

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

ACC

10000/103/30

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

10000/103/30

ARCHIVES PLANNING, 1946
TRANSMITTAL OF RECORDS
JAN. 1944 - DEC. 1945

TO : Archives Committee

SUBJECT : The 1946 Plan.

1. Further to my report upon the re-classification of the Archives Branch at the last meeting into two separate functions, this can now be shown in further detail.

2. The duties of the Branch resolve into

(a) RECEIVING AND RECORDING FILES

(b) STAFFING, SHIPPING AND SEARCHING FOR FILES.

For Purposes of simplification, the Branch can be divided into two Sections:

Section
R (a) duties.

Section
S (b) duties.

3. STAFF. In order that the increased Staff can be fairly allotted against files (2000 per clerk), it becomes necessary to review the present method of "R" and the ultimate functions of "S" Sections.

At the moment, files are received by "R" and stored "S" in different ways, those of AC Headquarters being placed under Sub-Commission or Sections of AC, whilst those received from the REGIONS are kept within the Region, although placed in an alphabetical Sub-Commission order, but in a Separate Room. The trouble in finding a particular file occurs in that every Region has not always a file for all the Sub-Commissions (Malta has no Engineering Division and Region IV no Hemp Division etc.) and that constant reference to a Card Index is necessary, with consequent delay in Searching.

Also, to allot an increase in staff under this system would be only haphazard, since no one can tell exactly where the most work will occur or where clerks can best be employed without a time-lag occurring.

4. REVIEW. The time has come therefore for a complete Stock-taking of the whole of the files received and stored in Archives, as well as a visit to all HQ Sub-Commissions and Sections to assess the probable number of files still to come.

5. CERTAINLY so that no time-lag shall occur, the work of "S" need not be altered in any way; files can continue to be received, checked and stored under the present "S" set-up until the new Plan is adopted, when the only difference from "S"'s point of procedure will be another series of numbers upon the File Index, governed by the arbitrary cipher allotted to the Sub-Commission to which the files refer.

6. NEW PLAN. But where "S" is concerned, it is proposed to change the whole set up of the system by merging all Regional and Provincial Files into the sections or Sub-Commissions concerned and allotting to each Group a number in alphabetical order, (i.e. all files for Commerce will be found under COMMERCE No.8 and so on)

Section R (a) duties. Section S (b) duties.

3. STAFF. In order that the increased Staff can be fairly allotted against files (2000 per clerk), it becomes necessary to review the present method of "R" and the ultimate functions of "S" Sections.
 At the moment, files are received by "R" and stored "S" in different ways, those of AC Headquarters being placed under Sub-Commission or Sections of AC, whilst those received from the REGIONS are kept within the Region, although placed in an alphabetical Sub-Commission order, but in a Separate Book.
 The trouble in finding a particular file occurs in that every Region has not always a file for all the Sub-Commissions (Malta has no Engineering Division and Region IV no Hemp Division etc.) and that constant reference to a Card Index is necessary, with consequent delay in searching.
 Also, to allot an increase in staff under this system would be only haphazard, since no one can tell exactly where the most work will occur or where clerks can best be employed without a time-lag occurring.
4. SYSTEM. The time has come therefore for a complete Stock-taking of the whole of the Files received and stored in Archives, as well as a visit to all HQ Sub-Commissions and Sections to assess the probable number of Files still to come.
5. CONCLUSION So that no time-lag shall occur, the work of "R" need not be altered in any way; files can continue to be received, checked and stored under the present "S" set-up until the new Plan is adopted, when the only difference from "R's" point of procedure will be another series of numbers upon the File Index, governed by the arbitrary cipher allotted to the Sub-Commission to which the files refer.
6. NEW PLAN. But where "S" is concerned, it is proposed to change the whole set up of the system by merging all Regional and Provincial Files into the Sections or Sub-Commissions concerned and allotting to each Group a number in alphabetical order, (i.e. all files for Commerce will be found under COMMERCE No.8 and so on).
7. The advantages are obvious both from a functional as well as an historical point of view, in that
 - (a) any file relating to a specific subject can be found under that subject (Coal, Shipping, Finance)
 - (b) The history of any such Section or Sub-Commission can be traced from Headquarters right down to the actual Province where the story first started, without going to two places for it.
 - (c) Clerks can be allotted against the actual number of Files in that particular Section of Archives (Coal Section 20,000 Files will have ten clerks) and in many cases where clerks have been brought in from the Sub-Commission itself, they may remember something of the case in point.

1446

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

ARCHIVI
~~MINISTERO DELLE CORPORAZIONI~~

~~ISPETTORATO CORPORATIVO~~

12/AB

PLAN for

ARCHIVES

1946

THIS FOLDER

PLAN for

ARCHIVES

1946

THIS FOLDER

CONTAINS PAPERS

FROM

TO

CATALOGUE.

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

1447

Jan 1944 The first record of an Archivist A.G.C.
Mar " The first conference
The first directive
To purge and who would do it
Visiting in the field
Mar 1945 "Archive Group" and Listing
Lt. Col. White
Mar 1945 Archives under Brigdr. LUSH "direct"
Apr 1945 AFRA enter
Nov 1945 NMH takes over Archives
Property Control set-up
The Plan 1946 Dec 1945 Problems of no staff and "Staff" problems.
The Cardex Section
Jan 1946 "Searching" Procedure
"R" Section and receiving
Defective No. 17
Lending files outside
Feb 1946 Ex.Com. No.8 "Cleaning"
Formation of the "M/E" Section

- 8. SPACE AND ACCOMMODATION. By Stocktaking and planning upon the new "S" lay-out, space can be assessed almost down to a filing section, and when it is necessary to move to another building, this can be done by Sections or Sub-Commissions exactly as it would if the Archives Sub-Section were an active Sub-Commission.
- 9. MICRO FILING. Directly the merging is finished, steps can be taken to prepare the files under each sub-section for Micro filing and a Progress Chart kept for the work done. To commence this before merging would be disastrous and of no possible use in that the sub-section must be working satisfactory before any files are taken away for this purpose, and too much irrelevant matter be in the files anyway.
- 10. PERIOD. The work of "R" up to and including Northern Regions excepting Venezia Giulia and with the addition of clerks at 2000 files, is estimated to take six months to complete.
That of "S" cannot be at this present assessed with any amount of certainty, although the sooner it is commenced the better.

It is therefore proposed, with the approval of the Committee to begin stock taking on Jan. 1st., collect clerks as required and to report to the Committee in the New Year how the situation works out.

N.M. Harrison
 N.M. HARRISON
 Major
 Archivist.

20 Dec. 1945

1946

PROGRAMME.

"R"	"S"
1. Continue Recording, checking etc. for	2. Commence stock-taking of Files

Venezia Italia and with the addition of clerks at 2000 files, is estimated to take six months to complete. That of "G" cannot be at this present assessed with any amount of certainty, although the sooner it is commenced the better.

It is therefore proposed, with the approval of the Committee to begin stock taking on Jan 1st., collect clerks as required and to report to the Committee in the New Year how the situation works out.

H.M. Harrison
 H.M. HARRISON
 Major
 Archivist.

20 Dec. 1945

1946

PROGRAMME.

"R"	"G"
<p>1. Continue Recording, checking etc. for</p> <p>(a) Property Control files for Various Embassies 1 month</p> <p>(b) Region 8 (Toscana) 6 months 10 (Liguria) 11 (Lombardia) 12 (Venezia) 13 (Piemonte)</p> <p>2. Possible Spring Tour of Northern Regions contacting Liaison Officers in Regions</p> <p>3. Staff to assist "G" in the larger of files under sections and sub-Commissions. (see "J" 2)</p> <p>4. When all records have been received and recorded, to be absorbed into "G" staff.</p>	<p>1. Commence stocktaking of files at present in Archives.</p> <p>2. Visit and assess all sections, Branches and Sub-Commissions in HQ A.C. as to "files to come".</p> <p>3. Merge Region Files and group all into Sub-Commission concerned.</p> <p>4. Accommodation review and if necessary move to another building.</p> <p>5. Rebind files where necessary and prepare for Micro-film.</p> <p>6. Micro-film and Narration of A.C.</p>

1002

FE/cp

61 A

HEADQUARTERS ALLIED COMMISSION
APO S. 551
DISPLACED PERSONS AND REPATRIATION SUB-COMMISSION

DHR/12/ADM Tel. 489081 Ext. ⁴¹⁴~~229~~ 21 December 1945

SUBJECT : Files to UNRRA.

TO : Archives Branch, H.Q., A.C. —

Receipt is hereby acknowledged of your letter 3/AB dated 18 December 1945.

For the Director:

B. Woodcock

B. WOODCOCK
Major,
O.I/c A.M.

Maj.

098

*AmA.
notes.*

File 3/1003
60 P

Ref: 3/AB

17 December 1945.

SUBJECT: Records of Allied Garrison - Sardinia.

TO : Theatre Records Administrator - MTOUSA.

1. Attached are copies of file lists relating to the files of the Commander, Allied Garrison, Sardinia.
2. These files were handed to the Regional Commissioner, AMG Region VI when he assumed the duties of Commander - Allied Garrison, and were sent into Archives Branch, this Headquarters, by the Liaison Officer - Sardinia.
3. As the records concern matters pertaining solely to the administration of Allied Garrison - Sardinia, and are in no way part of the records of Allied Commission, they are being shipped to you as per instructions laid down in MTOUSA Circular No. 64 of 29 April 1945.

FOR THE EXECUTIVE COMMISSIONER.

Smith

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

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

51A

Ref: 3/AB

13 December 1945.

SUBJECT: Records of Emilia Region.

TO : A.C. Liaison Officer - Bologna.

1. Reference your letter AC/BOL/LO/1 dated 6 December 45.
2. Receipt is acknowledged of the files of Public Works Division and Food Division of Emilia Region.

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

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

50 A

13 December 1945

Ref: J/AB

SUBJECT : Transmittal and storage of Records.

TO : H.Q. Commandant Branch.

May the following requisition be approved and forwarded, please.

1. 500 Envelopes (from our stock) to be overprinted as per pattern herewith.
2. A proof, pulled on plain paper, should be submitted to this Branch in the first place, so that copy can be checked before printing.
3. Delivery within 6 days after proof has been passed.

N.M.HARRISSON Major.

INCOMING MESSAGE
HEADQUARTERS ALLIED COMMISSION

48 A
Archives

Originator's Reference: 2454
Date/Time of Origin: 4DEC1030

Message Centre No: G/4904
Date Time Rec'd: 5DEC 0845
Precedence: ROUTINE

RESTRICTED

FROM: AMG LOMBARDIA REGION RECORDS OFFICER SIGNED LONDON
TO : ALLIED COMMISSION ARCHIVES BRANCH ROME HANCKOC

mmh

RESTRICTED.

YOUR SIGNAL 8890 REFERS.

PROPERTY CONTROL FILES, 15 BOXES FORWARDED YOU BY TRUCK LEAVING MILAN

5 DECEMBER A M.

HEADQUARTERS
5 DEC 45
A. C.

ACTN: ARCHIVES
INFO: CHIEF COMMISSIONER
FINANCE 2
FILE 2
FLOAT

RESTRICTED

ACTION

09

100
INCOMING MESSAGE
HEADQUARTERS ALLIED COMMISSION

Archived
Hf

Originator's Reference: RXII/REC/3
Date/Time of Origin: DEC 040930

Message Control No: G/4911
Date Time Rec'd: DEC 050845 A
Precedence: ROUTINE

FROM: RECORDS AMI REGION XII
TO : ARCHIVES AC HQ ROME

(Handwritten signature)

UNCLASSIFIED.. 3 Boxes records property control
being forwarded by air.

Stamp: 5 DEC 1945 A.C.

	<u>AC DIST</u>
ACTION	ARCHIVES
INFO	CHIEF COMMISSIONER
	FINANCE
	FILE 2
	FLOAT

ACTION

093

45 A

Ref: 3/AB.

3 December 1945.

SUBJECT: Transmittal of Records to Archives.

TO : A.M.C. Naples Commune.

1. Reference our 3/AB dated 24 September '45, and your R/6696 of 26 September '45.
2. Information has been received by this office that Maj. J Mahoney is now in Venezia Region.
3. Will you please inform this office of the name of his successor as Records Officer for AMO Naples Commune, and after confirmation by Establishment Section, have him report to Archives Branch to discuss the preparation of your records for transmission to Archives.

