

0965

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

785016

ACC

10000/105/350

82pp

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Declassified E.O. 12356 Section 3.3/NND No. 785016

10000/105/350

AC, ARCHIVES
FEB. 1944 - DEC. 1945

22pp-

0957

Declassified E.O. 12356 Section 3.3/NND No. 785016

Archives

Please see 354 + 354.1. These were the photos noted for already been forwarded

10/1/54

10/1/54

in ed. 4th
and 5th

2

Copies of pamphlets etc were sent to Mousa - office of Judge Advocate General, on ed. 4th

10/1/54

7 Sept 45

Minutes

5428

MINUTES OF THE MEETING OF THE ARCHIVIST OF THE

December 21st, 1945.

PRESENT Brigadier M.S. LUSH (Chairman)
Brigadier H. CARR
Lt. Col. W. Jones
Major Harrison
Captain Barnes
Lieutenant Lurber

Executive Commissioner.
Civil Affairs Section.
G-1 (B)
Archivist.
G-1 (A)
Economic Section.

1. MINUTES of the last Meeting held on December 7th were approved and signed.

2. BUSINESS ARISING OUT OF THE LAST MINUTES.

Future of Archives. Covering letter to AMHQ (No 9265/187/33) concerning draft to be followed up. Major Harrison to contact Col. CLARK, (successor to Brigadier PARSONS) - G.5, for latest developments.

Send copies also to British and American Embassies as well as to Mr. Hilary JENKINSON asking from the latter the name of his "opposite number" in Washington.

Security Classification. Check date of release of new Directive.

(Off. Memo 8 - 21/12/45)

Property Control. Date of release of documents to Embassies should not be later than January 1, 1946. Receipts to be obtained.

3. STAFF.

Chairman noted that up to the present the instructions issued at the last Committee Meeting had not been carried out. That a second Officer had been assigned, but no further clerks were apparently forthcoming. AG(1)(A) and (B) were asked to immediately attend to this, so that by January 1st the addition of 4 (3 American and 1 British) could be allotted to complete the quota. The Chairman added that Archives Branch was to receive full support upon the question of Staff and their requirements treated as a first priority in the new Establishment A.C.

As a basis for the allocation of Civilian Staff, the ratio of 6 Army Personnel to 10 Civilians was agreed until the 1946 Plan materialised.

4. PLAN 1946. Archivist presented format of next year's plan. He outlined the vital change-over from REGIONAL to FUNCTIONAL together with an approximate time schedule.

The Plan was approved generally and it was agreed that on January 1st "stocktaking" should be commenced as the preliminary phase of the change-over.

The Chairman noted several points in connection with this:

- (a) USERRA would require files from several Functions.
- (b) Embassies would want Advisory Files from Sub-Commissions as well as those of Property Control.
- (c) All transfers of functions to Offices outside the Commission must only be on a loan basis.

The Archivist was therefore instructed to prepare a revised draft of Executive Memo No 3, covering these points.

5. FUTURE OF ARCHIVES.

Archivist was requested to raise question of long term policy with British and American Embassies and to send a letter to both Embassies asking that the Archives Staff be taken care

1. MINUTES of the last Meeting held on December 7th were approved and signed.

2. BUSINESS ARISING OUT OF THE LAST MEETING.

Future of Archives. Covering letter to AMHQ (No 9265/187/50) concerning Draft to be followed up. Major Harrison to contact Col. GLIMM, (successor to Brigadier PARSONS) - G.5, for latest developments.

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- (c) All transfers of functions to Offices outside the Commission must only be on a loan basis.

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Archivist was requested to raise question of long term policy with British and American Embassies and to send a letter to both Embassies asking that the Archives Staff be taken care of as and when Allied Commission closes.

6. NEXT MEETING.

Progress Report requested early in the New Year.

H. Harrison
.....
Secretary.

.....Chairman.

5429

TO: : Archives Committee

(Brigadier LUSH)

SUBJECT: The 1946 PLAN

1. Further to my report upon the re-classification of Archives Branch at the last Meeting into two separate functions, this can now be shown in further detail.

2. The duties of the Branch resolve into

- (a) RECEIVING and RECORDING FILES
(b) STORING, STRIPPING AND SEARCHING FOR FILES.

