

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

ACC

10000/103/36

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

10000/103/36

MASTER LISTS, CORRESPONDENCE
NOV., DEC. 1946

SUBJECT: Files - Master List.

C/5/17/Br. D.

TO : Archives Division,
Hq. Allied Commission.

Reference your 15/AB/BD, dated 8 November 1946.

As requested, herewith Master List (in triplicate) of all files which have originated in this office.

All files listed are still held by this office, those ticked in red are ready for collection as stated in remarks column.

*Please send 1 copy of Master List
to S/Cmdr Weston G1-Pu.
She will then deal with these
files.*

Field
7 Dec 46.

Quinn
T.I.M. Scully, Major,
O.C. British Detachment,
Hq. Allied Commission C.M.P.

785021

ALLIED ~~CONTROL~~ COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT: Master List.
Public Relation Branch.
TO :

FILE No. 15/AB.
3 December 1946

Reference our letter 15/AB of 8 Nov.46 attached herewith please find copy of Master List of your files in accordance with para 5 of a/m letter.

for N.M. HARRISON, Major,
Director, Archives Division

E.G. TOOMER, Capt.R.A.,
R and S Sections.

26

ALLIED ~~CONTROL~~ COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT: *Master List.*
TO: *D. P. & R. Div.*

FILE No. *15/AB.*
20 November 194*6*

*Attached herewith please find one copy of Master List
of your files for your guidance.*

for *N.H. HA RISSON, Major,*
Director Archives Div.

[Signature]
S.G. TOWER, Capt. R.A.,
"R" and "S" Sections.

ALLIED ~~CONTROL~~ COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT:

FILE No.

TO : A.F.A.

29 November 1946

Reference our letter 13/AB of 8 Nov. 46 attached
herewith copy of Master List of your files in accordance
with para 5 of a/m letter.

for N.M. HARRISSON, Major,
Director Archives Division.

E.O. Toomer
E.O. TOOMER, Capt. R.A.,
"R" and "S" Sections.

785021

25 NOV 1946

HEADQUARTERS ALLIED COMMISSION
APO 794
Communications Division

LRH/ec

P.11.158.0D

22 November 1946

SUBJECT: Files, Master Lists

TO : Director
Archives Division
ACWQ (Room 10. List Room)

Two copies of the Communications Divisions' Master List of files are forwarded herewith.

All the files scheduled are at present in the custody of this Division, but many can now be transferred to you on arranging a date at your sections' convenience.

C. L. Maddock
Major

L. R. HUMBERT,
for Lt. Col. Sig. O.
Director.

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT: Master List.

H.E. No. 15/AB

TO : Food and Agriculture and
AMG Supply Sub-Division.

22 November 1946

Reference our letter 15/AB of 8 Nov.46 attached
herewith copy of Master Lists of your files in accordance
with para 5 of a/m letter.

for N.M. HARRISON, Major,
Director Archives Div.

E.G. Toomer
E.G. TOOMER, Capt.R.A.,
R and S Sections.

785021

HEADQUARTERS ALLIED COMMISSION

Inter Office Memo

SUBJECT : Master Lists Fuel Department

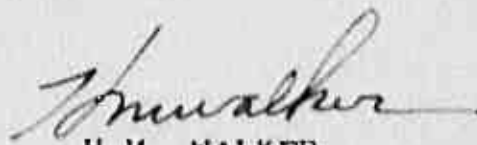
21 November 1946

TO : Archives Division ✓

FROM : Industry & Utilities Sub-Division.

1. With reference to your 15/AB dated 12 November 1946 we inform you that the Fuel Department had two Branches : P.O.L. and Coal Divisions.

2. Therefore all files belonging to the above Department have already been forwarded to your Division.


H.M. WALKER
Colonel, CE



NOV 1946

HEADQUARTERS ALLIED COMMISSION
APO 794
ECONOMIC DIVISION
FOOD, AGRICULTURE AND AMG SUPPLY SUB-DIVISION

Ref. 1.47/0

19 November 1946

SUBJECT: Master Lists

TO : Archives Division
HQ. A.C.

