

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

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10000/103/9

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

10000/103/9

INTERNAL ACCOMODATION, ARCHIVES
JAN. 1946 - JAN. 1947

HEADQUARTERS ALLIED COMMISSION

AUG 1947

ARCHIVES DIVISION

Ref. : 15/13.

EXECUTIVE MEMORANDUM

NUMBER 11.

29 January 1947

DISPOSITION OF ALLIED COMMISSION RECORDS

1. In order that the safe custody and closing of all files of the Allied Commission shall be assured, the following procedure will be adopted by Sub-Commissions and Divisions of this Headquarters.

POLICY
ALLIED
COMMISSION
RECORDS.

(a) Instructions will be issued within each office that on no account will action be continued within the present files after the official date of closure of A.C.

CLOSING
OF ALL

(b) All files will be closed in accordance with para. 7 Exec. Memo No. 7 dated 5 Jan. 46 (copy herewith) and the date of the commencement and closing of the file clearly marked in ink upon the cover.

NEW
PROCEDURE.

(c) Fresh files will be opened in accordance with Directives to be issued shortly. Files will only be opened as required for new subjects or for matters on which continued action is necessary. The number of the files will be kept to a minimum.

A.C. FILES
ON LOAN.

(d) Under Ex. Memo No. 7, para. 8, ALLIED files may be retained for reference within the new administration after a period not exceeding three months (unless by special arrangement with Archives Division).

A Record of those loaned files will be forwarded by the Records Officer concerned, to Archives Division. This record will be receipted by the person borrowing the files and the responsibility for their return by the stated date will be accepted by Archives Division.

GENERAL.

(e) All files not required by the Branch will be sent to the "20" (Receiving) Section of Archives as soon as possible under the arrangement of the Receiving Officer.

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of extreme importance and that such disposal is the responsibility of the

1. In order that the safe custody and closing of all files of the All-India Commission shall be assured, the following procedure will be adopted by Sub-Commissions and Divisions of this Headquarters.

POLICY
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PROCEDURE.

(a) Instructions will be issued within each office that on no account will action be continued within the present files after the official date of closure of A.C.

CLOSING
OF ALL
A.C. FILES.

(b) All files will be closed in accordance with para. 7 Rec. Memo No. 7 dated 5 Jan. 48 (copy herewith) and the date of the commencement and closing of the file clearly marked in ink upon the cover.

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(c) Fresh files will be opened in accordance with Directives to be issued shortly. Files will only be opened as required for new subjects or for matters on which continued action is necessary. The number of the files will be kept to a minimum.

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ON LOAN.

(d) Under Ex. Memo No. 7, para. 8, A.C. files may be retained for reference within the new administration for a period not exceeding three months (unless by special arrangement with Archives Division).

A Record of these loaned files will be forwarded by the Records Officer concerned, to Archives Division. This record will be receipted by the person borrowing the files and the responsibility for their return by the stated date will be accepted by Archives Division.

STORAGE.

(e) All files not required by the Branch will be sent to the "RM" (Receiving) Section of Archives as soon as possible under the arrangement of the Receiving Officer.

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of extreme importance and that such disposal is the responsibility of the Records Officers delegated by them for that purpose.

FOR THE CHIEF COMMISSIONER

036

Brigadier,
Executive Commissioner.

Distribution.

25 Jan 48

25 Copies Archives Division.

HEADQUARTERS ALLIED COMMISSION

APC 394

Office of the Executive Commissioner

Ref. : 1/AB.

EXECUTIVE MEMORANDUM

NUMBER 7.

5 January 1946.

SAFE AND CUSTODY OF ALLIED COMMISSION RECORDS.

- FUNCTION.
1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.
 2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.
 3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

COPIES & ACTION FILES.

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

DIRECTIVES.

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

TRANSFER.

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

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

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

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

035

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

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

REVIEW.

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

CLERK

ACTION

FILES.

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

DUPLICATES.

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

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

035

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

TAKING

DOWN.

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

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

LOANING

FILES.

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

.....2.....
9. Lists in quadruplicate (see Exhibit "B" attached) will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a stout envelope inside the crate to which the files belong, and the other three sent to Archives under separate cover. A receipt will be obtained.

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

For the Chief Commissioner.

MSL
Brigadier,
Executive Commissioner.

DISTRIBUTION.