For purposes of simplification, the Branch can be divided into two Sections :-

Section R (a) duties,	Section S (b) duties.
--------------------------	--------------------------

3. STAFF. In order that the increased Staff can be fairly allocated against files (2000 per clerk), it becomes necessary to review the present method of "R" and the ultimate functions of "S" Sections.
At the moment, files are received by "R" and stored ("S") in different ways, those of AC Headquarters being placed under Sub-Commissions or Sections of AC, whilst those received from the REGIONS are kept within that Region, although placed in an alphabetical Sub-Commission order, but in a Separate Room. The trouble in finding a particular file occurs ~~is~~ that every Region has not always a file for all the Sub-Commissions (Emilia has no Engineering Division and Region IV no Hemp Division etc.) and that constant reference to a Card Index is necessary, with consequent delay in Searching.

Also, to allot an increase in staff under this system would be only haphazard, since no one can tell exactly where the most work will occur or where clerks can best be employed without a time-lag occurring.

4. REVIEW. The time has come therefore for a complete Stock-taking of the whole of the files received and stored in Archives, as well as a visit to all HQ Sub-Commissions and Sections to assess the probable number of files still to come.

5. CONTINUITY So that no time-lag shall occur, the work of "R" need not be altered in any way; files can continue to be received, checked and stored under the present "S" set-up until the new Plan is adopted, when the only difference from "R"s point of procedure will be another series of ~~Index~~ numbers upon the File Index, governed by the arbitrary cipher allotted to the Sub-Commission to which the files refer.

6. NEW PLAN. But where "S" is concerned, it is proposed to change the whole ⁵⁴²⁶ set up of the System by ~~gr~~ grouping merging all Regional and Provincial Files into the Sections or Sub-Commissions concerned and allotting to each Group a number in alphabetical order, (i.e. all files for Commerce will be found under COMMERCE No.8 and so on.)

7. The advantages are obvious, both from a functional as well as an historical point of view, in that
(a) Any file relating to a specific Subject can be found under that subject (Coal, Shipping, Finance)

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6. NEW PLAN. But where "S" is concerned, it is proposed to change the whole ⁵⁴²⁶ set up of the System by ~~gr~~ ^{merging} merging all Regional and Provincial Files into the Sections or Sub-Commissions concerned and allotting to each Group a number in alphabetical order, (i.e. all files for Commerce will be found under COMMERCE No.8 and so on.)
7. The advantages are obvious, both from a functional as well as an historical point of view, in that
 - (a) Any file relating to a specific Subject can be found under that subject (Coal, Shipping, Finance)
 - (b) The history of any such Section or Sub-Commission can be traced from Headquarters right down to the actual Province where the story first started, without going to two places for it.
 - (c) Clerks can be allotted against the actual number of Files in that particular Section of Archives (Coal Section 20,000 Files will have ten clerks) and in many cases where clerks have been brought in from the Sub-Commission itself, they may remember something of the case in point.

SPACE

2,

9. SPACE and ACCOMODATION. By Stocktaking and planning upon the new "S" lay-out, space can be assessed almost down to a filing section, and when it is necessary to move to another building, this can be done by Sections or Sub-Commissions exactly as it would if the Archive sub-section were an active Sub-Commission.

< 10. MICRO FILMING. Directly the merging is finished, steps can be taken to prepare the files under ^{each} ~~best~~ sub-section for Micro filming and a

Progress Chart kept of the work done. To commence this before merging would be disastrous and of no possible use in that the sub-section must be working satisfactorily before any files are taken away for this purpose, and too much irrelevant matter ^{will} be in the files anyway.

11. PERIOD. The work of "R" up to ^{will} and including Northern Regions excepting Venezia Giulia and with the addition of clerks at 2000 files, is estimated to take six months to complete.

That of "S" cannot be at this moment assessed with any amount of certainty, although the sooner it is commenced the better.

It is therefore proposed, with the approval of the Committee to begin stock taking on Jan 1st, collect clerks as required and to report to the Committee in the New Year how the situation works out.

22-12-45

N.M. Harrison
N.M. Harrison. Major
ARCHIVIST.

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1946

PROGRAMME.

" R "

" S "

1. Continue Recording, checking etc for ...
 - (a) Property Control files for various Embassies. 1 month
 - (b) Region 8 (Toscana)

10 (Liguria)	} 6 months
11 (Lombardia)	
12 (Venezia)	
13 (Piemonte)	
2. Possible Spring Tour of Northern Regions, contacting Liaison Officers in Regions.
3. Staff to assist "S" in the Merger of Files under Sections and Sub-Commissions. (see "S"2)
4. When all records have been received and recorded, to be absorbed into "S" staff.

