern Italy will be the responsibility of the Regional Commissioner, Lombardia Region, as directed by the Chief Commissioner. Present Headquarters facilities of Office of Representative Chief Commissioner Northern Italy will be consolidated with and form a part of Headquarters Lombardia Region.

II - CREATION OF OFFICE OF ECONOMIC COMMISSIONER NORTHERN ITALY

Announcement is made of the creation effective 1 December 1945, of the Office of Economic Commissioner Northern Italy, which will be responsible for all Allied Commission/Allied Military Government economic functions (including captured enemy material) in Liguria, Piemonte, Lombardia and Venezia Regions. Economic Commissioner Northern Italy will report direct to and receive directions from Vice-President Economic Section, Headquarters Allied Commission, Rome.

(a) Headquarters of the Office of Economic Commissioner Northern Italy will be located in Milan and will be consolidated with and form part of Headquarters Lombardia Region.

(b) Channels of communication on economic matters except such routine and emergency matters as are authorized by Vice-President Economic Section for Liguria, Piemonte, Lombardia and Venezia Regions will be:

(1) From Economic Commissioner Northern Italy Milan to Vice President Economic Section Headquarters Allied Commission Rome with information copies to Regional Commissioners when considered necessary.

(2) From Vice President Economic Section Headquarters Allied Commission Rome to Economic Commissioner Northern Italy Milan, with information copies to Regional Commissioners when considered necessary. (Direct correspondence between Sub-Commissions at Headquarters Allied Commission Rome and Economic specialists in the Regions, except on routine matters specifically authorized by Vice President Economic Section, is objected.)

Declassified E.O. 12356 Section 3.3/NND No. 785021

of Economic Commissioner Northern Italy III

I - ABOLITION OF OFFICE OF THE REPRESENTATIVE OF THE CHIEF COMMISSIONER IN NORTHERN ITALY

The Office of the Representative of the Chief Commissioner in Northern Italy, is hereby abolished effective 1 December 1945. Present economic functions of such office will be performed by the Office of Economic Commissioner Northern Italy. All other functions now performed by the Office of the Representative of the Chief Commissioner Northern Italy will be the responsibility of the Regional Commissioner, Lombardia Region, as directed by the Chief Commissioner. Present Headquarters facilities of Office of Representative Chief Commissioner Northern Italy will be consolidated with and form a part of Headquarters Lombardia Region.

II - CREATION OF OFFICE OF ECONOMIC COMMISSIONER NORTHERN ITALY

Announcement is made of the creation effective 1 December 1945, of the Office of Economic Commissioner Northern Italy, which will be responsible for all Allied Commission/Allied Military Government economic functions (including captured enemy material) in Liguria, Piemonte, Lombardia and Venezia Regions. Economic Commissioner Northern Italy will report direct to and receive directions from Vice-President Economic Section, Headquarters Allied Commission, Rome.

(a) Headquarters of the Office of Economic Commissioner Northern Italy will be located in Milan and will be consolidated with and form part of Headquarters Lombardia Region.

(b) Channels of communication on economic matters except such routine and emergency matters as are authorized by Vice-President Economic Section for Liguria, Piemonte, Lombardia and Venezia Regions will be:

(1) From Economic Commissioner Northern Italy Milan to Vice President Economic Section Headquarters Allied Commission Rome with information copies to Regional Commissioners when considered necessary.

(2) From Vice President Economic Section Headquarters Allied Commission Rome to Economic Commissioner Northern Italy Milan, with information copies to Regional Commissioners when considered necessary. (Direct correspondence between Sub-Commissions at Headquarters Allied Commission Rome and Economic specialists in the Regions, except on routine matters specifically authorized by Vice President Economic Section, is eliminated).

(3) From Regional Commissioners Liguria, Piemonte, Lombardia and Venezia Regions to Economic Commissioner Milan, with information copies to Vice President Economic Section Headquarters Allied Commission Rome when considered necessary.

(c) Specialist personnel at present assigned to economic positions in the Liguria, Piemonte, Lombardia and Venezia Regions and those attached to the Office of the Representative of the Chief Commissioner in Northern Italy will be redistributed and assigned as directed by the Economic Commissioner Northern Italy with the concurrence of the Vice-President Economic Section Headquarters Allied Commission Rome.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

Par II, Executive Orders #84, Hq Allied Commission, dtd 28 Nov 45, Cont'd:

(d) Two additional Officers (one U.S. and one British) will be assigned to the Regional Commissioner, Lombardia Region, for G-4 duties. In addition to their other duties they will represent Establishment Section Headquarters Allied Commission Rome for the allocation and maintenance of domestic transport in Liguria, Piemonte, Lombardia and Venezia Regions.

III - APPOINTMENT OF ECONOMIC COMMISSIONER NORTHERN ITALY

Announcement is made of the following appointments:
Colonel A. N. HANCOCK, 150972, Intelligence Corps (B), as Economic Commissioner Northern Italy, effective 1 December 1945, in addition to his other duties as Regional Commissioner Lombardia Region.
Mr. Leslie V. R. White, American civilian, as Executive Officer to the Economic Commissioner Northern Italy, effective 1 December 1945.

Ellery W. Stone
ELLERY W. STONE
Rear Admiral, USNR
Chief Commissioner

DISTRIBUTION
"A"
Including Gp III
Less Serial 84

Declassified E.O. 12356 Section 3.3/NND No. 785021

Commissioner Northern Italy, effective 1 December 1945, in addition to his other duties as Regional Commissioner Lombardia Region.
Mr. Leslie V. R. White, American civilian, as Executive Officer to the Economic Commissioner Northern Italy, effective 1 December 1945.

Ellery W. Stone

~~ELLERY~~ W. STONE
Rear Admiral, USNR
Chief Commissioner

DISTRIBUTION
"A"
Including Gp III
Less Serial 84

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY.

475/45

Executive Commissioner
ALLIED COMMISSION

.....

Subject: Archives of the Allied Commission

I concur with the draft attached to your memorandum 1/AB of the 7th November and with the Political Adviser (A)'s comment in his memorandum of the 16th November.

The Property Control Archives are urgently needed by the officers in the respective Embassies who have taken over the work of the Property Control Division, and I presume that steps are being taken to distribute the appropriate archives to the various Missions

agd R.S. HALFORD
Asst. Political Adviser (BR)

22.xi.45

Copy to Polad (A)
British Embassy.

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of Political Adviser (A)

November 16, 1945

SUBJECT: Archives of the Allied Commission

TO : Executive Commissioner

The draft statement attached to your letter of November 7 (Ref. 1 /AP) appears to summarize the various views of the Commission stated at our meeting on October 26, and I approve of it with one exception.

I cannot agree to the phrase "the place of custody to be presumably either in the United States or in Great Britain", which appears in paragraph 11 (b), in describing the location of the ultimate repository. In view of the statement in paragraph 10 that the ultimate disposal of the archives should be decided at a governmental level, it appears unnecessary to make any prediction in paragraph 11 as to where the place of custody ultimately will be, particularly since in our opinion, it is not to be excluded that the archives will remain permanently in Rome.

J. Wesley Jones (per AC)
J. Wesley Jones
Political Adviser (A)

00197

CC: Polad (E)

Declassified E.O. 12356 Section 3.3/NND No. 785021

SUBJECT: Archives of the Allied Commission

TO : Executive Commissioner

The draft statement attached to your letter of November 7 (Ref. 1 /AB) appears to summarize the various views of the Commission stated at our meeting on October 26, and I approve of it with one exception.

I cannot agree to the phrase "the place of custody to be presumably either in the United States or in Great Britain", which appears in paragraph 11 (b), in describing the location of the ultimate repository. In view of the statement in paragraph 10 that the ultimate disposal of the archives should be decided at a governmental level, it appears unnecessary to make any prediction in paragraph 11 as to where the place of custody ultimately will be, particularly since in our opinion, it is not to be excluded that the archives will remain permanently in Rome.

J. Wesley Jones (per AB)

J. Wesley Jones
Political Adviser (A)

00197

CC: Polad (B)

To be presented to Exec Com with copies
from Polad (B) when received

Para 4
Drafts AFHQ
letter
Cover

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

132

Ref. 1/AB.

7 November, 1945

SUBJECT: Archives of the Allied Commission.

TO : Political Adviser (AB).

In accordance with the arrangements made at our meeting on 26th October, 1945, I enclose a draft statement which it is proposed to send to AFHQ setting out the views of the Commission regarding the future treatment and ultimate disposal of its records.

I should be grateful if you would kindly let me know if you have any comments on the draft.

M. S. [illegible]

Brigadier.
Executive Commissioner.

196

Copy to Political Adviser (B).

Declassified E.O. 12356 Section 3.3/NND No. 785021

131

Ref. 1/AB

6. November 1945

Enclosed is a copy of the draft which I have sent to the Embassies for their comment before sending it to AFHQ. I am reasonably confident that our plan will be accepted, but should there be any major alterations I will keep you informed.

I should like to take this opportunity of expressing my gratitude to you for coming out here, and my appreciation of your help and guidance.

M. S. LUSH

90195

C. Hilary Jenkinson Esq. C.B.E.
Public Record Office
Chancery Lane
LONDON W.C.2

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY 1A

ALLIED FORCE HEADQUARTERS
APO. 512.

AG 313 - AFRA

5 October 1945.

SUBJECT:- Records of A.C. Italy.

To: Executive Commission or
Allied Commission, Italy
APO. 394, U.S. Army.

Copy

1A

1. Reference is made to letter, 1/AB, dated 15 July 1945, subject: "Disposal of records", and letter 1/AB, dated 28 August 1945, subject: "Disposal of records - Land Forces Sub Commission".

2. It is the decision of this Headquarters that the records of Land Forces Sub Commission are an integral part of the complete body of records of the Allied Commission and shall form part of its Archives.

3. It is also the decision of this Headquarters that the complete body of records created and accrued by the Allied Commission and/or any of its instrumentalities are , de facto, military records and as such come within the scope of the Directive of the Combined Chiefs of Staff prescribing disposition of Allied Records, and of AFHQ circulars, number 8 and 9 , 1945.

4. The following policy will, therefore, govern relative to records of AC:

a. The present AC Archives will be continued until inactivation of Headquarters, Allied Commission but its mission will be expanded to the extent necessary to, meet and comply with the full requirements of AFHQ Circular 8 and 9 , 1945, viz., the collection, preparation and shipment of the inactive records for micro filming.

b. This project must begin at once and on a scale sufficient to ensure preparation and shipment of the available records within a reasonable period of time. It is understood that presently only one Officer and one other rank is engaged in this activity.

194

c. It is recognised and approved, that certain important blocks of the AC records should be returned to the AC after microfilming and should remain in Rome for an indefinite period for use by the AC, United States and British Embassies, and other authorised military and/or civilian agencies and that the remaining blocks of records (those not required for use), should be retired, after microfilming, to dead storage in the Allied Force Microfilming and Records Depot - pending disposition instructions from the Combined Chiefs of Staff. Upon inactivation of the AC, the important records required will pass to the joint temporary custody of the British and American Embassies where they would remain until they had served their purpose; the balance will be returned by AC to the Allied Force Depot. During the interim that the records are in custody of the Embassies they would be made accessable to authorised military and/or civilian agencies as required. They would then be released by the Embassies to the Allied Force Microfilming and Records Depot or shipped direct to the repository designated by the Combined Chiefs of Staff, whichever is applicable at that time.

d. Prior/.....

Declassified E.O. 12356 Section 3.3/NND No. 785021

d. Prior to despatch of each separate shipment of records from the AC to the Allied Force Depot for microfilming, the AC will submit a listing to the Allied Force Records Administrator specifically recommending and identifying the categories of records which should be returned to the AC for future use and those which should be retired to dead storage. This listing will be passed to the British and American Embassies for written concurrence prior to its despatch . Because all allied military records are considered to be the joint property of the British and American Governments, strict accountability and responsibility for their safe custody must be maintained. Therefore, they will be returned to the AC on a "loan" basis and proper receipt secured by the Allied Force Records Administrator from the custodian. Upon inactivation of the AC and the passing of the records to the joint custody of the Embassies a new receipt would be secured by the Allied Force Records Administrator from the new custodian.

BY COMMAND OF THE ACTING SUPREME ALLIED COMMANDER.

C.W. CHRISTENBERRY
Colonel AGD
Adjutant General.

Copy

3193

Declassified E.O. 12356 Section 3.3/NND No. 785021

130

THE FUTURE OF THE ARCHIVES OF THE ALLIED COMMISSION

It seems desirable at the present stage to set out in a single statement the leading considerations affecting this issue, as well as the specific proposals to which they have given rise. The whole question was discussed at a meeting on 26th October 1945 at which there were present Mr Hilary Jenkinson, of the Public Record Office, London (Adviser on Archives to the War Office); officers from the United States and British Embassies, and from AC, to meet Lt Col Jackman, Allied Force Records Administrator. This Memorandum is a summary of the views of the Commission as expressed at that meeting, and of the conclusions arising from them.

NATURE AND VALUE OF THE ARCHIVES OF AC

1. The importance of these Archives has been fully recognised by the Commission since an early date last year, when it was decided to appoint an Archivist and an Advisory Committee and to lay down a policy. It was emphasised that, although the Commission operated under a Military Sanction, the functions of the Subcommissions and Offices in the Field whose activities produced these papers were to a large extent non-military; they were in fact of an essentially civilian character, parallel to every division of normal civil administration in Italy, and designed to carry on temporarily the duties ordinarily performed by those divisions.

192

2. The special significance of the Archives thus accumulated was threefold. It lay first in the fact that, taken as a whole, they constituted the evidence in regard to an unique administrative experiment - the temporary taking over of one country's affairs, in every department of life, by officers from another; or rather from two others, for a second unique feature was that this experiment was conducted by officers from the United States and from Great Britain, acting as a single body. The third feature of special importance was the completeness with which the Commission's activities covered, for a short time, the whole of Italian affairs and affected the whole Italian people - a feature which makes the possible uses of the Archives in research almost unlimited.

3. This opportunity [illegible]

British Embassies, and from AG, to meet Lt Col Jackman, Allied Force Records Administrator. This Memorandum is a summary of the views of the Commission as expressed at that meeting, and of the conclusions arising from them.

NATURE AND VALUE OF THE ARCHIVES OF AG

1. The importance of these Archives has been fully recognised by the Commission since an early date last year, when it was decided to appoint an Archivist and an Advisory Committee and to lay down a policy. It was emphasised that, although the Commission operated under a Military Sanction, the functions of the Subcommissions and Offices in the Field whose activities produced these papers were to a large extent non-military; they were in fact of an essentially civilian character, parallel to every division of normal civil administration in Italy, and designed to carry on temporarily the duties ordinarily performed by those divisions. 192

2. The special significance of the Archives thus accumulated was threefold. It lay first in the fact that, taken as a whole, they constituted the evidence in regard to an unique administrative experiment - the temporary taking over of one country's affairs, in every department of life, by officers from another; or rather from two others, for a second unique feature was that this experiment was conducted by officers from the United States and from Great Britain, acting as a single body. The third feature of special importance was the completeness with which the Commission's activities covered, for a short time, the whole of Italian affairs and affected the whole Italian people - a feature which makes the possible uses of the Archives in research almost unlimited.

3. This conception of their nature and value must govern not only the interests to be consulted, but also the methods to be pursued in the treatment of the Archives, and the policy to be adopted in regard to their disposal, both immediately and at a later date.

INTERESTS TO BE CONSULTED

4. These also are three. First, there is the interest of the present administrators who, even after they have ceased

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

to keep files in their own custody, may frequently have occasion to consult them; together with that of their Italian counterparts who from time to time resume the functions temporarily exercised by sections of the Commission and thereafter have similar occasion to refer to the Commission's files. The point at which this requirement will cease to be of common occurrence cannot be precisely defined, since it varies with the functions concerned. But an obvious conclusion is that some at least of the Archives must remain in Rome for a considerable number of years; and in view of the close relation of the work of different Subcommissions it is difficult to say which, if any, could be excepted from this arrangement.

5. The second interest is that of the persons who, for official or other reasons, may desire in the near future to reconstruct the history of the Commission itself. For this it is essential that the documents of all Subcommissions, Regions etc. should be preserved together in one place, wherever that may be.

6. The third interest is the long-term interest of historians and other students in the future. In view of the wide scope of the Archives (emphasised in para 1 above) this consideration, which tends to be neglected, is actually of very real weight.

93191

METHODS OF TREATMENT

7. The above considerations, together with the state in which the Files are often received as a result of the closing down or supersession of Subcommissions and Regions and other causes, have determined the plan which has been laid down for the Archivist's work.
This falls into the following stages:

(a) the locating and securing of the documents;

(b) their deposit, rough arrangement and preliminary listing;

(c) essential repair and conditioning, to make it possible to handle the papers with safety and to preserve their order;

(d) more extensive listing and indexing to make it possible to establish the contents of every

close relation of the work of different [illegible] difficult to say which, if any, could be excepted from this arrangement.

5. The second interest is that of the persons who, for official or other reasons, may desire in the near future to reconstruct the history of the Commission itself. For this it is essential that the documents of all Subcommissions, Regions etc. should be preserved together in one place, wherever that may be.

6. The third interest is the long-term interest of historians and other students in the future. In view of the wide scope of the Archives (emphasised in para 1 above) this consideration, which tends to be neglected, is actually of very real weight.

9191

METHODS OF TREATMENT

7. The above considerations, together with the state in which the Files are often received as a result of the closing down or supersession of Subcommissions and Regions and other causes, have determined the plan which has been laid down for the Archivist's work.
This falls into the following stages:

(a) the locating and securing of the documents;

(b) their deposit, rough arrangement and preliminary listing;

(c) essential repair and conditioning, to make it possible to handle the papers with safety and to preserve their order;

(d) more extensive listing and indexing to make it possible to establish the contents of every piece (sometimes quite different from the description on the file jacket);

(e) the compilation of such further aids to study as indices containing cross references from file to file, and in many cases from one group of files to another, owing to the close relation between the work of separate offices.

(f) settlement of the question what documents should be preserved as of permanent value, and elimination of those which are to be destroyed; and

(g) final disposal of the whole accumulation.

Declassified E.O. 12356 Section 3.3/NND No. 785021

8. The present position of the work in these stages is as follows:-

(a) Continuously in operation. Only a few obsolete records are known to be still in the hands of the originating offices.

(b) Nearly all of the completed file series deposited with the Archives Branch have been brought up to this level. A number of incomplete series has been deposited, but very little useful work can be done until all the files in a series have been received.

(c) A certain volume of the records need attention in this respect, and additional staff for the purpose is contemplated. For instance, they could be profitably employed upon the incomplete series mentioned in (b) above.

(d) and (e). Work commenced about a year ago, but since then the Archives staff has been fully occupied on stages (a) and (b) and it has not been possible to resume the more detailed indexing, etc. Suitably qualified staff (if available) would be of assistance, but progress in this direction, as also in (c) above, has been hindered by lack of accomodation.

(f) and (g) have been regarded as questions of high-level policy to be determined at a later date.

POLICY

9. Policy for the immediate future, after closing down of the Commission, has already been outlined - the Archives, so long as they are required for administrative purposes, must remain as a single body in Rome, presumably under the joint care of the Embassies. During this period, the latter stages of the Archivist's work (as described in paras 7 and 8 above) should continue upon the same lines; if possible in the hands of staff who had worked for a short time with the present Archivist.

10. The question of the ultimate disposal of the Archives should be settled at Government level. Had the Commission been solely British, the care and preservation of the

Declassified E.O. 12356 Section 3.3/NND No. 785021

been received.

(c) A certain volume of the records need attention in this respect, and additional staff for the purpose is contemplated. For instance, they could be profitably employed upon the incomplete series mentioned in (b) above.

(d) and (e). Work commenced about a year ago, but since then the Archives staff has been fully occupied on stages (a) and (b) and it has not been possible to resume the more detailed indexing, etc. Suitably qualified staff (if available) would be of assistance, but progress in this direction, as also in (c) above, has been hindered by lack of accomodation.

(f) and (g) have been regarded as questions of high-level policy to be determined at a later date.

POLICY

9. Policy for the immediate future, after closing down of the Commission, has already been outlined - the Archives, so long as they are required for administrative purposes, must remain as a single body in Rome, presumably under the joint care of the Embassies. During this period, the latter stages of the Archivist's work (as described in paras 7 and 8 above) should continue upon the same lines; if possible in the hands of staff who had worked for a short time with the present Archivist.

10. The question of the ultimate disposal of the Archives should be settled at Government level. Had the Commission been solely British, the care and preservation of the records would naturally be considered a responsibility of the Public Department - the War Office or the Foreign Office - which last had the records in custody and use. Thei disposal would then have been governed by the Rules settled by those Departments in consultation with Inspecting Officers appointed by the Master of the Rolls; though doubtless, considering the abnormal nature of the Archives as described in para 1, it would have been thought desirable to consult also the other

Declassified E.O. 12356 Section 3.3/NND No. 785021

Departments which might be interested. Had the Commission been solely American, its Archives would similarly have been subject to existing Laws and Regulations of the United States. In view of the Commission's dual character it seems clear that the two Governments should be asked, through the State Department and the Foreign Office, to reach a joint decision in consultation with their respective National Archive Authorities.

11. The basic requirements, as seen by the Commission, are:-

(a) that a settlement of the question of elimination (see para 8 above) should be reached in consultation with the Archive Authorities of both countries before the documents are arranged in their final form and transferred to their ultimate repository;

(b) that the final body of Archives should be preserved all together under conditions, similarly agreed, in regard to security and consultation; ~~the place of custody to be presumably either in the United States or in Great Britain;~~ the time of transfer ~~to it~~ to be dependent on the administrative requirements indicated in para 9 above;

(c) that the Country which accepts their final custody should provide photographic facilities which would make it possible for the official requirements of the other country (and to a lesser extent the needs of students generally) to be met quickly and adequately as and when they arose.

90189

THE POSSIBILITIES OF MICROPHOTOGRAPHY

12. It has been suggested that to meet the difficulty of dual ownership Microphotography of the Archives as they now stand, should be commenced forthwith. This is an enormous task; for it is understood that the proposal does not relate only to the comparatively small proportion of the Archives which are of importance for military reasons but to the whole accumulation.

13. Supposing it to be possible from the point of view of available photographic equipment and staff, there are still the following objections to this course.

(a) A large number of documents would be filmed which

Declassified E.O. 12356 Section 3.3/NND No. 785021

(see para 8 above) should be reached in consultation with the Archive Authorities of both countries before the documents are arranged in their final form and transferred to their ultimate repository;

(b) that the final body of Archives should be preserved all together under conditions, similarly agreed, in regard to security and consultation; ~~the place of custody to be presumably either in the United States or in Great Britain; the time~~ of transfer ~~to it~~ to be dependent on the administrative requirements indicated in para 9 above;

(c) that the country which accepts their final custody should provide photographic facilities which would make it possible for the official requirements of the other country (and to a lesser extent the needs of students generally) to be met quickly and adequately as and when they arose.

S/189

THE POSSIBILITIES OF MICROPHOTOGRAPHY

12. It has been suggested that to meet the difficulty of dual ownership Microphotography of the Archives as they now stand, should be commenced forthwith. This is an enormous task; for it is understood that the proposal does not relate only to the comparatively small proportion of the Archives which are of importance for military reasons but to the whole accumulation.

13. Supposing it to be possible from the point of view of available photographic equipment and staff, there are still the following objections to this course.

(a) A large number of documents would be filmed which are now in existence but which, in any considered plan for elimination, would be destroyed as being of insufficient value to justify permanent preservation. Such procedure would be open to criticism as being wasteful: and would certainly produce confusion later in the minds of research students.

(b) It would mean also that the process of repair etc. would have to be carried out unnecessarily in the case of documents which would ultimately not be preserved.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

(c) It would involve the photography of documents which in some cases would be found in an order different from that which would be given to them in final arrangement.

(d) Many of the files microfilmed would lack the advantage of indices, tables of contents and annotations, which are at present in construction but which cannot be completed for a very considerable time.

14. If the plan for complete microphotography before final transfer of the Archives to their ultimate Repository is for any reason still judged to be desirable, it must be realised that no addition to the Archives Staff or other special measures would make it possible to put more than a proportion of the files into anything like their final state in the immediate future. As an alternative therefore it is suggested that some part at least of the task should be accomplished in the period during which it is proposed (see para 9 above) that the Archives should remain in Rome under the joint care of the American and British Embassies: the necessary photographic equipment and staff being attached for the purpose.

30188

...

File 1/AB

Archives

ALLIED FORCE HEADQUARTERS
APO 512

6 November 1945

SUBJECT: Records.

TO: Allied Control Commission, Italy.

1. Reference is made to letter, this headquarters, File AG 313 AFRA-O, Subject: Disposition of Combined British - American Records, dated 25 October 1945. A copy of this letter is attached.

2. Confirming the decision reached at a conference held in your office, 26 October, it is agreed that the provisions of the above cited letter do not at this time apply to the records of the Allied Control Commission, Italy.

R. H. Jackman H.R.-D.

R. H. JACKMAN
Lieutenant Colonel, AGD
Allied Force Records Administrator

1 Incl:
Ltr. AFHQ, dtd 25 Oct 45
Sbj: Disposition of Combined British-American Records.

00187

This letter refers to the General Notice 4/Col Jackman 7 Feb 8

Declassified E.O. 12356 Section 3.3/NND No. 785021

TO: Allied Central Commission, Italy.

1. Reference is made to letter, this headquarters, File AG 313 AFRA-O, Subject: Disposition of Combined British - American Records, dated 25 October 1945. A copy of this letter is attached.

2. Confirming the decision reached at a conference held in your office, 26 October, it is agreed that the provisions of the above cited letter do not at this time apply to the records of the Allied Central Commission, Italy.

R. H. Jackman H.R.-H.

R. H. JACKMAN
Lieutenant Colonel, ACD
Allied Force Records Administrator

1 Incl:
Ltr. AFHQ, dtd 25 Oct 45
Sbj: Disposition of Combined British-American Records.

00187

This letter refers to the Withdrawal Notice sent by L/Col Jackman to ACC on Feb 8 1946

para (3) Draft for covering letter to AFHQ

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

DCC/vm

ALLIED FORCE HEADQUARTERS
APO 512

AG 313 AFRA-C 25 October 1945

SUBJECT: Disposition of Combined British - American Records.

TO: All Concerned.

Prior to 1 January 1946, all combined British-American records now in the possession of any headquarters, general, special or other staff sections, boards, commissions and committees in this theater, will be processed and shipped without further delay to the Allied Force Microfilming and Records Depot in accordance with instructions contained in AFHQ Circulars Numbers 8 and 9; except those specifically excepted, as follows:

a. Current records of active staff sections, boards, commissions and committees of AFHQ and combined (Allied) air and ground headquarters and other installations under the jurisdiction of this headquarters (non-current records will be processed and shipped without delay).

b. Records which have been signed for and charged out to installations on the official loan certificate of the Allied Force Records and Microfilm Depot (see letter this headquarters, AG 313 AFRA-C, dated 3 October 1945, subject: "Historical Records of the Mediterranean Theater").

c. Organizations, installations or agencies which can present adequate written justification to the Allied Force Records Administrator for retention of certain blocks or series of records required for future use. Lack of duplicate copies of records will not ordinarily be considered sufficient justification. Small groups may be reproduced by typewriter; large groups by photostat or similar methods. In the absence of written requests for retention, records will be considered non-essential to the needs of the agency concerned and will be ordered by this headquarters for shipment to the Allied Force Depot on or before 1 January 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

E. M. GIBBON
Colonel, AGD
Adjutant General

DISTRIBUTION:
"C"

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
PUBLIC RELATIONS BRANCH

29 October 1945

Subject: Information Division material for Archives.

To : Capt. Collins, Archives Officer.

1. The Information Division of this Branch has considerable material which should properly go to Archives.

2. Inasmuch as the functions and staff of the Information Division are about to be drastically curtailed, it is requested that any instructions you may have as to disposition of the material be sent to us at your earliest convenience.

JOHN P. LEACACOS
Major, AUS
Executive Officer

I inspected the material in the Central Reference Library in company with Major Bell on 1st November 1945. Only a small proportion of the records consist of material which was actually produced by A.C. The bulk consists of reports by various intelligence and other agencies, covering a wide range of subjects and territories not confined to this Theatre alone. We felt that, generally speaking, only the material which had been produced by A.C. should be sent to the Commission's Archives.
However, the whole collection is of such potential value that, from the wider point of view of international scholarship and research, we considered that it would be unfortunate if it were to be dispersed at this stage. Its ultimate dispersal and disposal are questions which might with advantage be discussed at a later date with the U.S. and U.K. Embassies and with the Library authorities in the two countries.
I discussed the position with Major Leacocos on 2nd November on these lines. He is faced with a serious reduction in staff and is exploring the possibility of reducing work in his department. I said that there seemed to me to be no clear-cut administrative break with the past organisation of the Central Reference Library, and the separation of any material from the "parent body" at this particular time was pointless - except from the angle of curtailing work in P.R. Branch.
I suggested that, for the reasons outlined above, it would be preferable to continue the existing structure, organisation and system of the Central Reference Library, but to effect any necessary economies by way of narrowing the scope of the Library's activities rather than by tearing apart the results which had been achieved up to date.

3 Nov 45.

Declassified E.O. 12356 Section 3.3/NND No. 785021

123

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

Ref 1/AF.

5th November, 1945

SUBJECT : Disposition of Combined British-American Records.

TO : Distribution attached.

A copy of AFHQ letter reference AG 313 AFRA-C, dated 25th October 1945, with heading as above, was sent to you on 30th October 1945

The provisions of that letter do not apply to Allied Commission, and your copy of the letter should be destroyed forthwith

A.J. COLLINS,
Captain, R.E.
Archivist.

00184

Declassified E.O. 12356 Section 3.3/NND No. 785021

121 149A

HEADQUARTERS ALLIED COMMISSION
APO 394

Dispense AG 313 AFRA-O Date 30/10/45

JWA		TO	FRM		TO
	Staff Officer to CC	✓		Political Advisers	
	Executive Commissioner	✓		Establishment Section	✓
	Measure Center			Executive Officer (A)	✓
	Liaison Division			Executive Officer (B)	
	Civil Affairs Section	✓		G-1 (A)	✓
	Displ Per & Repat			G-1 (A) Civilian Emp.	
	Local Govt			G-1 (B)	✓
	Patriots Branch			G-4 (A)	
	Public Safety			G-4 (B)	
	Security Division			2675th Regt	✓
	Public Health			Headquarters Commandant	✓
	Legal			Allied Civ. Info. Director	
	Education			Adjutant, Allied Commission	✓
	Monuments & Fine Arts			Navy	✓
	Economic Section	✓		Land Forces (MMIA)	✓
	Requisition Branch			Air	✓
	Agriculture			Communications	
	Commerce			Civil Censorship Group	
	Coal Div			MTD & POW	
	Finance			Truck Operating Group	
	Property Control Div			Public Relations Branch	✓
	Food			Information Division	
	Industry			ALL FOREIGN	✓
	Mining Division			AMG NATIONS	✓
	Labor			- LUXEMBO	✓
	Public Works & Utilities			- VERBAULE?	✓
	Shipping				
	Transportation				

ARCHIVIST (ACTION) 5.

Signature
Remarks & Recommendations
Information
Approval/Disposal
Appropriate Action
Investigation & Report
Dispatch

'D'183

Remarks:

Declassified E.O. 12356 Section 3.3/NND No. 785021

DCS/ro

ALLIED FORCE HEADQUARTERS
APO 512

AG 313 AFRA-C

25 October 1945

SUBJECT: Disposition of Combined British - American Records.

TO: All Concerned.

Prior to 1 January 1946, all combined British-American records now in the possession of any headquarters, general, special or other staff sections, boards, commissions and committees in this theater, will be processed and shipped without further delay to the Allied Force Microfilming and Records Depot in accordance with instructions contained in AFHQ Circulars Numbers 8 and 9; except those specifically exempted, as follows:

a. Current records of active staff sections, boards, commissions and committees of AFHQ and combined (Allied) air and ground headquarters and other installations under the jurisdiction of this headquarters (non-current records will be processed and shipped without delay).

b. Records which have been signed for and charged out to installations on the official loan certificate of the Allied Force Records and Microfilm Depot (see letter this headquarters, AG 313 AFRA-C, dated 3 October 1945, subject: "Historical Records of the Mediterranean Theater").

c. Organizations, installations or agencies which can present adequate written justification to the Allied Force Records Administrator for retention of certain blocks or series of records required for future use. Lack of duplicate copies of records will not ordinarily be considered sufficient justification. Small groups may be reproduced by typewriter; large groups by photostat or similar methods. In the absence of written requests for retention, records will be considered non-essential to the needs of the agency concerned and will be ordered by this headquarters for shipment to the Allied Force Depot on or before 1 January 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

C. F. CRABTREE
Colonel, AGD
Adjutant General

DISTRIBUTION:
"C"

Note. Lt. Col Jackson handed this to me at the meeting on 26 Oct. 45', & said that it does NOT apply to A.C.

Declassified E.O. 12356 Section 3.3/NND No. 785021

File 119

Hq MTOUSA Circular # 124 (cont'd) Lif. only. apf -1.

III--TRANSFER OF THE MTOUSA RECORDS DEPOT

Effective 0001A hours, 31 October 1945, the MTOUSA Records Depot and its functions are transferred from Headquarters, Mediterranean Theater of Operations, United States Army to Headquarters Peninsular Base Section. Correspondence and shipments of records will continue to be addressed to the MTOUSA Records Depot, APO 512.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

OFFICIAL:

L. L. LEMNITZER
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Z

93181

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED DGK/fs

ARCHIVES

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
:
NUMBER 124) 29 October 1945

Funds I
Subsistence II
Transfer of the MTOUSA Records Depot III

I----FUNDS

Section I, Circular Number 7; Section III, Circular Number 26, and Section II, Circular Number 44, all this headquarters, 1945, are rescinded and the following substituted therefor:

"Forwarding of "Advance Copies" of WD AGO Forms 14-15 and Collection Vouchers - Effective 1 November 1945, officers turning over collections and soldiers' deposits to an Accountable Disbursing or Agent Officer, in complying with paragraph 2f(1), AR 35-780, Change 5, 5 January 1945 and paragraphs 1b(1)(b) and 1b(2)(b), AR 345-75, Change 2, 13 December 1944, will forward immediately after turnover of funds the copies of collection vouchers and WD AGO Form 14-15, complete as to date funds are turned over and name of Accountable Disbursing Officer in whose accounts the funds are to be taken up, to:

Audit Branch
Office of Fiscal Director,
Headquarters TSFET (Rear),
APO 513, US Army."

II---SUBSISTENCE

Paragraph 5, Section IV, Circular Number 97, this headquarters, 1945, is rescinded and the following substituted therefor:

"5. Issues made to Italian Civilians as an emergency will be reported to Headquarters, Peninsular Base Section monthly as of the last day of each month so that supply may be recaptured or proper charge be made against the Italian Government. Reports will be rendered in the form indicated below.

Report to include:

1. Individual, Agency, or Organization.
2. Location.
3. Number of rations or separate meals furnished (indicate which) or items and quantities furnished Italian civilians.
4. Reason.
5. Authority (applicable to paragraph 4, Section II).
6. Issues under paragraph 4, Section II.
7. Issues under operational necessity.
8. Issues to Italian civilians in emergencies."

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

DCK/fa 11-5

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

Info. only
Title

GENERAL ORDERS)
)
NUMBER 275)

27 October 1945

Announcement of Appointment I
Announcement of Appointment II
Award of Silver Star III
Award of Air Medal IV
Award of Legion of Merit (Posthumous) V
Award of Legion of Merit VI

I----ANNOUNCEMENT OF APPOINTMENT

Announcement is made of the appointment of Colonel EMMETT J. DEAN, 012381, FD, as Fiscal Director, Mediterranean Theater of Operations, United States Army, effective 25 October 1945, vice Colonel WILLIAM T. JOHNSON, O-11111, FD.

II---ANNOUNCEMENT OF APPOINTMENT

Announcement is made of the appointment of Captain ERNEST SAUNDERS JR., 01004324, AGD, as Theater Records Administrator, Mediterranean Theater of Operations, United States Army, vice Lieutenant Colonel R. H. JACKMAN, 0441776, AGD.

But retaining the position of Allied Force Records Administrator.

III--AWARD OF SILVER STAR

By direction of the President, under the provisions of Army Regulations 600-45, as amended, the Silver Star was awarded by the Theater Commander to the following named officer:

05180

H. HILLS AINSWORTH, 0104004, Lieutenant Colonel, Infantry, 142d Infantry Regiment, for gallantry in action on 13 September 1943. Lieutenant Colonel Ainsworth, Executive Officer of the Regiment went forward for the purpose of reorganizing and directing the action of the First Battalion, which had been overrun and badly depleted by losses from savage attacks of a superior German force supported by tanks. The Battalion had lost its commander and many of its officers and was being reassembled by the Battalion Executive when Lieutenant Colonel Ainsworth reached it on the morning of 13 September. A fierce fire fight was going on all around the positions of the First Battalion, and men were badly scattered and disorganized. Lieutenant Colonel Ainsworth, without regard for his own life, but with an outstanding display of courage and selflessness, calmly moved about in plain view of the enemy, under heavy mortar, artillery and machine gun fire, and quickly effected a reorganization which enabled the task force commander to commit the Battalion to the relief of sorely pressed units, thereby enabling them to prevent the enemy from completely over running the positions and inflicting much heavier losses. Inspired by his heroic actions and cool, but forceful leadership, the troops of his command were encouraged to the greatest effort. His gallant action reflects great credit upon himself and the Armed Forces of the United States. Entered service from Luling, Texas.

IV---AWARD OF AIR MEDAL

Under the provisions of Army Regulations 600-45, as amended, an Air Medal is awarded the following enlisted man:

Declassified E.O. 12356 Section 3.3/NND No. 785021

BURTON W. ALEXANDER, 38005903, Technician Third Grade, 599th Field Artillery Battalion, for meritorious achievement while participating in aerial flight in Italy on 7 April 1945. When flying officers were not available to make an air drop of wire from a light liaison plane to an infantry company isolated in rugged terrain, Technician Third Grade Alexander, although assigned to the relatively safe duty of airplane mechanic at the Division Artillery airstrip, volunteered to accompany the pilot and to throw the needed wire from the plane at the proper time. The first flight disclosed that the venture would be opposed by heavy enemy machine gun and rifle fire, and by extremely bad weather. Despite these hazards, and in disregard of the risk to his life, Technician Third Grade Alexander gallantly chose to continue the flights with the pilot, and so furnish the unit with additional supplies. As a result of these missions, artillery and infantry wire communication with the isolated unit was reestablished. Technician Third Grade Alexander's heroism was an inspiration to the other members of his organization and was in keeping with the highest traditions of the military service. Entered service from Denver, Colorado.

V----AWARD OF LEGION OF MERIT (POSTHUMOUS)

By direction of the President, under the provisions of Army Regulations 600-45, as amended, the Legion of Merit was posthumously awarded by the Theater Commander to the following named officer for exceptionally meritorious conduct in the performance of outstanding services:

JOHN J. PHELAN, 020193, Lieutenant Colonel, Infantry, 370th Infantry Regiment, for services in Italy from 11 September 1944 to 15 April 1945. Next of kin: Mrs. Mary E. Phelan (Wife), New Rochelle, New York.

VI---AWARD OF LEGION OF MERIT

By direction of the President, under the provisions of Army Regulations 600-45, as amended, the Legion of Merit was awarded by the Theater Commander to the following named officers for exceptionally meritorious conduct in the performance of outstanding services:

DONALD BRUFORD, 016267, Colonel, Field Artillery, Artillery Section, Headquarters Fifth Army, for services in Italy from 29 January to 2 May 1945. Entered the United States Military Academy from Lexington, Missouri.

JOHN D. HINES, 032677[illegible], Colonel, Transportation Corps, 8th Port of Embarkation, Peninsular Base Section, for services in Italy from 1 April 1944 to 3 January 1945. Entered service from Wilmington, North Carolina.

BY COMMAND OF LIEUTENANT GENERAL RIDGWAY:

L. L. LEMNITZER
Major General, GSC
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
Y

Declassified E.O. 12356 Section 3.3/NND No. 785021

File Specimen for information only. 117

ALLIED FORCE ARCHIVES
AND
RECORDS DEPOT

SUBJECT: Certificate and Conditions for Loan of Allied Records, Joint Property of the United States and British Government.

1. The list of public records appended hereto are the joint property of the Governments of the United States and Great Britain and the undersigned officer hereby assumes personal responsibility for their safe custody.

2. Under no circumstances will any documents be removed from these files, nor will papers be marked, defaced or altered in any way. No additional papers will be interfiled with these records. This regulation will be strictly adhered to. Any infringement will render the officer responsible for the records liable to Court Martial action.

3. If the officer responsible for the records should leave his present appointment the relieving, or another officer, will assume responsibility for the records and a fresh certificate in duplicate, identical with this, will be signed and sent to the Allied Force Records Administrator. Failure to effect transfer renders the present consignee still responsible and accountable for the records, regardless of the officers subsequent status.

Receipt is hereby acknowledge of the records detailed on the attached list, under the above conditions.

Signature _____

Name Typed _____ 03179

Rank & Appointment _____

Unit _____

1 Incl:
List of Records.

Date _____

116

BRIGADIER LUSH.

Lt. Col. Jackman telephoned from AFHQ to say that he had discussed the Archive problems with General Hamblen this morning. I was given only a very brief summary of their discussion, but I gather that the General has approved all of our ideas in broad principle, with one exception.

He is of the view that, after AC has been inactivated, the Archives staff shall be under the jurisdiction of a Military officer, probably a Military attache.

This, of course, brings up again the question of the status of the Archives - are they, or are they not, Military records.

I think we should be on our guard against one danger - that of interference with a technical subject by somebody not technically qualified.

Lt. Col. Jackman is awaiting our draft with interest.

3 Oct. 43

00178

Declassified E.O. 12356 Section 3.3/NND No. 785021

He is of the view that, after AC has been inactivated, the Archives staff shall be under the jurisdiction of a Military officer, probably a Military attache.

This, of course, brings up again the question of the status of the Archives - are they, or are they not, Military records.

I think we should be on our guard against one danger - that of interference with a technical subject by somebody not technically qualified.

Lt. Col. Jackman is awaiting our draft with interest.

3 Oct. 41

JP

00178

DATA

(2)

Re Approval in principle by Lt Col Jackman & Gen Hamblen

Declassified E.O. 12356 Section 3.3/NND No. 785021

NOTES ON AFHQ's PROPOSALS FOR THE RECORDS OF ALLIED COMMISSION.

115

1. Has AFHQ the authority to issue instructions as to AC Archives ? The records are undoubtedly military records in the sense that the Commission forms part of a military chain of command. But it is doubtful whether they constitute "military records" within the customary use of the expression.

2. The plans of AC and those of AFHQ are widely divergent in conception. AC plans are based fundamentally on the treatment of the records from a proper Archival point of view; AFHQ plans seem to regard microfilming with all speed as the paramount consideration.

3. Washington have already approved in broad outline the plans prepared by AC. Are AFHQ empowered, without consulting Washington, to superimpose a plan of their own which would alter the whole direction of our policy and work ?

4. AC plans contemplated the preservation of practically all records for the time being; the 1st phase of these plans envisaged little more than rendering "First Aid" to all records, up to a common standard.

AFHQ plans are based upon a policy of microfilming with a minimum of delay.

Generally speaking, our records are not in a condition for this to be done at present, and it seems that one of three courses is open :-

(a) Microfilm everything, immediately after Archives Branch has given "First Aid" treatment.

(b) Jettison our plans completely, and draw up fresh plans designed to meet the demand for early microfilming.

(c) Continue our present programme, and tell AFHQ that they cannot begin microfilming until at least a portion of our records have been given complete Archive treatment as we understand it.

03177

Arguments For and Against these alternatives are as follows :-

(a) FOR - Completion of microfilming at an early date.

AGAINST - "First Aid" treatment does not extend beyond identifying, listing, and arranging . No physical cleaning-up is undertaken at this stage. Conservation of everything is our first consideration. It is realised that much material which must be retained at least for a few years is likely to be of no permanent value. Microfilming at this stage would be a gross waste of time, man-power, and material. In fact, it is doubtful whether some of the records could even be microfilmed until considerable attention has been paid to the purely physical condition of the papers.

(b) FOR - Completion of microfilming at an early date.

AGAINST - A new programme, designed specifically to put the records into satisfactory shape for early microfilming, would necessitate an immediate and very great expansion of Archive work. After the physical cleaning-up had been completed, a large volume of work would remain to be done in annotating the records in much greater detail than is done at the present stage. Without detailed explanations on the administrative aspect, some of the records would be almost unintelligible.

Nothing would be destroyed at this stage. The amount of time and man-power

Declassified E.O. 12356 Section 3.3/NND No. 785021

own which would alter the whole direction of our policy and work ?

4. AC plans contemplated the preservation of practically all records for the time being; the 1st phase of these plans envisaged little more than rendering "First Aid" to all records, up to a common standard.

AFHQ plans are based upon a policy of microfilming with a minimum of delay.

Generally speaking, our records are not in a condition for this to be done at present, and it seems that one of three courses is open :-

(a) Microfilm everything, immediately after Archives Branch has given "First Aid" treatment.

(b) Jettison our plans completely, and draw up fresh plans designed to meet the demand for early microfilming.

(c) Continue our present programme, and tell AFHQ that they cannot begin microfilming until at least a portion of our records have been given complete Archive treatment as we understand it.

Arguments For and Against these alternatives are as follows :-

(a) FOR - Completion of microfilming at an early date.

AGAINST - "First Aid" treatment does not extend beyond identifying, listing, and arranging . No physical cleaning-up is undertaken at this stage. Conservation of everything is our first consideration. It is realised that much material which must be retained at least for a few years is likely to be of no permanent value. Microfilming at this stage would be a gross waste of time, man-power, and material. In fact, it is doubtful whether some of the records could even be microfilmed until considerable attention has been paid to the purely physical condition of the papers.

(b) FOR - Completion of microfilming at an early date.

AGAINST - A new programme, designed specifically to put the records into satisfactory shape for early microfilming, would necessitate an immediate and very great expansion of Archive work. After the physical cleaning-up had been completed, a large volume of work would remain to be done in annotating the records in much greater detail than is done at the present stage. Without detailed explanations on the administrative aspect, some of the records would be almost unintelligible.
Nothing would be destroyed at this stage. The amount of time and man-power expended on material doomed for ultimate destruction would be even greater than in alternative (a).
Difficulties on points of detailed Archive administration could be amplified ad nauseam.

(c) FOR - At the end of Phase 3 of the AC plans, the records to be presented for microfilming would have been considerably reduced in bulk, would have had proper treatment for physical tidiness and preservation, and would have been properly and adequately indexed and annotated.

5. One of the fundamental points in AC plans was the conservation of the records as a single body in one place. AFHQ's proposals seem ill-designed to safeguard this point.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

FROM: Brig. F.O.A. Parsons

114

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

19 October 1945

OCT 22 1945

Dear Dick

Thank you for your letter asking for the AFHQ draft instruction on the handling of Allied Commission's Archives. (1/AS enclosed)

The draft is attached. I have spoken to Lt. Colonel Jackman, who is handling the microfilming. He is fully prepared to discuss ways and means whereby the microfilming of your Archives can be carried out as conveniently as possible at the meeting on the 25th October. For instance, although the draft letter does not say so, he is prepared to set up the plant in Rome which will mean that files will only be kept for a day or two before they are returned to your Archivist.

Yours sincerely,

F. Parsons

05176

Brigadier M. C. Lush, Executive Commissioner
Headquarters, Allied Commission
APO 394.

Encl (one enclosure) (1 SPARE COPY OF ENCLOSURE LETTER)

Declassified E.O. 12356 Section 3.3/NND No. 785021

DOPL 113

ALLIED FORCE HEADQUARTERS
AFO 512

AG 313 - ATRA 5 October 1945

SUBJECT : Records of AC Italy.

TO : Executive Commissioner
Allied Commission, Italy
APO 394, U.S. Army

00175

1. Reference is made to letter, 1/AB, dated 15 July 1945, Subject: "Disposal of records", and letter 1/AB, dated 20 August 1945, Subject: Disposal of Records - Land Forces Sub-Commission".

2. It is the decision of this headquarters that the records of Land Forces Sub Commission are an integral part of the complete body of records of the Allied Commission and shall form part of it's Archives.

3. It is also the decision of this headquarters that the complete body of records created and secured by the Allied Commission and/or any of its instrumentalities are, de facto, military records and as such come within the scope of the directive of the Combined Chiefs of Staff prescribing disposition of Allied Records, and of AFHQ Circulars, number 8 and 9, 1945.

