

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

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10000/103/118

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"M/F" SECTION, FILES FOR FILMING
AUG. 1946 - JAN. 1947

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

HEADQUARTS ALLIED COMMISSION	
ARCHIVES	BRANCH
MINUTE	SLIP
DATE..... <u>31st January 1947</u>	
FROM	TO
<u>Major M.M. Harrison</u>	
<u>Capt. T. Rowlands</u>	
<u>Maj. Marf. elot</u> <u>Sedm.</u>	
<u>Chief Clerk</u>	
<u>Capt. Cummings</u> <u>2</u>	
Folio (s) Referred <u>Capt. Under</u> <u>Ad</u>	
<u>Lt. Phillips</u> <u>PS</u>	
FOR Action	
Information	
Remarks	
Signature	

09017

HEADQUARTERS ALLIED COMMISSION
ARCHIVES DIVISION
M/F SECTION

30 January 1947

SUBJECT: Box Contents.

TO : Director, Archives Division, Allied Commission.

1. Following is a list of 32 boxes of Region IX, Emilia, listing number of files and documents within each box.

BOX	FILES	DOCUMENTS	BOX	FILES	DOCUMENTS
1	313	6165	17	137	5960
2	193	7010	18	77	6151
3	188	7118	19	239	5971
4	235	5550	20	331	5493
5	186	7358	21	144	5780
6	194	6127	22	177	5869
7	136	5825	23	209	6141
8	185	4536	24	261	7140
9	317	4620	25	130	7151
10	338	4374	26	173	6409
11	283	4395	27	135	7145
12	307	4608	28	142	6121
13	201	4572	29	164	6847
14	98	5790	30	240	5421
15	121	6636	31	174	6292
16	126	5160	32	100	7737

2. The above 32 boxes show a total of 192,072 documents or an average box ~~total~~ of 6,002 documents per box. This average is not constant with such a small group of boxes, but will fluctuate from time to time, depending upon the type of documents handled. In the future a periodical report can be given at, say a bi-monthly report on the Box Contents Status.

P.G. WEHLEN Jr.
P.G. WEHLEN Jr.
Capt., Inf.
M/F Section

To M/F Section

Noted with thanks. An Amendment from 7000 per box to 6000 per box will increase the minimum output of boxes daily to, I suggest **FOUR**, to be on the safe side or 20 boxes a week. *W. H. W. W.*

31/1/46

3016

Dir. Archives

Office Copy.
Capt. Canning

ARCHIVES DIVISION A.C.

22 January 1947

At a Talk with Major Maxfield and Capt. Canning, the following points on Production were established.

1. Signal by SACRED to WASHINGTON in April 1946, then estimated the total of Allied Commission Records to be EIGHT MILLION DOCUMENTS. Using a total of 17 Officers and Men and TWENTY (only) civilians, it was estimated by SACRED and approved at that time, that a reduction of 25% could be made in the total over a period of SIXTEEN MONTHS.
2. This civilian staff has now been increased to 34 which is covered by the more stringent "screening" conditions laid down by AFMA under later instructions from C C S. However, the output required over the sixteen months remains constant and although the total of documents may be higher, it will be expected by CCS that the same ratio of production is being maintained (8000,000 in 16 months).
3. In order to establish a daily rate upon this ratio, the following figures have been compiled :-

TARGET	DOCUMENTS	FILES	BOXES
16 months	8,000,000	204,000	1143
Calculating = 7,000 docs. = 175 files = 1 box.			
Working 1 DAY	24,300	601	3 boxes
at 5 day WEEK	122,500	3005	17 boxes
50 wks ... YEAR	6,125,000	150,250	875 "
17 wks 4 MONTHS	2,042,000	51,085	291 "
16 MONTHS	8,167,000	46640	221,535
			1166 "

The daily total rate to be standardised over a period is therefore

2. This civilian staff has now been increased to 34 which is covered by the more stringent "screening" conditions laid down by AFSA under later instructions from C O S.

However, the output required over the sixteen months remains constant and although the total of documents may be higher, it will be expected by CCS that the same ratio of production is being maintained (8000,000 in 16 months).