1. Commence stocktaking of Files ~~held~~ at present in Archives.
2. Visit and assess all Sections, Branches and Sub-Commissions in HQ.A.C. as to "files to come."
3. Merge Region Files and group all into Sub-Commission concerned.
4. Accommodation review and if necessary move to another building
5. Rebind Files where necessary and prepare for Micro-film.
6. Micro-film and Narration of A.C

5424

13 DEC 1945

MINUTES OF MEETING OF THE ARCHIVES COMMITTEE

December 7th 1945.

4/3B/CA
PRESENT

Brigadier Lush (Chairman)
Lt.Col. White
Major Harrison
Lt.Durbar
Mr L. Wickersham

(Major Bell in hospital.)

1. MINUTES of the last Meeting held on Oct. 26th were approved and signed.
2. BUSINESS ARISING OUT OF THE LAST MINUTES. -
ACCOMODATION. Major Harrison reported that, in his opinion, accomodation would be sufficient in the present building for at least three months, providing rooms were made available as and when space was required for Archives. The matter of future accomodation could then be reviewed.
FUTURE OF COMMISSION'S ARCHIVES. Brigadier Lush remarked that he had noticed that a covering letter had been sent to AFHQ enclosing the Draft Report in its final form. This, in his opinion did not sufficiently cover or lay stress upon the important points of the Draft and the Secretary was instructed to prepare a further letter upon the subject, cancelling this, with a copy to Mr Jenkinson.
PROPERTY CONTROL RECORDS. A full report under PROGRESS would be submitted at a later period during the Meeting.
3. SECURITY CLASSIFICATION OF DOCUMENTS The Chairman requested Lt.Col. White to prepare a Directive upon this matter.
3. PROPERTY CONTROL POLICY. Lt.Col White reported meeting Lt.Col. LAIDLEY, the Property Control Officer to the British Embassy on Nov. 9th (Capt. Collins and Major Harrison also present) at which it was agreed that all Files of Property Control should be loaned to the Embassies (American, British and French) for a period of one year and that the matter be then reviewed as to whether files still then in use be duplicated or retained for a further period.
4. ARRIVALS AND DEPARTURES. Major Harrison reported the departure of Capt. COLLINS on B Release to U.K. on Nov. 22nd and his own arrival in Archives on Oct. 29th. last. The check on Property Control was commenced by him on November 5th and he took over the Archives Branch as from November 22nd.
5. PROGRESS REPORT. Major Harrison reported that his Staff consisted of one Staff Sergeant, one soldier and two civilian typists. He with one typist was concentrating upon PROPERTY CONTROL Records, whilst Staff Sergt. Atterby with the other typist was checking and ~~recording~~ recording incoming REGIONAL Files with Pte. Murdin. The situation was as follows :-

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2.

Minutes of Archives Committee Meeting (contd)

5. PROGRESS REPORT (contd.)

- (a) Property Control Headquarters Files have all been double checked & "broken down" into National Groups for dispatch to the Embassies concerned, as soon as the P/C Regional Files were ready. There were 8000 Files in Headquarters P/C and it had taken exactly a month. Regional P/C Files for Regions XI, XII, and XIII had just arrived and would be checked in due course.
 - (b) Northern Regions ^{EMILIA} ~~ROMANIA~~ Regional and Provincial Files were nearly checked, (ready for storage) in the big Conference Room under S/Sgt Atterby. TOSCANA Region would be commenced at the beginning of next month.
6. STAFF INCREASE. Major Harrison placed a report upon the future duties and Plan for Archives before the Committee and the Chairman ordered that the Executive Section should immediately provide a second Officer and four clerks, if possible two Army and two civilian, in accordance with this report.
P.W.B. Film
7. PROPERTIES Section. An application by Capt. P. Levi for access to Archives to obtain information as to the suitability of certain employees for work with an American Film Company was referred to SECURITY Branch. A.C. for action.
8. NEXT MEETING. The Chairman expressed himself satisfied with the way that things were going and called for a further Meeting before Christmas with report of Progress and Plan for 1946.

J.M. Harrison
Major.
Secretary

5422

13 DEC 1945

ALLIED COMMISSION

W. Col. White

4/36/CA FUTURE PLANNING FOR ARCHIVES BRANCH

STAFF. The duties of Archives Branch can be divided into two parts:

1.
Recording
Checking

2.
Storing
Searching

1. RECORDING

- (a) Unpacking by Regions and sorting under various headings
- (b) Checking against lists and retyping where necessary
- (c) Stacking in convenient File Group for storage under 2.

