

1597

Declassified E.O. 12356 Section 3.3/NND No. 785016

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1598

Declassified E.O. 12356 Section 3.3/NND No. 785016

10000 | 132 | 192

454

Office Supplies
Jan 1944 - MARCH 1945

1599

Ref: 454

29 March 1945

MEMORANDUM TO: Office Space Division, Headquarters Commandant Branch.
SUBJECT: : Installation of Busser in Offices of Liaison Division.

1. Request is made that an electrician be sent to the offices of Liaison Division (Room 10, Third Floor - Tel: 402) for the purpose of installing a busser.

Office in Charge
Liaison Division

CATALOGUED

465.

1600

Ref #454

17 January 1945

MEMORANDUM TO: Office Space Division, Headquarters Commandant Branch.

SUBJECT : Installation of Buzzer in Offices of Political Section.

1. Request is made that an electrician be sent to the offices of the Political Section (Room 10, Third Floor - Tel. 279) for the purpose of installing a buzzer.

WILLIAM W. SCHOTT
Vice-President, Political Section

454

464

1601

HEADQUARTERS ALLIED COMMISSION
Office of the Executive Commissioner
Liaison Division
APO 394

Ref: 454/10(L)

16 March 1945

SUBJECT: Request for Signs.

TO : Printing Office, Headquarters Commandant Branch, Hq AC.

1. Request is made that three signs be printed according to the attached patterns and delivered to the Liaison Division, Room 10, Third Floor.
2. These signs are for the Offices of the Political Advisors.

454

Officer-in-Charge
Liaison Division

Encl
3 patterns

463

463

HEADQUARTERS ALLIED COMMISSION
Office of the Executive Commissioner
Liaison Division
APO 894

Ref: 454/EC(L)

15 March 1945

SUBJECT: Request for Signs.

TO : Printing Office, Hq Commandant Branch, Hq AC.

1. Request is made that two signs be painted according to the attached patterns for the doors of the Liaison Division (Room 10, Third Floor).

Officer-in-Charge,
Liaison Division

HEADQUARTERS UNITED COMMISSION
Office of the Executive Commissioner
LIAISON DIVISION
APO 394

REF: 454/3(L)

25 March 1945

SUBJECT: Letterheads

TO : Headquarters Commandant

It is requested that 500 sheets of bond letterhead paper (8 x 10 1/2)
be supplied to the Liaison Division, Third Floor, Room 10. Please set
the letterhead up in the above style.

Officer-in-Charge
Liaison Division

Ref: P/454

5 March 1945

SUBJECT: Typewriter Repairs

TO : Headquarters Commandant
attn: Office Space Section

Request is made that a typewriter repairman be sent to the office of the Political Division (Room 10 - Third Floor) to readjust the carriage of Underwood typewriter, No. 4791598-12.

Major,

for Brigadier,
Executive Commissioner

+ ~~CREDIT~~ + DEBIT SLIP

+ Turned in by:

Date 1/3/45

Property

Number	Stock Number	Articles
1	Typewriter, Woodstock, 18" carriage, #629385	
////	////////////////////	/last item/
C E R T I F I C A T E " It is understood by signing this M/R I am personally responsible for the maintenance of the above property. I will submit all reports called for by the Company Commander; I will not release the above property to any one without first clearing with the Company Commander, and that if I fail in any way to safeguard the above U.S.Govt property I am subject to disciplinary action as well as being financially responsible. I certify I have read and understand the above". <u>Major A. J. STEWART</u>		

No. M/R 593

459

1606

MEMORANDUM RECEIPT

+ CREDIT + DEBIT SLIP

+ Issued to: } POLITICAL DIVISION - Maj. A. J. STEWARD
 + Turned in by: }

Place HQ HQ CO SUPPLY 2675TH REGT (OVHD)

Date 1/3/45

QM

(Name of supply branch)

Property

Number	Stock Number	Articles
1	Typewriter, Underwood, 12" carriage, #4791598	
////	////////// /last item/	//////////

CERTIFICATE

" It is understood by signing this M/R I am personally responsible for the maintenance of the above property. I will submit all reports called for by the Company Commander; I will not release the above property without first clearing with the Company Commander, and that if I fail in any way to safeguard the above U.S. Govt property, I am subject to disciplinary action as well as being financially responsible.

I certify I have read and understand the above."

Major A. J. STEWARD

Received the above-named articles.

No. M/R 448

Q. M. C. Form 467. Revised May 14 1931. + Strike out words not applicable.

458

1607

TALLY OUT

A. P. O. 394

Reg No.