D. J. Mahoney
Brigadier,
Executive Commissioner.

I am under the impression
that Maja Mahoney has gone
back to U.S.A.

Verify, and get his
successor to come to Athens to
get the drill before Naples
Commune closes down (? date?)

see
Our letter 3/AB
3/12/45
af
2 Mar 45

ARCHIVES DIV
6953
Adj. Mahoney
HWA

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 3/AB

24 September 1945

SUBJECT: Transmission of Records to Archives.

TO : AMG Naples Commune.

1. Reference Daily Bulletin No. 223 dated 11 August 1945. copy attached.
2. Will you please inform this office of the name of the officer who will act in the capacity of Records Officer for AMG Naples Commune.
3. Upon confirmation by Establishment Section that this officer is suitable, he will be required to visit Archives Branch at this HQ. in order to discuss the preparation of the records for transmission to Archives.

A. Johnson
Capt.
Brigadier,
Executive Commissioner.

REC'D ALLIED MIL. GOVERNMENT
NAPLES COMMUNE
25 SEPT 1945

R/6696 1st Ind LC/DJM/b.
HQ ALLIED MILITARY GOVERNMENT, NAPLES COMMUNE, APO 394, 26 Sept 45.

TO : Headquarters Allied Commission,
Office of the Executive Commissioner.

1. In compliance above letter Maj Daniel J. Mahoney, CMP, Adjutant Hq AMG, Naples Commune, is appointed Records Officer this Headquarters.

For the Commissioner:

Spoke Maj Mahoney. He will be visiting here shortly. Will let us know the date.
alt
Q. Sec.

27 SEP 1945

091
Daniel J. Mahoney
DANIEL J. MAHONEY
Major, CMP,
Adjutant.

A39

HEADQUARTERS
ALLIED COMMISSION
APO 394

11 August 1945

DAILY BULLETIN

NUMBER 223

O F F I C I A L

1. NIGHT STAFF DUTY OFFICER:

a. The Headquarters Night Staff Duty Officer will be Major E.W. KEMBLEY and can be located in Room 20, Ground Floor, Minutero delle Corporazioni Building, telephone - Ext. 405.

b. The Night Staff Duty Clerk, 1/Cpl F. Purpura, will report to the Asst Adjutant, Room 20, Ground Floor, at 1600 hours, and to the Duty Officer, in Room 20, Ground Floor, at 1800 hours. (441)

2. TRANSMISSION OF RECORDS TO ARCHIVE:

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

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

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

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

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

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

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

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

3. FIRE PREVENTION:

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

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

u85

... 105.
The Night Staff Duty Clerk, 1/Cpl F. Purchase, will report to the
Adjutant, Room 20, Ground Floor, at 1000 hours, and to the Duty Officer,
(403)
in Room 20, Ground Floor, at 1800 hours.

2. TRANSMISSION OF RECORDS TO ARCHIVES:

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

Supplementary instructions are being issued to Regions and to offices
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u89

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directed to the FIRE ORDERS for this Building, copies of which are posted in all
corridors.

Cigarette ends, pipe ash, and matches will NOT be thrown on the floor
or out of windows, but will be placed in the proper receptacles. Any faults in
electric wiring should be reported immediately.
(HQ 6.2.42)

4. PAY VOUCHERS - AMERICAN:

All officers who had their pay vouchers rejected
for the month of July 1943, and who have not yet signed their August 1943 vouchers,
may come in to sign at anytime between 6 August and 15 August 1943 inclusive at
the Adjutant's office, 6th floor, 1st Ann St., Ministry of the Corporation Building.
Officers are again reminded to be prompt in signing their individual vouchers.
(HQ 2675th Regt)

Daily Bulletin #223, Enrolled Commission, dtd 11 Aug 45 (Cont'd):

5. MEAL TICKETS - CIVILIAN EMPLOYEES:

Booklets of meal tickets at a cost of Lire 240 per book and covering the period 16-31 August 1945, will be on sale in Room IV, Ground Floor, on Monday and Tuesday, 13 and 14 August 1945, between the hours of 0900-1200 and 1400-1700, Sub-Commissions, Branches, etc. will render special rolls in REPLICATION to the above office and should include civilian employees who may be absent on the above days but who wish to partake of the meal. Heavy Laborers - Sub-Commissions, Branches, etc. who have employees classified for heavy laborers' meal will draw booklets for such employees at a cost of Lire 128 per booklet for male and Lire 80 per booklet for female employees. Payroll charges for all employees purchasing booklets will be charged through payrolls the sum of Lire 5 and Lire 7 for office personnel and laborers respectively.

Independent Organizations - Such organizations who have employees not paid out of Allied Commission funds will pay the sum of Lire 20 per day for office personnel. Male employees in the heavy laborer class will pay the sum of Lire 15 per day and female personnel the sum of Lire 12 per day. POSITIVELY NO booklets will be sold outside the above dates and times. (Office space Sec)

6. PAY - CIVILIAN EMPLOYEES:

Officers designated for the payment of civilian employees in their respective Sections and Sub-Commissions should turn in to C-1 Civilian Personnel, not later than Monday, 13 Aug 45, payrolls for the period 1-15 August 1945. Payroll Office, Room 2, Ground Floor, will be open from 0900 to 1200 hours daily, Monday, 14 August 1945, for the purpose of issuing funds for the above. All requests for cash must enumerate the denominations into which the lire should be divided. All payrolls must be returned to the Paying Office by Monday, 20 Aug 45. (Hq. Comdt)

7. PREVENTION OF FINES:

The practice of throwing lighted cigarette ends, cigar butts, matches, etc. from the windows of any buildings occupied by Hq Allied Commission personnel will cease forthwith. This practice has already resulted in the destruction of a sun-blind in Hq Building. Smoking done in a liable to be caused to property and Mr vehicles by carelessness on this point. Disciplinary action will be taken against offenders. (Hq Comdt)

8. PROPERTY OF THE UNIT:

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

"I certify that vehicle No. _____ has been dispatched for recreational purposes and that the driver is authorized to vary, in accordance with the capacity of the vehicle, one civilian passenger for each

through payrolls the sum of Lire 5 and Lire 7 for office personnel and Librarians respectively.
Such organizations who have employees not paid out of Allied Commission funds will pay the sum of Lire 20 per day for office personnel. Male employees in the heavy laborer class will pay the sum of Lire 15 per day, and female personnel the sum of Lire 12 per day.
POSTAL AND NO bonds will be sold outside the above dates and times.
(Office space Sec)

6. PAY - CIVILIAN EMPLOYEES:

Officers designated for the payment of civilian employees in their respective Sections and Sub-Commissions should turn in to C-1 Civilian Personnel, not later than 13 Aug 45, payrolls for the period 1-15 August 1945.
Payroll Office, Room 3, Ground Floor, will be open from 0900 to 1200 hours only, Thursday, 16 August 1945, for the purpose of issuing funds for the above. All requests which must enumerate the denominations into which the lire should be divided.
All payrolls must be returned to the Payroll Office by Monday, 20 Aug 45.
(Hq Comdt)

7. LIQUIDATION OF FIRES:

The practice of throwing lighted cigarette ends, cigar butts, matches, etc. from the windows of any buildings occupied by Hq Allied Commission Personnel will cease forthwith.
This practice has already resulted in the destruction of a sun-blind in Hq Building. Serious damage is liable to be caused to property and Mf vehicles by carelessness of this kind.
Disciplinary action will be taken against offenders.
(Hq Comdt)

8. RECREATIONAL TRAVEL:

In addition to existing regulations governing the use of recreational vehicles, all trip tickets covering vehicles dispatched for recreation will be accompanied by the following certificate, signed by the MTO in charge:
"I certify that vehicle Hq- has been dispatched for recreational purposes and that the driver is authorized to carry, in accordance with the capacity of the vehicle, one civilian passenger for each accompanying military passenger."
This does not relieve the driver from the responsibility of obtaining signed liability release from the civilian passenger.
(Hq Comdt)

9. MILITARY TRAVEL AUTHORIZATIONS:

Military Travel Authorizations are no longer required for travel from Italy, and their issue has ceased.
Allied Force permits are still required for travel to Austria and Germany and Allied systems of control are still in operation for the control of travel in Italy.
(Pub Safety Sub-Comdt)

3/17 AB
119 A

ALLIED COMMISSION
LIAISON OFFICE
BOLOGNA

Ref. : AC/BOE/LO/C/1 3rd December 45
Subject : Emilia Region, Legal Records.
To : Headquarters, Allied Commission (Archives Branch) —

1. Reference your letter 3/AB dated 27 November 45, the files you refer to were not retained in Bologna. Search has been made in this office but no trace has been ~~found~~ *found*

T.W.J. Walters
T.W.J. WALTERS, *Lieut. Col.*
Lieut. Colonel,
Liaison Officer.

119 A

Declassify on 12356 Section 3.3/NND No. 785021

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

146A

3 December 1945.

1. Reference draft on the Future of the Archives, copy of which was sent to you by Brig Lush.
2. Para 11 (b) is amended to read as follows:

"that the final body of Archives should be preserved all together under conditions similarly agreed, in regard to security and consultation; the time of transfer to the place of custody to be dependant on the administrative requirements indicated in para 9 above."

N.M.H.

N.M. HARRISON.
MAJOR, O.S.

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

File 3/AD

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FILE No.	ORIGINATOR'S TITLE	REMARKS
004.6	Insurance	
014.3	Voting Members Armed Forces	
017.3	Salvage	
060.	Maps, Charts, Tables	
090.	Local Affairs	
103.	Finance, Funds, Disbursement	
121.2	Allotments, Accounts	
123.	Money (Counterfeit & Otherwise)	
140.	Property	
150.	Claims	
153.	No. Title	
154.	Civilian wage Records	
154.	Claims for wages	
163.	Bonds	
00.	Personnel	
200.3	No Title	
200.6	Battle Participation awards	
200.9	Reclassification	
201.607	Military Police & Details	
201.61	Officers - Reports	

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FILE No.	ORIGINATORS TITLE	REMARKS
210.31	Assignment of Officers & Rosters	
210.33	Transfer Officers	
210.45	Duty Tours & Status Officers	
210.6	Details Officers	
220.	Promotions E.M.	
220.1	Appointment A.N.C.	
220.26	Production of Enlisted Men	
220.31	Asgmt. of E.M.	
220.33	Transfer E.M.	
220.711	Absence with Leave	
220.712	A.W.O.L.	
220.8	Discharge & Separations	
230.	Civilian Labour	
230.565	Absence without Leave	
231.4	Italian Personnel - Labourers	
242.3	Correction of Pay Accounts	
244.	Deposits Enlisted Men	
248.5	Allowances	
250.1	Moral and Conduct	

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FILE No.-	ORIGINATORS TITLE	REMARKS
-	Cables	
311.1	Postal Communications	
311.4	Messages - Couriers	
311.5	Secret Confidential Communication, Methods of	
312.1	Correspondence Forms Classes	Two Volumes
312.1	Correspondence. Adm.	
312.4	Abbreviation of Unit Designations	
313.2	Decimal File Numbers	
313.3	Transmittal of Records	
314.7	A.G.S. History	
319.1	Reports - Military Police	
319.1	Reports Monthly A.C.C. Reg. 6	
319.24	Lost & Found	
319.26	Italian List	
320.2	Strength - Reports	
320.3	Tables of Organization	
320.3	Tables of Organization and Equipment	
320.9	Utilization of Manpower	
322.	Activation of AAF Organizations	

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FILE No.	ORIGINATOR'S TITLE	REMARKS
322.53A	C.I.D.	
323.3	Military Dept's or Division	
323.7	Station Lists	
327.	National Army	
330.31	Malarial Control	
330.32	Rosters	
330.33	No Title	
333.	Inspections, Reports of	
336.1	Foreign Affairs & Relations (Ital)	
336.2	Foreign Armies	
344.2	Identification Cards	
350.01	Literature for Army Use	
350.09	C.I.C. Corps	
351.11	U.S. Military Academy	
352.	Army Service Schools, Colleges	
353.	Training - Reports	
353.02	Instructions	
353.02	Adm. Instr. A.C.C.	
353.5	Guard Duty	
353.8	Athletics & Amusements	
370.	No Title	

