

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

ACC

10000/103/106

115

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

10000/10.3/106

MICROFILMING
JAN. - OCT. 1945;
JAN. - NOV. 1946

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

19/AB.



ON HIS MAJESTY'S SERVICE

OPEN by cutting Label instead of tearing Envelope.
FASTEN Envelope by gumming this Label across Flap.



MICRO - FILMING

(LADLARGE) WL 356 104. UK A 8.18

2 May 1946

In order that the policy upon Microfilm shall not be filed in 2 places, it has been decided from now to transfer all letters on this matter to Microfilm (19/AB) file.

The following letters have therefore been transferred to 19/AB from 1/AB :-

2 A = 4 A } 19/AN (Microfilm)
6 A = 19 A }

24 A) 24/AB (Office Instructions)

26 A - 32 A } 19/AB (signed copy)
33 A - 34 A }

~~mmHarsusue~~
map

17 MAG 1946

SECRET

FX 43293

of 20/10/46

and

SECRET
041105Z

of 4/1/47

00124

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

AFMO
~~Approval~~ *except*
2 A(2)
NAF 1183

SECRET

1 COPY

ALLIED FORCE HEADQUARTERS

AG 313.3 AFRA-O

21 September 1946

SUBJECT : Screening of Records of Allied Commission.

TO : Chief Commissioner, Allied Commission,
A.P.O. 794.

1. In compliance with AGWAR message W-96237, 1 August 1946 (see inclosure No.1), this Headquarters submitted for the approval of the Combined Chiefs of Staff microfilm examples of the classes of materials proposed for elimination from Allied Commission Archives, as defined in NAF 1183 (see inclosure No.2). A review of screening practices now in effect in the Archives Branch of Allied Commission was submitted for Combined Chiefs of Staff consideration at the same time (see Inclosure No.3).

2. The following reply, dated 17 September 1946, has been received from the Combined Chiefs of Staff :

"This is FAN 693.

Proposals in NAF 1183 for screening of documents are approved with the exception of paragraph 2 (A) (2). *What is the*

As a general principle material falling within that category will be returned and microfilmed with all of commission files unless such material originated in an Overseas Headquarters which is presently engaged in a microfilm project under directives of the Combined Chiefs of Staff."

00123

3. A short interpretation of the exception stated in FAN 693 is as follows :

(a) Reproduced documents originating in Allied Force Headquarters may be destroyed whenever found in ALCOM files, unless the preservation of particular reproduced documents is essential to the integrity of particular files.

(b) All other reproduced documents that originated in a higher Headquarters must be microfilmed, except that copies in excess of one (1) found in the same folder may be removed and destroyed.

(c) Reproduced documents originating in a headquarters subordinate to the headquarters whose records are being screened must be microfilmed, except that copies in excess of one (1) found in the same folder may be removed and destroyed.

4. Your attention is especially directed to the following points :

(a) The necessity of rigid adherence to screening measures proposed by NAF 1183 and now approved, with exception as stated. The "Review of Allied Commission Screening Practices" transmitted to Combined Chiefs of Staff by this Headquarters (see Inclosure No.3) constitutes the definitive screening instructions to be observed by you. There must be no deviation from these instructions, except where they apply to para 2 (A) (2) of NAF 1183, which is now amended in accordance with NAF 693.

(b) The necessity of ensuring that all material earmarked for discard is destroyed as soon as possible.

(c) With a view toward maintaining the recognised standards of archival practices, it is suggested you consider the desirability of merging "M" and "F" Sections, Archives Branch, into one co-ordinated unit. This will necessitate certain physical and personnel changes, but would have the advantage of infusing more American and British direction into the activities of Italian readers presently employed in "F" Section.

(d) The fullest possible use should be made of the AFRA Representative to AICOM. It is hoped that you will extend him an invitation to attend conferences, etc., that you may convene to discuss the implications of PAN 693. In this connection your attention is directed especially to para 3 of AFRA/I/109 dated 18 July 1946 (see Inclosure No.4).

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

00123

RALPH C. TILLEY,
Colonel, AGD,
Adjutant General.

ALLIED FORCE HEADQUARTERS
APO 512

PROPOSALS FOR ARCHIVES SCREENING SECTION

1. Move "M" Section into the same room with "F" Section.
 2. Formation of Screening Section:
 - (a) Chief of Section - Major Chapman;
 - (b) Director of Operations in first step of screening, (old "M" Section) - Capt. Cannings or Weden;
 - (c) Director of Operations in second step of screening (old "F" Section) - Capt. Weden or Cannings;
 - (d) Other personnel - Chief Clerk; Production clerks, etc. - to be assigned by above;
 - (e) Readers - British and American NCO's now in "M" Section will replace Italian readers in present "F" Section. The displaced Italian readers will remove duplicates in first stage of screening.
- Italian readers of high calibre will be retained in present positions.
3. Adopt a system of registering files that can be used throughout - from the first steps through microfilm - and that can be used for locating files at any phase of the processing.

00121

1. Executive Commissioner.

1. As suggested at your visit to Microfilm Unit on Tuesday, I telephoned AFRA for their views upon filming Region I. (which has only the duplicates abstracted,) in order to give the Microfilm Unit something to do.

2. Their reply includes conditions which we cannot guarantee, in that there is no Region which can be assured as having insufficient material to justify elimination.

3. Since the signal C 59838 seemed distorted, I telephoned Major Russell, DAFRA this morning and explained both the impossibility to comply with 2 of their message and that the only reason for our suggestion was to help Microfilm Unit to commence work. He promised a further reply to this later.

4. At 14-30 hrs he telephoned again to say that under the circumstances since we could NOT promise or guarantee the conditions in para. 2, they would have to wait the reply from CCoS and not commence microfilming. He thanked us for the suggestion.

23/8/46

M. M. Harrison
M. M. Harrison

A pity we ever referred to AFRA. I should
in any case have been prepared to certify for

Region I.

MS/24/111

00120

Note

The matter was not pursued further as Chief

Archives Officer I was not in a position to certify

Region I free from material as stated in para 2.

M. M. Harrison
M. M. Harrison

1.9.46

19/43

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23/8/46

W.M. Harrison
W.M. Harrison

A pity we ever referred to AFHQ. I should
in any case have been prepared to certify for

Region I.

W.S. 24/10/46

00120

Note

The matter was not pursued further as Chief

Archives officer I was not in a position to certify

Region I free from material as stated in para 2.

W.M. Harrison
W.M. Harrison

1-9-46

P.3.B

Microfilming of Region 6 commenced in accordance

with AFRA instructions in their 303.3 of 21 Sept 1946

or complying with the Conditions approved in NAF.

INCOMING MESSAGE
HEADQUARTERS ALLIED COMMISSION

24 AUG 1945

Originator's Reference: 060071

Date/Time of Origin: 231350B AUG

Message Centre No: 4/5963

Date Time Rec'd: AUG 231805B

Precedence: IMMEDIATE

FROM: AFHQ

TO :

ALCOM HOME INFO AFRA REF TO ALCOM HOME AF MICROFILMING AND

RECORDS DEPOT RE

UNCLASSIFIED

Subject microfilming Alcom records region 1. Understand you are unable to give full certificate as required in our number C 5988 of 22 Aug. Regret before peissen to microfilm region 1 documents can not be favourably considered.

AC DIST

ACTION: ARCHIVES

INFO: CHIEF COMMISSIONER

EX COMMISSIONER

AFRA

MICROFILM UNIT

ACTION

00119

HEADQUARTERS
AUG 1945

Subject of Message C 59838 should read substantially as :-

" UNCLASSIFIED.

Subject microfilming Alcom Records Region One.

Provided certificate can be given by Alcom stating that:-

(1) all duplicates have been removed,

(11) ~~that~~, should CCS give due approval to screening methods detailed in NAF 1183, that insufficient material of (the) types detailed in NAF 1183 remains in the files to justify the cost of elimination,

microfilming can then commence immediately. "

00118

INCOMING MESSAGE

HEADQUARTERS ALLIED COMMISSION

Originator's Reference: C 59838
Date/Time of Origin: AUG. 22 1023B

Message Centre No: H/5911
Date Time Recd: AUG. 22 10900
Precedence: ROUTINE

FROM: AFHQ
TO: ALCON ROME INFO: TO AFRA REP TO ALCON HOME AF MICROFILMING AND
RECORDS DEPOT ROME

UNCLASSIFIED#

Subject microfilming Alcom records region 1. Provided certificate can be given by Alcom stating that 1 all duplicated shade been removed and 2 that should CCS give due approval to screening methods detailed in Waf 1183 insufficient material of types detailed in Waf 1183 remain in files to justify cost of elimina- tion can then microfilming can commence immediately.

ACTION INFO
AC DIST
ARCHIVES ER
CHIEF COMMISSIONER
AFRA
EX COMM
MICROFILMING
FLOAT 2
FILE

Originator's Reference: C 59838
Date/Time of Origin: AUG. 22 1023B

Message Centre No: H/5911
Date Time Recd: AUG. 23 0900
Precedence: ROUTINE

FROM: AFHQ
TO: ALCOM ROME INFO: TO AFRA REP TO ALCOM ROME AF MICROFILMING AND
RECORDS DEPOT ROME

UNCLASSIFIED#

Subject microfilming Alcom records region 1. Provided certificate can be given by Alcom stating that 1 all duplicated shade been removed and 2 that should CCS give due approval to screening methods detailed in Naf 1183 insufficient material of types detailed in Naf 1183 remain in files to justify cost of eliminating cam then microfilming can commence immediately.

ACTION
INFO
AC DIST
ARCHIVES BR
CHIEF COMMISSIONER
AFRA
EX COMM
MICROFILMING
FLOAT 2
FILE
00117

ACTION



785021

7 August 1946

To : AG Section, AFHQ - AFRA Attn. Lt. Munden

19
AB

Dr. Wilson, Capt. Buck & I had a conference with Major Harrison this afternoon. He maintains that the material eliminated is of no practical historical value. The 20 examples of each category are a fair representation of the eliminated material. These examples show that, in my opinion, the present system of screening is justified. It has been agreed that pending a further decision on screening from AFRA, no further screening will be carried out. I have estimated that we will be able to give this decision in about one week. Major Harrison is quite prepared to reconstitute his files and it was generally agreed that this was the easiest way out but it was felt that the eliminated material is absolutely worthless. I am proceeding with the filming of these 20 examples and hope to bring back the processed film. If a courier to U6 is required it has been suggested that the right man for the job is Major Chapman who could thus justify his own job. I have explained the proposed action re Col. White and things are now at a stand until a decision is reached as to whether we stick by exact duplicates or forward examples to Washington for approval.

Capt. A.T.E. Duncanson

00116

00116

Notes of Conference held at 15th hrs 6 August 1946

Present : - Major N.H. HARRISSON Chief Archivist Officer (3)
 Major D. CHAPMAN Archivist (A) (F Section)
 Capt. L.G. CANNINGS Archivist (M Section)
 CAPT BUCK Microfilm Dept
 CAPT DUNCAN AFHQ
 DOCT. WILSON (Archivist USA)

CAPT. DUNCAN - Read a resume of signals relating to screening prior to Microfilming, and the question of screening was put up for discussion *in view of*

MAJ in his opinion

MAJ/HARRISSON. Said that without screening, at least 30% unnecessary material would be filmed.

CAPT. DUNCAN

Said from past experience he anticipated it would take three months before the question of screening was definitely settled. It was considered that CCs would not approve of elimination of the scale proposed. *under the signal 472*

finally

MAJ. CHAPMAN

Produced example of each type of material which it was proposed to eliminate, he suggested that if possible a personal visit by a representative to the United States War Department would enable a fuller explanation to be made.

00115

After general discussion Major HARRISSON summarised as follows :-

That Capt. DUNCAN should suggest to AFHQ that a representative (Major Chapman) be permitted to visit the War Department with a view to explaining fully the advantages of the screening process at present under review.

Capt. Duncan said he was sent a signal to type at once to AFHQ, explaining these points as suggested that if a courier was being sent to Washington

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Capt. Duncan said he was sending a signal teletype at once to AFHQ, explaining these points & suggesting

that if a courier was being sent to Washington

to . . . Alcorn's should be a good idea to Major Chapman as Archer's representative should also go -

at the close of the meeting Major Harrison explained to Capt. Duncan that the suggestion of approval by for Major Chapman must also be approved by AFHQ would require the approval of Chief Commissioner or his delegate. Capt. Duncan concurred -

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Major D.CHAPMAN
Capt. L.G. CANNINGS
CAPT BUCK
CAPT DUNCAN
DOCT. WILSON

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H E A D Q U A R T E R S
ALLIED COMMISSION
ARCHIVES BRANCH
APO 794
~~US ARMY~~

7 August 1946

MEMORANDUM TO : Major Harrison, Archives Branch

This is written as a resume' in draft form so that you may edit, change, alter it as you see fit. My section, the Final for filming section, was organized June 10th last for the purpose of further screening of documents in the preparation formicrofilming. This process was to go beyond that of "M" section (Captain CANNINGS) which eliminates only duplicates and extraneous matter. Certain basic ideas were self-evident and appeared requisite at the moment of inception of this section. Among these were

a. The preservation, at all costs, of the original continuity of the files.

'00113

b. That to intelligently screen them we must study the folder, contents, and the relation to other files. ~~AND FILE SERIES~~ That we must carefully read each paper.

c. That we must number each ~~XXXXXXXXXXXXXXXXXXXX~~ paper in each folder (from the bottom up) to preserve the original continuity for eventual use in re-integrating the folder. (This system we have since abandoned) (We still number each and every document but we do not anticipate re-integrating).

d. That the documents from the Southern Regions were certainly worse than those of the Northern Regions ~~due~~ due to inexperience, bad personnel, lack of precedent~~s~~, etc. in the early days of our occupation of this country. That these records of the Southern regions would require much more work than those further North.

e. That approximately thirty percent of the documents of the Southern regions could and should be eliminated prior to microfilming.

f. That the records of AMG and A C were much

00112

different than those of a strictly military organization and that they required a special treatment for that reason.

g. That we had a big job ahead of us, few qualified people to do it with (Comm. & Enl/OR) and little or no definite instructions from "topside". That our policy must come from exercising "common sense" and those regulations in existence, plus the lessons we learned each day in experience. That we have solved most of the major problems, and now have a system of productive work scheduled over as short ~~XXXXXXXXXX~~ a time as reasonably can be expected. - 2 years.

00111

h. That we have succeeded in acquiring a fine group of commissioned, enlisted, and civilian technical employees, from which we produce results better than 85 percent efficient.

PRODUCTION METHODS.

Final for filming section. Daily quotas; per team of four people - 7500 documents of which we attempt to mark for filming about 30 %. Total for the section: 30,000 per day (to film 20,000) We have a back-log now of 30 days READY TO FILM.

The key man on each team is the reader. He works on an elimination basis rather than choosing what to film, for example: We have given him a list of certain types of documents that we must always eliminate for discard. He exerts his initiative NO MORE than that. This results in OVER SELECTION for filming rather ^{Than} UNDER SELECTION. AND WE ~~STILL~~ DISCARD ABOUT 30%!!! What he chooses for discard is outlined precisely in Lt Munden's letter to Major Reynolds and is also contained in cable to CCoF3. Lt Munden and myself checked this system before drafting his letter to Major Reynolds.

00110

We have anticipated a challenge to our system in that it is difficult for an outsider to credit our civilian employees with sufficient experience and intelligence to make a wise selection for microfilming. I believe we have ^{met} ~~met~~ this challenge with our system. I believe that considering our personnel, equipment, instructions, and all we have maintained at least a 85% degree of efficiency and I doubt that any other group ~~could~~ could do better unless they were all experts (and highly paid). Our work carried out to a conclusion will result in a saving of 2,500,000 documents out of a potential 8,000,000, a ^{...} ~~...~~ saving of about 30% of the total cost of microfilming. My unit is twenty people and the microfilm unit is 100 people.

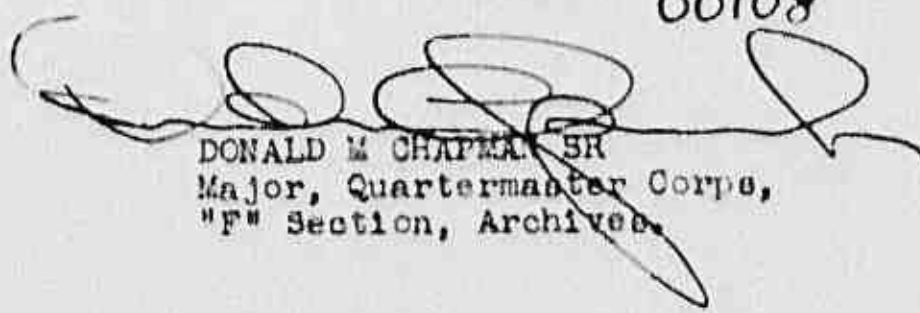
• • •

We can trim our sails a little, if necessary, to conform more closely with FAN 672, but I don't think it wise, ~~or necessary~~.

~~0010~~ 00109

I might suggest that ^{we} attempt to carry on for now as we are, but plan to reduce our ~~XXXXXXXXXXXX~~ percentage of ~~XXXXXX~~ discard if and when the conditions of the records warrant it (probably about Region VII or ~~VII~~).

If I havent qualified myself or my section by this time I believe it is necessary for someone to go to Washn DC on our behalf and talk to the WD officials there. I have faith in our program. I'd like to see it carried on through. I think also of the taxpayers money that is being spent on this project, and the livelihood of our employees who have grown steadily ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ more competent, loyal, and experienced in this work.


DONALD M. CHAPMAN SR
Major, Quartermaster Corps,
"F" Section, Archives.

00108

00108

~~SECRET~~ SECRET

ALLIED FORCE HEADQUARTERS
APO 512

Allied Force Records Administration,
AG Section,
Allied Force Headquarters.

Ref : AFRA/I/109

15 August 1946.

Subject : Screening of Allied Commission Records.

To : Executive Commissioner,
Headquarters Allied Commission,
APO 794.

1. The twenty examples of each class of eliminated material, as detailed in paragraph 2 of NAF 1183, are returned herewith.

2. In accordance with War Department cable W 96237, copy attached, a microcopy of these examples has been despatched to the Adjutant General's Office, United States Army.



A. T. E. DUNCAN, Capt. R.A.C.,
GSO III (Records).

1 Encl. : Copy WD Cable W 96237

~~SECRET~~ 00107

*Copies handed to
M Section for
distribution to
4 Readers*

AFHQ MESSAGE CENTER
INCOMING MESSAGE

SECRET

FILED : 012142Z

PARAPHRASE UNNECESSARY
SECRET

AFSC N 104/2

FROM : AGHAN

TO : AFHQ

REF NO THIS MESSAGE : W 96237

1 August 1946

FOR SACRED

Reference your radio NAF 1183.

Subject screening of records of Allied Commission, re FAN 672 which outlined policy with ref to screening.

Your NAF 1183 appears at variance with that policy especially para 2 (A) (4) and (5) and 2 (B) (2) and (3).

Request you ship by fastest means to US WD attn Historical Rec Sect, AGC, at least 20 microfilm examples of each of the classes of materials which you propose to eliminate as defined in para 2 NAF 1183.

Screening instructions mentioned in para 3 should accompany any shipment for study. NO segregated material will be destroyed pending final decision.

NOTE : NAF1183 IS EX-69339 MC OUT 543 18/7/46 AG
FAN 672 IS W-91301 MC IN 1459 15/6/46 G-5

ACTION : AG

INFORMATION : SACS C/S MTO G-5 US POLAD BRIT POLAD

PARAPHRASE UNNECESSARY

MC DI 107 2 August 46 SECRET 0555B Ref No W 96237 W/D

00106

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

REFERENCE AFHQ CABLE NAF 1183
HERE FOLLOW EXAMPLES OF EACH
CLASS OF ELIMINATED MATERIAL
AS DETAILED IN PARAGRAPH TWO
OF THE ABOVE MENTIONED CABLE

00105

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS
APO 512

GENERAL ORDERS)

NUMBER 24)

13 August 1946

Announcement of Acting Deputy Allied Force Records Administrator.... I
Announcement of Deputy Allied Force Records Administrator II

I -- ANNOUNCEMENT OF ACTING DEPUTY ALLIED FORCE RECORDS ADMINISTRATOR

Verbal orders of the Supreme Allied Commander announcing the appointment of Captain A. T. E. DUNCAN, 232366, R.A.C., as Acting Deputy Allied Force Records Administrator, effective 17 July 1946, vice Major P. A. REYNOLDS, 207907, Hamps, Deputy Allied Force Records Administrator, are confirmed and made a matter of record.

II-- ANNOUNCEMENT OF DEPUTY ALLIED FORCE RECORDS ADMINISTRATOR

Verbal orders of the Supreme Allied Commander announcing the appointment of Major R.V. RUSSELL, 53730, M.B.E., E.Lan R., as Deputy Allied Force Records Administrator, effective 7 August 1946, vice Captain A.T.E. DUNCAN, 232366, R.A.C., Acting Deputy Allied Force Records Administrator, are confirmed and made a matter of record.

BY COMMAND OF LIEUTENANT GENERAL LEE:

T. S. AIRY
Major General
Chief of Staff

OFFICIAL:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"C"
1 - each 201 file

R E S T R I C T E D

00104

ALLIED FORCE HEADQUARTERS
APO 512

Allied Force Records Administration,
AG Section,
Allied Force Headquarters.

Ref : AFRA/I/115

14 August 46

Subject : AFRA Representative with Headquarters Allied Commission.

To : Executive Commissioner,
Headquarters Allied Commission,
APO 704

1. Reference telephone conversation Major Harrison - Capt Duncan,
of 10 August 46.

2. It is confirmed that the request made by Dr. Wilson for twenty
examples of each class of eliminated material, as detailed in para 2 of
NAF 1183, to be withdrawn from the discard files for microfilming was made
on the instruction of this Administration.

3. Future requests of a similar nature will be made by Dr. Wilson
in writing, and such requests should please be regarded as having the backing
of this Administration.



PAUL M. MERRILL
Lt Col. Inf.

Allied Force Records Administrator.

Copy to :- Dr. Dwight H. Wilson,
AFRA Representative to Headquarters Allied Commission.

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00103

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM.

ARCHIVES BRANCH

SUBJECT: ALCEM Records.

HE No. 23/AB

TO :

15 August 1946

Telephone conversation with Capt. Duncan A.F.R.A.

A letter was coming from AFRA requesting 20 copies of "P" Section examples.

The S.A.F.R.A. (Major Russell is in Rome and will be probable coming on ALCEM to-day).

N.M. Harrison

N.M. HARRISON,
MAJOR,
Chief Archiver Officer.

00102

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

~~NAP~~ FIAN 642

15/6/46

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00101

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ALLIED FORCE HEADQUARTERS
APO 512

ALLIED FORCE RECORDS ADMINISTRATION

23 July 1946

REF : AFRA/1/15

SUBJECT : Disposition of Original Records by the Allied Commission.

TO : Chief Commissioner,
Allied Commission,
A.P.O. 724.
(Attn: Major H.M. Harrison, Chief Archives Officer)

1. Forwarded for your information is the attached War Department memorandum concerning disposition of the original records by the Allied Commission. The report of the decisions of C.C.S. inclosed with this memorandum (CCS 701/30) should be taken into consideration as an interpretation of PAR 672, with particular regard to the second sentence of paragraph 3b, CCS 701/30.

2. WAF 1183, concerning the screening of Allied Commission records, was dispatched to C.C.S. on 18 July 1946, and an information copy was furnished you. It is anticipated that C.C.S. reply to that dispatch will be received in the near future.