Shipped by Hq. and Hq. Co. Supply Section, 2675th Regt

Date 3/3/45

Consignee: Political Division - Maj. A. J. Steward

Authority Lt. Jones

NUMBER AND KIND OF PACKAGES	CONTENTS	UNIT	TOTAL
1 ////////	Safe, field (Italian) /////////last item////////	ea ////////	////////
C E R T I F I C A T E "It is understood by signing this M/R I am personally responsible for the maintenance of the above property. I will submit all reports called for by the Company Commander; I will not release the above property to any one without first clearing with the Company Commander, and that if I fail in any way to safeguard the above U.S. Govt property I am subject to disciplinary action as well as being financially responsible. I certify I have read and understood the above." Major A. J. STEWART			

Shipper

Received the above articles in apparent good order and condition except as noted this date

(Signature)

Designation

452

1608

Ref: P/454

27 February 1945

SUBJECT: Request for a Safe

TO : Headquarters Commandant.

1. It is understood that a new order will shortly be issued abolishing the Political Section. Its place will be taken by Political Advisers from British and American Embassies and by the Political Division of the Office of the Executive Commissioner.

2. When this takes effect, which is due to on the 1st of March, the Political Division will have no safe in which to keep confidential papers and I should be grateful if a safe could be provided as soon as possible.

Vice President,
Political Section

454

1609

Ref: D/454

19 February 1945

SUBJECT: Office Machinery

TO : Hq. Commandant

1. Reference your letter No. HGC/45/3 dated 12 February 1945.
2. Following is a list of all office machinery in use by this Section:

Type of Machine	Make	Number	Source of Supply	Remarks
Typewriter	Woodstock	629385	American Supply	
Typewriter	Remington	317558	U. S. State Department	On loan to Miss Thompson, Secretary to Vice President.
Typewriter	Underwood	4791598	American Supply	
Typewriter	Imperial	033623	British Supply	
Typewriter	Imperial	098991	British Foreign Office	On loan to Miss Campbell, Secretary to Vice President.

Vice President, Political Section

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

12 February 1945

HQC/45/3

SUBJECT: Office Machinery.

TO : All Sub-Commissions, Branches, Sections, etc.
this Headquarters.

It is requested that full particulars of ALL office machinery be forwarded to Hq Comdt's Office as preferred as below, not later than 19 Feb 45.

PROFORMA: (Entries set forth as examples)

Type of Machine	Make	Number	Source of Supply	Remarks
Typewriter	Everett	1234	American Supply	
Typewriter	Olivetti	1000	Hired	(Comdt's name)
Adding (Electric)	Rotafix	86789	Local Purchase	Thru A.C. Purchasing O
Duplicator	Sada	10001	Requisitioned	Thru A.C. Requisitioning O

R. H. Robertson *Lt Col*
R. H. ROBERTSON *1st* Colonel
Hq. Commandant.

DISTRIBUTION:
100

Ref: P/454

20 February 1945

SUBJECT: Request for Electrician

TO : HQ. Commandant

1. It is requested an electrician be sent to Political Section, third floor, room ten, to make necessary repairs on the heater.

Vice President,
Political Section

454

Ref: P/154

17 February 1945

SUBJECT: Repair and Cleaning of Typewriters

TO : HQ. Commandant

It is requested a typewriter repairman be sent to Political Section, Third Floor, Room 10 to effect necessary repairs on one typewriter and the cleaning of three others.

WILLIAM W. SCHOTT
Vice President, Political Section

1613

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

10 February 1945

HQC/45/2

SUBJECT: Office Furniture.

TO : All Sub-Commissions, Branches, etc. (S)

At the present time there is a great shortage of office furniture in the Headquarters building, particularly of tables and chairs.

The Chief Commissioner has, therefore, directed that officers retain one (1) desk chair and one (1) chair for visitors only.

Office Space Section (Room 33, 1st Floor) should be informed of any surplus, so that arrangements may be made for collection.

451

R. H. Robertson
R. H. ROBERTSON
Hq. Commandant.

DISTRIBUTION:

Group I, List D.

*8 Chairs taken away
today*

13 Feb 45

[Signature]

451

Political Section

HEADQUARTERS ALLIED COMMISSION
APO 394
Office of the Headquarters Commandant

10 February 1945

HQC/45/2

SUBJECT: Office Furniture.

TO : All Sub-Commissions, Branches, etc.

At the present time there is a great shortage of office furniture in the Headquarters building, particularly of tables and chairs.

The Chief Commissioner has, therefore, directed that officers retain one (1) desk chair and one (1) chair for visitors only.

Office Space Section (Room 33, 1st Floor) should be informed of any surplus, so that arrangements may be made for collection.

See X

R. H. Robertson
R. H. ROBERTSON
Hq. Commandant.

DISTRIBUTION:

Group I, List D.

File

Ref: P/154

3 February 1945

SUBJECT: Printing of Routing Slips.

TO : HQ Commandant Office,
(attn: Printing Office).

It is requested that 1000 routing slips, similar to the attached proof be printed for the use of the Political Section (Room 10, Third Floor).

A ream of bond paper is supplied herewith for this purpose.