1. Attached herewith are three copies of a list of files held by the Food, Agriculture and AMG Supply Sub-Division of the Economic Division.
2. Files shown in the attached list are those previously held by the Venezia Giulia/Udine Supply Operations Branch of the Economic Section.
3. The remainder files held by this Sub-Division are those of the former Food & Agriculture Branch of the Economic Section. Archives Division is already in possession of list of these files.

Gilbert M. Mellin

GILBERT M. MELLIN
Capt., Inf. (Arm'd)
Asst. Director

Incl: 3 copies of Master List.

Copy for info: Adm. Staff Officer of the Economic Division

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT: Master Lists.

FILE No. 15/AB

TO : Allied Supply Accounting Agency. 21 Nov. 1946

Reference our letter 15/AB of 8 Nov. 46 attached
herewith copy of Master List of your files in accordance
with para 6 of a/m letter.

for N.M. HARRISON, Major,
Director Archives Division.

[Signature]
E.C. TOWNER, Capt. F.A.,
R and S Sections.

019

785021

Tel. 489081
Ext. 296

Leah P. Ross Sub Camp AG
Mil. Mission Italian Army
A.P.O. 3 591
Ref: Camp/0-2

16 Nov 1946

C.O.O. 1
M.M.F.A.

Subject: - Archives - Master List.

Reference your G/99/1 dated 12 November 1946.

Herewith new list of files now in use by this office. List
as forwarded by you is hereby cancelled.

1946
Capt,
Camp Commandant.

wd,msd

Copy to:

Archives - A.G. ✓

CAN. COUNCIL ON THE LEE

Camp/A-1	Attendants - GRs
A-2	Accommodation
A-3	Awards
A-4	Accidents
Camp/C-1	Clothing and Equipment
C-2	Courts Martial
C-3	Courts of Inquiry
C-4	Casualties GRs - AF W3011A
C-5	" " - AF I 3011B
C-6	Civilian Employees
C-7	Courses - Educational
C-8	Casualties GRs - correspondence on
Camp/D-1	Discipline
D-2	Detachments
D-3	Documents GRs
D-4	Duty Lists
Camp/E-1	General correspondence
Camp/L-1	Laundry Service
L-2	Leave - Local
L-3	Leave - PRIVILEGE
L-4	Leave - Compassionate
L-5	Locations
LV	Leave - Movement Orders
Camp/M-1	Marriage GRs
M-2	Movement Orders - Postings etc.
M-3	National
Camp/O-1	Orders Part 1 - 1071A
O-2	Orders Part 11 - GRs GRs
O-3	Orders Part 1 - AF
O-4	Office Procedure
Camp/P-1	Postings GRs
P-2	Promotions GRs
P-3	Pay GRs
P-4	Pay Civilians
P-5	PRIVILEGE - LILIP

A-4	Accidents
Camp/C-1	Clothing and Equipment
C-2	Courts Martial
C-3	Courts of Inquiry
C-4	Casualties ORs - AF #3011A
C-5	" " - AF #3011B
C-6	Civilian Employees
C-7	Crimes - Educational
C-8	Casualties ORs - correspondence on
Camp/D-1	Discipline
D-2	Detachments
D-3	Documents ORs
D-4	Duty Limits
Camp/G-1	General correspondence
Camp/L-1	Laundry Serv ice
L-2	Leave - Local
L-3	Leave - PRIVILEGE
L-4	Leave - Compassionate
L-5	Locations
LV	Leave - Movement Orders
Camp/M-1	Marriage ORs
M-2	Movement Orders - Postings etc.
M-3	Medical
Camp/O-1	Orders Part 1 - 121A
O-2	Orders Part 11 - ORs ORs
O-3	Orders Part 1 - AC
O-4	Office Procedure
Camp/P-1	Postings ORs
P-2	Promotions ORs
P-3	Pay ORs
P-4	Pay Civilians
P-5	PRISON - LILUP
Camp/S-1	Rations, Light and Fuel
S-2	Release
S-3	Raffles - Families Scheme
S-4	Religion
RV	Release Movement Orders
Camp/S-1	Stationery
Camp/T-1	Transport
T-2	Transfers and Masterings
Camp/W-1	Welfare ORs
W-2	War Establishments
Camp/IMP	Interest Account
Camp/MAR	Marriage Allowances - correspondence

ALLIED SUPPLY ACCOUNTING AGENCY

APO 794

CMF. B.W.C./po.

