

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 those 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 importance of United Nations language and of relations
 in Germany. It was the desire of the Supreme Commander that these requests
 be carried promptly through as mentioned previously, in order to reduce
 to some extent the number of those countries a request was first printed
 in English, French and Dutch was distributed in the weeks in the District
 persons, who were permitted to visit the area.

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
 request would be returned to those Army Group Headquarters for decision to
 the emphasis, with this recommendation that at all times priority should
 be given to emphasis regarding United Nations language persons.

Early in 1945 the Army Group Commander's request was made on the
 recommendation of Colonel Johnston (see pages 11 and 12) stated a small
 number of cases. The matter remained the same, but in the case of persons
 believed to be an Assembly Center the emphasis was to be sent to the
 District Commander or to the Army Group Commander.
 Various requests were obtained from this procedure. Because the
 Army Group was unable to comply with the requests, in other
 way requests later emphasis were still pending.

On April 25th 1945 District Commander Johnston's Executive Order 0-2
 SHEFF gave the following suggestions which might facilitate dealing with
 the requests:

- a) Local District Government District 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 requests
 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) Further details as to the possible contacts between the Army Group and the German High Command, including information which might be available in the course of the investigation, should be included in the report.
- b) It would be desirable to have the names of the persons who were in contact with the Army Group, and the nature of the contact, included in the report.
- c) The names of the persons who were in contact with the Army Group, and the nature of the contact, should be included in the report.

It is suggested that the Army Group should be kept advised of the progress of the investigation.

The Army Group would be kept advised of the progress of the investigation.

A further investigation is being conducted by the Army Group.

It is suggested that the Army Group should be kept advised of the progress of the investigation.

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

- a) The records of Disposition of enquiries on this which are provided as a convenience to Army Group Headquarters in keeping a record of enquiries received, sent out to Army and Navy Headquarters. It might be found desirable to have a copy of the records in Army Group Headquarters.
- b) The letters enquiry concerning the Army Group to be used instead of individual letters for forwarding enquiries to Army Group Headquarters.

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 increase. It continues
over the year the Unit has not done the budget of cigarettes from 1944 to 1945
was set at 180, but since reaching 175 per day - Jan 1945 - the budget had
gone up to somewhere between 180 and 200 cigarettes which it had not been
able to deal with.

In addition to the empty services in the Unit, the personnel was
now entitled to processing medical files from Governmental Group. No special
staff had been provided either from military or from sources, for alphabetizing
and stenotyping those files. It was also very because of the condition in which
the copy was received and because of the difficulty in typing accurately leaving
names.

Just before leaving Yerevan 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 F.S.F. (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 Yerevan, headed by Miss de la Fole,
it had no medical relief because of the foregoing arrangement, but at the end
of June one and one-half tons of medical supplies were filled with medical relief
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 Russian
Mission Officer to forward equipment 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 C-2 Division, YERVA.

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 point about this matter is that it is not possible to register all vehicles in order to check up with the work and to have complete control of the total number of vehicles which are being used in Palestine. From a security standpoint it has appeared that a very high percentage of the vehicles referred to herein have to have been in commercial use etc. after liberation, namely through messages sent down by Allied soldiers who were transported by the Red Cross Society, or through letters sent to 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 has been done since 1945, even to the extent of passing them on to local authorities, and Major Eric Carter of the Foreign Office British Department (BDM) reported to Lt. Col. G. I. Robinson as BDM suggested that after liberation, British soldiers should have over all vehicles outstanding or to be received at that time and should use the 11 British Red Cross vans and any other vehicles to deal with the vehicles locally, using 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 them until the Central Security Office could deal with them. Meanwhile they could be used as (a) to locate some of the persons required for (b) to provide the Army with information about potential labor skills and (c) to help in re-training the workers at a new factory and has been suggested.

but both in the British zone, as well as in the British zone, Lt. Col. Robinson was appointed Chief of the British zone search team so organized.

The necessary information used by him in this has been the fact 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 inter-territorial relations.

