

Declassified E.O. 12356 Section 3.3/NND

No. 785015

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Declassified E.O. 12356 Section 3.3/NND No. 785015

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MEETING - ARCHIVES
ADVISORY COMMITTEE
FEB. 45 - DEC. 45

154.1/EST

1360

MINUTES MEETING OF THE ARCHIVES COM. E

December 21st 1945

PRESENT

Brigadier M.S. LUSH (Chairman)
Brigadier N. CARR
Lt. Col. W. Jones
Major Harrison
Captain Barnes
Lieutenant Dunder

Executive Commr
Civil Affairs Section
C-1 (B)
Archivist
C-1 (A)
Economic Section.

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

2. BUSINESS ARISING OUT OF THE LAST MINUTES.

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

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

Security Classification. Check date of release of new Directive. (Off. Memo d - 2/12/45)

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

3. STAFF.

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

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

4. PLAN 1946.

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

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

The Chairman noted several points in connection with this:

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

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(Off. Memo 8 - 21/12/45)
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- (a) USRA would require files from several Functions.
- (b) Embassies would want Advisory Files from Sub-Commissions as well as those of Property Control.
- (c) All transfers of functions to Offices outside the Commission must only be on a loan basis.

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

5. FUTURE OF ARCHIVES.

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

6. NEXT MEETING.

Progress Report requested early in the New Year.

.....Chairman.

W. Haxson Secretary.
May

HEADQUARTERS
ALLIED COMMISSION
AUG 1944

Mr. Wickham
Capt. Barnes

A meeting of the Archives Committee will be held at 10.00 hours on
Friday 21 December 1945, in the Executive Commissioner's room,
3rd floor, H.Q. A.C.

A G E N D A

- | | |
|---|--------------------------|
| 1. Approval of Minutes of the last meeting. | Chairman |
| 2. Business arising out of last Minutes. | Chairman |
| 3. Property Control Progress.
(Release date to Embassies) | Archivist |
| 4. Report of General Progress to date. | Archivist |
| 5. Plan outline for 1946. | Archivist |
| 6. Staff increases to date.
(Civilian jobs in Italy for discharged
soldiers.) | Establishment
Section |
| 7. Any other business. | |

Distribution.
Brigadier Lush
Major Harrison
Lt. Dyer
Mr. L. Nicholson
(Mr. J. Bell in hospital.)

(Chairman)
(Archives)
(Records Sec.)
(Establishment Sec.)
(M.A. P.A. S/C)

pm Harrison
H.M. HARRISON
Major G.S.
Archivist.

AGENDA

1. Approval of Minutes of the last meeting.
2. Business arising out of last Minutes.
3. Property Control Program.
(Release date to Embassy)
4. Report of General Progress to date.
5. Plan outline for 1946.
6. Staff increases to date.
(Civilian jobs in Italy for discharged soldiers.)
7. Any other business.

Chairman

Chairman

Archivist

Archivist

Archivist

Establishment
Section

H.M. Harrison

H.M. HARRISON

Major G.S.

Archivist.

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Lt. Duthart
Mr. J. Wickerson
(Maj. Bell in hospital)

(Chairman)

(Archives)

(Records Sec.)

(Establishment Sec.)

(H. & P.A. S/C)

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Declassified E.O. 12356 Section 3.3/NND No. 785015

1946

PROGRAMME.

"R"	"S"
1. Continue Recording, checking etc. for (a) Property Control files for Various Embassies1 month (b) Region 8 (Toscana) 10 (Liguria) 11 (Lombardia) 6 months 12 (Venetia) 13 (Piemonte) 2. Possible Spring Tour of Northern Regions contacting Liaison Officers in Regions 3. Staff to assist "S" in the Mergers of Files under Sections and sub-Commissions. (see "S" 2) 4. When all Records have been received and recorded, to be absorbed into "S" staff.	1. Commence stocktaking of Files at present in Archives. 2. Visit and assess all Sections, Branches and Sub-Commissions in HQ A.C. as to "files to come". 3. Merge Region Files and group all into Sub-Commission concerned. 4. Accommodation review and if neces- sary move to another building. 5. Rebind Files where necessary and prepare for Micro-film. 6. Micro-film and Narration of A.C.

