

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

ACC

10000/103/8

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

10000/103/8

INTERNAL ACCOMODATION, ARCHIVES  
FEB. - SEPT. 1944/  
FEB. - DEC. 1945

*Enter Office  
Harrison*

*Copy*

*12*

ARCHIVES Branch

Cleaning and repair window

6 AB

Office Space Section.

23rd December 5

The large window of Room 14 (1st Floor) is exceedingly dirty. The cleaner states that she is not capable of cleaning this and in any case it needs a ladder as it covers two floors. May a man be sent to see this? At the same time, the fitting is faulty and the window does not lock. This might be attended to at the same time, please.

*N.M.*  
N.M. Harrison Major  
Archivist.

010

HEADQUARTERS  
ALLIED COMMISSION  
APO 394  
(Archives Branch)

22 December 1945

Ref. 6/AB

SUBJECT : DRO 1713 - Electricity.

TO : HQ Commandant.

In order to comply with para (b) of above order to reduce the heavy power required in the large Conference Room by the present indirect lighting system, it is suggested that a series of temporary pendant lights with individual switches be suspended from cross wires over the tables.

The use of this room for Archives work is of paramount importance but to floodlight the hall entirely would never be necessary if direct lighting were used.

Approximately 20 - 50 watt lights would be required.

*N.M.H.*  
N.M. HARRISON  
Major G.S.  
Archivist.

785021

ALLIED CONTROL COMMISSION  
INTER OFFICE MEMO

From: Archives Branch. (Executive Com. Office)  
SUBJECT: Electric Lighting & Locker Repairs. FILE No. 4/AR.  
TO: H.Q. Commandant. 19th Dec 195.

It is requested that the following Electric Light points be inserted and repairs be carried out to Steel Lockers, located in the u/m rooms of this branch:-

ROOM 14 - 1st FLOOR.

Doors of Steel Lockers require repair.

ROOM 42 - 2nd FLOOR.

Extra Electric points needed. Doors of Steel Lockers require repair.

Urgent. It would be appreciated if the above please be treated as

*T. Rowlands*  
T. ROWLANDS.  
CAPTAIN.  
Archives Branch.

008

9A  
ALLIED CONTROL COMMISSION  
INTER OFFICE MEMO

From: Archives Branch (Executive Com. Office)

SUBJECT: Archives Space

FILE No. 14/AB

TO: Office Space Section

14 December 1945

The allotment of room No 64 is acknowledged with thanks but until a key can be supplied, the use of this room is not possible.

Three verbal applications have already been made without success.

Your kind cooperations is requested.

*N.M.*

N.M. HARRISON  
Major  
Archivist.

007

785021

Ref: 9265/CC

23 October, 1945.

SUBJECT: Accommodation - Archives.

TO : HQ Commandant.  
Archives Branch.

I am directed by the Executive Commissioner to inform you that the Chief Commissioner has approved the use of the Big Conference room permanently for Archives. This precludes its use for any other purpose. Archives can take possession on 27th October. Please arrange and inform all concerned.

MSL/JC.

*A. P. White*  
J/Comm.,  
PA to Executive Commissioner.

006

FROM : ARCHIVES BRANCH  
TO : H.Q. COMMANDANT  
SUBJECT : OFFICE SPACE

12th June, 1944.

Some weeks ago, in response to a request for additional storage space, Archives Branch was granted the temporary use of Room 23, 1st floor, pending consideration of the whole question by the Office Space Committee.

About a week ago, Room 23 was taken over by Food sub-Commission; Archives Branch had no alternative accommodation of its own, but by special arrangement with Economic Section it has been allowed the temporary use of Rooms 13 and 15 on the same floor. This precarious tenancy is an unsatisfactory solution, and it would be appreciated if accommodation for the sole use of Archives Branch could be allocated.

A.J. COLLIER,  
Capt. R.E.

005"

64  
ALLIED CONTROL COMMISSION  
INTER OFFICE MEMO

From: Archives Branch

SUBJECT: Office Space


FILE No. \_\_\_\_\_

TO: H.Q. COMMANDANT

28th April 1945.

With reference to this office memorandum of 1st April, 1945, it has been found possible, by means of minor structural alterations, to expand the storage space of Room 42, 2nd floor, to nearly double its previous capacity.

