

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

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102

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

10000/103/110

ARCHIVES DIRECTIVES
FEB. 1946 - JAN. 1947

102

Chief of Branch

L A C A B

A considerable quantity of files are still being retained in certain Branches and Sub-Commissions.

The attached draft is proposed to be issued immediately in order that files shall not be left for clearance until the last moment and that a report can be submitted to you showing the situation at the cessation of the LACAB Administration.

May I have your approval please?

DRAFT

LIAISON AND CIVIL AFFAIRS BRANCH

ROME

AFO 794

To : The Records Officer

S/Commission - Division

Subject: ALCOM files.

1. Reference Executive Memo No. 11 (copy attached) (a) in order to facilitate the handing-in ^{of a memo} ^{as possible} of Alcom files before the cessation of the present Administration, it is requested that files for the period ending 1946, shall be immediately forwarded to this Division, closed as shown in para (b) of that Memorandum and ~~the~~ ^{your} Master Lists amended accordingly.

2. ^{Can} ^{be issued} Files are always available ~~at short notice~~ from Archives Division upon application to "B" (Searching) Section, Room 5

file
AB 21

CP does NOT wish to
send this out G-1
handing in
6/3/47

May I have your approval please?

DRAFT

LIAMSON AND CIVIL AFFAIRS BRANCH

ROME

APC 724

To : The Records Officer

S/Commission - Division

Subject: ALCOM files.

1. ^{my} Reference Executive Memo No. 11 (copy attached) (a) in order to facilitate the handing-in and checking of ^{as many} ALCOM files before the cessation of the present Administration, it is requested that files for the period ending 1945, shall be immediately forwarded to this Division, closed as shown in para (b) of that Memorandum and ~~the year~~ Master Lists amended accordingly.

2. ^{Can be issued} Files are always available at short notice from Archives Division upon application to "S" (Searching) Section, Room 5 2nd floor and it is hoped that this service will be more extensively used in place of retaining files until the last moment before handing them in.

3. Officers in charge of Sub-Commission are asked to quote this matter their immediate attention.

00061

NOT in
CP does
has out
sent out to
hand over to
6/3/47

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT: Executive Memorandum NO 11.

FILE No. U/AB.

16 January 1947

TO: Executive Commissioner.

Herewith suggested Directive in connection with disposition of A.C. Archives and the opening of LACAB Files.

As the matter is of general interest to all Branches and S/Cs approval for a meeting of Records Officers at 11.00 hrs on Monday next Jan 20th be held in the Large Conference Room is requested.

Your kind attendance at the meeting as Chairman would be of great assistance. Probable time 30 minutes.

M. Harrison
M. HARRISON, *Major.*
Major,
Director,
Archives Division.

00-60

HEADQUARTERS ALLIED COMMISSION

AFPO 794

ARCHIVES DIVISION

29 January 1947

Ref. : 45/AB.

EXECUTIVE MEMORANDUM

SUBJECT : 11.

DISPOSITION OF ALLIED COMMISSION RECORDS

1. In order that the safe custody and closing of all files of the Allied Commission shall be assured, the following procedure will be adopted by Sub-Commissions and Divisions of this Headquarters.

(a) Instructions will be issued within each office that on no account will action be initiated within the present files after the official date of closure of A.C.

(b) All files will be closed in accordance with para. 7, Inter-Comm No. 7 dated 5 Jan. 46 (copy herewith) and the date of the commencement and closing of the file clearly marked in ink upon the cover.

(c) Fresh files will be opened in accordance with Directives to be issued shortly. Files will only be opened as required for new subjects or for matters on which continued action is necessary. The number of the files will be kept to a minimum.

(d) Under Executive No. 7, para. 8, A.C. files may be retained for reference within the new administration for a period not exceeding three months (unless by special arrangement with Archives Division).

A record of these loaned files will be forwarded by the Records Officer concerned, to Archives Division. This record will be reprinted by the person borrowing the files and the responsibility for their return to the stated date will be accepted by Archives Division.

(e) All files not required by the Branch will be sent to the "X" (Receiving) Section of Archives as soon as possible under the arrangement of the Receiving Officer.

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of paramount importance and that such disposal is the responsibility of the

POLICY
ALLIED
COMMISSION
RECORDS.

CLOSING
OF ALL
A.C. FILES.

NEW
PROCEDURE.

A.C. FILES
ON LOAN.

STORAGE.

1. in order that the safe custody and closing of all files of the Air Commission shall be ensured, the following procedure will be adopted by Sub-Commissions and divisions of this Headquarters.

POLICY
ALLIED
COMMISSION
RECORDS.

(a) Instructions will be issued within each office that on no account will action be continued within the present files after the official date of closure of L.C.

CLOSING
OF ALL
A.C. FILES.

(a) All files will be closed in accordance with para. 7 Inter. Memo No. 7 dated 5 Jan. 46 (copy herewith) and the date of the commencement and closing of the files clearly marked in ink upon the cover.

NEW
PROCEDURE.

(c) Fresh files will be opened in accordance with Directives to be issued shortly. Files will only be opened as required for new subjects or for matters in which continued action is necessary. The number of the files will be kept to a minimum.

A.C. FILES
ON LOAN.

(d) Under Ex. Memo No. 7, par. 8, A.C. files may be retained for reference within the new administration for a period not exceeding three months (unless by special arrangement with Archives Division).

A record of these loaned files will be forwarded by the Records Officer concerned, to Archives Division. This record will be receipted by the person borrowing the files and the responsibility for their return on the stated date will be accepted by Archives Division.

STORAGE.

(e) All files not required by the Branch will be sent to the "H" (Receiving) Section of Archives as soon as possible under the arrangement of the Receiving Officer.

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of extreme importance and that such disposal is the responsibility of the Records Officers delegated by them for that purpose.

FOR THE CHIEF COMMISSIONER

Brigadier,
Executive Commissioner.

10/1/46

10/1/46

25 copies Archives Division.

00059

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Ref : 15/AB
EXECUTIVE MEMORANDUM)
NUMBER 11)
January 1947

DISPOSITION OF ALLIED COMMISSION RECORDS

1. In order that the safe custody and closing of all files of the Allied Commission shall be assured, the following procedure will be adopted by Sub-Commissions and Divisions of this Headquarters [AMG Venezia Giulia and RMG Udine.]

POLICY ALLIED COMMISSION RECORDS (a) Instructions will be issued within each office that on no account will action be continued within the present files after the official date of closure of A.C.

CLOSING OF ALL A.C. FILES. (b) All files will be closed in accordance with para.7 Exec.Memo No.7 dated 5 Jan.46 (copy herewith) and the date of the commencement and closing of the file clearly marked in ink upon the cover.

NLW PROCEED- DURE. (c) Fresh files will be opened in accordance with Directives to be issued shortly, only *which contain a 15 day delay in action* *which will be continued* *and the number of the files kept to a minimum.*

A.C. FILES (d) Under Ex.Memo No.7, par.8, ALCOM files ON LOAN. may be retained for reference within the

files of the Allied Commission shall be assured, the following procedure will be adopted by Sub-Commissions and Divisions of this Headquarters [AMG Venezia Giulia and EMG Udine.]

POLICY ALLIED COMMISSION RECORDS (a) instructions will be issued within each office that on no account will action be continued within the present files after the official date of closure of A.C.

CLOSING OF ALL A.C. FILES. (b) All files will be closed in accordance with para.7 Exec.Memo No.7 dated 5 Jan.46 (copy herewith) and the date of the commencement and closing of the file clearly marked in ink upon the cover.

NEW PROCEDURE. (c) Fresh files will be opened in accordance with Directives to be issued shortly, only on which contained 16 ~~to be continued~~ ^{to be continued} ~~action will be continued~~ ^{will be} and The number of the files kept to a minimum.

A.C. FILES ON LOAN. (d) Under Ex.Memo No.7, par.8, ALCOM files may be retained for reference within the new Administration for a period not exceeding three months (unless by special arrangement with Archives Division.)

00053

Files will only be opened as required, except for new subjects or for matters on which continued action is necessary. The

A C FILES
GM LOAN

continued.

loaned

A Record of these files will be forwarded by the Records Officer concerned, to Archives Division. This record will be receipted by the person borrowing the files and the responsibility for ~~the~~ ^{their} return on the stated date will be accepted by Archives Division.

STORAGE (a) All files not required by the Branch will be sent to the "R" (Receiving) Section of Archives as soon as possible under the arrangement of the Receiving Officer.

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of extreme importance and that such disposal is the responsibility of the Records Officers delegated by them for that purpose.

FOR THE CHIEF COMMISSIONER

Brigadier
Executive Commissioner

Distribution.

List "A"

SCAO Venezia Giulia
Provincial Commissioner UDINE

25 Copies Archives Div.

Section of Archives as soon as possible under the arrangement of the Receiving Officer.

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of extreme importance and that such disposal is the responsibility of the Records Officers delegated by them for that purpose.

FOR THE CHIEF COMMISSIONER

Brigadier

Executive Commissioner

Distribution.

List "A"

SCAO Venetia Giulia

Provincial Commissioner UDINE

25 Copies Archives Div

00051

HEADQUARTERS ALLIED COMMISSION
AFC 704
ARCHIVES DIVISION

January 1947

DRAFT

Ref: 15/AB.

EXECUTIVE MEMORANDUM

NUMBER 14

DISPOSITION OF ALLIED COMMISSION RECORDS

1. In accordance with AFHQ instructions (...../...../---) the closure of this Commission will come into effect on 31/1/47.
 2. In order that the safe custody and closing of all files of the Allied Commission can be assured, the following procedure will be adopted by the Records Officers appointed by S/C's and Divisions of this Headquarters, and Regions. *AFHQ 16/1/47*
- Policy
Allied
Commission
Records.
- (a) Instructions will be issued within each office that on no account will action within present files be continued after the official date of closure.

Closing
of all
AC Files.

(b) All files will be closed in accordance with ~~the~~ Executive Memo No. 7 (5/1/46) *dated 5 Jan 46* and the dates of the commencement and closure be marked clearly in ink upon each cover.

New Procedure.

(c) ~~Each~~ files bearing the same number and reference but with the identifying letter of the ~~new~~ *Commission* will be commenced.

Limit of
Action.

(d) Only matters requiring further action will be continued under (c) and the number of these files kept to a minimum.

AC Files

(e) Under Executive Memo No. 7, par. 5, Allied Files

1. In accordance with AFHQ instructions (...../...../.....) the closure of this Commission will come into effect on 31/1/17.

2. In order that the safe custody and closing of all files of the Allied Commission can be assured, the following procedure will be adopted by the Records Officers appointed by S/C's and Divisions of this Headquarters and Regions. *AM 1 1 1 1*

Policy
Allied
Commission
Records.
(a) instructions will be issued within each office that on no account will action within present files be continued after the official date of closure.

Closing
of all
AC Files.
(b) All files will be closed in accordance with ~~the~~ ^{dated 1 Jan 47} Executive Memo No. 7 (5/1/46) ^{for 7} and the date of the commencement and closure be marked clearly in ink upon each cover.

New Proceed-
ure.
(c) *fresh files* bearing the name number and reference [?] but with the identifying letters of the ~~new~~ ^{Administration} Office will be commenced.

Limit of
action.
(d) Only matters requiring further action will be continued under (c) and the number of these files kept to a minimum.

AC Files
on loan.
(e) Under Executive Memo No. 7, par. 8, Alcon Files may be retained for reference within the new Administration for a period not exceeding three months (unless by special arrangement with Archives Division) 7 A list of such files will be ^{submitted} ~~received~~ by the Records Officer concerned, and forwarded to Archives Division immediately ("B" Section ^{Mr. T. Taylor}) who will take steps to ensure return of these files on the stated date.

