

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

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

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AFRA, DIVISION MEMOS
DEC. 1946, JAN. 1947

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

HEADQUARTS ALLIED COMMISSION
ARCHIVES BRANCH
MINUTE SLIP

DATE. 1 DEC 1948

FROM TO
Major H.M. Harrison
Capt. T. Rowlands
Major Maxfield - [initials]
Chief Clerk
Capt. [unclear] - [initials]
Folio (a) Referred
Capt. WIDEN - [initials]
Capt. [unclear] - [initials]
[unclear] PHILLIPS - [initials]
Information
Remarks
Signature

Capt. McCracken - [initials]

17 DEC 1948

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ALLIED FORCE RECORDS ADMINISTRATION
AF MICROFILMING & RECORDS DEPOT
ARCHIVES DIVISION

DIVISION MEMO)
NUMBER 12)

20 January 1947

ASSIGNMENT OF DUTIES

1. Chief, Liaison Section. During the temporary absence of Dr. Dwight H. Wilson in the Zone of Interior, Mr. John J. Manigault will serve as Acting Chief of the Liaison Section and as Acting Deputy Director of Archives. In these capacities, Mr. Manigault will perform temporarily the functions defined by Division Messes 2, 6, and 9, with the reservation that liaison activities involving Allied Commission Archives will be conducted by the Director of Archives in Dr. Wilson's absence.

2. Project Adviser. Mr. Manigault's duties as Project Adviser are suspended for the period of his service as Acting Chief of the Liaison Section and Acting Deputy Director of Archives.

3. Assignment of Miss Parker. Effective 24 January 1947, Miss Joy Parker is relieved of her temporary assignment to the Research and Storage Section, and is assigned permanently to the Liaison Section. Miss Parker's particular function will be to assist the Acting Chief of the Liaison Section in the records surveys being conducted by the Archives Division in cooperation with the AFRA Joint Program Adviser (B).

Ken Munden
KEN MUNDEN,
1st Lt., AGD,
Director of Archives.

DISTRIBUTION:-

- 2 - AFRA
- 1 - Admin. Div., AFMR Depot
- 1 - Microfilming Div., AFMR Depot
- 1 - Liaison Sec.
- 1 - Acc & Cat Sec
- 1 - Res & Storage Sec
- 2 - Miss Parker
- 2 - Mr Manigault
- 2 - AFRA Archives

ALLIED FORCE RECORDS ADMINISTRATION
AF MICROFILMING & RECORDS DEPOT
ARCHIVES DIVISION

DIVISION MEMO)
:)
NUMBER 12)

20 January 1947

ASSIGNMENT OF DUTIES

1. Chief, Liaison Section. During the temporary absence of Dr. Dwight H. Wilson in the Zone of Interior, Mr. John A. Manigaulte will serve as Acting Chief of the Liaison Section and as Acting Deputy Director of Archives. In these capacities, Mr. Manigaulte will perform temporarily the functions defined by Division Memos 2, 6, and 9, with the reservation that liaison activities involving Allied Commission Archives will be conducted by the Director of Archives in Dr. Wilson's absence.

2. Project Adviser. Mr. Manigaulte's duties as Project Adviser are suspended for the period of his service as Acting Chief of the Liaison Section and Acting Deputy Director of Archives.

3. Assignment of Miss Parker. Effective 24 January 1947, Miss Joy Parker is relieved of her temporary assignment to the Research and Storage Section, and is assigned permanently to the Liaison Section. Miss Parker's particular function will be to assist the Acting Chief of the Liaison Section in the records surveys being conducted by the Archives Division in cooperation with the AFRA Joint Program Adviser (B).

Ken Runyon
KEN RUNYON,
1st Lt., AGD,
Director of Archives.

DISTRIBUTION:-

- 2 - AFRA
- 1 - Adm. Div., AFMR Depot
- 1 - Microfilming Div., AFMR Depot
- 1 - Liaison Sec.
- 1 - Acc & Cat Sec
- 1 - Res & Storage Sec
- 2 - Miss Parker
- 2 - Mr Manigaulte
- 2 - AFRA Archives

ALLIED FORCE RECORDS ADMINISTRATION
OF MICROFILMING & RECORDS DEPOT
ARCHIVES DIVISION

10 December 1948

DIVISION MEMO)

NO. 1.

