

Declassified E.O. 12356 Section 3.3/NND

No.

785017

ACC

10000/109/1252
(VOL. I)

Declassified E.O. 12356 Section 3.3/NND

No.

785017

1252

ARCHIVES, AC
JAN. - SEPT. 1945

Declassified E.O. 12356 Section 3.3/NND No. 185017

9265/EC

~~SECRET~~

INFORMAL FILE

OFFICE OF THE EXECUTIVE COMMISSIONER

OFFICE OF

CHIEF OF STAFF

DECLASSIFIED
NO. 11852, NAC BY
JCS 11/2/30/20
BY
JCS 11/2/30/20
JCS 11/2/30/20

521-610

ARCHIVES - AC

VOL. I

CLOSED

Declassified E.O. 12356 Section 3.3/NND No. 785017

1707

LOS ANGELES

Jan 1945

1252/10945

100

~~CONTAINS PAPERS~~

FROM JAR. 45

OFFICE OF THE EXECUTIVE DIRECTOR

Sept. 24

PICTALOGUE.

121

Capt CMis - Technician.

Rep 4-115 ~~see~~ how
are we getting on?

Eighty-odd.

613

122.

c.c.

I have inspected Villa Wolkowicz, and in some respects it would be very suitable for our purpose. There are, however, some snags in other sections, which I think we should avoid if possible. I have spoken to Mr. Halford on this matter, & he shares my view.

At the moment I am awaiting access to 9 other German properties, in the hope that one or some of them would be more readily adaptable than the Villa Wolkowicz. I propose to visit these properties before making my report to the Sec. Comm. as this I need not trouble him with particulars of the less favorable sites.

respects it would be very suitable for our purpose.
however, some maps in other directions. Which I think we
should avoid if possible. I have spoken to Mr. Harford
on this matter, & he shares my views.

As the moment I am avoiding access to 9 other
German properties, in the hope that one or some of them
would be more readily adaptable than the Vilsa Wolkowitz.
I propose to visit these properties before making my
report to the Exec. Comm. so that I need not trouble
him with particulars of these less favorable sites.

22 Sep. 45.

H. 22/9.

aff. Dir.

116

Executive Commission

Please see photo 115 regarding 57pm
letter at 108-
We still have no reply from Bernd A.

10/9.

CSO ST

117

Archive to refat - 115. Source good.

118/115

118

Captain Collins (Archives)

603

Please see photo 115 regarding 52/c
in accordance with his memo 117 above

Spencer

280

12/9.

119.

Archive to report & no.

188 Cols

118

Captain Collins (Archives)

603

Please see photo 115 - report B-2/c
in accordance with his memo 117 above

Spencer

280

12/9.

119.

CSO.

Inspection of premises in hand. Report
will follow.

1-9.

affiliated

101.

Executive Commissioner.

Sir,

Submitted herewith for your approval and signature are four letters:

"A" and "B".

Letters forwarding copy of British Embassy memorandum to G-5, AFHQ and Mr. Hilary Jenkinson respectively. (Your Minute 95 refers).

"C".

Letter to US Ambassador requesting US Embassy's views on disposal of the Commission's archives. (Minute 98 refers).

"D".

"Chaser" to G-5 AFHQ re our letter of 15 July (Folio 64). (Minutes 99 and 100 refer).

13.Aug.45

106

Willard

Executive Commissioner.

Sir,

Have you taken up all the points marked with an X at Folio 97.

16.Aug.45

107

Yes - all 3

W. S. S.

108

13 Aug. 45

106

Executive Commissioner.

Sir,

Have you taken up all the points marked with an X at Folio 97.

16 Aug. 45

107

Yes - all 3

W. S. A.

W. S. A.

111

Note ref 108. Polada (A) (B) asked again for reply. BU 12/9
MP 9/9

113.

CSO.

Hastener to AFHQ for signature at 112 please.

64 + 105 refer.

7 Sep 45

M. Pasby S/Comd

108

50.91.

78-9D seen by S.G. meeting held on 1 Aug -
await minutes.

9/8

Explain

94.

~~R.S.D.~~

Please see 98 & 92. MP 10/8

9/10/8

(95)

Archives Sec.

Very much my own view
Copy to AFHQ Mr Jackson

175/10/8
MP 11/8

98

607

Ex. Com. - Mr Maleson tells us that we should not
forget the views of the American Embassy unless we
send a specific request.

9/12/8

aff. 12.8.45

98

603

Mr. Maleson tells us that we should not
get the view of the American Embassy unless we
send a specific request.

12/8

12. 8. 45

Chief Commissioner.

You speak about Archive

Attachment is submitted for your signature/information/approval.

This was sent to AFHQ some weeks ago with
a request for decision.

Very good letter. Suggested Type for actual
use

APG 10 RECD

Archives

9 see no objection to the 2-0-0S being

SEE FILE

168

the 2-0 files in this subject

135/156

17.
The Commandant (Capt Guarnier)

Could we be informed please of the present position with regard to accommodation for Archives, with particular reference to the following points -

(a) is it going to be possible to allot them additional space?

(b) if so (i) when will it be available?

(ii) approximately how much space will it represent?

(iii) will it be permanent accommodation, which can be retained, if necessary, after the A.C. has closed?

M. P. Roby Sen Cond

2 Aug 45

HQ Commandant (Capt Greaves)

Could we be informed please of the present position with regard to accommodation for Anchovies, with particular reference to the following points —

- (a) is it going to be possible to allot them additional space?
- (b) if so (i) then will it be available?
(ii) approximately how much space will it represent?
(iii) will it be permanent accommodation, which can be retained, if necessary, after the A.C. has closed?

2 Aug 45

M. P. Greaves
Sen Comd

C50

EC may wish to discuss this
at his meeting tomorrow.

13/7/45

Action by Archive. MS (1947)

Captain Collins,
Archive Section.

Ref. folio 1 and minute 4 above. Please note that
action is for you. C.A. Section has already collected the necessary
documents and will hand these over to you, together with one copy of
the circular at folio 1.

14/7/45.

To Executive Commissioner.

(61)

Captain Collins,
Archive Section.

Ref. folio 1 and minute 4 above. Please note that
action is for you. C.A. Section has already collected the necessary
documents and will hand these over to you, together with one copy of
the circular at folio 1.

14/7/45.

To Executive Commissioner.

C.A. Section.

will

May I assume, in view of minute 4 above, that C.A. Section

- (i) Guarantee completeness of the documents
- (ii) Say where the originals are filed
- (iii) Authenticate the documents to indicate promulgation

I shall also need similar documents and information with
regard to all proclamations, orders, regulations and judicial and
administrative rules which.....will be issued.....

Officer
Archivist.

SEE 1st 62

Archivist.

(62)

CA Section can, and will, send down to you 2 copies of all Proclamations and General Orders.

Originals should all be with you. See "Instructions for Guidance of Officers of the Commission" letter "Proclamations and General Orders" 278/25/CA of 1 March 1944.

C.A. Section cannot do more and except to collect such documents as may be demanded from Sub. Commissions of the C.A. Section. This will be done.

Therefore your assumption in Minute 6 is not entirely accurate. Suggest you now discuss with Ex. Commissioners, C.S.D. as other sections appear to be involved.

15 July

A. D. Benhampton
CAS. L'101

CAS L'101

7/17/7

605

18

Ext Comm

your approval of draft minutes at 46
is desired.

Your attention is drawn to para 36.

Th

24/5

49.

B.f. at next V.P.'s meeting 17/2 (25/2)
work noted for 25/2
B.U. 10/6
B.U. 10/6

64.

E.C. attended meeting at 46

47 done, 7

Bo 11/3

PA 30/6
B.U. 3/7
PA 30/6
PA 30/6
PA 30/6

B.f. at next V.P.s meeting 12/15/70
B/U 6 10/6

54

K.B. attended meeting at 5:30
C/P done, 7
Bo 1/10
PA 30/6 603
B/U 3
PA 10/7

41

Ref 40 present moment inappropriate
for issue. B/U 20/5.

Edh

4/5/45

44

C.A. Sec (Attn Lt Col White).

Herewith is stencil on archives based
on draft furnished by Capt Collins. Will
for please return with any comments.

Office of EC
22 May 45

Thaxden
603

45.

See Com.

1. Refer para 4 draft. I would suggest that the proposal is impracticable. The records do not arrive in a fit state to send back and in their continued journey the papers would become more and more disintegrated. From the archival point of view this proposal is quite unsatisfactory.
2. In 9 cases out of 10 files are received from closing offices there is therefore no office to which the files have to be returned.

Office of
22 May 45

45.

See item:

1. After para 4 of 1-1 would suggest that the proposal is impracticable. The needs to not arise in a few states to send back and in their continued journey the papers would be of value and more distinguished. From the archives point of view this proposal is quite unsatisfactory.

2. In 2 cases out of 10 files are received from existing offices there is therefore no office to which the files can be referred.

3. An officer in an administrative case not understanding the transmission of records without neglecting his work is without immediate delay. The work involved is considerable if the employee is not to ignore further in he is not likely to make a good job of it without supervision.

I did! It is requested that when possible an amendment should be made to the original.

Ally
etc.

CH.
22 May 1945

W. H. King

Meeting fixed for 12.46. at 1500 hrs. R. 30/1.
Pa 8088

B/c for Ex. Com for R.C's meeting N 4/3.

32

Miss Llewellyn
~~Cap~~ ~~Ward~~ ~~Ward~~

Will you please attend this meeting (folo 31)
for the Ex. Com.?

~~For~~ 1st Apr
A/c

36

A/Ex Com's

1. The function of the Archives Committee is to direct the activities of the Archives Branch.
2. Although the Committee has been in existence for approx 12 months it has not had terms of reference.
3. Draft Terms of Ref have been worked out by the Comtee as instructed by Ex Com.². They are based on suggestions made by Mr Hilary Jenkinson when he visited this HQ some time ago.

This 3 is accordingly submitted for

1. The function of the Archives Committee is to direct the activities of the Archives Branch.
2. Although the Committee has been in existence for approx 12 months it has not had terms of reference.
3. Draft Terms of Ref have been worked out by the Com^{tee} as instructed by Ex Com^{tee}. They are based on suggestions made by Mr Hilary Jenkinson when he visited this HQ some time ago.

- X 4. Folio 30 is accordingly submitted for your approval which I recommend.
- X 5. No circulation of this document is suggested other than to members of the Committee.

11 Apr 45 Japce bit 455 chm.

RS 11/4.

144 approved - 2

Si 14/4

Shelden

3

Cos 14. See 1 & 2. You Sunday
don't want to attend
w/ person vide para

4 4 1. 22/1

PRO 9 a. from the machine but will not provide
15/12/11

5

Cape Solis.

arranged for sea class. for had broken each
the meeting tomorrow. I would
be informed. taken to be secure. EOD

Richard
ham

6

Main Steams to
attend. 14 24/1

Capt. Collins.

5

arranged for
at for
all informed.
officials
2:30 pm
for
see above. Son had
the meeting tomorrow.
later to be there.
Erichsen
L
6

Major Stearns to
attend. L 24/1

17.

G.O.C.

Please see at 14 Minutes of the Archives Advisory Committee, Capt. Collins' remarks at 15 and Major Stearns' remarks at 16. The latter suggests you might attend the next meeting which is to be held early in February (actual date not fixed). and that Col Kittor & Mr. A.M. Collins might attend. Reference para. 2 on page 12, if you agree I will ask Capt. Collins to prepare a draft directive which will include: when and

a. A request for documents before 30 June 44 to be handed in, other than directives and documents which are still in current use.

b. A reference to Office Memorandum No. 13 dated 24 October 44 (85/12/1003), and a link request for Sub Commissions not having complied with the provisions thereof.

but not to be used.

L
G.O.C.

27 JANUARY 45.

18.20 have appeared since the above was written. In view of 20 I think you must attend the next meeting. I will. Pl. arrange 18/30/1

92658

(120)

HEADQUARTERS ALLIED COMMISSION
Office of the Political Adviser (A)

To : Executive Commissioner
Subject: Archives of Allied Commission

SEP 13 1945

(108)

With reference to your communication of August 16, I should like to inform you that I concur in a preliminary way with the memorandum giving the proposals of the Allied Commission and the informal views of the British Embassy. However, since this is obviously a matter for decision in Washington, the U.S. Ambassador has requested instructions from the Department of State in this connection, having conveyed to the Department of State with his request for instructions a summary of the Allied Commission's proposals and the views of the British Embassy.

J. Wesley Jones
J. Wesley Jones

593

Rome, September 10, 1945

Copy to:
Office of Political Adviser (B)

*Be in a position
Week 5/22/5
28/9 Hated JH
B. H. H. H.
21/9 - Hated JH
14/11
RA 15/1*

(CSO)

9265

115

British Embassy,
Rome.

475/5/45

6th Sept. 1945.

SEP - 8 1945

To: Executive Commissioner, Allied Commission.

From: British Embassy, Rome.

Subject: Archives of Allied Commission.

108

Reference your memorandum 1/AD of August 16th. We regret the delay in replying.

1. It is not yet certain what answer will be received to the memorandum sent by the Commission to AMH. In case the archives are not to remain in Italy, it might be better not to approach the Italian Government yet.

2. On the other hand, it may, we understand, be necessary to find premises outside the Allied Commission building where work on the archives can begin without delay. In that event, use might be made of the former German Embassy (Villa Volkonsky) which has just been transferred by the Allied Commission to the custody of the Italian Government.

Handwritten signature

598

Handwritten signature
(CSO)

See M 116
+117

113

Tel: 735

8 September 1945.

Ref: 1/AB.

SUBJECT: Archives.

TO : R. Wesley Jones Esq.,
American Embassy,
Rome.

104

I should be grateful to have a note on the matter referred to
in my letter 1/AB of 13 August 1945 at an early date.