FILE No.	ORIGINATORS TITLE	REMARKS
370.5	Change of Stations	
370.093	Military Police	
371.2	Service of Security	
381.	Preparations for War, Plans	
383.4	Spies. Espionage	
83.6	Prisoners of War (U.S.)	
384.4	Barred or Restricted Zones	
386.3	Captured Property & Italian Equipment	
387.	Reorganization of Command	
387.4	Armistice	
387.7	Proclamations	
400.	Supplies	
400.1	Supplies and Equipment (Italian)	
400.12	Investigation of Supplies	
400.22	Transfer of Supplies	
400.73	Losses & Thefts	
400.161	Shipment Code Numbers	
400.192	Reports Supplies	
400.312	No Title	

189

FILE No.	ORIGINATOR'S TITLE	REMARKS
400.344	Civilian, Supplies	389
400.3295	Sale of Used U.S. Equipment to Foreign Government	
402.	Miscellaneous Papers	
411.8	Tar	
413.44	No Title	
413.53	Photographic Machines & Equipment	
413.75/484	Goggles, M-1944	
414.1	Furniture & Furnishings	
421.	T.B.A.	
441.4	Medical Supplies	
451.	Vehicles	
451.2	Vehicle Status Reports	
461.	Publications	
462.	Office Supplies	
471.	No Title	
523.1	War Department Bureaus	
524.	Personal Property	
537.5	Accidents & Collisions	
540.	Transportation, Water	
563.	Cargo Distribution Charts	

620

FILE No.	ORIGINATOR'S TITLE	REMARKS
568.	Requisitions	
570.-	No Title	
600.15	Requisitioning Property	
650.	Repairs - Minor Constructions	
660.2	No Title	
665.	Fire Control etc	
678.	Pipe Lines, Storage Tanks	
680.421	Permission to Hunt	
684.	Gunners Range	
686.	No Title	
710.	Diseases, Afflictions, Injuries, Remedies, Therefor	
720.	Health & Prevention of Disease	
720.2	Water Supply, Survey, etc	
721.6	Medical Status Reports	
726.	Venereal Reports	
726.1	Venereal Cases	
729.1	Climatic Cinditions	
922.1	Priority List.	

FILE NO.	ORIGINATOR'S TITLE	REMARKS
	Admin. Memos. H.H.I.A.	
	Resources	
	Allied Garrison - Memos	Jan. 1945
	AGB SO 100 to	
	AGB Special Orders	Jan 1945
	AFHQ Administrative Instructions Adv. Echelon	
	Approved Drafts	
	Base Regulations	
	Circulars Allied Force H.Q.	
	Circulars Etouss	Two Volumes
	Coastal Command	
	Circulars War Dept.	
	Command Directives	
	Gen. Courts Martial	
	General Orders Consome Mtouss	
	GO. Etouss	
	GO.A.I./MTO	Two volumes
	GO. 12th Air Force	
	GO. Headquarters Army Air Forces	

320

220

FILE No.	ORIGINATOR'S TITLE	REMARKS
	H.Q. AAI	
	H.Q. Replacement Command Matousa	
	SO. Allied Force H.Q.	
	Indices	
	Memos. Allied Garrison	
	NO. Intelligence Instr. AFHQ.	
	No. Memos - Allied Garrison of Sardinia	
	No. Memos - Allied Garrison	
	No. Memos - Allied Force H.Q.	
	No. Memos - Staff Memos SOB Matousa	
	No. Memos - Matousa	
	No. Memo - Air Service Command Sardinia	
	Old Circular Matousa	
	Operaticn Memos. Allied Force	
	R.A.F. 63rd Standing Post	
	Request for Italian Pers.	
	SO. Allied Garrison	Two Volumes
	SOB. Matousa	Two Volumes
	Special Court-Martial Cases	

FILE No. 1	ORIGINATORS TITLE	REMARKS
	Special Court-Martial Orders Special Service Train Memo SOS Matoussa Out-Going Register One Bundle - Miscellaneous	320

*Col. Warren
when he returns*

*Archives
52
11/11*

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref: 3/ABc

3 December 1945.

SUBJECT: Transmittal of Records to Archives.

TO : A.M.G. Naples Commune.

1. Reference our 3/AB dated 24 September '45, and your R/6696 of 26 September '45.
2. Information has been received by this office that Maj. J Mahoney is now in Venezia Region.
3. Will you please inform this office of the name of his successor as Records Officer for AMG Naples Commune, and after confirmation by Establishment Section, have him report to Archives Branch to discuss the preparation of your records for transmission to Archives.

J.M. Harrosson Major
for Brigadier,
Executive Commissioner.

R/7060 1st Ind TER/wv
HQ. ALLIED MILITARY GOVERNMENT, NAPLES COMMUNE, APO 394, 11 Dec 45.

TO: HQ., A.C. Office of the Executive Commissioner.

1. Complying with par. 3 of your letter of 3 December, Capt. T. E. RAMSEY is appointed to succeed Maj. D. J. MAHONEY as records officer and will as soon as possible visit archives Branch for instructions.

For the Commissioner:

T. E. Ramsey
T. E. RAMSEY
Capt. Spec. Res.,
Adjutant.

Life
↓
**HEADQUARTERS
ALLIED COMMISSION
(Archives Section)
APO 394**

39A
15 November 1945

REF : 3/AD

SUBJECT : Documents of Signora Tugnoli-Wittig

TO : AO Liaison Group, Bologna

- 1. The u/m documents are attached.**
- (a) Letter from Signora Tugnoli-Wittig to a Capt. Leigh Monson, requesting certain papers with which he was dealing at Bologna prior to his re-assignment.
 - (b) Letter from Capt. Leigh Monson to this office, requesting that the documents be forwarded direct to Signora Tugnoli-Wittig.
 - (c) The documents requested in the above letters.
- 2. Will you kindly take such action as you consider necessary in the matter.**

AK
**A.J. COLLINS
Captain R.E.
Archivist**

074

HEADQUARTERS
ALLIED COMMISSION
(Archives Branch)
APO 394

112 A

REF : 3/AB

15 November 1945

SUBJECT : Transmittal of Records

TO : Patriots Officer, I.G.T. Bologna

1. Reference your REF/16/PAT of 13 November 1945.
2. Receipt is acknowledged of your files 18,19,20, and 29, and of documents for inclusion in files 23 and 40.

A.J. COLLINS
Captain R.E.
Archivist

073

ALLIED COMMISSION - LIAISON OFFICE
(Patriots)
c/o 217 Area - I.G.T.
Bologna

RIX/16/PAT
13 Nov. 45

SUBJECT : Archives.

TO : HQ - Allied Commission -
(Archives Branch).

Reference ypur 3/AB dated 6 Nov.45.

1. Thank you for copy letter
RIX/24/PAT of 18 Jul.45.

2. With regard to the request
mentioned in Para 4 of your letter, the files
in question and others have been dealt with,
as under :-

- 1 -11 were never opened.
- 11 -17 being purely "house-keeping" files of no value to archives, have been destroyed.
- 18 -20,29 are forwarded today, under separate cover.
- 27,28 } being purely "house-keeping" files of no value to archives, have been destroyed.
- 30,31,35 }
- 36,38 }

NOTE.- Complete reports and accounts relating to file 35 (C-in-C Certificates) are included in file 18 (Reports to HQ)

3. Documents for inclusion in files RIX/23/PAT and RIX/40/PAT are enclosed herewith.

072

Reference your 3/AB dated 6 Nov.45.

1. Thank you for copy letter RIX/24/PAT of 18 Jul.45.

2. With regard to the request mentioned in Para 4 of your letter, the files in question and others have been dealt with, as under :-

- 1 -11 were never opened.
- 11 -17 being purely "house-keeping" files of no value to archives, have been destroyed.
- 18 -20,29 are forwarded today, under separate cover.
- 27,28 } being purely "house-keeping" files of no value to archives, have been destroyed.
- 30,31,35 }
- 36,38 }

072

NOTE.- Complete reports and accounts relating to file 35 (C-in-C Certificates) are included in file 18 (Reports to HQ)

3. Documents for inclusion in files RIX/23/PAT and RIX/40/PAT are enclosed herewith.

4. Please acknowledge receipt of files 18 - 20 and documents mentioned in Para 3 above.

F. B. GILLETT,
MAJOR, 5 R.I.D.G.
Patrols Officer,
I.G.F. - Bologna

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

40A

Ref: 3/AB

8 November 1945.

SUBJECT: Transmittal of Records.

TO : Patriots Officer, I.O.T., Bologna.

1. Enclosed herewith is a copy of letter REX/24/PAT of 18 July 45, as requested by you in your letter dated 4 Sept '45.
2. It is regretted that there has been considerable delay in dealing with your request, but owing to shortage of accommodation this office was unable to unpack the records of Emilia Region until just recently.
3. It has been noted by this office that the files of the Patriots Office - Emilia Region, commence at No. 18 and finish at No. 40, with several gaps in the numerical sequence.
4. Would you be so kind as to inform this office as to the whereabouts of files 1 to 17, if ever opened, and also files 27, 28, 30, 31, 36 and 38.

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

071

INCOMING MESSAGE
HEADQUARTERS ALLIED COMMISSION

File 3/AB
Archives Office
58A

Originator's Reference **709**
Date/Time of Origin **OCT 23**

Message Centre No. **G/1798**
Date Time Rec'd **OCT 23 1400**
Precedence: **PRIORITY**

FROM: **ADMIA LO SARDINIA**
TO: **ALCOM ROME**

UNCLASSIFIED.

Last April when AC departed from SARDINIA they left a quantity of files with this office. Early November this office will close with no successor. Request to be advised at once what disposition should be made with above mentioned records.

DIST

ACTION ARCHIVES BR.
INFO CHIEF COMMISSIONER
EX COMMISSIONER 2
FILE & FLOAT 3

HEADQUARTERS
23 OCT 1945
A. C.

078

ACTION

57A

MEMO LO SARDINIA

7599

24 OCT 45

PRIGHTY

UNCLASSIFIED.

REFERENCE YOUR Y 709 DATED TWO THREE OCTOBER PD
ISSEN TO MEMO LO SARDINIA FROM HQ ALCOM CITE ACXKC ISSEN
FILES SHOULD BE SENT TO ARCHIVES BRANCH AT THIS HQ PD
SEE ESTABLISHMENT MEMORANDUM NUMBER THREE DATED TWO ZERO MARCH ONE NINE FOUR FIVE
FOR INSTRUCTIONS AS TO PREPARATION AND DESPATCH

Copy sent by post.

ARCHIVES
56A

INCOMING MESSAGE

HEADQUARTERS ALLIED COMMISSION

Originator's Reference: Y 713
Date/Time of Origin: OCT 250900A

Message Centre No: G/1966
Date Time Rec'd: OCT 251100A
Precedence: PRIORITY

FROM: MMCLA LO SARDINIA
TO: ALCOM ROME

UNCLASSIFIED.

Request immediate reply to our Y 709 of 22 October 1945 regarding disposition of files left with this office when AC departed from SARDINIA.

af.

HEADQUARTERS
25 OCT 1945
A.C.

DIST

ACTION: Archives
INFO: Chief Commissioner
Ex Commissioner 2
File 2
Float

ACTION

55A

LIAISON OFFICER
LAND FORCES SUB COMMISSION
ALLIED COMMISSION (M.M.I.A.)
Allied Garrison Sardinia
A.P.O. 584, U.S. Army

29 October 1945

SUBJECT: Disposal of Files.

TO : Chief Commissioner, Allied Commission.
Attention: Archives Branch.

1. Reference is made to our Y 709 of 22 October and our Y 713 of 25 October and your signal 7599 of 24 October 45.
2. Subject files are the Allied Garrison files turned over to Allied Commissioner Sardinia when he assumed the duties of the Allied Garrison Commander of Sardinia in November 1944. In turn the files were placed in the custody of this office upon departure of Allied Commission in April 1945. We have had no occasion to use the files in question and as a consequence they are intact and in the same order as when turned over to us.
3. Due to the nature of the files and the manner in which they have been disposed of in the past, it is considered impracticable to comply with instructions contained in HQ A.G. Establishment Memorandum No. 2 dated 20 March 45. However, we will consign the files to Archives Branch, H.Q. A.C. properly packed upon our arrival on the mainland in early November.

Leslie R. Albert
 LESLIE R. ALBERT
 Lt Colonel, Infantry
 Senior Liaison Officer

LIATION OFFICER
LAND FORGER SUB COMMISSION
ALLIED COMMISSION (M.M.I.A.)
Allied Garrison Sardinia
A.P.O. 394, U.S. Army

29 October 1945

SUBJECT: Disposal of Files.

TO : Chief Commissioner, Allied Commission.
Attention: Archives Branch.

