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

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10000/109/1643

ARCHIVES
NOV. 1943;
MAR. - AUG. 1944

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86

Items for Discussion at Regional Commissioners' Conference

Wednesday, 23rd of August

2-4-86

- 1) Presentation of monthly reports. Some uniformity in the lay-out of Regions Monthly Reports would greatly assist clarity. The method adopted by two or three Regions is recommended. This consists of Part I containing a broad review of the Region's activities for the month and Part II containing detailed reports under the headings of the various Sub-Commissions.
- 2) Weekly sitreps for A.F.H. The new series of sitreps to satisfy A.F.H.'s request for more news is due to reach us from Regions on Wednesday, the 23rd of August for preparation and despatch to A.F.H. on Friday, the 25th of August. This itinerary is to be observed on the same days of each week. A D.O. letter has already been written to all Regional Commissioners but this opportunity could not be taken to put over the point that we want to get away to some extent from "health - good", "food - satisfactory" and to make the report of more interest to those with but a casual knowledge of AOC organization in London and Washington.
- 3) In file 302, folio 175, there is a letter from Public Safety Sub-Commission with a plan for the distribution of Carabinieri throughout Italy. In view of the correspondence which has taken place with Regions on the subject it is felt that the plan might be discussed with Regional Commissioners.
- 4) The Secretary General's Department wishes to emphasize the need for the collection and preservation of files in the whole of AOC organization for archive purposes. A short précis containing the points that it is desired to put over is attached.

Copy of this letter on file 107

10/24/86

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HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/hc

SG 914.8

10 August 1944

Subject: Archives

To: Lt. Col. G.W.I. Shipp, Civil Affairs Branch.

This note confirms and amplifies my talk with you on 9 August.

The whole of the Commission has been "covered" from the Archives point of view, by both memoranda and personal visits. But I think that a little mild publicity would be beneficial, with the object of making the Commission more "Archive Conscious".

I propose, first of all, an item in the Daily Bulletin as follows:

"All officers are reminded that the Commission is required to make arrangements for the preservation of its records. The Archives Section is now established in accommodation designed especially for its work, and Regions and sub-commissions are requested to make fullest use of the storage facilities which are available. The practice of hoarding out of date files is discouraged; such files should be turned over to Archives as soon as they can conveniently be released."

This item would be published 3 or 4 days before the Acting Chief Commissioner's conference, and, if time permitted, I should like the support of a statement by Brigadier Lush. Something on the following lines is suggested - it would take about 2 to 2½ minutes:

"You will have seen an item in a recent daily bulletin about the Commission's Archives. You have also had one or two memoranda in the past few months, and visits by the Archivist, explaining what is required. Many of the officers in Regions and sub-commissions with whom Archives were discussed have been moved to other jobs. Nevertheless you must all arrange for an officer or senior N.C.O. to be

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point of view, by both memoranda and personal visits. But I think that a little mild publicity would be beneficial, with the object of making the Commission more "Archive Conscious".

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Files which are retained after they cease to be in current use have a habit of getting mislaid, or of disintegrating. Some of the early records showing the origins and developments of ASCOT and of ACC were dispersed, and the reconstruction of the history of those important days has been made unnecessarily complicated.

From time to time reorganisations take place in our work - splitting or consolidation of regions and sub-commissions. You should consider, when such administrative changes occur, whether any groups of files can be set aside for transfer to Archives - either at once, or after a period of retention for reference. Your files should bear adequate evidence of these administrative changes. It is easy for us, who are currently handling the job, to appreciate the significance of these changes. But when London and Washington come to look into our

33 314.3 (10 Aug 44)

records - as presumably they will - there will be much confusion if these administrative changes are obscure. One example will suffice: At one time Education in Catanzaro was the concern of Region II; the post-war inquirer may find that the story in Region II's files finishes in mid-air. He may - if he is lucky - pick up the threads in Region VII files. But a brief note in the group of files concerned will give an intelligible explanation.

"I should like to remind you, also, that all offices publishing a series of documents, e.g. General Orders, Executive Orders, etc., are themselves responsible for maintaining a complete master file for Archives.

"Particular care should be taken to preserve records of accounts and of commodity transactions. Quite apart from any Archives interest, these records will ~~be~~ be required for audit.

"The Archivist's job is to get your material into his hands. He is located in this building - you will find his room in the directory - make use of him."

Perhaps I should add that I do not propose to do much detailed work on any records that may come in as the result of this. I have plenty on hand already. But I am anxious to get people into the habit of sending stuff in so that it will, at least, remain in proper custody until I can get down to the details.

A. J. Collins

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

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Captain, R.I.
Assistant Secretary General

Although it isn't his job to receive & sort out complete files, unofficially he is preparing a range so long as he can get files. His chief point is that he wants people to get in the habit of sending him files. *Sh*

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MODERN RECORDSCopy of
BRA memorandum N.7

What may we destroy?

1.

INTRODUCTORY

The Association has already published notes (B.R.A. Memoranda, Nos. 1 to 4) on this subject: for the question 'What may we destroy?' cannot really be separated from the question 'What must we keep?' But those notes related rather preponderantly to documents written a century or more ago; and it is thought that some remarks may be useful which are designed specially for the Owner or Custodian (notably the Business or Professional Man) of papers of more recent date- including those of the present time- and which recognise frankly that for him the one urgent problem is often that of elimination rather than preservation.

Nevertheless we must begin by re-iterating that every Record is in some sense unique, contains a certain element (varying of course in importance and amount) of knowledge which does not exist in quite the same form elsewhere. Destruction therefore is an irrevocable act: is at best, a disagreeable necessity; and to a conscientious custodian must be an anxious and difficult task.

On the other hand the necessity is often very real and is felt in peace as well as war-time. The spread of the writing habit, the cheapening of paper and the invention of type-writing have so multiplied the quantity of documents made in the course of organised Business of every kind, both Public and Private, that even the most convinced advocates of conservation in the historical interest have begun to fear that the Historian of the future dealing with our own period may be submerged in a flood of written evidences. In a very large proportion of modern offices there is in fact an enormous survival of quite unnecessary papers. Any Solicitor (to take one example), if he thinks of the way in which at the conclusion of the process of drawing up an agreement, drafts, duplicates and subsidiary documents from every stage of the affair are habitually bundled up and put away in the Paper Room without any attempt at weeding, will be able to confirm this.

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In the case of Government Departments the trouble has long been recognised and steps have been taken to meet it by means of a statutory Committee of Inspecting Officers, representing both practical and historical interests, who frame for each Department a schedule of Classes of Documents - generally classes still current or only just obsolete - which may be destroyed either immediately or after a specified period.

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Local and Ecclesiastical Authorities (all of them autonomous in the matter of their Archives), and, still more, Private or Semi-Public Institutions and Individuals, have no such machinery to help them. Something in the nature of an official Advisory Body may one day become possible; meanwhile the need for some temporary guidance is urgent in the interests of both sides-- those most concerned to make a clearance and those who wish to conserve.

On the practical side (i.e. on the question what should be preserved in the interests of the Persons or Bodies that compiled the Documents) we cannot pretend to advise. Even on the historical side the present note attempts only to put the situation clearly before those Owners or Custodians of Documents who may have to make a decision; to suggest general principles for their guidance; and to give some specific examples of the application of these. For detailed guidance in particular cases Special Schedules will always be necessary.

It is assumed that in regard to older documents Owners or Custodians will be guided by the schedules which have appeared in Memorandum No 4 and other publications of the British Records Association: for convenience these have been summarised below in Part III of the present Memorandum. Our problem is that of guidance for the Owners of Modern Documents who wish to provide within reason for the needs of future Historians but who have also to consider their own requirements (notably that of space) and (at the moment) the national need for waste paper.

II

PRINCIPLES OF PRESERVATION and DESTRUCTION.

The Historical Uses of any given accumulation of Archives are of three kinds.

I. They may show what was the Business or other form of organisation whose activities they served-- how it was conducted, by whom, and with what results. (Under 'Business' we include of course the arrangement of private or family affairs).

II. They may answer similar but larger questions in combination with other accumulations of the same kind. For example the Records of a Bank, the Papers of a Doctor, the Muniments of a Lord of the Manor, the Books of a Mill-Owner, taken with those of other Banks, Doctors, Manors or Mills, may elucidate the history of Trade Credits, settle a point in Pathology, shed new light on the History of Land Tenure or illustrate the effect of Machine Development in a particular industry.

III. They may give us quite incidentally and accidentally information or inferences about something with which the business they served was not in the least concerned, even about something which they do not mention.

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Most research does in fact extract from Records evidence in regard to matters which were not in the minds of those who compiled the documents at all: the Master of the Revels to James I. has no intention of dating a Shakespeare play for us; the Mayor of Guildford in 1595 would have been surprised to know that his Records would one day interest the M.C.C.; the medieval Bishops of Winchester did not foresee Sir William Beveridge; and no Vestry of the eighteenth century had visions of Mr. and Mrs. Sidney Webb.

How can we proceed to eliminate documents with due respect for each of these three possibilities?

Historical Uses: I. In the first case reasonable elimination should be a comparatively easy task provided it is carried out, or at least arranged, early (the only thing as a rule, which makes it difficult to destroy old letters is the fact that they are old) and by someone who was associated with the affairs which produced the documents.

Very often all needs are served by preserving a few key documents and representative selections from regularly kept series and from large classes of constantly recurring documents of a routine character. Specimens, by the way, should be selected for this representative character not because of any adventitious interest such as the chance occurrence of a well known autograph; such interests are not of course excluded but they are not to be our primary object in selection.

A caution interpreted. If the head of an Institution or Business having selected from its Records those which illustrate its history, proceeds further to write that history he is not to think that this absolves him from keeping any documents at all. A summary (necessarily selective and therefore ex parte) cannot replace the originals on which it is based.

Historical Uses: II. This is more difficult because it involves establishing the importance of any given Business or other Organisation or Institution (a) as belonging to a category of Institutions or Businesses whose Records have rarely been preserved

(for instance the Official Papers of Coroners or Sheriffs have a special value because they are so seldom found);

b) as being itself of outstanding importance in comparison with other Businesses etc. in the same category, or

c) as belonging to a category of Businesses etc. the general history and development of which are of outstanding importance and can only be traced by the use of collective evidence.

Two more interpretations. First- do not in this or the preceding case make the common mistake of confusing the unsuccessful with the unimportant. Business which did not materialise, proposals which were not accepted, inventions which were not exploited, are not necessarily unimportant in the history either of an individual organisation or of the craft, profession or other activity to which they belong.

Secondly- remember the extra value which may be given by regularity in keeping a Record and by the time or variety of practice it covers;

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a professional Diary or Case-book, or a series of Accounts or Drafts, resembling in character hundreds of others of the same type, may furnish unusual or unique evidence solely in account of their length and regularity or of the circumstances in which they were made.

Historical Uses: III. (General Purposes) This is the most difficult of all: in fact it is impossible to lay down any conditions which will preclude the destruction of what might have been valuable, because 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. We can only suggest lines of procedure which make for comparative safety.

(a) Remember again the value of Representative Specimens of routine documents; and keep a Memorandum of Destroyed Classes.

(b) The use of Specimens may sometimes be extended. For instance where the interest is mainly statistical (comparison of numbers, prices or quantities) preservation of specimens at regular intervals over a period of years may meet requirements.

(c) Try to destroy the Purely Ephemeral - and to do so, as nearly as possible, immediately.

(d) Documents which for business purposes could be retained only for a very limited time need not as a rule be preserved on other grounds.

(e) Documents concerning only the internal administration of the Office can as a rule, and to a considerable extent, be destroyed: including Personalia regarding the Staff. But this must depend on the nature of the Office. The distinction to be drawn is between organisations (such as Commercial Firms) which exist mainly in order to do business outside and those (such as Schools or Museums) whose work is mainly internal. In the second case internal organisation is obviously most important and only the ephemeral can be destroyed without careful consideration.

(f) As a rough criterion of possible value for all kinds of undefined interests (i.e. in cases where the document has not a special intrinsic value) - does the document before you affect, name, or touch by inference, a large number of persons and/or things or topics? If both persons and things are involved in quantities it is probably a candidate for preservation: if one or the other, it must be subject for consideration: if neither, it may go.

(g) In the case of modern documents one must ask oneself - is most of the information contained in this document available elsewhere even in some form other than Records? Any List of Names (for instances) surviving from early periods is definitely valuable; but dealing with later times one has to bear in mind the existence of printed Directories and other means of reference.

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CLASSES and TYPES of DOCUMENTS
which should ALWAYS BE PRESERVED or should be
CONSIDERED for PRESERVATION. 79

A. TO BE PRESERVED.

- (1) Documents made or executed in whole or in part before the year 1750.
- (2) Manuscript Maps and Plans of a date before 1850.
- (3) Manorial and Tithe Records: which are statutorily under the charge and superintendence of the Master of the Rolls.
- (4) Other Documents made, or ordered to be preserved, by Statute or Government Regulation (e.g. Enclosure Awards and various modern Records kept by Companies and other Corporate Bodies.)
- (5) Records of Regality and other heritable Jurisdictions, which are part of the Sheriff Court Records of Scotland and transmissible to the General Register House; and Records of any Scottish Local Court.
- (6) Records of any Ecclesiastical Corporation, Body or Court, Public or Local Authority, Commission, Statutory Body, Endowed Foundation, Public Utility Undertaking or Social Service Organisation, if found in private custody. (None of these should be destroyed without external advice being sought.)
- (7) Documents relating to a Public Office or the discharge of the functions thereof. (Again there should be no destruction without advice.)

B. TO BE CONSIDERED FOR PRESERVATION
in addition to above and irrespective of date.

- (1) Deeds and other Documents relating to Land Tenure. 387

(ii) Regular series of Business or Professional Records; especially Minutes, Ledgers (General, Directors' or Private), Balance Sheets (except those of Public Companies) and Entry Books or Registers (of Cases, Contract Properties, Work undertaken, etc.)

(iii) Regular Series of Minutes or other Records of Associations, etc. not of a business or professional character: e.g. Learned or Philanthropic Bodies.

(iv) Private Correspondence and Diaries, Journals or Logs if obviously kept with exceptional regularity, or in abnormal circumstances, or by persons in exceptional positions.

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- (v) Formularies and Precedent Books.
- (vi) Documents relating to the conduct of any Unusual Occupation, Profession or Trade.
- (vii.) Regularly kept Records of Laboratory or Works Equipment; of the installation of New Machinery or Motive Power; and of New Means of Transport and Distribution.
- (viii) Regular Records of results or phenomena in Laboratories, Experimental, Observation or Test Stations, and Workshops.
- (ix) Statistical Analyses, if not known to be preserved elsewhere.
- (x) Manuscript Maps or Plans (other than those already mentioned); Working Drawings (showing actual construction) of Buildings or Machinery; Original Specifications (if not preserved elsewhere as in the case of Patent Inventions); and Surveys.
- (xi) Documents concerning Relations of Management and Staff: e.g., Works Council Minutes; regular Records resulting from Inspections under Factory Acts; and those of Apprenticeship and Pension, Profit-sharing or Welfare Schemes.
- (xii) Comprehensive Lists of Names, for whatever reason compiled.
- (xiii) Documents of Foreign provenance and those originating in Dominions or Colonies.
- (xiv.) Printed papers (especially local productions) which from their nature or form, or for other reasons, might be expected not to have survived elsewhere: the value of copies of Private Acts, for instance, has been greatly increased by recent destruction of Publishers' stocks; early Local Newspapers may be exceedingly rare or even unique; and so may early Bank Notes.

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CLASSES and TYPES of MODERN DOCUMENTS which may GENERALLY be DESTROYED.

(1) Correspondence and associated papers of minor or ephemeral importance: e.g., Covering Letters, Reminders and Letters fixing Appointments; Drafts; and Extra Copies made for special purposes: also Anonymous and Unintelligible Letters; and Inter-Departmental Correspondence or Memoranda inside a large Office.

(2) Accounting Records other than Main Series: e.g., Bank Pass-books,

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Statements of Account, Paying-in Books and Slips, Cheque Counterfoils and cleared or called Cheques; Accounts sub-departments; Cost Books; small Records and Papers relating to payments made for Wages; Accounts of Office and Petty Cash expenditure and of Travelling and Subsistence money; Bills of Quantities; Tradesmen's Bills and other small Vouchers; and Receipts after expiry of the statutory term.