3. All fundamental changes in procedure to accomplish the objectives, as stated in paragraph 3, Appendix "B" to CCS 701/30, should be coordinated with Dr. Wilson, the AFRA representative to Allied Commission.

FOR ALLIED FORCE RECORDS ADMINISTRATOR:

00100

Ken Menden
KEN MENDEN,
1st Lt., ADL.

1 Incl; WD Gen Staff, Plans & Ops Div memo, 19 June 1946, P&O 313 (19 Jun 46), "Disposition of Original Records by the Allied Commission", with inclosures.

Copies for information to:-
Dr. Wilson, AFRA representative to ARCOM.
G-5, AFHQ.

SECRET

SECRET
C O P Y

WAR DEPARTMENT
WAR DEPARTMENT GENERAL STAFF
Plans and Operations Division
Washington 25, D.C.

PAC 313 (19 Jun 46)

19 June 1946

MEMORANDUM FOR THE COMMANDING GENERAL, U.S. ARMY FORCES,
MEDITERRANEAN THEATER OF OPERATIONS, CASERTA, ITALY:

SUBJECT: Disposition of Original Records by the Allied Commission

1. On 14 June 1946, the Combined Chiefs of Staff approved the recommendation in CCS 701/30, and the message in Appendix "A" thereto was dispatched to the Supreme Allied Commander, Mediterranean, as PAN 672.

2. The inclosure, subject as above, is forwarded for information and guidance.

00099

LAURIS NORSTAD
Major General, GSC
Director of Plans and
Operations

S/ R.R. KIMBALL
T/ R.R. KIMBALL
Major, GSC
Asst Executive Officer
Plans and Policy Group

1 Incl
CCS 701/30, Cy No. 77

SECRET

SECRET

COPY

SECRET

COPY NO. _____

C.O.S. 701/30

6 June 1946

COMBINED CHIEFS OF STAFF

DISPOSITION OF ORIGINAL RECORDS BY THE ALLIED COMMISSION

Reference: C.O.S. 701 Series

Report by the Combined Administrative Committee

THE PROBLEM

1. To draft a reply to a message (Appendix "D") from the Supreme Allied Commander, Mediterranean (SACMED) submitting a plan for the disposition of the original records of the Allied Commission, Italy.

FACTS BEARING ON THE PROBLEM

30098

2. See Appendix "B".

CONCLUSIONS

3. The proposals of SACMED for disposition of the records of the Allied Commission should be approved, subject to the following provisos:

- a. Segregation of records to which the Italian Government cannot be permitted access should be accomplished at this time in order that transfer of the remaining archive to the Italian Government can be accomplished in the future if deemed desirable.

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3. The proposals of SACMED for disposition of the records of the Allied Commission should be approved, subject to the following provisos:

- a. Segregation of records to which the Italian Government cannot be permitted access should be accomplished at this time in order that transfer of the remaining archive to the Italian Government can be accomplished in the future if deemed desirable.

- b. Screening of records should be held to a minimum to economize on personnel and to prevent possible destruction of material of administrative or historical value. No material, except duplicates, should be destroyed without permission of the Combined Chiefs of Staff.

c. Microfilm of the records should be forwarded periodically to the United States War Department (Attention: The Adjutant General) and to the British Cabinet Offices, (Attention: Historical Section) for review to ensure adequate standards of arrangement, indexing and film processing as at present provided for similar combined records.

4. SACRED is the only agency capable of making the necessary arrangements for transfer of personnel, equipment, and responsibility to the United States and British Embassies. The Combined Chiefs of Staff should be kept informed of such arrangements.

RECOMMENDATION

00097

5. That the message in Appendix "A" be despatched to the Supreme Allied Commander, Mediterranean.

4. SACRED is the only agency capable of making and necessary arrangements for transfer of personnel, equipment, and responsibility to the United States and British Embassies. The Combined Chiefs of Staff should be kept informed of such arrangements.

RECOMMENDATION

90097

5. That the message in Appendix "A" be despatched to the Supreme Allied Commander, Mediterranean.

COPI

APPENDIX "A"

DRAFT

MESSAGE TO THE SUPREME ALLIED COMMANDER, MEDITERRANEAN

i. Recommendations contained in paragraph 3, MAP 1128 are approved subject to the following provisos:

a. In reducing the files to archive form the segregation of documents that under no circumstances can be shown to the Italian Government must be considered. This segregation would make it possible eventually to turn over the remaining archive to the possession of the Italian authorities if circumstances should so dictate.

b. Regarding the screening of files, it is our impression that the major reduction will consist of elimination of duplicates, which is considered satisfactory as long as the cost of screening is not more than the saving on the cost of microfilming. If elimination of blocks of material other than duplicates is proposed, an inventory of this material will be furnished to Combined Chiefs of Staff for review prior to elimination or destruction. Screening should be held to a minimum because of the difficulty of finding personnel skilled in archival techniques or with allied military government experience and because of limitations on number of persons who can be transferred to the Embassies at the end of the military period.

c. Microfilm will be forwarded periodically to the

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90096

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c. Microfilm will be forwarded periodically to the United States War Department (Attention: The Adjutant General) and to the British Cabinet Offices (Attention: Historical Section) for review to ensure adequate standards of arrangement indexing and film processing as at present provided for other combined records.

2. You are authorized to make necessary arrangements with United States and British Embassies for transfer of responsibility for the archive and for transfer of necessary personnel and equipment to complete the microfilm project at the end of the military period. You will keep the combined chiefs of Staff advised of arrangements made.

00095

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

90095

Appendix "A".

- 4 -

COS 701/50

Staff advised of arrangements made.

COPY

APPENDIX "B"

FACTS BEARING ON THE PROBLEM

1. Present directives require that combined records of the type in question be duplicated, providing a microfilm copy for each Government, and that the original records then be allocated to one Government for final custody.

2. The records of the Allied Commission represent a special case, since they are the administrative files of a large part of the Government of Italy for an extended period. They must be retained in Italy for a period of years, and it is at least a possibility that a portion of the files may eventually be turned over to the Italian Government for custody. Certain material, to which the Italian Government should never be allowed access, would have to be withdrawn, if the basic archive were turned over to them for custody. 00094

3. The objectives to be achieved by the disposition of these records are as follows:

a. To maintain in Italy for the use of the United States and British Embassies an archive for current reference on the Government of Italy.

b. To produce for the use of the United States and British Governments a microfilm copy of the archive for study of military government and as a record of administrative and fiscal procedures concerned in the occupation.

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3. The objectives to be achieved by the disposition of these records are as follows:

a. To maintain in Italy for the use of the United States and British Embassies an archive for our own reference on the Government of Italy.

b. To procure for the use of the United States and British Governments a microfilm copy of the archive for study of military government and as a record of administrative and fiscal procedures concerned in the occupation.

4. The achievement of these objectives is complicated by the fact that the present military headquarters and personnel will not remain in Italy long enough to complete the micro-filming project and to maintain and supervise the archive for the necessary period of use. The United States and British Embassies are vitally concerned in the retention and use of the archive.

5. SACRED recommended (MAR 1128) Appendix "D") that these records be placed in a central depository in Rome, in joint charge of the United States and British Embassies, the files screened to reduce the bulk and then microfilmed. It was estimated that 17 officers and 20 local civilians would be required as staff. Upon being queried, SACRED further stated (CM-IN-3878, Appendix "C") that the Embassies were willing to assume responsibility for administering and supervising the archive. In the problem of microfilming, the Embassies were willing to assume responsibility for completing the unfinished work at the end of the military period, provided that adequate microfilming apparatus and staff were assigned at that time.

6. The United States Department of State (Mr. Bowling) stated that they were familiar with the proposal and that arrangements worked out by the United States Embassy in Rome would be satisfactory. He recommended restrictions in the number of people involved, because of personnel stringencies. After conversations with the British representative (Major Munro) it appears that a similar attitude prevails as regards the British Embassy's participation; arrangements arrived at by the Embassy will be acceptable, as long as strict economy in personnel is exercised.

7. The task of screening the records will require the services of highly skilled archivists or personnel familiar

00093

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00003

7. The task of screening the records will require the services of highly skilled archivists or personnel familiar with the activities of the Allied Commission. It has been found by records administrators that screening of files to remove duplicates prior to microfilming is usually uneconomical. Therefore, the major tasks involved with the archive will be segregation of records which cannot be shown to the Italian Government and a survey to determine the blocks of material which should not be retained as part of the archive. No blocks of material except duplicates should be destroyed without permission of the Combined Chiefs of Staff.

SECRET

COPY

APPENDIX "C"

FROM: SACMED
To: War Department
Info: CINC MED
Nr : PX 68214

14 May 1946

Reur W 85885 dated 28th April 1946.

American and British Embassies are willing to assume responsibility for administering and supervising the central depository for Allied Commission's records upon the abolition of Allied Commission.

It is not intended to imply that the Embassies shall assume responsibility for microfilming but provided that adequate microfilming apparatus and staff are assigned, they will have no objection to assuming responsibility for completing work unfinished at the end of the military period.

End

00092

CM-IM-2273

(15 May 46)

Nr : PX 56014

14 May 1946

Reur W 35985 dated 26th April 1946.

American and British Embassies are willing to assume responsibility for administering and supervising the central depository for Allied Commission's records upon the abolition of Allied Commission.

It is not intended to imply that the Embassies shall assume responsibility for microfilming but provided that adequate microfilming apparatus and staff are assigned, they will have no objection to assuming responsibility for completing work unfinished at the end of the military period.

End

00092

DM-LM-3238

(15 May 46)

CCS 701/30

Appendix "B"

SECRET

COPY

APPENDIX "B"

From: Allied Force Headquarters, Caserta Italy

To : Combined Chiefs of Staff

Mr : FY 84393

MAP 1128

8 April 1946

References FAN 605 (Appendix "B" to C.C.S. 701/30), PAS 630 (Enclosure "B" to C.C.S. 701/19), and MAP 1015 (Appendix "B" to C.C.S. 701/2).

1. Subject is disposition of original records of the Allied Commission. After long discussions and detailed examination of the records of the Allied Commission it is the considered opinion here that they should not be treated in the same category as records of purely military nature. The records are being currently used extensively by the U.S. and British Embassies. It is our opinion that they must remain active for period of five or more years for continued use by the Embassies, UNRRA, the Italian Government and other authorized agencies. As records of an initial effort in Allied Military Government, they will be of permanent primary interest for historical (purposes) and research in social, political and economic field rather than of strictly military interest.

00091

2. It is estimated that the records of the Allied Commission amount to approximately one-half the total records of the Allied files in the theater. The files now containing approxi-

800 (Enclosure "B" to C.C.S. 701/19), and MAP 1018 (Appendix "B" to C.C.S. 701/9).

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00091

2. It is estimated that the records of the Allied Commission amount to approximately one-half the total records of the Allied files in the theater. The files now containing approximately 8,000,000 papers can over a reduction period of 16 months be reduced by more than a quarter using a force of 17 officers and men and 20 local employees. To microfilm without reduction would be most uneconomical and impede research efforts.

CSS 701/30

- 8 -

Appendix "B".

3. In view of the above it is recommended that:

A. The original documents as properly arranged archives be placed in a central depository and that microfilm copies be sent to the War Department and War Office.

B. Rome be designated as the location of the central depository.

C. The depository be in charge of a small staff under joint control of the U.S. and British Embassies.

D. The microfilming be undertaken as a separate project to commence when the reduction to archive form is under way and to continue, if necessary, after the end of the military period.

End

NOTE: MAP 1015 is CM-IN-13357 (20 Jun 45).
PAN 630 is MAPX 86397 (1 Dec 45).
PAN 605 is CM-OUT-41385 (31 Jul 45).

00090

CM-IN-1779

(9Apr 45)

C. The depository be in charge of a small staff under joint control of the U.S. and British Embassies.

D. The microfilming be undertaken as a separate project to commence when the reduction to archive form is under way and to continue, if necessary, after the end of the military period.

End

NOTE: NAF 1015 is CM-IN-18357 (20 Jun 45).
PAN 630 is WAXX 86397 (1 Dec 45).
PAN 605 is CM-OUT-41395 (31 Jul 45).

00090

CM-IN-1779

(9 Apr 46)

605 701/30

Appendix "D".

- 9 -

File

ALLIED FORCE HEADQUARTERS
APO 512

Allied Force Records Administration,
AG Section,
Allied Force Headquarters,
C.M.F.

13 July 1946

Ref : AFRA/1/109

Subject : Designation of AFRA Representative to Archives
Branch, Allied Commission.

To : Chief Commissioner, Allied Commission,
A.P.O. 794.
(Attn: Major Harrison, Archives Branch). 00089

1. It will be recalled that a proposal was advanced, in the course of the conference held in the Executive Commissioner's office on 1 July 1946, that a representative of AFRA should be permanently located with the Allied Commission. Both the Executive Commissioner and the Chief Archivist agreed to this proposal, and stated that they would welcome the appointment of such a representative.

2. In consequence, it has been decided to place Dr. Dwight H. Wilson, of Allied Force Records Administration, on detached service with Allied Force Microfilming and Records Depot, to act as AFRA representative to Allied Commission.

3. It will be expected by AFRA that Dr. Wilson will be called upon by the Archives Branch, Allied Commission, for opinions or decisions whenever questions arise that require the point of view, advice, instructions, or decisions of AFRA. It is further requested that you afford Dr. Wilson the means and the authority whereby he may familiarise himself fully with all aspects of archival practices now prevailing in Allied Commission. Separate instructions to Dr. Wilson will require him to submit the more important problems to AFRA for solution.

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

NAF
1183

- 2 -

4. It is not intended that Dr. Wilson should be regarded as a liaison agent between Allied Commission and Allied Force Microfilming and Records Depot, except where questions of policy and procedure would appear to involve AFMA. It is confirmed that matters affecting the technical aspects of microfilming should be referred by you direct to the Depot Commander.



PAUL M. MORRILL,
Lt. Colonel, Inf.,
Allied Force Records Administrator.

Copies to:

Dr. Wilson
AFMA Depot,
G-5.

00088

INCCOMING MESSAGE

HEADQUARTERS ALLIED COMMISSION

CLIPPER

Originator's Reference: FA 69339

Date/Time of Origin: 181554 B

Message Centre No: H/4784

Date Time Rec'd JULY 19 1200

Precedence: ROUTINE

FROM: AFHQ SIGNED SACRED CITE PHASE:

TO: AGWAR WASHINGTON RE COMBINED CHIEFS OF STAFF: CABINET OFFICE LONDON FOR ~~RECORDS~~

BRITISH CHIEFS OF STAFF: INFO ALCON HOME:

SECRET

SECRET

THIS IS NAF 1183. SUBJECT IS SCREENING OF RECORDS OF ALLIED COMMISSION.

1. NO ELIMINATION WILL BE MADE OF BLOCKS OF MATERIAL (IF INDEPENDENT OR RELATIVELY

INDEPENDENT SERIES OF DOCUMENTS).

2. PRESENT SCREENING PROCESS ELIMINATES EXACT DUPLICATES WITHIN THE SAME FILE FOLDER, BUT MAJOR REDUCTION RESULTS FROM (A) ELIMINATION OF FOLLOWING PRESCRIBED CLAUSES OF MATERIAL (1) ROUTINE ACKNOWLEDGEMENTS OF RECEIPT OF COMMUNICATIONS, REMINDERS AND THE LIKE, (2) REPRODUCED DOCUMENTS ORIGINATING WITHIN HIGHER HEADQUARTERS, PROVIDED NO NOTATIONS ARE MADE THEREON, (3) LETTERS OF TRANSMITTAL, (4) ROUTINE CARRIER NOTES, (5) IMPROPERLY CLASSIFIED MATERIAL THAT IS OF INSUFFICIENT VALUE TO RECLASSIFY, (6) A SAMPLING TECHNIQUE INVOLVING THE RETENTION OF EXAMPLES ONLY OF UNIFORM COMPLETED FORMS OR ROUTINE PERIODIC REPORTS PROVIDED THAT THE INFORMATION CONTAINED IN THE MATERIAL DISCARDED IS AVAILABLE IN ANOTHER FORM. EXAMPLES OF SUCH MATERIAL ARE (1) ROUTINE PROPERTY RECORDS WHEN OTHER REVEAL TOTAL PROPERTY ACCOUNTABILITY (2) ROUTINE RECORDS OF ARRESTS AND TRIAL IN MISDEMEANOUR CASES WHEN CONSOLIDATED COURT RECORDS ESSENTIALLY REFLECT DISCARDED INFORMATION (3) PERIODICAL NARRATIVE OR STATISTICAL REPORTS WHEN INFORMATION IS CONSOLIDATED ELSEWHERE. 3. THIS SCREENING PROCESS IS HIGHLY DEFINED AND IS IN ACCORDANCE WITH ACCEPTED ARCHIVAL PROCEDURES. BY ITS USE THE MICROFILMING COMMITMENT IS REDUCED AND THE INTELLIGIBILITY OF THE FILM RECORD FOR RESEARCH PURPOSES WILL BE INCREASED, THE COST OF THIS SCREENING PROCESS IS LESS THAN THE COST OF MICROFILMING. THE NUMBERS OF PERSONNEL WITH ALLIED MILITARY GOVERNMENT EMPLOYMENT IS NOW AT ITS HIGHEST. (CONTINUED ON PAGE 2.)

SECRET

SECRET

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INDEPENDENT SERIES OF DOCUMENTS).

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(2) REPRODUCED DOCUMENTS ORIGINATING WITHIN HIGHER HEADQUARTERS, PROVIDED NO NOTATIONS

ARE MADE THEREON, (3) LETTERS OF TRANSMITTAL, (4) ROUTINE CABLE NOTES, (5) IMPROPERLY

CLASSIFIED MATERIAL THAT IS OF INSUFFICIENT VALUE TO RECLASSIFY, (6) A SAMPLING TECHNIQUE

INVOLVING THE RETENTION OF EXAMPLES ONLY OF UNIFORM COMPLETED FORMS OR ROUTINE PERIODIC

REPORTS PROVIDED THAT THE INFORMATION CONTAINED IN THE MATERIAL DISCARDED IS AVAILABLE

IN ANOTHER FORM. EXAMPLES OF SUCH MATERIAL ARE (1) ROUTINE PROPERTY RECORDS WHEN OTHER

REVEAL TOTAL PROPERTY ACCOUNTABILITY (2) ROUTINE RECORDS OF ARRESTS AND TRIAL IN MISDE-

MEANOUR CASES WHEN CONSOLIDATED COURT RECORDS ESSENTIALLY REFLECT DISCARDED INFORMATION

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ITARY GOVERNMENT EXPERIENCE IS NOW AT ITS MAXIMUM. (CONTINUED ON PAGE 2.)

ATTENTION TELEGRAM

19 JUL 1946

INFO - ACTION SECRET

00087

INCOMING MESSAGE

HEADQUARTERS ALLIED COMMISSION

Originator's Reference: **EX 693394**

Date/Time of Origin:

Message Centre No. **H/4784**

Date Time Rec'd

Precedence:

FROM:

TO:

SECRET

Page 2.

4. NO MATERIAL HITHERTO DISCARDED HAS BEEN DESTROYED BUT DISCARDED MATERIALS WILL BE DESTROYED EVENTUALLY.

5. UNLESS CONTRARY INSTRUCTIONS ARE RECEIVED IT WILL BE PRESUMED THAT THE EXISTING PRACTICE IS IN CONFORMITY WITH YOUR POLICY.

AC LIST

INFO: ACTION: ARCHIVES (2)

INFO CHIEF COMMR

EX COMMR 2

FILE

SKELETON

INFO - ACTION

00086

CIPHER TELEGRAM
This message is not to be distributed outside British or Foreign Armies; Departments or Headquarters. It is to be marked with the word **O.T.P.** (not to be over classified).

SECRET

SECRET

SECRET

Page 2.

4. NO MATERIAL HITHERTO DISCARDED HAS BEEN DESTROYED BUT DISCARDED MATERIALS WILL BE DESTROYED EVENTUALLY.
5. UNLESS CONTRARY INSTRUCTIONS ARE RECEIVED IT WILL BE PRESUMED THAT THE EXISTING PRACTICE IS IN CONFORMITY WITH YOUR POLICY.

AC LIST

INFO: ACTION: ARCHIVES (2)

INFO CHIEF COMAR

EX COMAR 2

FILE

SKELETON

INFO - ACTION

00086

CIPHER TELEGRAM

This message is not to be distributed outside British or Commonwealth Departments or Headquarters. It is transmitted even in Cipher without being marked as such. (Messages marked O.T.P. need not be so marked).

SECRET

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SECRET

J Ward Perkins Esq
British School. Rome.

*File
Microfilm*
24th June 46

Dear *Ward Perkins*

With reference to our conversation this morning, in view of the information you have been given - that the contents of files may be interfered with under an instruction from this Branch, I feel that any such statement should be immediately contradicted.

In the Directive in question (Ex.Memo No.8 of 28th Feb.) the instructions under par (a) specifically state that the abstraction of duplicates shall only be made when "not deemed essential for recording".

It was therefore up to the Officer in charge (at that time presumably Major Bell) to decide this and not in any way the responsibility of any clerk or of the Archives Branch.

Para (b)-(c). The removal of clips and the re-binding of documents is in accordance with AFHQ Micro-film instructions to Archives Branch.

It is felt that such a statement made to you as the Technical Officer (Adviser) of M & F.A Sub-Comm should have first have been verified by the person who made it, in view of the dangerous precedent it might cause.

For your information all documents received by Archives are now numbered within each file, so that continuity can be assured and nothing abstracted without specific instructions.

With kind regards

Sincerely yours,

[Signature]

00085

HEADQUARTERS ALLIED COMMISSION

A P O 794

Office of the Executive Commissioner

ARCHIVES BRANCH

Ref :- 19/AB

8 July 1946

SUBJECT:- Index - A.C. Archives.

TO :- Major Reynolds, A.F. Records Administration,
A F H Q.

With reference to the index sheets required by your Dept. to facilitate the allotment of Indicator Numbers for Micro Filming.

- (1) Herewith please find three complete indices.
- (2) These indices have been prepared to include all Archive Groups already in the possession of this Branch but, as pointed out to you, additional numbers of files are still being received from all Regions, so it is possible that some slight addition may be necessary to the file series laid down.
- (3) In the cases of Lombardia, Venezia Giulia, Udine, 5th Army, 8th Army and Property Control it will only be possible to lay down a main and Provincial indicator number at present, as these file series are incomplete and therefore cannot be functionally split.
- (4) The return of one copy of the indices to Archives Branch is requested as soon as possible with the indicator numbers allotted in the spaces provided.

Harrison 00084
N.M. HARRISON,
Major,
Chief Archives Officer.

Copy to: Capt. Buck, for information only.
File. (Microfilm Depot).

2 July 1946

MEMORANDUM: TO MAJOR REYNOLDS.

SUBJECT : Screening of ALCOM Records and the Records of Subordinate Provinces and Regions.

1. Basic Assumptions.

- A) Documents are discarded because they lack permanent value for administrative, historical, or legal research.
- b) In as much as the microcopy in each instance must be a faithful reproduction of the file series, the discarded material must be destroyed when its useful reference period is ended.
- c) The effect of (a) and (b): documents not worth filing are not worth keeping.
- d) No document is discarded that sets a precedent, that establishes or defines a policy, that directs or outlines a procedure, or that possesses importance in so far as the mission, responsibility, organization, and functions of the agency are concerned.
- e) With the exception of classes of material that may be discarded, as enumerated in paragraphs 2 and 3 below, no document covering any transaction of ALCOM or of its subordinate agencies is discarded. "Transactions" in this sense may bear upon matters of: -

Legal affairs
Mining
Postal affairs
Public Health
Public Safety
Public works and utilities
Monuments and fine arts
Agriculture
Communications
Economics
Education
Engineering
Finance
Labor
Transportation

00083

2. Material to be discarded.

- a) Duplicates found in the same folder (destroyed forthwith)

- b) Routine acknowledgements of receipt of communications.
- c) Mimeographed or otherwise processed (included printed) documents originating with higher headquarters, provided no notes are made thereon to change the character of the document from "nonrecord" to "record".
- d) Letters of transmittal.
- e) Carrier notes of routine or perfunctory character.
- f) Improperly classified material that, upon investigation, does not appear to be of sufficient value to reclassify.

