

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

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ARCHIVES COMMITTEE,
ARCHIVES MINUTES OF MEETINGS
MAR. 1944 - DEC. 1945

MINUTES OF MEETING OF THE ARCHIVES COM

FILE 364

December 21st 1945

PRESENT Brigadier M.S. LUSH (Chairman) Executive Comm
 Brigadier H. Carr Civil Affairs Section
 Lt. Col. W. Jones G-1 (B)
 Major Harrison Archivist
 Captain Barnes G-1 (A)
 Lieutenant Durber Economic Section.

1. MINUTES of the last Meeting held on December 7th were approved and signed.

2. BUSINESS ARISING OUT OF THE LAST MINUTES.

Future of Archives. Covering letter to AFHQ (No 9265/87/EC/) concerning Draft, to be followed up. Major Harrison to contact Col. GLYNN, (successor to Brigadier PARSONS) - G.5 for latest developments.

Send copies also to British and American Embassies as well as to Mr. Hilary JENKINSON asking from the latter the name of his "opposite number" in Washington.

Security Classification. Check date of release of new Directive.

(Off. Memo 8 - 21/12/45)

Property Control. Date of release of documents to Embassies should not be later than January 1, 1946. Receipts to be obtained.

3. STAFF.

Chairman noted that up to the present the instructions issued at the last Committee Meeting had not been carried out. That a second Officer had been assigned but no further clerks were apparently forthcoming. AG(1)(A) and (B) were asked to immediately attend to this so that by January 1st the addition of 4 (3 American and 1 British) could be allotted to complete the quota. The Chairman added that Archives Branch was to receive full support upon the question of Staff, their requirements treated as a first priority in the new Establishment A.C.

As a basis for the allocation of Civilian Staff, the ratio of 6 Army Personnel to 10 Civilians was agreed until the 1946 Plan materialized.

4. PLAN 1946. Archivist presented format of next year's plan. He outlined the vital change-over from REGIONAL to FUNCTIONAL together with an approximate time schedule.

The Plan was approved generally and it was agreed that on January 1st "stocktaking" should be commenced as the preliminary phase of the change-over.

The Chairman noted several points in connection with this:

- (a) UNRRA would require files from several functions.
- (b) Embassies would want Advisory Files from Sub-Commissions as well as those of Property Control.
- (c) All transfers of functions to Offices outside the Commission must only be on a loan basis.

The Archivist was therefore instructed to prepare a revised draft of Executive Memo No 3 covering these points.

5. FUTURE OF ARCHIVES.

Archivist was requested to raise question of long term

90051

concerning draft, to be followed up. Major Harrison to contact Col. CLYDE, (successor to Brigadier PARSONS)-G.5 for latest developments.

Send copies also to British and American Embassies as well as to Mr. Hilary JENKINSON asking from the latter the name of his "opposite number" in Washington.

Security Classification. Check date of release of new Directive.

(Off. Memo 6 - 21/12/45)

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The Archivist was therefore instructed to prepare a revised draft of Executive Memo No 3 covering these points.

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5. FUTURE OF ARCHIVES.

Archivist was requested to raise question of long term policy with British and American Embassies and to send a letter to both Embassies asking that the Archives Staff be taken care of as and when Allied Commission closes.

6. NEXT MEETING.

Progress Report requested early in the New Year.

.....Chairman.

James Harrison Secretary.

Majr.

HEADQUARTERS
ALLIED COMMISSION
AUG 37A

3517

A meeting of the Archives Committee will be held at 10.00 hours on Friday 21 December 1945, in the Executive Commissioner's room, 3rd Floor, H.Q. A.C.C.

AGENDA

- | | |
|--|-----------------------|
| 1. Approval of Minutes of the last meeting. | Chairman |
| 2. Business arising out of last Minutes. | Chairman |
| 3. Property Control Progress.
(Balance date to submission) | Archivist |
| 4. Report of General Progress to date. | Archivist |
| 5. Plan outline for 1946. | Archivist |
| 6. Staff increases to date.
(Civilian jobs in Italy for discharged soldiers.) | Establishment Section |
| 7. Any other business. | |

17.12.45

Distribution.
Major Harrison
Lt. Duff
Mr. Macgregor
(Mr. S. Bell in hospital)

(Chairman)
(Archives)
(Executive Sec.)
(Establishment Sec.)
(Lt. S. Bell)

Mark
R.M. HARRISON
Major G.S.
Archivist.

FILE

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Other business: ① Office space next to Room 4-2 free?
② UNRRA. Files of Dis. Persons only on loan
pending completion of the Cases. Full co-operation is being

1. Approval of minutes of the last meeting. Chairman
2. Business arising out of last meeting. Chairman
3. Property Control Program.
(Release data to Librarian) Archivist
4. Report of General Program to date. Archivist
5. Plan outline for 1946. Archivist
6. Staff increases to date.
(Civilian jobs in Italy for discharged soldiers.) Establishment Section
7. Any other business.

Part
H.M. HARRISON
Major G.S.
Archivist.

Establishment
Major Harrison
Lt. Dyer } (Chairman)
Whitcomb } (Archivist)
(M.A. Hall in hospital) } (Establishment Sec.)
H.A. P.A. (S/C)

00050

Other business. ① Office space next to Room 42 free?
② UNRRA. Files of Dis. Persons only in locus
pending completion of the Cases. Full co-operation is being
given both by DPAA & also by UNRRA. S/Sgt. Atty. is calling
tomorrow at the latter office to advise them.
③ Draft of Revised Executive Memo No. 3 for
discussion.

HEADQUARTERS
ALLIED COMMISSION
APO 394

15 December 1945

Ref: 9265/187/EC

SUBJECT: Archives of Allied Commission.

TO : AFHQ for G-5

Reference is made to your AG 313 - AFPA of the 5 Oct and
Circ No 8 - AFPA - of the 16 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 JEMINSON, 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/EC 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 JEMINSON 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.

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 millions. 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

Circ No 8 - AFRA - of the 18 July.

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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.

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 Staff for examination on a Governmental level.

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

FOR THE CHIEF COMMISSIONER

Brigadier
Executive Commissioner

MINUTES OF MEETING OF THE ARCHIVES COMMISSION

December 7th 1945

PRESENT

Brigadier Lush (Chairman)

Lt. Col. White

Major Harrison

Lt. Durbar

Mr. L. Wickersham

(Major Bell in hospital)

1. MINUTES OF THE LAST MEETING held on Oct. 16th were approved and signed.

2. BUSINESS ARISING OUT OF THE LAST MINUTES. -
ACCOMMODATION. Major Harrison reported that, in his opinion accommodation would be sufficient in the present building for at least three months, providing rooms were made available as and when space was required for Archives. The matter of future accommodation could then be reviewed.

FUTURE OF COMMISSION'S ARCHIVES. Brigadier Lush remarked that he had noticed that a covering letter had been sent to AFHQ enclosing the Draft Report in its final form. This, in his opinion, did not sufficiently cover or lay stress upon the important points of the Draft and the Secretary was instructed to prepare a further letter upon the subject, cancelling this, with a copy to Mr. Jenkinson.

PROPERTY CONTROL RECORDS. A full report under PROGRESS would be submitted at a later period during the meeting.

SECURITY CLASSIFICATION OF DOCUMENTS The Chairman requested Lt. Col. White to prepare a Directive upon this matter.

3. PROPERTY CONTROL POLICY. Lt. Col. White reported meeting Lt. Col. LAIDLAY, the Property Control Officer to the British Embassy on Nov. 9th (Capt. Collins and Major Harrison also present) at which it was agreed that all the Files of Property Control should be loaned to the Embassies (American, British and French) for a period of one year and that the matter be then reviewed as to whether files still then in use be duplicated or retained for a further period.

4. ARRIVALS AND DEPARTURES. Major Harrison reported the departure of Capt. COLLINS on B Release to U.K. on Nov. 22nd and his own arrival in Archives on Oct. 29th last. The check on Property Control was commenced by him on November 5th, and he took over the Archives Branch as from November 22nd.

5. PROGRESS REPORT. Major Harrison reported that his Staff consisted of one Staff Sergeant, one soldier and two civilian typists. He with one typist was concentrating upon PROPERTY CONTROL RECORDS, whilst Staff Sgt. Atterby with the other typist was checking and recording incoming REGIONAL Files with Pte. Murdin. The situation was as follows:-

(a) Property Control Headquarters Files have all been double checked - "broken down" into National Groups for dispatch to the Embassies concerned, as soon as the P/C Regional Files were ready. There were 8000 Files in Headquarters P/C and it had taken exactly a month. Regional P/C Files for Regions XI, XII and XIII had just arrived and would be checked in due course.

