

BAND III  
HISTORY OF THE INTERNATIONAL  
TRACING SERVICE  
1945-1951  
SECTION II  
(THUDICHUM)





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SECTION II

ORGANIZATION AND WORK

It had been foreseen that, after the disembarkment of the Allied Armies in Normandy in June 1944 - and their progress in Germany, enquiries would be received by the Supreme Commander, the enquirers seeking to discover the whereabouts of United Nations Displaced Persons and of relatives in Germany. It was the desire of the Supreme Commander that these requests be answered promptly insofar as conditions permitted. In order to reduce to some extent the number of these enquiries a postcard with a text printed in English, French and Dutch was distributed in the camps to the Displaced Persons, who were permitted to write one each.

It was further decided that the enquiries would be forwarded by SHAEP to the Army Group Commanders for distribution to the lower levels of command in the territory in which the enquiry was to be investigated. The replies would be returned to these Army Group Headquarters for despatch to the enquirer, with this recommendation that at all times priority should be given to enquiries regarding United Nations Displaced Persons.

Early in 1945 the SHAEP G-5 Displaced Persons Branch on the recommendation of Colonel Schottland (see pages 11 and 12) started a small Tracing Bureau. The method remained the same, but in the case of persons believed to be in Assembly Centres the enquiries were to be sent to the Officer-in-Command or to the UNRRA team director.

Varying results were obtained from this procedure. Sometimes the lower formations made every effort to comply with the requests, in others many months later enquiries were still pending.

On April 27th 1945 Brigadier H. Price-Williams Executive G-5 at SHAEP gave the following suggestions which might facilitate dealing with the requests:

- a) Local Military Government Detachment Commanders should use non-military personnel if available (such as Red Cross, UNRRA, etc.) to secure the information called for by the enquiry. If requests would become numerous, it might be useful, if feasible, to delegate to one person the responsibility for dealing with all enquiries.
- b) The German local authorities should be instructed to make the necessary records available to supply information required by the enquiry.

29. 11.08.1987

EXHIBIT II

DEFINITIONS AND TERMS

It had been proposed that, after the liberation of the Allied  
 States in Germany in late 1944 - and their progress in Germany, emphasis  
 was to be placed by the Supreme Commander, the emphasis would be  
 placed on the whereabouts of United Nations displaced persons and of relatives  
 in Germany. It was the desire of the Supreme Commander that these requests  
 be answered promptly through an official channel, in order to reduce  
 to some extent the number of those carrying a passport and a text printed  
 in English, French and Dutch was distributed in the hands of the displaced  
 persons, who were permitted to enter the zone.

It was further decided that the emphasis would be forwarded by  
 SHEFF to the Army Group Commander for distribution in the lower levels of  
 command in the territory in which the emphasis was to be investigated. The  
 replies would be returned to those Army Group Headquarters for inspection to  
 the emphasis, with this recommendation that at all times priority should  
 be given to emphasis regarding United Nations displaced persons.

Early in 1945 the Army Group Commander issued orders on the  
 recommendation of Colonel Johnston (see pages 11 and 12) started a small  
 Working Group. The method remained the same, but in the case of persons  
 believed to be in Assembly Centers the emphasis was to be sent to the  
 Officer-in-Charge or to the UNDP Area Director.  
 Working results were obtained from this procedure. Because the  
 Army Group was unable to comply with the requests, in other  
 ways results later emphasis were still pending.

On April 25th 1945 Brigadier H. J. G. Johnston Executive G-2 of  
 SHEFF gave the following suggestions which might facilitate dealing with  
 the requests:

- a) Local British Government Detachment Commanders should use  
 non-official channels if available (such as Red Cross, UNRRA,  
 etc.) to secure the information called for by the emphasis.  
 If requests would become numerous, it might be useful, if  
 possible, to delegate to the person the responsibility for  
 dealing with all emphasis.
- b) The German local authorities should be instructed to make  
 the necessary records available to supply information requested  
 by the emphasis.

- c) Replies should as far as possible contain answers to all specific questions in the enquiry. Additional significant information which might develop in the course of the enquiry, sometimes in the form of observations or impressions and which might be important to the enquirer should also be included.
- d) If unable to find the person, information secured from local records or persons would be useful in tracing.
- e) The wishes of the person sought regarding withholding of any information should be embodied in the reply to SHAEP/HQs so that they might be respected.

SHAEP would screen all such requests, so that those forwarded to the Army Group would be kept down to a minimum.

A fortnight later Brigadier General Micholson USA Chief of the Displaced Persons Branch SHAEP G-5, on the basis of discussions held between representatives of the DPs Branch and representatives of UNRRA, having obtained that UNRRA would assign personnel to the UNRRA Chief Liaison Officer, Mr. J. A. Edmison, attached to his Headquarters, suggested that the personnel of the Tracing Bureau should consist of a) the Head of the unit to be created, b) the UNRRA representative already handling communications, c) a secretary, d) two typists, i.e. all together five persons. He added that the clerical personnel would be particularly important if SHAEP had to keep up-to-date information obtained from the field, nominal rolls and other data which might be required. In the last week of May 1945 UNRRA set up its Tracing Bureau at SHAEP. If the denominations of the designated employees were not the same, the task to be done and which has been described in detail in the order given by UNRRA - see page 14 - remained in the planned frame.

To facilitate dealing with the enquiries, two forms were drawn up:

a) the Records of Disposition of enquiries on DPs which was provided as a convenience to Army Group Headquarters in keeping a record of enquiries received, sent out to Armies and receipt of reports. It might be found similarly useful to Army Headquarters in routing enquiries. A supply of this form was sent to the Army Group Headquarters for the attention of the Military Governments.

b) the Letterform enquiry concerning DPs in Germany to be used instead of individual letters for forwarding enquiries to Army Group Headquarters. The letterform was in two parts: "Enquiries" which was to be filled in by the Tracing Bureau to provide the details concerning the person sought and the information required, and "Report" was for the use of the person making the enquiry in reporting his findings. It was forwarded by SHAEP Tracing Bureau to the Army Group Headquarters in triplicate. The two first lines of the "Report" were filled in by the Army Group HQ and the enquiry then forwarded through channels, keeping one copy in the Army

- a) Letters should be for an available contact number to all agencies... Additional significant information which might develop in the course of the enquiry... in the form of observations or impressions and which might be important to the enquiry should also be included.
- b) It might be that the person, information received from local records or persons would be useful in tracing.
- c) The status of the person sought regarding citizenship of any information should be included in the reply to SHAW as far as may be possible.

SHAW would cover all such requests, as that those forwarded to

the Army Group would be kept down to a minimum.

A fortnight later Brigadier General Malcolm HM Chief of the Disposed Persons Branch SHAW D-5, on the basis of discussions held between representatives of the DP Branch and representatives of SHAW, having advised that SHAW would send personnel to the SHAW Chief Station Ottawa, N.J. A. Graham, attached to his Headquarters, suggested that the personnel of the Travel Bureau should consist of a) the staff of the unit to be created, b) the SHAW representative already handling communications, c) a secretary, d) two typists, i.e. all together five persons. He added that the official personnel would be particularly important if SHAW had to send up-to-date information obtained from the field, contact lists and other data which might be required. In the last week of May 1945 SHAW was to the Travel Bureau at SHAW. If the formation of the proposed employees were not the same, the task to be done and which has been described in detail in the order given by SHAW - see page 14 - remains in the planned form.

To facilitate dealing with the enquiries, two forms were drawn up:

- a) The Records of Disposition of enquiries on which was provided as a memorandum to Army Group Headquarters in keeping a record of enquiries received, sent out to local and remote of reports. It might be found advisable to send to Army Group Headquarters in writing enquiries.
  - b) The letters enquiry concerning DP in Germany to be used instead of individual letters for forwarding enquiries to Army Group Headquarters.
- The letterform was in two parts: "Enquiries" which was to be filled in by the Travel Bureau to provide the details concerning the person sought and the information required, and "Report" was for the use of the person making the enquiry in reporting his findings. It was forwarded by SHAW Travel Bureau to Army Group Headquarters in duplicate. The two first lists of "Enquiries" were filled in by the Army Group HQ and the reports then forwarded through channels, keeping one copy in the file.

Group files, the two others being sent forward. The official making the report had to send one copy back to the Army Group HQ and retain one copy for the field. The copy returned to the Army Group HQ was to be sent on to SHAEF Tracing Bureau.

At the end of June 1945 the average daily intake of enquiries in the Tracing Unit which was previously 50 per day, jumped to 175 per day and there were indications that this last figure might expand greatly. By continuous overtime work the Unit had cut down the backlog of enquiries from 350 as of June 1st, to 150. But since reaching Frankfurt - June 28th - its backlog had gone up to somewhere between 1200 and 1500 enquiries which it had not been able to deal with.

In addition to the enquiry service in the Unit, the personnel was now committed to processing Nominal Rolls from Concentration Camps. No special staff had been provided either from military or UNRRA sources, for alphabetizing and stenciling these Rolls. It was slow work because of the condition in which the copy was received and because of the difficulty in typing accurately foreign names.

Just before leaving Versailles arrangements had been completed with the British Red Cross to process 35,000 or 40,000 names of rolls which it had been impossible to do anything about, the French P.D.R. (Prisonniers, Deportees, Refugies) took the accumulation of French Rolls to process, and both of these organisations had agreed to furnish the Tracing Unit with 30 copies for its distribution.

When the Tracing Unit arrived in Frankfurt, headed by Miss de la Pole, it had no nominal rolls because of the foregoing arrangement, but at the end of June one and onehalf file cabinet drawers were filled with nominal rolls coming in. Miss de la Pole had to ask for her staff of 5 employees to be increased by 16 to 21.

Arrangements were then also made by her with the Chief Russian Liaison Officer to forward enquiries on individual persons known to be located in the Russian zone through the proper channels to Moscow.

It is recalled here, that at this moment, i.e. the beginning of July, with the winding up of the Supreme Headquarters Allied Expeditionary Forces (SHAEF) the Tracing Unit became a section of the Combined Displaced Persons Executive (CDPX) c/o G-5 Division, USFET.

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Group files, the two copies being sent forward. The original  
copying the report and to send one copy back to the Army Group  
by the return and copy for the field. The copy returned to  
the Army Group is to be sent on to G-2, Training Division.

At the end of 1944 the average daily intake of cigarettes in  
the Training Unit which was previously 50 per day, jumped to 175 per day and  
there were indications that this rate might even exceed 200. It continues  
over the year the Unit has not done the history of cigarettes from 1940 to 1944  
was 120,000, but since reaching 175 per day - Jan 1945 - the history has  
gone up to somewhere between 1800 and 1900 cigarettes which is not too far  
from the goal.

In addition to the supply service in the field, the personnel was  
now committed to processing medical files from the American Group. No special  
staff had been provided either from military or from sources, for alphabetizing  
and stenotyping these files. It was also very because of the condition in which  
the copy was received and because of the difficulty in typing accurately foreign  
names.

Just before leaving Yonkers various arrangements had been completed  
with the British Red Cross to process 25,000 or 30,000 names of relief which  
it had been impossible to do anything about, the French R.C.S. (Prisoners),  
Japanese, Belgians) took the responsibility of French files to process, and  
both of these organizations had agreed to transfer the Training Unit with 50  
copies for its distribution.

From the Training Unit arrived in Frankfurt, headed by Miss de la Fole,  
it had no medical files because of the foregoing arrangement, but at the end  
of June one and one-half file cabinet drawers were filled with medical files  
coming in. Miss de la Fole had to ask for her staff of 5 employees to be  
increased by 10 to 15.

Arrangements were then made by her with the Chief Nurse  
District Officer to forward cigarettes on individual persons known to be located  
in the Russian zone through the proper channels to Moscow.  
It is recalled here, that at this moment, i.e. the beginning of  
July, with the setting up of the Supreme Headquarters Allied Expeditionary  
Force (SHAEF) the Training Unit became a section of the Combined Displaced  
Persons Executive (CDPE) of a G-2 Division, SHAEF.

On July 15th the total of enquiries received numbered 5,000; it was known that, apart from these, 2,000 were in the hands of the British Red Cross Society in Brussels, and more in London and an unspecified number in Washington official departments.

The small UNRRA staff under Miss de la Pole rose to nine, but remained still unable to catch up with the work and it had been impossible to analyse the total cases dealt with, either quantitatively or qualitatively. From a cursory inspection it had appeared that a very high proportion of the enquiries referred to persons known to have been in concentration camps etc. after liberation, usually through messages sent home by Allied soldiers who were approached by the Displaced Persons, or through lists made by chaplains, Red Cross workers, etc. and sent back to their own organisations.

The 21st Army Group in the British Zone, however, had been quite unable to cope with the enquiries which had reached them from SHAEF, even to the extent of passing them on to lower formations, and Major Eyre Carter of the Foreign Office Relief Department (UNRRA) attached to Lt. Col. C. I. Schottland at CDPX arranged that Major Brimbois, Belgian Liaison Chief should take over all enquiries outstanding or to be received at 21st Army Group and should use the 71 British Red Cross teams and any UNRRA teams to deal with the enquiries locally, using Military Government help where necessary. Major Brimbois should also collect DP 2 record cards for all Displaced Persons being in the British Zone, even though half of them or more would be repatriated very early, and hold them until the Central Records Officer could deal with them. Meanwhile they could be used a) to locate some of the persons enquired for, b) to provide the Army with information about potential labour skills and, c) to help in re-uniting two members of a same family who had been separated but both in the British Zone.

As said earlier Col. J. S. Bowring was appointed Chief of the British Zone Search Bureau so organised.

The machinery hitherto used by Miss de la Pole had been the best possible under the circumstances. From the nature of the case, however, it had produced fewer results than could have been hoped for since, as the 21st

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On 10th July the total of registered vehicles numbered 2,000; it was found that, apart from those, 1,000 were in the hands of the British Red Cross Society in Palestine, and were in London and an unspecified number in Washington official departments.

The main difficulty about this matter is that there is no record of the vehicles which are to be sent up with the tank and it has been impossible to ascertain the total number which will be sent quantitatively or qualitatively from a survey inspection it has appeared that a very high proportion of the vehicles referred to herein have in fact been in commercial usage since their liberation, namely through messages sent down by Allied soldiers who were transported by the Red Cross Society, or through loans made by the British Red Cross Society, etc. and sent back to their own organizations.

The first step in the British zone, however, has been quite simple in scope with the registration which had been done there since the extent of parking them on to lower formations, and Major Eric Carter of the Foreign Office British Department (FOBM) attached to Lt. Col. G.I. Robinson as FOBM suggested that after the British zone should be covered over all activities outstanding or to be received at that time and should be the VI British Red Cross zone and any other zone to deal with the vehicles locally, with Military Government help where necessary, Major Robinson should also collect up a record card for all registered vehicles being in the British zone, even though half of them or more would be registered very early, and held there until the Central Records Office could deal with them. Meanwhile they could be used a) to locate some of the present surplus for b) to provide the Army with information about potential labour skills and c) to help in re-training the members of a new locality who had been captured but sent to the British zone.

As such earlier Col. A. J. Bowring was appointed Chief of the British Zone Search Group so organized.

The necessary information used by him in this has been the last possible under the circumstances. From the nature of the case, however, it has proved that results that would have been hoped for since, as the first

Army Group had shown, SHAEF G-5 had not in practice been able to insist on action by lower formations.

And now that the three zones, after the winding up of SHAEF, had become largely autonomous, this was even more true. Furthermore, the work on the ground had devolved on personnel who had other, and to them, more important, duties.

It was the opinion of Major Eyre Carter that the system in practice should continue until a better machine would be ready to take its place. Mies de la Pole's staff should be further strengthened as necessary to keep pace with the inflow. Experience with the new set-up in the British Zone would show whether that would be the last long term procedure in that area. In the US and French Zones there should be a gradual change over from the existing channels along which enquiries were routed, to a more permanent machinery to be set up.

A Report written by Major Eyre Carter on 12th July 1945 based on the assumption that UNRRA would shortly undertake the task of keeping all necessary records of Displaced Persons in Germany and dealing with enquiries relating thereto, contained the following data and proposals:

"1. The Area covered is the British, American and French Zones of Germany. Questions affecting Russian Zone must be deferred. A separate, though possibly similar scheme may be suggested later for Austria.

2. The Task is to provide the answers to questions of three kinds:

- a) the authorities responsible for the repatriation or resettlement of those displaced persons who are not immediately repatriable in the ordinary way the "hard core" - will need certain particulars about each individual for purposes of his maintenance while still in an Assembly Centre and of determining his ultimate disposal.
- b) A large number of enquiries is on the way from relatives who have lost touch with persons displaced into Germany, and many families separated inside Germany are seeking to be reunited. The problem is to locate each individual - Tracing.

The first attempt to trace an individual should always be made through the National Tracing Bureau of his own country. The Central Records Office will only institute enquiries after the case has been cleared through the appropriate National Tracing Bureau.

- c) The Allied Governments will be faced with claims by their repatriates (or their widows, etc.) either for compensation, etc. to be secured from German authorities, if that policy is decided on, or for benefits etc. available under domestic legislation. The Allied Governments will, in certain cases, require particulars, available only in German records, to check statement of claims - Verification.

any group but that, since 1945, it has not in practice been able to function as a body for law enforcement.

And how long the three cases, after the winding up of the Reich, had become largely autonomous, this was even more true. Furthermore, the work on the ground had devolved on personnel who had other, and to some, more important, duties.

It was the opinion of Major John Gifford that the system in question should continue until a better machine would be ready to take its place. Also as in the staff should be further strengthened as necessary to keep pace with the British Department with the law set-up in the British zone would show whether that would be the best way forward in that area. In the US and French zones there should be a gradual change over from the existing elements along which enquiries were made, to a more permanent machinery to be set up.

A report written by Major John Gifford on 12th July 1945 based on the assumption that WEMA would shortly undertake the task of keeping all necessary records of displaced persons in Germany and dealing with enquiries relating thereto, contained the following data and proposals:

2. The task is to provide the answers to questions of three kinds:

a) The authorities responsible for the registration or identification of those displaced persons who are not immediately recognizable in the ordinary way the "front zone" - will need certain information about each individual for purposes of his identification while still in an Assembly Centre and of determining his ultimate destination.

b) A large number of enquiries is on the way from relatives who have lost touch with persons displaced into Germany, and many facilities separated inside Germany are seeking to be reunited. The problem is to locate each individual - if possible.

The first attempt to trace an individual should always be made through the National Training Bureau of his own country. The Central Records Office will handle enquiries after the first one has been cleared through the appropriate National Training Bureau.

c) The Allied Governments will be faced with claims by their repatriates (or their allies, etc.) either for compensation, etc. to be claimed from German authorities, if that policy is decided on, or for benefits etc. available under domestic legislation. The Allied Governments will, in certain cases, require particulars available only in German records, to check statements of claims -

"3. Who are to be recorded. The following categories will be dealt with by the services shown

Maintenance & Disposal: Tracing.

- a. Displaced persons remaining in the Assembly Centres after the main flood of repatriation has ceased - i.e. the "Hard core", at present estimated at 500,000. A census of these will be taken on DF2 Registration Record cards, with supplementary particulars needed for planning resettlement where repatriation is impossible. To these should be added displaced persons who are being employed by or are otherwise under the care of Allied military authorities.
- b. There is a very large number of displaced persons who have remained at their work under German employers or are living by their own resources. Until they place themselves under Allied care they cannot be registered, unless a census is taken of all residents in Germany, combined with a revival of the melde system by which all individual moves from one place to another were reported to the police. Many of these, if enquired for by the relatives, can be traced through local Labour Exchange records.

Tracing: Verification.

- c. It is of great importance to have a definite record of those displaced persons who died in Germany, supported if possible by legally recognised certificates. In the case of industrial and agricultural workers, these records exist in the offices of local Registrars (Standesbeamte) Police and Labour Exchanges (Arbeitsamt) in each Stadt-Kreis and Land-Kreis. As to deaths in concentration camps, the War Crimes Commission is accumulating records, many of which are surprisingly detailed, though certainly there were unrecorded mass executions.
- d. Displaced persons whose names are not found in records of death, but are known to have been at some time in Germany may become the subject of enquiry, either because they have not returned home and their relatives are seeking them, or because (though they have been repatriated) their Governments need some knowledge about them which is only obtainable from German sources. The principal records of their employment in and movements about Germany exist in the Police and Labour Exchange records.

(i) The police records are duplicated in the local (Stadt and Landkreis) offices and in a central police office in Berlin.

(ii) The Labour Exchange records were at three levels - the Kreis, the Gauarbeitsamt, and a central office believed to have been evacuated from Berlin to Rehbruske bei Potsdam Dutchgangslager.

(iii) In addition, many of these workers were recorded in connection with health insurance, savings bank, and taxation. These records may be useful to fill gaps in the other records caused by bombing etc.

It is impossible to estimate at present the number of enquiries that will be received for this category, but it cannot be more than a small percentage of the total number of non-German persons who were in Germany at one time or another.

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The following categories will be  
classified as follows:

1. A list of persons appearing in the Assembly Center after  
the date of registration has been - i.e., the  
"Red Book", as present estimated at 200,000. A copy of  
this will be taken on the registration board cards with  
sufficiently pertinent notes for identifying registration  
where registration is impossible. It shall be these  
designated persons who are being sought by the other-  
wise under the name of listed military organizations.

2. There is a very large number of displaced persons who have  
remained in their own homes since leaving Japan or the  
by their own resources, but they have been  
Allied area they cannot be registered, unless a formal  
order of all persons in the area, contained in a  
of the registration by which all individuals move from one  
place to another was reported to the police. In  
cases, it required for by the registers, can be traced  
through local labor exchange records.

3. It is of great importance to have a definite record of those  
displaced persons who did not return, especially if possible  
by legally recognized certificates, in the case of industrial  
and agricultural workers, those persons listed in the  
of local registers (Governmental) Japan and  
Registers (Industrial) in each district and  
As to details in connection with the for the  
also in accumulating records, way of which was  
detailed, though certainly there were unrecorded cases  
exists.

4. Displaced persons whose names are not found in records of  
birth, but are known to have been at some time in Japan  
may possess the evidence of capacity, either because they have  
not returned here and their relatives are seeking them  
or because (though they have been registered) their  
Government was not notified about their return in only  
available from German records. The principal records of  
their registration in the movement about Germany exist in  
the files and labor exchange records.

(A) The police records are kept in the local (Red)  
and (Industrial) Office and in a central police office in  
Berlin.

(B) The labor exchange records were at three levels -  
the local, the regional, and a central office believed  
to have been forwarded from Berlin to Japanese and  
German headquarters.

(C) In addition, many of these workers were recorded in  
connection with health insurance, savings bank, and similar  
These records may be useful to fill gaps in the other  
records caused by missing etc.

It is impossible to estimate at present the number of  
categories that will be recorded for this category, but it  
cannot be more than a small percentage of the total number  
of non-German persons who were in Germany at any time in  
another.

"Maintenance & Disposal: Tracing.

- e. A certain number of displaced persons are being sent out of Germany for temporary domicile and neutral or Allied countries, pending ultimate repatriation or resettlement.

Tracing: Verification

- f. A large number of men, who from the point of view of nationality etc. are or have been "displaced persons" were enrolled in the Germany army labour battalions. It is understood that about 1,000,000 names of these have been discovered in centralised Wehrmacht records.

4. Main Records to be kept at Central Records Office.

- a. The Basic Record proposed would be on DP2 registration cards. The first target would be something over one million cards, made up as follows:

- (i) Half a million Assembly Centre residents, plus displaced persons discovered outside Assembly Centres. These would be made out in the Assembly Centres and in duplicate, one copy accompanying the individual and the other being sent to the Central Records Office.

- (ii) Half a million recorded deaths.

- (iii) Enquiries from relatives and/or Governments. (An enquiry card must be made out in the Central Records as soon as the enquiry comes in, whether or not the answer is in the central record). It is a cardinal principle of the system of tracing which was agreed by the Governments represented on the Standing Technical Sub-Committee for Displaced Persons, that all enquiries should be first cleared through the appropriate National Tracing Bureau. Experience alone will tell what proportion of enquiries cannot definitely be answered by those Bureaux without reference to the Central Records Office. It is one of the duties of the Deputy Chief Registrar to promote the efficiency of National Tracing Bureaux by frequent visits and by offering suggestions and help.

- (iv) A personal file for each individual about whom there is separate correspondence, i.e. a large proportion of those in (i) and (iii).

- b. A Machine Record, on Watson Business Machines would be made of all the Assembly Centre cards. Particulars of categories for resettlement could thus be tabulated and analysed in a variety of ways, at short notice, in order to give the authorities who may be dealing with resettlement whatever statistical information they may need from time to time.

- c. Records of Death The circumstances of death can be very easily ascertained, from the German records described in paragraph 3 c above, and are of such importance that they should be kept in the Central Records Office. In many, if not in most cases it will be impossible or at least undesirable to move the German records bodily, and even if this were not the case, they are in such a variety of cards, books, etc., that they would have to be copied on standard cards - either the DP2 of one of the same size. The simplest method would be to take microfilm copies and enter of print the cards from these. Failing this, extracts could be typed on DP2 cards.

Proposed by the Government  
A certain number of displaced persons are being sent to Germany for temporary housing and training in allied countries, pending ultimate repatriation or resettlement.

Proposed by the Government  
A large number of men, who from the point of view of nationality are, and or have been, displaced persons, were enrolled in the German Army before 1945. It is estimated that about 1,000,000 cases of these have been discovered in Germany since the war.

4. This Board is to have as its main function:

(a) To advise the Government on all matters relating to the displaced persons problem, and to report thereon to the Government as often as the Board may deem it necessary.

(b) To advise the Government on all matters relating to the displaced persons problem, and to report thereon to the Government as often as the Board may deem it necessary.

(c) To advise the Government on all matters relating to the displaced persons problem, and to report thereon to the Government as often as the Board may deem it necessary.

(d) To advise the Government on all matters relating to the displaced persons problem, and to report thereon to the Government as often as the Board may deem it necessary.

(e) To advise the Government on all matters relating to the displaced persons problem, and to report thereon to the Government as often as the Board may deem it necessary.

5. The Board shall have as its main function:  
To advise the Government on all matters relating to the displaced persons problem, and to report thereon to the Government as often as the Board may deem it necessary.

6. The Board shall have as its main function:  
To advise the Government on all matters relating to the displaced persons problem, and to report thereon to the Government as often as the Board may deem it necessary.

"5. Alternative Methods of Using German Records.

a. Central Police, Ministry of Labour and Army (labour battalion) Records. If these are found intact and reasonably complete, which at the moment of writing this report appears very improbable, the Central Records Office should have possession of them.

Advantages

Taken together, the three would provide an index showing the name and movements of every person who had been at any time during the war displaced into Germany. At least ninety percent of tracing and verification enquiries could then be answered in the Central Records Office with a minimum of clerical labour. There would be no risk of delay or confusion as must occur in transmitting enquiries to local offices.

b. Regional Ministry of Labour Records. If the central record is not found, the regional records could be collected in the Central Records Office. (There are no regional police records showing individual names).

Advantages: as in a.

Disadvantages: There are over 40 regional Labour offices; many of which have probably been bombed; a considerable number are, of course, in the Russian Zone. Even if complete, these records will not give names of non-worker displaced persons - children, old people, etc.

c. Local (Stadtkreis and Landkreis) Police and Labour Exchange Records. These are distributed in about 1,000 places, many of which are in the Russian Zone. A number will have been destroyed by bombing, but these gaps may be partially filled by other records such as those of health insurance, workers' savings banks, taxes paid by workers etc.

These local records will have to be used if, as is probable, the central and regional records are non-existent or incomplete. There are three possibilities:

(i) Transfer all such local records to the Central Records Office, staffed by UNRRA personnel.

Advantages: As in a quick solution of almost all enquiries. The UNRRA supervisory staff would be able to ensure that the records are exhaustively and conscientiously searched.

Disadvantages: Owing to the large number and variety in type of these records, a very large clerical staff would be required. It would be necessary to assemble the records of over 10 million displaced persons in order to deal with enquiries which may refer to more than a small percentage of that figure.

(ii) It might be possible to economise UNRRA personnel either by using German prisoner of war clerical personnel (which is understood to have replaced French personnel in the U.S. Prisoners of War Record Office in Paris), or by ordering the German authorities to set up and staff a central office to be attached to and supervised by the Central Records Office.

(iii) Alternatively, all local records not physically needed by any Allied authority could be "frozen", and the Central Records Office could send direct to the appropriate German official a demand for information about a particular individual. To ensure prompt and conscientious

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Administrative Methods of Labor Records

a. Central Office - The Central Office should have possession of those records which at the present time are in the possession of the various regional offices. It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

Advantages - These records would provide an index showing the date and amount of every record and would be very valuable in the event of a search. It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

b. Regional Offices - In the regional offices, the records should be collected in the Central Office. There are no regional offices showing individual records.

Advantages - In a... Disadvantages - There are over 50 regional labor offices, many of which have records. It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

c. Local (Statewide and National) Offices - These records are distributed in the various regional offices. It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

These local records will have to be sent to the Central Office and regional records are non-existent or incomplete. There are three possibilities:

(1) Transfer all local records to the Central Office, staffed by IRRSA personnel.

Advantages - As in a... Disadvantages - It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

Disadvantages - It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

(ii) It might be possible to establish IRRSA personnel in the various regional offices. It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

(iii) Alternatively, all local records not handled by any other authority could be "frozen" and the Central Office could send direct to the appropriate Government officials a demand for information about a particular individual. It is suggested that the Central Office should have possession of those records which at the present time are in the possession of the various regional offices.

"fulfilment of the demands, and to make particularly important enquiries, the Central Records Office should have a number of travelling inspectors.

Recommendations and Organisation.

- a. On balance, the method described in the immediately preceding sub-paragraph 5 c (iii) appears the best. This is the conclusion reached at a conference presided over by General Mickelsen and attended by representatives of Combined DFC (late SHAEF), the U.S. Group Control Council, the French Section, Control Commission (the British representative was invited but did not arrive) the I.C.C., and myself on behalf of UNRRA.
- b. It was further decided that during the period in which Combined DFC is responsible for enquiries and records - i.e. until UNRRA takes over - all enquiries must be passed to the three western zone commanders, who would decide what machinery to use for tracing the persons sought. Combined DFC will, however, recommend that zone commanders should use the Allied military liaison officers for this task. It will clearly be necessary for them to be coordinated through UNRRA, and Combined DFC agree. This means that UNRRA must have representatives particularly concerned with records and tracing not only at each zone headquarters, but also attached to, or at least able to travel round.
- c. The conference agreed that UNRRA should immediately start to handle the work and should take over progressively more of it as UNRRA personnel are made available. The formal transfer of responsibility for records and tracing will be handed over to UNRRA just as soon as Combined DFC are satisfied that we can discharge it satisfactorily, without waiting for October 1st or whatever date it is that UNRRA assumes responsibility for displaced persons' work generally.
- d. General Mickelsen accepted my point that we could not accept this responsibility unless and until we were fully assured that we should receive all the necessary supplies and facilities for which we shall continue to depend on the military authorities. We must be careful not only to write our needs into any agreement that is made with the three zone commanders, but also to see that these are implemented by specific orders to all military departments and formations concerned; otherwise we shall be frustrated, as we have been in the past, by failure on the part of subordinate military branch to implement the general agreement reached at the top level.
- e. Although every effort will be made to have a uniform system throughout the three zones, these are, from the military point of view, largely autonomous. For this reason it will be necessary to maintain a small office in each zone which will handle any necessary modifications in the general scheme, and will direct the work of the travelling inspectors. The zone office will also have to negotiate the allocations of executive responsibility to the Allied military liaison officers who, as stated above, will be working with and for the Central Records Office machine, even though they are not part of it or employed by UNRRA. For this and other matters, the zone office may have to be supplemented by subsidiary offices at lower military government levels (the Regierungs-Bezirk of the Kreis



The Report gave an estimate of personnel required reaching 321. It emphasised that this should be regarded as a first instalment. The questions to measure the volume of enquiries and other work with which it would have to cope and to decide whether this decentralised method would give effective service, should be resolved only after practical experience had been gained of the working of the proposed system.