4. The following policy will therefore govern relative to records of AC:

a. The present AC Archives will be continued until inactivation of Headquarters, Allied Commission but its mission will be expanded to the extent necessary to meet and comply with the full requirements of AFHQ Circular 8 and 9, 1945, viz., the collection, preparation and shipment of the inactive records for microfilming.

b. This project must begin at once and on a scale sufficient to insure preparation and shipment of the available records within a reasonable period of time. It is understood that presently only 1 officer and 1 [illegible] is engaged in this activity.

c. It is recognized and approved, that certain important blocks of the AC records should be returned to the AC after microfilming and should remain in Rome for an indefinite period for use by the AC, United States and British Embassies and other authorized military and/or civilian agencies and that the remaining blocks of records (those not required for use) should be retired, after microfilming, to dead storage in the Allied Force Microfilming and Records Depot - pending disposition instructions from the Combined Chiefs of Staff. Upon inactivation of the AC, the important records required will pass to the joint temporary custody of the British and American Embassies where they would remain until they had served their purpose; the balance will be returned by AC to the Allied Force Depot. During the interim that the records are in custody of the Embassies they would be made accessible to authorized

military/.....

Declassified E.O. 12356 Section 3.3/NND No. 785021

112

military and/or civilian agencies as required. They would then be released by the Embassies to the Allied Force Microfilming and Records Depot or shipped direct to the repository designated by the Combined Chiefs of Staff, whichever is applicable at that time.

d. Prior to dispatch of each separate shipment of records from the AC to the Allied Force Depot for microfilming, the AC will submit a listing to the Allied Force Records Administrator specifically recommending and identifying the categories of records which should be returned to the AC for future use and those which should be retired to dead storage. This listing will be passed to the British and American Embassies for written concurrence prior to its dispatch. Because all Allied Military records are considered to be the joint property of the British and American Governments, strict accountability and responsibility for their safe custody must be maintained. Therefore, they will be returned to the AC on a "loan" basis and proper receipt secured by the Allied Force Records Administrator from the custodian. Upon inactivation of the AC and the passing of the records to the joint custody of the Embassies a new receipt would be secured by the Allied Force Records Administrator from the new custodian.

BY COMMAND OF THE ACTING SUPREME ALLIED COMMANDER:

O.W. CURTIS
Colonel, AGD
Adjutant General.

0174

Declassified E.O. 12356 Section 3.3/NND No. 785021

18 OTT 1945
Archives
111

22 OCT 1945

219781C A 2 B
O/T 1818002

O/1466
O/T 1914003
PRIORITY

TROOPERS
HQ ALCOM

UNCLASSIFIED

Ref your clear telegram No 7090 Unclassified. Subject Allied Commission Archives. JENKINSON will attend. Am endeavouring to secure Mr SERGENT CHILDS/CHILD U.S.(?) now in GERMANY. Important to know soonest suggested date of conference which should depend on availability SARGENT CHILD.

List

Action - Exec Comer 2
Info - Chief Commissioner
Archives
File 2
Float

93173

HEADQUARTERS
19 OCT 1945
A. C.

A C
18 OCT 1945
FILE No.

18 OTT 1945

Declassified E.O. 12356 Section 3.3/NND No. 785021

110

[redacted]

TROOPERS

7305 18 October 45 PRIORITY

UNCLASSIFIED FD

REFERENCE MY 7090 DATED ONE THREE OCTOBER CBA SUBJECT ALLIED COMMISSION ARCHIVES FD

BARIN TO TROOPERS FOR WOOLLEY FROM HQ ALCOM CITE ACHXC PAREN CONFERENCE WILL BE HELD HERE TWO SIX OCTOBER

Lt. Comm M.
M. McBride U.S. Embassy } informed.
M. Halford U.K. "
Lt Col White AC

all 18/10/45

00172

Int Dist
Archives Branch (2)

Office of Ex Commissioner

Declassified E.O. 12356 Section 3.3/NND No. 785021

109

Ref: 1/AB

11 October 1945.

You will remember that when you were here the other day we agreed to hold a discussion on the draft of the letter which you will be sending to us on the question of the Commission's Archives.

I have not yet seen the draft myself, and you will appreciate that I shall not be in a position to discuss a document which I have not had an opportunity of considering. Will you kindly send me a copy of the draft some time before our discussion which, I understand, is provisionally fixed for 25th October.

93171

Brigadier F.O.A. Parsons.
G-5 Section.
Allied Force Headquarters.

Declassified E.O. 12356 Section 3.3/NND No. 785021

BRIGADIER LUSH.

You may wish to have the following notes on the subject we discussed yesterday. As you instructed, I am holding myself available in case you desire amplification on any point of detail.

1. Microfilming will involve, inter alia ;-

Physical tidying-up
Weeding-out
Indexing

2. These points will necessitate radical changes in established methods which have been in operation for 18 months. In effect, they will amount to telescoping phases I, II and III of our programme, and all past work will have to be revised before starting any fresh work on "telescoped" plans.

3. Work during the past 18 months, and our programme for the future, were planned under the guidance of Mr. Jenkinson, who has acted in the capacity of adviser to the War Office on A.C. Archives.

4. When our programme was drawn up last July, Mr Jenkinson said that he would make contact with American Archivists, and would also inform the War Office of the nature of the proposals, so as to ensure that the programme reached the right quarter, and also to pave the way for the discussions which it was envisaged would take place between the two Governments. No doubt by this time Mr Jenkinson will have shown our programme to War Office, and may in fact have discussed it with them.

5. I gather that the draft reply to our programme is being prepared, as a Theatre decision, by AFHQ. I do not know if the two Governments have been consulted.

6. I think that, before any directive is presented to us by AFHQ in the form of a fait accompli, we should press for a general discussion, at which there should be present - AFHQ, A.C., the Embassies, Mr. Jenkinson, a U.S. counterpart, and any others interested.

U3170

Declassified E.O. 12356 Section 3.3/NND No. 785021

Capt Collins 107

Archives

COPY

HEADQUARTERS ALLIED COMMISSION
Office of Political Adviser (A)

October 15, 1945

TO: Executive Commissioner

SUBJECT: Archives of the Allied Commission

With further reference to the Executive Commissioner's communication of August 16th, I should like to inform you that the Department of State has now indicated its agreement that the archives of the Allied Commission be disposed of along the general lines outlined in your communication under reference.

The Department of State adds that these archives should be readily available for consultation and satisfactory security should be maintained. In this connection, it is noted and it is hoped that the Italian Government may provide a safe place for storing the archives.

In continuing, the Department of State asserts that it is naturally interested in the solution of this problem, but before authorizing personnel to study these archives or to maintain custody over them, it requires further information concerning the extent of the records involved and the type of staff required to arrange them properly. Therefore, it requests a brief report as soon as possible on the volume and the general character of the principal types of archives concerned, especially as to those categories which are of current value for the purposes of consultation, as well as those which should be permanently preserved and those which might well be disposed of.

00163

/s/ R. H. McBride
/t/ Robert H. McBride
Assistant Political Adviser (A)

Copy to Political Adviser (B)

RMcB/jb

Declassified E.O. 12356 Section 3.3/NND No. 785021

106

TROOPERS

7090 13 October 45 PRIORITY

UNCLASSIFIED FD

SUBJECT ALLIED COMMISSION ARCHIVES FD IMPORTANT CONFERENCE TO BE HELD HERE PROBABLY

[redacted] TWO FIVE OCTOBER FD

PAPER TO TROOPERS FOR ROOLEY FROM HQ AGCM CITE ARMS PAPER

COULD ARRANGEMENTS BE MADE FOR HILARY JENKINSON AND AMERICAN COLLEAGUE TO ATTEND FD

EXACT DATE WILL BE NOTIFIED LATER

00168

Int Dist
Archives Officer (2)

Office of Fn Commissioner

Declassified E.O. 12356 Section 3.3/NND No. 785021

October 1945.

Ref: 1/AB

SUBJECT: Disposal of Records.
Land Forces Sub-Commission.

TO : Allied Force Headquarters (Attention G-5)

1. Reference this HQ letter 1/AB dated 20 August 1945.

2. It would be appreciated if an early decision may please be given regarding the disposal of the records of the Land Forces Sub-Commission.

Brigadier.
Executive Commissioner.

Reply to this letter will be incorporated in general agreed scheme for A.F. Archives.
Lt Col Fordham has said we that MMIA records in their entirety will be regarded as an integral part of A.F. records.

Declassified E.O. 12356 Section 3.3/NND No. 785021

NOTES OF DISCUSSION BETWEEN L. COL. BROWN D.P. & R S/C AND CAPT. COLLINS, ARCHIVIST.

Apart from the exceptions mentioned below, there will be no necessity for UNRRA to take any of the Sub-Commission's files into its permanent custody. UNRRA will undoubtedly require to have access to certain files on high-policy matters. It is not yet possible to say, however, whether the files can satisfactorily be consulted by UNRRA at this HQ, or whether it would be preferable for the files to be loaned in accordance with the procedure laid down in Establishment Memo No. 3 of 20.3.45.

The disposal of the files of HQ offices of the Sub-Commission will be handled direct with Archives Branch. The files of offices at Group HQs will be handled in the same way as those of any other division of a Regional HQ, and instructions to this effect have already been issued by the S/C to Group HQs.

With regard to camps in the South which have already been handed over to UNRRA, the S/C is under the impression that all files maintained by those camps are now in the possession of the S/C. Lt. Col. Brown will verify this.

The exceptions mentioned in para 1. of these notes are as follows.

Records of individual persons or groups of persons, whether held at HQ or at the camps, must be preserved intact, irrespective of the organisation concerned.

The master card-index of all "bodies" is part of an administrative machine which is much wider in scope than the S/C or even of A.C. It is linked up with the international organisation and cannot be disturbed.

The individual case records at a camp must be preserved as "camp" records. The inmates vary from day to day, and the breaking up of these records to conform to changes in administrative command (even if reasonably practicable) would break the continuity of the "camp" records and in our view would give no compensating advantages.

Repatriation cases also have individual case records, or records for groups of cases. Once the person or group of persons has been repatriated, the case file of the person or group becomes dead. The dead files in the hands of the S/C at the time of the hand-over to UNRRA will be turned in to Archives. It is expected that UNRRA will open its own files for new cases arising after the hand-over, and these files would be retained by UNRRA. Cases which are "Live" at the time of the hand-over must of necessity be passed to UNRRA with the bodies, and there seems no objection to UNRRA retaining these files upon completion of the cases.

Declassified E.O. 12356 Section 3.3/NND No. 785021

103

TROOPERS

7090

19 October 45

PRIORITY

UNCLASSIFIED PD

SUBJECT ALLIED COMMISSION ARCHIVES PD IMPORTANT CONFERENCE TO BE HELD PROBABLY

[redacted] TWO FIVE OCTOBER PD

PARTY TO TROOPERS FOR EGGLIN FROM HQ AGCM SITE ARMED FARCE

COULD ARRANGEMENTS BE MADE FOR HILARY JENKINSON AND AMERICAN COLLEAGUE TO ATTEND PD

EXACT DATE WILL BE NOTIFIED LATER

0165

Int Dist
Archives Officer (2)

Office of Ex Commissioner

Declassified E.O. 12356 Section 3.3/NND No. 785021

441

RHF/cwm 1021

ALLIED FORCE HEADQUARTERS
APO 512

ARCHIVES BRANCH (2)

AG 313 AFRA-O

3 October 1945

SUBJECT: Historical Records of the Mediterranean Theater

TO: All Concerned

1. Reference is made to AFHQ Circular 8, of 18 July 1945, as amended.

2. The Combined Chiefs of Staff have directed that the combined British-American records of permanent value of the various theaters be preserved, and film copies furnished to the American and British Governments. In the Mediterranean Theater the Allied Force Records Administration is responsible for this work. The duplication of the integrated records will be done by microfilming and the original paper records will be finally disposed of under directions of the Combined Chiefs of Staff. Pending final disposition the Allied Force Records Administration is responsible for the custody of the original records.

9164

3. It is appreciated that certain Headquarters and Staff Sections will not be able to retire all their allied records to dead storage immediately, due to continuation of certain functions of these organizations, after withdrawal of either the American or British contingent or upon reorganization or reconstitution. Such records will therefore be shipped to the Allied Force Microfilming and Records Depot for microfilming and then may be returned to the originating sections or their successors. Further, it may be found that sections require to refer to records which have been placed in dead storage.

4. a. A "charge out" system will therefore be instituted to deal with these requests. Records will not be charged out to sections etc. unless there is strong and adequate justification. Records will only be charged out for the shortest possible time and will be returned to the Allied Force Microfilming and Records Depot as soon as possible after completion of the necessary work.

b. When records are required, application in writing will be made to the Allied Force Records Administration, AFHQ, giving the following information:

(1) Reason for requiring the records.
(2) Full identification of the records required, stating the Headquarters, Staff Section and blocks of files required.
(3) Where these records are required.
(4) Period for which the records are required.

5. It must be clearly understood by any officer initiating such a request that these records are the joint property of the American and British Government

DIST

ACTION — RECORDS OFFICER (2)
INFO — CHIEF CLERK
EXEC CLERK
ADMIN. SEC

5 OCT 1945

P.T.O

Declassified E.O. 12356 Section 3.3/NND No. 785021

AFHQ ltr, AG 313 AFRA-O,
dtd 3 Oct 45 (Cont'd)

and that such officer will be held personally responsible for the safe custody of the records while in his keeping. Under no circumstances will any documents be removed from these files, nor will papers be marked, defaced or altered in any way.

BY COMMAND OF THE ACTING SUPREME ALLIED COMMANDER:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
"A"
"B"

I phoned Lt. Col. Langmaid, Theatre Records Administration about the Circular. He said that it does not apply to A.C. There are other Archive matters upon which he will come to see me on Mon. or Tues. 8 or 9 Oct. 45.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Archives Branch

Tel. 107

Tel: 478603.

Ref: 1/AB.

1 October 45.

SUBJECT: Disposal of Records.

TO : G-5 Section,
A.F.H.Q.

Reference this HQ letters 1/AB dated 13 August 45 and 7 September 45 respectively.

I am directed to ask if you will please inform us whether a reply in this matter has yet been received from Washington and London.

For the Chief Commissioner:

F H McCarthy

Brigadier,
Executive Commissioner.

00163

Copy to: Archives Branch.

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY

HEADQUARTERS ALLIED COMMISSION

Office of the Political Adviser (A)

100

To : Executive Commissioner

Subject : Archives of Allied Commission

With reference to your communication of August 16, I should like to inform you that I concur in a preliminary way with the memorandum giving the proposals of the Allied Commission and the informal views of the British Embassy. However, since this is obviously a matter for decision in Washington, the U.S. Ambassador has requested instructions from the Department of State in this connection, having conveyed to the Department of State with his request of instructions a summary of the Allied Commission's proposals and the views of the British Embassy.

sgd J. Wesley Jones.

Rome, September 10, 1945

Copy to:
Office of Political Adviser (B).

03162

Declassified E.O. 12356 Section 3.3/NND No. 785021

ARCHIVIST
R.S/kdo

99

ALLIED FORCE HEADQUARTERS
APO 512

AG 313/195 AFR-O 6 September 1945

SUBJECT: Disposition of Integrated Records.

TO: All Concerned.

1. The prescribed normal channel for the disposition of all integrated British-American records of a military or quasi-military nature in this theater is described in paragraph 4 (b), Circular 8, this headquarters, 1945, as amended.

2. Except for special sets of records whose disposition is prescribed by an official directive of the Combined Chiefs of Staff, all integrated records will be shipped in accordance with the circular cited above.

3. Directives received through technical channels (inter-staff), or from any source other than from the Combined Chiefs of Staff regarding the disposition of records, will be forwarded, with appropriate recommendations, to this headquarters; Attention: Allied Force Records Administrator, where final decision will be made. Records in question will be retained pending decision.

4. Any disposition of records other than those prescribed above is prohibited.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. CHRISTENBURY
Colonel, AGD
Adjutant General

00161

DISTRIBUTION:
"A"
"B"

A.C. of S
ARCHIVIST
EXT SEC
G-1 (A)
G-1 (R)
ADJ

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

CAPT Collins
G-2
Archives

Tel: 735

Ref: 1/AB.

8 September 1945.

SUBJECT: Archives.

TO : R. Wesley Jones Esqe,
American Embassy,
Rome.

I should be grateful to have a note on the matter referred to in my letter 1/AB of 13 August 1945 at an early date.

E. TALBOT
Brigadier,
Executive Commissioner.

Declassified E.O. 12356 Section 3.3/NND No. 785021

770

Tel: 478603

Ref: 1/AB.

7 September 1945.

SUBJECT: Disposal of Records.

TO : Allied Force Headquarters,
Attn: G-5 Section.

I am directed to refer to this Hq letter 1/AB dated 13 August 1945 and to enquire whether a reply in this matter has yet been received from Washington and London.

For the Chief Commissioner:

E Talbot
Lt Col

Brigadier,
Executive Commissioner.

00160

Copy to: Archives Branch.

Declassified E.O. 12356 Section 3.3/NND No. 785021

RHF/wp

9607

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ARCHIVES

AG 313/718 - O

4 September 1945

SUBJECT: Disposition of American Records.

TO: All Concerned.

1. The prescribed normal channel for the disposition of all American records of a military or quasi-military nature created in this theater is described in paragraph 2b, MTOUSA Circular Number 64, 1945.

2. Except for special sets of records whose disposition is prescribed by official War Department directives received through command channels, all American records will be shipped in accordance with the above cited circular.

3. Directives received through technical channels (inter-staff) or from any source other than official War Department command channels, regarding the disposition of records, will be forwarded, together with appropriate recommendations, to CG MTOUSA, Attention: Theater Records Administrator, where final decision will be made. Records in question will be retained pending decision.

4. Any disposition of records other than those prescribed above is prohibited.

BY COMMAND OF GENERAL MCNARNEY:

C. F. CHRISTENBERRY
Colonel, AGD
Adjutant General

90159

DISTRIBUTION:
"2"

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 1/AB. 3 September 1945.

SUBJECT: Custody of A.C. Records.

TO : Finance Sub-Commission (Budget Sub-Section)

The instructions which have been issued with regard to the closing and handover of A.C. files is that no files or papers which originated in, or were received by A.C., should be handed to any outside body without the express permission of the Executive Commissioner (please see para 10 of Establishment Memorandum No. 3 dated 20 March 1945).

It is understood that the Budget files of the Provinces Aquila, Chieti, Pescara, Teramo, and Avellino, have been handed to the Italian Government. Will you please say whether or not this is so.

Brigadier,
Executive Commissioner.

Ind. 1.
Finance Sub-Commission, A.C., APO 394, 4 September 1945.

To: Office of the Executive Commission, A.C., APO 394.

1. The documents referred to in basic communication were returned to the Italian Government in accordance with the established budget procedure initiated 1 July 1944.

2. It is essential that the copies of these budgets prepared for the Italian Government be turned over to it at the earliest possible moment following the release of an area from Military Government in order that adjustments in the State Budget may be effected and fiscal control established.

3. If this procedure is considered contrary to the provisions of Establishment Memorandum No. 3, it is requested that that directive be amended so as to be in accord with an established, essential procedure.

Joint Director,
Finance Sub-Commission.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Ref 1/AB

6 August 1945

SUBJECT : Disposal of Records -
Land Forces Sub-Commission.

TO : Allied Forces Headquarters (Attn. G-5)

90157

1 Reference is made to:

AFHQ letter AG 001.112/079 GOT-0 of 25 October 1944 - "Status and Functions of the Land Forces Sub-Commission of the Allied Commission"

AFHQ Circular No. 8 of 18 July 1945 - "Allied Force Records Administration"

2 The Land Forces S/C acts in a dual capacity as a Sub-Commission of this Commission and as the Military Mission to the Italian Army.

3 In the former capacity its records are an essential part of the Archives of the Allied Commission being responsible as it is for the recruiting, clothing, equipping, arming and feeding of the Carabinieri and other police agencies and being very closely associated with many other functions of AC work such as the maintenance of order, the hospitalisation and disarming of patriots, mine clearance, prisoners of war, disposals of war materials.

4 In the capacity of the Military Mission its work is related as one of AFHQ's subordinate formations to the work of that HQ and, as Allied Commission, to the functions of the Italian Government in the dispersal and absorbtion of troops to be demobilised, recruitment, the gearing of the War Industry to Allied requirements, in the equipping, feeding, accomodating of the Army, for the return of prisoners of war and in many other matters. In these matters the Allied Commission has a particularly intimate interest not only as the opposite number of the Ministry of War but of the Government itself and all other Ministries interested.

5 The records of Land Forces S/C have not been kept nor was it practical to keep them in a manner which permits of the two interests being separated. It is submitted that to present a coherent picture it is essential that the records of the Land Forces S/C (and of other service S/Cs) shall form part of the archives of the AC.

This course will not prejudice the completeness of AFHQ records which will in themselves show all decisions or discussions on policy but will lack only (as is the case with all other subordinate formations) details of the methods in which such formations carried out the functions allocated to them. The severance of these records from AC would, on the other hand, be a very serious mutilation of AC Archives the ultimate disposal of which, as you know, is a matter which the Allied Governments have under consideration.

Declassified E.O. 12356 Section 3.3/NND No. 785021

6 May it please be confirmed that the Records of the three service Sub-Commissions of this HQ shall be dealt with as part of the Archives of this HQ and that AFHQ Circular No 8 of 18 Jul 45 does not apply to them.

Brigadier,
Executive Commissioner.

00156

Sgt Mansfield
Sec. 119

Declassified E.O. 12356 Section 3.3/NND No. 785021

93

AF 048

ALLIED FORCE HEADQUARTERS
APO 512

SECRET
Auth: SACSC
Initials
25 October 1944

25 October 1944

79

AG 091.112/079 OCT-3

SUBJECT: Status and Functions of the Land Forces Sub-Commission of the Allied Commission (LFSIA)

TO : All Concerned

1. OBJECT

a. To establish the functions of, and channels of communication for, the operation of the Land Forces Sub-Commission of the Allied Commission (LFSIA)

b. To clarify apparent misunderstanding as to the operation and functions of this organization.

2. HISTORY OF THE SUB-COMMISSION

a. Upon the conclusion of an Armistice with the Italians, and to relieve the Allied Army Staffs of extra work arising from this Armistice, a Mission was established, known as the Italian Military Mission, and subsequently as the Military Mission to the Italian Army, to act as the liaison between the Allied and Italian Armies, and to supervise the implementation of the Armistice Terms. Its duties consisted chiefly of demilitarization and demobilization, and organization of the remaining Italian land forces under the terms contained in the Armistice.

b. Subsequently, the Italians were accepted by the Allies as cobelligerents, and the functions of the LFSIA logically increased to include such duties as organization of personnel, training, equipping, maintenance and supply matters generally for the Italian Land Forces.

c. Consequent on the decision to include a Land Forces Sub-Commission within the Allied Commission, it was decided that the LFSIA should be constituted as the Land Forces Sub-Commission.

d. When the Combined Chiefs of Staff directed that an agency be established to control the provision of supplies to the Italian Armed Forces, this duty was given to the Land Forces Sub-Commission of the Allied Commission (LFSIA), whose staff was augmented to carry out the new commitment.

03155

Declassified E.O. 12356 Section 3.3/NND No. 785021

3. PRESENT FUNCTIONS AS ESTABLISHED. From the above history, it is seen that the functions of the Land Forces Sub-Commission of the Allied Commission (MMIA) are twofold, namely:

a. Sub-Commission business: The primary concern of the Land Forces Sub-Commission of the Allied Commission (MMIA), so far as its sub-commission business is concerned is to implement the terms of the armistice, particularly with relation to demilitarization and demobilization. It is the vehicle by which the Allied Commission deals with the Italian Government on such Italian Army matters as concern it. For these purposes the Land Forces Sub-Commission of the Allied Commission(MMIA) was constituted by the Combined Chiefs of Staff and requires the authority of the Combined Chiefs of Staff for any alteration in its functions.

b. Military Mission business: Consequent upon the grant of status of co-belligerency to the Italian nation, it became necessary to provide an organization to direct the armed forces of the Italian Government in accordance with the policies of the United Nations. To achieve economy in personnel and continuity of action, the duties which would otherwise have been undertaken by a special military mission set up for this purpose were assigned to the Land Forces Sub-Commission of the Allied Commission (MMIA). The Land Forces Sub-Commission of the Allied Commission (MMIA) will in its capacity as a Military Mission normally deal directly with the military authorities (see paragraph 6).

4. DESIGNATION OF MISSION. To avoid confusion that has been prevalent in the past, the title to be used for correspondence concerning the Land Forces Sub-Commission of the Allied Commission, either in its capacity as a sub-commission of the Allied Commission or in his capacity as a Military Mission to the Italian Army, will in future be Land Forces Sub-Commission of the Allied Commission (MMIA).

5. CHANNELS OF REPORT AND COMMUNICATION. For Sub-Commission business referred to at paragraph 3 a. above, the channel of communication will be the usual one for Sub-Commissions of the Allied Commission.

6. The channel for Military Mission business referred to at paragraph 3 b. above is Allied Force Headquarters. This business includes the following:

a. Organization and supply matters generally in relation to Italian Army personnel.

b. Personnel ceilings.

c. Organizations of units and formations for:

(1) Combat.

(2) Service units for support of combat troops both Italian and Allied.

(3) Miscellaneous units for internal security and related duties, both under direct Allied Military control and under the Italian Government as directed by Allied Commission

93154

Declassified E.O. 12356 Section 3.3/NND No. 785021

d. The direction of Italian Army manpower to meet Allied requirements.

e. The training of personnel for employment in the above roles.

f. The provision and holding of reinforcements (replacements).

g. The equipment of Italian Army personnel to meet Allied requirements.

h. Arrangements for, and supervision of, holding, distribution, and accountancy arising from the execution of the above functions.

7. The Land Forces Sub-Commission of the Allied Commission (LFSCIA) is authorized to maintain direct liaison with Allied Armies in Italy in order to effect such modifications in the arrangements for which they are responsible under paragraph 6 above, as are operationally desirable and can be undertaken without conflict with policies set by Allied Force Headquarters.

8. The Land Forces Sub-Commission of the Allied Commission (LFSCIA) is responsible for keeping the Chief Commissioner, Allied Commission, informed of all relevant business undertaken in its capacity as a military mission to the Italian Army.

9. Pending the rescission of documents already issued which are in conflict with this instruction, this instruction will govern.

By command of General WILSON;

/S/ H. V. ROBERTS,
Colonel, AGD,
Adjutant General

DISTRIBUTION:
See Reserve Side

20153

Declassified E.O. 12356 Section 3.3/NND No. 785021

Capt Collins 96
Office Ex Comm

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
APO 394

17 August 1945

SPECIAL ORDERS)
:
NUMBER 229) EXTRACT

+ + +

1. UP Par 56, Cir N.8, AFHQ, Capt A. J. COLLINS, 244777, RE, (B), Office of the Ex Comm (Archivist), this Hq, is aptd Records O, Allied Commission, in addition to his other duties.

+ + +

+ + +

BY COMMAND OF REAR ADMIRAL STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

0/152

DISTRIBUTION:
2 - O concd
1 - File

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

d. The direction of Italian Army manpower to meet Allied requirements.

e. The training of personnel for employment in the above roles.

f. The provision and holding of reinforcements (replacements).

g. The equipment of Italian Army personnel to meet Allied requirements.

h. Arrangements for, and supervision of, holding, distribution, and accountancy arising from the execution of the above functions.

7. The Land Forces Sub-Commission of the Allied Commission (LFSCA) is authorized to maintain direct liaison with Allied Armies in Italy in order to effect such modifications in the arrangements for which they are responsible under paragraph 6 above, as are operationally desirable and can be undertaken without conflict with policies set by Allied Force Headquarters.

8. The Land Forces Sub-Commission of the Allied Commission (LFSCA) is responsible for keeping the Chief Commissioner, Allied Commission, informed of all relevant business undertaken in its capacity as a military mission to the Italian Army.

9. Pending the rescission of documents already issued which are in conflict with this instruction, this instruction will govern.

By command of General WILSON:

/S/ H. V. ROBERTS,
Colonel, AGD,
Adjutant General

DISTRIBUTION:
See Reserve Side

90153

Declassified E.O. 12356 Section 3.3/NND No. 785021

DISTRIBUTION :

2 - Hq A I
2 - AC
2 - Land Forces Sub-Com (MMIA)
2 - Hq 1 Dist
2 - Hq 2 Dist
2 - Hq 3 Dist
2 - FRS
2 - CONZONE, NATO
1 - C/S NATO
1 - SGS
1 - G-1 (A)
1 - G-1 (B)
1 - G-2
10 - G-3
2 - G-4 (A)
2 - G-4 (B)
2 - G-5
1 - CAO
1 - Q (AS)
1 - Q(Maint)
1 - [illegible]
1 - Sa_y
1 - Surg
1 - S & T
1 - Ord (A)
1 - Ord (B)
1 - QM
1 - Signals
1 - CWS
1 - Provost
1 - Direct of Labor
1 - Director of Works
1 - AA & CD
1 - G-4 (MATn)
2 - AG Records
16 - Spares (G-3 (Org) Foreign)

Declassified E.O. 12356 Section 3.3/NND No. 785021

Capt Collins
Office Ex Comm

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
APO 394

17 August 1945

SPECIAL ORDERS)
:
NUMBER 229) EXTRACT

+ + +

1. UP Par 56, Cir N.8, AFHQ, Capt A. J. COLLINS, 244777, RE, (B), Office of the Ex Comm (Archivist), this Hq, is aptd Records O, Allied Commission, in addition to his other duties.

+ + +

BY COMMAND OF REAR ADMIRAL STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

9152

DISTRIBUTION:
2 - O concd
1 - File

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

Ref. 1/AB

16 August 1945.

SUBJECT: Archives of Allied Commission.

TO : Political Adviser (A).

Consideration has recently been given to the disposal of the Commission's Archives.

The matter has been discussed in a preliminary way with both the British and the American Embassies, and a copy of a statement of the informal views of the British Embassy is attached.

A memorandum setting out the Commission's proposals (to which no reply has yet been received) has been sent to AFHQ for transmission to London and to Washington; a copy of this memorandum also is attached.

The question of suitable accommodation for the Archives is a difficult problem; it is already acute and will become more so during the next few months. It is considered that the Italian Government should be asked to assist in finding the necessary accommodation, and that premises should be selected which could be either rented or leased by the Embassies jointly, or perhaps even purchased outright.

Would you please say if there would be any objection to the Commission's approaching the Italian Government on the lines suggested above.

A copy of this note and the enclosures has been sent to the Political Adviser (B).

00151

M 8

Brigadier,
Executive Commissioner.

Declassified E.O. 12356 Section 3.3/NND No. 785021

COPY

475/1/45.

(1) The Allied Commission Archivist should see that each section's archives are brought up to a uniform level of indexing and general tidiness before the section is disbanded.

(2) The Commission's archives should remain in Rome for the present as the British and American Embassies and the Italian Government will probably have to consult them now and then for the next few years.

(3) The archives are, presumably, the property of the United Nations since the Allied Commission is an emanation of the Combined Chiefs of Staff who operate on the United Nation's behalf. In practice however it is for the British and American Governments to agree on their disposal, consulting such other Allied Government as they may think fit.

(4) For two reasons it is probably necessary that the indexing and weeding out of the Commission's archives should be taken to a further point than can be reached by the Commission itself before its dissolution; viz:

(a) to facilitate reference to the archives for practical purposes during the next few years.

(b) to facilitate the work of the historians seeking to write the history of this first experiment in integrated government.

(5) For these two reasons the British and American Governments ought to appoint a small joint commission to take charge of the Archives after the Allied Commission's demise. The personnel of this joint commission could be attached for administrative purposes to the British and American Embassies. Its size and length of its tenure would simply depend on the degree of perfection which the two Governments desired to reach in the arranging of the archives. At a hazard it is thought that ten men working for five years might do the job.

(6) The archives should be kept in some suitable premises to be provided by the Italian Government. Suitable security arrangements would have to be made since the Commission's archives contain material which will be political dynamite for quite a few years to come. For the same reason the Italian Government's access to the archives should be jointly controlled by the judgement of the British and American Ambassadors. It will probably be necessary that the premises where they are stored should be given extra-territorial status unless there is room to house them in the British and/or American Embassies.

1944

COPY

Copy of statement of informal views of British Embassy.
Received 9 August
aff

Declassified E.O. 12356 Section 3.3/NND No. 785021

90

S.C.R.F.

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 511/EC. 14 August 1945.

MINUTES OF REGIONAL COMMISSIONERS' MEETING - 13 AUGUST 1945.

1. Hand Over of the Northern Provinces to the Italian Government.

Executive Commissioner reminded the meeting that at the Regional Commissioners' meeting held approximately two months ago Chief Commissioner proposed 1 September 1945 as a possible date for the hand over of Northern ITALY to the Italian Government. This date had since been given a considerable amount of publicity. It was not a firm date, but a target fixed by the Chief Commissioner.

All the Provinces of the four Regions would be handed back, with the exception of the Province of UDINE. In this case the recommendations of the Commander XIII Corps and the Regional Commissioner had been followed and the Chief Commissioner had recommended to AFHQ, for submission to CCS, that AMG should continue in this Province until 1 December 1945.
The future of NAPLES was still uncertain, but AMG would be kept there for the time being. BOLZANO would be handed back with the other Provinces of Northern ITALY subject to approval of CCS.

From the economic and local government point of view there was everything to be said for a speedy handback. There was one disturbing question - that of public safety. Although there was a period of tranquility at present, public safety was far from satisfactory, and Executive Commissioner said that we could not recommend to AFHQ that the North, from a public safety point of view, was administratively in a fit state to be handed back. 90150

Executive Commissioner said he understood that the general consensus of opinion of Regional Commissioners was that either the handback should take place quickly in spite of the unsatisfactory state of public safety or that AMG should be retained for at least six months. Regional Commissioners were asked for their views and all stressed the amount of publicity that had been given to the date of 1 September. Regional Commissioners PIEDMONT and LIGURIA considered that we should either hand over on that date or remain until after the elections.

Regional Commissioner VENEZIA said he was in favour of handing over in September and of keeping strong teams of Liaison Officers who, he believed, could do very useful work. Deputy Regional Commissioner LOMBARDIA was also in favour of handing back in September.

It was agreed by all that it was useless retaining AMG without having sufficient Allied troops to back it up. At present Military Government was being operated with the backing of the Italian [illegible] 0156

Commissioners' meeting held approximately two months ago Chief Commissioner proposed 1 September 1945 as a possible date for the hand over of Northern ITALY to the Italian Government. This date had since been given a considerable amount of publicity. It was not a firm date, but a target fixed by the Chief Commissioner.

All the Provinces of the four Regions would be handed back, with the exception of the Province of UDINE. In this case the recommendations of the Commander XIII Corps and the Regional Commissioner had been followed and the Chief Commissioner had recommended to AFHQ, for submission to COS, that AMG should continue in this Province until 1 December 1945.
The future of MANTUA was still uncertain, but AMG would be kept there for the time being. BOLZANO would be handed back with the other Provinces of Northern ITALY subject to approval of COS.

From the economic and local government point of view there was everything to be said for a speedy handback. There was one disturbing question - that of public safety. Although there was a period of tranquility at present, public safety was far from satisfactory, and Executive Commissioner said that he could not recommend to AFHQ that the North, from a public safety point of view, was administratively in a fit state to be handed back.

Executive Commissioner said he understood that the general consensus of opinion of Regional Commissioners was that either the handback should take place quickly in spite of the unsatisfactory state of public safety or that AMG should be retained for at least six months. Regional Commissioners were asked for their views and all expressed the wsount of publicity that had been given to the date of 1 September. Regional Commissioners PIEMONTE and LIGURIA considered that we should either hand over on that date or remain until after the elections.

Regional Commissioner VENEZIE said he was in favour of handing over in September and of keeping strong teams of Liaison Officers who, he believed, could do very useful work. Deputy Regional Commissioner LOMBARDIA was also in favour of handing back in September.

It was agreed by all that it was useless retaining AMG without having sufficient Allied troops to back it up. At present Military Government was being operated with the backing of the Italian Army, Militia and CARABINIERI which, pointed out, was an unsatisfactory situation.

AC Liaison Officer BARI said that in the MINERVINO and MATERA incidents the Italian Government had handled the situations very feebly. They had "suggested" that arms should be handed in but few results had been obtained and the ringleaders still had their arms. Troops had not been used.

Brigadier UPJOHN stated that all our experience was that the Italian Government had not tackled and were not tackling the public safety problem energetically. Reorganisation of the Carabinieri was desirable but this was not a short term policy, and would take months. As regards the date of the handover, he pointed out that unless approval could be obtained from AFHQ by 16 August 45 it would be administratively impossible to effect the handover on 1 September 45.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Poland (B) agreed that unless sufficient troops were made available, it was useless trying to run AMG, and stressed that we should state the position very bluntly to the American and British Governments. Executive Commissioner concurred and said we must also have clearly laid down the exact responsibility of the Allied troops who would remain in regard to quelling of civil disturbances.
Col. Hamilton said GOC No. 2 District required a directive from AFHQ to define his responsibility, and Executive Commissioner promised to take this up at AFHQ.

Col. Fiske said if it was not practicable to remain until after the elections we should hand over in September. He made the point that the transfer of the Italian Army should be concurrent with the transfer of Italian territory, and if it was not possible to hand over control of the Italian Army until 30 September it was desirable to postpone the hand back of territory until that date. Executive Commissioner stated that the date of 30 September had already gone forward as the date for the Italian Army to be handed over to the Italian Government and in the event of approval for the transfer being obtained he felt sure that Sacmed could be persuaded to give the Italian Government control of their army before that date.

Brigadier ANDERSON suggested the use of economic sanctions, i.e. the cutting off of supplies, in the event of serious disorder, but Executive Commissioner did not consider this to be practicable. He agreed, however, that the matter could be publicised.

Executive Commissioner stated we must also obtain a ruling from AFHQ on the French and Swiss frontier problems, and the powers of CIC and PSS must be defined.

With the Chief Commissioner's approval Executive Commissioner suggested 10 September as the hand over date and Executive Commissioner asked Regional Commissioners for their views on this. They said they could be ready by this date.

2. Proposed Liaison Groups in the North.

Establishment Section had prepared a draft summary of personnel and vehicles, which was distributed to members of the meeting. Executive Commissioner read a note put up to the Chief Commissioner, which formed a basis for discussion.

The Establishment Section summary was discussed group by group. Several amendments were requested by Regional Commissioners, and these were noted by Establishment Section, who would make the necessary adjustments.

Public Safety Officers. There was discussion on whether the Public Safety Liaison Officers should be called Public Safety Officers or Security Intelligence Officers. Opinion was divided and Executive Commissioner ruled that they should be called Public Safety Liaison Officers.

Col. Fiske stated that GOC No. 2 District said that he was short of Security Officers and would welcome the presence of

Declassified E.O. 12356 Section 3.3/NND No. 785021

over control of the Italian Army until 30 September it was desirable to postpone the hand back of territory until that date. Executive Commissioner stated that the date of 30 September had already gone forward as the date for the Italian Army to be handed over to the Italian Government and in the event of approval for the transfer being obtained he felt sure that Smomed could be persuaded to give the Italian Government control of their army before that date.

Brigadier ANDERSON suggested the use of economic sanctions, i.e. the cutting off of supplies, in the event of serious disorder, but Executive Commissioner did not consider this to be practicable. He agreed, however, that the matter could be publicised.

Executive Commissioner stated we must also obtain a ruling from AFHQ on the French and Swiss frontier problems, and the powers of CIC and FSS must be defined.

With the Chief Commissioner's approval Executive Commissioner suggested 10 September as the hand over date and Executive Commissioner asked Regional Commissioners for their views on this. They said they could be ready by this date.

2. Proposed Liaison Groups in the North.

Establishment Section had prepared a draft summary of personnel and vehicles, which was distributed to members of the meeting. Executive Commissioner read a note put up to the Chief Commissioner, which formed a basis for discussion.

The Establishment Section summary was discussed group by group. Several amendments were requested by Regional Commissioners, and these were noted by Establishment Section, who would make the necessary adjustments.

Public Safety Officers. There was discussion on whether the Public Safety Liaison Officers should be called Public Safety Officers or Security Intelligence Officers. Opinion was divided and Executive Commissioner ruled that they should be called Public Safety Liaison Officers.

Col. Fiske stated that GOC No. 2 District said that he was short of Security Officers and would welcome the presence of Public Safety Officers in his area. Executive Commissioner mentioned an important suggestion that the Chief Commissioner had made, namely, that Public Safety Officers should be moved from their present location to another area when the hand over took place, so as to avoid changing their hats in the place they were now working.

Location of Liaison Groups. It was agreed that Liaison Groups should be stationed in the following towns.

MILAN,
TURIN (to include representation at AOSTA)
GENOA,
VENICE,
BOLOGNA, and perhaps ANCONA.

/It was ...

Declassified E.O. 12356 Section 3.3/NND No. 785021

It was also agreed that BOLZANO should have a Liaison Group and that the present Liaison Officer FTS should be made the AC Liaison Officer at LIVORNO.

Executive Commissioner ruled that for the purposes of discipline and administration the Central Economic Liaison Group should be under Lombardia Liaison Group in MILAN.

Local Government Officers. There was considerable discussion on the functions of local government officers and Local Government Sub-Commission did not want any in the field. The Regional Commissioners were in agreement with this, stating that it would be impossible for the local government officers to perform any useful function. Brigadier DUNLOP said that the general consensus of opinion of the meeting was that special local government officers were not necessary.

DP & Medical Officers. It was agreed that medical officers were not necessary in the Liaison Groups and it was stressed that the Public Health Officers in the DP & P teams were only to be used for DP & R work. Civil Affairs Section were told to put up a recommendation to Establishment Section at an early date for an increase in Displaced Persons staff.

Vehicles. Establishment Section had put in for a number of MD vehicles, and had allowed for soldier drivers for those in their memory. There was discussion on the supply and maintenance of vehicles. Executive Commissioner said that the question of the maintenance of MD and (x) vehicles for the North should be taken up with AFHQ at a high level.

3. AMG Team for UDINE.

The list prepared by Establishment Section was studied and some alterations were made. Executive Commissioner stressed that the officers chosen must be good experienced men, and the team must be large enough to provide a pool for reimposition of AMG in other areas.

Brigadier DUNLOP wanted 40 officers for this Province as against 31 suggested by Establishment Section, the extra nine officers to be all Provincial Officers. After discussion this was agreed. Executive Commissioner stressed the importance of not duplicating officers as between UDINE and VENEZIA GIULIA.

4. Ration Scales. 00149

Col. Legg spoke of the endeavours of the Food Sub-Commission to inaugurate a uniform system of rationing throughout the whole of ITALY. A new scale had been planned and the views of the Regional Commissioners were invited.

From a political and administrative point of view it was desirable that uniformity be achieved at the earliest possible date. A meeting with the Italian Government at which all interests were represented took place recently. AC put forward recommendations, together with

Declassified E.O. 12356 Section 3.3/NND No. 785021

meeting was that special local government officers were not necessary.

DP & Medical Officers. It was agreed that medical officers were not necessary in the Italian Groups and it was stressed that the Public Health Officers in the DP & R teams were only to be used for DP & R work. Civil Affairs Section were told to put up a recommendation to Establishment Section at an early date for an increase in Displaced Persons staff.

Vehicles. Establishment Section had put in for a number of MD vehicles, and had allowed for soldier drivers for these in their summary. There was discussion on the supply and maintenance of vehicles. Executive Commissioner said that the question of the maintenance of MD and US vehicles for the North should be taken up with AFHQ at a high level.

3. AMG Team for UDINE.

The list prepared by Establishment Section was studied and some alterations were made. Executive Commissioner stressed that the officers chosen must be good experienced men, and the team must be large enough to provide a pool for reimposition of AMG in other areas.

Brigadier DUNLOP wanted 40 officers for this Province as against 31 suggested by Establishment Section, the extra nine officers to be all Provincial Officers. After discussion this was agreed. Executive Commissioner stressed the importance of not duplicating officers as between UDINE and VENEZIA GIULIA.

4. Ration Scales.

07149

Col. Legg spoke of the endeavours of the Food Sub-Commission to inaugurate a uniform system of rationing throughout the whole of ITALY. A new scale had been planned and the views of the Regional Commissioners were invited.

From a political and administrative point of view it was desirable that uniformity be achieved at the earliest possible date. A meeting with the Italian Government at which all interests were represented took place recently. AC put forward recommendations, together with the lay out of the proposed new ration scale, and agreement was obtained.

The ration scale provided that the workers of the North received the same treatment as the workers in the South for a comparable job.

Regional Commissioners were in complete agreement with the proposed new ration scale. Executive Commissioner said it should be got through as quickly as possible. Col. Legg stated that he had still to clear it with Labour.

Declassified E.O. 12356 Section 3.3/NND No. 785021

5. Archives.

Executive Commissioner emphasized the responsibility of Allied Commission to see that its Archives were handed over in good order, and this responsibility began with Regional Commissioners in the field. One officer was to be appointed at each Region to deal with Archives, and this officer would spend two or three days at Headquarters, Allied Commission with Capt. Collins. Uniformity was essential and the instructions issued by Archives must be followed.

A paper prepared by Capt. Collins was distributed to members of the meeting. Capt. Collins said the object in view was to prepare all files so that they would mean something to people looking at them for the first time, perhaps twenty years hence.

Executive Commissioner stressed the importance of this subject, which he said had not always had the attention it deserved.

Chief Staff Officer,
To the Executive Commissioner.

DISTRIBUTION:

"E"
Group I less serials 4 and 37 to 48
Group II
Group III

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

89

Ref: 1/AB.

13 August 1945.

SUBJECT: Disposal of Records.

TO : Allied Force Headquarters.
Attn: G-5 Section.

Reference is made to my letters 1/AB of 15 July and 10 August, 1945.

The disposal of the Commission's archives has been discussed with the British Embassy from whom the attached statement of informal views has been received.

For the Chief Commissioner:

M. S. LUSH

Brigadier,
Executive Commissioner.

03148

Declassified E.O. 12356 Section 3.3/NND No. 785021

68

Ref: 1/AB.

13 August 1945.

Shortly before your last visit here the question of the disposal of the records of the Commission was discussed with the Embassies.

I am sure you will be interested to see the attached statement of informal views which has now been received from the British Embassy.

M. S. LUSH

93147

C. Hilary Jenkinson, Esq., CBE,
Public Record Office,
Chancery Lane,
LONDON, W.C.2.

Declassified E.O. 12356 Section 3.3/NND No. 785021

87

Ref: 1/AB.

13 August 1945.

A few weeks ago I sent an officer to discuss with Mr. Goshie, in a preliminary way, certain problems in connection with the disposal of the archives of the Commission.

The subject was discussed also with Mr. Malcolm, from whom I have received a memorandum giving the informal views of the British Embassy. I believe that you have a copy of this memorandum.

Would you be kind enough to let me have a similar note from the point of view of the interests of the United States.

M. S. LUSH

R. Wesley Jones, Esq.,
American Embassy,
R O M E.

93146

Declassified E.O. 12356 Section 3.3/NND No. 785021

Ref: 1/AB. 13 August 1945.

SUBJECT: Disposal of records.

TO : Allied Force Headquarters.
Attn: G-5 Section.

Reference is made to my letter 1/AB of 15 July 1945 and enclosure (copy attached).

1. A large volume of records will be received in the Archives upon the restoration of the Northern Regions to the Italian Government and upon contemplated changes in organisation at the HQ of the Commission.

2. It would be of great assistance in planning the work which will be necessary upon those records if an early reply could be sought from London and Washington as to their views on the proposals which the Commission has put forward.

For the Chief Commissioner:

M S LUSH

Brigadier,
Executive Commissioner.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

861

Ref. 1/AB

12 August 1945.

SUBJECT: Transmission of Records to Archives.

TO : Regions. Lombardia. Venezie. Venezia Giulia.

1. These are the supplementary instructions mentioned in item 2 of the Daily Bulletin No. 223 dated 11 August 1945. Additional copies of the Bulletin are enclosed for ease of reference and for distribution to Provinces.

2. Regional Records Officers and clerks (one of whom will be a typist) will be selected on a basis of a sound knowledge of the administrative organisation and lay-out of their respective Regions. The names of the personnel, and particulars of their present duties will be submitted to Establishment Section by 17 August, 1945.

3. After approval by Establishment Section of the personnel nominated, the Records Officer from each Region will visit Archives Branch at this H.Q. for instruction in his duties and to discuss the proposed arrangement of his records. The attached list shows a specimen Archives lay-out of a Region's records.

Regions will be notified by Archives Branch of the date upon which their Records Officers will arrive at H.Q.

4. Sacks or mail bags will not be used for transmitting files; bundles and individual files packed in this manner disintegrate easily during transit. Stout wooden boxes will be used, and the contents securely packed. ANBO currency boxes (dimensions 28" x 15" x 11) are very suitable for this purpose and Regions will make their own enquiries as to local availability of supplies. If Regions find it necessary to have additional boxes made, they will conform to the above dimensions.