2. STORING/SEARCHING

- (a) Storing is the responsibility of the "Searchers". They will be called upon to produce any files received and will, at a later date, keep a complete Cardex of all files handed to them.
- (b) Enquiries for Files from any source will be regarded as "searching" and separate staff is necessary for this, so as not to interfere with 1.
- (c) The repair of files is often necessary as they sometimes arrive in a rough state and need re-punching and recovering.

In a similar manner to that of Army Records, staff should be allotted upon the number of Documents in Archives. In GHQ 2nd Echelon, 500 documents were allotted to each clerk but since the work included documentation and statistical data, which does not occur in Archives, a fair allotment for each Archive clerk would be 2000 files (not documents).

The number of files at present in Archives amounts roughly to 32000, requiring 16 clerks, were it necessary to implement every operation at once,

Whilst an increase of the present staff of four is imperative, bearing in mind that each clerk will need training as well as a certain amount of Personnel Selection, it is requested that not more than 4 persons be assigned immediately.

An extra Officer will be sufficient for some time, preferably one willing to remain in Archives for the duration, with the rank of Captain with Staff Pay.

Regarding the employment of clerks, it should be stressed that each one must be keen, intelligent, reliable and painstaking. Local civilians might be usefully employed, providing they are the right type, well screened and tested but two or more NCO's, willing to continue in a civilian capacity will be of necessity in charge, and these preferably British as filing has been carried out on a British System.

5721

A suggested Establishment (Appendix A) is attached. The present Staff Sergeant Atterby W.N.L. being permitted the local rank of WO(ii) until the Establishment is approved, when Acting Rank should be retrospective as Chief Clerk.

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

Appendix "A"

ARCHIVES BRANCH

Administration

Officer i/c (Archivist)

Chief Clerk (WO(ii))

Typists (2)

RECORDERS

Officer (Capt)

Staff Sergeant

Corporals (2)

Typists (4) Civilians

SEARCHERS

Clerk (Corporal)

O R's or

Civilians (4)

not typists.

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H/3A A VO

file

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

40A
H/3

19 Nov 45.

MEMORANDUM: ARCHIVES.

TO: Executive Commissioner.

I have enquired of Capt. COLLINS (who is still here) the position as to the statement which was to go to AFHQ.

It was to go as an agreed document but he has not yet succeeded in getting both Polads to agree to it though he has reminded them and is now reminding them again.

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S.H. WHITE, Lt Col.
A/VP CA Section.

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HEADQUARTERS
ALLIED COMMISSION
APC 394
(Archives Branch)

383W/1945

- 5 NOV 1945

5th November, 1945

Ref 1/B.

SUBJECT : Disposition of Combined British-American Records.

TO :

C. A. Section

A copy of AFHQ letter reference AG 313 AFRA-C, dated 25th October 1945, with heading as above, was sent to you on 30th October 1945.

The provisions of that letter do not apply to Allied Commission, and your copy of the letter should be destroyed forthwith.

A. J. Collins

A. J. COLLINS,
Captain, R.E.
Archivist.

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55A2

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

785016

4/24/45

31 OCT 1945

ALLIED FORCE HEADQUARTERS
APO 512

DCM/wr

38A
47

AG 313 AFRA-C

25 October 1945

SUBJECT: Disposition of Combined British - American Records. 31 OCT 1945

TO: All Concerned.

Prior to 1 January 1946, all combined British-American records now in the possession of any headquarters, general, special or other staff sections, boards, commissions and committees in this theater, will be processed and shipped without further delay to the Allied Force Microfilming and Records Depot in accordance with instructions contained in AFHQ Circulars Numbers 8 and 9; except those specifically exempted, as follows:

- a. Current records of active staff sections, boards, commissions and committees of AFHQ and combined (Allied) air and ground headquarters and other installations under the jurisdiction of this headquarters (non-current records will be processed and shipped without delay).
- b. Records which have been signed for and charged out to installations on the official loan certificate of the Allied Force Records and Microfilm Depot (see letter this headquarters AG 313 AFRA-C, dated 3 October 1945, subject: "Historical Records of the Mediterranean Theater").
- c. Organizations, installations or agencies which can present adequate written justification to the Allied Force Records Administrator for retention of certain blocks or series of records required for future use. Lack of duplicate copies of records will not ordinarily be considered sufficient justification. Small groups may be reproduced by typewriter; large groups by photostat or similar methods. In the absence of written requests for retention, records will be considered non-essential to the needs of the agency concerned and will be ordered by this headquarters for shipment to the Allied Force Depot on or before 1 January 1946.