3. In order to establish a daily rate upon this ratio, the following figures have been compiled :-

TARGET	DOCUMENTS	FILES	BOXES
16 months	8,000,000	204,000	1143

Calculating = 7,000 docs. = ¹⁷⁵40 files = 1 box.

Working 1 DAY	24,500	601	34 boxes
at 5 day WEEK	122,500	140 3005	175 "
50 wks ... YEAR	6,125,000	35000 150,250	875 "
17 wks 4 MONTHS	2,042,000	11540 51,085	291 "
16 MONTHS	8,167,000	45640 201,335	1166 "

The daily total rate to be standardised over a period is therefore

34 BOXES per working day of eight hours.

W. M. HARRISON Major

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

George C. Naipfield
George C. NAIPFIELD,
Major, C.A.C., Deputy Director,
Archives Division.

Note. Letter on 30p/47 from Capt WEDEH,
established an average BOX TOTAL of
6000 documents.

THIS WILL INCREASE DAILY NUMBER of

BOXES to 4

00015

October 18, 1946

To : Allied Force Records Administrator
Allied Force Records Administration
AFHQ, APO SLE

Subject : Cataloguing of Allied Commission Records.

1. After several days of discussion with the Microfilm Depot Commanders and Officers of the Archives Branch, it has been decided that the cataloguing process should be added to the end of the screening process in "MF" Section of Archives. This move will result in :

- a. Complete processing of records prior to delivery to AFHQ.
- b. Adjusting the rate of processing to the rate of microfilming.
- c. Elimination of present duplication of work.
- d. Concentration of AFHQ on its primary function of microfilming.
- e. More space for the Depot's work preparation and records check section.

2. There is now in the Depot a back-log of sixty-three boxes of Southern Region awaiting cataloguing. To offset the difficulty presented by such a back-log the following steps are proposed :

- a. On October 21st "MF" Section will borrow the services of Miss Lydon and two trained cataloguers to train Archives personnel, and begin cataloguing a new region as soon as it is screened.
- b. AFHQ will continue its cataloguing until the present back-log is eliminated.
- c. At the end of this operation the more desirable of the Depot's personnel will be added to Archives' cataloguing section. Such personnel will remain under the Administration of AFHQ.

1. It is expected that when the two sections combine AFM&RD can reduce its cataloguing personnel by half. If, after the microfilming of Allied Commission Records, the Depot is required to catalogue other records its trained personnel would simply be re-transferred from Archives.
2. Arrangements have been made to handle the cataloguing of any priority groups of records that may be received either before or after the sections are combined.
3. It is agreed that operating two cataloguing sections until the back-log is eliminated will provide opportunity for gauging the success or failure of making cataloguing a part of the screening process. If unsuccessful, matters can revert to the present status and no damage will have been done.
4. If the scheme is a success, there will no longer be a cataloguing back-log, but there will be a microfilming back-log. It is believed, however, that this move will be of advantage to both Archives and the Depot. The details involved in the change-over are being worked out in cordial unanimity.

