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ARCHIVES

MAR. - JUNE 1944

ARCHIVES

Paper 7

SECRET

FILE

10000 145 506

SECRET

FILE

10000 145 506

THIS FOLDER

CONTAINS PAPER

FROM MARCH 1944

TO WANE 1944

CATALOGUE

from C. C. Clough
10-9-44

183

Dr. C. G. Quinn Province, Jamaica

K.D. Commercial Station

1963

TOTAL	<u>53</u>
FILMED	<u>53</u>

K.D. Commercial Station

1963

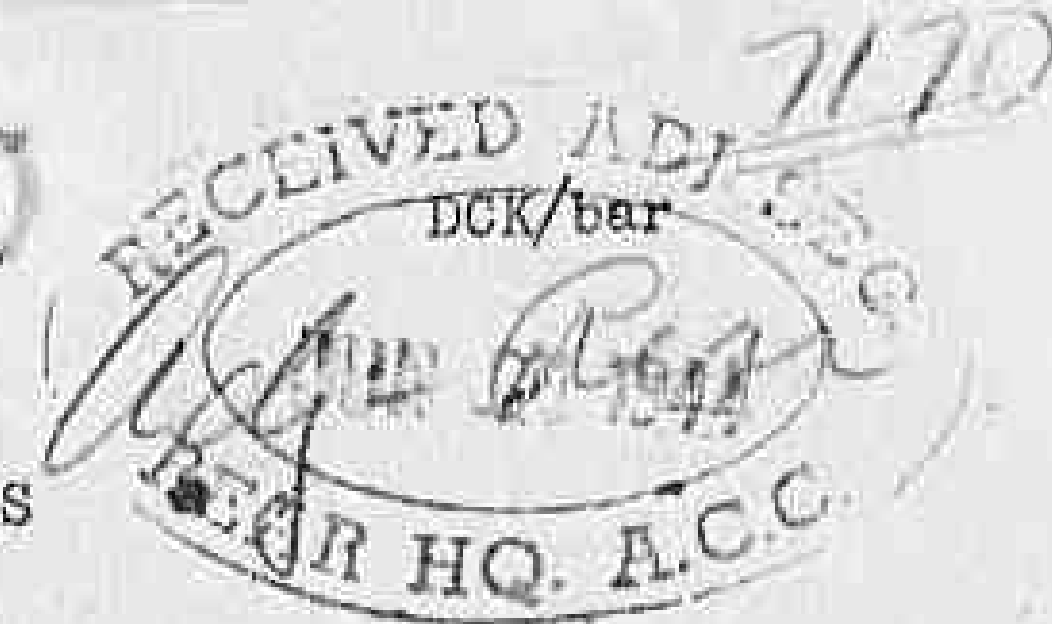
TOTAL

FILMED

53

R E S T R I C T E D

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 554



CIRCULAR)
NUMBER 79)



11 June 1944

PRESERVATION AND STORAGE OF PERMANENT MILITARY RECORDS

1. Under the provisions of AR 345-10, dated 26 April 1944, permanent military records of this theater for which there is no further need, and for which preservation and permanent storage is desired, will be prepared for shipment, by the unit concerned, to:

Organization Branch, AGO,
Savannah ASF Depot
Savannah, Georgia

2. Inasmuch as the initial responsibility for evaluating records rests with the office which creates and has custody of the current files, particular attention is directed to accepted categories of non-record material as contained in paragraph 3b, Section I, reference Army Regulation. Additionally, all records prepared for preservation and storage will be screened for duplicate copies. Extra or duplicate copies are not records and need not and should not be received or preserved. Permanent military records will be sorted and classified as follows:

a. Decimal Files - Documents will be arranged ³⁰¹⁸subjectively and chronologically by decimal class in accordance with War Department Decimal File System, 1943. Volumes of files will be arranged within each box in an orderly manner and grouped into the nine general classes to be separated by appropriate cardboard dividers. The contents of each volume within the decimal class will be listed on QMC Form No. 351, Listing Sheet, or reproductions thereof, in accordance with standard procedure. Volumes within each decimal class will be numbered serially with Roman numerals.

b. 201 Files - 201 files will be segregated into officer and enlisted groups and will be arranged alphabetically within the box. The full name of each individual will appear on the tab of the folder of each 201 file.

c. Correspondence Files - All organizations which have utilized the correspondence file as prescribed in AR 345-620 will place all envelopes in chronological and numerical order within each box.

d. Miscellaneous Files - Permanent military records not within the categories as noted above will be grouped by subject, chronologically, and documents contained in each volume listed on QMC Form No. 351 as prescribed in paragraph a, above.

