

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

ACC

10000/103/10

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

10000/103/10

VISITS BY ARCHIVIST
MAY 1944 - FEB. 1945

21A

NOTE FOR FILE.

I visited Southern Region on 27th February 1945 and discussed with Capt. Kearin, Adjutant, the transmittal of records to Archives.

I explained the necessity for complete and accurate lists being supplied by the offices which were sending files. I showed to Capt. Kearin the two lists relating to records from the old Region II office, and in particular the lists referring to the Brindisi Province files. In view of the fact that neither of the lists was accurate, and that the two lists did not agree with each other, it was impossible to say exactly what files were supposed to have been sent to Archives, and what were missing from the purported covering list. I mentioned also that some consignments of files had been received with no covering note or list of any description.

Capt. Kearin said that he had already written to the different offices in the Region explaining the way in which records should be prepared for Archives, but some of the papers now being received by Archives had been received at Southern Region before he himself had handled the job, and before instructions had reached some of the Zones and Provinces.

I informed Capt. Kearin that I would send a further letter embodying the main points of our conversation; he would then send further instructions out, to both HQ offices and to those in the field. In reply to my suggestion that it might be helpful if I were to visit different branches at HQ, Capt Kearin said that he would prefer to send out uniform instructions from his office.

John

22A

24 September 1944.

MEMORANDUM TO: Lt. Col. Campbell.

SUBJECT : Paroled P.O.W. Records.

1. On arrival at Palermo I made enquiries at HQ Region I and found that the only person there who could give me any information regarding Paroled P.W. was Captain Manuel of Public Safety.

Captain Manuel was very obliging, but said that he could not add anything to the information he had already given to Headquarters ACC.

2. Authority for the issue of Parole cards was given by 7th and 8th Armies; 7th Army dealing with the West side of the island, 8th Army with the East side. C.A.Os were responsible for the issues, and sending of the duplicate copies to HQ AMG. In 7 Army Area, C.A.O s. were too pressed to continue the issue of the cards. This work was then handed over in the main to POW camps themselves, and the duplicates henceforth were sent direct to various Carabinieri stations throughout the West half of the island.

Captain Manuel thinks that the cards may still be at these stations, but it would take about a month to call them in. Captain Manuel wishes to know if he is to collect these cards.

3. A record of all Paroled PW was kept by the Provost Marshall of I.B.S. in Palermo, but unfortunately I.B.S. has been broken up and this record cannot be traced. Captain Manuel suggested that (1) The Provost Marshall may have taken the record with him to P.B.S. or (2) A duplicate copy was made and sent to NATOLEIA.

4. As a last source of information Captain Manuel contacted Col Alberg, Liaison Officer to the Italian forces in Sicily. Col Alberg was no better informed on the subject but said that he had written to the following address in the hopes of obtaining the information required.

COMMANDING GENERAL

A.P.O. 534. U.S. ARMY.

(Attention PROVOST MARSHALL GENERAL)

S.O.S. Representative for P.W. Directory Service.

5. Paroled PW are still reporting in Palermo, and whilst there, I visited the office set up by the Carabinieri for that purpose. Here they had a nearly complete nominal roll of PW who should report to this office but only 40% approx were still reporting.

6. With regard to the 8th Army Area (East half of the island) I visited 56 Area HQ - Catania, as No 1 District had been handling the matter of Paroled PW and might have passed their records over.

I contacted a Sgt GODDARD of "A" Branch, 56 Area, who produced all the Parole cards handed to them by No 1 District, plus a nominal roll which is attached.

As 56 Area are very shortly going to replace 57 Area - Naples, I arranged with Sgt Goddard that he takes the Parole cards with him to Naples where they can be collected if required. Sgt Goddard said that he would like to be notified in order that he may be dispose of them.

js/



Sgt.

Archives Section.

20H

AJC/afe

SG 314.8

13 June 1944

Dear Knell,

Many thanks for the typed copy of my notes, which reached me yesterday. Enclosed is a statement, dictated to the best of my recollection, on the talk I had with you and Leone. If I have unwittingly left anything out or have mentioned anything in what seems to you to be a distorted perspective, please do not hesitate to let me know, and I can get a new statement typed out incorporating any alterations. If you think that the statement is satisfactory as typed, I should be glad of a couple of lines from you to say so.

