

ACC

10000120/5383

6/99/1

REC

OCT

10000/120/5383

6/99/1

RECORDS + ARCHIVES M.M.I.A.

OCT. 1945 - JAN 1947

4757  
4853

HEADQUARTERS ALLIED COMMISSION  
APO 794  
ARCHIVES DIVISION

29 January 1947

Ref. : 15/AB.

EXECUTIVE MEMORANDUM }  
NUMBER 11. }  
}

DISPOSITION OF ALLIED COMMISSION RECORDS

1. In order that the safe custody and closing of all files of the Allied Commission shall be assured, the following procedure will be adopted by Sub-Commissions and Divisions of this Headquarters.

- POLICY ALLIED COMMISSION RECORDS. (a) Instructions will be issued within each office that on no account will action be continued within the present files after the official date of closure of A.C.
- CLOSING OF ALL A.C. FILES. (b) All files will be closed in accordance with para. 7 Exec. Memo No. 7 dated 5 Jan. 46 (copy herewith) and the date of the commencement and closing of the file clearly marked in ink upon the cover.
- NEW PROCEDURE. (c) Fresh files will be opened in accordance with Directives to be issued shortly. Files will only be opened as required for new subjects or for matters on which continued action is necessary. The number of the files will be kept to a minimum.
- A.C. FILES ON LOAN. (d) Under Ex. Memo No. 7, par. 8, ALCOM files may be retained for a period not exceeding three months (unless by special arrangement with Archives Division). A record of these loaned files will be forwarded by the Records Officer concerned, to Archives Division. This record will be receipted by the person borrowing the files and the responsibility for their return on the stated date will be accepted by Archives Division.
- STORAGE. (e) All files not required by the Branch will be sent to the "R" (Receiving) Section of Archives as soon as possible under the arrangement of the Receiving Officer.

4853

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of extreme importance and that such disposal is the responsibility of the Records Officers delegated by them for that purpose.

Commission shall be assured, the following procedure will be adopted by Sub-Commissions and Divisions of this Headquarters.

**POLICY  
ALLIED  
COMMISSION  
RECORDS.**

(a) Instructions will be issued within each office that on no account will action be continued within the present files after the official date of closure of A.C.

**CLOSING  
OF ALL  
A.C. FILES.**

(b) All files will be closed in accordance with para. 7 Exec. Memo No. 7 dated 5 Jan. 46 (copy herewith) and the date of the commencement and closing of the file clearly marked in ink upon the cover.

**NEW  
PROCEDURE.**

(c) Fresh files will be opened in accordance with Directives to be issued shortly. Files will only be opened as required for new subjects or for matters on which continued action is necessary. The number of the files will be kept to a minimum.

**A.C. FILES  
ON LOAN.**

(d) Under Dr. L. M. No. 7, par. 8, ALCOM files may be retained for a period not exceeding three months (unless by special arrangement with Archives Division).

A record of these loaned files will be forwarded by the Records Officer concerned, to Archives Division. This record will be receipted by the person borrowing the files and the responsibility for their return on the stated date will be accepted by Archives Division.

**STORAGE.**

(e) All files not required by the Branch will be sent to the "R" (Receiving) Section of Archives as soon as possible under the arrangement of the Receiving Officer.

It should be clearly understood by Directors and Officers in charge of Sub-Commissions that the final disposition of their records is of extreme importance and that such disposal is the responsibility of the Records Officers delegated by them for that purpose.

FOR THE CHIEF COMMISSIONER

Brigadier,  
Executive Commissioner.

Distribution.

1st 1/2"

25 Copies Archives Division.

4353

Epil Owen G

SUBJECT :- Archives - Records

10 British Liaison Unit  
FOSSILIO NAPLES  
Tele :- 12060  
\*G\* General

28 Dec 46

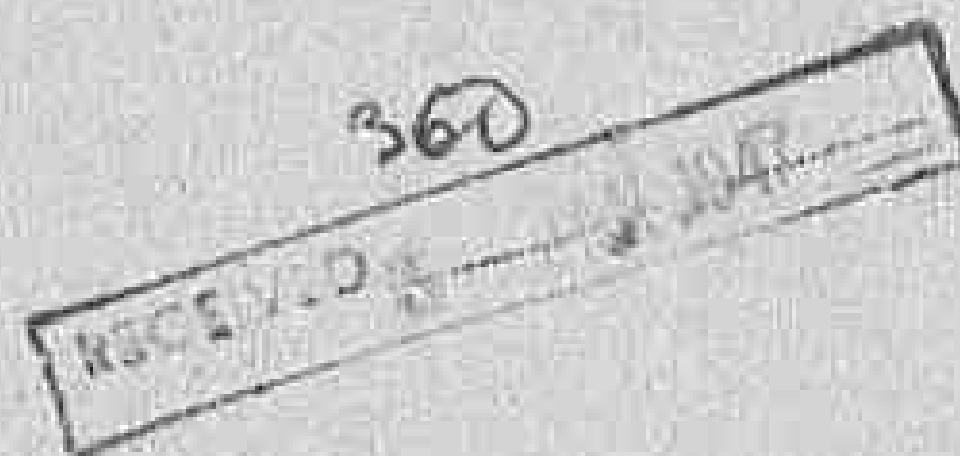
Land Forces Sub-Commission AC.,  
(MEMIA) ROME (for Major R.C.L. LIMBERT)

Land Forces Sub-Commission AC.,  
(MEMIA) ROME (Records Section)

Reference MEMIA letter G/99/1 dated 16 Dec 46 and MEMIA Signal  
A.O. 246 dated 23 Dec 46.

1. All CG files held by this HQ are being forwarded to you for necessary processing (under separate cover).
2. Complete list of files is attached herewith.
3. Please acknowledge receipt.

GMF  
RVM/ea



L. A. K.

Lt col,  
GS.

4851

CC. RR. FILES

---

- CCRR/G/1 - DIRECTIVES
- " 2 - DIVISION
- " 3 - BRIGADE
- " 4 - LEGION - NAPLES
- " 5 - LEGION - BARI
- " 6 - LEGION - CATANZARO
- " 7 - MOBILE BN. - NAPLES
- " 8 - MOBILE BN. - BARI
- " 9 - GENERAL
- " 49 - DAILY REPORTS CORR
- CCRR/Q/51 - AMMUNITION & WEAPONS
- " 52 - CLOTHING AND EQUIPMENT
- " 53 - TRANSPORT
- " 60 - GENERAL

*Copy in 10 call  
FILE*

4852

Please sign the second copy and return to this HQ.

Subject: FILES on Disbandment.

11 British Liaison Unit

Tel. 15557 PALERMO  
Interim A/Q

To : Land Forces Sub Comm. A.C.,  
(M.M.I.A.)  
ROME.

9. Jan. 47.

9/29/1

Your 0253 dated 9 Jan. 47 is acknowledged.

WS/SI

0/99/1  
R/29/1/47

*W. Sykes*  
W. SYKES, Major  
G.S.O. II.  
11 B.L.U. 2850

896 20 JAN 1947

SUBJECT :- Archives - Files.

9 British Liaison Unit  
BARI

Ref :- 23/1/5

27 Dec 1946

MEMO

Ref your G/99/1 of 16 Dec 46.

1. State of files of this unit is as under.

Dead 5  
Current 66 (plus 16 closed covers)

2. It is not known what previous action was taken on your G/99/1 of 4 Mar. When the filing system was overhauled and re-org ~~was~~ about three months ago it did not appear that any of the files then held had been processed recently.

3. Please note that a supply of steel binders is required if the files are to be bound as laid down in para 4 (c) of AC Executive Memo no. 8 of 23 Feb 46.

*Shillman*

(J. SHILLMAN) Major,  
Comd 9 B.L.U.

374  
8 JAN 1947

4349



SUBJECT :- Archives - Records

10 British Liaison Unit  
POSTALPO NAPLES  
Tele :- 12060  
'G' General

28 Dec 46

Land Forces Sub-Commission AC.,  
(MIA) ROME (for Major R.C.L. LILBERT)

Land Forces Sub-Commission AC.,  
(MIA) ROME (Records Section)

Reference MIA letter G/99/1 dated 16 Dec 46 and MIA Signal  
A.O. 246 dated 23 Dec 46.

1. All CO files held by this HQ are being forwarded to you for necessary processing (under separate cover).
2. Complete list of files is attached herewith.
3. Please acknowledge receipt.

GMF  
RVM/ea

*W.A. ...*

Lt col,  
GS.

4848

8/99/11

B R. L. U.

09 16.00 B

H.Q. M.M.L.A.

41/3

8/99/11  
DATE 13/1/47

REFERENCE YOUR O. 253 OF 9TH. JAN. 1947 (.)

RECEIPT ACKNOWLEDGED (.)

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R.N.J. HERBAND. MAJOR.

4347

*General*

General.  
8 BLU for the Italian  
Central Military Schools.

9/99/1

12 B. L. U.

09 16.00 B

H.Q. M.M.I.A.

9/99/1  
DATE 13/1/47

A. 26.

REFERENCE YOUR Q. 253 D/O 9th(.

RECEIPT ACKNOWLEDGED(.

R.N.J. HIBBARD MAJOR.


4846

*R.N.J. Hibbard*  
1st Lt. Col  
General Staff  
B.L.U. for the Italian  
Central Military School

COPY INCOMING SIGNAL

FROM : 5 B L U

160935A

TO : M M I A

UNCLASSIFIED

G/101/57 (.) REF YOUR O 253 DATED 091030A (.) ACK BT 160935A

17 Jan 47  
ob

BGS	
GSD I (SD)	X
Ref of ID	
G- (SD)	X
CT	
GSD	
G II (L)	

M M I A - 107
FILE G/99/1
DATE 12/17/47

4845

**CONFIDENTIAL**SUBJECT:- Archives - Files.2 British Liaison Unit  
Tel: 52278  
G224 Dec 46.To:- Land Forces Sub-Commission AC  
(MMIA) ROME

Ref your C/99/1 dated 16 Dec 46.

1. (a) Herewith as requested present number of "dead" and processed files. Nos are as follows:-

Ex-56 BLUEx-MMIALO GENOA2 BLU

75

60

Nil

(b) No of current files in possession this HQ:- 136

2. Att herewith complete lists of all files at present held this HQ, ex-56 BLU and MMIALO GENOA. Att also reorganised list of files this HQ, please destroy previous list.

GENOA

KJS/af

Major,  
G II.

4344

COPY INCOMING SIGNAL

MMIA - 'G'
FILE 9/99/1
DATE 13/1/47

FROM : 2 B L U

10 1130 A

TO : M M I A

UNCLASSIFIED

G2 (.) YOUR OF 09 (.) ACK 2 BLU

13 Jan 47  
CD

TO		
FROM		X
INFO		
CLASS	(SL)	
DATE		
TIME		
BY		
REMARKS		

0/35/3  
9/99/1

4843

9799/1

COPY INCOMING SIGNAL

MM
FILE 9799/1
DATE 13-1-47

FROM : 4 B L U

10 1150 A

TO : M M I A

UNCLASSIFIED

G. 29 (.) YOUR 253 DATE TIME 091030 (.) ACK

13 Jan 47  
cb

TO	
CS	
TR	
GR	(SU)
BY	
CC	
GC	
GT	

4342

9/99/1

9/99/1  
DATE 13-1-47

COPY INCOMING SIGNAL

FROM : 3 B L U

11 0800 A

TO : M M I A

UNCLASSIFIED

G 313 (.) YOUR 0253 OF 09 ACK

13 Jan 47  
ob

RCR	
CS-1 (1)	*
CS-2	
CS-3 (54)	
CS-4	
CS-5	*
CS-6	
CS-7 (2)	

4841



9/99/1

COPY INCOMING SIGNAL

M.M.I.A. - 'G'
9/99/1
DATE 13 Jan 47

FROM : 7 BRITISH LIAISON UNIT FLORENCE

10 1200 A

TO : HQ M.M.I.A. ROME

UNCLASSIFIED

HLU 31 (.) YOUR SIGNAL AQ 253 DATE 9 JAN HEREBY ACKNOWLEDGED

13 Jan 47  
cb

TO :	
CC :	
BY :	
DATE :	
TIME :	
CLASS :	
REMARKS :	

4340

M M I A

09 1030 A

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

O. 253

UNCLASSIFIED

ON DISEANDMENT ALL B L U FILES AFTER PROCESSING BY B L US  
WILL BE FORWARDED TO THIS H Q FOR FINAL DISPOSAL (.) ACK

COPY TO: AC ARCHIVES

G/99/1

*Raymond  
9/1/49*

4339

IMPORTANT  
GSD

SOUTHBY, LT, COL.