Lieut. Col. C. I. Schottland, Chief of the Processing Centre planned the work to be done both by the Central Records Office and the Central Tracing Bureau, subsequent to a meeting held on 11th July 1945 by representatives of CDPX, US Group C. C., UNRRA and IGCR, as follows:

a) by Major Heller and Major Eyre Carter:

Check on all records that were available in Germany and develop list for the Central Records Office.

b) by Major Eyre Carter:

1. Visit all National Tracing Bureaux, International Red Cross and other organization to determine what records were available and make arrangements for their use. Arrange procedure to be followed between Central Records Office and these organizations.
2. Arrange for UNRRA staff to be made available for Central Records Branch.

c) by Major Heller:

1. Organise filing, sorting and disposition of DP2 cards with particular reference to deaths and new registrations of stateless and non-repatriables and nominal rolls.
2. organise searching for records in field and collection of copies where desirable.
3. prepare directive to field on sealing records in place.
4. Work out staff arrangements, including Allied Liaison Officers to this task.

d) by Miss de la Pole:

1. continue development of Card Index based on enquiries handled and arrange with Central Records Office to card death records and other useful records.
2. prepare directives and instructions to field, plan field visits to the three zones to aid in the establishment of enquiry procedure.
3. work out with Allied Liaison Officers their use in connection with enquiries.
4. make arrangements for space for housing Central Tracing Bureau.
5. discuss with Chief Processing Centre Section assignment of an officer to the Central Tracing Bureau during the period of military responsibility.

The report was an outline of personnel required including 101.  
It suggested that this should be regarded as a first instance. The question  
is whether the volume of enquiries and other work with which it would have  
to cope will be such as to justify this organizational work. The alternative  
would be to provide only after practical experience has been gained  
of the working of the proposed system.

Mr. J. H. G. ... of the Treasury Centre ...

the work to be done both by the Central Council Office and the Central

Executive Board, subsequent to a meeting held on 11th July 1965 by representatives  
of the ...

a) by Major ...

Check on all records held with ... in ... and ...  
List for the Central Council Office.

b) by Major ...

1. Visit all National Training ...  
and other organizations ...  
and make arrangements for ...  
followed between ...  
2. Arrange for ...  
...

c) by Major ...

1. Organize ...  
particular reference to ...  
less and non-...  
2. Organize ...  
copies where ...  
3. Prepare ...  
4. Work out ...  
...

d) by Major ...

1. Continue development of ...  
and arrange with ...  
and other ...  
2. Prepare ...  
visits to the ...  
daily ...  
3. Work out with ...  
with ...  
4. Make arrangements for ...  
5. Discuss with ...  
an officer to the ...  
of military responsibility.

e) by Lieut. Col. Schottland:

Coordinate personnel requirements and resources and division of responsibilities between CDFX, UERRA, US Group CC and Control Commission British Element.

When Miss de la Pole arrived in Hoechst near Frankfurt on 3rd August 1945 she described as follows the true situation of the Central Tracing Bureau.

To work with, she had 13 full time staff members; inadequate space allotment in two locations with no telephone connection; inadequate office equipment. The work to be done, from an inventory made of unfinished business already in hand comprised interalia 3500 enquiries, 24,000 index cards to be made, 6500 death reports to be made, mimeographing nominal rolls of immediate value containing 10,500 names, etc.

After having shown what the unit was able to do with its present staff and equipment Miss de la Pole concluded:

"We are in a position at the present moment unquestionably to have our leadership accepted by groups within Germany and outside of Germany if we put ourselves in a position to do the job right now. We cannot expect people to wait for us very much longer and if we do not give the central leadership which all agree would make the job most effective, it will be done in a decentralised, confused and ineffective manner. The Belgian Tracing Bureau which has been a going concern for some time and which is on a maintenance rather than an expanding organisational basis employs 200 people. That Bureau cannot have the complex situation to deal with which we have. To really function we must have as rapidly as possible:

- (1) Space which will accommodate at least 100 people
- (2) Filing equipment which will accommodate 200,000 3 x 5 cards.
- (3) Desks, chairs and typewriters in proportion
- (4) An office layout planned and built for the proposed staff added as rapidly as they can be assimilated.

This memorandum deals only with internal operations and does not take into account the following very pressing things that need to be done.

- (1) Completion of organisation for enquiry service in the British United States and French Zones
- (2) Training of UERRA staff before deployment in the field
- (3) Development of working relationships with national tracing bureaux and with International Red Cross.
- (4) Efforts for development of tracing bureau in the U.S.
- (5) Public relations programme to ensure full utilization of all tracing services.
- (6) Statistical survey and statistics function in Central Tracing Bureau.

On August 20th seven people had been added to the staff making a total of 20 persons. An additional 10 were expected to report before the end of the month and negotiations were under way to employ a number of Polish

(e) by the... (mirrored text)

Government personnel... (mirrored text)

When this... (mirrored text)

Twenty... (mirrored text)

To work with... (mirrored text)

After having... (mirrored text)

Present staff... (mirrored text)

We are in a position... (mirrored text)

- (1) 2000 which will accommodate at least 100 people
- (2) Flying equipment which will accommodate 20,000 x 2 seats
- (3) Dishes, chairs and apparatus in program
- (4) An office layout plan and built for the program
- (5) Staff added as rapidly as they can be recruited

This memorandum deals only with internal operations and does not...

- (1) Completion of organization for emergency services in the British United States and French zones
- (2) Training of UNRRA staff before departure in the field
- (3) Development of working relationships with national training bureaus and with international Red Cross
- (4) Efforts for development of training bureaus in the U.S.
- (5) Public relations program to ensure full utilization of all training services
- (6) Statistical survey and statistical functions in Central Training Bureau

On August 20th seven people had been added to the staff making...

total of 20 persons. An additional 10 were expected to report before the end of the month and negotiations were under way to employ a number of Polish...

displaced persons for filing and clerical work. It was felt that the UNRRA staff should be built up to 85 persons by October 1st and that a German Typing Pool of initially 25 and later 40 persons should be requisitioned to do: general copy typing, card indexing, stencilling of lists etc., outside the Headquarters Offices under supervision of the Central Tracing Bureau staff.

The daily average of enquiries received reached at that time 300. The total number of enquiries received numbered 8,773. The Index counted 11,000 name cards and 9,251 DP2 cards and the accumulated names to be indexed were 30,500. There were 7,000 death records.

It is worth recalling here that a few weeks later i.e. on 17th September the Coordinating Committee of the Control Commission adopted document CORC/P (45)54 (see page 19).

In 22nd September 1945 orders were issued by Brigadier General USA S. R. Mickelsen, Chief US Zone, CDPX for the establishment of a Zonal Tracing Bureau in the US Zone:

"To UNRRA Headquarters, US Zone, Wiesbaden,  
.....you are requested to establish a Zonal Tracing Bureau for the US Zone of Germany, to appoint a Chief Tracing Officer in charge of the Bureau, and to procure the necessary staff and equipment for this office.

The principal duties would be as follows:

- a) to coordinate the activities of all agencies, organizations and persons interested in any form of tracing and searching in the zone (including Liaison Officers and Search Teams of the Allied Nations).
- b) To supervise, develop and control the procedure for field-tracing in the Zone.
- c) To organize searching in the zone for records concerning displaced persons, to control their disposition and arrange for their reproduction.
- d) To supervise the registration of displaced persons in the zone and to ensure that the prescribed procedure is carried out.
- e) to develop and supervise the use of Radio and Press in the Zone for tracing purposes.
- f) to organize special tracing schemes developed by the Central Tracing Bureau.
- g) To supervise tracing and records staff at lower echelons.

In carrying out his duties, this Officer should keep in close touch with the Central Tracing Bureau and Records Office. It is suggested that he should spend several days at Hoochst on assuming his duties for purposes of orientation.

PKA

...should be held up to 30 hours by October 1st and that a General Trading Pool  
of industry) and that the General Trading Pool should be organized in the General  
Trading Pool, including, especially, of this also, within the Department Office  
under supervision of the General Trading Pool staff.

The daily average of enquiries received would be that the 300  
The total number of enquiries received would be 3,000. The total number of 3,000  
was made up of 2,000 enquiries and the remainder would be to be taken care  
of, 1,000 enquiries would be taken care of.

It is worth pointing out that a few weeks later, i.e. in 1938, the  
the General Trading Pool of the General Trading Pool, which would be 3,000  
(12) (see page 12).

In 1938, the 1938 orders were issued by the General Trading Pool  
G.T.P. (General Trading Pool) Ltd. for the establishment of a General Trading Pool  
in the U.S. zone.

To the General Trading Pool, the 1938 orders were issued by the General Trading Pool  
...you are requested to establish a General Trading Pool for  
the U.S. zone of Germany, to assist a General Trading Pool in  
charge of the Bureau, and to provide the necessary staff and  
equipment for this office.

The principal duties would be as follows:

- (a) to coordinate the activities of all agencies, organizations  
and persons interested in the work of trading and marketing  
in the zone (including Liaison Officers and Special Agents of  
the Allied Nations).
  - (b) to supervise, develop and control the procedure for trading  
trading in the zone.
  - (c) to organize working in the zone for records concerning  
displaced persons, to control their disposition and arrange for  
their repatriation.
  - (d) to supervise the registration of displaced persons in the zone  
and to ensure that the prescribed procedure is carried out.
  - (e) to develop and supervise the use of Liaison and Special Agents in the  
zone for trading purposes.
  - (f) to organize special trading schemes developed by the General  
Trading Bureau.
  - (g) to supervise trading and records staff at lower stations.
- In carrying out the duties, this Office should keep in close touch  
with the General Trading Bureau and Liaison Office. It is suggested  
that in special cases Liaison Agents be posted on assuming the duties  
for purposes of orientation.

"It would be appreciated if you would treat this matter as one of utmost urgency"

At the end of October 1945, when reporting on the Central Tracing Bureau, the Central Headquarters of UNRRA stated:

"The Central Tracing Bureau and Central Records Office have developed rapidly under the tremendous and continuously increasing pressure for these related special services.

After an initial period of operation under JAMFP and then under the Combined Displaced Persons Executive the Tracing Bureau came under direct UNRRA administration on 1st October 1945.

Recognizing the importance of a co-ordinated tracing program the Allied Control Authority have recently established, under the authority of the Displaced Persons and Prisoners of War Directorate, a Central Tracing Policy Board composed of representatives of the Military Commanders of the four Occupation Zones. UNRRA has been invited to operate the Central Tracing Bureau under the general policy direction of the Board. The Bureau is to serve as a clearing house between National Tracing Bureaux and the four Zonal Bureaux. The close working relationship which such a plan makes possible should be reflected in a higher proportion of tracing successes, a decrease in the time taken in field searching and the maximum use of all available tracing methods.

Field search in the four zones is vital to the success of the Bureau, but it is of necessity time-consuming. Thus many thousands of enquiries already processed in the Central Tracing Bureau are at any given moment being worked on by the zones concerned.

In the British Zone, UNRRA personnel are working under the direction of the Search Bureau, Main Headquarters, Central Commission for Germany (CCG). In the French Zone, field search at present is organized by the military authorities without participation by UNRRA personnel. At the request of USFET, UNRRA is operating the Tracing Bureau in the American Zone. The Soviet Zone has established a Zonal Tracing Bureau in Berlin under the direction of Major Gregorian.

A mutually helpful relationship is being built up between the Central Tracing Bureau and the officially recognized Tracing Bureau in each country. The national bureau may be a private agency recognized by the government as the central organization for canalizing enquiries within that country, in the case of the British Red Cross and the U.S. Central Location Index, or it may be a Government Department such as the Sous-Direction des Fichiers et Statistiques in the French Ministry for Prisoners of War, Deportees and Refugees.

At the request of the Central Tracing Bureau, National Tracing Bureaux are publicizing the fact that persons wishing to trace relatives in Germany should correspond with them and not direct with the Central Tracing Bureau. In a majority of cases the answer to the enquiry will be found in the records of the National Tracing Bureau, so that only the remaining fraction will need to be forwarded to the Central Tracing Bureau.

The Central Tracing Bureau in turn will find in its files the answers to a certain number of these enquiries and will pass on to the Zonal Bureaux only that fraction which requires field search and which needs to have every clue followed until a positive result has been obtained.

The main aim of all concerned with the tracing program

\* It would be appreciated if you would insert this matter  
of law of interest to many.

At the end of October 1965, when reporting on the Central Testing

Board, the Central Testing Board of U.S.A. stated:

"The Central Testing Board and Central Testing Board have  
developed rapidly since the formation and continuously  
maintaining pressure for more varied special activities.

After an initial period of operation under 1964 and 1965  
under the Central Testing Board Executive Committee the Central  
Testing Board was re-constituted on 1st October  
1965.

Recognizing the importance of a co-ordinated testing program  
the Central Testing Board has recently established a  
the authority of the National Testing Board and members of the  
Directorate, a Central Testing Board composed of various  
members of the Military Community of the Test Development  
Board. U.S.A. has been invited to operate the Central Testing  
Board under the general policy direction of the Board. The  
Board is to serve as a clearing house between National Testing  
Bureau and the Test Development Board. The close working relation  
ship - job only - shall be maintained in a  
lightest possible manner of testing equipment, a decision in the time  
frame in field conditions and the weapons use of all available  
testing methods.

This report is the first report in what is the process of  
the Board, but it is of primary importance. The work  
of equipment already proposed in the Central Testing  
Board see of my given report being worked on by the Board  
concerned.

In the letter from U.S.A. mentioned are working under the  
direction of the Central Testing Board. This letter contains, Central  
Committee for Germany (U.S.A.) in the Test Board, this board  
is report is organized by the military authorities without  
participation by U.S.A. personnel. At the request of U.S.A. U.S.A.  
is operating the Testing Board in the American Test  
The Central Testing Board has established a Central Testing Board in U.S.A.  
the under the direction of Major General.

A mutually helpful relationship is being built up between  
the Central Testing Board and the Central Testing Board  
Bureau in each country. The Central Testing Board may be a private  
agency recognized by the Government as the central organization  
for maintaining equipment within that country, in the case of the  
British Test Board and the U.S. Central Testing Board, or it may  
be a Government organization such as the Central Testing Board in U.S.A.  
of equipment in the British Ministry for Defense of U.S.A.  
Bureau and U.S.A.

At the request of the Central Testing Board, National  
Testing Board are realizing the fact that persons working  
to cross relations in Germany should correspond with the U.S.A.  
Board with the Central Testing Board. In a matter of some  
the manner to the enquiry will be found in the records of the  
National Testing Board, so that only the remaining question will  
not be forwarded to the Central Testing Board.  
The Central Testing Board in U.S.A. will find in the U.S.A.  
the manner in a certain number of these enquiries and will pass  
on to the Test Development Board only that portion which requires field  
work and which needs to have every one followed until a  
positive result has been obtained.

The main aim of all concerned with the testing program

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"must be to prevent duplication by using every possible means of routing enquiries through National Tracing Bureaux. Only when their records and local search do not produce a result should the enquiry be forwarded to the Central Tracing Bureau for further action. At present, there is continuous contact between the Central Bureau and about sixteen National Tracing Bureaux, but far too many enquiries still come directly to the Central Bureau without having been cleared locally, indicating that National Tracing Bureaux need to give far better publicity within their own countries to the plan of operations outlined above. Obviously, results would be obtained more quickly by the Central Tracing Bureau if it had to handle only those enquiries which require its centralized procedures

The conception of ICRRA as an international organization is markedly illustrated in the Central Tracing Bureau. Up to date, enquiries have been received from 22 countries for persons of 61 different nationalities and very many stateless persons. With regard to the flow of enquiries from Germany to the rest of the world, the Bureau has already handled requests from displaced persons in Germany for news of relatives in the Baltic States, Canada, China, Russia, South Africa, the United Kingdom, the United States and numerous Latin American countries.

Within the Central Tracing Bureau itself, the same diversity prevails. Its present staff includes nationals of 13 countries, who all hold a knowledge of 19 languages in addition to English. All correspondence concerning field tracing in the French and Russian Zones is carried on in those languages, and the language of the respective country is used in dealing with countries other than Germany.

Special attention has been given during the past month to the development of the Records Section, which is collecting all available records concerning displaced persons in Germany that indicate location, proof of death, place of burial, etc. Working materials include hospital records, wage records, grave locations, death documents, imprisonment and punishment records. Important information on the location of displaced persons outside camps is now being collated from lists compiled in connection with registration for food ration cards. From these sources, the Records Section is card-indexing the information which shows the known locations of the living and proof of death of the deceased, thus providing a vital link in the chain of tracing procedure. After processing, these records will be passed on to the Governments interested, or in the case of stateless persons or persons of doubtful or unknown nationality, carefully filed in the Records Section.

Methods of Mass Search are also being greatly extended. A DP Camp List Exchange plan is in operation whereby lists of displaced persons, both enquirers and persons sought for, are sent in from the Assembly Centres. These lists are then duplicated for distribution to all camps, where they are posted so that the displaced persons themselves can consult them. The radio and the press are being used more extensively in the search for persons whose last address is not known or given. Daily half-hour broadcasts over the Frankfurt-Luxemburg-Munich network give the names of persons being looked for, and are eagerly listened to in Assembly Centres. The most intensive use of the press so far is through a Polish weekly, distributed throughout the American Zone, which lists names of persons sought for whom identifying data are inadequate.

It is planned to expand projects of these types, since all three methods of Mass Search already have proved valuable channels for bringing displaced persons into touch with their relatives and friends in other parts of Germany and in outside countries.

An expert on child welfare has recently been assigned to the specialized work of tracing relatives of the large number of unaccompanied children and orphans found in Germany. This is an

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It is to be noted that the information by using every possible means of  
investigation through the Central Bureau, only when their  
records are found to be not correct - results should be sought  
to be forwarded to the Central Bureau for further action.  
It is noted that in connection with the Central Bureau  
and about 1000 Central Bureau Agents, but for the many  
agents still are directly to the Central Bureau without having  
been cleared by the Central Bureau. It is suggested that  
best to give the Central Bureau a list of names and countries to  
the plan of operations outlined above. Obviously, results will be  
obtained more quickly by the Central Bureau if it had to  
handle only those countries which require the centralised procedure.

The acquisition of U.S.A. as an international organization is  
naturally limited in the Central Bureau. It is noted  
that there have been reports from 12 countries for persons of 12  
different nationalities and very many other persons, with regard  
to the time of acquisition from Germany to the rest of the world.  
The Bureau has already received reports from 12 countries in  
Germany for news of relatives in the United States, Canada, China,  
Russia, South Africa, the United Kingdom, the United States and  
numerous Latin American countries.

Within the Central Bureau itself, the same diversity  
prevails. It is noted that nationalities of 12 countries  
and all other matter a knowledge of 12 languages in addition to  
English. All correspondence concerning field agents in the 12  
and Russian comes in carried on in those languages, not the  
language of the receiving country is used in dealing with countries  
other than Germany.

Special attention has been given during the past month to  
the development of the German which is collecting all  
available records concerning displaced persons in Germany that  
include location, date of birth, date of arrival, grave location,  
death documents, labor records and other records. Information  
on the location of displaced persons outside Germany is  
now being collected from lists compiled in connection with registra-  
tion for food ration cards. From these sources, the Bureau has  
is out-letting the information which shows the known location  
of the living and proof of death of the deceased, and providing  
a vital link in the chain of tracing procedure. After processing,  
these records will be passed on to the Government interested, or  
in the case of stateless persons or persons of doubtful or unknown  
nationality, carefully filed in the Bureau's files.

Methods of press search are also being greatly expanded.  
A DP Camp List Exchange plan is in operation whereby lists of  
displaced persons, both organized and unorganized, are sent  
in from the Assembly Centers. These lists are then distributed for  
distribution to all camps, where they are posted so that the  
displaced persons themselves can identify them. The radio and the  
press are being used more extensively in the search for persons who  
last address is not known or given. Daily half-hour broadcasts over  
the Frankfurt-am-Main network give the names of persons  
being looked for, and are eagerly listened to in Assembly Centers.  
The most intensive use of the press so far is through a Polish  
weekly, distributed throughout the eastern zone, which lists names  
of persons sought for whom identifying data are lacking.

It is planned to expand projects of these types, since all  
three methods of press search have proved valuable channels  
for bringing displaced persons into touch with their relatives and  
friends in other parts of Germany and in outside countries.

An expert on child welfare has recently been assigned to  
the specialized work of tracing relatives of the large number of  
unaccompanied children and experts from Germany. This is an

"important part of the Central Tracing Bureau's work since search must be made both within Germany and outside, in the hope of re-establishing contact between the children and their parents, or, failing that, with near or distant relatives. Finally, closer attention is being given to the Bureau's statistics by the establishment of a Statistics Section which will bring together figures to form the basis for evaluation of the entire tracing service, with a view to improving procedures. The Section will also collect figures and other information useful in interpreting the service to the general public so that it may be used to the fullest possible extent.

At the end of November 1945 Miss D. de la Pole, who knew that she was to leave soon, recommended:

"The Central Tracing Bureau in order to effectively execute its commitments, must maintain a high measure of control over field tracing in the British, French and US Zone of occupation.

It is therefore logical that UNRRA should operate the Field Tracing Bureaux in the three Zones in order to insure the prompt prosecution of investigations in the field and, further, receipt from the field of essential records for use by the Central Tracing Bureau.

The following principles are basic to such operation, in my opinion:

- (a) Only skeletal, transactional records (in-and-out registries and alphabetical carded files of enquiries handled) should be maintained by the Zones. All other records should be forwarded to Central Tracing Bureau for incorporation in its files. Any other arrangement is duplicatory, inefficient, and thwarts Central Tracing Bureau efforts to create one strong, central file for Germany.
- (b) Zonal field Tracing Bureaux should be thought of as vertical organizations of personnel specifically organized to find people and not as records-keeping bureaux.
- (c) They must be free to use direct administrative channels of their own in carrying out Central Tracing Bureau policies and must not be shackled by subordination to unnecessary echelons of control which may vitiate such policies.
- (d) While provided with billets, office space, and administrative services at various levels, Field Tracing personnel should be considered the agents in the field of the Chief Tracing Officer of their respective Zones, assigned to various UNRRA offices but not subordinate to office directors.
- (e) The Chief Tracing Officer of each zone should be administratively responsible to the Zone Director, should have status comparable with that of the heads of other major functional or administrative units within his headquarters, and he should otherwise have direct access to the Director of the Central Tracing Bureau on all matters of policy and direction.
- (f) Within the Zone, geographical divisions should be made with a Regional or Area Tracing Officer in charge of each. This person should be considered a community organizer, a catalytic agent who organizes all resources, DP committees, German officials, UNRRA teams, military government officials, Allied liaison officers to assist him in his tracing task. He is the person who receives enquiries from Central Tracing Bureau via his Chief Tracing Officer and sees to it that they are promptly investigated.
- (g) The Regional Tracing Officer must be a driving, aggressive person of considerable experience in organization and administration. He should have as many aides as are needed and he

important part of the Central Training Bureau's work is to secure that its staff members are fully trained and equipped, in the sense of the word, to carry out their duties. This includes, among other things, the selection of staff members, their training, their assignment to various posts, and their supervision. The Central Training Bureau is responsible for the selection of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the training of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the assignment of staff members to various posts, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the supervision of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties.

At the end of November 1953 there is a list, who have been

the one to have been recommended

The Central Training Bureau is under no obligation to accept the recommendations, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties.

It is therefore logical that the Central Training Bureau should be responsible for the selection of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the training of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the assignment of staff members to various posts, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the supervision of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties.

The following principles are basic to such operation, in my opinion

- (a) Only selected, experienced persons (independent organizations and individuals) should be considered for the post. All other persons should be referred to Central Training Bureau for consideration in the light of their qualifications in the field, and their previous experience in the field, and their previous experience in the field.
- (b) Local field training Bureau should be thought of as a vertical organization of persons working together to train people and not as a horizontal organization.
- (c) They must be free to act directly administrative elements of their own in carrying out Central Training Bureau policies and must not be subjected to interference from other organizations or control which may affect such policies.
- (d) While providing with staff, other agencies, and administrative services at various levels, this Training Bureau should be considered the agency in the field of the Central Training Bureau of their respective areas, and should be responsible for the selection of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties.
- (e) The Chief Training Officer of each area should be responsible for the selection of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the training of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the assignment of staff members to various posts, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the supervision of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties.
- (f) Within the area, geographical division should be made into a regional or local Training Officer in charge of each area. The Bureau should be responsible for the selection of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the training of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the assignment of staff members to various posts, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties. The Bureau is also responsible for the supervision of staff members, and it is the duty of the Bureau to ensure that the staff members are fully trained and equipped to carry out their duties.
- (g) The regional Training Officer must be a driving, aggressive person of considerable experience in organization and administration. He should have as many ideas as he needs and be

"and they should be furnished with adequate transportation permanently assigned to them.

- (h) Voluntary Society Tracing Officers may be assigned to work with the Regional Tracing Officer but must be subordinate to him.
- (i) The foregoing points are justified, in my opinion, on the grounds that Field Tracing is different organizationally and administratively than any other UNRRA service. It is geographical, covering every inch of ground in a given Zone, whereas UNRRA is otherwise geared to operate within the confines of camps. It involves dealings with German records and officials otherwise outside the UNRRA ken.
- (j) This is community organization. It is operation. It can only be done with hard-driving from the top down, with field staff who have imagination, cunning, brains, guts, and interest in the job.

It is realized that one could get considerable argument over the principles outlined above. They can be defended in terms of the specific job, an over-all pattern, and the fact - after all - that the German Operation is an entity which, while it must parallel military organization in many respects, does have the one great advantage - amid a sea of disadvantageous circumstances - of being free to elect its own internal administrative structure.

The most important single point, however, is that Field Tracing is a function, not merely an administrative process, but that it is not comparable to welfare, recreation, or any type of camp-confined program; it must stand on its own feet and be operated according to its own needs.

And her last impulsion, as first Director of the Central Tracing Bureau, to her humanitarian task has consisted in recommending that a permanent Liaison Officer of CTB should be appointed to the Central Tracing Policy Board (CTPB) with office in Berlin. She obtained satisfaction on 6th December when Miss Vera Samsonoff was appointed in this charge.

At that moment the organisation she had set up comprised:

- the Director,
- the Executive Office with the Deputy Director
- the Administrative Services:
  - Supply and Maintenance
  - Personnel
- the Berlin Office
- the Liaison Section and
- the Mail Unit - intake and dispatch
- the Tracing Division with
  - the Processing Section
    - Transcription
    - Master Index
    - Map Location
    - Registration and Files
- the Correspondence Section with
  - Enquiry Unit
    - US, British, French and Soviet Zone
    - Liaison Officers correspondence
    - other NIBs and Polish
  - Reply Unit
- the Special Section which dealt with all enquiries for persons of special importance such as missing secret agents who worked for the "Liquis", or other Resistance Movements during the War and were arrested, missing members of the Allied Forces, and enquiries coming from Government, Embassies etc.

and they should be furnished with adequate transportation facilities -  
by assigned to them.

(4) Military Security Training Officers may be assigned to work with the  
Regional Training Officers and must be subordinate to him.

(5) The proposed outline was submitted, in my opinion, on the grounds  
that this course is different organizationally and administratively  
from any other field service, is a progressively increasing every  
task of ground in a given zone, whereas the USMC is organized to  
to operate within the confines of a zone. It involves handling with  
ground troops and therefore requires the USMC type.

(6) This is essentially an advisory, if an operation, it can only be done  
with participating from the top down, with field units who have  
organizational, financial, training, etc., and resources in the job.

It is pointed out that the USMC has a long history of working with the Army  
and other units. They can be depended on to do the job. The USMC  
job, in general, is to provide the Army with the necessary equipment  
and supplies. It is an entirely different type of military organization  
in many respects, but has the same great strength - and a lot of  
flexibility. It is being done to meet the needs of the Army.

The most important thing to be noted, however, is that this training is a  
function, not merely an administrative process, and that it is not  
concerned with military, technical, or any type of specialized training.  
It must stand on its own feet and be operated according to the same rules.

and has just indicated, as First Director of the Central Training Bureau, to  
for description task has outlined in recommending that a permanent liaison  
Officer of OTD should be appointed to the Central Training Bureau (CTB)  
with office in Berlin. The outlined organization on this document was the  
First Commandant was appointed in this regard.

At that point the organization was set up as follows:

- the Director
  - the Executive Officer with the Deputy Director
  - the Administrative Services
  - Supply and Maintenance
  - Personnel
  - the Berlin Office
  - the Liaison Section and
  - the Civil Unit - Berlin and District
  - the Training Division with
  - the Processing Section
  - Transcriptions
  - Master Index
  - Map Section
  - Photography and
  - Files
  - the Correspondence Section with
  - Security Unit
  - US, British, French and Soviet Liaison
  - Liaison Officers correspondence
  - other files and folders
  - Security Unit
- The Special Section which dealt with all operations for per-  
sons of special importance such as missing persons agents  
the control for the "agents", or other liaison personnel  
during the war and were created, making matters of the  
Allied Forces, and organized working from Government, the  
Special Section.

the Mass Tracing Section  
the Child Tracing section  
the Records Division with  
the Document Intelligence section  
the Processing section  
the Death Records section  
the DP Records Section  
the Typing Pool and  
the Photostatic section

At the end of the year 1945, the total of enquiries received amounted to 63,000. Amongst these 14,000 had been processed, leaving 49,000 on hand.

The number of enquiries on hand in the Zonal Tracing Bureaux and the National Tracing Bureaux reached 10,200 for which 3,600 replies had been received so that the grand total of enquiries in process amounted to 55,900.

Seven Liaison Officers were attached to the CTB: a Belgian, Czechoslovak, French, Luxembourg, Netherlands, Polish and a Yugoslav.

In January 1946 the total number of employees of CTB reached 80.