R E S T R I C T E D

R E S T R I C T E D

Cir + 79
Hq Natousa

3. All permanent records will be indexed in accordance with the index form as attached hereto. Decimal files will be indexed as illustrated; 201 files listed alphabetically; the alphabetical index for correspondence files referred to in paragraph 2, AR 345-620, will be contained on the attached index; and miscellaneous files will be indexed by subject matter, chronologically. Index forms for each box will be prepared in quadruplicate and disposed of as follows:

a. One copy will be placed in an envelope and attached to the top, inside of each box.

b. Three copies will be attached to the letter of transmittal requesting shipment to the Savannah Depot.

4. Boxes will be constructed of 3/4" salvage lumber, properly reinforced, and in sizes approximately 12" deep, 14" wide and up to 36" in length. Contents will be rainproofed with appropriate waterproofing materials. Base Section Commanders will make available the necessary supplies for this purpose and will require that boxed records submitted under the authority of this directive meet the construction specifications contained herein.

5. Boxed records will be forwarded by the unit direct to the nearest Base Section Commander, by letter of transmittal, requesting shipment to the Savannah Depot. Letters of transmittal will contain the following information:

a. Reason for action taken.

b. The number of boxes containing permanent records and the markings thereon, to include outside cubic measurements in feet and deadweight in pounds. Indices for each box will be listed as separate inclosures.

c. Inclusive dates of all records being transmitted.

The original and two copies of the letter of transmittal and the three copies of the indices will be forwarded by the Base Section Commander to the Commanding General, SOS, NATOUSA, who will direct shipment of all records reported and maintain a file of one copy of all indices received. Pertinent shipping data will be furnished by Commanding General, SOS, NATOUSA, in the forwarding indorsement to the Commanding General, Savannah Army Service Forces Depot, Savannah, Georgia.

6. In addition to indication of outside cubic measurements in feet and deadweight in pounds, all boxed records will carry markings as illustrated below on at least two sides:

R E S T R I C T E D

Cir #79
Hq Natoussa

"FROM

25th Medical Detachment (SPP), NATOUSSA
APO No. , U. S. Army

TO

Organization Branch, AGO
Savannah ASF Depot
Savannah, Georgia

Box No.3 of ____"

*(When shipments are contained in more than one box, each box will be numbered serially and the number of boxes in the shipment will be shown.)

By command of Lieutenant General DEVERS:

DAVID G. BARR,
Major General, GSC,
Chief of Staff.

OFFICIAL:


H. V. ROBERTS,
Colonel, AGD,
Adjutant General.

1 Incl:
Index Form. (on reverse hereof)

DISTRIBUTION:
"2"

3517

R E S T R I C T E D

Cir # 79
Hq NatoussaR E S T R I C T E D
I N D E X S H E E TSheet No 1
No Sheets 1

NATOUSSA

BOX NO. 3UNIT 25th Med Det (SPP)APO 6525

<u>TITLE OR DESCRIPTION</u> (Folders containing 201 records will be listed alphabetically with segregation of officer and enlisted file)	<u>DECIMAL CLASS FILE NUMBER</u> (Breakdown of General Class as prescribed under War Dept Decimal File System - 1943)	<u>VOLUME NO</u>	<u>INCLUSIVE DATES</u>	
			<u>From</u>	<u>To</u>
ADAMS, HOWARD P. (O)	201	--	24 Jan 44	1 May 44
FOWLER, FREDERICK W. (O)	201	--	15 Dec 43	15 May 44
JONES, GEORGE A. (O)	201	--	1 Feb 43	15 Jan 44
ACKER, William F. (Enl)	201	--	13 Mar 43	1 Jan 44
BECKER, Francis E. (Enl)	201	--	15 Sep 43	3 Feb 44
COLE, Edward J. (Enl)	201	--	4 Jul 43	1 Mar 44
DAVIS, John M. (Enl)	201	--	23 Jun 43	24 Feb 44
EVANS, Robert W. (Enl)	201	--	4 Apr 43	10 Jan 44
FORTIN, George T. (Enl)	201	--	5 May 43	10 Jan 44
JONES, John E. (Enl)	201	--	10 Aug 43	19 Feb 44
LANG, Thomas E. (Enl)	201	--	15 Sep 43	15 Jan 44
PRICE, Vincent (Enl)	201	--	25 Dec 43	29 May 44
ROBERTS, Robert (Enl)	201	--	1 Jan 44	25 May 44
EFFICIENCY REPORTS	201.61	I, II	19 Jan 43	12 May 44
PERSONAL REPORTS	201.62	I, II, III	19 Jan 43	1 May 44
PRIVILEGES AND WELFARE	230.6	I	8 Mar 43	1 May 44
ALLOWANCES OF OFFICERS	245.	I	19 Jan 43	12 May 44
ALLOWANCES OF ENLISTED MEN	246.	I, II	1 Feb 43	13 May 44

Inclosure #1

R E S T R I C T E D

Return to general
files.

HEADQUARTERS
ROME REGION
ALLIED CONTROL COMMISSION
A.P.O., 394

I July 1944

Subject: Archives in the Ministry of
Corporations .