CC45A

continued

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continued

Final Storage.

(r) By arrangement with Archives Division (ext. 4324) all files not required by Branch will be sent for safe storage as soon as possible to "B" Section (e). It must be clearly understood by Officers in charge that the final disposition of A.C. Archives is of extreme importance and that such disposal is the responsibility of the Records Officers delegated by them for that purpose.

FOR THE CHIEF COMMISSIONER

Brigadier,
Executive Commissioner.

DISTRIBUTION:

List "A"

Regional Commissioner. 7

Provincial Commissioner.

Liaison Officers.

by them for that purpose.

FOR THE CHIEF COMMISSIONER

Brigadier,
Executive Commissioner.

DISTRIBUTION:

File "A"

Regional Commissioner.

Provincial Commissioner.

Liaison Officers.

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

00055

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT: Executive Memorandum No 11.
TO: Executive Commissioner.

FILE NO. 29/AB.

16 January 1947

Herewith suggested Directive in connection with disposition of A.C. Archives and the opening of LACAB Files.

As the matter is of general interest to all Branches and S/Cs approval for a meeting of Records Officers at 11.00 hrs on Monday next Jan 20th be held in the Large Conference Room is requested.

Your kind attendance at the meeting as Chairman would be of great assistance. Probable time 30 minutes.

mmh
H. HARRISON,
Major,
Director,
Archives Division.

00054

785021

HEADQUARTERS ALLIED COMMISSION
APO 794
Office of the Chief Commissioner

Antonia
1/AB

Ref: 2522/16/W

13 December 1946.

SUBJECT: Liquidation of ALC/AMC Functions

TO : ALLIED FORCE HEADQUARTERS,

Attention: G-5 Section.

1. Reference is made to your G-5: 910.13-SP of 5 December 1946.
2. A Co-ordinating Committee to make recommendations in regard to the liquidation of the functions of this Commission has been set up under Executive Order No. 39 of 13 December 1946, copy of which is enclosed.
3. (a) Taking the officer strength of the Commission as a gauge of its present activities there are now at Headquarters a total of 152 Officers (64 (A) and 94 (B)).
(b) Of this total, 72 officers are with the Service Subcommissions. Separate plans are being submitted for the run down of the Land Forces Subcommission (MMA) (with a strength at Headquarters of 40 Officers), in accordance with your G-5:910.13-SP of 9 December 1946. As regards the Navy and Air Forces Subcommissions, pending decisions from higher authority, I am unable at this stage to make any recommendations as to any advance reduction in their personnel or functions, although they will of course cease to function as such on "R" Day.
(c) As regards the remaining total of 80 Officers, 10 are with Displaced Persons Division (which Division has also 24 Officers in the field) and 6 are with Archives Division, the functions of which are not considered in this letter. This leaves a balance of 64 Officers engaged on various activities which have been considered in regard to preliminary action with a view to facilitating the closing down of this Commission.
4. I do not consider it practicable to draw up at this stage a phased plan for the liquidation of all functions presently carried out by this Commission or for the run down of its Divisions. All existing Divisions will have functions to perform up to "R" Day especially in view of the continuance of Allied Military Government up to that day.

All Divisions have been directed to bring all outstanding matters to a conclusion as early as possible, and are processing their records in preparation for their eventual transfer to Archives.

00:53

- 2 -

As a first step I am enclosing a schedule containing recommendations in regard to the termination of certain functions or their transfer to permanent civil authorities.

These and other functions will be kept under constant review with the object of making fresh recommendations to hasten procedure as regards the run down of this Commission.

5. Consideration is being given to the special problems set out in the Annexure to your letter under reference and also to others of a similar nature. Special action is also being taken with GHQ in regard to disposing of the outstanding functions of the Captured Enemy Materials Division and copies of all correspondence on this question will be sent to your Headquarters.

6. I recommend that consideration should be given to the establishment in due course of an office in KME under your Headquarters which will be responsible for the final disposal during the 90 day period (perhaps even longer) of personnel, stores, equipment and any outstanding matters connected with the Commission and other agencies such as AFA and ASAA. Moreover there will be the question of a channel of communication between the Italian and Allied authorities in matters of detail such as when Allied military absences are found in territory not covered by any Allied military headquarters. In discussing with permanent civil authorities the matter of taking over functions, which in most cases are executive, such authorities are reluctant to agree or to give decisions owing to uncertainty as to securing the necessary staff which in many cases they hope to obtain from the Allied Commission after the termination of its functions. The question of appropriations also concerns the American Embassy in particular.

In view of the reluctance or refusal of these authorities to take over certain responsibilities (in particular see ASAA liquidation plan) it may be that it will be necessary for the office proposed above to continue to operate after the termination of the 90 day period. Approach would have to be made to the Italian Government seeking approval of such operation since even if this office were civilian in character the question of immunity for its personnel would arise. I do not anticipate that the Italian Government would raise any objections to such a proposal but the continued administration and maintenance of such an office might well have complications without the Government's concurrence.

7. I would appreciate your views on the matter raised in para 6 above and at an early date your comments on or approval of the recommendations contained in the schedule enclosed.

Ellery W. Stone

ELLERY W. STONE
Rear Admiral, USNR
Chief Commissioner

Copy to: Polad (A)
Polad (B)
AFA
ASAA
Comm. Div.
LFSO.

00:52

Serial No.	Subject or Organization	Sub-Commission or Division affected	Recommendation	Re
	A.C. Monthly Report	All Subcommissions and Divisions	The report for November now in course of preparation should be the last.	November be re about report and be a er a uired
2.	Daily Digest of Rome Press prepared at this HQ with a daily circulation of 160 copies.	Public Relations Office	To be discontinued w.e.f. 31 January 1947.	After daily the will
3.	A.C. Weekly Bulletin	Public Relations Office and, to a lesser degree, all Subcommissions and Divisions.	To be continued until "R" Day.	The in the Com pol the
4.	Transportation Sub-Division.	Transportation Sub-Division and Economic Division.	To close w.e.f. 31 Jan 1947.	Recon if wit
5.	Italian Public Safety Reports un-connected with Allied interests.	Public Safety Division.	That the Italian authorities should cease rendering reports forthwith.	

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

MESSAGE NO. 1.

15:30

	Sub-Commission or Division affected	Recommendation	Remarks
	All Subcommissions and Divisions	The report for November now in course of preparation should be the last.	November report will be ready for issue about 15 Jan 1947. AMG reports from UDINE and VENEZIA GIULIA will be available for higher authority if required.
	Public Relations Office	To be discontinued w.e.f. 31 January 1947.	After this date the daily digest issued by the British Embassy will only be available.
	Public Relations Office and, to a lesser degree, all Subcommissions and Divisions.	To be continued until "R" Day.	The political summary in this Bulletin takes the place of the Chief Commissioners former political reports to the A.C.I.
Div	Transportation Sub-Division and Economic Division.	To close w.e.f. 31 Jan 1947.	Remaining commitments if any to be undertaken within Economic Div.
ty d ta.	Public Safety Division.	That the Italian authorities should cease rendering reports forthwith.	

- 2 -

Serial No.	Subject or Organization	Subcommittee or Division affected	Recommendation
6.	Permission to visit or re-enter ex-Italian colonies or territories presently under IMA including head for head exchanges.	Displaced Persons Division	To be handed over British Embassy Jan 1947.
7.	Trade between Italy and ex-Italian colonies or territories under IMA.	Economic Division	To be handed over British Embassy as possible in J probably about 1
8.	Legal questions pertaining to ex-Italian colonies or territories under IMA such as amnesty concerning Italian civilians now serving sentences pronounced by Italian courts under Italian law, parastatal agencies, petrol rights in LYBIA, Lloyd Triestino Shipping, etc.	Legal Division	To be handed over British Embassy pre R-14 Day.
9.	Requisitioned Premises	Economic Division.	A.C. should con with forwarding military author consideration r ations made by lan authorities Government level

- 2 -

Subject or Organisation	Subcommittee or Division affected	Recommendation	Remarks
Permission to visit or re-enter ex-Italian colonies or territories presently under BMA including head for head exchanges.	Displaced Persons Division	To be handed over to the British Embassy w.e.f. 1 Jan 47.	The British Embassy have been consulted and agree. 05:30
Trade between Italy and ex-Italian colonies or territories under BMA.	Economic Division	To be handed over to the British Embassy as early as possible in Jan 47 probably about 15 Jan 47.	The British Embassy have been consulted and agree.
Legal questions pertaining to ex-Italian colonies or territories under BMA such as amnesty concerning Italian civilians now serving sentences pronounced by Italian courts under Italian law, parastatal agencies, petrol rights in LYBIA, Lloyd Triestino Shipping, etc.	Legal Division	To be handed over to the British Embassy not before 8-14 Day.	The British Embassy state that lack of qualified staff preclude earlier action. British Embassy has matter under consideration with Foreign Office. 05:30
Requisitioned Premises	Economic Division.	A.C. should cease forthwith forwarding to the military authorities for consideration representations made by the Italian authorities except on Government level.	

- 3 -

Serial No.	Subject or Organisation	Subcommittee or Division affected	Recommendation	Re
10.	Handover of all Submarine cables and information regarding them.	Communications Division.	Responsibility to be taken over on "R" Day by the American and British Embassies to be dealt with by these Embassies, as their interests lie, and by the Italian Government.	Que the
11.	Maintenance of telephone and telegraphic communications for the Allied Forces.	Communications Division.	To be dealt with as at present by the Communications Division and Liaison Officers provided by AFHQ until "R" Day when responsibility will pass to special office recommended under para 6 of covering letter.	

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

- 3 -

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Subject or Organisation	Subcommission or Division affected	Recommendation	Remarks
Control of all Submarine messages and information regarding them.	Communications Division.	Responsibility to be taken over on "R" Day by the American and British Embassies to be dealt with by these Embassies, as their interests lie, and by the Italian Government.	Question to be raised with the Embassies concerned.
Maintenance of telephone and telegraphic communications for the Allied Forces.	Communications Division.	To be dealt with as at present by the Communications Division and Liaison Officers provided by AMBQ until "R" Day when responsibility will pass to special office recommended under para 6 of covering letter.	

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

HEADQUARTS ALLIED COMMISSION	
ARCHIVES	BRANCH
MINUTE	SLIP
7 DEC 1946	
DATE... 7 DEC 1946	
FROM	TO
Major H.M. Harrison	
Capt. B. Woodland	
Major CHAPMAN	
Chief Clerk	
Capt. TOOMER	
Folio (a) referred	Sgt. Birkin - L.S.L.
Sgt. Fleming - L.S.L.	
For Action	Information
Remarks	Signature
D.A. ZEISEL	
S.S. Jones	

for your action & retention
please

7 DEC 1946

00048

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

Subject: Security.

7 December 1946

To : All concerned.

1. A keyboard has now been placed in Room 10, 1st Floor to accommodate all keys of Archives Division.
2. As from to-day date the keys of rooms enumerated hereunder will be handed into Room 10 at 12.30 hrs and 1800 hrs daily, and drawn from Room 10 at 0830 hrs each morning.
3. This procedure has been laid down to conform to security regulations and will be strictly adhered to.

R. M. Harrison
R. M. HARRISON,
Major,
Director,
Archives Division.

Rooms.

Conference Room - Major Chapman
1, 2, 3, 4, 5, 6, 7, 8 - Cpl. Fleming
27, 29, 31, 33, 36, 38, 40, 42, 44, Iron Gate - Dr. Zeisel
31 - Sgt. Birkin.
12, 14 - Capt. Toomer.