A month later (see p. 24 and 25) the Council of UNRRA approved a document entitled "UNRRA Policy for Tracing activities in Germany" in which UNRRA's obligations, resources and machinery were defined as follows:

1. What is the scope of UNRRA's obligations?

- A. to provide facilities for the collection and distribution of information concerning the Displaced Persons under its care, and to facilitate the processing of enquiries concerning them. "Displaced Persons" had been defined by Council Resolutions and had been interpreted by ERO to include persons at present receiving care from UNRRA in Germany, persons eligible for but not in receipt of such care, and persons technically eligible for such care, but now dead.
- B. To provide similar facilities and to perform the same functions for persons of undetermined nationality.
- C. To examine and test the body of documentary material collected to insure that the interests of (A) and (B) are protected; to prepare material concerning other nationals for transfer to the National Tracing Bureaux; to preserve the residue remaining in its care for transfer to the terminal legates.
- D. To facilitate the transfer of enquiries not answered at the National Tracing Bureaux to the Zonal Bureaux, and to provide for the expeditious return of replies.

2. What organisations and resources are available for the discharge of this obligation?

- A. The several national governments who have a primary interest in the location of their nationals and in the preservation of documents.
- B. The Allied Control Authority, as the governing body of Germany, whose concern in the tracing process is analogous to that of a national government.

the Board of Directors  
the Board of Directors  
the Board of Directors  
the Board of Directors  
the Board of Directors  
the Board of Directors  
the Board of Directors  
the Board of Directors

At the end of the year 1965, the total of employees received amounted to \$1,000,000. Average wages were \$1,000 and total amount was \$1,000,000. The number of employees on hand in the total working system and the National Training Bureau reached 10,000 for which \$1,000 million had been received. As for the total of employees in various countries to \$1,000,000. Seven million dollars were allocated to the U.S. & other countries. Spain, Germany, Netherlands, Japan and Yugoslavia.

In January 1966 the total number of employees of the world was 100 million. A similar factor (see p. 24 and 25) the Council of World Government is also very entitled to WIPA policy for working activities in Germany, in which WIPA's obligations, resources and activities were defined as follows:

1. That in the scope of WIPA's obligations:
  - A. To provide facilities for the collection and distribution of information concerning the District Councils under its care, and to facilitate the processing of requests concerning these "District Councils" and also defined by Council Resolutions and had been introduced by WIPA to include persons at present receiving care from WIPA in Germany, persons eligible for but not in receipt of such care, and persons technically eligible for such care, but not dealt.
  - B. To provide similar facilities and to perform the same functions for persons of whatever nationality.
  - C. To examine and test the body of documentary material collected to insure that the interests of (a) and (b) are protected by further material concerning other entities for transfer to the National Training Bureau; to preserve the records resulting in the care for transfer to the National Training Bureau.
  - D. To facilitate the transfer of employees and members of the National Training Bureau to the local Bureau, and to provide for the expeditious return of refugees.
2. That organizations and resources are available for the discharge of this obligation:
  - A. The several national governments who have a primary interest in the location of their nationals and in the preservation of documents.
  - B. The United Central Authority, as the governing body of Germany, whose concern is the training process in order to find a National Government.

- C. The National Tracing Bureaux, which as agents of the national governments with specialized and technical interest in tracing procedures, should increasingly participate in the entire process. The more active participation of bureaux thus far relatively inactive, such as the Central Location Index and other bureaux, is a potential source of considerable assistance.
- D. A complete tracing service must include a German bureau to handle enquiries emanating from United Nations nationals on behalf of German relatives. This function is to be in addition to the tracing of German nationals, neutrals and ex-enemy nationals in Germany. In all these respects, this German bureau will thus be developing a program comparable to that of the other national bureaux.
- E. Other agencies maintaining tracing services, such as the International Red Cross and other voluntary agencies.
- F. The Central Tracing Bureau, the function of which, as limited by the terms of the basic agreement, is for facilitating and coordinating the entire process.

3. What machinery does UNRRA require to discharge that obligation?

A. The Records Division

- 1. Adequate provisions for the collection, preservation, and distribution of records of Displaced Persons in Germany.
  - (a) Staff, equipment, and materials for the processing of records by methods to be determined, utilising and coordinating the resources of as many other agencies as possible.
  - (b) Adequate machinery for the distribution of such records to appropriate agencies, and for their ultimate transfer to the terminal legatee.
- 2. Cooperation with the Allied Control Authority and the interested governments to provide adequate machinery for locating and properly processing all records within Germany and the areas affected by the war, and to insure that the residual retained at the Central Tracing Bureau is carefully preserved.
- 3. Adequate machinery to provide for the proper distribution of records of the various national groups to the appropriate bureaux.

B. The Tracing Division

- 1. Adequate staff, equipment, and materials to provide facilities for answering enquiries by means of records and field search for tracing persons falling under the definition of the Council Resolutions as eligible for care.
- 2. Adequate machinery to provide for liaison between the national and zonal bureaux, for the transfer of searches not answered at the national bureaux to the field for search, and for the prompt return of replies.
- 3. Adequate facilities for stabilising and perfecting the machinery of search, to provide for its effective transfer to the terminal legatee.

1. The National Training Bureau, which as agent of the various Governments with specialized and technical assistance in training procedures, should intensify participation in the entire process. The more active participation of business firms for relatively intensive work as the Central Executive later and other business, is a potential source of considerable assistance.

2. A complete training service must include a German Bureau to handle requests emanating from various national sources on behalf of German nationals. This function is to be assigned to the Training or German Nationals, which has already operated in Germany. In all these respects, the German Bureau will have to develop a program compatible in time of the other national bureaus.

3. Other agencies maintaining working relations, such as the International Red Cross and other voluntary agencies.

4. The National Training Bureau, the function of which is limited by the terms of the basic agreement, is for facilitating and coordinating the entire process.

5. These activities have been reported to the Bureau that they should

A. The Records Division

1. Adequate provisions for the collection, preservation, and distribution of records of displaced persons in Germany.

(a) Staff, equipment, and materials for the processing of records by methods to be determined, utilizing and coordinating the resources of as many other agencies as possible.

(b) Adequate machinery for the distribution of such records to appropriate agencies, and for staff officers involved in the handling of papers.

2. Cooperation with the Allied Control Authority and the interested Governments to provide adequate machinery for locating and properly handling all records within Germany and the areas affected by the war, and to insure that the records retained at the Central Training Bureau is carefully preserved.

3. Adequate machinery to provide for the proper distribution of records of the various national groups to the appropriate bureaus.

B. The Training Division

1. Adequate staff, equipment, and materials to provide facilities for emergency training by means of records and field search for training papers falling under the jurisdiction of the Central Executive as eligible for care.

2. Adequate machinery to provide for liaison between the national and local bureaus, for the transfer of records and answers at the national bureau to the field for search, and for the prompt return of replies.

3. Adequate facilities for stabilizing and perfecting the machinery of records, to provide for the effective transfer to the national agencies.

C. Administrative services adequate in number and quality to serve A and B.

Under the terms of this analysis, the following steps are suggested for review (a) with Central Headquarters for Germany and with the European Regional Office, (b) with the Central Tracing Policy Board, and (c) with the National Tracing Bureaux:

1. The pursuit of the plans already in operation for accelerating the documentary searching being done by the Zonal Bureaux under agreements with the respective Military Governments and the formulation of additional plans for processing the mass records now at the Central Tracing Bureau and those being collected, to make them immediately accessible to the Central Tracing Bureau and the National Tracing Bureaux.
2. Negotiations with the appropriate division of the Allied Control Authority regarding German Tracing Bureau, so that it will function for Germany as a National Tracing Bureau.
3. Review of the technical aspects of the Central Tracing Bureau and records systems to improve the effectiveness of that service.

As already said above (p.25) with the exception of the proposal to establish a Tracing Bureau for missing Germans, which was withdrawn, the remainder of the programme was duly implemented.

Very soon, namely in July 1946, the question of the constitution and the organization of an International Tracing Service arose, brought forward by the Poles during the conference held in Warsaw and the Director of CTB warmly supported it after his return. It was quite sure that within Occupied Germany the various bureaux, i.e. the Quadripartite Controlled CTB, the official tracing bureaux within each Occupied Zone with the Central Tracing Bureau acting as a clearing house between the four Zonal Bureaux, together with the National Tracing Bureaux located outside of Germany, formed a loosely knit and unorganized international tracing service.

Time had not come yet for this to materialize. However, the views of the Central Tracing Policy Board on that question were:

- a) to decline to be concerned with any form of International Tracing Service, was to deny the assigned mission.
- b) to recommend the continuation of the current "loose organization" of tracing bureaux was to deny the advantages incident to a more closely knit organization, regardless of nature
- c) to recommend the formation of a formally organized "International Tracing Service", with all tracing bureaux subordinate thereto, regardless of whether or not under the auspices of the United Nations Organization was to:
  - 1) raise the question of the financing of bureaux, both jointly and severally, as well as the financing of a Central Control Office.
  - 2) subordinate the CTB, and the four Zonal Bureaux within Occupied Germany, to policies and instructions emanating from an office located outside of Germany, in all probability and one which is

Of Administrative services already in force and being  
to serve A and B.

Under the terms of this contract, the following steps are suggested  
for under (1) with central headquarters for Germany and with the  
Bundesrat and the (2) with the Central Training Bureau,  
and (3) with the National Training Bureau.

1. The present of the plan already in operation for accelerating  
the development of training being done by the local Bureau under  
agreements with the respective Military Commands and the  
formation of additional plans for increasing the staffs  
now at the Central Training Bureau and those being collected,  
and the immediate responsibility to the Central Training Bureau  
and the National Training Bureau.

2. Negotiation with the appropriate division of the War Control  
Administration regarding German Training Bureau, so that it will  
function for Germany as a National Training Bureau.

3. Review of the technical reports of the Central Training Bureau  
and records system to insure the effectiveness of that service.

It is strongly felt that (1) with the exception of the

proposal to establish a Training Bureau for Allied Germany, which was withdrawn,

the remainder of the program was fully implemented.

Very truly yours, Henry H. Hays, Jr., Director of the

Committee on the Organization of an International Training Bureau

brought forward by the Joint Chiefs of Staff in their report of

Director of GIB was warmly supported by other War Control Administration

with General Hays, the various bureaus, i.e., the War Control Administration

GIB, the official training bureau within each country with the Central

Training Bureau acting as a clearing house between the four local bureaus, to

gether with the National Training Bureau located outside of Germany, toward a

policy into and supported international training services.

This had not been yet for the to be established, however,

the views of the Central Training Policy Board on that question were

(a) to decide to be concerned with any form of international training

service, was to deny the request.

(b) to recommend the continuation of the current "local organization"

of training bureaus was to deny the request insofar as a more

closely integrated organization, regardless of nature

(c) to recommend the formation of a formally organized "International

Training Bureau" with all training bureaus subordinate thereto,

regardless of whether or not under the auspices of the United

National Organization was for

3) raise the question of the financing of bureau, both jointly

and severally, as well as the financing of a Central Training Office.

4) subordinate the GIB, and the four local bureaus within Germany

Germany, to policies and instructions emanating from an office

located outside of Germany, in all possibilities and one which is

"not under Quadripartite control. In this connection it should be remembered that the main source of future information concerning those United Nations persons now missing is within occupied Germany which, in the foreseeable future would continue to be governed by the Allied Control Authority only.

- d) to recommend the formation of an "association of tracing bureaux" wherein each bureau retains its territorial independence, but is closely affiliated with all other bureaux in matters of common interest, appeared to present definite advantages with no disadvantages:
- 1) Individual bureaux could deal directly with all other bureaux by normal communication facilities.
  - 2) the financial problems and internal administration of one bureau were of no concern to other bureaux.
  - 3) there would be no question of the financial support of a central office
  - 4) there would be no question of policies and directives being issued by a central office which should, <sup>be</sup> contrary to the best interests of the individual bureau
  - 5) there would be the decided advantage of mutual cooperation and exchange of ideas between bureaux."

The CTB recommended the establishment of an association of Tracing Bureaux wherein each bureau would retain its territorial and financial independence, but would be closely affiliated with all other bureaux in matters of common interest.

Not only did such an association never come to life, but the question of termination of UERRA had to be considered a while later and subsequently the reduction of personnel. Already in October 1946 "the urgent necessity to exploit to the full every possible means of economising in UERRA expenditure and personnel rendered it essential to re-organize the tracing operations for which UERRA was responsible."

Although Colonel Bowring in his enthusiasm and conviction, which sometimes led him to go beyond his mandate, had shown on several occasions his determination to fight for his organization, when he realized that it was condemned to fall to pieces, he addressed himself to the Acting Chief of UERRA Operation in Germany on 30th October 1946, in the following pathetic terms:

"The Document CORC/P(45)54 issued by the Allied Control Authority states the tasks and responsibilities of the various echelons of the Tracing Service.

"The Tracing Service as a whole is unable to work with the maximum efficiency because:

- a) the CTB has not full liberty of action in pursuing enquiries and searching for records in the different zones and has to pass through the zonal bureaux which are not under its control.

and their respective control. In this connection it should be pointed out that the main source of future information concerning these United Nations forces was obtained through the German Government which, in the foreseeable future would continue to be governed by the Allied Control Authority only.

- (1) to consider the formation of an "association of trading partners" which would be established in the territories mentioned, but in which all other business in nature of concern should be restricted with all other business in these territories, subject to special definite advantages with an object view to:
- (2) the financial progress and internal administration of one business unit of no concern to other business units;
- (3) there would be no question of the financial support of a central office;
- (4) there would be no question of political and economic being treated by a central office which would be contrary to the interests of the individual business;
- (5) there would be no technical obstacle to mutual cooperation and exchange of ideas between business.

The GCB recommended the establishment of an association of trading partners which would be established in the territories mentioned, but would be closely affiliated with all other business in these territories, subject to special definite advantages with an object view to:

Not only did such an association have to be formed, but the question of formation of such an association was a wide factor and consequently the reduction of personnel. Already in October 1946 the report was made to the GCB every possible means of economy in the GCB and personnel matters were considered in connection with the formation of such an association.

Although Colonel Gowing in his memorandum on cooperation, which was submitted to the GCB, had shown on several occasions his determination to fight for his organization, was he realized that it was contained in GCB to place, he himself himself to the GCB of GCB. Operation in Germany on 20th October 1946, in the following paragraphs:

The document GCB/2(3) is issued by the Allied Control Authority states the terms and responsibilities of the various sections of the Trading Service.

- (a) The GCB has not full liberty of action in issuing regulations and controlling for reasons in the different zones and has to pass through the same process which was not under its control.

"b) The present material situation of the Zonal Bureaux leaves much to be desired.

1. The British Zonal Bureau is in the process of dissolution.
2. The US Zonal Bureau has never worked with any degree of efficiency, largely due to lack of resources and inadequate higher direction
3. The French Zonal Bureau concentrates on French interests
4. The results obtained from the USSR Zone are meagre and cooperation exists only to a slight degree.

"Owing to the unsatisfactory procedure which governs the relation between the Zonal Bureaux and the CTB, the latter has concentrated primarily on the search for documents. This has produced satisfactory results."

"The task for which the CTB was set up has definitely not been completed...."

At the beginning of December 1946 Col. Bowring begged that the Central Tracing Policy Board should take more active interest in tracing matters and in the CTB, and to evidence such interest by personal visits to CTB by individual CTFB members. He also asked the CTFB to actively support CTB operations at "this very difficult time of uncertainty concerning the future of CTB". He urged it at last to review the obligations and functions of CTFB with a view to improving where possible, CTFB's policies for CTB.

A few days later Col. Bowring resigned his functions and with him his Deputy Director Mr. Trachtenberger. They left on 20th December 1946 and Mr. Roman Flohr became Acting Director of CTB. At this very crucial moment in the life of CTB its personnel establishment counted 96 International employees, 194 Local employees (i.e. DP's appointed to a more important level or supervising charge) and 100 Displaced Persons, office workers several of whom were to be terminated at the of the year.

On 17th January 1947 Mr. Myer Cohen, Acting Chief of UNRRA Operations in Germany informed the CTFB and the Directorate of PW and DP's of the Allied Control Authority that he had received instructions to reorganize the Central Tracing Bureau and to provide for continuity until the last possible moment of the essential operations which the Central Tracing Bureau had been carrying on under the policy direction of the Central Tracing Policy Board. His plan foresaw: that

1. The Central Records Office Bureau should be reconstituted as a Reference and Documents Library
2. The Tracing Division should be abolished and its functions carried on zonally by the British Red Cross, French Military Government and the UNRRA US Zone Tracing Bureau respectively.
3. The staff required for this programme would total 40 persons and would be furnished by UNRRA.

(b) The present material situation of the Joint D. Centre  
is to be discussed.

- 1. The British Council Bureau is in the process of dissolution.
- 2. The Joint D. Centre has never worked with any degree of efficiency, largely due to lack of resources and inadequate staff.
- 3. The French Council Bureau concentrates on French interests.
- 4. The British Council Bureau from the 1945 date was merged and cooperation exists only to a slight degree.

During the immediate post-war period which covers the transition between the Joint D. Centre and the GIB, the latter had concentrated primarily on the matter of documents. This has produced satisfactory results.

The task for which the GIB was set up has definitely not been completed.

As the beginning of December 1945 Col. Dearing began his

the Central Trading Bureau Board should have been active in leading matters and in the GIB, and to discuss such matters by personal visits to GIB by individual GIB members. He also asked the GIB to actively support GIB operations at "this very difficult time of uncertainty concerning the future of GIB". He urged it to review the organization and functions of GIB with a view to suggesting where possible GIB's position for GIB.

A few days later Col. Dearing met with his Assistant and

his Deputy Director Mr. Steinhilber. They left on 20th December 1945 and Mr. Steinhilber became Acting Director of GIB. At this very crucial moment in the life of GIB the personnel establishment consisted of 26 international employees, 12 local employees (i.e. the equivalent to a more important level of operating charge) and 100 unskilled persons, of whom several were when seen to be demobilized at the of the year.

On 17th January 1946 Mr. Steinhilber, Acting Chief of

IBRA Operations in Germany informed the GIB and the Directorate of TV and the of the Allied Control Authority that he had received instructions to reorganize the Central Trading Bureau and to provide recommendations with the least possible amount of the essential operations which the Central Trading Bureau had been carrying on under the policy direction of the Central Trading Bureau. His plan foresees that

- 1. The Central Bureau's Office Bureau should be reconstituted as a Reference and Document Library.
- 2. The Trading Bureau should be abolished and its functions carried on jointly by the British and French Trading Bureaux respectively.
- 3. The staff required for this programme would total 10 persons and would be furnished by IBRA.

4. The space required would be approximately 10 rooms, 7 for the working staff and 3 for the storage of documents. /

All the National Tracing Bureaux were informed that to implement a resolution passed at a Council Session of UNRRA in Geneva, which required certain operation-wide reorganization and as this reorganization affected the Central Tracing Bureau, it had been necessary to reduce the Bureau's staff, in order that it would be more readily adaptable to either of two alternatives:

- the complete cessation of CTB's activities by 30th June 1947
- or the turnover to a successor agency of such portion of the CTB's activities and staff as it was anticipated could be retained within the likely budgetary limitation of a successor agency.

The NTBs were advised as follows:

\*As reorganized all tracing presently carried on by the Central Tracing Bureau will be assumed by the respective Zone Tracing Bureaux, the addresses of which are:

Repatriation & Tracing Division for United Nations Citizens  
Soviet Headquarters Central Council  
Berlin (Colonel Yevseyev, Deputy Chief)

Division des Personnes Deplacées,  
Gouvernement Militaire  
Zone Française d'Occupation  
Baden Baden

UNRRA Bureau of Documents & Tracing  
Wiesbaden, APO 757 U. S. Army  
(Miss Malba Foltz, Chief Tracing Officer)

British Red Cross  
Control Commission for Germany  
Goettingen B. A. O. R.

Following this decentralization of tracing responsibility and activities, the primary service of the Central Tracing Bureau will henceforth be that of its Central Records Office. This office will be charged with maintaining a reference library of records and, from this library, providing National Tracing Bureaux with photostatic copies of lists of persons named in these records, together with identifying data, as is appropriate depending on the particular record's physical character and security classification. National Tracing Bureaux will be advised of such documents as are not susceptible of distribution and are therefore being retained in the Central Records Office library. Check against such documents may be accomplished by the Zone Tracing Bureaux continuing to forward enquiries on which such documents may have bearing to the Central Tracing Bureau.

In keeping with this re-appreciation of responsibilities and the assumption by Zone Tracing Bureaux of virtually all tracing activities all future enquiries should be addressed to the Zone Tracing Bureau serving in the area in which the person sought was last known or has been known to be."

\* (1) see also pages 35, 36 and 37. On 1st February 1947 if the personnel establishment had been reduced to 40, the 100 Div's office workers who were in function had been increased to a total of 127. Several international and local employees were either terminated or replaced in their old DP position at the end of December 1946, the rest at the end of January 1947.

The above report will be submitted to you for the working staff and for the records of documents.

All the National Training Bureau were informed that to implement

a resolution passed at a Council meeting on 11th January, which required

certain operational arrangements and as this reorganisation effected

the Central Training Bureau, it has been necessary to reorganise the Bureau's

staff, in order that it would be more readily able to carry out its

activities.

The complete reorganisation of the Bureau's activities by 30th June 1957

of the Bureau is a necessary result of the reorganisation of the Bureau's activities and staff as it was considered that to continue within the limits of the present structure of a permanent staff

The items were revised as follows:

As reorganised all existing proposals carried on by the Central Training Bureau will be carried on by the reorganised Central Training Bureau, the activities of which are:

Reproduction & Training Division for United Nations Officers  
General Headquarters Central Bureau  
Berlin (General Secretary, Deputy Chief)

Division for Technical Assistance  
Government Activities  
Geneva (General Secretary, Deputy Chief)

UNRRA Bureau of Documents & Training  
Washington, D.C. (General Secretary, Deputy Chief)

British Red Cross  
Central Bureau for Germany  
London (General Secretary, Deputy Chief)

Following this reorganisation of training responsibilities and activities, the primary activities of the Central Training Bureau will be to provide a training service for the United Nations Office, the Office will be charged with maintaining a training service for the United Nations Office, providing National Training Bureau with operational copies of lists of persons named in these reports, together with identifying data, as the requirements depending on the particular record's physical character and security classification. National Training Bureau will be charged with such documents as are not responsible of identification and are therefore being retained in the Central Bureau's Office Library. Check against such documents may be accomplished by the new Training Bureau continuing to forward enquiries as to which such documents may have bearing on the Central Training Bureau.

In keeping with this re-organisation of responsibilities and the assumption by the Central Training Bureau of virtually all training activities all future enquiries should be addressed to the new Training Bureau in the area in which the person sought was last known or has been known to be.

See also pages 20, 21 and 22 of the report of the personnel reorganisation which was submitted to you on 11th January 1957. The Office activities which were in transition have been transferred to a total of 150 persons. In addition, 100 persons were either transferred or reassigned in their old positions at the end of December 1956, the rest of the staff of January 1957.

In order to clarify the function and task to be performed by the Central Tracing Bureau under the new decentralized scheme, the following internal procedure policy was issued to the staff by the Acting Director:

- 1. All active and closed cases emanating from National Tracing Bureaux will be returned to the respective Bureaux.
- 2. All enquiries emanating from Voluntary Agencies will be returned to the National Tracing Bureaux concerned.
- 3. All cases emanating from individuals (United Nations Nationals) will be returned to the National Tracing Bureau of the country from which the enquiry originated.
- 4. Enquiries concerning ex-enemy nationals will be sent to the National Tracing Bureau or appropriate search agency of the country in which the enquirer is located.
- 5. Enquiries emanating from displaced persons in Germany will be returned to the Zonal Tracing Bureau of the zone in which the enquirer is located.

Case files which will be returned to the National and Zonal Tracing Bureaux fall into the following categories:

- I. Closed Cases (this applies to National Tracing Bureaux only)  
Cases concerning persons whose fate has been definitely established.
- II. Open Cases (this applies to National and Zonal Tracing Bureaux)
  - a) Cases on which field search is still in progress. Where cases are being returned to the National Tracing Bureaux, Zonal Bureaux involved will be notified of distribution, and further correspondence will be between the Zones and National Tracing Bureaux.
  - b) Cases on which field search has proved negative. These cases are being publicised by Radio and Press (Mass Tracing). Replies on such enquiries, received after the re-organisation of the Central Tracing Bureau, will be forwarded direct to the National or Zonal Tracing Bureau concerned.
  - c) Enquiries received subsequent to the re-organisation and which it has not been possible to process.
  - d) Replies received subsequent to the re-organisation and on which the National and Zonal Tracing Bureaux are required to take action. (It will be noted that in some cases is more than one enquirer each of whom should be sent a copy of the search report).

The organization itself and the various functions were defined as follows:

" EXECUTIVE OFFICE

Responsible for implementation of policy and overall planning organisation and working of the Bureau.

ADMINISTRATION AND SUPPLY BRANCH

In charge of the internal maintenance of the CTB building, management of German cleaners, etc. Indents for necessary office and maintenance supplies

In order to clarify the function and role to be performed by the  
General Training Board under the new organizational scheme, the following  
provisions are being proposed for the Board by the Acting Director

- 1. All cases and cases involving the National Training Board will be referred to the Executive Director.
- 2. All cases involving the National Training Board will be referred to the National Training Board.
- 3. All cases involving the National Training Board will be referred to the National Training Board.
- 4. All cases involving the National Training Board will be referred to the National Training Board.
- 5. All cases involving the National Training Board will be referred to the National Training Board.
- 6. All cases involving the National Training Board will be referred to the National Training Board.
- 7. All cases involving the National Training Board will be referred to the National Training Board.
- 8. All cases involving the National Training Board will be referred to the National Training Board.
- 9. All cases involving the National Training Board will be referred to the National Training Board.
- 10. All cases involving the National Training Board will be referred to the National Training Board.

II. Case Cases (this applies to National Training Board only)  
Cases concerning persons whose case has been definitely established

- a) Cases on which their case is still in progress, those cases are being referred to the National Training Board. All cases involving the National Training Board will be referred to the National Training Board.
- b) Cases on which their case is being reviewed, those cases are being referred to the National Training Board. All cases involving the National Training Board will be referred to the National Training Board.
- c) Cases on which their case is being reviewed, those cases are being referred to the National Training Board. All cases involving the National Training Board will be referred to the National Training Board.
- d) Cases on which their case is being reviewed, those cases are being referred to the National Training Board. All cases involving the National Training Board will be referred to the National Training Board.

The organization itself and the various functions were defined as follows:

EXECUTIVE DIRECTOR

Responsible for implementation of policy and overall planning  
organization and control of the Board.

MEMBERS OF THE BOARD

In charge of the National Training Board of the GTS building, responsible  
of certain aspects, etc. In charge for necessary liaison and maintenance supplies

"from the central stores, any necessary local buying to be arranged with concurrence of central stores. All requisition of supplies must be submitted in writing and any proposed changes in fixtures, such as telephones, must be made in writing.

CASE OFFICE BRANCH

1. Receives all mail including records
2. Enquiries collected from National Tracing Bureaux or from individuals are to be returned to the enquiring agency or transferred to the Zone concerned.
3. Enquiries coming from the Zones for checking are to be routed internally through Records and after receipt of the reply despatched to the enquiring agency.
4. Incoming records are to be passed to the Processing Section for further handling.
5. The Case Office will also be responsible for all duplicating work and photostat work on behalf of the entire bureau.

Mail Dispatch Section. is responsible for the proper dispatch of all mail from the OTB. This entails making envelopes, packing the mail, detaching and returning to the right office the file copies, and making up the daily floater file.

Reply Section. will receive enquiries from Zonal Bureaux on which field search has given no result, and also enquiries from National Tracing Bureaux asking for specific checking against documents held in OTB.

Each enquiry is corded and checked against Master Index, and if necessary against DP Index and Records. A routing slip is attached by this unit, any information found is noted on the back of the card by the unit concerned and returned. The Unit fills in reply form, sends it to enquirer and returns the card to Master Index. Daily statistics will be kept.

Duplicating Section.

(a) Typing Pool. All typing of lists, K.L. cards etc. will be done in the pool and also any other copy typing work. Each piece of work should be sent to the Chief of the unit, together with exact statement of requirement on an appropriate form. A daily report will be made of work done.

b) All work to be mimeographed must be sent with covering form to the Chief of the Unit, and cases of special urgency should be discussed with him or her assistant who has particular charge of the mimeograph room. No enquiries or requests should be addressed direct to the operators. A daily report of work done will be made.

INDEX SECTION

a) Master Index This has to contain the DP2 index and the Master Index, and in addition such other indices as have been set up for specific reasons, i.e. numerical tracing index, Child Search index etc.

Any incoming DP2 cards are to be run in, but no entries of subsequent movements of DPs from movement lists are to be routed.

The work consists of pre-alphabetising and checking of cards for insertion into the index (these will be handed over by the typing pool properly labelled as to number and what they are); inserting the cards into the index; checking individual enquiries and lists. The letters of the alphabet will be under the care of specific persons and each person is responsible for the proper maintenance of his part of the index, including periodical checking for order and ensuring that cards which "get" in the index are extracted and sent to the Processing of Cases Unit for dispatch. Whenever a card is removed from the index a slip will be placed in its place giving date of its removal and where sent to. A daily records of work done will be kept.



- "b) DF2 Index. All DF2 cards are alphabetised and inserted into the Index. Burgomasters' lists are registered, checked and prepared for the making of KL cards. Movement lists, hospital lists etc. are checked and cases of death extracted and KL cards made. A daily records of work done is kept.

RECORDS PROCESSING BRANCH

Has to deal with the intake, processing and distribution of records now in the possession of CTB or received later. All material pertaining to Prisoners of War and Forced Labourers are to be despatched to National Tracing Bureau without a copy being retained.

All other material is to be processed and after duplication and despatch of the copies to the NTBs, the original document is to be transmitted to the Records Library for checking and retention in the archives.

All mail is delivered to the Chief of the Branch where it is scrutinised and passed to the appropriate unit.

Document Analysis Section

All documents received are passed to this section. Anything of interest to the Information Unit and Library is notified to them immediately. Each document is analysed on an inventory card, registered and passed to the Chief of the Unit. The Chief decides, according to the type of document and numbers involved, on the best method of duplication, i.e. typing, mimeographing or photostating. When this work has been done the chief of the section is responsible for seeing that copies are sent to all interested tracing agencies, and a copy filed in the Records Library. Statistics are kept of documents received and sent out.

Records Library Section has to comprise all records now in the possession of CTB, which for technical reasons cannot be despatched. It deals also with incoming enquiries and check of names against records contained in the library. An accurate and up-to-date catalogue is to be set up to enable search agencies to forward cases referring to Records in possession of CTB.

A copy of all documents for retention in the CTB is passed by the Records Analysis and Dispatch Unit to the Library. New documents are immediately entered into the catalogue. This consists of a card index in alphabetical order of place names. All documents are filed in alphabetical order. Lists are filed under the place of origin, individual certificates etc. are filed under the name of the person with a cross reference under the place of origin.

Records information section

The Processing of Cases Unit will forward to the library for checking all cases not found in the Master or DF2 indices. Every worker in the section is responsible for checking certain records and each case is passed through on the conveyor belt system, being checked against camp records and also the documents library. Each incoming case is registered and result of checking entered up, the results being indicated on the back of the enquiry card to the Processing of Cases Unit. Daily statistics forms are kept.