ESTABLISHMENT OF ARCHIVES DIVISION

1. In accordance with instructions of the Allied Force Records Administrator, as agreed upon by commanding officers (AM and BR), Allied Force Microfilming and Records Depot, and by Mr. L. E. Clark, Technical Director, Allied Force Microfilming and Records Depot is being reorganized into distinct Administrative, Microfilming, and Archives Divisions, the head of each of which is responsible directly to AFRA.

2. Effective this date the Archives Division is formally established, to comprise a Liaison Section, an Accessioning and Cataloguing Section, and a Research and Storage Section.

3. In accordance with instructions of AFRA, the undersigned assumes the direction of the Archives Division.

4. In further accordance with instructions of AFRA, Dr. Dwight H. Wilson is withdrawn as AFRA representative to Allied Commission, and his functions are merged with the functions of the Archives Division.

5. The persons named below are appointed as section chiefs directly responsible to the Director of Archives for the performance of functions indicated:

a. Liaison Section: -- Dr. Dwight H. Wilson, Chief

Establishes and maintains liaison with all Allied headquarters in the Mediterranean Theater for the purpose of insuring the orderly processing and retirement of inactive, permanent Allied records to Allied Force Microfilming and Records Depot. These functions include, but are not confined to, matters of Liaison with Allied Commission Archives.

b. Accessioning and Cataloguing Section: -- Miss Regina Lydon, Chief

Receives, finally processes, and catalogues combined British-American records, and delivers such records suitably organized for microfilming, to the Microfilming Division.

c. Research and Storage Section: -- Miss Laila Nilson, Chief

Receives records from Microfilming Division; maintains such records in such a manner as to insure their availability and accessibility for research; disposes of such records by shipment to the United Kingdom or the United States, at the proper time, or by such other disposition as may be directed by the Combined Chiefs of Staff.

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8. Each chief of section named in the preceding paragraph will, on the basis of the functions indicated, prepare a detailed statement of duties performed in his section for submission to the Director of Archives not later than Friday, 13 December 1946. It is suggested that a preliminary draft of functions be prepared for discussion purposes not later than Thursday, 12 December.

K
KEN MUNDEN,
1st Lt., AGO,
Director of Archives.

DISTRIBUTION:
For Action:

- 7 - Liaison Section, Archives Div., AFMAR Depot
- 2 - Acc. & Cat. Section, " " "
- 2 - Research & Storage Sec. " " "

For Information:

- 2 - AFRA
- 1 - Administration Div., AFMAR Depot
- 1 - Microfilming Div., " "
- 1 - ALCOM Archives
- 1 - Security Officer, AFMAR Depot
- 5 - File

ALLIED FORCE RECORDS ADMINISTRATION
AF MICROFILMING & RECORDS DEPT
ARCHIVES DIVISION

10 December 1940

DIVISION MEMO)
NO. 2)

APPOINTMENT OF DEPUTY DIRECTOR OF ARCHIVES

1. Announcement is made of the appointment of Dr. Dwight E. Wilson as Deputy Director of Archives. In this capacity Dr. Wilson will assist the Director of Archives in the direction of the Archives Division, and will act as Director of Archives in the absence of the undersigned.

2. This duty will be in addition to Dr. Wilson's primary responsibility as Chief, Liaison Section, Archives Division, as defined by Division Memo No. 1, 10 December 1940.

KEN MURDEN,
1st Lt., AGO,
Director of Archives.

DISTRIBUTION:

- For Action:
- 2 - Liaison Section, Archives Div., AFMAR Depot
 - 2 - Gen. & Adm. Section, " " " "
 - 2 - Research & Storage Sec., " " " "

- For Information:
- 2 - AFM
 - 1 - Administration Div., AFMAR Depot
 - 1 - AFMOM Archives
 - 1 - Microfilming Div., AFMAR Depot
 - 1 - File
 - 1 - Security Officer, AFMAR Depot