ALLIED CONTROL COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT:

FILE NO.

TO Public Relation Branch.

9 December 1946

1. Herewith 2 copies of Archives memorandum for insertion in next issue of Weekly Bulletin.
2. Will you please include 6 copies of the Bulletin in your distribution for next week and one weekly addressed to the Director in future.

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

~~00000~~ 00046

9 December 1946

With the work of the Allied Commission continuing in operation, the handling and disposition of the huge mass of records assembled in the past should not be overlooked. This important work is being performed by the Archives Division of the Allied Commission and the size and importance of the task may be estimated by the fact that the number of records to be checked, screened, catalogued, microfilmed and stored will run into many millions.

Allied Commission records fall into two general groups; those of (a) the Headquarters, (b) those of the Regions of AMG/AC and various liaison organizations. Headquarters files present a particular problem in that they must be processed in a manner to allow for their continued reference, while at the same time requirements for microfilming must be fulfilled.

At the present time although a large part of the Headquarters files have been received, classified and stored pending further processing preparatory to microfilming, the Division is concentrating on the final disposition of the Regional files (b). These files require special handling due to their nature as AMG Military documents in use during the early months of occupational activities.

It has been found that when screened (in accordance with policy directives issued by the Combined Chiefs of Staff through AFHQ and the Allied Commission) the gross total of Regional documents has been reduced from twenty to thirty percent. This is brought about by the elimination of matter having no legal or historical value to the subject at hand.

To facilitate smooth and efficient handling of such a large mass of records, a production line system has been set up by the "Final Screening" Section of the Archives Division. This line is composed of from five to eight teams of three or four persons.

The number of teams is controlled by the nature of the documents being processed. In the course of passing through the hands of the team-members, the file is first closely scanned to eliminate duplicates, carrier notes, letters of transmittal and acknowledgements of receipt and other matter having no value to the continuity of the documents. A new file cover is prepared and all documents in the file are numbered consecutively from rear to front. The file is then bound to conform to the uniformity of the series and boxed to facilitate microfilm processing.

AVG/AC and various Liaison organizations. Headquarters files present a particular problem in that they must be processed in a manner to allow for their continued reference, while at the same time requirements for microfilming must be fulfilled.

At the present time although a large part of the Headquarters files have been received, classified and stored pending further processing preparatory to microfilming, the Division is concentrating on the final disposition of the Regional files (b). These files require special handling due to their nature as AMG Military documents in use during the early months of occupational activities.

It has been found that when screened (in accordance with policy directives issued by the Combined Chiefs of Staff through AFHQ and the Allied Commission) the gross total of Regional documents has been reduced from twenty to thirty percent. This is brought about by the elimination of matter having no legal or historical value to the subject at hand.

To facilitate smooth and efficient handling of such a large mass of records, a production line system has been set up by the "Final Screening" Section of the Archives Division. This line is composed of from five to eight teams of three or four persons.

The number of teams is controlled by the nature of the documents being processed. In the course of passing through the hands of the team-members, the file is first closely scanned to eliminate duplicates, -carrier notes, - letters of transmittal and acknowledgements of receipt and other matter having no value to the continuity of the documents. A new file cover is prepared and all documents in the file are numbered consecutively from rear to front. The file is then bound to conform to the uniformity of the series and boxed to facilitate microfilm processing.

At the end of the production line is the Final Checking and Cataloguing Section. Here a revised list of contents is prepared for each box and the box of files finally inspected, nailed down and labelled. These boxes are then forwarded to the Allied Forces Microfilm and Records unit where they are photographed and returned to the Archives Division for storage in its permanent library.

Other sections of Archives are equally important. The "R" Section for receiving and recording all incoming documents; the "S" Section which accepts, furnishes and follows up all calls for files on loan and the Cardex Section which, as a cross section of all files indexed under the function to which a file refers, will materially assist the historian.

- 2 -

Beside these comes the special Section of certain files relating to German records which would afford a section in the history of the War almost complete in itself but which at the moment is a closed book.

ALCOM Archives requires a considerable staff. Its Officers are joint British and American and besides an equal number of military personnel; there is a group of trained Italian civilians carrying out the work in each section.

A visit by interested persons is always welcomed and it is assured that the time will not be wasted.

N.M. Harrison
N.M. HARRISON, *may*
Major,
Director,
Archives Division.

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3.

Archives Division.

The draft Executive Memorandum as amended is approved on the understanding that Major Chapman on the American side is in agreement.

M. Carr
M. CARR,
Brigadier.
Exco. Comm.

4 Nov 46

4.

Approved

Donald M. Chapman, Sr.
DONALD M. CHAPMAN, SR.,
Major, Q.M.C.,
OIC MF Section Archives.

5

Archives Branch

Exec Memo opposite signed by EC is returned for duplicating. Copies should be distributed thru Message Centre for "D" Distribution, plus 50 copies to your Division.

HP
HP



00043

REVISED
DRAFT

Proposed

EXECUTIVE MEMORANDUM

NUMBER _____

USE OF ALLIED COMMISSION RECORDS STORED IN ARCHIVES

1. A function of the Archives Division which is of increasing importance is that of searching and supplying files which have been stored in the Archives and are required by Offices of the Allied Commission for reference. The following instructions are designed to establish a procedure which will facilitate immediate and efficient accomplishment of this function.
2. The most important factor in the furnishing of a required file is accurate information as to exactly what is desired. A person initiating a request must prepare an application form. These forms are distributed to all Divisions and Offices of Allied Commission. On this form, in the space indicated, should be placed the index or reference number of the file requested. When it is impossible to furnish this number, detailed information such as office of origin, subject, and approximate date of the file in question, should be furnished. Upon completion, this form should be sent by messenger to Archives Division "Acquiries", room 10, first floor.
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3. Archives Division, upon finding requested file, will telephone the person initiating the request and notify him that the file is available for issue. Files are issued in room 10, first floor, to qualified personnel only. The person receiving these files will sign for them immediately. All files issued from Archives are loaned for a maximum period of two weeks. When a file is required for a longer period of time it is the responsibility of the person who originally requested the file to apply for a renewal.

Use of Allied Commission Records stored in Archives - continued

4. It is of the utmost importance that files be returned as soon as possible, since the primary function of the Archives Division, at present, is the processing of all records, and outstanding files constitute a definite hindrance to this processing. When records of a Region are actually in final processing preparatory to microfilming files contained therein will not be loaned. Such files may be viewed, in exceptional cases, by personal arrangement with the officer in charge of the M/P Section, Archives Division.

5. All Sub-Commissions, Divisions, Branches, and Offices have prepared or are in the process of preparing "Master Lists". These "Master Lists" are a compilation of all records kept by the parent Sub-Commission, Branch, Division, or Office. This compilation includes both files already sent to the Archives and files still in use. Each Division, Sub-Commission, Branch, etc., will keep Archives informed as to the whereabouts of all files shown on the "Master Lists", and if and when a Branch, etc., closes it will be responsible for the recovery of all files on external loan.

6. Archives Division's responsibility is—furnishing the files requested. Individuals initiating requests are responsible for complete data as to the particular file or files desired. Intelligent use of the "Master Lists" will usually indicate the index or reference number of the file containing the reference material desired.

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7. Individuals requesting the use of files already sent to the Archives are responsible for the safe custody of such files during the period of the loan. No documents will be removed nor will papers be marked, defaced or altered in any way.

00041

31st October, 1946

MINUTE No. 1

To: Archives Division.

With reference to the enclosed draft Executive Memo, I have made one or two minor amendments.

I am not quite clear as to who is the Records Officer referred to in the last part of para 5. Many branches, sub-divisions or offices consist of one officer. Moreover, files away from an office may be of two categories, either those in circulation within this Commission, or those that are on loan to an outside agency. I presume para 5 refers to those on loan to an outside agency. I think the last sentence of para 5 should be reworded to the effect that each Division or Sub-Division or office etc., is responsible for keeping Archives informed as to the whereabouts of all files on loan to outside agencies, and that if and when the Branch etc., closes it will be responsible for the recovery of all files on external loan or for notifying Archives ^{quately} of their location.

Unless this is a matter of urgency, I would prefer to issue after ~~instructing~~ the Director of the Archives Division has returned and has approved.

M. Carr-Saunders
M. CARR, Brigadier.
Executive Commissioner.

MINUTE No. 2

2 November, 1946

To: Executive Commissioner.

Reference Minute 1 of 31 Oct., herewith draft of Executive Memo No. 10 revised in accordance with your suggestions, for approval please.

Regarding the last paragraph of Minute 1, Major Harrison, prior to leaving for the UK, requested that the Memo should be prepared and published during his absence.

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Unless this is a matter of urgency, I would prefer to issue after ~~unanimous~~ the Director of the Archives Division has returned and has approved.

M. Carr

M. CARR, Brigadier.
Executive Commissioner.

MINUTE No. 2

2 November, 1945

To: Executive Commissioner.

Reference Minute 1 of 31 Oct., herewith draft of Executive Memo No. 10 revised in accordance with your suggestions, for approval please.

Regarding the last paragraph of Minute 1, Major Harrison, prior to leaving for the UK, requested that the Memo should be prepared and published during his absence.

L. B. CANNINGS
L. B. CANNINGS,
Capt. RASC.
Archives Division.

00040 (21)

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

ALLIED [REDACTED] COMMISSION
INTER-OFFICE MEMORANDUM
ARCHIVES DIVISION

SUBJECT:

HE No.

TO : Executive Commissioner.

29 October 1946

Herewith draft of Executive Memo No.10 for
your approval, please.

L.G. CANNINGS
L.G. CANNINGS,
Capt. RASC.
Archives Division.

00040 (L)

D R A F T

Proposed

EXECUTIVE MEMORANDUM

HURGER _____

USE OF ALLIED COMMISSION RECORDS STORED IN ARCHIVES

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Use of Allied Commission Records stored in Archives- continued

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CORRECTED COPY

HEADQUARTERS
ALLIED COMMISSION
APO 794

25 OCT 1945

17 October, 1946

SUBJECT: Internal Security.

TO : All Occupants of the Allied Commission Building.

1. During the past month there have been numerous incidents of thefts and unwarranted entrance in the Allied Commission offices at night and on Wednesday and Saturday afternoon and Sundays. On the night of 4-6 October entrance was made into a room on the ground floor and the thief was apprehended on Via Veneto with one typewriter, and investigation showed that he had two more typewriters on the window sill ready for his return trip. His statement in part was: "I saw the window open and it gave me the idea to enter the building and see what I could steal."

2. The present system of internal security is definitely unsatisfactory. There are no Military Police, either British or American, available to assist in this duty, hence the following measures will be instituted effective at 0800 hours, 21 October 1946.

a. All outside doors of Allied Commission building except the main door (glass) will be locked at 1815 hours each evening, Monday through Friday; at 1300 hours on Saturday and all day Sunday and will remain locked until 0800 hours the following morning.

b. The main door (glass) will be locked at 1900 hours each evening; at 1400 hours Saturday and will remain locked on Sunday. It will be necessary for any officer who has essential business to enter the building the time the main door is locked, to contact the Duty Officer, (Phone No. 433) or by bell on main door to admit him at the main door. The key to the main door will be retained in the possession of the Duty Officer, who will personally admit visitors to the building. This responsibility will NOT be delegated. No civilians and no EM or GIs will be permitted to enter the building during the hours the main door is locked unless accompanied by a British or American Officer, except those assigned to definite duty in the building such as Message Center, telephone switchboard, etc. They will have a written pass signed by the Director of the Division for which they work, and will be checked in and out by the Duty Officer.

c. No person will be permitted to remove any article from the building without a signed authority therefor from the Camp Commandant (A), or the Adjutant, 7106th Regiment. (The custom of taking Government typewriters from this building for night work at billets, is hereby discontinued).

d. The old fire regulations requiring that offices be left unlocked are herewith rescinded. Each Division may lock the doors of their offices. However all windows will be closed and locked at the end of the day. Desks will be kept locked during non-duty hours. This is the responsibility of the personnel concerned. When doors are locked necessary arrangements will be made for admitting of cleaning personnel to clean offices by divisions.

e. The post of the Duty Officer will be in the vicinity of the main door during his duty hours and it will be his responsibility to see that the Italian Carabinieri understand and thoroughly carry out these instructions. He will, also, during his tour of duty, by personal inspection, insure that the GMR who patrol the different floors in the building, are performing their duties properly.