List "A"
Archives Branch (50 copies)

ESTABLISHMENT - ARCHIVES DIVISION PERSONNEL

	Officers	ORs/EM	Civilians
Administration	2 (A/B)		1
M/F Section	1 (A)	3 4	26
"R" Section	1 (B)		1
"S" Section	1 (A)	1	2
F/S & Carden	1 (B)	2	4
	6	5 5	34
RUK Section			6
	6	5 5	40

TOTAL 56

034

48

ARCHIVES

Strength State July 22

Officer 'c/ ADMIN }	Officers 1 (P) []	D.R.'s	EM's	Italian Civilians	GERMAN CIVILIANS	AUST/CZECH	Total
Chief Clerk	.	[]	.	.	.	.	1
F. Section	1 (A)	2	1	18	-	-	20
M. Section	2 (A) 2 (B)	4	3	15	.	.	25 24
R. Section	2	.	-	1	.	.	1 1
CARDEX	1 (A)	-	.	2	3	1+1	3 3
RUK files	[]	-	-	2	3	1+1	4 4
S Section			1	1			2
	5	4	4	41	3	1-1	62
	6	6	5	38	5	6	66 42

APC

HEADQUARTERS ALLIED COMMISSION

APC 734

Office of the Executive Commissioner.

Ref. : 16/AR.

EXECUTIVE MEMORANDUM

NUMBER

10

7 November 1946

USE OF ALLIED COMMISSION RECORDS STORED IN ARCHIVES

1. A function of the Archives Division which is of increasing importance in that of searching and supplying files which have been stored in the Archives and are required by Offices of the Allied Commission for reference. The following instructions are designed to establish a procedure which will facilitate immediate and efficient accomplishment of this function.

2. The most important factor in the furnishing of a required file is accurate information as to exactly what is desired. A person initiating a request must prepare an application form. These forms are distributed to all Divisions and Offices of Allied Commission. On this form, in the space indicated, should be placed the index or reference number of the file requested. When it is impossible to furnish this number, detailed information such as office of origin, subject, and approximate date of the file in question, should be furnished. Upon completion, this form should be sent by messenger to Archives Division "Inquiries", room 10, first floor.

3. Archives Division, upon finding requested file, will telephone the person initiating the request and notify him that the file is available for issue. Files are issued in room 10, first floor, to qualified personnel only. The person receiving these files will sign for them immediately. All files issued from Archives are loaned for a maximum period of two weeks. When a file is required for a longer period of time it is the responsibility of the person who originally requested the file to apply for a renewal.

4. It is of the utmost importance that files be returned as soon as possible, since the primary function of the Archives Division, at present, is the processing of all records, and outstanding files constitute a definite hindrance to this function.

032

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4. It is of the utmost importance that files be returned as soon as possible, since the primary function of the Archives Division, at present, is the processing of all records, and outstanding files constitute a definite hindrance to this processing. When records of a Division are actually in final processing preparatory to microfilming files contained therein will not be loaned. Such files may be viewed, in exceptional cases, by personal arrangement with the Officer in charge of the L/F Section, Archives Division.

5. All Sub-Commissions, Divisions, Branches, and Offices have prepared or are in the process of preparing "Master List". These "Master Lists" are a compilation of all records kept by the parent Sub-Commission, Branch, Division, or Office. This compilation includes both files already sent to the Archives and files still in use.

... 1 ...

032

... 2 ...

Each Division, Sub-Commission, Branch, etc., will keep Archives informed as to the whereabouts of all files shown on the "Master Lists", and if and when a Branch, etc., closes it will be responsible for the recovery of all files on external loan.

6. Archives Division's responsibility is -- furnishing the files requested. Individuals initiating requests are responsible for complete data as to the particular file or files desired. Intelligent use of the "Master Lists" will usually indicate the index or reference number of the file containing the reference material desired.

7. Individuals requesting the use of files already sent to the Archives are responsible for the safe custody of such files during the period of the loan. No documents will be removed nor will papers be marked, defaced or altered in any way.

For the Chief Commissioner

Brigadier,
Executive Commissioner.

DISTRIBUTION.

"D"

Archives Division (50 Copies).

HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF THE EXECUTIVE COMMISSIONER

39

Ref:- 19/AB.