(3) Agreements, Contracts and Deeds, or Documents subsidiary to these, which were only of temporary or minor importance: e.g., expired Leases, Short-term Agreements and Minor Contracts (the preservation of a List of these is generally all that is necessary); expired Insurance Policies; and papers preliminary or subsidiary to Contracts or Deeds.

(4) Office Compilations giving information known to be otherwise available: e.g., extra copies of Minutes; Returns, Statistics or Tables which were required for temporary purposes only or have been consolidated in other documents; Duplicates and Copies of Memoranda filed in the Office in another connexion or known to be preserved elsewhere; Copy for and Proof of Publications; Press Cuttings.

(5) Working Papers: e.g. Indexes and Registers compiled for temporary purposes only; Progress Sheets; Perspectives, Rough Plans, Shop Prints Sketches of Components and other Subsidiary Drawings; Rate-fixers Calculations; Storekeepers' Memoranda of Issues and Receipts; and all purely casual Calculations, Drafts, Memoranda and Notes.

(6) Minor Establishment Records: e.g., Personal Files of members of Office Staff; Attendance Books; Leave and Absence Records; Pay Sheets; Routine Reports; Time-keepers' Records; and Demands, etc., for Office Furniture, Stationery or Supplies.

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BRITISH RECORDS ASSOCIATION.

BRA memo N°6

First Aid for Damaged Manuscripts.

The Necessity for Prompt Action.

The following brief notes, which have already been published in substance for the information of Solicitors and of various classes of official guardians of Archives, are repeated here in the hope that they may be of use to others who may be concerned with Records which have been damaged as a result of Enemy Action. They deal only with elementary and primary requirements: but it cannot be too widely known that on a very large proportion of cases invaluable first-aid measures, with no equipment that cannot be easily improvised, can be taken by anyone who is prepared to master a few simple principles and do a certain amount of patient work.

It will be noted that the subject divides itself naturally according as the documents are on Vellum or Parchment, or on Paper (which, though structurally weaker, is often more resistant to the kind of damage we are now considering) and according as the damage results from Fire or Water: the second of these is the worst, because its effects continue and grow progressively more mischievous. In a number of instances it has been found possible to do a considerable amount of restoration in the case of documents, especially paper ones, which have been soaking wet, or even immersed, for a period of weeks: but it is taking a big risk to postpone preliminary measures for more than a day or two, even in the case of paper; and parchment or vellum left much longer than that may become a solid grey mass. It is particularly important that documents which are folded, or pressed close to others, should not be left in this form in a sodden condition; they must be opened out and dried.

Vellum or Parchment, though they bulk largely in accumulations of Deeds and other documents relating to land tenure, are not often found among modern Records of other kinds. But no one who wishes to be prepared for emergencies can afford to neglect consideration of them, because when they do occur their need for attention is generally urgent.

Documents on Paper.

When paper documents have been touched to any serious extent by Flame, or by any other means become actually carbonised or charred, their treatment is a matter for an expert. They should, if possible, be protected by being enclosed in boxes, with a loose wrapping of tissue paper.

When they have been merely subjected to Intense Heat they will probably be brittle and should not be handled more than can be helped until they have had time to re-absorb from the atmosphere a normal amount of moisture.

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If after some time they still seem brittle they may require re-sizing and gluing again and will be better for an expert.

A special caution in regard to Safes may here be interpolated. Where an iron (and more or less air proof) safe been in the midst of a conflagration, there is often a chance that a large proportion of the documents contained in it, especially paper ones, though excessively hot, may be comparatively undamaged; but there is also a strong chance that any influx of fresh air would produce active combustion. Generally, therefore, a safe in such cases should be allowed to cool before it is opened.

When papers have been damaged by water they should have their folds or pages carefully separated out while damp by levering very gently with a bone or ivory paper-knife, or 'folder': the process should consist not only of lifting the first blade after it has been insinuated between two layers of the paper but also of giving it from time to time a quarter turn: and after this process has been begun a small cylindrical wooden bar, about the thickness of a pencil, which is to be rotated between the fingers, may sometimes replace the folder. The documents when separated should be dried by exposure to the air only, not by artificial heat: the most convenient way is generally to hang them over lines in a large dry room; but a bound volume can often be sufficiently dealt with by being partially opened and stood in a current of air on its upper or lower edge - or on its fore-edge.

The above remarks are based on experience in dealing with paper of some age and generally of fair quality. The cheaper modern papers, used, of course, much less resistant to destructive forces of any kind: but the same remedies may be attempted in the case of damage; and it will be even more necessary that they should be applied with the least possible delay.

PARSHMENT OR YELLOW DOCUMENTS

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When the damage is due to Heat only, the document will probably be much shrunk and, in the case of a folded document, the folds will appear to be stuck closely together. If it is wrapped in a damp (not wet) cloth long enough to become moist throughout (re-damp the cloth if necessary) it should be possible by levering very gently with a paper knife or 'folder', in the manner already described, to separate the layers and unfold the document; which should then be dried in the same way as that prescribed above for paper (by airing only, not heat) and may also, when drying is nearly complete, be lightly pressed. In most cases the document so treated will be reduced in dimensions but legible and not brittle; if it is brittle it will need re-sizing and that is work for an expert. On no account must any force worth speaking of be used in the levering process - only steady, but very light, tension. If the folds stick

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hard together they probably need a further damping.

When the day is too late to enter a similar process must be put in hand without delay, while the document is still damp. Once more, the drying process must be by air only, not by exposure to heat.

THE GOLDEN RULE

A certain amount of patience is sometimes necessary, though often successful work may be done surprisingly quickly. But in any case violence should never be used: it will achieve nothing of value.

TWO FINAL CAUTIONS AND A NOTE.

If any attempt is made to flatten the rescued by pressure this should be at first very light, a heavy board on the top of a pile of damp leaves laid between pieces of absorbent paper is quite enough. When the leaves are quite dry - not before - a screw press, if available, may be used.

If it is necessary to separate leaves (e.g. the sheets of a book) which belong together, it is essential to be much more careful than one is apt to think in preserving the order. Whatever possible, preliminary numbering in pencil is advisable.

Application for advice may always be made to the Technical Section of this Association in the cases mentioned above as requiring the attention of an expert.

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HEADQUARTERS
ALLIED CONTROL COMMISSION
OFFICE OF THE ACTING CHIEF COMMISSIONER
APO 394

VCC 312

SECRET
4 August 1944

INSTRUCTIONS
REGARDING THE HANDLING OF ITALIAN DOCUMENTS 8 AUG Recd

GENERAL

- (a) Reference is made to AFHQ Intelligence Instruction No. 38 dated 4 June 1944.
- (b) Serious cases of mishandling of Italian documents have occurred recently in Rome.

2. PROCEDURE

Procedure for the removal and routing of documents is laid down in the above mentioned instruction, extracts of which read as follows:-

"Para 3 a. Enemy documents obtained by formations and agencies under HQ., AAI, will, after processing by intelligence staff be disposed of as follows:

(1) Documents of an operational nature will be sent to HQ., AAI care of BGS (Int), for onward transmission to G-2 Documents Section, AFHQ, after processing.

(2) Documents of non-operational nature will be forwarded direct to G-2 Document Section, AFHQ.

b. Enemy documents obtained by formations and agencies not under HQ., AAI, will, after processing by intelligence staffs, be sent direct to G-2 Document Section, AFHQ.

3. INSTRUCTIONS

The following instructions will be implemented by all units under command:-

- (a) Particulars of any documents removed from their original source by any agencies should be immediately transmitted to Advanced Document Section, G-2, AFHQ, 59 Via Sicilia, Rome, showing source from which documents were taken and information as to the nature of these documents.
- (b) After agencies have extracted necessary information, documents should be forwarded to Advance Document Section, G-2

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(b) After agencies have extracted necessary information, documents should be forwarded to Advance Document Section, G-2 AFHQ, 59 Via Sicillia, Rome. If necessary a note should be attached giving recommendation for further disposal.

(c) In no case must any document, however obtained, be despatched from Rome area except through G-2 Documents Section channels.

4. DOCUMENTS THAT ARE NOT REQUIRED

So far as documents are concerned, that are NOT required by any agency, the regulations, laid down in ...

Col. Thompson for info
28/4/50
[Signature]

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in AAI Adm. Instruction No. 1C dated 30 March 1944.
(Preservation of Property of Historical or Educational
Importance in Italy)
will be observed, para 11 of which reads:-

"In the case of written papers and books it is to
be noted that even those which do not appear to be an-
cient may be of great importance, not only historically
but as containing information necessary for the practice
purposes of the war. Casual DESTRUCTION or DISPERSAL of
such collections, wherever found, will not be permitted.

Ellery W. Stone
ELLERY W. STONE

Captain, USNR

Acting Chief Commissioner

Distribution: "C" (less Group 3)

2 2 3 9

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

Ellery W. Stone
ELLERY W. STONE
Captain, USNR
Acting Chief Commissioner

Distribution: "C" (less Group 3)

SECRET

2240

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.C. Section
APO 394

Ref/339/72/CA.

11 June 1944.

SUBJECT: Proclamations and General Orders.

TO : Legal Sub-Commission.

1. With reference to your AOC/1074/L of 6 June 1944, this Headquarters can supply you with one copy at least of the following Proclamation and General Orders, viz :

Proclamation No.16.
General Orders Nos.18, 20, 23, 24, & 25.

2. Copies of General Orders Nos. 26 and 27 have not yet come to hand.

JHR/RAC.

act
WILLIAM E. FISKE,
Colonel,
Deputy Executive
Commissioner.

11689

224

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

339
REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
Legal Subcommittee
APO 394

7 JUN Recd

RHW/ap

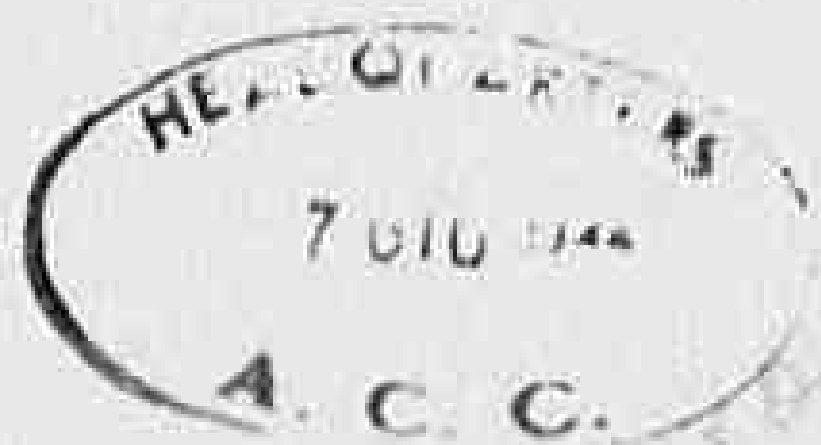
ACC/4074/L

6 June 1944.

SUBJECT : Proclamations and General Orders.

TO : RC & MG Section.

1. Reference your 1015/EC dated 26 May 44.
2. Attached hereto is list of Proclamations and General Orders not included in the Italy Gazette and the three Sicily Gazettes. Several of the more recent of these were passed to you by the originating Subcommittee for printing and distribution.
3. Before putting into hand the lengthy job of having copies made of these Proclamations and General Orders will you please advise this Subcommittee which Proclamations and General Orders in printed or mimeographed form can be supplied by you. This would of course include the more recent General Orders the distribution of which has been handled by your Section.



Jasper Mac
Capt
for R. H. WILMER,
Col CAC.
Deputy Chief Legal Officer.

In 2 hours
to be done
confer 8/6

See 72

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List of Proclamations and General Orders not included in
Sicily Gazettes and Italy Gazette.

Proclamation No. 15- Extension to French Property of
Property Control.

Proclamation No. 16- Restoration of Territory.

GENERAL ORDER No.SUBJECT

3. Italy	-	Termination of Moratorium.
4. Italy	-	Modification Proc. 10
5. Italy	-	Wage increase and labour relations.
6. Italy	-	French property.
12. Sicily	-	Reorganizations of Bar Association.
13. Sicily	-	Bills of exchange.
14. Sicily	-	Temporary Wage adjustment
15. Sicily	-	Reopening of Bank of Italy.
16. S and I	-	Extension of Property Control.
17. S and I	-	Labor Relations.
18. S and I	-	Rights of Jews.
19. S and I	-	French Property (Restored Property)
20. Italy	-	Circulation of Motor Vehicles.
21. Italy	-	Appointments Bank of Italy and Naples.
22.		
23. Italy	-	Elimination of Land Restrictions.
24. Italy	-	Movement of Civilians and Passes.
25. Italy	-	Public Meetings.
26. Italy	-	Consignment of wheat and barley to People's Granaries.
27. Italy	-	Registration of Aliens.

no copy

25 Nov

2/63

2/63

in clearance

2243

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

339
HEAD HEADQUARTERS
ALLIED CONTROL COMMISSION
LEGAL SUB-COMMISSION
APO 394

ACC/4074/L.

SUBJECT : Proclamations and Orders.

TO : SO & MG Section.

20 May 1944.

1. Reference your letter 1015/EC of 26 May 44.

2. It will take some research to acquire the information desired by you. Major Grossman who has made a study of the various proclamations and general orders at present time is sitting on a General Court and will not return before 4 or 5 days. As soon as he returns I shall ask him to prepare the information requested and in that connection will prepare the necessary form of certificate.

HE
28 May 1944
A. C. C.

Richard H. Belmer
RICHARD H. BELMER,
Colonel, IAC
Deputy Chief Legal Officer.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.C. SECTION
APO 394

Ref/1615/30

26 May 1944

SUBJECT: Proclamations and Orders.

TO : Admin. Section.

1. Reference conversation today with Col. Wilner (Legal Sub-Comm.) the attached copy of D.O. letter is passed to you for consideration of the last two paragraphs.

2. Regarding the word "filed" (sic) it is thought that it cannot mean "posted" in the sense of posting on walls, notice boards etc.; nor is it thought that copies of regional orders, based as they are on general orders, are necessary in this connection.

3. What would seem to be required are copies of the Sicily and Italy Gazettes, copies of proclamations and general orders issued subsequently and therefore not included in these publications and copies of the recently issued proclamations 1 - 4 and Notices 1 and 2 all duly certified in a form to be decided by Legal Sub-Commission. With this collection should be a record, as far as is known, of where the originals are filed.

4. As Col. Spofford will be visiting during the week beginning May 29, discussions may be possible. He would probably like to take the collection back with him. Could action be taken with these possibilities in view.

NOBMAN E. FISKE
Colonel
Deputy Executive
Commissioner

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CC
Get copy of 20 letter
to which ref. is made
but on this file under
this 376

Seen by EC 27/5

2245

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

C O P Y

CMS/r1

ALLIED FORCE HEADQUARTERS

Military Government Section

Ref/DO/16

13 May 1944

My Dear Lush,

This acknowledges your D/O letter of 6 May 1944, 339/58/CA, pointing to the letter of Headquarters, North African Theater of Operations, United States Army, AG 314/477 MGS-O, of 18 April, as an instance of possible lack of coordination at high levels. That AG letter enjoined care to prevent the destruction of archives in occupied territory, and then went on to call for two authenticated copies of all proclamations, etc., issued for administration of civil affairs in occupied territories. It was addressed to the Commanding Generals, Fifth Army, Seventh Army, and U.S. Contingent, AAI.

This letter originated from a message from the War Department, addressed to Commanding Generals of United States Army Forces in various areas throughout the world - General Devers as CG, NATOUSA, included. The Adjutant General of NATOUSA was given responsibility for taking action upon this message. The opinion of this Section was sought, which recommended an AFHQ AG letter addressed to the Armies and the Allied Control Commission, bringing the substance of the War Department messages to their attention and calling for the documents the United States Government desires. The Adjutant General, however, concluded that it would better be handled wholly on the NATOUSA side. Accordingly, the call was made by a NATOUSA AG letter, addressed to the CG U.S. Armies and U.S. Contingent, A.A.I. As to the AOC, his theory was that the CG, U.S. Contingent, would seek the necessary material by such means as he found proper, and transmit to CG, NATOUSA. He was surprised, when your letter was drawn to his attention, to find that the action finally taken was in the form of an indorsement, "for necessary action," by the regimental commander 2675th Regiment to the Chief Commissioner, AOC.

The special situation of the AOC has been discussed with the Adjutant General by an officer of this Section, and it is believed that in any future case a better coordination will be effected.