3. "Typical" representation of material otherwise discarded.

Files consisting entirely of periodic reports in series (whether statistical or narrative), of routine special reports or memoranda all of which are uniform in appearance and content, and of completed forms maintained for bookkeeping or accounting purposes, are discarded provided that: -

- a) No damage results to the structure of the file series of which material so discarded is a part.
- b) The information contained in the material so discarded has been consolidated elsewhere in the files of the same agency, or exists in the form of more final and more usable papers or reports.

Files eliminated or discarded in this manner are represented by a typical selection, for purposes of the microcopy. The samples chosen for filming are introduced by the following remark:

The attached _____ documents are presented as "TYPICAL" of the contents of this folder and sufficient for filming for historical research reasons. The balance of the documents from this folder are filed in the companion "discard" folder.

00082

Specific examples of this technique:

- a) Property issue receipts, tally-ins and tally-outs, and other routine property records, when evidence exists elsewhere in the files of property clearance, or when other records reveal total property accountability.
- b) Certain documents in legal files concerning apprehension, trial, and disposition of all types of misdemeanor cases, if and when consolidated court records reflect all this information (exception being made of exceptional cases

pto.

requiring special judicial procedure, such as murder,
rape, and other major felonies).

KEN MUNDEN
1st Lt. AGD

195. Minor correspondence and subsidiary papers:

- A. Agriculture-Agricultural officers; cultivation of land by soldiers, etc. Three years.
- B. Accommodation and welfare of troops-Accommodation in billets and camps; Formation of canteens and messes; Recreation and Amusements, etc. Three years.
- C. Discipline-Maintenance and breaches of; Police Reports regarding escaped prisoners, suspects, absentees and deserters; released from prisons, etc. Six months.
- D. Establishment and Strength-Appointments; Discharges; Dispersals; Demobilization; Personnel; Promotions; Releases; Reductions; Reinforcements; Reversions; Transfers, etc. One year.
- E. Finance-Authorized Expenditure; Allowances; Allotments; Accounts for work done by local contractors; Claims; Income Tax; Mess Accounts; Pay; Pay of Officers' Servants, etc. Three years.
- F. Funerals-Arrangements for, etc. One year.
- G. Inspections-Copies of reports on, etc. Six months.
- H. Interior Economy-Fuel; Messing, etc. One year.
- I. Leave-Ordinary, Special and Sick. Three years.
- K. Medical-Admittances to and Discharges from hospital; Incineration; Medical Categories; Sanitary Matters; Travelling Boards, etc. Three years.
- L. Personal Matters of Officers and Other Ranks--Attestation; Affiliation Orders; Alien Parentage; Commissions; Inquiries re whereabouts; Copies of Notification of Death (A.F. B 2090); Movement Orders; Service Chevrons; Trade Tests; Under-age Soldiers; Receipts for men's documents; Acting Rank, etc. Three years.

*Correspondence only.

- M. Stores and Supplies-Clothing; Equipment; Forage; Handling over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc. 00081
Eighteen months.
- N. Training--Course of Bombing, Musketry, Signalling, etc. Six months.
- O. Transport-Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc. One year.

196. Copies of the following documents, the originals of which have been duly audited:

- Equipment Ledgers (with duplicate vouchers).
- Returns of Medicines (with duplicate vouchers).
- Abstract of Hospital Storerooms; Diets and

- E. Reinforcements; Reversions; Transfers, etc. Three years.
- F. Finance--Authorized Expenditure; Allowances; Allotments; Accounts for work done by local contractors; Claims; Income Tax; Most Accounts; Pay; Pay of Officers' Servants, etc. Three years.
- G. Funerals--Arrangements for, etc. One year.
- H. Inspections--Copies of reports on, etc. Six months.
- I. Interior Economy--Fuel; Messing, etc. One year.
- J. Leave--Ordinary, Special and Sick. Three years.
- K. Medical--Admittances to and Discharges from hospital; Internation; Medical Categories; Sanitary Matters; Travelling Boards, etc. Three years.
- L. Personal Matters of Officers and Other Ranks--Attestation; Affiliation Orders; Alien Parentage; Commissions; Inquiries re whereabouts; Copies of Notification of Death (A.P. B 2090); Movement Orders; Service Chevrons; Trade Tests; Under-age Soldiers; Receipts for men's documents; Acting Rank, etc. Three years.

*Correspondence only.

- M. Stores and Supplies--Clothing; Equipment; Forage; Handling over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc. 00081 Eighteen months.
- N. Training--Course of Bombing, Musketry, Signalling, etc. Six months.
- O. Transport--Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc. One year.

196. Copies of the following documents, the originals of which have been duly audited:

- Equipment Ledgers (with duplicate vouchers).
- Returns of Medicines (with duplicate vouchers).
- Abstract of Hospital Stoppages; Diets and Extras (A.P.P. 735).
- Clothing Ledgers (with A.P.W 3068 - Transfer; Clothing and Necessaries Statement; W3505--Company Summary of Issue of Clothing and Necessaries; and W3506--Company Indent of Clothing and Necessaries), Footwith.

ALLIED FORCE HEADQUARTERS
APO 512



Cap. DUNCAN
604

Allied Force Records Administration,
AG Section,
Allied Force Headquarters,
C.M.F.

21 June 1946

Ref : AFRA/1/109

Subject : Microfilming of Allied Commission Records

To : Chief Commissioner,
Allied Commission,
A.P.O. 794.

1. Combined Chiefs of Staff cable FAN 672, four copies attached, approves in principle this HQ proposal to microfilm the records of Allied Commission. There are, however, certain restrictions involved.

2. It is requested that a conference be called, on or about 1 July 1946, for the purpose of discussing this cable.

3. It is suggested that representation on this conference should be as follows :

The United States Embassy
The British Embassy
Allied Commission (to include Archives Branch)
G-5, A.F.H.Q.
Allied Force Records Administration
Allied Force Microfilming and Records Depot
Any other interested party.

00080

4. Will you please notify date, time and location of this conference to all concerned.


PAUL M. MERRILL,
Lieut Colonel, Infantry,
Allied Force Records Administrator.

Copy to : G-5
Allied Commission (for Major Harrison)

SECRET

SECRET

FILED: 150018Z
PRIORITY

PARAPHRASE UNNECESSARY
SECRET

AFSC: N294/15

FROM: AGWAR FROM CES

(BOOK MESSAGE)

TO : AFHQ FOR MORGAN INFO: CABINET OFFICERS FOR COMBINED
CHIEFS OF STAFF

REF NO THIS MESSAGE: W 91381

15 June 1946

This is PAN 672.

1. Recommendations contained in paragraph 3, MAP 1128 are approved subject to the following provisions:

(A) In reducing the files to archive form the segregation of documents that under NO circumstances can be shown to the Italian Government must be considered. This segregation would make it possible eventually, to turn over the remaining archive to the possession of the Italian authorities if circumstances should so dictate.

(B) Regarding screening of files, it is our 00079 impression that the major reduction will consist of elimination of duplicates, which is considered satisfactory as long as the cost of screening is NOT more than the saving on the cost of microfilming. If elimination of blocks of material other than duplicates is proposed, an inventory of this material will be furnished to Combined Chiefs of Staff for review prior to elimination or destruction. Screening should be held to a minimum because of the difficulty of finding personnel skilled in archival techniques or with Allied Military Government experience and because of limitations on number of persons who can be transferred to the embassies at the end of the military period.

(C) Microfilm will be forwarded periodically to the UNITED STATES War Department (Attention: the Adjutant General) and to the British Cabinet Offices, (Attention: Historical Section) for review to assure adequate standards of arrangement, indexing and film processing as at present provided for other combined records.

MC IN 1459

PARAPHRASE UNNECESSARY
SECRET

COPY

REF NO THIS MESSAGE: W-91381 (Cont'd) 15 June 1946

2. You are authorized to make necessary arrangements with UNITED STATES and British Embassies for transfer of responsibility for the archives and for the transfer of necessary personnel and equipment to complete the microfilm project at the end of the military period. You will keep the Combined Chiefs of Staff advised of arrangements made.

NOTE: MAP-1128 IS PX-64393 MC OUT 3/38 8/4/46 G-8
HAS BEEN RELAYED TO CINC MED FOR INFORMATION

ACTION: G-8

INFORMATION: C/S MTO SACS US FORAD
NLO AG BRIT FORAD so

MC IN 1489 15 June 46

-2-

1545B REF NO: W-91381 rh/x

00078

EX 64393

OTHER

2/18/53

APR 08:41:58

APR 09:00:00
ROUTINE

PERIODS SIGNED SIGNED

ACTION AGENT WASHINGTON FOR COS

LIFO : CANNOT OFFICES WHITFIELD FOR COS C IN C HED ALLOW RLE

SECRET.

REF P 605 AND MAP 1045. THIS IS MAP 1100.

1. SUBJECT IS DISPOSITION OF ORIGINAL RECORDS OF THE ALLIED COMMISSION. AFTER LONG DISCUSSIONS AND DETAILED EXAMINATION OF THE RECORDS OF THE ALLIED COMMISSION IT IS THE CONSIDERED OPINION HERE THAT THIS SHOULD NOT BE TREATED IN THE SAME CATEGORY AS RECORDS OF PURELY MILITARY NATURE. THE RECORDS ARE BEING CURRENTLY USED EXTENSIVELY BY THE U.S. AND BRITISH EMBASSIES. IT IS OUR OPINION THAT THEY MUST REMAIN ACTIVE FOR PERIOD OF FIVE OR MORE YEARS FOR CONTINUED USE BY THE EMBASSIES UNDER THE ITALIAN GOVERNMENT AND OTHER AUTHORIZED AGENCIES. AS RECORDS OF AN INITIAL EFFORT IN ALLIED MILITARY GOVERNMENT THEY WILL BE OF PERMANENT PRESENT INTEREST FOR HISTORICAL AND RESEARCH IN SOCIAL POLITICAL AND ECONOMIC FIELD RATHER THAN OF STRICTLY MILITARY INTEREST.
2. IT IS ESTIMATED THAT THE RECORDS OF THE ALLIED COMMISSION AMOUNT TO APPROXIMATELY ONE HALF THE TOTAL RECORDS OF THE ALLIED FORCES IN THE THEATRE. THE FILMS NOW CONTAINING APPROXIMATELY 8 MILLION PAGES CAN COVER A REDUCTION PERIOD OF 16 MONTHS BE REDUCED BY MORE THAN A QUARTER USING A FORCE OF 17 OFFICERS AND MEN AND 20 LOCAL EMPLOYEES. TO MICROFILM WITHOUT REDUCTION WOULD BE MOST UNECONOMICAL AND DEFIDE RESEARCH EFFORTS.
3. IN VIEW OF THE ABOVE IT IS RECOMMENDED THAT:-

- A. THE ORIGINAL DOCUMENTS AS PROPERLY ARRANGED ARCHIVES BE PLACED IN A CENTRAL DEPOSITORY AND THAT MICROFILM COPIES BE SENT TO THE

00077

1. SUBJECT IS DISPOSITION OF ORIGINAL RECORDS OF THE ALLIED COMMISSION. AFTER LONG DISCUSSIONS AND DETAILED EXAMINATION OF THE RECORDS OF THE ALLIED COMMISSION IT IS THE CONSIDERED OPINION HERE THAT THIS SHOULD NOT BE TREATED IN THE SAME CATEGORY AS RECORDS OF PURELY MILITARY NATURE. THE RECORDS ARE BEING CURRENTLY USED EXTENSIVELY BY THE U.S. AND BRITISH EMBASSIES. IT IS OUR OPINION THAT THEY MUST REMAIN ACTIVE FOR PERIOD OF FIVE OR MORE YEARS FOR CONTINUED USE BY THE EMBASSIES UNDER THE ITALIAN GOVERNMENT AND OTHER AUTHORIZED AGENCIES. AS RECORDS OF AN INITIAL EXPLORE IN ALLIED MILITARY GOVERNMENT THEY WILL BE OF PERMANENT PRIMARY INTEREST FOR HISTORICAL AND RESEARCH IN SOCIAL POLITICAL AND ECONOMIC FIELD RATHER THAN OF STRICTLY MILITARY INTEREST.
2. IT IS ESTIMATED THAT THE RECORDS OF THE ALLIED COMMISSION AMOUNT TO APPROXIMATELY ONE HALF THE TOTAL RECORDS OF THE ALLIED FILES IN THE THEATRE. THE FILES NOW CONTAINING APPROX 8 MILLION PAPERS CAN OVER A REDUCTION PERIOD OF 16 MONTHS BE REDUCED BY MORE THAN A QUARTER USING A FORCE OF 17 OFFICERS AND MEN AND 20 LOCAL EMPLOYEES. NO MICROFILM WITHOUT REDUCTION WOULD BE MOST UNECONOMICAL AND DEFERS RESEARCH EFFORTS.
3. IN VIEW OF THE ABOVE IT IS RECOMMENDED THAT:-
 - A. THE ORIGINAL DOCUMENTS AS PROPERLY ARRANGED ARCHIVES BE PLACED IN A CENTRAL DEPOSITORY AND THAT MICROFILM COPIES BE SENT TO THE WAR DEPARTMENT AND WAR OFFICE.
 - B. HERE BE DESIGNATED AS THE LOCATION OF THE CENTRAL DEPOSITORY.
 - C. THE DEPOSITORY BE IN CHARGE OF A SMALL STAFF UNDER JOINT CONTROL OF THE U.S. AND BRITISH EMBASSIES.
 - D. THE MICROFILMING BE UNDERTAKEN AS A SEPARATE PROJECT TO COMENCE WITH THE REDUCTION TO ARCHIVE FORM IS UNDER WAY AND TO CONTINUE IF NECESSARY AFTER THE END OF THE MILITARY PERIOD.

AC DIST
ACTION: ARCHIVES SEC
INFO : CHIEF COMMISSIONER
EXEC COMMISSIONER
FILE
SHELDON

THE BRITISH SCHOOL AT ROME
VALLE GIULIA
ROMA 1511

25 June 1946 *BA*

My dear Harrison,

I'm sorry you should have
gone to the trouble of compiling a
formal letter to me.

As far as I am concerned it
is more than enough to know (as you
were able to reassure me) that all the
files consigned to your care are easi-
ly available for consultation in the
precise form in which you received
them.

I shall look forward to
seeing you on my return in September.

Yours sincerely,

Jonathan Perain
J. B. Ward Perain

Major H. M. Harrison
Archives Section
Allied Commission

00076

785021

File 19AB

Confidential

24th June 46

J Ward Perkins Esq
British School. Rome.

Dear

Ward Perkins

With reference to our conversation this morning, in view of the information you have been given - that the contents of files may be interfered with under an instruction from this Branch, I feel that any such statement should be immediately contradicted.

In the Directive in question (Ex.Memo No.8 of 28th Feb.) the instructions under par (a) specifically state that the abstraction of duplicates shall only be made when "not deemed essential for recordings".

It was therefore up to the Officer in charge (at that time presumably Major Bell) to decide this and not in any way the responsibility of any clerk or of the Archives Branch.

Para (b)-(c). The removal of clips and the re-binding of documents is in accordance with AFHQ Microfilm instructions to Archives Branch.

It is felt that such a statement made to you as the Technical Officer (Adviser) of M & P.A Sub-Comm should have first have been verified by the person who made it, in view of the dangerous precedent it might cause.

For your information all documents received by Archives are now numbered within each file, so that continuity can be assured and nothing abstracted without specific instructions.

00075

With kind regards

Sincerely Yours,

Kem A

ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

G-5: 900.24

18 June 1946

SUBJECT: Archives.

TO : Chief Commissioner
Allied Commission
APO 794.

1. The following is the text of FAN 672:

"This is FAN 672.

1. Recommendations contained in paragraph 3, NAF 1123 are approved subject to the following provisions:

(A) In reducing the files to archive form the segregation of documents that under NO circumstances can be given to the Italian Government must be considered. This segregation would make it possible eventually, to turn over the remaining archive to the possession of the Italian authorities if circumstances should so dictate.

(B) Regarding screening of files, it is our impression that the major reduction will consist of elimination of duplicates, which is considered satisfactory as long as the cost of screening is NOT more than the saving on the cost of microfilming. If elimination of blocks of material other than duplicates is proposed, an inventory of this material will be furnished to Combined Chiefs of Staff for review prior to elimination or destruction. Screening should be held to a minimum because of the difficulty of finding personnel skilled in archival techniques or with Allied Military Government experience and because of limitations on number of persons who can be transferred to the embassies at the end of the military period.

(C) Microfilm will be forwarded periodically to the UNITED STATES War Department (Attention: the Adjutant General) and to the British Cabinet Offices, (Attention: Historical Section) for review to assure adequate standards of arrangement, indexing and film processing as at present provided for other combined records.

2. You are authorized to make necessary arrangements with UNITED STATES and British Embassies for transfer of responsibility for the archive and for transfer of necessary personnel and equipment to complete the microfilm project at the end of the military period. You will keep the Combined Chiefs of Staff advised of arrangements made. End of FAN 672.

2. The instruction in paragraph 1 (B) as to the elimination of "blocks of material" will apply whenever any particular class or category of material is proposed to be destroyed. No inventory will be required of documents individually considered redundant. So long as you continue to retain personnel with archival and AMG experience your present procedure may continue; but, in compiling the degree of reduction, regard must be had not only to the skill and knowledge of the present staff but to the time that skilled staff will be available, the staff that the embassies may be prepared to take over, the question of time and the relative expense of screening or filming.

3. You will please segregate those documents that it is considered should under NO circumstances be shown to the Italian Government. Segregation may be by individual documents or by files as may be appropriate. Subject to the over-riding requirement, for removal of documents which under NO circumstances should be so seen, the archives should be as complete and as intelligible as possible.

4. Documents segregated will be photographed in normal manner but specially stored. Instructions as to their disposal will be issued at a later date. Can you supply an estimate of the probable volume of such records.

5. Request you consult with the U.S. and British Embassies relative to the provisions of para 2 of FAN 672 and make pertinent recommendations in connection therewith.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

A.L. HAMBLEY
Brigadier General, GSC
Assistant Chief of Staff, G-5.

Copy to: AG (Records)
U.S. Polad
Brit Polad

00073

Cancelled
ALL
Lat. letter

FX 64393

CIPHER

H/1803

APR 0918458

APR 091000
ROUTINE

PRELIMINARY SIGNED SIGNED

ACTION AGENT WASHINGTON FOR CDS

INFO : CABINET OFFICES WHITEHALL FOR DOB C IN C AND ALON ROSE

SECRET.

REF P 605 AND NAP 1015. THIS IS MAP 1128.

1. SUBJECT IS DISPOSITION OF ORIGINAL RECORDS OF THE ALLIED COMMISSION. AFTER LONG DISCUSSIONS AND DETAILED ELABORATION OF THE RECORDS OF THE ALLIED COMMISSION IT IS THE CONSIDERED OPINION HERE THAT THIS SHOULD NOT BE TREATED IN THE SAME CATEGORY AS RECORDS OF PURELY MILITARY NATURE. THE RECORDS ARE BEING CURRENTLY USED EXTENSIVELY IN THE U.S. AND BELGIAN EMBASSIES. IT IS OUR OPINION THAT THEY MUST REMAIN ACTIVE FOR PERIOD OF FIVE OR MORE YEARS FOR CONTINUED USE BY THE EMBASSIES UNDER THE ITALIAN GOVERNMENT AND OTHER AUTHORIZED AGENCIES. AS RECORDS OF AN INITIAL EFFORT IN ALLIED MILITARY GOVERNMENT THEY WILL BE OF PERMANENT BRILLIANT INTEREST FOR HISTORICAL AND RESEARCH IN SOCIAL POLITICAL AND ECONOMIC FIELD RATHER THAN OF STRICTLY MILITARY INTEREST.

2. IT IS ESTIMATED THAT THE RECORDS OF THE ALLIED COMMISSION AMOUNT TO APPROXIMATELY ONE HALF THE TOTAL RECORDS OF THE ALLIED FORCES IN THE THEATRE. THE FILMS NOW CONTAINING APPROXIMATELY 8 MILLION PAGES CAN COVER A REDUCED PERIOD OF 16 MONTHS BE REDUCED BY MORE THAN A QUARTER USING A FORCE OF 17 OFFICERS AND MEN AND 20 LOCAL EMPLOYEES. TO MICROFILM WITHOUT REDUCTION WOULD BE MOST TECHNOLOGICAL AND EXPENSIVE RESEARCH EFFORTS. 90072

3. IN VIEW OF THE ABOVE IT IS RECOMMENDED THAT:-

A. THE ORIGINAL DOCUMENTS AS PROPOSEDLY ASSIGNED ACTIVITIES BE PLACED IN A CENTRAL DEPOSITORY AND THAT MICROFILM COPIES BE SENT TO THE

1. SUBJECT IS DISPOSITION OF ORIGINAL RECORDS OF THE ALLIED COMMISSION.
AFTER LONG DISCUSSIONS AND DETAILED EXAMINATION OF THE RECORDS OF THE ALLIED COMMISSION IT IS THE CONSIDERED OPINION HERE THAT THIS SHOULD NOT BE TREATED IN THE SAME CATEGORY AS RECORDS OF PEOPLE MILITARY MATTERS. THE RECORDS ARE BEING CURRENTLY USED EXTENSIVELY IN THE U.S. AND BRITISH EMBASSIES. IT IS OUR OPINION THAT THEY MUST REMAIN ACTIVE FOR PERIOD OF FIVE OR MORE YEARS FOR CONTINUED USE BY THE EMBASSIES UNDER THE ITALIAN GOVERNMENT AND OTHER AUTHORIZED AGENCIES. AS RECORDS OF AN INITIAL EFFORT IN ALLIED MILITANT GOVERNMENT THEY WILL BE OF PERMANENT PRIMARY INTEREST FOR HISTORICAL AND RESEARCH IN SOCIAL POLITICAL AND ECONOMIC FIELD RATHER THAN OF STRICTLY MILITARY INTEREST.
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3. IN VIEW OF THE ABOVE IT IS RECOMMENDED THAT:-
 - A. THE ORIGINAL DOCUMENTS AS PROMPTLY ARRANGED ARCHIVES BE PLACED IN A CENTRAL DEPOSITORY AND THAT MICROFILM COPIES BE SENT TO THE WAR DEPARTMENT AND WAR OFFICE.
 - B. FILMS BE DESTROYED AS THE LOCATION OF THE CENTRAL DEPOSITORY.
 - C. THE DEPOSITORY BE IN CHARGE OF A SMALL STAFF UNDER JOINT CONTROL OF THE U.S. AND BRITISH EMBASSIES.
 - D. THE MICROFILMING BE UNDERTAKEN AS A SEPARATE PROJECT TO COMENCE WHEN THE REDUCTION TO ARCHIVE FORM IS UNDER WAY AND TO CONTINUE IF NECESSARY AFTER THE END OF THE MILITANT PERIOD.