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EF/154.1/EST
HEADQUARTERS
ALLIED COMMISSION
APO 394

A meeting of the Archives Committee will be held at 10.00 hours on Friday 7 Dec.'45.
in the Executive Commissioner's room, 3rd floor, H.Q., A.C.

A G E N D A

1. Minutes of meeting held on 16 Oct.'45.
2. Business arising out of the minutes.
3. Accommodation and Staff.
4. Property Control Archives.
5. Any other business.

Yila

N.M. Harrison
N.M. HARRISON.
MAJOR, G.S.
Secretary.

15471
Archives

HEADQUARTERS
HEADQUARTERS COMMAND ALLIED FORCE
APO 512, US ARMY

6 December 1945

SUBJECT: Civilian Jobs in Italy for Discharged Soldiers.

TO : CGs All Units, HCAF, and Chiefs of all Staff Sections, HCAF.

1. Letter AG 220.8/622 P-0, Hq MTCUSA, dated 3 December 1945 and enclosure No. 1 thereto indicates that it is desired to employ soldiers eligible for discharge as civilian employees.

2. It is requested that each unit and staff section concerned immediately submit a report as to what positions in their respective unit or section can best be filled by American civilians. All persons in the military service who, under existing regulations are eligible for discharge, are eligible for employment by the United States Army. Detailed information may be secured from Civilian Procurement Division, Adjutant General's Section, Hqs, Southern District, Peninsular Base Section, APO 782.

3. Positions to be filled include clerical positions, all types, and selected administrative and technical positions.

4. Report will be made not later than 13 December 1945 to this headquarters as to what positions in the units or staff sections can best be filled by American civilians. These positions will then be reported for analysis to the Civilian Procurement Division.

/s/
/t/

J.E. Maloney
J. E. MALONEY
Colonel, Infantry
Commanding

DISTRIBUTION:

220.8

(3 Dec 45)

1st Inf

HEADQUARTERS, 2675TH REGIMENT, ALLIED COMMISSION, (OVHD), APO 394, *WFO/6*, *City*,
11 December 1945

TO : All Sections and Sub-Commissions, Allied Commission, APO 394.

Request report required by par 2, basic communication, be submitted
to reach this Headquarters by 13 December 1945.

FOR THE COMMANDING OFFICER:

Ward D. Carpenter, Jr.
WARD D CARPENTER JR
1st Lt Inf
Acting Adjutant

1 Incl:

Incl #1 - Ltr Hq MFCUCA, dated 3 Dec 45

MINUTES OF MEETING OF THE ARCHIVES COMMITTEE

REF/154.1/EST

December 7th 1945.

PRESENT

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

(Major Bell in hospital.)

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

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Minutes of Archiv Committee Meeting (contd.)

5. PROGRESS REPORT (contd.)

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

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Cap. Montant.
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HEADQUARTERS
ALLIED COMMISSION
APO 394
(Archives Branch)

S: 16 Oct

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A meeting of the Archives Committee will be held at 1100 hours on Monday
15 Oct 45 in the Executive Commissioner's room, 3rd Floor, HQ., AC.

A G E N D A

1. Minutes of meeting held on 8 Aug 45.
2. Business arising out of the Minutes.
3. Report of the Archivist.
4. Any other business.

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

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MINUTES OF MEETING OF THE ARCHIVES COMMITTEE - 3th AUGUST 1945.