WILLIAM W. SCHOTT
Vice President, Political Section

45x

ALLIED COMMISSION
OFFICE G. THE HEADQUARTERS COMMANDANT

SUBJECT: Request for electric light bulbs.

FILE No. HQC/46/4

TO : Vice President,
Political Section.

1 February 1945

Reference your F/454, dated 1 Feb 45.

It is regretted that we have no light bulbs available at present.
As soon as supplies come to hand we will endeavor to fill your request.

R. H. Robertson Colonel
R. H. ROBERTSON
Hq. Commandant.

454
467
4-8

1617

785016

file

TEL : 279

Ref: P/454

1 February 1945

SUBJECT: Request for Electric Light Bulbs

TO : Purchasing Officer, Hq. Commandant Office.

It is requested that Political Section be furnished with two 100-watt electric light bulbs. Its office is located on the third floor, room No. 10.

WILLIAM W. SCHOTT
Vice President, Political Section

454

448

1618

tel: 279

Ref: P/454

30 January 1945

SUBJECT: Electrical Repairs

TO : Headquarters Commandant
(attn: Office Space Section)

Request is made for one 100-watt electric light bulb. It is also necessary to request the services of an electrical repair man to install a new socket in a desk lamp. It would be appreciated were this request to be acted upon as soon as possible. Political Section's Office is located on the third floor, Room No. 10.

WILLIAM F. SCHOTT
Vice President, Political Section

Sam
Lee me
DD

1819

Ref: P/454

13 January 1945

SUBJECT: Letterhead Paper.

TO : HQ. Commandant
(attn: Printing Office).

It is requested that 1000 sheets of letterhead paper (heavy bond), similar to the enclosed sample, be made available for the use of the Political Section

WILLIAM W. SCHOTT
Vice President, Political Section

445

Ref: 2/454

2 January 1945

SUBJECT: Office Supplies - Wastepaper Baskets.

TO : HQ. Commandant.
(attn: Office Space Section).

It is requested that 2 small wastepaper baskets be made
available to the Political Section

WILLIAM F. SCHOTT
Vice President, Political Section

1621

HEADQUARTERS
ALLIED COMMISSION
AFGHANA

OFFICE OF THE HEADQUARTERS COMMANDANT

15th January 45

500/2/6

Subject: Electric Heaters.

To: Political Section.

Reference your request dated 12th January 45.

AMQ. memorandum 4-679/171 QRS-9 dated 11th October 44 - states that:-
Electric heating will be permitted only in essential industrial processes engaged in production for the military effort, and in hospitals for the treatment of patients.

In view of this it is requested that no electric heaters can be issued for use in this Headquarters.

[Signature] Lt. Col.
1st. Lt. Col.
2nd. Lt. Col.

454

Will the Commission pay the doctors' bills?!

[Signature] Jan. 13

1622

HEADQUARTERS ALLIED COMMISSION
POLITICAL SECTION
APO 394

Ref #454

13 January 1944

MEMORANDUM TO: Headquarters Commandant (Printing Office)
SUBJECT : Request for Rubber Stamps

1. Request is made that two rubber stamps be made according to attached patterns and sent to Political Section (Room 10 - Third Floor).

Chief Clerk
Political Section

encls

15 Hafford
Political Section

442

1623

Ref: P/454

13 January 1945

SUBJECT: Special Request for 3 Boxes of Paper.

TO : HQ. Supply Officer.

It is requested that 3 boxes of bond paper (8 x 10 1/2) be supplied Political Section. This is a special request in that the paper must be used today and it would be appreciated were you to comply with the request.

WILLIAM W. SCHOTT
Vice President, Political Section

Ref: P/254

31 December 1944

SUBJECT: Letterhead Paper.

TO : HQ. Commandant
(attn: Printing Office).

It is requested that 1000 sheets of letterhead paper (heavy bond), similar to the enclosed sample, be made available for the use of the Political Section.

WILLIAM E. SCHULTZ
Vice President, Political Section

440

1625

Ref *A54*

11 January 1945

MEMORANDUM TO: Headquarters Commandant, Office Space Section.

SUBJECT : Request for Electric Heaters.

Request is made that three electric heaters be furnished
the Political Section, Room 10, Third Floor.

WILLIAM W. GIBSON
Vice-President, Political Section

A54

439

A54

ALLIED CONTROL COMMISSION
INTER-OFFICE MEMORANDUM
Political Section

SUBJECT: Office Machinery.

FILE No. P/454

TO : HQ. Commandant.

3 January 1944

1. Reference your memorandum No. HQG/6/1 dated 2 January 44.
2. The two typewriters in question were supplied to Political Section in the following manner:-
 - a. By Economic Section letter HQ/32A dated 17 Sep 44, request was made to your office for the transfer of Imperial typewriter No. 963627 from Economic Section to Political Section;
 - b. The Remington typewriter, No. 337526, is the property of the State Department in possession of Miss Thompson, American Secretary, and should not be included on any Allied Occupation Census Report.