Dwight H. Wilson
AFRA Representative to Alcoa

Copies to :-

Capt. CANNINGS
AFM&RD
"MF" Section, Archives Branch
"S" Section, Archives Branch

785021

F Section

Aug 29th 1946

HEADQUARTERS
ALLIED COMMISSION
ARCHIVES BRANCH
"F" SECTION

29/AB

STANDARD OPERATING PROCEDURE

1. Upon receipt of new material to be processed the first step is to inspect the documents, checking them against the master list or originator's list. This is to be done by an officer. The comes the opening entry in the REGISTER to give the work "PROCESSING CONTINUITY".
2. The second step is the breaking down into "bundles" for processing. This is done by, or under the supervision of, an officer. A "bundle" represents the contents of ONE PAGE of the MASTER LIST. One or more bundles will constitute an Archive Group.
3. The third step is a general overall checking of the contents of a bundle by the officer to determine roughly the instructions necessarily given to the READER. (DEF. to determine whether to FILM, NO FILM, or SPLIT) This will relieve the READER of many manual operations otherwise required.
4. The fourth step is to pass the bundle (in a desk tray) to the READER. (NOTE: Each bundle is a unit of work and will remain intact throughout processing. Each bundle will have a WORK SHEET (or guide card) attached containing the instructions to the reader, the (a) Region, (b) Zone, (c) Archive group, (d) old box number, (e) bundle number.)
5. Fifth step. The READER examines each and every document, using the instructions on the guide card, and chooses to "FILM" or "DISCARD" the documents according to the manner laid down in "EXAMPLES OF DISCARD MATERIAL", a copy of which is on the desk of each READER. Each document considered fit to be "DISCARD" will be so indicated by a mark "X", made with a BLACK PENCIL. The selection of entire folders to be TOTALLY FILMED or TOTALLY DISCARDED will rest with the officer in charge, who will so indicate by marking "FILM ALL", "NO FILM", (OR "READ AND SPLIT" in case of doubt) on the top of the folder, and INITIAL. When the reader has completed an entire "BUNDLE" he will pass it to the INSPECTOR.
6. Sixth step. The INSPECTOR checks each and every document in the bundle to find errors, omissions, possible disagreements with the READER on choice of discard, etc.

He will indicate his approval of the reader's mark "X" by placing a circle around it with a RED pencil like this "X". If he disapproves of the "discard" he checks with the reader and then erases the mark "X" if he still disapproves. One factor involved in this operation is that it is probably better to OVER FILM than UNDERFILM, especially when in doubt. The Inspector is either an AMERICAN NCO or a BRITISH NCO, and should, or will, understand every functional process in the section. This will give the judging for selection over to TWO HEADS instead of one.

7. Seventh step. The ENUMERATOR will count the documents in folders marked "ALL FILM" or "NO FILM", and mark the total in a circle in the face of the folder. On folders that to be "SPLIT" the enumerator will number all the documents commencing at the back of the folder and numbering up to the last document and then marking the total in a circle on the face of the folder.

8. Eighth step. The BREAKDOWN Clerk will SPLIT the folder when indicated, making a new folder for the DISCARD documents. The new folder will be a copy exactly like the original. A rubber stamp is provided for the indicating of the TOTAL DOCUMENTS in a folder, and the TOTAL FILMED. This will be stamped by the Clerk and proper entries made. Also there is a rubber stamp for the indication of the DATE of the FIRST and LAST document in a folder. This will be stamped on the ORIGINAL folder ONLY, using the dates of the first and last documents REMAINING in the ORIGINAL folder AFTER splitting. The resulting TWO folders, ORIGINAL and DUPLICATE (discard), will be placed back in sequence then and TOGETHER. The entire tray of 24 folders, the bundle, will then be passed to the FINAL INSPECTOR.

9. Ninth step. The INSPECTOR will check for errors, such as errors in NUMBERING, COUNTING, PREPARATION OF DUPLICATE FOLDERS, RUBBER STAMPING, ENTRIES, TORN FOLDERS, DATES OF FIRST AND LAST DOCUMENTS, AND THE TEARING OR MUTILATION OF DOCUMENTS. If and when a serious error is found he will demand the BREAKDOWN clerk or ENUMERATOR to correct it immediately. The FINAL Inspector will check the folders, FILM and DISCARD, against the MASTER LIST copy which accompanies the bundle. The Inspector will also make note of the TOTAL DOCUMENTS, and TOTAL FILM DOCUMENTS to keep a count of the production. The totals of this count of all the FINAL inspectors will be added to produce the total production of the section for the day.

10. Tenth step. The tenth and last step of the production line is the separation of the ORIGINAL (film) and NO FILM and duplicate (discard) folders, and packing IN SEQUENCE BY ~~ARCHIVE~~ ^{BUNDLE} GROUP into cases. In placing the finished folders in their respective cases they will be packed in complete "BUNDLE" groups (untied). In no case will a bundle be split between two cases.

ARCHIVE GROUPS will naturally be split between cases as sometimes an archive group will constitute one, two, or possibly ten cases. If this is followed the sequence of ARCHIVE groups in cases will be maintained as originally laid down. Packed cases will be marked from "NUMBER ONE" to the end of EACH REGION and the exact contents entered and posted in the REGISTER by an officer, and a label pasted on the case indicating the same.