17th May 1946

EXECUTIVE MEMORANDUM
NUMBER 9.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

1. In view of the frequent changes of military personnel in the Allied Commission and in order that the future custody and disposal of AC Records shall be assured, the following procedure will be immediately adopted:-

(a) A RECORDS OFFICER will be appointed by each Section or Independent Sub-Commission or Branch who will be responsible for all matters concerning ARCHIVES and the files of that Branch.

(b) The pro-forma attached to this Directive will be countersigned by such RECORDS OFFICER, who will make himself personally acquainted with instructions in MEMO Nos. 7 and 8 and will contact O.I/C Archives Branch (Tel.Extn.530) upon any matters therein.

(c) Should this RECORD OFFICER become absent or released from duty, the Section or Sub-Commission will inform O.I/C Archives the name of his successor before the officer in question leaves.

2. In order that a true record of the whole of the Current Files in AC Headquarters can be obtained, Archives Branch will commence a complete list of all files connected with that office or function from the Master Copies of each Sub-Commission. A copy of this list will be checked and retained by the Records Officer of each Sub-Commission and a second copy held by Archives Branch.

3. In this way, future listing of Files handed in (para 9, Ex. Memo 7) will be unnecessary, the lists concerned merely being altered in both copies.

For the Chief Commissioner.

031

DISTRIBUTION
"LIST 'A'"

Brigadier,
Executive Commissioner.

HEADQUARTERS ALLIED COMMISSION.
APO 394
OFFICE OF THE EXECUTIVE COMMISSIONER.

28th February 1946.

Ref:- 19/AB.

EXECUTIVE MEMORANDUM

NUMBER. 8.

MICROFILMING OF A.C. RECORDS.

1. The examination of files received into the custody of Archives has resulted in the fact that instructions under Executive Memorandum No.7.dated 5 January 1946 are not sufficiently explicit.
2. Duplicates of correspondence, copies of directives and similar circulars originating in other offices are still being retained as well as extraneous matter which is of no retentive value.
3. As the microfilming of all Allied Commission records will shortly commence, the examination for discard of material under para 2 must be carried out as soon as possible.
4. Chiefs of Sub-Commissions, Branches and Chief Liaison Officers will therefore immediately arrange the following action upon files still in their possession:-

- (a) Abstract from all files extraneous matters such as circulars, directives (other than those emanating from their own office) and duplicate copies of any document not deemed essential for recording.
- (b) Remove all paper clips, staples, pins, etc from letters.
- (c) Rebind all documents at the HEAD of the file, and not at the side, with steel or fibre fasteners (specimen attached above)
- (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. UNRRA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 6 of Executive Memorandum No.7.

MICROFILMING OF A.C. RECORDS.

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 - (a) Abstract from all files extraneous matters such as circulars, directives (other than those emanating from their own office) and duplicate copies of any document not deemed essential for recording.
 - (b) Remove all paper clips, staples, pins, etc from letters.
 - (c) Rebind all documents at the HZLD of the file, and not at the side, with steel or fibre fasteners (specimen attached above)
 - (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. UNRRA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 6 of Executive Memorandum No.7.

5. Archives Branch are authorized to refuse to accept any files in which the above instructions have not been carried out.

For the Chief Commissioner.

036

Brigadier,
Executive Commissioner.

DISTRIBUTION.

Received the foregoing files of the on the understanding that they are to be returned to the Archives Branch, HQ, AC, when they are no longer required.

The a/n files will not be amalgamated into any files or Files series of this Organization but will be maintained separately.

RECEIVED HI

RECEIVED HI

HANDLED OVER HI

Attachments

Date

CHIEF QUARTERS ALLIED COMMISSION

AFC 794

ARCHIVES DIVISION

Ref. : 41/AE.

31 October 1946

SUBJECT: Operation of "R" and "S" Sections.

TO : All concerned.

The following instructions supersede all previous on this subject.

"R" SECTION

1. No files or documents will be received from any source without a covering typewritten list in accordance with Para 9 of Executive Memorandum No.7, dated 5 Jan.46.
2. All parcels or boxes arriving from Regions will be taken immediately to the SMALL Conference Room, No.31, 1st Floor. Their arrival will be reported to Capt. Gannings and file lists will be handed to him for checking. Covering letters or correspondence will be sent to Admin.Office, Room 10, 1st Floor.
3. Files from Divisions and Offices within this Headquarters will be delivered to Room 14, 1st Floor and all file lists on these files sent to Capt.Durst, Room 12, 1st Floor. Before these files are delivered, however, sender will telephone Receiving Section, Ext.555 and arrange time for delivery.