438

WILLIAM E. BROWN
Vice President, Political Section

1627

ALLIED COMMISSION
OFFICE OF THE HEADQUARTERS COMMANDANT

SUBJECT: Office Machinery.

FILE No. HQC/6/1

TO : Joint Directors, Political Section.

2 January 1945

The following typewriters have been repaired by this Section during the period 16-31 December 1944:

Remington 317556
Imperial 083623

This Section is responsible for all office machinery in this Headquarters but has no previous knowledge of the above, nor were these machines declared on the census of office machinery. May we, therefore, please be informed as to the source of supply of these machines in order that our records may be brought up-to-date.

437

H. H. Robertson Lt. Col.
H. H. ROBERTSON
Hq. Commandant.

Ref: P/454

2 January 1945

SUBJECT: Office Equipment - Request for 2 Desks.

TO : Hq. Commandant,
(attn: Office Space Section)

Request is made that one small desk and one average-size desk be furnished Political Section as soon as possible since two additional officers will be added to the Staff within the next few days.

H. L. S. A. HOPKINSON
Acting Vice President, Political Section

435

436

1629

Ref: F/154

31 December 1944

SUBJECT: Office Supplies - Desk Calendars.

TO : Headquarters Commandant
(attention: Purchasing Officer).

It is requested that three 1945 two-ring Appointment Aide-
Memoire and Desk Calendars be made available for the use of the
Political Section.

WILLIAM W. SCHWETZ
Vice President, Political Section

435

17 December 1964

MEMORANDUM TO: Headquarters Commandant, Ha AG (Office Space)

SUBJECT: Request for Desks.

1. Request is made that two average sized desks be furnished the Political Section.

WILLIAM W. SCHOFF
Vice-President, Political Section

HEADQUARTERS ALLIED COMMISSION
Political Section
APO 394

30 November 1944

SUBJECT: Letterhead

TO : HQ. Commandant

1. It is requested that a letterhead of the above style be printed for the use of the Political Section.

2. If supplies are available, the letterhead should be printed on heavy, gloss, bond paper, size 8 x 10 $\frac{1}{2}$. Five-hundred sheets should be sufficient quantity for the time being.

WILLIAM W. SCHOTT
Vice President, Political Section

433

1632

TALLY OUT

Ref No.

R O M E
Station

Shipped by HQ SUPPLY 2675th REGIMENT, A.C.C. Date 24 October 1944
 Consignee Mr. SHOTT - Political Section Authority Lt. Jones

NUMBER AND KIND OF PACKAGES	CONTENTS	UNIT	TOTAL
<u>1</u> ////////	<u>Safe, field, Italian</u> //////// <u>Temporary</u>	<u>ea.</u> ////////	////////

454

Received the above articles in apparent good order and condition (except as noted) this date 30 Oct 44
 Shipper
WWSchott.432
 (Signature)
 Designation

1633

File
10/19/44

UNITED STATES POLITICAL ADVISER
ALLIED FORCE HEADQUARTERS

October 19, 1944.

UNRESTRICTED

Dear Ruth:

Thanks for your letter of October 16 regarding your typewriter. You are correct in assuming that the typewriter was charged out to you personally on the inventory at Algiers. I suggest that the best thing to do is to have it returned to the American Consulate General in Algiers, with a letter of explanation, or send it down to this office and we will adjust inventories as between the two offices. I suggest that you do not, under any circumstances, leave it in ACC unless you get from Algiers clearance from the charge against you and the transfer of the typewriter to the Political Section, Allied Control Commission.

Hoping you have a good trip and will enjoy your new post,

Sincerely yours,

Thomas S. Eates

454
1754

Miss Ruth Kelly,
Political Section,
Allied Control Commission,
Rome.

430

1634

Declassified E.O. 12356 Section 3.3/NND No. 785616

October 23, 1944.

Received from Margaret Ruth Kelley one
typewriter model Remington Noiseless No.
XR317558 which was brought from Algiers to
Italy January 18, 1944 (Algiers inventory
number A9.9).

W.W. Schott
William W. Schott
Foreign Service Officer

429

+ ~~CREDIT~~ + DEBIT SLIP

4. Issued to:

— HMMOYCEM

Place HQ SUPPLY 2675th REGIMENT, A.C.C.

Date 21 October 1944

Quartermaster
(Name of supply branch)

Property

Number	Stock Number	Articles
1	Typewriter, Woodstock, 18" carriage, # 629385	
	last item	

Received the above-named articles.

428

No. M/R 448

Q. M. C. Form 467, Revised May 14, 1931. — Strike out words not applicable.

+ CREDIT + DEBIT SLIP

+ Issued to:

MR. WILLIAM W. SHOTT

— *Staphylococcus aureus* 6030

Date _____

Quartermaster

Property

Number	Stock Number	Articles
1	Typewriter, Underwood, 12" carriage, #4791598	/////////////////last item////////////////

Received the above-named articles.