E. TALBOT

Brigadier,
Executive Commissioner.

B/V

17/9

597

112

Ref: 1/AB.

Tel: 478603

7 September 1945.

SUBJECT: Disposal of Records.

TO : Allied Force Headquarters,
Attn: G-5 Section.

105

I am directed to refer to this HQ letter 1/AB dated
13 August 1945 and to enquire whether a reply in this matter
has yet been received from Washington and London.

For the Chief Commissioner:

E. J. M. 607
Brigadier,
Executive Commissioner.

598

Copy to: Archives Branch.

9263 A
HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

RHF/wp

Ex-Comm

AG 313/718 - 0

4 September 1945

SUBJECT: Disposition of American Records.

SEP - 6 1945

TO: All Concerned.

1. The prescribed normal channel for the disposition of all American records of a military or quasi-military nature created in this theater is described in paragraph 2b, MTOUSA Circular Number 64, 1945.

2. Except for special sets of records whose disposition is prescribed by official War Department directives received through command channels, all American records will be shipped in accordance with the above cited circular.

3. Directives received through technical channels (inter-staff) or from any source other than official War Department command channels, regarding the disposition of records, will be forwarded, together with appropriate recommendations, to CG MTOUSA, Attention: Theater Records Administrator, where final decision will be made. Records in question will be retained pending decision.

4. Any disposition of records other than those prescribed above is prohibited.

BY COMMAND OF GENERAL MCNARNEY:

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGD
Adjutant General

DISTRIBUTION:

"2"

595

(S/Am. Comm)

785017

RESTRICTED

9265

109

149

AUG 17 1430B

P/1050

AUG 18 1000B

IMPORTANT

AND PISMONT REGION

ALCON SITE WIC

AUG 18 1945

RESTRICTED

H/R

1. Ref letter L/AB 12 August. Regional records officers and clerks selected for PISMONT are Captain AUSTON (33612) CC Brit, S/55939 SGT CLARK Chief clerk, S/163709 Sjt YEDMAN typist.

Dist

Action - ~~Adm~~ Adm
Info - Chief Commissioner
Exec Commr 2
File 2
Fleat

HEADQUARTERS

10 AUG 1945

594

RESTRICTED

PA
20/8

Ref. 1/AB

16 August 1945

SUBJECT: Archives of Allied Commission.

AUG 18 1945

TO : Political Adviser (A)
(B)

Consideration has recently been given to the disposal of the Commission's Archives.

The matter has been discussed in a preliminary way with both the British and the American Embassies, and a copy of a statement of the informal views of the British Embassy is attached.

A memorandum setting out the Commission's proposals (to which no reply has yet been received) has been sent to AFHQ for transmission to London and to Washington; a copy of this memorandum also is attached.

The question of suitable accommodation for the Archives is a difficult problem; it is already acute and will become more so during the next few months. It is considered that the Italian Government should be asked to assist in finding the necessary accommodation, and that premises should be selected which could be either rented or leased by the Embassies jointly, or perhaps even purchased outright.

Would you please say if there would be any objection to the Commission's approaching the Italian Government on the lines suggested above.

This note and the enclosures has been sent to the Political Adviser (A) & (B).

Spoke Polad (B) who will try to produce an answer from British side possibly.

593
15/17.5 LUSH
Brigadier,
Executive Commissioner.

*Re: Pol (A & B)
out with 3 B/L 15/8*

1/9/45 D.H.

DISPATCHED

FROM OFFICE, LAC

16 AUG 45

*B+16 Pol (A & B)
still out 3/9/45 D.H.*

*Traced again per 3/9
both out 3/9 5/9
D.H.*

*Noted
BU 24/8*

(104)

Ref: 1/AB.

13 August 1945.

(97)

A few weeks ago I sent an officer to discuss with Mr. Goshie, in a preliminary way, certain problems in connection with the disposal of the archives of the Commission.

The subject was discussed also with Mr. Malcolm, from whom I have received a memorandum giving the informal views of the British Embassy. I believe that you have a copy of this memorandum.

Would you be kind enough to let me have a similar note from the point of view of the interests of the United States.

M. S. LUSH

R. Wesley Jones, Esq.,
American Embassy,
R O M E.

See 591

Pol (A)
out
11/9/45 RLL

Pol (A) out
3/9 JLL

Pol (A) still
out
13/4/57
RLL

BU
24
8
11/10/45

103

Ref: 1/AB.

13 August 1945.

Shortly before your last visit here the question of the disposal of the records of the Commission was discussed with the Embassies.

I am sure you will be interested to see the attached statement of informal views which has now been received from the British Embassy.

M. S. LUSH

O. Hilary Jenkinson, Esq., CBE,
Public Record Office,
Chancery Lane,
LONDON, W.C.2.

590

105

Ref: 1/AB.

13 August 1945.

SUBJECT: Disposal of records.

TO : Allied Force Headquarters.
Attn: G-5 Section.

64

Reference is made to my letter 1/AB of 15 July 1945 and enclosure (copy attached).

1. A large volume of records will be received in the Archives upon the restoration of the Northern Regions to the Italian Government and upon contemplated changes in organisation at the HQ of the Commission.

2. It would be of great assistance in planning the work which will be necessary upon these records if an early reply could be sought from London and Washington as to their views on the proposals which the Commission has put forward.

For the Chief Commissioner:

M. S. LUSH

See 112

Brigadier,
Executive Commissioner.

See 112

NOTED
60592
3/9

FOLIOS 102 — 104 HANDLED

TO CAPT COMINS FOR

DISPATCH 15 AUG 45

16/8

8

102

Ref: 1/AB.

13 August 1945.

SUBJECT: Disposal of Records.

TO : Allied Force Headquarters.
Attn: G-5 Section.

Reference is made to my letters 1/AB of 15 July and 10 August, 1945.

The disposal of the Commission's archives has been discussed with the British Embassy from whom the attached statement of informal views has been received.

For the Chief Commissioner:

M. S. LUSH

Brigadier,
Executive Commissioner.

583

0 2 5

9265

MINUTES OF MEETING OF THE ARCHIVIST'S COMMITTEE - 8 AUGUST 1945.

PRESENT: Brigadier Lush (Chairman)

- Lt. Col. White
- Lt. Col. Talbot
- Major Bell
- Capt. Guarino
- Capt. Lee
- Capt. Montant
- Capt. Collins

AUG 11 1945

M.F.

1. MINUTES of the meeting held on 29th June 1945 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES -

(a) The Chairman said that he would raise the question of the records of the Service sub-Commissions at the Vico-Presidents' meeting to be held immediately following the Archives Committee.

(b) The Archivist stated that P.R.E. had not included a further item in the Weekly Bulletin, and that Major Pergin would speak to Brigadier Lush on this point. The Chairman said that another item must appear, and asked for a draft to be submitted to him.

3. DISCUSSION OF THE ARCHIVIST'S MEMORANDUM -

The Chairman stated that he appreciated the fundamental nature of the accommodation question - a subject to which he would return later.

So far as Regions were concerned, each Region would appoint a Regional Records Officer and two competent clerks. The officers would visit this H.Q. for a day or two to receive instruction in the work of Archives so that they could properly prepare their records for the Archives. The Regional Records Officers and their staffs would accompany their records to H.Q. and would remain to work under the direction of the Archivist until their own records had been dealt with. The Chairman said that he would bring these points to the notice of the Regional Commissioners at a meeting which would be held in a few days time.

At this point, Col. Jones was called to the meeting; the Chairman explained the above staffing proposals to him and asked him to bear them in mind, and to make the necessary arrangements in consultation with the Archivist.

With regard to Toscana and Southern Regions, the Chairman felt that staff who had worked in these Regions should be brought into H.Q. to deal with the records. Two competent clerks from Toscana, and an officer from Southern Region would probably suffice. Lt. Col. White mentioned that requests had already been received from sub-Commissions for access to Toscana files. Captain Collins said that no staff could be employed on either of these sets of records until working space had been made available.

Concerning packing arrangements, the Chairman said that a uniform crate should be constructed and shown to the Regional Records Officers. The Archivist said that the boxes in which A.R.C. currency was sent into Italy were eminently suitable and probably available in adequate quantities; he will discuss the matter with Finance sub-Commission.

Accommodation was discussed at length. Lt. Col. White said that the

588

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Accommodation was discussed at length. Lt. Col. White said that the Office Space sub-Committee had made certain recommendations as to space for the Archives, but no action on the proposed lines had been taken. Brig. Lush suggested that the large Conference Room might be made available by the time the Regional records started coming in. Lt. Col. White felt that by that time, it might be possible also to allocate space at present occupied by sub-Commissions.

So far as the prospect of new premises ~~was~~ was concerned, Captain Guarino stated that he was in touch with R.A.C. A villa which appeared to be very suitable had been offered by R.A.C. to an Allied unit, and had been accepted by them. Brig. Lush said that he would speak to Brig. Low about this. Captain Guarino was instructed meanwhile to maintain close contact with R.A.C. and endeavour to find premises which would be available for purchase or lease.

Captain Lee was asked to discuss accommodation at H.Q. with Col. Robertson, with whom the Chairman wished to speak on the subject.

The Archivist was instructed to write to A.F.H.Q., pointing out the problems arising from the impending of the Northern Regions, and asking for an early decision to be obtained from the U.S. and U.K. Governments regarding the Commission's proposals for the disposal of its Archives.

196
The draft instructions to Regions, and the draft item for the Daily Bulletin were approved, subject to certain modifications. Captain Collins was instructed to prepare revised drafts for the Chairman's consideration.

The arrangements suggested for the records of sub-Commissions at H.Q. were approved also.

Archives Branch will maintain liaison with Establishment Section on all matters affecting the movements and use of personnel in connection with the preparation of records for Archives.

ML
CHAIRMAN.

9205
0
BRITISH EMBASSY,
ROME.

475/3/45

7th August, 1945.

AUG 9 1945

92
Dear Brigadier,

Here are our informal views on what
to do with the archives of the Allied
Commission. The United States Embassy has
a copy too.

A.C.E. Malcolm
A.C.E. Malcolm.

Brigadier M.S. Lush,
Executive Commissioner,
Allied Commission,
Rome.

(S/COE P)

95

475/1/45

- (1) The Allied Commission archivist should see that each section's archives are brought up to a uniform level of indexing and general tidiness before the section is disbanded.
- (2) The Commission's archives should remain in Rome for the present as the British and American Embassies and the Italian Government will probably have to consult them now and then for the next few years.
- (3) The archives are, presumably, the property of the United Nations since the Allied Commission is an emanation of the Combined Chiefs of Staff who operate on the United Nations' behalf. In practice however it is for the British and American Governments to agree on their disposal, consulting such other Allied Governments as they may think fit.
- (4) For two reasons it is probably necessary that the indexing and weeding out of the Commission's archives should be taken to a further point than can be reached by the Commission itself before its dissolution; viz:
- (a) to facilitate reference to the archives for practical purposes during the next few years.
 - (b) to facilitate the work of historians seeking to write the history of this first experiment in integrated government.
- (5) For these two reasons the British and American Governments ought to appoint a small joint commission to take charge of the Archives after the Allied Commission's demise. The personnel of this joint commission could be attached for administrative purposes to the British and American Embassies. Its size and length of its tenure would simply depend on the degree of perfection which the two Governments desired to reach in the arranging of the archives. At a hazard it is thought that ten men working for five years might do the job.
- (6) The archives should be kept in some suitable premises to be provided by the Italian Government. Suitable security arrangements would have to be made since the Commission's archives contain material which will be political dynamite for quite a few years to come. For the same reason the Italian Government's access to the archives should be jointly controlled by the judgment of the British and American Ambassadors. It will probably be necessary that the premises where they are stored should be given extra-territorial status unless there is room to house them in the British and/or American Embassies.

(b) to facilitate the work of historians seeking to write the history of this first experiment in integrated government.

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HEADQUARTERS
ALLIED COMMISSION
APO 394

AUG 4 1945

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

AGENDA

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. S. Collins
A. S. COLLINS.
Captain, R.E.
Secretary.

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- (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.

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*at
H.Q.*

(S/Coms Room)

HEADQUARTERS
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MINUTES of meeting of the Archives Committee held on 29th June, 1945.

PRESENT : Brigadier Lush. (CHAIRMAN)
Mr Hilary Jenkinson.
Lt. Col. White.
Major Bell.
Major Smith.
Capt. Collins.

1. MINUTES of the meeting held on 21st May 1945 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES.

(a) The disposal of the records of the Service Sub-Commissions had not yet been settled.

(b) The final disposal of the Commission's records had been discussed by the Archivist with the U.S. and U.K. Embassies. Both were interested in the suggestion that the records should remain in Rome, at any rate for the time being, since the Embassies would very probably wish to consult the records from time to time.

Mr. Goshie (U.S.) said that he would discuss the matter with the Ambassador in order to ascertain whether he had any special views on the general question.

Mr. Malcolm (U.K.) mentioned that, so far as British interests were concerned, the Government would have to say whether the Archives would be regarded as records of the Foreign Office or War Office. Moreover, Treasury approval would be necessary to any expenditure involved as the result of attaching the Archives administration to the Embassy in Rome.

It was agreed that Mr. Goshie and Mr. Malcolm would discuss the matter together, and then send for the Archivist in order to consider a draft statement for submission to the Executive Commissioner.

(c) Lt. Col. White suggested that another reference to the work of the Archives Branch should now appear in the Weekly Bulletin. The Chairman agreed, and the Archivist was instructed to make the necessary arrangements with P.M.B.

3. DISPOSAL OF ARCHIVES.

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MR JENKINSON said that he was pleased to have an opportunity of attending a meeting of the Committee at this juncture of events, particularly in view of the announcement in today's press regarding the restoration of further Italian territory to Italian administration. In his view, it was important that the question of final disposal should be raised now, and that interim arrangements should be considered.