"S" SECTION

Files Applications

From Headquarters Branches (Except Legal S/C).

1. Application forms will be received by Admin.Staff in Room 10, 1st Floor (Enquiries) who will check name and obtain telephone number of authority requesting file.
2. Action by Admin.Staff.

"R" SECTION

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"S" SECTION

Files Applications

From Headquarters Branches (Except Legal S/C).

1. Application forms will be received by Admin.Staff in Room 10, 1st Floor (Enquiries) who will check name and obtain telephone number of authority requesting file.
2. Action by Admin.Staff.
 - (a) Entries will be made in LOG BOOK under date of Enquiry stating all particulars required. **028**
 - (b) An orange card will be prepared for substitution of the file. This card will bear all identifying data contained in LOG BOOK. This orange card will be passed on to the searchers.
3. Action by Searchers On receipt of orange card searchers will find required file and insert the orange card where the file is extracted. Return desired file to Admin.Office.

4. Files by Admin. Staff.

- (a) Telephone the office concerned and notify that required file is ready. When file is collected obtain a receipt in LOG BOOK. The only personnel authorized to collect and receipt for files are Officers of A.C. and their authorized representatives. In all cases of doubt, Capt. Durst will be notified for decision.

- (b) File the application form on the Suspense File.

Files returned.

1. Action by Admin. Staff.

- (a) On the return of a file mark this fact in LOG BOOK.
(b) Return file to 3 Section.

2. Action by Searchers.

- (a) Find correct bundle remove orange card and insert file in bundle.
(b) Cancel the orange slip by writing in the date returned and return this slip to Admin. Office for filing.

Legal Files.

General procedure is identical but all procedure is handled by the Chief "S" Section (by-passing Admin. Office). Separate LOG BOOK of Legal Files will be kept by the Chief "S" Section.

Outstanding Files.

All files on loan will be checked once a month and requests for their return sent to Office concerned.

Applications.

No demands for files will be accepted unless received upon the official forms signed by a Division Director or his authorized representative.

Missing files.

If after searching for a file for 1 day it cannot

- (a) On the return of a file check the return slip is correct.
 - (b) Return file to 3 Section.
2. Action by Searchers.
- (a) Find correct bundle remove orange card and insert file in bundle.
 - (b) Cancel the orange slip by writing in the date returned and return this slip to Admin. Office for filing.

Legal Files.

General procedure is identical but all procedure is handled by the Chief "3" Section (by-passing Admin. Office). Separate LOG BOOK of Legal Files will be kept by the Chief "3" Section.

Outstanding Files.

All files on loan will be checked once a month and requests for their return sent to Office concerned.

Applications.

No demands for files will be accepted unless received upon the official forms signed by a Division Director or his authorized representative.

Missing files.

If after searching for a file for 1 day it cannot be found, Capt. Durst will be notified and will take necessary action.

N. M. Harrison
N. M. HARRISSON, JR.
Major,
Director,
Archives Division.

627

DISTRIBUTION

Director Major Harrison.
"M/2" Section " Chapman
" " " Capt. Weden
"B" and "S" " Durst (2 copies)
Sections Cpl. Fleming ✓

TO : Major H.N. HARRISON

I have to report that at approximately 0930 hrs on Monday 10 June 46 while on duty in room 14 on the first floor, I had occasion to use the heavy punch. At the time of the incident there was only one heavy punch in use in room 14.

I inserted a number of papers and pressed down the lever of the punch using no undue amount of pressure; this caused the weight of the punch to be transferred to the small flange situated at the back of the punch, and the weight, bearing upon such a small area, caused the a forementioned flange to split the glass top which covered the desk on which the punch was resting.

Sir, may I respectfully point out that the punch in question is unpegged at its base and, being made of steel, will split a rivet such as glass rivets.

Key to region

respectively, where

[illegible]

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Sir, may I respectfully point out that the punch in question is unpadded at its base and, being made of steel, will split a fragile thing such as glass with ease.

I beg to remain
respectfully yours,

Pvt. Garland E. Bostick
Pvt. Garland E. Bostick, 34910622

026

ALLIED COMMISSION
ARCHIVES BRANCH

34-De
4.1/AB 48B

Erano le ore 15 circa del giorno 11, quando accidentalmente ruppi il cristallo.