AC DIST
ACTION: AMELIEN SEC
INFO : CHIEF COMMISSIONER
EXEC COMMISSIONER
FILE
SECURITY

ALLIED FORCE HEADQUARTERS
APO 512

gm/UPQ

17 June 1946

AG 370.5 AFRA

SUBJECT : Move of the Allied Force Microfilming and Records
Depot to Rome

TO : Chief Commissioner, ✓
Allied Commission, APO 794,
(Attn Major Harrison, Archives Branch).

1. It is confirmed that the Allied Force Microfilming and Records Depot will move from its present location at Santa Maria to Rome and will occupy the accommodation in the AC Building agreed by Lt. Col Graham, Headquarters Commandant, Major Harrison, Major Reynolds (D/AFRA) and Capt Johnson, American Depot Commander.

2. American Enlisted Men of HQ and Service Company MTOUSA will be on detached service with the 2675 Regiment, attached for quarters and rations as agreed with Lt Col Ross. British Other Ranks will be attached for local administration, quarters and rations to AC Headquarters Command, as agreed with Lt Col Graham.

3. For all other purposes the Allied Force Microfilming and Records Depot will remain under command of the Allied Force Records Administrator, AFHQ. It is requested that all questions of policy and procedure relating to the microfilming of AC records be addressed to this Administration and not to the Allied Force Microfilming and Records Depot direct.

4. It is planned to send an Advance Party consisting of Capt Johnson and Buck, American and British Depot Commanders respectively, Mr L.R. Clark, American Technical Adviser, one British W.O., and one American and one British NCO on 17 June.

00071

5. It is further planned to move the main body of the Allied Force Microfilming and Records Depot, personnel, equipment and stores, on 26 June. This date will be confirmed in due course.

BY COMMAND OF LIEUTENANT GENERAL MORGAN,

Ralph C. Tilley
RALPH C. TILLEY,
Colonel, AGD.,
Adjutant General.

Copies for Information to :-

HQ and Service Company MTOUSA.
GHQ CMF - Camp
HQ 3 District
HQ Rome Area Allied Command
HQ Naples Area
HQ 2675 Regiment APO 794
HQ Command Allied Commission (for Lt. Col Graham)

Internal Distribution :-

SACS
G-5 Section
AG.

785021

19 JUL 1946

ARCHIVES

7433470

mc

mc

ALLIED FORCE HEADQUARTERS
APO 512

370.5 AFRA-0

15 June 1946

SUBJECT: Allied Force Records Administration

TO : Commanders of all Major Commands, AFHQ

1. Attention is invited to Circular Number 8, Allied Force Headquarters, 18 July 1945, subject: "Allied Force Records Administration".

2. Effective noon, 15 June 1946, Allied Force Microfilming and Records Depot will close its plant at Santa Maria, Italy. The depot will resume operation in the building occupied by the Allied Commission, Via Vittorio Veneto, Rome, on or about 1 July 1946.

3. Issue necessary instructions to all elements of your command to insure that no further shipments of allied records are directed to Santa Maria. Future shipments of such records, if by parcel post, will be addressed to: Allied Force Microfilming and Records Depot, APO 794, United States Army. Records shipped by freight will be directed to the depot, in care of Allied Commission, Via Vittorio Veneto, Rome, Italy.

4. Mediterranean Theater of Operations, United States Army Records Depot will continue to operate at Santa Maria, Italy (APO 512, United States Army), to receive exclusively American records.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley 00070
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:
"E"

ACTION
INFO

AS PER
BY COMMANDER
HEAD COMMISSION (EXCLUSIVE)
HEAD OFFICE (B)
G-4 (B)
ARCHIVES

19 GIU 1946 *Incl Vals 462*

SD 279
JUN. 181600B

H/4008
JUN. 150930

ROUTINE

DISTANCE

NAPLES AREA INFO RAAC - ALCON - MOV NAPLES

romy
Aug

UNCLASSIFIED.

Reference GHQ CMF C 49222 of 18 June not to all.

Allied Force micro filming unit and records dep will move 26 June by RD under Unit arrangements from S. Maria near Caserta to Rome. On arrival remains under Op Comd AFHQ comes under ARM Comd RAAC. Units will be Att Comp Comd Alcom.

AC DIST

ACTION	HQ COMIT 2
INFO	CHIEF COMMISSIONER
	EX OFFR B
	G-1 B 2
	EX COMM
	ARCHIVES
	FLOAT 2
	FILE

19 JUN 1946

00069

C 49222
JUN. 18 1156B

10 GIU 1946

H/3988
JUN. 18 1715B

ROUTINE

AFHQ GHQ CMF
DISTHREE INFO RAAC = MOV HAFLES = ALCON

Ames
Ames

UNCLASSIFIED.
Order Move Allied Force Micro-Filming unit and records Dep from
S. Maria to Rome 26 June under unit arrangements. Remains under
Op Comd AFHQ comes under ADM Comd RAAC ATT Comp Comd Alcom for
all purposes. CO-ORD AG SEC.

AC DE T
ACTION HQ COMDT 2
INFO CHIEF COMMISSIONER
EX OFTR B
G-1 B 2
EX COMM
ARCHIVES
FILE
FLOAT 2

HEADQUARTERS
19 JUN 1946
A.C.C.

1.
Executive Commission

See. Review Minutes of yesterday's Conference. I do not know the position of R.U.K. files.

Please find out MS/23/V

~~W.H. Harrison~~ May 21/5/46
Archives Br.

Executive Commission 3.

1. Col Campbell states that the M.F. Section officers called on him & it was agreed by him that the filming of R.U.K. files could commence within 3 days of the approval by C.C.O.S and the subsequent installation of the M.F. Plant in Rome.

~~W.H. Harrison~~ May 23.5.46

MS/23/V

000067

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

HEADQUARTERS ALLIED COMMISSION

APO 794

Office of the Executive Commissioner

ARCHIVES BRANCH

22 May 1946

REF : 19/AB
SUBJECT : MICRO-FILMING
TO : Major Reynolds, G-5 Section, AFHQ.

Herewith please receive 2 copies of Minutes of
Conference at this office on Monday 20th May. Will you please
forward one copy to Capt. Johnson.

hmt

H.M. HARRISON,
Major,
O.I/O Archives Branch.

00066

HEADQUARTERS ALLIED COMMISSION

APO 594

ARCHIVES BRANCH

21 May 1946

MINUTES OF A CONFERENCE AT ARCHIVES BRANCH - 20th May 1946.

Present:

Major Harrison
Major Skay
Major Reynolds
Capt. Johnson
Capt. Carrings

O.I/c Archives Branch
Micro-Filming Section AFHQ
his successor-
Micro-Filming Production Officer
Archives Branch Production Officer.

1. Major Skay explained that they were visiting Rome on Lt/Col. White's suggestion whilst awaiting the decision of OCS to discuss :-

- (a) the possibility of moving the Micro-Film Depot to Rome.
- (b) how much work was ready in Alcon Archives.
- (c) to ask C E M when the RUK files would be able to be filmed.

2. Major Harrison stated the total files "boxed" (ready for filming) was 750,000 and 458,000 were awaiting wood boxes. Since no more than 143 boxes had been able to be supplied by the M P Depot, application to make a further 900 in Rome was now before the Executive Commissioner.

Capt. Johnson stated that he would look into the question of supplying boxes again but that such a large quantity would require a further contract, which might be more easily completed in Rome.

3. Major Skay said they planned to move to Rome about next September and it was agreed that a daily output of 25,000 documents per day would keep their six machines fully occupied. The Depot Staff at present numbered 100 but this could be considerably reduced.

Capt. Johnson asked whether there was available space in the present HQ AC building but since two Diesel Generators would have to be installed and approx. ten to fifteen thousand sq. feet space required, Major Harrison considered this was impracticable.

He stated however that inquiries were being made through the Embassies for a suitable building nearby and if these were successful, there might be available space in the basement for Micro-filming.

4. The conference closed and Capt. Carrings took the officers on a tour of the Archives rooms.

00065

W. Harrison

W.M. HARRISON, MAJOR
O.I/c ARCHIVES BRANCH

Capt. Cannings Archives Branch Production Officer.

1. Major Skey explained that they were visiting Rome on Lt/Cpl. White's suggestion whilst awaiting the decision of OOS to discuss :-

- (a) the possibility of moving the Micro-Film Depot to Rome.
- (b) how much work was ready in Alcon Archives.
- (c) to ask C E M when the MUX files would be able to be filmed.

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4. The conference closed and Capt. Cannings took the officers on a tour of the Archives rooms.

00065

M. Harrison

M.M. HARRISON, MAJOR
C.I/C ARCHIVES BRANCH

ALLIED FORCE HEADQUARTERS
APO 512

41A

AG 313.3 AFRA-O

26 April 1946

SUBJECT: Disposition of Integrated Records.

TO: Commanders of all Major Commands,
Separate Units and Installations

1. Letter, this headquarters, file AG 313/195 AFRA-O, subject as above, dated 6 September 1945, is superseded as indicated herein.

2. The prescribed normal channel for the disposition of all integrated British-American records of a military or quasi-military nature in this theater is described in paragraph 4 (b), Circular 8, this headquarters, 1945, as amended.

3. Except for special sets of records whose disposition is prescribed by an official directive of the Combined Chiefs of Staff, all integrated records will be shipped in accordance with the circular cited in paragraph 2.

4. Directives received through technical channels (inter-staff), or from any sources other than from the Combined Chiefs of Staff regarding the disposition of records, will be forwarded, with appropriate recommendations, to this headquarters, Attention: Allied Force Records Administrator, where final decision will be made. Records in question will be retained pending decision.

5. Previous to shipment, all "Top Secret" material will be downgraded where possible, in accordance with existing War Department, War Office, theater directives. 00064

6. All "Top Secret" material will be shipped in separate boxes accompanied by separate lists of contents and screening certificates, as prescribed by Circular 9, this headquarters, 1945. Handling and transmission of this material will be in accordance with AR 380-5, as amended, dated 6 March 1946, and War Office pamphlet "Classification and Handling of Protected Documents, 1944".

7. Any disposition of Records other than those herein prescribed is prohibited.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

Ralph C. Tilley
RALPH C. TILLEY
Colonel, AGD
Adjutant General

DISTRIBUTION:

1

NO ACTION TO BE TAKEN BY ArchusAC

3/5/46
G.S. 4-6
white

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

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

Ref :- 1/AB.

2 April 1946

SUBJECT :- Archives.

TO :- G-5 Section AFHQ.

1. Reference year G-5: 313.3-1 of 21 March 1946.
2. The Staff Study is returned herewith duly initialled as concurred by Executive Commissioner.
3. POLADS (A) and (B) have been approached and state that, as far as they are aware, no objection by the two Embassies is expected upon the proposed course.

H.M.H.
H.M. HARRISON,
Major,
Archivist.

00003

*For Final Call
sent to CCOS
all 1 AB
9A*

~~5102~~ 9265
ALLIED FORCE HEADQUARTERS
G-5 Section
APO 512

G-5: 31343-1

21 March 1946

SUBJECT: Archives.

TO : Headquarters, Allied Commission
APO 394.

MAR 27 1946
39A

1. Enclosed is a Staff Study for your concurrence.
2. You will note that para 3 c. of the draft signal proposes that the Archives should ultimately come under the joint administrative control of the two Embassies. Before concurring you will please satisfy yourself that the Embassies have no objection to the course proposed.
3. You may consider it desirable to ask the Embassies to communicate respectively with the State Department and the Foreign Office so that these departments may be prepared when the CCS refers the matter to them.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

00002


A. L. HAMBLEY
Brigadier General, G.S.C.
Assistant Chief of Staff, G-5

1 Encl:
As above.

for STAFF
STUDY
SEE 1/AB

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

Copy

Received from Micro-filming Unit A.F.H.Q.
NINETY THREE wooden file boxes (empty).

14 Mar 46.

MC
Capt. R.A.S.C.
Archives Branch, Allied Commission.

00001

CONFERENCE

TO :- Major N.W. HARRISSON, Archivist.

Sir,

Further to conference this morning Major N.W. HARRISSON - Capt. T. ROWLANDS-Capt. L.G. CANNINGS and pursuant to your request for summary of present Archive processes and comments in view of the proposed draft MAT air letter on Archives:-

1. RECORDING-DEPT.

Files are received into Archives from Regions etc, checked, sorted, listed and tied into bundles and grouped for storage.

2. CLEANING-DEPT.

(a) All pins, clips and fasteners including duplicates of letters and circulars are removed and files rebound in the manner laid down in EXECUTIVE MEMORANDUM No.8 dated 28th February 1946. These are finally listed, packed into cases ready for dispatch to the Micro filming Unit. (To Date 50 cases, prepared, approx 350,000 sheets).

(b) It is emphasized that NO ATTEMPT TO SCREEN the material contained in these files has been undertaken. The extraction of the duplicated matter etc; amounts to no more than 10% OF THE TOTAL of material handled.

(c) The above is the detail of the operations at present being carried out preparatory to Micro-filming. It is pointed out that to obtain a reduction of anywhere near 50% of material handled, FULL SCREENING WOULD BE NECESSARY. That is, the individual selection of documents for Micro-filming and their segregation into separate files. Screening in this manner would be a VERY LENGTHLY PROCESS and nothing like the present daily output of 20,000 sheets could be attained.

(d) It is deemed necessary to point these matters out, as the present system of sending all documents for Micro-filming, other than duplicates and circulars is of necessity bound to result in the Micro-filming of very large amount of superfluous matter.

14/2/46

T. Rowlands

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

2/AB
- 1403
45A
37A

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14/3/46

T. Rowlands

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

00050

BEST COPY POSSIBLE

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

Ref:- 19/AB.

26th February 1946.

EXECUTIVE MEMORANDUM }
NUMBER. 8. }

MICROFILMING OF A.C. RECORDS.

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

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

1. The examination of files received into the custody of Archives has resulted in the fact that instructions under Executive Memorandum No. 7, dated 5 January 1946 are not sufficiently explicit.

2. Duplicates of correspondence, copies of directives and similar circulars originating in other offices are still being retained as well as extraneous matter which is of no retentive value.

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- (b) Remove all paper clips, staples, pins, etc from letters.
- (c) Rebind all documents at the HEAD of the file, and not at the side, with steel or fibre fasteners (specimen attached above)
- (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. WFA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 6 of Executive Memorandum No. 7.

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

For the Chief Commissioner.

Brigadier,
Executive Commissioner.

DISTRIBUTION.

LIST "A"
ARCHIVES BRANCH (50 copies)

DRAFT CABLE

MAP NO. _____

- 26A
For final (36A)
Cable SWB
1A/B
A/A
1. Subject is disposal of Allied Commission records.
 2. Reference is made to our MAP 1015 and your FAN 605.
 3. It is considered that Allied Commission records require different treatment to those of purely military organizations for the following reasons:

- a. They are in essence record of civil government.
- b. They will be required in Italy for at least five and possibly ten years for reference by British and U.S. Embassies and by Italian Government in connection with current work. Already over ten thousand Allied Commission files are in use by Embassies for essential reference.

- c. As records of unique experiment in military government they will be of permanent interest for historical and research purposes in social, political and economic rather than strictly military fields.

4. Your FAN 630 gives no specific instructions on the ultimate disposal of Allied Commission records. The following recommendations are therefore made:-

- a. That original documents in the form of properly arranged activities be placed in a central depository and that microfilm copies be sent to War Office and War Department as and when made. It is suggested that Rome would be convenient place for central depository which could be managed by a small staff under joint control of British and U.S. Embassies. At a later date depository could be opened to the public under suitable conditions.

- b. That a microfilming unit be attached to Allied Commission or to whatever body ultimately assumes control of the records to carry out filming

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b. They will be required in Italy for at least five and possibly ten years for reference by British and U.S. Embassies and by Italian Government in connection with current work. Already over ten thousand Allied Commission files are in use by Embassies for essential reference.

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00358

b. That a microfilming unit be attached to Allied Commission or to whatever body ultimately assumes control of the records to carry out filming concurrently with the reduction of files to archive form. Allied Commission records amount to approximately half the total for the whole theatre and are estimated to contain about 8 million papers which, on reduction by archivists, will probably be reduced by half. Process of reduction estimated to require 16 months. If microfilmed now before reduction to archive form microfilm will bear little relation to final form of archives and might be source of confusion and error.

5. Clerical Staff required is estimated to be:-

a. For reduction to archive form:-

i. For first 16 months (400 working days):

7 Officers 10 Enlisted Men 20 Italians

b. For subsequent work of indexing and cross indexing:

3 Officers 4 Enlisted Men 8 Italians for three years
few months (1970-1972)

c. Thereafter custodian and two assistants

6. Estimated requirements for filming 4 million documents in 200 working

days is:

a. Staff required would be

7. The microfilm unit employed on photographing other theatre record is expected to complete that work by 30 September. It's equipment is suitable and sufficient to complete microfilming by 16 months from now starting after conclusion of other theatre record.

8. Request:

a. Approval of the above proposals and the present retention of ALCOM records in Rome.

b. That arrangements may be made for the provision of suitable equipment and for the provision of staff including provision of staff after the military phase has ended.

c. Decision as to the ultimate permanent location of the records.

2. Thereafter custodian and two assistants
6. Estimated requirements for filming 4 million documents in 200 working

days is:

- a. Staff required would be

7. The microfilm unit employed on photographing other theatre record is expected to complete that work by 30 September. It's equipment is suitable and sufficient to complete microfilming by 16 months from now starting after conclusion of other theatre record.

8. Request:

a. Approval of the above proposals and the present retention of ALCOM records in Rome.

b. That arrangements may be made for the provision of suitable equipment and for the provision of staff including provision of staff after the military phase has ended.

c. Decision as to the ultimate permanent location of the records.

d. That the Italian Government be asked to provide accommodations free for the periods the records are in Rome, permanently if that be the decision.

00057(C.)

Archives Branch

Ref : 1/AB

Dear White

Many thanks for the draft MAT air letter on Archives which Harrison has shown me and which I have carefully examined.

The only suggestion I have to make is that the reduction - para. b line 6 - appears rather ambitious and I think that a maximum of 25 is all that we can expect at this state of the proceedings.

Yours

mm 16/3/

Lt. Colonel S.H. White
G - 5 Section
A.F.H.Q.
C.M.F.

00057

Subject MICRO-FILM

4.

Archives

Please acknowledge to Lt Col White &
include comments (1) & (2) made by Brig Carr

Will sign

MS/1013

Executive Commissioner.

Before acknowledging the draft may I be permitted to add the following comments :-

1. Brigadier Carr's second amendment (a "schedule of documents to be eliminated") will greatly increase the 25% stated by me.
2. Archives Branch are eliminating ONLY to the extent ordered under your Executive Memo. No. 102 (copy herewith) and so far have only achieved a reduction of 15% extraneous matter.
3. Any further elimination will increase the time for preparation from 15 months to about 2 years, as well as an extra staff of technical inspectors of "officer status".
4. Though this may be an advantage ultimately for the historians, it will hold up microfilming since sufficient documents to keep the cameras at work at 20,000 a day would be almost impossible and the film work would "dry up".
5. Major ANSON (C.A.A.) has been making a practical test upon the Civil Affairs files last week. He "screened" 20 files of 600 letters and eliminated 324 of these. It took him 2 solid days (300 a day). The Archives teams are eliminating extraneous matter (only) at 1000 documents a day out of the regional files and 320,000 are ready after 19 days.
6. Although this may be out of order, I feel it should be asked whether at this stage it is worth while opening up the whole question again of time and Staff, for the sake of a few extra spools of film.
7. I presume the acknowledgement to Lt Col White will be worded

Executive Commissioner.

Before acknowledging the draft may I be permitted to add the following comments :-

1. Brigadier Carr's second amendment (a "schedule of documents to be eliminated") will greatly increase the 25% stated by me.
2. Archives Branch are eliminating ONLY to the extent ordered under your Executive Memo. No. 101 (copy herewith) and so far have only achieved a reduction of 15% extraneous matter.
3. Any further elimination will increase the time for preparation from 16 months to about 2 years, as well as an extra staff of technical inspectors of "officer status".
4. Though this may be an advantage ultimately for the historians, it will hold up microfilming since sufficient documents to keep the cameras at work at 20,000 a day would be almost impossible and the film work would "dry up".

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6. Although this may be out of order, I feel it should be asked whether at this stage it is worth while opening up the whole question again of time and staff, for the sake of a few extra spools of film.

7. I presume the acknowledgement to Lt/Col White will be worded as a D/O letter.

15/3/46

M. Harrison Major
Archives Branch

00050

Review of the above - we need not hold up the present work. But I see no harm in finding out from other sources what should be eliminated. Don't comment on the matter but take up the matter per se.

MS 15/3

1/AB

TO : Executive Commissioner

SUBJECT : Archives Policy (MICRO-FILM)

1. Herewith draft cable and D/O letter from Lt.Col. White for your information.

2. There is only one comment we feel should be made at this time.

3. Para 3 - letter (b). It is suggested that the amount of reduction will not exceed 25% which will make the total 6 million not 4 million documents. However this is merely for record since no possible check of a total of 8 million can be accurately estimated and I suggest that the figures remain as they stand.

11 March 1945

H.A. 103
H.A. Harrison
N.M. HARRISON
Major, G.S.
Archivist

V.P. C.A.S.

2.

Any comment there than 3 above?

3. 1/8 (12/3)

Ex. Comm.

I have the following suggestions:-

(1) That it might be better to quote the figure of 25% rather than the half estimated in the draft.

(2) That a further recommendation might be added under para 4 in the following lines:-
(c) That the Archives authorities of the

00055

33A
33A

documents. However this is merely for record since no possible check of a total of 8 million can be accurately estimated and I suggest that the figures remain as they stand.

11 March 1946

V.P. C.A.S.

2.

Any comment other than 3 above?

3. 1/8 (12/13)

Ex Comm.

00055

I have the following suggestions:-

(1) That it might be better to quote the figure of 25% rather than the half estimated in the draft.

(2) That a further recommendation might be added under para 4 on the following lines:-

"(c) That the Archives authorities of U.K. and U.S.A. be consulted on the question of what documents may properly be eliminated as of no permanent value and that they be asked to prepare a schedule of the categories of documents of the class"

13/3/46

M. C. B. Bingham
V.P.C.A.S.

1/AB

TO : Executive Commissioner

SUBJECT : Archives Policy

1. Herewith draft cable and D/O letter from Lt.Col. White for your information.

2. There is only one comment we feel should be made at this time.

3. Para 3 - letter (b). It is suggested that the amount of reduction will not exceed 2% which will make the total 6 million not 4 million documents. However this is merely for record since no possible check of a total of 8 million can be accurately estimated and I suggest that the figures remain as they stand.

// March 1946

R.M. Harrison
R.M. HARRISON
Major, G.S.
Archivist

00054

24A
31A
Lt. Colonel. S.H. White,
G-5 Section,
A.F.H.Q.
C.M.F.

G-5: 913.317

8 March 1946.

Dear ~~Harrison~~

Herewith is the draft MAT air letter on Archives; you will appreciate that it has not yet been approved and may come out of the mill in some quite different form so we are not asking your comments yet. Will you please show it to Brigadier Lush.

Yours ~~very truly~~
[Signature]

Major N.M. Harrison,
Headquarters, Allied Commission,
ITALY.