THE PHYSICAL "SET-UP" of this Section is as follows:

Steps 1, 2, and 3	TWO OFFICERS (Allied)
Steps 4 and 5	FOUR READERS (Civilian)
Step 6	TWO INSPECTORS (ALLIED NGOs)
Step 7	TWO ENUMERATORS (Civilian)
Step 8	FOUR BREAKDOWN CLERKS (Civilian)
Step 9	TWO INSPECTORS (Allied NGOs)
Step 10	TWO PACKING CLERKS (Civilian)
	REGISTERED by One Officer.
TYPISTS (Master lists)	Two Civilian typists.

PREPARED BY:

28/5/46

DONALD M CHAPMAN JR
Major QMC (A)
CIO "F" Section

APPROVED BY:

29/8/

R. M. HARRISON,
Major (B)
Chief Archivist.

D. H. WILSON,
AFRA Repr. AC

HEADQUARTERS ALLIED COMMISSION
APR 7/46
A. CHAPMAN'S REPORT

Ref: 20/46.

27 August 1946

MINUTES ON STAFF COMMISSION - WEDNESDAY 27 AUG.

Present Major Harrison, Major Chapman, Capt. Cummings, Capt. Rogers.

1. Major Harrison briefly outlined the position of "x" and "y" Section since the visit of the Executive Committee to Archives on Aug. 20 and asked Major Chapman to open the discussion as to future policy in this connection.

2. Major Chapman said he had investigated the situation and that the only sensible solution was to instal American and British (Civilian) Readers.

3. The question of cost was brought up by Capt. Cummings and it was estimated that an increase of 10,000 lire a day would possibly be required to do this.

4. It was agreed however that if the full Army Staff was allotted, sufficient soldier personnel could be given to "y" Section to make 3-8000 Readers.

5. The question of boxing files in continuity was discussed and Major Chapman said this could soon be straightened out.

6. Major Harrison said that before any new Region was commenced he considered that EASTERN Region should also be done over again in accordance with the Scheduled Examples of matter for discard filed and sent to Washington so that no delay would occur directly microfilming began.

7. Major Chapman said he had a revolutionary notion in mind, based upon the "chain" system which, commencing with examination by an Officer, would probably relieve the necessity of most of their queries and cause a continuous flow of work through the Section.

8. It was agreed that Major Chapman would, during the next two days, prepare this scheme, in consultation with the present Staff and it was also agreed that Lt. Taylor should be incorporated in the plan as relieving the Officer i/c Section, incorporating his staff present work in the scheme.

9. Capt. Box of Microfilm should also be asked to visit "y" Section and satisfy himself as to how the finished work could be sent and received by the Microfilm Unit beginning with August 6, which

Section since the visit of the Executive Committee to America on Aug. 20 and asked Major Chapman to open the discussion as to future policy in this connection.

2. Major Chapman said he had investigated the situation and that the only sensible solution was to install American and British (Civilian) Readers.

3. The question of cost was brought up by Capt. Cammings and it was estimated that an increase of 10,000 lire a day would possibly be required to do this.

4. It was agreed however that if the full Army Staff was allotted, sufficient soldier personnel could be given to "P" Section to make 3-good Readers.

5. The question of boxing files in continuity was discussed and Major Chapman said this could soon be straightened out.

6. Major Harrison said that before any new Region was considered he considered that COYFISH Region should also be done over again in accordance with the Scheduled Examples of matter for discard filed and sent to Washington so that no delay would occur directly microfilming began.

7. Major Chapman said he had a revolutionary set-up in mind, based upon the "chain" system which, commencing with examination by an Officer, would probably relieve the Readers of most of their queries and cause a continuous flow of work through the Section.

8. It was agreed that Major Chapman would, during the next two days, prepare this scheme, in conjunction with the present Staff and it was also agreed that Lt. Taylor should be incorporated in the plan as relief to the Officer i/c Section, incorporating his own present work in the scheme.

9. Capt. Burt of Microfilm should also be asked to visit "P" Section and satisfy himself as to how the finished work would be sent and received by the Microfilm Unit beginning with REGION 6, which is now ready for filing.

10. Major Harrison briefly raised up the points agreed:-

(a) Military Staff as follows..... All Sections.