He had surveyed the work of the Archives Branch, and was of the opinion that future plans should proceed on the following lines :-

- (a) It was most important that the records should not be divided; whatever the final decision might be, the records should be preserved together in one place.

(Lt. Col. White mentioned that this was an additional argument for the Service Sub-Commissions conforming to the procedure which was common to the rest of the Commission)

- (b) If the U.K. Government were the only interested party, the arrangements for the disposal of the records would be governed by the Record Office Act of 1838 and later legislation. Similarly, if the U.S.A. were the only Government interested, disposal would be governed by legislation of the U.S.A.

But, since both Governments were equally interested, it became necessary for the Archive Authorities of the two countries to consult together.

Mr Jenkinson mentioned that Mr. Sargent Child, an eminent Archivist of the U.S. Government, was at present in Europe, and if the Committee were willing, he would endeavour to contact him in order to have preliminary discussions. Although no decision as to final disposal was immediately necessary (and indeed a hasty decision should not be sought) he felt it important that principles should be established and recorded without delay. For instance, there would be an interim period during which the records would certainly remain in Italy. The current work of the Archives Branch aimed at bringing all the records up to a uniform level of administrative completion. It was essential that, during the interim period, there should be no disturbance of the arrangement of the Archives once this uniform level had been achieved. There would, however, be no objection to indexing being commenced during the interim period.

He thought it important to define carefully in advance, on the above lines, the duties of whatever persons might be put in charge during this interim period; who might be, for instance, two persons nominated by the Foreign Office and the State Department respectively.

THE CHAIRMAN considered that, as long as a Military Command remained in Italy, the records of the Commission would be regarded as coming under War Office Control.

There was a general discussion of the points mentioned above, and complete agreement upon all of them. The Archivist was instructed to prepare a draft memorandum for the two Governments, stressing the importance of the Commission's records, and setting out recommendations for administering them.

THE CHAIRMAN thanked Mr Jenkinson for his interest in the Commission's problems in this connection, and expressed the Committee's indebtedness for his advice and assistance.

(12)

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 1945, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible)

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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 1941, 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.

See N. 99. 100.

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6. It is proposed that arrangements for the housing of the archives in Rome during the interim period should be made as soon as possible, and that the Foreign Office and State Department should be consulted as to the possibility of supplying a small staff - two would probably be sufficient - to undertake the duties of custody and of production of documents for consultation when required, together with the tasks laid down in paragraph 5 above. It is important that these officials (who should be appointed for the duration of the interim period) should take over from the present archives administration so that they could understand the system of arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing archives staff are likely to remain until about April 1946.

7. The final disposal of the archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the Records may not be located.

8. The possibilities are three:-

- (i) A permanent establishment in Rome.
- (ii) Housing in America in, or under the control of the State Archives Department.
- (iii) Housing in England under the custody of the Master of the Rolls i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and archives may be urged, and that research on Italian administration and problems of occupational

etc which may be found necessary for the conservation of principle to be observed should, it is generally agreed, be the conservation of the archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the records may not be located.

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In favour of (i) the connection with Italian administration and archives may be urged, and that research on Italian administration and problems of occupational administration can be more properly carried out in Rome; but (ii) and (iii) also have obvious advantages which may be felt by American and British scholars.

9. In any case, since these archives are the joint production and joint property of (a) the British War Office, and (b) the American War Department, they must be regarded as subject to the British legislation governing the disposal of Departmental archives, and to the parallel legislation in America.

It is therefore suggested that the archive authorities in the two countries must be invited to consult together with a view to their being cognisant of the arrangements made for the interim period, and in due course settling a question of final location and disposal.

1. ACCOMMODATION is the fundamental requirement.

(a) LOCATION. Very soon after the contemplated closure of the Northern Regions was announced, R&AC were asked to find premises suitable for a permanent repository for the Archives of the Commission. The object of this was that the records of the Northern Regions could be sent direct to this accommodation, and thus obviate double handling.

No building has yet been found, and even if one were made immediately available, it is probable that the necessary racks, shelves, and fittings could not be provided before the Northern Regions close.

It is considered that the occupation of permanent quarters should not take place until the premises are ready in every respect to receive both the records and the staff. It is considered also that the Archives should not be scattered amongst the various buildings now in the tenancy of the Commission. It appears therefore that there is no alternative but to find accommodation in the H.Q. building, and the plans which follow are based on this solution of the difficulty.

(b) FLOOR SPACE. If the records of the Northern Regions are to be simultaneously consolidated for Archives, it is estimated that ⁴⁹⁰⁰ square feet of floor ⁵⁸¹ will be required for preliminary work - preferably in separate but adjacent units of ⁸⁰⁰ ~~400~~. At present Archives Branch has approximately 300-1000 cubic feet still

available for storage after consolidation, but until further storage space is found, it will be necessary to retain, say, ³⁰⁰⁰ ~~4000~~ of the ⁴⁸⁰⁰ square feet of working space for temporary storage. It should be appreciated that storage space is arranged in a vertical plane and is economical of floor space, whereas working space is arranged in a horizontal plane which, when used for storage

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(b) FLOOR SPACE. If the records of the Northern Regions are to be simultaneously consolidated for Archives, it is estimated that ~~4900~~ ⁴⁹⁰⁰ square feet of floor ~~581~~ ⁵⁸¹ will be required for preliminary work - preferably in separate but adjacent units of ~~800~~ ⁸⁰⁰. At present Archives Branch has approximately 300-1000 cubic feet still available for storage after consolidation, but until further storage space is found, it will be necessary to retain, say, ~~3000~~ ³⁰⁰⁰ of the ~~4900~~ ⁴⁹⁰⁰ square feet of working space for temporary storage. It should be appreciated that storage space is arranged in a vertical plane and is economical of floor space, whereas working space is arranged in a horizontal plane which, when used for storage purposes, is wasteful of floor space.

2. STAFF. Every Region will have to prepare the file registers for its own records. It is suggested that an officer might be appointed by each Region to supervise and co-ordinate this work, and the packing and forwarding of the records. It would be an advantage if these officers could visit this H.Q. in order to be shown the methods and requirements of Archives Branch. One hour would suffice to explain all that is necessary, with our "raw material" as exhibits. The time thus spent might well save days of re-typing and re-arrangement at a later stage.

It is proposed to give each officer from the Regions, for his guidance, a sheet showing as a specimen the standard lay-out of the records of a Region which have been dealt with by Archives Branch (see appendix A).

It is proposed also to issue instructions (see appendix B) supplementing Establishment Memorandum No. 3 (see appendix C).

Every Region should appoint a clerk, working under the "Regional Archive Officer", to deal with the packing and crating of the records. This clerk, and a general duty man from the Region, should accompany the records to H.Q. in order to unpack and identify the records and to prepare them for permanent storage under the supervision of the staff of Archives Branch. Similar arrangements might be made for such offices as Ancona and Naples Communes which are no longer under normal Regional jurisdiction, but the records from these offices would be relatively small, and it may be felt that such arrangements would be unnecessarily elaborate. It is estimated that each Regional team should complete its job within one month from arrival at H.Q. ⁵⁸⁰ should then be available for duty elsewhere.

The above arrangements assume that each of the Regional teams would have at its disposal some ⁸⁰⁰ square feet of working space (floor space). If suitable and adequate space is not available, the records cannot be touched, and no staff can be utilised until accommodation has been found.

3. TIME FACTOR. The time involved in clearing the Regional records, as stated above, is estimated at one month. This estimate may even prove to be generous, but a very great deal will depend upon the way in which the preliminary work is handled in the Regions.

4. TOSCANA REGION. All records have been received with the exception of two Provinces. Work has not yet commenced on these records because no space is available in which to handle them. As soon as accommodation has been found, two units of staff

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5. SOUTHERN REGION. C Main records are still outstanding, but they are expected shortly. Records so far received by Archives Branch have not yet been touched. Part of them can only be described as an administrative shambles. A great deal of minute study will be necessary in order to make them comprehensible to Archives Branch, after which the Branch will have to arrange the records, and annotate them in the light of results, so as to make them reasonably intelligible to posterity. The numerous territorial changes, and consequential modifications in administrative organisation, have combined to create a condition of considerable confusion in the files. It is quite impossible to predict with accuracy how long it will take to put these records in some semblance of order, but a period of 2 - 3 months for 2 or 3 personnel seems a conservative estimate. The nature of the job is such that it does not lend itself to being spread amongst a greater number of staff.

6. H.Q. SUB-COMMISSIONS. It is not proposed to issue any detailed instructions to offices at H.Q. The size and internal organisation of the different offices vary so widely that a general directive on details would be inappropriate. It is proposed to visit each sub-Commission in turn, and to advise them on the spot as to the method and arrangement best suited to their own records. A notice should be inserted forthwith in the Daily Bulletin to the effect that no further records should be prepared for transmission to Archives until Archives Branch has been consulted. Sub-Commissions will need to be told that, in addition to preparing file registers, they will also be called upon to provide the staff for packing their records ready for permanent storage.

It is suggested that the Bulletin notice appear without delay - otherwise, as of impending closure gets noised abroad, there will be a tendency for offices to start unloading to Archives Branch without warning, and possibly in such a way that necessitates re-typing of registers and re-arrangement of the files.

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It is suggested that the Bulletin notice appear without delay - otherwise, as of impending closure gets noised abroad, there will be a tendency for offices to start unloading to Archives Branch without warning, and possibly in such a way that necessitates re-typing of registers and re-arrangement of the files.

If the records of offices at H.Q. are dealt with as outlined above, it is very unlikely that Archives Branch will need any additional staff to handle this side of the work. It is not possible at this stage to give any estimate of accommodation which will be necessary for records from H.Q. offices. All that can be said with certainty is that available accommodation at present is virtually NIL.

4 Aug 45

Officer
Capt. R. E. Anderson

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SPECI OF ARCHIVE LAY-OUT FOR A RUCICARCHIVE GROUP NO.NAME OF DIVISION

R1 / 1	Adjutants Section.
R1 / 2	Agriculture Division.
R1 / 3	British Detachment.
R1 / 4 (a)	Economics and Supply - Main File Series.
R1 / 4 (b)	" " " - Timber Section.
R1 / 5	Education Division.
R1 / 6 (a)	Finance Division - General Files.
R1 / 6 (b)	" " " - Supply Accountant.
R1 / 7	Labour Division.
R1 / 8 (a)	Legal Division - Administrative Files.
R1 / 8 (b) (i)	" " " - Court Cases - Agrigento Province.
R1 / 8 (b) (ii)	" " " - Caltanissetta Province.
R1 / 8 (b) (iii)	" " " - Catania Province.
R1 / 8 (b) (iv)	" " " - Enna Province.
R1 / 8 (b) (v)	" " " - Messina Province.
R1 / 8 (b) (vi)	" " " - Palermo Province.
R1 / 8 (b) (vii)	" " " - Ragusa Province.
R1 / 8 (b) (viii)	" " " - Siracusa Province.
R1 / 8 (b) (ix)	" " " - Trapani Province.
R1 / 8 (b) (x)	" " " - Files on Appeals.

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ACTIVE GROUP NO.NAME OF DIVISION.

R 1 / 12 (a)	Public Safety Division - Main File Series.
R 1 / 12 (b) (i)	" " " - Special Police - General Files.
R 1 / 12 (b) (ii)	" " " - " - Forged Currency Files.
R 1 / 12 (b) (iii)	" " " - " - Political Intelligence
R 1 / 12 (c)	" " " - Civil Police Files.
R 1 / 13	Public Works and Utilities Division.
R 1 / 14	Telecommunications Division.
R 1 / 15 (a)	Property Control Division - Agrigento Province.
R 1 / 15 (b)	" " " - Caltanissetta, Siracusa and Trapani Provinces.
R 1 / 15 (c) (i)	" " " - Catania Province - Admin Files
R 1 / 15 (c) (ii)	" " " - " - Case Files.
R 1 / 15 (d)	" " " - Messina Province.
R 1 / 15 (e) (i)	" " " - Palermo Province - Admin Files
R 1 / 15 (e) (ii)	" " " - Palermo Province - Case Files.

PROVINCIAL

R 1 / P 1 / 1	Agrigento Province - H.Q. General Files.
R 1 / P 1 / 2	" " " - Economics and Supply Division.
R 1 / P 1 / 3	" " " - Finance Division.
R 1 / P 1 / 4	" " " - Legal Division.
R 1 / P 2 / 1	Caltanissetta Province - General Provincial Files.
R 1 / P 2 / 2	" " " - Economics and Supply Division.
R 1 / P 2 / 3	" " " - Finance Division.
R 1 / P 2 / 4	" " " - Legal Division.

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R1 / 15 (c) (ii)	"	"	"	"	"	"	- Case Files.
R1 / 15 (d)	"	"	"	"	"	"	- Messina Province.
R1 / 15 (e) (i)	"	"	"	"	"	"	- Palermo Province - Admin Files
R1 / 15 (e) (ii)	"	"	"	"	"	"	- Palermo Province - Case Files.

PROVINCIAL

R1 / P1 / 1	Agrigento Province - H.Q. General Files.						
R1 / P1 / 2	"	"	"	"	"	"	- Economics and Supply Division.
R1 / P1 / 3	"	"	"	"	"	"	- Finance Division.
R1 / P1 / 4	"	"	"	"	"	"	- Legal Division.
Caltanissetta Province - General Provincial Files.							
R1 / P2 / 1	"	"	"	"	"	"	- Economics and Supply Division. 577
R1 / P2 / 2	"	"	"	"	"	"	- Finance Division.
R1 / P2 / 3	"	"	"	"	"	"	- Legal Division.
R1 / P2 / 4	"	"	"	"	"	"	- Public Utilities Division.
R1 / P2 / 5	"	"	"	"	"	"	- Transportation Division.
R1 / P2 / 6	"	"	"	"	"	"	



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 (c)	" " " " - 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 (c)	" " " " - Acireale.
R1 / P3 / 6 (d)	" " " " - Iona & Paterno.
ETC	ETC
ETC	ETC
ETC	ETC
ETC	ETC
ETC	ETC

DRAFT INSTRUCTIONS TO REGION.

