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AFHQ
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ALLIED FORCE HEADQUARTERS
APO 512

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CIRCULAR)
NUMBER 9)

13 August 1945

ALLIED FORCE RECORDS ADMINISTRATION

Paragraph 9b, Section IV, AFHQ Circular Number 8, 1945, is rescinded and the following substituted therefor:

"b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. Boxes will be serially numbered for each separate shipment, to show for each box, "Box No. _____ of _____ boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box. The following documents will be signed by the records officer or other duly designated commissioned officer and placed in an envelope inside box No. 1 of each shipment:

- (1) A list of the contents of each box included in the shipment.
- (2) The record specified in paragraph 7b, above.
- (3) A certificate worded identically as follows, and signed by the records officer or other duly appointed commissioned officer:

_____ date

"I certify that all the records included in this shipment are of a combined British-American nature and have been carefully screened; that exclusively British and/or exclusively American records have been removed and properly disposed of and that valueless material has been withdrawn and destroyed.

_____ (Name)

_____ (Grade)

_____ (Organization)"

In addition, identical signed duplicates of the documents specified in (1) (2) and (3) above, will be fastened together and forwarded, by mail, to the Allied Force Records Administrator, AFHQ, in sufficient time to arrive prior to the shipment."

BY COMMAND OF FIELD MARSHAL ALEXANDER:

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OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

O. W. Christenderry
O. W. CHRISTENDERRY
Colonel, AGD
Adjutant General

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ALLIED FORCE HEADQUARTERS
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NUMBER 8)

18 July 1945

ALLIED FORCE RECORDS ADMINISTRATION

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I--- REFERENCES

WFOUSA Circular Number 64, 29 April 1945, "Records Administration Program."

Part II of "Submission of War Diaries and Preservation of Documents of Historical Value", Instructions in Force in the Mediterranean Theater.

II-- GENERAL OBJECTIVES

1. The Combined Chiefs of Staff, in anticipation of the concern of both the United States and the United Kingdom to secure custody of records of a combined British-American nature created in the course of this war, have directed the commanders of appropriate headquarters to take steps to insure that, prior to or upon the inactivation of their respective headquarters or upon withdrawal of representatives of one of the Allies from such headquarters, a duplicate set of the records of a combined nature of these headquarters will be available for ultimate release to the Governments of the United Kingdom and the United States.

2. The foregoing directive applies to the records of all general, special and other staff sections, to the boards, commissions, and committees of this headquarters, and to the combined (Allied) air and ground headquarters under the jurisdiction of Allied Force Headquarters which function as a British-American agency.

3. The principles of the War Department Records Administration Program as affecting American units of WFOUSA have been defined by WFOUSA Circular Number 64, 1945. A corresponding program affecting purely British Army establishments has been provided by Part II of, "Submission of War Diaries and Preservation of Documents of Historical Value," attached hereto as Appendix A, and Air Ministry Orders A.903/42 and A.1007/43 dealing with similar Royal Air Force documents.

4. The program herein established takes into account the foregoing procedures approved by the War Department and the War Office and does not contemplate that those procedures be abandoned or altered. Noncurrent records of permanent value and the permanent records of disbanded, inactivated, or transferred organizations will continue to flow in orderly shipments to England or to the United States, in accordance with established procedures, but provisions are now made for the duplication of records of this headquarters or any of its subordinate establishments which reflect a combined British-American function, operation, or transaction.

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III- ORGANIZATION AND RESPONSIBILITIES

5. Allied Force Organization for Records Administration

a. Allied Force Records Administrator -- To administer a program which will insure the proper disposition of mixed records of the character indicated above, there is established at this headquarters, the Office of the Allied Force Records Administrator, who will:

(1) Organize and administer a program for the disposition (destruction) of nonrecord (valueless) material and the preservation and duplication, by photographic or other processes of the permanent records of the offices or agencies defined in paragraph 2, above.

(2) Establish and operate an Allied Force Microfilming and Records Depot to receive, process, and reproduce the permanent records of a "combined" nature.

b. Records Officers - The organization for this program will comprise records officers appointed in each general, special, or other staff section of Allied Force Headquarters; for each board, commission or committee controlled by this headquarters; and for each Allied (combined) air and ground headquarters under the jurisdiction of AFHQ. Their names will be reported to the Allied Force Records Administrator not later than 1 August 1945.