Photostat Section.

All documents for photocopying are received with a proper covering form stating exactly what is required. No work will be accepted except through the Chief of the Records Analysis and Dispatch Unit. Daily report forms are kept. All documents taken in by the unit are registered.

All documents for photostating are received with a proper covering form stating exactly what is required. No work will be accepted except through the Chief of the Records Section and through the Daily Report Form are kept. All documents taken in by the unit are retained.

Photostat Section

The processing of Green Unit will forward to the library for photostating all cases not found in the files or in the files. Every writer in the section is responsible for checking certain records and each case is passed through on the conveyor belt system, being checked against each record and also the document library. Each document case is registered and receipt of checking entered up, the receipt being indicated on the back of the graphic card to the processing of Green Unit. Daily photostating forms are kept.

Records Section

The processing of Green Unit will forward to the library for photostating all cases not found in the files or in the files. Every writer in the section is responsible for checking certain records and each case is passed through on the conveyor belt system, being checked against each record and also the document library. Each document case is registered and receipt of checking entered up, the receipt being indicated on the back of the graphic card to the processing of Green Unit. Daily photostating forms are kept.

Records Section

The processing of Green Unit will forward to the library for photostating all cases not found in the files or in the files. Every writer in the section is responsible for checking certain records and each case is passed through on the conveyor belt system, being checked against each record and also the document library. Each document case is registered and receipt of checking entered up, the receipt being indicated on the back of the graphic card to the processing of Green Unit. Daily photostating forms are kept.

Records Section

The processing of Green Unit will forward to the library for photostating all cases not found in the files or in the files. Every writer in the section is responsible for checking certain records and each case is passed through on the conveyor belt system, being checked against each record and also the document library. Each document case is registered and receipt of checking entered up, the receipt being indicated on the back of the graphic card to the processing of Green Unit. Daily photostating forms are kept.

Photostat Section

All documents for photostating are received with a proper covering form stating exactly what is required. No work will be accepted except through the Chief of the Records Section and through the Daily Report Form are kept. All documents taken in by the unit are retained.

"CHILD TRACING SECTION"

The Section is responsible for maintaining central liaison work, between Child Tracing in Germany and countries outside Germany, that is: collecting information from outside Germany and disseminating it to the Zonal Bureaux; correlation of material from inside Germany and forwarding to Zones all material uncovered from documents received in the CTB.

MASS TRACING SECTION

The Section undertakes the publicising of all names of persons not found by means of field search in the Zones or by checking of records and indices in the Central Tracing Bureau. Enquiries are received from the Zones on cards and received from the Processing of Cases Unit after all checking in the CTB has been done. Cards are kept on file until all publicity has been done, action taken is noted on the back of card, and the card sent to Master Index. All replies to cases are received by the Processing of Cases Unit; after all necessary action has been taken by this Unit in forwarding the result, the reply will be sent to Mass Tracing Section for the purpose of keeping statistics of the results obtained.

Specimen of standard forms to be used for correspondence, reports etc. were attached as appendixes to the above instructions.

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GENERAL INFORMATION

The Section is responsible for maintaining control in the work between Civil Training in Germany and countries outside Germany. The first collection of material from outside Germany and dissemination is to the Board of Control consisting of material from inside Germany and the working to have all material reviewed from documents received in the USA.

HOW TRAINING IS DONE

The Section maintains the following of all items of papers not found by means of their report in the form of a checklist of records and indexes in the General Training Bureau. Material received from the Bureau on cards and reports from the University of Göttingen after all reports in the USA have been done. There are reports on this until all material has been done. After reports in work on the back of cards, and the card sent to master lists. All reports in work are received by the processing of German lists. After all necessary action has been taken by this Unit in handling the reports, the report will be sent to the Training Section for the purpose of keeping a record of the results and other.

Specimens of standard forms to be used for correspondence, reports etc. were attached as appendices to the above instructions.

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At the end of June 1947 the Central Tracing Bureau ceased to be under UNRRA and the responsibility for it was assumed by FCIRO as already described earlier (see page 42). Simultaneously the Bureau which had so far been installed in the Arolsen school building, was transferred to the "Neue Schloss", the school being given back to the town authorities.

The transfer of responsibilities led to no changes in the overall policies and as regards the work itself, the procedure for dealing with incoming enquiries and processing of records, as well as the relationships with the National Tracing Bureaux remained as they were.

When on 1st December 1947 the CTB became officially the ITS, the staff which had in the meantime been increased, totalled 258 employees, i.e.

International	35
Local	13
Refugees (DPs)	109
Germans	101

The description of what the CTB had achieved since its inception under the sponsorship of both UNRRA and FCIRO for a short period is to be found in the last report of its Director - Mr. Flohr - dated December 1947, out of which the following was extracted:

" The Central Tracing Bureau which, in October, 1945, came under the auspices of the Director of the prisoners of War and displaced Persons of the Allied Control Authority in Germany, is governed basically by policies decided upon by the Coordinating Committee of the Allied Control Authority and formulated in the paper CORC/P(45)54. In the execution of its duties, the Central Tracing Bureau is guided by policies issued by the Central Tracing Policy Board, which do not, however, cover questions of finance, supplies and internal administration.

Since its inception in October, 1945, the Central Tracing Bureau has received 340,059 Tracing enquiries from 30 countries. This represents an average of 10,000, enquiries per month. In recent months, the volume of new enquiries remained comparatively static, amounting to approximately 5000 per month, and it may be reasonably anticipated that this figure will remain at its present level for some time.

During that period 42,701 positive replies were despatched, giving definite location or notification of death of the missing persons. The proportion of positive replies rose steadily from 5% at the beginning of 1946 to 46% in November, 1947. In all other cases, negative or interim replies were forwarded to the enquirers.

The use of publicity media for tracing purposes was adopted in the autumn of 1946 and greatly intensified in recent months. Shortage of financial means made it necessary to put this operation on a basis of free publicity by the editors of newspapers and managements of radio stations and cinematoproprietors. At present, 151 newspapers, 30 radio stations, both for general publicity and also broadcasts for missing persons and 1725 cinemas are participating in tracing on behalf of the Central Tracing Bureau. Two thousand posters were displayed throughout Germany: 955 lists of missing persons are being circulated to all D.P. camps and tracing agencies throughout Europe. During the period of the report, 5820 persons were located through Mass Tracing, 2850 of them alive. The result of recent additions

At the end of 1947 the Central Training Bureau ceased to be under  
 UNRRA and the responsibility for it was assumed by ICHRG as already described  
 earlier (see page 42). Statistically the Bureau which had so far been trans-  
 ferred in the school building, was transferred to the "House of the  
 school being given back to the town authorities.  
 The transfer of responsibilities led to no change in the overall poli-  
 cies and as regards the work itself, the procedure for dealing with incoming  
 requests and processing of requests, as well as the relationships with the  
 National Training Bureau remained as they were.  
 When on 1st December 1947 the ICHRG became officially the ICB, the staff  
 which had in the meantime been increased, retained ICB employees, i.e.

101	German
102	Refugees (IIC)
103	Local
104	International

The description of what the ICB had carried along its inception under  
 the sponsorship of both UNRRA and ICHRG for a short period is to be found in  
 the last report of the Director - Dr. Fritz - dated December 1947, out of which  
 the following was extracted:

The Central Training Bureau which, in October, 1947, came under the  
 auspices of the Director of the Institute of War and Displaced Persons  
 of the Allied Control Authority in Germany, is governed entirely by  
 policies decided upon by the Boarding Committee of the Allied  
 Control Authority and formulated in the paper COMIN (45) 22. In the  
 execution of its duties, the Central Training Bureau is guided by po-  
 lices issued by the Central Training Policy Board, which do not, how-  
 ever, cover questions of finance, supplies and internal administration.

Since its inception in October, 1945, the Central Training Bureau has  
 received 340,000 Training certificates from 30 countries. This represents  
 an average of 10,000 certificates per month. In recent months, the vo-  
 lume of new certificates received comparatively stable, amounting to ap-  
 proximately 5000 per month, and it may be reasonably anticipated that  
 this figure will remain at the present level for some time.

During this period 22,701 positive replies were dispatched, giving a  
 finite location or notification of death of the missing persons. The  
 proportion of positive replies rose steadily from 2% at the beginning  
 of 1946 to 4% in November, 1947. In all other cases, negative or in-  
 definite replies were forwarded to the applicants.

The use of publicity media for training purposes was adopted in the au-  
 tumn of 1946 and greatly intensified in recent months. Shortage of  
 financial means made it necessary to put this question on a basis of  
 free publicity by the editors of newspapers and magazines of radio  
 stations and organizations. At present, 171 newspapers, 30 radio  
 stations, both for general publicity and also propaganda for missing  
 persons and 1750 citizens are participating in training on behalf of  
 the Central Training Bureau. Two thousand posters were displayed through-  
 out Germany. 2000 bills of missing persons are being circulated to all  
 D.P. camps and working centres throughout Europe. During the period  
 of the report, 2000 persons were located through these Training, 2000 of  
 them alive. The results of recent activities

should become apparent only in the coming months, since there is always a considerable time-lag between the date of publishing and the receipt of replies.

The Child Tracing Branch has located by individual tracing action 777 children of allied nationality; and located, established the fate of, or supplied information concerning 1386 missing relatives of unaccompanied children in Germany under care of UNRRA, and, latterly, the PCIRO. It has distributed to National Tracing Bureaux, Tracing Agencies, and Displaced Persons' Camps in Germany and other countries, lists of unaccompanied children for whom families were being sought. It also has contributed towards the general search for missing children by collecting and processing documents in this connection.

The Central Tracing Bureau received, evaluated and catalogued records concerning 5,485,054 persons. Of this amount 328,055 were distributed to National Tracing Bureaux, in original or in the form of photocopies or typed extracts. 26185 death certificates were received from different sources and were forwarded to the respective countries for distribution. The names of 104,777 persons of unknown nationality were sent to all countries. The Records Branch also published a series of catalogues of documents, reports on Death Marches and lists of prisons, concentration camps, etc.

The card indices of the Central Tracing Bureau contain now approximately 3,000,000 cards, consisting of a Master Index of known locations, D.P. index, showing the locations of displaced persons at some time or other, and card indices of the Mauthausen, Neuengamme and other camps. The continuing expansion of the Master Index has enabled the Central Tracing Bureau to raise the percentage of positive replies by over 100% in the last three months.

Judging by the trend in the figures of new tracing enquiries received during the last few months, the scope of work of the Central Tracing Bureau is unlikely to decrease for an appreciable amount of time to come. The improvement in the coordination of functions between the National Tracing Bureaux, the Central Tracing Bureau and the Zonal Tracing Bureaux tends to indicate that a further period of concentrated efforts is required for completion of the great task of locating the missing persons and the re-uniting of dispersed families:

The following statistics and organisational details were also extracted from the a.m. report:

Enquiries received under UNRRA (Oct. 45 - June 47)	314,234
" " " " PCIRO (July 47-Nov. 47)	25,805
Replies sent out under UNRRA	65,271
" " " " PCIRO	
Documents received under UNRRA (persons involved)	4,168,487
" " " " PCIRO	1,314,597
Documents distributed under UNRRA (persons involved)	2,525,100
" " " " PCIRO	754,955

Organization of the C.T.B.

Administration and Supply Branch

Case Office Branch

) Mail Intake Section, Duplicating,  
) Reply, Index,  
) Mail Despatch

Executive Office Mass Tracing Branch

Child Tracing Branch

Records processing Branch

) Documents Analysis Section  
) Photostat  
) Records Library  
) Records Information

should become apparent only in the coming months, since there is a way a considerable time-lag between the date of publishing and the receipt of replies.

The first trading branch was located by the National Trading Branch in the autumn of 1955 and since then, established the list of replies to enquiries concerning 1955 trading statistics of non-Commonwealth countries in the form of a list of replies. This list has been distributed to National Trading Branches, Trading Branches, and Highways Branches, Comps in Germany and other countries, and, also, to Highways Branches for whom replies were being sought. It also has been distributed to the various branches for their information by collecting and processing documents in this connection.

The National Trading Branch has received, processed and returned replies concerning 1955 trading statistics. Of the amount 250,000 were distributed to National Trading Branches, in which it is the form of copies or typed extracts. 25,000 were returned to the respective countries in different forms and were forwarded to the respective countries for distribution. The amount of 10,000 replies of various countries were sent to all countries. The National Trading Branch also published a list of replies of documents, reports on health statistics and lists of persons, organizations, etc.

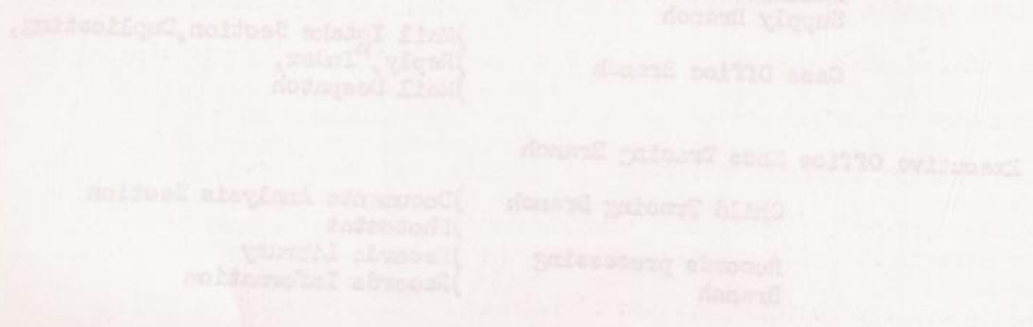
The end indices of the National Trading Branch concern new enquiries mainly 1,000 cards, consisting of a list of replies of persons and firms, D.P. Index, showing the locations of displaced persons in other parts of the world and card indices of the National Trading Branch in other parts of the world. The continuing expansion of the National Trading Branch is evident by over 1000 in the last three months.

During the last few months, the scope of work of the National Trading Branch has widened to include enquiries for an increasing amount of data to come. The improvement in the coordination of functions between the National Trading Branch, the National Trading Branch and the Central Trading Branch leads to increase in the number of enquiries and orders to be required for expansion of the work of trading the trading persons and the receipt of displaced persons.

The following statistics and organizational details were also expressed from the main reports:

1954-55	1954-55	1954-55	1954-55
25,000	10,000	10,000	10,000
10,000	10,000	10,000	10,000
10,000	10,000	10,000	10,000
10,000	10,000	10,000	10,000
10,000	10,000	10,000	10,000

Organization of the G.T.B.



The general organization of the International Tracing Service, as planned by the new Director of ITS, has been described in its broad lines (see page 50). When Mr. Thudichum arrived in Arolsen, he was faced with the following situation:

Practically all grown-up members of families still searching for missing relatives, were actually circularizing their requests and as there was not only no centralization, but hardly any working relations between the agencies doing tracing, the latter were submerged by the tide of enquiries and also taking the same action (carding, checking, answering, etc.).

Besides, the hunt for documents was a competition, when it should have been a team work. Thus one agency got hold of one part of this and could not get the other part which had gone elsewhere; processing and carding of identical (through copies found) documents were done in several places simultaneously; the carding itself was executed without care, as was discovered later, by a staff which could only have lacked to be reminded of the gravity of inaccuracy when dealing with matters affecting people.

The Index was a ridiculous collection of cards which, according to instructions, were to be classified in a purely alphabetical order and which could, therefore, not possibly meet when a slight discrepancy appeared in the spelling of one and the same name, or when the same name was spelt in two or three or more different ways (Mayer, Meyern, Mayr, Meier, etc.)

The Service was most inadequately housed and equipped. Its staff had taken habits of easy-going in the work and was utterly insufficient both in number and in quality. Sections of certain branches had tended to become unrelated due to the many internal transfers of the staff which had been made and to the relatively poor quality of the DP staff and their continuous fluctuation.

As regard tracing alone, the backlog of unprocessed individual cases was enormous. The total number of enquiries received in the last three months of 1947 had been on the average of 5500, a flood with which the existing staff could not possibly cope.

Mr. Thudichum's immediate reactions were

- a) to restore the discipline through personal example and personal care of every employee;
- b) to order the centralization of ITS/ITS's of all enquiries and of all documents;

The general organization of the industrial training service, as planned by the new Director of I.T.I., has been described in the broad lines (see page 20). When Mr. Robinson visited in London, he was faced with the following situation:

Practically all existing members of faculties still continuing for the time being, were actually discharging their respective duties and as there was not only no centralization, but hardly any working relation between the various faculties. The latter were managed by the staff of universities and also taking the same action (working, teaching, research, etc.).

Indeed, the fact for Germany was a competition, when it should have been a team work. Thus one group got hold of the part of the staff and could not get the other part which had gone elsewhere; producing the feeling of isolation (through narrow fronts) faculties were done in several places simultaneously. The existing staff was scattered without any, as was discussed in the report by a staff which could only have failed to be included of the gravity of emergency when dealing with various scientific people.

The staff was a miscellaneous collection of units which, according to the functions, were to be classified in a fairly systematic order and which could, therefore, not possibly meet with a slight discrepancy appeared in the splitting of one and the same team, it was the same team and staff in two or three or more different ways (type, degree, level, etc.).

The service was not adequately planned and equipped. The staff had taken habits of easy-going in the work and was utterly inefficient both in number and in quality. Sections of certain branches had tended to become unrelated due to the very internal structure of the staff which had been made and to the relatively poor quality of the staff and their conditions.

As regards training plans, the backing of dispersed individual cases was enormous. The total number of graduates received in the last three months of 1933 had been on the average of 2500, a figure which the existing staff could not possibly cope.

- Mr. Robinson's immediate reactions were:
- a) to reduce the discipline through personal example and personal care of every employee;
  - b) to order the centralization of I.T.I. of all employees and of all documents;

- c) to transform the Case Office Branch into a Tracing Branch which would not only check enquiries against documents, or Index - which was bound to be a very poor show as a great number of documents were still missing, and an even greater number of documents collected was still not carded - but also pursue the investigations as far as ever possible. This could in the main only be achieved by equipping the Branch with qualified multilingual staff and by organizing field tracing teams.
- d) establish a close cooperation and coordination of efforts with the Zonal Offices and re-establish the indispensable coordination of work between and within the Branches at Headquarters.

A closer correlation of efforts, a general review of internal procedures, together with a general survey of the relations abroad, should bring the organization in the best possible situation to deal with all problems arising continually in each and all the subdivisions and teams.

Following discussions in Geneva on the estimates which had been proposed by the Director, a budget was finally approved in January 1948. It was expected that this enlarged budget which amounted to  $\text{fr } 359.059$  would also increase the output of the Service both in quantity and in quality.

The consolidation of the IRO/HQ with the US <sup>zone</sup> Division either in Arolsen or in Ludwigsburg had to be abandoned in February 1948, because the required office space and the billets for the staff could not be provided by the US. Occupation Authorities. Efforts were, nevertheless, pursued in that direction for many months, mainly because there was little chance for HQs to expand as it should if it remained in Arolsen. However, this chance was to offer itself later, in April 1949, when IRO vacated the Kaserne it occupied in Arolsen with its Vocational Tracing Center and it became at last possible on the one hand to consolidate all documents pertaining to Concentration Camps and on the other <sup>to increase</sup> the indigenous staff, by 100%.

Further steps were taken in June to consolidate the tracing operations at HQs and in order to render the whole organization fully operational in all respects, a re-alignment of functions and responsibilities among the key personnel was carried out. A special attempt was made to clear out number of old CTB cases which had been the subject of much correspondence, part of it greatly delayed.

(a) To determine the cause of the trouble and to find a way to prevent it from happening again. It is not only the cause of the trouble that is important but also the way to prevent it from happening again. It is not only the cause of the trouble that is important but also the way to prevent it from happening again.

(b) To determine the cause of the trouble and to find a way to prevent it from happening again. It is not only the cause of the trouble that is important but also the way to prevent it from happening again.

A closer examination of the cause of the trouble, a general review of the situation, together with a general survey of the relations between the various departments, should bring the organization in the best possible condition to deal with all problems arising continuously in each and all the divisions and teams.

Following discussion in Geneva on the estimates which had been proposed by the Director, a budget was finally approved in January 1953. It was expected that this enlarged budget which amounted to \$ 333,000 would also increase the output of the Service both in quantity and in quality.

The consolidation of the ITC with the UN Division either in Geneva or in Indianapolis had to be considered in February 1953, because as the required office space and the facilities for the staff could not be provided by the UN, Organization Administration. It was felt, nevertheless, that the location for many months, mainly because there was little chance for the ITC to expand as it should if it remained in Geneva. However, this chance was to occur itself later, in April 1953, when ITC vacated the premises it occupied in Geneva with the Vocational Training Center and it became at last possible on the one hand to consolidate all documents pertaining to Organization Geneva and on the other the ITC's own staff, by 1953.

Further steps were taken in June 1953 to expedite the working arrangements at the UN and in order to render the whole organization fully operational in all respects, a re-alignment of functions and responsibilities among the key personnel was carried out. A special attempt was made to clear out number of old CTC cases which had been the subject of much correspondence, part of it greatly delayed.

A final review of these cases was made with a view to find a new approach towards solving them with the help of newly acquired documentation. And similarly additional help was given to the Tracing Section of the U.S. Zone Division in an effort to assist them in their completing a large number of pending cases.

Moreover, a special section was temporarily set up in July for the handling and final disposal of old cases.

The reorganization was practically completed in September 1948, after which all energies were centered on both increasing the output and in doing only quality work. The difficulties and obstacles which were to be overcome for attaining this double goal will be described later.

Except for adjustments, which occurred as time went, to adapt the operations to circumstances, the organization of the I.T.S. as a whole and the respective functions of the Branches were then established and remained as described in the following charts and pages. Major changes were made only in 1950 as mentioned earlier (page 71) when, as a consequence of orders received from the General Council of IRO, the Director was compelled to reduce and even stop some of ITS' activities.

A final review of these cases was made with a view to find a new approach towards solving them with the help of newly acquired techniques. And similarly additional help was given to the Medical Division of the U.S. State Division in an effort to assist them in their complex and a large number of pending cases.

However, a special section was temporarily set up in July 1953, the handling and final disposal of all cases.

The reorganization was practically completed in September 1953, after which all energies were directed on both increasing the output and in doing quality work. The difficulties and obstacles which were to be overcome for attaining this noble goal will be described later.

Steps for adjustment, which covered in that year, to adapt the operations to circumstances, the organization of the I.T.O. as a whole and the respective functions of the branches were then established and revised as described in the following charts and pages. Later changes were made only in 1950 as mentioned earlier (page 7) and as a consequence of orders received from the General Council of I.T.O. the Director was compelled to reduce and even stop some of I.T.O.'s activities.

a) Executive Office (Appendix No.1)

This office comprises next to the Director and his Deputy, a public information officer, the secretarial staff, the central files and a statistician.

The Executive is responsible for the establishment of work policies and long range planning, for the proper coordination between branches, the relations with the occupation authorities of three Western zones of Germany and with the Governments interested in tracing on all problems of a general character, for high level relations with IRC/Hqs in Geneva, for the drafting of ITS budget estimates, monthly reports and publicity papers, for the overall control of Hq and Zone Divisions.

b) Tracing Branch (Appendix No.2)

This Branch is responsible for determining the fate of adult persons for whom tracing requests are made. Every request has an individual file. Corresponding enquiry cards in respect of these cases are kept in the Master Index (see Index Branch). Cases are filed in numerical order.

The following actions are taken in processing a tracing enquiry:-

(1) Registration

The original request is scrutinised by the chief of the section after which an enquiry card is typed in triplicate. The request and the 3 cards go to the Index Branch, where they are checked in order to see if some information on the person is already at hand. One card is detached by Index Branch and the other two returned for use by Case Review. The card kept by the Index Branch either tallies with cards made up from documentary evidence, ("Known Location" or K.L. card), or meets an old enquiry card. In the first case, the K.L. card is copied, attached to the file, and returned to the Tracing Branch. In the second case, the number of the old enquiry is indicated on the card which is then returned to the Tracing Branch. If nothing is found in the Index, the card is returned to the Tracing Branch, where the enquiry is numbered and put in a folder, while one card is returned to the Index Branch.

(2) Case Review

After operation above the case goes to a case reviewer who decides what steps can be taken to locate the person sought for. These may be:

- a) A check against other indices which cannot be integrated in the Index or documents not yet carded.
- b) A communication to the appropriate Zone Division in Germany or tracing operations by field tracing teams in the area where the missing person was last heard of.
- c) Letters to various agencies or person who could give some information or to National Tracing Bureaux.
- d) References to the Mass Tracing Branch

When the decision is made by the case reviewer the desired action is indicated on the face sheet of the folder and the file is transmitted

- a) to the Reports Section and/or b) to the Correspondence Section.

a) Executive Office (Appendix No. 1)

This office consists of the Director and his Deputy, a public information officer, the secretarial staff, the central files and a statistician.

The Executive is responsible for the establishment of work policies and long range planning, for the proper coordination between branches, the relations with the cooperative institutions of these various kinds of Germany and with the Governmental authorities in regard to all questions of a general character, for high level relations with IGO's in Germany, for the drafting of IEO budget estimates, monthly reports and statistical reports, for the overall control of IEO and their activities.

b) Executive Branch (Appendix No. 2)

This branch is responsible for determining the type of staff persons for whom training requests and staff survey reports are prepared in the IEO. Corresponding enquiry cards in respect of these cases are kept in the Master Index (see Index Branch). Cases are filed in numerical order.

The following sections are taken in processing a training enquiry:-

(1) Registration

The original request is maintained by the chief of the section after which an enquiry card is typed in triplicate. The request and the 3 cards go to the Index Branch, where they are checked in order to see if any information on the person is already of hand. One card is detached by Index Branch and the other two returned for use by Case Branch. The card kept by the Index Branch either carries with it a copy of the corresponding enquiry card, "known location" or I.I. card, or none at all enquiry card. In the first case, the I.I. card is copied, attached to the file, and returned to the training branch. In the second case, the number of the enquiry is indicated on the card when it is then returned to the training branch. If nothing is found in the index, the card is returned to the training branch, where the enquiry is numbered and put in a folder, with one card in return to the Index Branch.

(2) Case history

After registration shows the case goes to a case reviewer who determines what steps can be taken to locate the person sought for. These may be:

- a) A check against other indices which cannot be included in the index or documents not yet entered.
- b) A communication to the appropriate local Division in Germany or training operations by their working terms in the area where the missing person was last heard of.
- c) Letters to various agencies or persons who could give some information or to National Training Bureau.
- d) Reference to the last training branch.

When the decision is made by the case reviewer the desired action is indicated on the face sheet of the folder and the file is re-numbered.

a) to the reports section and/or file the correspondence section.

Very often one case comes for review four or five times, depending on the checking results or on the replies received. Thus, the turnover of the files means a very considerable amount of work.

(3) Correspondence Section.

The Correspondence Section writes the actual letter or completes the forms as directed by the case reviewer, mails the letter and returns the file to the Files Section.

(4) Files Section.

This Section is in charge of keeping the files and forwarding them to Case Review when necessary. It is also responsible for the "follow-up", which is a system of control of the files where by each case still open comes back automatically to Case Review after a certain period for further review.

(5) Reports.

The forwarding of the report as indicated by the case reviewer is handled by this section. A report may be:

- a) A positive final report, when the address of the person after 1st July 1947 is communicated by himself or emanates from another reliable source (search officer or burgomaster), or again when there is conclusive evidence that the person has died.
- b) An interim report when some information is furnished which, however, is not conclusive but may be interest to the enquirer, and when no further action can be taken except Mass Tracing.
- c) A negative final report when all tracing possibilities have been exhausted and the person has not been found.

c) Mass Tracing Branch. (Appendix No.3)

When no information can be found in the indices and records at ITS Headquarters, collected in the field in the Western zones of Germany, obtained through correspondence with tracing agencies in other countries, or when the enquirer supplies too little information about the person sought to enable the field search to be made, the enquiry cards are passed on to the Mass Tracing Branch. In this Branch the following last possible actions on the part of the International Tracing Service are taken.

- a) All enquiry cards including those with little or no information are given for search lists action. The names are arranged alphabetically by nationality and the lists are prepared in German. The search lists are then disseminated to all displaced persons assembly centers and to National Tracing Bureaux. Separate lists are also made for Jewish persons, for ease of checking by Jewish communities and Committees.
- b) After a suitable period to allow for a checking the lists has elapsed and if no information has been received, the case is referred to newspaper publicity, which covers the three Western zones of Germany and Berlin.

About 115 German newspapers and 30 DP newspapers accept weekly lists of names for free publicity. These lists are prepared as far as possible from this cards which give full information, particularly as to the last known address, and the lists are submitted to the paper in the vicinity of this address.

- c) If the newspaper publicity fails to give results, the next action taken is by radio. The names are included on a list which is submitted for broadcast over a wide radio network.

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Very often one case occurs for review four or five times, depending on the changing results or on the review received. Thus, the turnover of the files bears a very considerable amount of work.

(3) Revising the Files  
The Correspondence Section writes the actual letter or envelope in form as directed by the case reviewer, writes the letter and returns the file to the Files Section.

(4) Files Section  
This Section is in charge of keeping the files and forwarding them to case review when necessary. It is also responsible for the "follow-up", which is a system of control of the files where by each case still open comes back automatically to case review after a certain period for further review.

(5) Reports  
The forwarding of the report as indicated by the case reviewer is handled by this section. A report may be:

- (a) A positive final report, when the status of the person after July 1947 is communicated by himself or someone from another reliable source (search officer or burglarizer), or again when there is conclusive evidence that the person has died.
- (b) An interim report when new information is furnished which, however, is not conclusive but may be interest to the analyst, and when no further action can be taken except that tracking.
- (c) A negative final report when all tracking possibilities have been exhausted and the person has not been found.

(6) Loss Tracking Branch (Appendix No. 2)

When no information can be found in the indices and records of the Headquarters, collected in the field in the Western zones of Germany, is traced through correspondence with tracing agencies in other countries, or when the analyzer supplies too little information about the person sought to enable the field search to be made, the empty cards are passed on the Loss Tracking Branch. In this branch the following last possible actions on the part of the International Tracing Service are taken.

- (a) All empty cards including those with little or no information are given for search lists action. The names are arranged alphabetically by nationality and the lists are prepared in German. The search lists are then disseminated to all displaced persons assembly centers and to National Tracing Bureau. Separate lists are also made for Jewish persons, for ease of checking by Jewish committees and Consulates.
- (b) After a suitable period to allow for a checking the lists are elapsed and if no information has been received, the case is referred to newspaper publicity, which covers the three Western zones of Germany and Berlin.

About 15 German newspapers and 30 TV newspapers on the weekly lists of names for free publicity. These lists are prepared as far as possible from the cards which give full information, particularly as to the last known address, and the lists are submitted to the paper in the vicinity of this address.