To: The Chief Executive Officer
H.Q. A.C.C.) ?

1.- A report on the Archives of the Ministry of Corporations
and their clearance by the H.Q. of A.C.C. is attached herewith.

W.B. Baker

E. O.

T.H. Brooke, (Capt.) K.R.R.C.
Director of Archives, R.A.C. ??

A good report. I should like to know
who was responsible for the initial
carelessness & thoughtlessness.

I do not like the title C.E.O. 9302687-A.

Officer in Charge Archives ~~RE~~ N. DE A. Sub
Com Acc (or Rome Region) is the correct
title

W.B. Baker
Not 9 - correct in order

HEADQUARTERS
ROME REGION
ALLIED CONTROL COMMISSION
A.M.O. 394.

25 June 1944

To: whom it may concern.
From: Capt. T.H. Brooke, Director of Archives R.A.C.
Subject: Archives in the Ministry of Corporations.

As the result of the taking over of the former Ministry of Corporations for the H.Q. of A.C.C. and the necessity of a rapid clearance of its office accommodation drastic steps were taken, involving the crowding of the stairs and passages with an assortment of litter of all kinds and the piling up in confusion of a small mountain of paper in the central yard. At the same time gangs of Italian labour have removed files of documents from the building, and doubt has been expressed as to whether in the H.Q. of A.C.C. itself, the same care for Archives, which that organisation has often enforced, was in fact scrupulously maintained. I have prepared this report in order to summarize precisely what has occurred.

Nature of the Archives involved.

3015

The Archives of deposit (as opposed to current Archives) of the former Ministry of Corporations are intact, together with much earlier Archives inherited from its predecessors of the pre-fascist regime, in an extremely large and well equipped repository in the adjoining building, the Palazzo Rosa.

The current Archives were kept in the Ministry itself in a special "Archivio" (room 12 floors 1 and 2) and in the various offices and annexes. In September 1943 The most important were taken to the north (now believed to be at Bergamo) . The Ministry has in fact ceased to function since the July Coup d'Etat and its premises have been occupied by the Federazione Fascista. With the arrival of the

Allies this organisation left behind them a quantity of office Stationery, propaganda leaflets and miscellaneous rubbish, much of it in complete confusion; some charred remnants suggested that any papers of importance had been burned. When A.C.C. took over the building the material therefore comprised: -

- (1) A portion of the "current " Archives of the Ministry of Corporations,
- (2) Rubbish left by the Federazione Fascista.

Clearance of the building by A.C.C. Phase I.

A.C.C. found the building guarded by Carabinieri who had been placed there initially by " S " force to protect the documents and had subsequently come under the control of ~~4~~ G₂ (Col. Fischer) A.M.G. The Archivist of the Ministry, Giovanni Fiorentino, was available and it was at first proposed that under his direction the Archives should be removed ~~and~~ to safety and the rooms cleared with his co-operation. Clearance started on June 15th.

Unfortunately there was some misunderstanding and in order to speed up the work Fiorentino was dismissed and the principle was adopted of removing all papers indiscriminately, including the Archives. It was reported that Officers began to throw documents from the rooms ~~they~~ had selected into the corridor and these in turn were swept into ~~3~~ piles by Italian labour ready to be thrown out of the windows into the central courtyard as the easiest means of disposal.

Clearance of the building by A.C.C. Phase II.

This was the picture on the afternoon of June 16, when the state of affairs was first reported to me. Fortunately Col. Clough and Major Drage agreed that it ought to be stopped and gave permission for the work to be slowed down sufficiently for an attempt to salvage all Archival material. Orders were at once given implementing this decision and a large warning notice was posted by the main entrance. Not knowing at that time of the repository in the Palazzo Rosa, I arranged for temporary accommodation in the former Ministry of Popular Culture, immediately across the street. The transfer of documents began in the morning of

June 17th. A working party was formed under the charge of Sigr. Correggiano, a former Italian civil servant, and Major Gillette, on his arrival that afternoon, undertook the responsibility for the carrying out of the project. During the course of the day a considerable quantity of material, almost filling one room, was moved, and nothing further of importance was detected in the large heap of scrap in the courtyard. An official from the Archivio del Regno, Prof. Carelli, made an inspection with me in the afternoon and approved of what was being done.

Clearance of the building by A.C.C. Phase III.

On June 18th, Major Shove of the Real Estate Dept., after an interview with G.2 (Col. Fischer) A.M.G., to whom I had made a report, telephoned Major Gillette permission to re-employ the dismissed Archivist Fiorentino, who began work the following day.

Since that time everything has gone smoothly under Major Gillette's direction. Fiorentino's original plan to separate the Archives and remove them all to the repository in the Palazzo Rosa has been carried out, and the temporary accomodation in the Ministry of Popular Culture is no longer necessary. In addition a quantity of useful books and other non-Archival material has been saved.