As to the direction going directly to the Commanding Generals, 5th and Seventh Armies: this was on the view of the Adjutant General that it was appropriate for a direction from the War Department to be transmitted by the CG of a United States Army theater to a United States Army operating therein, calling upon the Commanding General to supply copies of any proclamations he may have posted. It is believed that General Patton caused some notices to be issued over his name, and for all that was known General Clark and subordinate commanders might have done the same. This, of course, is quite aside from the proclamations issued by AFHQ. While we have copies of proclamations as contained in the Sicily and Italy Gazettes, we do not have an accurate record where the originals are "filed", which I take to mean posted, nor do we have copies of regional orders which might be pertinent.

-2-

If AOC will supply the documents with some form of certification which will, to the extent possible, comply with the requirements of the War Department, the immediate case will have been met. In any future instance I believe similar confusion may be avoided as a result of talks we have had with the AG.

CHARLES M. SPOFFORD,
Colonel, G. S. C.

Brigadier Maurice S. Lush,
Executive Commissioner,
R.C. & M.G. Section, HQ AOC
APO 394

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

SC 314.8

Ex Com. Sec.
pk
Long for work

A.C.C. ARCHIVES

29 May 1944

pk
29/5
all appropriate

1. The examination of a representative cross-section of files has indicated certain directions in which files can be improved from the point of view of their Archive value.
2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.
3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.
 - a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.
 - b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.
 - c. On the other hand, separate files have sometimes been opened for fine graduations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.
 - d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.
 - e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."
 - f. Except as mentioned below, it is desirable that offices should send all

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4. Except as mentioned below, it is desirable that offices should send all their redundant material to Archives. This material will be examined in detail, and offices will then be informed of any particular class of documents which will not be required in the future.

5. Most offices maintain files for serially numbered documents which they receive from various sources within the Commission, e.g., Administrative Instructions, Executive Memoranda, General Orders, Daily Bulletins, etc. No files of this kind in respect of documents issued after 31 March 1944 need be sent to Archives by the recipients. Every office producing such material for circulation will be responsible for maintaining a complete file, and for its eventual transmission to Archives. The failure to maintain complete files in the past has made reconstitution of old series very difficult, and any files of such documents compiled prior to 31 March 1944 should be sent to Archives in order that gaps in old series may be filled in.

6. It is necessary to record in all appropriate files, administrative re-organisations involving the transfer of files due to the closure of an office; transfer of work from one sub-commission to another; transfer of territory from

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one Region to another, etc. If the files are not required by the office to which the work has been transferred, they should be sent to Archives.

7. Many offices fasten their papers by means of the two-hole binder along the top or short side of the file. Where this method is used and both sides of a sheet of paper are used, the reverse side should be typed so that it is turned from top to bottom, and not from left to right, in order to facilitate reading.

8. Archives will rebind files received, where necessary, with the two-hole binder, and for this reason it is desirable to standardize the method of typing on the reverse of the sheet.

9. It is realized that some offices are hampered by the difficulty in obtaining adequate quantities of file folders and fasteners. Enquiries have been instituted with a view to increasing the supplies available.

Robert E. Doe

ROBERT E. DOE
Major, A.C.D.
Secretary General

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Robert E. Doe

ROBERT E. DOE
Major, A.G.D.
Secretary General

been instituted with a view to increasing the supplies available.

HEADQUARTERS ALLIED CATHOLIC COMMISSION

APR 394

SG 314.B

13 May 1944

ARCHIVES MEETING, 29 APRIL 1944

Present: Brigadier Lush
 Mr. Hilary Jenkinson
 Major Dow
 Major Hinkel
 Major White
 Major Peckham
 Captain Brooke
 Captain Hind-Smith
 Captain Collins

Brigadier Lush asked Mr. Jenkinson to give a summary of the progress up to date and to make suggestions for the future. Mr. Jenkinson said that Captain Collins had been handling all the archives material so far received, and felt that he should say what impressions he had gained so far.

Captain Collins said that most of the files were from organizations now defunct. Most of the Sub-Commissions visited up to date had practically nothing which they could release, as the files which they themselves had created were in current use. Captain Collins said that a number of files containing a miscellaneous assortment of circulars had been received from various sources, from which he was endeavoring to build up complete files of serially numbered documents. He felt that in the future recipients of such documents should not send them into the archives, but should destroy them themselves. The Sub-Commissions, etc., actually producing these serially numbered documents should be responsible for maintaining and eventually transmitting complete files to archives.

Another point had emerged from examination of the files sent in. There were a number of different file systems in operation, but this in itself was no disadvantage; in fact, sections might feel resentful if archives interfered with a matter which they might reasonably regard as their own concern. That had needed was intelligent use of whatever system was employed. For example, some files opened on a particular sub-subject were found to contain one document only; this could have been included in the existing 'parents' file. On the other hand, some files became bulky and unwieldy, and it would have been an advantage if they had been split up. There seemed to be a tendency to draw up a file list and regard it as inflexible, whereas it was considered preferable that the list should conform to the actual work of an office instead of the work being compelled to run into channels laid down when the list was first drawn up.

Captain Hind-Smith
Captain Collins

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Another point had emerged from examination of the files sent in. There were a number of different file systems in operation, but this in itself was no disadvantage; in fact, Sections might feel resentful if Archives interfered with a matter which they might reasonably regard as their own concern. What was needed was intelligent use of whatever system was employed. For example, some files opened on a particular sub-subject were found to contain one document only; this could have been included in the existing parent file. On the other hand, some files became bulky and unwieldy, and it would have been an advantage if they had been split up. There seemed to be a tendency to draw up a file list and regard it as inflexible, whereas it was considered preferable that the list should conform to the actual work of an office instead of the work being compelled to run into channels laid down when the list was first drawn up.

Mr. Jenkinson agreed that it was very desirable that there should be uniform principles of filing irrespective of the actual file system in use. From the outset, papers not of permanent value should be filed in such a way as to be readily separable by a junior clerk as a routine piece of work. It was essential, if archives were to be properly conducted, that files should be maintained and papers eliminated on the principle of forethought and not afterthought. It was realized that it was not possible to make elimination on these lines retrospective, but Mr. Jenkinson stressed the necessity for proceeding on these lines in the future. It should not be part of the archivist's normal duty to eliminate routine papers.

In connection with the elimination of documents, it might be necessary from time to time for the Committee to discuss with a representative of a Sub-Commission a list of documents which the section did not propose to preserve. In this way, a schedule for routine destruction of specified documents could be drawn up. The question would also need to be settled whether Sections themselves would destroy documents or send them to archives for this purpose.

Handwritten:
Hind-Smith
Collins?

Major White asked Mr. Jenkinson if he would formulate broad principles of elimination. Mr. Jenkinson said that these principles were the same as those of good filing for current office administration. The aim should be to ensure that it should be possible to reconstruct from the files the initiation of each fresh department of work, the ends it was intended to serve, the way in which it was organized, and its results up to date.

Archives would, however, be consulted by posterity for reasons having no connection with the reasons for which they were compiled. It was impossible to predict the angle of approach of future inquirers, and was normally useless to provide for it. Care should, however, be taken in condemning material of apparently no intrinsic value but which includes, for example, a large list of persons, or a report dealing with a wide variety of subjects, which it is reasonable to suppose may not exist in similar form elsewhere.

With regard to binding, Mr. Jenkinson said that he deprecated the boot-lace method, but strongly advocated the two-hole binder use on the short side of the paper. In this connection consideration should be given to standardizing the method of typing on the reverse side of a sheet of paper.

Brigadier Lush said that he appreciated the importance of the points raised and felt it highly desirable that they should be brought to the notice of a responsible officer in each sub-commission by means of one or two talks on the subject. Major White agreed and suggested that chief clerks should be included also.

Brigadier Lush asked Major White to give the talks, and asked the Secretary to arrange them. Major White will send to the Secretary a draft of the talks which he proposes to give. Mr. Jenkinson mentioned a final point, namely, the necessity for ensuring the satisfactory disposal of the documents of any sub-commission or other organization which ceases to have separate existence.

Brigadier Lush expressed warm appreciation of the help which Mr. Jenkinson had readily given in establishing the Archives during the period he had been with the Commission. It had been of very great value to have the benefit of the specialist knowledge and experience which Mr. Jenkinson had acquired in the course of his many years of work on the subject.

aff. Lush
A. J. COLLINS
Captain, R.A.
Asst Secy Gen

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

Getting?
Hinkle

With regard to binding, Mr. Jenkinson said that he deprecated the loose-leaf method, but strongly advocated the two-hole binder use on the short side of the paper. In this connection consideration should be given to standardizing the method of typing on the reverse side of a sheet of paper.

Brigadier Lush said that he appreciated the importance of the points raised and felt it highly desirable that they should be brought to the notice of a responsible officer in each sub-commission by means of one or two talks on the subject. Major White agreed and suggested that chief clerks should be included also.

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A. J. Collins

A. J. COLLINS
Captain, R.E.
Asst Secy Gen

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

339 ~~17~~ MAY Recd

(64)

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/hd

SG 314.8

17 MAY 1944

Subject: ACC Archives

To: Brigadier Lush
Mr. Hilary Jenkinson
Major Doe
Major Hinkel
Major White
Major Reakes R.C. + M.G. Fene
Captain Brooke
Captain Hind-Smith
Captain Collins

The following addition should be made to the Minutes of the meeting held on 29 April 1944:

"It was felt desirable to issue to all regions, sub-commissions, etc., a directive giving instructions and guidance in filing from the point of view of making files of the greatest possible value to the Archives."

*Let Shipton to see office to
be done by 1st June
minutes accordingly JLC, 17/5.*

AJC
A. J. COLLINS
Captain, R. E.
Asst Secy Gen

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2256

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

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Sec Gen.

Date of Meeting 29/4. Date of Minutes 13/5
Is there any reason for this lag? Minutes
are of little value if they do not appear
within a day or two of the meeting.

The Minutes do not record a decision made
that a short Directive would be issued on
lines of 1st para page 2.

What has been arranged about Major White's
talk.

MSL 14/5/44.

14 May.

Brig Lush.

Concerning your questions - attached is a
Memo from Capt Collins which I believe
covers the ground. Please return this
Memo to me.

Also attached a report of Capt Collins
tour last week. He will visit Salerno
next week, and visits to other points,
including Sicily and Sardinia will
follow in short order.

Robert E. Doe,

Major. A.G.D..

*Capt Collins report attached dated 14/5 with
Brig Lush's comments shown in pencil.*

Sec Gen.

Capt Collins report does not answer my
questions satisfactory. As matter stand
Archives will die - and Major White is
producing uncoordinated talks on filing.
Most unsatisfactory. MSL 15/5
Seen Minute.

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Letter written by Major Doe.

Sec Gen. (on letter written by Major Doe)

Sec Gen.

I agree about holding up the directive
but we should record on the Minutes that the
meeting decided to issue a directive. That is
factual.

MSL 16/8.

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

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

62

RED/afe

SG. 314.8

16 May 1944

MEMORANDUM TO: Brigadier Lush

1. I have been up to see you personally two or three times concerning your questions and comments about the Archives, but I was unlucky enough to come each time when you were busy, hence this note.
2. Mr. Jenkinson agreed that it would be desirable for Captain Collins to see personally the majority of the sub-commission and regional headquarters prior to the issuance of a directive, and I take the responsibility of sanctioning the hold-up. I still believe that it should be held up. The attitude of most officers in the field concerning Archives is certainly not enthusiastic, and it is looked upon in some places as more or less an unnecessary addition to the work which busy officers are doing, and which they regard as vital and primary. Whether or not that attitude is justified is neither here nor there. The fact remains that by personal contact we can get willing cooperation from all concerned. If, however, a directive is sent out previous to personal contact, the attitude is likely to be, "is a bloody nuisance." While the directive would be carried out, because it was a directive, the cooperation would be in most cases unwilling and half-hearted. The directive should confirm points brought up at the time of personal contact.
3. We are learning much ourselves as a result of the field trips, and the directive, when issued, will be all the more valuable as a result.
4. I dislike to bother you with details in a matter on which responsibility has been placed on me, but I feel that I must answer the question which you raised.

See Gen

I agree about holding up the directive but we should record in the minutes that the meeting decided to issue a directive. That is factual. MSH 16/6.

ROBERT E. DOE
Major, A.G.D.
Secretary General.

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See Gen

Capt Collins report does not answer my questions satisfactorily. As matters stand Archives will die - & may while is producing more ordinated talk on filing. Most unsatisfactory. See minutes MSH 15/5.

2258

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

HEADQUARTERS ALLIED CONTR COMMISSION
Office of the Secretary General
APO 394

AJC/afe

SG 314.8

MEMORANDUM TO: Major Doe.

*Submitted at once.
14 May 1944*

1. The writing of the Minutes of the Archives Meeting of 29 April was deferred at Mr. Jenkinson's request in order that he might assist in their compilation. Owing to his impending departure, Mr. Jenkinson was very busy and was unable to deal with the matter until the late afternoon of Friday 5th of May. I dictated a draft of the Minutes immediately. On the following morning I departed as arranged on a tour embracing Matera, Bari, and Lecce.

2. I returned to the office at 5:30 P.M. on 11th of May, polished up the Minutes on the 12th and they were issued on the 13th.

3. The inclusion in the Minutes of a note about the directive was specifically discussed with Mr. Jenkinson, and it was felt unnecessary to record the decision for the following reasons. The proposed directive had been the subject of many talks between Mr. Jenkinson and myself and we had already worked out together the lines it should follow. Further, the position is complicated by the fact that some regions and sub-commissions have been visited by me; others have not. It would, I think, be confusing to issue a general circular on the subject until all offices of the Commission have been visited; otherwise some will know what we are talking about and others will not.

4. Immediately on return from my tour I telephoned Major White and have made an appointment with him for Monday 15 May. He is, I know, preparing a note of some points which he thinks should be included in our directive on filing, but he too has been busy and at the time I telephoned him (12 May) his draft had not been completed.

5. I heard by chance that Major White has already given a talk to the Chief clerks in the sub-commissions of the Administrative Section but do not know further plans he has in mind. I shall discuss this with him on Monday.

6. Certain impression which I formed as the result of my tour are recorded in the report already sent to you. My own experience leads me to the conclusion that our motto must be "festina lente".

369

NO

*Capt. Collins checked
known. 14 May 1944*

A. J. COLLINS
Captain, RE
Asst Secy Gen.

Col. Slipp.

60

I have spoken to Captain Collins
on the two points raised by Brig. Lush:-

1. Delay in preparing minutes was due
to the fact that Mr. Jenkinson asked that
they be delayed and that Captain Collins
was himself in the field for a week.
2. The matter of preparing the directive is in
hand and is the subject of communication
between A.C. Archives and Brig. Lush.

The points raised by you with me have
been raised direct with Archives by Brig
Lush. They are answering them.

J.K. 16.5.44

Major Rees.

At let us have copies of Ex Comm
Communications with Capt Lush on this file

16/5

Col Slipp

Copies of Comms between Ex Comm &
Archives attached. I feel that the messages
should not appear on our files as they are rather
of a confidential nature.

J.K. 17/5.

HEADQUARTERS ALLIED CONTROL COMMISSION

APC 394

SO 314.5

13 MAY 1944

ARCHIVES MEETING, 29 APRIL 1944

- Present: Brigadier Lush
Mr. Hilary Jenkinson
Major Doe
Major Hinkel
Major White
Major Reakes
Captain Brooke
Captain Hind-Smith
Captain Collins

R.C. M.G. Sec

Brigadier Lush asked Mr. Jenkinson to give a summary of the progress up to date and to make suggestions for the future. Mr. Jenkinson said that Captain Collins had been handling all the archives material so far received, and felt that he should say what impressions he had gained so far.

Captain Collins said that most of the files were from organizations now defunct; most of the Sub-Commissions visited up to date had practically nothing which they could release, as the files which they themselves had created were in current use. Captain Collins said that a number of files containing a miscellaneous assortment of circulars had been received from various sources, from which he was endeavoring to build up complete files of serially numbered documents. He felt that in the future recipients of such documents should not send them into the archives, but should destroy them themselves. The Sub-Commissions, etc., actually producing these serially numbered documents should be responsible for maintaining and eventually transmitting complete files to archives.