(1) Record Officers will bear in mind at all times that they are regarded as custodians of the records of the Governments of Great Britain and the United States and that they are personally responsible for their safe keeping. Past experience has shown that irreparable harm has been done by indiscriminate destruction of permanent records of historical, legal or administrative significance. Therefore, the greatest care will be exercised in the screening and evaluation of files included in this program, to insure preservation of records of enduring value. Doubtful cases will be referred to the Allied Force Records Administrator for decision.

(2) Each officer will be familiar with MTOUSA Circular 64, 1945 and Appendix A hereof, and will be guided by these directives in so far as exclusively American or exclusively British records are concerned. Provisions of this circular will apply to all combined or integrated British and American records.

(3) Copies of all directives issued by records officers, which affect the Allied Force Records Administration Program, will be furnished to the Allied Force Records Administrator. No instructions in conflict with this directive or with Appendix A will be issued.

(4) Direct correspondence between records officers and the Allied Force Records Administrator is authorized.

6. Procedures to Conform with Requirements of the Combined Chiefs of Staff

a. The records maintained in any instrumentality of this headquarters, or in any subordinate establishment of this headquarters, normally fall into one, two, or all of the following categories:

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- (1) Records of exclusively British concern.
- (2) Records of exclusively American concern.
- (3) Records of a combined British and American character.

b. One of the most important functions of each records officer is to identify the records of his agency that reflect a combined British-American function, operation, or transaction. Except in the most extraordinary circumstances, this process will not involve the rearrangement of files or the disruption of existing file systems. The integrity of all files must be preserved.

c. Upon completion of the identification of the categories defined by subparagraph a, above, the records officer will proceed by:

- (1) The organization of the files to facilitate their disposal (destruction), retirement (storage), or microfilming.
- (2) The destruction of valueless records (nonrecord material) in accordance with War Department and War Office directives.
- (3) Shipment to Allied Force Microfilming and Records Depot, for microfilming, all noncurrent records reflecting a joint British-American function, operation, or transaction considered to be of permanent value.
- (4) Shipment of all noncurrent records that are strictly American in character and of permanent value, to the MIOUSA Records Depot.
- (5) Shipment of records no longer required for current use that are strictly British in character, to GHQ 2nd Echelon, GME.

d. The permanent records of an inactivated, disbanded, or transferred organization will be shipped to the appropriate temporary records repository in the same manner as indicated for noncurrent records in subparagraphs c(3), (4), and (5), above.

e. Requests for authority to dispose of (destroy) records, the destruction of which is not authorized by the War Office or the War Department, may be submitted by the appropriate records officer for review and recommendation of the Allied Force Records Administrator.

7. Precautionary Measures

a. The manner of dealing with the records of integrated organizations as prescribed by this circular offers a number of problems that must be recognized at the outset by personnel responsible for deciding upon the disposition of each category of records as defined in subparagraph 6a, above. When these records are divided into their various categories (exclusively British, exclusively American, those of a combined nature) and revert to the custody of the agencies described in paragraph 6c(3)(4) or (5) above, it may be presumed that the division will be permanent and that the records will never again be reassembled in their original state. All concerned must consider the factors involved and submit their alternative recommendations to the Allied Force Records Administrator whenever there is a strong argument against the categorical division.

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b. In any case, a record will be maintained by each records officer affected by this program to account for the division, disposition and whereabouts of all records that compose the files of the organization. Upon inactivation or disbandment of any organization affected by the provisions of this circular, or upon its transfer from the control of this headquarters, a copy of this record will be filed with the permanent records and shipped to the agency described in paragraph 6c(3) above.

IV-- PREPARATION OF RECORDS FOR SHIPMENT

8. Shipment of exclusively British or Exclusively American Records - The records that are identified for shipment to either the American or British temporary records depot or repositories will be arranged, indexed, and boxed in accordance with the instructions contained in the appropriate reference directives (see MFOUSA Circular Number 64, 1945, and Appendix A hereto).