1. Reference is made to our Y 709 of 22 October and our Y 713 of 25 October and your signal 7599 of 24 October 45.

2. Subject files are the Allied Garrison files turned over to Allied Commissioner Sardinia when he assumed the duties of the Allied Garrison Commander of Sardinia in November 1944. In turn the files were placed in the custody of this office upon departure of Allied Commission in April 1945. We have had no occasion to use the files in question and as a consequence they are intact and in the same order as when turned over to us.

3. Due to the nature of the files and the manner in which they have been disposed of in the past, it is considered impracticable to comply with instructions contained in HQ A.C. Establishment Memorandum No. 3 dated 20 March 45. However, we will consign the files to Archives Branch, H.Q. A.C. properly packed upon our arrival on the mainland in early November.

LESTER R. ALBERT
Lt Colonel, Infantry
Senior Liaison Officer

06E

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

18 December 1945

Ref, 3/AB

TO : Administrative Officer
Displaced Persons Sub-Commission A.C.

SUBJECT : Files to U.N.R.R.A.

1. It is understood that certain files of your Sub-Commission will be required by U.N.R.R.A., and that those of the Red Cross Branch have already been handed to them.
2. Your attention is drawn to Para 11 Ex. Memo No 3 (copy attached for easy reference) in which those old files which are independent shall be sent to Archives Branch for storage.
3. It must be pointed out to U.N.R.R.A. that any files sent to them from A.C. are only on loan. A receipt shall be obtained and this Branch notified that such action has been taken.
4. It has been decided by the Executive Commissioner that the procedure under Para 11 lifting a number of documents from one file to another shall cease and that the whole file shall be loaned to the persons requiring it. A copy of Para 4 and 5 of the Executive Commissioner's letter dated 18 Dec. 45 to the Economic Commissioner, Northern Italy is as follows:
" 4. There is also a tendency to remove documents from the old files which concern outstanding matters of the abolished Office and merge these into the new filing system, thus destroying the continuity and history of the original Office.
THIS MUST NOT BE PERMITTED.
5. Consequent upon the activation of the Office of the Economic Commissioner, Northern Italy, the files of the abolished Office of the Representative of the Chief Commissioner will be CLOSED. The Office of the Economic Commissioner will open new file series covering all aspects of his work, keeping for "reference purposes" only such files of the abolished office as may concern those matters still to be completed, the remainder of the closed file series will be prepared for and transmitted to Archives Branch, H.Q. A.C. in accordance with Ex. Memo No 3 of 20 March 45 (copy attached) with file lists carefully annotated to show those files which have been retained and for what length of time they are likely to be kept before being sent to Archives for restitution in their original series."

This policy will be adopted by all Branches in future when closing or handing files to another office.


5. An acknowledgment of this letter will be appreciated.

1. It is understood that certain files of your Sub-Commission will be required by U.N.R.R.A., and that those of the Red Cross Branch have already been handed to them.
2. Your attention is drawn to Para 11 Ex. Memo No 3 (copy attached for easy reference) in which those old files which are independent shall be sent to Archives Branch for storage.
3. It must be pointed out to U.N.R.R.A. that any files sent to them from A.C. are only on loan. A receipt shall be obtained and this Branch notified that such action has been taken.
4. It has been decided by the Executive Commissioner that the procedure under Para 11 lifting a number of documents from one file to another shall cease and that the whole file shall be loaned to the persons requiring it. A copy of Para 4 and 5 of the Executive Commissioner's letter dated 18 Dec. 45 to the Economic Commissioner, Northern Italy is as follows:
 " 4. There is also a tendency to remove documents from the old files which concern outstanding matters of the abolished Office and merge these into the new filing system, thus destroying the continuity and history of the original Office.

THIS MUST NOT BE PERMITTED.

5. Consequent upon the activation of the Office of the Economic Commissioner, Northern Italy, the files of the abolished Office of the Representative of the Chief Commissioner will be CLOSED. The Office of the Economic Commissioner will open new file series covering all aspects of his work, keeping for "reference purposes" only such files of the abolished office as may concern those matters still to be completed. The remainder of the closed file series will be prepared for and transmitted to Archives Branch, H.Q. A.C. in accordance with Est. Memo No 3 of 20 March 45 (copy attached) with file lists carefully annotated to show those files which have been retained and for what length of time they are likely to be kept before being sent to Archives for restitution in their original series.
- This policy will be adopted by all Branches in future when closing or handing files to another office.

5. An acknowledgement of this letter will be appreciated. 063


 M.M. HARRISSON
 Major G.S.
 Archivist.

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

FROM : Secretary of State for War, Civil Affairs Directorate (CA 20c).
TO : H.Q. Allied Commission, C.M.F. (attention Archives Branch).

J.K.
38 A

Receipt is acknowledged of one packet containing miscellaneous records of the Allied Commission, Italy.

Date *27 Oct 45*

Signature *[Handwritten Signature]*
Rank *Capt RA*

064

ARCHIVED
77

INCOMING MESSAGE

HEADQUARTERS ALLIED COMMISSION

Originator's Reference: 26216
Date/Time of Origin: NOV 7/1400

Message Centre No: G/3214
Date Time Rec'd: NOV 9/1015
Precedence: ROUTINE

FROM: TROOPERS
TO: AFHQ FOR ALCOM QMR JJSK

UNCLASSIFIED

Your 8030.

Records arrived Captain DUFF 17th October.

RECEIVED
NOV 10
AFHQ

DIST

ACTION ARCHIVES
INFO CHIEF COMMISSIONER
EX COMMISSIONER
FILE (2)
FLOAT

ACTION

063

36 F

TEXAS

8038

5 November 1945

PRIORITY

HAVE YOU RECEIVED PACKAGE OF ALCOHOL RECORDS REPAIRED BY AIR ON
ONE FIVE OCTOBER 45
PARTS TO THOMPSON FROM HQ ALCOHOL CITY AGENY PARTS
PACKAGE WAS ADDRESS TO CIVIL AFFAIRS DIRECTORATE CHARLES ABEL
TWO ZERO CHARLES FOR ASSISTANT CAPTAIN DUFF

H. Comm. Arthur
530

062

35 A

Ref. 3/AB

15th October, 1945.

SUBJECT : Records of Allied Commission, Italy.

TO : Secretary of State for War, Civil Affairs Directorate (CA 20c)
(attention Captain D.S. Duff).

Enclosed herewith are the records which it was requested should be despatched to you.

Will you kindly acknowledge receipt on the sub-joined pro-forma.

Brigadier,
Executive Commissioner.

FROM : Secretary of State for War, Civil Affairs Directorate (CA 20c).

TO : H.Q. Allied Commission, C.M.F. (attention Archives Branch).

Receipt is acknowledged of one packet containing miscellaneous records of the Allied Commission, Italy.

Date

Signature
Rank

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

File
34A

11 August 1945.

SUBJECT: Transmission of Records to Archives.
TO : B.C.A.O. AMG 5th Army.

1. Attached for your information is a copy of a letter which is being sent to Northern Regions in connection with the disposal of their records.
2. It is realized that, in view of the present circumstances, the instructions cannot be applied in their entirety to AMG 5th Army. The object of sending the instructions to you is that you may be aware of the general principles involved.
3. Approximately 12 cubic feet of records has already been received from your office, but in the absence of any information as to what additional volume may be expected, (and when), it is difficult to make plans for dealing with AMG 5 Army records on a whole.
Any information which you can give on these points will be of great assistance.
4. So far as can be judged on the information at present available, it appears that the service of a least one clerk typist, familiar with the whole of your records, would be required.
5. Would you kindly examine the position, and make suggestions as to the way in which you consider that AMG 5 Army can best cooperate to meet the requirements set out in the accompanying papers.

FOR THE EXECUTIVE COMMISSIONER.

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

*28 Oct. Ssg. Robinson reported,
assigned to Exec Comm. who will
keep him with Lt Col Mc Cleary for 4-6 weeks
Ssg Robinson may see more 5 Army files outstanding.
*all.**

068

ARCHIVES

HEADQUARTERS FIFTH ARMY
APO 464 US ARMY

TJM/kr

33A

319.1-V

16 August 1945

SUBJECT: Transmission of records to Archives

TO : HQ Allied Commission. ✓

ATTENTION: Archivist Branch.

1. Reference your letter dated 11 August 1945, subject as above.

2. In reply to paragraph 3 of your letter under reference, there is at present at this headquarters approximately another 8 cubic feet of records which will be despatched to you when the G-5 Section of Fifth Army closes out. These records consist of a few files of the following sections of this headquarters:

- Operations
- Labor
- Administrative
- Public Safety
- Engineering
- Transportation

3. It is expected that these files will be available for dispatch to you about 15 Sept 45. When this section finally closes out the undermentioned British NCO will be assigned to you in order to work on the records of ASG Fifth Army and G-5 Section, Fifth Army in your office:

S/3254721 Sgt. Robinson, E. RASC.

4. The appendices to your letter under reference have been studied and will be complied with as fully as possible by this section.

FOR THE ASSISTANT CHIEF OF STAFF, G-5:

Thomas J. Michie

THOMAS J. MICHIE,
Lt Colonel, A.C.,
Executive, G-5.

cont

22 AUG 1945

059

✓
28 SEP 1945

*File with the
Shaw
32A*

HEADQUARTERS
PIEMONTE REGION
ALLIED MILITARY GOVERNMENT
APO 394

24 September 45

28 SEP 1945

REFERENCE : PR/E30/314.8
SUBJECT : ARCHIVES - RECORDS
TO : ~~CIVIL AFFAIRS SECTION~~
HQ A. C.

1. Adverting to this Hq PR/DRC/314.8 dated 7 Sept.45.
2. The continued operation of this Region necessitates a further nomination for duty as Archives Officer, as the present nominee, Major A. Hargreaves, is due to leave this Hq on 2 Oct.45 for release.
3. The name of Capt. J. L. Russell who has also been nominated as acting O. C. British Detachment on the departure of Major Hargreaves, is now submitted.
4. This officer is in Release Group 24 and is not entitled to Liap leave for some time.

BY ORDER OF COLONEL THOMAS.

A. W. Micklewright Lt.

A. W. MICKLEWRIGHT
Capt. R. A.
Exec. S. O. (B)

058



31A

Ref: 3/AB

24 September 1945

SUBJECT: Transmission of Records to Archives.

TO : AMG Naples Commune.

1. Reference Daily Bulletin No. 223 dated 11 August 1945. copy attached.
2. Will you please inform this office of the name of the officer who will act in the capacity of Records Officer for AMG Naples Commune.
3. Upon confirmation by Establishment Section that this officer is suitable, he will be required to visit Archives Branch at this HQ. in order to discuss the preparation of the records for transmission to Archives.

ajr
for Brigadier,
Executive Commissioner.

30A

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
LIBYAN REGION
APO 394

18 September 1945

Ref : LAG/HQ/104

Subject : Archives

To : All Units, Lybia Region, A.M.G.

1. The following instructions regarding the proper handling of all files and documents at the closing down of Lybia Region will be noted and complied with by all concerned:

a. No documents will be destroyed, except surplus stock of duplicated documents, copies of which exist in appropriate subject files.

b. Typed lists original and three carbons will be prepared showing all files and papers which are being sent to the Archives Section. The proper form for "file lists" may be obtained in the Adjutant's Office. These lists must indicate clearly the different provinces, branches, or offices of origin of each batch of files.

c. Files will be securely tied in bundles not more than 12 inches high. Files from different provinces, etc., and files from different file series should be bundled separately.

d. Each crate should contain a list of contents. It will probably be found convenient to use one of the typed lists for this purpose, the list being cut up in intervals as ordered necessary by the crating arrangements. The contents list for each crate should be placed in a stout envelope and put on top of the files inside of the crate. The outside of the envelope should give the addresses of the consignee and the consignee.

e. The three remaining copies of the lists should be sent to the Adjutant, who will forward a consolidated list to Archives Section, Room 14, 1st Floor HQ Allied Commission APO 394. One of these copies should be annotated to indicate the crating arrangements.

f. The crates should be addressed similarly. Labels are apt to become detached in transit, and it is preferable that the address should be painted on the crate itself.

g. Any change over from one officer to another that affects any changes in the files should be given a brief coverage by letter and placed with the file lists. Also the Archives Section in handling the files in the future.