Another point had emerged from examination of the files sent in. There were a number of different file systems in operation, but this in itself was no disadvantage; in fact, sections might feel resentful if archives interfered with a matter which they might reasonably regard as their own concern. That was needed was intelligent use of whatever system was employed. For example, some files opened on a particular 'sub-subject' were found to contain one document only; this could have been included in the existing 'parent' file. On the other hand, some files became bulky and untidy, and it would have been an advantage if they had been split up. There seemed to be a tendency to draw up a file list and regard it as inflexible, whereas it was considered preferable that the list should conform to the actual work of an office instead of the work

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I. M. B. Sec

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Mr. Jenkinson agreed that it was very desirable that there should be uniform principles of filing irrespective of the actual file system in use. From the outset, papers not of permanent value should be filed in such a way as to be readily separable by a junior clerk as a routine piece of work. It was essential, if Archives were to be properly conducted, that files should be maintained and papers eliminated on the principle of forethought and not afterthought. It was realized that it was not possible to make elimination on these lines retrospective, but Mr. Jenkinson stressed the necessity for proceeding on these lines in the future. It should not be part of the archivist's normal duty to eliminate routine papers.

In connection with the elimination of documents, it might be necessary from time to time for the Committee to discuss with a representative of a Sub-Commission a list of documents which the section did not propose to preserve. In this way a schedule for routine destruction of specified documents could be drawn up. The question would also need to be settled whether Sections themselves would destroy documents or send them to Archives for this purpose.

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Major White asked Mr. Jenkinson if he would formulate broad principles of elimination. Mr. Jenkinson said that these principles were the same as those of good filing for current office administration. The aim should be to ensure that it should be possible to reconstruct from the files the initiation of each fresh department of work, the ends it was intended to serve, the way in which it was organized, and its results up to date.

Archives would, however, be consulted by posterity for reasons having no connection with the reasons for which they were compiled. It was impossible to predict the angle of approach of future inquirers, and was normally useless to provide for it. Care should, however, be taken in condemning material of apparently no intrinsic value but which includes, for example, a large list of persons, or a report dealing with a wide variety of subjects, which it is reasonable to suppose may not exist in similar form elsewhere.

With regard to binding, Mr. Jenkinson said that he deprecated the boot-lace method, but strongly advocated the two-hole binder use on the short side of the paper. In this connection consideration should be given to standardizing the method of typing on the reverse side of a sheet of paper.

Brigadier Lush said that he appreciated the importance of the points raised and felt it highly desirable that they should be brought to the notice of a responsible officer in each sub-commission by means of one or two talks on the subject. Major White agreed and suggested that chief clerks should be included also.

Brigadier Lush asked Major White to give the talks, and asked the Secretary to arrange them. Major White will send to the Secretary a draft of the talks which he proposes to give. Mr. Jenkinson mentioned a final point, namely, the necessity for ensuring the satisfactory disposal of the documents of any sub-commission or other organization which ceases to have separate existence.

Brigadier Lush expressed warm appreciation of the help which Mr. Jenkinson had readily given in establishing the Archives during the period he had been with the Commission. It had been of very great value to have the benefit of the specialist knowledge and experience which Mr. Jenkinson had acquired in the course of his many years of work on the subject.

aff. Lush
A. J. COLLINS
Captain, R.S.

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A. J. Collins

A. J. COLLINS
Captain, R.E.
Asst Secy Gen

Archives

It was felt desirable to send to all regions, sub-commissions, etc. a directive giving instructions and guidance in filing from the point of view of making files of the greatest possible value to the Archives.

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

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PERSONAL

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394.

319/SP/CA.

6th May 1944.

My Dear Spofford,

We have in the Adjutant General's letter A3 314/477 MG3-0 of 18th April, of which I attach a copy, and the procedure following therefrom, an instance of possible lack of co-ordination at high levels and the anomaly of the position of the 2675th Regiment.

The letter refers to local archives. We have had here during the last two months two distinguished archivists who have set up in the Commission, largely through the Sub-Commission of Monuments and Fine Arts, a practical system of preserving archives and I may say they have prepared a list of 1500 localities in which archives may be found. Regional Commissioners have been directed to do all that is necessary in accordance with the advice given to us by these British and American archivists.

The preservation of archives is, of course, one of the duties of the Allied Control Commission and it seems strange, therefore, that instructions in this matter should have been sent directly to the Commanding Generals without going through A.A.G. who would naturally pass the instructions to the Allied Control Commission, or even bring through your Section who would, of course, have done the same.

The letter further orders that copies of proclamations, etc., should be sent through the Adjutant General's Branch to the records Management Section in Washington. This surely is a matter for action by your Section who are in possession of all our proclamations, orders and regulations. To give orders direct to the Commanding Generals of Armies will result in redundant action and possible confusion.

Now see what happens when this order comes from the U.S. Contingent, HQ. A.A.G. Through proper channels, to the Commanding Officer, 2675th Regiment, A.S.G. Is find the Colonel Commanding this Regiment writing a minute to the Chief Commissioner, who is, so far as I know, his superior officer "for your information and necessary action".

The whole chain of procedure seems to be utterly wrong and I would ask that this matter should be taken up so that the Allied Control Commission has proper authority for the preservation of civilian archives.

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Now see what happens when this order comes from the U.S. Contingent, M. A.A.F. through proper channels, to the Commanding Officer, 2675th Regiment, A.C.S. We find the Colonel Commanding this Regiment writing a minute to the Chief Commissioner, who is, so far as I know, his superior officer "for your information and necessary action".

The whole chain of procedure seems to be utterly wrong and I would ask that this matter should be taken up so that the Allied Control Commission, the proper authority for the preservation of civilian archives and for forwarding to the United States and the United Kingdom, proclamations, etc., should get their instructions through the right channels and so know exactly where they are.

I am sending copy of this to Brig. General Leamitzer.

Yours sincerely,

Colonel Charles W. Bedford,
Chief of Military Government Section,
Allied Forces Headquarters.

(Signed) Maurice Lusk.

See letter of 7/2/44

11/13/44

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AG 319.1 x 014 1st Ind. PWR/ap
HQ ALLIED ARMIES IN ITALY (U.S. Contingent) (Prov), APO 777,
U.S. Army, 21 April 1944.

TO: Commanding Officer, 2675th Regiment, AGC (Prov), APO 394,
U.S. Army.

For necessary action.

By command of Brigadier General LEMNITZER:

FRANK W. ROBERTS,
Lieut. Col., A.G.D.,
Adjutant General.

014.1
(18 Apr 44) 2nd Ind CMP/tam
HEADQUARTERS, 2675TH REGIMENT, ALLIED CONTROL COMMISSION (PROV) APO 394,
U. S. Army, 4 May 1944.

TO: Chief Commissioner, Allied Control Commission (Attention: Establish-
ments Officer), APO 394, U. S. Army.

For your information and necessary action.

C M Parkin

C. M. PARKIN
Colonel, Infantry
Commanding

Incl:
Copy, NATOUSA ltr, AG 311/L77 MGS-O, dtd 18 Apr 44.

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CONFIDENTIAL

CONFIDENTIAL

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HEADQUARTERS

NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 554

AG 314/477 WGS-O

18 April 1944

SUBJECT: Administration of Civil Affairs in Occupied Territories.

TO : Commanding Generals,
Fifth Army, APO 484.
Seventh Army, APO 758.
U. S. Contingent, AAI, APO 777.

1. In past wars, great loss, inconvenience and trouble has been caused by the destruction of the local archives of occupied localities.
2. It is desired that appropriate commanders issue, whenever necessary, instructions to preserve at the time of occupation and thereafter local archives of all towns and seats of government occupied.
3. It is further desired that 2 copies of 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 through this headquarters. Such copies should show where originals are filed and should be duly authenticated to indicate that they have been promulgated.

By command of Lieutenant General DEVERS:

H. V. Roberts
H. V. ROBERTS,
Colonel, AGO, 364
Adjutant General

DISTRIBUTION:

- 5 - as addressed
- 1 - MGS
- 2 - AG Records
- 1 - H & D

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

5 May 1944

I have to acknowledge receipt of your memorandum of May 1st summarizing the conclusions reached during your tour in Calabria and Sicily. I agree with your conclusions and the necessary steps will be taken to put them into effect.

I also agree with your memorandum of April 30th laying down the duties of Archivists which will be brought to the attention of the Sub-Commission of Monuments and Fine Arts, as well as Regional Commissioners and others concerned.

I should like to take this opportunity of thanking you on behalf of the Chief Commissioner for all the work that you have done in connection with Archives both Italian and belonging to this Commission. We have benefitted much by your advice and I hope we shall be able to put most of it into practice.

Finally I should like to say that the Chief Commissioner would welcome another visit from you in the future.

Milary Jenkinson Esq., C.B.E.,
C/o HQ. Allied Control Commission.

gd MS Lash
Brigadier,
Executive Commissioner.

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MAY 2 1964

6-5-64

BRIEF MEMORANDUM
with Appendices and Lists
On the PROTECTION of
ITALIAN ARCHIVES

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THE PROTECTION OF ITALIAN ARCHIVES

The word 'Archives' is here used to signify accumulations of Documents (Charters, Letters, Registers, Accounts, Minutes) which have come together by a natural process in the course of business of all kinds, public or private, lay or ecclesiastical, in all periods. They are not necessarily old or beautiful, though they often may be; in Italy, for instance, in which country, as in England, they have been preserved in great profusion, it is not unusual for the Archives of a Town or a Cathedral Chapter or of a Family, to date from the 12th Century or earlier* and collections dating from some centuries back are common.

Whether they date from such early periods or from the present day, Archives are all alike in certain respects. They are in some sense unique and therefore irreplaceable; all are closely related to one another and to the life of the community which produced them; and they contain as a whole an incalculable quantity of unexplored knowledge. This means of information is not only important for historical purposes, but often (in the case of the Modern ones) essential for the conduct of the war or the reconstitution of Civil Life. For these reasons it has been judged proper to make a special effort for the protection of all Archives, so far as the exigencies of war permit, and the present Memorandum and Appendices have been compiled to that end for the information of Officers concerned.

Owing to their nature Archives are in many ways more liable to damage than Monuments and Works of Art. For example, the paper and parchment of which they are composed may easily be ruined by water or even the humidity resulting from broken windows. Again, since they consist of related papers, the destruction or even the displacement of a few may destroy the significance of all the remainder. Apart from actual destruction or injury by shell or bomb, the principal dangers are three--all unhappily exemplified by a number of unfortunate examples which have occurred within recent months,

(1) Neglect after buildings have been damaged so that documents are allowed to become and remain wet, or to be damaged in other ways.

(2) Destruction or Dispersal by Occupying Troops. Sometimes this has been caused by souvenir-hunting or mischief; but generally it results from mere ignorance of the possible value of papers which perhaps look

*Not infrequently also ancient ^{MS.}ones ('Codices', etc.) not strictly of an Archive character, have been combined with them; especially in the Archives of Cathedral Chapters and in cases where the more ancient Archives of a Town have been taken out and combined with other documents under the title of 'Archivi storici' in the Communal Library or Museum.

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neither old nor interesting and are accordingly thrown out of window or used to light the stove.

(3) Looting or Destruction by the civilian population, the former for the sake of the paper or for sale as curios, the latter because of a vague idea that they may contain information damaging to the looters.

Apart from their value it is an important point of Policy that protection of Archives by the Allies should be a recognized thing. German propaganda has recently made much of the alleged arrival in America of souvenirs looted from the Sicilian Repositories.

Protective measures should be comparatively easy once the existence and position of the Archives is known; and it is hoped that the present Memorandum and List, though imperfect, may supply that necessary information.

(1) The Repairs necessary for Buildings should be an obvious matter, though experience in a number of cases suggests that without external stimulus the Italian authorities may fail to take needed action. Where Documents themselves have been damaged the lists supplied (in an Italian translation) in Appendix IV may prove useful; they have been extensively circulated in England.

(2) Against possible damage by troops the orders published in AAI Administrative Instruction No. 10 should be generally a sufficient protection. The more important Archives are specified and starred in the List accompanying that instruction, which also contains (para. 11) an order that all collections of papers, wherever found, shall be protected from casual destruction and dispersal.

If the occupation of an Archives building by troops cannot be avoided, the space actually containing Archives should, as provided by the instruction, be shut off so that casual interference is impossible. The official custodian, if he can be found, should be allowed reasonable access; and if the documents have to be moved he should superintend the operation.

(3) Against Looting by Civilians the best protection is probably to be found in application of the provisions of Article 351 of the Italian Penal Code. This lays down severe penalties for the destruction or removal of Public Records; a phrase which covers in Italy a large number of modern classes (see Appendix III).

The Monuments and Fine Arts Sub-Commission of the Allied Control Commission now includes trained Archivists whose province it is to help and advise in all cases of difficulty and to encourage and enable Italian Archivists to carry out necessary measures.

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The normal administration of Italian Archives falls into two divisions, according as they are lay or Ecclesiastical. Lay Archives, whether in public, semi-public, or private ownership, come to some extent under the control of a system of State Archivists, consisting of the Directors and Staff of 42 Repositories of 'State' or 'Provincial' Archives ('Archivi di Stato' or 'Archivi Provinciali di Stato')*. Of these Directors, nine act also as 'Superintendents' of larger divisions.** Though the direct powers of these are only over their own Repositories, they have under the most recent law (1939) advisory functions at least in regard to all the rest, and the example of Sicily shows that they may do valuable work in cooperation with the Allied Control Commission in surveying the extent of war damages and neutralizing their result.

Ecclesiastical Archives are, since the 'Concordat', entirely independent of the State; and it is understood that the Vatican, though issuing general recommendations, leaves actual arrangements largely in the hands of the local authorities--i.e. of the Archbishops and Bishops and of the Cathedral Chapters and other independent bodies. Efforts are being made to secure the cooperation of these also in the production of a survey of Church Archives similar to that of Lay Archives mentioned above.

The present Compilation gives

- In Appendix I a Summary Classification of all Italian Archives;
- In Appendix II a List of all the more important Ancient Archives both lay and ecclesiastical, arranged in alphabetical order of places, for each of the 18 Regions ('compartimenti') of Italy; and
- In Appendix III a Description of the most prominent classes of Modern Public Archives, with an indication of where they are to be found.

As a brief indication of what will generally or frequently be found it may be convenient to say here that every Comune of any size should have an organized Archivio Comunale of current administrative documents and that, if it is a place of any antiquity, this may contain also ancient Charters, Registers, etc., both of the Town and of local families, and Institutions, of some note; that every parish Church ('parrocchia') should have Registers which may go back to the 16th Century; that a larger Town will generally be the seat of a District Archivio Notarile (Notarial Records--a most important legal class); and, if it is the seat of a Diocese, the Archbishop or Bishop and Chapter will preserve there (separately) an Archivio Vescovile and Archivio Capitolare; that Towns of the same grade will normally be the seat of one or more of the more important Law Courts (Tribunali, Corte d'Appello, Corte d'Assise) and of the District Offices of taxation, land registration and so forth (Catasto, Registro, etc.), which may have compilations of

* This service 'depends' upon the Ministry of the Interior, which has also the advice of two Inspectors.

** The seats of the Superintendencies are at Rome, Bologna, Florence, Genoa, Milan, Naples, Palermo, Turin and Venice.

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considerable immediate value, and finally, that every Provincial Capital (whether or not it possesses an Archivio di Stato) will have Archivi Provinciali covering all administrative and governmental activities of the Province over a considerable period.

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PERSONAL

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HEADQUARTERS,
ALLIED CONTROL COMMISSION,
APO 394.

1015/25/EC.

14th May 1946

My dear Spofford,

I enclose copy of letter I have addressed
to General Kirtz regarding Mr. Wilary Jenkinson, and
I would ask that he be given every facility to return
to the U.K. as rapidly as possible.

Yours sincerely,

(Lg) M. S. Kusch

Colonel Charles M. Spofford,
Chief of Military Government Section,
Allied Force Headquarters.

Copy to - 339/CA ✓

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

PERSONAL.

HEADQUARTERS,
ALLIED CONTROL COMMISSION,
C. H. F.

Ref: 339/4B/CA.

4th May 1946

My dear General,

Mr. Hilary Jenkinson of the Public Record Office, who has been visiting here on your instructions during the last two months, is returning to the U.K. shortly. I should like to tell you how valuable the Chief Commissioner and all of us have found his work, both in regard to Italian archives and archives of this Commission. In both fields he has set up an organisation which will help to preserve much that will be invaluable for the future.

I venture to suggest that he might be usefully employed in advising future military governments.

I hope that you will be able to spare him to come out here again when more archives will be in our custody and when we shall always appreciate his assistance.

Yours sincerely,

(Sd) Maurice Lusk

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Major-General S.W. Kirby, C.I.E., O.B.E.,
Directorate of Civil Affairs,
The War Office,
LONDON.

*By hand of Mr
Jenkinson*

MSL/JG.