	Officers	SM/GE
P Section	2 (AM)	1 (Asst Sgt(A))
M Section	2 (AM)	4 (S)
E Section	1 (S)	1 (A-S)
O i/c, Admin. and "P"	1 (U)	1 (Clerk B)
	6	10

(b) Review boxing and listing
 COYFISH Region to be overhauled
 Capt. MAX to visit Section
 Cpl. Fleming "C" to see Major Chapman
 More boxes wanted

Full

S.A. HARRISON
Major

Aug 23rd 1946

1. Visit of Executive Commissioner.

Brigadier visited the whole of Archives on Tuesday Aug 20 and examined each team's work in "F" Section. He found several matters which he did not consider satisfactory, letters stamped "F" in a discard file, certain readers admitted marking up (F) and (D) letters incorrectly and none could satisfactorily explain by what criterion they established their policy or carried out their work. He suggested an immediate ~~summary~~ examination of the Section should be commenced.

2. I took over "F" Section on Wednesday personally and found certain matters which, in my opinion, require adjustment.
 - a. Private telephone calls were to be discontinued.
 - b. Readers are worried in their attempt to read and pass the quota of 7500 documents a day.

c. The reader UGO GIANNONI is insufficiently versed in English to qualify as a reader at a speed of 1800 documents per hour. (Allowing 4 secs per documents without any rest or interruption will only clear 7200 papers a day)

d. Tendency to try to make up this figure causes whole files to be marked for film or discard without cause.

e. Discards are not checked by anyone after files have been split. This leaves the final disposition before microfilming in the hands of the breakdown clerk of each team with no responsibility.

f. Readers being in charge of teams have far too many interruptions to permit their undivided attention to their work and certainly no time to check files after breakdown.

The following points are therefore recommended for review :-

1. Readers should NOT be expected to produce more than 5000 documents daily or 25000 per week.
2. When a file is to be filmed or discarded completely

2. I took over "F" Section on Wednesday personally and found certain matters which, in my opinion, require adjustment.
- a. Private telephone calls were to be discontinued.
- b. Readers are worried in their attempt to read and pass the quota of 7500 documents a day.
- c. The reader UGO GIANNONI is insufficiently versed in English to qualify as a reader at a speed of 1000 documents per hour. (Allowing 4 secs per documents without any rest or interruption will only clear 7200 papers a day)
- d. Tendency to try to make up this figure causes whole files to be marked for film or discard without cause.
- e. Discards are not checked by anyone after files have been split. This leaves the final disposition before Microfilming in the hands of the breakdown clerk of each team with no responsibility.
- f. Readers being in charge of teams have far too many interruptions to permit their undivided attention to their work and certainly no time to check files after breakdown.

The following points are therefore recommended for review :-

1. Readers should NOT be expected to produce more than 5000 documents daily or 25000 per week.
2. When a file is to be filmed or discarded completely this must be initialled by an officer of the Section.
3. Discards Files will be examined by Officer or Sgt in charge periodically daily.
4. Examination of both lists and boxing of records will be the responsibility of the Sergeant of Section and NOT an Italian civilian.
5. Readers to bring their queries to Officer in charge four times daily.
5. Readers will be conversant with the Schedule of Discard Documents as laid down by AFRA which has submitted to CCS Washington.
7. A Reading test of time and General knowledge of English will be instituted for all readers before they qualify for this post.

2998

2.

On ~~Wednesday~~ Thursday a conference attended by Capt. CANNINGS and Capt. WEDEN was called and the matter carefully discussed in the light of the examination of the work by Officer in charge and it was decided to examine all the boxes on REGION 6 which had been completed on that day and report at once the condition of the files for filming.

The examination resulted in the discovery that the Schedule which had been agreed by AFRA was not being carried out by the Sectional Readers. On the other hand it was claimed too, that they had not received examples of the Schedule of examples for discard and that ~~they had not~~ they had not been advised exactly what was required, except by the type-written Instructions outlining General Principles.

It was decided that on Friday Capt. CANNINGS and Capt. WEDEN should commence to instruct two Readers each in the Schedule and that the whole of REGION 6 would have to be re-sorted.

At the same time Box contents was unsatisfactory, certain files being placed out of order (face to face) and this would require adjustment.

A Meeting will be held on Monday morning 26 Aug to discuss future set-up regarding

"7th Section"	Staff
"1st "	Reader tests
"2nd "	Searchers aids.