058

1. The following instructions regarding the proper handling of all files and documents at the closing down of Liguria Region will be noted and complied with by all concerned:

- a. No documents will be destroyed, except surplus stock of duplicated documents, copies of which exist in appropriate subject files.
- b. Typed lists original and three carbons will be prepared showing all files and papers which are being sent to the Archives Section. The proper form for "file lists" may be obtained in the Adjutant's Office. These lists must indicate clearly the different provinces, branches, or offices of origin of each batch of files.
- c. Files will be securely tied in bundles not more than 12 inches high. Files from different provinces, etc., and files from different file series should be bundled separately.
- d. Each crate should contain a list of contents. It will probably be found convenient to use one of the typed lists for this purpose, the list being cut up at intervals as rendered necessary by the crating arrangements. The contents list for each crate should be placed in a stout envelope and put on top of the files inside of the crate. The outside of the envelope should give the addresses of the consignor and the consignee.

2. The three remaining copies of the lists should be sent to the Adjutant, who will forward a consolidated list to Archives Section, Room 14, 1st Floor HQ Allied Commission APC 394. One of these copies should be annotated to indicate the crating arrangements.

3. The crates should be addressed similarly. Labels are apt to become detached in transit, and it is preferable that the address should be painted on the crate itself.

4. Any change over from one officer to another that affects any changes in the files should be given brief coverage by letter and placed with the file lists, so that the Archives Section in handling the files in the future.

5. TOP SECRET files and documents are to be passed separately and delivered to the Adjutant, Liguria Region, by hand of officer. No indications as to the nature of the contents are to appear on the outside of the case.

6. Your assistance on these points will greatly facilitate the work of the Archives Section in identifying, indexing and arranging the records.

7. All crates (with the tops NOT nailed down) will be sent to the Adjutant who will forward same to Archives Section.

By Order of Colonel SALBY:

David Pasquasi
 DAVID PASQUASI
 WOJG, USA
 Adjutant

053

Archives [unclear] 29A

INCOMING MESSAGE
HEADQUARTERS ALLIED COMMISSION

Originator's Reference: RXII/313.2
Date/Time of Origin: SEP 051430

Message Centre No: F/6608
Date Time Rec'd: SEP 052130B
Precedence: IMPORTANT

FROM HQ VENEZIE REGION AMG FOR DEP REGIONAL COMMISSIONER
TO HQ ALCOM FOR ARCHIVES BRANCH

RESTRICTED

RESTRICTED.

Capt JM HARDIE (143181) RA, has been appointed Records officer this Region. He will call at Archives Branch Hq AC afternoon 10 September 45 for instructions.

HEADQUARTERS
SEP 10 1945

DIST

ACTION M.F.A. & A.
INFO CHIEF COMMISSIONER
FILE 2
FLOAT

ACTION

RESTRICTED

Noted in office 11/9/45 [initials]

055

3641

ARCHIVES. BR.

28A

HEADQUARTERS
PIEMONTE REGION
ALLIED MILITARY GOVERNMENT
APO 394

Office of the Deputy Regional Commissioner.

7th September, 1945.

REFERENCE : IR/DRC/314.8
SUBJECT : Archives - Records.
TO : Civil Affairs Section,
HQ Allied Commission.

Reference your 1/AB dated 4 Sep 45.

1. The officer named for this duty is Major A. HARGREAVES, acting O.C. British Detachment in the absence of Capt. T.B.H. AULTON on LIAP. Both these officers have experience in this type of work.
2. S/59939 A/S.S.M. CLARKE T. and S/165599 Sjt. YETMAN R.G. are the O.Rs considered suitable. S/14266742 I/Cpl REID D.K. is submitted as an alternative.
3. A/S.S.M. CLARKE has visited Archives Section HQ AC and has received from them full instructions on the methods they wish adopted.



W. Turner-Coles

W. TURNER-COLES.
Lt-Col.
Deputy Regional Commissioner.

054

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Archives
for File 145

27 H

4 Sep 45

Ref: 1/AB

SUBJECT: Archives - Records.

TO: Col F.E. THOMAS
Regional Commissioner,
ALBANY Region.

- 1 It has been decided that every Region closing down shall detail an officer and two other clerks to handle their files at this HQ. Two objects have to be met:
 - a) to produce files on which further business arises or to which reference is required;
 - b) to prepare index and store the files in archives.
- 2 It is essential that the persons nominated should be experienced in office and have a good knowledge of the Region and Regional work - one of the clerks should be a typist.
- 3 Colonel JAMES G-1 B asks that you would be good enough to suggest the names of persons you consider suitable with one alternative officer and one alternative SS/CR in case any nominated by you is no longer available.

1 Clerk should be able to type

S.H. WHITE Lt Col,
CSO CA Section.

Copy to: G-1 (B).

053

2495

Tel: 53721

HEADQUARTERS
PIMONTE REGION
ALLIED MILITARY GOVERNMENT
APO 354.

Archives. BR.
3043
26 A

29 August 1945.

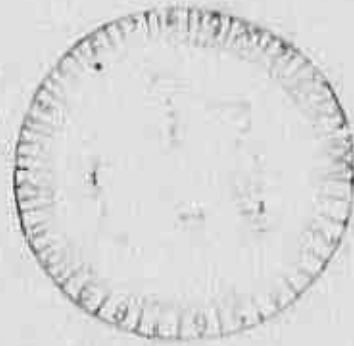
REFERENCE: PR/ESO/114.6.

SUBJECT : TRANSMISSION OF RECORDS TO ARCHIVES.

TO : EXECUTIVE COMMISSIONER, HQ. A.C.

1. Reference your I/AD dated 25 August 45.
2. Capt. T.B.H. Aulton has been granted a LIAP leave vacancy and will leave this Hq on 3 September 45.
3. May the name of Major A. Margreaves R.A. (17950), who will be taking over the duties of O.C. British Detachment, be substituted please for that of Capt. Aulton for the appointment of records Officer for this Region.
4. W.O.I. Clark, who has already been nominated as a member of the Regional Records Staff, will attend at Archives Branch, Hq. A.C. on Friday next, the 31 August 45, and possibly Capt. Collins will indicate to Mr. Clark as to whether it is necessary or otherwise for Major Margreaves to visit the Archives Branch.

BY ORDER OF COLONEL THOMAS,



(Signature)

A.M. MICHLEBRIGHT
Capt. R.A.
Exec. S.O. (S).

Copy to: W.O.I. Clark

1. Reference your I/AB dated 25 August 45.
2. Capt. T.E.H. Aulton has been granted a LIAF leave vacancy and will leave this Hq on 8 September 45.
3. May the name of Major A. Hargreaves R.A. (17250), who will be taking over the duties of C.C. British Detachment, be substituted please for that of Capt. Aulton for the appointment of Records Officer for this Region.
4. W.O.I. Clark, who has already been nominated as a member of the Regional Records Staff, will attend at Archives Branch, Hq. A.C. on Friday next, the 31 August 45, and possibly Capt. Collins will indicate to Mr. Clark as to whether it is necessary or otherwise for Major Hargreaves to visit the Archives Branch.

BY ORDER OF COLONEL THOMAS,



A.M. Vickiebright

A.M. VICKIEBRIGHT
Capt. R.A.
Exec. S.O. (B).

Copy to: W.O.I. Clark
Major A. Hargreave.

052

25 A

Ref. 1/AB.

25th August, 1945.

SUBJECT : Transmission of Records to Archives.

TO : Regional Commissioner, Piemento Region.

1. Reference this office letter ref. 1/AB of 12th August 1945 and your signal 149 of 17th August 1945, the selection of Captain Aulton as Records Officer for Piemento Region is confirmed.
2. Will you please issue instructions for him to proceed to this HQ, arriving on Friday 31st August, on temporary duty for one day with Archives Branch in order to discuss the preparation of the records from your Region. Captain Aulton should report to Archives Branch, Room 14, First floor.

Brigadier,
Executive Commissioner.

INCOMING MESSAGE
HEADQUARTERS ALLIED COMMISSION

Archives
211

Originator's Reference: 149
Date/Time of Origin: AUG 171430B
FROM: AMG PIEMONTE REGION
TO: ALCOM SITE EKC

Message Centre No: F/4252
Date Time Rec'd: AUG 181000B
Precedence: IMPORTANT

RESTRICTED

RESTRICTED

1. Ref letter L/AB 12 August. Regional records officers and clerks selected for PIEMONTE are Captain AUSTON (33912) OC Brit, S/59939/SSM CIARKE Chief clerk, S/165599 Sjt YERMAN typist.

Dist

Action - ~~ARCHIVES~~
 Info - Chief Commissioner
 Exec Commr 2
 File 2
 Float

HEADQUARTERS
18 AUG 1945

Visit this office 31/8/45

RESTRICTED

INCOMING MESSAGE
HEADQUARTERS ALLIED COMMISSION

ARCHIVES
Q3A

Originator's Reference: 797
Date/Time of Origin: AUG 29 1605B

Message Centre No: F/5813
Date Time Rec'd: AUG 30 0830B
Precedence: IMPORTANT

FROM: AMG LIGURIA REGION
TO: ALCOM CITE ARCHIVES.

RESTRICTED

RESTRICTED.

Ref your 1/AB dated 25 August.
WILLIAM O PASQUESI will arrive on 2 September.

HEADQUARTERS
20 AUG 1945

DIST
ACTION ARCHIVES BR
INFO CHIEF COMMISSIONER
FILE 2
FLOAT

ACTION

RESTRICTED

Noted this Office 4 Sept 45

ARCHIVIST
29

INCOMING MESSAGE

HEADQUARTERS ALLIED COMMISSION

Originator's Reference: 778
Date/Time of Origin: AUG 27 1630B
FROM: AMG LIGURIA REGION
TO: HQ ALCOM SITE ARCHIVES

Message Centre No: P/5505
Date Time Rec'd: AUG 27 2200B
Precedence: ROUTINE

RESTRICTED

RESTRICTED

WOJG PASQUESI designated records officer this Region, available to report to ROME for conference, if desired. Signed JORDAN.

HEADQUARTERS
AUG 28 1945
A. C.

Dist

- Action - Archivist
- Info - Chief Commissioner
- Est Sec
- G1 A
- File 2
- File 1

ACTION

RESTRICTED

21A

Ref. 1/AB.

25th August, 1945.

SUBJECT : Transmission of Records to Archives.

TO : Regional Commissioner, Liguria Region.

1. Reference this office letter ref. 1/AB of 12th August 1945 and your ref. LIQ/HQ/151 of 17th August 1945. the selection of W.O. Pasquell as Records Officer for Liguria Region is confirmed.
2. Will you please issue instructions for him to proceed to this H.Q., arriving on Friday 31st August, on temporary duty for one day with Archives Branch in order to discuss the preparation of the records from your Region. He should report to Archives Branch, Room 14, First floor.

Brigadier,
Executive Commissioner.

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
Office of the Executive Commissioner

80A

Tel: 289

1 September 1945.

Ref: 305/123/EC.

SUBJECT: Derequisitioning of Hotels to
Italian Government.

TO : Establishment Section.

1. The attached folder contains all correspondence on the above subject formerly on this office files 305/EC and 344/EC which is transferred to Establishment Section in accordance with para 6 of Minutes of Executive Commissioner's Meeting dated 28 August 1945.
2. An Inventory of the correspondence is at Appendix "A".

L. 10001

Chief Staff Officer,
To Executive Commissioner.

Copy to: C.A. Sec (with Inventory)
Room Sec (" ")
Exec Officer (B)
Archives Division
Message Centre

046

047

HEADQUARTERS ALLIED COMMISSION
A.P.O. 394
Office of the Executive Commissioner

3 SEP 1945

ARCHIVED

Rel: 289

1 September 1945.

Ref: 305/123/EC.

SUBJECT: Derequisitioning of Hotels to
Italian Government.

3-SET-1945

TO : Establishment Section.

1. The attached folder contains all correspondence on the above subject formerly on this office files 305/EC and 544/EC which is transferred to Establishment Section in accordance with para 6 of Minutes of Executive Commissioner's Meeting dated 28 August 1945.
2. An Inventory of the correspondence is at Appendix "A".

E. TALBOT

Chief Staff Officer,
To Executive Commissioner.