(b) Northern Regions. PHILIPPA (IX) Regional and Provincial Files were nearly checked, ready for storage in the big Conference Room under S/Sgt Atterby. TUSOANA Region would be commenced at the beginning of next month.

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- (b) Northern Regions. SMILIA (LA) Regional and Provincial Files were nearly checked, ready for storage in the big Conference Room under S/Sgt Atterby. TOSCANA Region would be commenced at the beginning of next month.

6. STAFF INCREASE. Major Harrison placed a report upon the future duties and Plan for Archives before the Committee and the Chairman ordered that the Establishment should immediately provide a second Officer and four clerks if possible two Army and two civilian, in accordance with this report,

7. P.W.B. FILM SECTION. An application by Capt. P. Levi for access to Archives to obtain information as to the suitability of certain employees for work with an American Film Company was referred to SECURITY Branch A.C. for action.

8. MEETING. The Chairman expressed himself satisfied with the way that things were going and called for a further Meeting before Christmas with report of Progress and Plan for 1946.

CHAIRMAN

J. M. Harrison
may
Sec.

FUTURE PLANNING FOR ARCHIVES BRANCH

STAFF

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

- | | |
|-----------------------------|----------------------------|
| 1.
Recording
Checking | 2.
Storing
Searching |
|-----------------------------|----------------------------|
- 00347
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 GHQ 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.

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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 WCO'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 L.V.J. being permitted the local rank of WO (ii) until the Establishment is approved, when Acting Rank should be retrospective as Chief Clerk.

F.M. Harrison
N.M. HARRISON
Major G.S.
Archivist.

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

32A

12 December 1945

Ref. 1/AB

TO : Brigadier Lush.

FROM : Archives Branch.

1. Herewith copy of minutes of last week's Committee Meeting together with Report of Future Planning which was outlined then.
2. The assignment of Captain ROWLANDS to this Branch will, I understood, become effective next week. This Officer appears most suitable for our work.
3. The latest date before Christmas for the next Committee meeting would be Friday 21st. May I have your approval please?

N.M. Harrison
N.M. HARRISSON
Major G.S.
Archivist.

1. Minutes affixed as recommended
2 + 3. Affixed *NR* 14/100

00046

HEADQUARTERS
ALLIED COMMISSION
APO 394

31A

A meeting of the Archives Committee will be held at 10.00 hours on Friday 7 Dec. '45.
in the Executive Commissioner's room, 3rd floor. H.Q.. A.C.

AGENDA

1. Minutes of meeting held on 16 Oct '45.
2. Business arising out of the minutes.
3. Accommodation and Staff.
4. Property Control Archives.
5. Any other business.

[Signature]

N.H. HARRISON.
MAJOR, G.S.
Secretary.

*Downgraded is agreed. Minutes should be issued
read for Ex-hat.*

00045

785021

MINUTES OF MEETING OF THE ARCHIVES COMMITTEE, TUESDAY 11th OCTOBER, 1945.

PRESENT

Brigadier Lush (Chairman)
Lt. Col. White
Major Bell
Capt. Collins
Capt. Montant
Lt. Durber

1. MINUTES of the meeting held on 8th August were approved and signed by the Chairman
2. BUSINESS ARISING OUT OF THE MINUTES. - The Archivist reported that the question of accommodation still remained unsettled, and that serious inconvenience was being experienced by sub-Commissions because no space was available in which to uncrate records to which they urgently required access. It was agreed, on the understanding that the small conference hall would be vacated by Archives at the end of October, that the large conference hall should be made available for Archives at that date.
The Archivist was instructed to arrange with G-1 (B) and (A) for 1 officer and 2 ORs/EM to be made available at the end of October for each of the two Regions (Emilia and Toscana) whose records were awaiting attention. Meanwhile, the search for separate premises for Archives was to continue.
3. Capt. Collins reported that a letter was being prepared by AFHQ in reply to the Commission's proposals as to future plans for the Commission's records. It appeared that AFHQ had not forwarded the proposals to London and Washington, as had been requested by the Commission.
Brigadier Lush had spoken on the subject to Brigadier Parsons, G-5 AFHQ, and they had agreed to hold a discussion on the draft, before it was issued in its final form. Capt. Collins was instructed to ask AFHQ to send a copy of this draft for consideration by the Archives Committee prior to the discussion with AFHQ. He was instructed also to ascertain if either the U.S. or U.K. Embassies had referred the matter to their respective Governments, and to ask the Embassies in any event to send a representative each to the conference with AFHQ.

The Archivist reported also that the disposal of Property Control records had been discussed with both the Embassies and with Finance sub-Commission; the latter supported the view of the Archivist that the integrity of the records should be preserved, as opposed to dispersal to different Consular areas throughout Italy.

Lt. Durber raised the question of downgrading the security classification of documents, prior to handing them over to Archives. Brigadier Lush said that he would speak on this point at the next Vice-presidents' meeting.

Ex Comm

00044

CHAIRMAN.

THE DECISION TO DISTRIBUTE TO 3
CONSULATES WAS MADE EARLY IN 1946
BY EXCOM & CH AFFAIRS SECTION 7 DEC 1945

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

A meeting of the Archives Committee will be held at 1500 hours on Monday
1025 Oct 45 in the Executive Commissioner's room, 3rd Floor, HQ. AG. *Tues*

AGENDA

1. Minutes of meeting held on 8 Aug 45.
2. Business arising out of the Minutes.
3. Report of the Archivist.
4. Any other business.

90043

NOTE.

The important Meeting on Oct 26th Octr in the office of Exec. Commr at which Mr Hilary JENKINSON and Lt Col JACKMAN attended does not appear to have been minuted.

Search has been made through files of Exec. Commr (9265/50) and Archives 1/AB and 2/AB but beyond frequent reference, no copy of the Minutes of that Meeting appear.

N M Harrison
Major O I/C
Archives Branch
W I L A.

20 Jan 1948

90043

2. Business arising out of the Minutes.
3. Report of the Archivist.
4. Any other business.

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N M Harrison
Major O I/c
Archives Branch
M I I A.

20 Jan 1948

MINUTES OF MEETING OF THE ARCHIVES COMMITTEE - 24th AUGUST 1945.

PRESENT: Brigadier Lush (Chairman)

Lt. Col. White
Lt. Col. Talbot
Major Bell
Capt. Gurney
Capt. Lee
Capt. Montant
Capt. Collins

1. MINUTES of the meeting held on 29th June 1945 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES -

(a) The Chairman said that he would raise the question of the records of the Service sub-Commissions at the Vice-Presidents' meeting to be held immediately following the Archives Committee

(b) The Archivist stated that P.R.B. had not included a further item in the weekly Bulletin, and that Major Bergin would speak to Brigadier Lush on this point. The Chairman said that another item must appear, and asked for a draft to be submitted to him.

3. DISCUSSION OF THE ARCHIVIST'S MEMORANDUM -

The Chairman stated that he appreciated the fundamental nature of the accommodation question - a subject to which he would return later.

So far as Regions were concerned, each Region would appoint a Regional Records Officer and two competent clerks. The officers would visit this R.R.O. for a day or two to receive instruction in the work of Archives so that they could properly prepare their records for the Archives. The Regional Records Officers and their staffs would accompany their records to R.R.O. and would remain to work under the direction of the Archivist until their own records had been dealt with. The Chairman said that he would bring these points to the notice of the Regional Commissioners at a meeting which would be held in a few days time.

At this point, Col. Jones was called to the meeting; the Chairman explained the above staffing proposals to him and asked him to bear them in mind, and to make the necessary arrangements in consultation with the Archivist.

With regard to Tuscan and Southern Regions, the Chairman felt that staff who had worked in these Regions should be brought into R.R.O. to deal with the records. Two competent clerks from Tuscan, and an officer from Southern Region would probably suffice. Lt. Col. White mentioned that requests had already been received from sub-Commissions for access to Tuscan files. Captain Collins said that no staff could be employed on either of these sets of records until working space had been made available.

Concerning packing arrangements, the Chairman said that a uniform crate should be constructed and shown to the Regional Records Officers. The Archivist said that the boxes in which A.R.O. currency was sent into Italy were eminently suitable and probably available in adequate quantities; he will discuss the matter with Finance sub-Commission.

Accommodation was discussed at length. Lt. Col. White said that the office space sub-Committee had made certain recommendations as to space for the Archives, but no action on the proposed lines had been taken. Brig. Lush suggested that the large Conference Room might be made available by the time the Regional records started coming in.