PRESENT: Brigadier Lush (Chairman)

Lt. Col. White
Lt. Col. Talbot
Major Bell
Capt. Garino
Capt. Lee
Capt. Montant
Capt. Collins

1. MINUTES of the meeting held on 29th June 1945 were approved and signed by the Chairman.
2. BUSINESS ARISING OUT OF THE MINUTES -
 - (a) The Chairman said that he would raise the question of the records of the Service sub-Commissions at the Vice-Presidents' meeting to be held immediately following the Archives Committee.
 - (b) The Archivist stated that P.H.B. had not included a further item in the weekly Bulletin, and that Major Bergin would speak to Brigadier Lush on this point. The Chairman said that another item must appear, and asked for a draft to be submitted to him.

3. DISCUSSION OF THE ARCHIVIST'S MEMORANDUM -

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

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

At this point, Col. Jones was called to the meeting; the Chairman said to make the necessary arrangements in consultation with the Archivist.

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

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

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

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by the Chairman.

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

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

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

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

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

21b

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

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

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

CHAIRMAN.

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CHAIRMAN.

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the preparation of records for archives.

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HEADQUARTERS
ALLIED COMMISSION
APO 394

W. J. Montfort

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

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AGENDA

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

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

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A.J. Collins

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Captain, R.E.
Secretary.

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

785015

HEADQUARTERS
ALLIED COMMISSION
APO 394

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

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

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

2. BUSINESS ARISING OUT OF THE MINUTES.

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

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

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

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

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

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

3. DISPOSAL OF ARCHIVES.

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

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

- (a) It was most important that the records should not be divided; whatever the final decision might be, the records should be preserved together in one place.
(Lt. Col. White mentioned that this was an additional argument for the Service Sub-Commissions concerning to the procedure which was common to the rest of the Commission)

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

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

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

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

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

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

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

18 CHAIRMAN.

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DISPOSAL OF THE ARCHIVES OF THE ALLIED COMMISSION.

1. Following a memorandum by Mr Hilary Jenkinson, Secretary of the Public Record Office, early in 1944, an Archives Branch was established for the purpose of collecting, arranging and safeguarding the Records of the Allied Control Commission. An Archives Committee (representative of all Sections of the Commission) was appointed, under whose direction the work of the Archives Branch has been conducted, and during the last 15 months a very large body of archives has been brought together and systematically arranged.
2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.
3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these archives, nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.
4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1945, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible)

2. The question of the disposal of these Records is of particular importance at the present time in view of the drastic curtailment of the Commission's activities which will follow the forthcoming restoration of Italian territory to the Italian administration.

3. In view not only of the wide and varied activities of the Commission, but also of its unique character as an experiment in joint administration, there can be no question of the ultimate importance of these archives, nor of the necessity for their continued treatment on correct lines. The work remaining to be performed upon them may be divided into three phases.

4. During the past year, the Archives Branch has aimed at bringing up to a uniform level of arrangement and order all the documents which have been relinquished to its custody. The first phase would be the treatment up to this level of all documents to be sent to Archives following the closing of certain offices in September 1941, when the restoration of territory will probably take place. It is very desirable that this work should be completed (if possible) by the staff at present engaged in Archives Branch, and arrangements to this end are being made.

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

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

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

8. The possibilities are three:-

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

In favour of (i) the connection with Italian administration and archives may be

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

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

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

MEMORANDUM FOR DISCUSSION - PLANS FOR DEALING WITH A.C. ARCHIVES.

1. ACCOMMODATION is the fundamental requirement.

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

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

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

(b) FLOOR SPACE. If the records of the Northern Regions are to be simultaneous consolidated for Archives, it is estimated that ⁴⁵⁰⁰ square feet of floor space will be required for preliminary work - preferably in separate but adjacent units of 800. At present Archives Branch has approximately 800-1000 cubic feet still available for storage after consolidation, but until further storage space is found, it will be necessary to retain, say, ³⁰⁰⁰ ⁴⁵⁰⁰ of the ~~1000~~ square feet of working space for temporary storage. It should be appreciated that storage space is arranged in a vertical plane and is economical of floor space, whereas working space is arranged in a horizontal plane which, when used for storage