427

No. M/R 448

Q. M. C. Form 467, Revised May 14, 1931. + Strike out words not applicable.

1637

HEADQUARTERS ALLIED CONTROL COMMISSION
POLITICAL SECTION
APO 394

8 October 1944

SUBJECT: Desk Lamps.

TO : Hq Commandant, Hq, ACC.

Request is made for three desk lamps to be furnished
to this Section.

WILLIAM W. SCHOTT
Vice-President, Political Section.

454

426

1638

OUTGOING CABLE

FROM : Italian Ministry of Foreign Affairs
DATE : 23 September 1944
TO : Italian Legation for Bern

No. 288: This Ministry has ordered the assignment of Fiat Automobile 2800, typewriters, and chancery ~~dept~~ material now at the Teheran Legation to the Italian diplomatic mission in Moscow. Please request the Swiss Federal Department to send instructions as soon as possible to the Swiss Legation at Teheran. Please acknowledge.

VIDAU

Approved for dispatch _____

25 September 1944

1639

R. MIN. TERO DEGLI AFFARI ESTERI

P

Telegramma in PARTENZA

N.° coll 1663

Oggetto: Automobile R. Rappresentanza Mosca
Del 23 settembre 1944 Tramite S.A.C.

Diretto a R. LEGAZIONE - BERNA =

Testo: (originale) N.° M.288- Settembre 23.

Questo Ministero ha disposto assegnazione Rappresentanza diplomatica Mosca autovettura Fiat 2800 macchine da scrivere e materiale cancelleria già in dotazione Legazione Teheran. Pregasi invitare codesto Dipartimento federale impartire opportune istruzioni Legazione svizzera Teheran. Si gradirà assicurazione.

VIDAU

NOT FOR DESPATCH
TEXT IN CIPHER ENCLOSED

425

SEP 1944

Oggetto: Automobile R. Rappresentanza Mosca

Data 23 settembre 1944

Tramite E.A.C.

Diretto a: R. LEGAZIONE = BERNA =

Testo: (originale) N. 288- Settembre 23.

Questo Ministero ha disposto assegnazione Rappresentanza diplomatica Mosca autovettura Fiat 2800 macchine da scrivere e materiale cancelleria già in dotazione Legazione Teheran. Pregasi invitare codesto Dipartimento federale impartire opportune istruzioni Legazione svizzera Teheran. Si gradirà assunzione.

VIDAU

NOT FOR DESPATCH
TEXT IN CIPHER ENCLOSED

Consegnato a:

il:

425

98 SET 1944
ESP. DITO

454

ALLIED CONTROL COMMISSION
INTER OFFICE MEMO

From: OFFICE OF HQ COMDT

SUBJECT: Request for typewriters.

FILE No. HQC/6/1

19 September 1944

TO: Vice President,
Political Section.

Reference your No. 454 dated 18 Sept 44.

It is regretted that this Branch is not in possession of
any typewriters for issue.

R. H. Robertson Lt.col.
R. H. ROBERTSON
Hq. Commandant.

HEADQUARTERS ALLIED CONTROL COMMISSION
POLITICAL SECTION
APO 394

Ref #454

18 September 1964

MEMORANDUM TO: Headquarters Supply, Hq AOC, Rome.

SUBJECT: Request for Typewriter.

It is requested that a typewriter be furnished the Political Section as soon as possible. Assignment of additional personnel and an increase in volume of work of this Section renders this request both necessary and urgent.

WILLIAM W. SCHOTT
Vice-President, Political Section

454

423

423

1643

HEADQUARTERS ALLIED CONTROL COMMISSION
POLITICAL SECTION

Ref #500

11 September 1944

MEMORANDUM TO: Headquarters Commandant, Hq A.C.C., Rome.

SUBJECT : Request for Printing of Stationery Letterheads.

Request is made that the Political Section (Third Floor - Room 10) be provided with 1000 sheets of letter-size bond paper printed with the letterhead used on this letter.

Political Section

454

1644

HEADQUARTERS ALLIED CONTROL COMMISSION
POLITICAL SECTION
APO 394

17 August 1944

MEMORANDUM TO: Headquarters Commandant, Hq A.C.C., Rome.

SUBJECT: Request for Rubber Stamps.

It would be appreciated if three rubber stamps, marked as indicated below, could be procured for the use of the Political Section:

PUR CHECKING

Approved for transmission over
commercial cables IN CLEAR.

Political Section

Approved for transmission over
commercial cables IN CIPHER.

Political Section

WILLIAM W. RHOTT
Vice-President, Political Section

454
421

HEADQUARTERS ALLIED CONTROL COMMISSION
POLITICAL SECTION
APO 304

17 August 1944

ATTENTION TO: Headquarters Commandant, Hq A.C.C., Rome.
SUBJECT: Request for Office Supplies.