Lt. Col. White felt that the matter should be discussed at length. Lt. Col. White said that the office space sub-Committee had made certain recommendations as to space for the Archives, but no action on the proposed lines had been taken. Brig. Lush suggested that the large Conference Room might be made available by the time the Regional records started coming in.

Brig. Lush

Major Dwyer
Capt. Collins

Brig. Lush
Col. Jones
Capt. Collins

Finance
Capt. Collins

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3. DISCUSSION OF THE ARCHIVIST'S MEMORANDUM -

The Chairman stated that he appreciated the fundamental nature of the accommodation question - a subject to which he would return later.

So far as Regions were concerned, each Region would appoint a Regional Records Officer and two competent clerks. The officers would visit this R.O. for a day or two to receive instruction in the work of Archives so that they could properly prepare their records for the Archives. The Regional Records Officers and their staffs would accompany their records to R.O. and would remain to work under the direction of the Archivist until their own records had been dealt with. The Chairman said that he would bring these points to the notice of the Regional Commissioners at a meeting which would be held in a few days time.

At this point, Col. Jones was called to the meeting; the Chairman explained the above staffing proposals to him and asked him to bear them in mind, and to make the necessary arrangements in consultation with the Archivist.

With regard to Toscani and Southern Regions, the Chairman felt that staff who had worked in these Regions should be brought into R.O. to deal with the records. Two competent clerks from Toscani, and an officer from Southern Region would probably suffice. Lt. Col. White mentioned that requests had already been received from sub-Commissions for access to Toscani files. Captain Collins said that no staff could be employed on either of these sets of records until working space had been made available.

Concerning packing arrangements, the Chairman said that a uniform crate should be constructed and shown to the Regional Records Officers. The Archivist said that the boxes in which A.M.G. currency was sent into Italy were eminently suitable and probably available in adequate quantities; he will discuss the matter with Finance sub-Commission.

Accommodation was discussed at length. Lt. Col. White said that the Office of the sub-Committee had made certain recommendations as to space for the Archives, but no action on the proposed lines had been taken. Brig. Lush suggested that the large Conference Room might be made available by the time the Regional records started coming in. Lt. Col. White felt that by that time it might be possible also to allocate space at present occupied by sub-Commissions.

So far as the prospect of new premises was concerned, Captain Quarino stated that he was in touch with M.A.C. A villa which appeared to be very suitable had been offered by M.A.C. to an Allied unit, and had been accepted by them. Brig. Lush said that he would speak to Brig. Low about this. Captain Quarino was instructed meanwhile to maintain close contact with M.A.C. and endeavour to find premises which would be available for purchase or lease.

Captain Lee was asked to discuss accommodation at R.O. with Col. Robertson, with whom the Chairman wished to speak on the subject.

The Archivist was instructed to write to A.F.F., pointing out the problems arising from the impending of the Northern Regions, and asking for an early decision to be obtained from the R.O. and U.K. Governments regarding the Commission's proposals for the disposal of its Archives.

Brig. Lush

Major Bergin
Capt Collins

Brig. Lush
Col Jones
Capt Collins

Finance
Capt Collins

Brig. Lush
A. Lowth.

Brig. Lush

1. MINUTES of the meeting held on 29th June 1945 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES -

(a) The Chairman said that he would raise the question of the records of the Service sub-Commissions at the Vice-Presidents' meeting to be held immediately following the Archives Committee

(b) The Archivist stated that P.R.B. had not included a further item in the weekly Bulletin, and that Major Bergin would speak to Brigadier Lush on this point. The Chairman said that another item must appear, and asked for a draft to be submitted to him.

3. DISCUSSION OF THE ARCHIVIST'S MEMORANDUM -

The Chairman stated that he appreciated the fundamental nature of the accommodation question - a subject to which he would return later.

So far as Regions were concerned, each Region would appoint a Regional Records Officer and two competent clerks. The officers would visit this R.G. for a day or two to receive instruction in the work of Archives so that they could properly prepare their records for the Archives. The Regional Records Officers and their staffs would accompany their records to R.G. and would remain to work under the direction of the Archivist until their own records had been dealt with. The Chairman said that he would bring these points to the notice of the Regional Commissioners at a meeting which would be held in a few days time.

At this point, Col. Jones was called to the meeting; the Chairman explained the above staffing proposals to him and asked him to bear them in mind, and to make the necessary arrangements in consultation with the Archivist.

With regard to Toscani and Southern Regions, the Chairman felt that staff who had worked in these Regions should be brought into R.G. to deal with the records. Two competent clerks from Toscani, and an officer from Southern Region would probably suffice. Lt. Col. White mentioned that requests had already been received from sub-Commissions for access to Toscani files. Captain Collins said that no staff could be employed as either of these sets of records until working space had been made available.

Concerning packing arrangements, the Chairman said that a uniform crate should be constructed and shown to the Regional Records Officers. The Archivist said that the boxes in which A.M.O. currency was sent into Italy were eminently suitable and probably available in adequate quantities; he will discuss the matter with Finance sub-Commissioner.

Accommodation was discussed at length. Lt. Col. White said that the Office Space sub-Committee had made certain recommendations as to space for the Archives, but no action on the proposed lines had been taken. Brig. Lush suggested that the large Conference Room might be made available by the time the Regional records started coming in. Lt. Col. White felt that by that time it might be possible also to allocate space at present occupied by sub-Commissions.

So far as the prospect of new premises was concerned, Captain Durino stated that he was in touch with MAOC. A villa which appeared to be very suitable had been offered by MAOC to an Allied unit, and had been accepted by them. Brig. Lush said that he would speak to Brig. Lee about this. Captain Durino was instructed meanwhile to maintain close contact with MAOC, and endeavour to find premises which would be available for purchase or lease.

Captain Lee was asked to discuss accommodation at R.G. with Col.

Robertson, with whom the Chairman wished to speak on the subject

The Archivist was instructed to write to A.F.H.C. pointing out the problems arising from the impending of the Northern Regions, and asking for an early decision to be obtained from the R.G. and F.E. Governments regarding the Commission's proposals for the disposal of its Archives.

Brig. Lush

Major Durino
Capt. Collins

Brig. Lush
Col. Jones
Capt. Collins

Finance
Capt. Collins

Brig. Lush
H.Q. Command

Capt. Collins

The draft instructions to Regions, and the draft item for the Daily Bulletin were approved, subject to certain modifications. Captain Collins was instructed to prepare revised drafts for the Chairman's consideration.

The arrangements suggested for the records of sub-Committees at H.Q. were approved also.

Archives Branch will maintain liaison with Establishment Section on all matters affecting the movements and use of personnel in connection with the preparation of records for Archives.

MSL
RV
CHAIRMAN.

000471

HEADQUARTERS
ALLIED COMMISSION
APO 394

27A

MINUTES of meeting of the Archives Committee held on 29th June, 1945.

PRESENT : Brigadier Lush. (CHAIRMAN)
Mr Hilary Jenkinson.
Lt. Col. White.
Major Bell.
Major Smith.
Capt. Collins.

1. MINUTES of the meeting held on 21st May 1945 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES.

(a) The disposal of the records of the Service Sub-Commissions had not yet been settled.

(b) The final disposal of the Commission's records had been discussed by the Archivist with the U.S. and U.K. Embassies. Both were interested in the suggestion that the records should remain in Rome, at any rate for the time being, since the Embassies would very probably wish to consult the records from time to time.

Mr. Goshie (U.S.) said that he would discuss the matter with the Ambassador in order to ascertain whether he had any special views on the general question.

Mr. Malcolm (U.K.) mentioned that, so far as British interests were concerned, the Government would have to say whether the Archives would be regarded as records of the Foreign Office or War Office. Moreover, Treasury approval would be necessary to any expenditure involved as the result of attaching the Archives administration to the Embassy in Rome.

It was agreed that Mr. Goshie and Mr. Malcolm would discuss the matter together, and then send for the Archivist in order to consider a draft statement for submission to the Executive Commissioner.

(c) Lt. Col. White suggested that another reference to the work of the Archives Branch should now appear in the weekly Bulletin. The Chairman agreed, and the Archivist was instructed to make the necessary arrangements with U.S.S.

3. DISPOSAL OF ARCHIVES.

00041

Mr. Jenkinson said that he was pleased to have an opportunity of attending a meeting of the Committee at this juncture of events, particularly in view of the announcement in today's press regarding the restoration of further Italian territory to Italian administration. In his view, it was important that the question of final disposal should be raised now, and that interim arrangements should be considered.