ARCHIVES.

1. These are the supplementary instructions mentioned in item . . . of the Daily Bulletin dated . . . The item is repeated below for ease of reference and for transmission to Provinces.

2. (Quote item from Daily Bulletin)

3. The officer appointed in each Region to co-ordinate Regional Archives will visit Archives Branch at this R.Q. in order to discuss the proposed arrangement of his records. The attached list shows a specimen lay-out of a Region's records, and it is considered that an hour or two spent with Archives Branch in examining the "finished product" of a Region whose records have been dealt with, will be of great assistance and guidance in illustrating archive requirements.

4. Sacks or mail bags will not be used for transmitting files, as they do not afford sufficient protection to the records; bundles and individual files sent in this manner disintegrate rapidly during transit. Wooden crates or stout cardboard containers will be used, and the contents securely packed.

5. Every crate will bear a serial number, and all four copies of the lists referred to in para 3 of Establishment Memo No. 3 will bear the serial number(s) of the crate(s) to which they refer.

6. Paper, cardboard or similar labels will not be used on the outside of crates, since they are almost invariably ripped off and lost in transit. All necessary markings will be painted or stencilled on the crates.

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6. Paper, cardboard or similar labels will not be used on the outside of crates, since they are almost invariably ripped off and lost in transit. All necessary markings will be painted or stencilled on the crates themselves.

7. Two OPS/DM who are familiar with the records of the Region will accompany the records to H.Q., and will remain under the direction of Archives Branch, until work on their own Regional records has been completed.

8. The three copies of the file lists to be sent under separate cover to Archives Branch (see para 3 of Est Memo No. 3) will be despatched so as to reach this H.Q. before the records themselves arrive.

SECRET

HEADQUARTERS ALLIED COMMISSION
APO 294

20 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the Archives Branch of the Office of the Executive Commission are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.
2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to Archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.
3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.
4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.
5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.
6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.
7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.
8. A list (in quadruplicate)

574

to the office concerned for current work. Files so transferred will be available for reference or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safe. They be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

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8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives, and one copy will be receipted by archives and returned to the branch concerned.

9. When any branch or office is closed, any files temporarily essential for use by any other office of Allied Command will be listed, and a copy of the list receipted by the receiving office will be sent to archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to archives.

RECEIVED

RECEIVEDEstab Memo #3, this Mo, dtd 20 March 45 (Cont'd):

10. No files or individual papers will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before.....and to safeguard them meanwhile. The receipt will be forwarded to the archivist who will take steps to see that the files are recovered by the stated date.

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbing office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

- a. If it appears probable that the matter in action will be closed within two or three weeks, that particular matter will be concluded on and under the reference number of the original file, altered only by the substitution of the letter signifying letters of the new office.
- b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --", of -- (branch)" and the new file will be marked "continued from (file) --", of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unusual for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

the new officer.

- b. Where it appears that the matter in question is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

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It is unwise for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

37 2737 44 07 0211 101141 074 11

OFFICIAL:

NORMAN E. FISKE

(Colonel)

Deputy Executive Commissioner

C. M. PARKIN,
Colonel, Infantry
Executive Officer (UC)

DISTRIBUTION:
"a"

RECEIVED

DRAFT ITEM FOR DAILY BULLETIN

A very large volume of the Commission's records is likely to become available for archives during the next few months. A programme for dealing with this material has been worked out, and close co-operation between all offices and Archives Branch is essential.

Every office will appoint an Officer to co-ordinate and supervise the preparation of its records, and will provide one or two OMs/ELs to work for a brief period under the direction of Archives Branch, to assist in bundling, labelling, and "stowing" its records.

DE
In general, the provisions of Establishment Memorandum No. 3 (paras 7 - 10) will apply, with modifications as follows:-

Para 7. - A bundle 15" high has proved to be unwieldy - 12" is the desirable maximum.

Para 8. - It is not now necessary for the file lists to indicate the division of files into bundles.

So far as offices at H.Q. are concerned, no further written directives will be issued. Instead, every office at H.Q. will notify Archives Branch (through its co-ordinating Officer) when it is ready to prepare its records. The Archivist will then visit the office in order to discuss difficulties, and to advise as to the manner in which the records can best be arranged and listed to meet Archive requirements.

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~~by~~
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So far as offices at H.Q. are concerned, no further written directives will be issued. Instead, every office at H.Q. will notify Archives Branch (through its co-ordinating Officer) when it is ready to prepare its records. The Archivist will then visit the office in order to discuss difficulties, and to advise as to the manner in which the records can best be arranged and listed to meet Archive requirements.

No further records will be sent to Archives Branch until the above procedure has been carried out.

Supplementary instructions are being issued to Regions and offices in the field.

573

76
S/COMMANDER PROBY.

If we are to avoid chaos when the flood of material comes in from the North, the Regions must be given clear instructions. I think these should go out at an early date, so that the Regions may know what is expected of them and can plan accordingly.

Will you please put forward the attached draft for consideration?

2 Aug 45

aflo

572

D R A F T.

Ref 1/AB.

SUBJECT : Archives.

TO : The Regional Commissioner, Liguria, Piemonte, Lombardia, Venezia
Region.

1. It is necessary to consider preliminary arrangements for dealing with the large mass of records which would be received simultaneously from various sources consequent upon the restoration of territory to the Italian Government.
2. In general, the provisions of Establishment Memorandum No 3 (copy attached) will apply, and your attention is directed especially to paragraphs 7 - 10.
3. A great deal of confusion is liable to be caused if file lists do not include all relevant particulars, and in some cases it has been found difficult, if not impossible, to identify records which have been received without adequate annotation.
4. Sacks or mail bags will not be used for transmitting files, as they do not afford sufficient protection to the records; bundles and individual files sent in this manner disintegrate rapidly during transit. Wooden crates or stout cardboard containers will be used, and the contents securely packed.
5. It will not be possible for Archives Branch immediately to give detailed attention to the whole of the records which will be received. At the same time, sub-Commissions at this H.Q. will require access to certain files, and it is essential that a method of speedy identification be employed.
6. Every crate will bear a serial number, and all four copies of the lists referred to in para 8 of Establishment Memo No. 3 will bear the serial number(s) of the crate(s) to which they refer. Reference to the lists sent under separate cover to Archives Branch will then give immediate indication as to the location of any file.
7. Paper, cardboard or similar labels will not be used on the outside of crates, since they are almost invariably ripped off and lost in transit. All necessary markings will be painted or stencilled on the crates themselves.
8. Careful observance of these instructions will do much to ease the difficulties inseparable from the receipt of a large mass of records.

571

Brigadier,
Executive Commissioner.

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APC 394

20 March 1945.

ESTABLISHMENT MEMORANDUM)

NUMBER

3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.
2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.
3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.
4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.
5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.
6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.
7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

573

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4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office. **573**

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives, and one copy will be receipted by archives and returned to the branch concerned.

9. When any branch or office is closed, any files temporarily essential for use by any other office of Allied Commission will be listed, and a copy of the list receipted by the receiving office will be sent to archives to show how such files have been disposed of. All files of the closing office not so required will be transferred to archives.

-1-
DECLASSIFIED

R E E T R I C T E D

Estab Memo #3, this Hq, dtd 20 March 45 (Cont'd):

10. No files or individual papers will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before.....and to safeguard them meanwhile. The receipt will be forwarded to the archivist who will take steps to see that the files are recovered by the stated date.

11. Where any offices are amalgamated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and Routine files will be dealt with as follows:

- a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.
- b. Where it appears that the matter in action is not likely to be concluded -- within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unaccountable for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office -- function, a list of such files and their location will be sent to Archives.

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- b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

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It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in archives, and it causes no hardships whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be underscored on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office in function, a list of such files and their location will be sent to archives.

BY COMMAND OF REAR ADMIRAL STONE:

OFFICIAL:

NOELAN E. FISKE
Colonel
Deputy Executive Commissioner

C. M. PARKIN,
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:

"2"

- 2 -
RESTRICTED

S/COMMANDER FROM

With reference to your recent request, I regret that I am unable to produce either Property Control or Legal files of Toscana Region solely because I have no physical space in which to sort out and unpack the crates.

The lack of suitable and adequate accommodation for the Archives has embarrassed my work since February, and has now become extremely acute. If sub-Commissions are going to require access to the files of Toscana and the other five Regions which are about to close, I must have sufficient floor space to permit the crates to be spread out. The stacking of crates - a method I have hitherto been compelled to adopt - is quite impracticable.

It is difficult to predict with any accuracy how much material is likely to be received from the northern Regions. Compared with Regions whose records have already been received, the northern Regions have been operation for a short time only, but this is the only comparison upon which it is possible to frame an estimate. Upon this basis, it will be necessary to provide a total of approximately 2500 square feet of floor space, i.e. 400 square feet for each of the following Regions -

Toscana	Piemonte
Emilia	Lombardia
Liguria	Venezie

It is emphasised that the above figures are necessarily conjectural. Work is now proceeding in the Umbria/Marche records; these are unpacked and are occupying an additional 600 square feet.

No allowance has been made in the above figures for the records of offices at R.Q., but it is assumed that the closing down of sub-Commissions will be staggered and that the problem, although large, will therefore be simpler to handle.

RAC have been asked to search for premises which would provide about 6000 cubic feet of storage space (permanent "consolidated" storage); it is probable that some of this space could be used for the preliminary sorting in a horizontal plane, before it was required for permanent storage in a vertical plane.

2 Aug. 45

aff. hmi
Cap. Ali

Archivio 563

9265

~~SECRET~~

72

HEADQUARTERS ALLIED COMMISSION
APO 994
CIVIL AFFAIRS SECTION

Ref: 4/3 B/CA.

13 Jul 45

JUL 30 1945

SUBJECT: Administration of Civil Affairs in Occupied Territories.

TO: Hq., Mediterranean Theater of Operations,
United States Army,
APO 512.

56

Reference your AG 314/012 - 0 dated 8 July 45.

- 1 The following documents are sent under separate cover:
 - (a) All current Proclamations and General Orders issued by or through the Allied Commission;
 - (b) A.M.G.O.T. Plan, Proclamations and Instructions;
 - (c) All Executive Memorandums.

FOR THE CHIEF COMMISSIONER:

G.H. UPTON, Brig.,
VP CA Section.

568

Copy to: AFHQ, G-5 Section,
Executive Commissioner.

(1145 KENSLEY)

9265

~~SECRET~~

71

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref: 4/3 R/CA.

29 Jul 45

SUBJECT: Administration of Civil Affairs
in Occupied Territories.

TO: Hq., Mediterranean Theater of Operations
United States Army,
APO 512.

Reference your AC 311/012 - 0 dated 8 July 45.

There seems little point in sending forward to you at this stage copies of the various proclamations, General Orders, etc., as new ones are still being issued.

I have already prepared duplicate copies of all current documents but propose that, as it seems likely that Allied Military Government, outside of Venezia Giulia, may come to an end in the near future, I am proposing to retain all sets until such time as a complete lot can be sent to you.

FOR THE CHIEF COMMISSIONER:

P. D. Bmhanfatu
P. G.R. UPJOHN, BRIG.,
VP CA Section.

567

Copy to: AFHQ, G-5 Section,
Executive Commissioner.

(1st Kommand) R. K.

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION

13074/F

26 July 1945

JUL 27 1945

SUBJECT: Property Control Files.

TO : Vice President
Establishment Section.

Informed CC
to Finance SE
Letter should
have been
addressed
to this office

1. I attach hereto a copy of a self-explanatory memorandum from my Property Control Division.
2. I should appreciate being advised when Archives will be in a position to permit access to all files in their possession, as the present position is delaying certain items of business on the agenda of this Sub-Commission.

RA Menapau
Col.

Joint Director,
Finance Sub-Commission.

Spoke Archives 27/7.

HG Pondt hopes to allot the small Conference Room, 1st Floor to Archives on 30/7. To have files from Umbra-March & Tassara. If this goes through Tassara files are marked. It should be possible to release Property Control by end of that week. Property Control informed

568

BQ 21/7

Noted

(5) Cno (K667)

3103

PA 21/7

HEADQUARTERS ALLIED COMMISSION
APO 394
FINANCE SUB-COMMISSION
Property Control Division
Tel. 471387

AC/803/CP

25 July 1945

SUBJECT: Property Control Files.

TO : Finance Sub-Commission, AC.
(Attn. Major B.E.L. Timmons).

1. About a month ago our files from Toscana Region were received by AC Archives. We were then told that it would be two or three weeks before the files could be put in order and we could have access to them. More recently we have been informed by Archives that they have not been allotted sufficient space for the orderly arrangement and storage of such files, and that until such space is allotted the files must remain in the shipping crates. At the present time we have four items of unfinished business which cannot be dealt with until such files are available to us.
2. There is the further point that all Property Control files should be so dealt with that they will be readily available to interested embassies and consulates when our office is closed.
3. I suggest that this matter be brought to the attention of the proper authorities to the end that more space may be allotted to AC Archives.

565

(Signed) Edward C. King
EDWARD C. KING
Lt. Col. Spec. Res.
Chief, Property Control Division
Finance Sub-Commission.

See 70

(68)

Ref: 9265/EG.

19 Jul 45

SUBJECT: Access to Records.

TO : Archives Branch.

(66)

Your memo #/AB of 13 July 45 refers.

The Executive Commissioner directs me to say that he sees no objection to the DADMS, RASC seeing the Lazio-Umbria files in question. Please arrange accordingly.