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(b) FLOOR SPACE. If the records of the Northern Regions are to be simultaneous consolidated for Archives, it is estimated that ~~2000~~⁴⁶⁰⁰ square feet of floor space will be required for preliminary work - preferably in separate but adjacent units of 800. At present Archives Branch has approximately 800-1000 cubic feet still available for storage after consolidation, but until further storage space is found, it will be necessary to retain, say, ~~1000~~³⁰⁰⁰ of the ~~2000~~⁴⁸⁰⁰ square feet of working space for temporary storage. It should be appreciated that storage space is arranged in a vertical plane and is economical of floor space, whereas working space is arranged in a horizontal plane which, when used for storage purposes, is wasteful of floor space.

- 2276
2. STAFF Every Region will have to prepare the file registers for its own records. It is suggested that an officer might be appointed by each Region to supervise and co-ordinate this work, and the packing and forwarding of the records. It would be an advantage if these officers could visit this H.Q. in order to be shown the methods and requirements of Archives Branch. One hour would suffice to explain all that is necessary, with our "raw material" as exhibits. The time thus spent might well save days of re-typing and re-arrangement at a later stage.

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

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

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

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

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

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

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

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

(preferably ex Toscana Region) could usefully be employed on them. The space required has been included in the figure of 2000 square feet mentioned in para. 1(b).

VALERIA MARCHE REGION. The records are unpacked and work is proceeding. It is hoped that the present Archives staff will finish this job by the end of August, but in view of the developments now under discussion, it may become necessary to ask for the services of a typist and a general-duty man.

5. SOUTHERN REGION. Certain records are still outstanding, but they are expected shortly. Records so far received by Archives Branch have not yet been touched, part of them can only be described as an administrative shambles. A great deal of minute study will be necessary in order to make them comprehensible to Archives Branch, after which the Branch will have to arrange the records, and annotate them in the light of results, so as to make them reasonably intelligible to posterity. The numerous territorial changes, and consequential modifications in administrative organization, have combined to create a condition of considerable confusion in the files. It is quite impossible to predict with accuracy how long it will take to put these records in some semblance of order, but a period of 2 - 3 months for 2 or 3 personnel seems a conservative estimate. The nature of the job is such that it does not lend itself to being spread amongst a greater number of staff.
6. E. & SUB-COMMISSION. It is not proposed to issue any detailed instructions to offices at E. & . The size and internal organization of the different offices vary so widely that a general directive on details would be inappropriate. It is proposed to visit each sub-commission in turn, and to advise them on the spot as to the method and arrangement best suited to their own records. A notice should be inserted forthwith in the Daily Bulletin ^(CH 2) to the effect that no further records should be prepared for transmission to Archives until Archives Branch has been consulted. Sub-commissions will need to be told that, in addition to preparing file registers, they will also be called upon to provide the staff for packing their records ready for permanent storage.

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

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

It is suggested that the Bulletin notice appear without delay - otherwise, as news of impending closure gets noised abroad, there will be a tendency for offices to start unloading to Archives Branch without warning, and possibly in such a way that necessitates re-typing of registers and re-arrangement of the files. 2274

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

af John

14 Aug 45

SPONSOR OF ARCHIVE LAY-OUT FOR A REGIONARCHIVE GROUP No.NAME OF DIVISION

A

13

R 1 / 1	Adjutant Section.
R 1 / 2	Agriculture Division.
R 1 / 3	British Detachment.
R 1 / 4 (a)	Economics and Supply - Main File Series.
R 1 / 4 (b)	" " " - Timber Section.
R 1 / 5	Education Division.
R 1 / 6 (a)	Finance Division - General Files.
R 1 / 6 (b)	" " " - Supply Accountant.
R 1 / 7	Labour Division.
R 1 / 8 (a)	Legal Division - Administrative Files.
R 1 / 8 (b) (1)	" " " - Court Cases - Agrigento Province.
R 1 / 8 (b) (11)	" " " " - Caltanissetta Province.
R 1 / 8 (b) (111)	" " " " - Catania Province.
R 1 / 8 (b) (1v)	" " " " - Enna Province.
R 1 / 8 (b) (v)	" " " " - Messina Province.
R 1 / 8 (b) (vi)	" " " " - Palermo Province.
R 1 / 8 (b) (vii)	" " " " - Ragusa Province.
R 1 / 8 (b) (viii)	" " " " - Siracusa Province.
R 1 / 8 (b) (ix)	" " " " - Trapani Province.
R 1 / 8 (b) (x)	" " " " - Files on Appeals.
R 1 / 9	Mining Division.