- (c) If the newspaper publicity fails to give results, the next action is to put in the radio. The names are included on a list which is submitted for broadcast over a wide radio network.

b) The main sources are the following:

The Allied Military Authorities in Western Germany, the US and British Zone Divisions and the Berlin Office of the International Tracing Service, missions of the International Refugees Organization in various countries, especially in the US, Zone of Germany, and the international movement offices of IRO in Bremen, Genoa and Naples the National Tracing Bureaux and respective Liaison Missions attached to ITS, the International Committee of the Red Cross, National Red Cross Societies, Voluntary Agencies, German and foreign administrations.

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The main sources are the following:  
The Allied Military Authorities in Western Germany, the US and Brit-  
ish Army Divisions and the Berlin Office of the International Tru-  
steees' Service, also the International Refugee Organization  
in various countries, especially in the U.S., France, Germany, and the  
International Movement of IRO in Geneva, Gerny and London.  
The Hall and Treaty Bureau and respective liaison missions attached  
to the International Committee of the Red Cross, National Red  
Cross Societies, Voluntary Agencies, German and foreign organizations.

Thus Mass Tracing Branch seeks to obtain the information through channels likely to reach the largest possible number of persons. When a reply to Mass Tracing action is received, it is checked against the Mass Tracing Index and the number of the case is added. An extract of the letter is retained in Mass Tracing and filed alphabetically. Further action on the case is suspended. The original letter is then forwarded to Tracing Branch to close the case or, if necessary, for further investigation. Mass Tracing Branch only closes the case on receipt of specific forms from Tracing Branch. If the information obtained does not close the case action is continued.

Frequently lists are received from sources such as Red Cross Societies or National Tracing Bureaux. Upon receipt by Mass Tracing Branch of these lists a specific form is prepared for each individual case mentioned. The number of the case is included and the forms forwarded to Tracing Branch as mentioned above.

d) Records Branch (Appendix No.4)

The International Tracing Service collects documents pertaining to Allied nationals and to persecutees which give information as to the condition of their displacement status and eventual fate. The Records Branch is responsible for the processing of these documents, the carding of names and particulars found in them, their checking for tracing purposes; and for making their contents available to the countries concerned through their respective National Tracing Bureaux.

1. Collection of documents.

a) Records consist of three major groups

- (i) Copies of extracts of documents established by the German Administration (vital statistics, labour offices, health and social insurance, judicial, prisons, cemeteries records).
- (ii) Original records and/or copies of extracts of records established by former governmental or Nazi Party agencies (documents of the German army pertaining to prisoners of war, of the Gestapo pertaining to racial, religious and political persecutees, of the N.S.V. or social service of the National Socialist German Workers Party, of the Lebensborn or National Socialist welfare organisation for the care of legitimate and illegitimate children, and similar agencies, records of kidnapped children, and above all records of concentration camps in Germany and countries formerly occupied by Germany).
- (iii) Records of displaced persons consisting of UNRRA and IRO registration records (original registration cards known as DP cards, nominal rolls, repatriation and resettlement lists, etc.).

2. Exploitation of documents.

All new records originating directly from the above mentioned sources or obtained thanks to arrangements made by National Tracing Bureaux'

Liaison Missions are processed in the following sections:

a) Registration and Library Section.

- (i) Registration, allocation of allotment numbers, partial analysis as to category, number of pages and actual sources.
- (ii) Cataloguing numerically and by locality and filing.
- (iii) Checking against Index Cards and against enquiry Cards on request of Tracing Branch.

This has been done in order to obtain the information through  
 channels in order to reach the appropriate number of persons  
 when a reply to their trading action is received. It is intended to  
 against the time trading takes and the number of the case is added.  
 an extract of the letter is retained in the file and filed in  
 alphabetically. Further action on the case is requested. The original  
 letter is then forwarded to Trading Branch to check the case on 11  
 necessary for further investigation. When Trading Branch only dis-  
 sees the case on receipt of "Receipts from Trading Branch". If  
 the information obtained does not clear the case action is continued.

Previously lists are received from sources such as the German  
 sites on National Trading Branch. Upon receipt by the Trading  
 Branch of these lists a specific form is prepared for each listing  
 and case mentioned. The number of the case is included and the form  
 forwarded to Trading Branch as mentioned above.

(2) Records Branch (Appendix No. 4)

The International Trading Service collects documents regard-  
 ing to allied nations and to persons who give information as to  
 the condition of their displacement status and eventual labor. The records  
 branch is responsible for the processing of these documents, the coding of  
 names and particulars found in them, their checking for trading purposes and  
 for making their contents available to the computers concerned through their  
 respective National Trading Branches.

1. Collection of documents.

a) Records consist of three major groups

- (i) Copies of extracts of documents established by the German Adminis-  
 tration (Vital statistics, labor affairs, health and social in-  
 surance, judicial, military, consular records).
- (ii) Original records and/or copies of extracts of records established  
 by former Governmental or local party agencies (documents of the Ger-  
 man army pertaining to prisoners of war, of the Gestapo pertaining  
 to racial, religious and political persecutions, of the R.G.V. or  
 social services of the National Socialist German Workers Party, of  
 the Laborers or National Socialist Welfare organizations for the  
 care of illegitimate and illegitimate children, and similar agencies,  
 records of illegitimate children, and above all records of concentra-  
 tion camps in Germany and countries formerly occupied by Germany).
- (iii) Records on displaced persons consisting of UNRWA and ILO registra-  
 tion records (original registration cards known as UNRWA cards, so-  
 cial relief, repatriation and resettlement lists, etc.).

2. Registration of documents.

All new records originating directly from the above mentioned sources are  
 obtained thanks to arrangements made by National Trading Branches.  
 Liaison Stations are processed in the following manner:

- (a) Registration and library coding
- (i) Registration, allocation of accession numbers, partial analysis as  
 to category, number of pages and social category.
- (ii) Cataloguing numerically and by locality and time.
- (iii) Checking against Index Cards and against enquiry cards on request  
 of Trading Branch.

(b) Processing Section.

- (i) An "Inventory Card" affording a full description of the records including the number of nationalities and of localities mentioned in it is made for every document except Concentration Camp Records, and filed.
- (ii) Subject to approval of the Occupational Authorities, photocopies of documents referring to nationals of one particular country or concerning single individuals are placed at the disposal of the countries concerned through the respective National Tracing Bureau.

(c) Typing Pool.

On instructions from Processing Section an Information Card for each name (Known Location card) is typed for insertion in the Index. Extracts or copies of documents for distribution to IIB are also made currently by the Pool.

(d) Concentration Camps Section.

Concentration Camp records held by IIB and those collected and kept by the US Zone Division Office consist mainly of original records from Buchenwald, Dachau, Flossenbürg with the original card indices of inmates, together with files from Gross-Rosen Concentration Camp Standesamt, death registers, photocopies of Natzweiler, Mauthausen, Auschwitz death registers as well as miscellaneous copies of entry registers transfer lists, daily strength reports of Concentration Camps and lists of survivors, etc.

(e) Records Checking Section.

This Section is responsible for checking enquiries against the record and indices held in the Concentration Camps Section and for compiling final reports which synthesise all information given in various records on a particular person.

Many records which so far have <sup>not</sup> been carded for the Master Index are held in this Section and all enquiries from the Tracing Branch are automatically checked against them.

(f) Documents Intelligence and Information Unit.

This Section establishes and keeps up to date for its own use and that of National Tracing Bureaux, a catalogue of all existing Concentration Camp records held by IIB, NTB and other agencies.

It collects all available information about Concentration Camps and their Commandos as well as on Death Marches, in order to discover the scattered graves.

It keeps an Index of Identity numbers found on deceased inmates of Concentration Camps for comparison with the numerical records of the various Camps with a view to establishing the identity of these hitherto unidentified victims of Nazism.

It endeavours to establish the status or category of all former places of detention in Germany and territories formerly occupied by Germany (Catalogue of Camps) with a view to supplying the Governments with the information they require for the payment of compensations and pensions.

(g) Photostat Section.

This Section photostats records received on loan; it makes photocopies of documents requested by National Tracing Bureaux as well as of individual records which accompany certain tracing reports and notifications of death. A library of negatives is kept in case additional copies are requested.

(h) Certificate Section

This Section establishes on request certificates of incarceration and notifications of death, whenever a Standesamt death certificate cannot be obtained.

- (i) Certificates of incarceration, based on documentary evidence, for former inmates of Concentration Camps are mainly issued to Displaced Persons who are thus provided with the proof that they were Concentration Camp prisoners during the war, and may thus obtain priority in immigration schemes. They are also issued to German persecuted,

(b) Investigation of the records  
 (1) An "Inventory Card" reflecting a full description of the records including the number of individual records and of individual persons in it is made for every document except Concentration Camp records and files.  
 (2) Subject to approval of the Government, information, photographs or documents relating to persons of one particular country or community shall be furnished as often as the disposal of the documents concerned through the respective National Training Bureau.

(c) Existing files  
 On instructions from Training Section an information card for each one (known location only) is typed for insertion in the index. Extracts or copies of documents for distribution in US are also made currently by the pool.

(d) Concentration Camp records  
 Concentration Camp records held by US and those collected and kept by the US Army Division Office consist mainly of original records from individuals, books, photographs with the original and copies of the same, together with files from German-Italian Concentration Camps, death registers, photographs of inmates, furniture, maps, lists of deaths, daily strength reports of Concentration Camps and lists of survivors, etc.

(e) Foreign Gestapo Section  
 This section is responsible for checking evidence against the records and indices held in the Concentration Camp Section and for compiling final reports which synthesize all information given in various records on a particular person.  
 Many records which so far have been added for the Index have been held in this section and will be transferred from the Training Branch and automatically checked against same.

(f) Germanic Intelligence and Information Unit  
 This section establishes and keeps up to date for its own use and for the National Training Bureau, a collection of all existing Germanic records held by US, USSR and other sources.  
 It collects all available information on Concentration Camps and their operations as well as on death marches, in order to discover the reported losses.  
 It keeps an index of identity numbers found on deceased inmates of Concentration Camps for comparison with the numerical records of the various Camps with a view to establishing the identity of these historic unidentified victims of Nazis.  
 It endeavors to establish the status or custody of all former places of detention in Germany and territories formerly occupied by Germany (Gestapo or Camps) with a view to supplying the Government with the information they require for the purpose of investigations and questions.

(g) Historical Section  
 This section photographs records received on loan; it makes photo-copies of documents requested by National Training Bureau as well as of individual records which accompany certain training reports and exhibits of death, library of negatives is kept in case additional copies are requested.

(h) Genealogical Section  
 This section maintains on request verification of immigration and naturalizations of death, marriage and business death certificates cannot be obtained.  
 (1) Certificates of immigration, based on documentary evidence, for former inmates of Concentration Camps are mainly issued to displaced persons who are thus provided with the proof that they were Concentration Camp prisoners during the war, and may thus obtain help in immigration abroad. They are also issued to German persons, especially

who as victims of Nazism may thus obtain pensions and priority of employment.

- (ii) When a legal Death Certificate is unobtainable (i.e. deceased concentration camps inmates), and the International Tracing Service can supply a substantial proof that the person enquired for has died, a notification of death is issued based on reliable documents such as a Concentration Camp death register, if available a Todesmeldung, a Camp Hospital records, or the original-Haeftlingskarte, on which the date of death may be found. Notification of death signed by the Director of the International Tracing Service and countersigned by the Liaison Officer of any country concerned, are usually only forwarded via the National Tracing Bureaux to the families who may obtain thus through Courts a legal death certificate.

The documents held in Records Branch constitute one of the most valuable aids to the tracing of persons still missing as a result of the war, and persons still in DP Camps, or who have emigrated. They are also of great help to Consular authorities wishing to check imprisonment records of would-be emigrants.

e) Index Branch (Appendix No.5)

The Index Branch consist of two indices:

- 1. Master Index (Enquiry and Information Cards)
- 2. D.P.2 Index (Original Registration Cards of D.P.'s)

1) Master Index

The Master Index, which constitutes a bridge between the Tracing Branch and the Records Branch, assembles enquiry cards which are established in the Tracing Branch on receipt of requests for tracing, and information cards (also called "K.L." or "Known Location" cards), which are made out from documents in the Records Branch. Provided both categories of cards are made out with the utmost care and accuracy and are complete, the Master Index should be the true image of all ITS archives. The aim of the work in Master Index is to find for each enquiry card the information card which answers that enquiry (meeting of cards)

The Master Index is divided into two sections:

a) The Index, to which an alphabetising unit is attached

50,000-60,000 information cards arrive per week from Records Branch. To facilitate their insertion, they are first put into alphabetical-phonetical order by the alphabetising unit. From 10,000-15,000 of these cards find their place in the Index daily, and before insertion all cards containing enquiries not yet solved, which may be in the Index in connection with the new information, are carefully examined and in the case of a meeting, a report is sent to the Tracing Branch.

b) The Checking Section

300-400 new enquiries proceeding from Tracing Branch (the original enquiry letter together with the corresponding card already prepared for the Index) are checked daily as regards to information and to earlier enquiries for the same person. Here, too, the collected information is forwarded to the Tracing Branch. The original enquiry cards remain in Master Index.

2) D.P.2 Index

The DP 2 Index consists of the first and original Registration cards of displaced persons on entering a camp. One important factor in the

who as victims of certain acts have obtained possession and custody of equipment.

(11) When a legal death certificate is available (i.e., deceased), notification was received, and the Bureau should be notified for this purpose. A substantial record that the person executed for the death, a notification of death is issued based on reliable information such as a coroner's report, or the original death certificate, a notification of death is issued based on reliable information. Notification of death should be given by the Director of the International League of Nations and distributed by the League Office of any country concerned, and copies forwarded via the National League Bureau to the League and any other the League Bureau a legal death certificate.

The documents held in records branch constitute one of the most valuable aids to the tracing of persons still missing as a result of the war. They are also of great help to consular authorities wishing to check appointment records of war-time consuls.

e) Index Branch (Appendix No. 2)

The Index Branch consists of two indexes:

- 1. Master Index (League and International Bureau)
- 2. D.P.S. Index (Original Registration Cards of D.P.S.)

f) Master Index

The Master Index, which constitutes a link between the League Branch and the records branch, comprises enquiry cards which are established in the League Branch on receipt of requests for tracing, and information cards (also called "K.I." or "Known Location" cards), which are made out from documents in the records branch. Provided both categories of cards are made out with the utmost care and accuracy and are complete, the Master Index should be the first stage of all the enquiries. The aim of the work in Master Index is to find the exact enquiry and the information card which answers that enquiry (meeting of cards).

The Master Index is divided into two sections:

a) The Index in which an alphabetical list is attached

50,000-60,000 information cards arrive per week from records branch. To facilitate their insertion, they are first put into alphabetical-phonetic order by the alphabetizing unit. From 10,000-15,000 of these cards find their place in the Index daily, and before insertion all cards containing enquiries not yet solved, which may be in the Index in connection with the new information, are carefully examined and in the case of a missing, a report is sent to the League Branch.

b) The Graphic Section

100-400 new enquiries proceeding from League Branch (the original enquiry) together with the corresponding card already prepared for the Index) are checked daily as regards to information and to earlier enquiries for the same person. Here, too, the collected information is forwarded to the League Branch. The original enquiry cards remain in Master Index.

g) D.P.S. Index

The D.P.S. Index consists of the first and original registration cards of displaced persons on entering a camp. One important factor in the

D.P. Index is that it is the place where proof for the date on which a person received D.P. status is available. As is well known, this date is of great importance for persons wishing to emigrate. Checking is carried out in the same way as in the Master Index and often information is found which gives a clue for further tracing.

In the Master Index the cards are classified in a phonetical-alphabetical order instead of a purely alphabetical one. (The change which could only be made gradually lasted several months). The rules applied are based on actual experience. Thus, in spite of the many varieties of spellings of similar names found in the various idioms represented, the cards pertaining to one and the same person, provided of course, the name is completely distorted, do finally come together, which any rigidly applies alphabetical system excludes.

f) Child Search Branch

With regard to the Child Search Branch, because of the fact that the question of unaccompanied children received a special attention on the part of the General Council of IAO in autumn 1948, and that the branch, with the exception of administration, though under the direct supervision of the Director, operated quite independently from the remainder of ITS, no reference is made here to it. The reader is referred to pages in which in the history of that part of I.T.S. organization, activity and achievements are narrated in full.

g) Administration Branch (Appendix 6)

The Administration Branch is responsible at Headquarters and in the Zone Divisions for all matters relating to personnel, transport, supplies (utilities, office service) finance, communications, travel, accommodation, billeting and messing.

For the fulfilment of several of those functions the Branch maintains permanent contacts with both Occupation and German Local Authorities.

The years 1948 - 1949 - 1950.

1, 1948

At the close of the year the Director of I.T.S. was able to make the following remarks:

"The ITS position is now well known all over the world and indisputed. It is receiving more and more of the confidence of Governments and Tracing Agencies which it needs in order to accomplish its task. Closer relations have been established with National Tracing Bureaux of Western European countries most interested in the problem of the missing, and important exchanges or loans of documentary evidence have been made. No progress, however, was made during 1948 in the direction of active cooperation with the Eastern countries.

In the field of tracing much was accomplished in all respects, i.e.

- a) the total centralisation of all tracing activities in ITS HQ with the necessary and inevitable reorganisation of procedures;
- b) the new orientation of the U.S. Zone Division with the major weight of its activities put on tracing in the field, hunting for documents and the location of graves;
- c) the setting up of a new Division in the British Zone with tasks identical to those of the U.S. Zone Division;
- d) the establishment of a larger Child Search Branch solely responsible for the tracing and search for missing children and the tracing for the parents of unaccompanied children;

... index is that it is the place where proof for the fact on which a person receives his status is established. As it is shown, this date is of great importance for persons wishing to emigrate. Therefore it is essential in the case of the person whose name is on the list and whose information is found which shows a date for further study.

In the index the cards are classified in a systematic order instead of a purely alphabetical one. The cards which could only be made (usually having several names), the rules applied are based on actual experience. Thus, in spite of the fact that the spelling of similar names found in the various index documents, the cards pertaining to one and the same person, provided of course, the name is completely identical, are usually one together, which may slightly expedite alphabetical system searches.

2) Child Census Branch

With regard to the Child Census Branch, because of the fact that the question of unaccompanied children received a special attention on the part of the Central Council of I.R.G. in August 1945, and that the branch, after the cessation of unaccompanied children, ceased to exist, the supervision of the Director, advised with independence from the remainder of the branch, no reference is made here to it. The records in reference to which in the history of that part of I.R.G. organization, activity and achievements are mentioned in full.

3) Administration Branch

The Administration Branch is responsible for the operation and in the case of divisions for all matters relating to personnel, travel, supplies (utilities, office supplies, furniture, communications, travel, accommodation, clothing and messengers). For the fulfillment of several of these functions the branch maintains permanent contacts with both domestic and foreign local authorities.

The year 1946 - 1947 - 1948

1946

At the close of the year the Director of I.R.G. was able to make the following remarks:

"The I.R.G. position is now well known all over the world and independent. It is receiving more and more of the confidence of Governments and Treaty Agencies which it needs in order to accomplish its task. Close relations have been established with various Treaty Agencies of eastern European countries most interested in the problem of the raising and important exchanges or loans of documentary evidence have been made, the progress, however, was not during 1946 in the direction of active cooperation with the eastern countries.

- a) In the field of training much was accomplished in all respects, i.e. the total centralization of all training activities in I.R.G. with the necessary and transfer in responsibility of procedures;
- b) the new organization of the U.S. Loan Division with the major part of its activities put on treaty in the field of hunting for documents and the location of travel;
- c) the setting up of a new Division in the British zone with tasks identical to those of the U.S. Loan Division;
- d) the establishment of a larger Child Search Branch solely responsible for the treaty and search for missing children and the training for the groups of unaccompanied children.

- e) the development of Mass Tracing through more methodical checking of lists of missing persons in the DP Assembly Centres, securing the services of more German newspapers and expanded broadcasting facilities;
- f) the centralisation of all tracing questions with more and more countries through the unique channel of their National Tracing Bureaux;
- g) the taking over of tracing activities formerly performed by agencies such as the A.J.D.C.

As regards the collecting of documents, their cataloguing, processing, photostating, carding, a very considerable amount of material has been gathered or released to the ITS by the US occupation authorities, and great efforts are being made for an extensive carding of these documents.

The Master Index, the essential function of which is to reflect accurately the contents of the documents held and thus hasten the checking of the incoming enquiries, has increased considerably in volume. The number of cards, which a year ago was 1,876,399, was increased in 12 months by 1,505,348 and totalled 3,381,742 on 31st December 1948.

One of the major events in the year has been the planning of the expanded Child Search Branch and the establishment, for the approval of the General Council of IRO, of a budget which would make it possible to execute in one year's time the very difficult task of searching for the missing non-German children. The granting by IRO of a Child Search budget of \$ 585,000 since 1st October 1948 has increased the funds of ITS to approximately 1 million dollars."

The staff, which, at the end of 1947 had been 267, increased in the 12 months of the year to 1021 showing an extremely high turnover which, as one can well imagine, had most detrimental effects on the work. It amounted to 274 departures and 485 engagements. Among the departure was that of Mr. Roman Flohr, Deputy-Director and former Director of the CIB, who resigned in September 1948.

As to the volume of the work performed, a statistical chart is appended, (Appendix No.7) in which comparative figures are given for the years 1945-1950. It is felt, in spite of the inevitable dryness of any accumulation of figures, as this statistics are broken down and actually cover the essential grounds of ITS' activity, as also they are accompanied by remarks meant to enlighten the reader, that they will constitute the most eloquent and easily read summary of the work performed. The alternative could only have been a written description which would seem unbearingly long to the readers.

## 2. 1949

The outstanding features of the year, as given in the Director's Annual report, were:



a) The installation of IIS/IOs in the Arolsen Barracks.

The consequences of this long hoped-for move have been of great importance:

- i) through the special concentration of the various services, very substantial economies could be realised in all directions;
- ii) by having at last about three times more office space, the staff was given adequate working conditions which had a good effect on health as a whole and on the quality and quantity of work produced;
- iii) with the assistance of the U.S. Army, who provided the necessary wood and equipment, the documents could at last be displayed on new shelvings etc. and the indices properly set up and displayed, which made everything accessible and rendered all checkings easier.
- iv) it made possible the transfer to Arolsen of approximately 30 tons of concentration camp original material, so far kept in Eschlingen in the U.S. Division, which greatly simplified the checkings to be made against it by hundreds every day and permitted, with the new means obtained in personnel, a more rapid completion of its processing, sorting and classifying;
- v) again, the larger office space, the final availability of the numerous typewriters which had been budgetted for over a long period and the proper examination of the documents which must be carded for the Master Index, made it possible to do extensive carding. This resulted in the insertion in the Master Index of many hundreds of thousands of cards, with all the consequences deriving therefrom on the checkings and sending out of reports to enquirers;
- vi) finally the larger office space allowed the IIS to increase considerably its indigenous personnel. While IRO HQ, Geneva, accepted to give to IIS a few new positions for international staff, which was fortunately possible within the dollar means at its disposal, a very considerable increase of the ceiling of the Deutsche Marks allocation to cover the salaries of the indigenous personnel was granted expediently by the U.S. Occupation authorities with the help of IRO Operations, Bad Kissingen. Thus, the number of indigenous staff at HQ which was 385 on 31st December 1948, was gradually brought up to 849 on 31st December 1949.

The above observations are made to show that if the considerable expansion of the IIS output and services, as shown in the present report, did not occur sooner, it was solely due to the fact that material difficulties made it impossible.

b) the installation of a German Civil Registry Office  
(Sonderstandesamt) at Arolsen

*The duties of such an office are:*

- a) to enter in a Deathbook - as foreseen by the German law - all deaths which have occurred in the war years and which were not so far thus registered, more particularly in the Concentration Camps and their many Commands;
- b) to establish proper death certificates for all such death cases which have not yet been certified.

The creation of this German Civil Registry Office was, of course, of primary interest to the IIS, but the readiness of the German Authorities to establish it and finance this Office, proves that the interest of the

The installation of the new system

The importance of this long project has been of great

importance

through the special cooperation of the various services, we  
by substantial resources could be realized in all directions

by having at least about three times more office space, the staff  
was given adequate working conditions which had a good effect on  
health as a whole and on the quality and quantity of work produced

with the assistance of the U.S. Army, the provided the necessary  
wood and equipment, the furniture could be designed on  
new designs etc., and the tables properly set up and designed,  
which made everything accessible and centered all checking points

it made possible the transfer to a room of approximately 30 feet  
of concentrated work material, as far as in health  
and in the U.S. Military, which, finally, simplified the checking  
so be made possible by having every day and finished, with  
the new means obtained in personnel, a new kind of expansion of  
its processing, sorting and classifying

again, the larger office space, the final availability of the  
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many hundreds of thousands of cards, with all the consequences  
involving transfer on the checks and sorting out of reports  
to engineers

finally the Japan Office space allowed the IIC to function  
efficiently its indigenous personnel. This was done, however, and  
needed to give to the few new positions for international staff  
which was formerly possible within the office space at the  
disposal, a very considerable increase of the ceiling of the  
building. Plans also existed to cover the various other buildings  
personnel was trained especially by the U.S. Government author-  
ities with the help of the Japanese, and American. Thus, the  
number of indigenous staff at the office was 300 in the summer  
1948, and gradually increased up to 500 in the summer 1949.

The above operations are made to show that if the considerable  
expansion of the IIC output and services, as shown in the present report, did  
not occur sooner, it was mainly due to the fact that material difficulties  
made it impossible.

The installation of a German Civil Registry Office

to enter in a handbook - as foreseen by the German law - all  
deaths which have occurred in the war years and whether not  
so far as we have, more particularly in the documentation  
cases and their very details

to establish proper death certificates for all such death cases  
which have not yet been certified.

The creation of this German Civil Registry Office was, of course,  
of primary interest to the IIC, but the readiness of the German Authorities  
to establish it and finance this office, proves that the interest of the

Germans was equally great. The reason for this is that information relating to deaths of German nationals existing in the Concentration Camp documents held by the IIS were at last to become accessible to the Germans.

Next to the documents which are signed and stamped and can therefore be made use of by that Office, the IIS has a very considerable amount of papers which bear notes or signs relating to deaths and which constitute strong presumptions that death actually occurred. There is no doubt that the Convention on declarations of death of missing persons now being prepared by the United Nations Organisation and which will most likely be concluded and ratified by a number of Governments in the near future, will confer paramount importance to these papers and that a very large proportion of the declarations of death issued will be based on these documents.

The promulgation of a General Claims Law (Wiedergutmachungsgesetz) by the German Administration in the U.S. Zone and the probability of the new German Government promulgating another, to cover the three western Zones, have put the IIS before a new and highly important task. In view of the fact that a great number of those who require indemnification have not the proofs necessary to back up their claims and because of the importance of the information collected by the IIS, the latter is requested to furnish those who address themselves to it, with copies of documentary evidence or with certificates of incarceration.

A second Conference of National Tracing Bureaux, convened by the Director, was held at the IIS HQ on 1st to 3rd September, 1949. The National Tracing Bureau Branches of Belgium, France, Italy, Luxembourg and the Netherlands, the Polish Red Cross, the French Zonal Tracing Bureau, the C.C.C., the French Military Government and IRO U.S. British and French Zone were represented.

This conference afforded to the delegates the opportunity of a detailed visit and an examination of the work so far achieved. It also permitted the countries represented to stress their most pressing requirements.

In regard to the Staff this heavy and highly productive year has again been marked by an excellent morale and spirit. At Central HQ in the Zone HQs and in the field, the zeal and devotion of everyone has been worthy of praise. The confidence placed in IIS by so many Governments, by IRO

Germany was equally great. The reason for this is that information was  
 that to benefit of German institutions existing in the Communist Group  
 elements held by the ILO were at least to become accessible to the German  
 Next to the documents which are signed and stamped and are therefore

to make use of by first Office, the ILO has a very considerable amount of  
 papers which are notes or signs relating to health and which constitute  
 strong presumptions that health actually occurred. There is no doubt that  
 the Convention on declaration of health of existing persons now being nego-  
 ted by the United Nations Organization and which will most likely be con-  
 cluded and ratified by a number of Governments in the near future, will

contain pertinent information for these papers and that a very large propor-  
 tion of the declaration of health issued will be based on these documents.

The promulgation of a General Health Law (Gesundheitsgesetz) by the German Administration in the U.S.S.R. and the possibility of the  
 new German Government investigating whether to cover the three western Eu-  
 rope, have put the ILO before a new and highly important task. In view of  
 the fact that a great number of those who require industrial health laws are  
 the people necessary to back up their claims and because of the importance  
 of the information collected by the ILO, the latter is requested to fur-  
 nish those who address themselves to it, with copies of documentary eviden-  
 ce or with certificates of investigation.

A second Conference of National Trading Bureaus, convened by the  
 Director, was held at the ILO HQ on 1st to 3rd September, 1949. The partici-  
 pal Trading Bureaus of Belgium, France, Italy, Luxembourg and the  
 Netherlands, the Polish Red Cross, the French Local Trading Bureau, the  
 G.O.C., the French Military Government and ILO U.S., British and French  
 Bureaus were represented.

This conference afforded to the delegates the opportunity of a detai-  
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 quite well marked by an excellent morale and spirit. At Central II in the  
 form life and in the field, the zeal and devotion of everyone has been ex-  
 treme of praise. The confidence placed in ILO by so many Governments by ILO

and by the many thousands of those who count on it for the alleviation of their anxieties, of which numerous proofs were given in 1949 is the happy consequence of this general attitude of "service".

In the same Annual Report for 1949, the residual work load of ETS was evaluated as follows:

(1) Completion of the exploitation of Concentration camp documents.

i) Distribution through photostat copies to the five western European countries of the individual papers relating to their nationals - to be achieved by 31st July 1950.

ii) Photostatting of some original card indices, books and lists in order to preserve these invaluable original documents against destruction through constant use - to be achieved by 28th February 1951.

(2) Registration and recheck of graves in both US and British Zones on which several foreign missions count for the execution of their own task, i.e. the exhumation and repatriation of bodies of their deceased nationals - to be achieved by 30 June 1950.

(3) Completion of the collection of German Civil Administration documents which could be achieved in the U.S. Zone by 30 June 1950 provided the material not yet furnished from approximately 16,500 sources (out of 123,800) is received before 31st March 1950.

in the British Zone by 30th June 1950 if none of the new targets found or still to be found are explored.

(4) Processing of the German Civil Administration Documents from the U.S. Zone: with the present staff, this could be achieved in 1955 only.

from the British Zone: this could be achieved by 31st December 1950.

(5) Exploration and exploitation of special targets discovered in both zones through field tracing officers (see Zone Division reports page 26 and page 32).

The time required to carry out this work cannot be evaluated. There is no doubt, however, that the information available from these new sources would be of paramount interest to many Governments.

(6) Supplying the German Civil Registry Office with the original documents relating to deceased inmates of CC camps (220,000 names) the registration of all names in Sterbebuch and establishment of certificates of death; official registration by this Office of all births which occurred in CC camps and in the Lebensborn organisation; estimated time required - 5 years, i.e. to the end of 1954.