Conclusions

1.- Almost no Archives have been lost. In the first hours of the clearance a few files (probably 10-20) found their way into the rubbish heap, but most of these were later saved.

2.- On the other hand the danger of A.C.C. itself creating something of a scandal was only narrowly averted. In this connection it is necessary to point out:-

(a) That in a widely circularised publication of A.C.C., the A.A.I. Adm. Instruction No 10 is reproduced forbidding expressly the " casual destruction or dispersal of written papers and books wherever found " and laying down as a principle for requisitioning premises that " In the case of repositories of documents,

the contents will be stored separately from the parts occupied.....".

(b) That under the Italian Penal Code (No 351) dispersal of the records of Public Ministries can be punished by 5 years imprisonment and, by a separate Act, that even documents not of permanent value may not be destroyed until they are 5 years old.

(c) that purely in the interests of the prosecution of the war an important principle was completely ignored on grounds of convenience. Advanced Intelligence had made careful arrangements for the protection of these specific Archives for exploitation by their Economic Section. G2, A.M.G. had taken over this responsibility from " S " force and as Archival adviser to A.M.G. I was in close touch with Col. Fischer (G2) . Furthermore two Air-Force Officers from the A.F. Sub-Commission of A.C.C., S-Leader Angles and Lt. Goar (with whom I was also in touch), working on a special mission from M.A.A.F., were vitally concerned with the safety of these Archives from the point of view of information relating to bomb damage. I can find no indication of an attempt on the part of those responsible for the clearance of the Ministry to give any consideration to these factors. The principle involved is a grave one.

3.- The incident emphasises once again the advantage of A.C.C. working closely with the Italian on the spot, when available, rather than treating a problem from the standpoint of normal military expediency.

T.H. Brooke

T.H. Brooke. (Capt. *3012* R.C.
Director of Archives, R. A. C.

ADJ MAIN

HEADQUARTERS SERVICES OF SUPPLY
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 750

21 June 1944

314.7 (SSDCS)

SUBJECT: Historical Records and Administrative History.

TO : See Distribution.

1. Reference is made to letter, this Headquarters, subject and file as above, dated 23 May 1944.

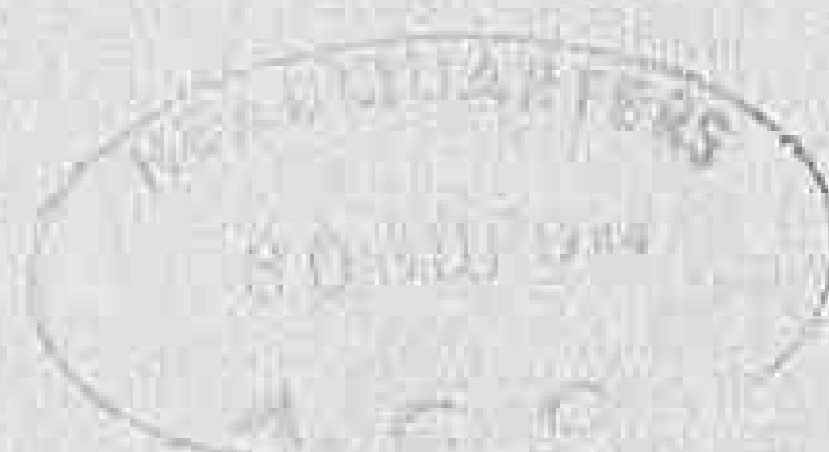
2. Attention is invited to paragraph 2 of reference letter wherein historical reports prepared and forwarded to this Headquarters will be submitted in triplicate on or before 30 June 1944. Subordinate units under the control of the Base Sections will forward historical reports to this Headquarters through the proper military channels.

By command of Major General LARKIN:

/s/ John M. Brown
JOHN M. BROWN
CWO, U. S. A.
Asst. Adjutant General

Reproduced, Hq. Peninsular Base Section,
APO 732, 28 June 1944 T.R.

DISTRIBUTION:
"A" and "H"



ACC-DIST
Exec. Offrs.
Hq. Comdt.
Adj. Rec.
Adj. Adv.

Adjutant	
Asst. Asst.	<i>M.F.</i>
Asst. Asst.	
Chief Clerk	

[BULL. 14]

BULLETIN
No. 14WAR DEPARTMENT.
WASHINGTON 25, D. C., 16 July 1943.