And how long the three zones, after the winding up of the ITC, 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 John's staff should be further strengthened as necessary to keep pace with the various departments with the few set-up in the British zone would show whether that would be the best 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 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 ITC would shortly transfer 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 nationals (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 particular enquiries only in German records, to check statements of claim -

"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:

A significant portion of the records of the Assembly Center after the war... as a result of the fact that the records of the Assembly Center after the war... as a result of the fact that the records of the Assembly Center after the war...

There is a very large number of classified records which have remained in their original form... by their own records, which they place in their original form... by their own records, which they place in their original form...

It is of great importance to have a definite record of those classified records which are held in Germany, England, etc. by legally recognized authorities... and agricultural workers, those records which are held in the files of local registrars (Germans) and labor exchanges (Germans) in order to identify and locate them...

Classified records from these areas are not found in records of their own, but are known to have been at some time in Germany... any records the subjects of inquiry, either because they have not returned here and their relatives are seeking them... or because (though they have been repatriated) their Governments need some knowledge about their status in order to identify them from German records. The principal records of their employment in and movements about Germany exist in the files and labor exchange records.

(1) The police records are classified in the local (State) and (Federal) offices and in a central police office in Berlin.

(2) The labor exchange records were at three levels - the State, the (Federal), and a central office believed to have been organized from Berlin to administer the labor exchange records.

(3) In addition, many of these records were recorded in connection with health insurance, savings banks, and similar 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 copies that will be received for this category, but it cannot be more than a small percentage of the total number of non-German records which were in Germany at any time in the past.

"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 Changes in the Central Board's Rules
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 Changes in the Central Board's Rules
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 central Board's records.

4. This Board is to have as Central Board's Rules

4.1-1. This Board's Rules shall be as follows:
The first chapter will be devoted to the following parts, made up as follows:

(i) Part I - Mission, Authority, Objectives, etc.
This part will be devoted to the Central Board's mission, its objectives, and the powers of the individual and the other parts of the Central Board's Office.

(ii) Part II - Mission, Authority, etc.

(iii) Part III - Administration and Organization
(An explicit code must be made out in the Central Board's records as soon as the Central Board is established or not the matter is in the Central Board's records. It is a matter of the Central Board's records of the Central Board's records. The Government's representation on the Central Board's records should be first cleared through the appropriate National Trading Bureau. Reports should also be sent to the Central Board's records of activities carried out by these bureaus without reference to the Central Board's Office. It is one of the duties of the Board's Chief Executive to promote the efficiency of National Trading Bureaus 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 (ii).

4.1-2. This Board's Rules on National Trading Bureaus shall be made of all the National Trading Bureaus. The Central Board's records for records could then be prepared and analyzed in a variety of ways, as each nation, in order to give the authorities the way to dealing with records must discover statistical information they may need from time to time.

4.1-3. This Board's Rules The circumstances of birth can be very easily ascertained from the German records described in paragraph 4.1-1 above, and one of such information that they should be kept in the Central Board's Office. In any case, it is not in most cases it will be impossible to find individuals to move the German records easily, and even if this were not the case, they are in such a variety of codes, books, etc., that they would have to be copied on standard cards - either the 100 or one of the new ones. The simplest method would be to use statistical codes and enter of them the cards from these. Taking this, extracts could be typed on 100 cards.

"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 location of every person who had been at any time during the war assigned into Germany. It would also show the date and location of every person who had been at any time during the war assigned into Germany. It would also show the date and location of every person who had been at any time during the war assigned into Germany.

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 as in a.

Disadvantages - There are over 50 regional labor offices, many of which have possibly been closed. It is suggested that the records be collected in the Central Office. There are no regional offices showing individual records.

c. Local (State) Offices - The records should be collected in the Central Office. There are no regional offices showing individual records.

These local records will have to be sent to the Central Office. There are no regional offices showing individual records.

(1) Transfer all local records to the Central Office, effected by WERSA personnel.

Advantages - As in a, the records of almost all agencies, the WERSA agencies will be able to ensure that the records are exclusively and completely centrally recorded.

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 establish the records of over 50 million displaced persons in order to deal with agencies which may refer to more than a small percentage of that figure.