(7) Carding:

i) of CC material for insertion in the Master Index which will constitute the last indispensable phase of exploitation of this material as it will preserve it against the dangers of wear and tear, permit it to be classified in the Library and complete the Master Index; this will amount to 3,700,000 cards and will require a period of 12 months.

ii) IRO records (movement and embarkation lists etc.) will amount to approximately 1,200,000 names and will require a period of 4 months.

iii) British Zone; known Civil Administration Documents, 2,000,000 names - 6 months.

and by the many thousands of lines who came as if for the first time to their own... of which various reports were given in 1953 in the paper...

In the same Annual Report for 1953, the technical work done at the...

was estimated as follows:

(1) Completion of the registration of German Civil Administration documents...

(a) Distribution through special agencies to the five western zones... from accounts of the individual papers relating to their work... to be achieved by June 1953.

(b) Photostating of some original and copies, books and files... in order to preserve these valuable original documents against... destruction through war damage to be achieved by June... February 1953.

(2) Retention and review of records of German Civil Administration... on which various foreign missions have for the execution of their... own task, i.e. the collection and registration of copies of their... deceased nationals - to be achieved by 30 June 1953.

(3) Completion of the collection of German Civil Administration... documents which could be collected in the U.S. Zone by 30 June 1953... which the material not yet transferred from approximately 10,000... sources (out of 121,000) is retained before June 1953.

in the U.S. Zone by June 1953... of the new records found or still to be found and required.

(4) Processing of the German Civil Administration documents... from the U.S. Zone with the present state, this could be achieved... in 1953 only.

From the British Zone, this could be achieved by June December 1953.

(5) Registration and exploitation of special registers discovered in both... zones through special agencies (see German Division reports... page 26 and page 28).

The step required to carry out this work cannot be considered... There is no doubt, however, that the information available from the... as new sources would be of great interest to many Governments.

(6) Supplying the German Civil Administration Offices with the original docu-... ments relating to deceased persons in 00 camps (250,000 names), the... registration of all names in 00 camps and establishments of all... children of death; official registration by this Office of all... births which occurred in 00 camps and in the labor camps... from estimated the reported 2 years, i.e. to the end of 1952.

(7) Conclusions

(a) The material for inclusion in the German Index which will con-... stitute the first indicative phase of exploitation of this con-... tained as it will preserve it against the dangers of war and... loss, should be so classified in the library and copies the... German Index; this will amount to 2,700,000 cards and will re-... quire a period of 12 months.

(b) The records (names and addresses lists etc.) will amount to... approximately 1,500,000 names and will require a period of 4... months.

(c) British Zone; German Civil Administration documents, 2,000,000... names - 6 months.

The carding of the above-mentioned material alone (excluding special targets) will thus take approximately 22 months, i.e. 31st October 1951.

- (8) Insertion of cards in the Master Index at the maximum rate of 400,000 cards per month.

	5,5 million (3½ US Zone, 2 British Zone) German Documents
	3,7 " " CC material
	1,2 " " IRO

Total 10,4 millions, which will be achieved in 26 months, i.e. 1st March 1952.

- (9) Supply of information. This will remain, for many years to come, the main task of the ITS, but the volume of the work involved is absolutely unpredictable.
- (10) Preparation and publication of a general catalogue of all the documentary evidence relating to victims of the Nazi regime being either in the Library of the ITS or known to exist with various National Tracing Bureaux or Agencies. Such a catalogue is a pressing need for ITS itself and for all Governments.
- (11) Inventory of all documents which will have to be transferred to a successor agency or the Military Authorities, or else destroyed.
- (12) In order to estimate the residual workload of the Child Search Branch, one must look again at its mandate, which is as follows:
  - (a) to find the children kidnapped by the Nazis and other non-German children who have become displaced and unaccompanied as a result of the war;
  - (b) to identify these children, establish their citizenship and provide them with documentation;
  - (c) to bring them into communication with their parents or other relatives.

The task described under (a) will be completed some time in 1950.

(1) In Germany, when the field investigations under the Limited Registration Plan are completed, as a result of which it is expected to register approximately 3,000 more children;

(2) Outside of Germany, when all individual case records at present held by the IRO Missions have been consolidated at Child Search Branch Headquarters and when the results of the appeal for governmental cooperation are on hand.

It is obvious, however, that the tasks described under (b) and (c) of the mandate are long range ones, and cannot be completed in 1950. In order to have a comprehensive picture of the residual problem of unaccompanied children, one must look into the international actions that have taken place previously in connection with this problem. An international agreement concerning the guardianship of minors, which was signed in 1902, and ratified in 1904, is still considered valid. This is particularly interesting as Germany was one of the signatories. This agreement makes provision for the setting up of three types of guardianship:

- (i) Guardianship set up under the aegis of the country of which the minor is a national
- (ii) Guardianship set up by the diplomatic or consular agent, in accordance with the law of the country of which the minor is a national.
- (iii) Guardianship set up by the authorities of the country in

The carrying of the above-mentioned material since (including the  
total figures) will show that approximately 12 months, i.e. 1950  
October 1951.

(8) Issuance of cards to the Reader Index at the maximum rate of 100,000  
cards per month.

2.5 million (5) US Govt, British Home, German Documents	2.5
1.5 million (6) US Govt, British Home, German Documents	1.5
1.5 million (7) US Govt, British Home, German Documents	1.5
<b>Total</b>	<b>5.5</b>

10.4 million, which will be achieved in 12 months, i.e.  
at March 1952.

(9) Supply of information. This will remain for many years to come,  
the main task of the IIR, and the volume of the work involved is  
essentially unpredictable.

(10) Preparation and publication of a general catalogue of all the de-  
scribed evidence relating to victims of the Nazi regime being  
held in the library of the IIR or known to exist with various  
National Reading Bureau or agencies. Such a catalogue is a pre-  
requisite for IIR itself and for all branches.

(11) Inventory of all documents which will have to be transferred to a  
successor agency or the Military authorities, or else destroyed.

(12) In order to estimate the residual workload of the Child Search  
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(1) In Germany, when the Child Search Branch was set up in 1948,  
Registration Plan was completed, as a result of which an estimate  
to register approximately 2,000 more children;

(2) Outside of Germany, when all individual case records are pre-  
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many was one of the signatories. This agreement makes provision  
for the setting up of three types of guardianship:

(i) Guardianship set up under the laws of the country of which  
the minor is a national.

(ii) Guardianship set up by the diplomatic or consular agent,  
in accordance with the law of the country of which the mi-  
nor is a national.

(iii) Guardianship set up by the authorities of the country in

which the minor is residing, and in accordance with the local law. The agreement provides that the second type of guardianship shall take place only in such cases in which the law of the country of which the minor is a national makes no provision for the setting up of guardianship for minors residing in a foreign country. A further condition to be observed before this second type of guardianship can be set up is that no clause in the laws and regulations of the state in which the minor resides prevents the setting up of guardianship by diplomatic or consular agents of a foreign nation. The last type of guardianship shall be set up only in such cases in which, for some reason, neither of the other two types is possible.

The reason for the inclusion of this agreement is that it is evident that the terms of this agreement, or, for that matter, of any other agreement which provides for the permanent settlement of the problem of unaccompanied children, can only be applied when the identity and nationality of the child is clearly established. In order, therefore, to provide the basis for a settlement of the problem of unaccompanied children, it is absolutely necessary that the work of proper identification and documentation of unaccompanied children falling within the mandate of the IRO be brought to a conclusion.

which the child is residing, and in accordance with the local law. The agreement provides that the second type of guardianship shall take place only in such cases in which the law of the country in which the child is a national makes no provision for the setting up of guardianship for minors residing in a foreign country. A further condition to be observed before this second type of guardianship can be set up is that no claim in the law and regulations of the state in which the minor resides prevents the setting up of guardianship by citizens or consular agents of a foreign nation. The last type of guardianship shall be set up only in such cases in which, for some reason, neither of the other two types is possible.

The reason for the inclusion of this agreement is that it is evident that the terms of this agreement, or for that matter, of any other agreement which provides for the guardianship of the person of unaccompanied children, can only be applied when the identity and nationality of the child is clearly established. In order, therefore, to provide the basis for a satisfactory solution of the problem of unaccompanied children, it is absolutely necessary that the work of proper identification and documentation of unaccompanied children falling within the mandate of the ILO be brought to a conclusion.

3) 1950.

The following observations on the year 1950 are extracted from the Director's Annual Report:

"The three years of ITS' existence were exactly like three seasons. A spring (1948) where everything had to be put in its proper place, organized and reorganized. A difficult season, if only for the lack of personnel, the slowness of recruiting, the insufficiency of offices and means of transport, indispensable to tracing activities; season of ploughing where nearly the whole field to be tilled had to be turned over from one end to the other; season of sowing where many seeds fell into hostile earth which had to be conquered, but also sometimes to be abandoned; season both promising and dangerous, where hopes and deceptions were mixed, where suddenly that which was expected would be fulfilled, was gravely imperilled.

Then came the summer (1949) of ITS with its first harvests and its more assured promises, its internal and external consolidation. While in January 1948 the personnel only consisted of 270 employees, this increased to 1135 on December 31st of the same year and, specially due to the installations of the ITS in the Arolsen Barracks, this number still increased and thus reached 1789 on 31st December. As we said with a certain pride in our Annual Report of last year, the year 1949 was marked by an intense activity and by a remarkable output. The ITS did not, of course, live through this summer without having to stand the many storms appropriate to this season; however, not only did it come out unscathed, but even strengthened.

Well may it be said that 1950 was the Autumn of the ITS, i.e. the magnificent season of the big harvests. Scarcely any external difficulties and utmost mobilisation of all energies to bring in as much as possible and to distribute all that which had been gathered. Season, where the greatness of the previously accomplished efforts could be gauged, where we received more encouragements and expressions of gratitude than complaints and criticism. Real autumn, however, as in the middle of the harvest we were instructed by IRO to trim and cut here and there, which practically put an end to the great activity of child search and, on account of lack of means, to stop field tracing and the investigations necessary for difficult

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The following observations on the year 1950 are extracted from the

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of transport, indispensable to creating a satisfactory season of planting  
where nearly the whole team had to be engaged over from one  
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assured progress, the internal and external consolidation. While in Janu-  
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ferent

cases and as from March 1950 serve enquirers only with the information found in the records and indices. "

The reader is again referred to the statistical chart appended, which gives an overall idea of the size of what was accomplished by the I.T.S. during the year 1950.

C  
C

C  
C

881

... and as from March 1930 were reported only with the information  
... in the records and indices.  
The results to date are given in the statistical charts appended, which  
show an overall view of the size of the area occupied by the I.R.A. in  
during the year 1930.

III. SOME OF THE DIFFICULTIES THE ITS HAS HAD TO FACE

1) The ITS, a poor relative of IRO - Even before it came to life, the ITS was unwanted child. Those responsible for the setting-up of PCIRO hoped to have nothing whatever to do with tracing. It was only accepted eventually when the French Government in particular made it a condition to their joining IRO.

After the child was born and accepted and all through its life-time, it had permanently the feeling that IRO/ROs and member States looked at it as a poor relative. This relative lack of enthusiasm and care reflected itself in a great many instances. It had, of course, many advantages from which the Director mostly benefited as he was left completely free - after the money had been made available to him - to organize his Service, set up its policies and procedures, make his own contacts at the highest levels, etc. Independance based on total confidence is always enjoyable and, when given so freely, it is a matter for some pride and much thankfulness.

However, the drawbacks and ill-consequences of such lack of interest have been too serious, when major issues were to be dealt with - such as the span of life of ITS under IRO - not to be mentioned in this historical note. But before doing so and at the outset, the reader must understand that what is said here is essentially the expression of a deep regret and not a criticism. Proof of this is no doubt the fact that the personal relations between the Director-General, the Deputy-Director General of IRO and the Director of the ITS could hardly have been friendlier than they were for three years, although the feelings of the latter were more than once very <sup>openly</sup> expressed to his chiefs.

PCIRO/IRO, a huge organization with a budget of 155 million dollars, one million of which was ITS' share, had eyes only for Resettlement, etc. and did not know more than UNRRA what Tracing was for, how it was done, what it was leading to, how huge and important it was for millions. It was considered as a liability inherited from the predecessor, while it could have been discovered to be a great asset if both UNRRA and IRO had studied the connection between CTB, then ITS and the welfare of DPs. While the DPs were given food, shelter, musical instruments by UNRRA/IRO, they received from ITS (CTB), something far more important to them: news of their families, possibilities to reunite, proofs permitting them to have their civil

THE HISTORY OF THE INDIAN NATIONAL ARMY

(1) THE INDIAN NATIONAL ARMY - Even before it was formed, the INA was a source of inspiration for the masses. It was only a few months before the INA was formed that the British Government in India was faced with the problem of how to deal with the INA. It was only a few months before the INA was formed that the British Government in India was faced with the problem of how to deal with the INA.

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status officially recognized and their claims against the German Government undisputably backed up with documentary evidence. In eligibility matters, for instance, had IRO been aware of ITS possessions, its work would have been immensely simplified.

However, the Director of ITS failed to imbue, with his own unshakable conviction, those who had the means and power to stir and convince the General Council of IRO that the major interest of the victims of the Nazis - for whom the ITS was working (DPs and prisoners) - and of their Governments, was that the ITS remain under IRO as long as ever possible. Thus when IRO's existence was prolonged in 1949 for a first supplementary period of nine months, a budget of some 55 million dollars was presented to the General Council in which no provision had been made for the ITS. It was the Director's conviction that had the Director-General known the ITS and its value, he would have found the arguments and words necessary to influence and even change the negative attitude of the member States of IRO who were against spending any money for it. The ITS would not have been crippled by the severe run-down wished by the General Council in March 1950 and with an additional and comparatively very small financial effort, it would have been able - until September 1951 - to accomplish very nearly the whole, if not the whole, of its essential tasks.

Under the circumstances and of necessity some of the work executed by the ITS could only be less good and some would have to be completely left undone. Next to that, because of the transfer of the ITS to the Allied High Commission and of the uncertainty of the future, valuable and irreplaceable staff will leave the ITS and thus greatly threaten its activities.

That the indifference towards the ITS was unanimous in Geneva HQs and in the General Council is best illustrated the fact that when the Director-General, on 11th October 1950, announced that he had succeeded in his negotiations and that the Allied High Commission had accepted to take over the ITS on 1st January 1951 or some time after, no one realized that there would never more be one word said about the ITS in the General Council and not one single word of appreciation or even praise was uttered for the work and the success achieved by the last "lost" ITS child, with its at one time one million dollars and 2 million Deutsche Marks yearly budget and its 1780 employees.



2) The consequences of the "decentralization" operated in the Spring of 1947 by UNRRA.

The legacy from UNRRA was an extremely heavy one, the worst aspect of it being the consequences of the decentralization UNRRA had been compelled by circumstances to execute in the Spring of 1947. Simultaneously to the reduction of the staff from about 400 to 40, the CTB was ordered to send back to the National Tracing Bureaux all the cases still unprocessed as well as all original documents concerning their nationals. Through lack of care and because of the urgency, enormous amounts of papers were crated and sent to the National Tracing Bureaux and often to the wrong ones. The NTB, totally unprepared and unequipped to deal with this avalanche, stored away what they had thus received. As a result and as soon as the ITS was established, all of them inundated it with enquiries on which the crates - mostly unopened - they had in their cellars contained the answers. The ITS thus suffered for at least a year and half through losing most valuable time in dealing with matters already settled and discovering that it was lacking documents with which its predecessor should never have parted.

3) Budget

Inevitably, in such a huge organization as IRO, with its heavy and hypercautious administrative machinery, the obtention by the Director of ITS of the final approval by IRO of his budget estimates was an extremely long affair.

a) First of all, limitations were imposed upon the Director right from the beginning when he was begged not to budget for over \$ 450,000 per year, and was left totally ignorant of the gradings commonly granted in the remainder of IRO operations. Thus was he of necessity compelled to present an establishment which comprised less employees than he had planned, with grades (salaries) which were lower than many of less specialized jobs in the remainder of IRO. This contributed in rendering the ITS effectively the poor relative in the eyes of many IRO employees working in Germany, and led these, in furnishing ITS with this or that part of the logistical support, to actually treat it as such.

b) When established by the Director, the estimates were scrutinized in Geneva and often reduced arbitrarily by the Administration who could not properly understand the justifications given for the increases budgetted.

The correspondence of the Government

The Agency from 1945 was an extremely heavy one, the worst aspect of it being the correspondence of the Government. It had been neglected in the past and it was in the Spring of 1947, simultaneously with the reorganization of the staff from about 100 to 150, the UK was ordered to send back to the National Treasury all the papers which were held as well as all other documents concerning their activities. Through lack of care and because of the urgency, numerous amounts of papers were missed and only the National Treasury Bureau had other to the wrong ones. The ILO, especially in regard to the documents, were very slow in their response, and they had not received. As a result and as soon as the ILO was established, all of them completed it with papers on which the cases - mostly wages - they had in their files contained the answers. The ILO thus suffered for at least a year and half through having most valuable time in dealing with papers already sent and discovering that it was lacking documents with which the procedure should never have started.

2) Budget

Incidentally, in such a large organization as ILO, with the heavy and complicated administrative machinery, the operation by the Director of ILO of the final approval by ILO of the budget estimates was an extremely long affair.

a) First of all, instructions were issued upon the Director right from the beginning when he was asked not to budget for over £500,000 per year, and was left totally ignorant of the findings normally presented to the Director of ILO operations. There was no of necessary emphasis to present an establishment which compared few employees than he had planned, with great salaries which were lower than many of less specialized jobs in the rest of ILO. This contributed towards the ILO effectively the poor rate in the eyes of many ILO employees working in Germany, and led those, in furnishing ILO with this or that part of the logistical support, to submit if that is as such.

b) What established by the Director, the estimates were submitted in Geneva and often reduced arbitrarily by the Administration who could not properly understand the justification given for the increases budgeted.

Eventually, however, after weeks and months and further justifications and appeals, what had been asked for was granted, But precious time had gone, and new and more pressing needs were to be met without delay. A perpetual and harassing fight which the Director had to lead mostly himself. The delays which thus occurred affected the work in many compartments of the ITS, all the more so that, when at last granted, the new staff still had to be recruited, the new vehicles or machines to be bought for the ITS or released to it by another mission of IRO. In both cases, and in spite of much goodwill everywhere, a very long process indeed under which the ITS necessarily was alone the victim. This was possibly more strikingly evident in Child Search, for which one year's special effort was to be made with a budget as high as \$ 585,000. It took months to recruit 50% of the staff and even more to get the vehicles which were indispensable to this staff for its work; and when after nearly a year and half it was decided to liquidate Child Search, its approved establishment had not yet been filled.

4) The staff

a) As was said under 3) above, the grades in ITS establishment were as a rule lower than in IRO operations in Germany (several staff members asked for transfers which they obtained with upgradings) which did not permit the recruitment of the quality staff that was needed.

b) In view of the special qualifications required for leading the various operational branches of the ITS, more than in many departments of IRO, every new recruit for a responsible or an averagely skilled position necessitated several months of training which greatly slowed up the work. Consequently every departure in that personnel represented a major loss.

c) As is known, about half of the responsible staff and other clerical staff was made up respectively of DPs with local staff status and ordinary care DPs, practically all of whom were candidates for emigration. Next to these, one half of the clerical staff were Germans who were just as unstable, being tempted by more permanent jobs in the German economy. Thus the ITS constantly suffered from most heavy and dangerous fluctuations in nearly 4/5 of its personnel. In 1949, for example, the turnover was as follows for a staff which steadily increased between January when it was 1135 and December when it totalled 1758:

... however, after weeks and months and further justifications and  
 appeals, what had been asked for was granted. But previous steps had come,  
 and the new processing needs were to be met without costly delay. A part  
 of the program was to be met by the Director had to find costly means.  
 The delays which then occurred affected the work in many departments of the  
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 be recruited by some permanent jobs in the German economy. Thus the IRO con-  
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 its personnel. In 1953, for example, the turnover was as follows for a staff  
 which steadily increased between January when it was 1155 and December when  
 it totaled 1758.

	International	Local	Indigenous	Total
Departures	26	60	312	398
Nominations	<u>81</u>	<u>75</u>	<u>780</u>	<u>936</u>
Total	<u>107</u>	<u>135</u>	<u>1092</u>	<u>1334</u>

#### 5) ITS installations

One of the greatest difficulties ITS/HQs particularly was faced with was that of the localities it had for the execution of its work. Similar ones, however, less serious and more quickly overcome were experienced in the zonal offices and in the field.

The lack of adequate office space at Arolsen, coupled with extreme difficulties to get proper heating, light, paper and other office furniture, wood for tables and shelvings, etc. was an acute problem for over a year and half. The service was spread in five different buildings wide apart from another and totally inadequate in size and equipment. The consequences were that documents (concentration camps mostly) which should have been centralized in Arolsen had to remain in the US Zone Division in Esslingen, which greatly impeded the checking against them of enquiries as well as their proper display and carding, and also that the documentary material <sup>in hands</sup> was either still unexploited or difficult of access, that the clerical staff could not possibly be increased to accelerate the output.

In spite of the help given by Civil Affairs Division, EUCOM, and also of IRO Operations, and of several attempts made by the Director to move ITS/HQs in a more suitable place than Arolsen, nothing was found. Thus ITS had to struggle along until May 1949, when at last the Arolsen Kaserne was released by IRO itself and ITS could move in. As an immediate consequence, the Concentration Camps material could be transferred from Esslingen. A large Typing Pool could be created, the Master Index could be given the space it needed for its expansion. The staff at Headquarters which had been 509 in January 1949, could be increased from month to month to 976 in December 1949, which brought the output of ITS to an unprecedented height in quantity and quality.

#### 6) Relations with Eastern European Countries.

A major problem for ITS all through its lifetime has been the total impossibility for it to establish any relations with the Eastern European

Department	International	Legal	Intelligence	Total
100	35	35	35	105
100	35	35	35	105
100	35	35	35	105

(a) The Investigation

One of the greatest difficulties IIR's particularly was faced with was that of the investigation in fact for the execution of the work. Similar was, however, less serious and more quickly overcome were experienced in the local offices and in the field.

The lack of adequate office space at Ankara, coupled with extreme difficulties to get paper, ink, light, paper and other office fixtures, was the major and serious, etc. was an acute problem for over a year and half. The service was spread in five different buildings with about four another and totally inadequate in size and equipment. The consequences were that documents (communication being mostly) which should have been centralized in Ankara had to remain in the 22 local divisions in Bulgaria, which greatly impeded the checking against them of activities as well as their processing and coding, and also that the necessary material was either still unprocessed or difficult of access, that the physical state could not possibly be improved to approximate the output.

In spite of the help given by Civil Affairs Division, WOOD, and also of IIR operations, and of several attempts made by the Director to move IIR to a more suitable place than Ankara, nothing was found. This IIR had to struggle along until May 1963, when at last the Ankara location was released by IIR itself and IIR could move in. As an immediate consequence, the concentration Camp material could be transferred from Hastings. A large program book could be created, the Master Index could be given the space it had for the expansion. The staff of headquarters which had been 200 in January 1963, could be increased from month to month to 375 in December 1963, which brought the output of IIR to an unprecedented height in quantity and quality.

(b) Relations with Eastern European Countries

A major problem for IIR all through its history has been the total impossibility for it to establish any relations with the Eastern European

countries. This grave question has remained unsolved in spite of the many attempts first made by the CTB and repeated by the ITS. Thus has the latter been unable to have access to the documentary material on Concentration Camps, death marches and graves, known to exist in the Soviet Zone of Germany as well as in Czechoslovakia and Poland.

One of the attempts made when there were good hopes of getting copies of most valuable documents from Poland was made by the Director of ITS who proceeded to Warsaw and Krakow early in 1948. Important records pertaining to Concentration Camps such as Auschwitz, Stutthof, Gdansk, Buchenwald, Mittelbau, Dora, Gross-Rosen, etc. were then shown to him by the Polish Red Cross. He was then also promised that any mission sent by ITS to Poland would be permitted and even helped to photocopy any such documents still missing in ITS' collections. This would have increased the possibilities of closing open cases files of former Concentration Camp inmates from the then prevalent 30% to 90% or even more. After the many months necessitated by its preparation and with the help of the Office of IRO in Warsaw, who had listed the records to be copied, a mission was eventually sent by road to Warsaw in February 1949. In the absence of a suitable employee from ITS the mission was headed, with the consent of the Dutch Government and the approval of IRO HQ, Geneva, by Major van Barring, Dutch Liaison Officer attached to ITS HQ. After thirty five days, the mission returned empty-handed to Arolsen where the Director had to recall it as it had found no one in Warsaw who would allow it to do what it had come to do with the full approval and due entry permits of the Polish authorities.

Many attempts were also made, all through the years, to get some kind of cooperation in the field of pure tracing from the National Tracing Bureau of the Eastern countries. But again, the results remained practically nil. For instance several thousands of enquiries were sent to the Information Office of the Polish Red Cross, acting as National Tracing Bureau for Poland. However, with rare exceptions, the replies received were negative. Only from Czechoslovakia did the ITS, early in 1951, receive quite an important number of valuable replies to enquiries which had been sent to Prague during 1949 and for which all hope had been given up.

7) The attitude of the countries having Liaison Missions attached to ITS/HQ

Right back, since the days of the CTB, several countries, mostly interested in the tracing of missing on account of the losses they had suffered during

This group has been reviewed in light of the many attempts first made by the GIC and repeated by the IIC. Thus the latter has been unable to have access to the documentary material on German-occupied Poland, known to exist in the Soviet zone of Germany, as well as in Czechoslovakia and Poland.

One of the attempts made when there were good hopes of getting copies of most valuable documents from Poland was made by the Director of IIC who proceeded to Warsaw and Krakow early in 1951. Important records pertaining to German-occupied Poland such as banknotes, stamps, passports, etc., were sent along to him by the Polish Red Cross. It was then also promised that any material sent by IIC to Poland would be protected and even helped to photograph any such documents still existing in the collection. This would have facilitated the possibilities of closing open cases filed by former German-occupied Poland from the third paragraph of the 1945 Peace Treaty. After the very serious necessities by the preparation and with the help of the Office of IIC in Warsaw, who had listed the records to be copied, a mission was eventually sent by road to Warsaw in February 1952. In the absence of a suitable airplane from IIC the mission was loaded, with the consent of the Polish Government and the approval of IIC in Geneva, by Major van Banning, Dutch Liaison Officer attached to IIC in Warsaw. After fifty five days the mission returned empty-handed to Krakow where the Director had to recall it as it had found no one in Warsaw who would allow it to do what it had come to do with the full approval and due entry permits of the Polish authorities. Many attempts were also made, all through the years, to get some kind of cooperation in the field of gene tracing from the National Trading Bureau of the Eastern countries. Not again, the results remained practically nil. For instance several thousands of registrations were sent to the Information Office of the Polish Red Cross, acting as National Trading Bureau for Poland. However, with rare exceptions, the replies received were negative. Only from Czechoslovakia and the IIC, early in 1951, received quite an important number of valuable replies to enquiries which had been sent to Prague during 1949 and for which all hope had been given up.

7) The attitude of the countries having liaison missions attached to IIC in Right bank, since the days of the GIC, several countries, mostly interest in the tracing of missing on account of the losses they had suffered during

the war years, had a Liaison mission attached to the Service. They were there essentially to act as intermediaries between the ITS and the responsible National Tracing Bureaux, their presence permitting them to screen the information intended for their country and thus either eventually eliminate that which was no longer needed, or make sure that what was to be passed on was correct and complete. Next to the French, Belgian, Dutch, Luxembourg and Italian tracing missions who lasted right up till 1951, there were also Czech, Polish and Yugoslav missions who however, lived no longer than the CTB.

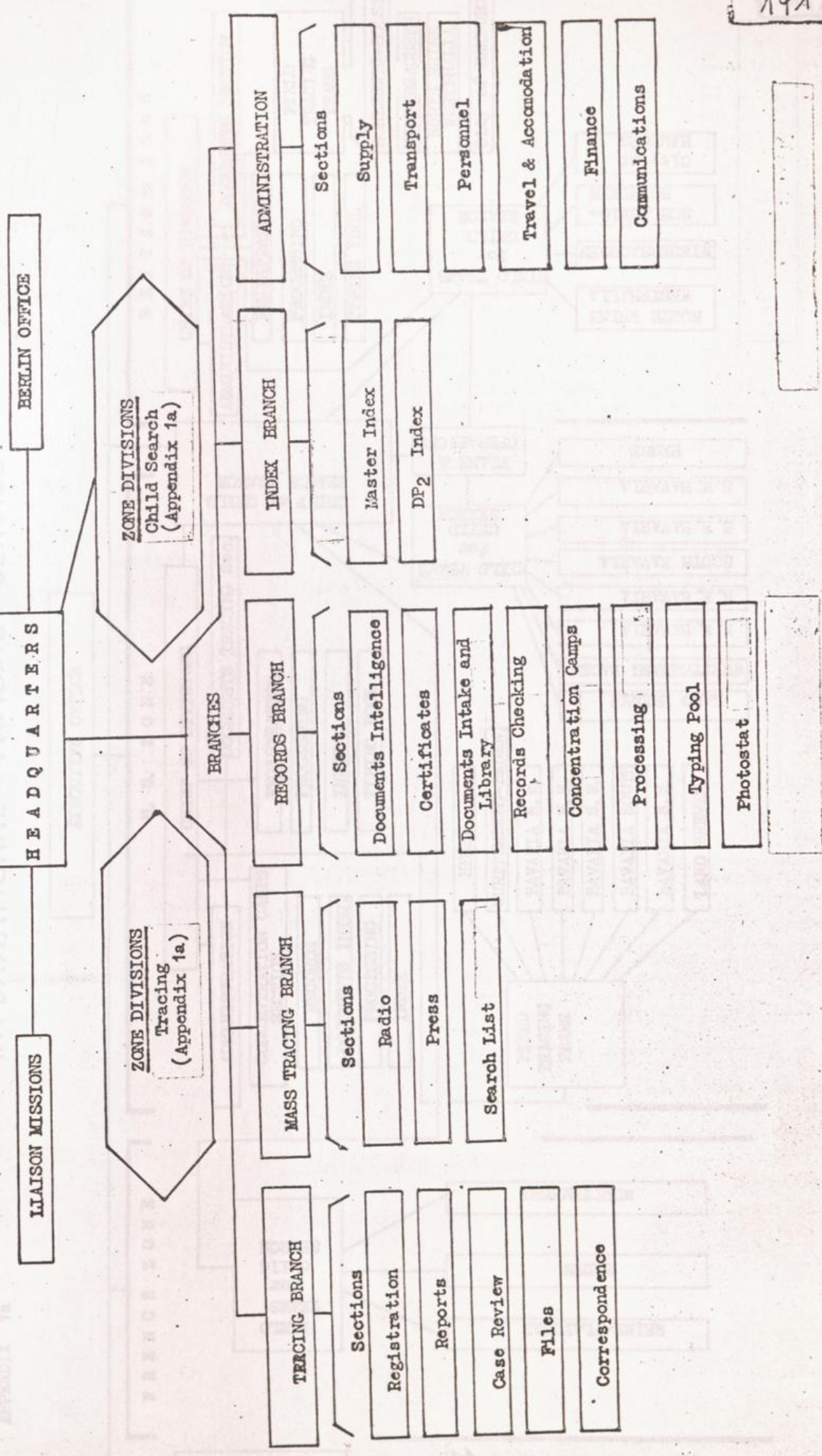
Quite logically perhaps and with the time, and also because of the threat that the ITS would close down soon, the Liaison Missions attached to the ITS took the view that the Service should serve them first and foremost, and even serve them exclusively.