Ext. 218

G(SD) Branch,

CC/1,

16 Dec 46.

All Branches and Services

SUBJECT: Classification of Files

All branches and services will institute an examination of their files and classify them under the following headings:-

File List to be endorsed

- (a) Files NOT to be despatched to Archives, i.e. those earmarked for eventual destruction. —
- (b) Files which will need further consideration before classifying under (a). ?
- (c) Files which can be processed now, i.e. "dead" files and previous covers of present series. —
- (d) Files which will need further consideration before classifying under (c). ?

Owing to the laborious nature of the work involved, it is emphasised that immediate action should be taken to ensure that classification of these files is begun NOW. Files classified under (c) will be processed and handed over to Archives Section, MIA, by whom they will be kept in such a manner as to be available for reference if required.

ARCS/sb

*Archie Dalry*  
Lt-Col, 4338  
GS, MIA.

*li* *G/99/1*

SUBJECT : Archives - Records.

12 B. L. U.  
C. M. F.

(Tel : ROME 489081 Ext : 545)

A. 26.

18 December 1946.

To : H.Q.  
Land Forces Sub Comm.  
A.C. (M.M.I.A.).

M.M.I.A. - 'G'  
FILE *G/99/1*  
DATE *19-12-46*

Reference your G/99/1 of 16 Dec. '46.  
Herewith information as requested.

- (a) "Dead" File 197 At present in the course of being processed.
- (b) "Current" File 96

*[Signature]*  
for Lt. Colonel,  
G.B.

EJ/gm


*Re*

REC-129 19 DEC 1946

4837

*G/99/1*

SUBJECT : Archives - Records.

MINUTE  
FILE *25/99/1*  
DATE *19-12-46*

8 B. L. U.  
C. M. F.

(Tel : ROME 489081 Ext : 545)

44/8.

18 December 1946.

To : H.Q.  
Land Forces Sub Comm.  
A.C. (M.M.I.A.).

Reference your G/99/1 of 16 Dec. '46.

Herewith information requested regarding files in possession of this Unit.

- 1. Number of "dead" files N I L.
- 2. Number of "processed" files N I L.
- 3. Number of current files 48.

*R. E. DAA & QMG*

Major R.E.  
DAA & QMG.

EJ/gm


120 19 4836

*OPK Owen*

*file-*

Tel: 489081  
Ext: 218

Land Forces Sub Commission, AC.  
M. M. I. A.

G/99/1

16 Dec 46.

List 'B'

Subject:- Archives - Files.

Ref this HQ G/99/1 dated 4 March 46.

Please report forthwith present number of "dead" and processed files, and present number of current files in your possession.

It is essential that dead files should be properly processed as laid down in AC Executive Memo. No.8. dated 28 Feb 46: that file covers should be clearly and uniformly marked and that the "old covers" of any one file should be kept together.

"Old covers" still in use should be reduced to an absolute minimum, as should numbers of current files.

Steps should be taken to obtain and keep handy sufficient boxes for the packing and eventual transmission to HQ MMIA of all files.

ARCS/tor

*Reg Out  
16/12/46  
M.M.I.A.*

*A.H. Southey*  
Lt.Col.  
GS.  
M.M.I.A.

4. 10

HEADQUARTERS ALLIED COMMISSION

APO 734

Office of the Executive Commissioner.

Ref. : 16/AB.

EXECUTIVE MEMORANDUM

NUMBER 10

7 November 1946

315 8 NOV 1946

USE OF ALLIED COMMISSION RECORDS STORED IN ARCHIVES

1. A function of the Archives Division which is of increasing importance is that of searching and supplying files which have been stored in the Archives and are required by Offices of the Allied Commission for reference. The following instructions are designed to establish a procedure which will facilitate immediate and efficient accomplishment of this function.

2. The most important factor in the furnishing of a required file is accurate information as to exactly what is desired. A person initiating a request must prepare an application form. These forms are distributed to all Divisions and Offices of Allied Commission. On this form, in the space indicated, should be placed the index or reference number of the file requested. When it is impossible to furnish this number, detailed information such as office of origin, subject, and approximate date of the file in question, should be furnished. Upon completion, this form should be sent by messenger to Archives Division "Enquiries", room 10, first floor.

3. Archives Division, upon finding requested file, will telephone the person initiating the request and notify him that the file is available for issue. Files are issued in room 10, first floor, to qualified personnel only. The person receiving these files will sign for them immediately. All files issued from Archives are loaned for a maximum period of two weeks. When a file is required for a longer period of time it is the responsibility of the person who originally requested the file to apply for a renewal.

4. It is of the utmost importance that files be returned as soon as possible, since the primary function of the Archives Division, at present, is the processing of all records, and outstanding files constitute a definite hindrance to this processing. When records of a Region are actually in final processing preparatory to microfilming files contained therein will not be loaned. Such files may be viewed, in exceptional

4934

designed to establish a procedure which will facilitate immediate and efficient accomplishment of this function.

2. The most important factor in the furnishing of a required file is accurate information as to exactly what is desired. A person initiating a request must prepare an application form. These forms are distributed to all Divisions and Offices of Allied Commission. On this form, in the space indicated, should be placed the index or reference number of the file requested, when it is impossible to furnish this number, detailed information such as office of origin, subject, and approximate date of the file in question, should be furnished. Upon completion, this form should be sent by messenger to Archives Division "Inquiries", room 10, first floor.

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4834

5. All Sub-Commissions, Divisions, Branches, and Offices have prepared or are in the process of preparing "Master List". These "Master Lists" are a compilation of all records kept by the parent Sub-Commission, Branch, Division, or Office. This compilation includes both files already sent to the Archives and files still in use.

... 1 ...



... 2 ...

Each Division, Sub-Commission, Branch, etc., will keep Archives informed as to the whereabouts of all files shown on the "Master Lists", and if and when a Branch, etc., closes it will be responsible for the recovery of all files on external loan.

6. Archives Division's responsibility is -- furnishing the files requested. Individuals initiating requests are responsible for complete data as to the particular file or files desired. Intelligent use of the "Master Lists" will usually indicate the index or reference number of the file containing the reference material desired.

7. Individuals requesting the use of files already sent to the Archives are responsible for the safe custody of such files during the period of the loan. No documents will be removed nor will papers be marked, defaced or altered in any way.

For the Chief Commissioner

*[Signature]*  
Brigadier,  
Executive Commissioner.

DISTRIBUTION.

"D"

Archives Division (50 Copies).

SUBJECT :- Archives - Records

10 British Liaison Unit  
POSILLIPO NAPLES  
Tele : 12047  
1 G

// Dec 46

Land Forces Sub-Commission AG.,  
(MIA) ROME (Records Section)

Please cancel all reference to this HQ letter 1 G dated  
19 Oct 46.

CMF  
RVM/ea

*M. G. Davis*

Lt col,  
GS.

949  
VED  
3

4833

Op

G

*Handwritten signature*

SUBJECT :- Archives - Records

10 British Liaison Unit  
FOSILLITO NAPLES  
Tele : 12060  
1 G

4 Dec 46

Land Forces Sub-Commission AC.,  
(MMIA) ROME (Records Section)

Reference your G/99/1 dated 23 May 46 (para 3), may the following please be added to list of files - 10 ELU :-

Under "G" -

61 G - Italian Officer Training Policy  
CONFIDENTIAL.

CMF  
RVM/ea

*M. M. Jancz*  
for Lt col,  
GS.

RECEIVED 9 DEC 1946 1947

4832

*Passo  
Archives Section*

SUBJECT :- Archives - Records

368  
RECEIVED 25 NOV 1946

10 British Liaison Unit  
POSILLIPO NAPLES  
Tele : 12060  
1 G

23 Nov 46

Land Forces Sub-Commission AC.,  
(MMIA) ROME (Records Section)

Reference your G/99/1 dated 23 May 46 (para 3), may the following please be added to list of files - 10 HLU :-

Under "A" (DAA & QMG) -

19 AG - Welfare Italian

Under "Q" (DAA & QMG) -

25 Q - Ministry of Supply - General.

CMF  
RVM/ea

*Added 110*

*M M Lane*  
*for Lt col,  
GS.*

la

HEADQUARTERS ALLIED COMMISSION  
APO 794  
ARCHIVES DIVISION

8 November 1946

RECEIVED 9 NOV 1946

Ref: 15/AB/

SUBJECT: Master Lists.

TO : Land Forces S/C.

1. In connection with the ultimate disposal of files maintained in your Department and to more easily effect their turnover to Archives will you please carry out the following procedure at as early a date as possible.
2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
4. Send all 3 lists to Archives Division.
5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
6. All copies of Master Lists will be amended as and when more files are handed to Archives.
7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

*M. L. ...*  
I.C. CARRINGS,

4830

out the following procedure at as early a date as possible.

- 2. Prepare lists in triplicate of all files which have originated in your office giving (a) File number (b) Title (c) Number of volumes.
- 3. Tick in red on one list all files which have been handed to, or are immediately ready for collection by Archives. Tick in blue files still held in your Department.
- 4. Send all 3 lists to Archives Division.
- 5. Archives will check the accuracy of the return of files to their custody and notify you as to any discrepancy, returning one of the completed master lists for your guidance.
- 6. All copies of Master Lists will be amended as and when more files are handed to Archives.
- 7. Your early attention to this matter would be greatly appreciated as it is desired that Archives be in possession of all master lists on or before Nov. 15th, 1946.

4330

*M. C. Carrings*  
 M. C. CARRINGS,  
 Capt. RASC.  
 ARCHIVES DIVISION.

845

9 NOV 1946

9 Nov. 46  
C.V.

*Registered -  
Pass #10  
Archives File  
Rome 250 6/99/1*

SUBJECT :- Archives - Records

10 British Liaison Unit  
FORCES DEL GREGO  
Tele : 55361 NAPLES  
1 G

12 Sept 46

Land Forces Sub-Commission AC.,  
(MIA) ROME (Records Section)

Reference your G/99/1 dated 23 May 46 (para 3), may the following please be added to list of files - 10 BLU :-

Under "A" (Group) -

16/1 AG - Married Families.

*M. M. Jaire*  
Major,  
GS.

CMP  
RVM/ea

2270  
16 SEP 1946  
DATE

*Added  
17 Sep 1946  
RV.*

M. M. Jaire  
FILE 6/99/1  
DATE 2/19/8/46

4329

B

SUBJECT :- Archives - Records

10 British Liaison Unit  
TORRE DEL GRECO  
Tele : 55381  
1 G

9 Sept 46

Land Forces Sub Commission AG.,  
(MMLA) ROME (Records Section)

Reference your G/99/1 dated 23 May 46 (para 3), may the following please be added to list of files - 10 BLU :-

Under "G" - ✓

6/4 G - Comments and Instructions on 10 BLU Progress Report (Confidential)

*M. A. Jones*

Major,  
AG.

CMF  
RVM/av

2172

12 SEP 1946

*Analyst  
12 September 46*

4828



RECEIVED

30 AUG 1946

MM

SUBJECT :- Archives - Records10 British Liaison Unit  
TORRE DEL GRECO  
Tele : 55381 NAPLES  
1 G28 Aug 46Land Forces Sub Commission AC.,  
(MMIA) ROME (Records Section)Reference your G/99/1 dated 23 May 46 (para 3), may the following  
please be added to list of files - 10 HLU :-

Under "G" -

10 G - MMIA CC Bulletins - Confidential

Under "REME" -

REME 3/1 - DME Admin Instructions  
REME 3/2 - Publications and Circulars*Added  
9 September 1946  
MM**A. H. Lane*Major,  
GS.CMF  
RVM

4927

301430

*B:*

SUBJECT :- Archives - Records

10 British Liaison Unit  
TORRE DEL GRECO  
Tele : 55381 NAPLES  
1 G

22 Aug 46

*(HG)*

Land Forces Sub-Commission AC,  
(MILIA) ROME (Records Section)

Reference your G/99/1 dated 23 May 46 (para 3), may the following additions and amendment please be made to list of files - 10 BLU :-

Additions

Under 'G' -

- 6/1 G - Monthly Report - Confidential - 9 BLU BARI
- 6/2 G - " " " - 11 BLU PALERMO
- 6/3 G - " " " - 12 BLU ROME

Amendment

Under 'G' -

- 6 G - amend to read MONTHLY Report 10 BLU (2nd cover).