Ecco presso a poco come si svolsero i fatti :- Stavo lavorando con la bucatrice sul suddetto cristallo, ed ad una troppo forte pressione, non essendo la macchina perfettamente piana nella sua parte inferiore, ne ha provocato la rottura.

Faccio inoltre presente, che era la prima volta che lavoravo con quel tipo di perforatrice.

T R A N S L A T I O N

It was about 3.P.M. on Tues. June 11, when I accidentally broke the table-top glass.

This is more or less how it happened :- I was working on the said table with the heavy perforator and because of a heavy pressure (and due to the fact that the machine is not level at the bottom) the glass-top broke.

I also make present that this is the first time I have used this type of perforator.

LUIGI LADVIO

Luigi Ladvio

sua parte inferiore, ne ha provocato la rottura.

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LUCENTONI LADJO

Lucentoni Ladjo

025

ALLIED COMMISSION
ARCHIVES BRANCH

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

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LEONARDI LADVO

Antonio di

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LUCERTONI LIVIO

Lucertoni Livio

923

024

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

Ref. ⁴47/AB.

29 March 1946

TO : Signal Section, H.Q., A.C.

Directory listing location and telephone number of
all officers in this section and listing for all telephones
in section.

Rank	Name	Nat.	Designation	Tele.No.	Room No.	Floor
Major	H.M. HARRISSON	(Br)	Officer i/c	530	5	1st
Capt.	T. HOWLANDS	(Br)	Admin. Officer	469	7	1st
Capt.	L.G. CANNINGS	(Br)	M/P DEPT.	412	Storeroom	Ground Floor
Capt.	P.G. WEDEN	(Am)	"	"	"	"
Lieut.	O.P. TAYLOR	(Am)	Inf.	-	11	1st

Telephones of Section:

530	Room 5	1st Floor
469	" 7	" "
562	" 14	" "
412	Storeroom	Ground Floor
348	Conference	Room
		3rd Floor.

H.M. HARRISSON,
Major,
Archivist.

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

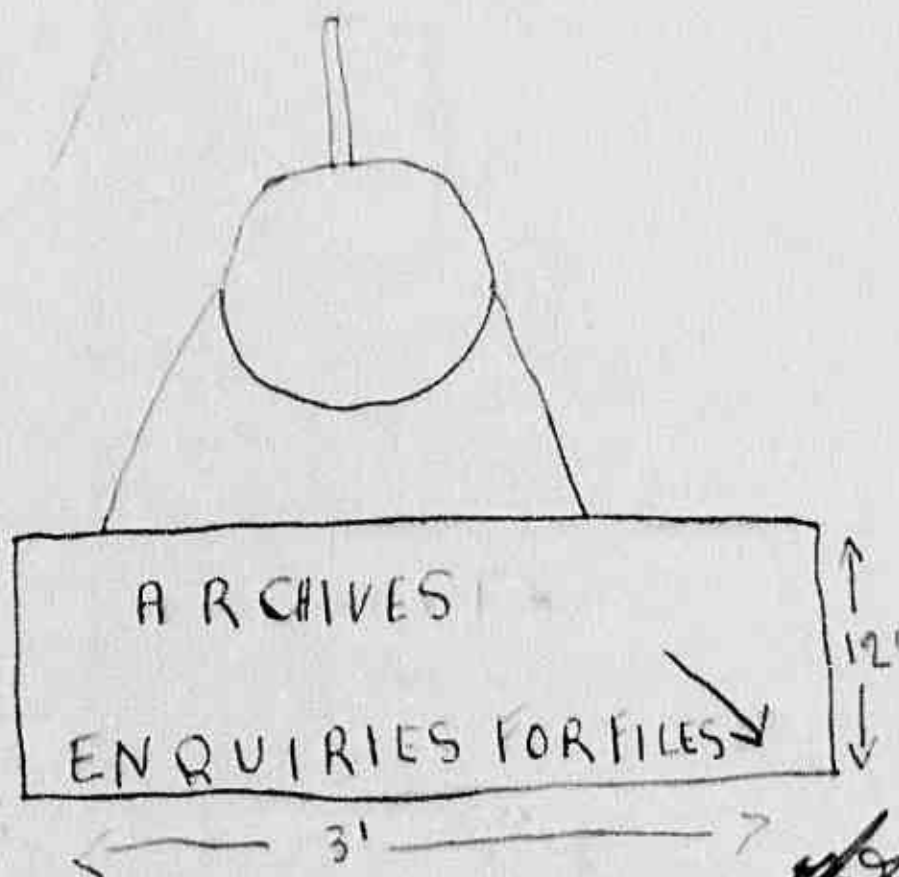
Ref. :- 4/AB.