00143

5. Every box will bear a serial number, and all four copies of the lists referred to in paragraph No. 8 of Establishment Memorandum No. 3 will be numbered to correspond.

6. Paper, cardboard, or similar labels will not be used on the outside of boxes. All necessary markings will be stencilled in paint on the boxes themselves.

7. The Regional Records Officer, when all of his records are ready for transmission, will bring with him three copies of the file lists and will arrange to arrive at this H.Q. before the records themselves arrive. The fourth copy of the lists will be packed in the appropriate boxes. The clerks will accompany their records to H.Q..

8. The Regional Records Officers and their clerks will remain to work under direction of Archives Branch until work on their own records has been completed. It is important, therefore, that no personnel should be [illegible]

1. These are the supplementary instructions mentioned in item 2 of the Daily Bulletin No. 223 dated 11 August 1945. Additional copies of the Bulletin are enclosed for ease of reference and for distribution to Provinces.

2. Regional Records Officers and clerks (one of whom will be a typist) will be selected on a basis of a sound knowledge of the administrative organization and lay-out of their respective Regions. The names of the personnel, and particulars of their present duties will be submitted to Establishment Section by 17 August, 1945.

3. After approval by Establishment Section of the personnel nominated, the Records Officer from each Region will visit Archives Branch at this H.Q. for instruction in his duties and to discuss the proposed arrangement of his records. The attached list shows a specimen Archives lay-out of a Region's records.

Regions will be notified by Archives Branch of the date upon which their Records Officers will arrive at H.Q.

4. Sacks or mail bags will not be used for transmitting files; bundles and individual files packed in this manner disintegrate easily during transit. Stout wooden boxes will be used, and the contents securely packed. ARC Surrency boxes (dimensions 28"x 15"x 11") are very suitable for this purpose and Regions will make their own enquiries as to local availability of "empties". If Regions find it necessary to have additional boxes made, they will conform to the above dimensions.

93143

5. Every box will bear a serial number, and all four copies of the lists referred to in paragraph No. 8 of Establishment Memorandum No. 3 will be numbered to correspond.

6. Paper, cardboard, or similar labels will not be used on the outside of boxes. All necessary markings will be stencilled in paint on the boxes themselves.

7. The Regional Records Officer, when all of his records are ready for transmission, will bring with him three copies of the file lists and will arrange to arrive at this H.Q. before the records themselves arrive. The fourth copy of the lists will be packed in the appropriate boxes. The clerks will accompany their records to H.Q..

8. The Regional Records Officers and their clerks will remain to work under direction of Archives Branch until work on their own records has been completed. It is important, therefore, that no personnel should be included who are due for early release or leave.

Brigadier,
Executive Commissioner.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

83

HEADQUARTERS
ALLIED COMMISSION
APO 394

11 August 1945

DAILY BULLETIN)
:
NUMBER 223) O F F I C I A L

1. NIGHT STAFF DUTY OFFICER:

a. The Headquarters Night Staff Duty Officer will be Major R.W. KEMSLEY and can be located in Room 20, Ground Floor, Ministero delle Corporazioni Building, telephone - ext. 405.

b. The Night Staff Duty Clerk, L/Cpl P. Purchase, will report to the Asst Adjutant, Room 20, Ground Floor, at 1600 hours, and to the Duty Officer, in Room 20, Ground Floor, at 1800 hours. (Adj)

2. TRANSMISSION OF RECORDS TO ARCHIVES:

A very large volume of the Commission's records is likely to become available for Archives during the next few months. A programme for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office (Section, Sub-Commission, Region, etc) will appoint a Records Officer to co-ordinate and supervise the preparation of its records, and will provide two competent clerks, one of whom will be a typist, to work for a period under the direction of Archives Branch to assist in sorting, arranging and indexing its records.

In general, the provisions of Establishment Memorandum No. 3 will apply. Particular attention is called to paragraphs 7 - 10 of the Memorandum, which are modified as follows:-

Para 7 - A bundle 15" high has proved to be unwieldy; the desirable maximum is 12".

Para 8 - It is not now necessary for the file lists to indicate the the division of files into bundles.

So far as offices at Hq are concerned, no further written directive will be issued. Instead, every office at Hq will notify Archives Branch (through its own Records Officer) when it is ready to prepare its records. The Archivist will then visit the office to discuss any difficulties, and to advise as to the manner in which the records can best be arranged and listed in order to meet Archive requirements.

NO FURTHER RECORDS WILL BE SENT TO ARCHIVES BRANCH BY ANY OFFICE AT HQ UNTIL THE ABOVE STEPS HAVE BEEN TAKEN.

Supplementary instructions are being issued to Sections and to offices in the Field. (Ex Comm)

03143

3. FIRE PREVENTION:

The attention of all ranks of this Headquarters is re-directed to the FIRE ORDERS for this Building, copies of which are posted in all corridors.

Cigarette ends, pipe ash, and matches will NOT be thrown on the floor or out of windows, but will be placed in the proper receptacles. Any faults in electric wiring should be reported immediately. (Ho Guard)

Declassified E.O. 12356 Section 3.3/NND No. 785021

...lero delle Corporazioni Building, telephone - Ext. 405.

b. The Night Staff Duty Clerk, L/Cpl P. Purchase, will report to the Asst Adjutant, Room 20, Ground Floor, at 1600 hours, and to the Duty Officer, in Room 20, Ground Floor, at 1800 hours. (Adj)

2. TRANSMISSION OF RECORDS TO ARCHIVES:

A very large volume of the Commission's records is likely to become available for Archives during the next few months. A programme for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office (Section, Sub-Commission, Region, etc) will appoint a Records Officer to co-ordinate and supervise the preparation of its records, and will provide two competent clerks, one of whom will be a typist, to work for a period under the direction of Archives Branch to assist in sorting, arranging and indexing its records.

In general, the provisions of Establishment Memorandum No. 3 will apply. Particular attention is called to paragraphs 7 - 10 of the Memorandum, which are modified as follows:-

Para 7 - A bundle 15" high has proved to be unwieldy; the decimal maximum is 12".

Para 8 - It is not now necessary for the file lists to indicate the the division of files into bundles.

So far as offices at Hq are concerned, no further written directive will be issued. Instead, every office at Hq will notify Archives Branch (through its own Records Officer) when it is ready to prepare its records. The Archivist will then visit the office to discuss any difficulties, and to advise as to the manner in which the records can best be arranged and listed in order to meet Archive requirements.

NO FURTHER RECORDS WILL BE SENT TO ARCHIVES BRANCH BY ANY OFFICE AT Hq UNTIL THE ABOVE STEPS HAVE BEEN TAKEN.

Supplementary instructions are being issued to Regions and to offices in the Field. (Sec Comm)

03142

3. FIRE PREVENTION:

The attention of all ranks of this Headquarters is re-directed to the FIRE ORDERS for this building, copies of which are posted in all corridors.

Cigarette ends, pipe ash, and matches will NOT be thrown on the floor or out of windows, but will be placed in the proper receptacles. Any faults in electric wiring should be reported immediately. (Hq Comdt)

4. PAY VOUCHERS - AMERICAN:

All officers who had their pay vouchers prepared for the month of July 1945, and who have not yet signed their August 1945 voucher, may come in to sign it anytime between 6 August and 15 August 1945 inclusive at the Adjutant's office, 5th floor, room #34, Ministero delle Corporazioni Building. Officers are again reminded to be prompt in signing their individual vouchers. (Hq 2675th Regt)

Daily Bulletin #203, HQ Allied Commission, dtd 11 Aug 45 (Cont'd):

5. MEAL TICKETS - CIVILIAN EMPLOYEES:

Booklets of meal tickets at a cost of Lire 240 per book and covering the period 16-31 August 1945, will be on sale in Room 10, Ground Floor, on Monday and Tuesday, 13 and 14 August 1945, between the hours of 0900-1200 and 1400-1700. Sub-Commissions, Branches, etc. will render nominal rolls in DUPLICATE to the above office and should include civilian employees who may be absent on the above days but who wish to partake of the meal.

Heavy Laborers - Sub-Commissions, Branches, etc. who have employees classified for heavy laborers' meal will draw booklets for such employees at a cost of Lire 128 per booklet for male and Lire 80 per booklet for female employees.

Payroll charges - All employees purchasing booklets will be charged through payrolls the sum of Lire 5 and Lire 7 for office personnel and laborers respectively.

Independent Organizations - Such organizations who have employees not paid out of Allied Commission funds will pay the sum of Lire 20 per day for office personnel. Male employees in the heavy laborer class will pay the sum of Lire 15 per d ; , and female personnel the sum of Lire 12 per day.

POSITIVELY NO booklets will be sold outside the above dates and times.

(Office space Sec)

6. PAY - CIVILIAN EMPLOYEES:

Officers designated for the payment of civilian employees in their respective Sections and Sub-Commissions should turn in to G-1 Civilian Personnel, not later than Monday 13 Aug 45, payrolls for the period 1-15 August 1945.

Paying Office, Room 3, Ground Floor, will be open from 0900 to 1200 hours only, Thursday, 16 August 1945, for the purpose of issuing funds for the above. All requests for cash must enumerate the denominations into which the lire should be divided.

All payrolls must be returned to the Paying Office by Monday, 20 Aug 45.

(Hq Comit)

7. PREVENTION OF FIRES:

The practice of throwing lighted cigarette ends, cigar butts, matches, etc. from the windows of any buildings occupied by Hq Allied Commission personnel will cease forthwith.

This practice has already resulted in the destruction of a sun-blind in Hq Building. Serious damage is liable to be caused to property and MT vehicles by carelessness of this kind.

Disciplinary action will be taken against offenders.

(Hq Comit)

8. RECREATIONAL TRANSPORT:

In addition to existing regulations governing the use of recreational vehicles, all trip tickets covering vehicles dispatched for recreation will be accompanied by the following certificate, signed by the MTO in charge:

"I certify that vehicle HQ-___ has been dispatched for recreational purposes and that the driver is authorised to carry, in accordance with the capacity of the vehicle, one civilian passenger for each accompanying military passenger."

Declassified E.O. 12356 Section 3.3/NND No. 785021

Independent Organizations - Such organizations who have employees not paid out of Allied Commission funds will pay the sum of Lire 20 per day for office personnel. Male employees in the heavy laborer class will pay the sum of Lire 15 per day, and female personnel the sum of Lire 12 per day.

POSITIVELY NO booklets will be sold outside the above dates and times.

(Office space Sec)

6. PAY - CIVILIAN EMPLOYEES:

Officers designated for the payment of civilian employees in their respective Sections and Sub-Commissions should turn in to G-1 Civilian Personnel, not later than Monday, 13 Aug 45, payrolls for the period 1-15 August 1945.

Paying Office, Room 3, Ground Floor, will be open from 0900 to 1300 hours only, Thursday, 16 August 1945, for the purpose of issuing funds for the above. All requests for cash must enumerate the denominations into which the lire should be divided.

All payrolls must be returned to the Paying Office by Monday, 20 Aug 45.

(Hq Comit)

7. PREVENTION OF FIRES:

The practice of throwing lighted cigarette ends, cigar butts, matches, etc. from the windows of any buildings occupied by Hq Allied Commission personnel will cease forthwith.

This practice has already resulted in the destruction of a sun-blind in Hq Building. Serious damage is liable to be caused to property and MT vehicles by carelessness of this kind.

Disciplinary action will be taken against offenders.

(Hq Comdt)

8. RECREATIONAL TRANSPORT:

In addition to existing regulations governing the use of recreational vehicles, all trip tickets covering vehicles dispatched for recreation will be accompanied by the following certificate, signed by the MTO in charge:

> "I certify that vehicle HQ-___has been dispatched for recreational purposes and that the driver is authorized to carry, in accordance with the capacity of the vehicle, one civilian passenger for each accompanying military passenger."

This does not relieve the driver from the responsibility of obtaining signed liability release from the civilian passengers. (Hq Comdt)

9. MILITARY TRAVEL AUTHORIZATIONS:

Military Travel Authorizations are no longer required for travel from Italy, and their issue has ceased.

Allied Force Permits are still required for travel to Austria and Germany and Allied systems of control are still in operation for the control of travel to Italy.

(Pub Safety Sub-Com)

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

10. (5) DEATH IS SO PERMANENT

You are looking for trouble when you look away from the road.

BY COMMAND OF REAR ADMIRAL STONE:

NICHOLAS FLEMING
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS FLEMING
CWO, USA
Asst Adjutant

DISTRIBUTION:
"B"

00141

U N O F F I C I A L

1. HOLY NAME SOCIETY: The Monthly Mass of the Allied Forces Holy Name Society will be held in St. Patrick's Church, Via Boncompagni corner Via Abruzzi, at 0830 hrs, Sunday 12 Aug 45. Breakfast will follow in the adjoining college of the Irish Augustinians. Confessions will be heard at the mass.

M.I.

DRAFT ITEM FOR DAILY BULLETIN.

89

TRANSMISSION OF RECORDS TO ARCHIVES:

A very large volume of the Commission's records is likely to become available for Archives during the next few months. A programme for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office (Section, Sub-Commission, Region, etc) will appoint a Records Officer to co-ordinate and supervise the preparation of its records, and will provide two competent clerks, one of whom will be a typist, to work for a period under the direction of Archives Branch to assist in sorting, arranging and indexing its records.

In general, the provisions of Establishment Memorandum No. 3 will apply. Particular attention is called to paragraphs 7 - 10 of the Memorandum, which are modified as follows:-

Para 7 - A bundle 15" high has proved to be unwieldy; the desirable maximum is 12".

93149

Para 8 - It is not now necessary for the file lists to indicate the division of files into bundles.

So far as offices at HQ are concerned, no further written directive will be issued. Instead, every office at HQ will notify Archives Branch (through its own Records Officer) when it is ready to prepare its records. The Archivist will then visit the office to discuss any difficulties, and to advise as to the manner in which the records can best be arranged and listed in order to meet Archive requirements.

NO FURTHER RECORDS WILL BE SENT TO ARCHIVES BRANCH BY ANY OFFICE AT HQ UNTIL THE ABOVE STEPS HAVE BEEN TAKEN.

Supplementary instructions are being issued to Regions and to offices in the Field.

Declassified E.O. 12356 Section 3.3/NND No. 785021

for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office (Section, Sub-Commission, Region, etc) will appoint a Records Officer to co-ordinate and supervise the preparation of its records, and will provide two competent clerks, one of whom will be a typist, to work for a period under the direction of Archives Branch to assist in sorting, arranging and indexing its records.

In general, the provisions of Establishment Memorandum No. 3 will apply. Particular attention is called to paragraphs 7 - 10 of the Memorandum, which are modified as follows:-

Para 7 - A bundle 15" high has proved to be unwieldy; the desirable maximum is 12".

Para 8 - It is not now necessary for the file lists to indicate the division of files into bundles.

So far as offices at HQ are concerned, no further written directive will be issued. Instead, every office at HQ will notify Archives Branch (through its own Records Officer) when it is ready to prepare its records. The Archivist will then visit the office to discuss any difficulties, and to advise as to the manner in which the records can best be arranged and listed in order to meet Archive requirements.

NO FURTHER RECORDS WILL BE SENT TO ARCHIVES BRANCH BY ANY OFFICE AT HQ UNTIL THE ABOVE STEPS HAVE BEEN TAKEN.

Supplementary instructions are being issued to Regions and to offices in the Field.

12.

Declassified E.O. 12356 Section 3.3/NND No. 785021

DRAFT INSTRUCTIONS TO REGIONS.

81

TRANSMISSION OF RECORDS TO ARCHIVES.

1. These are the supplementary instructions mentioned in item of the Daily Bulletin dated August, 1945. Additional copies of the Bulletin are enclosed for ease of reference and for distribution to Provinces.

2. Regional Records Officers and clerks (one of whom will be a typist) will be selected of the basis of a sound knowledge of the administrative organisation and lay-out of their respective Regions. The names of the personnel, and particulars of their present duties, will be submitted to Establishment Section by August, 1945.

3. After approval by Establishment Section of the personnel nominated, the Records Officer from each Region will visit Archives Branch at this HQ for instruction in his duties and to discuss the proposed arrangement of his records. The attached list shows a specimen Archives lay-out of a Region's records.

Regions will be notified by Archives Branch of the date upon which their Records Officers will arrive at HQ.

00139

4. Sacks or mail bags will not be used for transmitting files; bundles and individual files packed in this manner disintegrate easily during transit. Stout wooden boxes will be used, and the contents securely packed. Inquiries as to an adequate supply of uniform wooden boxes are being made by this HQ and the result will be notified to Regions.

5. Every box will bear a serial number, and all four copies of the lists referred to in paragraph 8 of Establishment Memorandum No. 3 will be numbered to correspond.

6. Paper, cardboard, or similar labels will not be used on the outside of boxes. All necessary markings will be stencilled with paint on the boxes themselves.

7. The Regional Records Officer, when all of his records are ready for transmission, will bring with him three copies of the file lists and will arrange to arrive at this HQ before the records themselves arrive. The fourth copy of the lists will be packed in the appropriate boxes. The clerks will accompany their records to HQ.

Declassified E.O. 12356 Section 3.3/NND No. 785021

2. Regional Records Officers and clerks (one of whom will be a typist) will be selected of the basis of a sound knowledge of the administrative organisation and lay-out of their respective Regions. The names of the personnel, and particulars of their present duties, will be submitted to Establishment Section by August, 1945.

3. After approval by Establishment Section of the personnel nominated, the Records Officer from each Region will visit Archives Branch at this HQ for instruction in his duties and to discuss the proposed arrangement of his records. The attached list shows a specimen Archives lay-out of a Region's records.

Regions will be notified by Archives Branch of the date upon which their Records Officers will arrive at HQ.

9139

4. Sacks or mail bags will not be used for transmitting files; bundles and individual files packed in this manner disintegrate easily during transit. Stout wooden boxes will be used, and the contents securely packed. Inquiries as to an adequate supply of uniform wooden boxes are being made by this HQ and the result will be notified to Regions.

5. Every box will bear a serial number, and all four copies of the lists referred to in paragraph 8 of Establishment Memorandum No. 3 will be numbered to correspond.

6. Paper, cardboard, or similar labels will not be used on the outside of boxes. All necessary markings will be stencilled with paint on the boxes themselves.

7. The Regional Records Officer, when all of his records are ready for transmission, will bring with him three copies of the file lists and will arrange to arrive at this HQ before the records themselves arrive. The fourth copy of the lists will be packed in the appropriate boxes. The clerks will accompany their records to HQ.

8. The Regional Records Officers and their clerks will remain to work under the direction of Archives Branch until work on their own records has been completed. It is important, therefore, that no personnel should be included who are due for early release or leave.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

80

Ref 1/AB.

10 August, 1945.

SUBJECT : DISPOSAL OF RECORDS.

TO : G-5, A.F.H.Q.

1. Reference is made to my letter 1/AB of 15th July, 1945 and enclosure (copy attached).

2. A large volume of records will be received in the Archives upon the restoration of the Northern Regions to the Italian Government, and upon contemplated changes in organisation at the Commission's H.Q.

3. It would be of great assistance in planning the work which will be necessary upon these records if an early reply could be sought from London and Washington as to their views on the proposals which the Commission has put forward.

For the Chief Commissioner,

90138

Brigadier,
Executive Commissioner.

79

DISPOSAL OF THE ARCHIVES OF THE ALLIED COMMISSION.

1. Following a memorandum by Mr Hilary Jenkinson, Secretary of the Public Record Office, early in 1944, an Archives Branch was established for the purpose of collecting, arranging and safeguarding the Records of the Allied Control Commission. An Archives Committee (representative of all Sections of the Commission) was appointed, under whose direction the work of the Archives Branch has been conducted, and during the last 15 months a very large body of archives has been brought together and systematically arranged.

2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.

93137

3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these Archives, nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.

4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1945, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end

Declassified E.O. 12356 Section 3.3/NND No. 785021

Branch has been conducted, and during the last 15 months a very large body of archives has been brought together and systematically arranged.

2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.

93137

3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these archives, nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.

4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1946, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end are being made.

5. As a second phase it will be necessary for the Records to remain in Rome for an unpredictable period, in order that they may be available for reference by the U.S. and U.K. Embassies, and by such Military Council as may still remain in Italy. During this interim period, much preliminary work may be done in the way of indexing, and probably also in the way of locating and bringing in documents not previously deposited, and adding them to the existing accumulation in conformity with the system already laid down.

Declassified E.O. 12356 Section 3.3/NND No. 785021

6. It is proposed that arrangements for the housing of the Archives in Rome during the interim period should be made as soon as possible, and that the Foreign Office and State Department should be consulted as to the possibility of supplying a small staff - two would probably be sufficient - to undertake the duties of custody and of production of documents for consultation when required, together with the tasks laid down in paragraph 5 above. It is important that these officials (who should be appointed for the duration of the interim period) should take over from the present Archives administration so that they could understand the system of arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing Archives staff are likely to remain until about April 1946.

7. The final disposal of the Archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the Archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the Records may not be located.

8. The possibilities are three:-

(i) A permanent establishment in Rome.

(ii) Housing in America in, or under the control of the State Archives Department.

(iii) Housing in England under the custody of the Master of the Rolls i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and Archives may be urged, and that research on Italian administration and problems of occupational administration can be more properly carried out in Rome, but (ii) and (iii) also have obvious advantages which may be felt by American and British scholars.

Declassified E.O. 12356 Section 3.3/NND No. 785021

of arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing Archives staff are likely to remain until about April 1946.

7. The final disposal of the Archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the Archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the Records may not be located.

8. The possibilities are three:-

(i) A permanent establishment in Rome.

(ii) Housing in America in, or under the control of the State Archives Department.

(iii) Housing in England under the custody of the Master of the Rolls i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with it Italian administration and Archives may be urged, and that research on Italian administration and problems of occupational administration can be more properly carried out in Rome; but (ii) and (iii) also have obvious advantages which may be felt by American and British scholars.

9. In any case, since these Archives are the joint production and joint property of (a) the British War Office, and (b) the American War Department, they must be regarded as subject to the British legislation governing the disposal of Departmental Archives, and to the parallel legislation in America.
It is therefore suggested that the Archive Authorities in the two countries must be invited to consult together with a view to their being cognisant of the arrangements made for the interim period, and in due course settling the question of final location and disposal.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

MEMORANDUM FOR DISCUSSION - PLANS FOR DEALING WITH A.G. ARCHIVES.

1. ACCOMMODATION is the fundamental requirement.

(a) LOCATION. Very soon after the contemplated closure of the Northern Regions was announced, NAAC were asked to find premises suitable for a permanent repository for the Archives of the Commission. The object of this was that the records of the Northern Regions could be sent direct to this accommodation, and thus obviate double handling.

No building has yet been found, and even if one were made immediately available, it is probable that the necessary racks, shelves, and fittings could not be provided before the Northern Regions close.

It is considered that the occupation of permanent quarters should not take place until the premises are ready in every respect to receive both the records and the staff. It is considered also that the Archives should not be scattered amongst the various buildings now in the tenancy of the Commission. It appears therefore that there is no alternative but to find accommodation in the H.Q. building, and the plans which follow are based on this solution of the difficulty.

(b) FLOOR SPACE. If the records of the Northern Regions are to be simultaneously consolidated for Archives, it is estimated that [illegible] square feet of floor space will be required for preliminary work - preferably in separate but adjacent units of [illegible]00. At present Archives Branch has approximately 800-1000 cubic feet still available for storage after consolidation, but until further storage space is found, it will be necessary to retain, say, [illegible] of the [illegible] square feet of working space for temporary storage. It should be appreciated that storage space is arranged in a vertical plane and is economical of floor space, whereas working space is arranged in a horizontal plane which, when used for storage purposes, is wasteful of floor space.

03136

2. STAFF. Every Region will have to prepare the file registers for its own records.

the records of the Northern Regions could be sent direct to this accommodation, and thus obviate double handling.

No building has yet been found, and even if one were made immediately available, it is probable that the necessary racks, shelves, and fittings could not be provided before the Northern Regions close.

It is considered that the occupation of permanent quarters should not take place until the premises are ready in every respect to receive both the records and the staff. It is considered also that the Archives should not be scattered amongst the various buildings now in the tenancy of the Commission. It appears therefore that there is no alternative but to find accommodation in the H.Q. building, and the plans which follow are based on this solution of the difficulty.

(b) FLOOR SPACE. If the records of the Northern Regions are to be simultaneously consolidated for Archives, it is estimated that 4800 square feet of floor space will be required for preliminary work - preferably in separate but adjacent units of 800. At present Archives Branch has approximately 800-1000 cubic feet still available for storage after consolidation, but until further storage space is found, it will be necessary to retain, say, 3000 of the 4800 square feet of working space for temporary storage. It should be appreciated that storage space is arranged in a vertical plane and is economical of floor space, whereas working space is arranged in a horizontal plane which, when used for storage purposes, is wasteful of floor space.

95136

2. STAFF Every Region will have to prepare the file registers for its own records. It is suggested that an officer might be appointed by each Region to supervise and co-ordinate this work, and the packing and forwarding of the records.

It would be an advantage if these officers could visit this H.Q. in order to be shown the methods and requirements of Archives Branch. One hour would suffice to explain all that is necessary, with our "raw material" as exhibits. The time thus spent might well save days of re-typing and re-arrangement at a later stage.

Declassified E.O. 12356 Section 3.3/NND No. 785021

It is proposed to give each officer from the Regions, for his guidance, a sheet showing as a specimen the standard lay-out of the records of a Region which have been dealt with by Archives Branch (see appendix A).

It is proposed also to issue instructions (see appendix B) supplementing Establishment Memorandum No. 3 (see appendix C).

Every Region should appoint a clerk, working under the "Regional Archive Officer", to deal with the packing and crating of the records. This clerk, and a general duty man from the Region, should accompany the records to H.Q. in order to unpack and identify the records and to prepare them for permanent storage under the supervision of the staff of Archives Branch. Similar arrangements might be made for such offices as Ancona and Naples Communes which are no longer under normal Regional jurisdiction, but the records from these offices would be relatively small, and it may be felt that such arrangements would be unnecessarily elaborate. It is estimated that each Regional team should complete its job within one month from arrival at H.Q. and would then be available for duty elsewhere.

The above arrangements assume that each of the Regional teams would have at its disposal some 800 square feet of working space (floor space). If suitable and adequate space is not available, the records cannot be touched, and no staff can be utilised until accommodation has been found.

3. TIME FACTOR. The time involved in clearing the Regional records, as stated above, is estimated at one month. This estimate may even prove to be generous, but a very great deal will depend upon the way in which the preliminary work is handled in the Regions.

05135

4. TOSCANA REGION. All records have been received with the exception of two Provinces. Work has not yet commenced on these records because no space is available in which to handle them. As soon as accommodation has been found, two units of staff (preferably ex Toscana Region) could usefully be employed on them. The space required has been included in the figure of 1800 square feet mentioned in para. 1(b).

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

appoint a clerk, working under the "Regional Archive Officer", to deal with the packing and crating of the records. This clerk, and a general duty man from the Region, should accompany the records to H.Q. in order to unpack and identify the records and to prepare them for permanent storage under the supervision of the staff of Archives Branch. Similar arrangements might be made for such offices as Ancona and Naples Communes which are no longer under normal Regional jurisdiction, but the records from these offices would be relatively small, and it may be felt that such arrangements would be unnecessarily elaborate. It is estimated that each Regional team should complete its job within one month from arrival at H.Q. and would then be available for duty elsewhere.

The above arrangements assume that each of the Regional teams would have at its disposal some 800 square feet of working space (floor space). If suitable and adequate space is not available, the records cannot be touched, and no staff can be utilised until accommodation has been found.

3. TIME FACTOR. The time involved in clearing the Regional records, as stated above, is estimated at one month. This estimate may even prove to be generous, but a very great deal will depend upon the way in which the preliminary work is handled in the Regions.

93135

4. TOSCANA REGION. All records have been received with the exception of two Provinces. Work has not yet commenced on these records because no space is available in which to handle them. As soon as accommodation has been found, two units of staff (preferably ex Toscana Region) could usefully be employed on them. The space required has been included in the figure of 4800 square feet mentioned in para. 1(b).

UMBRIA MARCHE REGION. The records are unpacked and work is proceeding. It is hoped that the present Archives staff will finish this job by the end of August, but in view of the developments now under discussion, it may become necessary to ask for the services of a typist and a general-duty man.

5. SOUTHERN REGION. Certain records are still outstanding, but they are expected shortly. Records so far received by Archives Branch have not yet been touched. Part of them can only be described as an administrative shambles. A great deal of minute study will be necessary in order to make them comprehensible to Archives Branch, after which the Branch will have to arrange the records , and annotate them in the light of results, so as to make them reasonably intelligible to posterity. The numerous territorial changes, and consequential modifications in administrative organisation, have combined to create a condition of considerable confusion in the files. It is quite impossible to predict with accuracy how long it will take to put these records in some semblance of order, but a period of 2 - 3 months for 2 or 3 personnel seems a conservative estimate. The nature of the job is such that it does not lend itself to being spread amongst a greater number of staff.

6. H.Q. SUB-COMMISSIONS It is not proposed to issue any detailed instructions to offices at H.Q. The size and internal organisation of the different offices vary so widely that a general directive on details would be inappropriate. It is proposed to visit each sub-Commission in turn, and to advise them on the spot as to the method and arrangement best suited to their own records. A notice should be inserted forthwith in the Daily Bulletin (aff. D) to the effect that no further records should be prepared for transmission to Archives until Archives Branch has been consulted. Sub-Commissions will need to be told that, in addition to preparing file registers, they will also be called upon to provide the staff for packing their records ready for permanent storage. 9113

It is suggested that the Bulletin notice appear without delay - otherwise, as news of impending closure gets noised abroad, there will be a tendency for offices to start unloading to Archives Branch without warning, and possibly in such a way that necessitates re-typing of registers and re-arrangement of the files.

If the records of offices at H.Q. are dealt with as outlined above, it is very unlikel that Archives Branch will need any additional staff to handle this side of the work.

Declassified E.O. 12356 Section 3.3/NND No. 785021

in the light of results, so as to make them reasonably intelligible to posterity. The numerous territorial changes, and consequential modifications in administrative organisation, have combined to create a condition of considerable confusion in the files. It is quite impossible to predict with accuracy how long it will take to put these records in some semblance of order, but a period of 2 - 3 months for 2 or 3 personnel seems a conservative estimate. The nature of the job is such that it does not lend itself to being spread amongst a greater number of staff.

6. H.Q. SUB-COMMISSIONS It is not proposed to issue any detailed instructions to offices at H.Q. The size and internal organisation of the different offices vary so widely that a general directive on details would be inappropriate. It is proposed to visit each sub-Commission in turn, and to advise them on the spot as to the method and arrangement best suited to their own records. A notice should be inserted forthwith in the Daily Bulletin (app. A) to the effect that no further records should be prepared for transmission to Archives until Archives Branch has been consulted. Sub-Commissions will need to be told that, in addition to preparing file registers, they will also be called upon to provide the staff for packing their records ready for permanent storage.

03134

It is suggested that the Bulletin notice appear without delay - otherwise, as news of impending closure gets noised abroad, there will be a tendency for offices to start unloading to Archives Branch without warning, and possibly in such a way that necessitates re-typing of registers and re-arrangement of the files.

If the records of offices at H.Q. are dealt with as outlined above, it is very unlikel that Archives Branch will need any additional staff to handle this side of the work. It is not possible at this stage to give any estimate of accommodation which will be necessary for records from H.Q. offices. All that can be said with certainty is that available accommodation at present is virtually NIL.

Declassified E.O. 12356 Section 3.3/NND No. 785021

A 77

SPECIMEN OF ARCHIVE LAY-OUT FOR A REGIME

ARCHIVE GROUP No.	NAME OF DIVISION
R 1 / 1	Adjutants Section.
R 1 / 2	Agriculture Division.
R 1 / 3	British Detachment.
R 1 / 4 (a)	Economics and Supply - Main File Series.
R 1 / 4 (b)	" " " - Timber Section.
R 1 / 5	Education Division.
R 1/ 6 (a)	Finance Division - General Files.
R 1 / 6 (b)	" " - Supply Accountant.
R 1 / 7	Labour Division.
R 1 / 8 (a)	Legal Division - Administrative Files.
R 1 / 8 (b) (i)	" " - Court Cases - Agrigento Province.
R 1 / 8 (b) (ii)	" " " " - Caltanisetta Province.
R 1 / 8 (b) (iii)	" " " " - Catania Province.
R 1 / 8 (b) (iv)	" " " " - Enna Province.
R 1 / 8 (b) (v)	" " " " - Messina Province.
R 1 / 8 (b) (vi)	" " " " - Palermo Province.
R 1 / 8 (b) (vii)	" " " " - Ragusa Province.
R 1 / 8 (b) (viii)	" " " " - Siracusa Province.
R 1 / 8 (b) (ix)	" " " " - Trapani Province.
R 1 / 8 (b) (x)	" " " " - Files on Appeals.
R 1 / 9	Mining Division.
R 1 / 10	Postal Division.

91133

Declassified E.O. 12356 Section 3.3/NND No. 785021

R 1 / 4 (a)	Economics and Supply - Main File Series.
R 1 / 4 (b)	" " " - Timber Section.
R 1 / 5	Education Division.
R 1/ 6 (a)	Finance Division - General Files.
R 1 / 6 (b)	" " - Supply Accountant.
R 1 / 7	Labour Division. 99133
R 1 / 8 (a)	Legal Division - Administrative Files.
R 1 / 8 (b) (i)	" " - Court Cases - Agrigento Province.
R 1 / 8 (b) (ii)	" " " " " - Caltanisetta Province.
R 1 / 8 (b) (iii)	" " " " " - Catania Province.
R 1 / 8 (b) (iv)	" " " " " - Enna Province.
R 1 / 8 (b) (v)	" " " " " - Messina Province.
R 1 / 8 (b) (vi)	" " " " " - Palermo Province.
R 1 / 8 (b) (vii)	" " " " " - Ragusa Province.
R 1 / 8 (b) (viii)	" " " " " - Siracusa Province.
R 1 / 8 (b) (ix)	" " " " " - Trapani Province.
R 1 / 8 (b) (x)	" " " " " - Files on Appeals.
R 1 / 9	Mining Division.
R 1 / 10	Postal Division.
R 1 / 11	Public Health Division.

Declassified E.O. 12356 Section 3.3/NND No. 785021

ARCHIVE GROUP No.	NAME OF DIVISION.
R 1 / 12 (a)	Public Safety Division - Main File Series.
R 1 / 12 (b) (i)	" " " - Special Police - General Files.
R 1 / 12 (b) (ii)	" " " - " " - Forged Currency Files.
R 1 / 12 (b) (iii)	" " " - " " - Political Intelligence
R 1 / 12 (c)	" " " - Civil Police Files.
R 1 / 13	Public Works and Utilities Division.
R 1 / 14	Telecommunications Division.
R 1 / 15 (a)	Property Control Division - Agrigento Province.
R 1 / 15 (b)	" " " - Caltanisetta, Siracusa and Trapani Provinces.
R 1 / 15 (c) (i)	" " " - Catania Province - Admin Files
R 1 / 15 (c) (ii)	" " " - " " - Case Files.
R 1 / 15 (d)	" " " - Messina Province.
R 1 / 15 (e) (i)	" " " - Palermo Province - Admin Files
R 1 / 15 (e) (ii)	" " " - Palermo Province - Case Files.

PROVINCIAL

R1/P1/1	Agrigento Province - H.Q. General Files.
R1/P1/2	" " - Economics and Supply Division.
R1/P1/3	" " - Finance Division.
R1/P1/4	" " - Legal Division.
R1/P2/1	Caltanisetta Province - General Provincial Files.
R1/P2/2	" " - Economics and Supply Division.
R1/P2/3	" " - Finance Division.
R1/P2/4	" " - Legal Division.
R1/P2/5	" " - Public Utilities Division.
R1/P2/6	" " - Transportation Division.

03132

Declassified E.O. 12356 Section 3.3/NND No. 785021

R 1 / 12 (c)	" " " - Civil Police Files.
R 1 / 13	Public Works and Utilities Division.
R 1 / 14	Telecommunications Division.
R 1 / 15 (a)	Property Control Division - Agrigento Province.
R 1 / 15 (b)	" " " - Caltanisetta, Siracusa and Trapani Provinces.
R 1 / 15 (c) (i)	" " " - Catania Province - Admin Files
R 1 / 15 (c) (ii)	" " " - " " " - Case Files.
R 1 / 15 (d)	" " " - Messina Province.
R 1 / 15 (e) (i)	" " " - Palermo Province - Admin Files
R 1 / 15 (e) (ii)	" " " - Palermo Province - Case Files.

PROVINCIAL

R 1 / P 1 / 1	Agrigento Province - H.Q. General Files.
R 1 / P 1 / 2	" " - Economics and Supply Division.
R 1 / P 1 / 3	" " - Finance Division.
R 1 / P 1 / 4	" " - Legal Division.
R 1 / P 2 / 1	Caltanisetta Province - General Provincial Files.
R 1 / P 2 / 2	" " - Economics and Supply Division.
R 1 / P 2 / 3	" " - Finance Division.
R 1 / P 2 / 4	" " - Legal Division.
R 1 / P 2 / 5	" " - Public Utilities Division.
R 1 / P 2 / 6	" " - Transportation Division.

00132

Declassified E.O. 12356 Section 3.3/NND No. 785021

ARCHIVE GROUP No.	NAME OF DIVISION.
R 1 / P 3 / 1	Catania Province - C.A.O Catania City.
R 1 / P 3 / 2	" " - Civil Supply Division.
R 1 / P 3 / 3	" " - Export Division.
R 1 / P 3 / 4	" " - Finance Division.
R 1 / P 3 / 5 (a)	" " - Public Health Div. - General Files.
R 1 / P 3 / 5 (b)	" " - " " " - Welfare and Sanitary Office.
R 1 / P 3 / 5 (c)	" " - " " " - Friends Ambulance Unit.
R 1 / P 3 / 5 (d)	" " - " " " - Refugees.
R 1 / P 3 / 5 (e)	" " - " " " - Utilities.
R 1 / P 3 / 6 (a)	" " - Public Safety Div. - Main File Series.
R 1 / P 3 / 6 (b)	" " - " " " - Catania City.
R 1 / P 3 / 6 (c)	" " - " " " - Acireale.
R 1 / P 3 / 6 (d)	" " - " " " - Iona & Paterno.

ATC ATC ATC ATC ATC ATC ATC ATC

00131

Declassified E.O. 12356 Section 3.3/NND No. 785021

R1/P3/3 . . - Finance Division.

R1/P3/4

R1/P3/5 . . - Public Health Div. - General Files.

R1/P3/5 (a) . . - - . . - Welfare and Sanitary Office.

R1/P3/5 (b) . . - - . . - Friends Ambulance Unit.

R1/P3/5 (c) . . - - . . - Refugees.

R1/P3/5 (d) . . - - . . - Utilities.

R1/P3/5 (e)

R1/P3/6 . . - Public Safety Div. - Main File Series.

R1/P3/6 (a) . . - - . . - Catania City.

R1/P3/6 (b) . . - - . . - Acireale.

R1/P3/6 (c) . . - - . . - Iconi & Paterno.

R1/P3/6 (d)

ETC ETC ETC ETC ETC ETC ETC ETC

93131

Declassified E.O. 12356 Section 3.3/NND No. 785021

B76

DRAFT INSTRUCTIONS TO REGIONS.

ARCHIVES.

1. These are the supplementary instructions mentioned in item . of the Daily Bulletin dated . The item is repeated below for ease of reference and for transmission to Provinces.

2. (Quote item from Daily Bulletin)

3. The officer appointed in each Region to co-ordinate Regional Archives will visit Archives Branch at this H.Q. in order to discuss the proposed arrangement of his records. The attached list shows a specimen lay-out of a Region's records, and it is considered that an hour or two spent with Archives Branch in examining the "finished product" of a Region whose records have been dealt with, will be of great assistance and guidance in illustrating Archive requirements.

4. Sacks or mail bags will not be used for transmitting files, as they do not afford sufficient protection to the records; bundles and individual files sent in this manner disintigrate rapidly during transit. Wooden crates or stout cardboard containers will be used, and the contents securely packed.

5. Every crate will bear a serial number, and all four copies of the lists referred to in para 8 of Establishment Memo No. 3 will bear the serial number(s) of the crate(s) to which they refer.

00130

6. Paper, cardboard or similar lables will not be used on the outside of crates, since they are almost invariably ripped off and lost in transit. All necessary markings will be painted or stencilled on the crates themselves.

7. Two ORs/WD who are familiar with the records of the Region will accompany the

Declassified E.O. 12356 Section 3.3/NND No. 785021

and for transmission to Provinces.

2. (Quote item from Daily Bulletin)

3. The officer appointed in each Region to co-ordinate Regional Archives will visit Archives Branch at this H.Q. in order to discuss the proposed arrangement of his records. The attached list shows a specimen lay-out of a Region's records, and it is considered that an hour or two spent with Archives Branch in examining the "finished product" of a Region whose records have been dealt with, will be of great assistance and guidance in illustrating Archive requirements.

4. Sacks or mail bags will not be used for transmitting files, as they do not afford sufficient protection to the records; bundles and individual files sent in this manner disintigrate rapidly during transit. Wooden crates or stout cardboard containers will be used, and the contents securely packed.

5. Every crate will bear a serial number, and all four copies of the lists referred to in para 8 of Establishment Memo No. 3 will bear the serial number(s) of the crate(s) to which they refer.

05130

6. Paper, cardboard or similar lables will not be used on the outside of crates, since they are almost invariably ripped off and lost in transit. All necessary markings will be painted or stencilled on the crates themselves.

7. Two CRs/EM who are familiar with the records of the Region will accompany the records to H.Q., and will remain under the direction of Archives Branch, until work on thier own Regional records has been completed.

8. The three copies of the file lists to be sent under separate cover to Archives Branch (see para 8 of Est Memo No. 3) will be despatched so as to reach this H.Q. before the records themselves arrive.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED

75

HEADQUARTERS ALLIED COMMISSION
APO 394

2d March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to Archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

00129

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to Archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be pasted in a stout cardboard

Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to Archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

9,129

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to Archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to Archives, and one copy will be receipted by Archives and returned to the branch concerned.

9. When any branch or office is closed, any files temporarily essential for use by any other office of Allied Commission will be listed, and a copy of the list receipted by the receiving office will be sent to Archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to Archives.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

Estab Memo #3, this No, dtd 2o March 45 (Cont'd):

10. No files or individual papers will under any cirumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before.....and to safeguard them meanwhile. The receipt will be forwarded to the Archivist who will take steps to see that the files are recovered by the stated date.

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of — (branch)" and the new file will be marked "continued from (file) —, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

BY COMMAND OF [illegible]

by the stated date.

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

BY COMMAND OF THE UNITED STATES

MORGAN E. FISKE
Colonel
Deputy Executive Commissioner

OFFICIAL:

C. K. PARKIN,
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:
"A"

- 4 -

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

74

D

DRAFT ITEM FOR DAILY BULLETIN

A very large volume of the Commission's records is likely to become available for Archives during the next few months. A programme for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office will appoint an Officer to co-ordinate and supervise the preparation of its records, and will provide one or two ORs/WAAs to work for a brief period under the direction of Archives Branch, to assist in bundling, labelling, and "stowing" its records.

00128

In general, the provisions of Establishment Memorandum No. 3 (paras 7 - 10 will apply, with modifications as follows:-

Para 7. - A bundle 15" high has proved to be unwieldy - and 12" is the desirable maximum.

Para 8 - It is not now necessary for the file lists to indicate the division of files into bundles.

So far as offices at H.Q. are concerned, no further written directives will be issued. Instead, every office at H.Q. will notify Archives Branch (through its co-ordinating Officer) when it is ready to prepare its records. The Archivist will then visit the office in order to discuss difficulties, and to advise as to the manner in which the records can best be arranged and listed to meet Archive requirements.

No further records will be sent to Archives Branch until the above procedure has been carried out.

Declassified E.O. 12356 Section 3.3/NND No. 785021

available for Archives during the next few months. A programme for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office will appoint an Officer to co-ordinate and supervise the preparation of its records, and will provide one or two OAs/EAs to work for a brief period under the direction of Archives Branch, to assist in bundling, labelling, and "stowing" its records.

93128

In general, the provisions of Establishment Memorandum No. 3 (paras 7 - 10 will apply, with modifications as follows:-

Para 7. - A bundle 15" high has proved to be unwieldy - and 12" is the desirable maximum.

Para 8 - It is not now necessary for the file lists to indicate the division of files into bundles.

So far as offices at H.Q. are concerned, no further written directives will be issued. Instead, every office at H.Q. will notify Archives Branch (through its co-ordinating Officer) when it is ready to prepare its records. The Archivist will then visit the office in order to discuss difficulties, and to advise as to the manner in which the records can best be arranged and listed to meet Archive requirements.

No further records will be sent to Archives Branch until the above procedure has been carried out.

Supplementary instructions are being issued to Regions and offices in the field.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

DCK/fe 75

ARCHIVES (2)

ALLIED FORCE HEADQUARTERS
APO 512

GENERAL ORDERS)
NUMBER 13)

30 July 1945

Announcement of Allied Force Records Administrator I
Announcement of Deputy Allied Force Records Administrator. II

I--- ANNOUNCEMENT OF ALLIED FORCE RECORDS ADMINISTRATOR

Announcement is made of the appointment of Lieutenant Colonel R. H. JACKMAN, 0441876, AGD as Allied Force Records Administrator.

II---ANNOUNCEMENT OF DEPUTY ALLIED FORCE RECORDS ADMINISTRATOR

Announcement is made of the appointment of Major A. C. A. SMITH, 129205, R. A. as Deputy Allied Force Records Administrator.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
C

00127

Declassified E.O. 12356 Section 3.3/NND No. 785021

ARCHIVES 5298

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

G-5: 314.3-1

20 July 1945

SUBJECT: Disposal of records

TO : Reading Files, Allied Commission,
(Attn: Executive Commissioner)
APO 394

Reference your 1/AC dated 14 July, subject as above.

2. ..... Circular Number 5 of 18 July, subject: Allied Forces Records Administration authorizes the procedure for disposal of records of this and subordinate headquarters.

3. For the present, no action will be required of the Allied Commission under the provisions of Circular Number 5. It is anticipated that special instructions will be issued with respect to Allied Commission records, pursuant to your letter above referred.

FOR THE COMMANDER:

Norman R. Hagens
Major, ...
Executive Officer

23 JUL 1945

03126

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED

DCK/fs

ALLIED FORCE HEADQUARTERS
APO 512

Archives Sect

CIRCULAR)
NUMBER 9)

13 August 1945

7a&b 40

ALLIED FORCE RECORDS ADMINISTRATION

Paragraph 9b, Section IV, AFHQ Circular Number 8, 1945, is rescinded and the following substituted therefor:

"b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. Boxes will be serially numbered for each separate shipment, to show for each box, "Box No._____of_____boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box. The following documents will be signed by the records officer or other duly designated commissioned officer and placed in an envelope inside box No. 1 of each shipment:

(1) A list of the contents of each box included in the shipment.

(2) The record specified in paragraph 7b, above.

(3) A certificate worded identically as follows, and signed by the records officer or other duly appointed commissioned officer:

_____
date

"I certify that all the records included in this shipment are of a combined British-American nature and have been carefully screened; that exclusively British and/or exclusively American records have been removed and properly disposed of and that valueless material has been withdrawn and destroyed.

_____
(Name)

_____
(Grade)

_____
(Organization)"

In addition, identical signed duplicates of the documents specified in (1) (2) and (3) above, will be fastened together and forwarded, by mail, to the Allied Force Records Administrator, AFHQ, in sufficient time to arrive prior to the shipment."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

03125

W. D. MORGAN
Lieutenant General
Chief of Staff

OFFICIAL:

J. H. CHRISTENBERRY
Colonel, AGD
Adjutant General

HEADQUARTERS, 2675TH REGT. AC (OVHD)
Distributed by this Headquarters for
Information, Guidance.

DISTRIBUTION:
D

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED

DCR/fs 70

ARCHIVES BRANCH (ACTION) (Surplus)

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)
:
INDEX B)

18 July 1945

ALLIED FORCE RECORDS ADMINISTRATION

References 1
General Objectives II
Organization and Responsibilities III
Preparation of Records for Shipment IV

I--- REFERENCES

MTOUSA Circular Number 64, 29 April 1945, "Records Administration Program."

Part II of "Submission of War Diaries and Preservation of Documents of Historical Value", Instructions in Force in the Mediterranean Theater.

