

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

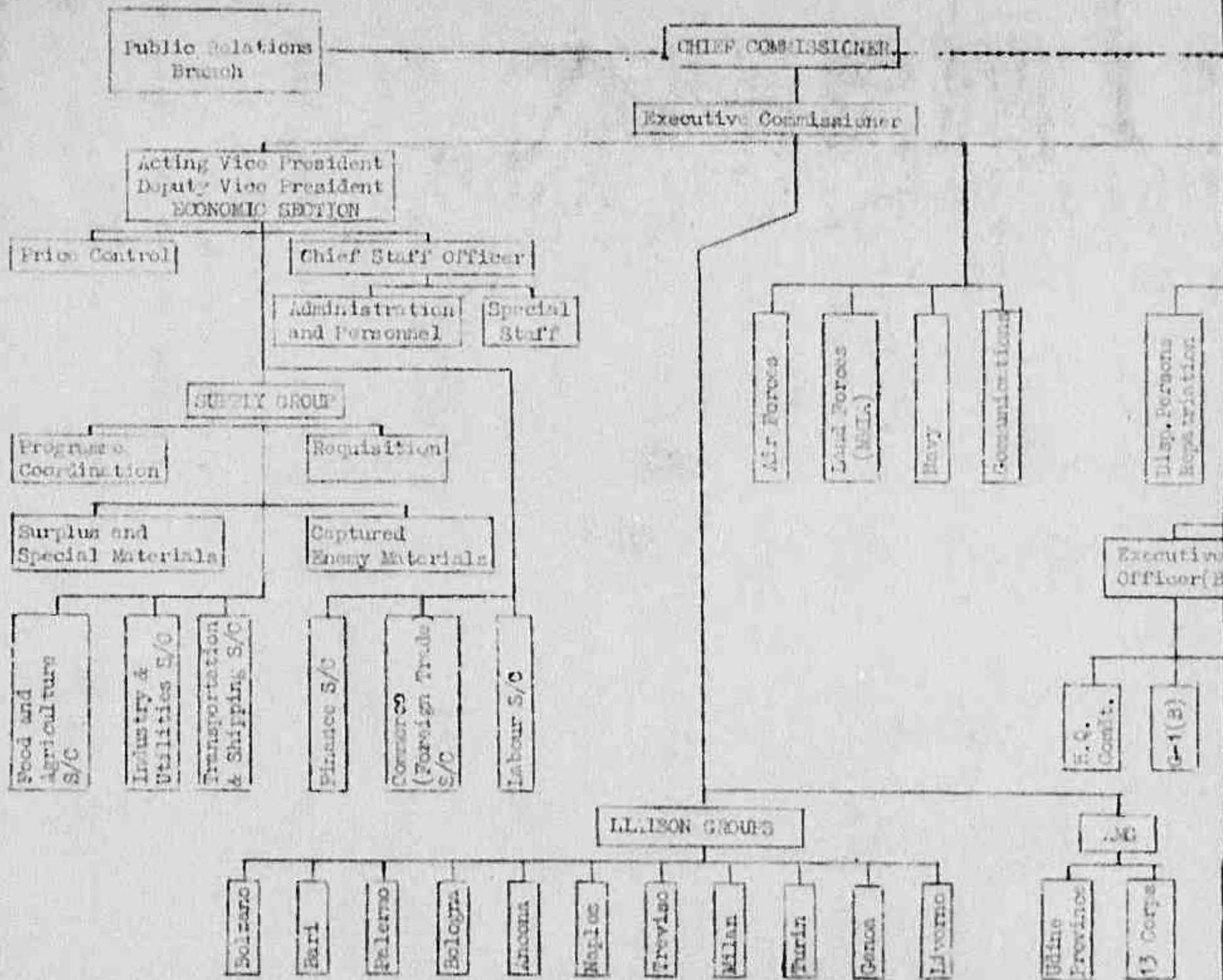
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