Ref : 15/AB/ASAA

Subject : Master Lists.

Date 15 November 1946

To : L.G. Cunnings, Capt. RASC, Archives,
Division.

1. In compliance with your communication 8 November 1946, same subject as above, here with are Master Lists in triplicate.
2. No files on this List have originated with this Agency, but have been inherited from Finance Sub-Commission.
3. All files on Master List are active and being held by this Agency.
4. We have never been furnished a list by Finance Sub-Commission as to any files already in the hands of Archives.

B.W. Chapman
B.W. CHAPMAN
Capt. ORD.

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM

SUBJECT:

REF No.

TO :

194

Letters sent on 8th Nov. 46 to:

Economic Section
Supply Group
Establishment Section
~~Transport Dispatch Office~~
Chief Commissioner's Office
Executive " "
Adjutant's Department
Fuel Department
Signal Section *no files (all with Commissioner)*
Air Transport Office

Lists sent to Archives
" " " "

No files
Lists sent to Archives
Heating

Lists with Archives

Lists sent to Archives

014

HEADQUARTERS ALLIED COMMISSION
AND 774
ARCHIVES DIVISION

Ref. : 13/ARASAA.

8 November 1946

SUBJECT: Master Lists.

TO : Allied Supply Accounting Agency.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archiver will you please carry out the following procedure at an early date as possible.

2. Prepare lists in triplicate of all files which have been originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick in red ink on one list all files which have been handed to, or are immediately ready for collection by Archiver. Tick in blue files still held in your Department.

4. Send all 3 lists to Archiver Division.

5. Archiver will check the accuracy of the return of files to their custody and notify you as to any discrepancy, retaining one of the completed master lists for your guidance.

6. All copies of master lists will be amended as and when more files are handed to Archiver.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archiver be in possession of all master lists on or before Nov. 15th, 1946.

Recd 16/11/46

[Signature]
L. G. J. J. J. J.
Capt. R. A. C.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible.
2. Prepare lists in triplicate of all files which have been originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red ink on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of master lists will be amended as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

*Received
16/11/46
G*

[Signature]
J. G. LAPPING,
Capt. RMC.
Archives Division.

013

HEADQUARTERS ALLIED COMMISSION
APO 774
ARCHIVES DIVISION

Ref. : 15/AE/

SUBJECT: Master Lists.

TO : Transport Dispatch Officer.

165
9 November 1946

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible:
 - (a) File number
 - (b) Title
 - (c) Number of volumes.
2. Prepare lists in triplicate of all files which have been originated in your office giving
 - (a) File number
 - (b) Title
 - (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of master lists will be secured as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

[Handwritten signature]

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible:
2. Prepare lists in triplicate of all files which have been originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of master lists will be amended as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

[Signature]

L.C. CANNING,
Capt. MACC.
Archives Division.

To Archives Division.

Ref Above

NIL

013

[Signature]
M.T.O. British Motor Pool.
HQ, AC

16 Nov 46

HEADQUARTERS ALLIED COMMISSION
AFPO 794
ARCHIVES DIVISION

Ref. : 15/AR/ AFA.

8 November 1946

SUBJECT: Master Lists.

TO : Allied Financial Agency.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible.

2. Prepare lists in triplicate of all files which have been originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick in red ink on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of master lists will be amended as and when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

Done master lists 15/11/46
Archives

L.S. CASHING

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at as early a date as possible.

2. Prepare lists in triplicate of all files which have been originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick in red ink on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of master lists will be amended as and when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

*Some master lists
received in Archives on 15/11/46*

*L.O. CASHING,
Capt. MACO.
Archives Division.*

Ref: 15/AD/Navy.