ALLIED FORCE RECORDS ADMINISTRATION
AF MICROFILMING & RECORDS DEPOT
ARCHIVES DIVISION

11 December 1946

DIVISION MEMO)
:)
NO. 3.) RECORDS ADMINISTRATION SEMINAR

1. A Records Administration Seminar for Archives Division personnel is hereby established.
2. The seminar will meet from 1400 hours to 1500 hours each Friday, commencing 13 December, in the office of the Director of Archives, for the presentation of material of mutual benefit and interest.
3. Responsibility for arranging a program for each seminar session will be rotated among the members of the Division. For the first four meetings (13 and 20 December; 3rd and 10th January) Dr. Wilson will undertake the responsibility of assigning topics and selecting leaders for the discussion. It is desired to select speakers from Archives Division personnel, if possible, but there is no objection to the introduction of guest speakers.
4. The chief of each section of Archives Division will be expected to attend these meetings, and key enlisted personnel within each section should be encouraged to attend. An invitation will further be extended to members of the Administrative Division and Microfilming Division, as well as to personnel of interested outside agencies such as Allied Commission Archives. Italian civilians employed in the depot will be permitted to attend, provided that matters under consideration are not restricted in character.

- DISTRIBUTION:
- Action:
- 3 - Liaison Sec., Archives Div., AFMR Depot
 - 2 - Inv. & Cat. Sec., " " "
 - 2 - Receipt & Storage Sec., " " "
- Information:
- 2 - AFMA
 - 1 - Administrative Div., AFMR Depot
 - 1 - Technical Div., AFMR Depot
 - 1 - Security Officer, AFMR Depot
 - 5 - File

Robert Wilson
RAB WILSON,
1st Lt., AGO,
Director of Archives.

ARMED FORCE RECORDS ADMINISTRATION
AF MICROFILMING & RECORDS DEPOT
ARCHIVES DIVISION

11 December 1946

DIVISION MEMO)

NO. 4.) ANNOUNCEMENT OF APPOINTMENT OF PROJECT ADVISER

1. Mr. John W. Manigault is hereby appointed Project Adviser to the Director of Archives.

2. The Project Adviser will:

- a. Receive from the chiefs of the Liaison, Accessioning and Cataloguing and Storage and Research Sections, proposals for the development of special projects within the defined functions of the Archives Division.
- b. Review and submit to the Director of Archives, for approval, each project proposal.
- c. Initiate projects independently, subject to the approval of the Director of Archives.
- d. Assign special projects to qualified members of the staff of Archives Division, subject to the approval of the Director of Archives.

3. The Project Adviser will prepare, at the earliest possible date, a list of projects to be developed. For this purpose, a project is defined as any undertaking, not normally a function of the Archives Division, the completion of which would increase efficiency or improve the quality of work performance.

4. Upon approval by the Director of Archives of any proposed project, a serial number will be given for accounting purposes, and a priority will be established.

5. The Project Adviser will maintain a suitable file of project dossiers, to include projects disapproved, continuing projects, completed projects, and projects not begun.

DISTRIBUTION:

Action:

- 3 - Mr. Manigault, Project Adviser
- 2 - Liaison Section, Archives Div., AFM&R Depot
- 2 - Acc. & Cat. Sec., " " " "
- 2 - Research & Storage Sec. " " " "

Ken Munsden
KEN MUNSDEN
1st Lt., AGD
Director of Archives.

Information:

- 3 - AFRA
- 1 - Administrative Div., AFM&R Depot
- 1 - Microfilming Div., " "
- 1 - Security Officer, " "

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ALLIED FORCE RECORDS ADMINISTRATION
OF MICROFILMING & RECORDS DEPT
ARCHIVES DIVISION

12 December 1946

DIVISION MEMO
NUMBER 31

ARCHIVES DIVISION: DETERMINATION OF RESPONSIBILITIES

Reference Division Memo No. 1, 10 December 1946.

1. The Director of Archives is responsible immediately to the Allied Force Records Administrator for all functions of Allied Force Microfilming and Records Dept concerning the accessioning, processing, cataloguing, storage, and servicing of records; for the proper safeguarding and approved disposition of finished microfilm and of combined British-American records in the custody of the Dept; for the maintenance of liaison with headquarters and organizations of the theater that originate or have custody of combined British-American records; and for the development of policies, establishment of standards and procedures, training of personnel, and evaluation of results, as affecting purely archival functions of Allied Force Records Administration.

2. The Director of Archives discharges his responsibilities through direct supervision of the work of the Chiefs of the Liaison, the Accessioning and Cataloguing, and the Research and Storage sections. The Chief of the Liaison Section is ex officio the Deputy Director of Archives. The Project Advisor is responsible immediately to the Director of Archives for the performance of his duties.

3. The Director of Archives is subject to the Commanding Officer (A) and the Commanding Officer (B), Allied Force Microfilming and Records Dept, in respect to all matters of administration, to include allotment of personnel and supply accountability.