II-- GENERAL OBJECTIVES

1. The Combined Chiefs of Staff, in anticipation of the concern of both the United States and the United Kingdom to secure custody of records of a combined British-American nature created in the course of this war, have directed the commanders of appropriate headquarters to take steps to insure that, prior to or upon the inactivation of their respective headquarters or upon withdrawal of representatives of one of the Allies from such headquarters, a duplicate set of the records of a combined nature of these headquarters will be available for ultimate release to the Governments of the United Kingdom and the United States.

2. The foregoing directive applies to the records of all general, special and other staff sections, to the boards, commissions, and committees of this headquarters, and to the combined (Allied) air and ground headquarters under the jurisdiction of Allied Force Headquarters which function as a British-American agency.

6-1124

3. The principles of the War Department Records Administration Program as affecting American units of MTOUSA have been defined by MTOUSA Circular Number 64, 1945. A corresponding program affecting purely British Army establishments has been provided by Part II of, "Submission of War Diaries and Preservation of Documents of Historical Value," attached hereto as Appendix A, and Air Ministry Orders A.903/42 and A.1007/43 dealing with similar Royal Air Force documents.

4. The program herein established takes into account the foregoing procedures approved by the War Department and the War Office and does not contemplate that these procedures be abandoned or altered. Noncurrent records of permanent value and the permanent records of disbanded, inactivated, or transferred organizations will continue to flow in orderly shipments to England or to the United States, in accordance with established procedures, but provisions are now made for the duplication of records of this headquarters or any of its subordinate establishments which reflect a combined British-American function, operation, or transaction.

Declassified E.O. 12356 Section 3.3/NND No. 785021

AFHQ Circular #8 (cont'd)

III- ORGANIZATION AND RESPONSIBILITIES

5. Allied Force Organization for Records Administration

a. Allied Force Records Administrator -- To administer a program which will insure the proper disposition of mixed records of the character indicated above, there is established at this headquarters, the Office of the Allied Force Records Administrator, who will:

(1) Organize and administer a program for the disposition (destruction) of nonrecord (valueless) material and the preservation and duplication, by photographic or other processes of the permanent records of the offices or agencies defined in paragraph 2, above.

(2) Establish and operate an Allied Force Microfilming and Records Depot to receive, process, and reproduce the permanent records of a "combined" nature.

b. Records Officers - The organization for this program will comprise records officers appointed in each general, special, or other staff section of Allied Force Headquarters; for each board, commission or committee controlled by this headquarters; and for each Allied (combined) air and ground headquarters under the jurisdiction of AFHQ. Their names will be reported to the Allied Force Records Administrator not later than 1 August 1945.

(1) Record Officers will bear in mind at all times that they are regarded as custodians of the records of the Governments of Great Britain and the United States and that they are personally responsible for their safe keeping. Past experience has shown that irreparable harm has been done by indiscriminate destruction of permanent records of historical, legal or administrative significance. Therefore, the greatest care will be exercised in the screening and evaluation of files included in this program, to insure preservation of records of enduring value. Doubtful cases will be referred to the Allied Force Records Administrator for decision.

(2) Each officer will be familiar with MTOUSA Circular 64, 1945 and Appendix A hereof, and will be guided by these directives in so far as exclusively American or exclusively British records are concerned. Provisions of this circular will apply to all combined or integrated British and American records.

(3) Copies of all directives issued by records officers, which affect the Allied Force Records Administration Program, will be furnished to the Allied Force Records Administrator. No instruction in conflict with this directive or with Appendix A will be issued.

(4) Direct correspondence between records officers and the Allied Force Records Administrator is authorized.

6. Procedures to Conform with Requirements of the Combined Chiefs of Staff

a. The records maintained in any instrumentality of this headquarters, or in any subordinate establishment of this headquarters, normally fall into one, two, or all of the following categories:

Declassified E.O. 12356 Section 3.3/NND No. 785021

AFHQ Circular #8 (cont'd)

(1) Records of exclusively British concern.

(2) Records of exclusively American concern.

(3) Records of a combined British and American character.

b. One of the most important functions of each records officer is to identify the records of his agency that reflect a combined British-American function, operation, or transaction. Except in the most extraordinary circumstances, this process will not involve the rearrangement of files or the disruption of existing file systems. The integrity of all files must be preserved.

c. Upon completion of the identification of the categories defined by subparagraph a, above, the records officer will proceed by:

(1) The organization of the files to facilitate their disposal (destruction), retirement (storage), or microfilming.

(2) The destruction of valueless records (nonrecord material) in accordance with War Department and War Office directives.

(3) Shipment to Allied Force Microfilming and Records Depot, for microfilming, all noncurrent records reflecting a joint British-American function, operation, or transaction considered to be of permanent value.

(4) Shipment of all noncurrent records that are strictly American in character and of permanent value, to the MTOUSA Records Depot.

(5) Shipment of records no longer required for current use that are strictly British in character, to CMQ 2nd Echelon, CMF.

d. The permanent records of an inactivated, disbanded, or transferred organization will be shipped to the appropriate temporary records repository in the same manner as indicated for noncurrent records in subparagraphs c(3),(4), and (5), above.

e. Requests for authority to dispose of (destroy) records, the destruction of which is not authorized by the War Office or the War Department, may be submitted by the appropriate records officer for review and recommendation of the Allied Force Records Administrator.

03123

7. Precautionary Measures

a. The manner of dealing with the records of integrated organizations as prescribed by this circular offers a number of problems that must be recognized at the outset by personnel responsible for deciding upon the disposition of each category of records as defined in subparagraph 6a, above. When these records are divided into their various categories (exclusively British, exclusively American, those of a combined nature) and revert to the custody of the agencies described in paragraph 6c(3)(4) or (5) above, it may be presumed that the division will be permanent and that the records will never again be reassembled in their original state. All concerned must consider the factors involved and submit their alternative recommendations to the Allied Force Records Administrator whenever there is a strong argument against the categorical division.

Declassified E.O. 12356 Section 3.3/NND No. 785021

AFHQ Circular #8 (cont'd)

b. In any case, a record will be maintained by each records officer affected by this program to account for the division, disposition and whereabouts of all records that compose the files of the organization. Upon inactivation or disbandment of any organization affected by the provisions of this circular, or upon its transfer from the control of this headquarters, a copy of this record will be filed with the permanent records and shipped to the agency described in paragraph 6c(3) above.

IV-- PREPARATION OF RECORDS FOR SHIPMENT

8. Shipment of exclusively British or Exclusively American Records - The records that are identified for shipment to either the American or British temporary records depot or repositories will be arranged, indexed, and boxed in accordance with the instructions contained in the appropriate reference directives (see MTOUSA Circular Number 64, 1945, and Appendix A hereto).

9. Shipment of Combined British-American Records to Allied Force Records Depot.

a. The records that are identified for shipment to the Allied Force Microfilming and Records Depot, APO 512, US Army, located at Santa Maria, Italy, for reproduction, will be carefully screened to eliminate valueless (nonrecord) materials and to insure a uniform arrangement of the folders or binders (see paragraphs 9c(1) and (2), below.) Wrinkled or torn documents will be smoothed or mended, and staples or paper clips will be removed in so far as possible. The titles or symbol designation of each file must appear on its cover or binder.

b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. A list of the contents of each box will be placed in an envelope inside the box, and identical duplicate lists for all boxes in the shipment will be fastened together and forwarded immediately, by mail, to the Allied Force Records Administrator AFHQ in sufficient time to arrive prior to the shipment. Boxes will be serially numbered for each shipment, to show for each box, "Box No._____of_____boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box.

c. (1) In order that the flow of records to the Allied Force Microfilming and Records Depot may begin at once, records of a "combined" nature maintained by large offices or establishments will be arranged in separate six-months blocks, if such arrangements does not disturb the normal file sequence. The earliest six-months block of noncurrent, permanent records will be packed and shipped to the depot forthwith, and the succeeding six-months blocks will be transmitted as soon thereafter as circumstances permit.

(2) The foregoing instructions do not prohibit the inclusion of records in one shipment, the date span of which is longer or less than six months. It is recognized that in some installations it may be impracticable to "break" files in this manner. Where small quantities of noncurrent records are involved, they may be packed and shipped to the depot without regard to the length of the period they cover.

Declassified E.O. 12356 Section 3.3/NND No. 785021

AFHQ Circular #8 (cont'd)

d. Extreme caution will be exercised to insure that the noncurrent records shipped are, per se, noncurrent, i. e. that all transactions within the file or binder are completed. Once a file or binder has been microfilmed it is permanently closed and under no circumstances will additional papers ever be interfiled within it -- new folders will be opened in lieu thereof. To include new papers within a microfilmed folder would render the filmed duplicate impotent.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

W. D. MORGAN
Lieutenant General
Chief of Staff

OFFICIAL:

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
D

1 Inclosure:
Appendix "A"

03122

Declassified E.O. 12356 Section 3.3/NND No. 785021

RESTRICTED

APPENDIX "A" to AFHQ Circular #8

E-X-T-R-A-C-T

SUBMISSION OF WAR DIARIES AND PRESERVATION OF DOCUMENTS OF HISTORICAL VALUE

INSTRUCTIONS IN FORCE IN THE MEDITERRANEAN THEATER

(These instructions are applicable to British, Indian and Colonial troops only)

* * * * * * *

II ----- DISPOSAL OF RECORDS OF UNITS AND FORMATIONS AT HOME AND ABROAD 1942
(As applicable in the Mediterranean Theater)

(Suspending the Parliamentary Schedule issued with Army Orders for March 1923, and Appendix X of - Instructions for Dealing with Documents and Correspondence in Military Offices, 1934).

1. All documents coming within the scope of this pamphlet will first be examined by a competent officer, warrant officer or senior NCO with an intimate knowledge of the records, who will withdraw for preservation and disposal, as in para 3 below, any documents of files containing matter likely to be of value as a precedent, or to be of historical, technical or legal importance as indicated in para 2 below. Other documents will be dealt with in accordance with the instructions on the following pages.

Papers of like nature to those covered by this pamphlet will be deemed to be included, notwithstanding any technical discrepancy in the name given to them.

In the case of correspondence, the retention periods categorized in the following pages will commence from the date of the last letter or minute.

2. The following classes of documents will be preserved:

93121

(a) Papers relating to:
Formation of (a) Armies, corps, divisions, etc.
(b) New formations, etc., e.g. Reconnaissance Corps, Pioneer Corps.
Occupation of historical buildings and sites.

(b) Papers containing decisions on important matters of departmental policy.

(c) Papers (including duplicates and copies) in connection with military operations, e.g. initiation and execution of military operations and all correspondence and reports in regard thereto; war diaries; maps and plans relating to operations; operation orders; reports and instructions; defence schemes; orders of battle; location statements; situation reports; reports on wear and tear of guns; gun and ammunition statements; ammunition expenditure; notes on engineering work;

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

field defences; demolitions; devices; reports on new weapons; feeding and fighting strength; nominal rolls of officers; courts of inquiry (affecting the unit).

(d) Soldiers' documents (Field Conduct Sheets (AF B 122))

(e) One complete set of Part I, II Orders.

(f) Medical documents, e.g. reports and returns concerned with the incidence, investigation and treatment of wounds and disease; important sanitary administrative measures and sanitary appliances; important administrative measures dealing with the care and evacuation of sick and wounded and of appliances in connection with transport and treatment; hospital organization and administration - personnel, equipment and economy.

3. Selection and disposal of documents:

(a) For the period of the emergency, boards of officers will not be assembled for the examination of documents; and King's Regulations, 1940, para 1744, has been suspended.

Units and Formations at Home

(b) Units and formations at home are requested to make full use of the War Office Records Repository at Droitwich. Except in cases where separate instructions are laid down for their disposal (war diaries, soldiers' documents and medical documents, see sub-paras (f) and (g), below), all records that are not required for current use, including those for permanent preservation categorized above, and also those which have to be retained until the expiration of the statutory period categorized in the following pages, should be sent to that repository. The examination of the documents should be made as frequently as possible and not more than one month should elapse between examinations.

Records of units about to be disbanded will be examined and weeded out before dispatch to the repository, special care being taken to preserve any documents, registers, etc., likely to be of assistance to the Records branch in replying to any inquiries arising after disbandment, even though due for destruction under the regulations.

Units and Formations Abroad

(c) Units and formations abroad are required to hold monthly examinations of documents, and the following extract from Field Service Regulations Volume I, Chap. XVIII, Sec. 171, is reproduced for convenience and reference.

.....Documents retained in an office will be as few as possible. With this object a review of correspondence in files will be held every month at which papers, maps, etc., will be sorted out into three categories:

(I) Those required for current use and local reference.

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX "A" to AFHQ Circular #8 (cont'd)

(II) Those no longer required but likely to be of historical value on questions likely to arise in the future.

(III) Those not coming within category (I) or (II).

Category (I) will be retained. Category (II) will be indexed and sent to GHQ 2nd Echelon, CMF, and Adv 2nd Echelon (Indian), CMF, as applicable, for onward transmission. Category (III) will be destroyed, subject to the provision as to periods of retention as categorised in this pamphlet.

(e) Secret - Accountable documents and - Security R - documents should be returned to the Under Secretary of State, The War Office (C.2.c).

(f) When no longer required, soldiers' documents (see para 2 (d) above) should be sent to GHQ 2nd echelon concerned.

(g) When no longer required, medical documents (see para 2 (f) above) should be sent to the Medical History of the War Committee, The War Office (A.M.D.2).

Item No. and Class of Documents	Period after which Documents may be destroyed
PART I	
DOCUMENTS COMMON TO ALL MILITARY OFFICES IN UNITS AND FORMATIONS BOTH AT HOME AND ABROAD	
1. Application for, or transmission of, Forms, Circulars, Publications, Returns, Books or Maps.	Forthwith.
2. Covering Letter, Letters of Acknowledgment, Reminders, or Requests for Observation.	Forthwith
3. Anonymous or Unintelligible Letters.	Forthwith.
4. Obsolete Card Indexes.	Forthwith.
5. Minor correspondence, unregistered papers, books, etc., the value of which ceases on settlement of the matter involved.	Six months.
6. Returns which are required for temporary purposes only or have been consolidated in other returns.	Six months.
7. Duplicates and copies of documents filed elsewhere.	Six months.
8. Telegrams of an unimportant and ephemeral character.	Six months.
9. Other Papers, whether registered or unregistered, of a purely routine nature.	One Year.

03120

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX "A" to ANHQ Circular #3 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed
20. Attendance books.	Three years.
21. Letter books. (These contain copies of outgoing letters. All important letters are included in registered papers, and will be preserved).	Three years.
PART V	
DOCUMENTS OF A UNIT OR FORMATION, WHICH ARE NOT NORMALLY TRANSFERRED TO A RECORD OFFICE	
185. Circular letters and memoranda received from a higher formation.	One year.
186. Correspondence and telegrams of a routine or temporary nature.	One year.
187. Duplicates and copies of letters and documents, copies or originals of which are filed in a more accessible form either with a higher formation or elsewhere.	Six months.
188. (a) Registers of letters received and dispatched.	Two years.
(b) Any other registers, provided that the information therein is known to be in the possession of the next higher formation or elsewhere in an accessible form, e.g. Register of Horses; Register of Inoculations.	
189. Routine documents of an administrative nature connected with the daily duty of a Unit or Formation, e.g. Guard Reports, Morning Sick Reports, Minor Offence Reports, Orderly Officers' Reports. (Reports that contain matters of importance will be preserved).	Three months.
Transport work tickets.	One year.
190. Nominal Rolls the originals of which have been sent to higher formations, and formal correspondence in connection therewith.	One year.
191. Orders (not including Operation Orders) of which the Unit or Formation is not the author. (The original orders will be preserved).	One year.

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed.
192. Papers relating to Courts Martial. (Papers dealing with cases which have not been sent either to the Judge-Advocate-General or to the Record Office concerned will be preserved).	One Year.
193. Proceedings of Courts of Inquiry (not ordered by higher authority) where no question of financial or disciplinary action is outstanding and where the subject of inquiry is of temporary interest only.	One year.
194. Returns and reports, the originals of which have been sent to a higher formation, e.g. Ammunition Returns, Progress Reports, Strength Returns (if not concerned with military operations).	One year.
195. Minor correspondence and subsidiary papers:	
A. Agriculture--Agricultural officers; cultivation of land by soldiers, etc.	Three years.
B. Accommodation and welfare of troops-Accommodation in billets and camps Formation of canteens and messes; Recreation and Amusements, etc.	Three years.
	Six months.
C. Discipline--Maintenance and breaches of; Police Reports regarding escaped prisoners, suspects, absentees and deserters; releases from prisons, etc.	One year.
D. Establishment and Strength--Appointments; Discharges; Dispersals; Demobilization; Personnel; Promotions; Releases; Reductions; Reinforcements; Reversions; Transfers, etc.	Three years.
E. Finance--Authorised Expenditure; Allowances; Allotments; Accounts for work done by local contractors; Claims; Income Tax; Mess Accounts; Pay; Pay of Officers' Servants, etc.	Three years.
F. Funerals--Arrangements for, etc.	One year.
G. Inspections--Copies of reports on, etc.	Six months.
H. Interior Economy--Fuel; Messing, etc.	One year.
J. Leave--Ordinary, Special and Sick.	Three years.
K. Medical--Admittances to and Discharges from hospital; Incineration; Medical Categories; Sanitary Matters; Traveling Boards, etc.	Three years.
L. Personal Matters of Officers and Other Ranks --Attestations; Affiliation Orders; Alien Parentage; Commissions; Inquiries re whereabouts; Copies of Notification of Death (A.F. B 2090); Movement Orders; Service Chevrons; Trade Tests; Under-age Soldiers; Receipts for men's documents; Acting Rank, etc.	Three years.

00118

*Correspondence only.

Declassified E.O. 12356 Section 3.3/NND No. 785021

APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be destroyed.
M. Stores and Supplies--Clothing; Equipment; Forage; Handing over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc.	Eighteen months.
N. Training--Course of Bombing, Musketry, Signalling, etc.	Six months.
O. Transport--Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc.	One year.
196. Copies of the following documents, the originals of which have been duly audited:	
Equipment Ledgers (with duplicate vouchers). Returns of Medicines (With duplicate vouchers). Abstract of Hospital Stoppages; Diets and Extras (A.F.F 735). Clothing Ledgers (with A.F.W 3068 - Transfer; Clothing and Necessaries Statement; W3505--Company Summary of Issue of Clothing and Necessaries; and W3506--Company Indent of Clothing and Necessaries).	Forthwith.

Declassified E.O. 12356 Section 3.3/NND No. 785021

69

Ref. 1/AB

15 July 1945.

You will be interested to know that I have written to A.F.H.Q. asking that the memorandum on the disposal of our Archives be forwarded to London and to Washington.

No doubt you will like to have the attached copy of the memorandum for you own information.

M. S. LUSH

C. Hilary Jenkinson Esq.,C.B.E.,
Public Record Office,
Chancery Lane,
LONDON, W.C.2.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Ref. 1/AB

15 July, 1945.

SUBJECT : DISPOSAL OF RECORDS.

TO : G - 5, A.F.H.Q.

1. I enclose copies of a memorandum dealing with questions relating to the administration and disposal of the Archives of the Allied Commission.

2. Will you kindly forward copies of the memorandum to Washington and London for consideration by the Governments of the U.S.A. and the U.K.

For the Chief Commissioner.

M. S. LUSH

Brigadier,
Executive Commissioner.

DOIIZ

Declassified E.O. 12356 Section 3.3/NND No. 785021

DISPOSAL OF THE ARCHIVES OF THE ALLIED COMMISSION.

1. Following a memorandum by Mr Hilary Jenkinson, Secretary of the Public Record Office, early in 1944, an Archives Branch was established for the purpose of collecting, arranging and safeguarding the Records of the Allied Control Commission. An Archives Committee (representative of all Sections of the Commission) was appointed, under whose direction the work of the Archives Branch has been conducted, and during the last 15 months a very large body of Archives has been brought together and systematically arranged.

2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.

0117

3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these Archives, nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.

4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1945, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end

Declassified E.O. 12356 Section 3.3/NND No. 785021

Deputy Chief Executive, under whose direction the work of the Archives Branch has been conducted, and during the last 15 months a very large body of Archives has been brought together and systematically arranged.

2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.

9117

3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these Archives, nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.

4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1945, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end are being made.

5. As a second phase it will be necessary for the Records to remain in Rome for an unpredictable period, in order that they may be available for reference by the U.S. and U.K. Sections, and by such Military Command as may still remain in Italy. During this interim period, much preliminary work may be done in the way of indexing, and probably also in the way of locating and bringing in documents not previously deposited, and adding them to the existing accumulation, in conformity with the system already laid down.

6. It is proposed that arrangements for the housing of the Archives in Rome during the interim period should be made as soon as possible, and that the Foreign Office and State Department should be consulted as to the possibility of supplying a small staff - two would probably be sufficient - to undertake the duties of custody and of production of documents for consultation when required, together with the tasks laid down in paragraph 5 above. It is important that these officials (who should be appointed for the duration of the interim period) should take over from the present Archives administration so that they could understand the system of arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing Archives staff are likely to remain until about April 1946.

7. The final disposal of the Archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the Archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the Records may not be located.

8. The possibilities are three:-

(i) A permanent establishment in Rome.

(ii) Housing in America in, or under the control of the State Archives Department.

(iii) Housing in England under the custody of the Master of the Rolls i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and Archives may be urged, and that research on Italian administration and problems of occupational administration can be more properly carried out in Rome; but (ii) and (iii) also have obvious advantages which may be felt by countries and British scholars

Declassified E.O. 12356 Section 3.3/NND No. 785021

arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing Archives staff are likely to remain until about April 1946.

7. The final disposal of the Archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the Archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the Records may not be located.

8. The possibilities are three:-

(i) A permanent establishment in Rome.

(ii) Housing in America in, or under the control of the State Archives Department.

(iii) Housing in England under the custody of the Master of the Rolls i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and Archives may be urged, and that research on Italian administration and problems of occupational administration can be more properly carried out in Rome; but (ii) and (iii) also have obvious advantages which may be felt by American and British scholars.

9. In any case, since these Archives are the joint production and joint property of (a) the British War Office, and (b) the American War Department, they must be regarded as subject to the British legislation governing the disposal of Departmental Archives, and to the parallel legislation in America.

It is therefore suggested that the Archive Authorities in the two countries must be invited to consult together with a view to their being cognisant of the arrangements made for the interim period, and in due course settling the question of final location and disposal.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

(7)

Ext. 530. HEADQUARTERS ALLIED COMMISSION.

Inter Office Memo. 30 Jun 45.

SUBJECT : Disposal of Archives.

TO : Executive Commissioner.

1. Attached is the draft for which you asked; I am indebted to Mr Jenkinson for his assistance in its preparation.

2. The draft is in the form of a statement which, we felt, could be duplicated and used as an appendix to either official or D/O letters to A.F.H.Q., War Office, Foreign Office, the American counterparts, and to the Embassies here in Rome.

3. There are one or two points arising out of paras 5 6 and 7 which I should like to have an opportunity of discussing with you personally; could you kindly spare about ten minutes to see me ?

A.J. Collins.
Capt. R.E.
Archivist.

Draft approved subject to amendments noted.

Yes

Brig Lush agreed to search for fresh premises for Archives, with a view to occupation by Sept 45; Tenancy to continue for interim period. No agreement is to be completed without ref to Brig

Sy. 30/6

O.K.

DRAFT.

1. Following a memorandum by Mr Hilary Jenkinson, Secretary of the Public Record Office, early in 1944, an Archives Branch was established for the purpose of collecting, arranging and safeguarding the Records of the Allied Control Commission. An Archives Committee (representative of all Sections of the Commission) was appointed, under whose direction the work of the Archives Branch has been conducted, and during the last 15 months a very large body of Archives has been brought together and systematically arranged.

2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.

9115

3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these Archives; nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.

4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1945, when the restoration of territory will take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end are being made.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Archives has been brought together and systematically arranged.

2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.

3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these Archives; nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.

4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1945, when the restoration of territory will take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end are being made.

5. As a second phase it will be necessary for the Records to remain in Rome for an unpredictable period, in order that they may be available for reference by the U.S. and U.K. Embassies, and by such Military Command as may still remain in Italy. During this interim period, much preliminary work may be done in the way of indexing, and probably also in the way of locating and bringing in documents not previously deposited, and adding them to the existing accumulation in conformity with the system already laid down.

Declassified E.O. 12356 Section 3.3/NND No. 785021

6. It is proposed that arrangements for the housing of the Archives in Rome during the interim period should be made as soon as possible, and that the Foreign Office and State Department should be consulted as to the possibility of supplying a small staff - two would probably be sufficient - to undertake the duties of custody and of production of documents for consultation when required, together with the tasks laid down in para 5 above. It is important that these officials (who should be appointed for the duration of the interim period) should take over from the present Archives administration so that they could understand the system of arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing [redacted] Archives staff are likely to remain until about April 1946.

7. The final disposal of the Archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc. which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the Archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the Records may not be located.

8. The possibilities are three :- 9314

(i) A permanent establishment in Rome.

(ii) Housing in America in, or under the control of the State Archives Department.

(iii) Housing in England under the custody of the Master of the Rolls, i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785021

should take over from the present Archives administration so that they could understand the system of arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing Archives staff are likely to remain until about April 1946.

7. The final disposal of the Archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc. which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the Archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the Records may not be located.

8. The possibilities are three :- 9114

(i) A permanent establishment in Rome.

(ii) Housing in America in, or under the control of the State Archives Department.

(iii) Housing in England under the custody of the Master of the Rolls, i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and Archives may be urged, but (ii) and (iii) also have obvious advantages which may be felt by American and British scholars.

That research in Italian admin & problems of Occupation admin in Italy can be more profitably carried out in Rome.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

9. In any case, since these Archives are the joint production and joint property of

(a) the British War Office, and

(b) the American War Department

they must be regarded as subject to the British legislation governing the disposal of Departmental Archives, and to the parallel legislation in America.

It is therefore suggested that the Archive Authorities in the two countries must be invited to consult together with a view to their being cognisant of the arrangements made for the interim period, and in due course settling the question of final location and disposal.

three days from 750 lire a kilo to 250 lire and for sodium carbonate from 300 lire to 60 lire a kilo. — Cement production in four AC-controlled plants this week was 3,428 tons, an increase of 1,036 tons over the previous week.

MACMILLAN MESSAGE

Mr. Harold Macmillan, who has just left the posts of Acting President of the Allied Commission and British Resident Minister at AFHQ to enter the Churchill cabinet, sent the following message to all ranks of the Allied Commission:

"I cannot leave without sending a message of thanks and good wishes to all my friends in the Allied Commission and Allied Military Government. Ever since the landings in Sicily, nearly two years ago, I have seen and admired your work. During recent months I have been more intimately associated with you. Many conflicting duties have hampered my capacity to do more than try to help my friends and your chief, Admiral Stone, to the best of my ability. But I shall always be proud of my association with your enterprise, and the high ideals which have inspired you all. Good luck and God speed ".

VERBA VOLANT, SCRIPTA MANENT

Whatever immortality AC AMG will have in years to come, aside from the fireside reminiscences of old men, is in the hands of AC's Archives Branch. Sobered by this thought, which may well have been a by-product of the sense of mortality and impermanence following a discussion about age groups and release dates among certain officers (B), we called on Capt. A. J. Collins (B), head of the Branch and discovered that a lot of things have been going on that more people ought to know about. Capt. Collins has been in charge of the Branch since its inception about a year ago and emerged, willing but harassed, from behind a few packing cases to tell us something about it. The first thing he made clear was that Archives is not a reference department for current matters. If you want to look for a copy of that definitive letter that Colonel Blank wrote Maj. Whozis last week, Archives is not the place to come. This intrusion of the transitory is merely distracting to a man whose eyes are to be catalogued and made available for research in the future.

This sounds easy but is not without its hazards, which in the aggregate might well drive anyone but a born archivist mad. In the first place (this was true particularly in the early days) the files sometimes don't turn up. They have a way of being lost in office drawers, left behind in abandoned headquarters, absentmindedly thrown into wastebaskets, of falling off jeeps and so on. This sort of thing is offensive to any right-minded librarian and leaves gaps which will be seriously annoying to the future historian. Fact is, at first many administrative centers didn't appreciate the importance of records and didn't always have time to think about them, even when their intentions were good. The worst of that period is over but other difficulties remain and are indeed of the essence of the job.

9012

Order from Chaos.

Bringing order into a catalogue of Ming Porcellain or a collection of editions of Petrarch (oddly enough we know something about the latter) is bad enough, but when you are dealing with anything as peripatetic, chameleontic and amorphous as AC AMG, you have what may fairly be described as a problem. A black market trial in Portici, for example, will provide materials for the files of Public Safety (Regional and Provincial), Legal (ditto) and will involve, before you get through, Hq. (Provincial and Regional), possibly Public Health, very likely Legal (Hq.) AC, maybe even Political, Liaison or PRO (Adv.). Hence, the main job of Archives has been to work out a system whereby with the least possible loss of time, the future historian (and there will be one, if not many) can untangle the snarled skein of our bureaucratic threads and make some kind of a pattern for posterity. Captain Collins, neatly combining the Functional and Regional approaches, has done just that.

The system once set up, there remains plenty to do. Archives Branch has analyzed the contents of each set of files (frequently mislabeled) and has made check lists, easily accessible, prefaced by a brief history of the set of files in question, stating its origin, scope and sequel—if any. These little prefatory remarks are in themselves a sort

Declassified E.O. 12356 Section 3.3/NND No. 785021

MACMILLAN MESSAGE

Mr. Harold Macmillan, who has just left the posts of Acting President of the Allied Commission and British Resident Minister at AFHQ to enter the Churchill cabinet, sent the following message to all ranks of the Allied Commission:

"I cannot leave without sending a message of thanks and good wishes to all my friends in the Allied Commission and Allied Military Government. Ever since the landings in Sicily, nearly two years ago, I have seen and admired your work. During recent months I have been more intimately associated with you. Many conflicting duties have hampered my capacity to do more than try to help my friends and your chief, Admiral Stone, to the best of my ability. But I shall always be proud of my association with your enterprise, and the high ideals which have inspired you all. Good luck and God speed".

VERBA VOLANT, SCRIPTA MANENT

Whatever immortality AC/AMG will have in years to come, aside from the fireside reminiscences of old men, is in the hands of AC's Archives Branch. Sobered by this thought, which may well have been a by-product of the sense of mortality and impermanence following a discussion about age groups and release dates among certain officers (B), we called on Capt. A. J. Collins (B), head of the Branch and discovered that a lot of things have been going on that more people ought to know about. Capt. Collins has been in charge of the Branch since its inception about a year ago and emerged, willing but harassed, from behind a few packing cases to tell us something about it. The first thing he made clear was that Archives is not a reference department for current matters. If you want to look for a copy of that definitive letter that Colonel Blank wrote Maj. Whozis last week, Archives is not the place to come. This intrusion of the transitory is merely distracting to a man whose eyes are fixed on eternity and Capt. Collins thinks that by now the principle should be well understood. Archives is essentially where the files and records go when they die. When a Region ceases to exist, when a certain aspect of the work of a Sub-Commission is past, or when lapse of time has rendered records non-functional, they then go to Archives

anyone but a born archivist must. In the first place (this was true particularly in the early days) the files sometimes don't turn up. They have a way of being lost in office drawers, left behind in abandoned headquarters, absentmindedly thrown into wastebaskets, of falling off jeeps and so on. This sort of thing is offensive to any right-minded librarian and leaves gaps which will be seriously annoying to the future historian. Fact is, at first many administrative centers didn't appreciate the importance of records and didn't always have time to think about them, even when their intentions were good. The worst of that period is over but other difficulties remain and are indeed of the essence of the job.

0112 **Order from Chaos.**

Bringing order into a catalogue of Ming Porcellain or a collection of editions of Petrarch (oddly enough we know something about the latter) is bad enough, but when you are dealing with anything as peripatetic, chameleontic and amorphous as AC/AMG, you have what may fairly be described as a problem. A black market trial in Portici, for example, will provide materials for the files of Public Safety (Regional and Provincial), Legal (ditto) and will involve, before you get through, Hq. (Provincial and Regional), possibly Public Health, very likely Legal (Hq.) AC, maybe even Political, Liaison or PRO (Adv.). Hence, the main job of Archives has been to work out a system whereby with the least possible loss of time, the future historian (and there will be one, if not many) can untangle the snarled skein of our bureaucratic threads and make some kind of a pattern for posterity. Captain Collins, neatly combining the Functional and Regional approaches, has done just that.

The system once set up, there remains plenty to do. Archives Branch has analyzed the contents of each set of files (frequently mislabeled) and has made check lists, easily accessible, prefaced by a brief history of the set of files in question, stating its origin, scope and sequel—if any. These little prefatory remarks are in themselves a sort of thumbnail history of the Allied Commission. Obviously things never work out even; some Sub-Commissions, for example, have deposited in archives only a few loose sheets of paper, others have sent down enough to fill a dozen or more cabinets. Any morning either the former or the latter may descend on Archives with another

Declassified E.O. 12356 Section 3.3/NND No. 785021

Of eleven provinces in Emilia and Venezie for which figures are available, proposed Prefects wore the following party colours: Socialist 2, Non-Party 1, Communist 1, Christian Democrats 3, Action Party 3, Liberal 1.

General Order 35, providing for the dismissal of Fascists from state concerns, has been put up in nearly every province and is beginning to work without more than the usual birth pangs. General Orders dealing with the epuration of personnel of private concerns have been found to be necessary to prevent wholesale sacking of employees and workers for reasons of private vendetta and are now under preparation at Headquarters.

The decree setting up People's Courts has met with a very favourable reception and Courts have been set up in nearly every province. Illegal courts appear to have died down without undue trouble. By the time these words appear in print, Courts in most provinces will have commenced sitting. The first sitting in Milan was on 24 May and reports of convictions have already been received. Lieut. Colonel G. G. Hannaford (B) has had a very busy time providing for special sittings of the Special Section of the Court of Cassation sent up from Rome to hear appeals from these Courts.

Cultural notes.

In the field of education there are no special problems except in the East of Udine where the inhabitants appear unwilling to permit Italian to be taught. Capt. Willis E. Pratt (A) hopes to have 13,000 students, including a large number of Patriots, attending summer courses at Bologna University, as against 3,000 during the German occupation.

Many exciting things were found to be happening in the world of Monuments and Fine Arts. Nearly all the Florentine treasures have been discovered and will shortly be returned there (40 truck loads). Some of the Abyssinian crown jewels have also come to light.

The Public Health situation is on the whole good and a Deputation of experts from the North is due in Rome any day now to make plans with the Government for the manufacture in the North of considerable quantities of medical supplies which should greatly relieve the present position.

dustrial capacity found in the North. Prime Minister Bonomi, in a letter to the Chief Commissioner, asks for certain immediate supplies and further requests that these latest items have absolute priority over all other supplies previously asked for. Col. Leonard T. Densmore, chief staff officer of the Economic Section, has left for the States, bearing with him the Bonomi letter and revised requisitions, which, in brief, ask for 710,500 tons of supplies, including 383,000 tons of coal, as the first part of the transitional program (for September of this year). The Prime Minister said that he was aware of the sizeable sea transport problem involved, but pleaded, in the name of Italy's 40 million war-stricken inhabitants, for immediate help to ward off unemployment – if coal and raw materials continue lacking – and possible unrest.

Mr. A. G. Antolini, Acting Vice President of the Economic Section, this week confirmed that he was leaving the Commission about June 15 to return to private business. He had announced some time ago his intention to retire. He will be succeeded by Brigadier General Edward B. McKinley, who has been Deputy Vice President (Supply). Brigadier D. L. Anderson, Deputy Vice President (Production), has just returned from a trip to London, where he took up, among other matters, the need of more British civilian personnel in AC.

Other news of economic interest: Of the more than 200 inquiries by AC officers into employment by the Foreign Economic Administration (FEA) as civilians in AC, 37 officers have been found qualified. — The Economic Section is currently working out ways and means whereby inter-regional commerce between the North and South can be most effective and controllable. — A large part of the Italian schooner fleet (once as many as 2,000 vessels) and some coast-wise ships are being turned back to Italian control by the Mediterranean Shipping Board (MEDBO). — Wheat amassed, as of the latest report, is 11,622,539 quintals, and olive oil, 499,473 quintals. — Nine and a half tons of vegetable seeds were exported to Albania and Yugoslavia in the past week, the Commerce Sub-Commission reports. — Reclaimed rubber from salvage supplied by U. S. Ordnance Tire Repair companies is now being produced for general ar-

Declassified E.O. 12356 Section 3.3/NND No. 785021

3, Action Party 3, Liberal 1.

General Order 35, providing for the dismissal of Fascists from state concerns, has been put up in nearly every province and is beginning to work without more than the usual birth pangs. General Orders dealing with the epuration of personnel of private concerns have been found to be necessary to prevent wholesale sacking of employees and workers for reasons of private vendetta and are now under preparation at Headquarters.

The decree setting up People's Courts has met with a very favourable reception and Courts have been set up in nearly every province. Illegal courts appear to have died down without undue trouble. By the time these words appear in print, Courts in most provinces will have commenced sitting. The first sitting in Milan was on 21 May and reports of convictions have already been received. Lieut. Colonel G. G. Hannaford (B) has had a very busy time providing for special sittings of the Special Section of the Court of Cassation sent up from Rome to hear appeals from these Courts.

Cultural notes

In the field of education there are no special problems except in the East of Udine where the inhabitants appear unwilling to permit Italian to be taught. Capt. Willis E. Pratt (A) hopes to have 13,000 students, including a large number of Patriots, attending summer courses at Bologna University, as against 3,000 during the German occupation.

Many exciting things were found to be happening in the world of Monuments and Fine Arts. Nearly all the Florentine treasures have been discovered and will shortly be returned there (40 truck loads). Some of the Abyssinian crown jewels have also come to light.

The Public Health situation is on the whole good and a Deputation of experts from the North is due in Rome any day now to make plans with the Government for the manufacture in the North of considerable quantities of medical supplies which should greatly relieve the present position.

ECONOMIC FRONT

Chief news of the week economically is the formulation of the revised joint program for first-aid to the Italian economy, which has been revised, of course, by reasons of the undestroyed in-

priority over all other supplies previously
for. Col. Leonard T. Densmore, chief staff officer of the Economic Section, has left for the States, bearing with him the Bonomi letter and revised requisitions, which, in brief, ask for 710,500 tons of supplies, including 383,000 tons of coal, as the first part of the transitional program (for September of this year). The Prime Minister said that he was aware of the sizeable sea transport problem involved, but pleaded, in the name of Italy's 40 million war-stricken inhabitants, for immediate help to ward off unemployment – if coal and raw materials continue lacking – and possible unrest.

Mr. A. G. Antolini, Acting Vice President of the Economic Section, this week confirmed that he was leaving the Commission about June 15 to return to private business. He had announced some time ago his intention to retire. He will be succeeded by Brigadier General Edward B. McKinley, who has been Deputy Vice President (Supply). Brigadier D. L. Anderson, Deputy Vice President (Production), has just returned from a trip to London, where he took up, among other matters, the need of more British civilian personnel in AC.

Other news of economic interest: Of the more than 200 inquiries by AC officers into employment by the Foreign Economic Administration (FEA) as civilians in AC, 37 officers have been found qualified. — The Economic Section is currently working out ways and means whereby inter-regional commerce between the North and South can be most effective and controllable. — A large part of the Italian schooner fleet (once as many as 2,000 vessels) and some coast-wise ships are being turned back to Italian control by the Mediterranean Shipping Board (MEDBO). — Wheat ammassed, as of the latest report, is 11,622,539 quintals, and olive oil, 499,473 quintals. — Nine and a half tons of vegetable seeds were exported to Albania and Yugoslavia in the past week, the Commerce Sub-Commission reports. — Reclaimed rubber from salvage supplied by U. S. Ordnance Tire Repair companies is now being produced for general article use by Pirelli at Tivoli at the rate of nearly two tons a day, according to the Industry Sub-Commission. — The Sub-Commission, with some pride, also announced that at long last the Solvay caustic soda plant at Rosignano is in production – 240 tons a day, as a consequence of which black market prices in caustic soda dropped in

Declassified E.O. 12356 Section 3.3/NND No. 785021

five or six packing cases to be collated and dovetailed. (This brings up the question of space; how much will be needed to house our records is impossible to say, though in all probability it will be more than Archives has now, being a mere three rooms, two of them with three tiers of book shelves.) And as for the Regions, well, Region I is definitely dead, but its records have an awkward way of getting tangled up with those of Hq. AMGOT, and Southern Region, now almost completely in, is a little chaotic, what with tributary material from the older Regions it supplanted. Handover of territory in the North will inundate the Branch and when AC itself turns in its records – well, we didn't even dare bring that up.

Aside from the tactical head of Archives, there is a special committee which meets for strategic directives. The committee, headed by the Executive Commissioner, has one representative from each section of Hq. and two members of the Monuments, Fine Arts and Archives Sub-Commission, themselves archivists in civilian life. There have also been visits from advisers representing the Library of Congress and the British Records Office. What is going to happen when the Commission dissolves we don't know. Perhaps the British and American Embassies will be interested, perhaps special experts will take over. The Branch is interested in having records up-to-date, tidy and at least ready for proper indexing. All help that Sub-Commissions and Regions can give in the way of efficient listing and packing will be deeply appreciated and more than welcome. All joking aside, it's a big job and one that will hardly be through the first phase when the rest of us have arrived home. In fact, going out the door and observing the inscription *Verba volant scripta manent* we could not help adding (but very softly): Et tu, Collins.

AUSTRIA

Reports are now arriving (for information only) from our former collegues with the 8th Army in the Austrian show and indications are that AMG troubles are still the same no matter where you are. Yugoslav withdrawals from some Austrian provinces have improved the feeling of the population, not to mention another result: Villach, Hermagor and Spittal, curfew infringements largely. A maximum of 2,000 refugees a day (with Italians having priority) are being evacuated from Austria to Italy. Allied Military Schillings have been introduced and banks will open shortly. The bread ration has been reinstated at 170 grams. Approximately 10 per cent. of the vehicles listed use wood fuel. Labor is short for agriculture and essential industries – sawmills, cement, wire and nails – though German POWs are now being made available.

ODDS AND ENDS

Redeployment news is practically nil, though it is of interest to report that Headquarters Command, Allied Forces, is now in process of setting up the rules for classifying units and personnel essential and non-essential in order to fit them into one of the four categories (I, occupation troops; II, redeployment to the Pacific and the U. S. for continued service; III, dispatch to the U. S. for eventual release, and IV, outright release). — All promotions, as everyone knows, have been suspended in the interim, a state of affairs which will obviously continue until the manpower re-shuffling is in the clear. — The Economic Section, however, got a new lieutenant-colonel in John M. Murtagh, who, being on TD here, got his promotion via the War Department; congratulations. — The AC Awards and Decorations Board has been meeting, considering about 15 recommendations to date. — Maj. Gen. Anderson of the British Civil Affairs Office visited Rome this past week. — The Hq. PX has moved to the basement and has been fixed up by Cpl. William H. Ferri in elegant department-store style; all that seems lacking is a floorwalker. — Brigadier Maurice S. Lush, the Executive Commissioner, is touring the North. — The Swiss have offered to send Red Cross help to the devastated areas and to house tubercular students in summer camps in Switzeland. — The Education Sub-Commission is aiding the Italian authorities to establish a central catalogue of historical and archeological works in Rome, so the city can become an international center for such research, already possessing Europe's best source material in this field; present collections are scattered and badly indexed. — One case of typhus has been reported from Aosta in the North-

Declassified E.O. 12356 Section 3.3/NND No. 785021

will be more than Archives has now, being a mere three rooms, two of them with three tiers of book shelves.) And as for the Regions, well, Region I is definitely dead, but its records have an awkward way of getting tangled up with those of Hq. AMGOT, and Southern Region, now almost completely in, is a little chaotic, what with tributary material from the older Regions it supplanted. Handover of territory in the North will inundate the Branch and when AC itself turns in its records – well, we didn't even dare bring that up.

Aside from the tactical head of Archives, there is a special committee which meets for strategic directives. The committee, headed by the Executive Commissioner, has one representative from each section of Hq. and two members of the Monuments, Fine Arts and Archives Sub-Commission, themselves archivists in civilian life. There have also been visits from advisers representing the Library of Congress and the British Records Office. What is going to happen when the Commission dissolves we don't know. Perhaps the British and American Embassies will be interested, perhaps special experts will take over. The Branch is interested in having records up-to-date, tidy and at least ready for proper indexing. All help that Sub-Commissions and Regions can give in the way of efficient listing and packing will be deeply appreciated and more than welcome. All joking aside, it's a big job and one that will hardly be through the first phase when the rest of us have arrived home. In fact, going out the door and observing the inscription *Verba volant scripta manent* we could not help adding (but very softly): Et tu, Collins.

AUSTRIA

Reports are now arriving (for information only) from our former colleagues with the 5th Army in the Austrian show and indications are that AMG troubles are still the same no matter where you are. Yugoslav withdrawals from some Austrian provinces have improved the feeling of the population, not to mention another result: declaration of hidden flour stocks. A Slovene minority delegation was informed that Slovenes would receive fair and impartial treatment from the Military Government of Austria. Search for Nazi Gauleiters to date has been unsuccessful, though two aides of one of them were caught. Military courts are functioning at Klagenfurt.

Schillings have been introduced and banks will open shortly. The bread ration has been reinstated at 170 grams. Approximately 10 per cent. of the vehicles listed use wood fuel. Labor is short for agriculture and essential industries – sawmills, cement, wire and nails – though German POWs are now being made available.

ODDS AND ENDS

Redeployment news is practically nil, though it is of interest to report that Headquarters Command, Allied Forces, is now in process of setting up the rules for classifying units and personnel essential and non-essential in order to fit them into one of the four categories (I, occupation troops; II, redeployment to the Pacific and the U. S. for continued service; III, dispatch to the U. S. for eventual release, and IV, outright release). — All promotions, as everyone knows, have been suspended in the interim, a state of affairs which will obviously continue until the manpower re-shuffling is in the clear. — The Economic Section, however, got a new lieutenant-colonel in John M. Murtagh, who, being on TD here, got his promotion via the War Department; congratulations. — The AC Awards and Decorations Board has been meeting, considering about 15 recommendations to date. — Maj. Gen. Anderson of the British Civil Affairs Office visited Rome this past week. — The Hq. PX has moved to the basement and has been fixed up by Cpl. William H. Ferri in elegant department-store style; all that seems lacking is a floorwalker. — Brigadier Maurice S. Lush, the Executive Commissioner, is touring the North. — The Swiss have offered to send Red Cross help to the devastated areas and to house tubercular students in summer camps in Switzeland. — The Education Sub-Commission is aiding the Italian authorities to establish a central catalogue of historical and archeological works in Rome, so the city can become an international center for such research, already possessing Europe's best source material in this field; present collections are scattered and badly indexed. — One case of typhus has been reported from Aosta in the North; the outbreak in two Sicilian villages is under control. — Ten counterfeiters have been sentenced to from four to 15 years in Naples AMG courts. — The concurrence of CCS is still being awaited concerning the release of Italian POW «cooperators» in Italy.

Declassified E.O. 12356 Section 3.3/NND No. 785021

12,237 arrived in Rome from the North and 8,347 left Rome for the South. The Records Bureau of the Displaced Persons and Repatriation Sub-Commission also handled 59,000 messages from the North in this one week. (Distribution was made from Rome through the International Red Cross.)

Less than 1,000 civilians are being evacuated from the Rimini area – instead of the previously rumored 10,000 – to make way for the compounds being built for German prisoners-of-war.

To the East, where the Trieste question is going through the slow toils of diplomatic protocol, AMG teams are ready for operations but naturally cannot yet function. A separate region may be made of Venezia Giulia because of the problems involved. The food situation in Trieste is reported as "deteriorating" but not yet acute enough for alarm. A Yugoslav application to buy yeast in considerable quantities in Udine Province was turned down. The Yugoslavs are reported to have been removing machinery, spare parts, leather belting and batteries. Patriots in eastern Venezie are still armed, with some reports indicating captured enemy tanks and anti-tank guns in their possession.

ADMIRAL VISITS NORTH

Rear Admiral Ellery W. Stone, the Chief Commissioner, made a one-day trip to the North and back to Rome by plane May 29 to confer with 5th Army, IV Corps and AMG officers on the situation. Accompanied by Col. Norman E. Fiske, Deputy Executive Commissioner, who has been designated the Admiral's representative in the North, the Chief Commissioner conferred with Lieut. Gen. Lucian K. Truscott, jr., commanding general, Fifth Army, about AMG problems. Brigadier General Edgar Erskine Hume, 5th Army SCAO, and his executive officer, Col. Arthur E. Sutherland, jr., also attended.