It would be appreciated if the following office supplies could be procured for the use of the Political Section:

- 1) Date Stamp (the months in English, if possible)
- 2) Stamp Pad
- 3) Stamp Pad Ink
- 4) Perforator

WILLIAM W. SCHOTT
Vice-President, Political Section

454

HEADQUARTERS ALLIED CONTROL COMMISSION
POLITICAL SECTION
APO 394

Ref #454

1 October 1944

MEMORANDUM TO: Headquarters Commandant, Hq ACC, Rome.
SUBJECT : Request for Office Supplies.

Request is made for the following office supplies to be furnished
the Political Section:

- 3 boxes of staples (punti metallici) for "Zenith-500" Stapler.
- 1 Stamp Pad
- 1 Bottle Stamp Pad Ink (black or blue)
- 1 Pair Scissors
- 1 Clothes Tree

Political Section

419

SG 314.8

A.C.C. ARCHIVES

1. The examination of a representative cross-section of files has indicated certain directions in which files can be improved from the point of view of their Archive value.

2. It should be possible to reconstruct from a file the initiation of each fresh department of work, the ends it was intended to serve, the way in which the work was organized, and the results achieved. If files are maintained with this object in mind, they will be ipso facto, good Archives.

3. The following undesirable features in some filing systems have been noted, and should be avoided in the future.

a. File lists have sometimes been drawn up on the institution of a new department. There has been a tendency in some offices for this list to be regarded as inflexible. It is considered preferable that files should conform to the natural divisions of the actual work of an office, and that the papers should not be compelled to run into channels of filing which were laid down at the outset. Some offices have already experienced the disadvantages of a rigid "initial" list and have modified their systems accordingly.

b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.

c. On the other hand, separate files have sometimes been opened for fine gradations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."

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

5. Most offices maintain files for serially numbered documents which they receive from various sources within the Commission, e.g., Administrative Instructions, Executive Memoranda, General Orders, Daily Bulletins, etc. No files of this kind in respect of documents issued after 31 March 1944 need be sent to

418

Cap Pearson. Political Sec. 5638
HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394
A.C.C. ARCHIVES
MAY 1944
29 May 1944
REF

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b. Some files are bulky and unwieldy, and comprise under a broad heading papers which could with advantage be split into separate files.

c. On the other hand, separate files have sometimes been opened for fine gradations within a broad heading. Some files of this nature contain but one paper, filed over a period of months. Files should be kept under review, and should be consolidated if a separate existence is found on experience to be unjustified.

d. File titles should be chosen with care. Many files have been found with titles which give no real indication of the subject matter and others where the contents had little or no relation to the subject indicated by the title.

e. Care should be taken when filing papers to discriminate between the basic subject and subsidiary aspects to which its main subject refers. As an example of misfiling in this sense - a letter regarding the vacating of premises by ecclesiastical authorities, to enable the premises to be used for military purposes, was filed under the heading "Movement Instructions."

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

418

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

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

1649

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

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

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

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

Robert E. Doe

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

1650

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Robert E. Doe

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

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/aro

SG 314.8

29 May 1944

A.C.C. ARCHIVES

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

1652

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416

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

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



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

1654

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Robert E. Doe

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

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

Ref 7454

30 June 1944

MEMORANDUM TO: Hq Commandant, Hq ACC, Naples

SUBJECT: Request for Typewriter Packing Case

On 1 February 1944 a new Woodstock Typewriter (18" carriage) was issued to the Political Section which was then located in Room No. 68. When on 25 February 1944 the Political Section moved to its present location in Room No. 27, the Woodstock typewriter was moved, but the packing case was left in Room 68.

With reference to Daily Bulletin No. 127 of 1 June 1944, para. 2, and in view of the impending move of the Political Section to Room, a packing case large enough for the abovementioned typewriter is required. Would the Headquarters Commandant kindly arrange for such a packing case to be furnished the Political Section.

M. HOPKINS
3/Cdr
Political Section

7958

Political Section
Est

MSG CENTER NO: 54014 AND 059
 FROM : LISBON
 TO : ESTERI NAPLES

26 APRIL 1944

C AND W LTD. ALC AJMV 0425

GV56/CJ S LISBON 42 25 2010 ETAT FIL ESTERI NAPLES.

95 TELEGRAMMA DI V E NUMERO SETTANTA PUNTO COME COMUNICATO CONMIO
 TELEGRAMMA NUMERO QUARANTA DELLIDIECE MARZO MACCHINE DESCRIVERE INVIATE
 MADRID PERCHE POTESSERO PROSEGUIRE CONPRIMO MEZZO PUNTO RISULTANO PARTITE
 CONMEZZO DIGUI MIO RAPPORTO SEICENTO TRENTOTTO FRAZIONE DUECENTODUE DEL
 VENTIDUE CORRENTE

DAJETA

ACC DISTH:

Hal Gov
Pol. Sec.
Till

LISBON:

95. 25 April. As I communicated in my No. 40 of 10 March, the typewriters were sent to Madrid to be forwarded by the first means. They were eventually sent by the means mentioned in my report No. 638/202 of 22 April.