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

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3 W. H. Reed

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HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

1 May 1944

MEMORANDUM: Italian Archives.

TO: Brigadier M. B. Lush, C.B.E., M.C.

FROM: Hilary Jenkinson.

In continuation of my Memorandum dated 12 April 1944, I venture to summarise the conclusions reached during my recent short tour with Captain Brooke in Calabria and Sicily, during which we inspected or received reports concerning thirty Repositories* of Archives in eight towns and several temporary places of deposit.

(1). I have visited hardly any town in which I did not find serious trouble of some kind which needed attention: a building was damaged and nothing had been done by the (Italian) Provincial or Communal Authorities for its repair; the Archivist had disappeared and no one had taken his place; some thousands of volumes had become wet and no steps had been taken to dry them; and so forth.

(2). Many of these Archives were not of a nature to come to the attention of the specialists of the Monuments, Fine Arts and Archives Sub-Commission.

(3). In no case had the problem, or the fact that a problem might exist, been brought to the attention of the Regional or Provincial Commissioner.

(4). A good (Italian) Archivist might do, and in some instances has done, much to improve the situation. A notable case is that of Dott. Gentile, Director of the Archivio di Stato at Palermo and Superintendent of Archives for the whole of Sicily; who has printed a general report on the state of the various Archivi di Stato in Sicily as a result of the war, and was prepared at my request to interest himself not only in his special charge--the Archivio di Stato at Palermo--but in all non-ecclesiastical Archives in his Region.

(5). Even to so good an Archivist as Dott. Gentile, I was able to suggest a number of directions in which further activity was required, and to point out one case of neglect (in his own town) which was imperilling thousands of important volumes. And most of the Archivists or other official custodians very definitely required stimulation and the promise of official support.

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* Making in all about 70 Repositories on which I have reported during my mission to Italy.

See by R. G. L.

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(6). There was no case which we reported to the Regional or Provincial Commissioner in which he was not able to promise support and practical assistance.

(7). For the safeguarding of the purely modern Archives (those of Local Courts, Police, Land Registries, and so forth), so important for Intelligence and Economic purposes, practically no special provision exists.

The result is to confirm my opinion that there is more than full-time work for all the Archives specialists we are likely to have attached to A.C.C.. It is necessary that they should be in touch with all Regional and Provincial Commissioners and with the more important Italian Archivists; that they should personally inspect as many as possible of the listed Archive Repositories; and that as the Army advances they should follow as closely as circumstances permit. They should, in addition, maintain our present close contact with the Intelligence Sections from the special point of view of safeguarding modern Archives.

I am also confirmed in the opinion that it is most desirable to forward for the information of all Regional and Provincial Commissioners the short Memorandum and Lists of Archived Repositories to which I have already called your attention.

I was impressed with the desirability of making experiences in Sicily (in regard to Archives as in other matters) the basis for definite policy elsewhere; and am hopeful that arrangements I was able to make at Palermo not only with Dott. Gentile, but with Mons. Pottino (in regard to Ecclesiastical Archives) may result in something like an adequate survey of Archives in Region I as they have been affected by the war.** The recent use by German propaganda of stories of alleged looting by American troops from Sicilian Archives shows that this has, apart from other considerations, a measure of political importance.

As I hope to go to England shortly, I have put on paper (copy attached) a summary, agreed by Major de Wald, of the duties of Archivists posted to A.C.C.; for the guidance of Capt. Brooke and, I hope, Capt. Ellis. I shall try to visit the latter on my way home.

William Jenkins

** It is desirable that another visit should presently be made to Sicily for the purpose of gathering up the information thus compiled and making some further inspections.

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HEADQUARTERS ALLIED CONTROL MISSION
APO 394

30 April 1944

DUTIES OF ARCHIVISTS
attached to M.F.A. and A. Sub-Commission

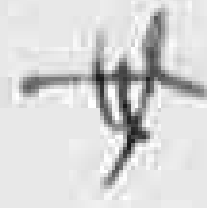
- 1). It will be the primary duty of the Archivists (Capt. Brooke and, if he returns, Capt. Ellis) to visit as many as possible of the Repositories noted in the List of Italian Archives prepared for the information of Commissioners and others, and report to the Director of the Monuments, Fine Arts & Archives Sub-commission.
In this connection, they will establish as close a contact as possible with Regional and provincial officers and take any steps that may be feasible in cases requiring immediate action for the safety of the Archives.
In making inspections they will use as much as possible the collaboration of the Italian Archives Authorities; and especially, for Southern Italy and Sicily, that of Conte Riccardo Filangieri di Candida and Dott. Egildo Gentile, the Superintendents.
In general their object will be by these and any other available means to obtain as complete a survey as possible of the present state of Italian Archives, so far as it results from the war; and to encourage and facilitate necessary work by the Italian officials.
Mr. Jenkinson has undertaken to continue to act as adviser and they will therefore keep him informed of progress; and he will maintain touch with Washington.
- 2). As the Army moves forward they will put in hand as speedily as possible work similar to the above in newly occupied areas.
- 3). They will maintain liaison with G-2 Advanced Intelligence; and in this and any other possible ways keep themselves informed of the state of Modern Archives not included in the list above mentioned; and will do their best to secure for such Archives the maximum provision of safe-guarding; reporting on this side of their work also, as above.
- 4). They will keep in touch with the Archives Department of A.C.C. and familiarise themselves with its work.
- 5). If any other Archivist is sent over from Washington he will share in all the work; but it is probable that he will be an expert in Modern Archives and in that case he will naturally take over most of the work indicated under (3) above, and endeavour to expand it.

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6). The Archivists will be responsible for seeing that any information on Archives in the Italian or other Theatres, compiled in America or elsewhere, duly reaches the persons for whom it is intended.

*Agreda also
with Major Deliaes*

30.6 44 

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

Meeting of Archives Committee.

Brig Lush presided. Capt. Collins spoke for a few minutes and stated he was chiefly concerned with files not so much for high policies and historical summaries but for the day to day problems.

Mr Jenkinson spoke for a few minutes about the elimination of unnecessary matter in the files and said it would have to be decided whether the elimination should be done on the spot or sent to the Archives section. It was considered that the latter course was preferable. He also raised the question of how files should be made up i.e. by one fastener or two fasteners, at the top or at the sides, or whether the American system of typing be adopted to the English. No decision was taken.

Capt. Collins raised the question of method of opening filing systems and method of arranging files under titles and suggested some instruction was needed to officers and chief clerks as to running of a filing system.

Brig Lush asked the ^{Secretary}~~Inspector~~ General to arrange for a lecture or two to be given on this subject.

Brig Lush thanked Mr Jenkinson for the help he had given the Archives Sec. of the ACC.

29th April 44.

J.R.

bol Shipap to sec. - Ref 42 J.R. 29 4 44.

1/1

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HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJG/afe

27 April 1944

TO: All concerned.

1. There will be a meeting of the Archives Committee at 1100 hours on Saturday, 29 April 1944, in Room 33, Provincia Building.

2. No fixed agenda has been arranged, but the meeting has been called because this is probably the last occasion upon which Mr. Jenkinson will be able to attend before his return to the U. K. Mr. Jenkinson will summarize the progress made so far and will discuss plans for the future.

A. J. Collins
A. J. COLLINS
Captain, RC
Asst Secy Gen

DISTRIBUTION:

Brigadier Lush
Mr. Hilary Jenkinson
Lt. Col. Shipp *RC + MG Secy*
Major Doe
Major Hinkel
Major Thompson
Major White
Captain Brooke
Captain Collins

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2282

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

339-22 APR Recd
HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
 APO 394

ACC ARCHIVES

2 APR 44

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organize its filing system by the methods best suited to its own convenience. A few general principles should, however, be borne in mind.
2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.
3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices shall take all steps possible to ensure that papers are tidily filed and firmly bound.
4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's normal duties to purge files sent to him for custody, and elimination of papers should be made by the offices concerned before the files are sent to the Archivist.
5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts: (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) could normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.
6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.
7. It is realized that many offices are heavily pressed, and so far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be greatly appreciated.
8. The Archivist will visit you at an early date to discuss arrangements for facilitating the handing over of files, and any relevant points upon which he may be able to give assistance.

Robert E. Doe
 ROBERT E. DOE
 Major, A.S.M.
 Secretary General

PA

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Equals British RESTRICTED

ADJUTANT GENERAL HEADQUARTERS,
G-2 (ADVANCED INTELLIGENCE),
P.O. Box 100, 300 Section,
WASH. D.C.

10/20/50

14th April 1950.

NOTES TO COMMISSIONERS RECORDED AT A CONFERENCE
ON THE SUBCOMMITTEE'S ADVISORY REPORT - held
at G-2 (Advanced Intelligence) 11 April 1950.

Present: Mr. Military Intelligence, G-2, G-3 - RECORD OFFICE,

Mr. Fred W. HOFFMAN, Executive - President's

Advisory, (Room 300, 300 Section)

Major R. J. G. GALT - G-2, G-3 (Advanced Intelligence).

1. A summary list of categories of subject activities is being drawn

(action: subject data.)

2. G-2 (Advanced Intelligence) proposes protection of archives in
certain special cases classified as intelligence centers against
population in troops, in the same manner as those listed by G-2
for G-2.

(action: G-2 (Advanced Intelligence).)

3. In addition, the provisions of G-2, G-3, Administrative Instruction
No. 10, which provide the general instruction or direction of archival
material, should, if properly followed, result in intelligence
point of view provide the necessary background information and
troops.

4. The proposal that the activities of all intelligence agencies
collective information from archives should be coordinated by G-2
(Advanced Intelligence) will protect the archives against unauthorized
handling. It is also proposed that a few special items regarding
the handling of evidence should be reported for circulation to the
interested parties.

(action: review by G-2 (Advanced
Intelligence).)

Present: Mr. Henry Belknap, C.S. - Security Division,
ASST. Dir., Division, Archives - President
Library, Ohio Park, 16 1081
Major Belknap - C.S., C-2 (Advanced Intelligence).

1. A summary list of copies of books and articles is being drawn up.
(Action: Archives.)

2. C-2 (Advanced Intelligence) proposed creation of archives in copies of articles found classified as intelligence material and population groups, at the same time as those listed above by C-2.
(Action: C-2 (Advanced Intelligence).)

3. Meanwhile, the provisions of C.S. Administrative Instruction No. 10, which facilitates the current destruction of archives of obsolete files, should, if properly interpreted, form an intelligence point of view provide the necessary security against population and groups.

4. You proposed that the retention of all intelligence sources collecting information from sources should be coordinated by C-2 (Advanced Intelligence) will protect the archives against incorrect handling. It is also proposed that a few special limits regarding the handling of archives shall be proposed for circulation to the interested agencies.
(Action: Archives and C-2 (Advanced Intelligence).)

5. When safeguarding measures are withdrawn from archives of intelligence interests, C-2 (Advanced Intelligence) should also be necessary to provide for the hand-over to allied Central Organization, so that it is the old archives previously withdrawn in the interests of intelligence is left unprotected.
(Action: C-2 (Advanced Intelligence).)

6. Archives of intelligence interest removed for transmission elsewhere should be carefully reviewed, and the register reviewed.
(Action: C-2 (Advanced Intelligence).)

U. S. RESTRICTED
Equals Basic Restricted

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Equals British RESTRICTED

7. While it is recognized that it will be necessary in the interests of intelligence to remove archives from repositories in some cases, it is hoped that the danger of such disposal will be constantly borne in mind from the point of view of maintaining the archives as a whole.
(Action: G-2 (Advanced Intelligence).)

8. It is recommended that archives of our Intelligence value, and those which have been handed over to the Allied Control Commission under the provisions of paragraph 5 above, should be the responsibility of the Allied Control Commission, who should maintain their integrity until finally handed back to the Italians.
(Action: Individuals.)

9. Finally, documents are recommended whereby ultimate restoration of displaced archives can be realized.

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5. Finally, arrangements are being made whereby alternate routing of classified materials can be realized.

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Equals British RESTRICTED

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18 APR 1944
33740

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APC 394

8 April 1944

Subject: Recommendations for the assignment of an American Archivist
to the Allied Control Commission.

To : Colonel Fiske.

1. As you know the protection and rehabilitation of Italian public and private archives relating to the current administration of Italy are of the highest importance to the successful prosecution of the war and in the reconstruction of the country after the war. The importance of records of births, marriages, deaths, financial transactions and police affairs is readily discernable. In the field of Italian National Affairs the importance of records as those of the Foreign Office take on a world wide significance. In addition, the historical archives of Italy are of value to scholars everywhere in the world who are interested in the history of civilization and what lessons it teaches. Therefore everything should be done to protect these records from loss or destruction.

2. I am recommending, therefore, that an American Archivist, who will give attention to the protection, preservation and rehabilitation of Italian Archives, be appointed and that he be attached to the Sub-commission on Fine Arts, Monuments and Archives; also that the subject of archives be recognized by the Sub-commission as one requiring a specialist in the same way as archaeology or any other special science.

3. An Archivist is concerned with preserving and making available to users the material in his custody. There never has been a time as now when valuable bodies of records in as great quantity were in need of expert attention. Using the techniques of his profession an archivist can do much to protect records and put them in serviceable condition; and to acquire a body of information of value to the services, as well.

4. For the position of American Archivist I recommend Mr. George Cooper Reeves, formerly on the staff of the National Archives but now receiving his basic training in the Army of the United States. This recommendation would be supported by Mr. Colon J. Buck, Archivist of the United States. I am attaching a personal history statement on Mr. Reeves. *If Mr. Reeves is unavailable, another person of suitable qualifications should be appointed.*

5. It is my understanding that the A.C.C. requires an Archivist for its own records and that arrangements have been made to appoint a British Army Officer to that post. My recommendation is that the

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- 2 -

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American Archivist be appointed to work on Italian records and that he be consulted from time to time regarding records problems of the Commission. Presumably the British Archivist will be equally interested in the Italian records. Therefore, it is supposed that in the interests of the job in hand there will be the closest collaboration between the two Archivists.

6. Might I add that the Archivist of the United States, I feel sure, would concur in my recommendations. You are already aware of the President's interest on this subject.

Fred W. Shipman

FRED W. SHIPMAN,
Director, Franklin D. Roosevelt Liby.
Temporarily Archival Adviser to
Sub-Commission on Monuments and Fine
Arts and Archives.

Attachments

1. Personal History Statement, Mr. Reeves
2. Suggested procedure for Archivist
3. Suggested form for making survey

Copy:

1. The President
2. Lt. Gen. Devers
3. Maj. Gen. Hildring
4. Mr. S. J. Buck, Archivist of the U. S.

4/16

Mr Shipman was informed that the Commission approved the appointment of a civilian or military archivist for duty with the MFA but was to advise on Italian records and archives, but that the appointment of a "conscientious objector" was not considered desirable. -

Capt. Coffin E. Lee
326
Hap 24 1944

12289

November 15, 1943

NAME, GORDON CORRE
9933 North Avenue
Silver Spring, Maryland

PERSONAL INFORMATION:
Born - July 20, 1900 - Columbus, Indiana
Married - no children
Last residence - Los Angeles, California

EDUCATION:
St. Paul University 1925-27
Indiana University 1927-31 (A.B., 1930; Ph. D., philosophy, 1935)
Harvard University of Boston 1931-33 (Ph. D., philosophy, 1934)
University of Minnesota 1933-35
University of Southern California 1937

EMPLOYMENT HISTORY:
National Archives, Historical Records Survey, California, 1936-42
Senior Translator, Office of the Quartermaster General (translating technical and scientific works on military subjects from various foreign languages) 1942
Chief, U.S. District Engineers Office (general records unit), 1942-48
National Archives - Senior Archives Assistant, Junior Archivist, Assistant Archivist, 1948 to date

PERSONAL QUALIFICATIONS:
Mr. Brown has a fluent command of spoken and written Italian and Spanish and of written German and French. He has resided in Italy and has good personal contacts with a number of leaders in the intellectual sphere in that country. In his work with the National Archives Mr. Brown has had unusually varied experience, as in addition to his assignments within the National Archives he has been on detail to the War Production Board, the State Department and the War Relocation Authority for various records and research assignments. He has shown unusual ability in adapting himself quickly to new lines of work. His personality is pleasant and agreeable.

REMARKS:
Mr. Brown is a man of fine ideals and complete integrity. His draft status is at present pending. He has made application for classification as a conscientious objector (4d-C), eligible for military service in non-combatant positions, but his application for this classification is based solely on conscientious scruples against participation in violence and no question is involved of his complete loyalty, especially with American war aims, and entire willingness to accept personal losses or other responsibilities of citizenship.