CMP  
RVA/ea

*Added and amended  
9 September 46*

*M. M. Paris*  
Major,  
GS.

REC 1651 20 AUG 1946

4826

*261200*

*Records*  
*(71)*

Subject : General Office Organisation-  
Archives Records.

RECEIVED 22 JUN 1946  
314

6 British Liaison Unit  
Tel : 217 Area 119  
Ref : G/X/3  
19 July 46

To : Land Forces Sub-Comm, AG  
(MIA) ROME  
Records Section

Reference your G/99/1 of 25 May 46 and  
this HQ letter G/X/3 of 28 May 46.

Please note the following addition to our  
File Lists : -

"A" FILES

A/9/3 ..... PUBLIC RELATIONS - ITALIAN.

*Amended  
26 June 46*

*[Handwritten signature]*

Major DAA & OMC  
6 ELU

WIF/AM  
CMF

4825

Records

69

SUBJECT :- Archives - Records.

10 British Liaison Unit  
TORRE DEL GRECO  
Tel : 55381 NAPLES  
1 G.

4 July 46

Land Forces Sub-Commission, AC.,  
(MMIA) ROME (Records Section)

Reference your G/99/1 dated 23 May 46 (para 3) and further to this office letter 1G dated 22 June 46, may the following please be added to list of files - 10 BLU :-

Under 'A' - (DAA&QMG)

6 AG - Maintenance of BLU's.

CMF  
RVM/av

~~Amended~~  
~~RP~~  
M. H. Jare  
Major,  
GS.

RECEIVED 6 JUL 1946  
9565

4324

Records

68

SUBJECT:- Archives - Records.

S&T Office  
485 B.L.U.  
"CORNOLDI" Barracks  
VENICE - Tel. 27244  
ST/36 - 5 Jul 1946

RECORDS SECTION - M.M.I.A. - ROME

Copy to:- 4 B.L.U. BOLZANO  
5 B.L.U. UDINE

In accordance with your G/99/1 dated 23 May '46,  
herewith two copies of S&T files for 4 & 5 B.L.U.s

*Matson* Capt. R.A.S.C.  
S&T - 4&5 B.L.U.s

RECEIVED 8 JUL 1946

4323

*Lt. Rowland.  
Records (67)*

SUBJECT:- Archives - Records.

10 British Liaison Unit,  
TORRE DEL GRECO  
Tel: 55381 NAPLES.  
1G.

22 June 46

Land Forces Sub-Commission, AG.,  
(MMIA) ROME (Records Section)

Reference your G/99/1 dated 23 May 46 (para 3) and further to this office letter 1G dated 8 June 46, may the following additions please be inserted in list of files - 10 BLU:-

Under 'G' -

21 G - Reports - General - Incidents etc.

Under 'AIM' (Camp)

AIM/D/3/1 - Ration & Subsistence Return.

CMF  
RVM/agn.

*Amvellet  
L. J. J. J.*

*L. J. J. J.*

*M. de Janni*  
Major,  
GS.

4822

RECEIVED 24 JUN 1946  
9083

R E S T R I C T E D

ALLIED FORCE HEADQUARTERS  
APO 512

*Handwritten notes:*  
K. Jones  
66 SD  
info SD  
Admin. Services  
(6497)

CIRCULAR )  
NUMBER 1 )

19 June 1946

ALLIED FORCE RECORDS ADMINISTRATION

Circular Number 8, this headquarters, dated 18 July 1945, as amended by Circular Number 9, this headquarters, dated 13 August 1945, is further amended as indicated:

1. The reference to "MTOUSA Circular Number 64, 29 April 1945", in Section I, paragraph 3 Section II, paragraph 5 (2) Section III, and paragraph 8 Section IV, is changed to MTOUSA Circular Number 35, 12 March 1946.
2. Paragraph 9a Section IV, Circular Number 8, this headquarters, 1945, is superseded by the paragraph below:

"IV. 9. a. The combined records that are identified for reproduction will be directed to Allied Force Microfilming and Records Depot, APO 794, US Army (freight address: c/o Allied Commission, Via Vittoria Veneto, Rome, Italy). Records will be carefully screened to eliminate valueless materials (nonrecords) 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."

BY COMMAND OF LIEUTENANT GENERAL MORGAN:

M. W. M. MacLEOD  
Major General  
Chief of Staff

OFFICIAL:

*Ralph C. Tilley*  
RALPH C. TILLEY  
Colonel, AGD  
Adjutant General

DISTRIBUTION:  
D

~~MMIA - G~~  
FILE *BM/6/15*  
DATE *R/2/16*

BGS	
GSO I (SD)	
Dep G III	
GSO II (SD)	
GSO II (I)	4821
GSO I (-I)	
GSO I (-B)	
G II (G)	

R E S T R I C T E D

RECEIVED 21 JUN 1946  
R201

211045

RECEIVED 10 JUN 1946  
3006

65

Subject: - Archives - RECORDS.

*Records.*

2 ELU,  
Tel: 52278  
G 2  
7 Jun 46.

RECORDS SECTION, MMIA

Ref your G/99/1 para 3 of 23 May and further to this HQ G 2 dated 30 May 46.

1. The following file number and title as below has been opened by this HQ:

CG 13 - MEDICAL

GENOA

KJS/lr

*Y.P. Duffy*  
Major,  
G II.

*Amended*  
*B. J. ...*

4320



64  
Records

SUBJECT :- Archives-Records.

10 British Liaison Unit  
TORRE DEL GRECO  
Tele : 55381 NAPLES  
1G

8 June 46

Land Forces Sub-Commission AC,  
(MMIA) ROME (RECORDS SECTION)

Reference your G/99/1 dated 23 May 46, herewith list  
(in duplicate) of all files held in this office.

CMF  
RVM/ea

RECEIVED 11 JUN 1946  
8062 DATE

*W. L. ...*  
for Major,  
GS.

4819

00

00

63

Subject :- Records

1 British Liaison Unit  
A 5

7 Jun 46

To :- Records Section  
HQ Land Forces Sub Comm AC (LMA)  
ROME

*Records*

Herewith list of files held by this unit.

Major  
DAA & QMG

4818

RECEIVED 15 JUN 1946  
8157

Subject:- Master List of Files. Ordnance.

No: 1 British Liaison Unit.  
O.M.E.

A/ORD/12  
4 June '46

To:- Records Section, Land Forces, Sub-Commission AC.  
M.M.I.A. ROME.

Further your G/99/1 dated 25 May '46.

Herewith, addition to List of Current  
Files. List "B".

A/ORD/22 Locations. 1 Territorial Command.

*Amended*

*J. Chapman*  
SR.

Ordnance Warrant Officer.

*Q138A - Q. Branch  
Amended.  
BR Signal - Stree*

4817

(61)

Records

Subject : Archives - Records.

4. British Liaison Unit,  
BOLZANO C.M.F.

3 Jun 46.

4/GB/13-60.

Records Section,  
Land Forces Sub Comm,  
AC(LBIA) ROME.

Ref your G/99/1 dated 23 May 46.

Herewith Master List of Files for this HQ, including Oyd and REME Branches.

S&T Officer has been instructed to submit List of S&T Files direct from S&T Office at MESTRE.

*Rh. Dean*

Major,  
For Lieut-Col,  
GS.

4816

h33

RECEIVED 7 JUN 1946

Subject : Files.

6

Records  
(Sgt Rowland)

9 British Liaison Unit,  
BARI.  
Telephone - 13869

58/1/18<sup>66</sup>

27 May 46.

To : Records Section MMIA.

Ref your G/99/1. of 23 May 46.

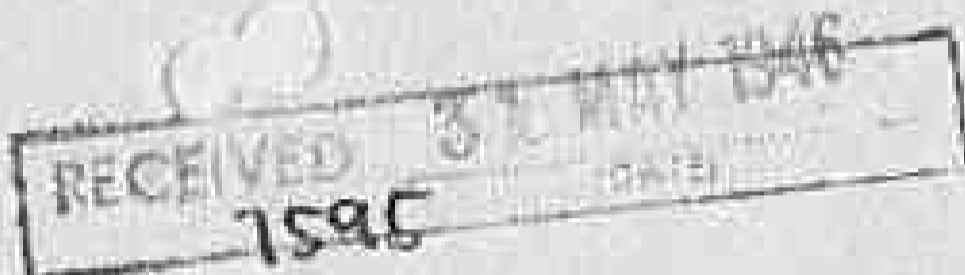
Attached find list of existing files of this unit.

*J.B. Aylward*  
(J.B. Aylward) Major.  
DAA & OMG.

JBA/ag

4815

RECEIVED 29 MAY 1946  
4465



Records

Subject : General office organisation - Archives Records

6 British Liason Unit  
Tel : 217 Area 119  
Ref : G/X/3  
28 May 46

To : Land Forces Sub Com, AC,  
(MMIA) R O M E,  
Records Section

Duplicate copies of existing file lists, are forwarded  
herewith in accordance with your G/99/1 of 25 May.

*[Handwritten Signature]*

Major GSO II  
6 BLU

WHW/AM  
CMF

4814

SUBJECT : Archives - Records

(58) *Records*

12 BRITISH LIAISON UNIT  
for the  
ITALIAN CENTRAL MILITARY SCHOOLS  
(Tel: ROME 478808)

Ref : AQ/40/5/1646

31 May 1946

To: Records Section  
HQ  
Land Forces Sub. Comm. A.C. (MMIA)

RECEIVED  
2618  
JUN 1946

Reference your G/99/1 of 23 May 46.

Herewith please find list (in duplicate) of existing files held  
by this Unit.

*N. Staffs*

Major N. Staffs  
Comd. 12 British Liaison Unit for the  
Italian Central Military Schools

AH/mg

Internal.

File.

4313

57 Records.

SUBJECT: ARCHIVES - RECORDS.

HQ 3 BRITISH LIAISON UNIT  
Tel: 152965(Ext- 107)

Records Section  
HQ M.M.I.A.

---

G/31/4

29 May 46

Ref your letter G/99/1 of 23 May 46.

Att herewith copies (in duplicate) of existing file  
lists of this HQ.

*W. E. ...*

Lt Col  
GS

MILAN  
LGB/LO

RECEIVED JUN 1946

312



RECEIVED

1 JUN 1946

7636

*Records**(56)*SUBJECT: Archives - Records.

No. 5 British Liaison Unit, CMF,  
Tel. UDINE 1762,  
G/101/41,  
29th. May '46.

TO: HQ. M.M.I.A. Rome.

Reference your G/99/1 of 25th. May '46.

Herewith Index of Files at present open  
in this Office

*J.H. Johnson*

Major,  
for DAA & CMG.

4811

7 BRITISH LIAISON UNIT.  
FLORENCE.

Records (55)

Subject ; Archives - Records.

REF: BLU/31

31  
May '46

To ; HQ., M.M.I.A.  
R O M E.

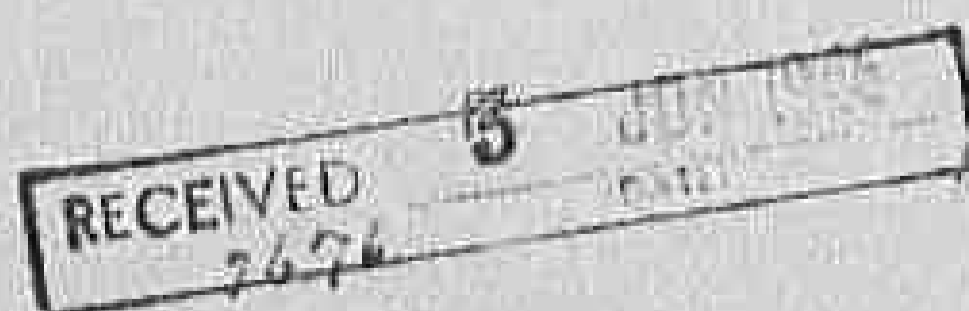
Ref. your G/99/1 dated 23 May '46.

