

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

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10000/103/114

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

10000/103/114

OFFICE MEMOS & INSTRUCTIONS
MAR. - OCT. 1946

24/AB

TO: Major CHAMMAN - M/P Section.

1. Reference "List of Assigned Officers and Duties", a slight amendment in the wording of Para 1 is requested since the selection of personnel both Military and Civilian will be subject to their qualifying under the proposed tests. The amendment, I suggest, should be as copy herewith.
2. Reference the qualification tests, in order that these may be drawn up in accordance with AFRA's specification (AFRA AG.313.3 refers) may I have your suggestion and Capt. WEIDEN's, for discussion, please.

9-10-46

N.M.H.

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

LIST OF OFFICERS ASSIGNED TO "MP" SECTION AND THEIR DUTIES.

1 October 1946

Major DONALD M. CHAPMAN, SR., O-290399, Q.M.C. (A)

CHIEF OF SECTION, directly responsible to the CHIEF ARCHIVES OFFICER for the operation of the section and the carrying out of established policies as laid down by higher authority.

- (a) The Chief of Section is responsible for the maintenance of production within the Section and the selection and training of civilian personnel employed, in accordance with the specification approved by higher authority.
- (b) He is responsible for selection, training and assignment of the Military Personnel to M/P Section who qualify under the above mentioned tests.
- (c) Also responsible for the discipline, control and conduct of ALL personnel connected with the "MP" Section. Will submit regular or specific reports as called for by the Chief Archives Officer and higher authority.

Captain PAUL G. WEDEN, JR., O-1301751, Infantry (A).

CHIEF OF PRODUCTION, directly responsible to the Chief of Section, and through him to the Chief Archives Officer for the maintenance, efficiency, and proficiency of the work of receiving, sorting, reading, binding, classifying, registering, and packing of documents passing through this section. The procedures for this work are laid down in Standard Operating Procedures now in effect or to be issued in the future. In addition to these duties Captain WEDEN will supervise the transfer of packed documents ready for microfilming to the Microfilm Depot in accordance with policy as agreed between the two units. Also, Captain WEDEN will personally support and maintain the control, discipline, and conduct of all personnel in coordination with the Chief of Section and the orders of higher authority.

ALL OTHER OFFICERS TEMPORARILY ASSIGNED OR ATTACHED TO THIS SECTION will take their orders from, and coordinate with, Major CHAPMAN and Captain WEDEN, in that order, and with the accord of the Chief Archives Officer.

LIST OF OFFICERS ASSIGNED TO "MF" SECTION AND THEIR DUTIES.

1 October 1946

Major DONALD M. CHAPMAN, SR., O-290399, Q.M.C. (A)

Archivist
CHIEF OF SECTION, directly responsible to the Chief Archivist for the operation of the section and the carrying out of established policies as laid down by higher authority. Solely responsible for the selection, training, and maintenance of civilian personnel sufficient to maintain production. Responsible for the selection, training, and assignment of military personnel in coordination with, and subject to, the policies of the Chief Archivist, and the availability of personnel. Responsible for the discipline, control, and conduct of ALL personnel connected with the "MF" Section. Will submit regular or specific reports as called for by the Chief Archivist and higher authority.

Archivist
Captain PAUL G. WEDEN, JR., O-1301761, Infantry (A)

CHIEF OF PRODUCTION, directly responsible to the Chief of Section, and through him to the Chief Archivist for the maintenance, efficiency, and proficiency of the work of receiving, sorting, reading, binding, classifying, registering, and packing of documents passing through this section. The procedures for this work are laid down in Standard Operating Procedures now in effect or to be issued in the future. In addition to these duties Captain WEDEN will supervise the transfer of packed documents ready for microfilming to the Microfilm Depot in accordance with policy as agreed between the two units. Also, Captain WEDEN will personally support and maintain the control, discipline, and conduct of all personnel in coordination with the Chief of Section and the orders of higher authority.

ALL OTHER OFFICERS TEMPORARILY ASSIGNED OR ATTACHED TO THIS SECTION will take their orders from, and coordinate with, Major CHAPMAN and Captain WEDEN, in that order, and with the accord of the Chief Archivist.

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE... 23 OCT 1945

FROM TO

Major N.M. Harrison

Major CHAPMAN

Capt. CANNING - X

Chief Clerk

Capt. WEDEN - PSV

Folio (a) referred

Capt. DURST - RED

Capt. TOOMER - PSV

FOR Action
Information
Remarks
Signature

For your information
and retention, please.