BY COMMAND OF REAR ADMIRAL STONE:

M. CARH
Brigadier
Executive Commissioner.

OFFICIAL:

John R. Hayes
JOHN R. HAYES
Major ACD
Adjutant

DISTRIBUTION:

- 5 - Chief Commissioner
- 5 - Executive Commissioner
- 5 - Archives
- 5 - Economics and Civil Affairs Sub-Commission
- 5 - Legal Sub-Commission
- 5 - Displaced Persons Sub-Commission
- 5 - Communications Sub-Commission
- 5 - Public Relations Sub-Commission
- 5 - Land Forces Sub-Commission
- 5 - Air Forces Sub-Commission
- 5 - Camp Commandant
- 5 - Executive Officer (A)
- 5 - Executive Officer (B)
- 5 - Message Center
- 5 - Internal Security
- 5 - Russian Representative
- 5 - French Representative
- 5 - Navy Sub-Commission
- 5 - Sq. Supply, G-4, S-4
- 5 - G-2 Branch
- 5 - 7106th Regiment
- 5 - S-1 & G-4 (B)
- 5 - Public Safety Sub-Commission
- 5 - 12 PLU
- 5 - 1 GOR
- 5 - ASAA
- 5 - 47 Finance
- 5 - Micro-Film Depot
- 5 - Petroleum Division
- 5 - 47A

INTERCOM:

- 5 - UTRRA
- 5 - AJDC

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

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 17 OCT 1945

FROM _____ TO _____

Major H.M. Harrison

~~Capt. CALLINGS~~

~~Capt. T. Rowlands~~

Major CHAPMAN *Dun*

Chief Clerk

Capt. Webster *gth*

Folio (s) Referred

Capt. TOOMER *ES*

FOR Action
Information
Remarks
Signature

17 OCT 1945

00-36

RESTRICTED
HEADQUARTERS ALLIED COMMISSION
AFC 794

All Office
15 OCT 1946

EXECUTIVE ORDERS)

NUMBER

36)

REORGANISATION OF THE ALLIED COMMISSION

1. With effect from 21 October 1946 the Civil Affairs Section together with the appointment of Vice President of the Civil Affairs Section will be abolished.

At the same time the following reorganisation will take place.

- (a) The Legal Sub-Commission, the Public Safety Sub-Commission and Displaced Persons and Repatriation Sub-Commission will cease to be designated as Sub-Commissions and will henceforth be known as Divisions. The Director of each of the former Sub-Commissions will now be named "Director of Division".
- (b) The Director of each of the three divisions designated in sub-para (a) above will be responsible to the Chief Commissioner through the Executive Commissioner.
- (c) The residual functions of the former office of the Vice President Civil Affairs Section will be absorbed into the office of the Executive Commissioner and will become, under the Executive Commissioner, the responsibility of his Chief Staff Officer by whom any necessary transfer of documents or personnel will be effected in conjunction with Executive Officer (B).

2. With effect from 21 October 1946 the Economic Section together with the appointment of Vice President will be abolished.

At the same time the following reorganisation will take place.

- (a) An Economic Division will be established, under an officer who will be known as the Director of the Economic Division. This officer will be responsible to the Chief Commissioner through the Executive Commissioner.
- (b) Within the Economic Division, the following Sub-Divisions will be established:

- (i) Food, Agriculture and AGC Supply
- (ii) Industry and Utilities
- (iii) Captured Enemy Material
- (iv) Commerce
- (v) Transportation

3. With effect from 21 October 1946 the Communications Sub-Commission will be re-named the Communications Division. The Division will be controlled by a Director who will be responsible to the Chief Commissioner through the Executive Commissioner

66-35

-2-

4. With effect from 21 October 1946 the Archives Branch will be renamed the Archives Division. The Division will be controlled by a Director who will be responsible to the Chief Commissioner through the Executive Commissioner.

5. The new organization is shown in Table A attached.

Henry W. Stone

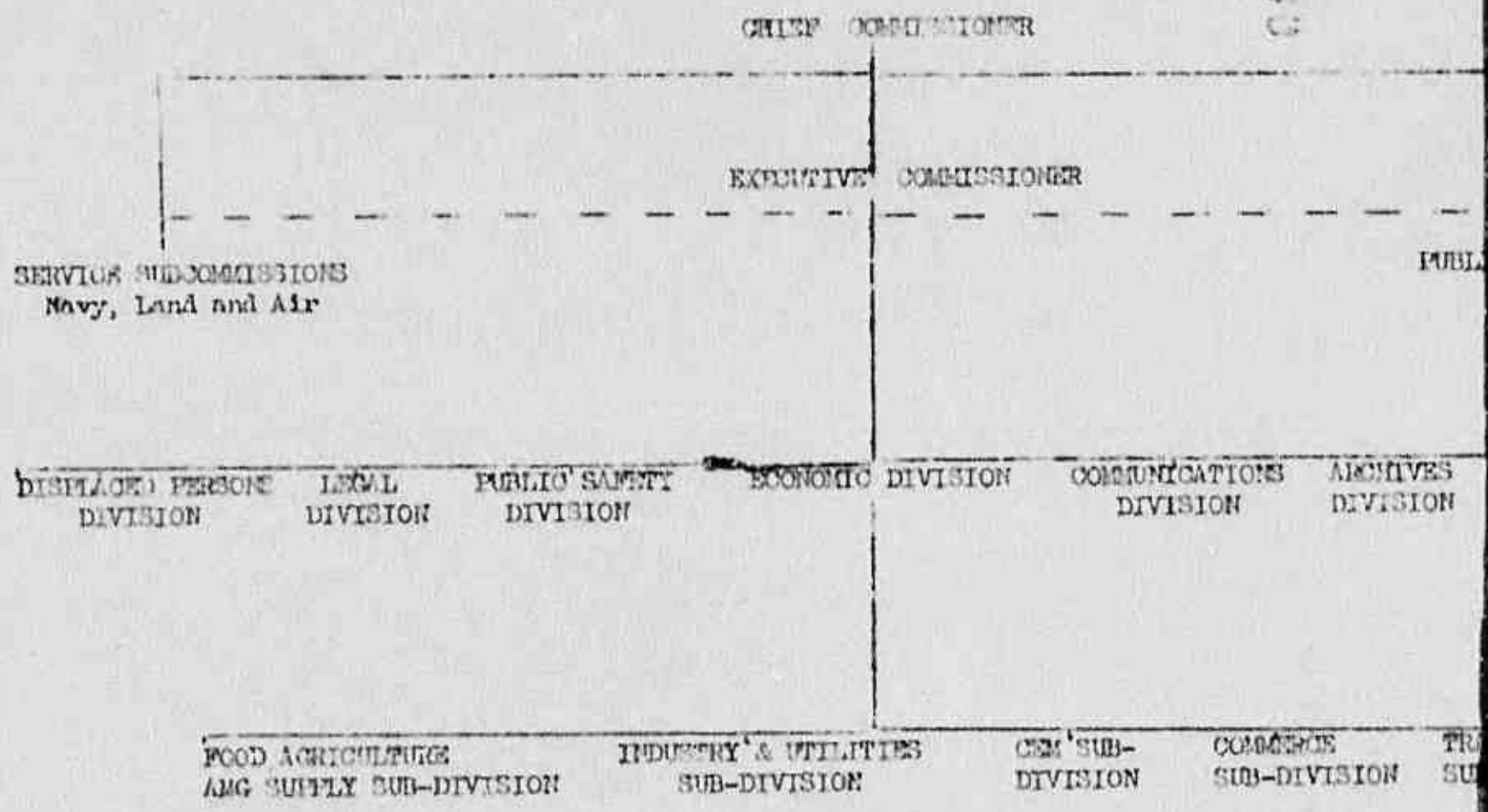
HENRY W. STONE
Rear Admiral, USNR
Chief Commissioner

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RESTRICTED

24-0000



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

42-03

TABLE "A"

CHIEF COMMISSIONER

EXECUTIVE COMMISSIONER

PUBLIC RELATIONS OFFICER

MISSIONS
and Air

ONE

LEGAL
DIVISION

PUBLIC SAFETY
DIVISION

ECONOMIC DIVISION

COMMUNICATIONS
DIVISION

ARCHIVES
DIVISION

EX. OFFICER (A)
EX. OFFICER (B)

AGRICULTURE
SUPPLY SUB-DIVISION

INDUSTRY & UTILITIES
SUB-DIVISION

CEM SUB-
DIVISION

COMMERCE
SUB-DIVISION

TRANSPORTATION
SUB-DIVISION

HEADQUARTERS ALLIED COMMISSION

A P O 794

Office of the Executive Commissioner

DRAFT

3 July 1946

SUBJECT : RUK Files
TO : Vice President, Economic Section, HQ AC.

1. Wef. 3 July 46 the custody and administration of the so called "RUK Files", including such CEM Branch files as deal with RUK matters, is transferred from Economic Section, (Captured Enemy Materials Branch) to Executive Commissioner's Office, (Archives Branch).

2. Actual handover to be made by Lt.Colonel CAMERON-CURRY to Major N.M. HARRISON forthwith.

FOR CHIEF COMMISSIONER

Brigadier
Executive Commissioner.

Distribution:

Action Lt.Col. Cameron-Curry.
Major N.M. Harrison

Information A C of S G-5 AFHQ
MGA, GMD, GDF

Polad (A)

Polad (B)

AFRA, AFHQ

C.L.O. Lombardia Region (for CEM Branch)

C.L.O. Bolzano

Lt.Col. J.A. CAMPBELL (C.E.M. Branch)

Allied Finance Agency

Microfilm Depot AFHQ

Joint Diplomatic Research Section

HQ Commandant

Message Centre, ALOCE

00-33

HEADQUARTERS ALLIED COMMISSION
APO 794
Office of the Executive Commissioner

Archives Br.
File
20 JUL 1946

Ref.: 825/72

17 June 1946

SUBJECT: A.C. Monthly Report - March 1946.

TO : All concerned.

Reference Allied Commission Monthly Report for March the
following Amendments are made:

page 3. Liguria Liaison Group Add paragraphs 15 to 20 from page 4

page 4. Delete paragraphs 15 - 20.

For the Chief Commissioner

J. B. Hand. Smith
St. C. R. A
Brigadier
Executive Commissioner

00032

File *Directives**27 JUL 1946*

ECONOMIC SECTION

Date *27 June 46*

Fr	To	Fr	To
Acting Vice President		Chief Commissioner	
Deputy Vice President		Executive Commissioner	
Chief Staff Officer		Civil Affairs Section	
Exec/Correspondence		Establishments Section	
Admin. Pers. Officer		C-1 (A)	
Admin. & Control		C-1 (B)	
Sup. Op. VC/USIA			
C.E.A. Br.			
Food. & Agriculture Br.			
Ind. Utilization Br.			
Int. & Shipping Br.			
Finance Br.			
Commerce Br.			
For Appropriate action		Information	
Please see us		Investigation & Report	
Dispatch		Note & Retain	
Circulation & Return		File	
Signature		Concurrence	

*Attn
Archives B &.
Maj Harrison*

NOTE : Initials should be placed in correspondence and not on this sheet.