(Sgd) P. Russell

PA to Executive Commissioner.

/JC.

564

[Handwritten signature]
19/7

9265
ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: ARCHIVES BRANCH

SUBJECT: Access to Records.

FILE No. 1/AB

TO: Executive Commissioner.

13 July 1945

JUL 15 1945

Major McLeod, DAIMS, RAAC, has written a medical thesis for submission to the Medical Faculty of Edinburgh University, taking as his subject "Identification of the Dead - Exhumation of 335 bodies at Fossa Ardeatine".

He has inspected the site, and has obtained photographs and much general information through the Italian authorities.

He now wishes to see the Lazio-Umbria files containing the report of the official inquiry, in order to check several points in his thesis.

Will you please say whether you consider that the records should be made available to Major McLeod for this purpose.

563
A. J. COLLINS.
Capt. R.E.

M. 67
F 68.

(CSO)

Ref. 1/AB

15 July 1945.

JUL 15 1945

9265
63

You will be interested to know that I have written to A.F.H.Q. asking that the memorandum on the disposal of our Archives be forwarded to London and to Washington.

See 64
63

No doubt you will like to have the attached copy of the memorandum for you own information.

M. S. LUSH

C. Hilary Jenkinson Esq., C.B.E.,
Public Record Office,
Chancery Lane,
LONDON, W.C.2.

562

See 107
BU
20/8
Noted
[Signature]

9265
10

(624)

Ref. 1/AB

15 July, 1945.

SUBJECT : DISPOSAL OF RECORDS.

JUL 1 1945

TO : G - 5. A.F.R.Q.

(63)

1. I enclose copies of a memorandum dealing with questions relating to the administration and disposal of the Archives of the Allied Commission.
2. Will you kindly forward copies of the memorandum to Washington and London for consideration by the Governments of the U.S.A. and the U.K.

For the Chief Commissioner,

M. S. LUSH

Brigadier.
Executive Commissioner.

561

bu

63
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)

563

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.

568

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 1941, 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. Delegations, 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.

6. It is proposed that arrangements for the housing of the archives in Rome during the interim period should be made as soon as possible, and that the Foreign Office and State Department should be consulted as to the possibility of supplying a small staff - two would probably be sufficient - to undertake the duties of custody and of production of documents for consultation when required, together with the tasks laid down in paragraph 5 above. It is important that these officials (who should be appointed for the duration of the interim period) should take over from the present archives administration so that they could understand the system of arrangement which should not be disturbed or altered during this period. So far as can be judged at present, the existing archives staff are likely to remain until about April 1946.

7. The final disposal of the archives, with any re-arrangement, elimination of documents not considered of sufficient interest to justify permanent preservation, etc which may be found necessary, will constitute the third phase. The first principle to be observed should, it is generally agreed, be the conservation of the archives as a single body in one place. The development of microphotography now rapidly proceeding will present any real hardship to interested parties in any country in which the records may not be located.

8. The possibilities are three:-

- (i) A permanent establishment in Rome.
- (ii) Housing in America, in, or under the control of the State Archives Department.
- (iii) Housing in England under the custody of the Master of the Rolls i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and archives may be urged, and that research on Italian administration and problems of occupational

principle to be observed should, it is generally agreed, be the conservation of the archives as a single body in one place. The development of microphotography now rapidly proceeding will prevent any real hardship to interested parties in any country in which the records may not be located.

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- (ii) Housing in America, in, or under the control of the State Archives Department.
- (iii) Housing in England under the custody of the Master of the Rolls i.e. in, or under the control of the Public Record Office.

In favour of (i) the connection with Italian administration and archives may be urged, and that research on Italian administration and problems of occupational administration can be more properly carried out in Rome; but (ii) and (iii) also have obvious advantages which may be felt by American and British scholars.

9. In any case, since these archives are the joint production and joint property of (a) the British War Office, and (b) the American War Department, they must be regarded as subject to the British legislation governing the disposal of Departmental Archives, and to the parallel legislation in America.

It is therefore suggested that the Archive authorities in the two countries must be invited to consult together with a view to their being cognisant of the arrangements made for the interim period, and in due course settle the question of final location and disposal.

Declassified E.O. 12356 Section 3.3/NND No. 785017

F.C.

(4)

Think you
should take
responsibility
for compliance
with this

GW

(4)

$\frac{13}{7}$

SECRET

~~SECRET~~

9265

RHF/jcm 5276

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

AP427 Ex Comm
: : : : :
: ~~SECRET~~ :
: Auth: CC : TCUSA :
: Initials: LT :
: Date: 8 Jul 45 :
: : : : :
: : : : :

8

AG 314/012 - 0

8 July 1945

JUL 12 1945

SUBJECT: Administration of Civil Affairs in Occupied Territories

TO: Chief Commissioner, Allied Commission, APO 394
Commanding General, United States Military Representation on Allied
Control Commission for Hungary
Commanding General, United States Military Representation on Allied
Control Commission for Bulgaria
Commanding General, United States Military Representation on Allied
Control Commission for Rumania, APO 512

1. The War Department has requested two (2) copies of all proclamations, orders, regulations and judicial and administrative rules which have been and will be issued for administration of Civil Affairs in occupied territories be forwarded to Records Management Section, Records Division, AGO, Washington. Such copies should be forwarded through this headquarters, should show where originals are on file, and should be duly authenticated to indicate that they have been promulgated.

2. Each addressee shall be responsible for notification to and compliance by its subordinate units.

BY COMMAND OF GENERAL HENRNEY:

AC List

CA SEC (2)

INFO - CHIEF COMMISSIONER
EXEC. COMMISSIONER
ESTAB SEC

C. W. CHRISTENBERRY
Colonel, AGC
Adjutant General

DISTRIBUTION:

- 5 - Each Addressee
- 1 - G-5
- 2 - AG Records
- 1 - AG H & D



SEE MINE 58-59-60-61-62

SECRET

~~SECRET~~

9265

Exec. Com

(525)

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
NAPLES COMBINE
AFG 394

CRM/DJD/fl

R/6039

25 June 1945

SUBJECT: Benevento Files.

JUN 28 1945

TO : Headquarters Allied Commission,
(Attention: Capt. Collins, Archives)

1. Forwarded under separate cover are five boxes of Benevento files.
2. Attached herewith in quadruplicate is the record of the files in these five boxes;

For the Commissioner:

Donald F. Mahoney
DONALD F. MAHONEY,
Major, CMP,
Adjutant.

Incl.
List of files in
quadruplicate.

(52)

558

Copy to-
Office of Executive Commissioner,
Reference your 1/AB; "Obsolete
Records, dated 13 June 1945.

HQAC

(Mas. [illegible])

(see 7154)

16/7

HEADQUARTERS
ALLIED COMMISSION
APO 394

9265

53

A meeting of the Archives Committee will be held in the Executive Commissioner's room (3rd Floor, HQ. A.C.) at 11.00 hours on Friday 29 June 1945.

JUN 27 1945

AGENDA.

1. Minutes of meeting held on 21 May 1945.
2. Business arising out of the Minutes.
3. Disposal of Archives, and problems connected therewith -
 - (i) Factors which will affect the final disposal of the Commission's records.
 - (ii) The nature of the work which will remain to be done on the records after the Commission has ceased to operate.
 - (iii) The directions in which the current work of Archives Branch can best serve the requirements of the future administration of the records.
4. Any other business.

A.J. Collins

A.J. COLLINS,
Captain, RE.
Secretary.

557

(Not Noted)

9265
HEADQUARTERS ALLIED COMMISSION
APO 398
Office of the Executive Commissioner

Ref. 1/AB

13. June 1945.

SUBJECT: Obsolete Records.

13 JUN 1945

TO : AMG Naples Commune.

1. Reference is made to Major Luckman's letter S.12 of 7 June 1945, stating that all records of AMG Benevento Province have been sent to Archives.

2. In point of fact, no records of Benevento Province have been received, and the same applies to Avellino Province. On several occasions during the past six months, inquiries have been made by this H.Q. by letter, by telephone, and by personal visit to Naples regarding obsolete records of Southern Region. Files of Avellino and Benevento Provinces were amongst those which were specifically discussed.

3. I would appreciate if you will kindly forward to this H.Q. as early as possible any records of the late Southern Region for which you have no further use.

[Signature]
Brigadier.
Executive Commissioner.

Copy to: C.A. Section.

558
[Signature]

[Signature]
PA G/6

[Signature]
(PA)

0312

Declassified E.O. 12356 Section 3.3/NND No. 785017

9265

51

Ref: 1/AB.

25 May 1945.

SUBJECT: Records.

MAY 25, 1945

TO: Theatre Records Administrator,
MEPOUSA, APO 512.

1. With reference to your letter TRA dated 15 May 1945, as MEPOUSA Circular No. 64 of 29 April 1945 deals with the processing and return of files from overseas theatres to the United States it is considered that the records of this Commission are not affected thereby.

2. The Commission, being jointly controlled by the UNITED STATES and GREAT BRITAIN, working as one entity, does not file American documents separately.

3. The ultimate location of the records of this Commission is a matter which is at present under discussion with the British and U.S. Embassies here and will be determined by LONDON and WASHINGTON.

For the Chief Commissioner:

✓ P. Talbot, Lt Col
Brigadier,
Executive Commissioner 555

Copy to: Establishment Section.

(PA)

Handwritten signature/initials

HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

In reply
refer to TMA

RHJ/af
15 May 1945

SUBJECT: Records.

TO : Chief Commissioner, Allied Commission, APO 394.

1. It is requested that the following information be furnished this headquarters, attention MTOUSA Records Administrator, not later than 30 May 1945:

a. Name of records Officer. (Attention is invited to paragraph 6b, Circular 64, Hq MTOUSA, cs).

b. Date of activation of your installation.

c. Total number of file drawers of integrated records presently on hand: (i.e., combined British and American records).

1. If records are all or partially in boxes, contents should be estimated in terms of file drawers.

d. Statement as to whether British and American records are inter-filed or filed separately.

e. Any additional remarks considered essential.

BY COMMAND OF GENERAL MCNARNEY:

R. H. JACKMAN
Lieutenant Colonel, AGD
Theater Records Administrator

554

9265

(17)

(46)

To the Executive Commissioner.

Herewith draft minutes of the meeting of the Archives Committee which was held on 21st May, 1945.

You asked me to let you have a "reminder" about the the records of the Service sub-Commissions; please see paragraph 3(b) of the minutes.

553

23rd May, 1945

A. Johnson
Capt.

Archives
See H 46 49

M. (Mrs. MOROEN)

HEADQUARTERS
ALLIED COMMISSION
APO 394

21 May 1945

Minutes of meeting of the Archives Committee held on 21 May 1945.

PRESENT: Brigadier Lush. (Chairman)
Lt. Col. White.
Major Doe.
Capt. Collins.
C.W.O. Wermouth.

1. MINUTES of meeting held on 3 April 1945 were approved and signed by the Chairman.

2. BUSINESS ARISING OUT OF THE MINUTES.

(a) The draft Orders of Reference to the Committee had been approved without any amendments.

(b) The question of the records of the Labor Division, Lazio Umbria Region had been settled; the list was sent by the Region to Archives by mistake and the records listed were not A.C. papers.

3. REPORT OF THE ARCHIVIST.

(a) Work on the records of Lazio Umbria and Sardinia had been completed; Sicily records were now being dealt with. The bulk of Umbria Marche records had been received; Toscana had started to send some of their records to Archives.

(b) None of the Service sub-commissions had so far sent any papers to Archives. The matter had been discussed informally with them, and they were all inclined to take the view that disposal should be made in accordance with such instruction as might be received from the Service Departments of the U.S. and U.K. Governments. After a brief discussion it was felt that the Service sub-commissions should fall into line with the rest of A.C., and Brigadier Lush said that he would raise this point at the next Vice Presidents' meeting.

(c) Several sub-commissions had concurred in the Archivist's proposal that certain files of spare copies should be destroyed; the Committee delegated to the Archivist authority to destroy these papers and other documents of a like kind, as necessity arose.

4. DISPOSAL OF ARCHIVES.

This subject was discussed at some length. Some members of the Committee

3. REPORT OF THE ARCHIVIST.

- (a) Work on the records of Lazio Umbria and Sardinia had been completed; Sicily records were now being dealt with. The bulk of Umbria Marche records had been received; Toscana had started to send some of their records to Archives.
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4. DISPOSAL OF ARCHIVES.

This subject was discussed at some length. Some members of the Committee were in favour of the records being housed in U.S. or U.K. (with a slight preference for the latter), rather than in Italy. Amongst the arguments advanced were Security; Intelligence; Planning, and convenience of reference.

The Chairman expressed the opinion that undue importance had been attached to these arguments, and he was strongly in favour of the records remaining in Rome, under the general supervision of the U.S. and British Embassies. Photostatic or microfilm copies of documents could be made by the Government which required them, and the copies could be filed wherever the respective Governments wished. He instructed Captain Collins to visit the Embassies and discuss the matter with them.

5. OTHER BUSINESS.

to ask Major Bengin

The Chairman instructed the Archivist to prepare a "newsy" paragraph and to arrange [redacted] for its inclusion in the P.R.B. Bulletin; a further paragraph might appear a few weeks later.

CHAIRMAN.

HEADQUARTERS
ALLIED COMMISSION
APO 394

A meeting of the Archives Committee will be held at 9.0 a.m. on Monday 21st May 1945. The room in which the meeting will take place will be notified to members at 8.45 a.m. on that day.

AGENDA

1. Minutes of meeting held on 3rd April 1945.
2. Business arising out of the minutes.
3. Report by the Archivist.
4. Disposal of Archives (notes attached).
5. Any other business.

A.J. Collins

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

DISPOSAL OF ARCHIVES.

