

10000/120/5402

BM/G/19

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Declassified E.O. 13065 Section 3-402/KNDC NO.

785020

10000/120/5402

BM/G/15

DISPOSAL OF FILES TO ARCHIVES
(POLICY + GENERAL) (5724/5138)

COVER I

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

28th February 1946.

Ref:- 19/AB.

EXECUTIVE MEMORANDUM

NUMBER. 8.

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.

to account any files in which

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

For the Chief Commissioner.

Brigadier,
Executive Commissioner.

DISTRIBUTION.

LIST "A"
ARCHIVES BRANCH (50 copies)

INTERNATIONAL ALLIANCE COMMISSION

ARC 354

Office of the Executive Commissioner.

Ref. : 1/AB.

EXECUTIVE MEMORANDUM

5 January 1946.

NUMBER

7.

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)... re 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

7. When any Branch or Office is closing down or is absorbed, a complete list

5737

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TRANSFER.

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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 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 Office loaning 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 "I" attached)

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 42" in height. Files from different offices or branches will not be included in the same bundle. These to be transported to Headquarters will be securely crated; each crate containing a list of contents for checking.

For the Chief Commissioner.

MS/L

Brigadier,
Executive Commissioner.DISTRIBUTION.List "A"
Archives Branch (50 copies)

Ext. 218

All Branches and ServicesSUBJECT: 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).

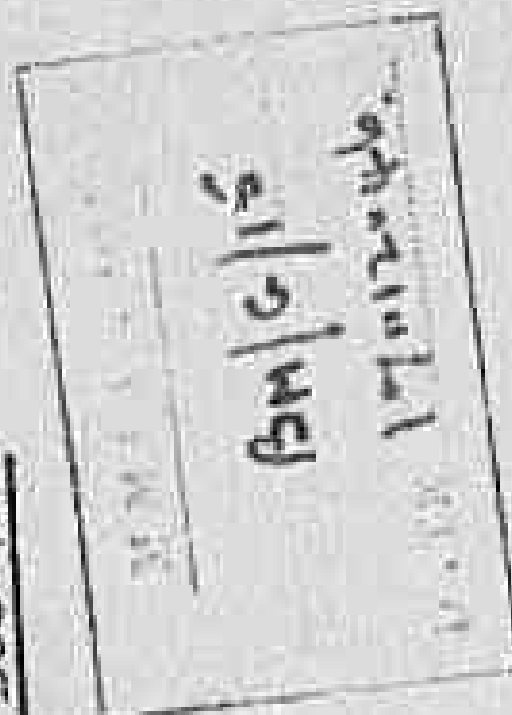
Owing to the laborious nature of the work involved, it is emphasised that immediate action should be taken to ensure that classification of these files is begun NOW. Files classified under (c) will be processed and handed over to Archives Section, MIA, by whom they will be kept in such a manner as to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

ARCS/sb

Approved
Lt-Col,
GS, MIA.

G(SD) Branch,

CC/1,

16 Dec 46.

5736

10 4 1

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).

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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, MMIA, by whom they will be kept in such a manner as to be available for reference if required.

ARCS/sb

Approved
Lt-Col,
GS, MMIA.

RESTRICTED

COPY

ALLIED FORCE HEADQUARTERS
APO 512CIRCULAR)
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 Vittorio 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:

OFFICIAL:

RALPH C. TILLEY
Colonel, AGD
Adjutant GeneralDISTRIBUTION:
D

M M I A - 'G'	
FILE	81/6/15
DATE	8/2/46

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

BGS	
GSO I (SI)	
Dep G III	
GSO II (SI)	
GSO I (I)	
GSO I (I)	
GSO I (I)	
G II (I)	

RESTRICTED

RECEIPTTO : SD & OPS SEC MMIA

Receipt is hereby acknowledged of files as contained in your
Appx 'A' of EM/G/15 of 19 June 46.

RECORDS SEC (MMIA)

Date: 19 June 1946

ELL/sb

191130

Sgt Leach
I would like to see
you about these files.

5734

0-4-2-0

725020

4 a

SUBJECT: Closed Files

LAND FORCES SUB-COM, AC. (MFLA)

ED & CFS SEC

BM/G/15

JUN 46

File

TO : Sgt. ROWLANDS Records Sec MFLA

At Appendix 'A' is a list of closed file numbers which is forwarded for your info and retention.

These file Nos are NOT on the current file list. please ack. on receipt below.

Call Sgt.

IMED CLERK,
ED & CFS SEC.

5733

RECEIPT

TO : ED & CFS SEC MFLA

Receipt is hereby acknowledged of files as contained in your
Appx 'A' of BM/G/15 of JUN 46.
JAN 47.