R 1 / 5

Education Division.

R 1 / 6 (a)

Finance Division - General Files.

R 1 / 6 (b)

" " - Supply Accountant.

R 1 / 7

Labour Division.

R 1 / 8 (a)

Legal Division - Administrative Files.

R 1 / 8 (b) (i)

" " - Court Cases - Agrigento Province.

R 1 / 8 (b) (ii)

" " - " " - Caltanissetta Province.

R 1 / 8 (b) (iii)

" " - " " - Catania Province.

R 1 / 8 (b) (iv)

" " - " " - Enna Province.

R 1 / 8 (b) (v)

" " - " " - Messina Province.

R 1 / 8 (b) (vi)

" " - " " - Palermo Province.

R 1 / 8 (b) (vii)

" " - " " - Ragusa Province.

R 1 / 8 (b) (viii)

" " - " " - Siracusa Province.

R 1 / 8 (b) (ix)

" " - " " - Trapani Province.

R 1 / 8 (b) (x)

" " - " " - Files on Appeals.

R 1 / 9

Mining Division.

R 1 / 10

Postal Division.

R 1 / 11

Public Health Division.

2272

ARCHIVE GROUP No.NAME OF DIVISION.

R 1 / 12 (a)	Public Safety Division - Main File Series.
R 1 / 12 (b) (1)	" " " " - Special Police - General Files.
R 1 / 12 (b) (11)	" " " " " - Forged Currency Files.
R 1 / 12 (b) (111)	" " " " " - Political Intelligence
R 1 / 12 (c)	" " " " - Civil Police Files.
R 1 / 13	Public Works and Utilities Division.
R 1 / 14	Telecommunications Division.
R 1 / 15 (a)	Property Control Division - Agrigento Province.
R 1 / 15 (b)	" " " " - Caltanissetta, Siracusa and Trapani Provinces.
R 1 / 15 (c) (1)	" " " " - Catania Province - Admin Files
R 1 / 15 (c) (11)	" " " " " - Case Files.
R 1 / 15 (d)	" " " " - Messina Province.
R 1 / 15 (e) (1)	" " " " - Palermo Province - Admin Files
R 1 / 15 (e) (11)	" " " " - Palermo Province - Case Files.

PROVINCIAL

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

R1 / 14

R1 / 15 (a)

R1 / 15 (b)

R1 / 15 (c) (1)

R1 / 15 (c) (11)

R1 / 15 (d)

R1 / 15 (e) (1)

R1 / 15 (e) (11)

R1 / P1 / 1

R1 / P1 / 2

R1 / P1 / 3

R1 / P1 / 4

R1 / P2 / 1

R1 / P2 / 2

R1 / P2 / 3

R1 / P2 / 4

R1 / P2 / 5

R1 / P2 / 6

Telecommunications Division.

Property Control Division - Agrigento Province.

" " " - Caltanissetta, Siracusa and
" " " - Trapani Provinces.
" " " - Catania Province - Admin Files
" " " - " " - Case Files.
" " " - Messina Province.
" " " - Palermo Province - Admin Files
" " " - Palermo Province - Case Files.

PROVINCIAL

Agrigento Province - H.Q. General Files.

" " " - Economics and Supply Division.
" " " - Finance Division.
" " " - Legal Division.

Caltanissetta Province - General Provincial Files.