22 March 1946

SUBJECT :- Directional Board.

TO :- Office Space Section.

It is requested that a directional sign, as per diagram, be erected under the Lamp Globe between room 7 and 14 on the 1st Floor:-



T. Rowlands
T. ROWLANDS, Capt.
Admin. Officer.
ARCHIVES BRANCH.

022
121

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

Ref. :- 4/AB.

18 March 1946

SUBJECT :- Fire Risk.

TO :- Office Space Section.

In view of the growing accumulation of inflammable material now increasing in Archives Branch, it is requested that the installation of Fire Fighting Appliance be considered in the following Rooms:-

1. Main Conference Room.
2. Basement Room used for Microfilm Preparation.
3. Basement Store Rooms.
4. Room 14 1st Floor.
5. Room 42 2nd Floor.

Whilst Fire Protection may be sufficient in the Building as a whole, the Fire Risk in this Branch is daily increasing.

Please treat as urgent.

N.M.H.
N.M. HARRISSON,
Major,
Archivist.

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

11 March 1946

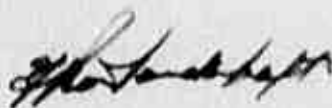
Ref :- 4/AB.

SUBJECT:- Window cleaning.

TO :- Office Space Section.

On the orders of Brig. Lush, it is requested that the following work be carried out in the Main Conference Room on the 3rd floor:-

Remove all curtains from windows
Clean all windows.



T. ROWLANDS, Capt.
Admin. Officer.
ARCHIVES BRANCH.

020

1946

785021

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner
ARCHIVES BRANCH

11 March 1946

Ref:- 4/AB.

SUBJECT:- Electric Light.

TO :- Office Space Section.

Reference conversation Capt. D1 John-Capt. T. Rowlands
it was agreed that the large room on the Ground Floor (previously
used by G-4 as a storeroom) would be suitable as an alternative
to the small Conference Room.

To put this room to use without undue delay, it is
requested that electric light fittings be installed immediately.

Please treat as urgent.

T. Rowlands
T. ROWLANDS, Capt.
Admin. Officer.
ARCHIVES BRANCH.

019

MMH

28A
MMV/lg

(Archives Branch)

8 March 1946

Ref. : 4/AB

SUBJECT : Office Space Archives

TO : Hq Commandant

The recent application for a block of offices on the first floor at present occupied by Agriculture S/O Is, it is understood, likely to be diverted in favour of I G O R.

The following points should be brought to your notice.

(a) Room 14, 1st Floor is the Central Room of Archives Branch. All directive planning emanates from here as well as the issue of "Stored" files for this Headquarters, and it is impossible to change this since it has been fitted with steel furniture for the purpose.

(b) Owing to space restrictions, the only other rooms available for Administration and Operational work were the Large Conference Room and a block of offices at the very end of the First Floor Annex vacated by Labour and too small to house the personnel under (c).

(c) The latest Operation (Microfilm preparation) has resulted in an immediate set-up of 20 Officers, ORs and Civilians who work to a fixed output of 20,000 documents per day.

(d) The use of part of the Large Conference Room is hampering output by the time taken to transport files to and from Storage, bad light and risk of confusion with another Branch of the work (i.e. Regional Files arriving for checking from Northern Italy).

The delay which at present occurs through trying to operate a Branch from three different and widely distributed parts of the Building is seriously affecting output in (c). Enquiries for files are also held up, since there is no central Enquiry Room where this could be handled and which should be next door to Room 14. The Admin. Officer and Typing Pool require also to be as near to Room 14 in order to be in constant touch with the S/O.

On the other hand it is understood the reason why I G O R require these rooms is to prevent or restrict unauthorized people from wandering about the building.

Since Displaced Persons Sub-Commission have been operating successfully for some years on the 6th Floor, this argument cannot be understood.