At Appendix 'A' is a list of cloned file numbers which is forwarded for your info and retention.

These file Nos are NOT on the current file list.

Please ack. on receipt below.

Edt
HEAD CLERK,
ED & OPS SEC.

5733

RECEIPT

TO : ED & OPS SEC MILA

Receipt is hereby acknowledged of files as contained in your
Appx 'A' of HW/6/45 of June 45.
JUN 47.

RECORDS SEC (MILA)

Date:

1946

ELI/sb

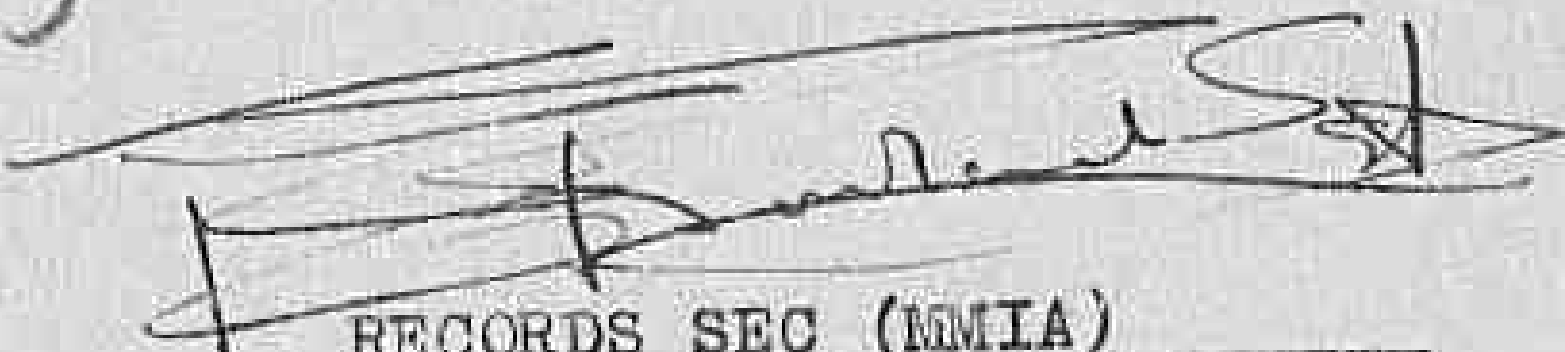
4 B
Appendix 'A' to EW/G/15
of 19 June 1946

LIST OF FILMS NOT ON CURRENT LIST

<u>File No</u>	<u>Cover</u>	<u>Opened</u>	<u>Closed</u>
G/10 A	1	Apr 44	July 44
G/21 B	1	Nov 44	Dec 44
G/21 A	1	Mar 44	Feb 45
G/21/P A	1	Mar 44	Apr 44
G/32 A	1	Nov 44	Feb 44
G/110	1	June 44	July 44
G/119	1	June 44	July 44
DQ/8	1	Nov 44	Dec 44
TS/G/29/1	1	Dec 43	Dec 43
S/G/29/5	1	Aug 44	Dec 44
S/G/29/10 A	1	Sept 44	Jan 45
S/G/29/10 D	1	Sept 44	Mar 45
S/G/29/29	1	Aug 44	Feb 45
S/G/29/31	1	Oct 44	Nov 44
S/G/31/3	1	Nov 44	Dec 44
S/G/29/45	1	Jan 45	Mar 45

R E C E I P TTO : SD & OPS SEC MMIA

Receipt is hereby acknowledged of files as contained
in your Appx 'A' of BM/G/15 of 29 May 46.


RECORDS SEC (MMIA)

Date: 28 May 1946

5732

2

SUBJECT: Transfer of a 'G' file.

SD & OPS Branch,

W/G/15

29 May 46*File*TO : Sgt HOWARD, - Records Section, NMIA

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

Attended
Sgt

EIS/JW

Head Clerk,
SD & OPSRECEIPTTO : Head Clerk, SD & OPS BranchHerewith receipt for file G/99/1, subject RECORDS AND ARCHIVES 731
received from your branch.Date 28 May 46

Signature

Howard
Sgt.
Records,
NMIA.

1A
SUBJECT: Closed Files

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

BK/G/15

SD & OPS SEC

29 May 46

TO : Sgt. ROYAL'S Records Sec MIA

At Appendix 'A' is a list of closed file numbers which is forwarded for your info and retention.

These file Nos are NOT on the current file list.

Please ack. on receipt below.

Blair

HEAD CLERK
SD & OPS SEC.