(ii) It might be possible to economize WERSA personnel either by using German personnel of very different personnel (which is understood to have replaced 2,000 personnel in the U.S. Veterans of War Record Office in Berlin) 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 specifically needed by any allied authority could be "frozen" and the Central Records Office could send direct to the appropriate German officials a demand for information about a particular individual. To ensure prompt and confidential

"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 DF2 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... It suggested that this should be regarded as a first instance... to examine the volume in question and other work with which it would have to cope and to decide whether this necessitated further... services, should be provided only after practical experience had been gained of the working of the proposed system.

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

the work to be done... by the Central Council Office and the Central... Secretary General, subsequent to a meeting held on 11th July 1965 by representatives of the... and...

a) by Major Holter and Major... Check on all records held with... in Germany and Austria... list for the Central Council Office.

b) by Major... 1. Visit all National Training... and other organisations... and make arrangements for... followed between... 2. Arrange for... for Central Council... records.

c) by Major Holter: 1. Organise... and... 2. Organise... 3. Prepare... 4. Work out... details to this task.

d) by Miss de la... 1. continue... and arrange... 2. Prepare... 3. Work out... 4. Make arrangements... 5. Discuss with... 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 inter alia 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 requirements and resources and details of responsibilities between... (mirrored text)

When this is in place... (mirrored text)

Twenty... (mirrored text)

To work with... (mirrored text)

After having shown... (mirrored text)

present staff and equipment... (mirrored text)

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

- (1) Staff which will approximate 250 people
- (2) Flying equipment which will approximate 20,000 x 2 costs
- (3) Data, charts and reports in program
- (4) An office layout plan and built for the program
- (5) Staff added as rapidly as they can be maintained.

This memorandum deals only with internal operations and does not... (mirrored text)

- (1) Completion of organization for emergency services in the British United States and French zones
- (2) Training of WEMA staff before departure in the field
- (3) Development of working relationships with national training bureaus and with international aid groups
- (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 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

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.

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...should be held up to 30 hours by October 1st and that a General Order should be issued to the effect that all persons should be registered in the General Order by October 1st, 1945, and that the registration should be completed by October 1st, 1945.

The total number of registrations received would be about 100,000. The total number of registrations received in the last 24 hours was 10,000. It is estimated that the total number of registrations would be about 100,000.

It is noted that the registration of persons in the General Order is a very important matter and that the registration should be completed by October 1st, 1945.

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"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 1945, when reporting on the Central Training

Bureau, the General Inspector of U.S.A. stated:

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

After an initial period of operation under 1945 and 1946
under the Central Training Bureau Executive Committee the Training
Bureau was under direct U.S.A. administration on 1st October
1946.

Recognizing the importance of a co-ordinated training program
the United States Government has recently established, under
the authority of the National Security Act, a National Security
Council, a Central Training Bureau composed of various
members of the Military Departments of the United States
Army, Navy and Air Force. The Central Training
Bureau under the general policy direction of the Board, the
Bureau is to serve as a clearing house between National Training
Bureau and the four main branches. The close working relations
with the four main branches should be reflected in a
high level of co-operation and in the highest possible
degree of efficiency of training personnel, a decision in the time
frame in which training and the weapons use of all available
training personnel.

This report is the first step in the process of
the Bureau, but it is of primary importance. The main
purpose of this report is to provide a general
outline of the Central Training Bureau and to
show the way in which it is being set up.

In the United States, U.S.A. personnel are working under the
direction of the Central Training Bureau. This is the
Central Training Bureau (CTB) in the United States. This body
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 Central Training Bureau in the United States.
The Central Training Bureau has established a Central Training Bureau in the
United States under the direction of U.S.A. personnel.

A mutually helpful relationship is being built up between
the Central Training Bureau and the military training
Bureau in each country. The Central Training Bureau may be a private
agency recognized by the Government as the central organization
for training personnel within that country. In the case of the
United States and the U.S.A. Central Training Bureau, it may
be a Government organization and in the United States it may
be a Government organization in the United States for training of
personnel and equipment.

At the request of the Central Training Bureau, National
Training Bureau are realizing the fact that persons wishing
to cross national boundaries should correspond with the U.S.A.
Bureau with the Central Training Bureau. In a number of cases
the answer to the enquiry will be found in the records of the
National Training Bureau, so that only the remaining training will
need to be forwarded to the Central Training Bureau.