Yours sincerely,

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

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/hd 19A

SO 314.8

13 June 1944

ARCHIVES DISCUSSION

REGION I

Owing to Lt. Col. Morley Fletcher not being available, Capt. Collins' notes were discussed with Captain Knell and CWO Leone.

Mr. Leone said that the notes gave a pretty accurate picture of the situation and agreed that most of the filing was duplication.

Capt. Knell said it seemed that much of the correspondence now kept in the central files could be discontinued without serious disadvantage, but since the various offices of the region were scattered in different parts of Palermo, it had been considered advisable to retain at Hq any papers which the Regional Commissioner himself had been handling. There was bound to be a certain amount of delay, if the Regional Commissioner required papers which had to be brought in from outlying offices. Capt. Collins asked what was meant by the expression "matters which the Regional Commissioner had handled." He said that these might fall broadly into three categories; (a) matters referred in the first instance to the Regional Commissioner and handled personally by him, (b) matters referred initially to the Regional Commissioner, passed by him to other officers for their observations, and then returned to him for subsequent action, (c) matters referred initially to the divisions, sent by them to the Regional Commissioner in the form of a finished, typed letter, requiring nothing more than the personal signature of the Regional Commissioner. Capt. Collins said that categories (a) and (b) would be filed centrally, but that category (c) would, he assumed, be returned to the divisions for filing. Mr. Leone said that category (c) also would be filed centrally. Capt. Collins said that the existence of outside offices undoubtedly added to the difficulty of discontinuing the central files and that he felt it rather beyond his province to pursue the question of the Regional Commissioner's convenience. Capt. Knell agreed that we could not profitably discuss further anything which would hinder the production of papers for which the Regional Commissioner might call.

Co-ordination Capt. Collins said that, from the Archives point of view, the files as at present maintained would be of little value; Archives would not be in a position to "marry up" separate pieces of correspondence on the same subject scattered among two or more files. He suggested that one method of ~~sorting~~ *sorting* ~~this~~ would be for the central files to be discontinued except for the Regional Commissioner's papers. The latter could then be examined periodically, and sent out to the offices concerned for incorporation in their own files, when it was considered that the Regional Commissioner would

be unlikely to call for the papers again. Capt. Knell said that he appreciated the difficulty from the Archives point of view of having parts of a story scattered amongst two or more files. After discussions with Mr. Leone, he said that he could make arrangements for all material for Archives to be sent in through Mr. Leone, who would be responsible for filling in any gaps. Capt. Collins stressed the importance of the files coming in as self-contained units but said that the method by which this would be achieved was a matter for the region to arrange. Capt. Collins asked if there would be any point in his visiting any of the offices which maintained files of their own. Capt. Knell said that he felt this would be inexpedient until he had had an opportunity of showing Captain Collins' earlier notes to Lt. Col. Morley Fletcher and of discussing the position with him.

Capt. Collins will send to Capt. Knell a supply of the Archives circulars for distribution to the offices and provinces within the Region. Capt. Knell will discuss with Lt. Col. Morley Fletcher the question of sending a covering note from Regional HQ when the circulars are distributed.

18A

7 June 1944

TO: Lt. Col. Morley-Fletcher. (Reply)

I have had a talk with G.W.C. Leone as you suggested. You asked me to speak quite frankly, and I am therefore doing so.

There are no files of the old A.M.C./A.C.C. HQ. office. These were all taken by the different Sub-Commissions when the HQ. left Palermo. The only files left behind were those pertaining to Regional matters only. Files on Regional matters are available from the date on which the Region was constituted - 28 Oct. 1943.

The central files are kept on the Levy Decimal system, and consist of one large series, arranged numerically. There is no division by date, except where bulk has necessitated the creation of a second (or more) volume of an existing file. (The absence of a "date" division is not mentioned as a criticism but as a statement of fact.) Scattered throughout the numbered series are a number of "dead" files, e.g. a file of circulars issued by A.M.C. since Sicily became A.C.C. territory, nothing, of course, has been added to such files. If they are not needed for reference purposes, they might be turned over to Archives.

Complete files are maintained of serially numbered documents, e.g. Administrative Memorandums, Executive Orders, etc. Copies of these documents are sent also to the offices affected by the subject matter of the contents.