00053

19/23
DRAFT

I. Discussion

1. History

a. At flag A 1 is AFRA circular No 8 of 18 July 1945 containing the general instructions for the closing and preservation of Allied Military records of integrated formations. The COS directive, which is recited in para 1 appears to be, that prior to the inactivation of a Headquarters (or the withdrawal of one of the Allies from it) a duplicate set of records will be prepared, one for each of the US and Br Governments.

b. Circular No 8 was thereupon drafted to carry out the COS directive. It is obvious that the circular is intended to deal primarily with the records of military formations. Circular No 8 was amended on 10 August by Circular No 9, at Flag A 2.

c. On receipt of an advance copy of circular 8 Alcom on 15 July (at flag B 1) after protesting that the directive was unsuited to its needs, requested that its views might be referred to the respective governments. In this attitude Alcom was supported by Polad B (flag B 2).

d. At flag C is a Staff Study of Alcom's request made 23 September as a result of which it was decided not to forward Alcom's views to higher authority and the draft of a proposed directive (at flag D) was sent to Alcom for its comments. Alcom was so disturbed by the contents of this directive that it telegraphed for Mr. Hilary Jenkinson the British Government's adviser on Archives under whose guidance Archives of Alcom had been organized and also for a representative of the United States Record Office, who was in Europe in order to consult over the proposals. (The latter could not attend).

e. On 25 October a meeting with AFHQ representatives was held at Rome 9952 which was attended by Col. Jackson of AFRA, Brig. Parsons of G-5, Mr. Hilary Jenkinson and Brig. Lush. It decided that the letter at flag D would not be

- b. Circular No 8 was thereupon drafted to carry out the CCS directive. It is obvious that the circular is intended to deal primarily with the records of military formations. Circular No 8 was amended on 10 August by Circular No 9, at Flag A 2.
- c. On receipt of an advance copy of circular 6 Alcom on 15 July (at flag B 1) after protesting that the directive was unsuited to its needs, requested that its views might be referred to the respective governments. In this attitude Alcom was supported by Poled B (flag B 2).
- d. At flag C is a Staff Study of Alcom's request made 23 September as a result of which it was decided not to forward Alcom's views to higher authority and the draft of a proposed directive (at flag D) was sent to Alcom for its comments. Alcom was so disturbed by the contents of this directive that it telegraphed for Mr. Hilary Jenkinson the British Government's adviser on Archives under whose guidance Archives of Alcom had been organized and also for a representative of the United States Record Office, who was in Europe in order to consult over the proposals. (The latter could not attend).
- e. On 25 October a meeting with AFHQ representatives was held at Rome 9932 which was attended by Col. Jackson of AFRA, Brig. Parsons of G-5, Mr. Hilary Jenkinson and Brig. Lush. It decided that the letter at flag D would not be sent out; that Alcom's files needed special treatment; it was recognized that Alcom's files would require considerable treatment before they were ready for filming and that they would not be ready by the time AFHQ filming ceased; that a detachment of the filming unit could be sent to Rome to film Alcom's files when they were ready at some later date. The ultimate responsibility for holding the files was not agreed and Alcom again pressed for reference to the Governments.

A letter from AFHQ at flag E confirms the agreement to send a detachment of the film unit to Rome.

f. In pursuance of the decisions of this meeting AFRA on 6 November (at flag F 1) informed Alcom that a directive of 25 October at flag F 2 laying down dated for filming did not apply to Alcom.

g. At flag G is PAN 630 which detailed how records of various integrated formations should be dealt with.

h. At flag H 1 is a submission of Alcom's case dated 4 December and a supplementary letter thereon dated 15 December, (flag H 2) and Alcom strongly presses for submission of the cases to the CCS. These letters were referred by C-5 on 18 December to AFRA for reply.

i. On 28 December at flag I AFRA wrote that Col. Jackson would discuss the matter with CCS while he was in Washington. Col. Jackson returned from Washington in the second half of January. No reply has been given to Alcom to its letters of 4 & 15 December, and there is no information that Alcom's case as presented in these letters has been presented to the CCS. Meanwhile AFRA is pressing Alcom to send its files to AFHQ for filming.

k. At flag K is a letter from Alcom dated 31 January pressing for a decision, attached to which was a draft telegram sent to Alcom (from AFRA ?) for comment. Alcom took objection to the wording of the telegram which presumed the acceptance of the unacceptable principle decision and raised only subsidiary questions. Alcom's action was supported by both Rebsessies also at flag L.

l. At flag L is a letter from Alcom of 11 February stating that the AFRA letter of 6 November (at flag P) had been withdrawn and protesting that compliance with the provisions of circulars 8 & 9 were impracticable, agreeing to the filming, but stating that the files could not be quickly screened and pressing for filming in Rome as previously agreed.

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1. At flag L is a letter from Alcom of 11 February stating that the AFRA letter of 6 November (at flag P) had been withdrawn and protesting that compliance with the provisions of circulars 8 & 9 were impracticable, agreeing to the filing, but stating that the files could not be quickly screened and pressing for filing in Rome as previously agreed.

2. Argument

a. Alcom is a separate formation and not a part of AFHQ. It has its own HQ/TO.

b. Paragraph 1 of circular 8 at flag A suggests that the CCS requirements will be fully met provided that the filing is completed before Alcom itself is inactivated (or ceases to be integrated).

c. PAN 630 contains no disposal instructions of Alcom's records. No CCS ruling has yet been obtained.

d. Both Embassies have made representation to their respective governments.

39/4
e. Neither of the Embassies nor Aloom will be satisfied until the future location of Aloom Archives is referred to the respective Governments. Even if AFHQ fully accepted their view, reference would still be necessary in order to obtain Treasury sanction for the expenditure involved.

f. That Aloom's records, though arising out of Military Operations are, in essence, records of Civil Government and are of greater interest to the social historian, the politician, the economist, government officials, and cameramen than to the military strategist and in any case the files are wanted and will for some considerable time be wanted for current work even after Aloom ceases to exist.

g. The total number of files in Aloom is estimated to be 150,000 containing a possible 10 million papers. Attention is called to the wording of the certificate in circular g. The proper screening of 10 million papers is a matter which must take months. If the screening is waived, the photographic record will bear no relation to the final form of the archives which will be a source of confusion and error and involve considerable waste of material and labour. The extent by which the records may diverge is shown by the fact that it is quite possible that after screening the number of papers may be reduced to 4 million.

h. Apart from the necessity for screening, another difficulty of complying with the provisions as to filming is that on the closing down of the Property Control Division 10,000 files have at the urgent requests of the Embassies been distributed on loan to consular officials all over Italy to enable consuls to deal with the restoration of sequestered estates of Allied nationals to their owners or next of kin. The Embassies estimate that these files will be required for about a year.

90050
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AFHQ is three weeks. If filmed in Rome 3 days. In addition there will be an

and will for some considerable time be wanted for current work even after Aloom ceases to exist.

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90050

i. The estimated time for which files would be required for filming at AFHQ is three weeks. If filmed in Rome 3 days. In addition there will be an enormous amount of work in packing and carriage and risk of damage and loss in transit.

k. It is believed that Aloom's records are nearly if not quite half of the records in the whole theatre. They are certainly the largest single factor. It is reasonable and economical of time and labour that they should be photographed in situ. The Film Unit is mobile and organised to go to records; it

30A
is unreasonable that so large a quantity of records should be ordered to be moved merely for the convenience of the Film Unit.

II. Action recommended

1. That a case be submitted to the US and Br Governments for a decision as to the future location of Alcom records.
2. That arrangements be made for a detachment of the Film Unit to be attached to Alcom to undertake progressive filming of Alcom files in Rome as they can be made available. Alcom to complete filming within a reasonable time.

III. Concurrence

00049

-11-

TO : Executive Commissioner

SUBJECT : Microfilming

A telephone conversation with Lt. Col. White yesterday afternoon was as follows :

1. He does not think that a Staff of 30 (15 Civilians) over a period of 2 years would be acceptable as much as an increased Staff for a shorter period.
2. Lt. Col. Jackson has discussed the micro-filming angle with him this week and they have reached a tentative agreement that Archives should have an individual unit in Rome.
3. A civilian Staff for this could possibly be obtained from the Italian Film Companies whilst equipment will be able to be obtained from the Micro-filming Unit.
4. Lt. Col. White will be in Rome for the Conference on Wednesday and Thursday next and hopes to discuss the matter further then.

As a reversal of policy is again outlined under para 2 and it is presumed that Lt. Col. Jackson will still not accept any responsibility of micro-filming in Rome, it is urgently requested that you would kindly make a tour of the Archives Branch with Lt. Col. White before he returns to Caserta next week to see for yourselves the situation as it now stands.

2 March 1946

NM4

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

03348

Copy of minute
for Brigadier 19/AB H+H

29A

785021

19/AB

ALLIED MILITARY GOVERNMENT
PRATO DISTRICT
FLORENCE PROVINCE

13+
28A

OFFICE OF PROVINCIAL OFFICER

BT No.
SUBJECT
TO

1 March 46.

Subject : Cases for micro filming

TO: Captain T.R. Rowlands G.L.

With reference to our conversation of even
date in regard to supplies of wooden cases, which are being filled
with files, preparatory to micro filming.

I have now checked stocks held in
store and find that further supplies will be required by not later
than Monday March 11th.

Trusting this replenishment will be possible
with difficulty.

lga/...

[Signature]
Captain R.A.S.C.

00047

C O P Y

ALLIED FORCE HEADQUARTERS
APO 512

ALLIED FORCE RECORDS ADMINISTRATION
AG SECTION
ALLIED FORCE HEADQUARTERS
C.M.F.

26 February 1946

Ref. AFRA/I/109

SUBJECT : Records of Allied Commission

TO : The Office of the Executive Commissioner
HQ Allied Commission - Rome

1. Reference your letter 9265/233/EC 18 Feb 46. The Allied Force Records Administrator gave a verbal reply to your letter of 8 Jan 46 when he met the Executive Commissioner in Rome on 22 Jan 46.

2. The Allied Force Records Administrator whilst in the United States tried without success to arrange a personal interview with the Secretariat of the Combined Chiefs of Staff. He did, however, have long discussions with the Records Management Branch, A.G.O. and Historical Section, W.D. on the subject of Records Administration as applicable to ITALY and both parties were satisfied with the Allied Force Records Programme and the progress made.

3. As a result of these discussions a Col. A. F. Clarke - Deputy Director, Historical Division War Department, Special Staff, Washington, D.C., visited LONDON, FRANKFURT and Allied Force Headquarters, C.M.F. to discuss Records and Microfilming programmes and he expressed his complete agreement with our organization.

(Sgd) R.H. JACKMAN
Lt.Col., AGD

Allied Force Records Administrator

00046

~~86548~~

abstracted from 9265/EC
MNH

26TH February 1946

Capt. Rowlands
Capt. Cannings
~~Mr. Higgins~~
Lieut. Weedon
Chief Clerk.

35P
26A

At a meeting with Brigdr. Lush and Lt/Col White, the following points were decided.....

- (1) that it was vitally necessary that all Records and files be brought up to a "micro-film" level immediately so that filming can commence and continue (even at 20,000 per day) by the end of March.
- (2) that all other operations, therefore, other than Recording Cleaning files and Screening must be postponed until (1) is completed.
- (3) that micro-filming is not expected to be able to continue for more than 8-10 months from the date of CCOS approval and therefore everything must be planned beforehand to try and get this done.
- (4) that a total staff of 30 (thirty) which will include 15 (fifteen) civilians is all that we can expect and that this figure may have to be drastically cut in the second year.

It is therefore necessary to completely revolutionise the present modus operandi of Archives and to replan the work.

Capt. Cannings is asked to prepare a detail of the work at once (with the new establishment in mind) in order that this can be presented to the Executive Commissioner's Meeting tomorrow Tuesday, to advise the Embassies of the situation.

00045

The present detail will continue today or until the new set-up is approved tomorrow.

It is suggested that the staff of PROPERTY CONTROL and ROOM 14 (Headquarters files) shall continue in those rooms (1 Senr Admin and one clerk-typist to each) but that both shall commence the work of Cleaning files, and typing Lists where this has not been done in the Headquarter and P.C. Files.

N.M. Harrison
N. M. Harrison
Officer in charge

19/AB

-7-

25 February 1946

Executive Consideration

SUBJECT: Microfilming

1. Further to your conference yesterday with Lt. Col. White at which it was thought that a Staff of not more than 30 (15 Civs) would be allowed for Archives, we have gone most carefully into this figure.
2. The result shows that it can be done, but only allowing the files to be cleaned of extraneous matters and rebound for micro-filming with an Establishment of 6 Officers, 9 W/DORs and 15 Civilians.
3. Even then, to complete the 8 million documents, a period of 90 weeks net (or 2 years gross) will be required with everybody except for Records doing this work.
4. Whilst this was being discussed this morning, Lt. Col. Jackman telephoned and made the following statements:
 - a) That he would at this late period accept the files cleaned and bound ready for micro-filming and NOT necessarily screened, providing a letter was received stating that screening was impossible.
 - b) That he would accept the quantity of filmed documents to whatever we were able to send.
 - c) That all files sent in sequence will be returned after micro-filming within 7 days.

Lt. Col. Jackman stipulated however that micro-filming must be done at his plant in Caserte otherwise he cannot accept the micro-filming of Allied Commission records at all.

5. Bearing in mind the limited Staff, the time it will take to microfilm and the fact that Lt. Col. Jackman refuses to accept the filming if it is done in Rome, it is suggested that his offer should be accepted.

6. Lt. Col. Jackman is calling on Brig. Parsons to-day to report to G-5 the subject of our telephone conversation.

R.M.A.
W.M. HARRISON
Major, G.S.
Archivist

NHH/lg

SITUATION OF ARCHIVES AT 25 FEBRUARY 1946

When I took over last November, there was a letter upon the files which stated that the AFHQ Instructions under two Circulars 8 and 9 did NOT apply to the microfilming of Alocos Archives.

Representations for filming however commenced upon the return of the Officer i/c AFHQ Film Unit early this month from Washington and about 14 days after the original Instructions were again applied by a letter which ruled out the previous waiving of these orders last October.

Archives work was at that time proceeding with a minimum staff and mainly concentrating upon the checking in, storing and stock-taking of the files expected to be received from all sources. Also arrangements to card-index all the files for Functional reference had commenced.

The demand to prepare files for micro-filming by a certain Target date (viz. April 15th) came rather as a shock to the Branch, which was accentuated when it was known what constituted the preparation of files for actual micro-filming.

Besides the fact that every document should be scrutinized and a decision taken as to whether it should be filmed or not (from an historical point of view) the state of the files presented altogether a very unsatisfactory condition, loose papers, pins and clips and in many cases duplicate copies of correspondence were found.

Such extraneous matters would have all to be removed and the loose papers bound into the cover of the files before Microfilm Unit would accept them.

A time study by the Officer in charge of this work, confirmed by Team studies over a fortnight by trained personnel, produced a basic rate per hour and quickly showed that what was termed "cleaning" the files would have to be done (and done at once) ever and above "Screening".

A careful estimate of the cubic footage of material produced the alarming total of approximately Eight Million papers.

It was apparent that with all the trained staff to be found, both these operations would need three to four years work before records would be completely ready for filming, although a beginning could be made shortly.

The problem was how to produce a steady output to cope with the stated Micro-film rate of 40,000 photos a day and to make the preparation so that by target date sufficient papers would be ready to have one week's supply always in hand in case of breakdown of the system.

In most cases of Regional files, the work of screening could not be attempted as most of the people concerned with the files had gone home whilst the Functions at Headquarters were many of them preparing to close down at the end of February or transfer their operations to UNRRA or AFHQ.

00043

the files for functional reference had commenced.

The demand to prepare files for micro-filming by a certain Target date (viz. April 15th) came rather as a shock to the Branch, which was accentuated when it was known what constituted the preparation of files for actual micro-filming.

Besides the fact that every document should be scrutinized and a decision taken as to whether it should be filmed or not (from an historical point of view) the state of the files presented altogether a very unsatisfactory condition, loose papers, pins and clips and in many cases duplicate copies of correspondence were found.

Such extraneous matters would have all to be removed and the loose papers bound into the cover of the files before Microfilm Unit would accept them.

A time study by the Officer in charge of this work, confirmed by Team studies over a fortnight by trained personnel, produced a basic rate per hour and quickly showed that what was termed "cleaning" the files would have to be done (and done at once) over and above "Screening".

A careful estimate of the cubic footage of material produced the alarming total of approximately Eight Million papers.

It was apparent that with all the trained staff to be found, both these operations would need three to four years work before records would be completely ready for filming, although a beginning could be made shortly.

The problem was how to produce a steady output to cope with the stated Micro-film rate of 40,000 photos a day and to make the preparation so that by target date sufficient papers would be ready to have one week's supply always in hand in case of breakdown of the system.

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In most cases of Regional files, the work of screening could not be attempted as most of the people concerned with the files had gone home whilst the Functions at Headquarters were many of them preparing to close down at the end of February or transfer their operations to UNRRA or AFHQ.

There was also the fact that only a limited (30) Establishment could be expected to be approved by OOS Washington.

The Officer i/c Film Unit has to-day stated however that he would be prepared (since by now it would be too late to begin) to waive the idea of Screening files provided this was explained in a letter to AFHQ by Alcom.

He would also accept a much lower supply than 40,000 per day, even to 10,000 if this would assist.

He must however insist upon all material being sent to Caserta for filming.

-2-

The situation therefore resolves itself as follows :

1. In the time available NO screening can be attempted.
 2. By using 6 teams of 3 (1 AM/BOB and 2 Italians), plus 2 Officers, an output of 20,000 is to be targetted every day of Cleaning files. At a minimum it will require 1 year and eight months to complete the Eight Million papers, always providing that the files are all available for this work and that no hitches occur.
 3. The proviso that Filming must be done at Caserta is in its way a better idea than to have a separate Film Section in Rome, since the Officer i/c refuses to film in any other way and since more staff would be wanted to run the Film Unit (and technical men at that) all requiring training, which will take more time.
 4. Premises for this work would also have to be found, before the present Alcom premises are vacated.
- The approval therefore is :
- (a) For a staff of 30 persons (half Italian Civilians) to be agreed as Archives Establishment for two years with a drastic reduction in ensuing years. (probably 50%).
 - (b) Fresh premises for Archives to be ready in time to move to (with suitable shelving and security) before Alcom closes down.
 - (c) Should a fifty per cent American Staff be unavailable, that British personnel be approved to complete the number required (15).

26.2.46

H. J. Harrison
O/c
Archives Branch

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

0002

Minute to
Executive Commissioner

19/AB

30/11

23A

The amended draft Executive Memorandum herewith was made before a telephone message was received from Lt. Col. White. It is suggested that this Memorandum be held until next Monday in order that any further points may be included upon his visit.

The telephone message was as follows :

Lt. Col. White has submitted a complete report to Brig. Parsons regarding microfilming AC records from the correspondence we have sent to him.

In this he has recommended :

- 1) That a cable be sent to Chiefs of Staff, Washington.
- 2) that a Camera Section of MFU be installed in Rome.

Lt. Col. White will be probably in Rome this week-end and will bring with him a copy of this report for your information.

19 Feb 46

Draft of Instructions to Branches

00001

19/AB

Subject - Preparation for Microfilming - (Cont.)

19 February 1946

Major Harrison:

a. The trial bundle of files which were completely prepared by me (clips removed, duplicates extracted, rebound) averaged a daily output of 132 files, or at an average of 30 sheets per file, 3960 sheets.

b. The work so far completed is as under:

2 teams in 8 hours completed 187 files

3 " " 20 " 625 "

812 files (24360 sheets)

Therefore, the average daily output of each team, so far is 86.2 files or 2586 sheets.

The speed of work is, however, increasing with practice and will attain an average of 120 files per day or 3600 sheets.

c. The average daily total of sheets which can be microfilmed is estimated as 40,000; and in consequence, at least ten teams will be necessary to keep pace with this figure.

The extra labour required; therefore, will be 7 British or American O.Rs, and 13 Italians male or female.

d. In addition to the above the final inspection and casing of files has to be carried out. This is at present being done by Corporal Bellinger and myself, and I consider N.C.Os are necessary for this operation.

So far 863 files or 25,890 sheets, have been completed and cased, and I estimate that 2 N.C.Os on final inspection and casing will be able to deal with the daily output of 2 teams, each comprising 1 British or American O.R. and 2 Italians, engaged in clip removal, extraction of duplicates, and rebinding.

Therefore, the extra labour required for final inspection, when ten teams are operating will be 4 N.C.Os (Corporal Clerks).

LGC.

M. Harrison
Captain I.S.S.C.

22728/A

2 teams in 8 hours completed 187 files
 } " " 20 " 525 "
 812 files (24360 auto)

Therefore, the average daily output of each team, so far is 86.2 files or 2756 sheets.

The speed of work is, however, increasing with practice and will attain an average of 120 files per day or 3600 sheets.

c. The average daily total of sheets which can be microfilmed is estimated as 40,000; and in consequence, at least ten teams will be necessary to keep pace with this figure.

The extra labour required; therefore, will be 7 British or American O.Rs, and 13 Italians male or female.

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So far 863 files or 25,890 sheets, have been completed and cased, and I estimate that 2 N.C.Os on Final Inspection and Casing will be able to deal with the daily output of 2 teams, each comprising 1 British or American O.R. and 2 Italians, engaged in clip removal, extraction of duplicates, and rebinding.

Therefore, the extra labour required for Final Inspection, when ten teams are operating will be 4 N.C.Os (Corporal Clerks).

H. Curran
 Captain F.S.S.C.

LCC.

SECRET

03340

19/AB

SUBJECT: Preparation for Microfilming - Progress of Work.

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

19th February 1946. 24/1A

Major Harrison.

The work so far completed is as under:-

a. Clip removal, Extraction, Rebinding
2 teams in 8 hours completed 187 files.....5610 sheets approx.
3 " " 20 " "18750

24360

b. Final inspection and preparation for despatch.
This operation is carried out by Cpl. Bellinger and myself, but I am unable to spend full time on this work, as supervision of teams and other work has to be done.
Work completed in 20 hours.....863 files.....25890 sheets approx.

a. The speed of work covered in a. above is increasing daily and "peak" has not yet been reached. It is, however, apparent that at least ten teams will be necessary to cope with the output required. The extra labour necessary will, therefore, be:- 7 British or American C.O.s.
13 Italians male or female.

It would appear desirable to have the full number of teams working as soon as possible.

b. As regards the final inspection and packing, I consider that 2 N.C.O.s (Corporal Clerks), could handle the output of approximately 4 teams. Therefore, the additional labour required for b. would be 4 Junior N.C.O.s.

The work carried out under b. is as follows:-

1. All files are checked with tabulated list and any extractions missed in the first operation are attended to.
2. All files are ticked in green inside cover.
3. All sheets extracted are tied in bundles, marked with correct reference and stacked.
4. All files are placed in sequence in the cases provided together with tabulated list of contents, and contents slip. The cases are serially numbered in two places on the outside.
5. Details of contents of each case are noted in the record books and files of the department.
6. After the extraction of duplicated and circular matter emanating from H.Q. Allied Commission the files are being packed for micro filming. No attempt is being made to select matter which may be omitted from the filming process.
7. Records are also kept showing the work done per day by each team and the references of files handled so that bad extracting or rebinding may be traced to an individual.

W. Harrison

a. Clip removal, Extraction, Rebinding
 2 teams in 8 hours completed 187 files.....5610 sheets approx.
 3 " " 20 " " 625 " "18750

24360

b. Final inspection and preparation for despatch.
 This operation is carried out by Cpl. Bellinger and myself, but I am unable to spend full time on this work, as supervision of teams and other work has to be done. Work completed in 20 hours.....863 files.....23890 sheets approx.

a. The speed of work covered in a. above is increasing daily and "peak" has not yet been reached. It is, however, apparent that at least ten teams will be necessary to cope with the output required. The extra labour necessary will, therefore, be - 7 British or American C.Rs.