" " " - Economics and Supply Division.
" " " - Finance Division.
" " " - Legal Division.
" " " - Public Utilities Division.
" " " - Transportation Division.

2273

ARCHIVE GROUP NO.NAME OF DIVISION.

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

ETC ETC ETC ETC ETC ETC ETC

DRAFT INSTRUCTIONS TO REGIONS.

ARCHIVES.

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

2. (Quote item from Daily Bulletin)

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

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

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

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

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6. Paper, cardboard or similar labels will not be used on the outside of crates, since they are almost invariably ripped off and lost in transit. All necessary markings will be painted or stencilled on the crates themselves.
7. Two OMs/EM who are familiar with the records of the Region will accompany the records to H.Q., and will remain under the direction of Archives Branch, until work on their own Regional records has been completed.
8. The three copies of the file lists to be sent under separate cover to Archives Branch (see para 2 of Est Memo No. 3) will be despatched so as to reach this H.Q. before the records themselves arrive.

RESTRICTED

HEADQUARTERS ALLIED COMMISSION
APO 394

ESTABLISHMENT MEMORANDUM)

NUMBER

3)

20 March 1945.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

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

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

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

-1-
HISTORIC ED

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

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

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

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

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

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

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

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

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

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

BY ORDER OF THE SECRETARY OF DEFENSE

OFFICIAL:

MURRAY E. FISKE
(Colonel)
Deputy Executive Commissioner

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

DISTRIBUTION:
"A"

-2-
REGISTERED

DRAFT ITEM FOR DAILY BULLETIN

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

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

22

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

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

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

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

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~~204~~
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No further records will be sent to Archives Branch until the above procedure has been carried out.

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

2209

785015

HEADQUARTERS
ALLIED COMMISSION
APO 394

Stat. Sec

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

Fin *2*

AGENDA.

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

A. J. Collins

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

785015

• **Check:** How far was the person from the scene?

1. *My first love, books*
 2. *My first love, books*
 3. *My first love, books*

[illegible]

2000

● 1997年10月1日起，凡在我国境内销售货物的单位和个人，均须依法缴纳增值税。

• *Urtica dioica* L.

- [illegible]

- 一、關於「中國」的定義。中國是一個多民族、多語言、多文化的國家，其疆域廣闊，人口眾多，歷史悠久。在國際社會中，中國是一個主權獨立的國家，擁有完整的領土和領海。在國內，中國是一個統一的多民族國家，各民族共同組成了一個大家庭。

- [illegible]

- RESEARCH • 1. What is the purpose of the research?
2. What are the research objectives?
3. What are the research questions?
4. What are the research hypotheses?
5. What are the research methods?
6. What are the research results?
7. What are the research conclusions?
8. What are the research implications?
9. What are the research limitations?
10. What are the research recommendations?

- **Journal of the Society of Toxicology**

- [illegible]

- (a) none of the twelve sub-commissions had so far sent any reports to Arlington. The matter had been discussed informally with them, and they were all invited to take the time they thought should be made in accordance with each instruction as given to the relevant FBI and the Service Headquarters at the G.I. and N.S. Headquarters.
- After a brief discussion it was felt that the Service instructions should fall into line with the rest of A.C. and Arlington had said that he would value this point as the best their proposals merited.

- [illegible]

- *Journal of the American Medical Association*, 2000; 284: 2689-2695

There are about 200 students at some length. This number of the country seems to be of the country being named to be of U.S. with a slight