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

C. W. Christensen
C. W. CHRISTENSEN
Colonel, USG
Adjutant General

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DISTRIBUTION:

"C"

5 Copies to AGENCIES for Action

Thompson

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v6

8 AUG 1945

HEADQUARTERS
ALLIED COMMISSION
APO 394

A meeting of the Archives Committee will be held at 0900 hours on Wednesday 9 Aug 45 WED 8
in the Executive Commissioner's room, 3rd Floor, H.Q., A.C.

A G E N D A

1. Minutes of meeting held on 29 June 1945.
2. Business arising out of the Minutes :-
 - (a) Attached for information is a copy of a statement on the disposal of A.C. Archives, which has been sent to A.F.H.Q. for transmission to London and Washington.
 - (b) The disposal of the records of the Service Sub-Commissions has not yet been settled.
3. Discussion of the Archivist's Memorandum (attached) setting out a suggested programme for dealing with problems arising out of the closure of the Northern Regions, and of sub-commissions at H.Q.
4. Any other business.

A. J. Collins

A. J. COLLINS.
Captain, R.E.
Secretary.

5416

5415

37C
44/

DISPOSAL OF THE ARCHIVES OF THE ALLIED COMMISSION.

1. Following a memorandum by Mr Hilary Jenkinson, Secretary of the Public Record Office, early in 1944, an Archives Branch was established for the purpose of collecting, arranging and safeguarding the Records of the Allied Control Commission. An Archives Committee (representative of all sections of the Commission) was appointed, under whose direction the work of the Archives Branch has been conducted, and during the last 15 months a very large body of Archives has been brought together and systematically arranged.
2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.
3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these Archives, nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.
4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1944, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end are being made.
5. As a second phase it will be necessary for the Records to remain in Rome

6145

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4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to archives following the closing of certain offices in September 1942, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end are being made.

5. As a second phase it will be necessary for the Records to remain in Rome for an unpredictable period, in order that they may be available for reference by the U.S. and U.K. Embassies, and by such Military Command as may still remain in Italy. During this interim period, much preliminary work may be done in the way of indexing, and probably also in the way of locating and bringing in documents not previously deposited, and adding them to the existing accumulation in conformity with the system already laid down.

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ARCHIVE GROUP NO.

NAME OF DIVISION.

R1/P3/1	Catania Province - C.A.O Catania City.
R1/P3/2	" " - Civil Supply Division.
R1/P3/3	" " - Export Division.
R1/P3/4	" " - Finance Division.
R1/P3/5(a)	" " - Public Health Div. - General Files.
R1/P3/5(b)	" " - " " - Welfare and Sanitary Office.
R1/P3/5(e)	" " - " " - Friends Ambulance Unit.
R1/P3/5(d)	" " - " " - Refugees.
R1/P3/5(e)	" " - " " - Utilities.
R1/P3/6(a)	" " - Public Safety Div. - Main File Series.
R1/P3/6(b)	" " - " " - Catania City.
R1/P3/6(e)	" " - " " - Acireale.
R1/P3/6(d)	" " - " " - Iona & Paterno.
ETC	ETC
ETC	ETC
ETC	ETC
ETC	ETC
ETC	ETC

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5407

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W/30/CA

ALLIED

COMMISSION

INTER-OFFICE MEMORANDUM

SUBJECT:

FILE No.

TO

194

Dear Jonah

What is the correct procedure to recommend Capt Collins the archivist for promotion to Major. As the ^{ordinary} senior member of the archives committee it falls largely to my lot to supervise his work and he comes to me for advice. He is a local Government official of 25 years standing very able highly competent and well qualified on his merits and responsibilities for promotion to Major.

He is however on the Exec. Com. staff but with the exception of the Exec. Com. himself no one knows of Collins.

16 MAY 1945

3395

HEADQUARTERS
ALLIED COMMISSION
APO 394

292

31

31 March 1945.

- 4 APR 1945

A meeting of the Archives Advisory Committee will be held at 11.30 hours
on ~~Monday~~ ^{Tuesday} 2nd April 1945, in Room 56, 5th Floor, H.Q. Allied Commission.

AGENDA.

1. Minutes of meeting held on 22nd February 1945. (attached)
2. Business arising out of the Minutes. (Draft Orders of Reference attached)
3. Verbal report by the Archivist.
4. Any other business.

A.J. Collins

A.J. COLLINS.
Captain. R.E.

994.

3644

9223