D'AJETA

1657

8011 ✓

M/C no/ N15/27
FROM: MADRID
TO: ESTERI NAPLES

FIL 150 SUO 145 MACCHINE GIA IMBARCATE PAULUCCI

ACC DIST

re apr
150. Your 145. The typewriters have already been shipped.

413

1658

Declassified E.O. 12356 Section 3.3/NND No. 785016

BEST COPY POSSIBLE

1659

P

R. MINISTERO DEGLI AFFARI ESTERI

COGL.
TRATT. INT.
SER. 6
+1

Telegramma in PARTENZA
N° coll: 405

Oggetto: SERVIZIO CONSULENZA DA AMMINISTRAZIONE E FINANZE

Data: 10.4.44

Tramite: DIREZIONE

Diretto a: R. AMMINISTRAZIONE FINANZA E MONETA

Testo: (originale)

N° 40 - Spetta al 1° M. 45 del 10 febbraio 1944
invia. delegazione incaricata di ricevere l'elemento et tutto
bagaglio personale già depositato al

Partenza



454

Handwritten signature and initials

Consegnato a:

il:

442

Oggetto: SERVIZIO AMMINISTRATIVO - SERVIZIO DI TRASMISSIONE
Data: 10.6.44
Tramite: RADIO MILANO
Diretto a: M. AMMINISTRATIVO MILANO - LONDRA

Testo: (originale)

N°

10 - Spett.le M. Amministrativo del 10 febbraio 1944
Invia urgentemente l'originale in arrivo ricevuto ed tutto
bagaglio personale già spedito al

MILANO



454

Consegnato a:

il:

442

22 APR. 1944
Cable En Clau
F. MONTÉ

1661

P

R, MINISTERO DEGLI AFFARI ES. TRI

COLL.
PRATT.
SER. 5
+1

Telegramma in PARTENZA N° coll.: 408

Oggetto: INVIO MACCHINE DA SCRIVERE

Data: 20.1.44

Tramite: PILO CHIARO

Diretto a: R. AMBASCIATA ITALIANA - MADRID

Testo: (originale)

N° 145 - Aprile 20 Alt. 40 del 28 febbraio Alt. Preganti
interessare locali missioni alleate trovare mezzo inviare
questo Ministero macchine da scrivere richieste Alt.

PILOCHI

454

Consegnato a:

il:

411

1662

Oggetto: TITO MACHINE DA SCRIVERE

Data: 29.1.64

Tramite: PILO DILLARD

Diretto a: N. AMBASCIATA ITALIA NA-MADRID

Testo: (originale)

Nº. 145 - Aprile 10 All. 100 del 28 febbraio 1964 Pregandi
interessare locali missioni alleate trovare mezzo lavoro
questo Ministero Machine da scrivere richiesta 114

THURAS

454

Consegnato a: *CRH*

il: *29* *✓*

27.100.1344
Callin Clear
10.000.000

411

1663

The following is No. 49 from the Italian Legation,
Lisbon, for the Ministry of Foreign Affairs, dated
March 10.

I confirm having sent to the Embassy at Madrid
the three typewriters requested. Reference your
telegram No. 25. Madrid will arrange to forward them
by the first means available to the Ministry.

See 42 from Lisbon
for cover

10 MAR. 1944

55 TO

410

Coll

Tr R. 2 sp. 1

MINISTERO DEGLI AFFARI ESTERI

P

Telegramma in PARTENZA

Nº coll: 179

Oggetto: Richiesta macchine da scrivere

Data: February 28, 1944

Tramite: C.A.C.

Diretto a: Italian Embassy - MADRID

Testo: (originale)

Nº 48-February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Embassy or subordinate offices(.)

(Traduzione)

N. 48 (.) Prego inviare col primo mezzo tre macchine da scrivere ottimo stato di dotazione di codesta Ambasciata o uffici subordinati (.)

Primas



Consegnato a: C.A.C.

il: 29 Feb

409

1665

Oggetto: Richiesta macchine da scrivere

Data: February 28, 1944

Tramite: C.A.C.

Diretto a: Italian Embassy - MADRID

Testo: (originale)

Nº. 43 February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Embassy or subordinate offices(.)

TRANS

451

(Trindiano)

N.43 (.) Prego inviare col primo mezzo tre macchine da scrivere ottimo stato di dotazione di questa Ambasciata o uffici dipendenti (.)

TRANS



Consegnato a: C.A.C.

il: 29 Feb
p.a.

27 MAR 1944

VIA Aerea

4104

409

COLL R, MINISTERO DEGLI AFFARI EST RI

Tr
2 sp
+1

P

Telegramma in PARTENZA

Nº coll: 180

Oggetto: Richiesta macchine da scrivere

Data: February 28, 1944

Tramite: C.A.S.