1. Several alternatives are open as to permanent location:
 - (a) Italy - the scene of the Commission's operations.
 - (b) U.S. or U.K. - the seats of the Governments concerned.
 - (c) An "international" repository - e.g. Geneva; the Hague.
2. What is the status of the records? Are they regarded as Military records by the Allied Governments? If so, is there any factor which automatically governs their location?
3. Higher authority has shown interest from point of view of long range planning.
4. "There is no limit to the subjects which may find illustration in Archives; and they are unpredictable - each generation produces new interests of which the previous ones had not thought"

(British Record Association Memo. No. 7 - March 1943)

To what extent can permanent location be influenced by unpredictable considerations?

5. Obvious angles of future research include :

History	Intelligence
Constitutional Law	Culture
Politics	Religion
Economics	Social Problems

6. With whose interests was the work (and therefore the records) of the Commission fundamentally concerned - those of the world at large; of the Allied Governments; or of the Italian people?

Do these interests have any bearing on the ultimate custody of the records?

DRAFT LETTER for signature by the Executive Commissioner to all Regional Commissioners, S.C.A.O.s 5th and 8th Armies, and D.C.C.A.O. 15th Army Group.

1. There has recently been delivered to this H.Q. ~~30~~ 30 sacks containing about 3000 files, representing the records of certain Regional and Provincial H.Q.s which have closed in South Italy.
2. From the condition of the contents of the sacks, it is not clear whether these files were ever bundled; even if they were, the bundles have disintegrated, as have many of the files, and some of the sacks have every appearance of being sacks of waste paper. The work of identifying, sorting, and arranging these sack-loads is likely to occupy the Archives staff for several weeks, if not months. In hardly any case have lists of contents been found. Attention is called to paragraphs 7 and 8 of Establishment Memorandum No. 3 dated 20th March 1945.
3. Any future consignments of documents received, not complying with instructions, will have to be returned to the senders for proper identification and sorting.

(suggested scale of distribution - Regional H.Q. s

4)

543

Provincial H.Q. s

2)

A.M.C. H.Q.s

4)

Distr: A

Group II

~~planned 61~~

see 38 + 39 + M.41

Declassified E.O. 12356 Section 3.3/NND No. 785017

9265

To the EXECUTIVE COMMISSIONER.

APR 30 REC'D

I asked members of the Archives Committee to inspect a mass
of records received in a chaotic condition.

Lt. Col. White has asked me to put forward the attached draft
for your consideration.

A.J. Collins

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

548

23
42 and 44

DRAFT LETTER for signature by the Executive Commissioner to all Regional Commissioners, S.C.A.O.s 5th and 8th Armies, and D.C.C.A.O. 15th Army Group.

1. There has recently been delivered to this H.Q. some 30 sacks containing about 3000 files, representing the records of certain Regional and Provincial H.Q.s which have closed in South Italy.
2. From the condition of the contents of the sacks, it is not clear whether these files were ever bundled; even if they were, the bundles have disintegrated, as have many of the files, and some of the sacks had every appearance of being sacks of waste paper. In hardly any case have lists of contents been found.

Attention is called to paragraphs 7 and 8 of Establishment Memorandum No. 3 dated 20th March 1945.

3. *received*
any future consignments of documents, not comply -
In the event of any future failure to comply with the instructions the officer will have to be returned to the senders for proper identification & sorting.
~~or officers responsible will be recalled to this H.Q. from their new appointments to reduce to order the chaos resulting from their neglect - a work which they, knowing the files, are more qualified to undertake than the Archivists small staff. Judging from the material to hand, the work of identifying, sorting, and arranging these sack-loads is likely to occupy the Archives staff for several weeks, if not months.~~

(Suggested scale of distribution - Regional H.Q.s

4

Provincial H.Q.s

2

A.M.G. H.Q.s

4)

547

Declassified E.O. 12356 Section 3.3/NND No. 785017

37

Tel : 736

12 April 45

Ref/9265/37/80.

SUBJECT : Archives Committee.

TO : Archives Branch.

With reference to your 1/AB of 40 April 1945 the Draft Terms of Reference of the Archives Committee enclosed therewith are approved by the Acting Executive Commissioner.

Chief Staff Officer,
To Acting Commissioner.

Si P/A 543

[Handwritten mark]

9265
rd
35
ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: ARCHIVES BRANCH

SUBJECT: Archives Committee.

FILE No. 1/AB

TO: Acting Executive Commissioner.

10 April 1945

APR 10 1945

Attached is a copy of the minutes of the meeting of the Archives Advisory Committee held on 3 April 1945.

In accordance with para 3 (a) of the minutes, the draft Orders of Reference of the Committee are submitted herewith for the approval of the Executive Commissioner.

A.J. Collins

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

545

see M. 36

(Helen Holton)

HEADQUARTERS
ALLIED COMMISSION
APO 394

Minutes of meeting of the Archives Advisory Committee held on 3 April 1945.

PRESENT : Lt. Col. White. (Chairman)
Major Doe.
Capt. McCain.
Capt. Montant.
Major ~~Capt.~~ Morden.
Capt. Collins.

1. MINUTES of meeting held on 22 Feb 45 were approved and signed by the Chairman.
2. BUSINESS ARISING OUT OF THE MINUTES.
 - (a) Draft Orders of Reference, which had been circulated with the agenda, were discussed. No amendments were proposed, and it was decided to submit the Draft, without alteration, to the Executive Commissioner for approval.
 - (b) It was decided not to consider the ultimate disposal of the Archives in the absence of the Executive Commissioner, but to defer the matter until his return.
 - (c) It was reported that the Archives Branch had been transferred to the Office of the Executive Commissioner.
 - (d) An office instruction relating to the Care and Custody of AC records had been issued on 20 March 1945 as Establishment Memorandum No. 3.
3. REPORT OF THE ARCHIVIST.
 - (a) Lazio Umbria Region (Labor Division) had passed some of their files to RAAC prior to the issue of Establishment Memo No. 3. The matter has been discussed with Region IV and the result will be reported to the Committee.
 - (b) Nearly 500 hundred cubic feet of records had been received during the past ten days, and still more was expected from Southern Region and Sardinia. Cramped accommodation was making working conditions extremely difficult, and additional storage, and particularly working space, were urgently necessary. A note to this effect had already been sent to HQ. Commandant.
Lt. Col. White said that both he and Major Doe were members of the Committee dealing with the reallocation of Office Space; they could hold out no hope of additional space becoming available within the next few days, but the needs of Archives were appreciated and would be sympathetically considered.
 - (c) A small amount of additional storage space could be created by the destruction of certain duplicate records and "spare copies" files. Capt Collins suggested that he should discuss the matter with the sub-commissions concerned and report the result to the next Committee. This suggestion was approved.

CHAIRMAN.

DRAFT

The functions of the Archives Branch are :-

1. To collect, store, and safeguard the records of the Allied Commission.
2. To arrange and index them so that they shall be readily available for reference and use.
3. To undertake the preliminary work of collation, relation and reduction of the records.
4. To arrange for their ultimate disposal.

The Archives Committee has accordingly the duty to coordinate the opinions of Sections and

1. To advise the Executive Commissioner on all matters of policy affecting any of the above functions.
2. To prepare plans for the collection, storing arrangement, transfer of disposal of records.
3. To recommend to the Executive Commissioner the issue of instruction affecting office procedure, filing, collection and transmission of records which either affect the form or manner in which records are kept, their safeguarding, their reduction, their eventual transfer to Archives and the condition in which they arrive at Archives.
4. To bring to the attention of the Executive Commissioner any practices which are unsatisfactory from the Archives point of view or of any serious or persistent failures to carry out instructions.
5. To secure liaison and cooperation between sections on Archive matters and to keep sections alive to Archive Requirements.

*Main table
for info.*

HEADQUARTERS
ALLIED COMMISSION
470 394

926
30

31

31 March 1945.

MAR 31 1945

A meeting of the Archives Advisory Committee will be held at 11.30 hours
on Tues 3.2 April 1945, in Room 54, 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. C.

542

see M/32

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DRAFT

The functions of the Archives Branch are:-

- 1 to collect store and safeguard the records of the Allied Commission;
- 2 to arrange and index them so that they shall be readily available for reference and use;
- 3 to undertake the preliminary work of collation, relation and reduction of the records;
- 4 to arrange for their ultimate disposal.

The Archives Committee has accordingly the duty to coordinate the opinions of Sections and :-

- 1 to advise the Exec Commissioner on all matters of policy affecting any of the above functions;
- 2 to prepare plans for the collection, storing arrangement, transfer or disposal of records;
- 3 to recommend to the Exec Commissioner the issue of instruction affecting office procedure, filing, collection and transmission of records which either affect the form or manner in which records are kept, their safeguarding, their reduction, their eventual transfer to archives and the condition in which they arrive at Archives;
- 4 to bring to the attention of the Exec Comm any practices which are unsatisfactory from the archives point of view or of any serious or persistent failures to carry out instructions;
- 5 to secure liaison and cooperation between sections on Archives matters and to keep sections alive to Archive requirements.

20 March 1945.

MAR 22 1945

ESTABLISHMENT MEMORANDUM

NUMBER

3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

1. The functions of the archive branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.
2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly, (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference or may be withdrawn.
3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.
4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.
5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.
6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.
7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

543

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

540

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

8. A list (in quadruplicate) will be prepared showing by number and title all files transferred to archives. The heading of the list will clearly show the office or offices of origin of the files and by whom they are consigned. Two or three lines space will be left in the list to show separation of files into bundles, and such portions will be identified with their respective bundles. One copy of the list will be enclosed in a stout envelope and placed on top of the files in the crate to which it refers. The remaining copies will be sent by the usual means to archives, and one copy will be accepted by archives and returned to the branch concerned.

9. When any branch or office is closed, any files temporarily essential for use by any other office of Allied Commission will be listed, and a copy of the list received by the receiving office will be sent to Archives to show how such files have been disposed of. All files of the closing office not required will be transferred to Archives.

-1-
RESTRICTED

ACTION COPY ON 59/EC

REITERATEDEstab Memo #3, this Hq, dtd 20 March 45 (Cont'd):

10. No files or individual papers will under any circumstances be transferred to any outside body. With the approval of the Executive Commissioner, any files which are temporarily essential to the efficient working of any outside body may exceptionally be loaned temporarily to such body for such time not exceeding three months as the Executive Commissioner may specify. The body borrowing the files will receipt a list of the files, which will acknowledge that it receives them on loan and that it undertakes to return them intact on or before.....and to safeguard them meanwhile. The receipt will be forwarded to the archivist who will take steps to see that the files are recovered by the stated date.

11. Where any offices are designated or absorbed, or any functions are transferred to another office, policy files of the absorbed office or function may be retained as long as they are required for use. Action and routine files will be dealt with as follows:

- a. If it appears probable that the matter in action will be closed within two or three weeks, that particular action will be concluded on and under the reference number of the original file, altered only by the substitution of the identifying letters of the new office.
- b. Where it appears that the matter in action is not likely to be concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

It is unsound for an office to adopt and use files originally belonging to another office. Such files can obviously not be stored in both of the two appropriate places in Archives, and it causes no hardship whatever to continue where necessary the old file under a new cover and number; the connection between the two files can easily be endorsed on the respective covers.

Where files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

b. Where it appears that the matter in question is concluded within two or three weeks, either a new file will be opened, or the correspondence will be continued on an appropriate file of the new office. The old cover of the file will be conspicuously endorsed "continued on (file) --, of -- (branch)" and the new file will be marked "continued from (file) --, of -- (branch)".

As soon as the files are independent the old files will be sent to Archives. Independence may in suitable cases be hastened by taking copies of a few documents or exceptionally by lifting a number of documents from one file to another, but when this is done a full list of the documents lifted and a statement of their effect and their future location will be inserted in the old file in the place from which the documents have been taken.

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When files of an absorbed office are temporarily retained for use by another office or function, a list of such files and their location will be sent to Archives.

OFFICIAL:

MORRIS E. PISKE
Colonel

Deputy Executive Commissioner

C. M. PARKIN,
Colonel, Infantry
Executive Officer (US)

DISTRIBUTION:
"A"

- 2 -
RESTRICTED

HEADQUARTERS
ALLIED COMMISSION
APO 394

23 February 1945.

Minutes of meeting of the Archives Advisory Committee held on 22 February 1945.

PRESENT : Brig. Lush. (Chairman)
Lt. Col. White.
Major Doe.
Capt. McCain.
Capt. Brooke.
Capt. Collins.

1. MINUTES of the meeting held on 24 January 45 were approved.
2. BUSINESS ARISING OUT OF THE MINUTES - The suggestion that the Archives Division become a part of the office of the Executive Commissioner was discussed, and the suggestion was adopted. Capt. Collins was instructed to prepare a recommendation to this effect to the Manpower and Reorganisation Committee.
3. ORGANISATION AND FUNCTIONS OF ARCHIVES ADVISORY COMMITTEE - After discussion, it was decided that the membership of the Committee be enlarged, and constituted as follows:-

Executive Commissioner	Chairman	
Civil Affairs Section	1 representative(s)	
Economic Section	1	"
Establishment Section	1	"
M.F.A. & A. Sub-Comm.	2	" (Archivists)
Archives Division	1	" (Secretary of Committee)

The Secretary was instructed to prepare draft Orders of Reference for consideration at the next meeting of the Committee.

It was decided that future meetings of the Committee be held monthly.

4. DISPOSAL OF ARCHIVES - The memorandum prepared by the Archivist was discussed. The Chairman expressed the view that the Commission's records should remain in Rome, in which case many of the problems mentioned in the memorandum would not arise. He asked members to consider this matter in readiness for further discussion at the next meeting.