	Section
Act of Congress—Pay status of warrant officers—	I
Act of Congress—Appointments to United States Military Academy in case of	II
redistricting of congressional districts—	
Act of Congress—Settlement of claims for damage to or loss or destruction of	III
property or personal injury or death—	IV
Act of Congress—Disposal of certain records of the United States Government—	

I. Act of Congress—Pay status of warrant officers.—The following act of Congress (Public Law 114—78th Cong.) is published for the information and guidance of all concerned:

An Act To adjust the pay status of warrant officers temporarily commissioned in the Army of the United States.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That effective as of December 7, 1941, the joint resolution entitled "Joint resolution to authorize temporary appointments of officers in the Army of the United States", approved September 22, 1941, is amended by inserting after the second proviso a colon and the following: "Provided further, That no warrant officer temporarily appointed as a commissioned officer under the authority of this Act shall suffer any reduction in pay and allowances to which he was entitled at the time of such temporary appointment".

Sec. 2. No back pay or allowances shall be held to have accrued prior to December 7, 1941, by reason of the enactment of this Act.

Approved July 7, 1943.

II. Act of Congress—Appointments to United States Military Academy in case of redistricting of congressional districts.—The following act of Congress (Public Law 116—78th Cong.) is published for the information and guidance of all concerned:

An Act Relating to appointments to the United States Military Academy and the United States Naval Academy in the case of redistricting of congressional districts.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That cadets at the United States Military Academy and midshipmen at the United States Naval Academy, or nominees for appointment thereto, whose place of residence, by reason of redistricting the State concerned, falls in another congressional district, and who were appointed with respect to or nominated by the Representative of the former district, shall be charged to the Representative of the latter district as additional numbers but the number of cadets and midshipmen otherwise respectively allowed at such respective academies for the Representative of such latter district shall be temporarily increased by the number of such cadets or midshipmen, as the case may be, and by the number of such nominees who are appointed and qualify: *Provided,* That such temporary increase in numbers authorized herein for the Representative concerned shall be reduced accordingly as each cadet or midshipman, in attendance at either academy under an appointment from such former district is finally separated therefrom.

Approved July 7, 1943.

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See Par. 4

[BOLL. 14]

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III. Act of Congress—Settlement of claims for damage to or loss or destruction of property or personal injury or death.—The following act of Congress (Public Law 112—78th Cong.) is published for the information and guidance of all concerned:

An Act To provide for the settlement of claims for damage to or loss or destruction of property or personal injury or death caused by military personnel or civilian employees, or otherwise incident to activities, of the War Department or of the Army.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of War, and, subject to appeal to the Secretary of War, such other officer or officers as he may designate for such purposes and under such regulations as he may prescribe, are hereby authorized to consider, ascertain, adjust, determine, settle and pay in an amount not in excess of \$500, or in time of war not in excess of \$1,000, where accepted by the claimant in full satisfaction and final settlement, any claim against the United States arising on or after May 27, 1941, when such claim is substantiated in such manner as the Secretary of War may by regulation prescribe, for damage to or loss or destruction of property, real or personal, or for personal injury or death, caused by military personnel or civilian employees of the War Department or of the Army while acting within the scope of their employment, or otherwise incident to noncombat activities of the War Department or of the Army, including claims for damage to or loss or destruction, by criminal acts, of registered or insured mail while in the possession of the military authorities, claims for damage to or loss or destruction of personal property bailed to the Government and claims for damages to real property incident to the use and occupancy thereof, whether under a lease, express or implied, or otherwise: *Provided*, That the damage to or loss or destruction of property, or the personal injury or death, shall not have been caused in whole or in part by any negligence or wrongful act on the part of the claimant, his agent, or employee. No claim shall be settled under this Act unless presented in writing within one year after the accident or incident out of which such claim arises shall have occurred: *Provided*, That if such accident or incident occurs in time of war, or if war intervenes within one year after its occurrence, any claim may on good cause shown be presented within one year after peace is established. The amount allowed on account of personal injury or death shall be limited to reasonable medical, hospital, and burial expenses actually incurred, except that no payment shall be made to any claimant in reimbursement for medical or hospital services furnished at the expense of the United States nor, in the case of burial, of such portion of the expense thereof as may be otherwise paid by the United States. Any such settlement made by the Secretary of War, or his designee, under the authority of this Act and such regulations as he may prescribe hereunder, shall be final and conclusive for all purposes, notwithstanding any other provision of law to the contrary. The provisions of this Act shall not be applicable to claims arising in foreign countries or possessions thereof which are cognizable under the provisions of the Act of January 2, 1942 (55 Stat. 880; 31 U. S. C. 224d), as amended, or to claims for damage to or loss or destruction of property of military personnel or civilian employees of the War Department or of the Army, or for personal injury or death of such persons, if such damage, loss, destruction, injury, or death occurs incident to their service. The Secretary of War may report such claims as exceed \$500, or in time of war \$1,000, to Congress for its consideration.

Sec. 2. Such appropriations as may be required for the settlement of claims under the provisions of this Act are hereby authorized. Appropriations available to the War Department for the settlement of claims under the provisions of other laws shall be available for the settlement of claims of the same character under the provisions of this Act.