9. Shipment of Combined British-American Records to Allied Force Records Depot.

a. The records that are identified for shipment to the Allied Force Microfilming and Records Depot, APO 512, US Army, located at Santa Maria, Italy, for reproduction, will be carefully screened to eliminate valueless (nonrecord) materials and to insure a uniform arrangement of the folders or binders (see paragraphs 9c(1) and (2), below.) Wrinkled or torn documents will be smoothed or mended, and staples or paper clips will be removed in so far as possible. The titles or symbol designation of each file must appear on its cover or binder.

b. Records may be shipped to the Allied Force Microfilming and Records Depot in any suitable container. The files will be packed with folders upright and in the logical sequence of the file scheme employed. A list of the contents of each box will be placed in an envelope inside the box, and identical duplicate lists for all boxes in the shipment will be fastened together and forwarded immediately, by mail, to the Allied Force Records Administrator AFHQ in sufficient time to arrive prior to the shipment. Boxes will be serially numbered for each shipment, to show for each box, "Box No. _____ of _____ boxes; and the words "FOR MICROFILMING" will appear in a conspicuous place on each box.

c. (1) In order that the flow of records to the Allied Force Microfilming and Records Depot may begin at once, records of a "combined" nature maintained by large offices or establishments will be arranged in separate six-months blocks, if such arrangements does not disturb the normal file sequence. The earliest six-months block of noncurrent, permanent records will be packed and shipped to the depot forthwith, and the succeeding six-months blocks will be transmitted as soon thereafter as circumstances permit.

(2) The foregoing instructions do not prohibit the inclusion of records in one shipment, the date span of which is longer or less than six months. It is recognized that in some installations it may be impracticable to "break" files in this manner. Where small quantities of noncurrent records are involved, they may be packed and shipped to the depot without regard to the length of the period they cover.

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d. Extreme caution will be exercised to insure that the noncurrent records shipped are, per se, noncurrent, i. e. that all transactions within the file or binder are completed. Once a file or binder has been microfilmed it is permanently closed and under no circumstances will additional papers ever be interfiled within it -- new folders will be opened in lieu thereof. To include new papers within a microfilmed folder would render the filmed duplicate impotent.

BY COMMAND OF FIELD MARSHAL ALEXANDER:

OFFICIAL:

W. D. MORGAN
Lieutenant General
Chief of Staff

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

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Appendix "A"

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APPENDIX "A" to AFHQ Circular #8

E-X-T-R-A-C-T

SUBMISSION OF WAR DIARIES AND PRESERVATION OF DOCUMENTS
OF HISTORICAL VALUE

INSTRUCTIONS IN FORCE IN THE MEDITERRANEAN THEATER

(These instructions are applicable to British,
Indian and Colonial troops only)

* * * * *

II ----- DISPOSAL OF RECORDS OF UNITS AND FORMATIONS AT HOME AND ABROAD 1942
(As applicable in the Mediterranean Theater)

(Suspending the Parliamentary Schedule issued with Army Orders for March 1923, and Appendix X of - Instructions for Dealing with Documents and Correspondence in Military Offices, 1934).

1. All documents coming within the scope of this pamphlet will first be examined by a competent officer, warrant officer or senior NCO with an intimate knowledge of the records, who will withdraw for preservation and disposal, as in para 3 below, any documents of files containing matter likely to be of value as a precedent, or to be of historical, technical or legal importance as indicated in para 2 below. Other documents will be dealt with in accordance with the instructions on the following pages.

Papers of like nature to those covered by this pamphlet will be deemed to be included, notwithstanding any technical discrepancy in the name given to them.

In the case of correspondence, the retention periods categorized in the following pages will commence from the date of the last letter or minute.

2. The following classes of documents will be preserved:

- (a) Papers relating to:
 - Formation of (a) Armies, corps, divisions, etc.
 - (b) New formations, etc., e.g. Reconnaissance Corps, Pioneer Corps.
 - Occupation of historical buildings and sites.
- (b) Papers containing decisions on important matters of departmental policy.
- (c) Papers (including duplicates and copies) in connection with military operations, e.g. initiation and execution of military operations and all correspondence and reports in regard thereto; war diaries; maps and plans relating to operations; operation orders; reports and instructions; defence schemes; orders of battle; location statements; situation reports; reports on wear and tear of guns; gun and ammunition statements; ammunition expenditures; notes on engineering work;

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APPENDIX "A" to AFHQ Circular #6 (cont'd)

field defences; demolitions; devices; reports on new weapons; feeding and fighting strength; nominal rolls of officers; courts of inquiry (affecting the unit).