4. The Director of Archives maintains constant and direct contact with the Technical Director, Allied Force Microfilming and Records Dept, to insure the fulfillment of all requirements in the processing of records preliminary to microfilming.

W. A. Menden
1st Lt., USA,
Director of Archives.

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DISTRIBUTION:

Action:

- 2 - Liaison Sec., Archives Div., AFM&R Depot.
- 2 - Acc. & Cat. Sec., Archives Div., AFM&R Depot.
- 2 - Research & Storage Sec., Archives Div., AFM&R Depot.
- 2 - Project Adviser, Archives Div., AFM&R Depot.

Information:

- 2 - AFMA
- 1 - Admin. Div., AFM&R Depot.
- 1 - Microfilming Div., AFM&R Depot.
- 1 - Security Officer, AFM&R Depot.
- 1 - ALCOM Archives Division.

ALLIED FORCE RECORDS ADMINISTRATION
AF MICROFILMING & RECORDS DEPT
ARCHIVES DIVISION

12 December 1946

DIVISION MEMO)

NUMBER 6)

FUNCTIONS OF THE LIAISON SECTION

1. General. The essential function of the Chief of the Liaison Section is to serve as direct representative to Allied Commission, and in this capacity to be responsible for suggesting or initiating measures to facilitate procedures, improve the quality of work, and evaluate results, in so far as AFRA is concerned with Allied Commission Archives.

2. Additional specific functions. Additional specific responsibilities of the Chief of the Liaison Section are as follows:

a. Establishes and maintains liaison with headquarters and organizations of the theater that create or have custody of combined British-American records, for the purpose of insuring the orderly processing and retirement of inactive records to AF Microfilming and Records Depot. (This function includes, but is not confined to, matters of liaison with Allied Commission.)

b. Supervises the preparation of records disposition schedules to control the destruction of valueless material and the retirement, to AF Microfilming and Records Depot, of inactive, permanent, combined British-American records.

c. Directs the development of uniform standards governing the organization, screening, and retirement of combined British-American records.

d. Prepares initial drafts of directives, for issuance by AFRA, to implement directives of the War Department and the War Office concerning the management and disposition of combined British-American records.

Ken Munden
KEN MUNDEN,
1st Lt., AGO,
Director of Archives.

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DISTRIBUTION:

Action:

- 2 - Liaison Sec., Archives Div., AFM&R Depot.
- 2 - Acc. & Cat. Sec., Archives Div., AFM&R Depot.
- 2 - Research & Storage Ser., Archives Div., AFM&R Depot.
- 2 - Project Advisor, Archives Div., AFM&R Depot.

Information:

- 2 - AFRA
- 1 - Admin. Div., AFM&R Depot.
- 1 - Microfilming Div., AFM&R Depot.
- 1 - Security Officer, AFM&R Depot.
- 1 - AFCON Archives Division.

ALLIED FORCES RECORDS ADMINISTRATION
AS MICROFILMING & RECORDS DEPT.
ARCHIVES DIVISION

13 December 1946

DIVISION MEMO
NUMBER 7

FUNCTIONS OF ACCESSIONING AND CATALOGUING SECTION

1. General. The Accessioning and Cataloguing Section, in accordance with Division Memo No. 1, 10 December 1946, receives, processes, and catalogues combined British-American records (as defined by par. 7, AFHQ Circular No. 8, 18 July 1945), and delivers such records, suitably organized for micro-filming, to the Microfilming Division. The Accessioning and Cataloguing Section is responsible also for the custody of finished microfilm awaiting shipment, for the shipment of finished microfilm to the United Kingdom and the United States, and for the reorganization and shipment of such records as are returned, after filming, to the originating agency. (Records are returned to originating agencies on a loan basis only, except for Allied Commission records, which are at present being maintained by the Commission after microfilming.)

2. Adherence to AFHQ 18-257. The operations of the Accessioning and Cataloguing Section will conform to the requirements of the attached Technical Manual 18-257 (Records Administration: Microfilming of Records).

3. Organization and Specific Responsibilities. The Chief, Accessioning and Cataloguing Section, is charged with full responsibility for functions indicated in par. 1, above. These functions will be performed by four operating units, as follows:

a. Receiving Unit.