Please use Fouting & Work Sheet for comments.

This Section concurs in the publication of new directive along these lines.

Note concurring initials of AVP on incl. routing sheet.

00031

*Thurber
1st 87*

ECONOMIC SECTION

Date 25 Jun 46

To	Fr	To
Acting Vice President <i>W</i>		Chief Commissioner
Deputy Vice President		Executive Commissioner
Chief Staff Officer		Civil Affairs Section
Misc/Correspondence		Establishments Section
Admin. Pers. Officer		G-1 (A)
Memoranda Center		G-1 (B)
Sup. Op. VG/UDine		
C.S.M. Br.		
Food. & Agriculture Br.		
Ind. Utilities Br.		
Tr. & Shipping Br.		
Finance Br.		
Commerce Br.		
For Appropriate action		Information
Please see me		Investigation & Report
Dispute		Note & Retain
Circulation & Return		File
Signature	<i>✓</i>	Concurrence <i>after comments</i>

NOTE : Initials should be placed in correspondence and not on this sheet.
Please use Routing & Work Sheet for comments.

To Director

Draft of matter for new Directive
Cancelling Para 9 of ExCom Memo No 7
for pre-view

- (a) In order to assess and arrange in continuity the Headquarters Files in their series for Microfilming, a "Master List" (in triplicate) is prepared from the present Office Lists by Archives Typing Pool of All files of that Branch or Section whether current or archived.
- (b) One copy is held by the Branch and two by Archives, all bearing a coloured signal denoting the present location of the files (Blue - Branch, Red - Records in Archives).
- (c) Whenever files are sent to Archives Branch, the lists concerned are checked, the signals accordingly and no other listing is necessary, an official receipt being rendered to the Branch in the usual manner.

00029

File in Directive

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00028

HEADQUARTERS ALLIED COMMISSION
APO 324
OFFICE OF THE EXECUTIVE COMMISSIONER

21/AB
15A

Ref:- 19/AB.

17th May 1946

EXECUTIVE MEMORANDUM

NUMBER 9.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

1. In view of the frequent changes of military personnel in the Allied Commission and in order that the future custody and disposal of AC Records shall be assured, the following procedure will be immediately adopted:-

(a) A RECORDS OFFICER will be appointed by each Section or Independent Sub-Commission or Branch who will be responsible for all matters concerning ARCHIVES and the files of that Branch.

(b) The pro-forma attached to this Directive will be countersigned by such RECORDS OFFICER, who will make himself personally acquainted with instructions in H. MEMO Nos. 7 and 8 and will contact O.I/C Archives Branch (Tel. Extn. 530) upon any matters therein.

(c) Should this RECORD OFFICER become absent or released from duty, the Section or Sub-Commission will inform O.I/C Archives the name of his successor before the officer in question leaves.

2. In order that a true record of the whole of the Current Files in AC Headquarters can be obtained, Archives Branch will commence a complete list of all files connected with that office or function from the Master Copies of each Sub-Commission. A copy of this list will be checked and retained by the Records Officer of each Sub-Commission and a second copy held by Archives Branch.

3. In this way, future listing of Files handed in (para 9, Ex. Memo 7) will be unnecessary, the lists concerned merely being altered in both copies.

00027

For the Chief Commissioner.

[Signature]
Brigadier,
Executive Commissioner.

DISTRIBUTION
"LIST 'A'"
ARCHIVES BRANCH (100 copies)

785021

Subject ARCHIVES

.....
Office, Branch or Sub-Commission

The RECORDS OFFICER appointed under Exec.Memo No 9
is/..... (RANK & NAME in BLOCK CAPITALS),
Room, Tel. who will be responsible for all
matters in connection with the Files and Records of this Branch. A
copy of Ex.Memo Nos. 7, 8, 9 has been handed to him.

.....
AUTHORITY

Date

Subject ARCHIVES

.....
Office, Branch or Sub-Commission.

The RECORDS OFFICER appointed under Exec.Memo No 9
is/..... (RANK & NAME in BLOCK CAPITALS),
Room, Tel. who will be responsible for all
matters in connection with the Files and Records of this Branch. A
copy of Ex.Memo Nos. 7, 8, 9 has been handed to him.

00026

.....
AUTHORITY

Date

8.

To Executive Commissioner.

(a) Reference to Min. 1 and 2, since the reduction of personnel in all S/O's and Branches seems to be rapidly occurring, the question of a Records Officer becomes more necessary daily.

(b) At the same time, in order to help those Branches whose staffs are depleted of responsible typists, we have evolved the idea of preparing Master File Lists embracing the whole series of AD Current Files, copies to be held by both parties.

(c) In this way, a check-up of all Headquarter files will automatically occur, whilst the Record officers of each Branch will have an up-to-date checked list to assist him in his work.

(d) A Draft Directive is prepared for your approval, should it be necessary to discuss this at your Executive Meeting tomorrow.

12/5/45

J. H. Harrison
- May -
O/C ARCHIVES

For discussion
at the Council meeting

W. L. L. L.

7 June 1945

all concerned

cc/
Sub. Submission for signature *14/5* *12/5*

00025

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12/5/46

P.H. Harrison
- May -
O/C ARCHIVES

For discussion. *W. L. L. L.* 9 Dec 1946
at a meeting

EC
Lm. Submission for signature *P. L. L. L.*

00025

DRAFT DIRECTIVE

Executive Memo.

Number 9.

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Section or Sub-Commission
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3. In this way, future listing of Files handed in (para 9, Ex.Memo 7) will be unnecessary, the lists concerned merely being altered in both copies, and such typing and relisting saved.

Proforma

Subject: ARCHIVES

.....
Office, Branch or Sub-Commission

00024

AC Records shall be assured, the following procedure will be immediately adopted:-

Section on Subordinate

- (a) A RECORDS OFFICER will be appointed by each Sub-Commission or Branch who will be responsible for all matters concerning ARCHIVES and the files of that Branch.
- (b) The pro-forma attached to this Directive will be countersigned by such RECORDS OFFICER, who will make himself personally acquainted with instructions in EX.MMO Nos. 7 and 8 and will contact OI/c Archives Branch (Tel.Extn.530) upon any matters therein.

- (c) Should this RECORD OFFICER become absent or released from duty, the Successor will inform OI/c Archives the name of his successor before the officer in question leaves.

- 2. In order that a true record of the whole of the Current files in AC Headquarters can be obtained, Archives Branch will commence a complete list of all files connected with that office or function from the Master Copies of each Sub-Commission. A copy of this list will be checked and retained by the Records Officer of each Sub-Commission and a second copy held by Archives Branch.
- 3. In this way, future listing of files handed in (para 9, Ex.Memo 7) will be unnecessary, the lists concerned merely being altered in both copies, and much typing and relisting saved. —

Proforma

Subject ARCHIVES

9224

.....
Office, Branch or Sub-Commission

The RECORDS OFFICER appointed under Exec.Memo. No 9 is
...../.....(PARK & MUE in BLOCK CAPITALS), Room,
Tel. who will be responsible for all matters in connection
with the Files and Records of this Branch. A copy of Ex.Memos Nos.7
& 9 has been handed to him.

Date

.....
Authority

100 Copies

File
Archives 21AB

APC 194

Office of the Executive Commissioner

See 1-14-46

per 10
15 May 1946

Ref: 240/20.

MINUTES OF EXECUTIVE COMMISSIONER'S MEETING - 14 MAY.

1. Minutes of Last Meeting.

- (a) - 1(a). Food Situation. Col. Walton (Exec Sec) reported very little change. The target figure for additional amassing undertaken by the Italian Government had been reduced to 68,000 tons and during the period 1 - 6 May only 2% of that figure had been collected. There had been a delay in publishing the decree. The Italian Government planned to proclaim an amassing law for the next harvest similar to last year, except that greater retentions would be permitted. A decree for restaurant control was under consideration. Ex C referred to a memorandum received from AC CIO NAPLES which was in effect an attack on Italian administration and policy, alleging that large reserves of food were available and that the Italians were indulging their own authorities, AC and MIRA. Ex C had passed this memorandum to Lt. Col. Cooper and would discuss it with Col. Walton. Col. Walton stated that crop conditions appeared promising.

- (b) - 1(b). Joes at LA SPEZIA. Col. Findlay (Dispor S/C) stated that certification had been provided and all Joes had sailed.

- (c) - 1(c). Elections. Brig. Carr (CA Sec) said that instructions laid down that Allied observers be as inconspicuous as possible, which was not always practical. Attendees at local elections did not bring to light any major points for the attention of the Italian Government. Some suggestions were offered on minor matters of distribution etc. Ex C stated that the directive to IOM in respect of local elections would apply to national elections.

- (d) - 2. Civilian Employment. Ex O (B) had completed a list of all civilians employed at AC Ex, including cleaners, fitters, drivers, mechanics, etc., and the total number was 1,219. The first step to be taken was a reduction in the number of cleaners, to be followed by a reduction in typists, the latter being bound up with the new H.E. CA Sec were making further reductions on 15 May and Ex C had directed that Exec Sec check over their civilian personnel. The matter would be reviewed again in conjunction with the new AC H.E.

- (e) - 3. Civilian Wage Scales. Ex C had received a letter from Mr. Brains

23

during the period 1 - 5 May only 2, of that figure had been collected. There had been a delay in publishing the decree. The Italian Government planned to proclaim an amnesting law for the next harvest similar to last year, except that greater retentions would be permitted. A decree for restaurant control was under consideration. Ex C referred to a memorandum received from AD CLO NAPLES which was in effect an attack on Italian administration and policy, alleging that large reserves of food were available and that the Italians were mislending their own authorities, AC and UNRRA. Ex C had passed this memorandum to Lt. Col. Cooper and would discuss it with Col. Walton. Col. Walton stated that crop conditions appeared promising.

(b) - 1(b). Jews at LA SPEDALE. Col. Findlay (Dinner S/C) stated that certificates had been provided and all Jews had sailed.

(c) - 1(c). Elections. Brig. Carr (CA Sec) said that instructions laid down that Allied observers be as inconspicuous as possible, which was not always practical. Attendees at local elections did not bring to light any major points for the attention of the Italian Government. Some suggestions were offered on minor matters of distribution etc. Ex C stated that the directive to IQs in respect of local elections would apply to national elections.

(d) - 2. Civilian Employees. Ex C (B) had completed a list of all civilians employed at AD HQ, including cleaners, fitters, drivers, mechanics, etc., and the total number was 1,219. The first step to be taken was a reduction in the number of cleaners, to be followed by a reduction in typists, the latter being bound up with the new S.E. CA Sec were asking further reductions on 15 May and Ex C directed that Econ Sec check over their civilian personnel. The matter would be reviewed again in conjunction with the new AS S.E.

(e) - 3. Civilian Wage Scales. Ex C had received a letter from Mr. Braine giving relative figures for Allied and UNRRA employees. It was apparent that the allowances granted by UNRRA made the difference in the wages scales and Ex C directed Econ Sec to get gross figures from Mr. Braine.

(f) - 5. Petroleum. Col. Walton stated that the present C.I.F. strikes did not adversely affect Allied military supplies but civilian supplies were affected to some extent, resulting in the curtailment of transport services. Col. Pidsley (Land Forces S/C) raised the question of petroleum supplies to the Italian Army. At present they had no reserves and the Allies were lending them petrol. ASHQ were being approached on this matter.