The Central Training Bureau in the United States will
the answer to a certain number of these enquiries and will pass
on to the United States only that portion which remains. This
answer and which needs to have every one followed until a
positive result has been obtained.

The main aim of all concerned with the training program

"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 requests from 12 countries for persons of 12
different nationalities and very few other nationalities. With regard
to the list of countries from Germany to the rest of the world,
the Bureau has already received requests 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 countries are included in the Bureau.
English. All correspondence concerning field agents in the Bureau
and Russian names is 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 Bureau, 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. It is noted
information on the location of displaced persons outside camps is
now being collected from lists compiled in connection with registra-
tion for local 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. It is 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 local search are also being greatly expanded.
A DP Camp List Exchange plan is in operation whereby lists of
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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 local 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 conversant with the scope of the training courses which will be conducted by the Bureau. It is to be noted that the Bureau's staff will include a number of persons who will be engaged in the training of the staff of the Bureau. The Bureau will also collect figures and other information which will be used in the preparation of the Central Training Bureau's report.

At the end of November 1953 the Bureau will have been

the end to have been

The Central Training Bureau is to be established in order to coordinate the work of the Bureau, and to ensure that the Bureau is fully conversant with the scope of the training courses which will be conducted by the Bureau.

It is therefore proposed that the Bureau should be established in order to coordinate the work of the Bureau, and to ensure that the Bureau is fully conversant with the scope of the training courses which will be conducted by the Bureau.

The following principles are to be observed in the operation of the Bureau:

- (a) Only selected, representative persons (including representatives of the various departments of the Government) should be invited to attend the Bureau. All other persons should be invited to attend the Bureau for the purpose of providing information in the field, but other arrangements should be made for the Bureau to be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (b) The Central Training Bureau should be thought of as a central organization of persons who are engaged in the training of the staff of the Bureau, and who are responsible for the training of the staff of the Bureau.
- (c) The Bureau should be free to use direct administrative channels of the various departments of the Government, and to ensure that the Bureau is fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (d) While providing the Bureau with the necessary information, the various departments of the Government should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (e) The Central Training Bureau of each year should be established in order to coordinate the work of the Bureau, and to ensure that the Bureau is fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (f) Within the year, geographical divisions should be made of the Bureau, and the Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (g) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (h) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (i) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (j) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (k) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (l) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (m) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (n) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (o) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (p) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (q) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (r) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (s) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (t) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (u) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (v) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (w) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (x) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (y) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.
- (z) The Bureau should be fully conversant with the scope of the training courses which will be conducted by the Bureau.

"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 "Inquis", 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 arrangements
by assigned to them.

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

(2) 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 US in the training period
to operate within the confines of a zone, it involves dealing with
ground troops and civilians alike - outside the US zone.

(3) This is essentially an advisory, if an operation, it can only be done
with participating from the top down, with field staff who have
organizational, tactical, training, etc., and interest in the job.

It is pointed out that the main organizational argument was the point
of view of the field staff, they can be included in terms of the specific
job, in order to position, and the fact that the training
operation is an entirely new, while it may be similar to military operations
in many respects, that have the same great importance - with a view to
administrative arrangements - of being free to do the job in the
administrative structure.

The most important single point, however, is that this training is a
function, not merely an administrative process, and that it is not
concerned to collect, react, or any type of non-military program
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
the 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 suggestion on this document was the
Yers commandant was appointed in this regard.

At that moment the organization was not yet completed.

- 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
 - Transcription
 - Master Index
 - Map Section
 - Photocopying 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 deals 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 coming 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 receiving benefits was 11,000. Average wages were \$10,000 per annum, leaving \$1,000 per man. The number of employees on hand in the Local Training Bureau and the National Training Bureau reached 10,000 for which \$5,000 wages had been received so that the grand total of employees in service amounted to 20,000. Seven thousand officers were attached to the Civil & Defense Administration, Army, Navy, Air Force, Marine Corps, Coast Guard & Fisheries.