It was decided to issue instructions to all Sub-Commissions and Regions, relating to the collection of records; these instructions will include a paragraph to the effect that no records will be handed to other organisations (e.g. UNRPA) for their retention. The Secretary was instructed to submit a draft to the Executive Commissioner.

CHAIRMAN.

Major Talbot

9265

~~SECRET~~

FEB 19 1945

Herewith two copies of the
Agenda for Thursday's meeting,
for Brig. Lusk & Garner.

A copy of the minutes
was sent to the Chief
of Staff on 25 Jan 45.

Chairman Ex Comm. Aff.
Ref of Econ
CAS
Rev

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HEADQUARTERS
ALLIED COMMISSION
APO 394

17th February, 1945.

There will be a meeting of the Archives Advisory Committee
at 11.30 a.m. on Thursday, 22nd February, 1945 in Room 14,
1st Floor, this H.Q.

AGENDA

1. Minutes of meeting held on 24th January, 1945.
2. Business arising out of Minutes.
3. Discussion on the Functions of the Archives Advisory Committee.
4. Discussion on the Archivist's memorandum "Disposal of Archives".
5. Any other business.

A. J. Collins

A.J. COLLINS.
Captain, RE.,
Archivist.

538

9265

File

25

Extract of Minutes of Chief of Staff's Meeting held on 9 February 1945.

Archives. CA Sec asked what was going to happen to all the archives coming in from Sicily and Sardinia. OCS said that RC Southern Region considered that files in Naples should be treated as Regional files and be sent to HQ. He directed PRO to tell the Archives Section to get active on this.

HEADQUARTERS ALLIED COMMISSION
APO 394
PUBLIC RELATIONS BRANCH

51/PMB

29 January 1945.

JAN 29 1945

SUBJECT : Archives

TO : Lieut. Col. S.R. White, CA Section.

1. Reference your memorandum on Archives to COS, I may perhaps say, to ease your disturbance, that the Minutes - which I had not seen until I got your memo - are to some extent misleading. I did not repeat NOT say that the "work of the Archives Section was coming to a standstill". What I said was that if there were not an orderly method of dispensing with old papers and handing over out-of-date files to Archives, there might well be chaos if tons of paper were suddenly made over when and if sub-commissions were dissolved.

2. In fact the matter was raised by me at the request of the Chief of Staff who had seen your Minutes and was thoroughly conversant with the facts and wished to get the opinion of the Meeting as to what date could be specified for the handing over of old files. It was the desire of the committee that some such directive should be issued.

3. I am personally very much in favour of getting civilian archivists here and have so advised COS some time ago.

4. I do not fully understand your consultative paragraph, since my understanding was that the Committee wished to get past files turned in. I myself certainly consider that it is part of the work of an Archives Section to stimulate this process.

5. The "complete travesty of the true position" for which you kindly credit me is perhaps a matter of opinion. So long as the Archives Section is under me, I shall naturally retain, and if necessary state, my opinion about it.

538

538

1. Reference your memorandum of 10/1/53, perhaps say, to ease your disturbance, that the minutes - which I had not seen until I got your memo - are to some extent misleading. I did not repeat NOT say that the "work of the Archives Section was coming to a standstill". What I said was that if there were not an orderly method of dispensing with old papers and handing over out-of-date files to Archives, there might well be chaos if tons of paper were suddenly made over when and if sub-commissions were dissolved.
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3. I am personally very much in favour of getting civilian archivists here and have so advised COS some time ago.
4. I do not fully understand your penultimate paragraph, since my understanding was that the Committee wished to get past files turned in. I myself certainly consider that it is part of the work of an Archives Section to stimulate this process.
5. The "complete travesty of the true position" for which you kindly credit me is perhaps a matter of opinion. So long as the Archives Section is under me, I shall naturally retain, and if necessary state, my opinion about it.

Copies to: C.O.S. 
Major Doe
Capt. Collins.

Lionel Fielden
LIONEL FIELDEN
Major
Public Relations Director.

WJH 11/1/53

HEADQUARTERS
ALLIED COMMISSION
APO 394

(23)

30th January 1945.

There will be a meeting of the Archives Advisory Committee at
1500 hrs on Thursday, 1st February, 1945, in Room 14, 1st Floor.

AGENDA.

1. Minutes of meeting held on 24th January, 1945.
2. Business arising out of the Minutes.
3. Discussion of the Archivist's report dealing with problems regarding the disposal of the Archives.
4. Any other business.

A. J. Collins

A.J. Collins,
Capt., R.E.
Archivist.

535

HEADQUARTERS ALLIED COMMISSION
APO 394
CIVIL AFFAIRS SECTION

Ref 4/38/CA

27 Jan 45

SUBJECT : Archives

TO : COS

We are greatly disturbed by the report on Archives contained in para 12 of the minutes of the COS meeting of the 26 Jan. The report made to the meeting is entirely at variance with the opinion of the Archives Committee which met as recently as the 24 Jan. The facts alleged therein are not correct. The advice given is completely contrary to the opinion of the committee and at variance with the experts whose guidance the committee has received.

In particular it is not the fact that work of the Archives Section has come to a standstill. It is engaged upon exceedingly important work and there is no prospect of it being idle. In fact the desirability of applying for extra staff was discussed but no request was put forward because in view of the shortage of manpower it was felt to be futile to do so.

The suggestion as to submission of files to Archives was more concerned with obtaining records from Provinces and Regions before they shut down on reduction and fear that in the hurry of closing down and moving, files might be lost or destroyed, as an easy way of getting rid of them, rather than with the submission of files by Sub-Commissions, though this was mentioned.

The Committee sees no necessity for civilian experts from London and Washington. Experts from both London and Washington are at present with the AC and have spoken in the highest possible terms of the organization of Archives here.

The suggestion that the records here should be handed over to the Embassies is quite contrary to the advice of the responsible experts and in particular with the known opinion of the War Office expert Mr Hilary Jenkinson.

The recommendation made in the last sentence must be based on a misunderstanding as the Archives Committee has already resolved in this sense, except that the emphasis, in view of impending reduction in Regions, is on Regions and Provinces rather than on Sub-Comms - though Sub-Comms have been reminded of the desirability of reducing their

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The recommendation made in the last sentence must be based on a misunderstanding as the Archives Committee has already resolved in this sense, except that the emphasis, in view of impending reduction in Regions, is on Regions and Provinces rather than on Sub-Comms - though Sub-Comms have already been reminded of the desirability of reducing their "paper".

It would appear that what has been reported to you is a complete travesty of the true position. It is requested that you would see Capt Collins and also possibly the two experts and ascertain the true position from them.

Robert E. Doe

ROBERT E. DOE
MAJOR, A.G.D.

S.H. White

S.H. WHITE Lt Col
CA Section

Copy to : Major Fielden, PRO.
Capt Collins, Archives.

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Extract from Minutes of Chief of Staff's Meeting of
26th January 1945.

12. Archives. PRO reported that the work of the Archives Section had come to a standstill as material was not being sent in by Sub-Commissions. He was concerned that they did not get a regular flow of papers and asked if the matter could be taken up with Sub-Commissions. COS said that though apparently academic the question of Archives was serious and due regard must be given to it. PRO thought that civilians archivists should be brought over from London and Washington. COS said if this was done they should come in under the Embassies. Archives Section should consider the matter and also the possibility of Sub-Commissions sending in all papers other than directives etc. in current use dated before 30 June 1944.

HEADQUARTERS ALLIED COMMISSION
APO 394
PUBLIC RELATIONS BRANCH

51/PRB

24 January 1945.

SUBJECT: Archives

TO : Chief of Staff.

There was a meeting this morning of the Archives Advisory Committee (of which I did not know the existence) which I attended. Col. White was in the Chair and Majors Doe, Bell, Stearns and Captains MacCain and Collins were also present. Some long speeches were made, mostly, I thought, promoted by Collins as an attack on my supervision and a demand that Archives should be directly under the C.O.S. I am quite indifferent about this, and said so. I also took the opportunity to point out that the main headaches of the Archives Section were (1) to find out the eventual destination and use of their material and (2) to get some directive out to sub-commissions so that out-of-date files should be handed over now, and not lost or burned or otherwise disposed of. You will probably get recommendations from the Archives committee, but I would like to say for my part, after hearing what was said at this meeting, that I strongly recommend you to ask London & Washington for one civilian archivist each, these people to be part of organizations which will eventually take over the records. I think that in this way, and in this way only, we shall get a continuing sense of responsibility as well as a demand (which Collins seems incapable of making) for missing or important papers, or copies of them, from relevant sub-commissions. Also there is no reason, as I see it - and particularly in view of accumulating masses of paper - why finished records such as those of Tizi-Ouzou and Brindisi should not now be shipped to their eventual destinations. But I think that the presence here and now of trained archivists, British and American, is an indispensable link with the future.

Lionel Fielden
LIONEL FIELDEN

Major,
Public Relations Director.

532

Discussed w/ COS meeting

M. L.

• Major F. Eden.

~~Director P.R.B.~~

25 pages

aff.

Chief of Staff.

I have talked to Lt. Col. Kilroe about this problem and I think he may be very helpful. He has suggested attending the next meeting of the Advisory Committee himself & bringing his American colleagues from AFHQ with him. Perhaps for yourself, might attend? It is worth getting his business straightened out.

L. H. Eden. 531
Major

Jan. 26.

HEADQUARTERS
ALLIED COMMISSION
APO 394

25 January 1945

SUBJECT: Archives

JAN 26 1945

TO : Brigadier Lush.
(through Director P.R.B.)

1. Attached for your information is a copy of the minutes of a meeting of the Archives Advisory Committee, held on 24 Jan 45. (Enclosure A).
2. The Committee would be grateful if you would kindly express your views as to the proposal contained in para 8 of the minutes.
3. Attached also (enclosure B) is the statement referred to in paras 9 (ii) and 10 of the minutes. This statement has now been circulated to the Committee.
4. If you desire to be present at the next meeting, suggested for the first week in February, would you kindly indicate a date and time convenient to you.

A.J. Collins

A.J. COLLINS.
Capt. R.E.
Archivist.

Since the above was written, Lt. Col. Kitto has visited my office and has examined the procedure in some detail. As the officer in charge of safeguarding the records of military formations in this theatre, he was particularly interested in the question of the disposal of A.C. records.

He told me that AFHQ had recently received instructions on the subject from the War Office. The instructions need clarification, and Lt. Col. Kitto may be going to U.K. shortly to elucidate certain matters.

I mentioned that the disposal of A.C. records would probably be discussed in the near future. Lt. Col. Kitto said that he did not wish to give the impression of interfering with A.C. administration, but that if you wished to avail yourself of his services, he would be glad to give any help in his power.

I understand that he is writing to you on the subject.

af. x. f. w.

HEADQUARTERS
ALLIED COMMISSION
APO 394

24 January 1945.

Minutes of meeting of the Archives Advisory Committee held at HQ. A.C.
on 24 January 1945.

PRESENT : Lt. Col. White. (Chairman)
Major Bell.
Major Doe.
Major Fielden.
Major Stearns.
Capt. McCain.
Capt. Collins.

1. THE CHAIRMAN asked the Archivist to inform the Committee of the present position.
2. CAPT. COLLINS outlined the administrative procedure and plan of organisation. He stressed the fact that the whole of the Archive plans had been based on a long term policy. The bulk of the Commission's records would not, by the very nature of things, be received into Archives until the Commission as such had ceased to function. Current work, therefore, was designed to set the Archives on a firm basis, and to establish and operate a clear cut plan of administration, in order to facilitate the eventual removal of the Archives and the work which would inevitably remain to be done at a later stage.

The Chairman asked Major Bell and Capt. McCain to express their views.

3. MAJOR BELL said that he considered the ~~organisation~~ ^{organisation} of the Archives was a first rate job. The basic principles were entirely right. The time and care being given to material received up to date would be of great value when the problems of the future came along. He strongly endorsed the long term view, and wished to make three additional points.

- (i) Archive administration was really inseparable from office administration. Good office administration went a long way towards solving, or at least facilitating the Archivist's task.
- (ii) The Committee should appreciate the fact that Archives would be amongst the last of the Commission's offices to wind up it's affairs. Plans ⁵²⁹ should be made accordingly, and should take into account the desirability of attaching the Archives to the "hard core" of the Commission.
- (iii) It should be borne in mind that the Archives of the Commission were of unique importance and interest.

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4. CAPT. MCCAIN said that the existence of an Archives repository in an organisation such as A.C. was unusual. He was agreeably surprised to find that the Commission's records were being properly cared for. He recalled that U.S. records of the last war were "thrown together" and caused very great confusion when they came to be handled 20 years later.

One of the main difficulties which the Archivist had to face was that, in the present stage of A.C. development, he had to plan blindly. He did not know what material existed, nor what to expect. Capt. McCain considered that an excellent system had been devised to cover future contingencies, and that the technical administration was sound.

Many people in A.C. and the Armies regarded Archives as an information bureau. It was not. The Archivist's job was to receive obsolete records, to arrange and annotate them in such a way as to preserve them and provide reference material. It was also a popular misconception that the Archivist was the Historian. The Archivist, if he were to do his job properly, had no time for writing history. If a history were required, a suitably trained man should be appointed ad hoc.

5. THE CHAIRMAN said he agreed with Capt. McCain that there was much misunderstanding as to the Archivist's functions. He was generally regarded as constituting a part of the Information Division, whereas he would be more properly placed under the Chief of Staff. The association of Archives with Public Relations Branch had fostered in the Commission an incorrect impression of the true nature and purpose of the job. The Archives work was closely related to the Chief of Staff in two ways:-

- (i) The Archives themselves illustrate the work planned and delegated by the Chief of Staff in his capacity as Chief Executive Officer of the Commission, and may be regarded as his own official records.
- (ii) The broad view presented by the material received in Archives sometimes indicates that improvements might be made in office organisation and administration. The latter subject of course is a matter entirely for the office of the Chief of Staff.