- (1) Checks incoming boxes of records against accompanying inventories or lists.
- (2) Assigns job numbers; prepares job work sheets and job locator cards.
- (3) Provides for the temporary storage of records to be catalogued.

b. Cataloguing Unit.

- (1) Assigns catalogue reference numbers.

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- (2) Prepares "target" sheets.
- (3) Prepares British catalogue sheets.
- (4) Prepares revised lists of contents.
- (5) Organizes records in a manner suitable for microfilming and delivers finally organized records to the Microfilming Division.

c. Indexing Unit.

- (1) Receives finished microfilm from Microfilming Division.
- (2) Prepares lists of contents of individual reels of microfilm.
- (3) Delivers finished microfilm to Shipping Unit.

d. Shipping Unit.

- (1) Receives finished microfilm from indexing Unit, and thereafter has custody of microfilm awaiting shipment.
- (2) Periodically ships finished microfilm to United Kingdom or United States.
- (3) Maintains record of film shipments, together with file of official receipts.
- (4) Receives, from Microfilming Division, all records that are to be returned, after microfilming, to the originating agency.

(a) Rechecks such records, to insure their return to originating agencies in the same order and condition in which received.

(b) Delivers such records to the originating agency, obtaining proper receipts.

DISTRIBUTION:

Action:

- 2 - Liaison Sec., AFM&R
- 2 - Sec. & Adm. Sec., AFM&R Depot.
- 2 - Research & Storage Sec., AFM&R Depot.
- 2 - Project Advisor.

Information:

- 2 - AFRA
- 1 - Admin. Div., AFM&R Depot.
- 1 - Microfilming Div., AFM&R Depot.
- 1 - Security Officer, AFM&R Depot.
- 1 - ALCOM Archives Division.

VEN HUNDEN,
1st Lt., AGO,
Director of Archives.

ALLIED FORCE RECORDS ADMINISTRATION
OF MICROFILMING & RECORDS DEPT.
ARCHIVES DIVISION

16 December 1946

DIVISION (Info)
NUMBER 3)

FUNCTIONS OF THE RESEARCH AND STORAGE SECTION

1. General. The Research and Storage Section is responsible, in general, for the proper maintenance of all combined British-American records in the custody of Allied Force Microfilming and Records Dept. This section will ultimately be responsible for the final organization, packing, and shipping of these records to the United Kingdom or the United States, in accordance with instructions of the Combined Chiefs of Staff.

2. Specific Responsibilities. The specific responsibilities of the Chief, Research and Storage Section, are as follows:

- a. Receives, from the Microfilming Division, already microfilmed records of a combined British-American character, and thereafter maintains such records in such a manner as to insure complete accessibility for reference purposes. (This function does not pertain to Allied Commission records, which at present are being returned to Allied Commission after micro-filming.)
- b. Services records to all authorized inquirers.
- c. Issues records to authorized agencies, obtaining the proper receipts therefor.
- d. Continually studies records in custody to ascertain complete mastery of their organization and content, and prepares or improves indices or other finding media necessary for their control.
- e. Periodically checks record holdings against master lists of contents as a precaution against loss of records.
- f. Prepares records for shipment to United Kingdom or United States, in accordance with Combined Chiefs of Staff instructions.
- g. Prepares such reports, studies, and compilations as are required by the Director of Archives to facilitate the work of the Archives Division.

Ken Menden 00002
KEN MENDEN,
1st Lt., JCO,
Director of Archives.

DISTRIBUTION:

Letter:

- 2 - Liaison Sec., Archives Div., FMR Depot.
- 2 - Acq. & Cust. Sec., Archives Div., FMR Depot.
- 2 - Research & Storage Sec., Archives Div., FMR Depot.
- 2 - Project Advisor, Archives Div., FMR Depot.

Information:

- 2 - TR
- 1 - Adm. Div., FMR Depot.
- 1 - Microfilming Div., FMR Depot.
- 1 - Security Officer, FMR Depot.
- 1 - LCP Archives Division.

HEADQUARTERS ALLIED COMMISSION
APO 794
ARCHIVES DIVISION

21/AB.

13 December 1946

Subject: Correspondence.

To : Director of Archives - A F R A.

Reference Division Memo No. 1 of 10 December 46
copy of which has been handed to this office; in order
any future communication may not be misdirected the attention
of the addressee should be directed to the correct title
of this Division.

N.M.H.

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

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[REDACTED]