He had surveyed the work of the Archives Branch, and was of the opinion that future plans should proceed on the following lines :-

- (a) It was most important that the records should not be divided; whatever the final decision might be, the records should be preserved together in one place.

(Lt. Col. White mentioned that this was an additional argument for the Service Sub-Commissions conforming to the procedure which was common to the rest of the Commission)

- (b) If the U.S. Government were the only interested party, the arrangements for the disposal of the records would be governed by the Records Office Act of 1938 and later legislation. Similarly, if the U.S.A. were the only Government interested, disposal would be governed by legislation of the U.S.A.

But, since both Governments were equally interested, it became necessary for the archive authorities of the two countries to consult together.

Mr. Jenkinson mentioned that Mr. Sargent Chila, an eminent Archivist of the U.S. Government, was at present in Europe, and if the Committee were willing, he would endeavour to contact him in order to have preliminary discussions. Although no decision as to final disposal was immediately necessary (and indeed a hasty decision should not be sought) he felt it important that principles should be established and recorded without delay. For instance, there could be an interim period during which the records would certainly remain in Italy. The current of the Archives branch aimed at bringing all the records up to a uniform level of administrative completion. It was essential that, during the interim period, there should be no disturbance of the arrangement of the Archives once this uniform level had been achieved. There would, however, be no objection to indexing being commenced during the interim period.

He thought it important to define carefully in advance, on the above lines, the duties of whatever persons might be put in charge during this interim period; who might be, for instance, two persons nominated by the Foreign Office and the State Department respectively.

THE CHAIRMAN considered that, as long as a Military Command remained in Italy, the records of the Commission would be regarded as coming under War Office Control.

There was a general discussion of the points mentioned above, and complete agreement upon all of them. The Archivist was instructed to prepare a draft memorandum for the two Governments, stressing the importance of the Commission's records, and setting out recommendations for administering them.

THE CHAIRMAN thanked Mr. Jenkinson for his interest in the Commission's problems in this connection, and expressed the Committee's indebtedness for his advice and assistance.

00040

MS/L
CLERK

HEADQUARTERS
ALLIED COMMISSION
APO 324

A meeting of the Archives Committee will be held at 0900 hours on Tuesday 8 Aug 45
in the Executive Commissioner's room, 3rd Floor, H.Q., A.C.

AGENDA

1. Minutes of meeting held on 29 June 1945.
2. Business arising out of the Minutes:
 - (a) Attached for information is a copy of a statement on the disposal of A.C. Archives, which has been sent to A.F.F.C. for transmission to London and Washington.
 - (b) The disposal of the records of the Service Sub-Commissions has not yet been settled.
3. Discussion of the Archivist's Memorandum (attached) setting out a suggested programme for dealing with problems arising out of the closure of the Northern Region, and of sub-commissions at H.Q.
4. Any other business.

A. J. Collins
A. J. COLLINS.
Captain, R.E.
Secretary.

00039

AGENDA

1. Minutes of meeting held on 29 June 1945.
2. Business arising out of the Minutes :-
 - (a) Attached for information is a copy of a statement on the disposal of A.C. Archives, which has been sent to A.F.E.W. for transmission to London and Washington.
 - (b) The disposal of the records of the Service Sub-Commissions has not yet been settled.
3. Discussion of the Archivist's Memorandum (attached) setting out suggested programme for dealing with problems arising out of the closure of the Northern Regions, and of sub-commissions at H.Q.
4. Any other business.

A.J. Collins

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

00039

HEADQUARTERS
ALLIED COMMISSION
APO 394

21 May 1945

Minutes of meeting of the Archives Committee held on 21 May 1945.

PRESENT : Brigadier Lush. (Chairman)
Lt. Col. White.
Major Doe.
Capt. Collins.
C.W.O. Bournemouth.

1. MINUTES of meeting held on 3 April 1945 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES.

(a) The draft Orders of Reference to the Committee had been approved without any amendments.

(b) The question of the records of the Labor Division, Lazio Umbria Region had been settled; the list was sent by the Region to Archives by mistake and the records listed were not A.C. papers.

3. REPORT OF THE ARCHIVIST.

(a) Work on the records of Lazio Umbria and Sardinia had been completed; Sicily records were now being dealt with. The bulk of Umbria Marche records had been received; Toscana had started to send some of their records to Archives.

(b) None of the Service sub-commissions had so far sent any papers to Archives. The matter had been discussed informally with them, and they were all inclined to take the view that disposal should be made in accordance with such instructions as might be received from the Service Departments of the U.S. and U.K. Governments. After a brief discussion it was felt that the Service sub-commissions should fall into line with the rest of A.C., and Brigadier Lush said that he would raise this point at the next Vice Presidents' meeting.

(c) Several sub-commissions had concurred in the Archivist's proposal that certain files of spare copies should be destroyed; the Committee delegated to the Archivist authority to destroy these papers, and other documents of a like kind, as necessity arose.

4. DISPOSAL OF ARCHIVES.

This subject was discussed at some length. Some members of the Committee were in favour of the records being housed in U.S. or U.K. (with a slight preference for the latter), rather than in Italy. Amongst the arguments advanced were Security, Intelligence, Planning, and convenience of reference.

... 1945 were approved and signed by the Chairman.

2. NO EXCESS ARISING OUT OF THE MINUTES.

- (a) The draft Orders of Reference to the Committee had been approved without any amendments.
- (b) The question of the records of the Labor Division, Lazio Umbria Region had been settled; the list was sent by the Region to Archives by mistake and the records listed were not A.C. papers.

3. REPORT OF THE ARCHIVIST.

- (a) Work on the records of Lazio, Umbria and Sardinia had been completed; Sicily records were now being dealt with. The bulk of Umbria Marche records had been received; Toscana had started to send some of their records to Archives.
- (b) None of the Service sub-commissions had so far sent any papers to Archives. The matter had been discussed informally with them, and they were all inclined to take the view that disposal should be made in accordance with such instructions as might be received from the Service Departments of the U.S. and U.K. Governments.
- (c) After a brief discussion it was felt that the Service sub-commissions should fall into line with the rest of A.C. and Brigadier Lush said that he would raise this point at the next Vice Presidents' meeting.
- (c) Several sub-commissions had concurred in the Archivist's proposal that certain files of spare copies should be destroyed; the Committee delegated to the Archivist authority to destroy these papers and other documents of a like kind, as necessity arose.

RESPONSIBLE ARCHIVES.

9328

This subject was discussed at some length. Some members of the Committee were in favour of the records being housed in U.S. or U.K. (with a slight preference for the latter), rather than in Italy. Amongst the arguments advanced were Security; Intelligence; Planning, and convenience of reference.

The Chairman expressed the opinion that undue importance had been attached to these arguments, and he was strongly in favour of the records remaining in Rome, under the general supervision of the U.S. and British Embassies. Photostatic or microfilm copies of documents could be made by the Government which required them, and the copies could be filed wherever the respective Governments wished. He instructed Captain Collins to visit the Ambassies and discuss the matter with them.

5. OTHER MATTERS.

The Chairman instructed the Archivist to prepare a "newsy" paragraph and to arrange ~~with the~~ ^{for} its inclusion in the P.R.E. Bulletin; a further paragraph might appear a few weeks later.

MS/2

CEA TRANS:

HEADQUARTERS
ALLIED COMMISSION
APO 394

248

A meeting of the Archives Committee will be held in the Executive Commissioner's room (3rd Floor, HQ. A.C.) at 11.00 hours on Friday 29 June 1945.

AGENDA.

1. Minutes of meeting held on 21 May 1945.
2. Business arising out of the Minutes.
3. Disposal of Archives, and problems connected therewith -
 - (i) Factors which will affect the final disposal of the Commission's records.
 - (ii) The nature of the work which will remain to be done on the records after the Commission has ceased to operate.
 - (iii) The directions in which the current work of Archives Branch can best serve the requirements of the future administration of the records.
4. Any other business.

A.J. COLLINS,
Captain, RM.
Secretary.

HEADQUARTERS
ALLIED COMMISSION
APO 394

23A

A meeting of the Archives Committee will be held at 9.0 a.m. on Monday 21st May 1945. The room in which the meeting will take place will be notified to members at 8.45 a.m. on that day.

AGENDA

1. Minutes of meeting held on 3rd April 1945.
2. Business arising out of the minutes.
3. Report by the Archivist.
4. Disposal of Archives (notes attached).
5. Any other business.