23 OCT 1945

09817

INTERNATIONAL ALLIED COMMISSION
APO 734
Office of Executive Commissioner
ARCHIVES BRANCH

Ref: B./AL

2 October 1946

SUBJECT: Office Instructions.

TO : All concerned.

In order to avoid confusion between the Reception and the Processing of Regional files, all parcels or boxes of documents arriving from WARSAW will be taken immediately to the Small Conference Room, 1st Floor No. 31 and their arrival reported to Capt. Cummings. Any file lists will be handed to him for checking and covering letters or correspondence sent to Adm. office Room 10, 1st Floor for acknowledgment.

W. Harrison
map

W. HARRISON,
Major,
Chief Archives Officer.

DISTRIBUTION

H/V Section (Major Chapman & Capt. Nolan)
R Section (Regional) (Capt. Cummings)
H " (H.) (Capt. Darrat)
S " " "
Liaison Microfilm (Capt. Turner).

29016

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

HEADQUARTERS ALLIED COMMISSION	
ARCHIVES	BRANCH
MINUTE	SLIP
DATE <u>3-6-46</u>	
FROM	TO
Major N.M. Harrison -	
Capt. <u>G. Rowlands</u>	
Capt. <u>Cummings</u>	
Chief Clerk	
Capt. <u>Widen</u> - <u>Ph</u>	
Folio (s) referred	
Ad. Taylor <u>OB</u>	
For Action	
Information	
Remarks	
Signature	

3-6-46

09015

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

3 June 1946

REF. : 34/AB

SUBJECT : Receipt of Records.

ARCHIVES MEMORANDUM

In order that the instructions of Exec.Memo No.7 Par.7 are carried out, it is brought to the notice of all Archives Sections that files will not be accepted from any Headquarters or Regions (other than Southern for which special arrangements have been made) without a list of the files concerned attached.

Responsibility for accepting Records without such a list renders this Branch liable to criticism upon the policy laid on.

N.M. Harrison

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

00014

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

Ref:- 24/AB.

22 April
11 April 1946

SUBJECT:- Correspondence.

TO :- All concerned.

All letters in future prepared for
signature will bear the concluding title:

~~for and on behalf of the~~
Executive Commissioner

NOT ARCHIVES BRANCH

FOR THE EXECUTIVE COMMISSIONER

(RANK)
ARCHIVES BRANCH

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

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SL **11**

DATE.....17 MAR 1946.....

FROM Major H.M. Harrison TO

Capt. T. Rowlands
Capt. T. Rowlands
Chief Clerk *[Signature]*

Folio (s) Referred

FOR Action
Information
Remarks
Signature

00012

ALLIED COMMISSION
APC 394
(Archives Branch)

Ref: 1/AB

March 1946

SUBJECT: Operations of C Section.

TO : All Concerned.

The following amended instructions of Jan 1946 (1/B) will take effect from the above date:-

"C" Section. It is the responsibility of every one in the Section to see that files are supplied on official demand with the utmost of speed but at the same time reasonable time must be asked in order that the routine duties shall not be held up. (Minimum one hour).

FILE APPLICATION FORMS. FROM HEADQUARTERS BRANCH.

- (1) Application Forms will be received by Admin. Staff in Room 7 (Inquiries) who will check name and obtain telephone number of authority signing this.
- (2) ACTION by Admin. Staff. An orange slip will be prepared for submission of file and this will be placed in the "APPLICATION" tray in Room (9). An entry will also be made in LOG BOOK under the date of enquiry, giving full particulars required.
- (3) ACTION by Searchers. On receipt of the Orange Slip, first go to GROUP INDEX, (a) write file No. and Archive Group on slip, (b) turn up the Group envelope in Envelope Box and check the file (or details you have) against the List of Files, (c) on finding file, insert Orange Slip where the file was abstracted, (d) place file in "Files Out" Basket in Room 9 for disposal by Admin. Staff.
- (4) ACTION by Admin. Staff. (a) Clear the "Files Out" Basket in Room 9, telephoning to the Office concerned that the files are ready for collection and obtain a receipt for them in LOG BOOK. (b) Put away all Orange Slips with the Application Forms on Spine File.

FILES RETURNED BY A BRANCH.