Files of Incoming and Outgoing cables are maintained, but these are incomplete, since they do not include cables relating to Economics & Supply. I was under the impression that American administration requires complete master files of all Incoming and Outgoing cables, but I am open to correction on this point. In either event, it is an advantage to maintain such files, arranged chronologically. But incomplete files seem to me to be of questionable value.

A large number of correspondence files is maintained on a wide variety of subjects. A copy of every outgoing letter is retained by the originator, and another copy is sent to central files. The incoming letter to which it replies, (or the incoming letter received in reply) is filed by the originator of the outgoing letter.

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If, however, an incoming letter is referred to, say, Finance, and the matter is referred again to the Regional Commissioner for personal attention, then the Incoming and Outgoing letters are sent to Central files, and a copy of the Outgoing letter is sent to Finance. Thus, there are two sets of files in operation, one being the central files and the other, the set maintained by Finance, or Legal, or Public Safety, etc. But, neither of these sets in itself presents a complete picture.

The files maintained by the divisions are, I should say, much more complete than central files, except as regards "A" above.

Oct. 1943.

(Con't)

I understand from C.W.O. Leone that each office has modelled its filing system on an adaptation of the Desey Decimal system, but he is not certain, and I have not checked up. But, whatever the system, the central filing now places a letter in the file of its own selection, without regard to the file reference given to it by the originator.

I understand also that, except as in "A" above, every paper in the central correspondence files is duplicated in the files of the different offices of the Region. The purpose of the central correspondence files seem obscure; and if papers in the "A" category were to be sent for filing to the office "functionally" concerned, there would seem to be no point in continuing a duplicate system for the remainder - a system which, at best, is only fragmentary.

Only a very small proportion of the files have any form of fastening, and the papers are loose. I am told that file binders are difficult, if not impossible, to obtain. This shortage is appreciated, and inquiries are already in hand to try to improve the supply.

I am afraid that I have transgressed the rather nebulous line of demarcation between Archive creation and office administration, but the two are closely related.

The file system at Region I is, for all practical purposes, an exact replica of the system in use at the old Brindisi HQ. The central files were of very limited value; most of the Sub-Commissions set up files of their own, and it was to the latter that one went for any real information.

The central files from Brindisi are now - belatedly - being broken up. Every paper is being sent to the office concerned with the subject matter. If the office requires the document to fill in gaps in its own files, the document is retained. If not, it is redundant.

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

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

jd

MA

15 June 1964

NOTE FOR FILE

I visited Region VII HQ Casuarina on 3rd June and discussed Archives with Major Galter and Sergeant Garbett.

Major Galter has had considerable administrative experience and it very soon became evident to me that he knew exactly the kind of thing we wanted, and there was not a great deal to add to the circulars. He said that he appreciated the importance of filing and gave the matter his personal supervision.

Sgt. Garbett, who maintains the files in a central system had obviously a real and live interest in the job and a most intelligent appreciation of its importance. He too endorsed all the views expressed in our circulars and said that he was endeavoring to operate his files on the lines we had suggested even before our suggestions had been sent out. Region VII have, as was expected, nothing which they can release at present, but their material will be sent to us as and when it becomes obsolete.

Sgt. Garbett added that he joined Region VII when it was constituted and was having to build up his filing system by methods of "trial and error." At the time of our visit he had not completed his reorganization of the system, but it was well on the way.

He said that he had been chief clerk to the Chief of Staff at Tiki Ouaou; had gone to Displaced Persons Sub-Commission with Colonel Kirkwood to reorganize it, and as mentioned above was one of the first members of Region VII staff. He made the suggestion that the chief clerks in other regions not yet activated might like to profit by his own experience; he felt that it would be valuable instruction for the chief clerks of such regions to spend a week or ten days with a region that had been going for some time so that they could see the main channels of regional filing system. He was used, and I think he is right, that the fundamental essentials of one region are much the same as those of another.

Region VII have an adequate supply of file folders, but are short of fasteners and would welcome a supply of whatever type is available.

Handwritten signature

AJC/nd 16A

DD 314.8

1 June 1944

MEMORANDUM FOR FILE.

I discussed Archives with Major Denton-Jones, of AMG 3 Army, on 31 May 1944. I explained that, as mentioned in the letter, I did not propose visiting him in the immediate future in view of current operations, but proposed to do so when convenient to him.