A.J. COLLIS.
Captain. R.E.
Secretary.

00036

22A

DISPOSAL OF ARCHIVES.

1. Several alternatives are open as to permanent location:-

- (a) Italy - the scene of the Commission's operations.
- (b) U.S. or U.K. - the seats of the Governments concerned.
- (c) An "international" repository - e.g. Geneva; the Hague.

2. What is the status of the records? Are they regarded as Military records by the Allied Governments? If so, is there any factor which automatically governs their location?

3. "There is no limit to the subjects which may find illustration in Archives; and they are unpredictable - each generation produces new interests of which the previous ones had not thought"

(British Record Association Memo. No. 7 - March 1945)

To what extent can permanent location be influenced by unpredictable considerations?

4. Obvious angles of future research include:-

History	Intelligence
Constitutional law	Culture
Politics	Religion
Economics	Social problems

5. With whose interests was the work (and therefore the records) of the Commission fundamentally concerned - those of the world at large; of the Allied Governments; or of the Italian people?

Do these interests have any bearing on the ultimate custody of the records?

00005

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

21A

From: ARCHIVES BRANCH

SUBJECT: Archives Committee.

FILE No. 1/AB

TO: Acting Executive Commissioner.

10 April 1945

Attached is a copy of the minutes of the meeting of the Archives Advisory Committee held on 3 April 1945.

In accordance with para 2 (a) of the minutes, the draft Orders of Reference of the Committee are submitted herewith for the approval of the Executive Commissioner.

d/
A.J. COLLINS.
Captain. R.E.

FILE 1/AB - 10/4/45

00034

HEADQUARTERS
ALLIED COMMISSION
APO 394

20A

Minutes of meeting of the Archives Advisory Committee held on 3 April 1945.

PRESENT : Lt. Col. White. (Chairman)
Major Doe.
Capt. McCain.
Capt. Montant.
Maj. ~~Smith~~ Hurian.
Capt. Collins.

1. MINUTES of meeting held on 22 Feb 45 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES.

- (a) Draft Orders of Reference, which had been circulated with the agenda, were discussed. No amendments were proposed, and it was decided to submit the draft, without alteration, to the Executive Commissioner for approval.
- (b) It was decided not to consider the ultimate disposal of the Archives in the absence of the Executive Commissioner, but to defer the matter until his return.
- (c) It was reported that the Archives Branch had been transferred to the Office of the Executive Commissioner.
- (d) An office instruction relating to the Care and Custody of AC records had been issued on 20 March 1945 as Establishment Memorandum No. 3.

3. REPORT OF THE ARCHIVIST.

- (a) Asia Umbria Region (Labor Division) had passed some of their files to HQAC prior to the issue of Establishment Memo No. 3. The matter has been discussed with Region IV and the result will be reported to the Committee.
- (b) Nearly 500 hundred cubic feet of records had been received during the past ten days, and still more was expected from Southern Region and Virginia. Cramped accommodation was making working conditions extremely difficult, and additional storage, and particularly working space, were urgently necessary. A note to this effect had already been sent to HQ. Commandant.
Lt. Col. White said that both he and Major Doe were members of the Committee dealing with the reallocation of office space; they could hold out no hope of additional space becoming available within the next few days, but the needs of Archives were appreciated and would be sympathetically considered.
- (c) A small amount of additional storage space could be created by the destruction of certain duplicate records and "spare copies" files. Capt Collins suggested that he should discuss the matter with the sub-commissions concerned and report the result to the next Committee. This suggestion was approved.

00033

MS [Signature]
CHAIRMAN.

HEADQUARTERS
ALLIED COMMISSION
APO 394

19A

31 March 1945.

A meeting of the Archives Advisory Committee will be held at 11.30 hours
on Monday 2nd April 1945. in Room 56, 5th Floor, H.Q. Allied Commission.

AGENDA.

1. Minutes of meeting held on 22nd February 1945. (attached)
2. Business arising out of the Minutes. (Draft Orders of Reference
attached)
3. Verbal report by the Archivist.
4. Any other business.

A.J. Collins

A.J. COLLINS.
Captain. R.E.

00032

HEADQUARTERS
ALLIED COMMISSION
APO 394

18 A
23rd February, 1945.

Minutes of meeting of the Archives Advisory Committee held on 22nd February, 1945.

PRESENT : Brig. Lush (Chairman)
Lt. Col. White
Major Doe
Capt. McCain
Capt. Brooke
Capt. Collins

1. MINUTES of the meeting held on 24 January 1945 were approved.
2. BUSINESS ARISING OUT OF THE MINUTES - The suggestion that the Archives Division become a part of the Office of the Executive Commissioner was discussed, and the suggestion was adopted. Capt. Collins was instructed to prepare a recommendation to this effect to the Manpower and Reorganisation Committee.
3. ORGANISATION AND FUNCTIONS OF ARCHIVES ADVISORY COMMITTEE - After discussion, it was decided that the membership of the Committee be enlarged, and constituted as follows:-

Executive Commissioner	Chairman
Civil Affairs Section	1 representative(s)
Economic Section	1 "
Establishment Section	1 "
M.F.A. & A. Sub-Comm.	2 " (Archivists)
Archives Division	1 " (Secretary of Committee)

The Secretary was instructed to prepare draft Orders of Reference for consideration at the next meeting of the Committee.

It was decided that future meetings of the Committee be held monthly.

4. DISPOSAL OF ARCHIVES - The memorandum prepared by the Archivist was discussed. The Chairman expressed the view that the Commission's records should remain in Rome, in which case many of the problems mentioned in the memorandum would not arise. He asked members to consider this matter in readiness for further discussion at the next meeting.

It was decided to issue instructions to all Sub-Commissions and Regions, relating to the collection of records; these instructions will include a paragraph to the effect that no records will be handed to other organisations (e.g. UNRRA) for their retention. The Secretary was instructed to submit a draft to the Executive Commissioner.

Signed as a correct record

3 APR 1945

[Signature]
CHAIRMAN.

00031

HEADQUARTERS
ALLIED COMMISSION
APO 394

17A

19th February, 1945.

There will be a meeting of the Archives Advisory Committee
at 11.30 a.m. on Thursday, 22nd February, 1945 in Room 14,
1st floor, this H.Q.

AGENDA

1. Minutes of meeting held on 24th January, 1945.
2. Business arising out of minutes.
3. Discussion on the Functions of the Archives Advisory Committee.
4. Discussion on the Archivist's memorandum "Disposal of Archives".
5. Any other business.

A.J. Collins

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

00030

HEADQUARTERS
ALLIED COMMISSION
APO 394

16A

25 January 1945

SUBJECT: Archives

TO : Brigadier Lush.
(through Director P.H.B.)

1. Attached for your information is a copy of the minutes of a meeting of the Archives Advisory Committee, held on 24 Jan 45. (Enclosure A).
2. The Committee would be grateful if you would kindly express your views as to the proposal contained in para 8 of the minutes.
3. Attached also (enclosure B) is the statement referred to in paras 9 (ii) and 10 of the minutes. This statement has now been circulated to the Committee.
4. If you desire to be present at the next meeting, suggested for the first week in February, would you kindly indicate a date and time convenient to you.

A.J. COLLINS.
Capt. R.E.
Archivist.

Since the above was written, Lt. Col. Kitto has visited my office and has examined the procedure in some detail. As the officer in charge of safeguarding the records of military formations in this theatre, he was particularly interested in the question of the disposal of A.C. records.

He told me that AFHQ had recently received instructions on the subject from the War Office. The instructions need clarification, and Lt. Col. Kitto may be going to U.K. shortly to elucidate certain matters.

I mentioned that the disposal of A.C. records would probably be discussed in the near future. Lt. Col. Kitto said that he did not wish to give the impression of interfering with A.C. administration, but that if you wished to avail yourself of his services, he would be glad to give any help in his power.

I understand that he is writing to you on the subject.

00029

HEADQUARTERS
ALLIED COMMISSION
APO 394

24 January 1945.

Minutes of meeting of the Archives Advisory Committee held at HQ. A.C.
on 24 January 1945.

PRESENT : Lt. Col. White. (Chairman)
Major Bell.
Major Doe.
Major Fielden.
Major Stearns.
Capt. McCain.
Capt. Collins.

1. THE CHAIRMAN asked the Archivist to inform the Committee of the present position.
2. CAPT. COLLINS outlined the administrative procedure and plan of organisation. He stressed the fact that the whole of the Archive plans had been based on a long term policy. The bulk of the Commission's records would not, by the very nature of things, be received into Archives until the Commission as such had ceased to function. Current work, therefore, was designed to set the Archives on a firm basis, and to establish and operate a clear cut plan of administration, in order to facilitate the eventual removal of the Archives and the work which would inevitably remain to be done at a later stage.