- (1) ACTION by Admin. Staff. On the return of a file, enter

will take effect from the above date:-

3rd Section. It is the responsibility of every one in the Section to see that files are supplied on official demand with the utmost of speed but at the same time reasonable time must be asked in order that the routine duties shall not be held up. (Minimum one hour).

FILE APPLICATIONS, FROM HEAD OFFICE, BOMBAY.

- (1) Application Forms will be received by Admin. Staff in Room 7 (Inquiries) who will check name and obtain telephone number of authority signing this.
- (2) ACTION by Admin. Staff. An orange slip will be prepared for submission of file and this will be placed in the "APPLICATION" tray in Room (9). An entry will also be made in LOG BOOK under the date of enquiry, giving full particulars required.
- (3) ACTION by Searchers. On receipt of the Orange Slip, first go to CHIEF CLERK, (a) write Bin No. and Archive Group on slip, (b) turn up the Group Envelope in Envelope Box and check the file (or details you have) against the List of Files, (c) on finding file, insert Orange Slip where the file was abstracted, (d) place file in "Files Out" Basket in Room 9 for disposal by Admin. Staff.
- (4) ACTION by Admin. Staff. (a) Clear the "Files Out" Basket in Room 9, telephoning to the Office concerned that the files are ready for collection and obtain a receipt for them in LOG BOOK. (b) Put away all Orange Slips with the Application Forms on Spine File.

FILES RETURNED BY A BRANCH.

- (1) ACTION by Admin. Staff. On the return of a file, mark this off on LOG BOOK and place in "Files RETURNED" Basket in Room (9). (b) put away all Orange Slips with the Application Forms on Spine File.
- (2) ACTION by Searchers. Clear the "Files RETURNED" Basket daily, replacing them in their correct bundles. (b) Cancel the Orange Slip by writing across it the date the file was returned and place this slip in the Files RETURNED Basket for clearing by Admin. Staff.

NOTE. Searchers must keep in close contact with Room 7 so that no more time is taken than necessary for file finding.

NO DEMANDS for files will be accepted unless received through the INQUIRIES ROOM upon the official forms signed by an authority of a Branch or S/O.

H.M. HARRISON,
Major,
Archivist.

HEADQUARTS ALLIED COMMISSION	
ARCHIVES	BRANCH
MINUTE	SID
DATE... 27 MAR 1946	
FROM	TO
Major H.M. Harrison	
Capt. T. Rowlands	
CAPT. I. C. SADDINGS	
Chief Clerk	
Folio (a) Referred	
Lt TAYLOR	
Lt WEDEN	
FOR Action	
Information	
Remarks	
Signature	
<i>Please see back copy & return.</i>	
T. ROWLANDS	
CAPT.	
28 MAR 1946	
09210 24/AB	

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

HEADQUARTERS ARMED SERVICES COMMISSION

ARCHIVES

BRANCH

MINUTE

SLIP

DATE..... 25 MAR 1946

FROM

TO

Major H.M. Harrison

Capt. T. Rowlands

CAPT. A.G. CANNINGS

Chief Clerk

Folio (s) Referred

CAPT. WELSH

MAJ. TAYLOR

FOR Action

Information

Remarks

Signature

00009

Subject: Office Instructions

25th March 1945

To: All Concerned.

Southern Region. In connection with the classifying of Southern Region, the following procedure will be taken into operation by "H" Section as from April 1st 1945:

1. Sort bundles under general Regional, Provincial or functional headings.

2. Strip and clean bundles.

3. Give each bundle a serial number, and also record the present Bin number and:-

- a. List the files in each bundle where necessary i.e. where there are no existing lists.
- b. Keep index sheets as a guide to ultimate grouping.

4. When all bundles have been recorded as above, sort lists into final order and give Archive Group Nos.

5. Bring bundles into final order, and pack files in cases preparatory to micro filming.

6. Ten weeks is suggested as an outside estimate of the time required for the complete operation set out above.

lgo.

J. H. Harrison
Major *H. Harrison*

00008

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

HEADQUARTS ALLIED COMMISSION

ARCHIVES

BRANCH

MINUTE

SLIP

DATE... **2 MAR 1946**

FROM

TO

Major N.M. Harrison

Capt. T. Rowlands

Chief Clerk

Folio (n) Referred

FOR Action

Information

Remarks

Signature

c/c. Please note initial &

return.

