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

785016

Acc 10000/143/2202

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ARCHIVES

July 1944 - Mar. 1945

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Handwritten musical notation on three staves. The first staff is labeled 'No 13' and the second staff is labeled 'No 14'. The notation is written in ink and appears to be a sketch or a study.

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785016

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THIS FOLDER

CONTAINS PAPERS

FROM July 1944
TO March 1945

CATALOGUE

SECRET

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No. of Serial	Date	File No. of Reference	From whom	Subject
1	2. 20 Mar.	RESPONSIBILITY FOR CUSTODY OF ARCHIVES Care and custody of allied Com. mission records.		

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RESTRICTED

HEADQUARTERS ALLIED COMMISSION

APO 394

ESTABLISHMENT MEMORANDUM)

NUMBER

3)

CARE AND CUSTODY OF ALLIED COMMISSION RECORDS

20 March 1945.

1. The functions of the Archives Branch of the Office of the Executive Commissioner are to collect, arrange, index, safeguard and store records of Allied Commission (both Headquarters and field) so as to be readily available for reference or use.

2. All offices of Headquarters Allied Commission and of Regions and Provinces will constantly (and in any case not less frequently than once every three months) review their current files with a view to sending to archives all files that are not essential for current work. Files so transferred will be available to the office concerned for reference, or may be withdrawn.

3. All offices will keep papers relating to questions of policy on special files. Papers relating to action or routine will not be filed on policy files.

4. Action and routine files which have not been required for use for three months can normally safely be transferred to archives. It is seldom that the retention in a branch of an action file which has not been required for six months is justified. If the subject of a transferred file revives, but reference to old correspondence is not necessary, a continuation cover of the original file may be opened.

5. No correspondence or documents (other than duplicates of printed matter, copies of which are already filed on the appropriate subject file) will be destroyed.

6. Reference files containing only directives, orders or similar circulars which originated in other offices will not be sent to archives. Archives will receive the record copy of such documents on the appropriate file of the originating office.

7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle.

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7. Files transmitted to archives will be securely tied in bundles. No bundle will exceed 15" in height. Files from different offices or branches will not be included in the same bundle. Files which have to be transported to Headquarters will be securely crated; each crate will contain a list of contents for checking.

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

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

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Estab Memo #3, this Ho, dtd 20 March 45 (Cont'd):

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

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

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

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

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

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

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

OFFICIAL:

WILLIAM E. FISKE
Colonel
Deputy Executive Commissioner

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

DISTRIBUTION:
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- 2 -
R E S T R I C T E D

HEADQUARTERS
ALLIED MILITARY GOVERNMENT
ROME REGION
MONUMENTS, FINE ARTS & ARCHIVES DIVISION

Chief Security Mem 450

14 July 44

Subject: Responsibility for custody of Archives.

To: Executive Officer,
A.M.G. Rome Region.

1. Responsibility for the safe keeping of Modern Archives in the Ministries, Public Offices and other places of deposit in the City of Rome was undertaken originally by "G" Force, Advanced Intelligence. This body organized the posting of guards, control of Entry, access to documents and removal of the same.

2. "G" Force searched in all 330 targets; they were then dissolved and their duties passed to G2, Rome Region, A.M.G. . A list of 70 'outstanding "G" Force targets' was issued on 21 June by G2 (Advanced Intelligence) A.F.H.G. These targets were described as "still containing intelligence material of interest" and returns for each were asked under 4 headings:

Abandoned.
Guarded, not yet exploited.
Guarded. Exploitation proceeding.
Not guarded. Exploitation proceeding.

By 14 July returns had been submitted for 3 out of these 70 targets.

3. Neither the Archivio Ordinario of Mussolini, identified and guarded at the instigation of the Archives Officer, Rome Region, nor the Palazzo Venezia (which still contains important secret papers which the Archives Officer has handed over to Intelligence agencies) were included in the above mentioned list.