In January 1966 the total number of employees of the Federal Government was 11,000 (see p. 24 and 25) the Grand Total of 20,000 employees was entitled to WTRRA money for training activities in Germany, in which WTRRA's obligations, resources and activities were defined as follows:

- 1. That in the scope of WTRRA's obligations:
 - A. To provide facilities for the collection and distribution of information concerning the District Bureau after its close and to facilitate the processing of requests concerning long "displaced persons" not now defined by Council Resolutions and had been interviewed by WTRRA in Germany, persons eligible for such care from WTRRA 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 whatsoever nationality.
 - C. To examine and test the body of documentary material collected to insure that the interests of (a) and (b) are protected; prepare material concerning other matters for transfer to the National Training Bureau; to preserve the records resulting in the care for transfer to the Federal Archives.
 - 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 obligations 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 States 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 is agent of the national governments with specialized and technical training in various professions, 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 for people registered emigrating from various national territories on behalf of German restoration. This function is to be assigned to the training of German specialists, workers and technical personnel 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 trade agreement, is for facilitating and coordinating the entire process.

5. These activities have been reported to the Bureau that will be...

A. The Records Division

1. Adequate provision 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 technical aspects.

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 persons willing enter the activities of the Central Executive as eligible for such work.

2. Adequate machinery to provide for liaison between the national and local bureaus, for the transfer of services 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 Board,
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 Board and those being collected,
and the immediate responsibility to the Central Training Board
and the National Training Bureau.
2. Negotiation with the appropriate division of the Allied Control
Authority regarding German Training Bureau, so that it will
function for Germany as a National Training Board.
3. Review of the technical reports of the Central Training Board
and records system to agree the effectiveness of that system
is already well done (p. 12) with the exception of the

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

the remainder of the program was left unchanged.

Very soon, namely in July 1945, the question of the

constitution and the organization of an International Training Board was

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

Director of GIB warmly suggested it after his return. It was quite well

within Germany through the various bureaus, i.e., the Psychological Central

GIB, the official training bureau within each occupied zone with the Central

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

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

loosely knit and unorganized international training service.

This had not been yet for the to materialize, however,

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

- (a) to decide to be concerned with any form of international training
service, was to keep the national mission.
- (b) to recommend the continuation of the current "local organization"
of training bureaus was to deny the advantages inherent in a more
closely knit organization, regardless of nature.
- (c) to recommend the formation of a formally organized "International
Training Board", with all training bureaus subordinate thereto,
regardless of whether or not under the auspices of the United
Nations Organization was for
- (d) raise the question of the financing of bureau, both jointly
and severally, as well as the financing of a Central Control Office.
- (e) subordinate the GIB, and the four local bureaus within Germany
Germany, to political and institutional arrangements from an office
located outside of Germany, in all probability 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, ^{be} 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 Army 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 concerned, 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 would be no question of the financial support of a central office
- (3) 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
- (4) there would be no question of central cooperation and exchange of these business units.

The GIB recommended the establishment of an association of trading partners which would be established in the territories concerned, 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:

Not only did such an association have to be formed, but the question of formation of GIB had to be considered a while later and subsequently the reduction of personnel. Already in October 1946 the report was made to the GIB every possible means of economy in GIB were being considered and personnel reduced to the minimum. The GIB was responsible for the operations for which GIB was responsible.

Although Colonel Gowing in his statement on cooperation, which sometimes led him to go beyond his mandate, had shown on several occasions his determination to fight for his organization, was he realized that it was contained to fall to pieces, he allowed himself to be being Chief of GIB. Operation in Germany on 30th October 1946, in the following paragraphs:

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

"The Trading Service as a whole is made to work with the maximum efficiency possible"

(a) The GIB has not full liberty of action in issuing orders and carrying out orders in the different zones and has to pass through the same process which are 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 GCB, the latter had concentrated primarily on the matter of documents. This has produced satisfactory results.

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

As the planning for December 1945 Col. Dearing began his

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

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 GCB. At this very crucial moment in the life of GCB 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

UNRRA Operations in Germany informed the GCB 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 UNRRA.

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 at NIRA in Geneva, which required

certain operational arrangements and as this reorganization effected

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

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

arrangements.

The complete organization of the Bureau is attached by your letter of 1947

of the Bureau in a separate report of which copies of the Bureau's organization and staff as it was reorganized should be retained within the limits of the Bureau's organization of a permanent staff.