Copy to: G.A. Sec {with Inventory}
Exec Sec " "
Exec Officer (B)
Archives Division
Message Centre

8/50

045

APPENDIX "A"

INVENTORY OF CORRESPONDENCE

Memo M.P.A. No. 23645 dated 30 June 1945.
Translation of foregoing No. 23645 dtd 30 June 45.
Minutes No. 59 and 60.
Memo Vice President of Council of Ministers No. C.200.1 dtd 7 July 45
Memo OG 590 (to Mr. Brosio) dated 11 July 1945.
Memo OG 590 (to RAAG) dated 11 July 45
RAAG AG 336/2 (OG) dated 12 July 1945
Draft Memo to G.A.O., AFHQ.
Minutes No. 74 to 77.
Memo No. 305/77/80 dated 16 July 45
Minutes No. 78 to 79
Memo No. 9/21.1/OA dated 22 July 45
Memo to Executive Comm dated 23 July 45
Memo No. 5.06/83 dtd 25 July 45
Memo No. 9.21.1/OA dtd 26 July 45
Minutes No. 84, 87, 88.
Memo 305/89/80 dated 31 July 45
Memo No. 6244/1/Q(Maint) (AFHQ) dated 3 Aug 45
Minutes 92, 93, 94, 96
Memo No. 5.06/83 dtd 4 August 45
Memo No. 305/95/80 dtd 7 August 45
Memo No. G-5 336.2 dated 5 August 45
Memo No. 305/100/80 dtd 10 Aug 45
Memo AG 004/171 CAO-0 dtd 11 August 45
Memo No. 305/107/80 dtd 18 August 45
Memo No. 30142/8812 from Min. of Int. dtd 14 Aug 45
Memo 30142/8812 (Translation of foregoing)
Telephone Message from Maj. Byles, G-5 Sec.
Memo No. 9.21.1/OA dtd 21 Aug 45
Memo from Assoc. It. Albergatori dated 21 August 45
Memo G-5 336.2 dtd 21 Aug 45
Memo A.O. I.O. Bologna dtd 25 Aug 45
Memo 305/80 (to Min. of Int) dated 29 August 45
Memo 305/80 (to RAAG) dated 29 August 45
Minutes 117, 118, 119
Memo from G-5 AFHQ dated 14 August 45
Memo 305/80 dtd 31 August 45

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB-COMMISSION

JWD *17 A*
MAS/ce
1.40

TEL : 478809
REF : LSC/111
SUBJECT: Transmission of Records to Archives.
TO : The Archivist, Archives Branch,
Economic Section.

23 August 1945.

TRANSMISSION OF RECORDS TO ARCHIVES

1. With reference to Daily Bulletin No.223, will you please note that Labour Sub-Commission will be ready to commence preparing its records for Archives during week commencing Monday Sept. 3rd.

2. I shall be glad to be advised when it will be convenient for you to discuss necessary arrangements.

M. Stevenson

MARY STEVENSON
Records Officer
Labour Sub-Commission

See Miss Stevenson - 27 Aug 45 *MS*

16 A
1.40

HEADQUARTERS ALLIED COMMISSION
APO 394
LABOUR SUB-COMMISSION

NAS/oo

23 August 1945.

TEL : 478809
REF : LSC/111
SUBJECT: Transmission of Records to Archives.
TO : The Archivist, Archives Branch,
Economic Section.

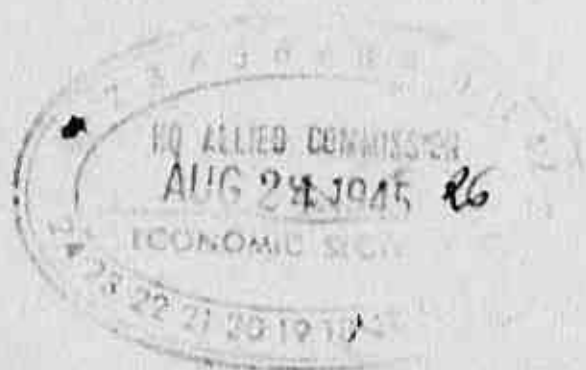
TRANSMISSION OF RECORDS TO ARCHIVES

1. With reference to Daily Bulletin No. 221, will you please note that Labour Sub-Commission will be ready to commence preparing its records for Archives during week commencing Monday Sept. 1st.

2. I shall be glad to be advised when it will be convenient for you to discuss necessary arrangements.

M. Stevenson

MARY STEVENSON
Records Officer
Labour Sub-Commission



DHB/HGRC/EG

HEADQUARTERS ALLIED COMMISSION
OFFICE OF G-4 (B)

Tel. 48081
Ext 285.

Subject: Appointment of Records Officer G-4 (B) File No. G4/120/7
To: B. Comd. R.M. Green AT3, G-4 Branch (B) Date: 11 August 1945

Reference Daily Bulletin No. 223 of 11 August 1945, para 2.

Effective this date, you are hereby appointed Records Officer of G-4 Branch (B) and will co-ordinate and supervise the preparation of the records of the Branch as required by Archives.

Donald H. Haslam

D.H. HASLAM
Lt. Col. R.A.
G-4 (B)

Copy to : Archives. 

Tel. Ext. 573

14^A

HEADQUARTERS ALLIED COMMISSION
APO 394
G-1 (B)

REFERENCE : G-1B/73/A

13 August 1945.

SUBJECT : Records

TO : Archives Branch HQ AC

Reference Daily Bulletin No. 223 dated 11 Aug 45.

It is not at present proposed to dispose of any of this Branch's records as it is so often found necessary to refer to them.

FOR VICE PRESIDENT, ESTABLISHMENTS SECTION

J. C. Hodgson
for J. C. HODGSON,
Lt. Colonel,
G-1 (B)

1/10.

040

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

SA
13

From: ARCHIVES BRANCH

FILE No.

SUBJECT: Typewriters.

11 August 1945

TO: G-4 British.

Arrangements are being made for a team of 1 Officer and 2 O.R.'s from each of the Northern Regions to be assigned for temporary duty to Archives Branch, upon Closure of the Regions, to assist in preparing their records for storage.

It will be necessary for each of these teams to be provided with a typewriter. Will you please say if it is likely that an adequate number of machines can be produced at H, or whether you consider it preferable that Regions should bring their own machines with them.

If the latter, should Archives Branch inform the Regions accordingly (incorporating any instructions you may wish to give), or should G-4 notify Regions direct.

G4 showed 13 Aug that they will supply typewriters from stock on demand from Archives. *af*

af
A.J. COLEMAN
Captain, R.C.

039

19 P

SECRET

HEADQUARTERS ALLIED COMMISSION
APO 394

20 March 1945.

ESTABLISHMENT MEMORANDUM

NO. 3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the archive branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.
2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.
3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.
4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.
5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.
6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.
7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 1 1/2" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.
8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or

038

...to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

038

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and each portion will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives, and one copy will be received by archives and returned to the branch concerned.

9. When any branch or office is closed, all files temporarily essential for use by any other office of Allied Commission will be listed, and a copy of the list received by the receiving office will be sent to archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to archives.

RECEIVED

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

- a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.
- b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be contained on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --", of -- (branch)" and the new file will be marked "continued from (file) --", of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is un sound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardship whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be enforced on the respective covers.

When files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

IN COPY TO THE ARCHIVES

ARMAN B. PISKE
Colonel
Deputy Executive Commissioner

OFFICIAL:

C. M. PARKIN,
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:
1/1

RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

Ref. 1/43

7 August 1945.

SUBJECT: Archives.

TO : APO Ansona Commune.

1. In view of the closure of your office, your attention is drawn to Establishment Memorandum No. 3 dated 20 March 1945 - "Care and Custody of Allied Commission Records".

2. It is particularly requested that the provisions of paragraphs 7 - 10 of the Memorandum be observed.

A great deal of confusion is liable to be caused if the file lists do not include all relevant particulars, and in some cases it has been found difficult, if not impossible, to identify records which have been received without adequate annotation.

Sacks or mail bags should not be used for transmitting files as they do not afford sufficient protection to the records; bundles and individual files sent in this way have been found to disintegrate. The use of securely packed wooden crates or stout cardboard containers is recommended.

3. Attention to these points will facilitate the work of this Branch, and your co-operation will be greatly appreciated.

FOR THE EXECUTIVE COMMISSIONER.

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

224
Capt. Vaughan

037

HEADQUARTERS
ALLIED COMMISSION
APO 994

HA

Ref. 1/AB

2nd August, 1945.

SUBJECT : Archives.

TO : Regional Commissioner, EMILIA Region.

1. Reference this office letter 1/AB of 31st July, 1945.
2. It is probable that a large volume of records will be simultaneously despatched in the near future from various sources to Archives Branch, Sub-Commissions at H.Q. A.C. frequently require access to Regional files, and if crates are not clearly marked on the outside, the tracing of any particular file is an extremely lengthy and difficult process.
3. The work of Archives Branch in this respect would be very greatly facilitated by a method of identifying contents without opening the crates. Would you kindly arrange for every crate to bear a serial number, and for all four copies of the lists referred to in para. 8 of Establishment Memo. No. 3 to bear the serial number(s) of the crate(s) to which they refer. By this means, we can readily ascertain from the lists sent under separate cover in which crate a particular file can be found.
4. Paper, cardboard or similar labels should not be used on the outside of crates and containers, since they are almost invariably ripped off and lost in transit. All necessary markings should be painted or stencilled on the crates themselves.

FOR THE EXECUTIVE COMMISSIONER,

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

**HEADQUARTERS
ALLIED COMMISSION
APO 994.
(Archives Branch)**

10 P

Ref. 1/AB

SUBJECT : Archives

31st July, 1945.

TO : EMILIA Region; LIGURIA Region for the Provinces of LUCCA and APUANIA.

1. In view of the forthcoming restoration of territory to the Italian Government, the records of your office will become available for Archives in the near future.
2. In this connection your attention is drawn to Establishment Memorandum No. 9 dated 20 March 1945 - "Care and Custody of Allied Commission Records".
3. It is particularly requested that the provisions of paragraphs 7 - 10 of the Memorandum be observed.

A great deal of confusion is liable to be caused if the file lists do not include all relevant particulars, and in some cases it has been found difficult, if not impossible, to identify records which have been received without adequate annotation.

Boxes or mail bags should not be used for transmitting files as they do not afford sufficient protection to the records; bundles and individual files sent in this way have been found to disintegrate. The use of securely packed wooden crates or stout cardboard cartons is recommended.

4. Attention to these points will facilitate the work of this Branch, and your co-operation will be greatly appreciated.

FOR THE EXECUTIVE COMMISSIONER,

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

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVES
6FA

RVIII/37/Files/297.

7 Jul 45.

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AC.

1. Reference this HQ letter RVIII/37/Files/275 dated 3 Jul 45.
2. The enclosed supplementary lists, in triplicate, giving details of the files contained in bundles No 358 to 360 (incl) and which are included in Box No 44, are forwarded.

For the Regional Commissioner:

B. J. Opulente
B.J. OPULENTE,
1st Lieut, P.A.,
Adjutant.

HEADQUARTERS
- 9 LUG 1945
ALLIED COMMISSION

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

65 A

File Ref: IVIII/37/Files/295.

Date: 3 Jul 45.

SUBJECT: Care and Custody of Allied Commission Records.

TO: Headquarters, Allied Commission.

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles as listed below, and which will be sent to your HQ on 4 Jul 45, are forwarded :

<u>Bundle No</u>	<u>Crates No.</u>
448 to 457	47.
436 to 447	48
412 to 425	49

For the Regional Commissioner:

B. J. Opulente
 B. J. OPULENTE,
 1st Lieut, F.A.,
 Adjutant.

SECRET

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVES, O.

RVIII/37/Files/230

3 Jul 45.

SUBJECT : Care and Custody of Allied Commission Records.
TO : HQ, AC.

SECRET

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles No 318 to 321 (incl) which will be forwarded to your HQ within the next few days, are forwarded. (*Matr N° 38*).
3. These are the classified files of this Region HQ.

For the Regional Commissioner:

B. J. Opuleffe
 B. J. OPULEFFE,
 1st Lieut, P.A.,
 Adjutant.

GH/cb.

SECRET

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVES, O.

RVIII/37/Mles/290

3 Jul 45.

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AG.

SECRET

1. Reference Establishment Memorandum No 3, HQ, AG, dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles No 318 to 321 (incl) which will be forwarded to your HQ within the next few days, are forwarded. (*brat N° 38*).
3. These are the classified files of this Region HQ.

For the Regional Commissioner:

B. J. Opuletti
 B. J. OPULETTI,
 1st Lieut, P.A.,
 Adjutant.

GM/ob.

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVES, O.

File Ref: RVIII/37/Filos/275

Date: 3 Jul 45.