He said that in his view there was no real necessity for us to visit his HQ. They were not static; their office was always under canvas, and for reasons of mobility their paper work was kept down to an absolute minimum. At present the bulk was less than 100 files and it was essential, in order to preserve their mobility, that this number should not be increased. In fact, the batch of files recently sent to us represented surplus papers which embarrassed their mobility. Their office staff was very small, consisting of 3 or 4 clerks only.

Major Denton-Jones said that he would bring the contents of the Archives circulars to the notice of the clerical staff so that files could be maintained in the condition which would be of greatest value to the Archives.

A. J. Carr
A. J. CARR
Captain, R.E.
Asst Secy Gen

*Discussed briefly with Brig Carr (Sardinia)
on the same date.*

15A

AJG/nd

SO 314.8

28 May 1944

Subject: ACC Archives

To: HQ Region V (Attention Capt Womersley)

1. Reference my recent visit, enclosed are copies of the circulars discussed with you, together with copies of another circular issued since my visit.

2. Would you kindly arrange for copies of the circulars to be distributed to the various offices of Region V.

ajc

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

Encls.

14A

NOTE FOR FILE

I visited Region V on the 26th of May and discussed Archives with Captain Womersley and C.S.M. Clark.

All the files of the Region are maintained centrally. All open files are numbered in the series beginning 300. The following examples illustrate the operation of the system, but the notation is not guaranteed as correct.

- All Legal files are 213/
- All Finance files are 314/
- All Public Safety files are 523/ etc.

Each of these file groups is broken down by the addition of another numeral; e.g. 213/1, 213/2, 213/3 etc., as required. The system also arranges that wherever possible the sub-numeral in one file group is used for another aspect of the same subject in another file group. For instance, if the Finance Division have a file on **Black Market Activities** numbered 214/7, the Public Safety Division file on **Black Market Activities** will be 523/7, etc.

When any group of papers is classified as **SECRET**, a file in the 600 series with the same sub-numeral is opened; **CONFIDENTIAL** papers are filed in the 700 series, and **RESTRICTED** in the 800 series, again with the same sub-numeral.

If part of a group of papers is classified as **SECRET** and other papers are unclassified, all the papers are filed together according to the most highly classified document, so that it is not necessary to refer to more than one file to get the complete story. If it so happens that a file cannot conveniently be split according to classification, the file itself is normally renumbered to conform to the appropriate classification group.

C.S.M. Clark is personally responsible for the files. He eliminates redundant papers and he himself decides into which file every document shall be put. The files were for the most part bound with the two-hole fasteners and the Region would be glad to extend the use of these fasteners if supplies can be made available. The files generally created a very good impression.

I discussed at some length the object and purpose of the Archives, and Captain Womersley assured me that he would cooperate to the fullest, and would see that our circulars were passed round to Provincial Commissioners and other officers concerned.

Each of these file groups is broken down by the addition of another numeral; e.g. 515/1, 515/2, 515/3 etc., as required. The system also arranges that wherever possible the sub-numeral in one file group is used for another aspect of the same subject in another file group. For instance, if the Finance Division have a file on **Black Market Activities** numbered 514/7, the Public Safety Division file on **Black Market Activities** will be 515/7, etc.

When any group of papers is classified as **SECRET**, a file in the 600 series with the same sub-numeral is opened; **CONFIDENTIAL** papers are filed in the 700 series, and **RESTRICTED** in the 800 series, again with the same sub-numeral.

If part of a group of papers is classified as secret and other papers are unclassified, all the papers are filed together according to the most highly classified document, so that it is not necessary to refer to more than one file to get the complete story. If it so happens that a file cannot conveniently be split according to classification, the file itself is normally renumbered to conform to the appropriate classification group.

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affluent
21 Dec 44.

13A

AJC/hd

SG 314.8

28 May 1944

Subject: ACC Archives

To: HQ Region VII

1. Enclosed are copies of circulars regarding the preservation of office files with a view to their retention in the Commission's Archives.

2. Arrangements have been made for Captain Collins to visit you on or about 3 June to discuss the subject.

RE
ROBERT E. DOX
Major, A.G.D.
Secretary General

Encls.