018

(Archives Branch)

-2-

What is requested, please, is :

- | | | |
|-----|---|----------------------|
| (1) | Room for G I/O and Secretary next to Room 14. | (Room 16) |
| (2) | Room for Admin. Officer and Secretary
opposite to Room 14. | (Room 7) |
| (3) | Large Room for Film Searching and Duplication
as near to Room 14 and adjoining that of the
Admin. Officer who will operate this | (Room 9) |
| (4) | Two large rooms for the Microfilm Preparation
Section and their staff | (Rooms 18
and 22) |

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

Copy to : Executive Commissioner

017

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

27A
NMH/lg

26 February 46

Ref. 4/AB

SUBJECT: Wood and Metal Boxes

OFFICE INSTRUCTION

1. It has come to the attention of Archives Branch that applications for wooden or metal boxes from officials in Allied Commission are still being received.
2. A copy of the previous instruction should be obtained by Clerks when necessary to show applicants that this cannot be permitted.
3. In view of the need for every box and case, since Archives Branch may be required to move the total records within the next few months, every wooden and metal box of any description would be required for this purpose.
4. Boxes when emptied in the Conference Room will be immediately sent to the Basement Room for storage under the Administrative Officer's instructions.

N.M. Harrison

N.M. HARRISON
Major, G.S.
Archivist

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

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE.....

FROM	TO
Major H.M. Harrison	<i>ms</i>
Capt. T. Rowlands	<i>BT</i>
Capt. L.G. LANNINGS	
Chief Clerk	

Folio (s) Referred

FOR Action
Information
Remarks
Signature

I do not agree with this
unless at least 24 hours
notice is given in order
to clear & I think we should
write to that effect

015

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

4/AB 25/P
HEADQUARTERS ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT
APO 994

21 February 1946

HQ 45/1

SUBJECT: Accomodation.

TO: N.M. Harrison, Major
Archives Branch.

Reference your letter 4AB, dated 13 February 1946.

Your request is granted provided that when this room is requested for a conference, the room is cleared.

A.G. Graham Lt. Col.
A.C. GRAHAM, M.C.
Hq. Commandant.

014

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH.

Ref: HAB

To: Office Space Section.

14th February 1946.

Subject: Security.

It is requested that 2 Padlocks, complete with 2 Sets of Keys and Staples be supplied to this Branch for the purpose of locking up the Conference Room when not in use.

May this please be treated as Urgent.

T. Rowlands

T. ROWLANDS, CAPT.
ADMIN OFFICER.
ARCHIVES BRANCH.

013

785021

23A

(Archives Branch)

Ref : 4AB

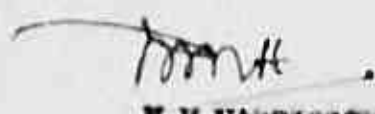
13th February
1946

Subject: Accommodation.

To : Office Space Section.

Confirming conversation (Lt.Col.Grahame-Capt Rowlands) it has been agreed that

1. An important new operation in connection with the micro-filming of all AC files (approx. 300,000) will necessitate the immediate review of all documents together with the rebinding by a considerable staff under Officer supervision.
2. It is requested that the use of the small Conference Room be permitted for this purpose for those days in the week when it is not being used for pay, etc.
3. Good light, a wide area and security is essential in order that the correspondence within the files is not lost or disarranged.
4. Probable number of staff will be twenty when the scheme is fully running.


H.M. HARRISON. Major
Archivist.

012

ALLIED ~~CONTROL~~ COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: TELEPHONE NEWS

FILE NO. 14/AB.

TO : 116 Signal Office

11th FEB 1946

Office no 78 (2nd floor Annex) has
just been taken over from Labour Sub Commission
by this branch

There is at present (which was formerly
on charge to Labour Sub Commission) installed in
this room a 6 digit Telephone no 478502

Would this please be replaced by a 3 digit
external Telephone for use by this branch

011

J. A. S. D. Left
ADMIN OFFICE
ARCHIVES BRANCH

ALLIED ~~CONFIDENTIAL~~ COMMISSION
INTER-OFFICE MEMORANDUM 21A

SUBJECT: OFFICE SPACE.

FILE No. WAB.

TO H.Q.COMMANDANT, H.Q., A.C.

8th February 1946.

It is requested that Room No.78 on the 2nd Floor Annex, now being vacated by Labour Sub Commission be handed over to this Branch to house the increase in office staff.

This room lies adjacent to rooms already taken over and in use by this Branch.

T. Rowlands

T. ROWLANDS, CAPT.
ADMIN OFFICER,
ARCHIVES BRANCH.

010

ALLIED [REDACTED] COMMISSION 20
INTER-OFFICE MEMORANDUM

SUBJECT: FILING CABINETS.