The Chairman asked Major Bell and Capt. McCain to express their views.

3. MAJOR BELL said that he considered the organisation of the Archives was a first rate job. The basic principles were entirely right. The time and care being given to material received up to date would be of great value when the problems of the future came along. He strongly endorsed the long term view, and wished to make three additional points.
 - (i) Archive administration was really inseparable from office administration. Good office administration went a long way towards solving, or at least facilitating the Archivist's task.
 - (ii) The Committee should appreciate the fact that Archives would be amongst the last of the Commission's offices to wind up it's affairs. Plans should be made accordingly, and should take into account the desirability of attaching the Archives to the "hard core" of the Commission.
 - (iii) It should be borne in mind that the Archives of the Commission were of unique importance and interest.

00024

4. CAPT. McCAIN said that the existence of an Archives repository in an organisation such as A.C. was unusual. He was agreeably surprised to find that the Commission's records were being properly cared for. He recalled that U.S. records of the last war were "thrown together" and caused very great confusion when they came to be handled 20 years later.

One of the main difficulties which the Archivist had to face was that, in the present stage of A.C. development, he had to plan blindly. He did not know what material existed, nor what to expect. Capt. McCain considered that an excellent system had been devised to cover future contingencies, and that the technical administration was sound.

Many people in A.C. and the Armies regarded Archives as an information bureau. It was not. The Archivist's job was to receive obsolete records, to arrange and annotate them in such a way as to preserve them and provide reference material. It was also a popular misconception that the Archivist was the Historian. The Archivist, if he were to do his job properly, had no time for writing history. If a history were required, a suitably trained man should be appointed ad hoc.

5. THE CHAIRMAN said he agreed with Capt. McCain that there was much misunderstanding as to the Archivist's functions. He was generally regarded as constituting a part of the Information Division, whereas he would be more properly placed under the Chief of Staff. The association of Archives with Public Relations Branch had fostered in the Commission an incorrect impression of the true nature and purpose of the job. The Archives work was closely related to the Chief of Staff in two ways:-

- (i) The Archives themselves illustrate the work planned and delegated by the Chief of Staff in his capacity as Chief Executive Officer of the Commission, and may be regarded as his own official records.
- (ii) The broad view presented by the material received in Archives sometimes indicates that improvements might be made in office organisation and administration. The latter subject of course is a matter entirely for the office of the Chief of Staff.

Lt. Col. White expressed entire agreement with Major Bell's view of the importance of sound office administration by all branches producing material. Sub-Commissions generally did not appreciate the facilities afforded by Archives for getting rid of obsolete papers. Any files which had not been consulted for six months might be considered, ipso facto, as Archive material. Records sent to Archives were not irrevocably lost - they were always available and readily accessible for consultation.

6. MAJOR FIELDEN said that he did not feel strongly in either direction on the attachment of Archives to P.R.B. or to C of S. He considered however that the following points were of importance:

- (i) Certain tendencies had become noticeable which might result in some parts of the Commission's work drifting towards other organisations - e.g. the Embassies; U.N.R.H.A.. Those organisations were not concerned for A.C. Archives; there was a danger, however, that certain A.C. records might be passed over to them, instead of to the Commission's Archives.

(11) Major Fielden suggested that a general Directive on office administration might be desirable. He doubted, however, whether sub-commissions would be prepared to make any radical changes in their filing; they might even be unable to do so without considerable disorganisation of their work. There seemed to be some doubt as to whether sub-commissions were handing over all their material to Archives, as and when it became obsolete. A stimulus in this direction would probably be desirable.

(111) The ultimate disposal of the Archives was a further point upon which a decision would have to be made. It would be wise to consider this question now, since it was linked with the possible transfer of some of the Commission's functions to extraneous organisations.

7. MAJOR DOE said that he considered that the Archives would be more appropriately attached to the office of the Chief of Staff. The Archives covered the work of the Commission as a whole, and it would appear to be consistent that they should be more closely associated with the office which directed the work of the Commission.

The disposal of the records had been discussed by himself, Mr Jenkinson, and Capt. Collins some months ago, and at that time it was felt premature to raise the question. But the recent trend of events, to which Major Fielden had referred, made it desirable, in his view, that the matter should now be raised.

8. THE CHAIRMAN referred to future plans for Civil Affairs operations in fresh territory and said that these plans would probably involve the closing down of certain of the Commission's offices, whose records should be safeguarded.

The Committee generally felt that the problems connected with the disposal of the records should receive preliminary consideration at an early date. Meanwhile, the Committee directed the Archivist to bring the matter to the notice of the Chief of Staff with a view to the issue of a Directive to all Sub-Commissions and Regions. The Directive need not necessarily enter into the questions of internal office administration. Its main purpose should be to instruct all offices to start "unloading" obsolete material without delay, and to point out that an accumulation of old papers in an office on the point of closing was not conducive to proper care in preparing material for transmission to Archives. No records should, of course, be passed to any extraneous organisation.

9. CAPT. COLLINS said that many of the points which had been raised had already been examined, with the following results:

- (1) Office Administration. It has been argued that such matters as the planting of grain; the rebuilding of a power station, etc. are matters in which the time factor is paramount. Paper work can wait. The Archivists - present and future - will have more time than Agriculture and Public Works to clean up the paper work. Granted - the files are obsolete; if the Archivist wants them, he can have them, but he must take them as he finds them. If the Archivist wants the files put in what he calls proper shape, he must wait until we can find time to do it.

Some sub-commissions may say that none of their files can be released; this may merely provide cover for their reluctance to hand in files which they have no time to tidy up.

It has been found difficult to sustain a strong argument against these contentions. The Archivist has therefore felt compelled to offer acceptance of material regardless of its condition solely to ensure its preservation. The alternative is to accept the risk of losing it altogether by awaiting the unpredictable convenience of sub-commissions and Regions.

Major Fielden and Capt. McCain said that a practical view had to be taken, and that the position as described by Capt. Collins was substantially correct with regard to their own offices.

- (11) Ultimate Disposal. The Archivist said that the problems in this connection had influenced the whole structure of the Archive administration to a considerable extent. Since the commencement of the job, notes had been taken of fresh problems as they arose, and he had recently prepared a lengthy statement to illustrate the difficulties, together with suggestions for solving some of them. The statement had not yet been circulated to the Committee, since Capt. Collins wished to know their views on the usefulness of considering the subject at this stage.

10. THE CHAIRMAN said that in his view the statement should be circulated in order to acquaint the Committee of the problems ahead. He suggested that a further meeting should be held early in February, when the statement would be discussed in general terms, and plans evolved for future discussion of specific items.

The Committee were in complete agreement with the Chairmans suggestion, and Capt. Collins was instructed to circulate the statement some days in advance of the next meeting.

There was no other business for discussion, and the Committee rose at 1100 hours.

P. H. Stearns
Brig. Maj.
CHAIRMAN

HEADQUARTERS
ALLIED COMMISSION
APO 394

14A
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
A. J. COLLINS.
Capt. R. E.
Archivist.

00020

DISPOSAL OF ARCHIVES

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

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.

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 - its functions may be transferred at some future date. If there should be a successor body, several matters will have to be decided:-

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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 - its 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 its 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.

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 coordination

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.

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 4 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.

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Papers will be destroyed by burning, under the supervision of an officer or senior H.C.O.

- (e) Records will be neatly bundled and securely tied. Bundles will normally not exceed one foot in height; smaller "splints" 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.

(c) 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 Salerno
" " " "	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.

(a) Supplies of labels and envelopes will be obtained from the Archives Section, Room M, 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 AMG and 5 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.? Will 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.

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- (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

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- (a) How will Provincial records be sent to Archives at H.Q.? Will 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.

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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:

- (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.

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- (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.

offshore
Colin
James

HEADQUARTERS
ALLIED COMMISSION
APO 394

13A

23 January 1945

A meeting of the Archives Advisory Committee will be held
in Room 14, 1st Floor at 0930 hours on Wednesday 24 Jan 45.

AGENDA

1. Report by the Archivist.
2. Comment by Archive Officers of M.F.A.A.
sub-Commission.
3. Business arising out of the above.
4. Any other business.

A.J. COLLINS.
Capt. R.E.
Archivist.

00015 : 1

HEADQUARTERS
ALLIED COMMISSION
APO 394

12A
11 January 1945

SUBJECT : Archive Administration

TO : Brigadier Lush
(through Director, P.R.B.)