The NIRA were advised as follows:

As reorganized all existing projects carried on by the Central Training Bureau will be carried on by the reorganized Central Training Bureau, the interests of which are:

Reproduction & Training Division for United Nations Officers
United Nations Officers' Central Bureau
British (Colonial) Teachers' Deputy Unit

Division for Research & Development
Government Institute
Joint Research & Development
United Nations

NIRA Bureau of Documents & Training
Washington, D.C. 20540
(also with Voice, Central Training Bureau)

British Red Cross
Central Committee for Germany
London, E.C. 4

Following this decentralization of training responsibilities and activities, the primary activities of the Central Training Bureau will be confined to that of the Central Records Office. This office will be charged with maintaining a reference library of records and files in this library, providing National Training Bureau with copies of lists of persons named in these records, together with identifying data, as the requirements depending on the particular record's physical character and security classification. National Training Bureau will be advised of such documents as are not responsible of identification and the records being retained in the Central Records 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-organization 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 re-organization which was submitted to you, the 1947 report which also sets out the arrangements for the transfer of the Central Training Bureau's activities to the new Training Bureau. In their 1947 report at the end of December 1947, the staff of the Central Training Bureau were advised that the re-organization of the Central Training Bureau was being effected as a result of the re-organization of the Central Training Bureau.

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 of the National Training Board will be as follows:

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 at the GTC building, responsible
of cases, etc., liaison 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.

from the central office, my necessary local duties to be
attended with convenience in central office,
All requisitions for supplies must be submitted in writing and
my proposed changes in fixtures, such as telephones, must be
made in writing.

2 THE BOARD ROOMS

- 1. Requisitions for all required furniture
- 2. Requisitions collected from National Reading Rooms or from
libraries are to be returned to the supplying agency or
forwarded to the State Department.
- 3. Requisitions coming from the Board for reading are to be
checked carefully through Board's list of approved books
and only approved books are to be ordered.
- 4. Requisitions for the Board are to be placed in the Boarding Station
for further handling.
- 5. The Board will also be responsible for all publishing
work and printed work on behalf of the entire Board.

Will be held during the period for the proper disposal
of all bills for the Board's printing expenses, printing
the bill, forwarding and returning to the right office the bill
copies, and making up the daily transfer file.

Each section will receive requisitions from Board's list on which
their action is given as needed, and also requisitions from National
Reading Room for special reading against accounts
paid in D.R.

Requisitions for books are to be checked against Board's list, and if
necessary against the index and Board's reading list is attached
by this unit, my information form is used on the back of the
card by the unit concerned and returned, the list file is only
used as an analyzer and returns the card to master index.
Daily statistics will be kept.

Publication Section

- (a) Special work: All typing of lists, reports, etc. will be done
in the pool and also all other copy typing work. Book lists of
work should be sent to the Chief of the unit, together with a copy
of a statement of expenditure on an appropriate form, a daily report
will be made of work done.
- (b) All work to be distributed must be sent with covering form
to the Chief of the unit, and cover of special copy should be
discussed with him or her assistant and his particular charge
of the manuscript cover. No expenses or returns should be
advanced direct to the publisher. A daily report of work done will
be made.

Index Section

- (a) Special Index: This is to consist of the D.R. index and the Board
Index, and in addition such other indexes as have been set up
for special reports, i.e., National Reading Index, D.R.
Board Index, etc.
- Any incoming D.R. cards are to be run in, but no entries of
subsequent movements of D.R. from outside lists are to be
made.
- The work consists of re-arranging and checking of cards
for insertion into the index (these will be marked over by
the typing pool properly labeled as to number and unit tag
etc.) inserting the cards into the index checking individual
pages and lists. The factors of the system will be under
the care of special persons and each person is responsible for
the proper maintenance of his part of the index, including
correcting changing the index and ensuring that cards which
"cut" in the index are extracted and sent to the processing
of cases with the list. Thereover a card is removed from
the index - this will be shown in the place giving date of
the removal and there 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 District Daily report forms are kept. All documents taken in by the unit are retained.