Diretto a: Italian Legation - LISBON

Testo: (originale)

Nº 25-February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Legation(.)

Prunas

(Traduzione)

N.25 (.) Irego inviare col primo mezzo tre macchine da scrivere nuove od in ottimo stato di dotazione di codesta Legazione (.)

Prunas



Consegnato a: C.A.S.

Il: 29 febbraio

04408

Oggetto:

Richiesta macchine da scrivere

Data:

February 28, 1944

Tramite:

C.A.C.

Diretto a:

Italian Legation - LISBON

Testo: (originale)

Nº.

25-February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Legation(.)

Prunas

(Traduzione)

N.25 (.) Prego inviare col primo mezzo tre macchine da scrivere nuove od in ottimo stato di dotazione di codesta Legazione (.)

Prunas



Consegnato a:

C.A.C.

il: 29 February

P.O.

7 MAR 1944
Anno XXII

VIA AEREA

1653

27 JAN 1944

7063

R, MINISTERO DEGLI AFFARI STERI

P

Telegramma in PARTENZA

Nº. coll: 33

Oggetto: Richiesta coralecca

Data:

25 Gennaio, 1944

Tramite:

C.A.G.

Diretto a:

ITALIAN EMBASSY - MADRID

Testo: (originale)

Nº. 11 - Please urgently send adequate supply of seal wax for this Ministry (.)

Prunas

454

(Traduzione)

Prego inviare urgentemente adeguata provvista di coralecca per questo Ministero (.)

Prunas



Consegnato a:

C.A.G.

il:

Jan. 25, 1944

*Call
n 98
Ser 459 - War*

407

406

U. S. SECRET
 Equals High SECRET

OUTGOING

27 JAN 1944

/and

5/27

217A

SECRET

ROUTINE

PATRICK HAN

FREEDOM

JAN 27/4/31A

JAN

FOLLOWING FOR ITALIAN TREASURY BUREAU TO BE SENT FROM PATRICK HAN SIGNED MESSAGE
 IN COPY NUMBER ONE DATED TWO FIVE JANUARY TO REQUEST ADEQUATE SUPPLY OF
 BELLING WAX BE SENT URGENTLY TO THIS MINISTRY TO BE SENT DURING URGENT

AUTHENTICATED:

ROBERT E. FOR
 Major, A.C.D.
 Secretary of the Commission

DISTRIBUTION:

- 2 - AG Files
- 1 - Diary
- 1 - Mr. Gascia

U. S. SECRET

406

Coll

Tr R. MINISTERO DEGLI AFFARI ESTERI

2 sp. 1

P

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Nº coll: 179

Oggetto: Richiesta macchine da scrivere

Data: February 28, 1944

Tramite: C.A.C.

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Testo: (originale)

Nº 48-February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Embassy or subordinate offices(.)

Prinas

(Traduzione)

N. 48 (.) Prego inviare col primo mezzo tre macchine da scrivere ottimo stato di dotazione di qualità Ambasciata o uffici dipendenti (.)

Prinas



Consegnato a: C.A.C.

il 29 / 1944

404

Oggetto: Richiesta macchine da scrivere

Data: February 28, 1944

Tramite: C.A.C.

Diretto a: Italian Embassy -- MADRID

Testo: (originale)

N° 48 February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Embassy or subordinate offices(.)

Pranas

(Traduzione)

N.48 (.) Prego inviare col primo mezzo tre macchine da scrivere ottimo stato di dotazione di coltetta Antares o uffici dipendenti (.)

Prunas



Consegnato a: C.A.C.

il: 29 feb
P.O.

VIA AEREA

Coll R, MINISTERO DEGLI AFFARI ESTERI

P

Tr

2 sp -
+1

Telegramma in PARTENZA

Nº. coll: 180

Oggetto: Richiesta macchine da scrivere

Data: February 28, 1944

Tramite: C.A.C.

Diretto a: Italian Legation - LISBON

Testo: (originale)

Nº. 25-February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Legation(.)

Prunas

(Traduzione)

N.25 (.) Prege inviare col primo mezzo tre macchine da scrivere nuove ed in ottimo stato di dotazione di codesta Legazione (.)

Prunas



Consegnato a: C.A.C.

il: 29 / Feb

403

Oggetto: Richiesta macchine da scrivere

Data: February 28, 1944

Tramite: C.A.C.

Diretto a: Italian Legation - LISBON

Testo: (originale)

Nº 25-February 28 (.) Please send by first means three typewriters in excellent condition pertaining to that Legation(.)

Primas

(Traduzione)

N.25 (.) Prego inviare col primo mezzo tre macchine da scrivere nuove ed in ottimo stato di dotazione di codesta Legazione (.)

Primas



Consegnato a: C.A.C.

Il: 29 February 1944
P.C.

29 FEB. 1944
Aero X211

VIA AEREA

403

454

1674

1675