Lt. Col. White expressed entire agreement with Major Bells view of the importance of sound office administration by all branches producing material. Sub-Commissions generally did not appreciate the facilities afforded by Archives for getting rid of obsolete papers. Any files which had not been consulted for six months might be considered, ipso facto, as Archive material. Records sent to Archives were not irrevocably lost - they were always available and readily accessible for consultation.

6. MAJOR FIELDEN said that he did not feel strongly in either direction on the attachment of Archives to P.R.B. or to C of S. He considered however that the following points were of importance:

- (i) Certain tendencies had become noticeable which might result in some parts of the Commission's work drifting towards other organisations - e.g. the Embassies; U.N.R.R.A... Those organisations were not concerned for A.C. Archives; there was a danger however, that certain A.C. records might be passed over to them, instead of to the Commission's Archives.

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(ii) Major Fielden suggested that a general Directive on office administration might be desirable. He doubted, however, whether sub-commissions would be prepared to make any radical changes in their filing; they might even be unable to do so without considerable disorganisation of their work. There seemed to be some doubt as to whether sub-commissions were handing over all their material to Archives, as and when it became obsolete. A stimulus in this direction would probably be desirable.

(iii) The ultimate disposal of the Archives was a further point upon which a decision would have to be made. It would be wise to consider this question now, since it was linked with the possible transfer of some of the Commission's functions to extraneous organisations.

7. MAJOR DOE said that he considered that the Archives would be more appropriately attached to the office of the Chief of Staff. The Archives covered the work of the Commission as a whole, and it would appear to be consistent that they should be more closely associated with the office which directed the work of the Commission.

The disposal of the records had been discussed by himself, Mr Jenkinson, and Capt. Collins some months ago, and at that time it was felt premature to raise the question. But the recent trend of events, to which Major Fielden had referred, made it desirable, in his view, that the matter should now be raised.

8. THE CHAIRMAN referred to future plans for Civil Affairs operations in fresh territory, and said that these plans would probably involve the closing down of certain of the Commission's offices, whose records should be safeguarded.

The Committee generally felt that the problems connected with the disposal of the records should receive preliminary consideration at an early date. Meanwhile, the Committee directed the Archivist to bring the matter to the notice of the Chief of Staff with a view to the issue of a Directive to all Sub-Commissions and Regions. The Directive need not necessarily enter into the questions of internal office administration. Its main purpose should be to instruct all offices to start "unloading" obsolete material without delay, and to point out that an accumulation of old papers in an office on the point of closing was not conducive to proper care in preparing material for transmission to Archives. No records should, of course, be passed to any extraneous organisation.

9. CAPT. COLLINS said that many of the points which had been raised had already been examined, with the following results:

- (1) Office Administration. It has been argued that such matters as the planting of grain; the rebuilding of a power station, etc. are matters in which the time factor is paramount. "Paper work can wait. The Archivists - present and future - will have more time than Agriculture and Public Works to clean up the paper work. Granted - the files are obsolete; if the Archivist wants them, he can have them, but he must take them as he finds them. If the Archivist wants the files put in what he calls proper shape, 528t wait until we can find time to do it."

Some sub-commissions may say that none of their files can be released; this may merely provide cover for their reluctance to hand in files which they have no time to tidy up.

11
It has been found difficult to sustain a strong argument against these contentions. The Archivist has therefore felt compelled to offer acceptance of material regardless of its condition solely to ensure its preservation. The alternative is to accept the risk of losing it altogether by awaiting the unpredictable convenience of sub-commissions and Regions.

Major Fielden and Capt. McCain said that a practical view had to be taken, and that the position as described by Capt. Collins was substantially correct with regard to their own offices.

- (ii) Ultimate Disposal. The Archivist said that the problems in this connection had influenced the whole structure of the Archive administration to a considerable extent. Since the commencement of the job, notes had been taken of fresh problems as they arose, and he had recently prepared a lengthy statement to illustrate the difficulties, together with suggestions for solving some of them. The statement had not yet been circulated to the Committee, since Capt. Collins wished to know their views on the usefulness of considering the subject at this stage.

10. THE CHAIRMAN said that in his view the statement should be circulated in order to acquaint the Committee of the problems ahead. He suggested that a further meeting should be held early in February, when the statement would be discussed in general terms, and plans evolved for future discussion of specific items.

The Committee were in complete agreement with the Chairmans suggestion, and Capt. Collins was instructed to circulate the statement some days in advance of the next meeting.

There was no other business for discussion, and the Committee rose at 1100 hours.

Approved by the
Chairman. To be presented
for signature
for Brig. Maj.
CHAIRMAN.

DISPOSAL OF ARCHIVES

1. The disposal of the Archives, when they are no longer required in this theatre, has already been discussed with Mr Jenkinson. It is realised that the circumstances under which the removal of the Archives might take place are purely conjectural. It is impossible, therefore, to formulate any concrete plan. At the same time, many problems are already apparent, and the following note is placed on the file for the purpose of recording some of the points which will probably need consideration by the Archives Committee at some future date.

2. Directions will have to be obtained from London and Washington as to the ultimate destination of the records. They may go to U.K., or to U.S.A.; or, alternatively, selections may be duplicated so that the originals may be available in one of the two countries and the copies in the other. But, before any detailed selection can be made, the ^{general} cataloguing and indexing of the Archives must be well advanced, for it would be difficult to make a judicious selection without a conspectus of the whole.

The very great majority of the records do not exist in duplicate, and it is therefore considered essential that all the records be kept in the hands of one body, until the cataloguing and indexing are complete. This point is considered fundamental; in the absence of any such principle, it is not improbable that the files might be divided up arbitrarily - files 1, 3 and 5 might be sent to London, files 2, 4 and 6 to Washington, and so on. The consequential chaos does not need stressing.

3. It is not possible at this stage to forecast for how long the Commission will continue to function; nor to forecast to what body - if any - it's functions may be transferred ~~to~~ at some future date. If there should be a successor body

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528

3. It is not possible at this stage to forecast for how long the Commission will continue to function; nor to forecast to what body - if any - it's functions may be transferred ~~to~~ at some future date. If there should be a successor body, several matters will have to be decided:-

- (a) Will all - or part - of the Commission's Archives be handed over to the successor body for it's guidance and reference.?
- (b) If part only, who will determine the dividing line.?
- (c) What will happen to the remainder.?
- (d) What arrangements will be made for correlating the two sets of Archives.?

4. If, on the other hand, the Commission's Archives as a whole are wound up at the same time as the Commission itself, other problems will have to be tackled.

9
Ideally, the Archives could not be packed for shipment until all file registers and indices have been completed by Archives Section. This would entail several months work (a conservative estimate) but Archives could do the job, on the lines at present employed, provided that the time factor did not press. If, however, it were considered necessary for the Archives to be moved from this theatre at short notice, the Archives Section could not cope with the task of registering, indexing, etc. before despatch. One of two courses is open:-

- (a) To despatch the Archives without any settled plan - a course which would have deplorable results, and which would cause endless confusion.
- (b) To distribute the bulk of the preparatory work amongst the various offices disposing of files, leaving Archives to perform final coordination

5. The following suggested instructions are put forward to the Archives Committee more as a means of illustrating potential problems, than as a closely considered solution.

DRAFT

- (a) The records of the Commission will shortly be moved out of this theatre of operations.
- (b) The following arrangements will be made for the collection of the records.
- (c) All offices of the Commission will hand over all ~~of~~ their files, records, and documents to the Archives Section, except as laid down in para'd below.
- (d) No papers may be destroyed, except the following:

- (i) "Spare Copies" files.
- (ii) Surplus stocks of duplicated documents, printed forms, etc. 525
- (iii) Files of General Orders, Special Orders, Daily Bulletins, etc. Records of this nature may be destroyed by "receiving" offices only. Offices which originate such documents will retain the appropriate files.

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- (i) "Spare Copies" files.

- (ii) Surplus stocks of duplicated documents, printed forms, etc. **525**

- (iii) Files of General Orders, Special Orders, Daily Bulletins, etc. Records of this nature may be destroyed by "receiving" offices only. Offices which originate such documents will retain the appropriate files.

Papers will be destroyed by burning, under the supervision of an officer or senior N.C.O.

- (e) Records will be neatly bundled and securely tied. Bundles will normally not exceed one foot in height; smaller "splits" will be made where necessary in order to preserve distinctions between different series of files from one office.
- (f) Every office will prepare typed lists of the material which it is sending to Archives. Three copies of the lists are required by the Archives Section. Separate lists will be prepared for different series of files from one office.

- (e) Every list will show the office from which material is sent, the sub-office where appropriate, and the office of origin of the files if different from the office now disposing of them, e.g.

Finance Sub-Commission-Revenue Sub-Section	Current Files
" " " Budgets "	Current Files
" " " " "	Files of HQ. AMG Palermo
" " " " "	Files of HQ. AMG
	15 Army Group.

- (h) Every list will show the serial numbers of the files and their titles.
- (i) The lists will be broken at intervals by a two or three lines space in the typing to indicate the divisions into bundles; the serial number of each bundle will be indicated on the list.
- (j) One copy of the file list will be placed in a stout envelope. The envelope will be placed on the top of the first file of the first bundle of the series to which the list relates, the envelope being tied up with the files, and not fastened loose.
- (k) Every bundle will carry a gummed label giving identification particulars. In the case of the first bundle of a series, the label will be gummed to the upper face of the envelope mentioned in para (j) above.
- (l) Two copies of the lists will be taken by hand to Archives and arrangements discussed for the time and place for the delivery of the records.
- (m) Supplies of labels and envelopes will be obtained from the Archives Section, Room 14, 1st Floor.

END OF DRAFT

6. The foregoing instructions relate mainly to offices located at H.Q.; the same instructions apply for the most part to Regions, Provinces, and AMG and 3 Armies also, but additional problems are encountered with regard to offices located elsewhere than at H.Q.

- (a) How will Provincial records be sent to Archives at H.Q.? Will Provincial Officers send them to Archives direct, or will they be assembled at Regional HQ and sent in to Archives together with Regional HQ records?

- (b) Whichever course is adopted, the material

In the case of the first bundle of a series, the label will be gummed to the upper face of the envelope mentioned in para (j) above.

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- (a) How will Provincial records be sent to Archives at H.Q.? Will Provincial Officers send them to Archives direct, or will they be assembled at Regional HQ and sent in to Archives together with Regional HQ records?
 - (b) Whichever course is adopted, the material will have to be crated for the journey to Archives. Much double handling would be eliminated if the material were sent to Archives crated ready shipment and adequately documented. But there is a big difference between ordinary crating and shipment crating. Experience has already shown that apparently heavy and well-constructed crates have been unable to withstand a land journey. Do Regions and Provinces possess adequate resources to make a sound job for shipment? - or will Archives have to arrange for re-crating?
- A decision on the points mentioned in paras (a) and (b) above must be made before instructions to Regions and Provinces can be framed.

7. The problems discussed above relate mainly to the administrative aspects of the job, but there remain several questions regarding the physical movement of the records.

When the Commission closes down, very few, if any of the sub-commissions will have any of their work to take home with them. The tools of their work - i.e. G.1098 - will presumably be assembled and prepared for shipment by the H.Q. Commandant.

The Archives Section is in a different position. Its work MUST be taken from this theatre.

Will the responsibility for assembling and shipping of the Archives rest with the Archives Section, as part of its normal work, or with the H.Q. Commandant?

8. In either case, the following security points need consideration. Within the Archives Section, all documents are treated with the same degree of security, whatever their actual classification may be. It is not possible to make different storage arrangements according to classification, without disturbing the whole of the Archives structure. For the same reason, it is considered impracticable to segregate different classifications during transit, and any security measures must be effected for the Archives as a whole.

When plans for shipment near completion, it will be for the Archives committee to consider by what means it is proposed to safeguard the records at all stages of the journey.

523

9. Plans for shipment must cover the following points:

(a) A supply of stout timber for crates will be needed.

(b) Labels for bundles must be printed.

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523

9. Plans for shipment must cover the following points:

- (a) A stout timber for crates will be needed.
- (b) Labels for bundles must be printed.
- (c) Crates must be packed and contents recorded with meticulous accuracy.
- (d) All crates must be stencilled in accordance with a pre-arranged scheme of identification.
- (e) Liaison with "Q" Movements will be necessary - Estimate of tonnage, request for shipping space, preparation of Bills of Lading, supervision of loading.

10. The possibility of conveyance by other means has not been overlooked, but it is considered that sea transport presents the fewest difficulties.

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Chap. 9. Off

JAN 18 1940

I think a meeting would be
beneficial. McCain and Bell
between them should be able
to give us an Anglo-American
plan for archives.

Richard

Jan. 18.

PA 25
22/1 522
SH 15/1
Robert D.
19

HEADQUARTERS
ALLIED COMMISSION
APO 394

11 January 1945

JAN 18 1945

SUBJECT : Archive Administration

TO : Brigadier Lush
(through Director, P.R.B.)

1. There are several points in connection with my work upon which I should appreciate the views and directions of the Archives Advisory Committee.
2. The Archives have recently been examined in considerable detail by three professional archivists of the M.F.A.A. Sub-Commission, two of whom are only temporarily in Rome.

Major Bell.

Late of the Public Record Office, London.

Capt. McCain.

National Archives, Washington, and
Director of Mississippi State Dept.
of Archives and History.

Capt. Brook.

Public Record Office, London.

3. Would you, as Chairman, kindly say whether you feel that the Committee would like to avail themselves of the presence of these officers in Rome, in order to hear their comments on the past work, present methods, and future policy of Archives.
4. If you desire to attend the meeting personally, would you please let me know the day and time most convenient to you, and I will then make the necessary arrangements.

A.J. Collins
A.J. COLLINS,
Capt. R.E.
Archivist.