RECEIPT

TO : SD & OPS SEC MIA

Receipt is hereby acknowledged of files as contained in your APPX 'A' of BK/G/15 of May 46.
J.M.

RECORDS SEC (MIA)

0 4 2 6

785020

which is forwarded for your info and retention.

These file Nos are NOT on the current file list.

Please ack. on receipt below.

[Signature]

HEAD CLERK
SD & OPS SEC.

R/29/5

R E C E I P T

TO : SD & OPS SEC NMIA

Receipt is hereby acknowledged of files as contained
in your Appx 'A' of BW/G/15 of
MAY 46.
JUN 1

RECORDS SEC (NMIA)

Date: 1946

Appendix 'A' to

1B

Bulcys of 29 May 45
LAND FORCES SUB COM, A.C. (MIA)

SD & OPS SEC

OLD FILES

<u>File No.</u>	<u>Cover</u>	<u>Opened</u>	<u>Closed</u>
SD/2	1	Feb 45	Sept 45
SD/2/2	1	Mar 45	Sept 45
SD/2/4	1	Apr 45	Sept 45
SD/15/3	1	Mar 45	Aug 45
SD/18/4	1	Mar 45	May 45
SD/18/5	1	Apr 45	Aug 45
SD/20/2	1	Jun 45	Aug 45
SD/26	1	Mar 45	Jun 45
SD/26/2	1	Mar 45	Jan 46
SD/29	1	Apr 45	Oct 45
SD/29/1	1	Oct 45	Oct 45
SD/29/2	1	Apr 45	Dec 45
SD/30	1	Apr 45	Nov 45
SD/30/2	1	May 45	Oct 45
SD/32	1	Mar 45	May 45
SD/32/2	1	Apr 45	Aug 45
SD/38/2	2	Apr 45	Dec 45
SD/45	1	Apr 45	Oct 45
SD/45/2	1	Apr 45	Dec 45
SD/56	1	Aug 45	Nov 45
SD/56/2	1	Aug 45	Nov 45
SD/62	1	Jun 45	Jul 45
SD/67	3	Jun 45	Oct 45

5730

SD/2/4	1	Apr 45	Sept 45
SD/18/3	1	Mar 45	Aug 45
SD/18/4	1	Mar 45	May 45
SD/18/5	1	Apr 45	Aug 45
SD/20/2	1	Jun 45	Aug 45
SD/26	1	Mar 45	Jun 45
SD/26/2	1	Mar 45	Jan 46
SD/29	1	Apr 45	Oct 45
SD/29/1	1	Oct 45	Oct 45
SD/29/2	1	Apr 45	Dec 45
SD/30	1	Apr 45	Nov 45
SD/30/2	1	May 45	Oct 45
SD/32	1	Mar 45	May 45
SD/32/2	1	Apr 45	Aug 45
SD/38/2	2	Apr 45	Dec 45
SD/45	1	Apr 45	Oct 45
SD/45/2	1	Apr 45	Dec 45
SD/56	1	Aug 45	Nov 45
SD/56/2	1	Aug 45	Nov 45
SD/62	1	Jun 45	Jul 45
SD/67	3	Jun 45	Oct 45
SD/72/1	2	Mar 45	Jul 45
SD/73	1	Oct 44	Oct 45
SD/73/2	1	Feb 45	Apr 45
SD/75	4	May 45	Jun 45
SD/76	1	Aug 44	Mar 45
SD/77	2	Apr 45	Jun 45
SD/91/2	2	May 45	Sept 45
SD/91/2	3	Sept 45	Nov 45
SD/91/5	2	Oct 45	Nov 45

6730

...2/

Appendix 'A'

File No	Cover	Opened	Closed
SD/92	1	Apr 45	Aug 45
SD/93/1	1	Apr 45	Aug 45
SD/93/2	1	Jul 45	Aug 45
SD/93/3	1	Apr 45	Jun 45
SD/93/4	1	Aug 45	Nov 45
SD/93/4	2	Nov 45	Dec 45
SD/93/5	1	Apr 45	Dec 45
SD/93/7	1	May 45	Sept 45
SD/93/8	1	Apr 45	Nov 45
SD/93/9	2	Jul 45	Nov 45
SD/94/3	1	Sept 45	Nov 45
SD/94/5	1	Jan 45	Sept 45
SD/97	1	Jun 45	Aug 45
SD/111/2	1	Nov 45	Dec. 45
SD/111/3	1	Dec 45	Dec 45
SD/111/4	1	Nov 45	Dec 45
SD/111/6	1	Nov 45	Dec 45
SD/111/7	1	Dec 45	Jan 46
SD/111/8	1	Dec 45	Dec 45
SD/111/9	1	Dec 45	Dec 45
SD/111/10	1	Nov 45	Dec 45
SD/111/11	1	Nov 45	Dec 45
SD/111/13	1	Dec 45	Dec 45
SD/132/A	1	Sept 44	Apr 45
SD/132/B	1	Oct 44	Nov 44
SD/144	1	Mar 45	Nov 45
SD/147	1	Nov 44	Nov 45
SD/150	1	Oct 44	Apr 45
SD/151	1	Dec 45	Dec 45