A general plan to be set-up showing the progress of a file through Archives up to and after microfilm from the acceptance of it from either a Region or Headquarters office.

FM Harrison
- May 1947

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Staff Section	Staff
" " "	Reader tests
" " "	Searchers aids.

A general plan to be set-up showing the progress of a file through Archives up to and after microfilm from the acceptance of it from either a Region or Headquarters office.

PMH
-May

2007

NOW

TEAM I

READER MATTIELLO R.
NUMBER ANDRENACCI S.
NUMBER KUBISCH W.
BREAKDOWN PISTORESI S.

TEAM I

READER MATTIELLO R.
NUMBER ANTONUCCI R.
NUMBER ~~PISTORESI S.~~ * LEAVE
BREAKDOWN PISTORESI S.

TEAM II

READER GIANMONI U.
NUMBER OLIVELLA L.
NUMBER D'ANDREA D.
BREAKDOWN AMADEI F.

TEAM II

READER GIANMONI U.
NUMBER OLIVELLA L.
NUMBER AMADEI, F.
BREAKDOWN FIORI A. * NOT HERE

TEAM III

READER MALTZEFF B.
NUMBER SOTGIA P.
NUMBER GIANLONARDI M.
BREAKDOWN MARANI T.

TEAM III

READER MALTZEFF B.
NUMBER ANDRENACCI, S.
NUMBER MARANI T.
BREAKDOWN PUCCI L.

TEAM IV

READER TIDDI W.
NUMBER VERONESI E.
NUMBER CALANDRA B.
BREAKDOWN MARCHETTI G.

TEAM IV

READER EALSAPERLA A.
NUMBER SOTGIA P.
NUMBER MARCHETTI A.
BREAKDOWN VERONESI E.

TEAM V

READER GARAVELLI E.
NUMBER ANDRENACCI S.

READER GIANMONI U.
 NUMBER OLIVELLA L.
 NUMBER AMADEI, F.
 BREAKDOWN FIORI A. * NOT HERE

TEAM III

READER MALTZEFF B.
 NUMBER SOTGIA P.
 NUMBER GIANLONARDI M.
 BREAKDOWN MARANI T.

TEAM III

READER MALTZEFF B.
 NUMBER ANDRENACCI, S
 NUMBER MARANI T.
 BREAKDOWN PUCCI L.

TEAM IV

READER TIDDI W.
 NUMBER VERONESI E.
 NUMBER CALANDRA B.
 BREAKDOWN MARCHETTI G.

TEAM IV

READER FALSAPERLA A.
 NUMBER SOTGIA P
 NUMBER MARCHETTI A.
 BREAKDOWN VERONESI E.

TEAM V

READER GARAVELLI E.
 NUMBER ANDRENACCI S.
 NUMBER FALSAPERLA A.
 BREAKDOWN PUCCI L.

00008

ALLIED COMMISSION

10
ARCHIVE GROUP

SUB-COMMISSION

Region or Province

Files relating to

FILE No

ORIGINATORS TITLE

REMARKS

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

785021

Number of Volumes, whether the was ever changed if the was not opened, and if the was destroyed, etc

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

Such records as the number of volumes, whether the was ever changed, if the was not opened, and if the was destroyed, etc.

NOTE - Please use double spacing when typewriting lists

Ready Mattaello...

Ready July 22

4 yrs at High School -

Technical degree in Italian

2 yr Commercial Course

Local Co S/C.

00005

Reader:

60/1000
10 a min

4 yrs Scannone

Standard English 7/10

School learner

Does not understand
English well

Does not check.

8 hrs x 60 480
60
28800
7200

Please give me list of Teams & their duties

	Team 1	2	3	4
Chairs	—	Wg 0 Genmor	—	—
Break down	—	—	—	—
Numbers	—	—	—	—
Re bind	—	—	—	—

What Region.

No - Speaking possibly on Telephone

00000

TO : "F" Section
SUBJECT : Readers

1. Responsibility for the decision to film or discard a complete file will be accepted by the officer of the Section or the Sargeant in charge during his absence.
2. Readers ^{must} see that ^{the} signed copy of a letter is ^{filmed where possible} ~~maintained~~ in the file from which the letter originates.
3. Readers will place on one side any file ^{letter for review} ~~maintained~~ under para. 1 and clear ^{these} ~~the~~ twice in the morning and twice in the afternoon.
4. The rate of checking is expected to be not less of 5000 per day. If this can ~~not~~ be increased the reason should be ^{given} ~~stated~~ in ^{daily} the report.