13 Italians male or female.
 It would appear desirable to have the full number of teams working as soon as possible.

b. As regards the final inspection and packing, I consider that 2 N.C.Os (Corporal Clerks), could handle the output of approximately 4 teams. Therefore, the additional labour required for b. would be 4 Junior N.C.Os.

The work carried out under b. is as follows:-

1. All files are checked with tabulated list and any extractions missed in the first operation are attended to.
2. All files are ticked in green inside cover.
3. All sheets extracted are tied in bundles, marked with correct reference and stacked.
4. All files are placed in sequence in the cases provided together with tabulated list of contents, and contents slip. The cases are serially numbered in two places on the outside.
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7. Records are also kept showing the work done per day by each team and the references of files handled so that bad extracting or rebinding may be traced to an individual.

LDC.

McDonald
 Captain R.A.A.C.

00039

151 February 1946

To: Major Harrison.

In connection with the above - took an average bundle of files (53 files), contents 1811 sheets. These were sub divided into two lots: lot 1. 25 files containing 871 sheets.
lot 2. 28 " 940 "

100-443887-100

Operation A. Removal of clips and fasteners and irrelevant material carried out as one operation. Time taken 115 minutes.

No. of files 25. Contents 871 sheets. Extracted 116 sheets. Net 755 sheets.
Time for clip removal and "screeding" per 100 sheets....14 minutes.
Output per 8 hour day.....3428 sheets (104 average files).
Operation b. Rebinding. Time taken 97 minutes. Sheets.755.
Time for rebinding per 100 sheets 12.8 minutes.
Output per 8 hour day.....3750 sheets .(125 average files)

These were treated as follows:-

Operation & Removal of clips and fasteners. Time taken 99 minutes.

No. of files 28. Contents 940 sheets.
Time for clip removal per 100 sheets 10.5 minutes.
Output for 8 hour day....4571 sheets (134 average files)
Operation b. Removal of irrelevant matter. Time taken 80 minutes.

No. of files 28. Contents 940 sheets. Extracted 150 sheets Net 790 sheets.
Time for screening per 100 sheets....8.6 minutes.
Output per 8 hour day.....5581 sheets. (163 average files)
Operation c. Rebinding. Time taken 72 minutes.

No. of files **23**. Contents 790 sheets.
Time for rebinding per 100 sheets... 9.1 minutes.
Output per 8 hour day..... 274 sheets (176 average files).

CONCLUSIONS

I suggest that the process as shown in lot 2 be adopted. Split up into three operations the method gives an approximate equality of work. viz:-

Output per day clip removal.....	4571 sheets or 13 1/2 average files.
" " " screening".....	" 163 "
" " " rebinding.....	" 176 "

The following factors must be considered:

- (a) Normal time wastage i.e. visits to lavatory, intervals for tea.
(b) Slowing owing to monotony of labour, (this would probably be offset by increase in speed due to constant practice)
(c) Great care is necessary in extraction of a relevant matter.

Allowing for the above I consider a fair daily throughput for 1 Brit. O.B. and 2 Italians (male or female) would be 4,500 sheets or 132 average files.

lots: Lot 1. 23 files containing 871 sheets.
Lot 2. 28 940

LOT 1.

These were treated as follows:-

Operation a. Removal of clips and fasteners and irrelevant material carried out as one operation. Time taken 115 minutes.

No. of files 25. Contents 871 sheets. Extracted 116 sheets. Net 755 sheets.
Time for clip removal and "screening" per 100 sheets....14 minutes.

Output per 8 hour day.....5428 sheets (104 average files).
Operation b. Rebinding. Time taken 97 minutes. Sheets.755.

Time for rebinding per 100 sheets 12.8 minutes.
Output per 8 hour day....3750 sheets (125 average files)

LOT 2.

These were treated as follows:-

Operation a. Removal of clips and fasteners. Time taken 99 minutes.

No. of files 25. Contents 940 sheets.
Time for clip removal per 100 sheets 10.5 minutes.

Output per 8 hour day....4571 sheets (134 average files)
Operation b. Removal of irrelevant matter. Time taken 80 minutes.

No. of files 28. Contents 940 sheets. Extracted 150 sheets Net 790 sheets.
Time for screening per 100 sheets....8.6 minutes.

Output per 8 hour day.....5581 sheets. (163 average files)
Operation c. Rebinding. Time taken 72 minutes.

No. of files 23. Contents 790 sheets.
Time for rebinding per 100 sheets... 5.1 minutes.

Output per 8 hour day.....5274 sheets (176 average files).

CONCLUSIONS I suggest that the process as shown in Lot 2 be adopted. Split up into three operations the method gives an approximate equality of work, viz:-

Output per day clip removal.....4571 sheets or 134 average files.
" " " screening".....5581 " 163 "
" " " rebinding.....5274 " 176 "

The following factors must be considered:

- (a) Normal time wastage i.e. visits to lavatory, intervals for tea.
- (b) Slowing owing to monotony of labour, (this would probably be offset by increase in speed due to constant practice)
- (c) Great care is necessary in extraction of irrelevant matter.

Allowing for the above I consider a fair daily throughput for 1 Brit.O.R and 2 Italians (male or female) would be 4500 sheets or 132 average files.

To attain the target of 10,000 sheets per day therefore, 10 teams of 3 persons would be necessary, i.e. 10 Brit. O.Rs, and 20 Italians male or female.

Present staff of 6
should do 1348,000
sheets (11,050 files)
in 10 days (approx)

00038

Captain B.A.O.C.

File under 1/AB

Archives

Ref: DO/1021/35

14th February 1946

To Lt/Col S.H. White C-5 AFHQ

Dear Colonel

After an exhaustive search on all our files together with that of the Exec. Commissioner I can only think that everyone left it to someone else to prepare the minutes of that "October" Meeting.

My Staff Sergeant says that it may be that it was considered merely an informal talk before going to AFHQ but whatever happened, no minutes are available.

I have however Brig. Parsons letter, (enclosed) as well as the following paragraph in the DRAFT which eventually went to AFHQ and this is what it says

14. If the plan for complete microphotography before final transfer of the Archives to their ultimate repository is for any reason still judged to be desirable, it must be realised that no addition to the Archives Staff or any other special measures would make it possible to put more than a proportion of the files into anything like their final state in the immediate future. As an alternative therefore it is suggested that some part at least of the task should be accomplished in the period during which it is proposed (see para 9) that the Archives should remain in Rome under the joint care of the American and British Embassies; the necessary photographic equipment and staff being attached for the purpose.

In the last sentence this bears out exactly what we have asked.....

(a) a less drastic "screening" policy than that laid down in circulars No. 8 and 9

(b) a larger permanent staff to be slowly trained in the duties of archiving (at present 3 British officers and 3 NCOs) while the Americans have supplied one clerk

(c) The Camera Section and Staff operating in ROME.

In the meantime, we are going ahead with a staff of mixed personnel under Capt Cannings, not screening but tidying and rebinding the first files of REGION 4 but for some days we cannot gauge exactly how long it will take to get sufficient material ready for their rate of output which, I believe, can handle 40,000 letters a day.

Yours sincerely

H. M. J.

00037

19A
H.A.
H.A.

PTO

COPY OF LETTER TO BRIGADIER LUSH FROM BRIGD.F.G.A. PARSONS.

ALLIED FORCES HEADQUARTERS
G - 5 Section
APO 512

19 October 1945

Dear Lush

Thank you for your letter asking for the AFHQ draft instruction on the handling of Allied Commission's Archives. (1/AB unrelated)

The draft is attached. I have spoken to Lt. Colonel Jackman, who is handling the microfilming. He is fully prepared to discuss ways and means whereby the microfilming of your meeting on the 25th October. For instance although the draft letter does not say so, he is prepared to set up the plant in Rome which will mean that the files will only be kept for a day or two they are returned to your Archivist.

Yours faithfully,
.....

I have spoken to Lt. Colonel Jackman, who is handling the microfilming. He is fully prepared to discuss ways and means whereby the microfilming of your meeting on the 25th October. For instance although the draft letter does not say so, he is prepared to set up the plant in Rome which will mean that the files will only be kept for a day or two they are returned to your Archivist.

Yours faithfully,
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Yours faithfully,

YOUNG

785021

(Archives Branch)

TO : A.F.R.A. AG Section AFHQ
Subject : Archives of Allied Commission for Micro-film.

11 February 1946

REF : 19/AB

Reference your letter AFRA/1/109 dated February 7th received today.

1. A letter upon the above subject has already been passed to A G-5 AFHQ in which various points have been reviewed.
2. It is felt at this stage however that several items in your letter should be examined, viz :-
 - (a) para.1. To prepare and ship AG Records in accordance with Circulars 8 and 9 has already been explained as impracticable and alternatively a draft has been received from your Records Administrator last week which is receiving careful attention.
 - (b) para.3. The earliest Target date given at the Conference with the Executive Commissioner was April 15th (not April 1st) and it was promised to comply if in any way possible. The question of "screening" documents - at that time not applicable, (your letter of 6th Novr, since withdrawn, refers) - now endangers any hard date for delivery, although every effort is being made to comply with the later date.
 - (c) para.9. Under Executive Memo.No.7 (copy herewith) all Records of AG sent to an outside body (UNRRA included) are on a loan basis only and cannot be transferred except by the direct order of the Executive Commissioner. Steps have already been taken to obtain such files as and when required for Micro-filming and return to such body, still on loan.

MMA
N.M. HARRISON Major.
Archivist.

00036

TO Allied Force Records Administration

Ref: Archives of Allied Commission for Micro-film.

19AB

1. Reference AFRA/I/IOB dated 7 February, received today.
2. A letter upon the above subject has already been passed to A G-5 AFHQ in which various points have been reviewed.
3. It is felt, however, at this stage, that several items in your letter should be examined at this stage, viz:-
 - (a) para.1. To prepare and ship ACC Records in accordance with Circulars 8 and 9 has already been explained as impracticable and a draft alternative received from your Records Administrator last week is receiving careful consideration.
 - (b) para 3. The earliest Target Date given at the Conference with the Executive Commissioner was April 15th (not April 1st) and it was promised to comply with this if, in any way possible.
The question of "screening" documents - at that time not applicable (your letter of 6th November refers) now endangers any hard date being agreed upon, altho every effort is being made to comply with your request.
 - (c) para.9. Under Executive Memo.7 (copy herewith) all Records A.C. to any outside body (UNRRA included) are on a loan basis and cannot be transferred ~~in~~ except by order of the Executive Commissioner.
Steps have already been taken, to obtain any such files as and when required for Micro-filming and return.

Issue.

H/LH

00035

23/A
New York
ALLIED FORCE RECORDS ADMINISTRATION,
AG SECTION,
ALLIED FORCE HEADQUARTERS,
C.M.F.

7 February 46.

Ref :- AFRA/L/109

SUBJECT :- Records

TO :- A.C.C. Archiver,
ROME

As a result of the visits first of Major P.S. Skay and Capt. R.S. Johnson to A.C.C. Archives, ROME and later of Capt. T. Rowlands to this office and to the Microfilming Depot, and mutual visits and conferences Brigadier Lush - Col. Jackman - Major Harrison, the following points have been mutually agreed upon :-

1. Preparation and shipment of A.C.C. Records is to be in accordance with the existing directives as laid down in Allied Force Headquarters Circulars B 2 9.
2. All screening of these documents shall be completed at A.C.C. Headquarters prior to shipment to the Depot.
3. Documents shall be shipped to the Depot by Regions, the first regional records being ready for shipment by approximately 1 April 46.

4. Regional records will be microfilmed by functional title within each region with appropriate targets preceding each major function.

5. The records of each region will be kept intact, as any attempt to break the files down into separate functions for functional consolidation is likely to cause confusion and delay in completing the whole programme.

6. The only exception to the rule laid down in Para 5 above is that Property Control will be dealt with as a function covering all the regions, as the records of this function are

00036

Ref :- AFM/1/109

SUBJECT :- Records

TO :- A.C.C. Archives,
RONS

As a result of the visits first of Major F.B. Skay and Capt. R.E. Johnson to A.C.C. Archives, RONS and later of Capt. T. Rowlands to this office and to the Microfilming Depot, and mutual visits and conferences Brigadier Lush - Col. Jackman - Major Harrison, the following points have been mutually agreed upon :-

1. Preparation and shipment of A.C.C. Records is to be in accordance with the existing directives as laid down in Allied Force Headquarters Circulars 8 & 9.

2. All screening of these documents shall be completed at A.C.C. Headquarters prior to shipment to the Depot.

3. Documents shall be shipped to the Depot by Regions, the first regional records being ready for shipment by approximately 1 April 46.

4. Regional records will be microfilmed by functional title within each region with appropriate targets preceding each major function.

5. The records of each region will be kept intact, as any attempt to break the files down into separate functions for functional consolidation is likely to cause confusion and delay in completing the whole programme.

6. The only exception to the rule laid down in Para 5 above is that Property Control will be dealt with as a function covering all the regions, as the records of this function are already being consolidated and dealt with separately.

7. A schedule of shipments will be prepared by the A.C.C. of records to be shipped to the Depot, indicating the approximate date a group of records will be ready for shipment, the number of boxes involved and the date on which the records should be returned, if necessary.

Sheet 2/.....

19/AB

Sheet 2.

8. Transport for the shipment of these records and pick-up of completed jobs will be arranged by mutual agreement between A.C.O. Archives and the Microfilming Depot. A K 50 van is the most suitable vehicle for this task and the Depot Commander will endeavour to obtain the use of one of these vehicles.

9. Where certain files have been passed to other bodies when the activity is definitely transferred, e.g. to UNRRA, these files can be transferred permanently to that agency and a notice to that effect placed in the files for filming in the correct sequence. This procedure is not to be confused with files which are on a loan basis to an agency. All files on loan must be recalled, and incorporated with proper region or other files prior to shipment of such files to Microfilm Depot.

10. Attached for your information are extracts from TM 12-259, Records Administration, Disposition of Records, War Department, July 1945.

W. H. Saeys

(P. W. SAEYS, MAJOR),
D/ Allied Force Records Administrator.

03333

785021

ALLIED FORCE
Microfilming & Records Depot

5 February 1946

MEMORANDUM:

TO : All Concerned

The following data is extracted from TM 12-259, Records Administration, Disposition of Records, War Department, July 1945, and quoted for your information and guidance.

"15. DISPOSITION OF FILES OF INSTALLATIONS CHANGING STATUS

a. With certain exceptions, the files of installations changing status are arbitrarily defined as "noncurrent," even though they may be active for a period of time following change of status. This applies both to installations being discontinued as well as to installations being transferred from one of the three major commands of the Army (AAF, AGF, ASF) to another, or, within these major commands, from one command to another. The exceptions noted are as follows:

- (1) Files necessary to the operation and maintenance of the installation's physical plant and equipment will remain at the installation.
- (2) Fiscal accounting files are considered current until all accounts are closed and unexpended balances involved are reported for withdrawal.
- (3) Files essential to the administration of a continued activity which has been transferred from the installation being relinquished or discontinued to another headquarters or installation will be transferred to the latter, as directed by the headquarters having command jurisdiction, but will be specifically limited to files needed to administer a transferred operating activity (excluding the activity of record-keeping itself).

b. When any unit, headquarters, or subdivision of a headquarters is reorganized, consolidated, or redesignated and personnel and equipment are transferred to a new command, files will be closed out as of the date of discontinuance of the former command and properly identified as the files of the discontinued unit or office.

NOT IN
ACCORDANCE
WITH ARCHIVES AC.
POLICY OR INSTRUCTIONS

- (1) Files which are thus cut-off will be retained by the successor unit or office until inactive. If, during this period, active papers or individual files are withdrawn and incorporated in current files of the

05032

Memo, extract fr TM 12-259, 5 Feb 46

"successor unit or office, appropriate cross reference will be left in the file from which the papers were withdrawn.

(2) With the exception of individual active papers, as provided above, files of such redesignated or reorganized units or offices will not be merged or interfiled with the records of any other unit or higher echelon, but will be maintained so as to preserve the administrative origin of the records. Specific exceptions to this rule will be authorized only by The Adjutant General.

(3) When inactive, the cut-off portion of the files will be transferred to the appropriate records depot."

AGREES
WITH
ARCHIVE
POLICY

R. E. JOHNSON
Capt., A.G.D.
Depot Commander (US)

00031

Archives Branch

DC/NDA/35

Dear

Colonel

Feb 11th 1946

As the Brigadier said, you are our "Pater Archivarius" and we all feel that your presence at Caserta will assure us safe shepherding over the stony ground on which Archives seems to be.

As you will see in our letter today to G-5, we have suddenly been speeded up into the maze of Micro-filming by April 15 - a date only 40 working days away - which however vital to the Micro Film Unit, is a difficult one for us to meet.

Apparently the only reason for such short notice is that by then, their staff will have nothing to do. And although we are anxious to help wherever possible, one wonders at all the rush and risk of breakdown, when realizing that from November 1945 until eighteen days ago, all our telephone messages and enquiries failed to obtain a single word about policy, until Lt/Col Jackson returned.

As I write to you, a letter arrives from the M.F.U. even stepping up the date to April 1st (thrice happy augury) with one or two rather inaccurate points which want cleared up, so I am writing them telling that we have written to AG-5 on the whole thing.

It would be a pity to rush blindly into the continuous filming of over 100,000 A G files - at present neither screened nor bound - short of trained personnel as we are, just because the M F U has a number of civilians who might be moved up here to help us to get things ready.

Apart from all this, things are going well, the whole staff is working flat out, the Contessa is keeping Property Control perfectly controlled and I hope soon to get your two beautiful C.A. Secretaries down here just as soon as Reakes can bear to let them go.

And so, with kind regards, knowing you will, as usual, be our tower of strength

Sincerely yours,

G. C. S. H. White.

03330

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

microfilming of AC Records

13A

Archives

It should be enclosed to attach to this letter D/O to Lt Col White at GS who is now our 'pastor' archivist

11/9/12

HB

03029

Ref:

February 1946.

SUBJECT: Microfilming of AG Records and disposition.

TO : Allied Force Headquarters.
Attn: G-5 Section.

2 Copies to G-5
1 Copy to EX-Com File

1. A letter from Lt. Col. Jackson, Records Administrator, dated 6 Nov 1945 stating that the instructions under Circulars AFHQ Nos. 8 and 9 were not applicable to the documents of Allied Commission has now been withdrawn and it is difficult to understand in exactly how far action is expected to be carried out bearing in mind the following points:

- (a) Screening. It has been agreed by the Records Administrator in a draft forwarded through one of my Staff Officers last week that AG records of a Regional nature should not be divided into Transitory and Permanent Records by reason of their historical value being disturbed by personnel unacquainted with the complete story.

This "screening" constitutes one of the main functions of Circular No. 8.

Although these Regional Files total over 90% of AG Archives, those of HQ contain even more valuable matter equally impossible to segregate since the officers concerned have left this theatre, in some cases (such as early planning for AG) many months ago.

- (b) Shipment to M.F. Unit. To micro-film AG Archives at CASERTA will require the packing, shipment and return of some hundreds of thousands of files over a distance of 150 miles with the constant risk of breakdown and pilferage which would upset any continuity of file series being maintained in the order outlined by the Film Unit.

2. To overcome these difficulties and the consequent waste of working hours within the Microfilm Unit, the following amendments are suggested:

- (a) All Allied Commission Archives shall be microfilmed, it being agreed that steps are first taken within the Commission to eliminate wherever possible, matter which is inapplicable.

- (b) To destroy nothing "transitory" so that future claims of a non-historical nature can be always investigated.

00028

-2-

- (c) To instal (say) six of the Microfilm Units' cameras with their staff in ROME in accordance with Lt. Col. Jackson's agreement (your letter of 22 Oct 45 refers). The remaining operations (film check, retake, film storage) to be completed in the usual manner at the Microfilm Unit.

The staff of (say) 2 officers and 15/20 operators could be accommodated at one of our Hotels for the requisite period.

3. Attached is copy of AFHQ letter AG 313 - AFHA of 5 Oct 1945 as requested by you.

Brigadier,
Acting Chief Commissioner.

00021 *

HEADQUARTERS
ALLIED COMMISSION
Archives Branch

T2A

14a

Ref. 1/AB (copy 19/AB)

Subject : Microfilming of A G Archives

To : Brigadier Lush.

Set
Herewith draft outlining points of letter to G-5 upon the above subject in accordance with instructions in your Minute on file 9265 at present with you.

A copy of Brig. PARSONS letter of 19 Oct. 1945 is also attached of which we hold the original.

8 February 1946

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

*Thank you - But Mrs Parsons would
sent to him the memo attached to her letter
of Oct 15. Will you do so?*

M/8/2

HEADQUARTERS
ALLIED COMMISSION
(Archives.)

19 AB

To : Brigadier LUSH.

Subject : Report on visits to Micro-film Unit Feb 5th and Jan 28th. 1946

After the visits of myself, my Admin. Officer and Chief Clerk to the above Unit, the following points were noted :-

1. That the M.F. Unit is so carefully organised that they can see a completion of their present work about the first week in April.
2. That a section of their (Italian civilians) have been especially trained in the work and these will either become idle or may have to be dismissed if the work stops.
3. That A.C. Archives, constituting (according to Lt. Col. Jackson) 43% of the whole of the Staff Records, will be expected to contribute film matter by that date.
4. That once filming is commenced, a steady flow of material must be maintained, as the Film Unit is on a chain-operation basis and to hold up one function is to delay the whole set-up.

In order to comply with para. 3 and 4, two main difficulties are to be expected.

- (a) The responsibility of Screening Files before dispatch - and for that matter, deciding whether certain files should be filmed or not, upon an A.C. Historical basis.
- (b) The guarantee of a "steady flow of material" bearing in mind that 150 miles separates the mountain from Mahomet (A.C. Mountain) and, since it is proposed by the M.F.U. to film by Subject Matter (within the series of files), the risk of a transport breakdown will interfere with the continuity of certain specific reels.

Now it has been verbally agreed by the Executive Commissioner that Allied Commission will accept the responsibility of carrying out sub. par. (a). But that on no account can such be carried out in the Regional files and such of the Sub-Commissions already closed down and passed into Archives.

Since, at a rough guess, Regional files constitute fifty per cent of the files of A.C., to screen Headquarter documents is to only adopt a middle of the road policy.

trained in the work and these will either become idle or may have to be dismissed if the work stops.

3. That A.C. Archives, constituting (according to Lt. Col. Jackson) 48% of the whole of the Staff Records, will be expected to contribute film matter by that date.

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- (a) The responsibility of screening files before dispatch - and for that matter, deciding whether certain files should be filmed or not, upon an A.C. Historical basis.
- (b) The guarantee of a "steady flow of material" bearing in mind that 150 miles separates the mountain from Mahomet (AC- Mountain) and, since it is proposed by the M.F.U. to film by subject matter (within the series of files), the risk of a transport breakdown will interfere with the continuity of certain specific reels.

Now it has been verbally agreed by the Executive Commissioner that Allied Commission will accept the responsibility of carrying out sub. par. (a). But that on no account can such be carried out in the Regional files and such of the Sub-Commissions already closed down and passed into Archives.

Since, at a rough guess, Regional files constitute fifty per cent of the files of A.C., to screen Headquarter documents is to only adopt a middle of the road policy.

The three points for decision, I would suggest are as follows :-

- (1) to film ALL the Archives, both Headquarters and Regional, subject to a general check by the Branch or Sub-Commission concerned.
- (2) to destroy NO transitory papers, so that future claims can be examined at any time.
- (3) instead of the risk of moving files to Caserta, to instal (say) six of the CAMERAS in Rome, completing the remainder of the operations (Check- Retake- Store film) at the Unit (Example. Film Companies do not "shoot" their pictures on the Studio lot and in this case, I suggest, Lt/Col Jackson could easily send a couple of Officers and 15-20 operators to Rome to be housed in one of the A.C. Hotels for 3 months.