SUBJECT: Care and Custody of Allied Commission Records.

TO: Headquarters, Allied Commission.

69A

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles N as listed below, and which are being sent to your HQ on 4 Jul 45, are forwarded :

<u>Bundles No</u>	<u>Box No</u>
322 to 337.	39.
338 to 345.	42.
346 to 351.	44.
352 to 357.	43.
360 to 375.	41.
376 to 405.	40.
406 to 412.	45.
426 to 432.	46.

For the Regional Commissioner:

B. J. Opulente
 B. J. OPULENTE,
 1st Lieut, FA.
 Adjutant.

Archives

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

RVIII/37/PALen/227.

1 Jul 45.

63 A

SUBJECT : Care and Custody of Allied Commission Records.
TO : HQ, Allied Commission.

1. Reference Establishment Memorandum No 3, HQ, AG, dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles as listed below, and which will be sent to your HQ o/a 3 Jul 45, are forwarded :

<u>Bundles No.</u>	<u>Crates No.</u>
274 to 288	31.
289 to 294	32.
295 to 300	33.
301 to 305	34.
306 to 311	35.
312 to 316	36.
317.	37.

For the Regional Commissioner:

B. J. Opulentz
 B. J. OPULENTE,
 1st Lieut, P.A.,
 Adjutant.

030

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

Capt Collins
Archivist
30 Jun 45.

RVIII/57/Files/197c

SUBJECT : Care and Custody of Allied Commission Records.
TO : H.Q., A.C.

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles as listed below, and which will be sent to your HQ on 1 Jul 45, are forwarded :

<u>Bundles No</u>	<u>Box No.</u>
252 to 260	27.
261 to 267	28.
268 to 271.	29.

For the Regional Commissioner:

B. J. Onuletz
B. J. ONULETZ,
1st Lieut, P.A.,
Adjutant.

CB/cb.

029

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVE 5

RVIII/37/Files/172.

30 Jun 45.

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, A.C.

MAA

1. Reference Establishment Memorandum No 3, HQ, AC dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles as listed below, and which will be sent to your HQ o/a 1 Jul 45, are forwarded :

<u>Bundles No.</u>	<u>Box No.</u>
225 and 226.	22.
227 and 228.	23.
229 to 236.	24.
237 to 240.	25.
241 to 245.	26.

For the Regional Commissioner:

Thomas W. ...
 B. J. O'LEARY,
 1st Lieut, P.A.,
 Adjutant.

CM/ab.

028

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

3/17 ARCHIVES 0.

30 June 45.

HH 75

YGA

RVIII/37/Mles/200

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AC.

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists (in triplicate) giving details of the files contained in bundles No 246 to 251 (inc) and 272 and 273 which will be sent to your HQ in one crate (No 30) o/a 3 Jul 45, are forwarded.

For the Regional Commissioner:

B. J. O'NEILL
 B. J. O'NEILL,
 1st Lieut, F.A.,
 Adjutant.

027

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVES

RVIII/37/PAles/161.

29 Jun 45.

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AC. ✓

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles No 201 to 211 (incl) (Box No 21) and Nos 212; 213 and 215 to 224 (incl) (Box No 20), which will be sent forward to your HQ in the next few days, are forwarded.

For the Regional Commissioner:

B. J. Oniente
B. J. ONIENTE,
1st Lieut, PA,
Adjutant.

026

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

*ARCHIVAS
HIA*

File Ref: RVIII/37/Files/150

Date: 28 Jun 45.

SUBJECT Care and Custody of Allied Commission Records.
TO H.Q., A.C. ✓

1. Reference Establishment N° 3, H.Q., A.C.,
dated 20 Mar 45.

2. The enclosed lists, in triplicate, giving
details of the files contained in bundles N° 177 to
194 (incl.) and 197 to 200 (incl.) which will be sent
forward to your H.Q. to-morrow in one (1) crate, (N° 19),
are forwarded.

For the Regional Commissioner:

R. J. Opulente
B. J. OPULENTE,
1st Lieut. F.A.
Adjutant.

GM/VM.

025

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVES
Capl B. J. Opulente
27 Jun 45.
GA

RVTLL/37/Files/142.

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AC.

1. Reference Establishment Memorandum No 3, HQ, AC, dated 24 Jun 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles No 165 to 176 (incl) which will be sent forward to your HQ tomorrow in one (1) crate (No 18) are forwarded.

For the Regional Commissioner:

B. J. Opulente
B. J. OPULENTE,
1st Lieut, FA,
Adjutant.

CU/cb.

021

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

*Archives
(Capt Collins)*

27 Jun 45.

RVIII/37/Files/136.

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AC.

1. Reference Establishment Memorandum No 3, HQ, AC, dated 24 Jun 45.
2. The enclosed lists, in triplicate, giving details of the files contained in bundles No 195 and 196 which have been sent to your HQ today in one (1) crate (No 17), are forwarded.

For the Regional Commissioner:

B. J. Opulente
 B. J. OPULENTE,
 1st Lieut, FA,
 Adjutant.

R/ob.

023

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

Archives

RVIII/37/Files/33

25 Jun 45.

64^A

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AG. ✓

1. Reference Establishment Memorandum No 3, HQ, AG, dated 24 Jun 45.

2. The enclosed lists, in triplicate, giving details of the files contained in bundles as listed below and which are being sent to your HQ on 28 Jun 45, are forwarded :

Bundles No.	Box No.
107 to 111.	9.
112 to 120.	10.
121 to 126.	11.
127 to 131.	12.
132 to 141.	13.
145 to 153.	14.
154 to 160.	15.
161 to 164.	16.

For the Regional Commissioner:

B. J. Opulente
B. J. OPULENTE,
1st Lieut, FA,
Adjutant.

GM/ob.

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

*archives
Capt Collins*

80^H

File Ref: RVIII/37/Files/107

Date: 25 Jun 45.

SUBJECT Care and Custody of Allied Commission Records.

TO H.Q., A.C. (Archives Branch) ✓

1. The enclosed lists, in triplicate, giving details of the files maintained by the Property Control Division of this Region which have been sent to Property Control Division, Finance Sub-Commission, are forwarded for your information.

For the Regional Commissioner:

G. McMASTER
G. McMASTER,
Junior Comdr. ATB,
Staff Captain.

GM/VK.

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

*Capt Collins
(ARCHIVES)*

RVIII/37/Files/66.

24 Jun 45.

SUBJECT : Care and Custody of Allied Commission Records.
TO : HQ, AC. ✓

45A

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists (in triplicate) giving details of the files contained in bundles No 49 to 62 (inclusive) which will be sent forward to your HQ on 25 Jun 45, in one (1) crate marked as under, are forwarded :

TO : Archives Branch, HQ, AC.
FROM : HQ, TOSCANA Region, A.M.G.

No 4.

For the Regional Commissioner:

H. J. Opulente
H. J. OPULENTE,
1st Lieut, FA,
Adjutant.

CB/cb, 1

026

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

Capt Collins

24 Jun 45.

YFAA

RVIII/37/Files/81.

SUBJECT : Care and Custody of Allied Commission Records.
TO : HQ, AC. ✓

1. Reference Establishment Memorandum No 3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists (in triplicate) giving details of the files contained in bundles No 63 to 73 (incl) and No 106 which will be sent forward to your HQ on 25 Jun 45, in one (1) crate marked as under, are forwarded :

TO : Archives Branch, HQ, AC.
FROM : HQ, TOSCANA Region, AMD.

No 7.

For the Regional Commissioner:

G. McMaster J Comdr AF5

G. McMASTER,
Junior Comdr, A.T.S.,
Staff Captain.

019

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

Capt Collins
(ARCHIVES)

RVIII/7/Files/74

24 Jun 45. *43A*

SUBJECT : Care and Custody of Allied Commission Records.

TO : HQ, AG.

1. Reference Establishment Memorandum No 3, HQ, AG, dated 20 Mar 45.
2. The enclosed lists (in triplicate) giving details of the files contained in bundles No 83; 85 to 90; 92 and 93 (Box No 5) and Nos 79 to 82 and No 84 (Box No 6) which will be sent forward to your HQ on 25 Jun 45, are forwarded.

For the Regional Commissioner:

B. J. O'Leary
B. J. O'LEARY,
1st Lieut, FA,
Adjutant.

GM/ob.

018

C O P Y

ARCHIVES

9A

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Executive Commissioner

Ref. 1/AB

13 June 1945.

SUBJECT: Obsolete Records.

TO : AMG Naples Command.

(to Public Safety)

1. Reference is made to Major Luciano's letter 8.12 of 7 June 1945, stating that all records of AMG Benevento Province have been sent to Archives.
2. In point of fact, no records of Benevento Province have been received, and the same applies to Avellino Province. On several occasions during the past six months, inquiries have been made by this H.Q. by letter, by telephone, and by personal visit to Naples regarding obsolete records of Southern Region. Files of Avellino and Benevento Provinces were amongst those which were specifically discussed.
3. I would appreciate if you will kindly forward to this H.Q. as early as possible any records of the late Southern Region for which you have no further use.

E. Talbot

Brigadier,
Executive Commissioner.

Copy to: C.A. Section

017

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

ARCHIVES
49A
72

File Ref: RVIII/37/Files/54

Date: 8 Jun 45

SUBJECT Care and Custody of Allied Commission Records.
TO H.Q., A.C.

1. Reference Establishment Memorandum N°3, HQ, AC, dated 20 Mar 45.
2. The enclosed lists (in triplicate) giving details of the files contained in bundles N°36 to 48, inclusive, which have been sent forward to your HQ today in one (1) crate marked as under, are forwarded:-

TO:- ARCHIVES BRANCH, HQ, AC.
FROM:- HQ TOSCANA Region A.M.G.

N° 3

For the Regional Commissioner:

HEADQUARTERS
12 JUN 1945
G

G. McMaster
G. McMASTER,
Junior Comdr, ATS,
Staff Captain.

GN/VM.

HEADQUARTERS
TOSCANA REGION
ALLIED MILITARY GOVERNMENT

630 lines
66A

File Ref: RVIII/37/Files/49.

Date: 5 Jun 45.

SUBJECT Care and Custody of Allied Commission Records.
TO H.Q., A.C.

1. Reference Establishment Memorandum N°3, H.Q., A.C., dated 20 Mar 45.
2. The attached lists (in triplicate) giving details of the files contained in bundles N°17 to 35, inclusive, which have been sent forwarded to your H.Q. in one (1) crate marked as under, are forwarded:

To :- ARCHIVES BRANCH, H.Q., A.C.
From :- H.Q. TOSCANA Region A.M.G.

N° 2

For the Regional Commissioner:

HEADQUARTERS
9 JUN 1945
A. C.

B.J. Opulente
B.J. OPULENTE,
1st Lieut. P.A.
Adjutant.

GM/VM.

015

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

f A

SUBJECT : Archives

25th May, 1945.

TO : Regional Commissioner, Toscana Region

1. It is probable that, in view of the restoration of territory to the Italian Government, certain records of Toscana Region are now available for Archives, or will shortly become available.
2. In this connection, your attention is drawn to Establishment Memorandum No. 3 dated 20th March 1945 - "Care and Custody of Allied Commission Records".
3. It is particularly requested that the provisions of paragraphs 7 - 10 of the Memorandum be observed.

A great deal of confusion is liable to be caused if the file lists do not include all relevant particulars, and in some cases it has been found difficult, if not impossible, to identify records which have been received without adequate annotation.

Sacks or mail-bags should not be used for transmitting files as they do not afford sufficient protection to the records; bundles and individual files sent in this way have been found to disintegrate. The use of securely packed wooden crates or stout cardboard cartons is recommended.

4. Attention to these points will facilitate the work of this Branch, and your co-operation will be greatly appreciated.

For the Executive Commissioner,

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

LIAISON OFFICER.
EASTERN SICILY.

To:- A.C., H.Q.,
Archives Section,
A.I.O. 394.

CAT/242.

81A

Subject:- Files.-

Attached please find four copies of list
of files from:-

- A.C. Representative, RAGUSA. — ?
- A.C. Representative, SYRACUSE. } OK
- A.C. Supplies Office, SYRACUSE. } OK
- A.C. Exports Office, SYRACUSE. } OK
- A.C. Civil Supply Div. CATANIA. — ?
- A.C. Finance Office, CATANIA. — ?

The crates containing the above files left
before the end of last March.

Catania.
3 Apr 45.
HB/AB.