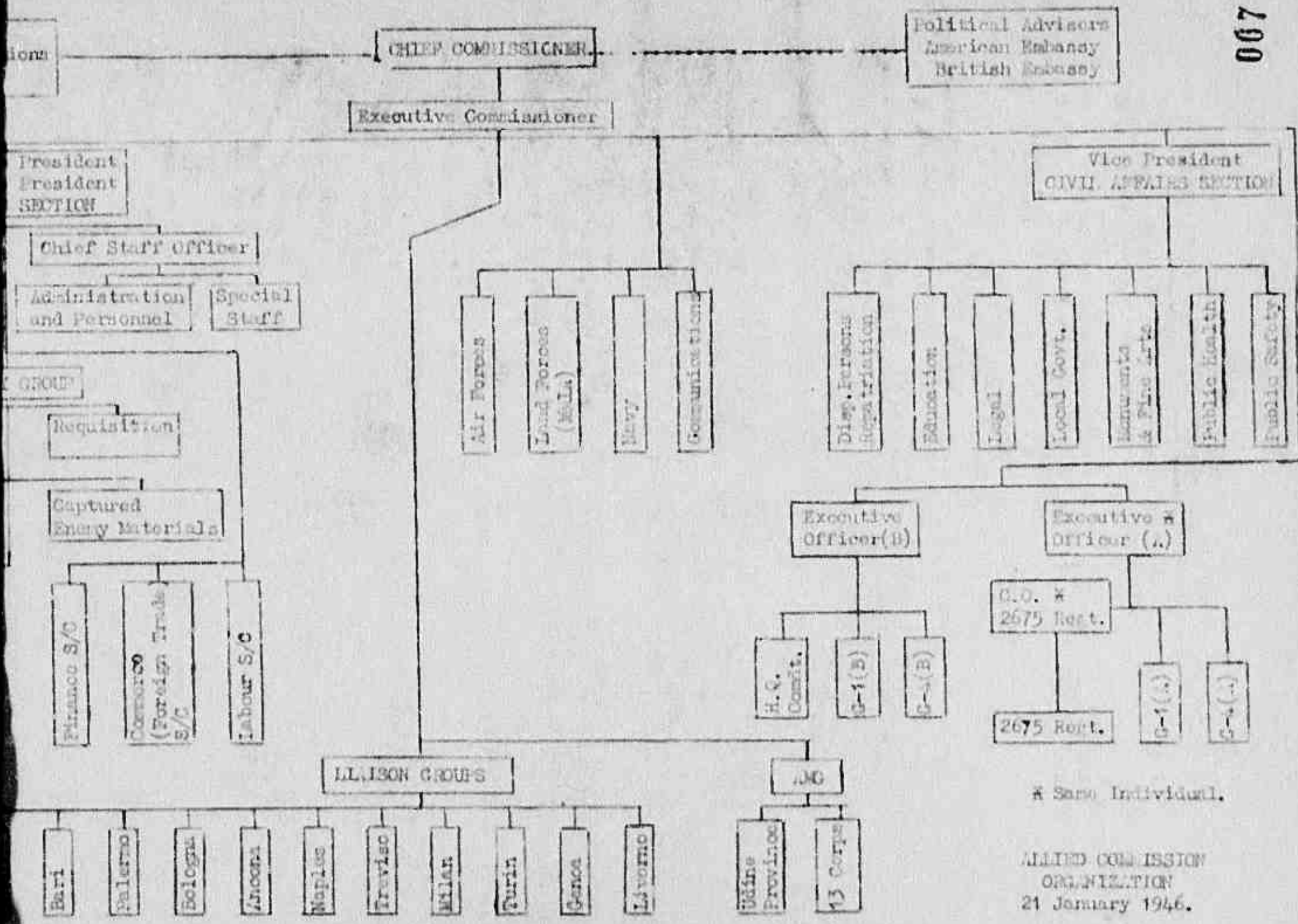
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ARCHIVES PLANNING 1946, AB12,
& ESTABLISHMENT
DEC. 1945