1. There are several points in connection with my work upon which I should appreciate the views and directions of the Archives Advisory Committee.
2. The Archives have recently been examined in considerable detail by three professional archivists of the M.F.A.A. Sub-Commission, two of whom are only temporarily in Rome.

Major Bell. Late of the Public Record Office, London.

Capt. McCain. National Archives, Washington, and
Director of Mississippi State Dept.
of Archives and History.

Capt. Brook. Public Record Office, London.

3. Would you, as Chairman, kindly say whether you feel that the Committee would like to avail themselves of the presence of these officers in Rome, in order to hear their comments on the past work, present methods, and future policy of Archives.
4. If you desire to attend the meeting personally, would you please let me know the day and time most convenient to you, and I will then make the necessary arrangements.

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

*Brig Lush agrees to calling a
meeting for the 6th Feb.*

00014

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

117
AJC/hd

SG 314.8

17 May 1944

Subject: ACC Archives

To: Brigadier Lush
Mr. Hilary Jenkinson
Major Doe
Major Hinkel
Major White
Major Reakes
Captain Brooke
Captain Hind-Smith
Captain Collins

The following addition should be made to the Minutes of the Meeting held on 29 April 1944:

"It was felt desirable to issue to all regions, sub-commissions, etc., a directive giving instructions and guidance in filing from the point of view of making files of the greatest possible value to the Archives."

all
A. J. COLLINS
Captain R. E.
Asst Secy Gen

00013

10A

See See

✓ Capt Collins refute does not answer my
question satisfactorily. As matter stand Archie
will die - Maj White is producing uncorroborated
facts - false. Not satisfactory. DY/15/15
See memo

9A

Big Lush - 14 May.

Concerning your questions I attached is a memo from Capt. Collins which I believe covers the ground. Please return this memo to me.

Also attached is a report of Capt. Collins's tour last week. He will visit Salerno next week, and visits to other points, including Sicily and Sardinia will follow in short order.

Pet.

RECEIVED
MAY 14 1945

See File 3/AB - Jolo

785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJO/are

SG 314.8

11 May 1944

MEMORANDUM TO: Major Doe

Get it done done

1. The writing of the Minutes of the Archives Meeting of 29 April was deferred at Mr. Jenkinson's 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

leads me to the conclusion that our motto must be "festina lente."

A. E. Collins

A. E. COLLINS
Captain, RE
Asst Secy Gen

No.

Capt Collins should
know this

00010

*The effort to
be chairman
of the meeting
was done
prior to
my leaving
of the island
the directive
had been
drafted*

1/3

HQ AGC, APR 1973
Sec. 1
Rec'd 14 May 1973
By *[Signature]*

Sec. Gen.

Date of meeting 29/4. Date of minutes 13/5. Is there any reason for this lag? Minutes are of little value if they do not appear within a day or two of the meeting.

The minutes do not read a decision made. And a short directive would be issued in line of 1st para page 2.

What has been ~~to~~ arranged about Najib Shih's talk?

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MS/14/5/44

HEADQUARTERS ALLIED CANTAL-QUARTERS
APO 394

SO 314.8

13 MAY 1944

ARRIVED ELSTING, 29 APRIL 1944

Present: Brigadier Lush
Mr. Hilary Jenkinson
Major Dow
Major Hinkel
Major White
Major Peakes
Captain Brooke
Captain Hini-Bath
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 documents 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.

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, sometimes might feel resentful if archives interfered with a matter which they might reasonably regard as their own concern. But 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 could 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

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Captain Collins said that most of the files were from organizations not 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 material from the Department of Circumstances 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.

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. That 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 untidy, 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 retrospectively, 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 Sub-Commission 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.

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785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

5A
AFC/afe

27 April 1944

TO: All concerned.

1. There will be a meeting of the Archives Committee at 1100 hours on Saturday, 29 April 1944, in Room 33, Provincia Building.

2. No fixed agenda has been arranged, but the meeting has been called because this is probably the last occasion upon which Mr. Jenkinson will be able to attend before his return to the U. K. Mr. Jenkinson will summarize the progress made so far and will discuss plans for the future.

A. J. Collins
A. J. COLLINS
Captain, RE
Asst Secy Gen

DISTRIBUTION:

Brigadier Lush
Mr. Hilary Jenkinson
Lt. Col. Shipp
Major Doe
Major Hinkel
Major Thompson
Major White
Captain Brooke
Captain Collins

00007

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

SG 314.5

13 May 1944

RECEIVED AIRMAIL, 29 APRIL 1944

Present: Brigadier Lush
Mr. Hilary Jenkins
Major Dow
Major Hinkel
Major White
Major Reeves
Captain Brooks
Captain Hinds-Smith
Captain Collins

Brigadier Lush asked Mr. Jenkins to give a summary of the progress up to date and to make suggestions for the future. Mr. Jenkins 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, or the files which they themselves had created were in current use. Captain Collins said that a number of files containing a miscellaneous assortment of documents 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.

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. That 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 untidy, 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. Jenkins agreed that it was very desirable that there should be uniform principles of filing. Sections of the actual file system in use, from the outset, before any of permanent value should be filed in such a way

Brigadier Lusk 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 material 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.

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. That 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 "parents" 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 afterwards. 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 Sub-Commission 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.

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 would 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 could, 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 accordingly useless to provide for it. Care should, however, be taken in condensing 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 boot-lace 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 tying 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.

W. J. Collins
 W. J. COLLINS
 Captain, R.S.
 Asst Secy Gen

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aff. k.
A. J. COLLINS
Captain, R.E.
Asst Secy Gen

785021

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/afe

27 April 1944

TO: All Concerned.

1. There will be a meeting of the Archives Committee at 1100 hours on Saturday, 29 April 1944, in Room 33, Provincia Building.

2. No fixed agenda has been arranged, but the meeting has been called because this is probably the last occasion upon which Mr. Jenkinson will be able to attend before his return to the U. K. Mr. Jenkinson will summarize the progress made so far and will discuss plans for the future.

A. J. Collins
A. J. COLLINS
Captain, RE
Asst Secy Gen

DISTRIBUTION:

Brigadier Lush
Mr. Hilary Jenkinson
Lt. Col. Shipp
Major Doe
Major Hinkel
Major Thompson
Major White
Captain Brooke
Captain Collins

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MINUTES OF ARCHIVES COMMITTEE, A.C.C.

Saturday, 1st April, 1944

1. Present:

Lt. Col. Shipp (RC & MG Section) - Chairman
Mr. Hilary Jenkinson
Major Thompson (Economic Section)
Major White (Administrative Section)
Captain Collins (Secretary General)

2. The minutes of the previous meeting were passed and signed.

3. The draft circular was discussed; certain alterations will be made and a revised draft submitted to Brigadier Lush for approval. It was decided not to circulate Major White's memorandum on filing but to confine to broad principles the Committee's suggestions to Regions, Sub-Commissions, etc.

Mr. Jenkinson felt that the circular should not be issued simultaneously to all concerned. He thought that a covering note giving the date of the visit of an officer to discuss Archives should be sent with the circular a few days before the date fixed for the visit. This was agreed.

4. Captain Collins reported on the progress to date. A suitable room and furniture had been obtained since the last meeting; a batch of files left by Captain Ellis had been examined in detail. The advice of Mr. Jenkinson had been sought on a number of problems which had emerged during the course of the first few weeks work. Decisions and suggestions made during these discussions with Mr. Jenkinson will be recorded for future guidance. Many of the points were already embodied in the circular.

A further batch of files had been discovered in the building and arrangements made with the originating section for many of them to be deposited in the Archives.

5. The destruction of documents was a difficult question. Mr. Jenkinson passed around a paper on this subject indicating certain guiding principles. It was felt too early at this stage to attempt to frame any general instructions. The visits of the officers from the Archives would throw some light on this problem and ~~possible~~ arrangements could probably be worked out on the spot. It was considered desirable that, generally speaking, documents proposed for destruction should be sent to the Archives; in this way experience would be gained which would enable the Committee to draw up a schedule for the destruction of various kinds of documents. Mr. Jenkinson stressed the point that such a schedule was permissive - an office was bound to destroy papers merely because the Committee had delegated that power to them.

6. Mr. Jenkinson and Lt. Col. Shipp mentioned that they had, on differ-

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6. Mr. Jenkinson and Lt. Col. Shipp mentioned that they had, on different occasions, discussed the Archives with Brigadier Lush, who was very interested in the progress of the work and expressed his desire to be present at the next meeting of the Committee.