Subject: Master Lists.

TO : Navy3/C.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archivists will you please carry out the following procedure at an early date or possible.
 - (a) File number
 - (b) Title
 - (c) Number of volumes.
2. Prepare lists in triplicate of all files which have originated in your office giving
3. Tick is red on one list all files which have been handed to or are immediately ready for collection by Archivists. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archivists will check the accuracy of the return of files to their custody and notify you on to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be accepted on and when more files are handed to archivists.
7. Your early attention to this matter would be greatly appreciated as it is desired that turnover be in possession of all master lists on or before Sep. 15th, 1946.

[Signature]
L. J. ...
Off. ...

1. In connection with the ultimate disposal of files maintained in your department and to more easily effect their turnover to Archiver will you please carry out the following procedure at an early date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to or are immediately ready for collection by Archiver. Tick in blue files still held in your department.
4. Send all 3 lists to Archiver Division.
5. Archiver will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of master lists will be retained as and when more files are handed to Archiver.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archiver be in possession of all master lists on or before Nov. 15th, 1946.

AC
L. J. GARDNER,
Capt. Maj.
Archiver Division.

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref: 15/ABP-1

8 November 1946

SUBJECT: Master Lists.

TO : G-1 (E).

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number
(b) Title
(c) Number of volumes.

3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of Master Lists will be amended as and when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

W.C.
W.C. CANNING

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at as early a date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be amended as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

MLC
L.S. CANNINGS,
Capt. RASC,
Archives Division.

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref: 15/AB/3-4

8 November 1946

SUBJECT: Master Lists.

TO : G-4 (A).

1. In connection with the ultimate dispersal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure as early as date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number
(b) Title
(c) Number of volumes.

3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of Master Lists will be amended as and when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

E.O. CANNING

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be scanned as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

WLC
L.O. CANNING,
Capt. RASC.
Archives Division.

HEADQUARTERS ALLIED COMMISSION

APC 794

ARCHIVES DIVISION

Ref: 15/AB/

8 November 1945

SUBJECT: Master Lists.

TO: Office Space Section.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archiver will you please carry out the following procedure at an early date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archiver. Tick in blue files still held in your Department.
4. Send all 3 lists to Archiver Division.
5. Archiver will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be handed on and when more files are handed to Archiver.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archiver be in possession of all master lists on or before Nov. 15th, 1946.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at as early a date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be amended as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

[Signature]
L. J. CANNON,
Capt. USAF.
Archives Division.

HEADQUARTERS ALLIED COMMAND

AFG 774

ARCHIVES DIVISION

Ref: 15/AB/10.

8 November 1946

SUBJECT: Master Lists.

TO : Liaison Division.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number

(b) Title

(c) Number of volumes.

3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of Master Lists will be handled as and when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all Master Lists on or before Nov. 15th, 1946.

L.O. CAMPBELL

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archivists will you please carry out the following procedure at as early a date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archivists. Tick in blue files still held in your Department.
4. Send all 3 lists to Archivist Division.
5. Archivists will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be amended as and when more files are handed to Archivists.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archivists be in possession of all master lists on or before Nov. 15th, 1946.

WLC
L.O. CANNINGS,
Capt. RASD.
Archivist Division.

300
101

HEADQUARTERS ALLIED CO. LIAISON

450 734

ARCHIVES DIVISION

8 November 1946

Ref: 13/AB/

SUBJECT: Master Lists.

TO : Italian Prisoners of War.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archiver will you please carry out the following procedure at as early a date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archiver. Tick in blue files still held in your Department.

4. Send all 3 lists to Archiver Division.

5. Archiver will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of Master lists will be amended as and when more files are handed to Archiver.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archiver be in possession of all master lists on or before Nov. 15th, 1946.

[Signature]
L. G. C. LIAISON,
ARCHIVES DIVISION.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure as early as date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the corrected master lists for your guidance.
6. All copies of Master Lists will be amended as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.


L.H. CANNON,
Capt. MACO.
Archives Division.