[Handed to the high for trans. done by day 345
11-15-43]

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Suggested program of work for Archivist attached to Sub-commission on Monuments, Fine Arts and Archives.

1. Collaborate with G-2 in the work of protecting archives and records from the moment of occupation. Be available to give professional advice and assistance in the work of preventing unnecessary destruction or loss of records found in conquered areas. Obtain first hand information on the fate of records of importance to the continued administration of a locality. Encourage the use of duplicating methods when possible where a reliable copy will be satisfactory - with the purpose of having the original retained in its proper place. Of course, military necessity transcends all other considerations and the archivist would have to use good judgement in his attempt to save material from seizure or destruction. The most rapid duplicating method is that of microfilming. The U.S. Navy may be prepared to do practically any required amount on the spot. If not, other microfilming arrangements should be made.
2. Bring relief through A.C.C. to important archives and records endangered by exposure or pillage. The archivist should carry a certain amount of prestige and authority so that he will be given a hearing.
3. Make a survey of all important local and national archives in the areas occupied by our forces in order to learn which records have been lost or damaged and what remains. He can learn of the location of evacuated records and encourage their return to the depository. He can use what facilities of transport, etc. that may be made available to him. The survey can be made in several ways by
 - a. actual visit to record repositories
 - b. obtaining cooperation from officials of the Italian Government, church leaders, other educators; request them to circulate a simple questionnaire - like the one below; have the copies filled in and returned to the archivist
 - c. Obtain informally the best reliable information he can obtain from G-2.
4. Organize an information file by classes of material and location based on his survey.
5. Make available to all interested parties, who have a right to know, the information he has acquired. Many U.S., British, and Italian agencies will find this information valuable both during and after the war. It will aid tremendously those who because of the war are forced to establish their civil rights through documentary evidence. Even the knowledge of the destruction of certain vital records may affect the administrative policy regarding such matters as requiring documentary evidence.
6. The greatest damage to records thus far has occurred in the heat of combat, and in the first rush to obtain documents for military purposes, the failure to post sufficient guards to prevent pillaging by our troops and civilians, and the failure to take advantage of the duplicating devices which in many cases might mean a file could be left in its proper place intact.

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Working Plan, cont'd:

These problems are being worked on by G-2 and Naval Intelligence Units. However, they are not concerned with the continued administration of the area. The archivist should have a working arrangement with G-2. He knows operations comes first - but he can help avoid unnecessary destruction.

7. It should be emphasized that there are competent Italian archivists. They will perhaps ask only for things with which to carry on their work. The extent to which aid can be given - such as transport for removing records, - repair of a broken wall in a building etc. will depend on A.C.C. However, it is logical to suppose that the Italians may request aid for archives which have always been the way they are - and were not touched by the war. That is a thing the archivist should guard against or he will find himself immersed in the hopeless task of trying to repair and house all the records of Italy. That is the job of the Italian government and people.

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Suggested form to be used for obtaining and recording information on Italian Archives and records.

1. Location (Province and Communes).
2. Name of building.
3. Street Address.
4. General condition of building (damaged or intact).
5.
 - a. Title of archives or record groups;
 - b. Dates covered;
 - c. Approximate quantity. (i.e. number of volumes, bundles or linear measurement.
6. Condition of records.
7. Any special uses they may have for current administrative purposes.
8. Have the records been used by our forces?
9. Remarks: i.e. special recommendations as to what should be done for the care and rehabilitation of damaged material, etc. This is not intended to mean we should concern ourselves with bad situations which existed in peace time.

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La. bol Shipp

33

Ref. 32. I have had
a look with Brig.
Lusk, and am
re-drafting the paragraphs
which he indicated on
the original draft.

al Shie
- 1944

341

On file, 120
8-19-44

See
Please see 32
6/20/4

12294

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

TO: Executive Commissioner.

Archives.

Ref your remarks on 26 and 27, Capt. Collins has submitted 28 as his apology. I am sure Capt. Collins will be fully employed without doing all the extra "purging" which is the point at issue. I suggest that you might care to give him 5 minutes to explain 28 to you.

G.W.I. Shipp

G.W.I. SHIPP,
Lt. Col.

17 April 44

Arrange

M/L 17/4

OK

done

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HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

31

13 April 1944

Dear Mr. Fenwick

Thank you for your draft memorandum which I return herewith,
in the form of a letter, as addition.

Major De Wald has had a good look at it and thinks that it will be very useful to Regional Commissioners. I suggest that if you have no objections we will issue this through the Monuments and Fine Arts Sub-Commission to Regional Commissioners, who can have it available at their Headquarters, or send it out to their Provinces as they think fit.

The question of preserving archives in the forward areas has ~~already~~ been brought to the attention of the Army authorities who have issued instructions already covering the general issue.

Mr. Hilary Jenkinson,
c/o Information Branch,
H.Q. A.C.C.

Col. Shipp
See

Sir
any further action 339 28
Yes
See 32 1674
10/4

2296

Declassified E.O. 12356 Section 3.3/NND No. 78501730HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

9 April 1944

Dear De Wald,

I am sending you the draft of a memorandum which Mr. Jenkinson has prepared and which he wishes to be given wide publicity. The subject arose during a discussion on the A.C.C. modern archives and I thought Mr. Jenkinson was referring to them when he said he would let me see this draft. I do not know whether he has discussed this with you; if not I am sure that you would like to see it.

I am not qualified to express an opinion on the technical aspect of the memorandum, but it seems to me rather too elaborate to publish in the form of Army Orders, which to my mind is the best way of ensuring that the requisite publicity is obtained. I understand some instructions on these lines have already gone out from A.A.I., but Mr. Jenkinson may have raised some new points.

Yours sincerely,

Geo. Shipp

Major E.T. De Wald,
Director,
Monuments & Fine Arts Sub-Commission.

Spoke de Wald who says
they have already issued instructions
covering archives and we should
not push for more. This should
be sent back to Mr. FA &
sent out to Regional Commissions

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

29
Dear Colonel Shipp,

This is the Draft Memorandum
which I submit to you - the
introduction is a list. The
latter is arranged by (Italian)
regions and the introduction
has given accompanying any type
one of them.

Yours sincerely
John J. Jackson

5 Apr.
1944

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12298

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

339TH

28

12 April 1944

27

Brigadier Lush:

It seems that the attached draft has created the wrong impression.

I. "The Archivist will not purge files." I am advised by Mr. Jenkinson that elimination of redundant documents is not considered part of an Archivist's work, although he inevitably has to do a certain amount of purging.

It was felt advisable to point out specifically that the Archivist would not normally purge, otherwise there would be the danger that Sections, etc. would send in their files in a disorderly state, confident that the Archivist would be responsible for cleaning them up.

In fact, the people so far interviewed (the Administrative, Economic Sections and 5 Army) welcome our circular because it gives them an opportunity to instruct their sub-commissions that they themselves must maintain their files in an orderly condition, under an officer's supervision.

It is emphasized that Sections are not expected to do any elimination with regard to files which are coming in at this stage.

II. It is not intended when bundles of files are received with covering lists that they shall simply be shelved just as they arrive. A certain amount of purging remains to be done (although we had not intended broadcasting this information); nearly all files have to be rebound; file titles are often misleading, and fresh amplified file registers have to be prepared. Further, it is considered of little value to store the papers if nobody knows where to find anything. Hence it is proposed to make a full subject index - not only of files but of documents also where considered desirable. With these objects in mind it seemed important that the Archivist should be given as full information as possible of the material sent to him for handling - this information to be provided by the people who know most about it; i.e., the people sending in the files.

In the short time in which Archives have been operating we have already come across bundles of files which show neither what they contain nor from whom they have come. This information could be supplied with relatively little trouble by the people disposing of files, whereas it is well nigh impossible to reconstruct a filing system when the only portions available are fragmentary and when there is no indication of what is missing.

affairs
Cott.

Draft for Discussion

ACC ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organize its filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices will take all steps possible to ensure that papers are tidily filed and firmly bound.

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's duties to purge files sent to him for custody. Elimination of papers will be made by the office concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts: (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to the Archives, category (b) will generally need to be

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6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.

7. So far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be of great value.

8. Files will be addressed to the Secretary General (Archives), Headquarters Allied Control Commission, CMF. Each bundle of files will contain a sheet showing the contents; i.e., file numbers and titles, and the office from which it is sent. If the office which originally compiled the files is different from the office now despatching them, a note to that effect will be made; e.g., "from Public Safety Sub-Commission - files compiled by 1st Army Group." Any files or papers which it is proposed to destroy should be sent to the Archives, showing all the above particulars and should, in addition, be separately bundled and marked "for destruction."

It is up to the Archives to
collect & pass the Sections and
the trouble. The Section deal
with the work - the archive
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The latter

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the office from which the files is different from the office now despatching them, a note to that effect will be made, e.g., "from Public Safety Sub-Commission - files compiled by G Army Group." Any files or papers which it is proposed to destroy should be sent to the Archives, showing all the above particulars and should, in addition, be separately bundled and marked "for destruction."

It is up to the Archives to collect & save the Sections called the Trouble. The Section deal with live work - the archiving 334 The latter with what has gone. must give way to the former to the Archives. Then if possible to throw it or to do the work up to throw it or to others.

18/8/79

2303

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

ARCHIVES

- I. I visited AMB 5 Army on 6 April 1944 and discussed Archives with Major Jones, Administrative Staff Officer.

There are no files which can be sent to Archives at the moment: Major Jones is engaged in overhauling the filing arrangement, and on the day before my visit had submitted a draft circular to all branches of AMB (Field) 5 Army to Colonel Ashley for approval.

The files are housed in a central file office, but each branch, subcommission, etc. has its own clerk who is responsible for ensuring that papers find their way into the proper files. Major Jones mentioned that this system has advantages over the employment of a general filing clerk. Under his arrangement, each clerk becomes familiar with the subject matter of his particular job, and is thus enabled to take an intelligent interest in what he is doing, rather than act as a routine filing machine.

Under the arrangement which Major Jones has in mind offices will be held responsible for checking through their own files periodically and for maintaining them in a satisfactory condition.

An up to date register of files is being prepared and Major Jones will let us have a copy of this when it is complete, together with a copy of his "internal" circular on the keeping of files. It is not expected that there will be any files available for Archives for at least two months.

Major Jones was most helpful. I am confident that we shall have his full cooperation.

- II. Whilst at Caserta I took the opportunity of visiting Major (now Lt. Col.) Ames, C. A. Section. As was anticipated, there are no files from this section available for Archives yet, but I informed Major Ames of the Archive plans which were being made and asked that he also keep in mind the fact that his files would be required in due course.

Here, too, the filing system was in process of organisation. CWO Germans had prepared a draft office circular on Major Ames instructions, and I discussed the draft with them.

I suggested modification of one instruction in the circular which to my mind would have rendered the files unnecessarily complicated. The modification was accepted and CWO Germans will send us a copy of his circular in its final form together with a copy of the file register.

afternoon
7 April 44

10/4
20

2304

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

SUBJECT: Mr. Hilary Jenkinson.

TO : Executive Commissioner.

1. Mr. Jenkinson would like to have a meeting as soon as possible to discuss with you certain points regarding his future movements. Briefly he wants to go home about the end of this month with the possibility of returning at some later date to see how matters are going. His former assistant, a Mr. Brock, was understood to be leaving England about the end of March to join him here.
2. He suggests that he is attached to Monuments & Fine Arts.
3. He has heard that Capt. Ellis, who went into hospital in Algiers, is much better and wishes to come back. He would like this to be arranged if possible.
4. These appear to be Establishment matters but Mr. Jenkinson came to me through ~~my~~ connection with Archives.

6 April 44.

G.W.I. SHIP,
Lieut. Col.

file 339

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339.5
BRITISH RECORDS ASSOCIATION.

Copy of BRA

Memorandum N-7

First Aid for Damaged Manuscripts.The Necessity for Prompt Action.

The following brief notes, which have already been published in substance for the information of Solicitors and of various classes of official guardians of Archives, are repeated here in the hope that they may be of use to others who may be concerned with Records which have been damaged as a result of Enemy Action. They deal only with elementary and primary requirements: but it cannot be too widely known that in a very large proportion of cases invaluable first-aid measures, with no equipment that cannot be easily improvised, can be taken by anyone who is prepared to master a few simple principles and do a certain amount of patient work.

It will be noted that the subject divides itself naturally according as the documents are on Vellum or Parchment, or on Paper (which, though structurally weaker, is often more resistant to the kind of damage we are now considering) and according as the damage results from Fire or Water: the second of these is the worst, because its effects continue and grow progressively more mischievous. In a number of instances it has been found possible to do a considerable amount of restoration in the case of documents, especially paper ones, which have been soaking wet, or even immersed, for a period of weeks: but it is taking a big risk to postpone preliminary measures for more than a day or two, even in the case of paper; and parchment or vellum left much longer than that may become a solid gluey mass. It is particularly important that documents which are folded, or pressed close to others, should not be left in this form in a sodden condition; they must be opened out and dried.

Vellum or Parchment, though they bulk largely in accumulations of Deeds and other documents relating to land tenure, are not often found among modern Records of other kinds. But no one who wishes to be prepared for emergencies can afford to neglect consideration of them, because when they do occur their need for attention is generally urgent.

Documents on Paper.

When paper documents have been touched to any serious extent by Flame, or by any other means become actually carbonised or charred, their treatment is a matter for an expert. They should, if possible, be protected by being enclosed in boxes, with a loose wrapping of tissue paper.

When they have been merely subjected to Intense Heat they will probably be brittle and should not be handled more than can be helped until they have had time to re-absorb from the atmosphere a normal amount of moisture.

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If after some time they still seem brittle they may require re-sizing again, this again, will be matter for an expert.

A special caution in regard to Safes may here be interpolated. Where an iron (and more or less air proof) safe been in the midst of a conflagration, there is often a chance that a large proportion of the documents contained in it, especially paper ones, though excessively hot, may be comparatively undamaged; but there is also a strong chance that any inrush of fresh air would produce active combustion. Generally, therefore, a safe in such cases should be allowed to cool before it is opened.

When Papers have been damaged by Water they should have their folds or pages carefully separated out while damp by levering very gently with a bone or ivory paper-knife, or 'folder'; the process should consist not only of lifting the flat blade after it has been insinuated between two layers of the paper but also of giving it from time to time a quarter turn; and after this process has been begun a small cylindrical wooden bar, about the thickness of a pencil, which is to be rotated between the fingers, may sometimes replace the folder. The documents when separated should be dried by exposure to the air only, not by artificial heat: the most convenient way is generally to hang them over lines in a large dry room; but a bound volume can often be sufficiently dealt with by being partially opened and stood in a current of air on its upper or lower edge - not on its fore-edge.

The above remarks are based on experience in dealing with paper of some age and generally of fair quality. The cheaper modern papers, are, of course, much less resistant to destructive forces of any kind: but the same remedies may be attempted in the case of damage: and it will be even more necessary that they should be applied with the least possible delay.

PARCHMENT OR VELLUM DOCUMENTS

Then the damage is due to Heat only, the document will probably be much shrunk and, in the case of a folded document, the folds will appear to be stuck closely together. If it is wrapped in a damp (not wet) cloth long enough to become moist throughout (re-damp the cloth if necessary) it should be possible by levering very gently with a paper knife or 'folder', in the manner already described, to separate the layers and unfold the document; which should then be dried in the same way as that prescribed above for paper (by airing only, not heat) and may also, when drying is nearly complete, be lightly pressed. In most cases the document so treated will be reduced in dimensions but legible and not brittle; if it is brittle it will need re-sizing and that is work for an expert. On no account must any force worth speaking of be used in the levering process - only steady, but very light, tension. If the folds stick

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hard together they probably need a further damping.

When the damage is due to water a similar process must be put in hand without delay, while the document is still damp. Once more, the drying process must be by air only, not by exposure to heat.

THE GOLDEN RULE

A certain amount of patience is sometimes necessary, though often successful work may be done surprisingly quickly. But in any case Violence should never be used: it will achieve nothing of value.

TWO FINAL CAUTIONS AND A NOTE.

If any attempt is made to flatten the rescued by pressure this should be at first very light, a heavy board on the top of a pile of damp leaves laid between pieces of absorbent paper is quite enough. When the leaves are quite dry - not before - a screw press, if available, may be used.

If it is necessary to separate leaves (e.g. the sheets of a book) which belong together, it is essential to be much more careful than one is apt to think in preserving the order. Wherever possible, preliminary numeration in pencil is advisable.