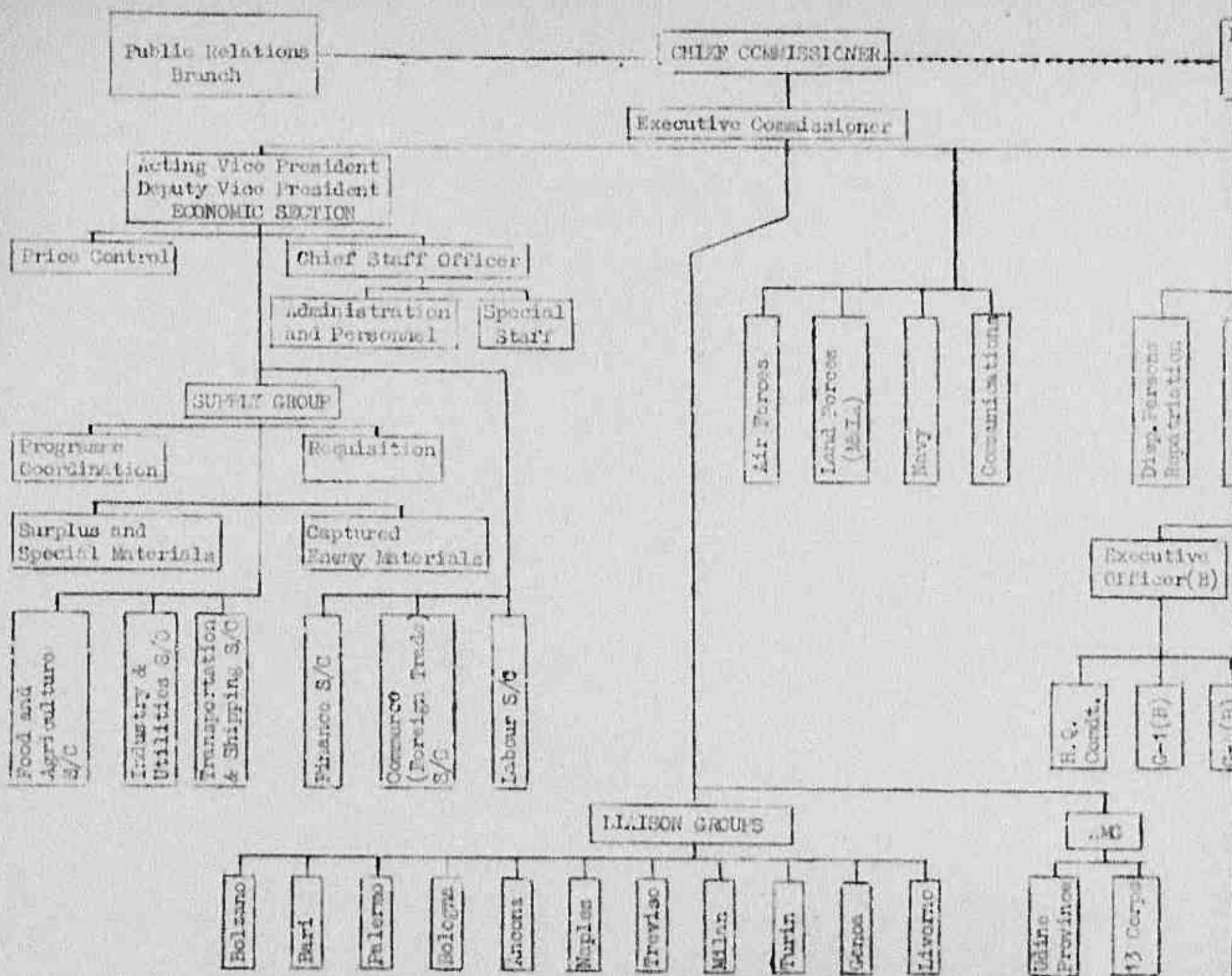


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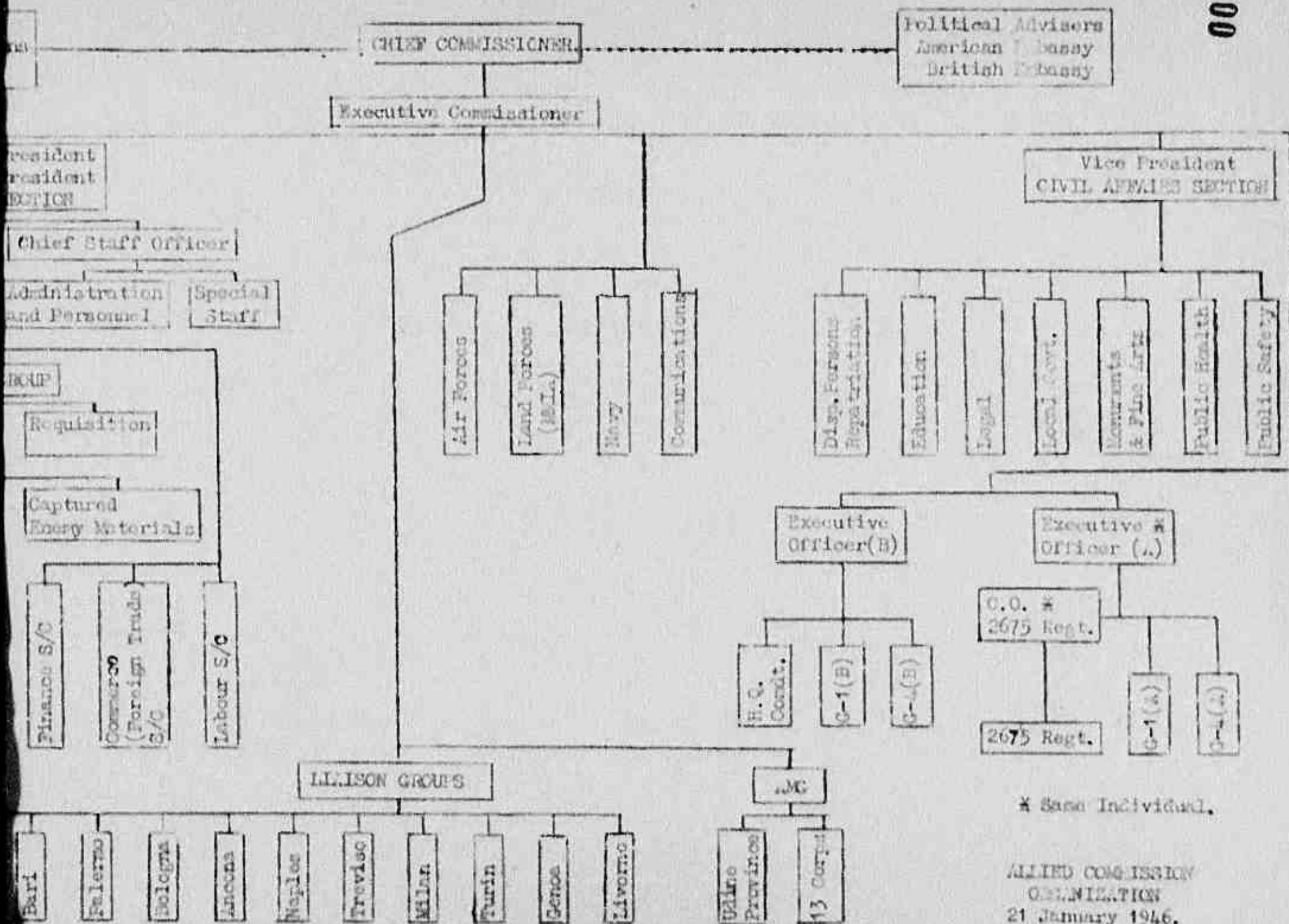


* Same Individual.

ALLIED COMMISSION
ORGANIZATION
21 January 1946.



006



HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

24 December 1945

Ref: 12/AB

SUBJECT : Establishment of Archives Branch.

TO : G-1 British.