6.2.46 *SEE* Ex. Comm. Applied to these WOB points
File 205 *ordered Action to GS*
H.M.

785025

DRAFT BY COL. R. H. JACKMAN TO MAJOR. H. M. H. RISSON
FOR PRESENTATION IN LETTER FORM AND SIGNATURE OF THE
EXECUTIVE COMMISSIONER AND ONWARD TRANSMISSION TO AFHQ.

19/A

1. Files come under two categories:-
 - (a). Headquarter Files.
 - (b). Regional Files.
2. Headquarter files can and will be screened before shipment to Micro-film record Depot.
3. Regional files cannot-personnel with knowledge of files have departed this theatre.
4. It would appear to be extremely dangerous to permit personnel with limited or no A.C. background to screen such important documents - i.e. Regional files pertaining to Civil Government affairs affecting the whole Italian nation. First experiment of its kind in Military history - imperative we complete as possible.
5. Far better to be safe and microfilm transitory papers thus assuring retention of all important ones rather than risk destruction of important papers by screening by inexperienced people.

00026

The above was handed to Capt. Rowlands by Lt/Col. Jackman during his visit to the Film Unit.

If it is decided to film ALL the Archives, para. 2 will need amendment.

AMH

6.2.46

ALLIED FORCE HEADQUARTERS
APO 512

ALLIED FORCE RECORDS ADMINISTRATION,
AG SECTION,
ALLIED FORCE HEADQUARTERS
C. M. F.

4 February 46.

Ref :- AFRA/I/109

SUBJECT :- Records.

TO :- HQ.,
Allied Control Commission,
ITALY.

As a result of recent conferences held between Executive Commissioner and his staff and the Allied Force Records Administrator, decisions have been made by which the provisions of Allied Force Headquarters Circulars 8 and 9 now apply to A.C.C., ITALY.

This office letter referring dated 6 November 1945 is, therefore, withdrawn.

signed: R.H. JACKMAN,
Lieutenant Colonel, AGD
Allied Force Records Administrator.

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DCK/fn

ALLIED FORCE HEADQUARTERS
APO 512

CIRCULAR)

WATER'S)

18 July 1945

ALLIED FORCE RECORDS ADMINISTRATION

References	I
General Objectives	II
Organization and Responsibilities	III
Preparation of Records for Shipment	IV

I--- REFERENCES

WTOUSA Circular Number 64, 20 April 1945, "Records Administration Program."

Part II of "Submission of War Diaries and Preservation of Documents of Historical Value", Instructions in Force in the Mediterranean Theater.

II-- GENERAL OBJECTIVES

1. The Combined Chiefs of Staff, in anticipation of the concern of both the United States and the United Kingdom to secure custody of records of a combined British-American nature created in the course of this war, have directed the commanders of appropriate headquarters to take steps to insure that, prior to or upon the inactivation of their respective headquarters or upon withdrawal of representatives of one of the Allies from such headquarters, a duplicate set of the records of a combined nature of these headquarters will be available for ultimate release to the Governments of the United Kingdom and the United States.

2. The foregoing directive applies to the records of all general, special and other staff sections, to the boards, commissions, and committees of this headquarters, and to the combined (Allied) air and ground headquarters under the jurisdiction of Allied Force Headquarters which function as a British-American agency.

3. The principles of the War Department Records Administration Program as affecting American units of WTOUSA have been defined by WTOUSA Circular Number 64, 1945. A corresponding program affecting purely British Army establishments has been provided by Part II of, "Submission of War Diaries and Preservation of Documents of Historical Value," attached hereto as Appendix A, and Air Ministry Orders A.903/42 and A.1007/43 dealing with similar Royal Air Force documents.

4. The program herein established takes into account the foregoing procedures approved by the War Department and the War Office and does not contemplate that those procedures be abandoned or altered. Noncurrent records of permanent value and the permanent records of disbanded, inactivated, or transferred organizations will continue to flow in orderly shipments to England or to the United States, in accordance with established procedures, but provisions are now made for the duplication of records of this headquarters or any of its subordinate establishments which reflect a combined British-American function, operation, or transaction.

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AFHQ Circular #8 (cont'd)

III- ORGANIZATION AND RESPONSIBILITIES

5. Allied Force Organization for Records Administration

a. Allied Force Records Administrator -- To administer a program which will insure the proper disposition of mixed records of the character indicated above, there is established at this headquarters, the Office of the Allied Force Records Administrator, who will:

(1) Organize and administer a program for the disposition (destruction) of nonrecord (valueless) material and the preservation and duplication, by photographic or other processes of the permanent records of the offices or agencies defined in paragraph 2, above.

(2) Establish and operate an Allied Force Microfilming and Records Depot to receive, process, and reproduce the permanent records of a "combined" nature.

b. Records Officers - The organization for this program will comprise records officers appointed in each general, special, or other staff section of Allied Force Headquarters; for each board, commission or committee controlled by this headquarters; and for each Allied (combined) air and ground headquarters under the jurisdiction of AFHQ. Their names will be reported to the Allied Force Records Administrator not later than 1 August 1945.

(1) Record Officers will bear in mind at all times that they are regarded as custodians of the records of the Governments of Great Britain and the United States and that they are personally responsible for their safe keeping. Past experience has shown that irreparable harm has been done by indiscriminate destruction of permanent records of historical, legal or administrative significance. Therefore, the greatest care will be exercised in the screening and evaluation of files included in this program, to insure preservation of records of enduring value. Doubtful cases will be referred to the Allied Force Records Administrator for decision.

(2) Each officer will be familiar with AFHQ Circular 64, 1945 and Appendix A hereof, and will be guided by these directives in so far as exclusively American or exclusively British records are concerned. Provisions of this circular will apply to all combined or integrated British and American records.

(3) Copies of all directives issued by records officers, which affect the Allied Force Records Administration Program, will be furnished to the Allied Force Records Administrator. No instructions in conflict with this directive or with Appendix A will be issued.

(4) Direct correspondence between records officers and the Allied Force Records Administrator is authorized.

6. Procedures to Conform with Requirements of the Combined Chiefs of Staff

a. The records maintained in any instrumentality of this headquarters, or in any subordinate establishment of this headquarters, normally fall into one, two, or all of the following categories:

RESTRICTED

AFHQ Circular #8 (cont'd)

- (1) Records of exclusively British concern.
- (2) Records of exclusively American concern.
- (3) Records of a combined British and American character.

A.C

b. One of the most important functions of each records officer is to identify the records of his agency that reflect a combined British-American function, operation, or transaction. Except in the most extraordinary circumstances, this process will not involve the rearrangement of files or the disruption of existing file systems. The integrity of all files must be preserved.

c. Upon completion of the identification of the categories defined by subparagraph a, above, the records officer will proceed by:

- (1) The organization of the files to facilitate their disposal (destruction), retirement (storage), or microfilming.
- (2) The destruction of valueless records (nonrecord material) in accordance with War Department and War Office directives.
- (3) Shipment to Allied Force Microfilming and Records Depot, for microfilming, all noncurrent records reflecting a joint British-American function, operation, or transaction considered to be of permanent value.
- (4) Shipment of all noncurrent records that are strictly American in character and of permanent value, to the MTOUSA Records Depot.
- (5) Shipment of records no longer required for current use that are strictly British in character, to GHQ 2nd Echelon, CEF.

d. The permanent records of an inactivated, disbanded, or transferred organization will be shipped to the appropriate temporary records repository in the same manner as indicated for noncurrent records in subparagraphs c(3), (4), and (5), above.

e. Requests for authority to dispose of (destroy) records, the destruction of which is not authorized by the War Office or the War Department, may be submitted by the appropriate records officer for review and recommendation of the Allied Force Records Administrator.

7. Precautionary Measures

a. The manner of dealing with the records of integrated organizations as prescribed by this circular offers a number of problems that must be recognized at the outset by personnel responsible for deciding upon the disposition of each category of records as defined in subparagraph 6a, above. When these records are divided into their various categories (exclusively British, exclusively American, those of a combined nature) and revert to the custody of the agencies described in paragraph 6c(3)(4) or (5) above, it may be presumed that the division will be permanent and that the records will never again be reassembled in their original state. All concerned must consider the factors involved and submit their alternative recommendations to the Allied Force Records Administrator whenever there is a strong argument against the categorical division.

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AFHQ Circular #8 (cont'd)

5. In any case, a record will be maintained by each records officer affected by this program to account for the division, disposition and whereabouts of all records that compose the files of the organization. Upon inactivation or disbandment of any organization affected by the provisions of this circular, or upon its transfer from the control of this headquarters, a copy of this record will be filed with the permanent records and shipped to the agency described in paragraph 5c(3) above.

IV-- PREPARATION OF RECORDS FOR SHIPMENT

6. Shipment of exclusively British or Exclusively American Records - The records that are identified for shipment to either the American or British temporary records depot or repositories will be arranged, indexed, and boxed in accordance with the instructions contained in the appropriate reference directives (see AFHQ Circular Number 64, 1945, and Appendix A hereto).

7. Shipment of Combined British-American Records to Allied Force Records Depot.

a. The records that are identified for shipment to the Allied Force Microfilming and Records Depot, APO 512, US Army, located at Santa Maria, Italy, for reproduction, will be carefully screened to eliminate valueless (nonrecord) materials and to insure a uniform arrangement of the folders or binders (see paragraphs 9c(1) and (2), below.) Wrinkled or torn documents will be smoothed or mended, and staples or paper clips will be removed in so far as possible. The titles or symbol designation of each file must appear on its cover or binder.

b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. A list of the contents of each box will be placed in an envelope inside the box, and identical duplicate lists for all boxes in the shipment will be fastened together and forwarded immediately, by mail, to the Allied Force Records Administrator AFHQ in sufficient time to arrive prior to the shipment. Boxes will be serially numbered for each shipment, to show for each box, "Box No. _____ of _____ boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box.

c. (1) In order that the flow of records to the Allied Force Microfilming and Records Depot may begin at once, records of a "combined" nature maintained by large offices or establishments will be arranged in separate six-months blocks, if such arrangements does not disturb the normal file sequence. The earliest six-months block of noncurrent, permanent records will be packed and shipped to the depot forthwith, and the succeeding six-months blocks will be transmitted as soon thereafter as circumstances permit.

(2) The foregoing instructions do not prohibit the inclusion of records in one shipment, the date span of which is longer or less than six months. It is recognized that in some installations it may be impracticable to "break" files in this manner. Where small quantities of noncurrent records are involved, they may be packed and shipped to the depot without regard to the length of the period they cover.

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AFHQ Circular #E (cont'd)

d. Extreme caution will be exercised to insure that the noncurrent records shipped are, per sq. noncurrent, i. e. that all transactions within the file or binder are completed. Once a file or binder has been microfilmed it is permanently closed and under no circumstances will additional papers ever be interfiled within it -- new folders will be opened in lieu thereof. To include new papers within a microfilmed folder would render the filmed duplicate impotent.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

C. F. Christensen
C. F. CHRISTENSEN
Colonel, AGD
Adjutant General

DISTRIBUTION:

D

1 Inclosure:
Appendix "A"

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APPENDIX "A" to AFHQ Circular #8

RESTRICTED

E-X-T-R-A-C-T

SUBMISSION OF WAR DIARIES AND PRESERVATION OF DOCUMENTS
OF HISTORICAL VALUE

INSTRUCTIONS IN FORCE IN THE MEDITERRANEAN THEATER

(These instructions are applicable to British,
Indian and Colonial troops only)

II ----- DISPOSAL OF RECORDS OF UNITS AND FORMATIONS AT HOME AND ABROAD 1942
(As applicable in the Mediterranean Theater)

(Suspending the Parliamentary Schedule issued with Army Orders for March 1921, and Appendix X of - Instructions for Dealing with Documents and Correspondence in Military Offices, 1934).

1. All documents coming within the scope of this pamphlet will first be examined by a competent officer, warrant officer or senior NCO with an intimate knowledge of the records, who will withdraw for preservation and disposal, as in para 3 below, any documents of files containing matter likely to be of value as a precedent, or to be of historical, technical or legal importance as indicated in para 2 below. Other documents will be dealt with in accordance with the instructions on the following pages.

Papers of like nature to those covered by this pamphlet will be deemed to be included, notwithstanding any technical discrepancy in the name given to them.

In the case of correspondence, the retention periods categorized in the following pages will commence from the date of the last letter or minute.

2. The following classes of documents will be preserved:

- ✓ (a) Papers relating to:
 - Formation of (a) Armies, corps, divisions, etc. *S. Comm. Groups, Branches, or Sub-section*
 - ✓ (b) New Formations, etc., e.g. Reconnaissance Corps, Pioneer Corps.
 - Occupation of historical buildings and sites.
- (b) Papers containing decisions on important matters of departmental policy.
- ✓ (c) Papers (including duplicates and copies) in connection with military operations, e.g. initiation and execution of military operations and all correspondence and reports in regard thereto; war diaries; maps and plans relating to operations; operation orders; reports and instructions; defense schemes; orders of battle; location statements; situation reports; reports on wear and tear of guns; gun and ammunition statements; ammunition expenditures; notes on engineering work;

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

field defenses; demolitions; devices; reports on new weapons; feeding and fighting strength; nominal rolls of officers; courts of inquiry (affecting the unit).

(d) Soldiers' documents (Field Conduct Sheets (AF B 122))

(e) One complete set of Part I, II Orders.

(f) Medical documents, e.g. reports and returns concerned with the incidence, investigation and treatment of wounds and disease; important sanitary administrative measures and sanitary appliances; important administrative measures dealing with the care and evacuation of sick and wounded and of appliances in connection with transport and treatment; hospital organization and administration - personnel, equipment and economy.

3. Selection and disposal of documents:

(a) For the period of the emergency, boards of officers will not be assembled for the examination of documents; and King's Regulations, 1940, para 1744, has been suspended.

Units and Formations at Home

(b) Units and Formations at home are requested to make full use of the War Office Records Repository at Dreitrich. Except in cases where separate instructions are laid down for their disposal (war diaries, soldiers' documents and medical documents, see sub-para (f) and (g), below), all records that are not required for current use, including those for permanent preservation categorized above, and also those which have to be retained until the expiration of the statutory period categorized in the following pages, should be sent to that repository. The examination of the documents should be made as frequently as possible and not more than one month should elapse between examinations.

Records of units about to be disbanded will be examined and weeded out before dispatch to the repository, special care being taken to preserve any documents, registers, etc., likely to be of assistance to the Records branch in replying to any inquiries arising after disbandment, even though due for destruction under the regulations.

Units and Formations Abroad

(c) Units and formations abroad are required to hold monthly examinations of documents, and the following extract from Field Service Regulations Volume I, Chap. XVIII, Sec. 171, is reproduced for convenience and reference.

.....Documents retained in an office will be as few as possible. With this object a review of correspondence in files will be held every month at which papers, maps, etc., will be sorted out into three categories:

(1) Those required for current use and local reference.

R E E L A T E D

APPENDIX "A" to AFHQ Circular #8 (cont'd)

(II) Those no longer required but likely to be of historical value on questions likely to arise in the future.

(III) Those not coming within category (I) or (II).

Category (I) will be retained. Category (II) will be indexed and sent to GHQ 2nd Echelon, CTF, and Adv 2nd Echelon (Indian), CTF, as applicable, for onward transmission. Category (III) will be destroyed, subject to the provision as to periods of retention as categorized in this pamphlet.

- (e) Secret - Accountable documents and - Security R - documents should be returned to the Under Secretary of State, The War Office (C.2.c).
- (f) When no longer required, soldiers' documents (see para 2 (d) above) should be sent to GHQ 2nd echelon concerned.
- (g) When no longer required, medical documents (see para 2 (f) above) should be sent to the Medical History of the War Committee, The War Office (A.H.D.2).

Item No. and Class of Documents	Period after which Documents may be destroyed
---------------------------------	---

PART I

DOCUMENTS COMMON TO ALL MILITARY OFFICES IN UNITS AND FORMATIONS BOTH AT HOME AND ABROAD

- | | |
|--|-------------------|
| 1. Application for, or transmission of, Forms, Circulars, Publications, Returns, Books or Maps. | Forthwith. |
| 2. Covering Letter, Letters of Acknowledgement, Reminders, or Requests for Observation. | Forthwith. |
| 3. Anonymous or Unintelligible Letters. | Forthwith. |
| 4. Obsolete Card Indexes. | Forthwith. |
| 5. Minor correspondence, unregistered papers, books, etc., the value of which ceases on settlement of the matter involved. | Six months. 00018 |
| 6. Returns which are required for temporary purposes only or have been consolidated in other returns. | Six months. |
| 7. Duplicates and copies of documents filed elsewhere. | Six months. |
| 8. Telegrams of an unimportant and ephemeral character. | Six months. |
| 9. Other Papers, whether registered or unregistered, of a purely routine nature. | One Year. |

RESTRICTED

APPENDIX "A" to AFHQ Circular #3 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed
10. Attendance books.	Three years.
11. Letter books. (These contain copies of outgoing letters. All important letters are included in registered papers, and will be preserved).	Three years.

PART V

DOCUMENTS OF A UNIT OR FORMATION, WHICH ARE NOT NORMALLY TRANSFERRED TO A RECORD OFFICE

185. Circular letters and memoranda received from a higher formation.	One year.
186. Correspondence and telegrams of a routine or temporary nature.	One year.
187. Duplicates and copies of letters and documents, copies or originals of which are filed in a more accessible form either with a higher formation or elsewhere.	Six months.
188. (a) Registers of letters received and dispatched. (b) Any other registers, provided that the information therein is known to be in the possession of the next higher formation or elsewhere in an accessible form, e.g. Register of Hornes; Register of Inoculations.	Two years.
189. Routine documents of an administrative nature connected with the daily duty of a Unit or Formation, e.g. Guard Reports, Morning Sick Reports, Minor Offence Reports, Orderly Officers' Reports. (Reports that contain matters of importance will be preserved). Transport work tickets.	Three months. One year.
190. Nominal Rolls the originals of which have been sent to higher formations, and formal correspondence in connection therewith.	One year.
191. Orders (not including Operation Orders) of which the Unit or Formation is not the author. (The original orders will be preserved).	One year.

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

Matter for
discussion [B]
AFRA/AC/
NEW CATALOGUE

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

DISPOSAL
OF
RECORDS
BRIT, IND-^{Colonial}
ONLY

RESTRICTED

APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed.
192. Papers relating to Courts Martial. (Papers dealing with cases which have not been sent either to the Judge-Advocate-General or to the Record Office concerned will be preserved).	One Year.
193. Proceedings of Courts of Inquiry (not ordered by higher authority) where no question of financial or disciplinary action is outstanding and where the subject of inquiry is of temporary interest only.	One year.
194. Returns and reports, the originals of which have been sent to a higher formation, e.g. Ammunition Returns, Progress Reports, Strength Returns (if not concerned with military operations).	One year.
195. Minor correspondence and subsidiary papers:	
A. Agriculture--Agricultural officers; cultivation of land by soldiers, etc.	Three years.
B. Accommodation and welfare of troops--Accommodation in billets and camps; Formation of canteens and messes; Recreation and Amusements, etc.	Three years. Six months.
C. Discipline--Maintenance and breaches of; Police Reports regarding escaped prisoners, suspects, absentees and deserters; releases from prisons, etc.	One year.
D. Establishment and Strength--Appointments; Discharges; Dispersals; Demobilization; Personnel; Promotions; Releases; Reductions; Reinforcements; Reversions; Transfers, etc.	Three years.
E. Finance--Authorized Expenditure; Allowances; Allotments; Accounts for work done by local contractors; Claims; Income Tax; Mess Accounts; Pay; Pay of Officers' Servants, etc.	Three Years. One year.
F. Funerals--Arrangements for, etc.	Six months.
G. Inspections--Copies of reports on, etc.	One year.
H. Interior Economy--Fuel; Messing, etc.	Three years.
J. Leave--Ordinary, Special and Sick.	
K. Medical--Admittances to and Discharges from hospital; Incineration; Medical Categories; Sanitary Matters; Traveling Boards, etc.	Three years.
L. Personal Matters of Officers and Other Ranks--Attestation*; Affiliation Orders; Alien Parentage; Commissions*; Inquiries re whereabouts; Copies of Notification of Death (A.F. B 2090); Movement Orders; Service Chevrons; Trade Tests; Under-age Soldiers; Receipts for men's documents; Acting Rank, etc.	Three years.

*Correspondence only.

RESTRICTED

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RESTRICTED

APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be destroyed.
H. Stores and Supplies--Clothing; Equipment; Forage; Handing over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc.	Eighteen months.
N. Training--Course of Bombing, Marksmanship, Signalling, etc.	Six months.
O. Transport--Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc.	One year.
196. Copies of the following documents, the originals of which have been duly audited:	
Equipment Ledgers (with duplicate vouchers). Returns of Medicines (With duplicate vouchers). Abstract of Hospital Stoppages; Diets and Extras (A.F.F 735). Clothing Ledgers (with A.F.W 3068 - Transfer; Clothing and Necessaries Statement; W3505-- Company Summary of Issue of Clothing and Necessaries; and W3506--Company Indent of Clothing and Necessaries).	
	Forthwith.

785021

RESTRICTED

ALLIED FORCE HEADQUARTERS
APO 512

DCX/ra

CIRCULAR)

NUMBER 2)

13 August 1945

ALLIED FORCE RECORDS ADMINISTRATION

Paragraph 7b, Section IV, AFHQ Circular Number 8, 1945, is rescinded and the following substituted therefor:

"b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. Boxes will be serially numbered for each separate shipment, to show for each box, "Box No. _____ of _____ boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box. The following documents will be signed by the records officer or other duly designated commissioned officer and placed in an envelope inside box No. 1 of each shipment:

- (1) A list of the contents of each box included in the shipment.
- (2) The record specified in paragraph 7b, above.
- (3) A certificate worded identically as follows, and signed by the records officer or other duly appointed commissioned officer:

date

"I certify that all the records included in this shipment are of a combined British-American nature and have been carefully screened; that exclusively British and/or exclusively American records have been removed and properly disposed of and that valueless material has been withdrawn and destroyed.

(Name)

(Grade)

(Organization)"

In addition, identical signed duplicates of the documents specified in (1) (2) and (3) above, will be fastened together and forwarded, by mail, to the Allied Force Records Administrator, AFHQ, in sufficient time to arrive prior to the shipment."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

J. H. Christensen
J. H. CHRISTENSEN
Colonel, AGC
Adjutant General

00016

DISTRIBUTION:

5

RESTRICTED

785021

RAS/kdc

ALLIED FORCE HEADQUARTERS
APO 512

AG 313/195 AFRA-0

6 September 1945

SUBJECT: Disposition of Integrated Records.

TO: All Concerned.

1. The prescribed normal channel for the disposition of all integrated British-American records of a military or quasi-military nature in this theater is described in paragraph 4 (b), Circular 8, this headquarters, 1945, as amended.

2. Except for special acts of records whose disposition is prescribed by an official directive of the Combined Chiefs of Staff, all integrated records will be shipped in accordance with the circular cited above.

3. Directives received through technical channels (inter-staff), or from any source other than from the Combined Chiefs of Staff regarding the disposition of records, will be forwarded, with appropriate recommendations, to this headquarters; Attention: Allied Force Records Administrator, where final decision will be made. Records in question will be retained pending decision.