Photostat Section

The processing of Green Unit will forward to the Library for checking all cases not found in the State or FBI indexes. 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 statistics forms are kept.

Photostat Section

All documents received are placed in this section. Anything of interest to the Library in this unit is placed in a separate file immediately. Each document is checked on an inventory card, registered and placed in the Chief of the Unit. The Unit handles, according to the type of document and nature thereof, as the best method of distribution. Some cases have been done in preparing or processing. When this work has been done the Chief of the section is responsible for seeing that copies are sent to all interested parties agencies, and a copy filed in the Records Library. Statistics are kept of documents received and sent out.

Records Library Section

Now to describe all records now in the possession of the Unit, which for technical reasons cannot be described. It deals with incoming evidence and check of cases against records contained in the library. In certain and up-to-date statistics are to be set up to enable search agencies to forward cases relating to records in possession of the Unit. A copy of all documents for retention in the Unit is passed by the Records Section and District Daily to the Library. New documents are immediately entered into the evidence. This consists of a card index in alphabetical order of Green name. All documents are filed in alphabetical order. Lists are filed under the name 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 Green Unit will forward to the Library for checking all cases not found in the State or FBI indexes. 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 statistics 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 District Daily report forms 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 INSTRUCTIONS

The British is responsible for maintaining control in the work between Civil Control in Germany and countries outside Germany, and for collecting information from outside Germany and disseminating it to the British Army, Government of occupied territories, Germany and the working to have all material received from documents received in the USA.

GENERAL INSTRUCTIONS

The British is responsible for maintaining the collection of all items of interest found by means of their reports in the form of a list of items and names in the General Training Manual. Reports are received from the home on cards and reports from the Ministry of German Affairs after all reports in the USA are sent to the USA. Reports are sent to the USA and the USA has been sent, which is sent on the back of cards, and the cards are to be sent later. All reports to be sent by the Ministry of German Affairs after all necessary action has been taken by the USA in handling the reports, the reports will be sent to the USA for the purpose of being included in the reports and sent.

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

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10

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 ICHIG 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 "Hans Johnson"
 the school being given back to the German 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 GDB became officially the ICH, the staff
 which had in the meantime been increased, retained ICH employees, i.e.

Informants	35
Local	12
Refugees (IIC)	103
German	101

The description of what the GDB had carried along its inspection work
 the sponsorship of both UNRRA and ICHIG 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, 1946, 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-
 finite replies were forwarded to the enquirers.

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 lists 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 5,485,084 persons. Of this amount 328,055 were distributed to National Tracing Bureaux, in original or in the form of photocopies or typed extracts. 28185 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	1.514.597
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 be made apparent only in the coding number, 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 individual trading units in the form of a list of allied institutions and located, established the list of as supplied information concerning 1958 trading activities of non-completed delivery in Germany under code of 10,000, 10,000, 10,000, 10,000, 10,000. It has distributed to National Trading Branch, Trading Branch, and National Trading Branch, Germany and other countries, lists of unorganized children for whom facilities were being sought. It also has conducted towards the general sector for making this-then by collecting and processing documents in this connection.

The general trading branch received, evaluated and retained records concerning 1,181,000 papers. Of this amount 1,181,000 were distributed to National Trading Branch, in addition to the form of photo-copies or typed extracts. 1,181,000 such extracts were received from different sources and were forwarded to the respective countries for distribution. The mass of 10,000 papers of various institutions were sent to all countries. The general branch also published a series of catalogues of documents, reports on health matters and lists of persons, organizations, etc.