- 2 -

(g) - 6. Paratroops by Troops Visiting Italy. Col. Walton stated that a reply had been received from AFHQ stating that shillings were not being changed for lire at the rate reported by the Italian Government.

(h) - 7. Illegal Entry. Col. Pindley stated that illegal entry was continuing, although this might be lessened by the fact that permits were being issued.

2. National Elections. Ex C said that pressure had been brought to bear from many directions for postponement of the 2 June elections and he read a telegram which was being sent to AC CIOs asking them to report on any activity of this kind. Polad (.) asked if provision had been made for the guarding of ballot boxes during the night. Land Forces S/C stated the War Ministry had been requested to provide one man for each polling place (approximately 10,000 men) and this had been agreed.

3. Pro-Fascist Newspaper. Polad (.) expressed concern at the reappearance of certain newspapers and said it was reported last week that Stephanie planned a revival. The matter had been discussed at the American Embassy and it had been suggested that AC should approach the Italian Government. After further discussion, Ex C directed PMO to get more information about ownership and background of the newspapers involved.

4. Control of Manufacture of Arms. The implications of this matter were discussed in some detail and Ex C directed that a committee be set up presided over by Brig. Carr, with Service and other interested Sub-Commissions, to investigate the whole question.

5. Administration of ELGs (MIL). Col. Pindley asked if any arrangements had been made with regard to administration of ELGs in the field when British facilities ceased to exist. CIO to Ex C stated that an interim reply had been received from AFHQ, but a decision had not yet been given.

6. Coal Situation. Col. Walton said there was no indication of any ships leaving U.S. for Italy as the result of the crisis in the U.S. coal strike.

7. Foreign Trade. Col. Walton said the Ministry of Foreign Affairs had a meeting on Italian foreign trade and had asked for a working committee to assist, AC to be a member. Ex C approved this.

8. Displaced Persons. Col. Pindley gave a brief account of displaced persons in camps being cared for by UNRRA. UNRRA had asked for military officers in AFHQ camps by next Saturday. These were being provided under the direction of Disper and AFHQ knew of the position. 10,000 DP's could not be cared for by UNRRA, and Col. Pindley appealed for clothing for these people. Col. Walton said the Italian Government had a large amount of clothing, distribution of which had been slow on

2. National Elections. Ex C said that pressure had been brought to bear from many directions for postponement of the 2 June elections and he read a telegram which was being sent to AC CIOs asking them to report on any activity of this kind. Field (A) asked if provision had been made for the guarding of ballot boxes during the night. Land Forces S/C stated the War Ministry had been requested to provide one man for each polling place (approximately 40,000 men) and this had been agreed.
3. Pro-Fascist Newspapers. Field (A) expressed concern at the reappearance of certain newspapers and said it was reported last week that Stephenie planned a revival. The matter had been discussed at the American Embassy and it had been suggested that AC should approach the Italian Government. After further discussion, Ex C directed PGO to get more information about ownership and background of the newspapers involved.
4. Control of Manufacture of Arms. The implications of this matter were discussed in some detail and Ex C directed that a committee be set up presided over by Brig. Carr, with Service and other interested Sub-Committees, to investigate the whole question.
5. Administration of PWs (MIL). Col. Pindley asked if any arrangement had been made with regard to administration of PWs in the field when British facilities ceased to exist. GSO 1 Ex C stated that an interim reply had been received from Italy but a decision had not yet been given.
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8. Displaced Persons. Col. Pindley gave a brief account of displaced persons in camps being cared for by UNRRA. UNRRA had asked for military officers in UNRRA camps by next Saturday. These were being provided under the direction of Disper and JFHG knew of the position. 48,000 DEs could not be cared for by UNRRA and Col. Pindley appealed for clothing for these people. Col. Walton said the Italian Government had a large amount of clothing, distribution of which had been slow on account of the price factor. There was discussion as to whether Col. Branch could hand over direct to Disper any clothing they might have. Ex C directed Sqn. Sec. to send a telegram to JFHG informing them of the necessity to provide clothing for 48,000 people. Col. Pindley proposed to confine all DEs to camps during the elections. Ex C approved and directed him to inform UNRRA accordingly.
9. Future of Disper. There was discussion on the ultimate responsibility for Disper. It was desired to obtain the opinion of the U.S. Government and Ex C directed that a meeting be arranged before the end of the month.

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

Ref :- 21/AB.

3 May 1946

SUBJECT :- Care and custody of A.C. Files.

TO :- H.Q. A.M.G. 13 Corps.

Further to this officer letter No. 22/AB dated 15 March 1946 attached hereto are 10 copies of Executive Memorandums No. 7 and 8 for guidance and distribution as necessary.

Please acknowledge receipt.

T. Howlands

T. HOWLANDS, Capt.
Admin. Officer.
Archives Branch.

To Executive Commissioner.

With reference to the re-organisation of ALOOM in connection with AFHQ, since the question of AC Archives and files will arise, may the following points be considered and, when matters are finally settled, incorporated in your instructions or as an Archives Directive.

- (a) Any merging by a Sub-Commission or Section of ALOOM into a branch of AFHQ necessitates the closing of the ALOOM files and the re-opening of new files under the AFHQ specific title in accordance with EXECUTIVE MEMO 7 par 8.
- (b) that any ALOOM files taken to AFHQ shall be treated on a loan basis - in a similar manner to UPRRA- EXEC MEM 7 par 7/9.
- (c) that all other ALOOM Sections or Sub-commissions which are to be closed down, be directed to appoint a REPOUNDER OFFICER to hand in their files to Archives before such office shall be deemed to have closed down and that officer be held personally responsible that instructions as to Archives are fully carried out and that "cleaning" of files has been carried out as far as possible up to the date of such closure.

Although all the points may be considered to have been covered already in your Directives, it is felt that in the ensuing change and closing, files will be probably left to the last or merely handed to an Italian civilian for disposal to Archives. There are some thousands of Headquarters files in the building at the present time.

30/3/46

Tom Harrison
Major.
Archives.

2.

00-20

Archives

Yes, these points will be considered when the merger takes place. I plan see that I am reminded at the time

- (b) that any ALOM files taken to AMHQ shall be treated on a loan basis - in a similar manner to UNRRA- ERM 7 para 7/9.
- (c) that all other ALOM Sections or Sub-commissions which are to be closed down, be directed to appoint a RECORDS OFFICER to hand in their files to Archives before such office shall be deemed to have closed down and that officer be held personally responsible that instructions as to Archives are fully carried out and that "cleaning" of files has been carried out as far as possible up to the date of such closure.

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30/3/46
J.M. Harrison
J.M. HARRISON Major
Archives.

2.

00-20

Archives.

Yes, these points will be considered when the merger takes place. I place as that I am requested at the time.

17/3/46

3.

G1(B) For information + any remarks, please
 1/4/46
J.M. Harrison
Archives.

4.

Archives.

Notes. *Shubert.* 1/4/46.

MEMORANDUM FOR THE EXECUTIVE COMMISSION

APC 504

Office of the Executive Commissioner.

Ref. : 1/45.

EXECUTIVE MEMORANDUM

5 January 1946.

NUMBER 7.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

FUNCTION. 1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.

REVIEW. 2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending them to the Archives for current work to Archives. Such files will always be available to the Office concerned.

POLICY & ACTION FILES. 3. All Offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file requires reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

DUPLICATES. 4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

DIRECTIVES. 5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER. 6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously underlined:-

"Continued from (file . . . of . . . branch."

As soon, therefore, as the files are independent, the original will be sent to Archives. It is understood that an office to adopt files belonging to another office.

CLOSING. 7. When any Branch or Office is closing down or is absorbed, a complete list

minister is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.

REVIEW.

2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those of less value to Archives. Such files will always be available to the office concerned.

POLICY & ACTION FILES.

3. All offices will keep papers relating to questions of policy on special files. Action or routine documents will not be filed in policy files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file reviews and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER.

6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously informed:-

"Continued from (file) ... of Branch."

As soon, therefore, as the files are independent, the original will be sent to Archives. It is unimportant for an office to adopt files belonging to another office.

CLOSING DOWN.

7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files remaining from that branch will be forwarded to Archives.

It is by the utmost importance that contact be made with Archives Branch before an office or branch closes or is absorbed, so that an Archives representative can call at that office to discuss any questions relating to this procedure.

LOSING FILES.

8. In no circumstances will files or individual papers be transferred to any outside body. Any files which are temporarily essential to the efficient working of an outside body may be loaned to such a body for a period not exceeding three months. The office borrowing the files will receipt a list of these and will forward this to the Archivist who will take steps to see these are returned on the stated date. (see Exhibit 11 attached)

.....
LISTING. 9. Lists in quadruplicate (see Exhibit "A" attached) will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a stout envelope inside the crate to which the files belong, and the other three sent to Archives under separate cover. A receipt will be obtained.

DISPATCH. 10. Files transmitted to Archives will be securely tied in bundles not exceeding 12" in height. Files from different offices or branches will not be included in the same bundle. These to be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

For the Chief Commissioner.

MS/L

Brigadier,
Executive Commissioner.

DISTRIBUTION.

List "A"
Archives Branch (50 copies)

UNITED STATES

RECEIVED

.....
Office, Branch or Sub-Commission.

Received from the Archives Branch of Allied
Commission the following:-

_____ bundles, numbered _____

_____ files, numbered _____

Date _____ Authorizing Officer. _____

UNITED STATES

ARMED COMMISSION.

ACTIVE GROUP..... (leave blank)

HEADQUARTERS OR REGION..... SUB-COMMISSION or Region or Province... Files relating to

FILE NO. _____ CLASIFICATION LEVEL. _____

RELATES.

Number of Volumes, whether
destroyed, etc.

00018

Date _____

Authorizing Officer _____

TABLE 1

ARMED ORIGINATOR.

MAINTAIN GROUP..... (leave blank)

HEADQUARTERS OR REGION..... SUB-COMMISSION or Region or Province... Files relating to

.....

FILE NO.

CLASSIFICATION

REMARKS.

Such remarks as the number of Voluntas, whether
file was ever changed, if file was not opened,
and if file was destroyed, etc.

00018

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

12A
ISSV/1G

Ref. 21/AD

4 March 1946

SUBJECT : Memorandum No.8

TO : Maj. H.E. Ball
Monuments & Fine Arts Sub-Commission

Dear

Thank you for your letter received to-day.

1. With reference to paragraph 3 of your letter, the instructions in Directive No.8 were discussed at the Brigadier's meeting last Tuesday and passed without comment by the Heads of the Sections attending.

2. It is, of course, understood that no directive which requires action in a Branch or upon which action has been taken by a Branch should be abstracted although in many cases it cannot be actually proved what action has been taken unless such directive is quoted.

3. I think you can leave such a point to the common sense and good judgement of the Sub-Commissions concerned, but I will mention this to the Brigadier for his opinion when I see him.

Thanking you for your suggestion,

Yours sincerely

N.M.H.

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

00017

HEADQUARTERS ALLIED COMMISSION HEB/HHS
APO 394
Subcommission for Monuments Fine Arts and Archives
(Tel. 489081, ext 442 & 254)

20905/H/MFAA

2nd March 1946

Dear *Harrison,*

I am sorry that you aren't able to make an appointment with me in the next few days to have a chat about Executive Memorandum No.8. Maybe it's lazy of me, but I always feel that ten minutes discussion is worth any amount of letters.

However, I will try to put down the point that bothers me.

It concerns paras 2 and 4 (a) of the Memorandum. As these stand, it seems to me that we are running the risk of authorising eliminations that ought not to be made.