7. No date was fixed for the next meeting. This will depend on the availability of Mr. Jenkinson, who has several journeys to make in the near future.

*Signed after lunch
(by Lt. Col. Shipp)*

785021

AGC ARCHIVES

MEETING OF ADVISORY COMMITTEE

1100 hours, Saturday, 1 April, Room 33, Provincia Building, Naples

A G E N D A

1. Minutes of meeting held 14 Mar 64.
2. Discussion of draft circular.
3. Verbal report of progress to date.
4. Documents for destruction.
5. Other business.

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A. J. COLLINS
Captain, MC
Asst Secy Gen

Lt. Col. Shipp, RC & MG Sec.
Mr. Hilary Jenkinson
Major Thompson, Economic Sec.
Major White, Admin. Sec.
Secy Gen

Major Brinkel

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HEAD QUARTERS
JAMES OWEN'S COMMISSION
A.C. & A.C. SECTION

File 2190/117

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MINUTES of Conference of Archivists of A.C.
Held, 14 March 1944, at 1100 hrs

1) Present

Lt/Col. Shipp (AC & MS Sec.) in the chair
Mr Hilary Jenkins
Major Thompson (Records Section)
Major White
Capt. Collins
Capt. Pryor

- 2) Lt/Col. Shipp opened the meeting with a discussion of the minutes of the Conference held on March 7, 1944.
Major White considered that the phrase referring to the appointment of a lawyer in para 6 was too definite.
The meeting considered that the words "if possible" should be inserted after the word "lawyer".
This was done and minutes were passed and signed by Lt/Col. Shipp.
- 3) Major Thompson conveyed a message from Col. Jones regretting that he was not able to be present. He added that Col. Jones considered himself as the member of the Committee for the Records Section and that either he or his representative would attend.
- 4) Lt/Col. Shipp turned to point 2 of the agenda, and Mr Jenkins pointed out that until the appointment of archivists was implemented no further work was practically possible.
Capt. Collins then stated, that he had permission to volunteer for the post with the reservation that he must continue to discharge part of his present duties. The Committee, after discussion, agreed that would be a very desirable arrangement, especially if, as was suggested, the Records Section were annexed to the Sec. Gen's Dept instead of the Information Division.
Lt/Col. Shipp suggested, and the Committee concurred, that Capt. Bennett (), 5th Regt would be a very suitable officer for the post of second archivist. It was agreed that, if this were approved, the transfer of Capt. Bennett should take place at the earliest possible opportunity.
- 5) During a discussion on the future work of the Advisory Committee the hope was strongly expressed that Brigadier Ingh would be able to retain his personal connection with the Committee as chairman, even though it might not be possible for him to attend all meetings.
- 6) A formal proposal that the Records Section should be attached, not to the Information Division, but to the Secretary General's Dept. was agreed. It was pointed out that this would make easier Capt. Collins' appointment, and in his connections it was suggested that the appointment of an officer to assist him in his other duties might further facilitate the proposed arrangements.
- 7) The housing of the Records Section was then discussed. It was agreed that a room would be necessary, measuring not less than approximately 20' x 30', having facilities for the security of documents, and if possible, near to the Sec. Gen's Dept.

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In the same connection it was agreed that some clerical assistance, at least one clerk, would definitely be required.

- B) After a discussion on the desirability and possibility of standardizing forms and systems in the archives of the various sections, the meeting agreed that Major White's memorandum should be circulated as a basis for definite proposals. Major White expressed his willingness to give all possible personal assistance in this matter.

Mr. Jonhansen pointed out the extent to which the adoption of such a system would be helpful in solving the question of eliminating documents not of permanent value.

- After further discussion of general points it was agreed that the next meeting should take place on Tuesday March 28 at 1100 hours in the Conference Room.

MAJ WHITE
MEMO

W. Tripp L157

1-4-44

HEADQUARTERS
ALLIED CONTROL COMMISSION
R. O. & M. G. SECTION

A.O.C. ARCHIVES

2150/INFO
14 March 44

FIRST MEETING OF ADVISORY COMMITTEE

on TUESDAY 14 MARCH 1944, 1100hrs

HQ. AOC, ROOM 45

AGENDA

Present:

Minutes of Conference held 7 March 1944:

Proposals for Appointment of Archivists:

Immediate Business:

- 1) Preparation of Scheme for Arrangement of Archives
(to be based on historical Sketch of development of AOC Sections).
- 2) Practical proposals for bringing in Files to Central Archives
- 3) Housing of Proposed Archives Department:
- 4) Any possible arrangements for Standardising fees
in Archives (H.B. Major White's Memorandum)
- 5) The question of Elimination of Documents not of permanent value

Any other Business

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File 2150/11110

HEADQUARTERS
ALLIED CONTROL COMMISSION
A.E. & A.C. SEC.

MINUTES of Conference on Archives of A.C.C.
Tuesday 7 Mar 1944 at 1045

1) Present

Mr. J. Lush, ICS, HQ, in the chair
Mr. W. L. Jenkins, CBE, (Secretary, Public Record Office)
Col. Adams (Records Section)
Lt Col. Purley Smith (A.C.C. Section)
Major Thorne (Admin Section)
Capt. Collins (SS Dept)
Capt. Graybrooke (Info Div)

2) Mr. J. 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 Hubert's Memorandum dated 27 Feb 44, calling attention to the need to appoint an Archives Section and an Advisory Committee, the members 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) Mr. J. Lush invited Mr. Jenkins to make a statement.

Mr. Jenkins described the importance of archives which were the actual working documents of any important. He pointed out that archives or documents and from time to time could not be a substitute for these original documents, the preservation of which was more fundamentally important than the writing of a history from them.

He went on to stress the 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 put the right man for the job, someone who was interested and energetic; his thinking would be really only a matter of starting him on the right lines.

Mr. Jenkins mentioned incidentally two questions which will arise later: that of the eventual disposition of archives due to the joint Anglo-American contribution of the A.C.C.; and the very difficult and delicate problem of arranging for the disposition 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.

As finally pointed out and accepted it was for the Archives Officer to have a strong backing: ideally the Advisory Committee must be representative, informed and with weight behind it.

4) The Brigadier, Col. Adams and Mr. Jenkins concurred that it would be

2) Brigadier Lamb 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 I.C.C.

He then made a survey of Major General's Memorandum dated 27 Feb 44 calling attention to the need to appoint an Archives Section and an Advisory Committee, the members 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 line with the present possible situation.

3) Brigadier Lamb 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 material or extracts are free from the possibility of being substituted for those original documents, the concentration 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 section to a Central Archives Department and getting them in order; and secondly the vital need to get the right man for the job, because she 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 practical disorganization of archives due to the Joint Anglo-American Constitution of the I.C.C.; and the very difficult and delicate problem of arranging for the classification of documents not of permanent value which would otherwise accumulate in large quantities; upon this last point it might be desirable to turn the views of the Archive Authority in London and Washington.

Mr. Lamb pointed out that he suggested it was for the Archive Officer to have a strong backing; ideally the Advisory Committee must be representative, interested and with weight behind it.

4) The Brigadier, Col. Adams and Mr. Jenkinson concurred that it would be necessary to appoint two officers (one British, one American) as Archives Officers. The need for one to travel to London etc was visualized.

Mr. Jenkinson outlined the type of Officer he envisaged, which was, if possible a youngish man, preferably a graduate of history or law, of good address, fast, and with an interest in the work.

Brigadier Lamb asked for suggestions as to personnel.

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1st. Col. Farley Galt suggested Capt. Mason Harrison, but it was found that this was not available.

The Brigadier then said that two ago consideration could not enter into it but that he would see that personnel was found.

5) The Brigadier brought up the question of the retirement of the Central Archives Department and the problem concerned that it should be attached to the other Army divisions, but as an individual entity.

6) The meeting considered 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 General's Department.

7) Capt. Collins raised the question of the point at which pending files turn into archives, to which Mr. Harrison 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 Whitby gave a description of the Administrative Sections now filing wanted for comment by Mr. Harrison, who considered that it would greatly facilitate the work of the archivist.

8) Mr. Harrison, returning to the subject of classification, said that, ideally, it should be done before files came to the archivist: he gave examples of possible material to classify.

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) Members of Sections were to be asked to appoint their representative.

c) Representatives were to be asked to bring recommendations of work of officers suitable as archival officers.

d) The Committee would meet on Sat 14 March 44 at 11 a.m. at the Conference Room (Room 15), Province Building, Naples.

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