Application for advice may always be made to the Technical Section of this Association in the cases mentioned above as requiring the attention of an expert.

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MODERN RECORDS

What may we destroy?

I.

INTRODUCTORY

The Association has already published notes (B.R.A. Memoranda, Nos. 1 to 4) on this subject: for the question 'What may we destroy?' cannot really be separated from the question 'What must we keep?' But those notes related rather preponderantly to documents written a century or more ago; and it is thought that some remarks may be useful which are designed specially for the Owner or Custodian (notably the Business or Professional Man) of papers of more recent date- including those of the present time- and which recognise frankly that for him the one urgent problem is often that of elimination rather than preservation.

Nevertheless we must begin by re-iterating that every Record is in some sense unique, contains a certain element (varying of course in importance and amount) of knowledge which does not exist in quite the same form elsewhere. Destruction therefore is an irrevocable act; is at best, a disagreeable necessity; and to a conscientious custodian must be an anxious and difficult task.

On the other hand the necessity is often very real and is felt in peace as well as war-time. The spread of the writing habit, the cheapening of paper and the invention of type-writing have so multiplied the quantity of documents made in the course of organised Business of every kind, both Public and Private, that even the most convinced advocates of conservation in the historical interest have begun to fear that the Historian of the future dealing with our own period may be submerged in a flood of written evidences. In a very large proportion of modern offices there is in fact an enormous survival of quite unnecessary papers. Any Solicitor (to take one example), if he thinks of the way in which at the conclusion of the process of drawing up an agreement, drafts, duplicates and subsidiary documents from every stage of the affair are habitually bundled up and put away in the Paper Room without any attempt at weeding, will be able to confirm this.

In the case of Government Departments the trouble has long been recognised and steps have been taken to meet it by means of a statutory Committee of Inspecting Officers, representing both practical and historical interests, who frame for each Department a schedule of Classes of Documents - generally classes still current or only just obsolete - which may be destroyed either immediately or after a specified period.

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Local and Ecclesiastical Authorities (all of them autonomous in the matter of their Archives), and, still more, Private or Semi-Public Institutions and Individuals, have no such machinery to help them. Something in the nature of an official Advisory Body may one day become possible: meanwhile the need for some temporary guidance is urgent in the interests of both sides- those most concerned to make a clearance and those who wish to conserve.

On the practical side (i.e. on the question what should be preserved in the interests of the Persons or Bodies that compiled the Documents) we cannot pretend to advise. Even on the historical side the present note attempts only to put the situation clearly before those Owners or Custodians of Documents who may have to make a decision; to suggest general principles for their guidance; and to give some specific examples of the application of these. For detailed guidance in particular cases Special Schedules will always be necessary.

It is assumed that in regard to older documents Owners or Custodians will be guided by the schedules which have appeared in Memorandum No 4 and other publications of the British Records Association: for convenience these have been summarised below in Part III of the present Memorandum. Our problem is that of guidance for the Owners of Modern Documents who wish to provide within reason for the needs of future Historians but who have also to consider their own requirements (notably that of space) and (at the moment) the national need for waste paper.

II

PRINCIPLES of PRESERVATION and DESTRUCTION.

The Historical Uses of any given accumulation of Archives are of three kinds.

- I. They may show what was the Business or other form of organisation whose activities they served- how it was conducted, by whom, and with what results. (Under 'Business' we include of course the arrangement of private or family affairs).
- II. They may answer similar but larger questions in combination with other accumulations of the same kind. For example the Records of a Bank, the Papers of a Doctor, the Muniments of a Lord of the Manor, the Books of a Mill-Owner, taken with those of other Banks, Doctors, Manors or Mills, may elucidate the history of Trade Credits, settle a point in Pathology, shed new light on the History of Land Tenure or illustrate the effect of Machine Development in a particular Industry.
- III. They may give us quite incidentally and accidentally information or inferences about something with which the business they served was not in the least concerned, even about something which they do not mention.

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Most research do, in fact extract from Records evidence in regard to matters which was not in the minds of those who compiled the documents at all: the Master of the Revels to James I had no intention of dating a Shakespeare play for us; the Mayor of Guildford in 1588 would have been surprised to know that his Records would one day interest the R.C.C.; the medieval Bishops of Winchester did not foresee Sir William Beveridge; and no Poetry of the eighteenth century had visions of Mr. and Mrs. Sidney Webb.

How can we proceed to eliminate documents with due respect for each of these three possibilities?

Historical Uses: I. In the first case reasonable elimination should be a comparatively easy task provided it is carried out, or at least arranged, early (the only thing as a rule, which makes it difficult to destroy old letters is the fact that they are old) and by someone who was associated with the affairs which produced the documents.

Very often all needs are served by preserving a few key documents and representative selections from regularly kept series and from large classes of constantly recurring documents of a routine character. Specimens, by the way, should be selected for this representative character not because of any adventitious interest such as the chance occurrence of a well known autograph: such interests are not of course excluded but they are not to be our primary object in selection.

A caution interpolated. If the head of an Institution or Business having selected from its Records those which illustrate its history, proceeds farther to write that history he is not to think that this absolves him from keeping any documents at all. A summary (necessarily selective and therefore ex parte) cannot replace the originals on which it is based.

Historical Uses: II. This is more difficult because it involves establishing the importance of any given Business or other Organisation or Institution (a) as belonging to a category of Institutions or Businesses whose Records have rarely been preserved

- (for instance the Official Papers of Coroners or Sheriffs have a special value because they are so seldom found);
- b) as being itself of outstanding importance in comparison with other Businesses etc. in the same category; or
- c) as belonging to a category of Businesses etc. the general history and development of which are of outstanding importance and can only be traced by the use of collective evidence.

Two more interpolations. First- do not in this or the preceding case make the common mistake of confusing the unsuccessful with the unimportant. Business which did not materialise, proposals which were not accepted, inventions which were not exploited, are not necessarily unimportant in the history either of an individual organisation or of the craft, profession or other activity to which they belong.

Secondly- remember the extra value which may be given by regularity in keeping a Record and by the time or variety of practice it covers:

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a professional Diary or Case-book, or a series of Accounts or Drafts resembling in character hundreds of others of the same type, may furnish unusual unique evidence solely of account of their length and regularity or of the circumstances in which they were made.

Historical Uses: III. (General Purposes) This is the most difficult of all: in fact it is impossible to lay down any conditions which will preclude the destruction of what might have been valuable, because 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. We can only suggest lines of procedure which make for comparative safety.

(a) Remember again the value of Representative Specimens of routine documents: and keep a Memorandum of Destroyed Classes.

(b) The use of Specimens may sometimes be extended. For instance where the interest is mainly statistical (comparison of numbers, prices or quantities) preservation of specimens at regular intervals over a period of years may meet requirements.

(c) Try to destroy the Purely Ephemeral - and to do so, as nearly as possible, immediately.

(d) Documents which for business purposes would be retained only for a very limited time need not as a rule be preserved on other grounds.

(e) Documents concerning only the internal administration of the Office can as a rule, and to a considerable extent, be destroyed: including Personalia regarding the Staff. But this must depend on the nature of the Office. The distinction to be drawn is between organisations (such as Commercial Firms) which exist mainly in order to do business outside and those (such as Schools or Museums) whose work is mainly internal. In the second case internal organisation is obviously most important and only the ephemeral can be destroyed without careful consideration.

(f) As a rough criterion of possible value for all kinds of undefined interests (i.e. in cases where the document has not a special intrinsic value) - does the document before you affect, name, or touch by inference, a large number of persons and/or things or topics? If both persons and things are involved in quantities it is probably a candidate for preservation: if one or the other, it must be subject for consideration: if neither, it may go.

(g) In the case of modern documents one must ask oneself - is most of the information contained in this document available elsewhere? even in some form other than Records? Any List of Names (for instance) surviving from early periods is definitely valuable: but dealing with later times one has to bear in mind the existence of printed Directories and other means of reference.

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CLASSES and TYPES of DOCUMENTS
which should ALWAYS BE PRESERVED or should be
CONSIDERED for PRESERVATION.

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A. TO BE PRESERVED.

- (1) Documents made or executed in whole or in part before the year 1750.
- (2) Manuscript Maps and Plans of a date before 1850.
- (3) Manorial and Tithe Records: which are statutorily under the charge and superintendence of the Master of the Rolls.
- (4) Other Documents made, or ordered to be preserved, by Statute or Government Regulation (e.g. Enclosure Awards and various modern Records kept by Companies and other Corporate Bodies.)
- (5) Records of Regality and other Heritable Jurisdictions, which are part of the Sheriff Court Records of Scotland and transmissible to the General Register House; and Records of any Scottish Local Court.
- (6) Records of any Ecclesiastical Corporation, Body or Court, Public or Local Authority, Commission, Statutory Body, Endowed Foundation, Public Utility Undertaking or Social Service Organisation, if found in private custody. (None of these should be destroyed without external advice being sought.)
- (7) Documents relating to a Public Office or the discharge of the functions thereof. (Again there should be no destruction without advice.)

B. TO BE CONSIDERED FOR PRESERVATION
in addition to above and irrespective of date.

- (i) Deeds and other Documents relating to Land Tenure.
- (ii) Regular series of Business or Professional Records; especially Minutes, Ledgers (General, Directors' or Private's) Balance Sheets (except those of Public Companies) and Entry Books or Registers (of Cases, Contracts Properties, Work undertaken, etc.)
- (iii) Regular Series of Minutes or other Records of Associations, etc. not of a business or professional character: e.g. Learned or Philanthropic Bodies.
- (iv) Private Correspondence and Diaries, Journals or Logs if obviously kept with exceptional regularity, or in abnormal circumstances, or by persons in exceptional positions.

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- (v) Formularies and Precedent Books.
 - (vi) Documents relating to the conduct of a. Unusual Occupation, Profession or Trade.
 - (vii.) Regularly kept Records of Laboratory or Works Equipment; of the installation of New Machinery or Motive Power; and of New Means of Transport and Distribution.
 - (viii) Regular Records of results or phenomena in Laboratories, Experimental, Observation or Test Stations, and Workshops.
 - (ix) Statistical Analyses, if not known to be preserved elsewhere.
 - (x) Manuscript Maps or Plans (other than those already mentioned); Working Drawings (showing actual construction) of Buildings or Machinery; Original Specifications (if not preserved elsewhere as in the case of Patent Inventions); and Surveys.
 - (xi) Documents concerning Relations of Management and Staff: e.g., Works Council Minutes; regular Records resulting from Inspections under Factory Acts; and those of Apprenticeship and Pension, Profit-sharing or Welfare Schemes.
 - (xii) Comprehensive Lists of Names, for whatever reason compiled.
 - (xiii) Documents of Foreign provenance and those originating in Dominions or Colonies.
 - (xiv.) Printed papers (especially local productions) which from their nature or form, or for other reasons, might be expected not to have survived elsewhere: the value of copies of Private Acts, for instance, has been greatly increased by recent destruction of Publishers' stocks; early Local Newspapers may be exceedingly rare or even unique; and so may early Bank Notes.

IV.

CLASSES and TYPES of MODERN DOCUMENTS which may GENERALLY be DESTROYED.

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(1) Correspondence and associated papers of minor or ephemeral importance: e.g., Covering Letters, Reminders and Letters fixing Appointments; Drafts; and Extra Copies made for special purposes: also Anonymous and Unintelligible Letters; and Inter-Departmental Correspondence or Memoranda inside a large Office.

(2) Accounting Records other than Main Series: e.g., Bank Pass-books,

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Statements of Account, Paying-in Books and Slips, Cheque Counterfoils¹⁴ and cleared or called Cheques; Accounts of sub-departments; Cost Books; small Records and Papers relating to payment made for Wages; Accounts of Office and Petty Cash expenditure and of Travelling and Subsistence money; Bills of Lentition; Transceivers' Bills and other small Vouchers; and Receipts after expiry of the statutory term.

(3) Agreements, Contracts and Bonds, or Documents subsidiary to these, which were only of temporary or minor importance: e.g., expired Leases, Short-term Agreements and Minor Contracts (the preservation of a List of these is generally all that is necessary); expired Insurance Policies; and papers preliminary or subsidiary to Contracts or Bonds.

(4) Office Compilations giving information known to be otherwise available: e.g., extra copies of Minutes; Returns, Statistion or Tables which were required for temporary purposes only or have been consolidated in other documents; Duplicates and Copies of Memoranda filed in the Office in another connexion or known to be preserved elsewhere; Copy for and Proofs of Publications; Press Cuttings.

(5) Working Papers: e.g. Indexes and Registers compiled for temporary purposes only; Progress Sheets; Perspectives, Rough Plans, Shop Prints, Sketches of Components and other Subsidiary Drawings; Rate-fixers Calculations; Storekeepers' Memoranda of Issues and Receipts; and all purely casual Calculations, Drafts, Memoranda and Notes.

(6) Minor Establishment Records: e.g., Personal Files of members of Office Staff; Attendance Books; Leave and Absence Records; Pay Sheets; Routine Reports; Time-keepers' Records; and Demands, etc., for Office Furniture, Stationery or Supplies.

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SUBJECT: Archives.

TO: Executive Missioner.

4 April 44

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1. Minutes of the last meeting on 1st April are at 12.
2. I took on myself to say that you would be present at the next meeting which may be the last one before Mr. Jenkinson goes home. I will see that you get plenty of notice.
3. The draft circular mentioned in para.3 is opposite. I think it is quite harmless and if you approve will have it reworded in the same form as 2.

Col Fiske also wishes to attend next meeting.

G.W.I. Shipp Lt Col

See comments of Fiske.

*I cannot have the Archivist address
to the work of proposed Section. He must
do it himself*

G.W.I. SHIPP,
Lieut. Col.

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MINUTES OF ARCHIVES COMMITTEE, A.C.C.

Saturday, 1st April, 1944

1. Present:

Lt. Col. Shipp (RC & MG Section) - Chairman
Mr. Hilary Jenkinson
Major Thompson (Economic Section)
Major White (Administrative Section)
Captain Collins (Secretary General)

2. The minutes of the previous meeting were passed and signed.

3. The draft circular was discussed; certain alterations will be made and a revised draft submitted to Brigadier Lush for approval. It was decided not to circulate Major White's memorandum on filing but to confine to broad principles the Committee's suggestions to Regions, Sub-Commissions, etc.

Mr. Jenkinson felt that the circular should not be issued simultaneously to all concerned. He thought that a covering note giving the date of the visit of an officer to discuss Archives should be sent with the circular a few days before the date fixed for the visit. This was agreed.

4. Captain Collins reported on the progress to date. A suitable room and furniture had been obtained since the last meeting; a batch of files left by Captain Ellis had been examined in detail. The advice of Mr. Jenkinson had been sought on a number of problems which had emerged during the course of the first few weeks work. Decisions and suggestions made during these discussions with Mr. Jenkinson will be recorded for future guidance. Many of the points were already embodied in the circular.

A further batch of files had been discovered in the building and arrangements made with the originating section for many of them to be deposited in the Archives.

5. The destruction of documents was a difficult question. Mr. Jenkinson passed around a paper on this subject indicating certain guiding principles. It was felt too early at this stage to attempt to frame any general instructions. The visits of the officers from the Archives would throw some light on this problem and previous arrangements could probably be worked out on the spot. It was considered desirable that, ^{by this time} generally speaking, documents proposed for destruction should be sent to the Archives; in this way experience would be gained ^{of what} ~~of what~~ would enable the Committee to draw up a schedule for the destruction of

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6. Mr. Jenkinson and Lt. Col. Shipp mentioned that they had, on different occasions, discussed the Archives with Brigadier Lush, who was very interested in the progress of the work and expressed his desire to be present at the next meeting of the Committee.
7. No date was fixed for the next meeting. This will depend on the availability of Mr. Jenkinson, who has several journeys to make in the near future.

Draft for Discussion

ACC ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organize its filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.

2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices will take all steps possible to ensure that papers are tidily filed and firmly bound.

4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's duties to purge files sent to him for custody. Elimination of papers will be made by the office concerned before the files are sent to the Archivist.

5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts; (a) papers which settle policy (b) actual papers (c) unimportant routine papers. Category (a) would normally be sent intact to the Archives, category (b) will generally need purging,

book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.

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6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.

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7. So far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be of great value.