Herewith at Appendix "A", "B" and "C" are lists (in duplicate) of "Index to Files" of this HQ.

All future additions, deletions and amendments will be forwarded to Record Section as and when they occur.

*H.W. Hamilton*

H.W. HAMILTON.  
Major.  
GSO.II.



4810

*Records (54)*

Subject:- Archives - Records.

2 BLU,  
Tel:56575  
G 2  
30 May 46.

RECORD SECTION, M.M.I.A.  
R O M E  
-----

Ref your G/99/1 dated 23 May 46.

Att herewith Master List of Files in accordance with  
para 2 of the a/q letter.

*[Signature]*  
Major,  
G II.

GENOVA

KJS/lr

RECEIVED 5 JUN 1946  
7677

4809

Subject:- Master List of Files, Ordnance.

RECEIVED 1 JUN 1946  
763

No: 1 British Liaison Unit.  
C.M.F.

A/ORD/12  
29 May 1946.

53

To:- Records Section, Land Forces, Sub-Commission A.C.  
M.M.I.A. ROME.

*Records*

Reference your G/99/1 of 25 May '46. Attached  
List of Files held in this Ordnance Office as at date of this letter.

All additions, deletions and amendments to  
existing Files will be notified as they occur.

List "A" shows all old 51 BLU Files now  
redundant.

List "B" shows all new 1 BLU Files at  
present in use in this office.

*J. Chapman*  
*SK*  
Ordnance Warrant Officer.

4808

8° BRITISH LIAISON UNIT  
ROME

52  
Sjt ROWLANDS

8/G/3

29th. May 1946

Subject: Records

52

To:- H.Q. M.H.I.A.

Reference your G/99/1 of 23rd. May 1946,  
please find enclosed duplicate copies of existing  
file list of this unit.

*[Handwritten Signature]*

R. DOWNING, Major.

D.A.A. & Q.M.G.

RECEIVED 29 MAY 1946  
7469 849

(51)

SUBJECT: Transfer of a 'G' file.

SD & OPS Branch,

BW/G/15

29 May 46

TO : Sgt ROWLANDS, - Records Section, MMLA

- 1. The attached file G/99/1, subject RECORDS AND ARCHIVES is forwarded for your retention.
- 2. Please acknowledge on attached receipt.

*[Handwritten Signature]*  
 Head Clerk, *Sgt*  
 SD & OPS

ELL/JW

50

SUBJECT: Care and Custody of ALLIED COMMISSION Records.

LAWD FOREIGN SUB COM, A.C. (MCLA)

8/99/1

23 May 46

TO : HQ ALLIED COMMISSION  
(Attn Archives Branch)

47A

Reference Executive Memorandum No 9 dated 17 May 46.

In accordance with your para 1 (b) herewith completed pro-forma for your information.

*Admiral*  
*util*  
*or*  
for Major General,  
M. M. I. A.

ARCS/jw

19/27/5

4806

49

1  
SUBJECT : Records

LAND FORCES SUB COM, A.C. (MMIA)

G/99/122 May 46

TO : List A (Less Serials 1,2,3,4,18)

Copy to : List A (Serials 1,2,3,4,18)

Ref this Office letter G/99/1 of 10 May 46, para 3.

1. It is apparent that the instructions contained therein are not being adhered to, in that the NCO i/c ARCHIVES Section MMIA has in no case been consulted in respect of proposed changes to current file lists. It is stressed that in the future, NCO i/c Branches, Services and Sections will be responsible for ensuring that the NCO i/c ARCHIVES Section is consulted before changes to file lists are put into effect, and that he is afterwards officially notified of effective changes in order that Master File Lists in his possession may be fully maintained. Any major problems which may arise will be brought to the attention of the officer i/c ARCHIVES Section MMIA (Major ROLLA C. VAN KIRK) who will advise on courses of action to be taken.

2. Particular attention is drawn to para 4 of the above letter.

3. Should a file require to have its number changed for any reason, that file will be closed and a new cover opened under a new (previously unused) number.

*Abraham C. G.*  
Lieut Col  
GS

ABC/cc

19/22/5



48

G

HEADQUARTERS ALLIED COMMISSION

A P O 794

Office of the Executive Commissioner

ARCHIVES BRANCH

REF. : 15/AB/MMIA.  
SUBJECT : FILES  
TO : MMIA, Records Officer.

21 May 1946

1. Referring to the interview this morning (Lt. Col. Southby - Major Harrison) it has been decided that Room No. 11 shall be loaned for the purpose of re-sorting the MMIA Files. A key is not available but arrangements can be made to lock up the files in question every evening in Room No. 14 provided they are not too many.
2. A typist will be provided by Archives Branch for listing the files as directed for the Master Copy.
3. A rubber stamp was handed to the Records Officer for the purpose of stamping those files which it is considered should be Micro-film.

*N.M. Harrison*  
Majr.

N.M. HARRISSON, MAJOR  
O.i/c ARCHIVES BRANCH.

*noted  
Hew*

BGS	
GSO 1 (SD)	<del>X</del>
Dep G 1D	
GSO 2 (SD)	
GSO 2 (-)	
GSO 1D (-)	
GSO 1 (G)	
G 1 (-)	

MMIA - (G)	
FILED	<u>E/99/1</u>
DATE	<u>R/28/5</u>

RECEIVED  
7403  
23 MAY 1946  
4805

23 to do

3 Dec 0 MMIA 41A

HEADQUARTERS ALLIED COMMISSION  
APO 394  
OFFICE OF THE EXECUTIVE COMMISSIONER

Ref:- 19/AB.

EXECUTIVE MEMORANDUM

NUMBER 9.

*Copy passed to Sgt Rowland*

17th May 1945

BGS	
GSO I (SD)	X
Dep. G II	X
GSO II (SU)	X
GSO II (I)	
GSO II (C)	
GSO I (CC)	
G II (I)	

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

1. In view of the frequent changes of military personnel in the Allied Commission and in order that the future custody and disposal of AC Records shall be assured, the following procedure will be immediately adopted:-

(a) A RECORDS OFFICER will be appointed by each Section or Independent Sub-Commission or Branch who will be responsible for all matters concerning ARCHIVES and the files of that Branch.

(b) The pro-forma attached to this Directive will be countersigned by such RECORDS OFFICER, who will make himself personally acquainted with instructions in EX. MEMO Nos. 7 and 8 and will contact C.i/c Archives Branch (Tel. Extn. 530) upon any matters therein.

(c) Should this RECORD OFFICER become absent or released from duty, the Section or Sub-Commission will inform C.i/c Archives the name of his successor before the officer in question leaves.

2. In order that a true record of the whole of the Current Files in AC Headquarters can be obtained, Archives Branch will commence a complete list of all files connected with that office or function from the Master Copies of each Sub-Commission. A copy of this list will be checked and retained by the Records Officer of each Sub-Commission and a second copy held by Archives Branch.

3. In this way, future listing of Files handed in (para 9, Ex. Memo 7) will be unnecessary, the lists concerned merely being altered in both copies.

MMIA - '6'
FILE <i>E/99/1</i>
DATE <i>R/18/5</i>

For the Chief Commissioner.

*See File 50*  
*[Signature]*  
4304  
Brigadier,  
Executive Commissioner.

DISTRIBUTION  
"LIST 'A'"  
ARCHIVES BRANCH (100 copies)

171630

00

00

46

SUBJECT:- Records

LAND FORCES SUB COMMISSION.AC.(MMIA)  
G/99/1.—

10 MAY 46.

TO : List 'A'(less Serials 1,2,3,4,18)  
Copy to : List 'A'( Serials 1,2,3,4,18)

1. ARCHIVES.AC. have ruled that a Master List of Files be submitted in order that a true picture can be obtained of numbers of existing files held by this Sub-Commission, and also to obviate unnecessary work in the future.
2. To compile this Master List of Files it is essential that all Branches, Services and Sections, submit copies (in duplicate) of their existing file lists. These will be forwarded by 15th MAY 46 to, Sgt.T.ROWLAND (Room 33).
3. On and after the a/m date Sgt ROWLAND will be informed of all proposed additions of new files or alterations in existing file systems, by the Branch,Service or Section concerned.
4. When it is found necessary to originate a new file, particular care will be taken to assure that the file does not bear a number already existing in the present list of files. This in effect means that if a file is closed and is no longer required the number of the file will become ineffective and not used again under another title.
5. All file covers will be marked plainly and clearly, and subsequent covers will be marked accordingly.i.e. "2nd Cover", Opened 12 MAY.45. Closed.12.Sep 45.
6. Attention is again directed to this HQ G/99/1. of 4. MARCH 46.

AEG/ter

20

*[Signature]*  
Lieut Col  
GS.

*See File 49*

4803

REC 30 APR 1946

ALLIED FORCE HEADQUARTERS  
APO 512

MMIA

45

AG 313.3 AFRA-O

26 April 1946

SUBJECT: Disposition of Integrated Records.

TO: Commanders of all Major Commands,  
Separate Units and Installations

1. Letter, this headquarters, file AG 313/195 AFRA-O, subject as above, dated 6 September 1945, is superseded as indicated herein.
2. The prescribed normal channel for the disposition of all integrated British-American records of a military or quasi-military nature in this theater is described in paragraph 4 (b), Circular 8, this headquarters, 1945, as amended.
3. Except for special sets of records whose disposition is prescribed by an official directive of the Combined Chiefs of Staff, all integrated records will be shipped in accordance with the circular cited in paragraph 2.
4. Directives received through technical channels (inter-staff), or from any sources other than from the Combined Chiefs of Staff regarding the disposition of records, will be forwarded, with appropriate recommendations, to this headquarters, Attention: Allied Force Records Administrator, where final decision will be made. Records in question will be retained pending decision.
5. Previous to shipment, all "Top Secret" material will be downgraded where possible, in accordance with existing War Department, War Office, or theater directives.
6. All "Top Secret" material will be shipped in separate boxes accompanied by separate lists of contents and screening certificates, as prescribed by Circular 9, this headquarters, 1945. Handling and transmission of this material will be in accordance with AR 380-5, as amended, dated 6 March 1946, and War Office pamphlet "Classification and Handling of Protected Documents, 1944".
7. Any disposition of Records other than those herein prescribed is prohibited.

BY COMMAND OF LIEUTENANT GENERAL MURKIN:

DISTRIBUTION:  
D

MMIA - 'G'
FILE <u>6/99/1</u>
DATE <u>R 30/4</u>

*Ralph C. Tilley*  
RALPH C. TILLEY  
Colonel, AGD  
Adjutant General

BGS	
GSO I (SD)	
Dep G III	
GSO II (SD)	4802
GSO II ( )	
GSO III (SD)	
GSO I (TRG)	
G II (I)	

391615

## HEADQUARTERS ALLIED COMMISSION

APO 394

Office of the Executive Commissioner

ARCHIVES BRANCH

Ref :- 15/AB.

8 April 1946

SUBJECT :- Files Deposited in Archives.TO :- G.(S.D.), H.Q., M.M.I.A.

On examination of files deposited by your Branch into Archives it was found that they were in a very untidy state and it is requested that they be collected by you in order that instructions contained in Executive Memorandum No.8 dated 28th February 1946 be carried out (~~copy attached~~).

If required an Archives room can be made available to you for this purpose, but owing to shortage of Staff it is impossible for this Branch to carry out such work.

*T. Rowlands Capt.*

T. ROWLANDS, Capt,  
Admin. Officer,  
Archives Branch.

M.M.I.A. - 'G'	
FILE:	<i>15/AB/1</i>
DATE:	<i>8/4/46</i>

4801

00  
COPY INCOMING ST 00

43

FROM : 4 BLU

06 1130 B

TO : HQ BILA ROME

UNCLASSIFIED

REF : 4/GB/13

REF YOUR G/99/1 DATED 14 Mar 46 (.)