- (d) Soldiers' documents (Field Conduct Sheets (AF B 122))
- (e) One complete set of Part I, II Orders.
- (f) Medical documents, e.g. reports and returns concerned with the incidence, investigation and treatment of wounds and disease; important sanitary administrative measures and sanitary appliances; important administrative measures dealing with the care and evacuation of sick and wounded and of appliances in connection with transport and treatment; hospital organization and administration - personnel, equipment and economy.

3. Selection and disposal of documents:

- (a) For the period of the emergency, boards of officers will not be assembled for the examination of documents; and King's Regulations, 1940, para 1744, has been suspended.

Units and Formations at Home

- (b) Units and formations at home are requested to make full use of the War Office Records Repository at Droitwich. Except in cases where separate instructions are laid down for their disposal (war diaries, soldiers' documents and medical documents, see sub-paras (f) and (g), below), all records that are not required for current use, including those for permanent preservation categorized above, and also those which have to be retained until the expiration of the statutory period categorized in the following pages, should be sent to that repository. The examination of the documents should be made as frequently as possible and not more than one month should elapse between examinations.

Records of units about to be disbanded will be examined and weeded out before dispatch to the repository, special care being taken to preserve any documents, registers, etc., likely to be of assistance to the Records branch in replying to any inquiries arising after disbandment, even though due for destruction under the regulations.

Units and Formations Abroad

- (c) Units and formations abroad are required to hold monthly examinations of documents, and the following extract from Field Service Regulations Volume I, Chap. XVIII, Sec. 171, is reproduced for convenience and reference.

.....Documents retained in an office will be as few as possible. With this object a review of correspondence in files will be held every month at which papers, maps, etc., will be sorted out into three categories:

- (1) Those required for current use and local reference.

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

(II) Those no longer required but likely to be of historical value on questions likely to arise in the future.

(III) Those not coming within category (I) or (II).

Category (I) will be retained. Category (II) will be indexed and sent to GHQ 2nd Echelon, CTF, and Adv 2nd Echelon (Indian), CTF, as applicable, for onward transmission. Category (III) will be destroyed, subject to the provision as to periods of retention as categorized in this pamphlet.

(e) Secret - Accountable documents and - Security B - documents should be returned to the Under Secretary of State, The War Office (C.2.c).

(f) When no longer required, soldiers' documents (see para 2 (d) above) should be sent to GHQ 2nd echelon concerned.

(g) When no longer required, medical documents (see para 2 (f) above) should be sent to the Medical History of the War Committee, The War Office (A.P.D.2).

Item No. and Class of Documents

Period after which
Documents may be destroyed

PART I

DOCUMENTS COMMON TO ALL MILITARY OFFICES IN UNITS AND FORMATIONS BOTH AT HOME AND ABROAD

- | | |
|--|-------------|
| 1. Application for, or transmission of, Forms, Circulars, Publications, Returns, Books or Maps. | Forthwith. |
| 2. Covering Letter, Letters of Acknowledgment, Reminders, or Requests for Observation. | Forthwith. |
| 3. Anonymous or Unintelligible Letters. | Forthwith. |
| 4. Obsolete Card Indexes. | Forthwith. |
| 5. Minor correspondence, unregistered papers, books, etc., the value of which ceases on settlement of the matter involved. | Six months. |
| 6. Returns which are required for temporary purposes only or have been consolidated in other returns. | Six months. |
| 7. Duplicates and copies of documents filed elsewhere. | Six months. |
| 8. Telegrams of an unimportant and ephemeral character. | Six months. |
| 9. Other Papers, whether registered or unregistered, of a purely routine nature. | One Year. |

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APPENDIX "A" to AFM Circular #3 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed
10. Attendance books.	Three years.
11. Letter books. (These contain copies of outgoing letters. All important letters are included in registered papers, and will be preserved).	Three years.