12A

AJC/da

SG 314.8

28 May 1944

Subject: ACC Archives
To: HQ Region I

1. Enclosed are copies of circulars regarding the preservation of office files with a view to their retention in the Commission's Archives.
2. Arrangements have been made for Captain Collins to visit you on or about 5 June in order to discuss the subject.

alr

ROBERT E. DOE
Major, A.G.D.
Secretary General

Encls.

11A

AJO/dfe

SG 314.8

20 May 1944

Subject: Archives.

To: Regional Commissioner, Hq Region V.

With reference to the accompanying circulars, arrangements have been made for Captain Collins to visit you on 26 or 27 May with a view to discussing any material you may have at present available for Archives and future arrangements.

ROBERT E. DAE
Major, A.G.D.
Secretary General

2 Encls.
SG 314.8, 26 Mar 44 (in dup)
"ACC ARCHIVES" of 20 May 44 (in dup)

10A

AJO/afe

SO 314.8

16 May 1944

Subject: Archives.

To: Regional Commissioner, Region II.
Attention: Lt. Col. McCleary

1. With reference to the recent visit to your Hq of Captain Collins, enclosed are 25 copies of each of two circulars recently issued on this subject. Will you please pass them to the offices and provincial commissioners in your Region. If you are in doubt or difficulty at any time regarding the disposal of any documents which have ceased to be of current value, would you please consult this office.

2. The supply of two-hole file binders is being investigated, and a further communication on this point will be sent to you.

ROBERT E. DOE
Major, A.C.D.
Secretary General

2 Encls. (25 copies each)

94

HEADQUARTERS ALLIED CONTROL COMMISSION
AFO 394

AJC/dfe

SO 344.8

13 May 1944

ACC ARCHIVES

MEMORANDUM TO: Secretary General

Following is report on my visits from 5 - 10 May 1944.

REGION II

I saw Colonel Zellers; Lt. Col. McCleary, Executive Officer, (a very recent appointment); and his assistant, Captain Drummond Young (who is probably taking up another appointment shortly). The latter, who has had considerable experience in Region II, accompanied me around the various offices, but pointed out that the following tips on Archives would be done by Lt. Col. McCleary.

I saw the great majority of the sections at Regional Hq. all of whom keep their own files, and I discussed with them the various points mentioned in our circulars. One box of out-of-date files had been placed aside for storage, and this has now been taken into the Archives. Other-wise, all files are in current use, and nothing further can be released at present. A general complaint was that very few clerks are available for filing, and several officers have to keep their own files. Bearing in mind this limitation, endeavor will be made to maintain files in the condition suggested in our discussions with Mr. Jenkins. One of the sections had made recent modifications to its filing system which were not apparent from the papers. I suggested the addition of a brief note to the files concerned, so that an explanation would be available to a reader unfamiliar with the administrative change.

I explained also that, whilst we did not wish any documents to be destroyed which were likely to be of permanent interest and value, we did not want to receive whole files of purely routine papers. I stressed the point that what were needed were files on the work of the Commission and not, generally speaking, on the working of the Commission; e.g., correspondence regarding telephone directories, repairs to Commission vehicles, stationery requisitions, etc. were not matters peculiar to the ACC and would not normally be required for Archives.

Lt. Col. McCleary welcomed the suggestion that two-hole file binders should be used, and asked if they could be supplied by HQ. I promised to explore the possibility and to let him know. He would also like copies of our circulars, which he will send with a covering note to the sections and Provincial offices in the Region.

I saw Colonel Zellers; Lt. Col. McCleary, Executive Officer, (a very recent appointment); and his assistant, Captain Brummond Young (who is probably taking up another appointment shortly). The latter, who has had considerable experience in Region II, accompanied me around the various offices, but pointed out that the following up on Archives would be done by Lt. Col. McCleary.

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Lt. Col. McCleary welcomed the suggestion that two-hole file binders should be used, and asked if they could be supplied by HQ. I promised to explore the possibility and to let him know. He would also like copies of our circulars, which he will send with a covering note to the sections and Provincial offices in the Region.

DISPLACED PERSONS SUB-COMMISSION

I saw the Adjutant, Captain Giacomo and his chief clerk (e.o. I.). The discussions proceeded on much the same lines as those with Region II. There is a batch of old files which are occasionally used for reference, and may be ready for Archives in a few months time. The chief clerk apologized for their untidy condition; he had inherited the files from his predecessor, but was in process of building up a new system. This is nearly complete and a copy of the new file register will be sent to us. Both he and Capt. Giacomo have evidently given a good deal of thought to their files, and I think we shall find their material in good shape.