PARA 2 (.) REGRET NOT YET COMPLETED (.) APPROX 15 ORD

FILES REMAIN (.) REASONS (.) CHIEF CLERK IN HOSPITAL

13-20 MAR (.) CLERK IN HOSP FROM 29 MAR (.) ORD CLERK

AT PRESENT WITH 7 BLU (.) CHIEF CLERK NOW ON P Y T H O N

(.) WILL BE COMPLETED AS SOON AS POSSIBLE

C DISTRIBUTION:

G/99/1

jw  
08 ~~xxxx~~ Apr 46

4800

00

COPY INCOMING SIGNAL

42

FROM : 2 BLU

02 1650 A

TO : 'G' HQ MILIA ROME

REF : 02

UNCLASSIFIED

20  
-22

REF YOUR G/99/1 OF 04 AND 14 MAR (.) PROCESSING  
OF FILES THIS HQ COMPLETED TODAY 02 (.) NO  
COMPLETED 122

'G' DISTRIBUTION:

G/99/1

jw  
08 April 46

4799

*File Block 40*

SUBJECT: Microfilming of AC Records.

HQ 3 BRITISH LIAISON UNIT  
Tel: 152965(Ext-107)

G/31/ 4

HQ M.M.I.A. ( G Branch).

30 Mar 46

*G*

All dead files at this HQ have now been processed and a total of 118 have been retained for micro-filming.

RECEIVED 2 APR 1946  
3286

*[Signature]*  
Lt Col  
GS

MILAN  
FMDE/LO

MMIA-'G'  
FILE: *100* *5/99/4*  
DATE: *R/2/4.*

4798



39

COPY INCOMING SIGNAL

FROM : 11 ELU

291530B

TO : NMIA (G BRANCH) ROME

REF : G/22

UNCLASSIFIED

REF YOUR G/99/1 DATED 4 MARCH ALL FILES COMPLETED

File : G/99/1

20

4797

RECEIVED 30 MAR 1946  
2645

38

G. Jm B/99/1

SUBJECT:- Microfilming of Files

10 British Liaison Unit  
Torre del Greco Tele: NAPLES 55802  
1 G

28 Mar 46

"G" Branch,  
Land Forces Sub Comm AC (MMIA)  
ROME

abc

Reference your letter G/99/1 dated 4 Mar 46. ✓

1. The dead files held in this office, previously held by 56 BLU, have now been processed and are ready for microfilming. Their total number is 7 and this office now awaits your instructions.
2. It is pointed out that the files previously held by 10 3 Dist, are being forwarded to your HQ under arrangement with your Chief Clerk and will reach your office by this weekend.

MMIA - 'G'
FILE: <del>R/99/1</del>
DATE: R/36/3

CMF  
AJW/rvm

HC 'G'

*[Signature]*

In Lt Col,  
GS.

4795

RECEIVED 30 MAR 1946  
2648

37

Subject :- Microfilming of AC Records

1 British Liaison Unit  
A 5

To :- HQ Land Forces Sub Comd AC  
RMLC

26 Mar 46

*File B/99/1*

*22 G*

Ref your letter G/99/1 dated 14 Mar 46.

All redundant files of this unit have been processed, these amount to 29.

No files have been transferred to outside units.

MMIA - 'G'  
FILE: *G/99/1*  
DATE: *2/20/3*

*J. W. Bann*  
Major  
A/DMA & QMG

4795

00  
Subject : Microfilming of AC Records.

RECEIVED 1501 28 MAR 1946

G/99/1

G  
9 British Liaison Unit,  
BARI.

20/36.

25 Mar 46.

To : Land Forces Sub Commission AC.  
(M.S.I.A.).

20 22  
Reference your G/99/1 of 4 and 14 Mar 46.

1. 170 files have been screened, processed and listed. These include the files of the following MMIA offices:-

MMIA LO 2 District.  
MMIA LO Bari.  
MMIA LO Taranto.  
ST LOs Bari and Taranto.  
9 BLU.

2. The above are considered all the non-current files held by this office worthy of retention.

3. In addition there are some 50 files containing SF receipts, Ord issue notes and other matter of a routine nature. It is not proposed to process these unless you order it.

*[Signature]*  
(F.J.A. Clark) Major.  
DAA & QMG.

FJAC/opr

MMIA - 'G'  
FILE: G/99/1  
DATE: R/29/3

4794

COPY INCOMING SIGNAL

35

FROM : 2 BLU

TO : "G" HQ MMIA ROME

REF : G2

272073B

UNCLASSIFIED

REF YOUR G/99/1 OF 04 AND 14 MAR (.) TOTAL NUMBER OF FILES  
PROCESSED 68 (.) AS FOLLOWS 62 EX 56 BLU 6 EX MMIA LO GENOA (.)  
FURTHER 70 OUTSTANDING EX MMIA LO GENOA

Action : G/99/1

28 Mar 46  
BB

MMIA - 'G'  
FILE: G/99/1  
DATE: R/28/3

4793

34

COPY INCOMING SIGNAL

FROM : 4 BLU

272063 B

TO : HQ MMIA

UNCLASSIFIED

REF : 4/B/13

REF YOUR G/99/1 OF 4 MAR (.) 13 FILES COMPLETED 36 TO COMPLETE

20

Action : G/99/1

28 Mar 46

aa

MMIA - 'G'
FILE: <u>G/99/1</u>
DATE: <u>2/28/3</u>

4792

00

00

G/99/1 32

SUBJECT: Microfilming of AG Records.

TO: 'G'

FROM: S.O.R. Signals.

20

Ref your G/99/1 of 4 March 46.

- 1. This Branch holds 30 files which are dead and which have been processed in accordance with your instructions.
- 2. None of our files ~~are~~<sup>is</sup> held by outside bodies (i.e. UNRRA etc.)

D.R. SKINNER, Major,  
S.O.R. Signals,  
M.M.I.A.

27 March 46.

M.M.I.A. 'G'
FILE: <del>12/99/1</del>
DATE: R/25/3

4791

RECEIVED 28 MAR 1946  
3576

SUBJECT:- Micro Filing of AC Records.

*you 5/99/1*

12 BRITISH LIAISON UNIT  
for the  
ITALIAN CENTRAL MILITARY SCHOOLS.  
(Tele: ROME 66318/9)

Ref: AQ/44/1265

26 March 46.

*G.*

G Branch  
H. Q.  
Land Forces Sub Comm AC  
(M. M. I. A.)

*20*

*22*

Ref your G/99/1 dated 4 Mar 46 para 7 as amended by G/99/1  
of 14 Mar 46.

Progress report of this Unit is as follows:-

Dead Files Held	- - - - -	8
Dead Files Processed	- - - - -	8
Dead Files to be Processed	- - - - -	=

*[Signature]*  
Capo RA

Comd. 12 British Liaison Unit for the  
Italian Central Military Schools.

ASH/scr.

Internal.

File.

FILE: <i>6/99/1</i>
DATE: <i>R/28/3</i>

4780



SUBJECT: Microfilm of AC Records.

Q 3 BRITISH LIAISON UNIT  
Tel: 152965 (Ext-107)

*G/99/1 31*

HQ MMIA

RECEIVED  
*3499*  
23 MAR 1946

G/31/4

25 Mar 46

*G.*  
*22*

Ref your letters G/99/1 of 4 and 14 Mar 46.

Progress on processing of files is as follows:-

Number of files processed. 75  
" " " outstanding. 250 (approx).

MILAN  
LGB/LO

*A. E. ...*

Lt Col.  
G.S.

FILE: *G/99/1*  
DATE: *R/25/3*

4789

7 BRITISH LIAISON UNIT  
FLORENCE

6/29/11 30  
RECEIVED 29 MAR 1946  
2498

Ref: BLU/31

Florence, 27 March 1946

Subject : Microfilming

To : G Branch  
M.M.I.A. -

G.

20

22

1. Ref. your G/99/1 dated 4 March 1946 and your G 99/1 dated 14 March 46.
2. 43 Files have been processed in accordance with instructions laid down in your a/quoted letters. The task is now completed.

*H.W. Hamilton*

H.W. HAMILTON  
Major  
G S O II

M.M.I.A. - 11  
FILE: 6/99/1  
DATE: R/28/3

4788

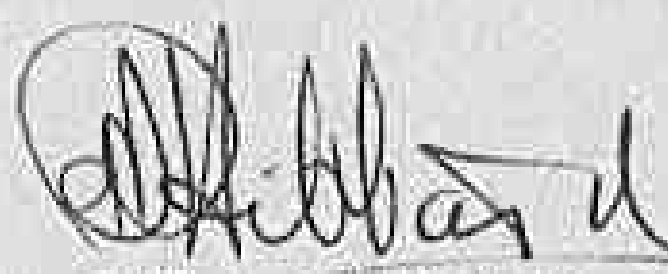
29  
SUBJECT: Microfilming of AO Records.

TO: 'G'  
FROM S.O.R.E.

20  
Ref your G/99/1 of 4 March 46.

1. This Branch holds 15 files which are "dead" and which have been processed in accordance with your instructions.
2. None of our files are held by outside bodies (i.e. UNRRA etc.)

27 March 46.

  
R.N.J. HIBBARD, Major,  
S.O.R.E.,  
M.M.I.A.

MMIA - 'G'
FILE: <u>G/99/1</u>
DATE: <u>R/27/3</u>

4787

Subject: Microfilming of A.C. Records.

28

"Medical" Branch.  
M.M.I.A., (A.C.).

Reference your letter G/99/1 of 14th March 1946.

There are thirteen files of this branch now ready  
for microfilming.

22

*Spence* i/c Files.

27 MAR 46.

MMIA - 'G'
FILE: G/99/1
DATE: 22/3

4786

25

RECEIVED 3154 18 MAR 1946

11 BRITISH LIAISON UNIT  
Palermo, Sicily.

G/99/1

12. Mar. 46.

G

Ref : PAL/G/22  
Subject : Inventory of Files.  
To : Archives Section A.C.  
H.Q. M.M.I.A. ROME.

Ref your G/99/1 dated 13. Feb. 46.

Herewith proforma of Inventory of Files duly completed.

*R.E. HECTOR*

R.E. HECTOR, Major  
G.S.O. II.,  
11 B.L.U.

REH/mv

- Col. G5
- GSO I (SD)
- Dep. G3
- GSO II (SD)
- GSO II (I)
- GSO II (W)
- GSO III (SD)
- GSO III (ORB)
- G (Trg)


MMIA - 'G'  
FILE: G/99/1  
DATE: R/18/3

4785

DISTRIBUTION.

"A"

24

INVENTORY OF FILES.

SUB COMMISSION Land Forces BRANCH OFFICE 11 B.L.U.  
 IF APPLICABLE (@) 18372  
 LOCATION. (+) Palermo, Sicily ROOM NO      FLOOR      TELE NO. Palermo 11393-10673  
 OFFICER or EM/OR delegated i/c Files Cpl. ROOM.R. No of Files 157

No of files loaned to outside organizations, i.e. U.N.N.R.A. (must not be included in  
 above total:-     

NAME OF PERSON HANDED OVER TO     

DESIGNATION     

DATE 12.3.46.

SIGNATURE Officer or EM/OR delegated i/c Fil.

DATE     

SIGNATURE *[Signature]*  
 HEAD OF SUB COMMISSION UNIT.

(@) For Sub Commissions - sufficient copies attached for distribution.

(+) Of Offices situated outside the A.C. Headquarter building.

4784

Subject : Microfilming of AG Records

23

G. G/99/1

6 British Liaison Unit  
Tel : Vicksburg 119  
Ref : G/X/3  
13 Mar 46

RECEIVED  
3014  
MAR 1946

To : Land Forces Sub Com, AG  
(MMIA) ROME

Ref your letter G/99/1 of 4 Mar 46.

1. The number of 'dead' files processed is 11; it is not considered that the remainder are of sufficient importance to require recording.
2. It is emphasised that the only files held by this BLU are those used by MMIA IO BOLOGNA between mid Sep and end of Nov 45, all of which are of doubtful historical value.

*W. S. Vengelly*

Major  
GSO II  
6 BLU

PDHP/ATT	Col. G3
CMP	GSO I (SD)
	Dep. G3
	GSO II (SD)
	GSO II (I)
	GSO II (W)
	GSO III (SD)
	GSO III (ORBAT)
	G (Irg)

X		X
X		X

MMIA - 'G'

FILE: G/99/1

DATE: 2/15/3

4783

23

G B/99/1

Subject : Microfilming of AC Records

6 British Liaison Unit  
Tel : Wicksburg 119  
Ref : G/X/3  
13 Mar 46

RECEIVED  
3014  
5 MAR 1946

To : Land Forces Sub Com, AC  
(MMIA) ROME

Ref your letter G/99/1 of 4 Mar 46.