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SD/93/5	1	May 45	Sept 45
SD/93/7	1	Apr 45	Nov 45
SD/93/8	1	Jul 45	Nov 45
SD/93/9	2	Sept 45	Nov 45
SD/94/3	1	Jan 45	Sept 45
SD/94/5	1	Jun 45	Aug 45
SD/97	1	Nov 45	Dec. 45
SD/111/2	1	Dec 45	Dec 45
SD/111/3	1	Nov 45	Dec 45
SD/111/4	1	Nov 45	Dec 45
SD/111/6	1	Dec 45	Jan 46
SD/111/7	1	Dec 45	Dec 45
SD/111/8	1	Dec 45	Dec 45
SD/111/9	1	Nov 45	Dec 45
SD/111/10	1	Nov 45	Dec 45
SD/111/11	1	Dec 45	Dec 45
SD/111/13	1	Sept 44	Apr 45
SD/132/A	1	Oct 44	Nov 44
SD/132/B	1	Mar 45	Nov 45
SD/144	1	Nov 44	Nov 45
SD/147	1	Oct 44	Apr 45
SD/150	1	Dec 45	Dec 45
SD/151	1	Apr 45	Oct 45
SD/202	1	Apr 45	Jul 45
SD/205	1	Mar 45	Jun 45
SD/206	1	Mar 45	Oct 45
SD/207	1	Jan 45	May 45
G/4	1	Oct 44	Jan 45
G/5	1	Mar 44	Jan 45
G/23	1	Feb 45	Aug 45
G/32/1	1	Aug 44	May 45
G/34	1		

5729

.....3/

Appendix 'A'

File No	Cover	Opened	Closed
G/65	1	Nov 43	Apr 45
G/96	1	Jan 45	Jul 45
G/97/1	1	Mar 45	Aug 45
G/98	1	Jan 45	Jan 46
G/100	1	Dec 44	May 45
G/100	2	May 45	Aug 45
G/100A	1	Feb 44	Apr 45
G/101	1 +	Mar 45	Apr 45
G/104	1	Apr 45	Jun 45
S/G/2	1	Jul 44	Dec 44
S/G/4	1	Mar 44	Dec 44

+ This previously sent to ARCHIVES on 31 Dec 45. Signature held here for same.

3728

HEADQUARTERS ALLIED COMMISSION
APO 394
OFFICE OF THE EXECUTIVE COMMISSIONER

Ref:- 19/AB.

17th May 1946

EXECUTIVE MEMORANDUM

NUMBER 9.

RECEIVED 7 MAY 1946
6994

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 E. MEMO Nos. 7 and 8 and will contact O.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 O.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.

For the Chief Commissioner.

Brigadier,
Executive Commissioner.

DISTRIBUTION

"LIST 'A'"

ARCHIVES BRANCH (100 copies)

171630

Subject ARCHIVES

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

The RECORDS OFFICER appointed under Exec.Memo No 9
is (RANK & NAME in BLOCK CAPITALS),
Room, Tel. who will be responsible for all
matters in connection with the Files and Records of this Branch. A
copy of Ex.Memo Nos. 7, 8, 9 has been handed to him.

.....
AUTHORITY

Date

Subject ARCHIVES

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

The RECORDS OFFICER appointed under Exec.Memo No 9
is (RANK & NAME in BLOCK CAPITALS),
Room, Tel. who will be responsible for all
matters in connection with the Files and Records of this Branch. A 5726
copy of Ex.Memo Nos. 7, 8, 9 has been handed to him.

.....
AUTHORITY

Date

SUBJECT:- Records

LAND FORCES SUB COMMISSION.AC. (LMAA)

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.

AEC/ter

Am. L. C. 5725
Lieut Col
GS.

SUBJECT : Microfilming of AC Records

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

G/99/1

4 Mar 46

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.

7. Branches, Services, Sections and BLUs will report progress or completion to G Branch MMA 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.

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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.
7. Branches, Services, Sections and BLUs will report progress or completion to G Branch MIA 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.

ABC/abc

AB Southwell
Lieut Col
CS

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