Their insistence in that direction and their implied threats if all their demands at Arolsen were not immediately met, took unbearable proportions. Though fully aware of the validity of the claims made and prepared to go a long way to meet these demands, the Director of ITS was forced to remind these missions and their mandatories that, as an international agency and as a part of IRO, the ITS could not possibly neglect the services it had to render to those IRO was protecting, even though or rather precisely because, they had no Government to look after them. Eventually and after long fights which were the source of much worry was it possible to so organize the work that priority could be given to the cases of Western European Nationals without harming the interest of the others.

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essentially in view of interrelations between the ILO and the respective  
National Trading Board. Their respective functions seem to cover the inter-  
national relations for their country and the other countries. It is clear that  
there was no longer needed, or was not that this was to be passed on to  
concern and organize. First to the French, Belgian, Dutch, Luxembourg and  
Italian working classes who joined right in 1951, there were also Czech,  
Polish and Yugoslav members who had to be added to the ILO.  
While initially perhaps not all the time, and also because of the  
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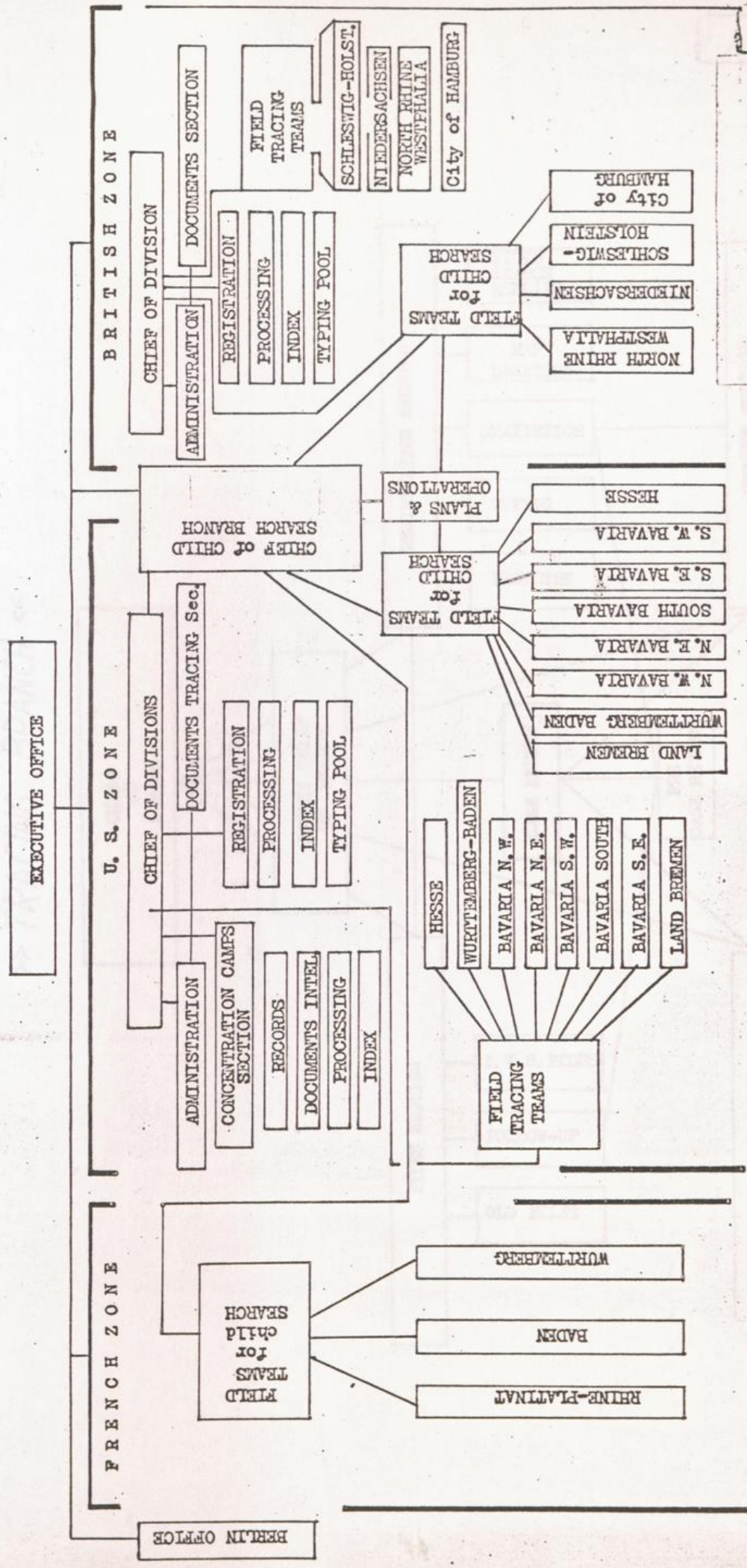
INTERNATIONAL TRACING SERVICE



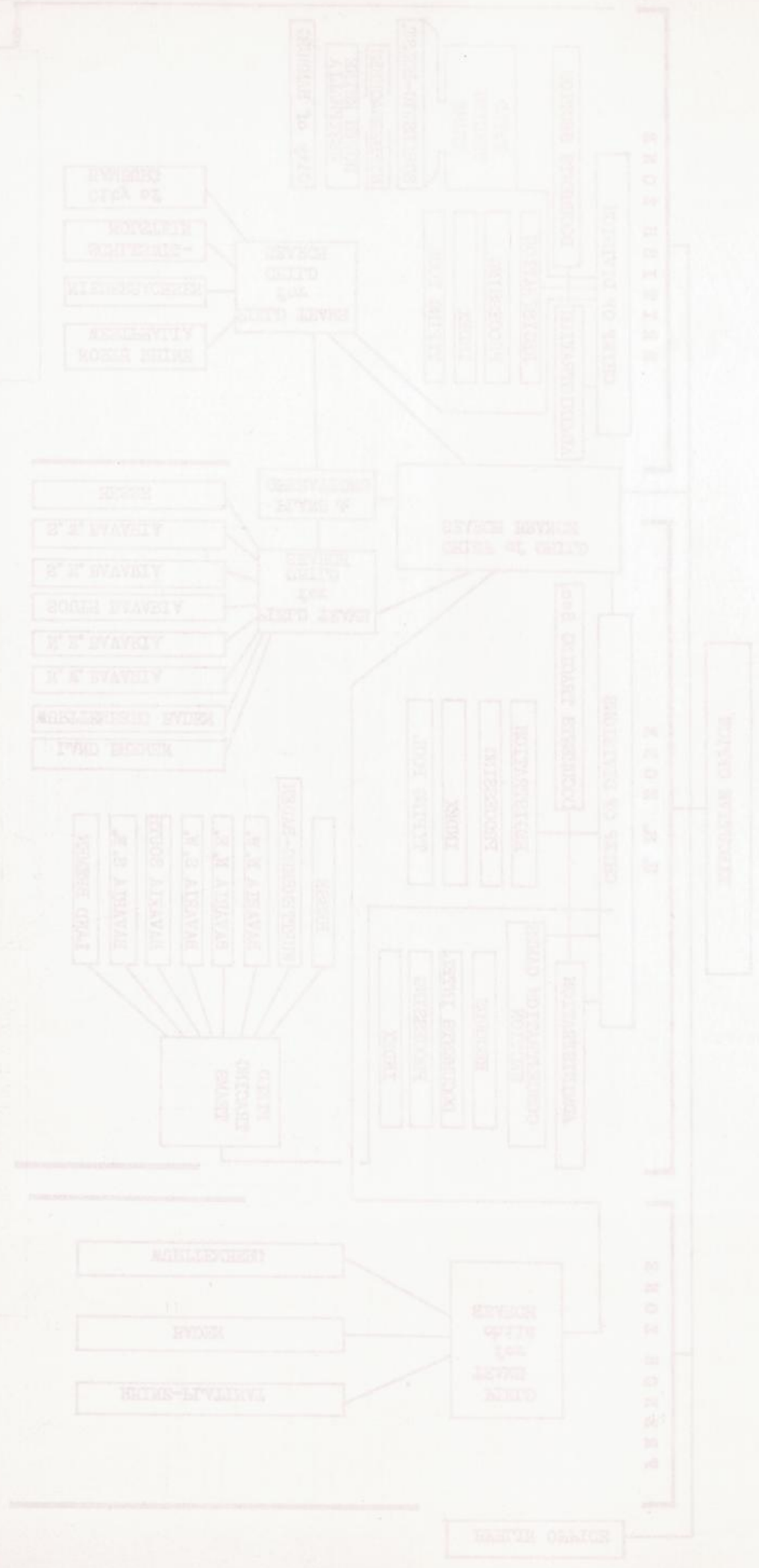


# INTERNATIONAL TRACING SERVICE

APPENDIX 1a



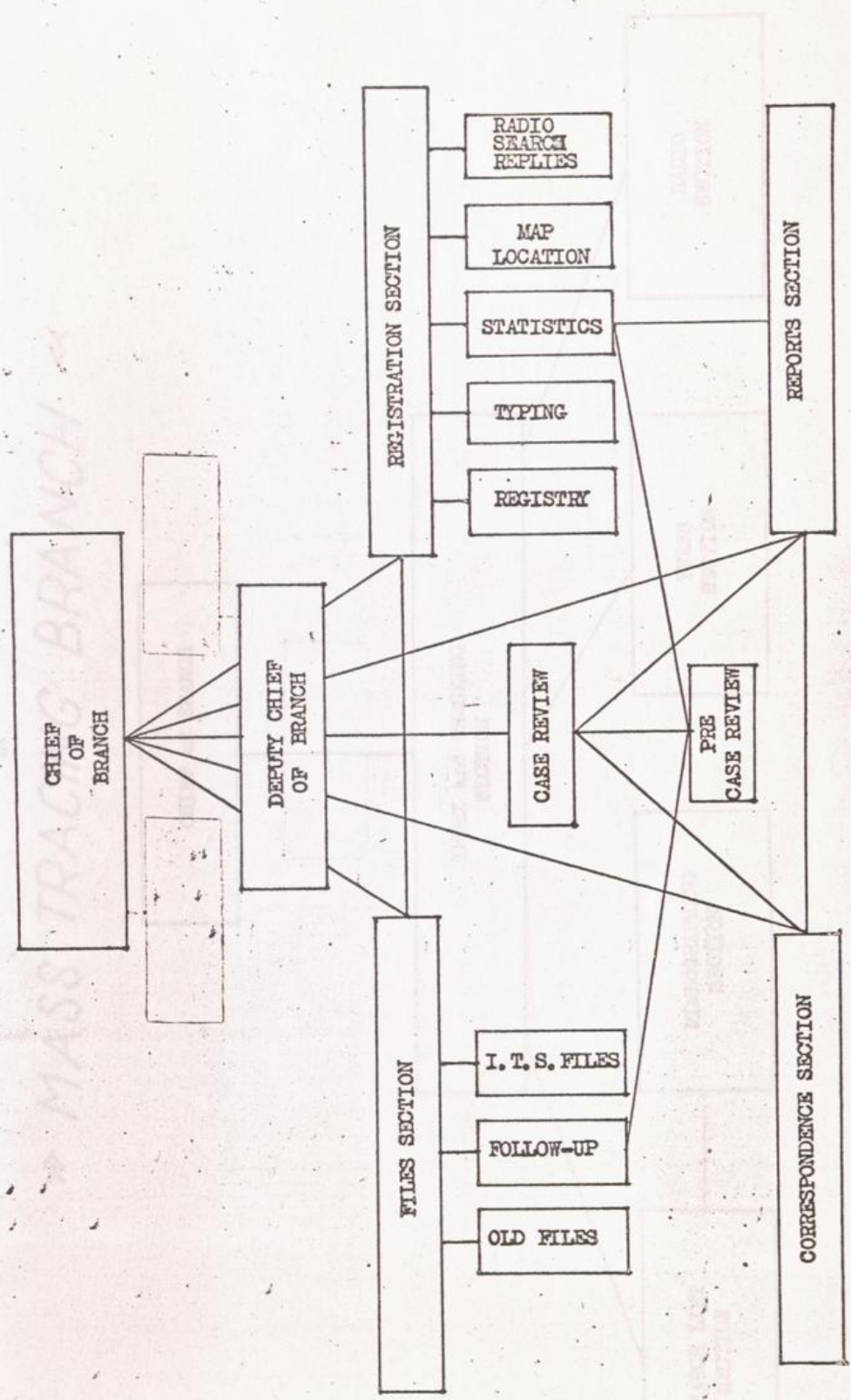
SPA



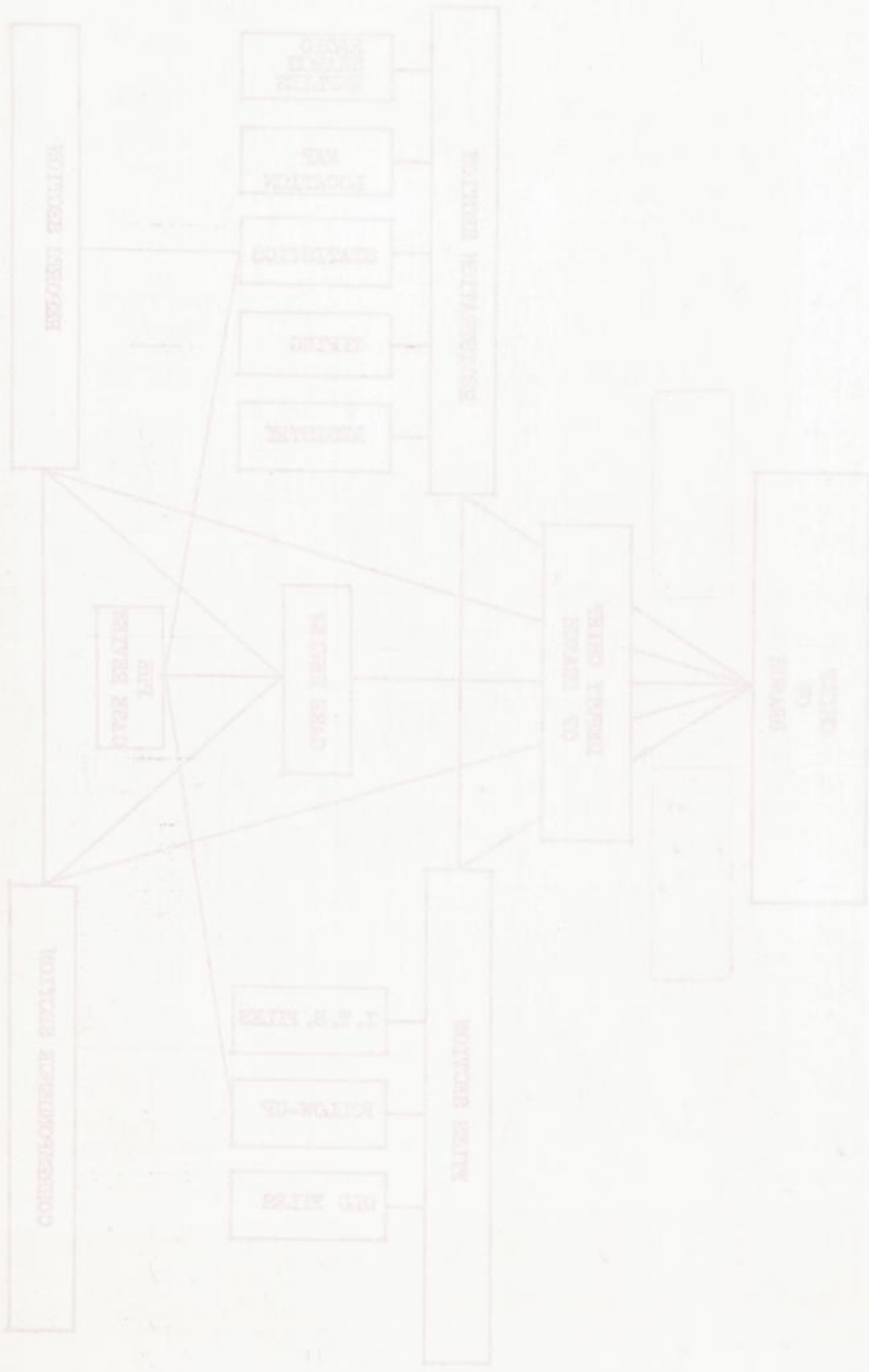
INFORMATION TECHNOLOGY SERVICE

ORGANISATIONAL CHART  
of  
TRACING BRANCH

APPENDIX 2



APPENDIX 3

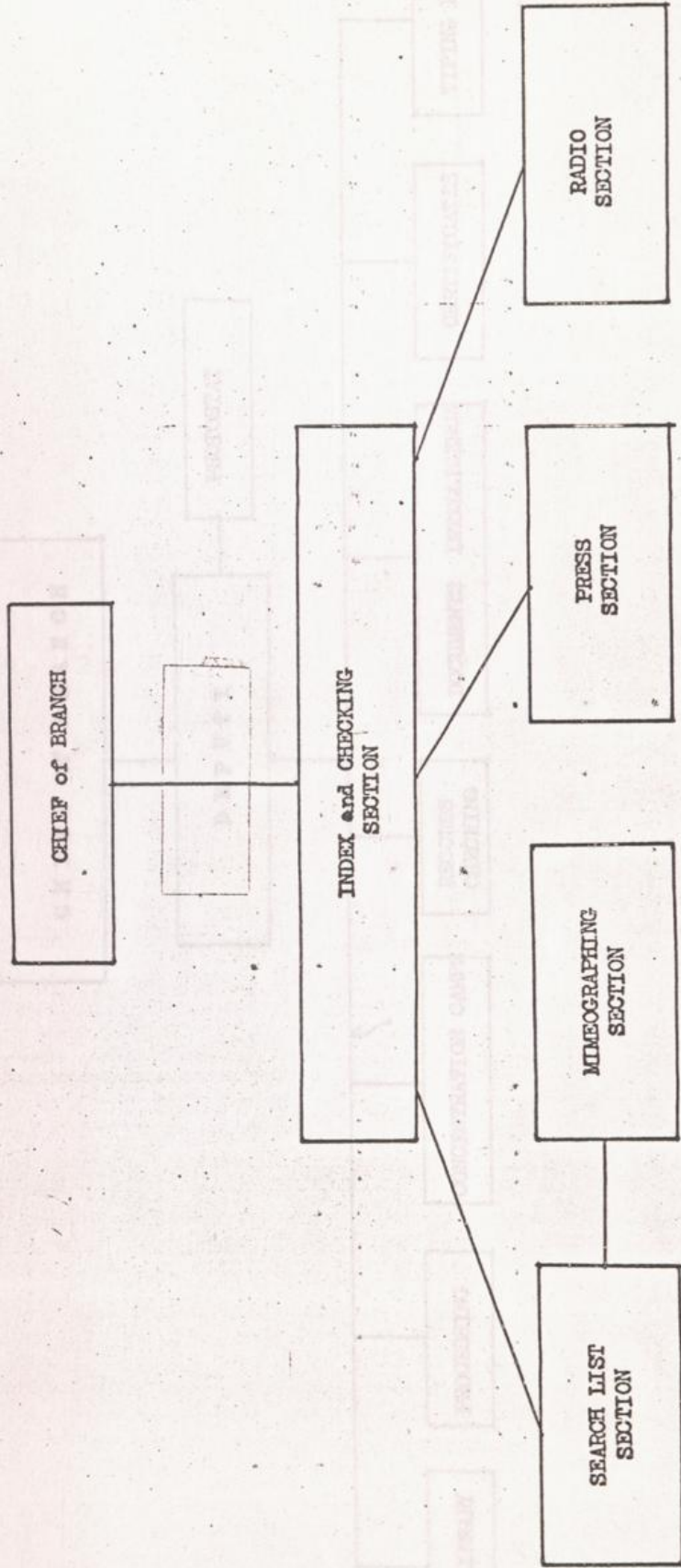


U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF ORGANIZATION

ORGANISATIONAL CHART

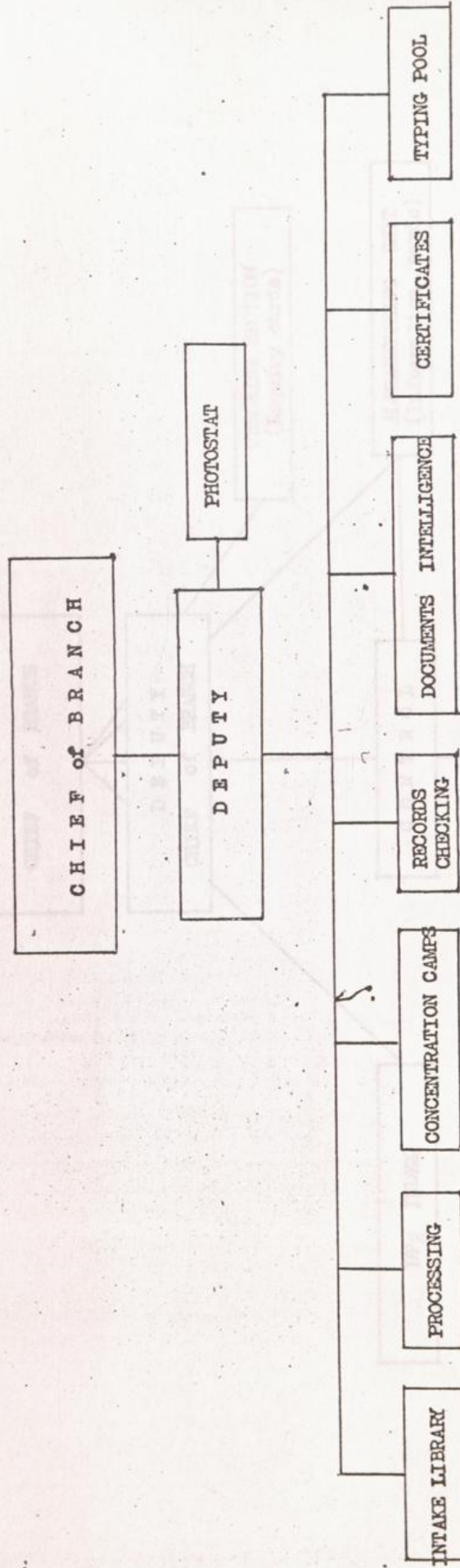
of  
MASS TRACING BRANCH





ORGANISATIONAL CHART

>> RECORDS BRANCH <<



EPA

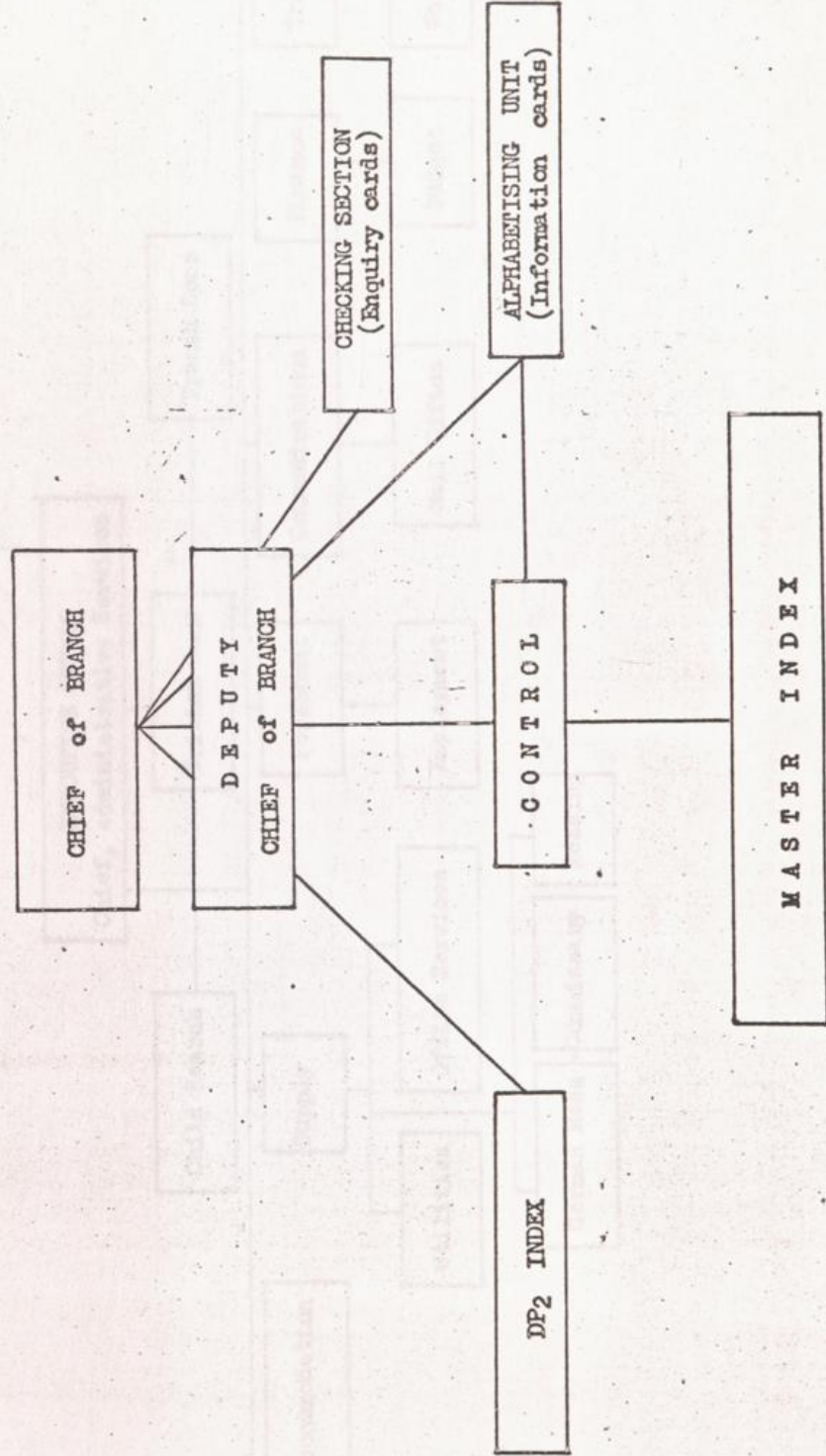


>> RECORDS REVIEW <<  
 OF  
 ORGANIZATION OF CHINA

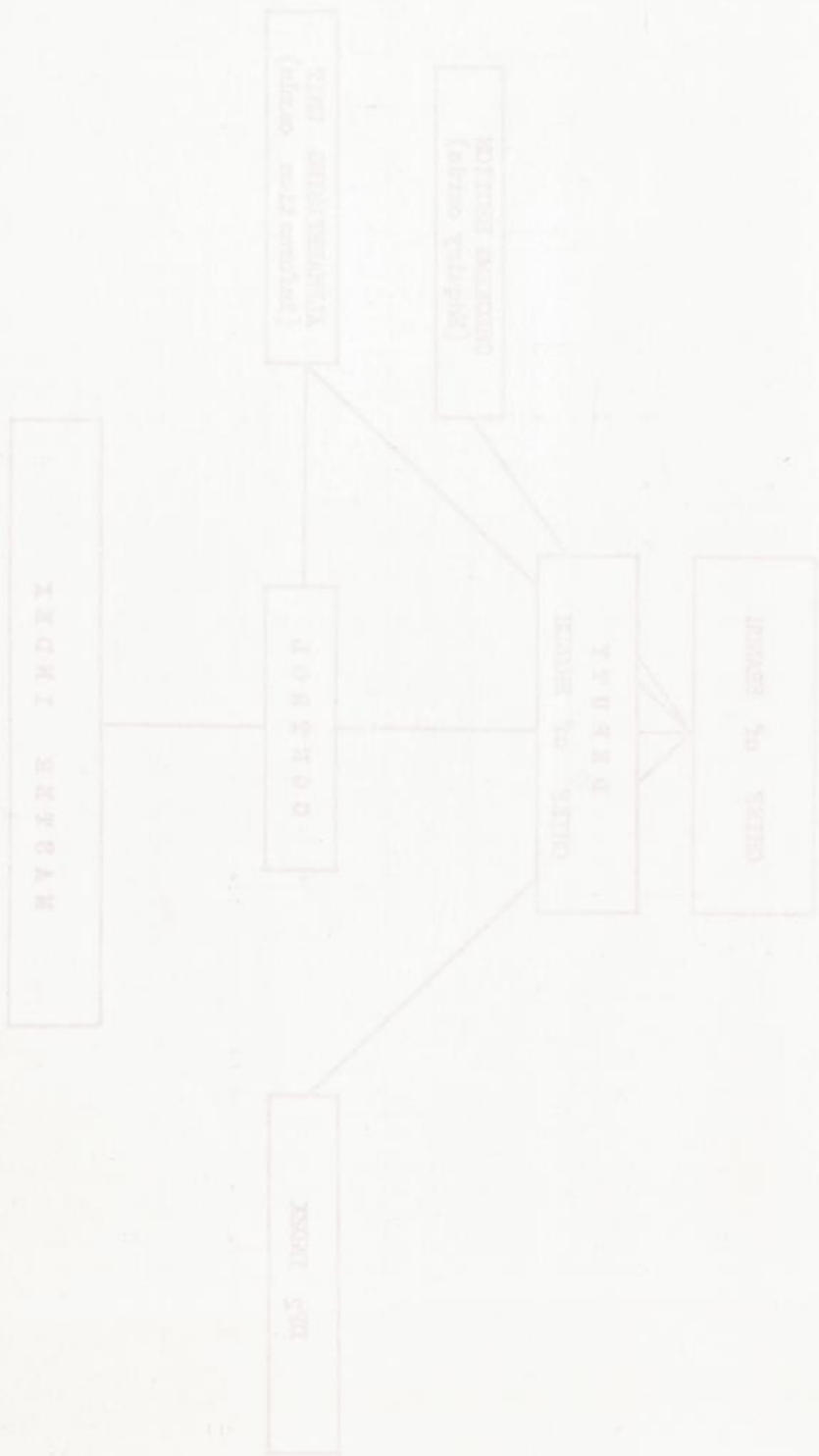
ORGANISATIONAL CHART

of INDEX BRANCH <<

APPENDIX 5



3PK



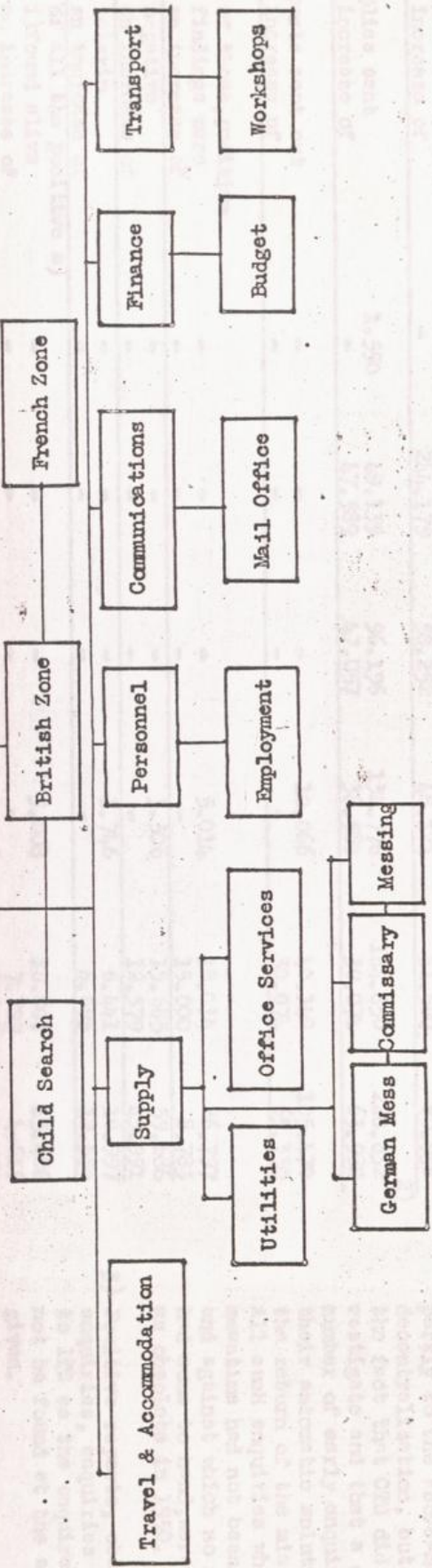
INDEX BRANCH  
 DEPARTMENT OF COMMERCE

600

ORGANISATIONAL CHART

ADMINISTRATION BRANCH

EXECUTIVE OFFICE  
Chief, administrative Services





Служба по связям с общественностью  
EXERCISES OFFICE

Служба по связям с общественностью

Служба по связям с общественностью

Служба по связям с общественностью

Служба по связям с общественностью

STATISTICAL SURVEY OF CTB AND ITS  
Activities 1945-1950

APPENDIX 7

	O. T. B.	I. T. S.
	1945	1946
	1947	1948
	1949	1950

I. ADULT TRACING

	1)	2)
1) Enquiries received an increase of	\$2,258 296,437	354,689 58,252
2) Replies sent an increase of	1,550 49,139 47,589	96,196 134,776 38,580
3) Reports sent out an increase of	-	10,066 40,140 30,074
a) of those, positive findings were:	-	5,014 18,014 15,000
b) negatively	-	3,306 15,685 12,379
c) interim	-	1,746 6,441 4,695
d) of all the positive a)	-	3,008 10,807 7,799
1) found alive	-	7,799 7,207 5,201
an increase of	-	2,006 - -
4) found dead	-	-
an increase of	-	-
3)	-	-
4) closed cases an increase of	-	12,312 89,948 77,636
5) registered cases an increase of	-	44,850 128,269 83,419
		220,303 92,034

1) All unprocessed enquiries at the moment of CTB's decentralisation were sent back to the RTBs concerned.