2. ~~REDACTED~~ AND THE ~~REDACTED~~
- (a) The report refers to information on the Committee has been reported without any substantiation.
- (b) The question of the existence of the Labor Division, Labor Union Region had been submitted; also that was sent by the region to records of district and the records listed were not A.C. Wilson.
3. REPORT OF THE COMMITTEE.
- (a) Early in the review of Labor Union and records had been completed; daily records were not being kept with. The bulk of Labor Union records had been received; however had started to deal with of their records to archive.
- (b) Some of the review sub-committee had so far sent any report to archives. The matter had been discussed informally with them, and they were all inclined to take the view that they should be made in accordance with such instructions as might be received from the service departments of the U.S. and U.K. Governments.
- After a brief discussion it was felt that the Service departments should fill into line with the rest of U.S. and U.K. and U.K. and U.K. said that he would raise this point at the next War Department meeting.
- (c) Several sub-committees had submitted in the Committee's records that certain files of papers should be collected; the Committee submitted to the Committee's authority to identify these papers and other documents of a like kind, as necessary.
4. INFORMATION OF THE COMMITTEE.
- The subject was discussed at some length. Some members of the Committee were in favor of the papers being held in U.S. or U.K. (with a slight preference for the latter), others that in U.K. (with the exception of records advanced that security, intelligence, planning, and maintenance of records).
- The Committee expressed the opinion that when information had been attached to these documents, and be not simply in U.S. or U.K. or the records existing in U.S., under the general supervision of the U.S. and U.K. Government.
- Information of interest to the Committee would be made by the Government which required them, and the copies should be filed under the respective documents filed. He instructed Captain Collins to visit the Committee and discuss the matter with them.
5. ~~REDACTED~~ *to add Major Bayne*
- The Committee instructed the Committee to prepare a "summary" paragraph and to arrange ~~REDACTED~~ for its inclusion in the U.S. Bulletin, a further paragraph might appear in the next issue.

408

Declassified E.O. 12356 Section 3.3/NND No. 785015

Establishment Secy
(Capt Montant)

HEADQUARTERS
ALLIED COMMISSION
APO 394

See
5

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

AGENDA

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

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

DISPOSAL OF ARCHIVES.

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

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

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

4. Obvious angles of future research include:-

History	Intelligence
Constitutional Law	Culture
Politics	Religion
Economics	Social problems
5. With whose interests was the work (and therefore the records) of the Commission fundamentally concerned - those of the world at large; of the Allied Governments; or of the Italian people?

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

*High authority has already been cited for
the point of view of long range planning.*

HEADQUARTERS
ALLIED COMMISSION
APO 394

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

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

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

CHAIRMAN.

Capt. Montant

HEADQUARTERS
ALLIED COMMISSION
APO 394

Susp. 3 April
Free

31 March 1945. *2*

X *Tues 36*
A meeting of the Archives Advisory Committee will be held at 11.30 hours
on ~~Monday~~ *Tues 36* April 1945, in Room 56, 5th Floor, H.Q. Allied Commission.

AGENDA.

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

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

HEADQUARTERS
ALLIED COMMISSION
APO 394

23rd February, 1945

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

PRESIDENT : Brig. Lush (Chairman)

Lt. Col. White
Major Doe
Capt. McCain
Capt. Brooke
Capt. Collins

1. MINUTES of the meeting held on 24 January 1945 were approved.
2. BUSINESS ARISING OUT OF THE MINUTES - The suggestion that the Archives Division become a part of the Office of the Executive Commissioner was discussed, and the suggestion was adopted. Capt. Collins was instructed to prepare a recommendation to this effect to the manpower and reorganisation Committee.
3. ORGANISATION AND FUNCTIONS OF ARCHIVES ADVISORY COMMITTEE - After discussion, it was decided that the membership of the Committee be enlarged, and constituted as follows:-

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

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

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

4. DISPOSAL OF ARCHIVES - The memorandum prepared by the Archivist was discussed. The Chairman expressed the view that the Commission's records should remain in Rome, in which case many of the problems mentioned in the memorandum would not arise. He asked members to consider this matter in readiness for further discussion at the next meeting.
- It was decided to issue instructions to all Sub-Commissions and Regions, relating to the collection of records; these instructions will include a paragraph to the effect that no records will be handed to other organisations (e.g. UNRRA) for their retention. The Secretary was instructed to submit a draft to the Executive Commissioner.

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CHAIRMAN.

2262

DRAFT

The functions of the Archives Branch are :-

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

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

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

1415