SO 314.8, 13 May 44 (continued):

This excludes, of course, the obsolete batch mentioned above; I explained that their pressure of work was appreciated, and if they would send this batch into Archives with an adequate explanatory list, Archives would undertake to clear up the papers.

A supply of two-hole binders would be welcomed.

AIR FORCE SUB-COMMISSION

I spoke to S/L Walton, again on the same lines, and was impressed by his very ready appreciation of the essentials of the problem. He keeps a watchful eye on the files of the office and makes periodic examination of them. Whilst I was with him he instructed his clerk to open an Archives file on the spot; he is placing in it a note of our discussion for future reference when sending out obsolete material. It was evident to me however, although I did not examine the files, that S/L Walton's ideas are so sound that very little guidance, if any, was necessary. He spontaneously made the remark that his idea of filing was that, were he removed at a moment's notice, his files would be in such a condition that his successor could see at once from them what had been going on and could carry on the job.

I mentioned the two-hole file binders; I understand that the Air Vice Marshal has very strong views against their use, and I considered it imprudent to press the point.

ARMY SUB-COMMISSION

I had a similar discussion with Major Bitterworth. He makes periodical examinations of the files, and weeds out what he considers of no importance or interest, and these documents are destroyed. I welcomed the information that elimination was properly handled, but deplored the destruction of papers. I explained that, although papers might have ceased to be of any administrative value, they might - and probably would - continue to be of value from the Archives point of view. This point will be borne in mind.

Major Bitterworth said that many of their files related to A & Q matters (O1 & Q4), and he wondered if they would be of interest. I said that, insofar as they related to personnel, organization, supplies and equipment of the Italian forces, they would be, because they showed the nature and purpose of the day to day work of the Army Sub-Commission.

A war diary is also kept. This is the only ACC office yet visited which keeps a war diary, and it was agreed that in view of the predominantly military nature of this sub-commission's work, it would be advisable to continue it.

Major Bitterworth said that his office was rather strongly wedded

Good
F at the
A V M
Speck
15/11
M

Remind
Mr K
Speck
Gen. Bitterworth

7/11
1/11/44

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I mentioned the two-hole file binders; I understood that the Air Vice Marshal has very strong views against their use, and I considered it imprudent to press the point.

ARMY SUB-COMMISSION

I had a similar discussion with Major Bitterworth. He makes periodical examinations of the files, and weeds out what he considers of no importance or interest, and these documents are destroyed. I welcomed the information that elimination was properly handled, but deplored the destruction of papers. I explained that, although papers might have ceased to be of any administrative value, they might - and probably would - continue to be of value from the Archives point of view. This point will be borne in mind.

Major Bitterworth said that many of their files related to A & Q matters (G1 & G4), and he wondered if they would be of interest. I said that, insofar as they related to personnel, organization, supplies and equipment of the Italian Forces, they would be, because they showed the nature and purpose of the day to day work of the Army Sub-Commission.

A war diary is also kept. This is the only AGC office yet visited which keeps a war diary, and it was agreed that in view of the predominantly military nature of this sub-Commission's work, it would be advisable to continue it.

Major Bitterworth said that his office was rather strongly wedded to the British bootlaces method of fastening, but would be interested to see a sample of the two-hole binder.

Conclusions:

As expected, my business did not evoke wild enthusiasm, and although the attitude of the people I visited varied from mild interest to polite tolerance, I am satisfied with results; and I personally found my visits instructive.

The point which made the greatest impression on me was that there is a noticeable increase in the element of stability in the Commission's organization, and this was to some extent reflected in the filing systems.

Reed

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Bitterworth
Director

SO 314-6, 13 May 44 (continued):

It is inevitable with any organization such as the ACO that its internal administration suffers from growing pains, and procedure by trial and error is frequently necessary before the most convenient filing system is devised. Several offices had already scrapped one or even two systems, and had either established a new order or were in process of cleaning up the old and assimilating into the new. Filing generally was in much better shape than I had been led to believe by the sample of files received from some of the earlier offices. That being so, I felt it inexpedient to risk causing irritation by what might have seemed unnecessary examination of detail. After all, good files mean good Archives.