8. Files will be addressed to the Secretary General (Archives), Headquarters Allied Control Commission, CMF. Each bundle of files will contain a sheet showing the contents; i.e., file numbers and titles, and the office from which it is sent. If the office which originally compiled the files is different from the office now despatching them, a note to that effect will be made; e.g., "from Public Safety Sub-Commission - files compiled by 15 Army Group." Any files or papers which it is proposed to destroy should be sent to the Archives, showing all the above particulars and should, in addition, be separately bundled and marked "for destruction."

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H.C. 339 M.G. Section 9

29 Recd *JP*

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

AJC/af

26 March 1944

Ref. 60 314.8

MEMORANDUM TO: All Concerned.

ACC ARCHIVES

1. It has been decided to establish within the Commission an organization to collect, arrange and have custody of official documents and records of the Commission's work.

2. An advisory committee has been appointed under whose direction the archivist will work.

3. The purpose of the archives is not to make selection or summaries of documents because it is thought that they will be of interest in the future. Archives are a natural accumulation of the documents made and used in the course of day to day work. They have no opinion; they are the written facts on a particular case and their value is governed by the extent and carefulness of their preservation. The original and main sources of archives are therefore the actual files accumulated and prepared by the different sections, sub-commissions, regions, etc., comprised within the Commission's organization.

4. It is appreciated that the greater part of the files which have grown up in the life of the Commission may still be in frequent use by the offices in which they originated. There is no desire that any section be pressed to relinquish custody of files which are still required for future reference.

5. At the same time plans need to be made for the receipt, cataloguing, storage, and safe custody of such files as can be released by active organizations, and of the files of now defunct bodies such as AMF 15th Army Group.

6. It is hoped that the archives may be of real assistance in sections, etc., in a number of ways: notably in enabling them to relieve pressure on their space by elimination of papers not of permanent value, and by taking over files which are seldom required for current work.

7. Files in the custody of the archivist will continue to be readily available whenever it is found necessary to consult them.

8. The administration of the archives is placed under the Secretary General, with whom all correspondence will be conducted.

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2. An advisory committee has been appointed under whose direction the archivist will work.

3. The purpose of the archives is not to make selection or summaries of documents because it is thought that they will be of interest in the future. Archives are a natural accumulation of the documents made and used in the course of day to day work. They have no opinion; they are the written facts on a particular case and their value is governed by the extent and carelessness of their preservation. The original and main sources of archives are therefore the actual files accumulated and prepared by the different sections, sub-commissions, regions, etc., comprised within the Commission's organization.

4. It is appreciated that the greater part of the files which have grown up in the life of the Commission may still be in frequent use by the offices in which they originated. There is no desire that any section be pressed to relinquish custody of files which are still required for future reference.

5. At the same time plans need to be made for the receipt, cataloging, storage, and safe custody of such files as can be released by active organizations, and of the files of now defunct bodies such as the 19th Army Group.

6. It is hoped that the archives may be of real assistance to negotiations, etc., in a number of ways: notably in enabling them to relieve pressure on their space by elimination of papers not of permanent value, and by taking over files which are seldom required for current work.

7. Files in the custody of the archivist will continue to be readily available whenever it is found necessary to consult them.

8. The administration of the archives is placed under the Secretary General, with whom all correspondence will be conducted. A representative from his office will visit you at an early date in order to discuss the disposal of material at present available.

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M S Lusk
M. S. LUSH,
Brigadier,
Executive Commissioner.

DISTRIBUTION:

Deputy Chief Commissioner - 1
Regions I, II, III, IV, V & VI - 6 each
(includes copies for distribution to provinces)
Administrative Section - 10 } includes copies
Economic Section - 12 } for distribution
M.O. & A.G. Section - 8 } to sub-commissions
Political Section - 2
Independent Sub-Commissions - 2 each
SG - 1
DSG - 1
AMG 5 Army - 2
AMG 8 Army - 3

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HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. Section
APO 394

339
Ref/340/25/CA.

18 March 1944.

SUBJECT: Archives.

TO : Econ. Section - Attention : Major Thompson.
Admin. Section - " : Major White.

1. With reference to paragraph 8 of the Minutes of the Conference held on 14 March 1944, the attached memorandum of Major White should be discussed by you with your Sub-Commissions so that you will be in a position, at the next Conference to be held, to express their opinion as to whether they are willing to adopt this system or not.
2. Sufficient copies are attached to enable you to distribute to your Sub-Commissions.

*Action Held up at request
Capt Collins
20/3*

NORMAN E. FINE
Colonel, Cavalry,
Deputy Executive
Commissioner.

Copy to: Mr. Hilary Jenkinson.
Capt. Collins.
Capt. Braybrooke. } For information.

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

HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. SECTION

339
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7
File 2150/INFO

MINUTES of Conference of Archives of AOC
Tues. 14 March 1944 at 1100 hrs

1) Present

Lt/Col. Shipp (RC & MG Sec.) in the chair
Mr Hilary Jenkinson
Major Thompson (Economic Section)
Major White
Capt. Collins
Capt. Braybrooke

- 2) Lt/Col. Shipp opened the meeting with a discussion of the minutes of the Conference held on March 7, 1944.
Major White considered that the phrase referring to the appointment of a lawyer in para 6 was too definite.
The meeting concurred that the words "if possible" should be inserted after the word "lawyer".
This was done and minutes were passed and signed by Lt/Col Shipp.
- 3) Major Thompson conveyed a message from Col. Adams regretting that he was not able to be present. He added that Col. Adams considered himself as the member of the Committee for the Economic Section and that either he or his representative would attend.
- 4) Lt/Col. Shipp turned to point 2 of the Agenda, and Mr Jenkinson pointed out that until the appointment of Archivists was implemented no further work was practically possible.
Capt. Collins then stated, that he had permission to volunteer for the post with the reservation that he must continue to discharge part of his present duties. The Committee, after discussion, agreed that would be a very desirable arrangement, especially if, as was suggested, the Archives Section were annexed to the Sec. Gen's Dept instead of the Information Division.
Lt/Col. Shipp suggested, and the Committee concurred, that Capt. Bennet (A), AMG, 5th Army would be a very suitable officer for the post of second Archivist. It was agreed that, if this were approved, the transfer of Capt. Bennet should take place at the earliest possible opportunity.
- 5) During a discussion on the future work of the Advisory Committee the hope was strongly expressed that Brigadier Lush would be able to retain his personal connection with the Committee as chairman, even though it might not be possible for him to attend all meetings.
- 6) A formal proposal that the Archives Section should be attached, not to the Information Division, but to the Secretary General's Dept. was agreed. It was pointed out that this would make easier Capt. Collins appointment, and in this connection it was suggested that the appointment of an officer to assist him in his other duties might further facilitate the proposed arrangements.
- 7) The housing of the Archives Section was then discussed. It was ³¹⁵agreed that a room would be necessary, measuring not less than approximately 20' x 30'; having facilities for the security of documents, and if possible, near to the Sec. Gen's Dept.

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In the same connection it was agreed that some clerical assistance, at least one clerk, would definitely be required.

- 8) After a discussion on the desirability and possibility of standardising forms and systems in the Archives of the various sections, the meeting agreed that Major White's memorandum should be circulated as a basis for definite proposals. Major White expressed his willingness to give all possible personal assistance in this matter. Mr. Jenkinson pointed out the extent to which the adoption of such a system would be helpful in solving the question of eliminating documents not of permanent value.
- 9) After further discussion of general points it was agreed that the next meeting should take place on Tuesday March 28 at 1100 hrs in the Conference Room

A FLEXIBLE AND EFFICIENT FILING SYSTEM.

- 1 The requirements of every branch are different but the following system can readily be adapted to any requirements.
- 2 Analyse the correspondence and determine the main heads into which the correspondence falls. To each head allot a number - which is an index number and not a file number.
- 3 To every subject which falls within the head allot a sub number e.g. if the number 57 is allotted to the mainhead "Italian Officials", all files dealing with Italian Officials will fall within that group and receive sub numbers e.g.
57/ Italian Officials.
1 Appointments
2 Transfers etc.
- 4 A Policy file, which will contain nothing but the discussion with higher authority of question of policy, the Decisions reached and the instructions actually issued, may be distinguished by the addition of a letter A (or P for Policy if preferred) e.g. 57/1A. A special coloured cover is an advantage.
- 5 A Routine file which will contain all correspondence about the carrying out of the policy, enquiries and other routine administrative matters related to the subject may be distinguished by the addition of a letter B (or R for Routine if preferred). A Special coloured cover is an advantage.
- 6 Action files. A new file is started and an individual number allotted for each distinct action e.g. the first appointments made are of Smith Brown, Jones and Robinson, the files would be numbered 57/1.1 57/1.2, 57/1.3, 57/1.4 and so on. Action files deal with particular incidents, they do not generally live very long, often not more than two or three weeks. Improvised paper covers are often sufficient as file covers.
- 7 Files are most conveniently stored vertically. If there are no filing cabinets, boxes can be made or improvised. Not only is this most convenient, but the cases make the office mobile. Action files die quickly, dead ones must be stored in separate boxes so that only LIVE files are behind the main head cards. This is important.
- 8 Index cards can be improvised out of half file covers inserted vertically in front of the files to which they refer. They should be cut down to stick out about 2" above the files and the number and main head printed thereon in bold letters. Not only do these cards serve as an index but they also act as guide cards. They indicate exactly the whereabouts of the group of any file required and enable it to be picked out at once.
- 9 Records. Each mainhead is given an index card. The sub heads are written on successive lines and are followed by the letters or the policy or routine files opened, and the total number (in pencil so that it can be kept up to date) of the action files which have been opened.
- 10 The main Index Cards relating to Italian Officials might therefore look as follows:

57/ ITALIAN OFFICIALS
1 Appointments

A B 27

2 3 2 8

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2	Transfers	B	7
3	Promotions		11
4	Misconduct		5
5	Dismissal	A	3
6	POW's release of	A B	17
7	Screening	A B	35
8	Complaints	B	15

These few entries are an index to 129 files.

- 11 On the sub index cards (e.g. 57/ Italian Officials Screening of) are listed the action files. These are kept with the dead files for which they act as Guide Cards.
- 12 A block of 100 numbers is sufficient to carry a filing system of some 50,000 files. Most Sub Comms will find 20 or 30 main heads sufficient if judiciously chosen, to carry all their files. Clerks will quickly get to know these so well that they have no need to refer to any index except the card for the sub file number.

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HEADQUARTERS
ALLIED CENTRAL COMMISSION
R.C. & M.C. 1944

Archives 3

3129/1944
9 March 1944

SUBJECT: ACC Archives

TO : Economic Section
Administrative Section
Secretary General

1. Attached hereto is a copy of the minutes of a Conference held to consider the best means of collecting and dealing with the ACC Archives.
2. As will be seen from the minutes, it was decided that an Advisory Committee should be set up consisting of one member from each of the Economic, Administrative and MIA Sections and the Secretary-General's office. It was also explained that the members of the Committee should be interested in the object to be attained and have sufficient authority to back up the Archivists effectively.
3. Sections and the Secretary General's Office are asked to appoint an officer in accordance with para. 2 above. In the case of the Administrative Section it is hoped that consideration will be given to the suggestion recorded in para. 6 of the minutes.
4. The date of the first meeting of the Committee has been changed from 14 March to 16 March at the same hour and place as given in para. 9(a) of minutes. All officers appointed to this Committee are requested to attend the meeting, bringing with them the names of any officers you may be able to recommend for the post of Archivists.

STB
WILLIAM H. FISHER
Colonel, Cavalry
Deputy Executive Commissioner

2330

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HEADQUARTERS
ALLIED CONTROL COMMISSION
R.C. & M.G. SEC.

File 2150/INCO

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MINUTES of Conference on Archives of A.C.C.
Tuesday 7 Mar 1944 at 1045

1) Present

Brigadier Lush, CBE, MC, in the chair
Mr Hilary Jenkinson, CBE, (Secretary, Public Record Office)
Col Adams (Economic Section)
Lt Col Farley Smith (R.C. & M.G. Section)
Major White (Admin Section)
Capt. Collins (SG Dept)
Capt. Braybrooke (Info Div)

2) Brigadier Lush opened the meeting by stressing the great importance of the subject - that of the proper preservation of a representative body of Archives of the proceedings of the A.C.C.

He then made a survey of Major Hinkel's Memorandum dated 27 Feb 44 calling attention to the need to appoint an Archives Section and an Advisory Committee, the numbers of the latter to be kept small.

Col Adams concurred with all that the Brigadier had said and dwelt upon the necessity for getting the organization in hand with the greatest possible despatch.

3) Brigadier Lush invited Mr Jenkinson to make a statement.

Mr Jenkinson described the importance of archives which were the actual working documents of any department. He pointed out that summaries or extracts made from them could not be a substitute for those original documents, the conservation of which was more immediately important than the writing of a history from them.

He went on to stress two particular matters. First, the organisation necessary for bringing in the files from sections to a Central Archives Department and getting them in order; and secondly the vital need to get the right man for the job, someone who was interested and energetic: his training would be really only a matter of starting him on the right lines.

Mr. Jenkinson mentioned incidentally two questions which will arise later: that of the eventual disposition of Archives due to the joint Anglo-American constitution of the A.C.C.; and the very difficult and delicate problem of arranging for the elimination of documents not of permanent value which would otherwise accumulate in large quantities: upon this last point it might be advisable to take the advice of the Archive Authorities in London and Washington.

He finally pointed out how essential it was for the Archives Officer to have a strong backing: ideally the Advisory Committee must be representative, interested and with weight behind it.

4) The Brigadier, Col. Adams and Mr Jenkinson concurred that it would be necessary to appoint two officers (one British and one American) as Archives Officers. The need for one to travel to Regions etc was visualized.

Mr Jenkinson outlined the type of Officer desirable, which was, if possible a youngish man, preferably a graduate of history or law, of good address, tact, and with an interest in the work.

Brigadier Lush asked for suggestions as to personnel:

of PPd

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Lt. Col. Farley Smith suggested Capt. Mason Hammond, but it was found that ^{he} was not available.

The Brigadier then said that the age consideration could not enter into it but that he would see that personnel was found.

- 5) The Brigadier brought up the question of the attachment of the Central Archives Department and the meeting concurred that it should be attached to the Information Division, but as an individual entity.
- 6) The meeting concurred that the Advisory Committee should consist of a representative from each section (the representative of the Administrative Section to be a lawyer) and one from the Secretary Generals' Department.
- 7) Capt. Collins raised the question of the point at which working files turn into archives, to which Mr Jenkinson replied that it varied with the circumstances of individual sections: it was a matter which could be tactfully worked out by the Archivists in consultation with the Sections concerned. Brigadier Lush gave examples as to how the problem might work out fairly simply. Major White gave a description of the Administrative Sections new filing system for comment by Mr Jenkinson, who considered that it would greatly facilitate the work of the Archivist.
- 8) Mr Jenkinson, returning to the subject of elimination, said that, ideally, it should take place before files come to the archivist: he gave examples of possible material to eliminate.
- 9) Brigadier Lush, summing up, said that
 - a) the terms of reference of the Committee would be worked out in detail by the Committee itself.
 - b) Heads of Sections were to be asked to appoint their representative.
 - c) Representatives were to be asked to bring recommendations of names of officers suitable as Archives officers.
 - d) The Committee would meet on Sat 11 March 44 at 11 am. at the Conference Room (Room 45), Provincia Building, Naples.

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ALLIED CONTROL COMMISSION
R.C. & M.G. SECTION

File 2150/HMO

CONFERENCE

ARCHIVES OF A.C.C.

TUESDAY, 7 MARCH 1944, at 10.30

AGENDA

- (1) Present:
- (2) Proposals as summarized in Major Hinkel's Memorandum dated 27 February 1944.
 - (a) Selection and assignment of permanent ACC Archive personnel
 - (b) Training of this personnel
 - (c) Appointment of an Advisory Committee
- (3) Statement by Mr. Jenkinson
- (4) Approval of proposal for a Central Archives Department for ACC
- (5) Nature of Personnel to be assigned to this Department if approved; and method of appointment.
- (6) Approval of proposed Advisory Committee.
- (7) Terms of Reference for Committee, if approved
 - (I) To arrange for proper keeping, by a delegated officer, of documents accumulating in each Headquarters and each group in military government in Italy wherever located;
 - (II) To provide authority and facilities for the archivist to incorporate such material from time to time into the general ACC archives, and;
 - (III) To survey the archives organization and procedure as worked out and submitted by the archivists;
 - (IV) To obtain from Washington and London needed directives on maintenance and ultimate disposition;
 - (V) To supervise the work as it proceeds.
- (8) Appointment of Committee.