4. The original system of guarding broke ~~2771~~ 2771

in the first few days; access even to the documents of important Italian Ministries has been freely granted to Allied units requiring accommodation, with the result that there has been loss through dispersal and looting (see separate reports of the Archives Officer on the Ministry of Corporations 25 June, and the Air Ministry 11 July). Among deposits of secondary importance, from the historical point of view, but of considerable intelligence interest, no less than 6 of the 70 targets, (including the Hq. of the Fascist Party) all in the Foro Mussolini, were almost wiped out by the clearance of that area for use as a rest centre (see separate report of the Archives Officer 28 June).

5. With the return to Rome of the Italian Government, the actual custody of Ministerial Archives passes at once into civilian hands. Many of these deposits have not yet been exploited for intelligence purposes and, if only from this angle, it is vital that they should be protected from damage, either by individuals wishing to suppress information, or by a relaxation of normal peace time precautions (for example the rules against smoking which were found to be in abeyance in the Archive of one Ministry), or through paper shortage, or through an application of spite against fascist material. The Archives Officer is attempting to provide against these and other perils both by personal inspections and discussion with the Departmental authorities concerned.

6. The duties of the Archives Officer are in theory clear. As a member of the Sub-Commission on Monuments, Fine Arts and Archives, he was attached to Rome Region A.M.C. as an Archive specialist and charged by the written authority of Brig.-General Hume with " special responsibility to arrange for the safeguarding of all collections of Archives (ie - any documents of ancient or modern date) from damage or dispersal." In this undertaking he has continued to play a lone hand, though with invaluable co-operation from many Allied and Italian officials, since the first day of entry, and the work continues. On the other hand the special preoccupation of this officer and his Sub-Commission with the safety of Modern Archives is not generally known. Some occupying units tend to question the right of such an officer to inspect and advise and in

only one single case where documents have been moved or dispersed has the Archives Officer been previously consulted. (The occupation of the Ex-Ministry of Italian Africa by the 803 Mil.- Police Battalion). The consequence is that the Archives Officer is invariably faced with a ' fait accompli. '

7. The confusion as to the responsibility for the custody of Archives in Rome, due to the investing in "S" Force of impossible powers and the failure in many cases to consult the proper authority, points a clear warning for the future when the Allied Armies will again reach centres that are rich in contemporary documents. Plans are already on foot for a renewed attempt to preserve such material from ignorant destruction; what is most important is that the Archives Officer should be kept informed of what proposals have been made. It is reported for instance that Advanced Intelligence have submitted to A.F.H.Q. a suggestion that in important cities of Northern Italy, all Archives shall be collected in lorries and housed in one vast central repository. Such action would do irreparable harm and completely defeat the end in view. It is vital that, in such instances, the advice of competent experts be sought through the Monuments Fine Arts and Archives Sub-Commission before practical recommendations are made.

8. There appears to be some misconception as to the scope of the Monuments, Fine Arts and Archives Sub-Commission. It is concerned with all organised deposits of documents, modern as well as ancient, and the terms of its authority in this matter are clearly defined in A.A.I. Administr. Instr. No. 10 of 30 March 44, para 11 (see also paras 5,7,9).

9. It may be added that in the case of Archives required for G2 purposes the Archives Officer is frequently in a position to be of practical assistance. To give examples from Rome:

A. The Archivio Ordinario of Mussolini.

More than 100,000 files of important papers handed over by the Archives Officer to "S" Force, who had failed to locate this collection.

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B. Documents in the Palazzo Venezia.

Daily reports from the Prefects of the Provinces on Allied bombing (1943), intelligence reports on German plans to invade England (June - Sept. 1940), Mussolini's personal copies of the Higher Command's communiqués with marginal comments, and other material. Reported to G2 Rome Region and handed over to the Bombing Survey Unit (M.A.A.F.) intelligence officers, who are at present working on them.

C. Montra Rivoluzione Fascista.

Archival material of propaganda value in a building that was never entered by "S" Force, handed over to the Intelligence Section of P.W.B.

W.B. Brooke

T.H. Brooke, Capt. K.R.R.C.
Archivist.
Monuments, Fine Arts &
Archives Division.
A.M.G. Rome Region.

Copies to:

Chief Security Officer, A.C.C.
Director of Monuments, Fine Arts
and Archives Sub-Commission.
G2. Rome Region, A.M.G.

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