H Bentley Major,
Liaison Officer,
Allied Commission.
Catania.

Received 1 Box of Kit
From ARCHIVES Section
L. M. Povey No. 8675
5339053 30/3/45

L. Sien

LC

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

25A

From: ARCHIVES BRANCH

SUBJECT: 2675 Regt. Coy. Records.

FILE No. _____

TO:

31 March 1945

Received from Archives on 31st March 1945, four (4) boxes
of 2675 Regt. Coy. Records, ex Sicily.

Box Numbers :- 5010. 191511. 4447. 3647.

Col James L. Tomasi

011

E. S. S. S.

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

831

From: FINANCE SUB-COMMISSION

SUBJECT:

FILE No.

TO:

31 March 1945

Received from Archives Branch, one (1) parcel addressed to
Major A.G. Withers, Finance Sub-Commission.

J. D. ...

009

St. Sicks

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

8A A

From: COMMERCE SUB-COMMISSION

SUBJECT: SAMPLES FOR EXPORT

FILE No. _____

TO:

31 March 1945

Received from Archives Branch ten (10) cases of miscellaneous contents, for Foreign Trade Section; Two boxes addressed Maj. Stephens, C/O Major Boughton, Commerce Sub-Commission.

Paul P. Cochrane

E. S. S. S.

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

837

From: FINANCE SUB-COMMISSION

SUBJECT:
TO:

FILE No. _____
31 March 1945

Received from Archives Branch, one (1) parcel addressed to
Major A.G. Withers, Finance Sub-Commission.

J. D. W. 100

009

De

12256 Section 3.3/NND No. 785721

E. Sicuty

82A

Received,

Two wooden cases

addressed to Capt.

Perry

Off. T. Pafundi

54, 2675 Regt

008

HEADQUARTERS
ALLIED COMMISSION
APO 394

4 A

3 March 1945.

SUBJECT : Archives

TO : Regional Commissioner, Southern Region
(attention Capt. L. Kearin, Adjutant)

Confirming the arrangements made during my visit on 27 February 45, the following points amplify this office memorandum of 12 February 45.

Lists should be prepared in quadruplicate by all HQ. Divisions and Branches, and by all Zones and Provinces, which are disposing of files. The lists should indicate clearly

- (i) Files being sent to Archives.
- (ii) Files being retained by office of origin.
- (iii) Files sent to other offices.

It is considered unnecessary to type a separate list for each category. The most satisfactory method, from the point of view of Archives, is for each office to prepare an over-all list showing its complete range of files, and to indicate the disposal of each file individually. A hypothetical example of a list of this kind was sent with this office letter of 2 January 45.

With regard to records recently received from Bari Zone, certain files alleged to have been sent to Archives appear to have been omitted, viz.

Agriculture Section.

Files 39 - 45.

Police Office, Old Correspondence files, 1944.

Passes and Permits - Directives.

Police Office, Bari City Correspondence files, 1944.

BZ.PS.A.2.29.
BZ.PS.A.2.41.
BZ.PS.A.2.46.

Any information which you can obtain about the missing files would be appreciated.

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

HEADQUARTERS
ALLIED COMMISSION
APO 394

6A

19 February 1945

SUBJECT: Archives.

TO : Regional Commissioner, Abruzzi Marche Region.

The following notes are sent to you in order that they may be of assistance in connection with the disposal of files and records which are no longer required for current use:

1. No documents should be destroyed by the Region, except surplus stocks of duplicated documents, copies of which exist in the appropriate subject files.
2. Typed lists (top copy and 3 carbons) should be prepared showing all files and papers which are being sent to Archives. The lists should indicate clearly the different provinces, branches, or offices of origin of each batch of files.
3. Files should be securely tied in bundles not more than 12" to 15" high, except that files from different provinces, etc., and files from different series should be bundled separately.
4. Each crate should contain a list of contents. It will probably be found convenient to use one of the typed lists for this purpose, the list being cut up at intervals as rendered necessary by the crating arrangements. The contents list for each crate should be placed in a stout envelope and put on top of the files inside the crate. The outside of the envelope should give the addresses of the consignor and consignee.
5. The three remaining copies of the list should be sent by mail to Archives Section, Room 14, First Floor, HQ, Allied Commission, APO 394. One of these copies should be annotated to indicate the crating arrangements.
6. The crates should be addressed similarly. Labels are apt to become detached in transit, and it is preferable that the address should be painted on the crate itself.
7. Your assistance on these points will greatly facilitate the work of Archives in identifying, indexing and arranging the records.
8. Copies of this memorandum are attached for distribution, if desired.

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

006

HEADQUARTERS
ALLIED COMMISSION
APO 394.

5A

17th February, 1945.

SUBJECT: Archives.

TO: Regional Commissioner, Lazio-Umbria Region.
(attention Capt. Baker, Adjutant).

With reference to our conversation this morning, the following is
a copy of the memorandum we discussed -

1. No documents should be destroyed by the Region, except surplus stocks of duplicated documents, copies of which exist in the appropriate subject files.
2. Typed lists (top copy and 3 carbons) should be prepared showing all files and papers which are being sent to Archives. The list should indicate clearly the different provinces, branches, or offices of origin of each batch of files.
3. Files should be securely tied in bundles not more than 12" to 15" high, except that files from different provinces, etc., and files from different file series, should be bundled separately.
4. Each crate should contain a list of contents. It will probably be found convenient to use one of the typed lists for this purpose, the list being cut up at intervals as rendered necessary by the crating arrangements. The contents list for each crate should be placed in a stout envelope and put on top of the files inside the crate. The outside of the envelope should give the addresses of consignor and consignee.
5. The three remaining copies of the list should be sent by mail to Archives Section, Room 14, 1st Floor, Hq. Allied Commission, APO 394. One of these copies should be annotated to indicate the crating arrangements.
6. The crates should be addressed similarly. Labels are apt to become detached in transit, and it is preferable that the address should be painted on the crate itself.
7. Your assistance on these points will greatly facilitate the work of Archives in identifying, indexing and arranging the records.

A.J. Gullini
A.J. GULLINI,
Captain, B.E.
Archivist.

HEADQUARTERS
ALLIED COMMISSION
APO 394

4 A

SUBJECT: Archives

12th February, 1945.

TO: Regional Commissioner, Southern Region

With reference to our conversation today, the following are the notes which I promised to let you have concerning the transmittal to Archives of Southern Region records :-

1. No documents should be destroyed by the Region, except surplus stocks of duplicated documents, copies of which exist in the appropriate subject files.
2. Typed lists (top copy and 3 carbons) should be prepared showing all files and papers which are being sent to Archives. The lists should indicate clearly the different provinces, branches, or offices of origin of each batch of files.
3. Files should be securely tied in bundles not more than 12" to 15" high, except that files from different provinces, etc., and files from different file series, should be bundled separately.
4. Each crate should contain a list of contents. It will be probably found convenient to use one of the typed lists for this purpose, the list being cut up at intervals as rendered necessary by the crating arrangements. The contents list for each crate should be placed in a stout envelope and put on top of the files inside the crate. The outside of the envelope should give the addresses of consignor and consignee.
5. The three remaining copies of the list should be sent by mail to Archives Section, Room 14, 1st Floor, HQ. Allied Commission, APO 394. One of these copies should be annotated to indicate the crating arrangements.
6. The crates should be addressed similarly. Labels are apt to become detached in transit, and it is preferable that the address should be painted on the crate itself.
7. Your assistance on these points will greatly facilitate the work of Archives in identifying, indexing and arranging the records.

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

004

HEADQUARTERS
ALLIED COMMISSION
APO 394

3A

8th February, 1945.

SUBJECT: Archives.

TO: Regional Commissioner, Region VI.

With reference to our conversation today, the following are the notes which I promised to let you have regarding the transmittal to Archives of Region VI records :-

1. No documents should be destroyed by the Region, except surplus stocks of duplicated documents, copies of which exist in the appropriate subject files.
2. Typed lists (top copy and 3 carbons) should be prepared showing all files and papers which are being sent to Archives. The lists should indicate clearly the different provinces, branches, or offices of origin of each batch of files.
3. Files should be securely tied in bundles not more than 12" to 15" high, except that files from different provinces, etc., and files from different file series, should be bundled separately.
4. Each crate should contain a list of contents. It will probably be found convenient to use one of the typed lists for this purpose, the list being cut up at intervals as rendered necessary by the crating arrangements. The contents list for each crate should be placed in a stout envelope and put on top of the files inside the crate. The outside of the envelope should give the addresses of consignor and consignee.
5. The three remaining copies of the list should be sent by mail to Archives Section, Room 14, 1st Floor, HQ. Allied Commission, APO 394. One of these copies should be annotated to indicate the crating arrangements.
6. The crates should be addressed similarly. Labels are apt to become detached in transit, and it is preferable that the address should be painted on the crate itself.
7. Your assistance on these points will greatly facilitate the work of Archives in identifying, indexing and arranging the records.

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

Copy given to Brig. Comd. Region VI

10 Feb 45.

003

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

AJC/nd LA

SG 314.8

12 August 1944 12

Subject: Disposal of Office Records
To: Regional Commissioner, Region II

1. This question has been discussed with the Archivist, and it is felt that little purpose would be served by his paying you a visit for a few days only.
2. You yourself would decide, of course, in consultation with your staff officers, which files would be required at the new headquarters.
3. As regards the balance, it would be a difficult matter for anybody seeing the files for the first time to decide on the spot what should be destroyed and what should be retained. In order for a decision of any value to be given, a fairly close scrutiny of the files is necessary, and this might well take several weeks - according to the volume of material involved.
4. I think, therefore, that the best plan would be for you to send everything for which you have no further use to Archives, where it can be examined in conjunction with other records already received from Region II and elsewhere.
5. The most important points are:
 - a. Files from separate divisions, e.g. Legal, Finance, Executive Office, Education, etc., should be separately bundled and clearly marked with office of origin.
 - b. It would be of value if each division sending files could include a list of its files, annotated on the lines of the following hypothetical example:

Education - Region II

<u>File No.</u>	<u>Title</u>	<u>Disposal</u>
101	Defascistisation	New Regional Hq Archives
102	Printing of Text Books	"
103	Census of School Children	"
104	Appointment of Teachers - Policy	New Regional Hq
105	" " " - Bari	Provincial Officer, Bari
106	" " " - Matera	" " Matera
107	Teachers Salaries - Policy	New Regional Hq
108	" " - Individual inquiries	Archives
109	Requisitioning of School Buildings	"

etc. **002**

JOHN J. ALRIGHT
Colonel, Infantry
Establishment Officer

P.T.O.

This matter was discussed in the telephone on several occasions in Nov. Dec 44, with Major General, Asst. Sec. Office, Pa Southern Region.

105

He says he has spoken personally to the Zone Commission at Bari, who has practically nothing which he can release, but will verify this. Major General also said he had at 5 Regt HQ some records from Avellino, Benevento provinces, which he would look at & send to Archives. He would also be would send all information at 5 Regt HQ. Records should be sent to Archives, not destroyed.

affiliates
Cap. 35 Dec 44

[Faint, mostly illegible typed text, likely a memorandum or report, covering the lower half of the page.]

HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 398

S-5042
S-6006
BTC/mar ✓

Adjutant's Section

30 June 44 1 A

AG-313.2

SUBJECT: Disposal of Files

TO : Shipping Subcommittee, Main Hq Allied Control Commission

1. It will be recalled that at the Brindisi Headquarters, files were maintained for the most part in a central system, although some sub-commissions established files of their own.
2. Under the present system, each sub-commission is maintaining its own files.
3. The Brindisi central files are fragmentary in some cases, and for the sake of coordinating records, it is considered that all papers relating to a particular sub-commission's business should be in the hands of that sub-commission.
4. Enclosed are papers taken from the Brindisi files affecting the work of the Shipping Sub-Commission for incorporation in your own files if desired.
5. It is suggested that the papers should be disposed of in one of the following ways:
 - a. Merged into your current files.
 - b. Retained as separate files representing the Brindisi operations. These files may be sent to Archives for preservation if no longer needed in your current set-up.

If duplicate papers already appear on your files, or if the papers are considered to be valueless, they should be endorsed accordingly and sent to the Archives for destruction.

By Order of Captain STONE:

E. J. Chiocca
E. J. CHIOCCA
CWO USA
Adjutant

RECEIVED
11 JUL 1944
HEAD HQ ACC

B - action as in (b) 3/7

| 5 6 2 |