FILE No. WAB.

TO : OFFICE SPACE SECTION.

8th February 1946

Could a Carpenter please be sent to Room 14, 1st Floor
to measure the dimensions of Filing Cabinets now in use in Archives Branch
with a view to making a further six (6)

May this be treated as URGENT please.

T. Rowlands
T. ROWLANDS, CAPT.
ADMIN OFFICER.
ARCHIVES BRANCH.

009

4/AB

4 FEB 1940

RECEIVED AIRMAIL COMMUNICATION

ARCHIVES

OFFICE

DET...

BLIP

FROM

TO

IN THE U.S. DEPARTMENT

COOPERATION T. ROSS

CHIEF CLERK

Notes (a) referred

For Action

Information

Remarks

Signature

RMH/18

19A

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

4 February 1946

OFFICE INSTRUCTION No. 3

TO : All concerned

SUBJECT : Wood Boxes

1. Until further notice under no circumstances will wooden boxes be given to any person or branch either within Allied Commission or elsewhere.
2. There is a serious shortage of wood and until the preparation of over 150 Filing Cardex boxes is completed, no boxes are available.
3. When unpacking wooden cases, all nails are to be withdrawn with a claw hammer and the wood not unduly split or damaged.
4. All empty crates, boxes or wood of any sort to be stored in the Basement (MT stores) until required, under the responsibility of the Admin. Officer who will authorize its use.

H.M. Harrison
H.M. HARRISSON
Major
Archivist

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: TELEPHONE MOVE.

FILE NO. 4/AB.

TO : U.S. SIGNAL OFFICER.

31 January. 1946

It is requested that Telephone ex No 582 be moved from Archives Stores (opposite the Barbers Shop on the ground floor) to Room 80, 2nd Floor Annex.

T. H. S. [Signature]
T. H. S. LANDS, CAPT.
ADJUTANT OFFICER
ARCHIVES BRANCH.

006

ALLIED ~~CONFIDENTIAL~~ COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT: Repairs.

FILE No. 4/AB

TO : Office Space Section.

22 January 1946

From : Archives Branch.

1. It is requested that repairs be carried out to the floor outside the door of Room 14 on the first floor

T. Rowlands
T. Rowlands
Capt.
Archives Branch
Office of the Exec. Comm.

005

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

Ref: A/AS

21 Jan 46.

Subject: Filing Cabinets.

To: Office Space Section.

It is requested that filing cabinets etc. as per attached diagrams be supplied as early as possible please.

It is also requested that 6 big "NO SINKER" and 6 big "TINATO FURANG" notices be supplied so that these can be displayed in the Archived Stores.

T. Roslands
T. Roslands.
Capt.
Archives Branch.
Office of the Exec. Comm.

004

943

15A
HEADQUARTERS
ALLIED COMMISSION.
APO394
(Archives Branch)

Ref: L/AD

19 JAN 46

Subject: Electric Lights.

To: Office Space Section.

One storeroom situated opposite the Barbers Shop on the Ground Floor has now been taken over for use by Archives.

Electricians have been entrusted by your carpenters to take in files etc. and this work has been carried out very satisfactory.

It is now requested that extra lighting be installed between the days, which will mean an extra eight points.

W. S. G. G. G.

T. Rowlands,
Capt.
Archives Branch
Office of the Exec. Comm.

003

785021

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
OFFICE SPACE SECTION

Your Reference 6/AB

Home 7th January '46

Subject:- Electric Lights.

To:- Major HARRISSON, Archives Branch.

1. Reference your request of 22 December that pendant lights be placed in Main Conference Room now used as Archives.
2. From report of the Chief Electrician and from personal inspection I am of the opinion that the work and materials required make the cost of installing such a lighting system prohibitive.

Delos De John, 1st Lt.
DELOS DE JOHN 1st Lt.
OFFICE SPACE SECTION
ALLIED COMMISSION.

785021

HEADQUARTERS.
ALLIED COMMISSION.
APO. 394.
(ARCHIVES BRANCH.)

Ref:- 6/AB.

7th January 1946.

SUBJECT:- Electric Light.

To:- H.Q. Commandant.

With reference to this office letter of even number dated 22nd December 1945, would you please expedite action or reply to this request.

N.M.H.

N.M. HARRISON.
MAJOR. G.S.
ARCHIVIST.

001

0808