1. The number of 'dead' files processed is 11; it is not considered that the remainder are of sufficient importance to require recording.
2. It is emphasized that the only files held by this BLU are those used by MMIA IO BOLOGNA between mid Sep and end of Nov 45, all of which are of doubtful historical value.

*W. A. Vengrelley*

Major  
GSO II  
6 BLU

PDHP/ATT  
CMF

Col. G3
GSO I (SD)
Dep. G3
GSO II (SP)
GSO II (I)
GSO II (W3)
GSO III (SD)
GSO III (ORBAT)
G (Trg)

X	<i>10/2</i>	X
X		X

MMIA - 'G'

FILE: *G/99/1*

DATE: *R/15/3*

4783



SUBJECT : Microfilming of AC Records

LAND FORCES SUB COM, A.C. (MMIA)

G/99/1

14 Mar 46

TO : List A (Serials 7, 8, 12)  
 List B (less serials 4, 6, 7, 8)

Copy to : List A (Serials 5A, 6, 10, 11, 13,  
 14, 15, 16, 17)  
 List B (Serials 4, 6, 7, 8)

*See file 28.41*

30  
 31  
 32  
 35  
 36  
 37

Ref MMIA letter G/99/1 of 4 Mar, para 6.

1. A further supply of file fasteners is enclosed herewith for action addressees. It is estimated that these, plus the previous consignment fwd under cover of the a/q letter, should prove sufficient for dealing with dead files held at the present time and also allow a margin of fasteners for files becoming redundant from time to time. For infm addressees, it is considered that the previous consignment will have been sufficient for your needs, based on the procedure outlined above. Should, however, requirements not be covered in all cases, further fasteners may be obtained on application to G(SD) MMIA. Any surplus of fasteners should be carefully retained for future use.
2. Ref para 7 of a/q letter. In view of the lateness of the despatch of these fasteners, the dates referred to therein will be amended to read "27 Mar" and "4 Apr" in lieu of "20 Mar" and "27 Mar".
3. It is suggested that much time and labour would be saved if any new files being opened were bound with the US type fasteners in the first place. This would additionally ensure letter headings and subjects being exposed to view, which is not always the case when the US system is adopted in files formerly bound in accordance with the British method.

*A. B. Smith*

Lieut Col  
GS

AFC/abc

RECEIVED 13 MAR 1946  
2896

WERP/ang  
21

LAND FORCES SUB COMMISSION A.O.  
M.M.I.A.  
ITALIAN PRISONERS OF WAR DIVISION

G/99/1

G.

IPW/ADM/15/51

11 March 1946

SUBJECT : Microfilming of AG Records.

TO : M.M.I.A.  
att: G(ops and SD)

See 1022

20

Ref. your G/99/1 dated 4 March 46/

1) No files on this Division are being processed at this stage, since it is assumed that your a/m letter refers only to dead files. All files are in use and reference has to be made frequently to matters originated many months previously regarding IPW.

MMIA - 'G'  
FILE: G/99/1  
DATE: R/12/3

*James E. Regis*  
JAMES E. REGIS  
Lieut. Colonel  
Chief  
IPW Division

4781

- Col. GS
- GSO I (SD)
- Dep. G3
- GSO II (SD)
- GSO II (I)
- GSO II (W)
- GSO III (SD)
- GSO III (ORBAT)
- G (Trg)

<input checked="" type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>

Italian Prisoner of War Sub-Commission  
HQ AC APO 394  
Dispatched MAR 12 1946  
Log No 2080

SUBJECT : Microfilming of AC Records

LAND FORCES SUB COM, A.C. (MILA)

c/99/A

14 Mar 46

*See to 21, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 38, 39, 41-46, 47*

TO : List A (less Serials 1,2,3,4, 18)  
List B

Copy to : List A (Serials 1,2,3,4, 18)

1. Att for action addressees is copy of A.C. Executive Memo No 8 dated 28 Feb 46.

2. Heads of Branches, Services and Sections, and OSc BLUs will immediately detail personnel under their control to take action on the files of their respective Sections as detailed in the enclosure.

3. The personnel so detailed should, however, use discretion when extracting correspondence from a file, with the object of retaining the picture represented in the file as complete as possible without interruption of continuity.

4. For the time being, dead files only need be processed, but files, as they become redundant, will be dealt with in the same manner.

5. All processed files will be kept together on one side and will be readily available for transfer to AC Archives Branch as and when requested by them.

6. Enclosed for each action addressee is a supply of file fasteners of the type att to the AC Memo. These will allow for an immediate start to be made on files. The balance to cover the whole Mission incl BLUs has been requested and should become available shortly. They will be fwd as soon as received. However, should they not become available within the next week or ten days, the dates stipulated in para 7 below will be amended accordingly. 780

7. Branches, Services, Sections and BLUs will report progress or completion to G Branch MILA by 20 Mar 46, giving details of numbers of files processed and numbers outstanding. In any case the task will be completed by 27 Mar 46 and all action addressees will report on that date unless completion has been previously notified to this Branch.

558910080  
3839141-46  
49

1. Att for action addressees is copy of A.C. Executive Memo No 8 dated 28 Feb 46.

2. Heads of Branches, Services and Sections, and OeC BLUs will immediately detail personnel under their control to take action on the files of their respective Sections as detailed in the enclosure.

3. The personnel so detailed should, however, use discretion when extracting correspondences from a file, with the object of retaining the picture represented in the file as complete as possible without interruption of continuity.

4. For the time being, dead files only need be processed, but files, as they become redundant, will be dealt with in the same manner.

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ABC/abc

*AB [Signature]*  
Lient Col  
CS

*B/9/2*

ALLIED COMMISSION  
ARCHIVES BRANCH

6/99/1

To : Land Forces S/C A.C. M.M.I.A.

Ref : Directive No. 8 Microfilming Records (19/AB)

Reference to your 6/99/1 of 28th. Feb. 1946

See also 47A

1. The returns are acknowledged with thanks.
2. Herewith please receive 30 copies of the Exec.Memo No. 8 dated Feb.28 for immediate distribution.
3. Will you please acknowledge receipt on our proforma herewith.

*ABC*  
73.

*N.L. Harrison*  
Major

N.L. Harrison  
Officer in charge of Archives Branch

Col. GS	
GSO I (D)	→
Dep. G3	
GSO II (S)	→
GSO II (I)	
GSO II (W)	
GSO III (ED)	
GSO III (Qtd-1)	
G (Trg)	

M.M.I.A. 'G'

FILE: 6/99/1

DATE: 8/13

4779

M.M.I.A

HEADQUARTERS ALLIED COMMISSION,  
APO 394

OFFICE OF THE EXECUTIVE COMMISSIONER.

G (SD) and o/po  
Room 39-7 Floor  
28th February 1946.

Ref:- 19/AB.

EXECUTIVE MEMORANDUM }  
NUMBER. 8. }

6/99/1

MICROFILMING OF A.C. RECORDS.

1. The examination of files received into the custody of Archives has resulted in the fact that instructions under Executive Memorandum No.7, dated 5 January 1946 are not sufficiently explicit.
2. Duplicates of correspondence, copies of directives and similar circulars originating in other offices are still being retained as well as extraneous matter which is of no retentive value.
3. As the microfilming of all Allied Commission records will shortly commence, the examination for discard of material under para 2 must be carried out as soon as possible.
4. Chiefs of Sub-Commissions, Branches and Chief Liaison Officers will therefore immediately arrange the following action upon files still in their possession:-

- (a) Abstract from all files extraneous matters such as circulars, directives (other than those emanating from their own office) and duplicate copies of any document not deemed essential for recording.
- (b) Remove all paper clips, staples, pins, etc from letters.
- (c) Rebind all documents at the HEAD of the file, and not at the side, with steel or fibre fasteners (specimen attached above)
- (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. UNRRA, etc.) have been so actioned and that a list of such files has been forwarded to Archives Branch in accordance with para 6, 7 and 8 of Executive Memorandum No.7.

NA

5. Archives Branch are authorized to refuse to accept any files in which the above instructions have not been carried out.

No.7.dated 5 January 1946 are not sufficiently explicit.

- 2. Duplicates of correspondence, copies of directives and similar circulars originating in other offices are still being retained as well as extraneous matter which is of no retentive value.
- 3. As the microfilming of all Allied Commission records will shortly commence, the examination for discard of material under para 2 must be carried out as soon as possible.
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- (b) Remove all paper clips, staples, pins, etc from letters.
- (c) Rebind all documents at the HEAD of the file, and not at the side, with steel or fibre fasteners (specimen attached above)
- (d) Before closing down, furnish a report that all files transferred to outside bodies (i.e. UNRRA, etc.) have been so actioned and that a list of such files has been 4778 forwarded to Archives Branch in accordance with para 6, 7 and 8 of Executive Memorandum No.7.

5. Archives Branch are authorized to refuse to accept any files in which the above instructions have not been carried out.

- Col. G5
- GSO I (D)
- Deo. G3
- GSO II (S)
- GSO I ( )
- GSO II (W)
- GSO III ( )
- GSO II (C)
- G (re)


For the Chief Commissioner.

MMIA - 'C'

FILE: Spec/

DATE: R/13

*[Handwritten signature]*

Brigadier,  
Executive Commissioner.

DISTRIBUTION.

LIST "A"  
ARCHIVES BRANCH (50 copies)

17A

SUBJECT : Inventory of Files

LAWYER FORCES SUB COM, A.C. (MIA)

6/9/46

28

Feb 46

TO : Archives Branches,  
ALLIED COMMISSION.

43

Re your letter 19/B of 9 Feb 46.

Enclosed herewith are returns and summary of returns rendered by the Branches and Services of this HQ and by subordinate units u/o.

The return from 11 BLM is not yet to hand but will be fwd to you immediately on receipt.

The returns att do NOT incl any files already in your possession.

*J. H. ...*  
Major General  
MIA

ABC/sba

4777



Att to NCI letter  
 6/99/1 of 7 (Feb 46)

17B

SUMMARY OF LAND FORCE'S SUB COMMISSION  
 AND SUBORDINATE UNIT FILES  
 as at 28 Feb 46

UNIT	No of Files	Hold	
<u>IN LAND FORCE'S SUB COM, A.C. (BMLA)</u>			
G(Ops & SD)	356 140		+
G(Inf)	85 47	1	
G(Frg)	159 83	2	
A	695 300	34	4
Q	624 250	24	3
RE	59 30	1	
Sign	86 36	1	4
ST	503 358	5	
Med	112 39	2	
Ord	106 30	2	
USMC	93 75	2	
CORR	64	1	
IPGW	358	2	
Genp. Condt	21		+
1 BLU	193	2	1
2 "	431	3	2
3 "	709	24	4
4 "	136	2	1
5 "	305	3	2
6 "	83	1	
7 "	152	2	
8 "	52	1	
9 "	310	3	2
10 "	243	23	1
11 "	372	3	2
<u>TOTAL files BMLA + subordinate units w/c. BMLA</u>			2778

14/3

4

2778

83

Subject :- Inventory of Files.

10 British Liaison Unit  
Tel. 15744 NAPLES  
1 G

24 Feb 46

Land Forces Sub Comm, AC,  
MMIA, ROME.

RECEIVED 25 FEB 1946  
2168

Reference your letter G/99/1 dated 13 Feb 46.

Please find attached proforma duly completed.

GMF  
AJW/ec

MMIA - 'G'  
FILE: G/99/1  
DATE: 24/2

*Y. Q. Murray*  
Lt-Col.  
GS.

4775

Subject: Inventory of Files

To: "G" Branch  
(MMIA) ROME

Headquarters  
4 BLU BOLZANO  
Ref 4/GB/6-11  
Feb 21. '46

15

*File G/99/1*

*G.*

RECEIVED 25 FEB 1946  
*216*

Col.  
GSC  
Da.  
G.  
GSC  
G.  
G.  
G.  
G.

Reference your G/99/1 of 13 Feb. '46 herewith return

duly completed of files held by this Unit.