1. Reference the a/m subject which was discussed and approved at the Meeting of the Archives Advisory Committee held on Friday 21 December 1945.

2. It is understood by this Branch that military personnel, of sufficient qualifications, are at present not available; this office, therefore, will have to obtain the equivalent personnel from civilian sources, assessed upon a similar basis of "X" files per clerk.

3. It is presumed that various offices of this Headquarters will shortly be in-activated and certain military personnel will be released for re-assignment. It is requested that, of this personnel, those with a sufficient knowledge of the history of the Commission, be earmarked for employment in this Branch.

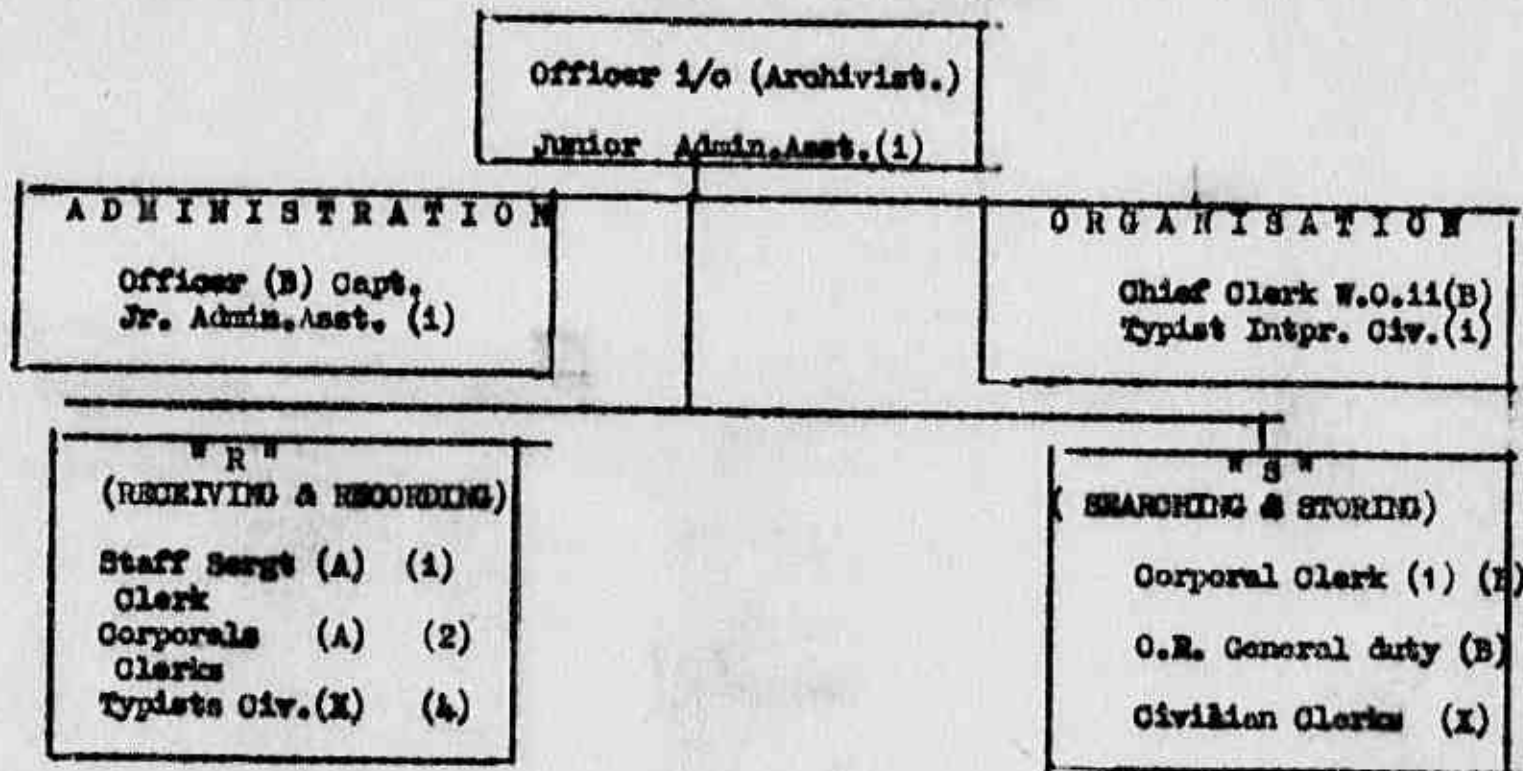
It is also emphasized that the personnel selected must be in a high release group or willing to stay on in Archives, and must also be of a studious and hard working nature, capable of handling any work that may be given them, with a minimum of supervision.