In Milan the Admiral met with Maj. Gen. Willis D. Crittenberger, commanding general, IV Corps, his SCAO, Col. Hamilton T. Walker, and with Brigadier M. Carr, Col. R. P. Marshall and Col. Charles Poletti, RC's, respectively, of Liguria, Piemonte and Lombardy. Agreement has been reached that the RC's may soon activate stream-

The trip also saw the Admiral perform the honors at a ceremony at 5th Army AMG Hq, at which he presented to the senior non-commissioned officers of Company "G" of 2675th Regiment and to the British detatchment assigned to 5th Army AMG Hq the Meritorious Service Plaque awarded the 5th Army AMG by General Truscott for its "outstanding services in support of combat operations".

UPJOHN TRIP

Brigadier Gerald K. Upjohn, Vice President of the Civil Affairs Section, and Colonel R. R. Cripps (E), Director of the Local Government Sub-Commission, are back at Hq. from a nine-day tour of the North. They report greatly varying conditions but, apart from some political headaches, in all the Regions, the problem of disarming of Patriots looms largest. While disarmament parades have been held in most provinces and large numbers of arms of all sorts have been handed in, everyone knows that there still exist very large caches as yet uncollected, which will provide a very serious Public Safety problem for some time. While few Patriots continue to carry arms by day (except in the border provinces) the nightly killings, especially in Milan, Genoa and Bologna, point to the continued existence of armed bands of Patriots or thugs masquerading as Patriots. The Carabinieri have everywhere met with a mixed reception. It is plain that the Government will have to undertake a complete reorganization of the police forces before the Public Safety situation is fully restored. Arrangements are already in hand for recruiting Patriots into police forces other than the CC. RR.

So far as Local Government is concerned, on the whole, members of the CLNs appear to be serious minded and cooperative, but all provinces have had trouble in varying degrees in getting members of the Committees to become aware of their purely advisory role. The main heat has fallen on Colonel Poletti who has to deal with the CLNAI, but he has scored a signal success in obtaining a letter from Morandi (leader of the CLNAI) to CLNs pointing out the purely advisory role of CLNs.

Declassified E.O. 12356 Section 3.3/NND No. 785021

ages from the North in this one week. (Distribution was made from Rome through the International Red Cross.)

Less than 1,000 civilians are being evacuated from the Rimini area – instead of the previously rumored 10,000 – to make way for the compounds being built for German prisoners-of-war.

To the East, where the Trieste question is going through the slow toils of diplomatic protocol, AMG teams are ready for operations but naturally cannot yet function. A separate region may be made of Venezia Giulia because of the problems involved. The food situation in Trieste is reported as "deteriorating" but not yet acute enough for alarm. A Yugoslav application to buy yeast in considerable quantities in Udine Province was turned down. The Yugoslavs are reported to have been removing machinery, spare parts, leather belting and batteries. Patriots in eastern Venezie are still armed, with some reports indicating captured enemy tanks and anti-tank guns in their possession.

ADMIRAL VISITS NORTH

Rear Admiral Ellery W. Stone, the Chief Commissioner, made a one-day trip to the North and back to Rome by plane May 29 to confer with 5th Army, IV Corps and AMG officers on the situation. Accompanied by Col. Norman E. Fiske, Deputy Executive Commissioner, who has been designated the Admiral's representative in the North, the Chief Commissioner conferred with Lieut. Gen. Lucian K. Truscott, jr., commanding general, Fifth Army, about AMG problems. Brigadier General Edgar Erskine Hume, 5th Army SCAO, and his executive officer, Col. Arthur E. Sutherland, jr., also attended.

In Milan the Admiral met with Maj. Gen. Willis D. Crittenberger, commanding general, IV Corps, his SCAO, Col. Hamilton T. Walker, and with Brigadier M. Carr, Col. R. P. Marshall and Col. Charles Poletti, RC's, respectively, of Liguria, Piemonte and Lombardy. Agreement has been reached that the RC's may soon activate streamlined versions of their regional administrations, the Army AMG still serving as a channel.

In general, the Chief Commissioner said that he was "satisfied" with the trip, which, translated from the laconic style in which the Admiral usually speaks, means he thinks the plans of AC and work of AMG are working out fairly well.

giment and to the British detatchment assigned to 5th Army AMG Hq the Meritorious Service Plaque awarded the 5th Army AMG by General Truscott for its "outstanding services in support of combat operations".

UPJOHN TRIP

Brigadier Gerald K. Upjohn, Vice President of the Civil Affairs Section, and Colonel R. R. Cripps (B), Director of the Local Government Sub-Commission, are back at Hq. from a nine-day tour of the North. They report greatly varying conditions but, apart from some political headaches, in all the Regions, the problem of disarming of Patriots looms largest. While disarmament parades have been held in most provinces and large numbers of arms of all sorts have been handed in, everyone knows that there still exist very large caches as yet uncollected, which will provide a very serious Public Safety problem for some time. While few Patriots continue to carry arms by day (except in the border provinces) the nightly killings, especially in Milan, Genoa and Bologna, point to the continued existence of armed bands of Patriots or thugs masquerading as Patriots. The Carabinieri have everywhere met with a mixed reception. It is plain that the Government will have to undertake a complete reorganization of the police forces before the Public Safety situation is fully restored. Arrangements are already in hand for recruiting Patriots into police forces other than the CC. RR.

So far as Local Government is concerned, on the whole, members of the CLNs appear to be serious minded and cooperative, but all provinces have had trouble in varying degrees in getting members of the Committees to become aware of their purely advisory role. The main heat has fallen on Colonel Poletti who has to deal with the CLNAI, but he has scored a signal success in obtaining a letter from Morandi (leader of the CLNAI) to CLNs pointing out the purely advisory role of CLNs.

Prefects appointed.

In every case, except one, where prefects have already been appointed or nominated for appointment, Provincial Commissioners have recommended the CLN candidate. In the remaining case, the Government candidate was asked to accept the appointment of Prefect and he refused.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

63

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: Archives Branch

SUBJECT: Archives Committee Meeting

FILE No.

TO: ECONOMIC SECTION

27th June, 1945.

It would be appreciated if you would kindly arrange for an officer to attend the next meeting of the Archives Committee, in the place of Major R.E. Doe, who has now left the Commission.

Particulars of the meeting are attached.

A.J. COLLINS,
Captain, R.E.
Secretary.

00111

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED COMMISSION
APO 534
Office of the Executive Commissioner

Ref: 1/AE

9 June 1945

SUBJECT : Records

TO : Theatres Records Administrator
MTOUSA, APO 512

I refer to your letter TRA of 15th May 1945.

1. It is considered that no papers of the Allied Commission, with the exception of those belonging exclusively to 2675th Regt., are American War Department Records; and that they do not come within the provisions of MTOUSA Circular No. 64 of 29 April 45.

2. The records of this Commission do not consist of a combination or mixture of British and American papers. The Commission is an independent body, jointly controlled by the two nations and as such its records do not, nor does any part thereof, belong separately to either nation.

3. This Commission, which first came into existence as the Allied Military Government of Occupied Territory in June 1943, has its own Archivist, Capt. A.J. Collins (Br), and has attached to it officers representing the Archives Departments of both London and Washington. The ultimate location of the records of the Commission is a matter which is at present under discussion with the British and US Embassies here and will be determined by London and Washington.

4. It is impossible to state now either the total volume of the files at present in use, as these are located in a large number of cities spread over the whole of Italy, or the ultimate volume of the records which will depend upon the period over which AC continues to operate.

5. Files received by the Archives Branch up to the present measure about 1000 cubic feet, estimated weight 8 tons. About 87% of this figure represents records so far deposited by Regions which have closed (say one half of Italy); no records have of course yet been received from territory in which AMG is functioning and only an exceedingly small fraction of the total of H[illegible] records.

FOR THE CHIEF COMMISSIONER

0110

Brig.
Executive Commissioner

Declassified E.O. 12356 Section 3.3/NND No. 785021

630

Ref: 1/AB. 25 May 1945.

SUBJECT: Records.

TO : Theatre Records Administrator,
MTOUSA, APO 512.

1. With reference to your letter TRA dated 15 May 1945, as MTOUSA Circular No. 4 of 29 April 1945 deals with the processing and return of files from overseas theatres to the United States it is considered that the records of this Commission are not affected thereby.

2. The Commission, being jointly controlled by the UNITED STATES and GREAT BRITAIN, working as one entity, does not file American documents separately.

3. The ultimate location of the records of this Commission is a matter which is at present under discussion with the British and U.S. Missions here and will be determined by LONDON and WASHINGTON.

For the Chief Commissioner:

E. Talbot
Brigadier,
Executive Commissioner.

00109

Copy to: Establishment Section.

Declassified E.O. 12356 Section 3.3/NND No. 785021

63

D R A F T

Ref. 1/AG

SUBJECT: Records.

TO : Theatre Records Administrator,
MTOUSA, APO 512.

1. With reference to your letter TRA dated 15 May 1945, as MTOUSA circular No.64 of 29 April 1945 deals with the processing and return of files from overseas theatres to the United States it is considered that the records of this Commission are not effected thereby.

2. The Commission, being jointly controlled by the UNITED STATES and GREAT BRITAIN, working as one entity, does not file American documents ~~as one entity.~~ separately.

3. The ultimate location of the records of this Commission is a matter which is at present under discussion with the British and U.S. Embassies here and will be determined by LONDON and WASHINGTON.

For the Chief Commissioner:

Approved for issue
by Br Gen.

00108

Brigadier,
Executive Commissioner.

24/5

Copy to: Estab Sec.
~~American Liaison~~

Declassified E.O. 12356 Section 3.3/NND No. 785021

62/2A

DRAFT

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: May 45.

SUBJECT: Records.

TO: Theatre Records Administrator,
MTOUSA,
APO 512.

I refer to your letter TRA of 15 May 45.

1. It is considered that no papers of the Allied Commission, with the exception of those belonging exclusively to 2675th Regt., are American War Department Records; and that they do not come within the provisions of MTOUSA Circular No. 48 of 29 Apl 45.

2 The records of this Commission do not consist of a combination or mixture of British and American papers. The Commission is an independent body, jointly controlled by the two nations and as such its records do not, nor does any part thereof, belong separately to either nation.

3 This Commission, which first came into existence as the Allied Military Government of Occupied Territory in June 1943, has its own Archivist, Capt. A.J. Collins (Br), and has attached to it officers representing the Archives Departments of both London and Washington. The ultimate location of the records is a matter which is at present under discussion with the British and U.S. Embassies here and will be determined by London and Washington.

4 It is impossible to state now either the total volume of the files at present in use, as these are located in a large number of cities spread over the whole of Italy, or the ultimate volume of the records which will

AFO 512.

I refer to your letter TRA of 15 May 45.

1. It is considered that no papers of the Allied Commission, with the exception of those belonging exclusively to 2675th Regt., are American War Department Records; and that they do not come within the provisions of MTOUSA Circular No. 64 of 29 Apl 45.

2 The records of this Commission do not consist of a combination or mixture of British and American papers. The Commission is an independent body, jointly controlled by the two nations and as such its records do not, nor does any part thereof, belong separately to either nation. 90107

3 This Commission, which first came into existence as the Allied Military Government of Occupied Territory in June 1943, has its own Archivist, Capt. A.J. Colline (Br), and has attached to it officers representing the Archives Departments of both London and Washington. The ultimate location of the records is a matter which is at present under discussion with the British and U.S. Embassies here and will be determined by London and Washington.

4 It is impossible to state now either the total volume of the files at present in use, as these are located in a large number of cities spread over the whole of Italy, or the ultimate volume of the records which will depend upon the period over which AC continues to operate.

FOR THE CHIEF COMMISSIONER:

Brig.,
Executive Commissioner,

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

STAB. SEC. 6
622

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

In reply
refer to TRA

RHJ/df
15 May 1945

SUBJECT: Records.

TO : Chief Commissioner, Allied Commission, APO 394.

1. It is requested that the following information be furnished this Headquarters, attention MTOUSA Records Administrator, not later than 30 May 1945:

a. Name of records Officer. (Attention is invited to paragraph 6b, Circular 64, Hq MTOUSA, cs).

b. Date of activation of your installation.

c. Total number of file drawers of integrated records presently on hand. (i.e., combined British and American records).

1. If records are all or partially in boxes, contents should be estimated in terms of file drawers.

d. Statement as to whether British and American records are interfiled or filed separately.

e. Any additional remarks considered essential.

BY COMMAND OF GENERAL MCNARNEY:

R. H. JACKMAN
Lieutenant Colonel, AGD
Theater Records Administrator

00106

1875

Declassified E.O. 12356 Section 3.3/NND No. 785021

III 5 e 1 RESTRICTED DCR/fs 60
II 3 b Archives

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

CIRCULAR)
NUMBER 64.)

29 April 1945

RECORDS ADMINISTRATION PROGRAM

References I
General Principles II
Organization and Responsibilities. III
Preparation of Records for Shipment. IV

Circular Number 79, this headquarters, 1944, and all other directives of this headquarters in conflict with the provisions of this circular are rescinded.

I--- REFERENCES

WD Circular Number 147, 1944.
WD Circular Number 416, 1944.
WD Circular Number 481, 1944.
WD Circular Number 58, 1945.
WD Circular Number 96, 1945.
AR 345-10.
AR 345-105.
AR 380-5.
WD Pamphlet 12-5 ("Records Administration: Disposition of Records"), 10 March 1944.
WD Decimal File System (Revised Edition), 1943.

3105

II --GENERAL PRINCIPLES

1. Purpose of Circular - To define the principles of the War Department records administration program as affecting the Mediterranean Theater of Operations. War Department Circulars Number 416, 23 October 1944 and Number 96, 1945, establish "a records administration program for all elements of the Military Establishment, which, while assuring protection of permanent records, will also provide for the orderly disposal in accordance with statutory requirements of all other files." Provisions are made therein for the processing and orderly return of non-current files from overseas theaters to the United States. General procedures are also established for all T/O organizations, which, for the purpose of Circular 416, include all units, installations, and headquarters organizations of overseas theaters and commands. Their records must be properly administered to insure the elimination of useless materials and the preservation of records of enduring value.

2. Theater Organization for Records Administration

a. The organization for the execution of the records administration program in this Theater will comprise:

(1) The Theater Records Administrator, who will administer the entire program through the MTOUSA Records Depot (see paragraph c, below).

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq MTOUSA Circular #64 (Cont'd)

(2) Records Officers of major and other commands, and general, special and other staff sections of this headquarters (see paragraph 6, below).

(3) Personnel in charge of files in all units, installations, organizations, and offices.

b. Under the authority provided by this circular, all personnel composing the organization prescribed by subparagraphs (1), (2), and (3), above, will function to:

(1) Organize files to facilitate disposal, transmission or retirement of records.

(2) Dispose of nonrecords.

(3) Dispose of (destroy) valueless records.

(4) Retire to storage (MTOUSA Records Depot) noncurrent records of permanent value, (including 201 files; except those whose disposition is otherwise directed by WD Circular 96, 1945).

(5) Retire to storage all records of permanent value of inactivated or discontinued organizations, (including 201 files), except those whose disposition is otherwise directed by WD Circular 96, 1945.

(6) Transmit 201 files to the appropriate agencies outlined in WD Circular 96, 1945, viz., MTOUSA Records Depot, The Adjutant General, Washington, D.C., or upon transfer of individuals to other units.

c. No other temporary records repository or depot is to be established other than the MTOUSA Records Depot.

3. Basic Disposal Legislation and Regulations

a. The fundamental procedures for the administration of this program are set forth in the references listed under Section I, this circular. Personnel concerned in any way with records administration will assemble copies of these directives for study and reference.

b. No records of the War Department may be disposed of (destroyed) except upon authority of the National Archives and the Congress of the United States. Ordinarily, disposal may be accomplished only by submission of disposition lists for approval, or by scheduled disposal of certain records upon expiration of prescribed retention periods. Disposition procedures are governed by the Act of 7 July 1943.

c. The records of organizations in this theater that are at this time authorized for disposal on a schedule basis are listed in Appendix I of WD Pamphlet 12-5. All nonrecord material may be disposed of without further authority. No other records may be destroyed or otherwise disposed of except upon the authority of the Commanding General, MTOUSA, although emergency disposal of records may be accomplished under the provisions of paragraph 10, AR 345-10.

d. Requests for authority to dispose of records, the disposition of which is not authorized, may be submitted for the review and recommendation of the Theater Records Administrator, through appropriate Records Officers.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq MTOUSA Circular #64 (Cont'd)

4. Scope of Program

a. "Records administration" as applied to this Theater will be construed to include (1) the creation of files of records necessary for the operation of organizations; (2), the maintenance of such files and the control over them by means of lists, indexes, or other finding mediums; (3) the intelligent appraisal (evaluation) of records; (4) the disposition (destruction) of valueless materials; (5) the initial processing of records preliminary to consigning them to the MTOUSA Records Depot for storage; and (6) the final clearance of records at the Records Depot for shipment to the United States.

b. Responsible personnel now charged with the creation of organization records and their maintenance under existing conditions should regard themselves as temporary custodians of records of the War Department, and thus of the Federal Government. It should be borne in mind that many unit, installation, or headquarters organization files (i.e., the whole body of records), as finally organized, will be preserved indefinitely; and that all of the records of enduring value will be processed ultimately for permanent preservation in the established archives of the Government.

c. Inasmuch as the initial responsibility for evaluating records rests with the office that creates and has custody of the current files, (paragraph 16a, WD Pamphlet 12-5, 10 March 1944), the distinction made between what is "valuable" and what is "useless" appears clearly defined. Important categories that should be preserved at all costs are indicated in Section VII of WD Pamphlet 12-5, and WD Circular 96, 1945. The value of a record is not necessarily determined by its form, as in many instances a draft or a routing slip may be of more importance than a formal document covering the same transaction.

d. Custodians of records in all organizations will maintain an accurate record of all files retired to storage (MTOUSA Records Depot) in the form prescribed in paragraph 7c, WD Circular 416, 1944 (List of Contents).

III--ORGANIZATION AND RESPONSIBILITIES

00104

5. MTOUSA Records Depot

a. The MTOUSA Records Depot is established at this headquarters, effective 15 May 1945.

b. The Depot will be administered by the Theater Records Administrator, under the immediate supervision of the Adjutant General of this headquarters.

c. The Theater Records Administrator is charged with the responsibility for the institution of program, development of policy, establishment of standards and procedures, training of personnel, and evaluation of results relating to Theater records administration. To achieve these objectives he and his deputies are authorized to survey continually all files in all units, installations, offices, or headquarters organizations of all commands in MTOUSA.

d. The Theater Records Administrator will conduct such correspondence, maintain such liaison, and establish such procedures as will enable him to administer the program.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq MTOUSA Circular #64 (Cont'd)

e. The Theater Records Administrator is charged with the development of a program and will present formal recommendations for the disposition and/or preservation of the records of all sections, offices, or organizations of Allied Force Headquarters that function as a joint American-British agency.

f. In conformity with internal operational procedures to be established the MTOUSA Records Depot, under the supervision of the Theater Records Administrator, will:

(1) Receive scheduled shipments of noncurrent records of all units including the records of inactivated or discontinued units (to include 201 files, except those whose disposition is otherwise directed by WD Circular 96, 1945).

(2) Receive shipments of records from Category II units being redeployed to other theaters in accordance with MTOUSA Redeployment Circular Number 14, 1945, (to include 201 files, except those whose disposition is otherwise directed by WD Circular 96, 1945.)

(3) Unpack and verify the contents of all boxes of records received and acknowledge receipt therefor, to include acknowledgment of receipt of certificates of transfer of registered documents (see paragraph 9, below) and notify the War Department of arrival of WD registered documents at the Depot.

(4) Process records in accordance with paragraph 6c, (2) (b) and (c), WD Circular 416, 1944.

(5) Furnish shipping instructions to Records Officers (see paragraph 6e, below).

(6) Render reports required by WD Memo 345-45, 23 January 1945.

(7) Receive and reply to correspondence received from units, installations and headquarters relative to its own records.

6. Records Officers

a. The commander of each command listed below will, without delay, appoint a Records Officer, who will be responsible to that commander for the operation of the program within his command. The names of all Records Officers appointed will be reported to the Theater Records Administrator, AG Section, MTOUSA.

(1) 15th Army Group

(2) Fifth Army

(3) All Corps and Divisions

(4) AAF/MTO

(5) AAFSC/MTO

(6) Twelfth Air Force

(7) Twelfth AFSC

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq MTOUSA Circular [illegible] (Cont'd)

(8) Fifteenth Air Force

(9) Fifteenth AFSC

(10) AAFEC/MTO

(11) MATS

(12) The Replacement and Training Command

(13) Peninsular Base Section

(14) Adriatic Base Command

(15) Rome Area, MTOUSA

(16) Deputy Director, MRS, Italy

(17) Headquarters Command, AF

(18) ACC Bulgaria (US Delegation)

(19) ACC Hungary (US Delegation)

(20) ACC Rumania (US Delegation)

(21) Military Headquarters Balkans (US Contingent)

93103

b. In addition, the commander of each unit or organization that is not attached or assigned to a major command as specified in subparagraph a above, and all general, special and other staff sections of this headquarters, will appoint a Records Officer, and will report the name of that officer to the Theater Records Administrator, AG Section, MTOUSA.

c. Records Officers will be charged with full responsibility for planning organizing, and supervising the operation of the records administration program, as affecting not only the files of their headquarters but the files of all subordinate organizations, assigned or attached. Direct correspondence between Records Officers and the Theater Records Administrator is authorized.

d. The specific functions of Records Officers will be to:

(1) Insure compliance within their jurisdiction with all aspects of the records administration program as set forth in the reference regulations and in this circular.

(2) Prepare schedules for the shipment of noncurrent records to the MTOUSA Records Depot (see subparagraph g, below).

(3) Insure compliance with shipping instructions issued by the Theater Records Administrator (see subparagraph g, below).

e. Not later than 15 May 1945 each Records Officer will forward to the Theater Records Administrator a schedule for the proposed shipment of noncurrent records available for the shipment to the Depot at this time. Thereafter, regular schedules will be submitted at the end of each month. Schedules will include information, itemized in columnar form, as follows:

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq MTOUSA Circular #64 (Cont'd)

Designation of Agency	Quantity of Records	Number of Boxes	Date available for shipment
70th General Hospital	3½ cu. ft.	2	Immediately
Fifth Army Hq., AG Section	45 cu. ft.	18	Immediately
II Corps Hq., Med. Section	7 cu. ft.	3	30 May 1945
etc.	etc.	etc.	etc.

(1) Data for these consolidated schedules will be submitted to records officers in accordance with instructions disseminated by major commands.

(2) Upon review of schedules and issuance of shipping instructions by the Theater Records Administrator, Records Officers will insure that records are shipped to the Depot according to schedule.

(3) Records scheduled for shipment will not necessarily be assembled by Records Officers prior to being reported on, nor will they be centralized necessarily prior to actual shipment.

f. Records Officers are authorized to effect emergency shipment to the MTOUSA Records Depot at any time, regardless of schedule. In such an event, an advance report of the circumstances of the shipment will be submitted to the Theater Records Administrator. Emergency shipments may include:

(1) The records of Category II units being redeployed to other theaters in accordance with MTOUSA Redeployment Circular Number 14, 1945.

(2) Records of inactivated or discontinued organizations.

g. Records Officers of the general, special and other staff sections of this headquarters will conform to the program outlined in subparagraphs a to f, above, in respect to all of the records created by or in the custody of their respective sections. In additon, such Records Officers will, when called upon to do so, submit recommendations to the Theater Records Administrator relative to the handling of specialized types of records peculiar to their offices, sections, or branches of the service.

h. Information copies of all general directives, internal or otherwise, issued by or caused to be issued by Records Officers as affecting the records administration program, will be furnished the Theater Records Administrator.

IV---PREPARATION OF RECORDS FOR SHIPMENT

7. General Procedures

a. Records will be prepared for shipment in strict accordance with paragraph 7, WD Circular 416, 1944, except in the case of the clinical records of hospitals (see paragraph 8, below.)

b. Whenever records are available for shipment, they will be reported to the appropriate Records Officer, who will list them on the regular schedule submitted to the Theater Records Administrator. Ordinarily, the actual shipment will be direct from unit to MTOUSA Records Depot, in accordance with instructions issued by Records Officers (see paragraph 6a, above.)

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq MTOUSA Circular #64 (Cont'd)

c. In order that the integrity of files may be preserved, the records of more than one unit, installation, headquarters, or office, will normally not be shipped to the Depot in the same container.

d. Boxes containing classified material will be protected in transit as prescribed for material in paragraph 68, AR 380-5. Top Secret or Registered documents or cryptographic material will not be shipped to the Depot except as prescribed in paragraph 9, below.

e. Historical material will be handled in accordance with AR 345-105.

f. No material other than records will be shipped to the MTOUSA Records Depot.

8. Special Procedures for Hospitals

a. The clinical records of hospitals, together with allied documents forming part of the clinical files, will be segregated from the other files for separate arrangement and boxing.

b. The categories of clinical records include the WD MD Form 55 series, retained copies of MTOUSA MD Form 3, the index record of patients, and all allied documents forming part of the clinical files, such as file copies of board proceedings (see Section XXX, paragraph 6b, Circular Letter Number 1, Office of the Surgeon MTOUSA, 1 January 1945).

c. Exposed X-ray films considered to be inseparable parts of clinical records will be processed as indicated in subparagraph a, above. Other film will be disposed of as provided in WD Circular 147, 1944.

9. Special Instructions Governing Classified Material

90102

a. Consistent with security, special emphasis will be placed on the downgrading or cancellation of classified material in accordance with paragraph 19, AR 380-5 and WD Circular 259, 1944. Obviously much material which, by past operational or other necessity, were entitled to a high classification, can now be downgraded or the classification cancelled. Close observance and compliance with these principles will permit a more efficient and expeditious handling of non-current and permanent records.

b. Top Secret or registered documents, or cryptographic material will not be shipped to the Depot except in cases of inactivation, discontinuance, or redeployment of a unit or installation to another theater (not to the US). Receipt forms (paragraph 25, AR 380-5) will not be required when shipping top secret or secret material to the Depot. The "list of contents" (paragraph 7c, WD Circular 416, 1944) will suffice. However, the certificate of transfer on registered documents, required by paragraph 38a, AR 380-5, will be inclosed in duplicate in the shipping container and attached to the list of contents.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Hq MTOUSA Circular # 64 (Cont'd)

c. For the purpose of this program only and in no other instances, destruction of nonrecord top secret, secret or confidential documents will be as prescribed in paragraph 32, AR 380-5, except that a certificate of destruction will not be required. Certificate of destruction will be required upon destruction of registered documents. Proper authority (paragraph 38e, AR 380-5) will be secured prior to destruction of registered documents. With reference to destruction of secret or confidential material, "competent authority" is interpreted to mean major commanders or their designated representatives. However, doubtful cases may be referred to the Theater Records Administrator for decision.

BY COMMAND OF GENERAL MCNARNEY:

OFFICIAL:

GEORGE D. PENCE
Major General, GSC
Chief of Staff

C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:
2

Declassified E.O. 12356 Section 3.3/NND No. 785021

59

To the EXECUTIVE COMMISSIONER.

I asked members of the Archives Committee to inspect a mass of records received in a chaotic condition.

Lt. Col. White has asked me to put forward the attached draft for your consideration.

all

A.J. COLLINS.
Captain, R.E.

00101

Declassified E.O. 12356 Section 3.3/NND No. 785021

48

DRAFT LETTER for signature by the Executive Commissioner to all Regional Commissioners, D.C.A.O.s 5th and 8th Armies, and D.C.C.A.O. 15th Army Group.

1. There has recently been delivered to this H.Q. some 30 sacks containing about 3000 files, representing the records of certain Regional and Provincial H.Q.s which have closed in South Italy.

2. From the condition of the contents of the sacks, it is not clear whether these files were ever bundled; even if they were, the bundles have disintegrated, as have many of the files , and some of the sacks had every appearance of being sacks of waste paper. In hardly any case have lists of contents been found. Attention is called to paragraphs 7 and 8 of Establishment Memorandum No. 3 dated 20th March 1945.

3. In the event of any future failure to comply with the instructions, the officer or officers responsible will be recalled to this H.Q. from their new appointments to reduce to order the chaos resulting from their neglect - a work which they, knowing the files, are more qualified to undertake than the Archivists small staff. Judging from the material to hand, the work of identifying, sorting, and arranging these sack-loads is likely to occupy the Archives staff for several weeks, if not months.

0100

(Suggested scale of distribution - Regional H.Q.s 4
Provincial H.Q.s 2
A.M.G. H.Q.s 4

Never sent out.

Declassified E.O. 12356 Section 3.3/NND No. 785021

57

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Tel : 735

Ref/9265/37/HQ.

12 April 45

SUBJECT : Archives Committee.

TO : Archives Branch.

With reference to your 1/AB of 10 April 1945 the draft Terms of Reference of the Archives Committee enclosed therewith are approved by the Acting Executive Commissioner.

E. Chandler
Chief Staff Officer
To Executive Commissioner.

00099

Declassified E.O. 12356 Section 3.3/NND No. 785021

DRAFT

The functions of the Archives Branch are :-

1. To collect, store, and safeguard the records of the Allied Commission.

2. To arrange and index them so that they shall be readily available for reference and use.

3. To undertake the preliminary work of collation, relation and reduction of the records.

4. To arrange for their ultimate disposal.

The Archives Committee has accordingly the duty to coordinate the opinions of Sections and

1. To advise the Executive Commissioner on all matters of policy affecting any of the above functions.

2. To prepare plans for the collection, storing arrangement, transfer of disposal of records.

3. To recommend to the Executive Commissioner the issue of instruction affecting office procedure, filing, collection and transmission of records which either affect the form or manner in which records are kept, their safeguarding, their reduction, their eventual transfer to Archives and the condition in which they arrive at Archives.

4. To bring to the attention of the Executive Commissioner any practices which are unsatisfactory from the Archives point of view or of any serious or persistent failures to carry out instructions.

5. To secure liaison and cooperation between sections on Archive matters and to keep sections alive to Archive requirements.

00335

Declassified E.O. 12356 Section 3.3/NND No. 785021

57

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394

2 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER 31

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to Archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

00387

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to Archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bun-

...are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to Archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

93397

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to Archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to Archives, and one copy will be receipted by Archives and returned to the branch concerned.

9. When any branch or office is closed, any files temporarily essential for use by any other office of Allied Commission will be listed, and a copy of the list receipted by the receiving office will be sent to Archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to Archives.

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

Estab Memo #3, this No, dtd 2 March 45 (Cont'd):

10. No files or individual papers will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before.....and to safeguard them meanwhile. The receipt will be forwarded to the Archivist who will take steps to see that the files are recovered by the stated date.

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of — (branch)" and the new file will be marked "continued from (file) —, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

BY COMMAND OF [illegible] ADMIRAL STONE:

Declassified E.O. 12356 Section 3.3/NND No. 785021

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of — (branch)" and the new file will be marked "continued from (file) —, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

BY COMMAND OF REAR ADMIRAL STONE:

MORGAN S. FISKE
Colonel
Deputy Executive Commissioner

OFFICIAL:

C. M. PARKIN,
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:
"A"

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

Capt Collins
Public Relations
Branch

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
APO 394

SPECIAL ORDERS)
NUMBER 76)

17 March 1945

EXTRACT

* * *

10. Capt A. J. COLLINS 244777, RE, (E), is reld fr present asgmt Pub Relations Br (Archivist), this Hq and is asgd to the Office of the Ex Comm (Archivist), this Hq, for dy.

* * *

BY COMMAND OF REAR ADMIRAL STONE:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

OFFICIAL:

NICHOLAS PIOMBINO
CWO, USA
Asst Adjutant

DISTRIBUTION:
2 - 0 concd
1 - File

00096

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

ARCHIVIST
53/225

HEADQUARTERS
SOUTHERN REGION, ALLIED COMMISSION
APO 394, U.S. Army

LEK/fl/bb

8 March 1945

SUBJECT: Archives.

TO: Heads of Divisions.

1. Archivist Section, Headquarters Allied Commission, has requested that disposition of files be prepared in quadruplicate and listed to indicate clearly:

a. Files being sent to Archives.

b. Files being retained by office of origin.

c. Files sent to other offices.

2. It is considered unnecessary to type a separate list for each category. The most satisfactory method is for each office to prepare an over-all list showing its complete range of files and to indicate the disposal of each file individually.

By order of Brigadier DUNLOP:

HEADQUARTERS
10
A. C.

Lawrence E. Kearin
LAWRENCE E. KEARIN,
Capt., Inf.,
Adjutant.

00395

Declassified E.O. 12356 Section 3.3/NND No. 785021

52

HEADQUARTERS
ALLIED COMMISSION
APO 394

SUBJECT : Archives 24th February, 1945.

TO : Executive Commissioner
(through Director, P.R.B.)

noted gpB

The undermentioned documents are sent herewith:-

1. Minutes of Meeting 24 Jan 45 - for signature, please.
2. do. do. 22 Feb 45 - for approval.
3. Memorandum to Manpower Committee - for signature, if approved.
4. Draft instructions "Care and Custody of AC Records", prepared in consultation with Lt. Col. White.

Signed in your absence gpB

A.J. Collins.
Captain, RE.
Archivist.

5 00094

Ex. Com

Please see folio 4 - Draft instructions "Care and Custody of AC Records". This appears to be in order for issuance as an Adm. Memo.

6

Issac. MS 3/3

2 Mar

YforRC meeting.

Declassified E.O. 12356 Section 3.3/NND No. 785021

51/

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

7th February 1945

Ref : 2.4/22

SUBJECT : Archives Division.

TO : Secretary, Manpower and Reorganisation Committee.

1. The Archives Advisory Committee at its meeting on 22 February 1945 considered the existing arrangement whereby the Archives Division constitutes a part of the Public Relations Branch.

2. The Committee felt that the work of the Archives Division was closely linked with matters of general office administration, and for that reason they expressed the view that it would be more appropriately placed under the direct jurisdiction of the office of the Executive Commissioner.

3. The present staff of the Archives Division consists of the under - mentioned personnel :-

241777. Capt. A.J. COLLINS. (D)
S/150672. Sgt. L.V.J. ATTERBY. (D)

4. Will the Manpower and Reorganisation Committee kindly consider this recommendation and, if approved, issue the necessary orders.

Brigadier.
Executive Commissioner.

00093

DRAFT 5/

CARE AND CUSTODY OF AC RECORDS

1 The functions of the Archives Branch of the Exec Commissioner's Section are to collect, index, safeguard and store records of AC (both HQ and the field) so as to be readily available for reference or use.

2 All offices of HQ AC and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available for reference or may be withdrawn.

All offices will Keep 00382

3 Papers relating to questions of policy ~~will be filed separately from~~ a special files.
Papers relating to action or routine. will not be filed as Policy files.

4 Action and routine files which have not been required for use for 3 months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for 6 months is justified. If the subject of a transferred file revives but reference to old correspondence is not necessary a continuation cover of the original file ~~will~~ be opened.

5 No correspondence or documents (other than duplicates or printed matter copies of which are already filed on the appropriate subject files) will be destroyed.

6 Reference files containing only directives, orders or similar circulars originated in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

Declassified E.O. 12356 Section 3.3/NND No. 785021

in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available for reference or may be withdrawn.

All offices will Keep

3 Papers relating to questions of policy ~~will be filed separately from~~ a special files. Papers relating to action or routine will not be filed a Policy files.

4 Action and routine files which have not been required for use for 3 months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for 6 months is justified. If the subject of a transferred file revives but reference to old correspondence is not necessary a continuation cover of the original file ~~will~~ be opened.

5 No Correspondence ~~and~~ or documents (other than duplicates or printed matter copies of which are already filed on the appropriate subject files) will not be destroyed.

6 Reference files containing only directives, orders or similar circulars (sent or originated) in other offices will not be sent to Archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7 Files transmitted to Archives will be securely tied in bundles. No bundle will should exceed 15" in height. Files from different offices, or branches will not be included in the same bundle. Files which have to be transported to HQ will be securely crated; each crate will contain a list of contents for checking

Declassified E.O. 12356 Section 3.3/NND No. 785021

8. 7 A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives and one copy will be receipted by Archives and returned to the branch concerned.

9 8 When any Branch or Office is closed, any files temporarily essential for use by any other office of AC will be listed and a copy of the list, receipted by the receiving office, will be sent to Archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to Archives.

a individual papers 03381

10 9 No files will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the EC may specify. The body borrowing the files will receipt a list of the files which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before..... and to safeguard them meanwhile. The receipt will be forwarded to the Archivist who will take steps to see that the files are recovered by the stated date.

11 10 Where any offices are amalgamated or absorbed or any functions are transferred to another office policy files of the absorbing office or function may be retained as long as they are required for use. Action and Routine files

Declassified E.O. 12356 Section 3.3/NND No. 785021

The remaining copies will be sent by the usual means to Archives and one copy will be receipted by Archives and returned to the branch concerned.

9 S When any Branch or Office is closed, any files temporarily essential for use by any other Office of AC will be listed and a copy of the list, receipted by the receiving Office, will be sent to Archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to Archives.

93991

10 S No files or individual papers will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the EC may specify. The body borrowing the files will receipt a list of the files which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before..... and to safeguard them meanwhile. The receipt will be forwarded to the Archivist who will take steps to see that the files are recovered by the stated date.

11 S Where any offices are amalgamated or absorbed or any functions are transferred to another office policy files may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:- (a) If it appears probable that the matter in action will be closed within two or three weeks that particular action will be concluded on and under the reference number of the original file altered only by the substitution of the identifying letters of the new office. (b) Where it appears the matter in action is not likely to be concluded within two or three weeks either a new file will be opened, or the correspondence will be continued

Declassified E.O. 12356 Section 3.3/NND No. 785021

on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) —, of — (branch)" and the new file will be marked "continued from (file) — of — (branch)". As soon as the files are independent the old files will be sent to Archives.

Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives and it causes no hardships whatever to continue where necessary the old file under a new cover and number, the connection between the two files can easily be enforsed on the respective covers

Where files of an absorbed office are temporarily retained for use by another office a function a list of such files and their location will be sent to Archives.

0390

Declassified E.O. 12356 Section 3.3/NND No. 785021

a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives and it causes no hardships whatever to continue where necessary the old file under a new cover and number, the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office for a function, a list of such files and their location will be sent to Archives.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

49
0 1501

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LAZIO-UMBRIA REGION
APO 394

R/6282 25 February, 45

SUBJECT: Archives Advisory Committee

TO : HQ. Allied Commission (Capt Collins)

Reference letter dated 23 February from the Secretary of the Archives Advisory Committee the Regional Commissioner is agreeable to making Capt. T.H.Brooks available for Committee meetings.

You should be warned that this Officer is unlikely to be readily available for very long.

For the Regional Commissioner:

A.D. Bonham-Carter

A.D.BONHAM-CARTER
Lt.Colonel
Executive Officer

00389

Declassified E.O. 12356 Section 3.3/NND No. 785021

46

20905/13EAA
25 Feb 45

Memorandum

To: Capt. A.J. Collins, Hq. AICOM.

In reply to you communication of 23 Feb 45, Capt. Brooke states that at the archives meeting it was agreed that the presence of only one officer would be essential, though both would attend if available. Might this point please be confirmed as it might be highly undesirable at some future date to recall both Capt. McCain and Capt. Brooke to Rome for possibly urgent duty in the north.

Ernest T. DeWald
ERNEST T. DE WALD
Lt.Col., Spec.Res.
Director.

[illegible]

I writes Lt Col DeWald a 26 Feb, and that Capt Brooke's statement was quite correct. But the Office wished to accept both officers as to the Office because although it might not always be necessary to call in two officers for every meeting it was nevertheless advisable to have representation of both Londa Washington as members of the Office.

26 Feb 45

Declassified E.O. 12356 Section 3.3/NND No. 785021

ALLIED [redacted] COMMISSION

INTER-OFFICE MEMORANDUM

ESTABLISHMENT SECTION

SUBJECT: Archives Advisory Committee

FILE No. 165/EST

TO : Archives Division

27 February 1945

Reference your memo of 25 February, no reference, Capt. Louis T. Montant, Jr., MCD, (A), will represent the Establishment Section on subject Committee.

NORMAN E. FISKE,
Colonel
Deputive Executive Commissioner

00387

Declassified E.O. 12356 Section 3.3/NND No. 785021

46

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: ARCHIVES DIVISION

SUBJECT: ARCHIVES ADVISORY COMMITTEE

FILE No.

TO: DEPUTY EXECUTIVE COMMISSIONER

23rd February 1945.

The Archives Advisory Committee at its meeting on 22nd February 1945 decided that its membership should be widened to include a representative of the Establishment Committee.

Meetings are held at monthly intervals, and the formal adoption of the Committee's Orders of Reference will be discussed at the next meeting.

Would you kindly let me know the name of the officer whom you wish to represent the Establishment Section.

By Order of the Committee

A. J. Collins,
Secretary.

03386

Declassified E.O. 12356 Section 3.3/NND No. 785021

45

HEADQUARTERS
ALLIED COMMISSION
APO 394

23rd February, 1945.

SUBJECT: Archives Advisory Committee

TO: The Director, Monuments, Fine Arts and Archives sub-Commission

The Regional Commissioner, Lazio Umbria Region.

The Archives Advisory Committee at its meeting on 22nd February decided to co-opt two Archive officers in order that their technical knowledge and advice might be available at the Committee's meetings. If convenient to you, the Committee would be glad to have the services of the under-mentioned officers:-

Capt. T.H. Brooke
Capt. W.D. McCain.

Meetings are held at monthly intervals and are usually of about one hour's duration; notice of Committee meetings is sent out three or four days in advance.

It would be appreciated if you would kindly facilitate the attendance of these officers.

By Order of the Committee,

03385

A.J. Collins,
Capt, RE.
Secretary.

Decl.

Capt Collins - Archives Section

1.

HE QUARTERS ALLIED COMMISSION
APO 394
PUBLIC RELATIONS BRANCH

25 January 1945.

51/PRB

SUBJECT: Archives

TO : Lieut. Col. S.H. White, CA Section.

1. Reference your memorandum on Archives to COS, I may perhaps say, to ease your disturbance, that the Minutes - which I had not seen until I got your memo - are to some extent misleading. I did not repeat NOT say that the "work of the Archives Section was coming to a standstill". What I said was that if there were not an orderly method of dispensing with old papers and handing over out-of-date files to Archives, there might well be chaos if tons of paper were suddenly made over when and if sub-commissions were dissolved.

2. In fact the matter was raised by me at the request of the Chief of Staff who had seen your Minutes and was thoroughly conversant with the facts and wished to get the opinion of the Meeting as to what date could be specified for the handing over of old files. It was the desire of the committee that some such directive should be issued.

3. I am personally very much in favour of getting civilian archivists here and have so advised COS some time ago.

4. I do not fully understand your penultimate paragraph, since my understand was that the Committee wished to get past files turned in. I myself certainly consider that it is part of the work of an Archives Section to stimulate this process.

5. The "complete travesty of the true position" for which you kindly credit me is perhaps a matter of opinion. So long as the Archives Section is under me, I shall naturally retain, and if necessary state, my opinion about it.

LIONEL FIELDEN
Major
Public Relations Director.

0084

Copies to: C.O.S.
Major Doe
Capt. Collins

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref A/3B/CA 27 Jan 45

SUBJECT : Archives

TO : COS

We are greatly disturbed by the report on Archives contained in para 12 of the minutes of the COS meeting of the 26 Jan. The report made to the meeting is entirely at variance with the opinion of the Archives Committee which met as recently as the 24 Jan. The facts alleged therein are not correct. The advice given is completely contrary to the opinion of the committee and at variance with the experts whose guidance the committee has received.

In particular it is not the fact that work of the Archives Section has come to a standstill. It is engaged upon exceedingly important work and there is no prospect of it being idle. In fact the desirability of applying for extra staff was discussed but no request was put forward because in view of the shortage of manpower it was felt to be futile to do so.

The suggestion as to submission of files to Archives was more concerned with obtaining records from Provinces and Regions before they shut down on reduction and fear that in the hurry of closing down and moving files might be lost or destroyed as an easy way of getting rid of them rather than with the submission of files by Sub-Commissions though this was mentioned.

The Committee sees no necessity for civilian experts from London and Washington. Experts from both London and Washington are at present with the AC and have spoken in the highest possible terms of the organisation of Archives here.

The suggestion that the records here should be handed over to the Embassies is quite contrary to the advice of the responsible experts and in particular with the known opinion of the War Office expert Mr Hilary Jenkinson.

The recommendation made in the last sentence must be based on a misunderstanding as the Archives Committee has already resolved in this sense except that the emphasis in view of impending reduction in Regions is on Regions and Provinces rather than on Sub-Commns - though Sub-Commns have already been reminded of the desirability of reducing their "paper".

It would appear that what has been reported to you is a complete travesty of the true position. It is requested that you would see Capt Collins and also possibly the two experts and ascertain the true position from them.

Declassified E.O. 12356 Section 3.3/NND No. 785021

We are greatly disturbed by the report on Archives contained in para 12 of the minutes of the COS meeting of the 26 Jan. The report made to the meeting is entirely at variance with the opinion of the Archives Committee which met as recently as the 24 Jan. The facts alleged therein are not correct. The advice given is completely contrary to the opinion of the committee and at variance with the experts whose guidance the committee has received.

In particular it is not the fact that work of the Archives Section has come to a standstill. It is engaged upon exceedingly important work and there is no prospect of it being idle. In fact the desirability of applying for extra staff was discussed but no request was put forward because in view of the shortage of manpower it was felt to be futile to do so.

The suggestion as to submission of files to Archives was more concerned with obtaining records from Provinces and Regions before they shut down on reduction and fear that in the hurry of closing down and moving files might be lost or destroyed as an easy way of getting rid of them rather than with the submission of files by Sub-Commissions though this was mentioned.

The Committee sees no necessity for civilian experts from London and Washington. Experts from both London and Washington are at present with the AC and have spoken in the highest possible terms of the organisation of Archives here.

The suggestion that the records here should be handed over to the Embassies is quite contrary to the advice of the responsible experts and in particular with the known opinion of the War Office expert Mr Hilary Jenkinson.

The recommendation made in the last sentence must be based on a misunderstanding as the Archives Committee has already resolved in this sense except that the emphasis in view of impending reduction in Regions is on Regions and Provinces rather than on Sub-Comms - though Sub-Comms have already been reminded of the desirability of reducing their "paper".

It would appear that what has been reported to you is a complete travesty of the true position. It is requested that you would see Capt Collins and also possibly the two experts and ascertain the true position from them.

00983

Robert H. Doe

ROBERT H. DOE
MAJOR, A.G.D.

S.H. WHITE Lt Col
CA Section

Copy to : Major Fielden, PRO.
Capt Collins, Archives.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

42/

HEADQUARTERS
ALLIED COMMISSION
APO 394

25 January 1945

SUBJECT: Archives.

TO : Lt. Col. White.
Major Bell.
Major Doe.
Major Fielden.
Capt. McCain.
Capt. Collins.

1. In accordance with instructions given by the Archives Advisory Committee on 24 January 45, the attached statement is circulated for the information of members.

2. Discussion on the statement will constitute the main item on the agenda of the next meeting, which it is suggested should be held early in February. A further note will be sent to you when the date and time have been fixed.

A.J. COLLINS.
Capt. R.E.
Archivist.

00082

Declassified E.O. 12356 Section 3.3/NND No. 785021

DISPOSAL OF ARCHIVES

1. The disposal of the Archives, when they are no longer required in this theatre, has already been discussed with Mr Jenkinson. It is realised that the circumstances under which the removal of the Archives might take place are purely conjectural. It is impossible, therefore, to formulate any concrete plan. At the same time, many problems are already apparent, and the following note is placed on the file for the purpose of recording some of the points which will probably need consideration by the Archives Committee at some future date.

2. Directions will have to be obtained from London and Washington as to t ultimate destination of the records. They may go to U.K., or to U.S.A.; or, alternatively, selections may be duplicated so that the originals may be available in one of the two countries and the copies in the other. But, before any detailed selection can be made, the/cataloguing and indexing of the Archives must be General well advanced, for it would be difficult to make a judicious selection without a conspectus of the whole.

The very great majority of the records do not exist in duplicate, and it is therefore considered essential that all the records be kept in the hands of one body, until the cataloguing and indexing are complete. This point is considered fundamental; in the absence of any such principle, it is not improbable that the files might be divided up arbitrarily - files 1, 3 and 5 might be sent to London, files 2, 4 and 6 to Washington, and so on. The consequential chaos does not need stressing.

00851

3. It is not possible at this stage to forecast for how long the Commission will continue to function; nor to forecast to what body - if any - it's functions may be transferred at some future date. If there should be a successor body, several matters will have to be decided:-

Declassified E.O. 12356 Section 3.3/NND No. 785021

DISPOSAL OF ARCHIVES

1. The disposal of the Archives, when they are no longer required in this theatre, has already been discussed with Mr Jenkinson. It is realised that the circumstances under which the removal of the Archives might take place are purely conjectural. It is impossible, therefore, to formulate any concrete plan. At the same time, many problems are already apparent, and the following note is placed on the file for the purpose of recording some of the points which will probably need consideration by the Archives Committee at some future date.