2) The difference with 1) is due partly to the above-mentioned decentralization, but also to the fact that CTB did not investigate and that a considerable number of early enquiries had their automatic solution through the return of the missing person. All such enquiries which in the meantime had not been repeated and against which no information had come to hand, were considered as obsolete in 1950.

3) Positive reports, obsolete enquiries, enquiries returned to ITS as the enquirer could not be found at the address given.

STATEMENT OF RECEIPTS AND DISBURSEMENTS  
DEPT. OF AGRICULTURE

OF THE YEAR

	1962	1963	1964	1965	1966	1967	1968
1) Balance forward							
2) Receipts from							
a) Sales							
b) Grants							
c) Loans							
d) Other							
3) Disbursements for							
a) Personnel							
b) Materials							
c) Travel							
d) Other							
4) Balance forward							
5) Total							

ANNEXURE I

1) All unaccounted disbursements of

2) All unaccounted

3) The difference (app. 1) is the

4) The difference (app. 2) is the

5) The difference (app. 3) is the

6) The difference (app. 4) is the

7) The difference (app. 5) is the

8) The difference (app. 6) is the

9) The difference (app. 7) is the

10) The difference (app. 8) is the

11) The difference (app. 9) is the

12) The difference (app. 10) is the

13) The difference (app. 11) is the

14) The difference (app. 12) is the

15) The difference (app. 13) is the

16) The difference (app. 14) is the

17) The difference (app. 15) is the

18) The difference (app. 16) is the

19) The difference (app. 17) is the

20) The difference (app. 18) is the

21) The difference (app. 19) is the

22) The difference (app. 20) is the

O. E. B.

I. F. S.

II. CHILD SEARCH & TRACING

	1945	1946	1947	1948	1949	1950
1) Enquiries received an increase of	-	-	-	-	22,314	22,613
				since 45: 17,087	5,227	299
2) Enquiries solved an increase of	-	-	-	-	3,359	4,798
					1,624	1,439
3) Unaccomp. children located an increase of	-	-	-	-	21,768	22,985
					2,951	1,217
4) Cases solved by locating relatives an increase of	-	-	-	-	5,583	6,002
					547	419

III. INDEX

1) Number of cards in Index (Master & DF2) <sup>4)</sup> an increase of	20,250	651,173	1,876,499	3,381,747	6,010,117	10,538,358
		635,923	1,225,326	1,505,248	2,658,370	4,498,241
2) Number of cases an increase of	-	-	-	-	3,735,908	5,793,393
					-	2,037,485
of these cases: Information only: enquiries only: meetings:	-	-	-	-	(92.07%) 3,439,174	5,461,103 (94.26%)
	-	-	-	-	6,117%	230,808 (6)
	-	-	-	-	1,76%	65,926
	-	-	-	-	-	123,297 (2,13%)
3) Enquiries checked an increase of	-	-	-	-	42,363	111,203
					-	68,840
					-	183,585 <sup>8)</sup>
					-	72,382

4) Master Index: Made out of cards typed with names of persons sought for, of enquirer and persons on whom information was found in documents.

5) Persons known in Index through information of enquiry cards, or both.

6) 2% of all enquiries received.

7) This very high figure confirms remark 2). On nearly 5 1/2 million persons no one has made an enquiry either because they returned home or else because whole families disappeared and there is no one left who can enquire.

8) 37% of all enquiries received.

000

000

1 2 3 4 5 6 7 8 9 10

**III. GIBBS ENERGY & ENTROPY**

1) Indirectly measured

2) Indirectly measured	3) Indirectly measured	4) Indirectly measured	5) Indirectly measured	6) Indirectly measured	7) Indirectly measured	8) Indirectly measured	9) Indirectly measured	10) Indirectly measured
...	...	...	...	...	...	...	...	...

2) Indirectly measured

...	...	...	...	...	...	...	...	...
-----	-----	-----	-----	-----	-----	-----	-----	-----

3) Indirectly measured

...	...	...	...	...	...	...	...	...
-----	-----	-----	-----	-----	-----	-----	-----	-----

4) Indirectly measured

...	...	...	...	...	...	...	...	...
-----	-----	-----	-----	-----	-----	-----	-----	-----

5) Indirectly measured

...	...	...	...	...	...	...	...	...
-----	-----	-----	-----	-----	-----	-----	-----	-----

6) Indirectly measured

...	...	...	...	...	...	...	...	...
-----	-----	-----	-----	-----	-----	-----	-----	-----

7) Indirectly measured

...	...	...	...	...	...	...	...	...
-----	-----	-----	-----	-----	-----	-----	-----	-----

8) Indirectly measured

...	...	...	...	...	...	...	...	...
-----	-----	-----	-----	-----	-----	-----	-----	-----

1) Indirectly measured

2) Indirectly measured

3) Indirectly measured

4) Indirectly measured

5) Indirectly measured

6) Indirectly measured

7) Indirectly measured

8) Indirectly measured

9) Indirectly measured

10) Indirectly measured

C. T. B.

I. T. S.

IV. RECORDS

	1945	1946	1947	1948	1949	1950
1) Documents received (names contained therein) an increase of	-	1,897,870	5,549,647	6,783,647	8,672,098	12,410,145
2) Documents distributed (names contained therein) an increase of	-	-	3,651,777	1,234,000	1,883,451	3,738,047
3) Cards typed in Pool an increase of	-	no record	448,126	1,467,914	2,289,508	3,247,432
4) Cert. of Incarcer. requests an increase of	-	-	-	810	6,497	14,023
Certif. issued Negative replies	-	-	-	722	4,279	12,948
5) Death cert. requests an increase of	-	-	-	233	1,383	6,352
Death cert. issued ITS Notifications of death issued Negative replies	-	-	-	163	571	683
6) Photostat copies made of records an increase of	-	no record	42,876	59,447	132,287	755,275
				16,571	72,840	22,983
						600,000(11)

9)

a) Documents were also received from 147,559 sources (German Civil Administration in the US Zone) containing uncounted names.

b) In addition, approximately 1,370,000 individual records and 721,000 lists and registers with uncounted names were received from the US Army after the War Criminal trials.

6) No figures are available for the British Zone for the years 1945-1947 when the British Zone Search Bureau was not controlled by WFRRA or ITS. The increase in 1950 is partly due to the recheck of the 1946 returns submitted by the Germans.

10) In 1946-1947 the GTR made general distribution, but from 1948 onwards ITS distributed only to the five Western European WTBs, hence the fall off of the figures.

11) Done by outside contractor.

an increase of	no increase	45,826	10,211	25,014	15,800	12,514	122,512
of assets							
of liabilities							

an increase of	no increase	45,826	10,211	25,014	15,800	12,514	122,512
of assets							
of liabilities							

an increase of	no increase	45,826	10,211	25,014	15,800	12,514	122,512
of assets							
of liabilities							

an increase of	no increase	45,826	10,211	25,014	15,800	12,514	122,512
of assets							
of liabilities							

an increase of	no increase	45,826	10,211	25,014	15,800	12,514	122,512
of assets							
of liabilities							

an increase of	no increase	45,826	10,211	25,014	15,800	12,514	122,512
of assets							
of liabilities							

an increase of	no increase	45,826	10,211	25,014	15,800	12,514	122,512
of assets							
of liabilities							

1972 1973 1974 1975 1976 1977

1 2 3 4

II) Does the average compensation of the officers...

III) Does the average compensation of the officers...

IV) Does the average compensation of the officers...

V) Does the average compensation of the officers...

VI) Does the average compensation of the officers...

VII) Does the average compensation of the officers...

VIII) Does the average compensation of the officers...

IX) Does the average compensation of the officers...

X) Does the average compensation of the officers...

C. F. B.

I. T. S.

V. ADMINISTRATION

1. Cost in dollars  
an increase of

1945

1946

1947

1948

1949

1950

270,000

627,809

357,809

786,261

158,452

440,000

346,261

2. Cost in Deutsche  
Marks  
an increase of

1945

1946

1947

1948

1949

1950

1,210,880

2,349,472

1,138,592

2,500,000

150,528

1,071

718

3. Personnel  
an increase of

1945

1946

1947

1948

1949

1950

387

307

267

1,135

868

1,789

654

00

00

A S D

A S D

1902	1903	1904	1905	1906	1907	1908	1909	1910	1911	1912
100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000

0-0

0-0

INTERNATIONAL TRACING SERVICE  
U.S. ZONE DIVISION  
APO 154 U.S. ARMY

HISTORY OF THE U.S. ZONE TRACING BUREAU

GENERAL

The history of the U.S. Zone Division of I.T.S. begins in reality with an Order of the Combined Displaced Persons Executive, which was issued in July 1945. This Order established the Central Tracing Bureau for Germany as a Military Installation responsible to the Combined Displaced Persons Executive. The CDPX assumed the responsibility for developing and directing a Central Record Office and a Central Tracing Bureau and for the coordination of all entrusted Organizations, including their personnel and resources, until such time that the responsibility could be transferred to UNRRA.

The U.S. Zone Tracing Bureau, which was to work in close cooperation with, but not under the orders of the Central Tracing Bureau was established and developed on the basis of 4 documents which are :

- ✓ a) CORC/P(45)54 "Establishment of a Missing Persons Tracing Service" as approved by Conclusion 105 (CORC/M(45)8. 13 September 1945. [7
- ✓ b) Letter "Conduct of Searches by German authorities in connection with United Nations Citizens" "USFET AG 014.12 GEC-AGO, 8 January 1946.
- ✓ c) Letter "Conduct of Searches by German authorities in connection with living United Nations orphaned children" OMCUS AG 091.4(CO).25 March 46 as amended by letter, same subject, origin and file 7 May 1946.
- ⓓ Agreement as to the relationship of UNRRA and of the Commanding General, USFET, in the US Zone of Germany J.C.S. 1594, 7 January 1946.

In principle the functions of the Bureau were:

1. Receive, record, collate, evaluate and disseminate the information secured as a result of searches by German authorities (b and c above).
2. Direct delivery of information from "single nationality" documents to Government or National Tracing Bureau concerned.
3. Forward to CTB documents relating to unknown nationalities, stateless persons or "multiple nationality" (several nationalities listed in

single

INTERNATIONAL TRAINING SERVICE  
U.S. ARMY DIVISION  
U.S. ARMY

HISTORY OF THE U.S. ARMY TRAINING SERVICE

GENERAL

The history of the U.S. Army Training Service begins in reality with an Order of the Combined Displaced Persons Executive, which was issued in July 1947. This Order established the Central Training Bureau for Germany as a Military Installation responsible to the Combined Displaced Persons Executive. The DPEX assumed the responsibility for developing and directing a Central Board Office and a Central Training Bureau and for the coordination of all interested organizations, including their personnel and resources, until such time that the responsibility could be transferred to UNRRA.

The U.S. Army Training Bureau, which was to work in close cooperation with, but not under the orders of the Central Training Bureau was established and developed on the basis of 4 documents which are:

- a) COMZP(45)24 "Establishment of a Training Service" as approved by the Combined Displaced Persons Executive on September 19, 1947.
- b) Letter "Contract of Services by German authorities in connection with United Nations Displaced Persons" dated 12 January 1948.
- c) Letter "Contract of Services by German authorities in connection with United Nations Displaced Persons" dated 22 March 1948 as amended by letter, same subject, origin and date 7 May 1948.
- d) Agreement as to the relationship of UNRRA and of the Commanding General, USZTC, in the US Zone of Germany, 10.2.1948, 7 January 1948.

- In principle the function of the Bureau were:
1. Receive, record, collate, evaluate and disseminate the information secured as a result of searches by German authorities (b and c above).
  2. Direct delivery of information from "single nationality" documents to Government or National Training Bureau concerned.
  3. Forward to GIB documents relating to unknown nationalities, stateless persons or "multiple nationality" (several nationalities listed in single



single documents).

4. Collect lists or documents of living DPs and forward them to CTB.
5. In addition the Bureau was charged with the collection, evaluation, maintenance of individual "name files" on each child (reported by Germans).
6. Dissemination of information on children to authorized Agencies only, which were: DP Branch EUCOM and Public Welfare Offices Mil. Govt.,
7. Delivery of all documents and information concerning Germans to appropriate German Tracing Service.
8. Processing of all enquiries for Individual German nationals to appropriate German Tracing Service.

It is interesting to note that OMGUS Berlin, as late as June 1947 had failed to grasp the importance of centralized records and that, had their recommendation been accepted, ITS would be unable to answer a single enquiry from records. Among the functions which OMGUS deemed inappropriate to the U.S. Zone Bureau were :

Building up or maintaining a Records "Library". All documents should be "self liquidating", being either delivered direct to the Government or National Tracing Bureau concerned or to the Central Tracing Bureau, the latter Bureau maintaining records only of "unknown nationality" or "stateless" persons, only until copies can be sent to all National Tracing Bureaux or allied Governments (OMGUS conference at EUCOM called by Col. Abbott on 4.6.47.). It was also proposed at the same time by the same OMGUS officials that the German authorities set up "a central Agency to receive, collate, evaluate and disseminate the information acquired by the Bureau".

It is seen from this that the U.S. Zone Bureau almost from its beginning was operating under a serious handicap because its policies were developed by a number of authorities who did not agree with each other. It will also be seen that the Allied authorities in setting up the Tracing Bureaux in the occupied territories, in the fall of 1945, had forgotten to prescribe for the gathering and exploitation of the documents which were to become the most important in tracing, that is, the original Concentration camps records. Only on January 8, 1946 did the occupation authorities order the German officials to deliver to the U.S. Zone Bureau the lists or documents of Non-Germans, who had been in the U.S. Zone and had been recorded by the German Civil Administration.

Nothing

(single documents).

4.4. Collect lists or documents of living DPs and forward them to DTB.

5. In addition the Bureau was charged with the collection, evaluation, maintenance of individual "name files" on each child (reported by Germans).

6. Dissemination of information on children to authorized agencies only, which were: US Branch UNRRA and Public Welfare Offices, etc.

7. Delivery of all documents and information concerning Germans to appropriate German Trading Service.

8. Processing of all reports for individual German nationals to appropriate German Trading Service.

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It is seen from this that the U.S. Zone Bureau almost from the beginning was operating under a serious handicap because its policies were developed by a number of authorities who did not agree with each other. It will also be seen that the Allied authorities in setting up the Trading Bureaux in the occupied territories, in the fall of 1945, had forgotten to prescribe for the gathering and exploitation of the documents which were to become the most important in tracing, that is, the original Concentration camp records. Only on January 8, 1946 did the occupation authorities order the German officials to deliver to the U.S. Zone Bureau the lists or documents of non-Germans, who had been in the U.S. Zone and had been recorded by the German Civil Administration.

Nothing

Nothing was done even at that late date to secure Concentration Camps documents, which were still in the hands of War Crimes Teams or other organizations. If the group of people or agencies, who were to occupy Germany, had fully understood the problems of tracing and had formulated a sensible plan of operation, based on a clear understanding of the demands which were to be made on the Tracing Bureau in the years which must follow liberation, had this Bureau been given recognition by the Allied Armies and secured the prestige and the power, which only such recognition can give, the story of Tracing in the Zones and at ITS HQs would have been a different one. Tracing would long ago be completed and search for documents would have been unnecessary. Friction culminating in the loss of many records would not have existed.

Instead, and because no definite policy had been established and enforced, a number of small Bureaux were permitted to spring up, each one relying on the support of some Occupying Authority for its right of existence. Not only were these Bureaux bound to fight each other and to resist as long as possible UNRRA's effort to bring them under its management, but they were also bound to commit many errors which were due to poor management and to the unfortunate advice which they were often given by their sponsors. While the U.S. Zone Bureau was still powerless to request documents and certainly to seize them and had no power to contact and deal with German authorities, many Organizations sprang up to trace their nationals or all nationals. Individuals of foreign countries, who had remained in Germany, set up Information Offices, sometimes to cover by a show of zeal their former unsavoury connections. Thus at the beginning much information, more or less reliable, was traded around and German officials were literally pestered by semi official, allied or neutral Organizations which ordered them to write lists or forward documents. Concentration Camps records seized by the Armies were in many cases impounded or left in the care of former inmates of these Camps. Bona fide National Tracing Bureaux, operating in the Zones through their national agents, were cutting through Zone lines so that a Buergermeister would sometimes receive the same request for information from several sources. Church and national representatives of DPs were also requesting information

from the

Nothing was done even at that late date to secure the  
 existing German documents, which were still in the hands  
 of War Office staff or other organizations. If the group  
 of people or agencies, who were to occupy Germany, had  
 fully understood the gravity of the situation and had formulated  
 a definite plan of operations, based on a clear understanding  
 of the demands which were to be made on the Trading Bureau  
 in the years which must follow liberation, had this Bureau  
 been given recognition by the Allied States and secured the  
 prestige and the power, which only such recognition can give,  
 the story of trading in the German and of the BHA would have  
 been a different one. Trading would have been completed  
 and search for documents would have been unnecessary.  
 Fiction culminating in the loss of many records would not  
 have existed.

Instead, and because no definite policy had been  
 established and enforced, a number of staff Bureau was  
 permitted to spring up, each one relying on the support  
 of some occupying authority for its right of existence.  
 Not only were these Bureau bound to fight each other  
 and to resist as long as possible UNRRA's effort to bring  
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 them and had no power to contact and deal with German  
 authorities, many organizations sprung up to trade their  
 national or all national. Individuals of foreign  
 countries, who had remained in Germany, set up information  
 offices, sometimes to cover by a show of local helplessness  
 necessary considerations. Some at the beginning were fairly  
 active, some of less value, was traded abroad and German  
 officials were literally begged to send officials, allied  
 or neutral organizations which ordered them to write lists  
 or forward documents. Generalization German records seized  
 by the Allies were in many cases impounded or left in the  
 care of former inmates of these camps. Some like National  
 Trading Bureau, operating in the zones through their  
 national agents, were cutting through these lines as fast  
 as they could. It is regrettable that some requests  
 for information from several sources. UNRRA and National  
 representatives of the were also requesting information

from the Germans in letters which bore hastily made official stamps. There were Latvian Committees, Turkish Committees, Spanish Committees, Bulgarian Commissions and many, many others, which in some cases consisted of only one enterprising man. It was unavoidable that all these Committees should create confusion and resentment among the German officials.

The U.S., British and French occupying forces became aware of this by the end of 1945 and finally issued orders which were to centralize, channel and direct tracing efforts. In the U.S. Zone the Order was issued on January 8, 1946 by USFET, but great damage had already been done by that time and despite these orders requests for documents and lists continued to come to the German authorities from many sources. Gradually the German Officials placed themselves, so to speak, under the protection of the UNRRA Bureau of Documents and Tracing which was empowered by the USFET Directive of January 8, to receive all information on foreigners in the Zone and these German authorities rerouted to the UNRRA U.S. Zone Tracing Bureau many of the requests they received from other Tracing Agencies. Thus the U.S. Zone Bureau had to inform foreign Missions and Committees, on occasions, that they must follow established channels and this made the Zone Bureau and UNRRA very unpopular in certain quarters. Old correspondence shows short tempers and perhaps a lack of diplomacy on the part of UNRRA Tracing Bureau officials. Witness this note by the Deputy Director of UNRRA Tracing Bureau in Wiesbaden, written across a request made by the Senior French Liaison Officer for a copy of the German Prison records of an important French Official: "Mr. P. has to get his reports through channels just like everybody else".

The USFET Order of January 8, copy of which will be found in the appendix, directed the Germans to forward to the U.S. Zone Bureau almost all the information they had on Non-Germans having lived, worked or died in the U.S. Zone of Occupation, but it was soon discovered that the Germans could not forward all the information because many of the documents from which this information had to be extracted had been seized by the Occupying authorities and were stored in many places to which the Germans had no longer access. There were tons of documents in the offices of Military Government Special Branch. Liaison and Security

Officers

from the Germans in letters which were hastily made official stamps. There were Latvian Committees, Turkish Committees, Spanish Committees, Bulgarian Committees and many, many others, which in some cases consisted of only one enterprising man. It was remarkable that all these Committees should create confusion and resentment among the German officials.

The U.S., British and French occupying forces became aware of this by the end of 1945 and finally issued orders which were to Centralia, England and other trading efforts. In the U.S. Zone the order was issued on January 8, 1946 by USZIC, but great damage had already been done by that time and despite these orders requests for documents and lists continued to come to the German authorities from many sources. Gradually the German officials placed themselves so to speak, under the protection of the UNRWA Bureau of Bonn and Tübingen which was empowered by the USZIC Directive of January 8, to receive all information on foreigners in the Zone and those German authorities reported to the UNRWA U.S. Zone Trading Bureau many of the requests they received from other Trading Agencies. Thus the U.S. Zone Bureau had to follow foreign missions and Committees, on occasions, that they must follow established channels and this made the Zone Bureau and UNRWA very popular in certain quarters. Old correspondences among short papers and perhaps a lack of discipline on the part of UNRWA Trading Bureau officials. Witness this note by the Deputy Director of UNRWA Trading Bureau in Wiesbaden, written across a request made by the Senior French Mission Officer for a copy of the German Index records of an important French Official: "Mr. X has to get his reports through channels just like everybody else."

The USZIC Order of January 8, copy of which will be found in the appendix, directed the Germans to forward to the U.S. Zone Bureau almost all the information they had on Non-Germans having lived, worked or died in the U.S. Zone of Occupation, but it was soon discovered that the Germans would not forward all the information because many of the documents from which this information had to be extracted had been seized by the occupying authorities and were stored in many places to which the Germans had no longer access. There were lots of documents in the offices of Military Government Special Branch, Liaison and Security

Officers

Officers felt responsible for these and looked with suspicion upon anyone trying to borrow these records. There were also many tons of documents in cellars and attics of German official buildings, which were now occupied by troops. Many of these documents were destroyed, burned or thrown out of the buildings by soldiers who did not know what they were. Many documents were also stored in Camps of DPs and used very badly during the years 1945 and 1946.

When the USFET Order was given to the Germans, many of them did not understand it, although each Land issued its own Directives based on this order. In Württemberg-Baden for instance, the Germans decided to write individual cards instead of lists and to a certain extent succeeded in doing this. Each Land reported in its own way although it followed the general lines of the Order with the result that Categories were listed differently, some by letters, some by numerals. UNRRA officials and their employees in charge of the Zone Tracing Bureau tried as much as possible to obtain prompt listing of all names which were requested by the USFET Order, but were sometimes handicapped in their contact with German officials, because of transport and supplies difficulties and also perhaps because the Army people, at least in the lower echelons, had no understanding whatsoever of the functions given to the UNRRA Bureau and failed entirely to cooperate. As a small example of this it can be mentioned that while UNRRA Tracing Bureau officials were discussing the USFET Order with German officials in Weinheim, their jeep and driver waiting outside, were impounded by the Military Police because the vehicle was painted green instead of grey. They were not allowed to proceed or return to their office until the vehicle had been repainted.

From the beginning also, many difficulties arose because certain foreign Liaison Officers were contacting German Institutions and Agencies themselves, instead of waiting for the distribution of lists to be made by the UNRRA Bureau, with the result that, whenever the Zone Tracing Bureau, in checking returns from Kreise, complained that certain lists were missing, the answer was very often that a Liaison Officer had already removed it. This situation prevailed for many months and was still prevalent in May 1947 when the USFET letter "Authority for Foreign Liaison Officers to contact German

Institutions

Officers left responsible for these and looked with suspicion upon anyone trying to borrow these records. There were also many forms of documents in letters and notes of German officials, which were now compiled by groups. Many of these documents were destroyed, burned or thrown out of the buildings by soldiers who did not know what they were. Many documents were also stored in Camps of DP's and used very badly during the years 1945 and 1946.

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Institutions" was amended by the addition "under no circumstances are foreign Liaison Officers authorized to issue directives to the German authorities".

Gradually, however, the "growing pains" of the US Zone Tracing Bureau were abating and by the end of 1946 it was firmly established with HQs in Wiesbaden and branches in Stuttgart, Ansbach and Munich.

The program of the Bureau once it had been established on the basis of experience so far gained was :

- a) Collection and processing of German lists or documents received or to be received as a result of the USFET Directive of January 8, 1946 and of subsequent directives.
- b) Collection and processing of Concentration Camps, PW Camps and other documents not available to the German administration.
- c) Collection and processing of miscellaneous documents or information to be secured through individual investigations.

In writing the history of the U.S. Zone the three parts of the program will be recorded separately. First, however, the reader should be made familiar with the aims which each program had to satisfy.

In the first report of UNRRA HQs in Germany, dated October 15, 1945 it was established that 5,276,000 DPs of all nationalities had been repatriated from Germany and other countries while 1,237,597 remained in the three Western zones of occupation. If the problem of UNRRA was the care and repatriation of the remaining DPs, the problem of the U.S. Zone Bureau was to provide to the Governments concerned, to families and to the DPs themselves, all information necessary to reunite dispersed families, to re-establish or complete vital statistics of the countries from which these DPs had been moved to Germany, to procure documentation concerning imprisonments, illnesses, deaths, and marriages, births and eventually to prove or disprove the millions of claims which were bound to be made by those who, voluntarily or not, had lived in the part of Germany now occupied by the U.S. Army.

The USFET Order of January 8, 1946 was only a plan for the gathering of information which the existing German administration

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Gradually, however, the "growing pains" of the US Zone Trading Bureau were abating and by the end of 1948 it was firmly established with DPs in Wiesbaden and branches in Stuttgart, Frankfurt and Mainz.

The program of the Bureau since it had been established on the basis of experience so far gained was:

- a) Collection and processing of German lists of documents received or to be received as a result of the USZTR Directive of January 8, 1948 and of subsequent directives.
- b) Collection and processing of concentration camps, PW Camps and other documents not available to the German administration.
- c) Collection and processing of miscellaneous documents or information to be secured through individual investigations.

In writing the history of the U.S. Zone the three parts of the program will be recorded separately. First, however, the reader should be made familiar with the aims which each program had to satisfy.

In the first report of UNRRA HQ in Germany, dated October 15, 1945 it was established that 2,276,000 DPs of all nationalities had been repatriated from Germany and other countries while 1,237,287 remained in the Western zones of occupation. If the problem of UNRRA was the care and repatriation of the remaining DPs, the problem of the U.S. Zone Bureau was to provide to the Government concerned, to families and to the DPs themselves, all information necessary to reunite dispersed families, re-established or complete vital statistics of the countries from which these DPs had been moved to Germany, to procure documentation concerning internments, illnesses, deaths, and marriages, births and eventually to prove or disprove the claims of status which were bound to be made by those who, voluntarily or not, had lived in the part of Germany now occupied by the U.S. Army.

The USZTR Order of January 8, 1948 was only a plan for the gathering of information which the existing German administration

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administration was capable of giving. Each German Land interpreted the Directive in its own way and local officials in turn responded with more or less alacrity, with the result that the operation which should have been completed by the middle of 1946 is still not complete at this late date. No orders were given concerning documents of Concentration Camps which had been seized by the Army at liberation or were in the hands of foreign missions, German or foreign officials or even individuals who kept them despite their immense value for the tracing of missing persons. All those documents had to be secured, if possible, and many were eventually obtained through personal visits, deals or exchanges.

Point c) of the program had to be accomplished with the help of many people attached to UNRRA or engaged by UNRRA who visited officials, prisons, cemeteries, civil recorders offices, tramped through the fields and the woods to discover mass or single graves, followed clues, contacted Germans holding information or lists etc...

As fast as information (or documents) could be secured, it had to be processed, that is, integrated with similar information coming from other sources, checked against previous returns from the same source, classified by nationality, filed or distributed to the countries concerned.

All this required a large and varied personnel which was directed from the HQs of the Zone or from the three Branches. Gradually the task of the U.S. Zone Bureau listed under a) b) and c) became known as

Documentary Evidence  
Concentration Camp Records and  
Graves Rechecks.

And it is under these three headings that the history of the Bureau will be recorded.

Documentary

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 was directed from the HQs of the Zone or from the three  
 Branches. Gradually the task of the U.S. Zone Bureau listed  
 under e) b) and a) became known as

- Intermediary Evidence
- Concentration Camp Records and
- German Records.

And it is under these three headings that the history  
 of the Bureau will be recorded.