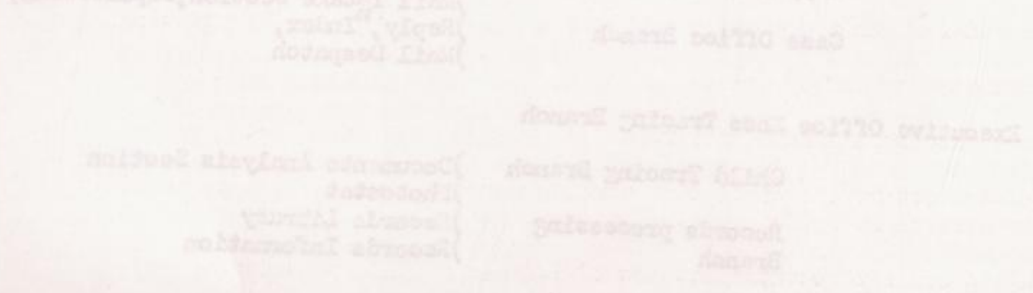
The card indices of the General Trading Branch contain new entries- mainly 1,000,000 cards, consisting of a list of names of persons, firms, D.P. Index, showing the location of displaced persons as well as other, and card indices of the Institute, International in other ways. The continuing expansion of the Index has enabled Central Trading Branch to take the processing of positive replies by over 100 in the last three months.

During the last few months, the scope of work of the Central Trading Branch is mainly to demand for an appropriate amount of time to come. The improvement in the coordination of functions between the National Trading Branch, the General Trading Branch and the Central Trading Branch tends to indicate that a further kind of cooperation had 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 same reports:

Documents distributed under WEMA (persons involved)	1,254,332
Documents received under WEMA (persons involved)	1,344,937
Documents received under WEMA (persons involved)	1,400,687
Replies sent out under WEMA	69,374
Replies received under WEMA (July 27-Nov. 27)	32,689
Replies received under WEMA (Oct. 15 - June 27)	1,414,334

Organization of the C.T.B. Administration and Supply Branch



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:

Essentially 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 later, by a staff which could only have failed to be provided 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 faculties 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 ^{zone} 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 ^{to increase} 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. 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 trouble, a general review of the trouble, together with a general survey of the relation of the trouble to the organization in the best possible manner 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 budget would be approved in January 1953. It was also expected that this budget would be approved in January 1953. It was also expected that this budget would be approved in January 1953.

The consolidation of the IAEA with the UN Division of Atomic Energy or in industry had to be considered in February 1953, because of the required office space and the plan for the staff could not be provided by the UN. Consolidation of the IAEA with the UN Division of Atomic Energy or in industry had to be considered in February 1953, because of the required office space and the plan for the staff could not be provided by the UN.

Further steps were taken in June 1953 to expedite the working arrangements of the IAEA and in order to render the whole organization fully operational in all respects, a re-assignment of functions and responsibilities among the key personnel was carried out. A special attempt was made to clear out number of old IAEA 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 finding 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. Army Division in an effort to assist them in their carrying out 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) when, 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 the Government, for the drafting of the budget estimates, monthly reports and statistical reports, for the overall control of the office and its activities.

b) Executive Branch (Appendix No. 2)

This branch is responsible for determining the type of cases persons for whom trading requests and trade treaty requests are to be filed. 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 trading enquiry:-

(1) Investigation

The original request is examined 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 other enquiries with cards up from corresponding enquiry cards ("known location" or "not known" or "no enquiry" card). In the first case, the card is copied, attached to the file, and returned to the trading branch. In the second case, the number of the enquiry is indicated on the card which is then returned to the trading branch. If nothing is found in the Index, the card is returned to the trading branch, where the enquiry is numbered and put in a folder, with one card in return to the Index Branch.

(2) Case history

After completion shows the case goes to a case reviewer who checks that what says can be taken to locate the person sought for. These are:

- 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 trading operations by their trading terms in the area where the alleged person was last heard of.
- c) Letters to various agencies or persons who could give some information or to National Trading Bureau.
- d) Reference to the last trading 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 enquiry 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.

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) Correspondence Section
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, obtained 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 analyzer sends the 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 125 German newspapers and 50 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.

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 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.

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.

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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b) 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, divisions of the International Refugee Organization
and various other agencies, especially in the U.S. Zone of Germany, and the
International Movement of IRO in Geneva, Gerny and London.
The Hall and Trading Bureau and respective liaison stations 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.

Presently lists are received from sources such as the German Agents
 and National Trading Branches. 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 pertaining
 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 Agents
 (German vital statistics, labor effort, health and social in-
 surance, political, military, commercial 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 rolls, registration 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.
 These matters are processed in the following manner:

- (a) Registration and library coding
 - (i) Registration, allocation of document 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 existing 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 ^{not} 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,

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