With the elimination of reference files of directives, as described in para 5 of Executive Memorandum No.7, I am of course in complete agreement. I think, however, that we may find ourselves in rough water if we extend elimination to all directives originating in other offices, wherever they may be filed.

Such directives may well be the cause of subsequent action on the file where they are placed, and without them the record will remain incomplete and unintelligible.

Fortunately this point is easily capable of adjustment. All that is necessary to cover the objection I have raised is an insertion in para 4 (a) after the parenthesis "other than those emanating from their own office", of the further phrase "and those resulting in subsequent action on the file".

00016

I do not imagine that it would be very difficult to issue an amendment of para 4 (a) on these lines, and it is my urgent and strong advice that you consider doing so.

There is one further general point that, as I am writing, I would like to make to you.

You have been so busy lately that we haven't had the regular discussions about plans that we used to manage in the first weeks after you took over. But I do want to remind you that, without any wish to interfere, I am always at your disposal if you feel that my experience as an archivist can be of any use to you.

On my side, I am conscious of the fact that, when I return home, Mr. Jenkinson will want to know how things have been going. I do not want to tell him that I'm out of the picture.

I'll be most grateful in view ^{of the above} if you would show this letter to Brigadier Lush.

Yours ever,

Harry Bell

H.E. BELL
Major, A.E.C.
A/Director

Major N.M. Harrison
Archives Branch
HQ. Allied Commission

00015

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

Ref:- 19/AB.

28th 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:-

00044

- (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. UNRRA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 5.7 and 8 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.

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:-

00014

- (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. INIPA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 6.7 and 8 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.

25/1/46

Brigadier,
Executive Commissioner.

DISTRIBUTION.

LIST "A"
ARCHIVES BRANCH (50 copies)

101

HEADQUARTERS ALLIED COMMISSION

AFO 394

OFFICE OF THE EXECUTIVE COMMISSIONER

Ref.

EXECUTIVE MEMORANDUM

NUMBER

February 1946

MICROFILMING OF A.C. RECORDS

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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 Offices will therefore immediately arrange the following action upon files still in their possession:

- (a) Abstract from files all 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 the side with steel or fibre fasteners (specimen herewith).
- (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. UNESCO, etc.) have been so notified and that a list of such files has been forwarded to Archives Branch in accordance to 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.

00013

Brigadier,
Executive Commissioner

Draft File 2/B
9/17

2. Duplication 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 the side with steel or fibre fasteners (specimen herewith).
- (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. UNRRA, etc.) have been so notified and that a list of such files has been forwarded to Archives Branch in accordance to para 5 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.

00013

Brigadier,
Executive Commissioner

One of each copy
to be offered
to Exec. Comm.

Comsted Draft
21/6

HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF THE EXECUTIVE COMMISSIONER

February 1946

Ref.

EXECUTIVE MEMORANDUM
NUMBER)

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 95 Jan 1946) are not sufficiently explicit.
2. Duplicates of correspondence ~~and~~ copies of directives and similar circulars originating in other offices as well as extraneous matters which, ~~it is suggested, have many~~ ^{are still being retained} ~~retentive~~ ^{value} ~~reason for retention, should be extracted. has very no~~
3. ~~Be added to the~~ ^{In order that microfilming} ~~to be microfilmed by order of 0008, Washington and in order that~~ ~~this may be carried out in an economic manner, the whole of A.C. records, will require examination to extract any material not of an historical value which does not directly bear upon the subject matter or functions concerned. Consider 500~~ ^{may be examined for material, and an inventory value} ~~upon its subject matter concerned can be discarded.~~
4. It is recommended therefore with A.C. orders, Chiefs of Sub-Commissions, Branches and the Chief Liaison Officers will immediately arrange the following action upon files still in their possession: --

- (1) Abstract from files all extraneous matters such as circulars, directives (other than those emanating from their own office) and duplicate copies of any documents not deemed essential. ~~for future reference~~ ^{for recording}
- (2) Remove all paper clips, staples, pins, etc. from letters.
- (3) Rebind all documents at the HEAD of the file and not the side with steel or fibre fasteners (specimen herewith).
- (4) Before closing down, furnish a Report that all files transferred to outside bodies (i.e. UNRRA, etc.) have been actioned in accordance with these instructions and a list of these forwarded to Archives Branch in accordance with para 6 of Executive Memorandum No. 7.

SO
that
and files has been

00012

2. Duplicates of correspondence ~~the~~ copies of directives and similar circulars originating in other offices as well as extraneous matters which, ~~it is suggested, have no value~~ *are still being retained* ~~no value~~ *are still being retained*

In order that microfilm

3. Besides ~~the~~ *microfilm* copies, these records have ~~now~~ *been* made to be microfilmed by order of O-888, Washington and in order that this may be carried out in an economic manner, the whole of A.C. records will ~~be~~ *be* examined to extract any material not of an historical value which does not directly bear upon the subject matter or functions concerned. ~~considered to~~ *be of value to* ~~be examined~~ *be examined* ~~the subject matter concerned can be discarded.~~ *the subject matter concerned can be discarded.*

4. In accordance ~~therefore~~ *with* ~~the~~ *orders*, Chiefs of Sub-Commissions, Branches and the Chief Liaison Officers will immediately arrange the following action upon files still in their possession:—

- (1) Abstract from files all extraneous matters such as circulars, directives (other than those emanating from their own office) and duplicate copies of any documents not deemed essential. ~~from files~~ *for recording*
- (2) Remove all paper clips, staples, pins, etc. ~~from letters.~~
- (3) Rebind all documents at the HEAD of the file and not the side with steel or fibre fasteners (specimen herewith). *00012*
- (4) Before closing down, furnish a Report that all files transferred to outside bodies (i.e. UERA, etc.) have been actioned in accordance with these instructions and a list of these forwarded to Archives Branch in accordance with para 6 of Executive Memorandum No.7.

that and files have been

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

Brigadier,
Executive Commissioner

so that material other than of historical value to the subject concerned

8A

UNITED STATES GOVERNMENT

ASO 394

Office of the Executive Commissioner.

Ref. : 1/AB.

5 January 1946.

EXECUTIVE MEMORANDUM

NUMBER 7.

CARE AND CONTROL OF ALLIED COMMISSION RECORDS.

1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.

2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.

3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file requires reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously underlined:-

"Continued from (file)..... of.....branch."

00011

In such, therefore as the files are independent, the original will be sent to Archives. It is suggested for an office to adopt files belonging to another office.

7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of all files remaining from that branch will be forwarded

ENCLOSING
DOWN.

2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.

POLICY ACTION FILES.

3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file reverts and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

DUPLICATES.

4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

DELETIVES.

5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER.

6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

- If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.
- Where the latter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously endorsed:-

"Continued from (file)..... of.....branch."

00011

As soon, therefore as the files are independent, the original will be sent to Archives. It is unsound for an office to adopt files belonging to another office.

CLOSING DOWN.

7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files emanating from that branch will be forwarded to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch before an office or branch closes or is absorbed, so that an Archives representative can call at that office to discuss any questions relating to this procedure.

IF NEW FILES.

8. In no circumstances will files or individual papers be transferred to any outside body. Any files which are temporarily essential to the efficient working of an outside body may be loaned to such a body for a period not exceeding three months. The latter body, when the files will receipt a list of these and will forward this to the Archives, who will take steps to see these are returned on the stated date. (see Exhibit 12 attached)

LISTING.....

.....2.....

LISTING. 9. Lists in quadruplicate (see Exhibit "B" attached) will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a strong envelope inside the crate to which the files belong, and the other three sent to Archives under separate cover. A receipt will be obtained.

DISPATCH. 10. Files transmitted to Archives will be securely tied in bundles not exceeding 12" in height. Files from different offices or branches will not be included in the same bundle. Bundles to be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

For the Chief Commissioner.

MS/CL

Brigadier,
Executive Commissioner.

DISTRIBUTION.

List "A"
Archives Branch (50 copies)

EXHIBIT NO.
RECEIVED

.....
Office, Branch or Sub-Commission.

Received from/by the Archives Branch of Allied
Commission the following:-

_____ bundles, numbered _____

_____ files, numbered _____

_____ Authorising Officer.

Date _____

.....

EXHIBIT NO.

ALLIED COMMISSION.

ARCHIVE GROUP..... (leave blank)

HEADQUARTERS / ON JEWEL..... SUB-COMMISSION or Region or Province... Files relating to

.....

FILE NO.	DESCRIPTIONS TITLE.	REMARKS.

Number of Volumes, whether
d, if file was not opened,
closed, etc.

Date

Authorizing Officer

REMARKS

FILED ORIGINATOR

ACRIVE (SME)..... (leave blank)

RE-DIVISION OF REGION..... NO-CONNECTION OR REGION OR PROVINCE... Files relating to

FILE NO.

ORIGINATOR FILE

REMARKS

Such remarks as the number of Volumes, whether
file was ever changed, if file was not opened,
and if file was destroyed, etc.

06040

ESTABLISHMENT MEMORANDUM
NUMBER

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

FUNCTION. 1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.

REVIEW. 2. All Offices of Headquarters A.C. ~~and of Regions and Provinces~~ will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.

POLICY & ACTION FILES 3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

DUPLICATES. 4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

DIRECTIVES. 5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER. 6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and Routine files will be dealt with as follows:

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover of ~~the original~~ conspicuously endorsed:

"continued ~~from~~ (file)..... of..... branch."

As soon as the files are independent, the original will be sent to Archives, as it is unsound for an office to adopt files belonging to another office.

CLOSING DOWN 7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files emanating from that branch will be forwarded to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives representative can call at that Office to discuss any questions relating to this procedure.

LOANING FILES 8. Under no circumstances will files or individual papers be transferred to any outside body. Any files which are temporarily essential to the efficient working of an outside body may be loaned to such a body for a period not exceeding three months. The Officer borrowing the files will receipt a list of these and will forward this to the Archivist who will take steps to see these are returned on the stated date (Exhibit "A")

LISTING 9. Lists in quadruplicate (see Exhibit "B") will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a stout envelope inside the crate to which the files belong and the other three

ACTION FILES Action on the documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be open.

DUPLICATES. 4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

DIRECTIVES. 5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

TRANSFER. 6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and Routine files will be dealt with as follows:

a. If it appears that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.

b. Where the matter appears likely to continue beyond this period, a new file will be opened and the cover ~~of the original~~ conspicuously endorsed:

"continued ~~from~~ (file)..... of..... branch."

As soon as the files are independent, the original will be sent to Archives, as it is unsound for an office to adopt files belonging to another office.

CLOSING DOWN 7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files emanating from that branch will be forwarded to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives representative can call at that Office to discuss any questions relating to this procedure.

LOANING FILES 8. Under no circumstances will files or individual papers be transferred to any outside body. Any files which are temporarily essential to the efficient working of an outside body may be loaned to such a body for a period not exceeding three months. The Officer borrowing the files will receipt a list of these and will forward this to the Archivist who will take steps to see these are returned on the stated date (Exhibit "A")

LISTING 9. Lists in quadruplicate (see Exhibit "B") will be prepared by the sender showing by number and title all files transferred to Archives. One copy will be enclosed in a stout envelope inside the crate to which the files belong, and the other three sent to Archives under separate cover. A receipt will be obtained.

DISPATCH. 10. Files transmitted to Archives will be securely tied in bundles not exceeding 12" in height. Files from different offices or branches will not be included in the same bundle. Those to be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

BY COMMAND OF REAR ADMIRAL STONE.

0009

Executive Commissioner.