2. Directions will have to be obtained from London and Washington as to the ultimate destination of the records. They may go to U.K., or to U.S.A.; or, alternatively, selections may be duplicated so that the originals may be available in one of the two countries and the copies in the other. But, before any detailed selection can be made, the general cataloguing and indexing of the Archives must be well advanced, for it would be difficult to make a judicious selection without a conspectus of the whole.

The very great majority of the records do not exist in duplicate, and it is therefore considered essential that all the records be kept in the hands of one body, until the cataloguing and indexing are complete. This point is considered fundamental; in the absence of any such principle, it is not improbable that the files might be divided up arbitrarily - files 1, 3 and 5 might be sent to London, files 2, 4 and 6 to Washington, and so on. The consequential chaos does not need stressing.

00851

3. It is not possible at this stage to forecast for how long the Commission will continue to function; nor to forecast to what body - if any - it's functions may be transferred at some future date. If there should be a successor body, several matters will have to be decided:-

need consideration by the Archives Committee at some future date.

2. Directions will have to be obtained from London and Washington as to the ultimate destination of the records. They may go to U.K., or to U.S.A.; or, alternatively, selections may be duplicated so that the originals may be available in one of the two countries and the copies in the other. But, before any detailed selection can be made, the/cataloguing and indexing of the archives must be well advanced, for it would be difficult to make a judicious selection without a conspectus of the whole.

The very great majority of the records do not exist in duplicate, and it is therefore considered essential that all the records be kept in the hands of one body, until the cataloguing and indexing are complete. This point is considered fundamental; in the absence of any such principle, it is not improbable that the files might be divided up arbitrarily - files 1, 3 and 5 might be sent to London, files 2, 4 and 6 to Washington, and so on. The consequential chaos does not need stressing.

00081

3. It is not possible at this stage to forecast for how long the Commission will continue to function; nor to forecast to what body - if any - it's functions may be transferred at some future date. If there should be a successor body, several matters will have to be decided;-

(a) Will all - or part - of the Commission's Archives be handed over to the successor body for it's guidance and reference.?

(b) If part only, who will determine the dividing line.?

(c) What will happen to the remainder.?

(d) What arrangements will be made for correlating the two sets of Archives.?

4. If, on the other hand, the Commission's Archives as a whole are wound up at the same time as the Commission itself, other problems will have to be tackled.

Report by Capt Hunt Dec 1944

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

ideally, the Archives should not be packed for shipment until all file registers and indices have been completed by Archives Section. This would entail several months work (a conservative estimate) but Archives could do the job, on the lines at present employed, provided that the time factor did not press. If, however, it were considered necessary for the Archives to be moved from this theatre at short notice, the Archives Section could not cope with the task of registering, indexing, etc. before despatch. One of two courses is open:-

(a) To despatch the Archives without any settled plan - a course which would have deplorable results, and which would cause endless confusion.

(b) To distribute the bulk of the preparatory work amongst the various offices disposing of files, leaving Archives to perform final coordinati

3. The following suggested instructions are put forward to the Archives Committee more as a means of illustrating potential problems, than as a closely considered solution.

00080

DRAFT

(a) The records of the Commission will shortly be moved out of this theatre of operations.

(b) The following arrangements will be made for the collection of the records.

(c) All offices of the Commission will hand over all of their files, records, and documents to the Archives Section, except as laid down in para "d" below.

(d) No papers may be destroyed, except the following:

(i) "Spare Copies" files.

(ii) Surplus stocks of duplicated documents, printed forms, etc.

(iii) Files of General Orders, Special Orders, Daily Bulletins, etc. Records of this nature may be destroyed by "receiving" offices only. Offices which originate such documents will retain the appropriate files.

Papers will be destroyed by burning, under the supervision of an officer of senior N.C.O.

(a) To despatch the Archives without any settled plan - a course which would have deplorable results, and which would cause endless confusion.

(b) To distribute the bulk of the preparatory work amongst the various offices disposing of files, leaving Archives to perform final coordinati

2. The following suggested instructions are put forward to the Archives Committee more as a means of illustrating potential problems, than as a closely considered solution.

00089

DRAFT

(a) The records of the Commission will shortly be moved out of this theatre of operations.

(b) The following arrangements will be made for the collection of the records.

(c) All offices of the Commission will hand over all ~~of~~ their files, records, and documents to the Archives Section, except as laid down in para'd'below.

(d) No papers may be destroyed, except the following:

(i) 'Spare Copies' files.

(ii) Surplus stocks of duplicated documents, printed forms, etc.

(iii) Files of General Orders, Special Orders, Daily Bulletins, etc. Records of this nature may be destroyed by "receiving" offices only. Offices which originate such documents will retain the appropriate files.

Papers will be destroyed by burning, under the supervision of an officer or senior N.C.O.

(e) Records will be neatly bundled and securely tied. Bundles will normally not exceed one foot in height; smaller 'splits' will be made where necessary in order to preserve distinctions between different series of files from one office.

(f) Every office will prepare typed lists of the material which it is sending to Archives. Three copies of the lists are required by the Archives Section. Separate lists will be prepared for different series of files from one office.

Declassified E.O. 12356 Section 3.3/NND No. 785021

(g) Every list will show the office from which the material is sent, the sub-office where appropriate, and the office of origin of the files if different from the office now disposing of them, e.g.

Finance	Sub-Commission-Revenue		Sub-Section		Current Files
"	"	"	Budgets	"	Current Files
"	"	"			Files of HQ. AMG Palermo
"	"	"			Files of HQ. AMG
					15 Army Group.

(h) Every list will show the serial numbers of the files and their titles.

(i) The lists will be broken at intervals by a two or three lines space in the typing to indicate the divisions into bundles; the serial number of each bundle will be indicated on the list.

(j) One copy of the file list will be placed in a stout envelope. The envelope will be placed on the top of the first file of the first bundle of the series to which the list relates, the envelope being tied up with the files, and not fastened loose.

(k) Every bundle will carry a gummed label giving identification particulars. In the case of the first bundle of a series, the label will be gummed to the upper face of the envelope mentioned in para (j) above.

(l) Two copies of the lists will be taken by hand to Archives and arrangements discussed for the time and place for the delivery of the records.

(m) Supplies of labels and envelopes will be obtained from the Archives Section, Room 14, 1st Floor.

END OF DRAFT

6. The foregoing instructions relate mainly to offices located at H.Q.; the same instructions apply for the most part to Regions, Provinces, and A and B Armies also, but additional problems are encountered with regard to offices located elsewhere than at H.Q.

(a) How will Provincial records be sent to Archives at H.Q.? ~~93379~~ Provincial Officers send them to Archives direct, or will they be assembled at Regional HQ and sent in to Archives together with Regional HQ records.?

(b) Whichever course is adopted, the material will have to be crated for the journey to Archives. Much double handling would be eliminated if the material were sent to Archives crated ready shipment and adequately documented.
But there is a big difference between ordinary crating and shipment

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

will be indicated on the list.

(j) One copy of the file list will be placed in a stout envelope. The envelope will be placed on the top of the first file of the first bundle of the series to which the list relates, the envelope being tied up with the files, and not fastened loose.

(k) Every bundle will carry a gummed label giving identification particulars. In the case of the first bundle of a series, the label will be gummed to the upper face of the envelope mentioned in para (j) above.

(l) Two copies of the lists will be taken by hand to Archives and arrangements discussed for the time and place for the delivery of the records.

(m) Supplies of labels and envelopes will be obtained from the Archives Section, Room 14, 1st Floor.

END OF DRAFT

6. The foregoing instructions relate mainly to offices located at H.Q.; the same instructions apply for the most part to Regions, Provinces, and ADO 5 and 8 armies also, but additional problems are encountered with regard to offices located elsewhere than at H.Q.

(a) How will Provincial records be sent to Archives at H.Q.? 93179
Provincial officers send them to Archives direct, or will they be assembled at Regional HQ and sent in to Archives together with Regional HQ records.?

(b) Whichever course is adopted, the material will have to be crated for the journey to Archives. Much double handling would be eliminated if the material were sent to Archives crated ready shipment and adequately documented.
But there is a big difference between ordinary crating and shipment crating. Experience has already shown that apparently heavy and well-constructed crates have been unable to withstand a land journey. Do Regions and Provinces possess adequate resources to make a sound job for shipment.? - or will Archives have to arrange for re-crating.?

A decision on the points mentioned in paras (a) and (b) above must be made before instructions to Regions and Provinces can be framed.

Declassified E.O. 12356 Section 3.3/NND No. 785021

7. The problems discussed above relate mainly to the administrative aspects of the job, but there remain several questions regarding the physical movement of the records.

When the Commission closes down, very few, if any of the sub-commissions will have any of their work to take home with them. The tools of their work - i.e. G.1098 - will presumably be assembled and prepared for shipment by the H.Q. Commandant.

The Archives Section is in a different position. It's work MUST be taken from this theatre.

Will the responsibility for assembling and shipping of the archives rest with the Archives Section, as part of it's normal work, or with the H.Q. Commandant.?

8. In either case, the following security points need consideration. Within the Archives Section, all documents are treated with the same degree of security, whatever their actual classification may be. It is not possible to make different storage arrangements according to classification, without disturbing the whole of the archives structure. For the same reason, it is considered impracticable to segregate different classifications during transit, and any security measures must be effected for the Archives as a whole.

When plans for shipment near completion, it will be for the Archives committee to consider by what means it is proposed to safeguard the records at all stages of the journey.

9. Plans for shipment must cover the following points: 00378

(a) A supply of stout timber for crates will be needed.

(b) Labels for bundles must be printed.

(c) Crates must be packed and contents recorded with meticulous accuracy.

(d) All crates must be stencilled in accordance with a pre-arranged scheme of identification.

The Archives Section is in a different position. It's work MUST be taken from this theatre.

Will the responsibility for assembling and shipping of the archives rest with the Archives Section, as part of it's normal work, or with the H.Q. Commandant.?

3. In either case, the following security points need consideration. Within the Archives Section, all documents are treated with the same degree of security, whatever their actual classification may be. It is not possible to make different storage arrangements according to classification without disturbing the whole of the Archives structure. For the same reason, it is considered impracticable to segregate different classifications during transit, and any security measures must be effected for the Archives as a whole.

When plans for shipment near completion, it will be for the Archives committee to consider by what means it is proposed to safeguard the records at all stages of the journey.

9. Plans for shipment must cover the following points: 93378

(a) A supply of stout timber for crates will be needed.

(b) Labels for bundles must be printed.

(c) Crates must be packed and contents recorded with meticulous accuracy.

(d) All crates must be stencilled in accordance with a pre-arranged scheme of identification.

(e) Liaison with "Q" Movements will be necessary - Estimate of tonnage, request for shipping space, preparation of bills of lading, supervision of loading.

10. The possibility of conveyance by other means has not been overlooked, but it is considered that sea transport presents the fewest difficulties.

Asst. Adjt. Genl.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

Return to Capt Collins

4 Jan 45

To: OSS

I attach the report which you requested from Archives Section. Perhaps I might sometime discuss the use and future of the Section with you.

Lowell Fulldan
Major

In view of para 2 is it worth maintaining
it until our demise? JJS/cs/1/45
Dismiss

P.A./ Will visit Capt Collins Office M/cs/1/45 Noted O/R.
6/1

00377

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED COMMISSION
APO 394

4 January 1945

SUBJECT : Archives

TO : Brigadier Lush.

The administration of the Commission's Archives is proceeding on the lines agreed with Mr Hilary Jenkinson.

The Archive Section occupies what is probably a unique position in the Commission's organisation, because much of it's work cannot even commence until everybody else's has finished.

The Commission's activities constitute the first experiment in Allied Military Government. The main purpose of the Archives is to provide a storehouse of the Commission's knowledge and experience, not so much for the current use of the Commission, as for the benefit of posterity and for the enlightenment of research workers after the war. As in the case of the records of the last war, work on the arranging and indexing of the Archives must necessarily continue for several years after the cessation of hostilities. Moreover, it is unlikely that the work of the Archives will ever be finished in this theatre. Indeed, it is very desirable (in my view) that the records should be transferred to their permanent home as soon as post war conditions permit in order that the work may be completed in adequate and suitable accommodation.

With these considerations in mind, it has been regarded as essential to take a long view, and to plan the whole of the current Archive work in such a way that the modus operandi can be easily grasped by those who will have to continue the work when the Commission has been wound up. These plans include arrangements for an interim period during which the records will be in transit from this theatre to U.K. or to U.S.A. as the case may be. The necessity for a foolproof schedule of packing, unpacking, and subsequent re-arrangement is obvious, and is one of the problems which our daily work seeks to facilitate.

In order to achieve the aims mentioned above, a series of "Archive groups" has been planned; a file register is compiled for each Archive Group, and an index covering all Groups is maintained. Both the index and the registers embody annotations and explanatory notes. These are designed to safeguard the records adequately during any move which may be necessary (to U.K., U.S.A., or even within the theatre), and to enable the interrupted administration of the Archives to be resumed with a minimum of disturbance and disorganisation.

03376

Declassified E.O. 12356 Section 3.3/NND No. 785021

It is difficult to convey exactly what is done, and how, and why, without entering into a possibly tedious discourse on the details of administrative processes.

The guiding principle of the whole job is to make the records themselves entirely self-explanatory.

Recent work has been devoted almost exclusively to the papers of the Allied Military Mission and the ACC(Brindisi HQ). The bulk of these papers was received in an uncoordinated mass and was consequently of negligible value for record of reference purposes. The matter was discussed with Mr Jenkinson, who expressed the view that the sorting and re-arrangement of material in this condition was not normal Archives functions, and that Archive administration proper should not be set aside for such a job. Archives considered, however, that the records of the period (Sept - Dec '43) were of such interest and importance that an attempt ought to be made to re-create a coherent story without delay. There were two reasons for this -

(i) No other records of the same activities were known to exist elsewhere in the Commission.

(ii) Many of the senior officers who had worked at Brindisi were still available for consultation.

In view of these arguments Mr Jenkinson gave his qualified approval and the task was commenced. It occupied about four months (completed Dec '44) to the exclusion of almost all other work.

A skeleton plan was also drawn up for coordinating the historical papers relating to AMGOT Planning, to ACC Planning (Tizi Ouzou), and to the subsequent development and fusion. But, during the time spent on the Brindisi papers a large volume of records had been received by Archives from various sources, and work on the historical side is in abeyance.

Contacts with other branches of the Commission continue to be maintained, and several offices are assembling old files for handing over to Archives. These are expected during the next week or two, but they cannot receive detailed attention until work has finished on the files accumulated whilst Archives was engaged on the Brindisi papers.

The work has been discussed with an Archive officer of the Monuments and Fine Arts Sub-Commission in order to obtain guidance on one or two points. In addition, the opportunity was taken to consult Mr Fred Shipman, Archivist of the Roosevelt Library of State Papers, during his recent visit to this H.Q. The methods and progress of the work were discussed with Mr Shipman, who said that the work appeared to be conducted on the proper and orthodox lines as generally recognised in Archive administration.

03375

A.J. COLLINS.
Capt. R.E.

Declassified E.O. 12356 Section 3.3/NND No. 785021

40

HEADQUARTERS
ALLIED COMMISSION

(Archive Section)

4 January 1945

SUBJECT : Archives

TO : Brigadier Lush

(Sent in response to a verbal request from Brig Lush)

The administration of the Commission's Archives is proceeding on the lines agreed with Mr Hilary Jenkinson.

The Archives Section occupies what is probably a unique position in the Commission's organisation, because much of it's work cannot even commence until everybody else's has finished.

The Commission's activities constitute the first experiment in Allied Military Government. The main purpose of the Archives is to provide a storehouse of the Commission's knowledge and experience, not so much for the current use of the Commission, as for the benefit of posterity and for the enlightenment of research workers after the war. As in the case of the records of the last war, work on the arranging and indexing of the Archives must necessarily continue for several years after the cessation of hostilities. Moreover, it is unlikely that the work of Archives will ever be finished in this theatre. Indeed, it is very desirable (in my view) that the records should be transferred to their permanent home as soon as post war conditions permit in order that the work may be completed in adequate and suitable accommodation.

With these considerations in mind, it has been regarded as essential to take a long view, and to plan the whole of the current Archive work in such a way that the modus operandi can be easily grasped by those who will have to continue the work when the Commission has been wound up. These plans include arrangements for an interim period during which the records will be in transit from this theatre to U.K. or to U.S.A. as the case may be. The necessity for a foolproof schedule of packing, unpacking, and subsequent re-arrangement is obvious, and is one of the problems which our daily work seeks to facilitate.

In order to achieve the aims mentioned above, a series of "Archive groups" has been planned; a file register is compiled for each Archive Group, and an index covering all Groups is maintained. Both the index and the registers embody annotations and explanatory notes. These are designed to safeguard the records adequately during any move which may be necessary (to U.K., U.S.A., or even within the theatre), and to enable the interrupted administration of the Archives to be resumed with a minimum of disturbance and disorganisation.

2

0074

Declassified E.O. 12356 Section 3.3/NND No. 785021

It is difficult to convey exactly what is done, and how, and why, without entering into a possibly tedious discourse on the details of administrative processes.

The guiding principle of the whole job is to make the records themselves entirely self-explanatory.

Recent work has been devoted almost exclusively to the papers of the Allied Military Mission and the ACC (Brindisi H.Q.). The bulk of these papers was received in an uncoordinated mass and was consequently of negligible value for record or reference purposes. The matter was discussed with Mr Jenkinson, who expressed the view that the sorting and re-arrangement of material in this condition were not normal Archives functions, and that Archive administration proper should not be set aside for such a job. Archives considered, however, that the records of the period (Sept - Dec '43) were of such interest and importance that an attempt ought to be made to re-create a coherent story without delay. There were two reasons for this -

(i) No other records of the same activities were known to exist elsewhere in the Commission.

(ii) Many of the senior officers who had worked at Brindisi were still available for consultation.

In view of these arguments Mr Jenkinson gave his qualified approval and the task was commenced. It occupied about four months (completedDec '44) to the exclusion of almost all other work.

A skeleton plan was also drawn up for coordinating the historical papers relating to AMGOT Planning, to ACC Planning (Tizi Ouzou), and to the subsequent development and fusion. But, during the time spent on the Brindisi papers a large volume of records had been received by Archives from various sources, and work on the historical side is in abeyance.

Contacts with other branches of the Commissioned continue to be maintained, and several offices are assembling old files for handing over to Archives. These are expected during the next week or two, but they cannot receive detailed attention until work has finished on the files accumulated whilst Archives was engaged on the Brindisi papers.

The work has been discussed with an Archive officer of the Monuments and Fine Arts Sub-Commission in order to obtain guidance on one or two points. In addition, the opportunity was taken to consult Mr Fred Shipman, Archivist of the Roosevelt Library of State Papers, during his recent visit to this H.Q.. The methods and progress of the work were discussed with Mr Shipman, who said that the work appeared to be conducted on the proper and orthodox lines as generally recognised in Archive administration.

00373

A.J. COLLINS.
Capt. R.E.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Ext. 415

HEADQUARTERS ALLIED COMMISSION
APO 394
ECONOMIC SECTION

RED/ems

39

1.7/ES

3 January 1945

SUBJECT: Archives Committee.

TO : Captain A. J. Collins,
Secretary, Archives Committee
Archives Section, Information Division.

1. Major Robert E. Doe has been appointed as Economic Section member of the Archives Committee to fill a vacancy left by the departure of Lieutenant-Colonel J. B. Thompson.

L. D. Densmore

L. D. DENSMORE
Colonel, FA
Acting Deputy Chief of Staff
Economic Section

00072"

Declassified E.O. 12356 Section 3.3/NND No. 785021

ALLIED CONTROL COMMISSION

INTER OFFICE MEMO

From: ARCHIVES SECTION.

FILE No.

SUBJECT: ARCHIVES COMMITTEE.

TO: VICE-PRESIDENT, ECONOMIC SECTION.

3rd JANUARY 1945.

Since Major J.D. Thompson left this H.Q., it has not been necessary to call a meeting of the Archives Committee. It would be appreciated, however, if you would kindly nominate an officer in the place of Major Thompson who would represent the Economic Section on the Committee.

A.J. COLLINS,
CAPTAIN, R.A.

00072

Declassified E.O. 12356 Section 3.3/NND No. 785021

37

HEADQUARTERS
ALLIED COMMISSION

(Archive Section)

2 January 1945.

SUBJECT : Archives

TO : Regional Commissioner, Southern Region.
(attention Major Revere)

Reference recent telephone conversation (Major Revere - Capt Collins) enclosed for your information is a copy of a letter sent by Col. Albright to Col. Zellars. This letter was in answer to a verbal question by Col. Zellars in his capacity as Regional Commissioner, Region II, as to the disposal of records when Regions II, III and VII were amalgamated.

In view of Col. Zellars having raised the matter, it was assumed that a certain amount of material relating to Apulia and Lucania was available for Archives, but it is now understood that the Zone Commissioner at Bari has few, if any, records which he is prepared to release.

There is no desire that an Office be pressed to relinquish the custody of any files which are still required for reference, and the decision as to the handing over of files to Archives must obviously rest with the offices concerned. It would be appreciated, however, if you would be good enough to remind all offices, both at Regional HQ and in the Provinces, that files should not be destroyed, but should be sent to Archives when they cease to be required for current work or for reference.

It is noted that Avellino and Benevento provinces have released certain records to Regional HQ and that you will consider the question of handing them over to Archives.

A.J. COLLINS.
Capt. R.E.

00072

Declassified E.O. 12356 Section 3.3/NND No. 785021

NOTE FOR FILE

As a general rule, Archives do not retain publications of the 267[illegible] Regiment, U.S. Army.

The question of regimental records has been discussed with Lt. Col. Uhler, Executive Officer of the Regiment. We felt that these records, relating purely to the military administration of U.S. troops, were of interest solely to the War Dept. Washington.

In accordance with the requirements of U.S. military procedure, the H.Q. of 2675 Regiment maintains complete regimental records, and it was therefore considered unnecessary for Archives to maintain a duplicate set in the Commission's general archives.

[illegible]

03074

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/hd

SC 314.8

10 August 1944

Subject: Archives

To: Lt. Col. C.W.I. Shipp, Civil Affairs Branch.

This note confirms and amplifies my talk with you on 9 August.

The whole of the Commission has been 'covered' from the Archives point of view, by both memoranda and personal visits. But I think that a little mild publicity would be beneficial, with the object of making the Commission more 'Archive Conscious'.

I propose, first of all, an item in the Daily Bulletin as follows:

> 'All officers are reminded that the Commission is required to make arrangements for the preservation of its records. The Archives Section is now established in accommodation designed especially for its work, and Regions and sub-commissions are requested to make fullest use of the storage facilities which are available. The practice of hoarding out of date files is discouraged; such files should be turned over to Archives as soon as they can conveniently be released.'

This item would be published 3 or 4 days before the Acting Chief Commissioner's conference, and, if time permitted, I should like the support of a statement by Brigadier Bush. Something on the following lines is suggested - it would take about 2 to 2½ minutes:

20079

> 'You will have seen an item in a recent daily bulletin about the Commission's Archives. You have also had one or two memoranda in the past few months, and visits by the Archivist, explaining what is required. Many of the officers in Regions and sub-commissions with whom Archives were discussed have been moved to other jobs. Nevertheless you must all arrange for an officer or senior N.C.O. to be specifically charged with the responsibility of supervising your files and the clearing out of obsolete material.
>
> 'Files which are retained after they cease to be in current use have a habit of getting mislaid, or of disintegrating. Some of the early

Declassified E.O. 12356 Section 3.3/NND No. 785021

The whole of the Commission has been 'covered' from the Archives point of view, by both memoranda and personal visits. But I think that a little mild publicity would be beneficial, with the object of making the Commission more 'Archive Conscious'.

I propose, first of all, an item in the Daily Bulletin as follows:

> 'All officers are reminded that the Commission is required to make arrangements for the preservation of its records. The Archives Section is now established in accommodation designed especially for its work, and Regions and sub-commissions are requested to make fullest use of the storage facilities which are available. The practice of hoarding out of date files is discouraged; such files should be turned over to Archives as soon as they can conveniently be released.'

This item would be published 3 or 4 days before the Acting Chief Commissioner's conference, and, if time permitted, I should like the support of a statement by Brigadier Lush. Something on the following lines is suggested - it would take about 2 to 2½ minutes:

20070

> 'You will have seen an item in a recent daily bulletin about the Commission's Archives. You have also had one or two memoranda in the past few months, and visits by the Archivist, explaining what is required. Many of the officers in Regions and sub-commissions with whom Archives were discussed have been moved to other jobs. Nevertheless you must all arrange for an officer or senior N.C.O. to be specifically charged with the responsibility of supervising your files and the clearing out of obsolete material.
>
> 'Files which are retained after they cease to be in current use have a habit of getting mislaid, or of disintegrating. Some of the early records showing the origins and developments of AMGOT and of ACC were dispersed, and the reconstruction of the history of those important days has been made unnecessarily complicated.
>
> 'From time to time reorganisations take place in our work - splitting or consolidation of regions and sub-commissions. You should consider, when such administrative changes occur, whether any groups of files can be set aside for transfer to Archives - either at once, or after a period of retention for reference. Your files should bear adequate evidence of these administrative changes. It is easy for us, who are currently handling the job, to appreciate the significance of these changes. But when London and Washington come to look into our

Declassified E.O. 12356 Section 3.3/NND No. 785021

records - as presumably they will - there will be much confusion if these administrative changes are obscure. One example will suffice: At one time Education in Catanzaro was the concern of Region II; the post-war inquirer may find that the story in Region II's files finishes in mid-air. He may - if he is lucky - pick up the threads in Region VII files. But a brief note in the groups of files concerned will give an intelligible explanation.

"I should like to remind you, also, that all offices publishing a series of documents, e.g. General Orders, Executive Memos, etc., are themselves responsible for maintaining a complete master file for Archives.

"Particular care should be taken to preserve records of accounts of commodity transactions. Quite apart from any Archives interest, these records will (may) be required for audit.

"The Archivist's job is to get your material into his hands. He is located in this building - you will find his room in the directory - make use of him."

Perhaps I should add that I do not propose to do much detailed work on any records that may come in as the result of this. I have plenty on hand already. But I am anxious to get people into the habit of sending stuff in so that it will, at least, remain in proper custody until I can get down to the details.

00069

A. J. COLLINS
Captain, R.E.
Assistant Secretary General

Note. The above statement was "crowded out" due to pressure on

Declassified E.O. 12356 Section 3.3/NND No. 785021

for Archives.

"Particular care should be taken to preserve records of accounts and of commodity transactions. Quite apart from any Archives interest, these records will (may) be required for audit.

"The Archivist's job is to get your material into his hands. He is located in this building - you will find his room in the directory - make use of him."

Perhaps I should add that I do not propose to do much detailed work on any records that may come in as the result of this. I have plenty on hand already. But I am anxious to get people into the habit of sending stuff in so that it will, at least, remain in proper custody until I can get down to the details.

00069

A. J. COLLINS
Captain, R.E.
Assistant Secretary General

Note. The above statement was "crowded out" due to pressure on time. The subject was not raised.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

341

Distribution of Circular - dated 29th May 44

Region	I	6
	II Lt Cdr McCLEARY	25
	III Capt NEWFIELD	30
	IV Lt BEVERIDGE	12
	V Capt WORMERSLEY	12
	VI	
	VII	6.
	VIII	
	IX	
5th Army		3
"	C.W.S	3
8th Army	Maj. Benton Jones	12
Personnel Section		15
Admin Section		15

00068

Declassified E.O. 12356 Section 3.3/NND No. 785021

War Material, disposal	3
Army	3
Navy	3
Air	3
Communications	12
PRB	2
Political	2

RC + HG Sec.

CA Branch	3
Exec. Officer	2
Mil. Refugee Br	2
Displ. Persons	2
Exhibit. (CA Historical)	1
HQ Commandant	2
Archivist	3
Security Br.	2
G-1 British	4
G-4	2
Information. Maj Hinkel	1
Liaison with CA Branch	1

03367

53

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394.

AJC/dfe

SG 314.8

29 May 1944

A.C.C. ARCHIVES

1. The examination of a representative cross-section of files has indicated certain directions in which files can be improved from the point of view of their Archive value.

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.

b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.

c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

00366

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."

4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

Declassified E.O. 12356 Section 3.3/NND No. 785021

should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.

b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.

c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

03066

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."

4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

5. Most offices maintain files for serially numbered documents which they receive from various sources within the Commission, e.g., Administrative Instructions, Executive Memoranda, General Orders, Daily Bulletins, etc. No files of this kind in respect of documents issued after 31 March 1944 need be sent to Archives by the recipients. Every office producing such material for circulation will be responsible for maintaining a complete file, and for its eventual transmission to Archives. The failure to maintain complete files in the past has made reconstitution of old series very difficult, and any files of such documents compiled prior to 31 March 1944 should be sent to Archives in order that gaps in old series may be filled in.

6. It is necessary to record in all appropriate files, administrative reorganisations involving the transfer of files due to the closure of an office; transfer of work from one sub-commission to another; transfer of territory from

Declassified E.O. 12356 Section 3.3/NND No. 785021

one Region to another, etc. If the files are not required by the office to which the work has been transferred, they should be sent to Archives.

7. Many offices fasten their papers by means of the two-hole binder along the top or short side of the file. Where this method is used and both sides of a sheet of paper are used, the reverse side should be typed so that it is turned from top to bottom, and not from left to right, in order to facilitate reading.

8. Archives will rebind files received, where necessary, with the two-hole binder, and for this reason it is desireble to standardize the method of typing on the reverse of the sheet.

9. It is realized that some offices are hampered by the difficulty in obtaining adequate quantities of file folders and fasteners. Enquiries have been instituted with a view to increasing the supplies available.

Robert E. Doe

ROBERT E. DOE
Major, A.G.D.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

9. It is realized that some offices are hampered by the difficulty in obtaining adequate quantities of file folders and fasteners. Enquiries have been instituted with a view to increasing the supplies available.

Robert E. Doe

ROBERT E. DOE
Major, A.G.D.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

AJC/hd

SQ 314.8

28 May 1944

Subject: A.C.C. Archives.

To: AMG 8 Army. (Attention: Major Benton Jones)

1. Reference your OA/196 of 20 May 1944, receipt is acknowledged of files mentioned in the accompanying list.

2. Enclosed herewith are copies of two circulars containing suggestions by means of which current files can be rendered of greatest value and interest to the Archives. If you are in any doubt as to the desirability of retaining any particular documents for Archives, would you kindly consult this office before any papers are destroyed.

3. Several copies of the circulars are enclosed, and I should be glad if you would bring their contents to the notice of the various offices under your command.

4. It is intended to send an officer to discuss Archives with you, but in view of present circumstances, the visit will be deferred. Meantime, will you please let me know if there is any point upon which this office can be of assistance to you.

ROBERT E. DOE
Major, A.G.D.
Secretary General

Encls.

03065

Declassified E.O. 12356 Section 3.3/NND No. 785021

File No.	Subject.
04/1	Correspondence with Reg II. 1A to 36A.
04/4	Part I, General. 2A to 105A.
"	" II, " 97A to 222A.
"	" III, " 223A to 420A.
04/7	Reports, 1A to 24A.
"	" 1A to 59A
"	" Week ended 7 Nov 43, 1A to 7A.
"	" " " 14 Nov 43, 1A to 2A.
"	" " " 21 Nov 43, 1A to 8A.
"	" " " 28 Nov 43, 1A to 2A.
"	" Fortn." 5 Dec 43, 1A to 8A.
"	" " " 19 Dec 43, 1A to 19A.
"	" " " 2 Jan 44, 1A to 21A.
"	" Week " 22 Jan 44, 1A to 4A.
"	" Month " 31 Jan 44, 1A to 24A.
"	" " " 31 Jan 44, 1A to 24A. (Liaison Officer's).
"	" Week " 19 Feb 44, 1A to 11A (" ").
04/7/3	Reports & Survey - Police, 1A to 6A.
04/13/1	Case of Prof. Camerini, 1A to 7A.
04/14	Part I, Finance Docs, 1 to 2 8A.
04/17	" I, Medical, 1A to 185A.
04/24	Instructions to CAO's from AMGOT HQ Sicily, 1A to 34A.
04/32	Part I, Claims, Hirings & Requisitionings, 1A to 173A.
04/64	Supply Reports, Foggia.
04/78	Court of Inquiry, 1A.
04/93	Part I, Refugees, Evacuees & Displaced persons, 1A to 208A.
"	Part II, " " " " " 1A to 132A.
04/95	Confidential Report of Lt. Garigue, 1A to 4A.
04/133	Cases from Chieto Prov for transmission to Reg IV, 1A42A.
Unnumbered	Province of Teramo.

00364

Declassified E.O. 12356 Section 3.3/NND No. 785021

31/

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/hd

25 May 1944

BG 314.8

Subject: Archives

To: Captain R. B. Derby, Adjutant, Rear Hq

1. With reference to Captain Collins' recent discussions with you and Mr. Chiocca on Archives, I propose to send Sgt Murphy to Salerno for several days to assist in disposing of the residue of the old Brindisi files. This should ease pressure on your staff, and I hope will be of some assistance to you.

2. They should, I think, be dealt with as follows:

a. 201 files for American officers to be retained by you, or sent to American G-1 here, as you desire.

b. 201 files for British officers to be brought to Naples by Sgt Murphy for transmission to British G-1.

c. The balance of 201 files, dealing with Italians, French, Russians, etc., are not usually personal files in the American Army sense of the term, and they should be dispersed to the offices concerned in accordance with the subject matter of the papers.

d. The remaining files also should be sorted according to the sub-commissions concerned.

3. The papers transmitted to sub-commissions should be accompanied by a note on the lines of the draft attached. If you propose to make any changes in the draft, please let Captain Collins know before issuing the note.

4. Sgt Murphy will probably arrive on about 2 June. I can spare him for 5 days, during which time I shall expect him to finish the job.

5. It is very desirable that this material should be disposed of as quickly as possible, and I hope you will find it convenient to distribute it as soon as Sgt Murphy has got it sorted out.

00963

Declassified E.O. 12356 Section 3.3/NND No. 785021

(SO 314.8, 25 May 44)

6. I am sending a copy of this letter and enclosure to Captain Slaughter so that he may consider and advise you whether any papers should be retained for reference by Captain Stone.

ROBERT E. DOE
Major, A.G.D.
Secretary General

cc: Capt Slaughter, DSO

93962

DRAFT

To: _____ Sub-Commission

1. It will be recalled that at the Brindisi Headquarters files were maintained for the most part in a central system, although some sub-commissions established files of their own.

2. Under the present system, each sub-commission is maintaining its own files.

3. The Brindisi central files are fragmentary in some cases, and for the sake of coordinating records, it is considered that all papers relating to a particular sub-commission's business should be in the hands of that sub-commission.

4. Enclosed are papers taken from the Brindisi files affecting the work of the _____ Sub-Commission, for incorporation in your own files if desired.

5. It is suggested that the papers should be disposed of in one of the following ways:

a. merged into your current files 93951

b. retained as seperate files representing the Brindisi operations. These files may be sent to Archives for preservation if no longer needed in your current set-up.

If duplicate papers already appear on your files, or if the papers are considered to be valueless, they should be endorsed accordingly and sent to the Archives for destruction.

Declassified E.O. 12356 Section 3.3/NND No. 785021

2. Under the present system, each sub-commission is maintaining its own files.

3. The Brindisi central files are fragmentary in some cases, and for the sake of coordinating records, it is considered that all papers relating to a particular sub-commission's business should be in the hands of that sub-commission.

4. Enclosed are papers taken from the Brindisi files affecting the work of the _____ Sub-Commission, for incorporation in your own files if desired.

5. It is suggested that the papers should be disposed of in one of the following ways;

a. merged into your current files 00351

b. retained as seperate files representing the Brindisi operations. These files may be sent to Archives for preservation if no longer needed in your current set-up.

If duplicate papers already appear on your files, or if the papers are considered to be valueless, they should be endorsed accordingly and sent to the Archives for destruction.

__Encls.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AFO/dfe

SG 314.8

29 May 1944

A.C.C. ARCHIVES

1. The examination of a representative cross-section of files has indicated certain directions in which files can be improved from the point of view of their Archive value.

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.

b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.

000586

c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."

4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

5. Most offices maintain files for serially numbered documents [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785021

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organised, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.

b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.

000586

c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."

4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

5. Most offices maintain files for serially numbered documents which they receive from various sources within the Commission, e.g., Administrative Instructions, Executive Memoranda, General Orders, Daily Bulletins, etc. No files of this kind in respect of documents issued after 31 March 1944 need be sent to Archives by the recipients. Every office producing such material for circulation will be responsible for maintaining a complete file, and for its eventual transmission to Archives. The failure to maintain complete files in the past has made reconstitution of old series very difficult, and any files of such documents compiled prior to 31 March 1944 should be sent to Archives in order that gaps in old series may be filled in.

6. It is necessary to record in all appropriate files, administrative reorganisations involving the transfer of files due to the closure of an office; transfer of work from one sub-commission to another; transfer of territory from

Declassified E.O. 12356 Section 3.3/NND No. 785021

one Region to another, etc. If the files are not required by the office to which the work has been transferred, they should be sent to Archives.

7. Many offices fasten their papers by means of the two-hole binder along the top or short side of the file. Where this method is used and both sides of a sheet of paper are used, the reverse side should be typed so that it is turned from top to bottom, and not from left to right, in order to facilitate reading.

8. Archives will rebind files received, where necessary, with the two-hole binder, and for this reason it is desirable to standardize the method of typing on the reverse of the sheet.

9. It is realized that some offices are hampered by the difficulty in obtaining adequate quantities of file folders and fasteners. Enquiries have been instituted with a view to increasing the supplies available.

Robert E. Doe

ROBERT E. DOE
Major, A.G.D.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

9. It is realized that some offices are hampered by the difficulty in obtaining adequate quantities of file folders and fasteners. Enquiries have been instituted with a view to increasing the supplies available.

Robert E. Doe

ROBERT E. DOE
Major, A.G.D.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

29

HEADQUARTERS ALLIED CONTROL COMMISSION AJC/hd
APO 394

SG 314.8 20 May 1944

MEMORANDUM TO: Major Doe

I have studied Major White's note on filing and have ventured to draft an alternative note myself. My reasons are:

(1) We have already given all offices the assurance that, from the Archives point of view, we have no wish to interfere with their filing systems (see attached).

(2) I consider it would be inappropriate for a directive such as Major White's to issue over the signature of the Secretary General.

(3) We could of course comment on Major White's draft from the point of view of academic interest, but I am not sure as to the propriety of our expressing any official views unless we are asked.

Viewed purely from the Archives' standpoint, many of Major White's points are supererogatory. It is not for the Secretary General to decide whether a general directive on filing is necessary or desirable.

(4) If you agree, I propose to discuss my draft with Major White in the light of the views expressed above.

A. J. COLLINS
Captain, R.E.
Asst Secy Gen

Right!

E.K.

If we are to get willing cooperation from all hands we must not interfere with the internal workings of sub-commissions, etc. Our only concern is to see that, insofar as is possible, files when turned over to archives are in a system, not necessarily one system for all. The principles of good filing, which will make good archives, apply to many systems

PED

00360

Declassified E.O. 12356 Section 3.3/NND No. 785021

DRAFT

AJC/dfc
20 May 44

1. The examination of a representative cross-section of files has indicated certain directions in which files can be improved from the point of view of their Archive value.

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be, ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initials" list and have modified their systems accordingly.

b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files. 03359

c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

— / —

Declassified E.O. 12356 Section 3.3/NND No. 785021

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects ~~[illegible]~~ to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions." Ingenious; but not intelligent.

4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

5. Most offices maintain files for serially numbered documents which they receive from various sources within the Commission, e.g., Administrative Instructions, Executive Memoranda, General Orders, Daily Bulletins, etc. No files of this kind in respect of documents issued after 31 March 1944 need be sent to Archives by the recipients. Every office producing such material for circulation will be responsible for maintaining a complete file, and for its eventual transmission to Archives. The failure to maintain complete files in the past has made reconstitution of old series very difficult, and any files of such documents compiled prior to 31 March 1944 should be sent to Archives in order that gaps in old series may be filled in.

03358

6. It is necessary to record in all appropriate files, administrative reorganizations involving the transfer of files due to (a) the closure of an office; (b) transfer of work from one sub-commission to another; (c) transfer of territory from one Region to another, etc. If the files are not required by the office to which the work has been transferred, they should be sent to Archives.

Declassified E.O. 12356 Section 3.3/NND No. 785021

7. It is desired to standardise the method of fastening files by the supply of two-hole binders to be used along the top or short side of the file. This method should be taken into use as supplies of binders and punches become available.

8. This method of fastening will necessitate a standard method of typing when both sides of the paper are used. For ease of reading the paper will be turned from ~~foot~~ top to ~~top~~ bottom, and not from left to right.

03357

Declassified E.O. 12356 Section 3.3/NND No. 785021

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
ADMINISTRATIVE SECTION

4/3R/AD

15 May 44

SUBJECT : Archives.

TO : All Admin Sub-Comms.

An officer of the Archives Branch will be attending at this HQ on 22/23 May for the purpose of discussing the files of your Sub-Commission, taking away such dead files as you can spare including those of any organisation which has ceased to function which may be in your charge and to arrange procedure as to the future for purging files and transmitting papers to his custody.

On reverse is a copy of a memo issued by Archives with which your branch will please comply. You will note that the principal requirement in para 5 is of simple application if the division of files into policy, routine and action has been carried out in accordance with the guidance given to you in this matter.

R.R.CHIPPS,
Lieut. Colonel,
CSO Admin Section.

03955

Copy to Archives Branch.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

15 MAY 1944

ACC ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organize its filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with the content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices should take all steps possible to ensure that papers are tidily filed and firmly bound.

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's normal duties to purge files sent to him for custody, and elimination of papers should be made by the office concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts; (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.

6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.

7. It is realized that many offices are heavily pressed, and so far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be greatly appreciated.

8. The Archivist will visit you at an early date to discuss arrangements for facilitating the handing over of files, and any relevant points upon which he may be able to give assistance.

RECEIVED BY ACC ARCHIVES
Date [illegible]
No [illegible]

ROBERT E. ACE
Major, A.G.D.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

76

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

RSLV dfe

30 314.6

16 May 1944

MEMORANDUM TO: Brigadier Lush

1. I have been up to see you personally two or three times concerning your questions and comments about the Archives, but I was unlucky enough to come each time when you were busy, hence this note.

2. Mr. Jenkinson agreed that it would be desirable for Captain Collins to see personally the majority of the sub-commission and regional headquarters prior to the issuance of a directive, and I take the responsibility of sanctioning the hold-up. I still believe that it should be held up. The attitude of most officers in the field concerning Archives is certainly not enthusiastic, and is looked upon in some places as more or less an unnecessary addition to the work which busy officers are doing, and which they regard as vital and primary. Whether or not that attitude is justified is neither here nor there. The fact remains that by personal contact we can get willing cooperation from all concerned. If, however, a directive is sent out previous to personal contact, the attitude is likely to be "this is a bloody nuisance". While the directive would be carried out, because it was a directive, the cooperation would be in most cases unwilling and half-hearted. The directive should confirm points brought up at the time of personal contact.

3. We are learning much ourselves as a result of the field trips, and the directive, when issued, will be all the more valuable as a result.

4. I dislike to bother you with details in a matter on which responsibility has been placed on me, but I feel that I must answer the question which you raised.

03154

ROBERT A. LOVE
Major, A.G.D.
Secretary General

Exc. Gen.
I agree about holding up the directive but we should record in the minutes that the meeting decided to issue a directive. That is factual
DL Lush

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

CC 314.6 13 May 1946

ARCHIVES MEETING, 29 APRIL 1946

Present: Brigadier Lush
Mr. Hilary Jenkinson
Major Doe
Major Minkel
Major White
Major Beames
Captain Brooke
Captain Mid-Smith
Captain Collins

Brigadier Lush asked Mr. Jenkinson to give a summary of the progress up to date and to make suggestions for the future. Mr. Jenkinson said that Captain Collins had been handling all the archives material so far received, and felt that he should say what impressions he had gained so far.

Captain Collins said that most of the files were from organizations now defunct; most of the Sub-Commissions visited up to date had practically nothing which they could release, as the files which they themselves had created were in current use. Captain Collins said that a number of files containing a miscellaneous assortment of circulars had been received from various sources, from which he was endeavoring to build up complete files of serially numbered documents. He felt that in the future recipients of such documents should not send them into the archives, but should destroy them themselves. The Sub-Commissions, etc., actually producing these serially numbered documents should be responsible for maintaining and eventually transmitting complete files to archives.

00053

Another point had emerged from examination of the files sent in. There were a number of different file systems in operation, but this in itself was no disadvantage; in fact, Sections might feel resentful if Archives interfered with a matter which they might reasonably regard as their own concern. What was needed was intelligent use of whatever system was employed. For example, some files opened on a particular 'sub-subject' were found to contain one document only; this could have been included in the existing 'parent' file. On the other hand, some files became bulky and unwieldy, and it would have been an advantage if they had been split up. There seemed to be a tendency to draw up a file list and regard it as inflexible, whereas it was considered preferable that the list should conform to the actual work of an office instead of the work being compelled to run into channels laid down when the list was first drawn up.

Mr. Jenkinson agreed that it was very desirable that there should be uniform principles of filing irrespective of the actual file system in use.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Major Pinkel
Major White
Major Parkes
Captain Brooke
Captain Pim-Smith
Captain Collins

Brigadier Bush asked Mr. Jenkinson to give a summary of the progress up to date and to make suggestions for the future. Mr. Jenkinson said that Captain Collins had been handling all the Archives material so far received, and felt that he should say what impressions he had gained so far.

Captain Collins said that most of the files were from organisations now defunct; most of the Sub-Commissions visited up to date had practically nothing which they could release, as the files which they themselves had created were in current use. Captain Collins said that a number of files containing a miscellaneous assortment of circulars had been received from various sources, from which he was endeavoring to build up complete files of serially numbered documents. He felt that in the future recipients of such documents should not send them into the Archives, but should destroy them themselves. The Sub-Commissions, etc., actually producing these serially numbered documents should be responsible for maintaining and eventually transmitting complete files to Archives.

00053

Another point had emerged from examination of the files sent in. There were a number of different file systems in operation, but this in itself was no disadvantage; in fact, Sections might feel resentful if Archives interfered with a matter which they might reasonably regard as their own concern. What was needed was intelligent use of whatever system was employed. For example, some files opened on a particular "sub-subject" were found to contain one document only, this could have been included in the existing "parent" file. On the other hand, some files became bulky and unwieldy, and it would have been an advantage if they had been split up. There seemed to be a tendency to draw up a file list and regard it as inflexible, whereas it was considered preferable that the list should conform to the actual work of an office instead of the work being compelled to run into channels laid down when the list was first drawn up.

Mr. Jenkinson agreed that it was very desirable that there should be uniform principles of filing irrespective of the actual file system in use. From the outset, papers not of permanent value should be filed in such a way as to be readily separable by a junior clerk as a routine piece of work. It was essential, if Archives were to be properly conducted, that files should be maintained and papers eliminated on the principle of forethought and not afterthought. It was realized that it was not possible to make elimination on these lines retrospective, but Mr. Jenkinson stressed the necessity for proceeding on these lines in the future. It should not be part of the Archivist's normal duty to eliminate routine papers.

In connection with the elimination of documents, it might be necessary from time to time for the Committee to discuss with a representative of a Subcommission a list of documents which the Section did not propose to preserve. In this way a schedule for routine destruction of specified documents could be drawn up. The question would also need to be settled whether Sections themselves would destroy documents or send them to Archives for this purpose.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Major White asked Mr. Jenkinson if he would formulate broad principles of elimination. Mr. Jenkinson said that these principles were the same as those of good filing for current office administration. The aim should be to ensure that it should be possible to reconstruct from the files the initiation of each fresh department of work, the ends it was intended to serve, the way in which it was organized, and its results up to date.

Archives would, however, be consulted by posterity for reasons having no connection with the reasons for which they were compiled. It was impossible to predict the angle of approach of future inquirers, and was normally useless to provide for it. Care should, however, be taken in condemning material of apparently no intrinsic value but which includes, for example, a large list of persons, or a report dealing with a wide variety of subjects, which it is reasonable to suppose may not exist in similar form elsewhere.

With regard to binding, Mr. Jenkinson said that he deprecated the bootlace method, but strongly advocated the two-hole binder use on the short side of the paper. In this connection consideration should be given to standardizing the method of typing on the reverse side of a sheet of paper.

Brigadier Lush said that he appreciated the importance of the points raised and felt it highly desirable that they should be brought to the notice of a responsible officer in each sub-commission by means of one or two talks on the subject. Major White agreed and suggested that chief clerks should be included also.