2 MAR 1946

T. Rowlands
T. ROWLANDS
CAPT.

00006

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

RECEIPT

SA

Office, Branch or S/C

Received ~~from~~ by the Archives Branch of Allied Commission the following:

14 boxes (Or)
14 bundles numbered ? ? ?
or
14 Files, numbered - - -

The above were intact (or state if broken) and when checked will be receipted on a detailed list.

Date

Authorizing Officer 82097

4A

Capt Rowlands.
Admin Office .

It must be again clearly explained to all the Staff that :-

- (a) Every letter and signal received by anyone in this Branch will be immediately forwarded to your office for registration in and in due course bringing to my notice.
- (b) that no files are in future to be accepted from any S/o or Branch of AC Headquarters without my approval (if I am absent by yours) in view of the allocation and planning of Rooms 14 and 42.
- (c) that lists of all Headquarters Files at present in Conference Room are at once made out, all other work being for the moment stopped so that preparations can be made to house these files in the above mentioned rooms.
- (d) that from today no further Headquarter Files are to be received in Conference Room. This Room is purely for REGIONAL FILES.
- (e) the authority receiving any files in future will make it his responsibility to immediately send out a formal receipt (copy herewith) stating that (blank) boxes, or bundles have been received (at present UNCHECKED) and to add that when this has been done, a listed receipt will be forwarded to the sender by Archives.
- (f) that no action or Policy with regard to the acceptance or disposal of files in this Branch will be taken unless first approved by S i/o or Admin. Officer.
- (g) Failure to carry out above instructions will be reported to

M. Harrison
M. Harrison Major
Officer in charge.

00005

15 AB

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

MAC/18

3A

Ref. 15-16/AB

4 March 1946

SUBJECT : Office Memorandum

TO : Admin. Officer
Chief Clerk
"R" Section and "M"
"S" Section

1. In order that a Central Enquiry Room can be established for Searching and Information, the Envelopes of REGIONS as well as HEADQUARTERS (both original and Archive-typed copies) should be kept in Room 14 until the new block of Offices is planned and taken over.

2. Any Envelopes for reference required by any Section can be abstracted but an Orange Abstraction slip must be inserted in the place of these (in a similar manner to that of Files or Bundles abstracted from Bins).

3. As Incoming Files are checked, the completed Envelopes should be boxed and kept in "R" Section until the whole Region is completed, but as soon as this is done, the box is to come to "S" for information and retention. The Envelopes containing "Original Lists" to come also.

4. A "Stock" Register will be kept by "S" Section of Files under Functions both Headquarters and Regional and a copy of each Region by Functions kept with the Box of Envelopes concerned.

N.M. Harrison

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

24/AB

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

File number _____

Archive Group _____

Removed by _____

(Sub Commission - Branch - Section)

Date _____

Signature of sub-commission _____

Signature of Searcher _____

00003

24/AB

HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner
(Archives Branch)

NMH/lg

2A

Ref. : 15/AB

7 March 1946

OFFICE MEMORANDA

1. In searching for files it has been found that considerable time could be saved if the file lists or the orange card in front of the bundles denoted the year in which this occurred.

2. Will "H" Section, wherever possible, incorporate this, please, upon future regions when checking.

N.M. Harrison
Major

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

24/AB

62022

HEADQUARTERS ALLIED COMMISSION
APO 394
ARCHIVES BRANCH

1884/18

1A

Ref. 15-16/AB

4 March 1946

SUBJECT : Office Memorandum

TO : Admin. Officer
Chief Clerk
"R" Section and "I"
"S" Section

1. In order that a Central Inquiry Room can be established for Searching and Information, the Envelopes of REGIONS as well as HEADQUARTERS (both original and Archive-typed copies) should be kept in Room 14 until the new block of Offices is planned and taken over.
2. Any Envelopes for reference required by any Section can be abstracted but an Orange Abstraction slip must be inserted in the place of these (in a similar manner to that of Files or Bundles abstracted from Bins).
3. As Incoming Files are checked, the completed Envelopes should be boxed and kept in "R" Section until the whole Region is completed, but as soon as this is done, the box is to come to "S" for information and retention. The Envelopes containing "Original Lists" to come also.
4. A "Stock" Register will be kept by "S" Section of Files under Functions both Headquarters and Regional and a copy of each Region by Functions kept with the Box of Envelopes concerned.

N.M. Harrison
may 1
N.M. HARRISON
Major, G.S.
Archivist

24/AB

1417