Sec. 3. That portion of section 1 of the Act of August 24, 1912 (37 Stat. 586), reading as follows: "*Provided*, That hereafter the Secretary of War is authorized to consider, ascertain, adjust, and determine the amounts due on all claims for damages to and loss of private property when the

amount of the claim does not exceed the sum of one thousand dollars, occasioned by heavy gun fire and target practice of troops, and for damages to vessels, wharves, and other private property, found to be due to maneuvers or other military operations for which the Government is responsible, and report the amounts so ascertained and determined to be due the claimants to Congress at each session thereof through the Treasury Department for payment as legal claims out of appropriations that may be made by Congress therefor," is hereby repealed.

SEC. 4. The Act of December 28, 1922 (42 Stat. 1066; 31 U. S. C. 215-217), shall hereafter be inapplicable to the War Department.

SEC. 5. Section 4 of the River and Harbor Act, approved June 25, 1910 (36 Stat. 670), as amended by the Act of June 5, 1929 (41 Stat. 1015; 33 U. S. C. 564), is hereby repealed.

SEC. 6. The Act of March 3, 1885 (23 Stat. 350), as amended by the Act of July 9, 1918 (40 Stat. 880), and by the Act of March 4, 1921 (41 Stat. 1426), is hereby amended by adding, after section 5, the following sections:

"SEC. 5a. Any authorization or direction in this Act to the Secretary of War, and any reference herein to a decision, declaration, or other action by the Secretary of War, shall include authorization or direction to, and action by, as the case may be, such other officer or officers as he may designate for such purposes, acting under such regulations as he may prescribe. Any settlement made by the Secretary of War, or his designee, under the authority of this Act, under such regulations as he may prescribe, shall be final and conclusive for all purposes, notwithstanding any other provisions of law to the contrary.

"SEC. 5b. The provisions of this Act shall be applicable also to civilian personnel and civilian employees of the War Department or of the Army, including such personnel and employees engaged on civil works."

SEC. 7. The Act of February 13, 1936 (49 Stat. 1138; 31 U. S. C. 224a), shall hereafter be inapplicable to acts of officers, enlisted men, and employees of the Army and officers, employees, or agents of the War Department.

Approved July 3, 1943.

IV. Act of Congress—Disposal of certain records of the United States Government.—The following act of Congress (Public Law 115—78th Cong.) is published for the information and guidance of all concerned:

An Act To provide for the disposal of certain records of the United States Government.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That when used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.

SEC. 2. The National Archives Council shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

SEC. 3. The head of each agency of the United States Government shall submit to the Archivist of the United States, in accordance with regulations promulgated as provided in section 2 of this Act (1) lists of any records in the custody of the agency that have been photographed or microphotographed

[Bull. 14]

4

in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government; (2) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government; and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

Sec. 4. The Archivist shall submit to Congress, at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of section 3 of this Act, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government: *Provided*, That the Archivist shall not submit to Congress lists or schedules of records of any existing agency of the Government in his legal custody without first having obtained the written consent of the head of such agency.

Sec. 5. Whenever the Archivist shall submit lists or schedules to Congress, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee to which all such lists or schedules shall be referred, and the joint committee shall examine such lists or schedules and submit to the Senate and House of Representatives, respectively, a report of such examination and its recommendations.

Sec. 6. If the joint committee reports that any of the records listed in a list or schedule referred to it do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government, the Archivist shall notify the head of the agency by which the list or schedule was submitted of the action of the joint committee and the head of such agency shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

Sec. 7. If the joint committee fails to make a report during any regular or special session of Congress on any list or schedule submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the head of the agency who submitted the list or schedule to cause the records listed therein to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

Sec. 8. Whenever it shall appear to the Archivist that any agency has in its custody, or is accumulating, records of the same form or character as any records of the same agency previously authorized by Congress to be disposed of, he may empower the head of such agency to dispose of such records, after they have been in existence a specified period of time, in accordance with regulations promulgated as provided in section 2 of this Act and without listing or scheduling them.

Sec. 9. Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorizations granted pursuant to the provisions of sections 6, 7, and 8 of this Act, until such claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon the written approval of the Comptroller General of the United States.

Sec. 10. Whenever the Archivist and the head of the agency that has custody of them shall jointly determine that any records in the custody of any agency of the United States Government are a continuing menace to human health or life or to property, the Archivist shall cause such menace to be eliminated immediately by whatever method he may deem necessary. If any

records in the custody of the Archivist are disposed of under this section, the Archivist shall report the disposal thereof to the agency from which they were transferred.

Sec. 11. At any time during the existence of a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, the head of any agency of the United States Government may authorize the destruction of any records in his legal custody situated in any military or naval establishment, ship, or other depository outside the territorial limits of continental United States (1) the retention of which would be prejudicial to the interests of the United States or (2) which occupy space urgently needed for military purposes and are, in his opinion, without sufficient administrative, legal, research, or other value to warrant their continued preservation: *Provided*, That within six months after the disposal of any such records, the official who directed the disposal thereof shall submit a written report thereon to the Archivist in which he shall describe the character of such records and state when and where the disposal thereof was accomplished.