Brigadier Lush asked Major White to give the talks, and asked the Secretary to arrange them. Major White will send to the Secretary a draft of the talks which he proposes to give. Mr. Jenkinson mentioned a final point; namely, the necessity for ensuring the satisfactory disposal of the documents of any sub-commission or other organization which ceases to have separate existence.

Brigadier Lush expressed warm appreciation of the help which Mr. Jenkinson had readily given in establishing the Archives during the period he had been with the Commission. It had been of very great value to have the benefit of the specialist knowledge and experience which Mr. Jenkinson had acquired in the course of his many years of work on the subject.

A. J. COLLINS
Captain, R.A.
Asst Secy Gen

Declassified E.O. 12356 Section 3.3/NND No. 785021

to provide for it. Care should, however, be taken in condemning material of apparently no intrinsic value but which includes, for example, a large list of persons, or a report dealing with a wide variety of subjects, which it is reasonable to suppose may not exist in similar form elsewhere.

With regard to binding, Mr. Jenkinson said that he deprecated the bootlace method, but strongly advocated the two-hole binder use on the short side of the paper. In this connection consideration should be given to standardizing the method of typing on the reverse side of a sheet of paper.

Brigadier Lush said that he appreciated the importance of the points raised and felt it highly desirable that they should be brought to the notice of a responsible officer in each sub-commission by means of one or two talks on the subject. Major White agreed and suggested that chief clerks should be included also.

Brigadier Lush asked Major White to give the talks, and asked the Secretary to arrange them. Major White will send to the Secretary a draft of the talks which he proposes to give. Mr. Jenkinson mentioned a final point; namely, the necessity for ensuring the satisfactory disposal of the documents of any sub-commission or other organisation which ceases to have separate existence.

Brigadier Lush expressed warm appreciation of the help which Mr. Jenkinson had readily given in establishing the Archives during the period he had been with the Commission. It had been of very great value to have the benefit of the specialist knowledge and experience which Mr. Jenkinson had acquired in the course of his many years of work on the subject.

A. J. COLLINS
Captain, R.N.
Asst Secy Gen

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/dfe

SG 314.8

14 May 1944

MEMORANDUM TO: Major Poe

1. The ~~compilation of the~~ Minutes of the Archives Meeting of 29 April was deferred at Mr. Jenkinson's ~~specific~~ request in order that he might assist in their compilation. Owing to his impending departure, Mr. Jenkinson was very busy and was unable to deal with the matter until the late afternoon of Friday 5th of May. I dictated a draft of the Minutes immediately. On the following morning I departed as arranged on a tour embracing Matera, Bari, and Lecce.

2. I returned to the office at 5:30 P.M. on 11th of May, polished up the Minutes on the 12th and they were issued on the 13th.

3. The inclusion in the Minutes of a note about the directive was specifically discussed with Mr. Jenkinson, and it was felt unnecessary to record the decision for the following reasons. The proposed directive had been the subject of many talks between Mr. Jenkinson and myself and we had already worked out together the lines it should follow. Further, the position is complicated by the fact that some regions and sub-commissions have been visited by me; others have not. It would, I think, be confusing to issue a general circular on the subject until all offices of the Commission have been visited; otherwise some will know what we are talking about and others will not.

4. Immediately on return from my tour I telephoned Major White and have made an appointment with him for Monday 15 May. He is, I know, preparing a note of some points which he thinks should be included in our directive on filing, but he too has been busy and at the time I telephoned him (12 May) his draft had not been completed.

5. I heard by chance that Major White has already given a talk to the chief clerks in the sub-commissions of the Administrative Section but do not know what further plans he has in mind. I shall discuss this with him on Monday.

6. Certain impressions which I formed as the result of my tour are recorded in the report already sent to you. My own experience [redacted] lead me to the conclusion that our motto must be "festina lente."

A. J. COLLINS
Captain, RE
Asst Secy Gen

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

AGO ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organise its filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices should take all steps possible to ensure that papers are tidily filed and firmly bound.

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's normal duties to purge files sent to him for custody, and elimination of papers should be made by the offices concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts: (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.

6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.

03051

7. It is realised that many offices are heavily pressed, and so far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be greatly appreciated.

8. The Archivist will visit you at an early date to discuss arrangements for facilitating the handing over of files, and any relevant points upon which he may be able to give assistance.

ROBERT N. LOE
Major, A.G.D.
Secretary General

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

AJC/dfe

SC 314.8

13 May 1944

ACC ARCHIVES

MEMORANDUM TO: Secretary General

Following is report on my visits from 5 - 10 May 1944.

REGION II

I saw Colonel Zellars; Lt. Col. McCleary, Executive Officer, (a very recent appointment); and his assistant, Captain Drummond Young (who is probably taking up another appointment shortly). The latter, who has had considerable experience in Region II, accompanied me around the various offices, but pointed out that the "following up" on Archives would be done by Lt. Col. McCleary.

I saw the great majority of the sections at Regional Hq, all of whom keep their own files, and I discussed with them the various points mentioned in our circulars. One box of out-of-date files had been placed aside for storage, and this has now been taken into the Archives. Otherwise, all files are in current use, and nothing further can be released at present. A general complaint was that very few clerks are available for filing, and several officers have to keep their own files. Bearing in mind this limitation, endeavor will be made to maintain files in the condition suggested in our discussions with Mr. Jenkinson. One of the sections had made recent modifications to its filing system which were not apparent from the papers. I suggested the addition of a brief note to the files concerned, so that an explanation would be available to a reader unfamiliar with the administrative change.

00350

I explained also that, whilst we did not wish any documents to be destroyed which were likely to be of permanent interest and value, we did not want to receive whole files of purely routine papers. I stressed the point that what were needed were files on the work of the Commission and not, generally speaking, on the working of the Commission; e.g., correspondence regarding telephone directories, repairs to Commission vehicles, stationery requisitions, etc.were not matters peculiar to the ACC and would not normally be required for Archives.

Lt. Col. McCleary welcomed the suggestion that two-hole file binders should be used, and asked if they could be supplied by Hq. I promised to explore the possibility and to let him know. He would also like copies of our circulars, which he will send with a covering note to the sections and Provincial offices in the Region.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

REGION II

I saw Colonel Bellars; Lt. Col. McCleary, Executive Officer, (a very recent appointment); and his assistant, Captain Drummond Young (who is probably taking up another appointment shortly). The latter, who has had considerable experience in Region II, accompanied me around the various offices, but pointed out that the "following up" on Archives would be done by Lt. Col. McCleary.

I saw the great majority of the sections at Regional HQ, all of whom keep their own files, and I discussed with them the various points mentioned in our circulars. One box of out-of-date files had been placed aside for storage, and this has now been taken into the Archives. Otherwise, all files are in current use, and nothing further can be released at present. A general complaint was that very few clerks are available for filing, and several officers have to keep their own files. Bearing in mind this limitation, endeavor will be made to maintain files in the condition suggested in our discussions with Mr. Jenkinson. One of the sections had made recent modifications to its filing system which were not apparent from the papers. I suggested the addition of a brief note to the files concerned, so that an explanation would be available to a reader unfamiliar with the administrative change.

93059

I explained also that, whilst we did not wish any documents to be destroyed which were likely to be of permanent interest and value, we did not want to receive whole files of purely routine papers. I stressed the point that what were needed were files on the work of the Commission and not, generally speaking, on the working of the Commission; e.g., correspondence regarding telephone directories, repairs to Commission vehicles, stationery requisitions, etc.were not matters peculiar to the ACC and would not normally be required for Archives.

Lt. Col. McCleary welcomed the suggestion that two-hole file binders should be used, and asked if they could be supplied by Hq. I promised to explore the possibility and to let him know. He would also like copies of our circulars, which he will send with a covering note to the sections and Provincial offices in the Region.

DISPLACED PERSONS SUB-COMMISSION

I saw the Adjutant, Captain Giacomo and his chief clerk (W.O. I.). The discussions proceeded on much the same lines as those with Region II. There is a batch of old files which are occasionally used for reference, and may be ready for Archives in a few months time. The chief clerk apologized for their untidy condition; he had inherited the files from his predecessor, but was in process of building up a new system. This is nearly complete and a copy of the new file register will be sent to us. Both he and Capt. Giacomo have evidently given a good deal of thought to their files, and I think we shall find their material in good shape.

SG 314.6, 13 May 44. (continued):

This excludes, of course, the obsolete batch mentioned above; I explained that their pressure of work was appreciated, and if they would send this batch into Archives with an adequate explanatory list, Archives would undertake to clear up the papers.

A supply of two-hole binders would be welcomed.

AIR FORCES SUB-COMMISSION

I spoke to S/L Walton, again on the same lines, and was impressed by his very ready appreciation of the essentials of the problem. He keeps a watchful eye on the files of the office and makes periodic examination of them. Whilst I was with him he instructed his clerk to open an Archives file on the spot: he is placing in it a note of our discussion for future reference when weeding out obsolete material. It was evident to me however, although I did not examine the files, that S/L Walton's ideas are so sound that very little guidance, if any, was necessary. He spontaneously made the remark that his idea of filing was that, were he removed at a moment's notice, his files would be in such a condition that his successor could see at once from them what had been going on and could carry on the job.

I mentioned the two-hole file binders; I understand that the Air Vice Marshal has very strong views against their use, and I considered it imprudent to press the point.

ARMY SUB-COMMISSION

I had a similar discussion with Major Butterworth. He makes periodical examinations of the files, and weeds out what he considers of no importance or interest, and these documents are destroyed. I welcomed the information that elimination was properly handled, but deplored the destruction of papers. I explained that, although papers might have ceased to be of any administrative value, they might - and probably would - continue to be of value from the Archives point of view. This point will be borne in mind.

Major Butterworth said that many of their files related to A [illegible] matters (G1 & G4), and he wondered if they would be of interest. I said that, insofar as they related to personnel, organization, supplies and equipment of the Italian forces, they would be, because they showed the nature and purpose of the day to day work of the Army Sub-Commission.

A war diary is also kept. This is the only ACC office yet visited which keeps a war diary, and it was agreed that in view of the predominantly "military" nature of this Sub-Commission's work, it would be advisable to continue it.

Declassified E.O. 12356 Section 3.3/NND No. 785021

by his very ready appreciation of the essentials of the problem. He keeps a watchful eye on the files of the office and makes periodic examination of them. Whilst I was with him he instructed his clerk to open an Archives file on the spot; he is placing in it a note of our discussion for future reference when weeding out obsolete material. It was evident to me however, although I did not examine the files, that S/L Welton's ideas are so sound that very little guidance, if any, was necessary. He spontaneously made the remark that his idea of filing was that, were he removed at a moment's notice, his files would be in such a condition that his successor could see at once from them what had been going on and could carry on the job.

I mentioned the two-hole file binders; I understand that the Air Vice Marshal has very strong views against their use, and I considered it imprudent to press the point.

ARMY SUB-COMMISSION

I had a similar discussion with Major Butterworth. He makes periodical examinations of the files, and weeds out what he considers of no importance or interest, and these documents are destroyed. I welcomed the information that elimination was properly handled, but deplored the destruction of papers. I explained that, although papers might have ceased to be of any administrative value, they might - and probably would - continue to be of value from the Archives point of view. This point will be borne in mind.

Major Butterworth said that many of their files related to A [illegible] 93949 matters (G1 & G4), and he wondered if they would be of interest. I said that, insofar as they related to personnel, organization, supplies and equipment of the Italian forces, they would be, because they showed the nature and purpose of the day to day work of the Army Sub-Commission.

A war diary is also kept. This is the only ACC office yet visited which keeps a war diary, and it was agreed that in view of the predominantly "military" nature of this Sub-Commission's work, it would be advisable to continue it.

Major Butterworth said that his office was rather strongly wedded to the British "bootlace" method of fastening, but would be interested to see a sample of the two-hole binder.

Conclusions:

As expected, my business did not evoke wild enthusiasm, and although the attitude of the people I visited varied from mild interest to polite tolerance, I am satisfied with results; and I personally found my visits instructive.

The point which made the greatest impression on me was that there is a noticeable increase in the element of stability in the Commission's organization, and this was to some extent reflected in the filing systems.

Declassified E.O. 12356 Section 3.3/NND No. 785021

SG 314.6, 13 May 44 (continued):

It is inevitable with any organization such as the ACC that its internal administration suffers from "growing pains," and procedure by trial and error is frequently necessary before the most convenient filing system is devised. Several offices had already scrapped one or even two systems, and had either established a "new order" or were in process of cleaning up the old and assimilating into the new. Filing generally was in much better shape than I had been led to believe by the sample of files received from some of the earlier offices. That being so, I felt it inexpedient to risk causing irritation by what might have seemed unnecessary examination of detail. After all, good files mean good Archives.

The question of elimination is difficult. Without a pretty close scrutiny of the work of each office, one can give only a "snap" decision - and that probably a wrong one. The Commission is not like a Government Department or Municipality with 50 years experience on recurrent matters of administration, which guide it in the preparation of a "schedule for the destruction of documents."

The principles which guided me in my talks were as follows: - Good filing is the basis; if this is carried out conscientiously, there is little more we can reasonably expect from the sub-commissions, etc. If they are in doubt, they should preserve material and send it to Archives. The regions, sub-commissions, etc. are heavily pressed with matters of current administration of the country. The academic interest of posterity must yield place to the practical interest of the present. Provided we guard against arbitrary destruction, Archives can deal at some future date with any further purging which may be desirable. If sub-commissions and regions in their day to day work can help Archives by good filing from the outset, so much the better.

A. J. COLLINS
Captain, RE
Asst Secy Gen

00348

Declassified E.O. 12356 Section 3.3/NND No. 785021

...question of elimination is difficult. Without a pretty close scrutiny of the work of each office, one can give only a "snap" decision - and that probably a wrong one. The Commission is not like a Government Department or Municipality with 50 years experience on recurrent matters of administration, which guide it in the preparation of a "schedule for the destruction of documents."

The principles which guided me in my talks were as follows: - Good filing is the basis: if this is carried out conscientiously, there is little more we can reasonably expect from the sub-commissions, etc. If they are in doubt, they should preserve material and send it to Archives. The regions, sub-commissions, etc. are heavily pressed with matters of current administration of the country. The academic interest of posterity must yield place to the practical interest of the present. Provided we guard against arbitrary destruction, Archives can deal at some future date with any further purging which may be desirable. If sub-commissions and regions in their day to day work can help Archives by good filing from the outset, so much the better.

A. J. COLLINS
Captain, RE
Asst Secy Gen

03048

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General

4 May 1944

MEMORANDUM

I visited Region III on 4 May 1944 and discussed Archives with Captain Neufeld, Executive Officer. Captain Neufeld gave me a copy of Region III Staff Memo No. 1, attached, dealing with administrative procedure within the Region.

Files are generally maintained by the different divisions of the Regional Headquarters, but certain files are maintained centrally. These files are:

Outgoing letters, nonclassified
Outgoing letters, classified
Incoming letters, classified

The procedure is that copies of all outgoing letters are sent to the central files (classified or non-classified, as the case may be), in addition to a copy being retained by the division from which they emanate.

Incoming classified documents are sent to the divisions concerned for perusal and then return to the central files of classified documents. I mentioned that whilst not wishing to interfere with the internal administration of the Region, it seemed that files under this system were bound to be fragmentary, and in order to produce a complete picture it would be necessary to call for at least two files. Further, the arrangement of the central files of classified documents does not correspond to the arrangement of files maintained by the divisions. I suggested (and Captain Neufeld agreed) that it would make for simplification if the central files were abolished and if each division were entirely responsible for the safe custody of documents affecting their business whether they are classified or not.

Captain Neufeld suggested that before making any alteration it would be advisable to see Captain Heath, Security Officer, in order to enquire if he had any reason for classified documents to be separately filed. I saw Captain Heath, who said that there was no objection, from the security angle, to divisions maintaining classified documents affecting their own work.

The matter was further discussed with two NCOs responsible for the central files, and arrangements were made to disperse the contents of the central classified files to the divisions concerned, and to discontinue the use of these files for the future.

03047

Declassified E.O. 12356 Section 3.3/NND No. 785021

Captain Neufeld asked for 30 copies of each of the two circulars already issued regarding Archives, for distribution to divisions and provincial commissioners.

It was agreed that any office producing numbered series of documents would be responsible for maintaining master files for ultimate transmission to the Archives. It was ascertained that the Region holds a number of spare copies of circulars of different kinds, and I suggested that these should be sent to the Archives to assist in building up master files of documents previously issued, in respect of which no master files are at present ~~not~~ known to exist.

In answer to an inquiry by Sgt. Lewis, I said that from the Archives point of view, we did not wish to receive documents extracted piecemeal from files. We should prefer the Region to hold the files until they could be turned over intact. I added that files so received would not be broken up or rearranged in any way, but would be kept in the same condition as handed over to the Archives, and that the files would be readily available for reference if required at any time.

A. J. COLLINS
Captain, R.E.
Asst Secy General

cc; Region III

03046

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/dfs

SG 314.8

21 April 1944

Subject: ACC Archives

To: AAF 5 Army (Attention: Major Jones, Admin. S. O.)

1. Enclosed are two copies of a circular dated 21 April 1944 relative to the collection of material for ACC Archives.

2. In view of the recent visit to you by Captain Collins, it is not proposed at this stage to make a further visit, as suggested in paragraph 8 of the circular.

3. It is understood that an instruction regarding the keeping of files is about to be issued by you to offices of your Hq. It would be appreciated if a copy of this instruction could be sent to this Hq for reference together with a copy of the list of files maintained at AAF 5 Army.

4. When files become available for handing over to the Archives, will you please consult this Hq further before any files are actually dispatched.

ROBERT E. DOE
Major, A.G.D.
Secretary General

03045

Declassified E.O. 12356 Section 3.3/NND No. 785021

A R C H I V E S

I. I visited AMG 5 Army on 6 April 1944, and discussed Archives with Major Jones, Administrative Staff Officer.

There are no files which can be sent to Archives at the moment; Major Jones is engaged in overhauling the filing arrangement, and on the day before my visit had submitted a draft circular to all branches of AMG (Field) 5 Army to Colonel Ashley for approval.

The files are housed in a central file office, but each branch, subcommission, etc. has its own clerk who is responsible for ensuring that papers find their way into the proper files. Major Jones mentioned that this system has advantages over the employment of a general filing clerk. Under his arrangement, each clerk becomes familiar with the subject matter of his particular job, and is thus enabled to take an intelligent interest in what he is doing, rather than act as a routine filing machine.

Under the arrangement which Major Jones has in mind officers will be held responsible for checking through their own files periodically and for maintaining them in a satisfactory condition.

An up to date register of files is being prepared and Major Jones will let us have a copy of this when it is complete, together with a copy of his "internal" circular on the keeping of files. It is not expected that there will be any files available for Archives for at least two months.

Major Jones was most helpful. I am confident that we shall have his full cooperation.

II. Whilst at Caserta I took the opportunity of visiting Major (now Lt. Col.) Ames, C. A. Section. As was anticipated, there are no files from this section available for Archives yet, but I informed Major Ames of the Archive plans which were being made and asked that he also keep in mind the fact that his files would be required in due course.

Here, too, the filing system was in a fluid state and in the process of organisation. CSO Germans had prepared a draft office circular on Major Ames instructions, and I discussed the draft with them.

I suggested modification of one instruction in the circular which to my mind would have rendered the files unnecessarily complicated. The modification was accepted and CSO Germans will send us a copy of his circular in its final form together with a copy of the file register.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
REGION 3, ALLIED CONTROL COMMISSION
APO 29, U.S. Army

STAFF MEMORANDUM)

NUMBER 1)

14 April 1946

ADMINISTRATIVE PROCEDURE

1. General. These instructions are published as a guide in the establishment of a uniform operating procedure for handling administrative matters within this Headquarters.

2. Correspondence.

a. General. All correspondence will be received and dispatched by the Adjutant.

b. Action on Incoming Correspondence.

(1) When routine mail pertaining entirely to the technical activities of a division or section is received by the Adjutant, it will be sent to that division or section and a record of its receipt will be made by the Adjutant. Correspondence pertaining to matters of policy, or reflecting serious conditions or problems, is handled in the Reg. Commissioner's Staff Section. When appropriate, non-routine correspondence may be sent for action to the office having paramount interest.

(2) Action upon correspondence includes the following responsibilities.

(a) COORDINATION AND PROCUREMENT OF CONCURRENCES OF ALL OTHER INTERESTED SECTIONS, INCLUDING THE ADJUTANT, AND APPROVAL OF PROPOSED ACTION, WHEN NECESSARY.

(b) Preparation of reply.

(c) Notification to Adjutant when reply cannot be made promptly, giving cause of delay.

c. Error in reference. When an error has been made in the designation of the office to take action, that office will immediately return the correspondence to the Adjutant with statement of reason.

d. Channels of Communication.

(1) Correspondence with Hq ACC. On routine and technical matters only, the Divisions may correspond directly, on their own subject, with sub-commissions and sections of Hq ACC. Correspondence will be signed for the Regional Commissioner by the Division Chief:

For the Regional Commissioner:

JOHN M. CHAPMAN
Lt. Col., JAGD
Regional Legal Officer

00043

A copy of such correspondence should be sent either to the Economics Section or the Administrative Section, Hq ACC, depending upon which section the particular sub-

1. General. These instructions are published as a guide in the establishment of a uniform operating procedure for handling administrative matters within this Headquarters.

2. Correspondence.

a. General. All correspondence will be received and dispatched by the Adjutant.

b. Action on Incoming Correspondence.

(1) When routine mail pertaining entirely to the technical activities of a division or section is received by the Adjutant, it will be sent to that division or section and a record of its receipt will be made by the Adjutant. Correspondence pertaining to matters of policy, or reflecting serious conditions or problems, is handled in the Reg'l Commissioner's Staff Section. When appropriate, non-routine correspondence may be sent for action to the office having paramount interest.

(2) Action upon correspondence includes the following responsibilities.

(a) COORDINATION AND PROCUREMENT OF CONCURRENCES OF ALL OTHER INTERESTED SECTIONS, INCLUDING THE ADJUTANT, AND APPROVAL OF PROPOSED ACTION, WHEN NECESSARY.

(b) Preparation of reply.

(c) Notification to Adjutant when reply cannot be made promptly, giving cause of delay.

c. Error in reference. When an error has been made in the designation of the office to take action, that office will immediately return the correspondence to the Adjutant with statement of reason.

d. Channels of Communication.

(1) Correspondence with Hq ACC. On routine and technical matters only, the Divisions may correspond directly, on their own subject, with sub-commissions and sections of Hq ACC. Correspondence will be signed for the Regional Commissioner by the Division Chief:

For the Regional Commissioner:

JOHN W. CHAPMAN
Lt. Col., JAGD
Regional Legal Officer

00043

A copy of such correspondence should be sent either to the Economics Section or the Administrative Section, Hq ACC, depending upon which section the particular sub-commission addressed falls under. (See Incl. 3.)

Where any doubt exists, correspondence should be addressed to Regional Control and Military Government Section, Hq ACC.

On correspondence of special importance reflecting matters of policy, or a serious condition or problem, the papers will be addressed to Regional Control and Military

Declassified E.O. 12356 Section 3.3/NND No. 785021

Government Section (RC & MG Section), Hq ACC, and will be prepared for the Regional Commissioner's signature:

CHARLES POLENTI,
Lt. Col., AUS,
Regional Commissioner

(2) Correspondence with Other Regions. All correspondence will be addressed to the Regional Commissioner of the Region concerned, THRU the Regional Control and Military Government Section (RC & MG Sec), Hq ACC, and will be prepared for the Regional Commissioner's signature. This policy will be followed except in those instances where an agreement has been reached with Hq ACC for direct communication between regions.

(3) Correspondence with Provinces within the Region. All correspondence must be THRU the Provincial Commissioner. Only correspondence of special importance reflecting matters of policy, or a serious condition or problem, will be prepared for the signature of the Regional Commissioner.

(4) Procedure from Lower Echelons Upward. In all appropriate instances described above, the procedure in reverse must be followed.

(5) Correspondence with Other Agencies.

(a) No direct contact with the Italian National Government (Ministers, Undersecretaries, etc.) is to be made by any Regional personnel. All such relations are the responsibility and function of Hq ACC, and various Sub-Commissions of ACC.

(b) PBS is to be contacted only THRU PBS Liaison Officer, Hq ACC.

(c) 57 Area (British) is to be contacted only THRU the Regional Liaison Officer.

(d) 3rd District is to be contacted only THRU the Principal Provincial Officer, Southern District, Venice Province.

(6) Addressing Individuals. All correspondence is to be addressed to the title of the office or position, and not to individuals. If the correspondence being written is a reply to a particular letter, or is in reference to matter previously handled by a particular person, then the correspondence will be addressed to the title of the office or position and marked for the attention of the individual concerned. But, the envelope used for transmittal will be addressed to the office or position only.

e. Filing. An orderly subject file will be maintained by each division, and correspondence will be numbered with letter prefix for each section as follows:

R - For letters originating in the RC's Staff Section
A - Agriculture
BB - Billeting and Buildings
CU - Communications and Utilities
CP - Controller of Property
ES - Economics and Supply
E - Education
F - Finance
FA - Fine Arts

Declassified E.O. 12356 Section 3.3/NND No. 785021

addressed to the Regional Commissioner of the Region concerned, THRU the Regional Control and Military Government Section (RC & MG Sec), Hq ACC, and will be prepared for the Regional Commissioner's signature. This policy will be followed except in those instances where an agreement has been reached with Hq ACC for direct communication between regions.

(3) Correspondence with Provinces within the Region. All correspondence must be THRU the Provincial Commissioner. Only correspondence of special importance reflecting matters of policy, or a serious condition or problem, will be prepared for the signature of the Regional Commissioner.

(4) Procedure from Lower Echelons Upward. In all appropriate instances described above, the procedure in reverse must be followed.

(5) Correspondence with Other Agencies.

(a) No direct contact with the Italian National Government (Ministers, Undersecretaries, etc.) is to be made by any Regional personnel. All such relations are the responsibility and function of Hq ACC, and various Sub-Commissions of ACC.

(b) PBS is to be contacted only THRU PBS Liaison Officer, Hq ACC.

(c) 57 Area (British) is to be contacted only THRU the Regional Liaison Officer.

(d) 3rd District is to be contacted only THRU the Principal Provincial Officer, Southern District, Naples Province.

(6) Addressing Individuals. All correspondence is to be addressed to the title of the office or position, and not to individuals. If the correspondence being written is a reply to a particular letter, or is in reference to matter previously handled by a particular person, then the correspondence will be addressed to the title of the office or position and marked for the attention of the individual concerned. But, the envelope used for transmittal will be addressed to the office or position only.

e. Filing. An orderly subject file will be maintained by each division, and correspondence will be numbered with letter prefix for each section as follows:

R - For letters originating in the RC's Staff Section
A - Agriculture
BB - Billeting and Buildings
CU - Communications and Utilities
CP - Controller of Property
ES - Economics and Supply
E - Education
F - Finance
FA - Fine Arts
La - Labour
L - Legal
LR - Liaison & Requisitioning
P - Postal
PHW - Public Health and Welfare
PR - Public Relations
PS - Public Safety
PC - Purchasing and Contracting
RF - Refugee Field Section
T - Transportation

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

f. Form of Correspondence. The sample letter and indorsement shown in Incl. #1 will be followed by all divisions in this Hq. Incl. #2 shows different methods of addressing letters, and the two types of "Order Lines", with explanations as to their proper use.

g. Copies. Each letter or indorsement prepared in this Headquarters will consist of the original, one copy for file of the originating section, and one copy for the Adjutant's file, which will from now on be a complete Hq file. Copies for the Adjutant's file should be so marked. In total, one original plus 2 copies. (For purposes of paper conservation only one copy of correspondence goes forward, instead of standard procedure: original and one copy.)

h. Each letter or indorsement calling for a report, or which is to be returned, by a given date, will have such date entered in upper right-hand corner, e.g., (S-1 6-44) as shown in Incl. #1.

3. Orders, Regional Orders, Administrative Instructions Staff Memoranda and Daily Bulletins.

a. Classes of.

(1) Numerically numbered publications will be confined to the following:

(a) Orders. Orders affecting the status of individuals of the military establishment, i.e., appointment, assignment, reassignment, detail, travel, transfer, etc.

(b) Regional Orders. Orders affecting the civilian population either in the entire region or in designated parts of the Region; regional offices; and regional agencies and enterprises.

(c) Administrative Instructions. Directives defining, interpreting, and amplifying terms and provisions of Regional Orders, and giving instructions as to relative administrative practices.

(d) Staff Memoranda. (Administrative Office Procedures) Instructions and information for the administrative guidance of Headquarters and Provincial personnel only.

(e) Daily Bulletins. Miscellaneous information.

(2) Subjects that do not fall within one of the above classifications may be published in the form of unnumbered memoranda, in letter form, or in the Daily Bulletin.

b. Drafts. Drafts of proposed Regional Orders and Administrative Instructions will be prepared in the section of origin and, after approval by the Regional Commissioner, will be sent to the Adjutant for numbering and publication in proper form. Sections will indicate other than usual distribution at the bottom of the draft. IMPORTANT: Mimeographing or final preparation of these drafts will not, under any circumstances, be made by the Division itself. Orders, Staff Memoranda, and Daily Bulletins, will be prepared by the Adjutant only.

00042

c. Signatures.

(1) Orders will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Adjutant.

(2) Regional Orders will be signed by the Regional Commissioner.

will consist of the original, one copy for file of the originating section, and one copy for the Adjutant's file, which will from now on be a complete Hq file. Copies for the Adjutant's file should be so marked. In total, one original plus 2 copies. (For purposes of paper conservation only one copy of correspondence goes forward, instead of standard procedure: original and one copy.)

b. Each letter or indorsement calling for a report, or which is to be returned, by a given date, will have such date entered in upper right-hand corner, e.g., (S-1 6-44) as shown in Incl. #1.

3. Orders, Regional Orders, Administrative Instructions Staff Memoranda and Daily Bulletins.

a. Classes of.

(1) Numerically numbered publications will be confined to the following:

(a) Orders. Orders affecting the status of individuals of the military establishment, i.e., appointment, assignment, reassignment, detail, travel, transfer, etc.

(b) Regional Orders. Orders affecting the civilian population either in the entire region or in designated parts of the Region; regional offices; and regional agencies and enterprises.

(c) Administrative Instructions. Directives defining, interpreting, and amplifying terms and provisions of Regional Orders, and giving instructions as to relative administrative practices.

(d) Staff Memoranda. (Administrative Office Procedures) Instructions and information for the administrative guidance of Headquarters and Provincial personnel only.

(e) Daily Bulletins. Miscellaneous information.

(2) Subjects that do not fall within one of the above classifications may be published in the form of unnumbered memoranda, in letter form, or in the Daily Bulletin.

b. Drafts. Drafts of proposed Regional Orders and Administrative Instructions will be prepared in the section of origin and, after approval by the Regional Commissioner, will be sent to the Adjutant for numbering and publication in proper form. Sections will indicate other than usual distribution at the bottom of the draft. IMPORTANT: Mimeographing or final preparation of these drafts will not, under any circumstances, be made by the Division itself. Orders, Staff Memoranda, and Daily Bulletins, will be prepared by the Adjutant only.

00042

c. Signatures.

(1) Orders will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Adjutant.

(2) Regional Orders will be signed by the Regional Commissioner.

(3) Administrative Instructions will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Section or Division Chief.

(4) Staff Memoranda will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Adjutant.

(5) Daily Bulletins will be signed "By Order of Lieutenant Colonel Charles POLETTI:" by the Adjutant.

4. Routing Slip. The "Informal Routing Slip" furnished by the Adjutant will be used by all Sections. Comments on routing slips become a part of the permanent record and that fact should be borne in mind when they are made. There is no

Declassified E.O. 12356 Section 3.3/NND No. 785021

objection to the use of other types of routing slips within a section, but they will not be used in transmitting papers outside.

5. Records. It is the direct responsibility of each division or section head to maintain its own files. Haphazard methods will not be tolerated. A periodic check of all Division or Section files will be made by the RC's Staff Section.

6. Cables. All radio messages for transmission through ACC Cable Section will be submitted to the Adjutant's Office, this Headquarters, in accordance with the following procedure:

a. Messages will be submitted in duplicate and typed in the form desired for transmission. No attempt will be made to insert the "inside address."

b. Addresses, classification, precedence and name of originating section will be included at the top of the page and both copies will be initialed by the originating officer.

c. If it is desired that information copies be sent to other headquarters, they will be inserted in the following manner: "Information copies to: MGS, AFHQ, IBS for AMG, etc".

d. The following rules will apply in preparation of message:

(1) Classification and Precedence. The tendency to assign a higher classification and precedence than the contents or urgency of the message demand will be curbed. Strict compliance with the provisions of AR 380-5 and 105-25 will be observed. Classifications are Restricted, Confidential, and Secret. Precedence ratings in order of increasing urgency are: Deferred, Routine, Priority and Urgent.

(2) Subject Matter. Messages should be written in simple, concise and understandable language, leaving no doubt as to the exact meaning intended. Messages answering previous messages will refer to the previous message and specifically identify it.

(a) Do not begin or end a message with stereotyped words such as the following:

Compass directions (North, East, etc.)
Correspondence symbols
Months and Dates
Numbers (One, Two, Three, etc.)
Phonetics (Able, Baker, etc.)
Ranks, Grades, Titles
"Rad" words (Reurad, retel, request, reply, etc.)

Acknowledge	End	Package	Shipment
Advance	End of Message	Paraphrase	Signed
Advice	Evening	Paren	Stop
Advise	Follow	Period	That
Arrive	For	Please	This
Attention	From	Pursuant to	You
Authority	Headquarters	Quote	Your
		Radio	

Declassified E.O. 12356 Section 3.3/NND No. 785021

Section.

6. Cables. All radio messages for transmission through ACC Cable Section will be submitted to the Adjutant's Office, this Headquarters, in accordance with the following procedure:

a. Messages will be submitted in duplicate and typed in the form desired for transmission. No attempt will be made to insert the "inside address."

b. Addresses, classification, precedence and name of originating section will be included at the top of the page and both copies will be initialed by the originating officer.

c. If it is desired that information copies be sent to other headquarters, they will be inserted in the following manner: "Information copies to: MGS, AFHQ, IBS for AMG, etc".

d. The following rules will apply in preparation of message:

(1) Classification and Precedence. The tendency to assign a higher classification and precedence than the contents or urgency of the message demand will be curbed. Strict compliance with the provisions of AR 380-5 and 105-25 will be observed. Classifications are Restricted, Confidential, and Secret. Precedence ratings in order of increasing urgency are: Deferred, Routine, Priority and Urgent.

(2) Subject Matter. Messages should be written in simple, concise and understandable language, leaving no doubt as to the exact meaning intended. Messages answering previous messages will refer to the previous message and specifically identify it.

(a) Do not begin or end a message with stereotyped words such as the following:

Compass directions (North, East, etc.)
Correspondence symbols
Months and Dates
Numbers (One, Two, Three, etc.)
Phonetics (Able, Baker, etc.)
Ranks, Grades, Titles
"Re" words (Reurad, retel, request, reply, etc.)

Acknowledge	End	Package	Shipment
Advance	End of Message	Paraphrase	Signed
Advice	Evening	Paren	Stop
Advise	Follow	Period	That
Arrive	For	Please	This
Attention	From	Pursuant to	You
Authority	Headquarters	Quote	Your
Cite	In compliance	Radio	Unquote
Confirm	In reply	Reference	
Depart	Information	Receipt	
Effective	Our	Recommend	

The adding of "ed", "ing" or "s" to any of the above words does not alter their being stereotyped.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

(b) All messages will be typewritten, double spaced, and in capital letters.

(c) Single letters of the alphabet, except parts of speech, will be spelled phonetically. Phonetic alphabet will be used for groups of letters whenever need exists to insure accuracy.

LETTER	PHONETIC	LETTER	PHONETIC
A	ABLE	N	NAN
B	BAKER	O	OBOE
C	CHARLIE	P	PETER
D	DOG	Q	QUEEN
E	EASY	R	ROGER
F	FOX	S	SUGAR
G	GEORGE	T	TARE
H	HOW	U	UNCLE
I	ITEM	V	VICTOR
J	JIG	W	WILLIAM
K	KING	X	XRAY
L	LOVE	Y	YOKE
M	MIKE	Z	ZEBRA

(d) Arabic numerals will be written out individually (366 will be written THREE SIX EIGHT). Zero will be written zero and not naught.

(e) Punctuation will be kept to a minimum necessary to insure clarity. When used it will be spelled out, except for comma (COMMA) and period (PD). The word STOP will not be used.

(f) When it is necessary to include the contents of another message, the extracts will be paraphrased. Verbatim quotations will not be made for re-transmission.

g. The "Follow up" copy of the message, on which is written the ACC reference number, will be forwarded to the Staff Section as soon as ready.

7. Messenger Service.

a. Within this Headquarters. Within this headquarters a regular messenger service will be maintained by the Adjutant. Any office is authorized to utilize its own personnel for messenger work when it deems it necessary. Urgent papers must be sent at once to the offices for which intended.

b. Outside. Messenger or courier service outside the Hq is a responsibility of the Adjutant.

8. Personnel.

a. Assignment, etc. The initial assignment of personnel to [illegible] or sections and changes in such assignments will be covered by Orders published by this Hq. No Hq or Provincial divisions or sections have any responsibility or jurisdiction in this initial assignment. After an individual is assigned to a division or section, he will not be granted leave of absence, furlough, pass, during normal office hours, or transferred, without the prior knowledge or consent of his [illegible] section chief who will inform the Adjutant.

03041

A	ABLE	N	NAN
B	BAKER	O	OBOE
C	CHARLIE	P	PETER
D	DOG	Q	QUEEN
E	EASY	R	ROGER
F	FOX	S	SUGAR
G	GEORGE	T	TARE
H	HOW	U	UNCLE
I	ITEM	V	VICTOR
J	JIG	W	WILLIAM
K	KING	X	XRAY
L	LOVE	Y	YOKE
M	MIKE	Z	ZEBRA

(d) Arabic numerals will be written out individually (366 will be written THREE SIX EIGHT). Zero will be written zero and not naught.

(e) Punctuation will be kept to a minimum necessary to insure clarity. When used it will be spelled out, except for comma (COMMA) and period (PD). The word STOP will not be used.

(f) When it is necessary to include the contents of another message, the extracts will be paraphrased. Verbatim quotations will not be made for re-transmission.

g. The "Follow up" copy of the message, on which is written the ACC reference number, will be forwarded to the Staff Section as soon as ready.

7. Messenger Service.

a. Within this Headquarters. Within this headquarters a regular messenger service will be maintained by the Adjutant. Any office is authorized to utilize its own personnel for messenger work when it deems it necessary. Urgent papers must be sent at once to the offices for which intended.

b. Outside. Messenger or courier service outside the Hq is a responsibility of the Adjutant.

8. Personnel.

00021

a. Assignment, etc. The initial assignment of personnel to divisions or sections and changes in such assignments will be covered by Orders published by this Hq. No Hq or Provincial divisions or sections have any responsibility or jurisdiction in this initial assignment. After an individual is assigned to a division or section, he will not be granted leave of absence, furlough, pass, during normal office hours, or transferred, without the prior knowledge or consent of his division or section chief, who will inform the Adjutant.

b. All officers and enlisted men reporting to this Hq for duty must report to the Adjutant.

c. Control over office personnel. The enlisted men of the Company on duty in the various offices are required to work under the exclusive control of the officer concerned, during the prescribed hours of work and for such extra hours as the chief of the division or section may find necessary.

Declassified E.O. 12356 Section 3.3/NND No. 785021

d. Office hours are from 0830 to 1730. All personnel, military and civilian, are to be at their desks and at work at 0830.

e. Regional Section Chiefs are responsible for arranging schedules of days off for all personnel in their sections. There must be at least one officer and sufficient clerical personnel (preferably EM/CR, but civilian if necessary) on duty in each section for operational purposes on Sundays and holidays.

f. There will be at least one person (officer, EM, or civilian) in each section during lunch periods to answer phones and take messages.

9. Absence of Officers. Officers who are absent from this Headquarters overnight will register departure and return in the book provided for that purpose in the office of the Adjutant.

10. Travel Orders.

a. Request for travel orders outside of the Region will be submitted to the Adjutant and include:

(1) The destination and specific purpose of the travel.
(2) Method of travel.
(3) Date travel is to begin.
(4) Estimated duration of absence.
(5) Approval.

b. After orders are issued, arrangements for transportation should be made with the Transportation Officer.

c. This procedure is necessary to protect the individual in case of accident or sickness. Those travelling without authority who are injured, etc., are considered "not in line of duty" by higher headquarters.

11. Transportation Memorandum:

a. There is a limited pool of vehicles available for officers of Regional Headquarters for intra-city use.

b. Trip tickets may be obtained from the dispatcher at the main entrance. Under no circumstances are officers to ask drivers to drive them anywhere without first clearing with the dispatcher, telephone 10183-Ext. 138. Drivers have been instructed to drive no one without a trip ticket.

By order of Lieutenant Colonel Charles POLETTI:

O. W. CAMPBELL
Captain, AUS,
Adjutant

Declassified E.O. 12356 Section 3.3/NND No. 785021

clerical personnel (preferably EM/OR, but civilian if necessary) on duty in each section for operational purposes on Sundays and holidays.

f. There will be at least one person (officer, EM, or civilian) in each section during lunch periods to answer phones and take messages.

9. Absence of Officers. Officers who are absent from this Headquarters overnight will register departure and return in the book provided for that purpose in the office of the Adjutant.

10. Travel Orders.

a. Request for travel orders outside of the Region will be submitted to the Adjutant and include:

(1) The destination and specific purpose of the travel.
(2) Method of travel.
(3) Date travel is to begin.
(4) Estimated duration of absence.
(5) Approval.

b. After orders are issued, arrangements for transportation should be made with the Transportation Officer.

c. This procedure is necessary to protect the individual in case of accident or sickness. Those travelling without authority who are injured, etc., are considered "not in line of duty" by higher headquarters.

11. Transportation Memorandum:

a. There is a limited pool of vehicles available for officers of Regional Headquarters for intra-city use.

b. Trip tickets may be obtained from the dispatcher at the main entrance. Under no circumstances are officers to ask drivers to drive them anywhere without first clearing with the dispatcher, telephone 10183-Ext. 138. Drivers have been instructed to drive no one without a trip ticket.

By order of Lieutenant Colonel Charles POLETTI:

O. W. CAMPBELL
Captain, AUS,
Adjutant

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
REGION 3, ALLIED CONTROL COMMISSION (S-1-5-44)
APO 394, U.S. Army

RA-101 14 April 1944

SUBJECT: Correspondence.

TO : All concerned.

1. Begin the first paragraph below the upper one-third of the sheet. This instruction ' necessary so that the body will begin just below the first crease when the letter is folded for mailing.

2. When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1, indenting 5 spaces from the left margin.

a. You should letter sub-paragraphs (primary division of a paragraph) with underscored lower case letters beginning with a.

b. Indent subdivisions so that they will fall under the first letter of the main paragraph.

(1) To further subdivide a paragraph, use Arabic numbers in parenthesis. The number is placed so that it falls below the first letter of the preceding subdivision.

(a) If further division is necessary, lower case letters in parenthesis will be used.

By Order of Lieutenant Colonel Charles POLETTI:

O. W. CAMPBELL,
Captain, AUS,
Adjutant.

RA-101 1st Ind. (S-1-5-44)
Hq REGION 3, ACC, APO 394, U.S. Army, 14 April 1944.

TO: Regional Control and Military Government Section Hq ACC.

For the Regional Commissioner: 03040

O. W. CAMPBELL,
Captain, AUS,
Adjutant.

Declassified E.O. 12356 Section 3.3/NND No. 785021

TO: Legal Sub-Commission, Hq ACC.

TO: R.C.M.G. Sec., Hq ACC.

TO: Regional Commissioner, Region 2.
(Thru: R.C. & M.G. SEC., Hq ACC.)

TO: C.C., P.B.S. (Thru: PBS Liaison Officer, Hq ACC)

TO: Comdr., 57 Area (Thru: Liaison Officer, Region 3)

TO: Comdr., 3rd District (Thru: Liaison Officer, Region 3)

TO: P.C., Naples Prov. (ATT Major Revere)

By Order of Lieutenant Colonel Poletti:
(to subordinate Hqs.)

For the Regional Commissioner:
(to higher Hqs.)

Declassified E.O. 12356 Section 3.3/NND No. 785021

Sub Commissions in the ADMINISTRATIVE SECTION

Interior
Public Safety
Public Health
Property Control
Legal
Education
Monuments and Fine Arts

Sub Commissions in the ECONOMIC SECTION

Agriculture
Industry and Commerce
Labour
Food
Public Works and Utilities
[redacted]
[redacted] Transportation
Shipping
Finance

03030

Incl #5

Declassified E.O. 12356 Section 3.3/NND No. 785021

AJC/dfe

Office of the Secretary General

80 314.8 21 April 1944

Subject: ACC Archives

To: CA Section, AMG 5 Army (Attention: Lt. Col. Ames)

1. Enclosed are two copies each of circulars dated 26 March and 21 April 1944, relative to the collection of material for ACC Archives.

2. In view of the recent visit to you by Captain Collins, it is not proposed at this stage to make a further visit, as suggested in paragraph 8 of the circular.

3. It is understood that an instruction regarding the keeping of files is about to be issued by you to offices of the C.A. Section. It would be appreciated if a copy of this instruction could be sent to this HQ for reference together with a copy of the list of files maintained by the C.A. Section.

4. When files become available for handing over to the Archives, will you please consult this HQ further before any files are actually dispatched.

ROBERT K. DOE
Major, A.G.D.
Secretary General

03038

Declassified E.O. 12356 Section 3.3/NND No. 785021

I) 23

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/dfe

SC 31.8

21 April 1944

Subject: AGC Archives

To: AAG 5 Army (Attention: Major Jones, Admin. S. O.)

1. Enclosed are two copies of a circular dated 21 April 1944 relative to the collection of material for AGC Archives.

2. In view of the recent visit to you by Captain Collins, it is not proposed at this stage to make a further visit, as suggested in paragraph 8 of the circular.

3. It is understood that an instruction regarding the keeping of files is about to be issued by you to offices of your HQ. It would be appreciated if a copy of this instruction could be sent to this HQ for reference together with a copy of the list of files maintained at AAG 5 Army.

4. When files become available for handing over to the Archives, will you please consult this HQ further before any files are actually dispatched.

ROBERT E. DOE
Major, A.G.D.
Secretary General

00037

Declassified E.O. 12356 Section 3.3/NND No. 785021

Distribution of Circular Memo No 1:

Gen. Section	Major Thompson	10 copies	21 Apl.
Amb. 5 Army	" Hayes	2	21 "
R C M P G Sec	W. Cdr Shipp	1	21 "
HQ Comm Zone	W. Cdr Robertson	1	22 Apl.
G +		1	22 "
Urban Refugees	Maj. BRISTER	1	22 "
P.R.O.	Maj. Rathbone	1	22 "
C A S, 5 Army.	W. Cdr Ames	1	21 "
Region +	Capt. Beveridge	12	22 "
" 3	Capt Penfold	30	4 May
" 2	W. Cdr McCleary	25	1 May
Admin Sec.	Major White	10	15 May.
Region 5	Capt Worsley	12 "	20 May.
Political	Capt Pearson	1	23 "
Communications.	Sqn Tellyson	1	03036 23 "
War Materials Depot	Maj. Campbell	1	23 "
Navy	W Davis	1	23 "
Army	Maj Braithwaite	1	1 "
Air	S/L Walker	1	1 "
D. P.	Capt. Briscoe	1	1 "

Declassified E.O. 12356 Section 3.3/NND No. 785021

Regt	I		6 copies	26 May
	VII		6 "	26 "
8	Army.	Maj. Berlin Jones	12 "	26 "

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

RAD/dfo

SG 321

15 April 1944

MEMORANDUM TO: Brigadier Lush

Mr. Jenkinson was in to see me yesterday afternoon and informed me that you had issued instructions to transfer Captain Collins to the Monuments and Fine Arts Sub-Commission. Mr. Jenkinson stated that this was the result of the fact that he did not make clear to you his feeling concerning the work on ACC Archives and asked me if I would clear it with you. His position is, and I agree fully with him, that the ACC Archives administration belongs where it is now with the Secretariat. These of course are wholly internal Commission records. The archives with which the Monuments and Fine Arts Sub-Commission deals are Italian archives and records and as such external to our organization.

It is my understanding that the Secretariat will have the benefit whenever needed of advice from technical experts assigned to Monuments and Fine Arts Sub-Commission.

Major de Wald, Mr. Jenkinson informs me, is in agreement with this position.

ROBERT E. DOE
Major, A.G.D.
Secretary General

Copy to:
Major de Wald

03033

Lt Jenkinson

P.S. Attached is a copy of a letter to me from Mr. Jenkinson, summarizing what he told me verbally.