MM
FILE 4/99/1
DA 25/2/46

*4A*

*Alley*  
Lt. Col.  
G.S.

14

*G/99/1*

7 BRITISH LIAISON UNIT  
FLORENCE

RECEIVED 25 FEB 1946  
1100 DAN

*G*

REF: BLU/31

Florence, 22 Feb. 1946

Subject : Inventory of Files

To : HQ. M.M.I.A

*4A*

Ref. your G/99/1 dated 13 Feb. 1946.

Herewith Pro-forma "Inventory of Files" held by this HQ. duly completed.

*D.S.L. GREGSON*

D.S.L. GREGSON  
Major  
7 BLU

MMIA - 'G'  
FILE: L/99/1  
DATE: R/25/2

4773

150  
Subject :- Inventory of Files

RECEIVED 25 FEB 1946  
2099

File G/99/1  
British Liaison Unit

A 5  
21 Feb 46

To :- G Branch  
HQ Land Forces Sub Comm AC (MMIA)  
ROME

G

Ref your G/99/1 of 13 Feb.

Attached proforma as requested.

MMIA  
FILE: G/99/1  
DATE: 26/2

*W. H. ...*  
Major  
A/DAA & QMG

4772

RECEIVED 25 FEB 1946  
1109

12

SUBJECT:- Inventory of Files.

5 British Liaison Unit  
C.M.F.

G/103/23

20 Feb 46

G.

Land Forces Sub Commission A.C.  
(M.M.I.A.)  
R O M E

Ref your G/99/1 of 13 Feb 46.

Herewith list of Files held by this Unit.  
Also Proforma.

- (a) MMIA Liaison Officers:-.....No. 95
- (b) BLUs before conversion to present WEs:-...No. 108
- (c) Current "Q" Files:- .....No. 23
- (d) Current "Q" Files:-.....No. 6
- (e) Current "AQ" Files:-.....No. 29
- (f) Current "A" Files:-.....No. 31
- (g) Various (S&T) Files:-.....No. 2

*J.H. Johns*

4771

Uaine  
HIJ/rv

Major,  
G II. Trg 5 B.L.U.

MMIA - 'G'  
FILE: G/99/1  
DATE: R/25/2.

Subject:- Invent Files.

600 sh Liaison Unit

Tel:-Vicksburg 119

Ref:-G/10/3

20 Feb 46

RECEIVED 23 FEB 1946  
2030

To:- IFSC A.C. M.M.I.A.

*Y. G. Blair*

Ref your G/99/1 dated 13 Feb 46.

Attached herewith requisite pro-forma duly completed.

*V. D. H. Verrell*

Major

GSO II 4770

*G/99/1  
R/23/2*

*I. D. H. Verrell  
R/23/2*

PDHP/RCB

Subject:- Inventory of Files.

2 FLU  
Tel: 56575  
G 2  
18 Feb 46

10

G HQ NMIA.

RECEIVED  
2023 23 FEB 1946

Ref your G/99/1 dated 13 Feb 46.  
Att herewith completed proforma as requested.

GENOVA

*[Signature]*  
Major,  
G II.

*[Handwritten signature]*  
*[Handwritten initials]*

FPD/gc

6/99/1  
2/23/2  
DATE

769



RECE 20 FEB 1946

*File G/99/1*

SUBJECT: Inventory of Files.

HQ 3 BRITISH LIAISON UNIT  
Tel: 152965 (Ext 107)  
G/31/4

G Branch,  
HQ MMIA.

*G.*

18 FEB 46

Att herewith is return showing number of Files held at this HQ,  
as requested in your letter G/99/1 dated 13 FEB 46.

*LP*

Maj  
For, Lt Col  
General Staff

MILAN  
CJO/RJB

*File G/99/1 ←*

*Seen ALG 2/2*

INDEXED  
FILED *G/99/1*  
DATE *R/207*

4768

8.

RECEIVED 15 FEB 1946

SUBJECT: Inventory of Files.

*File G/99/1*

12 BRITISH LIAISON UNIT  
for the  
ITALIAN CENTRAL MILITARY SCHOOLS  
(Tel: ROME 66319)

Ref: AQ/44/1054

18 Feb.46.

To: 'G' Branch,  
H.Q.  
Land Forces Sub Com.AC (MMA).

*4AG*

Reference your G/99/1 dated 13 Feb.46.

Herewith return, as requested.

*[Signature]*

Colonel  
Comd. 12 British Liaison Unit for the  
Italian Central Military Schools

ASJ/ah.

Internal  
File.

*Seen [Signature] 19/2*  
*N/A.*

MMA 4767  
FILE: *C/99/1*  
DATE: *R/20/2*

SUBJECT: Inventory of Files.

S.O.R.E.,  
Land Forces Sub Commission A.C.  
(M.M.I.A.)  
RE7/1  
19 Feb 46.

TO: 'G' (SD)

Reference your letter W/99/1 dated 13 Feb 46 herewith  
completed pro-forma in respect of all Engineering files.

*[Handwritten Signature]*

R.N.J. HIBBARD, Major,  
S.O.R.E.  
M.M.I.A.

4786

*See YBC 19/2*

*→ File*

*See 6/99/1*

*4A*

6

*File G/99/1*

SUBJECT:- Inventory of Files.

Land Forces Sub-Commission, A.C.,  
M.M.I.A.  
R O M E  
Q.499  
15 February 1946  
-----

TO : "G", MMIA ✓  
-----

*4A*

Reference G/99/1 of 13 Feb 46.

1. Herewith completed pro-forma in respect of number of files held by "Q" Branch, M.M.I.A.

C.E. KING, Major,  
D.A.Q.M.G. (2)

ar

*Seen ASAC 19/2*

*→ File*

4765

ARMY FORM 02136 (Small)

### MESSAGE FORM

Register No. 5

Call No.            Priority           

Transmission Instructions           

ABOVE THIS LINE FOR SIGNALS USE ONLY

FROM (A)	Originator	Date/Time of Origin	OFFICE DATE STAMP <i>6/99/1</i> <i>File NA</i>
	<i>X Branch</i>	<i>13 FEB</i>	
TO	For Action	<i>4A</i>	Message Instructions <u>          </u> CR <u>          </u>
	<i>G (SD)</i>		

Originator's No.

*X506 (.)* ref your *6/99/1* dated *13 Feb 45* herewith completed pro-forma in respect of *all X files*

FILE: *6/99/1*  
DATE: *R/14/2*

THIS MESSAGE MAY BE SENT AS WRITTEN BY ANY MEANS EXCEPT

*Gerhard mag.*

IF LIABLE TO BE INTERCEPTED OR TO FALL INTO ENEMY HANDS, THIS MESSAGE MUST BE SENT IN CIPHER

ORIGINATOR'S INSTRUCTIONS DEGREE OF PRIORITY

Time	System	On
THI or TOR	<i>784</i>	
Time cleared		

SIGNED

SIGNED

Copy to 5, 6, 7, 8, 9, 4A  
10, 11, 12, 13, 14, 15, 16

SUBJECT : Inventory of Files

LAND FORCES SUB COM, A.C. (MMIA)

G/99/1.

13 Feb 46

TO : List A (less Serials 1,  
2, 3, 4, and 9)  
List B

Copy to : Archives Branch A.C.

1. Att herewith, one copy each addressee, is A.C. letter 19/AB dated 9 Feb 46.
2. Archives Branch A.C. is compiling statistics of numbers of files by types held by the Allied Commission as a whole, including dependent units whose work is bound up with that of the various Sub Commissions and Sections.
3. Each addressee will, therefore, complete the pro forma appended to the att letter as far as is possible, showing the total number of files held, including dead and unused files, but excluding any already submitted to Archives Section A.C. through Records Section MMIA. The completed pro forma will be fwd to reach G Branch MMIA not later than 25 Feb 46. ELUs will include in their figures those files held by them which were previously used by :
  - (a) MMIA Liaison Officers.
  - (b) ELUs before conversion to present WEs.

ABC/abc

*Col. W. H. ...*  
for Lieut-Col. ...  
GS.

R/1  
4783

HEADQUARTERS ALLIED COMMISSION  
APO 394,  
OFFICE OF THE EXECUTIVE COMMISSIONER.

Ref No:- 12/AB.

9th February 1946.

SUBJECT:- Inventory of Files.

To:- Distribution as below.

In order to ascertain the amount of space required to house Allied Commission files and to assess the total number of files to be Micro-filmed, returns as per attached pro-forma will be rendered direct to Archives Branch not later than 26th February 1946.

FOR THE CHIEF COMMISSIONER.

*M S [initials]*  
Brigadier,  
Executive Commissioner.

TR.

DISTRIBUTION.  
"i"

INVENTORY OF FILES.

SUB COMMISSION	BRANCH OFFICE IF APPLICABLE (e)	ROOM NO	FLOOR	TELE NO.	No of Files
					4782
OFFICER or MAJOR delegated i/c Files					
No of files loaned to outside organizations, i.e. U.N.N.R.A. (must not be included in above total:-					
NAME OF PERSON HANDED OVER TO					

to be Micro-filmed, returns as per attached pro-forma will be rendered direct to  
Archives Branch not later than 28th February 1946.

FOR THE CHIEF COMMISSIONER.

*MS/1st*

Brigadier,  
Executive Commissioner.

TR.

DISTRIBUTION.  
"A"

INVENTORY OF FILES.

SUB COMMISSION \_\_\_\_\_ BRANCH OFFICE \_\_\_\_\_  
IF APPLICABLE (c) \_\_\_\_\_  
LOCATION. (+) \_\_\_\_\_ ROOM NO. \_\_\_\_\_ FLOOR \_\_\_\_\_ TELE NO. \_\_\_\_\_

OFFICER or EM/OR delegated i/c Files \_\_\_\_\_ No of Files 4782

No of files loaned to outside organizations, i.e. U.N.N.R.A. (must not be included in

above total:-

NAME OF PERSON HANDED OVER TO \_\_\_\_\_

DESIGNATION \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Officer or EM/OR delegated i/c fil.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ HEAD OF SUB COMMISSION.

(c) For Sub Commissions - sufficient copies attached for distribution.

(+) Of Offices situated outside the A.C. Headquarter building.



ROME AREA ALLIED COMMAND  
APO No. 794 U.S. Army  
Office of G-3 (British)

3  
A/c 6/99/1 ←  
Info A Q  
Tel: 66043  
6 February 1946

6/6/43(Br)

SUBJECT: Souvenirs for War Museums

TO: List 'B' (Br)

RECEIVED FEB 10 1946  
1302

Ref GHQ/5067/Q(AB) dated 17 Nov 45 forwarded under this Headquarters reference 6/5/43(Br) of 26 Nov 45.

1. The National and Dominion Museums, and the Royal United Service Institution still have requirements for representative collections of exhibits relating to the war.

2. GHQ/5067/Q(AB) dated 17 Nov 45 indicated that the following articles of a souvenir nature were desired.

- (a) Flags with a "story".
- (b) Articles of uniform and personal mementos associated with famous commanders on either side.
- (c) Messages to troops, especially bearing autograph signatures, issued by commanders before notable actions.
- (d) Interesting souvenirs of particular campaigns and those associated with deeds which won the VC.
- (e) Weapons or parts of weapons associated with particularly gallant actions.
- (f) Signboards, etc.
- (g) Any unique or particularly interesting (and preferably small) items of enemy equipment, and documents of a type not sent to the United Kingdom for intelligence, training or research purposes.
- (h) Local magazines or other literature.

3. In amplification of the above, and in view of the fact that formations have reported the non-availability of such exhibits, the following additional information is forwarded for guidance in respect of exhibits required, in particular, by the Imperial War Museum.

- (a) Mines and special types of equipment, booby traps etc., not sent to the United Kingdom for intelligence, training or research purposes, but likely to be of special interest to the public.
- (b) Posters and proclamations issued during the war. *We have some*
- (c) Propaganda material, any documents of special interest from an espionage or intelligence point of view. *ABC 7/5*
- (d) Specially interesting maps, relief maps or topographical models such as were prepared before combined operation landing. *761*
- (e) Photographs of specific incidents in battle, or of anything else of historical importance.