The question of elimination is difficult. Without a pretty close scrutiny of the work of each office, one can give only a *rough* decision - and that probably a wrong one. The Commission is not like a Government Department or Municipality with 50 years experience on recurrent matters of administration, which guide it in the preparation of a schedule for the destruction of documents.

The principles which guided me in my talks were as follows: - Good filing is the basis; if this is carried out conscientiously, there is little more we can reasonably expect from the sub-commissions, etc. If they are in doubt, they should preserve material and send it to Archives. The regions, sub-commissions, etc. are heavily pressed with matters of current administration of the country. The academic interest of posterity must yield place to the practical interest of the present. Provided we guard against arbitrary destruction, Archives can deal at some future date with any further purging which may be desirable. If sub-commissions and regions in their day to day work can help Archives by good filing from the outset, so much the better.

9 Apr 44

all.

A. J. COLLINS
Captain, RC
Asst Secy Gen

9 Apr 44 But get the out a word to

The file returned as arranged at the

13/5/44

scrutiny of the work of each office, one can give only a "thumbs down" decision - and that probably a wrong one. The Commission is not like a Government Department or Municipality with 50 years experience on recurrent matters of administration, which guide it in the preparation of a schedule for the destruction of documents."

The principles which guided me in my talks were as follows: - Good filing is the basis; if this is carried out conscientiously, there is little more we can reasonably expect from the sub-commissions, etc. If they are in doubt, they should preserve material and send it to Archives. The regions, sub-commissions, etc. are heavily pressed with matters of current administration of the country. The academic interest of posterity must yield place to the practical interest of the present. Provided we guard against arbitrary destruction, Archives can deal at some future date with any further purging which may be desirable. If sub-commissions and regions in their day to day work can help Archives by good filing from the outset, so much the better.

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

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HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/dfo

SG 314.B

5 May 1944

MEMORANDUM TO: HQ Region III (Attention: Captain Neufeld)

Herewith, as requested, 30 copies each of Archives circulars
dated 26 March and 1 May.

A. J. COLLINS
Captain, RE
Asst Secy Gen

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7A

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General

4 May 1944

MEMORANDUM

I visited Region III on 4 May 1944, and discussed Archives with Captain Neufeld, Executive Officer. Captain Neufeld gave me a copy of Region III Staff Memo No. 1, attached, dealing with administrative procedure within the Region.

Files are generally maintained by the different divisions of the Regional Headquarters, but certain files are maintained centrally. These files are:

- Outgoing letters, nonclassified
- Outgoing letters, classified
- Incoming letters, classified

The procedure is that copies of all outgoing letters are sent to the central files (classified or non-classified, as the case may be), in addition to a copy being retained by the division from which they emanate.

Incoming classified documents are sent to the divisions concerned for perusal and then returned to the central files of classified documents. I mentioned that, whilst not wishing to interfere with the internal administration of the Region, it seemed that files under this system were bound to be fragmentary, and in order to produce a complete picture it would be necessary to call for at least two files. Further, the arrangement of the central files of classified documents does not correspond to the arrangement of files maintained by the divisions. I suggested (and Captain Neufeld agreed) that it would make for simplification if the central files were abolished and if each division were entirely responsible for the safe custody of documents affecting their business, whether they are classified or not.

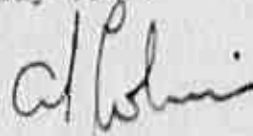
Captain Neufeld suggested that before making any alteration it would be advisable to see Captain Heath, Security Officer, in order to enquire if he had any reason for classified documents to be separately filed. I saw Captain Heath, who said that there was no objection, from the security angle, to divisions maintaining classified documents affecting their own work.

The matter was further discussed with two NCOs responsible for the central files, and arrangements were made to disperse the contents of the central classified files to the divisions concerned, and to discontinue the use of these files for the future.

Captain Neufeld asked for 30 copies of each of the two circulars already issued regarding Archives, for distribution to divisions and provincial commissioners.

It was agreed that any office producing numbered series of documents would be responsible for maintaining master files for ultimate transmission to the Archives. It was ascertained that the Region holds a number of spare copies of circulars of different kinds, and I suggested that these should be sent to the Archives to assist in building up master files of documents previously issued, in respect of which no master files are at present ~~was~~ known to exist.