5.

M. H. Harrison
Major

To all Concerned.

22-8-41

00000

1. Bray luck visit. Examined each team's work. Found several matters which he did not consider satisfactory. One (F) ^{stamped} letter was in the discard file, certain readers admitted marking up (E) & (D) letters incorrectly, & none could satisfactorily explain by what criterion they carried out their work.

2. Took over the F ^{section} work personally yesterday & found ^{certain matters} the ~~work~~ which in my opinion requires ~~tightening up~~ adjustment.

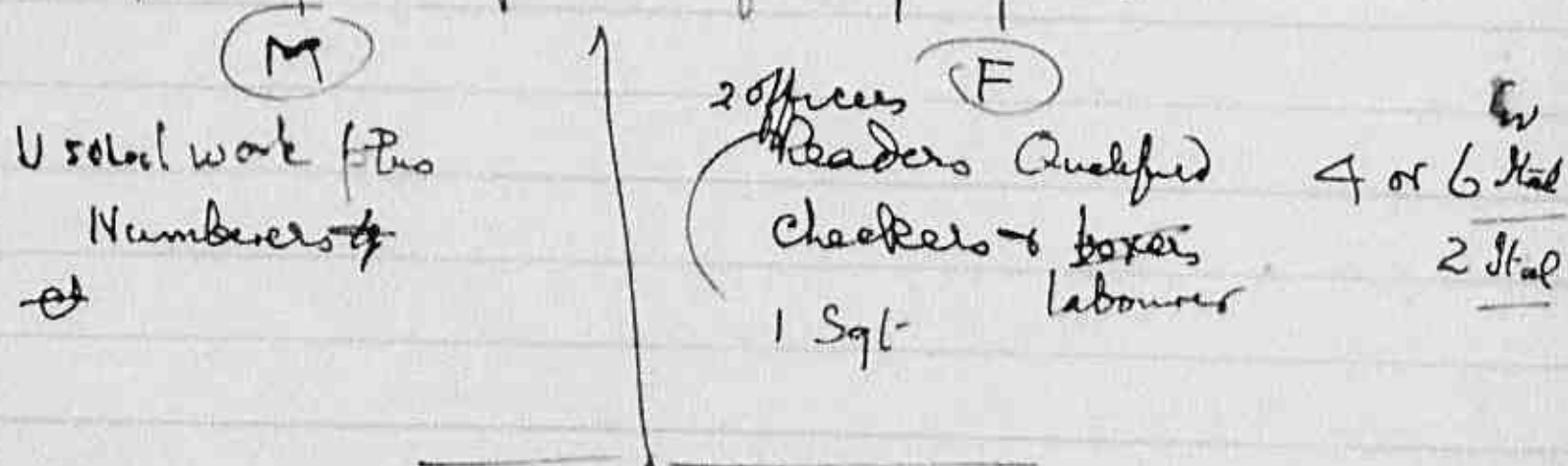
1. To make telephone calls are being made
2. Readers are worried by their attempt to make 7500 docs a day
3. The Reader UGO Giannoni is unsufficiently versed in English to qualify at ~~such~~ a speed 1000 pr hr or 4 secs ^{per doc} for each doc. (7200 a day without any interruption)
4. Tendency to make up to the figure causes whole files to be ^{marked off} either filmed or discarded.
5. Discards are not checked after Readers OK. files have been split leaving final distribution in the hands of the break down clerk.

6. -

3 The following points therefore ^{are} should be recommended

- (1) Readers output not more than 5000 p/d consistent or 25000 a week (4)
- (2) "All file to be filmed or discarded in toto to be initiated by Officer or Sgt- 1/c
- (3) Discard file examined by 2 periodically
- (4) Reader to bring queried file to O/C 4 times daily
- (5) Reorganise so that teams are incorporated into (M) & Reader plus make up clerk are not worried by extraneous matters

4 The following setup is therefore proposed



1493