Sec. 12. The Archivist shall transmit to Congress at the beginning of each regular session reports as to the records authorized for disposal under the provisions of section 7 of this Act and as to the records disposed of under the provisions of sections 9 and 10 of this Act.

Sec. 13. Photographs or microphotographs of any records made in compliance with regulations promulgated as provided in section 2 of this Act shall have the same force and effect as the originals thereof would have and shall be treated as originals for the purpose of their admissibility in evidence. Only certified or authenticated reproductions of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

Sec. 14. All moneys derived by agencies of the Government from the sale of records authorized for disposal under the provisions of this Act shall be paid into the Treasury of the United States unless otherwise required by existing law applicable to the agency.

Sec. 15. The procedures herein prescribed are exclusive and no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of this Act.

Sec. 16. The Act entitled "An Act to provide for the disposition of certain records of the United States Government", approved August 5, 1939 (53 Stat. 1219), the Act entitled "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes", approved September 24, 1940 (54 Stat. 958), and all other Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

Approved July 7, 1943.

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General

HEADQUARTERS ALLIED CONTROL COMMISSION
Office of the Secretary General
APO 394

AJC/arc

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 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

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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 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 reorganizations 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

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

On the reverse of the sheet.

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Secretary General

File
MR

HEADQUARTERS ALLIED CONTROL COMMISSION
APO 394

SG 314.8

13 May 1944

ARCHIVES MEETING, 29 APRIL 1944

Present: Brigadier Lush
Mr. Hilary Jenkinson
Major Doe
Major Hinkel
Major White
Major Heakes
Captain Brooke
Captain Hind-Smith
Captain Collins

Brigadier Lush asked Mr. Jenkinson to give a summary of the progress up to date and to make suggestions for the future. Mr. Jenkinson said that Captain Collins had been handling all the archives material so far received, and felt that he should say what impressions he had gained so far.

Captain Collins said that most of the files were from organizations now defunct; most of the Sub-Commissions visited up to date had practically nothing which they could release, as the files which they themselves had created were in current use. Captain Collins said that a number of files containing a miscellaneous assortment of circulars had been received from various sources, from which he was endeavoring to build up complete files of serially numbered documents. He felt that in the future recipients of such documents should not send them into the archives, but should destroy them themselves. The Sub-Commissions, etc., actually producing these serially numbered documents should be responsible for maintaining and eventually transmitting complete files to archives.

Another point had emerged from examination of the files sent in. There were a number of different file systems in operation, but this in itself was no disadvantage; in fact, Sections might feel resentful if archives interfered with a matter which they might reasonably regard as their own concern. For example, some files opened on a particular "sub-subject" were found to contain one document only; this could have been included in the existing "parent" file. On the other hand, some files became bulky and unwieldy, and it would have been an advantage if they had been split up. There seemed to be a tendency to draw up a file list and regard it as inflexible, whereas it was considered preferable that the list should conform to the actual work of an office instead of the work being compelled to run into channels laid down when the list was first drawn up.

Mr. Jenkinson agreed that it was very desirable that there should be uniform principles of filing irrespective of the actual file system in use.

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Mr. Jenkinson agreed that it was very desirable that there should be uniform principles of filing irrespective of the actual file system in use. From the outset, papers not of permanent value should be filed in such a way as to be readily separable by a junior clerk as a routine piece of work. It was essential, if archives were to be properly conducted, that files should be maintained and papers eliminated on the principle of forethought and not afterthought. It was realized that it was not possible to make elimination on these lines retrospective, but Mr. Jenkinson stressed the necessity for proceeding on these lines in the future. It should not be part of the archivist's normal duty to eliminate routine papers.

In connection with the elimination of documents, it might be necessary from time to time for the Committee to discuss with a representative of a Sub-Commission a list of documents which the Section did not propose to preserve. In this way a schedule for routine destruction of specified documents could be drawn up. The question would also need to be settled whether Sections themselves would destroy documents or send them to archives for this purpose.

Major White asked Mr. Jenkinson if he would formulate broad principles of elimination. Mr. Jenkinson said that these principles were the same as those of good filing for current office administration. The aim should be to ensure that it should be possible to reconstruct from the files the initiation of each fresh department of work, the ends it was intended to serve, the way in which it was organized, and its results up to date.

Archives would, however, be consulted by posterity for reasons having no connection with the reasons for which they were compiled. It was impossible to predict the angle of approach of future inquirers, and was normally useless to provide for it. Care should, however, be taken in condemning material of apparently no intrinsic value but which includes, for example, a large list of persons, or a report dealing with a wide variety of subjects, which it is reasonable to suppose may not exist in similar form elsewhere.