4. It is requested that every effort be made to locate suitable exhibits in order that the Museums will contain exhibits portraying notable happenings

2. GHQ/5067/Q(A.) dated 17 Nov 45 indicated that the following articles of a souvenir nature were desired.

- (a) Flags with a "story".
- (b) Articles of uniform and personal mementos associated with famous commanders on either side.
- (c) Messages to troops, especially bearing autograph signatures, issued by commanders before notable actions.
- (d) Interesting souvenirs of particular campaigns and those associated with deeds which won the VC.
- (e) Weapons or parts of weapons associated with particularly gallant actions.
- (f) Signboards, etc.
- (g) Any unique or particularly interesting (and preferably small) items of enemy equipment, and documents of a type not sent to the United Kingdom for intelligence, training or research purposes.
- (h) Local magazines or other literature.

3. In amplification of the above, and in view of the fact that formations have reported the non-availability of such exhibits, the following additional information is forwarded for guidance in respect of exhibits required, in particular, by the Imperial War Museum.

- (a) Mines and special types of equipment, booby traps etc., not sent to the United Kingdom for intelligence, training or research purposes, but likely to be of special interest to the public.
- (b) Posters and proclamations issued during the war. *We had some ABC 7/2*
- (c) Propaganda material, any documents of special interest from an espionage or intelligence point of view.
- (d) Specially interesting traps, relief maps or topographical models such as were prepared before combined operation landing. *4761*
- (e) Photographs of specific incidents in battle, or of anything else of historical importance.

4. It is requested that every effort be made to locate suitable exhibits in order that the Museums will contain exhibits portraying notable happenings and events, that have occurred in this Theatre.

5. All exhibits and material so collected, together with the history attached to them, should be reported to this Headquarters. On receipt of reports, disposal instructions will be issued by this Headquarters.

- Col. GS
- GSO (F.O.)
- Des. G7
- GSO (G-1)
- GSO (G-2)
- GSO (G-3)
- GSO (G-4)
- GSO (G-5)
- G (12)

*Office*


*NAI for para 8 for 2*

*W.E.M. ANDERSON*  
W.E.M. ANDERSON,  
Capt.,  
C-3 (British).

FILE: <i>5/99/1</i>
DATE: <i>R/72</i>

*070000*

HEADQUARTERS ALLIED COMMISSION  
APC 394

Office of the Executive Commissioner.

Ref. : 1/AB.

EXECUTIVE MEMORANDUM

NUMBER 7.

RECEIVED 55 8/1/46

5 January 1946.

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS.

**FUNCTION.** 1. The function of the Archives Branch of the Office of the Executive Commissioner is to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) in a manner most suitable for reference.

**REVIEW.** 2. All Offices of Headquarters A.C. will constantly review their current files with a view to sending those not essential for current work to Archives. Such files will always be available to the office concerned.

**POLICY & ACTION FILES.** 3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy Files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

**DUPLICATES.** 4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

**DIRECTIVES.** 5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is on the appropriate file of the originator.

**TRANSFER.** 6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

a. If it appears 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 the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously endorsed:-

"Continued from (file)..... of.....branch."

As soon, therefore as the files are independent, the original will be sent to Archives. It is unsound for an office to adopt files belonging to another office.

**CLOSING DOWN.** 7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files emanating from that branch will be forwarded to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives Branch can call at that time.

6/9/46 ← 2  
A

47A

4780

**POLICY & ACTION FILES.**

3. All offices will keep papers relating to questions of policy on special files. Action or Routine documents will not be filed in Policy files, but will be transferred to Archives when they have not been required for use for three months. If the subject of such a transferred file revives and reference to previous correspondence is unnecessary, a continuation cover under the original number may be opened.

**DUPLICATES.**

4. No correspondence or documents will be destroyed other than duplicates of printed matter, copies of which are in the appropriate file.

**DIRECTIVES.**

5. Reference files containing only directives, orders or similar circulars which originated in other offices will NOT be sent to Archives. Archives Branch will see that the record copy of such documents is in the appropriate file of the originator.

**TRANSFER.**

6. Where any offices are amalgamated or absorbed or any functions are transferred to another office, policy files may be retained as long as necessary. Action and routine files will be dealt with as follows:-

- a. If it appears 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 the matter appears likely to continue beyond this period, a new file will be opened and the cover conspicuously endorsed:-

"Continued from (file)..... of.....branch."

As soon, therefore as the files are independent, the original will be sent to Archives. It is unsound for an office to adopt files belonging to another office.

4760

**CLOSING DOWN.**

7. When any Branch or Office is closing down or is absorbed, a complete list showing the disposition of ALL files emanating from that branch will be forwarded to Archives.

IT IS OF THE UTMOST IMPORTANCE that contact be made with Archives Branch before an Office or Branch closes or is absorbed, so that an Archives representative can call at that Office to discuss any questions relating to this procedure.

**LOANING FILES.**

8. In no circumstances will files or individual papers be transferred to any outside body. Any files which are temporarily essential to the efficient working of an outside body may be loaned to such a body for a period not exceeding three months. The Officer borrowing the files will receipt a list of these and will forward this to the Archivist who will take steps to see these are returned on the stated date. (see Exhibit "A" attached)

Cal. Ct
GPO 1 (20)
Dep. Ct
GPO # (20)
GPO # (1)
GPO # (10)
GPO # (10)
GPO # (10)
G (10)

FILE: G 99/1  
 017. R/81.

LISTING...9.....

.....2.....

LISTING. 9. Lists in quadruplicate (see Exhibit "B" attached) will be prepared by the sender showing by number and title all files transferred to archives. One copy will be enclosed in a stout envelope inside the crate to which the files belong, and the other three sent to archives under separate cover. A receipt will be obtained.

DISPATCH. 10. Files transmitted to archives will be securely tied in bundles not exceeding 12" in height. Files from different offices or branches will not be included in the same bundle. Those to be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

For the Chief Commissioner.

*M. S. L. [unclear]*

Brigadier,  
Executive Commissioner.

DISTRIBUTION.

List "A"  
Archives Branch (50 copies)

EXHIBIT NO.  
RECEIPT.

.....  
Office, Branch or Sub-Commission.

Received from/by the Archives Branch of Allied  
Commission the following:-

\_\_\_\_\_ bundles, numbered \_\_\_\_\_

\_\_\_\_\_ Files, numbered \_\_\_\_\_

Date \_\_\_\_\_  
.....  
Authorising officer.

EXHIBIT "B"

ALLIED COMMISSION.

AGENCY GROUP..... (leave blank)

HEADQUARTERS OR REGION..... SUB-COMMISSION or Region or Province... Files relating to

FILE NO. \_\_\_\_\_ ORIGINATORS TITLE. \_\_\_\_\_

REMARKS.

.....  
the number of volumes, whether  
opened, if file was not opened,  
destroyed, etc.

4759

Date \_\_\_\_\_ Authorizing Officer, \_\_\_\_\_

EXHIBIT "B"

ALLIED COMMISSION.

ACTIVE GROUP..... (leave blank)

HEADQUARTERS OF REGION.....SUB-COMMISSION or Region or Province...Pilos relating to

-----

FILE NO.	ORIGINATORS TITLE.	REMARKS.
		Such remarks as the number of volumes, whether file was ever changed, if file was not opened, and if file was destroyed, etc.

4759

COPIES/ago

ALLIED FORCE HEADQUARTERS  
APO 512

AG 313 - AFRA

10/3  
6/99/1  
October 1945

Col. GS  
GSO I (D)  
D. S. G.  
GSO II (S-1)  
GSO III (S-1)  
GSO IV (S-1)  
GSO V (S-1)  
GSO VI (S-1)  
G (19)

SUBJECT : Records of AC Italy.

TO : Executive Commissioner  
Allied Commission, Italy  
APO 394, +U.S. Army.

EX: 6/99/1  
DATE: R/5/10

1. Reference is made to letter, 1/AB, dated 15 July 1945, Subject : "Disposal of records", and letter 1/AB, dated 20 August, 1945, Subject : "Disposal of Records" - Land Forces Sub-Commission".

2. It is the decision of this headquarters that the records of Land Forces Sub Commission are an integral part of the complete body of records of the Allied Commission and shall form part of it's Archives.

3. It is also the decision of this headquarters that the complete body of records created and accrued by the Allied Commission and/or any of its instrumentalities are, de facto, military records and as such come within the scope of the directive of the Combined Chiefs of Staff prescribing disposition of Allied Records, and of AFHQ Circulars, number 8 and 9, 1945.

4. The following policy will therefore govern relative to records of AC :

a. The present AC Archives will be continued until inactivation of Headquarters, Allied Commission but its mission will be expanded to the extent necessary to meet and comply with the full requirements of AFHQ Circular 8 and 9, 1945, viz., the collection, preparation and shipment of the inactive records for microfilming.

b. This project must begin at once and on a scale sufficient to insure preparation and shipment of the available records within a reasonable period of time. It is understood that presently only 1 officer and 1 OR is engaged in this activity.

c. It is recognized and approved, that certain important blocks of the AC records should be returned to the AC after microfilming and should remain in Rome for an indefinite period for the use of the AC, United States and British Embassies and other authorized military and/or civilian agencies and that the remaining blocks of records (those not required for use) should be retired, after microfilming, to dead storage in the Allied Force Micro-filming and Records Depot - pending disposition instructions from the Combined Chiefs of Staff. Upon inactivation of the AC, the important records required will pass to the joint temporary custody of the British and American Embassies where they would remain until they had served their purpose; the balance will be returned by AC to the Allied Force Depot. During the interim that the records are in custody of the Embassies they would be made accessible to authorized military and/or civilian agencies as required. They would then be released by the Embassies to the Allied Force Microfilming and Records Depot.



Forces Sub Commission are an integral part of the complete body of records of the Allied Commission and shall form part of it's Archives.

3. It is also the decision of this headquarters that the complete body of records created and accrued by the Allied Commission and/or any of its instrumentalities are, de facto, military records and as such come within the scope of the directive of the Combined Chiefs of Staff prescribing disposition of Allied Records, and of AFHQ Circulars, number 8 and 9, 1945.

4. The following policy will therefore govern relative to records of AC :

a. The present AC Archives will be continued until inactivation of Headquarters, Allied Commission but its mission will be expanded to the extent necessary to meet and comply with the full requirements of AFHQ Circular 8 and 9, 1945, viz., the collection, preparation and shipment of the inactive records for microfilming.

b. This project must begin at once and on a scale sufficient to insure preparation and shipment of the available records within a reasonable period of time. It is understood that presently only 1 officer and 1 OR is engaged in this activity.

c. It is recognized and approved, that certain important blocks of the AC records should be returned to the AC after microfilming/should remain in Rome for an indefinite period for the use of the AC, United States and British Embassies and other authorized military and/or civilian agencies and that the remaining blocks of records (those not required for use) should be retired, after microfilming, to dead storage in the Allied Force Micro-filming and Records Depot - pending disposition instructions from the Combined Chiefs of Staff. Upon inactivation of the AC, the important records required will pass to the joint temporary custody of the British and American Embassies where they would remain until they had served their purpose; the balance will be returned by AC to the Allied Force Depot. During the interim that the records are in custody of the Embassies they would be made accessible to authorized military and/or civilian agencies as required. They would then be released by the Embassies to the Allied Force Microfilming and Records Depot or shipped direct to the repository designated by the Combined Chiefs of Staff, whichever is applicable at that time.

d. Prior to dispatch of each separate shipment of records from the AC to the Allied Force Depot for microfilming, the AC will submit a listing to the Allied Force Records Administrator specifically recommending and identifying the categories of records which should be returned to the AC for future use and those which should be retired to dead storage. This listing will be passed to the British and American Embassies for written concurrence prior to its dispatch. Because all Allied Military records are considered to be the joint property of the British and American Governments, strict accountability and responsibility for their safe custody must be maintained. Therefore, they will be returned to the AC on a "loan" basis and proper receipt secured by the Allied Force Records Administrator from the custodian. Upon inactivation of the AC and the passing of the records to the joint custody of the Embassies

151738

- 2 -

a new receipt would be secured by the Allied Force Records Administrator from the new custodian.

BY COMMAND OF THE ACTING SUPREME ALLIED COMMANDER :

CW CHRISTENBERRY  
Colonel, AGD  
Adjutant General.

4757

[ 5 2 4 ]