In these circumstances, the question of additional space for this branch is less acute than it appeared a month ago. There are no fresh factors which make it possible to forecast with accuracy what our future commitments will be.

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

005'

HEADQUARTERS  
ALLIED COMMISSION  
APO 394

1st April, 1945.

SUBJECT : Office Space.

TO : H.Q. COMMANDANT

1. The increasing volume of records now being passed to Archives Division makes it necessary to consider the provision of additional accommodation for storage purposes.

2. The rooms at present allocated to Archives provide storage space as set out below:-

(a) Room 14, 1st Floor	920 cubic feet
(b) Room 42, 2nd Floor	650 " "
Total	<u>1570</u> " "

3. This space is utilised as follows:-

(a) Records now on hand	860 cubic feet
(b) Records expected by mid-April from Southern Region and from Sardinia (estimated)	400 " "
(c) Reserved for expansion	200 " "
(d) Available for fresh records	110 " "
Total	<u>1570</u> " "

The figure mentioned in paragraph (c) above is the minimum which is at present required to preserve the essential segregation of records from the different sub-Commissions and Regions.

4. It is impossible to forecast with accuracy the rate at which additional storage space will become necessary, but the following statement shows the expansion during the past 6 months:-

(a) Volume of records 30 Sep 44	60 cubic feet
(b) " " 31 Dec 44	130 " "
(c) " " 31 Mar 45	350 " "

5. Displaced Persons sub-Commission have offered to Archives a number of metal cabinets comprising some 300 dust-proof compartments which are admirably suited for the storage of records. The cabinets are, however, fixed to the walls of Room 28, 2nd Floor, and their removal is impracticable. In any case, Archives has no accommodation in which they could be housed.

6. Since additional storage space for records will very shortly become necessary, my consideration please be given to allocating Room 28 for this purpose.

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

005

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

HEADQUARTERS ALLIED COMMISSION  
APO 394  
Office of the Headquarters Commandant  
-----

9 February 45

HQC/45/1

SUBJECT: Office Space.

TO : Capt. A. J. Collins, R.E.  
Archivist.

Reference your memorandum of 6 Feb 45.

Room 42, 2nd Floor is allotted to you and is being cleaned  
ready for occupation.

004

*R. F. Sinclair*  
R. F. SINCLAIR

Capt.

Office Space Section

3A  
ALLIED CONTROL COMMISSION  
INTER OFFICE MEMO

From: Archives Section

SUBJECT: Office Space

FILE No.

TO: H.Q. COMMANDANT

6th Feb 1944

It is extremely probable that expansion of work will necessitate the provision of additional storage space in 2 or 3 months time. It would greatly facilitate the work of Archives if a room fitted with racks or similar fittings could be provided.

Would you kindly say if Room 42, 2nd Floor is available, and if so if it may be reserved for this purpose.

*af*  
A.J. Collins,  
Capt., R.E.  
Archivist.

003

21A  
**ALLIED CONTROL COMMISSION**  
INTER OFFICE MEMO

From: **ARCHIVES SECTION**

SUBJECT: **SECURITY**

FILE No. \_\_\_\_\_

TO: **H.Q. COMMANDANT**

**28 September 1944**

Security Branch have advised that steps should be taken to render more secure the door to this office - Room 14 First Floor.

It would be appreciated if you would kindly arrange for the matter to be discussed in the room concerned.

*[Signature]*  
Capt. R.E.

Archives Section

002

1A

HEADQUARTERS ALLIED CONTROL COMMISSION  
Office of the Secretary General  
APO 394

AJC/dfe

19 March 1944

MEMORANDUM TO: Headquarters Commandant

Will you kindly make arrangements as follows to prepare Room 35 for use as an archives room.

1. Provide for 3 cupboards approximately 7 feet high by 6 feet wide by 15 inches deep fitted with shelves 15 inches apart and with lock to door. These cupboards are in addition to the one already being repaired for use in Room 35.
2. Table approximately 5' 6" x 3' 6"
3. Two chairs
4. Telephone
5. Key for outer door
6. Key for door communicating to next room

A. J. COLLINS  
Captain, RC  
Asst Secy Gen

0 7 5 8 |