PART V

DOCUMENTS OF A UNIT OR FORMATION, WHICH ARE NOT NORMALLY TRANSFERRED TO A RECORD OFFICE

185. Circular letters and memoranda received from a higher formation.	One year.
186. Correspondence and telegrams of a routine or temporary nature.	One year.
187. Duplicates and copies of letters and documents, copies or originals of which are filed in a more accessible form either with a higher formation or elsewhere.	Six months.
188. (a) Registers of letters received and dispatched. (b) Any other registers, provided that the information therein is known to be in the possession of the next higher formation or elsewhere in an accessible form, e.g. Register of Horses; Register of Inoculations.	Two years.
189. Routine documents of an administrative nature connected with the daily duty of a Unit or Formation, e.g. Guard Reports, Morning Sick Reports, Minor Offence Reports, Orderly Officers' Reports. (Reports that contain matters of importance will be preserved). Transport work tickets.	Three months. One year.
190. Nominal Rolls the originals of which have been sent to higher formations, and formal correspondence in connection therewith.	One year.
191. Orders (not including Operation Orders) of which the Unit or Formation is not the author. (The original orders will be preserved).	One year.

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be Destroyed.
192. Papers relating to Courts Martial. (Papers dealing with cases which have not been sent either to the Judge-Advocate-General or to the Record Office concerned will be preserved).	One year.
193. Proceedings of Courts of Inquiry (not ordered by higher authority) where no question of financial or disciplinary action is outstanding and where the subject of inquiry is of temporary interest only.	One year.
194. Returns and reports, the originals of which have been sent to a higher formation, e.g. Ammunition Returns, Progress Reports, Strength Returns (if not concerned with military operations).	One year.
195. Minor correspondence and subsidiary papers:	
A. Agriculture--Agricultural officers; cultivation of land by soldiers, etc.	Three years.
B. Accommodation and welfare of troops--Accommodation in billets and camps; Formation of canteens and messes; Recreation and Amusements, etc.	Three years. Six months.
C. Discipline--Maintenance and breaches of; Police Reports regarding escaped prisoners, suspects, absentees and deserters; releases from prisons, etc.	One year.
D. Establishment and Strength--Appointments; Discharges; Dispersals; Demobilization; Personnel; Promotions; Releases; Reductions; Reinforcements; Reversions; Transfers, etc.	Three years.
E. Finance--Authorized Expenditure; Allowances; Allotments; Accounts for work done by local contractors; Claims; Income Tax; Mess Accounts; Pay; Pay of Officers' Servants, etc.	Three years.
F. Funerals--Arrangements for, etc.	One year.
G. Inspections--Copies of reports on, etc.	Six months.
H. Interior Economy--Fuel; Messing, etc.	One year.
J. Leave--Ordinary, Special and Sick.	Three years.
K. Medical--Admittances to and Discharges from hospital; Incineration; Medical Categories; Sanitary Matters; Traveling Boards, etc.	Three years.
L. Personal Matters of Officers and Other Ranks --Attestation*; Affiliation Orders; Alien Parentage; Commissions*; Inquiries re whereabouts; Copies of Notification of Death (A.F. R 2090); Movement Orders; Service Chevrons; Trade Tests; Under-age Soldiers; Receipts for men's documents; Acting Rank, etc.	Three years.

*Correspondence only.

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APPENDIX "A" to AFHQ Circular #8 (cont'd)

Item No. and Class of Documents	Period after which Documents may be destroyed.
M. Stores and Supplies--Clothing; Equipment; Forage; Handing over Certificates; Indents; Office Accessories; Rations; Salvage, Quarterly Stocktaking, etc.	Eighteen months.
N. Training--Course of Bombing, Musketry, Signalling, etc.	Six months.
O. Transport--Entraining and Embarkation Arrangements; Mechanical and Horse Transport; Repairs to Vehicles, etc.	One year.
196. Copies of the following documents, the originals of which have been duly audited:	
Equipment Ledgers (with duplicate vouchers). Returns of Medicines (With duplicate vouchers). Abstract of Hospital Stoppages; Diets and Extras (A.F.F 735). Clothing Ledgers (with A.F.W 3068 - Transfer; Clothing and Necessaries Statement; W3505-- Company Summary of Issue of Clothing and Necessaries; and W3506--Company Indent of Clothing and Necessaries).	Forthwith.

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