

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

ACC

10000/103/115

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

10000/103/115

INFORMATION ARCHIVES
APR. 1946

25/AB

ARCHIVES BRANCHInformation concerning HEADQUARTERS FILES in SUB-COMMISSION

It is particularly requested that everyone in Archives shall always record and inform Admin. Officer Capt. Rowlands of any information that is thought of interest or use in the Branch in connection with Archives, especially Headquarter Files.

Quoting	Name of Branch	Officer or Clerk	Room No. & Tele No.
---------	----------------	------------------	---------------------

23/4/46	Local Govt	Major Williams	46/5 Ex 314
---------	------------	----------------	-------------

They are commencing next week to get files ready for disposal. Do NOT require retyping of Master List.

23/4/46	Memoranda M-F.A	Major Reakes C.A	5th floor Ex 358
---------	--------------------	---------------------	------------------

State that M-F.A files are being made ready under his Corporal Clerk for disposal to Archives. Suggest we leave matter until early next week - B/F please

(Hunt)

ARCHIVES BRANCH

25/AB

Information concerning HEADQUARTERS FILES in SUB-COMMISSION

It is particularly requested that everyone in Archives shall always record and inform Admin. Officer Capt. Rowlands of any information that is thought of interest or use in the Branch in connection with Archives, especially Headquarter Files.

Quoting	Name of Branch	Officer or Clerk	Room No. & Tele No.
165 Files	ESTAB Sect (A)	Cpl PALL	20/6 Floor Tel 299

Corporal Pall called this morning with lists made out in quadruplicate. They make 5 bundles. I arranged to telephone him when accepting them tomorrow. They will go in Room 14 (TOP FLOOR) BINS 183-187 marked UNCHECKED.

Wright 28/4/46

RECORD BOXES Size is 32" X 16" X 12" deep

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

HEADQUARTS ALLIED COMMISSION	
ARCHIVES	BRANCH
MINUTE	SLIP
DATE.....	
18 APR 1946	
FROM	TO
Major H.M. Harrison	
Capt. T. Rowlands	
Chief Clerk	
Folio (s) Referred	
Capt WEDEM	
FOR Action	
Information	
Remarks	
Signature	

09003

Capt. ROWLANDS

ARCHIVES BRANCH

Information concerning HEADQUARTERS FILES in SUB-COMMISSION

It is particularly requested that everyone in Archives shall always record and inform Admin. Officer Capt. Rowlands of any information that is thought of interest or use in the Branch in connection with Archives, especially Headquarters Files.

Quoting Name of Branch Officer or Clerk Room No. Tele. No.

INDUSTRY & UTILITIES.

Cpl. CRASKE 23, 2nd Floor. (24 Tel)

Chief Clerk (Cpl. Bastable having left) is Cpl. Craske. He is Group 46 (November) very keen and has all files under his personal supervision (Coal, POL, Pub Wks etc.)

The 5000 Series has been continued but there are only about 20 old files for insertion in our present lists. A list of these will be sent down to be included in those being typed by LIA starting about 5083.

18/4/46

American Joint Distrib Committee Mr. BROOK (A) 2nd Floor.

Mr. Brook (A) is chief. He has requested copies of Directive No. 7 and 8 and has promised to let us know the name of the Officer responsible for files. Would someone please contact by appointment. They are not considering closing down but wish to prepare their files and possibly release some. They should fill in the usual pro-forma Inventory of Files.

18/4/46

PUBLIC HEALTH Admin. Officer Capt. SAMPSON (A) Arch Gp III 3

Their Chief Clerk Cpl. Reeve moved to Civil Affairs Section two days ago. Inspected their files (12 steel cabinets, (note, we may want these at a later date,) which will comprise about 30 Bundles. These are all on the 3000 Series.

As they are short staffed and no typewriter, I have offered to type out their entire File List, marking those files which they wish to retain. This we will commence on MONDAY (typing pool) and some time next week we can get Murdin to go up with Frank and Bundle the files before bringing them down to Room 14. They can also be checked there before final bundling.

The name of the Italian Clerk is a Mr Constantino (Ex 500)
The files appear to have been cleaned and bound.

18/4/46

H.M. HARRISON,
Major,
Archivist.

00002

1) ARCHIVES BRANCH

Information concerning HEADQUARTERS FILES in SUB-COMMISSION

It is particularly requested that everyone in Archives shall always record and inform Admin. Officer Capt. Rowlands of any information that is thought of interest or use in the Branch in connection with Archives, especially Headquarter Files.

Quoting	Name of Branch	Officer or Clerk	Room No. & Tele No.
<u>PUBLIC SAFETY.</u> Chief Clerk Sgt ROBINSON (PS) Cpl MARSHALL (Secty)			

Inspected the files of P.S. which were ready to come down; These are about 14 bundles and are cleaned and bound and LISTED. There were many that would have to be merged in the present 14000 Series and the typing has been really a waste of time as PS 4 Group have been listed (without leaving blanks for continuity) in Archives.

After discussion it was suggested that Archives should borrow the Master File List from the S-C and prepare a complete List (in quad) of ALL the files they hold. This would be checked against the Files to come down and already received and those still held by S/C to be marked clearly in red (by us) as agreed by the Chief Clerk or Officer concerned in that Sub-Commission;

Security Branch Cpl Marshall had prepared a very good Master File List and it was arranged that the same procedure would be adopted with his files (Serials 100-1000)

Sgt Robinson has promised to inform Major BOND (i/c Files) of this.

18/4/46

Traffic Control Branch

The files for this branch are AFHQ files are will not be handled by Archives;

| 1 4 2 5 |