A misunderstanding - I may have been at fault but Capt Collins remained with Sec Com

Declassified E.O. 12356 Section 3.3/NND No. 785021

14

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/dfs

19 March 1946

Subject: Archives

To: Administrative Section (Attention: Major White)

Confirming telephone conversation this morning, will you kindly note that Lieutenant Colonel Shipp was asked that no action be taken on memorandum, reference SAO/2/CA dated 18 March 1946. This matter will be discussed further by the archives committee before it is discussed with sub-commissions.

A. J. COLLINS
Captain, AE
Asst Secy Gen

Copy for info to Major Thompson Gen Section
In Germany
Capt Boyle USN

00025

Declassified E.O. 12356 Section 3.3/NND No. 785021

13

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

Ref/340/24 CA 18 March 1944.

SUBJECT: Archives.

TO : Econ. Section - Attention: Major Thompson.
Admin.Section - " : Major White.

1. With reference to paragraph 8 of the Minutes of the Conference held on 14 March 1944, the attached memorandum of Major White should be discussed by you with your Sub-Commissions so that you will be in a position, at the next Conference to be held, to express their opinion as to whether they are willing to adopt this system or not.

2. Sufficient copies are attached to enable you to distribute to your Sub-Commissions.

/s/ E. Shipp, Lt Col
for
NORMAN E. FISKE
Colonel, Cavalry,
Deputy Executive
Commissioner.

Copy to: Mr. Hilary Jenkinson.)
Capt. Collins.) For information.
Capt. Braybrooke.)

03024

Declassified E.O. 12356 Section 3.3/NND No. 785021

[illegible] AND DECIMAL FILING SYSTEM.

12

1 The requirements of every branch are different but the following system can readily be adapted to any requirements.

2 Analyse the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.

3 To every subject which falls within the head allot a sub number e.g. if the number 57 is allotted to the subhead 'Italian Officials', all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.

57/ Italian Officials.
1 Appointments
2 Transfers etc.

4 A Policy file, which will contain nothing but the discussion with higher authority of question of policy, the Decisions reached and the instructions actually issued, may be distinguished by the addition of a letter A (or 1 for Policy if prefered) e.g. 57/1A. A special coloured cover is an advantage.

5 A Routine file which will contain all correspondence about the carrying out of the policy, enquiries and other routine administrative matters related to the subject may be distinguished by the addition of a letter B (or 2 for Routine if prefered). A Special coloured cover is an advantage.

6 Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith Brown, Jones and Robinson, the files would be numbered 57/1.1 57/1.2, 57/ 1.3, 57/1.4 and so on. Action files deal with particular incidents, they do not generally live very long, often not more than two or three weeks. Improvised paper covers are often sufficient as file covers.

7 Files are most conveniently stored vertically. If there are no filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the cases make the office mobile. Action files die quickly, dead ones must be stored in separate boxes so that only LIVE files are behind the main head cards. This is important.

0382

8 Index cards can be improvised out of half file covers inserted vertically in front of the files to which they refer. They should be cut down to stick out about 2" above the files and the number and main head printed thereon in bold letters. Not only do these cards serve as an index but they also act as guide cards. They indicate exactly the whereabouts of the group of any file required and enable it to be picked out at once.

number and not a file number.

3 To every subject which falls within the head allot a sub number e.g. if the number 57 is allotted to the mainhead "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.

57/ Italian Officials.
1 Appointments
2 Transfers etc.

4 A Policy file, which will contain nothing but the discussion with higher authority of question of policy, the Decisions reached and the instructions actually issued, may be distinguished by the addition of a letter A (or P for Policy if preferred) e.g. 57/1A. A special coloured cover is an advantage.

5 A Routine file which will contain all correspondence about the carrying out of the policy, enquiries and other routine administrative matters related to the subject may be distinguished by the addition of a letter R (or R for Routine if preferred). A Special coloured cover is an advantage.

6 Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith Brown, Jones and Robinson, the files would be numbered 57/1.1 57/1.2, 57/ 1.3, 57/1.4 and so on. Action files deal with particular incidents, they do not generally live very long, often not more than two or three weeks. Improvised paper covers are often sufficient as file covers.

7 Files are most conveniently stored vertically. If there are no filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the cases make the office mobile. Action files die quickly, dead ones must be stored in separate boxes so that only LIVE files are behind the main hand cards. This is important.

0382

8 Index cards can be improvised out of half file covers inscribed vertically in front of the files to which they refer. They should be cut down to stick out about 2" above the files and the number and main head printed thereon in bold letters. Not only do these cards serve as an index but they also act as guide cards. They indicate exactly the whereabouts of the group of any file required and enable it to be picked out at once.

9 Records. Each mainhead is given an index card. The sub heads are written on successive lines and are followed by the letters of the policy or routine files opened, and the total number (in pencil so that it can be kept up to date) of the action files which have been opened.

10 The main Index Cards relating to Italian Officials might therefore look as follows:

57/ ITALIAN OFFICIALS
1 Appointments A R 27

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

not dated. 9/
Sent at different
dates - 2 or 3 days
before visit to
Austria (approx 8)

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

ACC ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organise its filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices should take all steps possible to ensure that papers are tidily filed and firmly bound.

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's normal duties to purge files sent to him for destroy, and elimination of papers must be made by the office concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts; (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.

6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.

7. It is realised that many offices are heavily pressed, and so far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be greatly appreciated.

03034

8. The Archivist will visit you at an early date to discuss arrangements for facilitating the handing over of files, and any relevant points upon which he may be able to give assistance.

4

R. A. Fox

ROBERT A. FOX
Major, A.U.S.
Secretary General

Declassified E.O. 12356 Section 3.3/NND No. 785021

19

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

14 April 1944

Dear Major Poe,

I gather that a slight misunderstanding has arisen in regard to the position of Captain Collins from the point of view of his functions as Archivist to A.C.C.—a matter upon which I have, as you know, been consulted during my mission here.

While I have expressed the view that all Archives specialists posted here in order to deal with questions affecting Italian Archives should be attached to Monuments, Fine Arts and Archives Sub-Commission, it was never my intention to suggest that the officer charged with the duty of looking after the [redacted] domestic Archives of A.C.C. itself should be in that position. Both from the technical and the administrative point of view, that work is most closely related to the Secretariat; and I was therefore able to concur when it was suggested at a meeting of the Archives Advisory Committee that Captain Collins should be appointed Archivist subject to his continuing his work in your Department.

I have, perhaps, unintentionally confused the issue a little (if so I am very sorry) by pointing out that it would be a good thing for Captain Collins to be in touch with any trained Archivists posted to M.F.A. & A. because they might at some time be helpful to him. I do hold that view.

Yours sincerely 03032
Harold Jackson

103

Declassified E.O. 12356 Section 3.3/NND No. 785021

18

12 April 1944

Brigadier Lush:

re Col Shipp's ltr commenting on Jenkinson ltr.

It seems that the attached draft has created the wrong impression.

I. "The Archivist will not purge files." I am advised by Mr. Jenkinson that elimination of redundant documents is not considered part of an Archivist's work, although he inevitably has to do a certain amount of purging.

It was felt advisable to point out specifically that the Archivist would not normally purge, otherwise there would be the danger that Sections, etc. would send in their files in a disorderly state, confident that the Archivist would be responsible for cleaning them up.

In fact, the people so far interviewed (the Administrative, Economic Sections and G Army) welcome our circular because it gives them an opportunity to instruct their sub-commissions that they themselves must maintain their files in an orderly condition, under an officer's supervision.

It is emphasized that Sections are not expected to do any elimination with regard to files which are coming in at this stage.

00031

II. It is not intended when bundles of files are received with covering lists that they shall simply be shelved just as they arrive. A certain amount of purging remains to be done (although we had not intended broadcasting this information); nearly all files have to be refound; file titles are often misleading, and from amplified file registers have to be prepared. Further, it is considered of little value to store the papers if nobody knows where to find anything. Hence it is proposed to make a full subject index - not only of files but of documents also where considered desirable. With these objects in mind it seemed important that the Archivist should be given as full information as possible of the material sent to him for handling - this information to be provided by the people who know most about it; i.e., the people sending in the files.

In the short time in which Archives have been operating we have already come across bundles of files which show neither what they contain nor from whom they have come. This information could be supplied with relatively little trouble by the people disposing of files, whereas it is well nigh impossible to reconstruct a filing system when the only portions available are fragmentary and when there is no indication of what is missing.

JC

Draft for Discussion

17

ACC ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organize its filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices will take all steps possible to ensure that papers are tidily filed and firmly bound.

03330

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's duties to purge files sent to him for custody. Elimination of papers will be made by the office concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts: (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.

Declassified E.O. 12356 Section 3.3/NND No. 785021

suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices will take all steps possible to ensure that papers are tidily filed and firmly bound.

03030

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's duties to purge files sent to him for custody. Elimination of papers will be made by the office concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts; (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.

6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.

Declassified E.O. 12356 Section 3.3/NND No. 785021

7. So far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be of great value.

8. Files will be addressed to the Secretary General (Archives), Headquarters Allied Control Commission, CMF. Each bundle of files will contain a sheet showing the contents; i.e., file numbers and titles, and the office from which it is sent. If the office which originally compiled the files is different from the office now despatching them, a note to that effect will be made; e.g., "from Public Safety Sub-Commission - files compiled by 15 Army Group." Any files or papers which it is proposed to destroy should be sent to the Archives, showing all the above particulars and should, in addition, be separately bundled and marked "for destruction."

03028

Declassified E.O. 12356 Section 3.3/NND No. 785021

the office from which it is sent. If the office which originally compiled the files is different from the office now despatching them, a note to that effect will be made; e.g., "from Public Safety Sub-Commission - files compiled by 15 Army Group." Any files or papers which it is proposed to destroy should be sent to the Archives, showing all the above particulars and should, in addition, be separately bundled and marked "for destruction."

Note by Brig Smith:

03028

It is up to the Sections to collect & keep the Sections at the Depôts. The Sections deal with their work - the archives with what has gone.

Any is the former. I have opened a file and to do the work, whether it is to other.

[illegible]

Cos Code 339 Archives Group S.L.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

16

HEADQUARTERS ALLIED CONTROL COMMISSION AJC/hd

Office of the Secretary General

APO 394

SG 314.8 29 March 1944

MEMORANDUM TO: Mr. Jenkinson

ACC ARCHIVES

Before you leave for the U.K. you may be interested to see the following notes indicating the lines on which it is proposed to conduct the Archives work. These notes are based largely on the advice which you have given from time to time in the course of our discussions. Other points which we have discussed are already embodied in circulars issued or about to be issued.

1. The Archives are a repository for files and papers judged to be of permanent interest or value, and are not the resting place of collections of miscellaneous papers accumulated by various offices.

2. Many offices are in the habit of keeping files of routine orders, special orders, daily bulletins and similar documents. Complete files of documents of this type should be maintained by the offices originating them and these files should eventually find their way into the Archives. Files of such documents maintained by receiving sections are not required by the Archivist and may be destroyed by the offices holding them without reference to the Archives Committee.

3. It is unlikely that we shall succeed in establishing a uniform and satisfactory method of binding files. The only practicable solution found seems to be to leave originating offices to use whatever means of binding they have available and to rebind files where necessary in the Archives, utilising the 2-hole binder.

4. When rebinding, the Archivist should not normally disturb the arrangement of a file. If the Archivist considers rearrangement desirable, a note of the original arrangement of papers must be made together with a note of the reason for rearrangement.

03028

5. Ideally, every document should be numbered with a distinctive Archives number irrespective of any enumeration made by the office of origin. This enables the Archivist to keep a check on the completeness of individual files in his care; this is of particular importance when files are sent out of the Archivist's care for reference by other offices.

6. It is very doubtful whether staffing resources will permit time for renumbering and it is proposed not to attempt it.

I agree with Jenkinson that the desirability - 1 - should be kept in mind. A renumbering of the Files (so that in a bundle or other receptacle containing eight the numbers should not range between 1 and 50) is also a desirability. HH

Declassified E.O. 12356 Section 3.3/NND No. 785021

7. It is essential therefore when a file is taken temporarily from the custody of the Archivist that it be returned in exactly the same arrangement and condition as before, i.e. no papers ~~destroyed~~, added, or removed.

8. It is proposed to make a "check list" of every bundle of files received in the Archives showing the date upon which the files passed into the Archives custody. These particulars will be recorded in respect of every file. Paragraph 7 therefore becomes of particular importance insofar as it is the only safeguard of the Archivist's responsibility for safe custody.

9. As his work expands, the Archivist will obtain a broad view of the paper work of the Commission as a whole. There are two jobs in this connection which will be of great value even though the Archivist may not have the time to approach them objectively,-

a. Index of cross-references, on kindred subjects, between files from different offices;

b. Index of documents of particular interest and importance.

10. The arrangement of the Archives will fall into natural divisions, which will normally be either functional or geographical in origin; Sections and Sub-Commissions Regions, Provinces HQ Administration, etc.

These divisions should be the basis of the storage arrangements; no attempt can be made to store together files on the same subject received from different offices. Correlation will be effected as far as possible by the index of cross-references (see Paragraph 9a above).

A. J. COLLINS
Captain, RE
Asst Secy Gen

00027

* The settlement of the question what should constitute a Group must to some extent depend on convenience: for instance the Economic Section as a whole would be too unwieldy to form a Group — the Groups here will be the constituent Sub-Commissions.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

AJC/df.

Ref. AG 314.6 (Archives)

26 March 1944

MEMORANDUM TO: All Concerned.

ACC ARCHIVES

1. It has been decided to establish within the Commission an organisation to collect, arrange and have custody of official documents and records of the Commission's work.

2. An advisory committee has been appointed under whose direction the archivist will work.

3. The purpose of the archives is not to make selection or summaries of documents because it is thought that they will be of interest in the future. Archives are a natural accumulation of the documents made and used in the course of day to day work. They voice no opinion; they are the written facts on a particular case and their value is governed by the extent and carefulness of their preservation. The original and main sources of archives are therefore the actual files accumulated and prepared by the different sections, sub-commissions, regions, etc., comprised within the Commission's organisation.

4. It is appreciated that the greater part of the files which have grown up in the life of the Commission may still be in frequent use by the offices in which they originated. There is no desire that any section be pressed to relinquish custody of files which are still required for future reference.

5. At the same time plans need to be made for the receipt, cataloging, storage, and safe custody of such files as can be released by active organisations, and of the files of now defunct bodies such as AEF 15th Army Group.

6. It is hoped that the archives may be of real assistance to sections, etc., in a number of ways: notably in enabling them to relieve pressure on their space by elimination of papers not of permanent value, and by taking over files which are seldom required for current work.

7. Files in the custody of the archivist will continue to be readily available whenever it is found necessary to consult them.

8. The administration of the archives is placed under the Secretary General, with whom all correspondence will be conducted. A representative from his office will visit you at an early date in order to discuss the disposal of material at present available.

1. It has been decided to establish within the Commission an organisation to collect, arrange and have custody of official documents and records of the Commission's work.

2. An advisory committee has been appointed under whose direction the archivist will work.

3. The purpose of the archives is not to make selection or summaries of documents because it is thought that they will be of interest in the future. Archives are a natural accumulation of the documents made and used in the course of day to day work. They voice no opinion; they are the written facts on a particular case and their value is governed by the extent and carefulness of their preservation. The original and main sources of archives are therefore the actual files accumulated and prepared by the different sections, sub-commissions, regions, etc., comprised within the Commission's organisation.

4. It is appreciated that the greater part of the files which have grown up in the life of the Commission may still be in frequent use by the offices in which they originated. There is no desire that any section be pressed to relinquish custody of files which are still required for future reference.

5. At the same time plans need to be made for the receipt, cataloguing, storage, and safe custody of such files as can be released by active organisations, and of the files of now defunct bodies such as AAG 15th Army Group.

6. It is hoped that the archives may be of real assistance to sections, etc., in a number of ways: notably in enabling them to relieve pressure on their space by elimination of papers not of permanent value, and by taking over files which are seldom required for current work.

7. Files in the custody of the archivist will continue to be readily available whenever it is found necessary to consult them.

8. The administration of the archives is placed under the Secretary General, with whom all correspondence will be conducted. A representative from his office will visit you at an early date in order to discuss the disposal of material at present available.

03026

M S Lush

M. S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Deputy Chief Commissioner - 1
Regions I, II, III, IV, V & VI - 6 each
(inclusive copies for distribution to provinces)
Administrative Section - 10) Includes copies
Economic Section - 12) for distribution
S.C. & M.G. Section - 8) to sub-commissions
Political Section - 2
Independent Sub-Commissions - 2 each
SC - 1
DSC - 1
AAG 5 Army - 3
AAG 8 Army - 3

also: ① Stat Refugee Branch
② Adjutant Gen Dept
③ " Main

Declassified E.O. 12356 Section 3.3/NND No. 785021

2	Treaties		B	7
3	Evacuation			11
4	Disarmament			5
5	Rearmament		A B	3
6	FDR's release of		A B	17
7	Rescuing		A B	33
8	Negotiate		B	15

Those four articles are an index to 129 files.

11 On the sub index cards (e.g. 97/ Italian Officials Harassing of) are listed the action files. These are kept with the dead files for which they act as Guide Cards.

12 A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Most Sub Cases will find 20 or 30 sub heads sufficient if judiciously chosen, to carry all their files. Clerks will quickly get to know these as well that they have no need to refer to any index except the card for the sub file number.

Declassified E.O. 12356 Section 3.3/NND No. 785021

7	Screening	A	S	35
8	Negligible		S	15

*Less few entries are an index to 123 files.

11 On the sub index cards (e.g. 37/ Italian Officials Screening of) are listed the action files. These are kept with the head files for which they act as Table Cards.

12 A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Most Sub Posts will find 20 or 30 sub heads sufficient if judiciously chosen, to carry all their files. Clerks will quickly get to know these as well that they have no need to refer to any index except the card for the sub file number.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Declassified E.O. 12356 Section 3.3/NND No. 785021

13145
f 7

16A
REL/dfe 005
11

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

SG 321

10 March 1944

MEMORANDUM TO: Colonel Fiske, Deputy Executive Commissioner

I have appointed Captain A. J. Collins, Assistant Secretary General, as the representative of the Secretary General's Office on the Archives Advisory Committee.

ROBERT E. DOE
Major, A.C.D.
Secretary General

Copy to: Capt. Collins

7
Archives Adv Council

00021

250

Declassified E.O. 12356 Section 3.3/NND No. 785021

10 MAR 1944

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Administrative Section

10 Mar 44

Subject: Archives.

To : Archives Branch, (Info Div).

1 With reference to para 9b of the minutes of the meeting of 7 Mar 44 (file 2150 INFO) I have appointed Major S. H. WHITE, SC 2 Admin Sec as representative of this section.

2 With reference to para 9c, I report that I am unable to make a recommendation of an officer suitable for appointment as Archivist.

R. R. CRIPPS,
Lt. Colonel
for VP Admin Sec.

00020

Declassified E.O. 12356 Section 3.3/NND No. 785021

9B
116

HEAD QUARTERS
ALLIED CONTROL COMMISSION
R.O. & M.G. SEC.

SUBJECT: ACC Archives

3150/INFO
9 March 1945

TO : Economic Section
Administrative Section
Secretary General

1. Attached hereto is a copy of the Minutes of a Conference held to consider the best means of collecting and dealing with the ACC Archives.

2. As will be seen from the minutes, it was decided that an Advisory Committee should be set up consisting of one member from each of the Economic, Administrative and R&S Sections and the Secretary-General's office. It was also emphasised that the members of the Committee should be interested in the object to be attained and have sufficient authority to back up the Archivists effectively.

3. Sections and the Secretary General's Office are asked to appoint an officer in accordance with para. 2 above. In the case of the Administrative Section it is hoped that consideration will be given to the suggestion recorded in para. 6 of the minutes.

4. The date of the first meeting of the Committee has been changed from 11 March to 14 March at the same hour and place as given in para. 9(d) of minutes. All officers appointed to this Committee are requested to attend the meeting, bringing with them the names of any officers you may be able to recommend for the post of Archivists.

NORMAN E. FIKE
Colonel, Cavalry
Deputy Executive Commissioner

Dep Pol Con 00019

You spoke my above and I suggest the above amended memo. in your absence.

2 This section must have a member and I would suggest Lt Col. Shipp or failing him Maj Dingfield White.

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
A.C. & M.G. SEC.

File 2150/1TWO

MINUTES of Conference on Archives of A.C.C.
Tuesday 7 Mar 1944 at 1045

1) Present

Brigadier Lush, CBE, MC, in the chair
Mr Hilary Jenkinson, CBE, (Secretary, Public Record Office)
Col Adams (Economic Section)
Lt Col Farley Smith (R.C. & M.G. Section)
Major White (Admin Section)
Capt. Collins (SC Dept)
Capt. Braybrooke (Info Div)

2) Brigadier Lush opened the meeting by stressing the great importance of the subject - that of the proper preservation of a representative body of Archives of the proceedings of the A.C.C.
He then made a survey of Major Hinkel's Memorandum dated 27 Feb 44 calling attention to the need to appoint an Archives Section and an Advisory Committee, the numbers of the latter to be kept small.
Col Adams concurred with all that the Brigadier had said and dwelt upon the necessity for getting the organization in hand with the greatest possible despatch.

3) Brigadier Lush invited Mr Jenkinson to make a statement.
Mr Jenkinson described the importance of archives which were the actual working documents of any department. He pointed out that summaries or extracts made from these could not be a substitute for those original documents, the conservation of which was more immediately important than the writing of a history from them.
He went on to stress two particular matters. First, the organization necessary for bringing in the files from sections to a Central Archives Department and getting them in order; and secondly the vital need to get the right man for the job, someone who was interested and energetic: his training would be really only a matter of starting him on the right lines.
Mr. Jenkinson mentioned incidentally two questions which will arise later: that of the eventual disposition of Archives due to the joint Anglo-American constitution of the A.C.C.: and the very difficult and delicate problem of arranging for the elimination of documents not of permanent value which would otherwise accumulate in large quantities: upon this last point it might be advisable to take the advice of the Archive Authorities in London and Washington.
He finally pointed out how essential it was for the Archives Officer to have a strong backing: ideally the Advisory Committee must be representative, interested and with weight behind it.

00018

4) The Brigadier, Col. Adams and Mr Jenkinson concurred that it would be necessary to appoint two officers (one British and one American) as Archives Officers. The need for one to travel to Regions etc was visualised.
Mr Jenkinson outlined the type of Officer desirable, which was, if possible a youngish man, preferably a graduate of history or law, of good address, tact, and with an interest in the work.
Brigadier Lush asked for suggestions as to personnel:

Declassified E.O. 12356 Section 3.3/NND No. 785021

Lt. Col. Farley Smith suggested Capt. Hanson Hayward, but it was found that he was not available.

The Brigadier then said that the age consideration could not enter into it but that he would see that personnel was found.

5) The Brigadier brought up the question of the attachment of the Central Archives Department and the meeting concurred that it should be attached to the Information Division, but as an individual entity.

6) The meeting concurred that the Advisory Committee should consist of a representative from each section (the representative of the Administrative Section to be a lawyer) and one from the Secretary Generals' Department.

7) Capt. Collins raised the question of the point at which working files turn into archives, to which Mr Jenkinson replied that it varied with the circumstances of individual sections: it was a matter which could be tactfully worked out by the Archivists in consultation with the Sections concerned. Brigadier Lush gave examples as to how the problem might work out fairly simply.
Major White gave a description of the Administrative Sections new filing system for comment by Mr Jenkinson, who considered that it would greatly facilitate the work of the Archivist.

8) Mr Jenkinson, returning to the subject of elimination, said that, ideally, it should take place before files come to the archivist; he gave examples of possible material to eliminate.

9) Brigadier Lush, summing up, said that
a) the terms of reference of the Committee would be worked out in detail by the Committee itself.
b) Heads of Sections were to be asked to appoint their representative.
c) Representatives were to be asked to bring recommendations of names of officers suitable as Archives officers.
d) The Committee would meet on Sat 11 March 44 at 11 am. at the Conference Room (Room 45), Provincia Building, Naples.

W. Clapp Lieut

4.3.44

Declassified E.O. 12356 Section 3.3/NND No. 785021

(8)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
SUBCOMMISSION FOR MONUMENTS FINE ARTS AND ARCHIVES

1 March 1944.

Memorandum to:Major J.V. HINKEL, Information Division, ACC

Subject: : Library, Archives, and History of ACC.

1. Some days ago you requested me to submit a brief memorandum on our conversation about the needs of ACC with respect to a Library, Archives, and a History. Since then, Mr. JENKINSON has talked this over with me and shown me his admirable memorandum on the subject of Archives.

2. During the planning stage of AMGOT at Chrea, I was appointed Historian and began to draft an account of the planning stage and to collect relevant material. This program was never fulfilled because with the move to Tizi Ouzou, the Files did not travel with the School and later, in Sicily, I was too fully occupied with my own duties as Advisor on Fine Arts and Monuments to devote any time to the matter. However, it has been the subject of several conversations and memoranda addressed by me to Col. SPOFFORD as Chief of Staff in AMGOT and to Lt. Col. Clough as Adjutant of ACC. Such material as I collected was turned over to Capt. ELLIS on his appointment as Archivist and is said to be in his files.

3. There are three quite separate functions: 00016

a) The Library. This is largely a place to collect material from outside ACC which will be useful to it. In this matter I have no special competence and am sure that you already have it well in hand, through your various sources of information and with the aid of Mr. SANCHEZ, who is collecting material for the Library of Congress and is attached to your Division.

b) The Archives. Mr. Jenkinson's memorandum deals well with this and emphasizes the main problems. These are

1) The collection of material. At a time when many subordinate organs of ACC, as CAO Offices etc. , are being closed out, a system should be established to ensure that records of such offices will flow through channels to the Archives.

2) The organization of material. The question is raised how far a uniform system of organization should be created for all organs of ACC, within the needs of their particular uses. As Mr. Jenkison remarks, this question may not be decided by ACC or may depend on the ultimate disposition of the archives and instructions from the Combined Chiefs of Staff.

3) The [illegible]

Declassified E.O. 12356 Section 3.3/NND No. 785021

3) The disposition of the Archives. It was originally my hope that much of the material could be collected in triplicate, a copy for London, a copy for Washington, and a copy for ACC. This is obviously impossible for anything save duplicated material. As Mr. Jenkinson points out, the decision as to the ultimate disposition of the Archives will have to come from the Combined Chiefs of Staff and to some degree affects the organization and collection of the material, though a decision is not an immediate need.

The Archivist should be a person of initiative and energy, not content to sit in his office arranging material but able to go out to the regions, provinces, and even towns and interview the various officers and arrange for an orderly procedure in the ultimate disposition of archives, as well, possibly, as an orderly maintenance of them.

c) The third problem is the one which particularly interests me, and that is that some attempt should be made to collect not only the written material but the personal recollections which will serve to give life to the ultimate account, written from the archives. This should have been begun before now since much of the personnel engaged in the planning stages and in the operation of AMGOT is already dispersed. I gather that it is the practice of the Historical Section of 5 Army, with which I have had some contact, to try as far as possible to check its accounts, after their preparation from written reports, against personal interviews with the officers involved. The task of collecting such material is different from that of the Archivist as both are from that of the Librarian. To some extent, it might belong under the PRO, but since it is closely related with your work, it is probably better in your sphere.

00015

4. It is therefore my suggestion that beside the Librarian, you attempt to secure the appointment of an Archivist and of a Historian. The Historian should be a person with some historical training but more particularly with a flair for going out and getting interviews and working them up, almost a reporter.

5. As sources of information for both Archivist and Historian, I would suggest beginning with Mr. Warrom (RCMG) and Mr. Picking (ACC Misc. Section) who have been connected with the central files since the beginning. Col. SPOFFORD's sergeant (Logan) is still around and would know what material he had. Lt. Col. Farley-Smith (RCMG) would be of great help. Such people as Gen. Hume, Col. Poletti, Major Bizzozero, Col. McCaffery, and others who have been a long time with ACC could give much information. Contact should be made with Group Capt. Benson of AMG 8 Army, who has always operated independently of AMG/ACC to a considerable degree. Major Rowell (PRO) could give many leads and could fill in the Tizi Ouzou picture, as well as Chrea. At the conclusion of AMGOT, each Section wrote a complete report for Gen. McSherry, copies of which should be available. Col. SPOFFORD has had in hand the composition of a general report but I donot know if it was ever

Declassified E.O. 12356 Section 3.3/NND No. 785021

written. However. Mr. Pickens could give information on most of these matters. In general, the lines to be pursued will depend on the initiative of the persons chosen.

Mason Hammond
Capt. AC

Original and copy to Maj. Hinkel
Copy to Mr. Jenkinson
Copy to file.

Declassified E.O. 12356 Section 3.3/NND No. 785271

[illegible]
ALLIED CONTROL COMMISSION
A.C. & A.C. (It).

File 2150/13[illegible]

9

CONFERENCE

ARCHIVES (F. A.C.C.)

THURSDAY, 7 MARCH 1944, at 10.30

AGENDA

(1) Remarks.

(2) Proposals as presented in Major Pinto's Memorandum dated 27 February 1944.

(a) Selection and assignment of permanent ACC archive personnel.
(b) Training of this personnel.
(c) Appointment of an Advisory Committee.

(3) Statement by Mr. Jenkinson

(4) Approval of proposal for a General Archives Department for ACC

(5) Nature of personnel to be assigned to this Department if approved; and method of recruitment.

(6) Approval of proposed Advisory Committee.

(7) Terms of Reference for Committee, if approved

(I) To arrange for proper keeping, by a delegated officer, of documents accumulating in each Headquarters and each group in military government in Italy wherever located;

(II) To provide authority and facilities for the archivist to incorporate such material from time to time into the general ACC archives, and;

(III) To survey the archives organization and procedure as worked out and submitted by the archivists;

(IV) To obtain from Washington and London needed directives on maintenance and ultimate disposition;

(V) To supervise the work as it proceeds.

00017

(8) Appointment of Committee.

Cte Meeting
11.0 a.m. Saturday

Declassified E.O. 12356 Section 3.3/NND No. 785021

To Col Fiske

Re attached.

1. I suggest a conference be held attended by the following:—

Col Adams ✓
~~Lt Col Cripps~~ Maj White ✓
Major Driscoll White ✓
Major Doe ✓
~~Major Hinkel~~ Capt Braybrooke
Mr Hilary Jenkinson ✓

2. Suggested agenda.
(a) Statement by Mr Jenkinson.
(b) appointment of one British and one American officer as Archivists.
(c) The duties of the Archivists and the method of obtaining material from the Sub-Comm etc.

00018

S/S 28/2.

Declassified E.O. 12356 Section 3.3/NND No. 785021

INFORMATION DIVISION

ADVICE SLIP

27 Feb 44
Date

FROM: Information Division

TO : Chief Commissioner
Deputy Chief Commissioner
V.P. Administrative Section
V.P. Economic Section
Executive Com. R.C. & M.G. Sec.
Deputy Executive Com. R.C. & M.G. Sec.
Political Section
Civil Affairs Section
Security Branch
Establishment Branch
Executive Officer
Hq. Commandant
ACC Liaison, Hq. ACMF
Sub-Commission on:

FOR: Information
Appropriate Action
Signature
Approval or Disapproval
Investigation & Report
File
Return to Central Files
Translation
Information & Return

00012

REMARKS:

a) What is to be carried?
as para 1.

b) What articles [illegible]
available (para 2(a)

c) What is [illegible]
Offs. indicated

d) If doesn't [illegible] Advise
Office to get 2(c) 2

e) Can an Advance Party [illegible]
Province as ref 2(c) 4

Declassified E.O. 12356 Section 3.3/NND No. 785021

The problem could best be met by using the War Dept. method for Int. Co. after circulation of the text of the Jurisdiction able memo:
(Chart in my file)

Declassified E.O. 12356 Section 3.3/NND No. 785021

(6)

HEADQUARTERS
ALLIED CONTROL COMMISSION
Information Division

2160/INFO
27 February 1944

SUBJECT: Archives, Allied Control Commision.

TO : Deputy Executive Commisioner, ACC.

1. In view of the extreme importance of collecting and preserving the archives of the Allied Control Commission for official record and for the history of this joint organization and its work, it is urged that a conference of ACC administrative officials be held upon the matter, as soon as practicable.

2. The purposes of this conference would be:

a. Selection and assignment of permanent ACC Archives personnel, preferably one British officer and one American, to resume the work unfortunately interrupted by illness of Capt. R. H. Ellis (B), who has been evacuated from this area for convalescence.

b. Placing of the assigned officers for a brief period under instruction of Mr. Hilary Jenkinson, distinguished archivist and secretary of the Public Records Office, London, who is now on an official visit here. Mr. Jenkinson has kindly consented to give such of his time as he can spare thus, if approved, as a public service.

c. Setting up of an Advisory Committee on ACC Archives, with such functions as: (1) to survey the archives organization and procedure as worked out and submitted by the archivists; (2) to obtain from Washington and London needed directives on maintenance and ultimate disposition; (3) to arrange for proper keeping, by a delegated officer, of documents accumulating in each headquarters and each group in military government in Italy wherever located; (4) to provide authority and facilities for the archivists to incorporate such material from time to time into the general ACC archives, and (5) to supervise the work as it proceeds.

3. Because of the urgency of the situation, Mr. Jenkinson has by request composed a memorandum on the subject, which is attached.

4. By request also, Mr. Jenkinson has signified his willingness to make himself available, if convenient, for the proposed conference and for a meeting of the proposed advisory committee, upon official invitation.

John V Hinkel
JOHN V. HINKEL
Major, MI
Director
Information Division ACC

90011

1 attachment

Declassified E.O. 12356 Section 3.3/NND No. 785021

1st Attachment
(5)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394
Subcommission for Monuments Fine Arts and Archives

HJ/bmp

20905/MFAA

27 February 1944.

Dear Major Hinkel,

Archives of A.C.C.

According to your request I have endeavoured to summarise the heads of our recent conversation on this subject in the annexed Memorandum. Please make any use of it that you think suitable: but it should perhaps be explained to anyone who may see it that it is, as it stands, an expression of personal opinion; though naturally it represents to some extent the views which might be expected if the question were raised officially in England.

I am extremely interested in the subject and if, during my mission here, I can be of any service to you in this connexion I shall be very glad.

Yours sincerely
Hilary Jenkinson

Major John V. Hinkel
Chief, Information Division
A.C.C.

00010

Declassified E.O. 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

MEMORANDUM FROM: MONUMENTS AND FINE ARTS

TO : Major JOHN V. HINCKEL, ACC Information Division

ARCHIVES OF ACC

1. Archives* are, or should be, not collections made because it is thought that they will be interesting, but a natural accumulation of the documents made and used in the course of the work of some person or institution. Their treatment, arrangement and study should always be based on a recognition of that characteristic.

2. It is to be noted that no selection from or summary of the archives can be a substitute for the documents themselves. The summary or selection, however ably and conscientiously carried out, must be to some extent an expression of opinion on the thought of the person who prepared it. The archives voice no opinion: they are a part - the written part - of the facts of the case; their value as evidence governed only by the extent and carefulness of their preservation and the intelligence with which they are used.

3. It follows that while an early use of the archives for political, economic or for any other purpose may be valuable and important, the primary consideration should be their proper conservation.

4. If therefore, as an experiment in international cooperation for executive purposes, ACC is judged to be of the first importance, then a like value must be placed upon its archives; which, ideally, should contain evidence of everything it did or attempted and reflect accordingly the manner of its procedure and development of its machinery. Arrangement for their keeping becomes in consequence an urgent matter. accurately

5. The ownership and custody of archives rest with the person or body that created them, or the successors to these in title: and in fact a good deal of the evidential value of the archives turns on this relation remaining undisturbed.

---

* A definition of archives now generally accepted in England is that they are documents drawn up for the purpose of, or used during, the transaction of affairs, public or private, of which they themselves form a part; and subsequently preserved by the persons responsible for such transactions, or their successors, in their own custody for their own reference. (I regret that I cannot quote from memory a definition independently made about the same time in America by Dr. C. M. Andrews and quoted, with the above, by the Archivist of the United States in his First Report to Congress; but there is no fundamental difference between them).

00009

Declassified E.O. 12356 Section 3.3/NND No. 785021

6. Thus if ACC were solely in the hands of the American Army or the British Army the ownership and custody of its archives would rest with the War Department at Washington or the War Office in London.

7. ACC being what it is, a situation arises which, if not actually unparalleled in the last war, has certainly never presented itself before on such a large and important scale. Two independent Nations have combined to produce a single effective organization: what is to be the effect of this on the treatment and preservation of the resultant archives?

8. The immediate problem falls into three parts. The first is the establishment of a central organisation for the bringing in of documents, as they cease to be required for current use, and their treatment and arrangement thereafter upon approved technical principles by a small permanent staff delegated and trained for that purpose.

9. This again may be divided into two parts:

a. Arrangements for the relations between the Sections in which the Archives originate and the Central Archives department (which I have imagained) will ultimately receive them. This, while it will involve no doubt much thought and negotiation, presents no special difficulty arising from the Bi-National character of ACC.

b. Settlement of principles regulating the technical treatment of documents. Here, though it is true that American and English practice sometimes diverge, I think there would be no outstanding problem which could not be settled on the spot to the satisfaction of Archivists in both Countries without referring back to Washington and London.

10. The second part of the problem results from the fact that it will be an urgent matter in no long time to arrive at principles and methods for the elimination of classes of documents which will not be judged worthy of permanent preservation and which should not be allowed to overwhelm the Central Archives. To this exceedingly difficult and delicate question the Authorities controlling public archives both in Washington and London have devoted much time and thought. While the methods adopted again naturally diverge in detail in the two countries, I do not think there is any fundamental difference of opinion: but it might be wise to secure, if possible, an agreement between the two upon regulations to be suggested for the guidance of ACC.

11. The third part of the problem is concerned with the ultimate ownership and custody of the archives. While I anticipate no eventual difficulty, it would certainly be wise to settle now the arrangements to be proposed, since they may involve many modifications in office procedure; of which (for example) as the signature of Minutes in duplicate or the execution of important Agreements in triplicate instead of duplicate.

HILARY JENKINSON

Declassified E.O. 12356 Section 3.3/NND No. 785021

9 FEB 44

CAPTAIN R.H. ELLIS 155061
65 GENERAL HOSPITAL
CMF

(Lt. Col. Clough)

12 FEB 2nd

Dear Colonel,

Since coming in here I have felt that some report was due to you of when I should be able to start work again; but I have put off writing until the very extensive examinations which had been initiated had produced some results.

The MO (Lt. Col. Savage) has now finished these examinations and reports as follows:

(a) the trouble is deep-seated dysentery of a fierce kind which would anyway take a long time to cure.

(b) the normal cure with a sulfa drug is impossible in my case as I have been over-dosed with it already and it now does more harm than good.

(c) the cure which remains will take at least 6-8 weeks and probably longer.

Declassified E.O. 12356 Section 3.3/NND No. 785021

and after that I shall be unfit for duty in a Mediterranean or African theatre for at least 6 months.

(d) he proposes to evacuate me without delay to Sicily or even further back.

So I fear that my career as your Archivist is over almost before it had begun. I shall try to call before I am sent away; but if I cant do so, all my notes and prepared material are in the room which I used to occupy (M on the mezzanine floor), the classified material being locked in a metal ammunition box, and some non-classified notes etc. in the drawers of my desk. The metal box has a padlock with 2 keys; one I handed personally to Lt. MacNamara, and the other I sent down from here by messenger to Capt. Stearns.

My notes are very copious, and I had also made out a Skeleton of the form in which I intended to write the chronicle; so

Declassified E.O. 12356 Section 3.3/NND No. 785021

there is tangible evidence that I did do some work! - and I hope my successor will find it useful.

My evacuation may occur at any moment, so I should be very grateful if you would very kindly arrange something for me, viz. for my kit to be sent up here. It consists of a steel trunk (my name painted on) ① an officer's valise (ditto) ② a haversack G.S. (not marked): and ③ a leather-bound haversack with long strap (not marked). These are all ready packed and in store at the Toledo, where I occupied Room 312. It is no part of a Colonel's duty to wait on a Captain, but I dont know who else to ask! Anyway I am most grateful for your help and encouragement when I was working under you.

Yours sincerely

Roger H. Ellis

0005

Declassified E.O. 12356 Section 3.3/NND No. 785021

D.C. of S. (O & SI)

(2)

(19)

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

29 January 1944

MEMORANDUM: Records and History, ACC-AMG.

TO : All R.C.A.O.s,
Regional Control Commission, Region VI, ACC,
AMG 5th Army,
AMG 8th Army.

1. Captain R. M. Ellis has been appointed archivist to the Allied Control Commission under the Adjutant General. He has begun compiling the history of the Commission and kindred organisations in Italy, Sicily, and Sardinia. This work will require reference to past files and other records.

2. No files or records will therefore be destroyed until the necessary extracts have been made by Captain Ellis.

3. When a subordinate headquarters closes down, all documents will be forwarded to the Regional Headquarters concerned for retention until Capt. Ellis completes his examination.

4. Files from any regional headquarters which closes down will be forwarded to HQ. A.C.C.

5. Further orders will be issued as to the final disposal of files.

By command of Lt. Gen. MACFARLANE:

L. W. Stearns

L. W. STEARNS
Capt., AGD
Asst Adj Gen

Copies to:-
C-1
C-4
3 A.G.
2 D. C. of S. (O & SI)
Economic Section
Admin Section
Political Section
Comms Section
6 HQ AMG, ACMF, for favour of issue to AMG Armies and Regions III and IV
(Distribution Controlled by Executive Office)

00004

Declassified E.O. 12356 Section 3.3/NND No. 785021

(1)

RESTRICTED

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

AG 314.7/322 H-O

8 January 1944

SUBJECT: Historical Records and Histories of Organizations

TO : All Concerned

1. Letter, AG 314.7/389 C-M, dated 20 April 1943, and letter AG 314.7/389 SGS-AGM, dated 14 July 1943, both Allied Force Headquarters and subject as above, are being rescinded.

2. General

a. The following records and reports are used in the production of military history:

1. Unit and staff journals, with supporting documents.
2. Reports on operations, battles and engagements.
3. Special monographs.
4. Reports and records of administrative organizations.

b. The foregoing are defined, and the method of their preparation and forwarding is discussed.

3. Unit and Staff Journals

a. In United States commands in this theater, unit and staff journals will be kept in accordance with provisions of AR 345-105 and FM 101-5 for periods or phases of operations as prescribed in each case by the next higher commander concerned, except that in headquarters of field armies or of air forces, periods or phases will be prescribed by the commanding generals thereof.

b. The period during which journals will be kept will include the period of combat operations, as distinguished, for example, from purely training periods, but will ordinarily include also the period of concentration, and movement immediately preceding and pertaining to the combat operation covered.

c. Units and headquarters, such as base sections and units thereof, not engaged in actual combat operations will generally not be required to keep journals. All such units and headquarters will, however, keep accurate records and files pertaining to their missions, operations and activities, in a form that will permit their use in compiling historical data therefrom, if and when required by competent higher authority. (See par 4, Annex 1)

00003

2150

RESTRICTED

Declassified E.O. 12356 Section 3.3/NND No. 785021

4. Reports on Operations, Battles and Engagements

a. In United States commands in this theater, reports on operations, battles and engagements will be prepared and promptly submitted in accordance with provisions of AR 345-105 and changes 1, 2 and 3 thereto. They will cover periods or phases as prescribed in each case by the next higher commander, except that in headquarters of field armies or of air forces, periods or phases will be prescribed by the commanding generals thereof.

b. Operation reports will consist of a running, factual, narrative account of the operations and activities of the unit or organization for the period or phase covered, including items pertaining to its plans, orders, administration and supply. These reports should be so written as to give a true detailed historical picture of the period covered.

c. Units and headquarters, such as base sections and units thereof, not engaged in actual combat operations, will generally not be required to submit historical operational reports but will keep accurate records and files which will permit the compilation of such reports if and when required by competent higher authority. (See par 4, Annex 1)

5. Special Monographs

a. In United States commands in this theater, special monographs will be written and prepared by historical sections of field armies and of air forces, supplemented by such teams of historical officers and enlisted men as may be attached for this purpose.

b. Special monographs will cover such particular events, engagements or incidents as may be determined by the commanders concerned, and/or by the War Department, as being of special historical or training interest. The term "special monographs" includes current history pamphlets for information of the wounded and operational monographs for training purposes.

c. Historical teams should be given a sufficient freedom of action, in the discretion of commanders concerned, in order to obtain first-hand information and eye-witness accounts.

d. Special monographs will be subject to review by commanders concerned, prior to final forwarding.

6. Preparation and Forwarding of Journals and Reports

a. Each commander will see that his journals and historical reports are checked for form, accuracy and completeness.

b. Unit and staff journals, because of voluminous annexes thereto, will ordinarily be available for forwarding in one copy only.

Declassified E.O. 12356 Section 3.3/NND No. 785021

Ltr. Hq Natousa, 8 Jan 44, AG 314.7/322 B-O

(1) They will be forwarded together with supporting documents by unit of origin, and in turn by each succeeding higher echelon, after any use necessary in connection with historical reports, through United States command channels to the field army or air force commander concerned. Journals and supporting documents will be forwarded by army and air force commanders as prescribed in c. below.

c. Operation reports will be prepared and forwarded through United States command channels, in duplicate and in accordance with provisions of AR 345-105, Change 3. Army and air force commanders will forward the original copies of their reports upon completion, but if necessary may retain the second copy, together with journals and supporting documents until such time as historical work based on them is completed at their headquarters. All will then be forwarded.

7. Forwarding of Special Monographs

a. Special monographs will be prepared as outlined in paragraph 5 above. They may be forwarded in draft form.

b. They will be forwarded in triplicate through United States command channels to Historical Branch, G-2, War Department.

8. Historical Personnel

a. In divisions and higher headquarters, including corresponding commands of air forces, the function of producing, checking and forwarding historical data and reports will be performed by such especially designated personnel as may be prescribed by the field army or air force commanders concerned.

b. In units below divisions, it is not contemplated that special personnel will be available for the sole purpose of performing historical functions, but that such duty will be performed by personnel selected by commanders concerned.

9. Security Classification

Because much of the information contained in unit and staff journals, historical reports and special monographs is of a classified nature, these documents will be strictly safeguarded and assigned appropriate security classification in accordance with provisions of AR 380-5.

10. Appended hereto (Annex 1) is a list of suggestions to guide in the preparation of operations reports and special monographs.

11. There has been established in the office of the Assistant Chief of Staff, G-2, this headquarters, an Historical Section charged with the coordination of historical activities in this theater. * * *

Declassified E.O. 12356 Section 3.3/NND No. 785021

U S R E S T R I C T E D Equals British R E S T R I C T E D

Ltr. Hq. Natousa, 8 Jan 44, AG 314.7/322 B-O

G-2, War Department, and (b) historical sections of other units in this theater.

By command of Lieutenant General DEVERS:

/s/ A. B. King,
A. B. KING
Major, AGD,
Asst Adjutant General

2 Incls:
#1 - Annex 1
#2 - Staff Memo

AG 314.7 BPLGO (8 Jan 44) 1st Ind. OT32/mob
HEADQUARTERS PENINSULAR BASE SECTION, APO 782, 21 January 1944.

TO: See Distribution.

By command of Brigadier General PENCK:

O. H. HANSEN
1st Lieut., A. G. D.
Assistant Adjutant General

1 Incl:
Withdrawn- Incl. No. 2
1 - Extract of par. 4, Annex 1.

DISTRIBUTION:
"A" & "B"

U S R E S T R I C T E D Equals British R E S T R I C T E D

Declassified E.O. 12356 Section 3.3/NND No. 785021

1b

ANNEX I
(EXTRACT)

SUGGESTIONS ON THE PREPARATION OF REPORTS AND HISTORIES

* * * * * * * * * * * *

h. Histories of Administrative Organizations (Such as Headquarters SOS and base sections, E.T.O.U.S.).

a. General:

The President has indicated his desire that records of administration be systematically kept and preserved for ultimate historical use. This has been interpreted by many agencies of the War Department as including the actual writing of history. The suggestions in this section are included to assist those organizations which have undertaken or contemplate undertaking their histories.

b. Scope:

As prescribed by the organizational commander.

c. Content:

Narrative accounts of the various operations and activities of administrative units to include:

The organization, subsequent changes in organization and the reason therefor.

The facilities administered, the reasons for their establishment.

Methods of operation, subsequent changes and the reasons therefor.

Special problems encountered and how they were solved.
Accomplishments.

Personnel connected with the organization, their duties, and any outstanding individual achievements.

There should be annexed as supporting documents, copies of organization charts, directives, important orders, agreements with other agencies as to the divisions of functions and responsibilities, important memoranda, reports, statistics, etc.

03001

0357