4. Any disposition of records other than those prescribed above is prohibited.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

C. W. Christensen
C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

00015

DISTRIBUTION:

"B"

SUPERSEDED

by

SEE 41/A

1 26 APR 46 / AG 313.3 / AFRA-0

RECORD ON CONFERENCE HELD AT A.P.H.Q.

To:-

Major N.M. Harrison,
Archivist, Allied Commission.

Sir,

Acting on instructions from you, and accompanied by S/Sgt. L. Atterby, I attended a conference at A.P.H.Q. at 14.15 hrs on the 4th February 1946 to go into the question of Micro-filming Allied Commission records.

In attendance:-

Lt. Col. R.H. Jackson. Allied Force Records Administrator.
Major. Skey. Assistant. (Br)
Capt. R.H. Johnson. (A)
Capt. T. Rowlands. Archives Branch, Allied Commission.
S/Sgt. L. Atterby.

1. At a recent meeting between Colonel Schohart. (A) (Micro-film Unit, A.P.H.Q.) and Major N.M. Harrison, Archivist, Allied Commission, it was agreed that Region IV records should come first on the agenda for Micro-filming, and as a guide the following details were given by Capt Rowlands in respect of this Region:-

Number of Bundles, Region IV:- 415.
.. .. Files :- 14,000.
Total Cubic feet..... :- 330.

2. On this information and working on the average of 200 documents per file, Capt Johnson estimated that it would take approximately 22 days to complete the Micro-filming of Region IV.
3. Capt Rowlands pointed out that Regional files had not been screened and that A.C. were not prepared to accept the responsibility for same, especially in view of the A.P.H.Q. letter dated 6th November 1945 from Allied Force Records Administrator confirming that the provisions of letter AFHQ File AG 313 AFHQ-0 dated 25th Oct 1945 did not at that time apply to Allied Commission. It was Captain Rowlands opinion that if Regional records are required at short notice for Micro-filming it was impossible to carry out screening and that the Micro-film Unit should accept the responsibility of Micro-filming all documents, rather than take the risk of omitting an important document through screening by inexperienced personnel.
4. Lt. Col Jackson appreciated our difficulties but was unprepared to accept the responsibility for the expense that will ~~incurred~~ incurred and the material wasted through the filming of non important documents, and suggested that a letter (as per attached draft) be sent in by the Executive Commissioner to A.P.H.Q. on these lines.

T. Rowlands
T. ROWLANDS. CAPT.

Major. Esay. Assistant. (Br)
 Capt. R.H. Johnson. .. (A)
 Capt. T. Rowlands. Archives Branch, Allied Commission.
 S/Sgt. L. Atterby.

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5.2.46.

00016

T. Rowlands
 T. ROWLANDS, CAPT.
 ARCHIVES BRANCH
 OFFICE OF THE EX COM.

DRAFT BY LT. COL. R. H. JACKMAN TO MAJOR. D. M. HARRISON
FOR PRESENTATION IN LETTER FORM AND SIGNATURE OF THE
EXECUTIVE COMMISSIONER AND ONWARD TRANSMISSION TO AFHQ.

17A

1. Files come under two categories:-
 - (a). Headquarter Files.
 - (b). Regional Files.
2. Headquarter files can and will be screened before shipment to Micro-film record Depot.
3. Regional files cannot-personnel with knowledge of files have departed this theatre.
4. It would appear to be extremely dangerous to permit personnel with limited or no A.C. background to screen such important documents - i.e. Regional files pertaining to Civil Government affairs affecting the whole Italian nation. First experiment of its kind in Military history - imperative we complete as possible.
5. Far better to be safe and microfilm transitory papers thus assuring retention of all important ones rather than risk destruction of important papers by screening by inexperienced people.

00013

HEADQUARTERS ALLIED COMMISSION

AFPO 394
ARCHIVES BRANCH

4 February 1946

Redraft of Cable for AFHQ to OOS after line 19 on original
draft by Lt. Col. J. Jackson by Polad (B) approved
Polad (A) - 28-1-1946

Propose after micro-filming to return records to Allied Commission on loan for their subsequent use and reference and also for use of British and American Embassies and other authorized Agencies. Upon inactivation of Allied Commission records would be deposited in joint custody of British and American Embassies for present and future use by these Embassies and by other persons or Agencies, e.g. Italian Government as may be jointly authorized by United States and British Ambassadors. Suitable repository should be furnished by Italian Government, possible under Peace Treaty and provided with suitable immunities but custodian staff should be mixed British and American and paid by respective Government and attached to Embassies. Considered imperative that these records remain here until they have fulfilled the present purpose as they are of paramount importance to the authorized representatives of the Allied Governments and Italy ~~concerned~~ who are concerned with past, present and future affairs for Italy. Above concurred in by British and American Embassies here. Request concurrence

Allied subject CLN your PAN 690 of 1st December directed ultimate disposition of records of certain installations this theatre. Not included were records of Allied Commission in Italy.

Handwritten initials: JMH

Handwritten notes:
Cable
for AFHQ
23 Jan
see

Handwritten:
10A
1/AB
MEV/LG

Agencies. Upon inactivation of Allied Commission records would be deposited in joint custody of British and American Embassies for present and future use by these Embassies and by other persons or Agencies, e.g. Italian Government as may be jointly authorized by United States and British Ambassadors. Suitable repository should be furnished by Italian Government, possible under Peace Treaty and provided with suitable immunities but custodian staff should be mixed British and American and paid by respective Government and attached to Embassies. Considered imperative that these records remain here until they have fulfilled the present purpose as they are of paramount importance to the authorized representatives of the Allied Governments and Italy ~~concerned~~ who are concerned with past, present and future affairs for Italy. Above concurred in by British and American Embassies here. Request concurrence

Allied subject CLM your PMN 630 of 1st December directed ultimate disposition of records of certain installations this theatre. Not included were records of ^{front} Allied Commission in Italy. vsk

Redrafted by Poland (B) on for 213-215 of File 9265/AD and
concurrence of Poland (A) in 219 of same file.

00012

7120 FILE FILE
HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

1034/1g

Ref. 17/100
15/AB

1 February 1946

SUBJECT : Archives

TO : Displaced Persons & Repatriation Sub-Commission

It is confirmed that at a conference of January 31 (Col. Findlay, Lt.Col.Oliver and Major Harrison) the following points were agreed.

(a) Files and Record cards of Displaced Persons & Repatriation Sub-Commission at present with UNRRA are on a loan basis in accordance with Executive Memorandum No.7 of 5 January - para 8 - (copy attached for easy reference). The receipts for these have NOT as yet been received by Archives Branch.

(b) Since it is established that AG files and documents constitute a portion of Combined Army Records, instructions as to Micro-filming must be carried out.

(c) Before this is done, "screening" (for permanent storage or disposal of files) is necessary, and Major Woodcock, Admin Officer, was requested to keep in close contact with Major Harrison as to how this should be carried out.

It was jointly agreed that the use of a rubber stamp to show which files need not be filmed will be the best way to show this.

Major Harrison stated that a directive was being prepared for the Executive Commissioner's signature requesting the screening of files by Sub-Commissions and Branches before these are sent to Archives Branch for storage and microfilming.

At a meeting with Mr BOND, UNRRA Records Officer, later in the day, a discussion upon AG records and files disclosed the fact that Executive Memorandum No.7 had not yet been carried out in respect to the D.P. & R. files and records sent to UNRRA. Mr Bond agreed this will have to be done and awaited Maj.Woodcock since it would be necessary to do it in co-operation with him before the lists are prepared in order to confirm that the lists are correct.

00011

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

Denton

UNRRA / DPSC

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

100/1g
8/8

Ref. 19/AB

1 February 1946

SUBJECT : Micro-filming of AG Archives

TO : Brigadier Lush

Sir,

Since rendering my report of the visit to Micro Film Unit I have telephoned Lt. Col. Jackson as follows :

" Whilst it is agreed that Allied Commission will accept the rejection or acceptance of certain files for micro-filming, on the other hand no action can be taken by the Commission to scrutinise correspondence within files sent for filming, since the necessary staff is not available."

Lt. Col. Jackson said he would consider this in the light of MFOUSA Circular No. 8 and would discuss any points when Capt. Howlands visited the plant next Monday.

N.M. HARRISON, Major
Archivist

000102

HEADQUARTERS
ALLIED COMMISSION
APO 394

31 January 1945.

Ref: 1/AB

SUBJECT: Micro-Filming of A.C. Archives.

TO : Brigadier LIEB.

At a visit to AFHQ Micro-Filming Unit on Monday 28 January 45, and in a series of talks with Colonel SCHOGART (A), Lt. Col. JACKMAN (A), and their staff officers, the following points arose:-

1. MILITARY RECORDS.

It was established that A.C. Archives constitute a Section (Over 48%) of the Combined Military Records and as such, are liable for micro-filming.

2. SCREENING & REGIONAL FILES.

In accordance therefore with AFHQ/AFMA Instructions of July/Oct 1945, certain files, especially Admin and General series will require 'screening' - (film or discard). Those already received from REGIONS must of necessity be dealt with in Archives in collaboration with M.F. Unit who agree that the policy of 'over-filming' rather than under recording, shall be adopted in the Regional Case.

3. H.Q.A.C. and SUBCOMMISSIONS

On the other hand, bearing in mind that Headquarters files (Rome) will not be required for filming until about June or later, it is suggested that these Offices shall assume this responsibility before handing over their files and before their respective Branches close down.

4. DIRECTIVE

A suggested short Directive is being prepared for your approval for immediate distribution covering this responsibility.

5. TARGET DATE

In order that the Micro-Filming Unit shall not have to stand off their staff through lack of work, AC Archives should commence to furnish matter for filming by APRIL 15 or if possible before. From then onwards, a steady supply of documents must continue at a prearranged rate.

6. PLANNING

Close contact must be maintained between Rome and Caserta in the interim in order to plan every operation for the success of Para. 2.

At a visit to AFHQ Micro-Filming Unit on Monday 28 January 45, and in a series of talks with Colonel SCHOEN (A), Lt. Col. JACKMAN (A), and their staff officers, the following points arose:-

1. MILITARY RECORDS.

It was established that A.C. Archives constitute a Section (Over 40%) of the Combined Military Records and as such, are liable for micro-filming.

2. SCREENING & REGIONAL FILES.

In accordance therefore with AFHQ/FMA Instructions of July/Oct 1945, certain files, especially Admin and General series will require "screening" - (film or discard). Those already received from REGIONS must of necessity be dealt within Archives in collaboration with M.F. Unit who agree that the policy of "over-filming" rather than under recording, shall be adopted in the Regional Case.

3. A.C. and SUBCOMMISSIONS

On the other hand, bearing in mind that Headquarters files (Pme) will not be required for filming until about June or later, it is suggested that these Offices shall assume this responsibility before handing over their files and before their respective Branches close down.

4. DIRECTIVE

A suggested short Directive is being prepared for your approval for immediate distribution covering this responsibility.

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6. PLANNING

Close contact must be maintained between Rome and Caserta in the interim in order to plan every operation for the success of Para. 2.

7. REGION 4

Since a good build-up of documents must be assured, it is proposed to move a whole Region's documents at a time and the selection of Region 4 as a commencement has been agreed. (Southern Region presents too many problems to permit this as the first Region to film).

8. TRANSPORT

Special packing cases and (Possibly) transport will be supplied by the M-f Unit and a shuttle service should be worked out to guarantee no accident in Road Transport interferes with the continuity of delivery.

J. M. Harrison
J. M. HARRISON Major
Archivist.

H Q U A R T E R S A L L I E D C O M M I S S I O N

A P O 394
(Archives Branch.)

64

To Brigadier LUSH

Subject. Future of Archives.

Mr MALCOLM of the British Embassy telephoned yesterday afternoon upon the subject of the Draft Cable to Chiefs of Staff proposed by Lt.Col JACKMAN.

He had been in touch with Mr WESLEY JONES and the points that had occurred to them were as follows :-

1. Second page, Line 4. It is not understood why Archives should be "loaned to British Embassy in custody of a Military Attache." Archives are a joint American and British responsibility and in his opinion the C C O S would not approve.
2. Financial liability should also be mentioned.
3. In their opinion both Embassies thought that a building should be negotiated through the Italian Government, either on lease or as a gift and the Archives administered there by a combined American and British staff for as long as these as required in Italy.
4. Final disposition to be as directed either by U.N.O or the Governments concerned.
5. Mr Malcolm concluded with a promise that he might possibly be able to discuss these points with you yesterday evening.

Mr WESLEY JONES telephoned late this morning to say he was leaving on a trip and would not be back for a week but that Mr MACBRIDE would deputise in his place, should this be necessary.

I read over the points outlined above and he concurred that these had been discussed by him with Mr Malcolm.

He asked that a copy of the final Draft Cable be forwarded to Mr Macbride for information and concurrence.

Saturday
26 January 1946.

N.M. Harrison. Major

00008

HEADQUARTERS ALLIED COMMISSION
APO 334
ARCHIVES BRANCH

24 January 1946

1/AB

CONFERENCE

Present : Brig. Lush
Brig. Carr
Lt. Col. Jackson
Major Harrison

1. Lt. Col. Jackson stated that his visit to Archives Branch had shown that Phase 1 (Records) and Phase 2 (Storage) had in the main been completed, although there were still many boxes of documents arriving from several Northern Regions awaiting disposal.

2. He felt that before Phase 3 (Microfilm) be commenced, that files should be rearranged on a functional basis.

3. Brig. Lush here stated that since his visit to England certain factors had been brought to his notice (the preservation of the continuity of files) which precluded this being done. The ensuing discussion brought up the fact that the merging of certain Southern Regions (due to various reasons) had actually destroyed this continuity and Brig. Lush said he would bear this in mind.

4. Lt. Col. Jackson suggested that the American staff for Archives on a 50% basis could probably be best recruited through C-5 American Civilian Branch. He could contact them if we wished.

5. Lt. Col. Jackson produced a draft signal for disposal to Combined Chiefs of Staff. He said his trip to Washington had resulted in little success.

Brig. Lush made the addition of the words "present and" on lines 4 & 6 and Major Harrison was instructed to take copies to both British and American Embassies for their concurrence.

The American Archivist at Washington is a Mr. Solomon J. Buck.

6. Major Harrison was asked to visit MICROFILM UNIT at the earliest possible moment, and Brig. Lush expressed a wish to see the plant himself at a late date.

7. The meeting was concluded.

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1. 2. 46

Handwritten signature

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3A

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

19/AB

24 January 1946

C O N F E R E N C E

Present : Lt. Col. Jackman AFHQ Microfilm
Major N.M. Harrison
Capt. Rowlands
S/Sgt Atterby in attendance

1. Major Harrison outlined present position of Archives in its new set-up of "R" & "S".

2. Lt. Col. Jackman produced draft of signal to Chief's of Staff with reference to future of Archives and recommending these should remain in Italy under Military Attache of B/A.

3. Discussion followed on Functional and Regional set up and their advantages from a micro film point of view. Lt. Col. Jackman considered that the final condition of Archives should be by Functions (operations) if in any way possible, in order that stripping files for micro film could be carried out in an orderly fashion or by operations.

4. Capt. Rowlands stated that since the original Regions in the South had been absorbed or regrouped any idea of an historical record of one of these absorbed Regions had thus been destroyed.

5. S/Sgt Atterby said that to his knowledge certain provincial file carried several functions and these might necessitate breaking down the original continuity of file order which was against archivist principles.

6. Major Harrison stated that this principle had been violated both in merging the Southern regions as well as by the agreed policy in loaning Property Control files to British, American and French Embassies.

7. Conference adjourned.

N.M. Harrison

7.2.46

1. Major Harrison outlined present position of Archives in its new set-up of "R" & "S".

2. Lt. Col. Jackman produced draft of signal to Chiefs of Staff with reference to future of Archives and recommending these should remain in Italy under Military Attache of R/E.

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7. Conference adjourned.

1.2.46

P.H. Harrison

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ORIGINATOR'S FILE No.
AFHQ MESSAGE FORM

CLASSIFICATION DATE-TIME OF ORIGIN
SPACE BETWEEN HEAVY LINES FOR SIGNAL USE ONLY

RESTRICTED

ACTION TO: ADVAR FOR COMBINED CHIEFS OF STAFF PAGE TWO

INFORMATION TO:

PRIORITY

(REF No.)

PROGRAM PD PROPOSES AFTER MICROFILMING TO RETURN RECORDS TO ALLIED COMMISSION ON LOAN FOR THEIR SUBSEQUENT USE AND REFERENCE AND ALSO FOR USE OF BRITISH AND AMERICAN EMBASSIES AND OTHER AUTHORIZED AGENCIES PD UPON INACTIVATION OF ALLIED COMMISSION ORA RECORDS WOULD BE LOANED TO BRITISH EMBASSY IN CUSTODY OF MILITARY ATTACHE FOR FUTURE USE BY AMERICAN AND BRITISH EMBASSIES ORA AUTHORIZED ELEMENTS OF THE ITALIAN GOVERNMENT AND OTHER PROPER AGENCIES PD CONSIDERED IMPERATIVE THAT THESE RECORDS REMAIN HERE UNTIL THEY HAVE FULFILLED THEIR PURPOSE AS THEY ARE OF PARAMOUNT IMPORTANCE TO THE AUTHORIZED REPRESENTATIVES OF THE ALLIED GOVERNMENTS AND ITALY WHO ARE CONCERNED WITH PAST ORA PRESENT AND FUTURE APPEARANCE FOR ITALY PD (ABOVE CONCURRED IN BY BRITISH AND AMERICAN EMBASSIES) PD REQUEST CONCURRENCE ALLIED SUBJECT CDR YOUR FAX SIX THREE ZERO OF ONE DECEMBER DIRECTED ULTIMATE DISPOSITION OF RECORDS OF CERTAIN INSTALLATIONS THIS TREATY PD NOT INCLUDED WERE RECORDS OF ALLIED COMMISSION IN ITALY

RESTRICTED

DISTRIBUTION

R/U

PRECEDENCE
ORIGINAL
SECTION

PRIORITY

CONTENT AND CLASSIFICATION AUTHENTICATED BY:

NAME TYPED: EDWARD H. BURLANT, COL, AND
TEL No. FREEDOM 77

TIME HANDLED

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This is the draft cable brought by 460 Lockheed to conference but not approved by POLADS and

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Archives of Allied Commission

Brigadier LUSH

24 January

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Lt. Col. JACKMAN stated on telephone this morning that he proposed visiting H.Q. A.C. next Thursday (Jan. 24) for purpose of discussing various points before dispatching Cable to Allied Chiefs of Staff respecting future of Archives.

I have made arrangements to accommodate him at the FLORA Hotel on Wednesday evening.

Mr HALFORD (POLAD Br.) telephoned today asking how the situation stood and I have promised to keep him advised as to what occurs.

H.M. HARRISON
Major
Archivist.

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785021

File: MICRO FILMING

ALLIED FORCE MICROFILMING
AND
RECORDS DEPT

1277
VA

SUBJECT: Certificate and Conditions for Loan of Allied Records;
Joint Property of the United States and British Government.

1. The list of public records appended hereto are the joint property of the Governments of the United States and Great Britain and the undersigned officer hereby assumes personal responsibility for their safe custody.
2. Under no circumstances will any documents be removed from these files, nor will papers be marked, defaced or altered in any way. No additional papers will be interfiled with these records. This regulation will be strictly adhered to. Any infringement will render the officer responsible for the records liable to Court Martial action.
3. If the officer responsible for the records should leave his present appointment the relieving, or another officer, will assume responsibility for the records and a fresh certificate in duplicate, identical with this, will be signed and sent to the Allied Force Records Administrator. Failure to effect transfer renders the present consignee still responsible and accountable for the records, regardless of the officers subsequent status.

Receipt is hereby acknowledged of the records detailed on the attached list, under the above conditions.

Signature _____

Name Typed _____

Rank & Appointment _____

Unit _____

Date _____

1 Incl:
List of Records.



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ALLIED FORCE HEADQUARTERS
APO 512

DCI/SC

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AG 313 AFRA-C

23 October 1945

SUBJECT: Disposition of Combined British - American Records.

TO: All Concerned.

Prior to 1 January 1946, all combined British-American records now in the possession of any headquarters, general, special or other staff sections, boards, commissions and committees in this theater, will be processed and shipped without further delay to the Allied Force Microfilming and Records Depot in accordance with instructions contained in AFHQ Circulars Numbers 8 and 9; except those specifically exempted, as follows:

- a. Current records of active staff sections, boards, commissions and committees of AFHQ and combined (Allied) air and ground headquarters and other installations under the jurisdiction of this headquarters (non-current records will be processed and shipped without delay).
- b. Records which have been signed for and charged out to installations on the official loan certificate of the Allied Force Records and Microfilm Depot (see letter this headquarters, AG 313 AFRA-C, dated 3 October 1945, subject: "Historical Records of the Mediterranean Theater").
- c. Organizations, installations or agencies which can present adequate written justification to the Allied Force Records Administrator for retention of certain blocks or series of records required for future use. Lack of duplicate copies of records will not ordinarily be considered sufficient justification. Small groups may be reproduced by typewriter; large groups by photostat or similar methods. In the absence of written requests for retention, records will be considered non-essential to the needs of the agency concerned and will be ordered by this headquarters for shipment to the Allied Force Depot on or before 1 January 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

[Signature]
C. V. CHRISTENSEN
Colonel, USA
Adjutant General

DISTRIBUTION:

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RHF/cwm

ALLIED FORCE HEADQUARTERS
APO 512

AG 313 AFRA-O

3 October 1945

SUBJECT: Historical Records of the Mediterranean Theater

TO: All Concerned

1. Reference is made to AFHQ Circular 8, of 18 July 1945, as amended.
2. The Combined Chiefs of Staff have directed that the combined British-American records of permanent value of the various theaters be preserved, and film copies furnished to the American and British Governments. In the Mediterranean Theater the Allied Force Records Administration is responsible for this work. The duplication of the integrated records will be done by micro-filming and the original paper records will be finally disposed of under direction of the Combined Chiefs of Staff. Pending final disposition the Allied Force Records Administration is responsible for the custody of the original records.
3. It is appreciated that certain Headquarters and Staff Sections will not be able to retire all their allied records to dead storage immediately, due to continuation of certain functions of these organizations, after withdrawal of either the American or British contingent or upon reorganization or reconstitution. Such records will therefore be shipped to the Allied Force Micro-filming and Records Depot for microfilming and then may be returned to the originating sections or their successors. Further, it may be found that sections require to refer to records which have been placed in dead storage.
4. a. A "charge out" system will therefore be instituted to deal with these requests. Records will not be charged out to sections etc. unless there is strong and adequate justification. Records will only be charged out for the shortest possible time and will be returned to the Allied Force Microfilming and Records Depot as soon as possible after completion of the necessary work.
b. When records are required, application in writing will be made to the Allied Force Records Administration, AFHQ, giving the following information:
 - (1) Reason for requiring the records.
 - (2) Full identification of the records required, stating the Headquarters, Staff Section and blocks of files required.
 - (3) Where these records are required.
 - (4) Period for which the records are required.
5. It must be clearly understood by any officer initiating such a request that these records are the joint property of the American and British Government.

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AFHQ ltr, AG 313 AFRA-O,
dtd 3 Oct 45 (Cont'd)

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and that such officer will be held personally responsible for the safe custody of the records while in his keeping. Under no circumstances will any documents be removed from these files, nor will papers be copied, defaced or altered in any way.

BY COMMAND OF THE ACTING SUPREME ALLIED COMMANDER:

C. W. CHRISTENBERG
C. W. CHRISTENBERG
Colonel, AG
Adjutant General

DISTRIBUTION:

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