4. A copy of the Archives Administration chart, as approved by the Meeting, is attached. This applied only to number of records at present in Archives, and will increase as the volume of records increases.

N.M. Harrison
N.M. HARRISON
Major G.L.
Archivist.

ESTABLISHMENT
(provisional)

ARCHIVES BRANCH



Establishment is based upon number of Records at present held by Archives
 and is subject to increase as the Branch expands.
 Approved by Archives Committee
 21/12/45

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

785021

HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

24 December 1945

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N.M. HARRINGTON
Major G.I.
Archivist.

ALLIED CORPS ICH

FUTURE PLANNING FOR ARCHIVES BRANCH

STAFF

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

1. Recording
Checking

2. Storing
Searching

1. RECORDING.

- (a) Unpacking by Regions and sorting under various headings.
- (b) Checking against lists and retyping where necessary.
- (c) Stacking in convenient file group for storage under 2.

2. STORING/SEARCHING.

- (a) Storing is the responsibility of the "Searchers". They will be called upon to produce any files received and will, at a later date, keep a complete Cardex of all files handed to them.
- (b) Enquiries for files from any source will be regarded as "searching" and separate staff is necessary for this, so as not to interfere with 1.
- (c) The repair of files is often necessary as they sometimes arrive in a rough state and need re-punching and re-covering.

In a similar manner to that of Army Records, staff should be allotted upon the number of documents in Archives. In HQ 2nd Echelon, 600 documents were allotted to each clerk but since the work included documentation and statistical data, which does not occur in Archives, a fair allotment for each Archive clerk would be 2000 files (not documents).

The number of files at present in Archives amounts roughly to 32000, requiring 16 clerks, were it necessary to implement every operation at once.

Whilst an increase of the present staff of four is imperative, bearing in mind that each clerk will need training as well as a certain amount of personnel selection, it is requested that not more than 4 persons be assigned immediately.

An extra officer will be sufficient for some time, preferably one willing to remain in Archives for the duration, with the rank of Captain with staff pay.

Regarding the employment of clerks, it should be stressed that each one must be keen, intelligent, reliable and painstaking. Local civilians might be usefully employed, providing they are the right type, well screened and tested, but two or more NCO's, willing to continue in a civilian capacity will be of necessity in charge, and these preferably British as filing has been carried out on a British system.

File 12 AB

Discarded at
Comm. B. M. S. 2A

DEC 7 1944

See file 1 AB

2. SECURITY/SEARCHING.

- (b) Checking against lists and retying where necessary.
- (c) Stacking in convenient file group for storage under 2.

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A suggested Establishment (Appendix "A") is attached. The present Staff Sergeant Attorney L.V.J. being permitted the local rank of WO (11) until the Establishment is approved, when Acting Rank should be retrospective as Chief Clerk.

M.M. HARRISON
Major G.S.
Archivist.

Appendix "A"

ARCHIVES BRANCH

Administration

Officer i/c (Archivist)

Chief Clerk (WO 11)

Typists (2)

RECORDERS

Officer (Captain)

Staff Sergeant

Corporals (2)

Typists (4) Civilians

SEARCHERS

Clerk (Corporal)

O R's or

Civilians (4)
not typists.

RESEARCHERS

Clerk (Corporal)

O R's or

Civilians (4)
not typists.

RECORDERS

Officer (Captain)

Staff Sergeant

Corporals (2)

Typists (4) Civilians

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