005
005

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref: 15/AB/

5 November 1946

SUBJECT: Master Lists.

TO : Land Forces S/C.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick in red on one list all files which have been handed to or are immediately ready for collection by Archives. Tick in blue files still held in your Department.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of Master Lists will be amended as and when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

11/1

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at as early a date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be amended as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

[Signature]
L. G. CARVING,
Capt. SAC.
ARCHIVES DIVISION.

Ref: 15/AB/BD.

Subject: Letter 11/10/46.

TO : C.C. British Detachment

1. In connection with the recent transfer of files maintained in your detachment and to make ready effect their turnover to Archives will you please carry out the following procedure at an early date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick in red on one list all files which have been handed to or are immediately ready for collection by Archives. Tick in blue files still held in your detachment.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of master lists will be retained on and when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists as at before Nov. 1946.

[Handwritten signature]
11/10/46

1. In connection with the ultimate disposal of files maintained in your department and to some extent effort their turnover to archivists will you please carry out the following procedure at an early date as possible.
2. Present lists in triplicate of all files which have originated in your office giving:
(a) File number
(b) Title
(c) Number of volumes.
3. Tick in red on one list all files which have been handed to or are immediately ready for collection by Archivists. Tick in blue files still held in your department.
4. Send all 3 lists to Archives Division.
5. Archivists will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the corrected master lists for your guidance.
6. All copies of master lists will be secured as and when more files are handed to archivists.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archivists be in possession of all master lists on or before Nov. 15th, 1946.

[Signature]
L. L. BARNETT,
Chief,
Archives Division.

HEADQUARTERS ALLIED COMMISSION
AFC 794
ARCHIVES DIVISION

Ref: 15/AM/

6 November 1946

SUBJECT: Master Lists.

TO : Air Forces C/O.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at as early a date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick insured on one list all files which have been handed to or are immediately ready for collection by Archives. Tick in blue files still held in your Department.

4. Send all 3 lists to Archives Division.

5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All series of master lists will be amended or end when more files are handed to Archives.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

ML

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archiver all you please carry out the following procedure at an early date as possible.

2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.

3. Tick in red on one list all files which have been handed to or are immediately ready for collection by Archiver. Tick in blue files still held in your Department.

4. Send all 3 lists to Archiver Division.

5. Archiver will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.

6. All copies of Master lists will be amended as and when more files are handed to Archiver.

7. Your early attention to this matter would be greatly appreciated as it is desired that Archiver be in possession of all master lists on or before Nov. 15th, 1946.

[Signature]
L. A. CANTLING,
Capt. S. A. C.
ARCHIVER DIVISION.

Ref: 15/AR/PRO.

5 November 1946

SUBJECT: Master Lists.

TO : Public Relations Officer.

1. In connection with the ultimate disposal of files maintained in your Department and to make easily effect their turnover to Archives will you please carry out the following procedure at an early date as possible.
 - (a) File number
 - (b) Title
 - (c) Number of volumes.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of master lists will be needed as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

L. J. [Signature]
[Signature]
[Signature]

1. In connection with the ultimate disposal of files maintained in your department and to more easily effect their turnover to Archiver will you please carry out the following procedure as an early as possible.
 - (a) File number
 - (b) Title
 - (c) Number of volumes.
2. Prepare lists in triplicate of all files which have originated in your office giving:
 - (a) File number
 - (b) Title
 - (c) Number of volumes.
3. Tick in red on one list all files which have been passed to or are immediately ready for collection by Archiver. Tick in blue files still held in your department.
4. Send all 3 lists to Archiver Division.
5. Archiver will check the accuracy of the return of files to their custody and notify you as to any discrepancy, retaining one of the completed master lists for your guidance.
6. All copies of master lists will be needed as and when more files are passed to Archiver.
7. Your early attention to this matter would be greatly appreciated as it is desired that turnover be in possession of all master lists on or before Nov. 15th, 1945.

ML
L. J. BOWLING,
Capt. MAJ.
Archiver Division.

*Received
2/11/46*

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