With regard to binding, Mr. Jenkinson said that he deprecated the boot-lace method, but strongly advocated the two-hole binder use on the short side of the paper. In this connection consideration should be given to standardizing the method of typing on the reverse side of a sheet of paper.

Brigadier Lush said that he appreciated the importance of the points raised and felt it highly desirable that they should be brought to the notice of a responsible officer in each sub-commission by means of one or two talks on the subject. Major White agreed and suggested that chief clerks should be included also.

Brigadier Lush asked Major White to give the talks, and asked the Secretary to arrange them. Major White will send to the Secretary a draft of the talks which he proposes to give. Mr. Jenkinson mentioned a final point; namely, the necessity for ensuring the satisfactory disposal of the documents of any sub-commission or other organization which ceases to have separate existence.

Brigadier Lush expressed warm appreciation of the help which Mr. Jenkinson had readily given in establishing the Archives during the period he had been with the Commission. It had been of very great value to have the benefit of the specialist knowledge and experience which Mr. Jenkinson had acquired in the course of his many years of work on the subject.



A. J. COLLINS
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AOC ARCHIVES

1. The following suggestions are made with the objects of simplifying files and of facilitating the work of Sections and of the Archivist. There is no desire to interfere in any way with the filing systems employed by the different offices; they have their own particular problems and each office is free to organize its filing system on the methods best suited to its own convenience. A few general principles should, however, be borne in mind.
2. A file is not merely a cover for holding papers; it is the record of a job or series of jobs. It should be as readily comprehensible as a book even to one unfamiliar with its content. It should be complete and at the same time free from redundant documents and odd scraps of paper.
3. Mechanical aids to filing are in short supply. In the interests of preservation, however, offices should take all steps possible to ensure that papers are tidily filed and firmly bound.
4. It will not be necessary to retain for the Archives all papers which accumulate. It is not, however, part of the Archivist's normal duties to purge files sent to him for custody, and elimination of papers should be made by the office concerned before the files are sent to the Archivist.
5. The work of elimination will be greatly simplified if offices will arrange in the future for their papers to be filed with this object in mind. For example, a file of any particular subject might conveniently consist of two or three parts; (a) papers which settle policy (b) action papers (c) unimportant routine papers. Category (a) would normally be sent intact to Archives, category (b) will generally need purging, and category (c) could probably be destroyed without further examination.
6. No papers will be destroyed without the sanction of the Advisory Committee. It is not intended that individual files shall be considered by the Committee, but it is proposed to decide from time to time, in consultation with offices in which the files originate, what classes of files or documents may be destroyed without further reference to the Committee.
7. It is realized that many offices are heavily pressed, and so far as concerns files which are actually ready for immediate transfer to the Archives, offices will not be required to carry out the foregoing procedure. If, however, they can find time to tidy up the files before sending them, this work will be greatly appreciated.
8. The Archivist will visit you at an early date to discuss arrangements for facilitating the handing over of files, and any relevant points upon which he may be able to give assistance.

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

HEADQUARTERS ALLIED CONTROL COMMISSION

AJC/af*

APO 394

Ref. SO 314.8

26 March 1944

MEMORANDUM TO: All Concerned.

ACC ARCHIVES

1. It has been decided to establish within the Commission an organization to collect, arrange and have custody of official documents and records of the Commission's work.

2. An advisory committee has been appointed under whose direction the archivist will work.

3. The purpose of the archives is not to make selection or summaries of documents because it is thought that they will be of interest in the future. Archives are a natural accumulation of the documents made and used in the course of day to day work. They voice no opinion; they are the written facts on a particular case and their value is governed by the extent and carefulness of their preservation. The original and main sources of archives are therefore the actual files accumulated and prepared by the different sections, sub-commissions, regions, etc., comprised within the Commission's organization.

4. It is appreciated that the greater part of the files which have grown up in the life of the Commission may still be in frequent use by the offices in which they originated. There is no desire that any section be pressed to relinquish custody of files which are still required for future reference.

5. At the same time plans need to be made for the receipt, cataloging, storage, and safe custody of such files as can be released by active organizations, and of the files of now defunct bodies such as AMG 15th Army Group.

6. It is hoped that the archives may be of real assistance in a number of ways: notably in enabling them to relieve pressure on their space by elimination of papers not of permanent value, and by taking over files which are seldom required for current work.

7. Files in the custody of the archivist will continue to be readily available whenever it is found necessary to consult them.

8. The administration of the archives is placed under the Secretary General, with whom all correspondence will be conducted. A representative from his office will visit you at an early date in order to discuss the disposal of material at present available.

M. S. Lush
M. S. LUSH,
Brigadier.

*Adopted and, Statutory
(Distribution by Secretary General)*

*h-p
m-p*

File

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M. S. Lush
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Brigadier,
Executive Commissioner.

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