See MS

115. 11. Files to be sent to Archives Branch

RESTRICTED

DRAFT 64

HEADQUARTERS ALLIED COMMISSION
APC 394

20 March 1945.

ESTABLISHMENT MEMORANDUM

Number: 31

CASE AND CUSTOMS ALLIED COMMISSION RECORDS

1. The functions of the archives branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

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

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

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

5. No correspondence or documents ~~together~~ ^{with} than duplicates of printed matter, copies of which are already ~~in~~ ⁱⁿ the appropriate subject file ~~will be destroyed~~ ^{will be destroyed}.

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

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 12 in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list of quadruplicate ~~will~~ ^{is} to be prepared (showing by number and title all files transferred to archives). ~~A list of the files will clearly enclose the~~ ^{by the sender} office or offices of origin of the files and by whom they are contained.

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

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

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

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

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

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

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 12" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list of in quadruplicate will be prepared showing by number and title all files transferred to archives. by the sender 0000
The list will be prepared by the office of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives, and a receipt will be obtained from them.
by the branch concerned.

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

RETIRED

see appendix A

RECEIVED

Estab Memo #3, this No. dtd 20 March 42 (Cont'd):

10. No files or individual papers will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan, and that it undertakes to return them intact on or before.....and to safeguard them meanwhile. The receipt will be forwarded to the archivist who will take steps to see that the files are recovered by the stated date.

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

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

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

As It is unusual for an office to adopt and use files originally belonging to another office. Such files can however not be stored in both of the two appropriate places in archives, and it is therefore necessary to continue where necessary the old file until the new cover is made. The cancellation box taken the two files can easily be removed on the respective covers.

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

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

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

As it is unusual for an office to adopt and use files originally belonging to another office, such files can obviously not be stored in both of the two appropriate places in archives, and it seems to be necessary to continue where necessary the old file under the cover and number; the connection between the two files can easily be shown on the respective covers.

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

BY ORDER OF THE AUTHORITY

OFFICIAL:

NORMAN B. FISKE
Colonel
Deputy Executive Commissioner

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

DISTRIBUTION:
a. n

RECEIVED

Appendix A

54
C.S.D. Ex Com
8.
Action taken to use separate memo under
Mem 7. since field files have already been closed
& sent into Archives. The memo Quarries was drafted
in view of the then planned Northern Regional Division of
AC. Since this did not materialize no memo was sent
MMH: ~~MMH: Archives~~
Archives

4/2/46 J.H. M.V.

A copy of Ex Com No 7. has been personally
addressed to each C.L.O. by my office in January
MMH: ~~MMH: Archives~~
Archives

7/2/46

00007

Executive Commission.

Excerpts

Draft Establishment Memorandum on Care and Custody of Allied Commission Records is submitted for your approval.

31 Dec. 45.

ARCHIVES BRANCH

Para 2. Regions & Provinces should have no current file & now there are no provinces except under HQ. This requires reclassification.

Other amendments as made.

Then 7580

175/311

Executive Commission 3.

Para 2. Allusion to Regions & Provinces deleted.

8446

Other Amendment noted. ~~175/311~~ map.
Copies are printed & distributed
carried out under "A"

Copy

4 to info - 8 refs.

10/1

6

Para 5. Was 4 actually inlined? City of Bar an
exchange para 1 talk. of HQ. = field para. 2 talk

Y now there are no provisions except (Klein) H.G. This requires
redirection.
Other amendments as made.

Then 75800

178/3/11

Executive Commission 3.

Para 2. Allusion to Regions & Provinces deleted.

8/4/6

Other Amendments noted. ~~Not necessary~~ maps.
Copies are printed & distributed
carried out under "A"

C/S

4 to with - 3 refers. ~~15/11~~
6/

Para 3. Was 4 actually issued? City of it has an
exchange para 1 talks of H.Q. - field para. 2 talks
only to H.Q.

Final 11/1

000006

C/S

Para 6. This memorandum has been issued.
Archives say they are going to revise a separate
memorandum to U.S. in the field. This
should cover the contradictions in paras. 1 & 3.

Hunnay. Final 11/1

ARCHIVES BRANCH

See return, para Min 3 notes 1/1

DISTRIBUTION LIST NO. 1

Serial List
No.

GROUP 1

1. Chief Commissioner
2. Liaison Division
Executive Commissioner
Advisory Council
3. Office of Chief Commissioner Milan

4. Archives
5. Message Centre

CIVIL AFFAIRS SECTION.

7. V.P. Civil Affairs Section
8. Displaced Persons S/C
9. Local Government
10. Public Safety
11. Security Division
12. Public Health
13. Legal S/C
14. Education
15. Monuments and Fine Arts
16. Italian Prisoners of War
16a.

ECONOMIC SECTION.

17. V.P. Economic Section
18. Requisition Branch
19. Agriculture and Food
20. Industry and Utilities
21. Commerce
22. Finance
23. A.P.A. Operation Unit
24. A.P.A. Finance accounting Unit
Mr. Leone
Shipping
Capt. d'Angelis
Civilian Personnel
Labour
Transportation
26. War Material Disposal
29a.

ESTABLISHMENT SECTION.

30. V.P. Establishment Section
31. Executive Officer American
32. Executive Officer British
33. G.I. (A)

File under
- priorities

A B C D

3A

1 1 1 1
1 1 1 4
2 2 2 4
- 1 - 1
1 1 1 2

1 1 1 1
1 1 1 3

2 1 2 2
3 2 1 3
2 1 1 2
2 1 1 3
2 1 1 4
2 1 1 2
2 1 1 2
2 1 1 2
1 1 1 2

12 5 10 15
2 1 1 1
8 3 2 9
12 5 12 12

4 1 2 5
8 2 2 7

1 1 1 1
1 1 1 2
2 2 1 2
2 1 1 1
- 1 - 1
2 1 1 2
5 1 4 7
2 1 1 2

3 3 3 3
1 1 1 1
1 1 1 1
1 1 1 2

1 1 1 1 1
1 1 1 1 3

2 1 2 1 2
3 2 1 1 2
2 1 1 1 2
2 1 1 1 2
2 1 1 1 2
2 1 1 1 2
1 1 1 1 2

12 5 10 15
2 1 1 1
8 3 2 9
12 5 12 12
4 1 2 5
8 2 2 7
1 1 1 1
1 1 2 2
2 1 1 1
1 1 1 1
2 1 1 1
5 1 1 1
2 1 1 1

3 1 1 2 4 2 18
3 1 1 1 1 1 7
3 1 1 6 4 1 1 6 2 8
3 1 1 2 2 1 6 2 8
3 1 1 2 2 1 6 2 8

CIVIL AFFAIRS SECTION.

ECONOMIC SECTION.

ESTABLISHMENT SECTION.

00005

Archives
Message Centre

V.P. Civil Affairs Section
Displaced Persons S/C
Local Government
Public Safety
Security Division
Public Health
Legal S/C
Education
Monuments and Fine Arts
Italian Prisoners of War

V.P. Economic Section
Requisition Branch
Agriculture and Food
Industry and Utilities

Commerce
Finance

A.P.A. Operation Unit
A.P.A. Finance accounting Unit
Mr. Leone
Shipping
Capt. d'Angelis
Civilian Personnel
Labour
Transportation
War Material Disposal

V.P. Establishment Section
Executive Officer American
Executive Officer British
G.I. (A)
G.I. (B)
G.I. (A)
G.I. (B)
Headquarter Commandant
Adjutant
C.O. 2675 Regt.
O.C. British Detachment

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Serial No.	Establishment Sect (cont)	A	B	C	D
41.	C.O. H.Q. Coy. 2675 Regt.	-	2	-	2
42.	Maintenance Group	5	5	1	5
43.	Postal Officer APO 394	-	2	-	2
44.	British Post Office	-	1	-	1
45.	MTD American Super Garage	-	1	-	1
46.	MTD British Super Garage	-	1	-	1
47.	Dispensary American	-	1	-	1
	Headquarters Supply	-	1	-	1
	Claims Board	-	-	-	1
INDEPENDENT SUB COMMISSIONS					
48.	Navy	2	2	2	2
49.	Land Forces	1	1	1	2
50.	Air Forces	1	1	1	1
51.	Air Forces S/C Barl	1	1	1	1
52.	Communications	2	1	1	2
53.	Headquarters Communications Officer	1	1	1	1
54.	Signal Message Centre	-	-	-	3
	Grand Hotel	-	1	-	1
	Flora	-	1	-	1
	Angleterre	-	1	-	1
	Bellavista	-	1	-	1
57.	Public Relations Branch	1	1	1	1
58.	Information Division	1	1	1	2
59.	I.G.C.R.	-	-	-	2
60.	UNRRA	4	2	-	4
GROUP II					
61.	AC. Liaison Officer Liguria	6	3	-	2
62.	AC. Chief Liaison Officer, Piedmonte	10	5	-	5
63.	" " " Lombardia	10	3	-	6
64.	" " " Venezia	18	2	-	2
65.	" " " Bologna	2	2	2	2
66.	AMC Venezia Giulia	12	2	-	2
67.	AC Chief Liaison Officer, Livorno	3	2	-	3
68.	AC Liaison Officer (Tn) Ancona	1	1	-	1
69.	AC Chief Liaison Officer, Naples	4	4	-	4
70.	" " " Bari	1	1	-	1
71.	" " " Sicily	3	1	-	3
	" " " Bolzano	3	1	-	3
	" " " No.2 District	3	1	-	3
	AMC Udine Province	12	2	-	2

Headquarters Supply
Claims Board

INDEPENDENT SUB COMMISSIONS

48. Navy
49. Land Forces
50. Air Forces
51. Air Forces S/C Bari
52. Communications
53. Headquarters Communications Officer
54. Signal Message Centre

Grand Hotel
Flora
Angleterre
Bellavista

57. Public Relations Branch
58. Information Division
59. I.G.C.R.
60. UNHRA

GROUP II

61. AC. Liaison Officer Liguria
62. AC. Chief Liaison Officer, Piedmonts
63. " " " Lombardia
64. " " " Venezia
65. " " " Bologna
66. AMG Venezia Giulia
67. AC Chief Liaison Officer, Livorno
68. AC Liaison Officer (2nd) Ancona
69. AC Chief Liaison Officer, Naples
70. " " " Bari
71. " " " Sicily

" " " Bolzano
" " " No. 2 District
AMG Udine Province

00004

INVENTORY of Files
24

Executive Commission

Archives submit the enclosed draft
order for your approval — also proforma
attached. Rebilly 8 Feb 46

Issue DS 8/2

Capt Randall

Archives Here we go -

permt

8/2/46

Executive Commission Office

Stencil prepared h/w for Brigadier's signature

permt mayr

8/2/46

00003

OFFICE OF THE
DRAFT

1A

SUBJECT:- Inventory of Files.

In order to ascertain the amount of space required to house Allied Commission files and to assess the total number of files to be Micro-filmed, returns as per attached pro-forma will be rendered direct to Archives Branch not later than 28th February 1946.

For the Chief Commissioner:
BY COMMAND OF REAR ADMIRAL STONE.

BRIGADIER
EXECUTIVE COMMISSIONER.

DISTRIBUTION:- To all concerned.

00072

INVENTORY OF FILES.

SUB COMMISSION.....
LOCATION. (+).....
OFFICER or EM/OR delegated i/c Files.....
No of files loaned to outside organizations, i.e. U.N.N.R.A. (not to include in above total)
NAME OF PERSON HANDED OVER TO.....
DESIGNATION.....

DATE.....

SIGNATURE.....
Officer or EM/OR delegated i/c Files.

DATE.....

SIGNATURE.....
HEAD OF SUB COMMISSION.

- (a) For Sub Commissions - sufficient copies attached for distribution.
(+) OF Offices outside the A.C. Headquarter A.C. building.

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00002

| 2 2 7 |