In answer to an inquiry by Sgt. Lewis, I said that from the Archives point of view, we did not wish to receive documents extracted piecemeal from files. We should prefer the Region to hold the files until they could be turned over intact. I added that files so received would not be broken up or rearranged in any way, but would be kept in the same condition as handed over to the Archives, and that the files would be readily available for reference if required at any time.



A. J. COLLINS
Captain, R.E.
Asst Secy General

cc: Region III

AJC/hd

6A

SG 314.8

1 May 1944

Subject: Archives.

To: Regional Commissioner, Region II

With reference to the accompanying circulars, arrangements have been made for Captain Collins to visit you on 6 or 7 May. It would be appreciated if you would kindly arrange accommodations for Captain Collins should it be necessary for him to spend a night in Matera.

ROBERT E. DOE
Major, A.G.D.
Secretary General

5A

AJO/ha

SG 314.8

1 May 1944

Subject: Archives

To: Director, Displaced Persons Sub-Commission

With reference to the accompanying circulars, arrangements have been made for Captain Collins to visit you on 7 or 8 May. It would be appreciated if you would kindly arrange accommodations for Captain Collins should it be necessary for him to spend a night in Bari.

ROBERT E. DOE
Major, A.G.D.
Secretary General

HA

AJC/ha

1 May 1944

SO 314.8

Subject: Archives

To: Air Sub-Commission, ACC, Bari

With reference to the accompanying circulars, arrangements have been made for Captain Collins to visit you on 7 or 8 May.

ROBERT E. DOE
Major, A.G.D.
Secretary General

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AJC/nd

SG 314.8

1 May 1944

Subject: Army Sub-Commission (MMA), Lequile (LECE)

With reference to the accompanying circulars, arrangements have been made for Captain Collins to visit you on 8 or 9 May. It would be appreciated if you would kindly arrange accommodations for Captain Collins should it be necessary for him to spend a night in Lequile.

ROBERT E. DOE
Major, A.G.D.
Secretary General

ME

2A

AJC/dfc

SG 311.8

1 May 1944

subject: Archivos.

To: Hq. Region III, Naples.

With reference to the accompanying circulars, it is proposed to send Captain Collins to visit you one day this week. Would you kindly telephone vapor 174 in order to suggest a convenient time and date and to give the name of the officer whom Captain Collins should see.

ROBERT E. DOE
Major, A.G.D.
Secretary General

ARCHIVES

- I. I visited AMG 5 Army on 6 April 1944 and discussed Archives with Major Jones, Administrative Staff Officer.

There are no files which can be sent to Archives at the moment. Major Jones is engaged in overhauling the filing arrangement, and on the day before my visit had submitted a draft circular to all branches of AMG (Field) 5 Army to Colonel Ashley for approval.

The files are housed in a central file office, but each branch, subcommission, etc. has its own clerk who is responsible for ensuring that papers find their way into the proper files. Major Jones mentioned that this system has advantages over the employment of a general filing clerk. Under his arrangement, each clerk becomes familiar with the subject matter of his particular job, and is thus enabled to take an intelligent interest in what he is doing, rather than act as a routine filing machine.

Under the arrangement which Major Jones has in mind officers will be held responsible for checking through their own files periodically and for maintaining them in a satisfactory condition.

An up to date register of files is being prepared and Major Jones will let us have a copy of this when it is complete, together with a copy of his "internal" circular on the keeping of files. It is not expected that there will be any files available for Archives for at least two months.

Major Jones was most helpful. I am confident that we shall have his full cooperation.

- II. Whilst at Caserta I took the opportunity of visiting Major (now Lt. Col.) Ames, C. A. Section. As was anticipated, there are no files from this section available for Archives yet, but I informed Major Ames of the Archive plans which were being made and asked that he also keep in mind the fact that his files would be required in due course.

a fluid state and in the Here, too, the filing system was in process of organisation. CWO Germane had prepared a draft office circular on Major Ames instructions, and I discussed the draft with them.

I suggested modification of one instruction in the circular which to my mind would have rendered the files unnecessarily complicated. The modification was accepted and CWO Germane will send us a copy of his circular in its final form together with a copy of the file register.

Copy sent to Lt. Col. Smith

001
Capt. H.
Table 20

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