

PRELIMINARY INVENTORY OF THE RECORDS  
OF THE  
FOREIGN ECONOMIC ADMINISTRATION

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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 260-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and there is time for it, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an over-all picture of material in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty Reference Information Circulars, which analyze records in the National Archives on such subjects as transportation, small business, and India, have so far been published. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 3,500 rolls of these micro-filmed records, described in the List of File Microcopies of the National Archives (revised 1950), are now available for purchase.

#### NOTE

This preliminary inventory has been updated to reflect (1) the deletion of entries for records destroyed as not warranting continued preservation in the National Archives and (2) the inclusion of descriptions of series of records accessioned into the National Archives since preparation of the original preliminary inventory in 1951.

The position for one or more new entries is indicated by a note in the right margin at the point the entry belongs.

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## INTRODUCTION

During the period of World War II, from 1939 to 1945, the United States established a number of economic controls and carried on a number of foreign economic operations--the administration of export control, assistance in the relief and rehabilitation of liberated areas, the conduct of economic warfare activities, preclusive buying, the development and purchase of strategic materials abroad, and lend-lease assistance to Allied nations--that were designed to assist Allied nations and to deny to enemy nations various materials and manufactured products of the United States.

In the early part of the war, 1939-41, economic operations of the United States Government included the coordination of purchases of war materials in this country by foreign governments (mainly Great Britain), a function performed by the President's Liaison Committee from December 1939 to May 1941; and the licensing of materials for export from the United States, a function administered by the Office of the Administrator of Export Control (July 1940-July 1941) in cooperation with the Division of Controls of the Department of State.

As the war progressed and the economic controls and operations of the United States increased and became more complex, these earlier organizations were replaced by a succession of agencies. An Office of Foreign Relief and Rehabilitation Operations was created in the Department of State in December 1942 to carry on relief and rehabilitation work in occupied areas. Several Government corporations and parts of other agencies carrying on related economic activities and assisting with the foreign procurement, development, and preclusive buying operations, were transferred to the successors of the Office of the Administrator of Export Control.

Thus, the President's Liaison Committee was followed by a Division of Defense Aid Reports, created in March 1941 to administer the Lend-Lease Act (55 Stat. 31); and the latter in turn was replaced by the Office of Lend-Lease Administration in September 1941. The Office of the Administrator of Export Control and the Division of Controls (of the Department of State) were absorbed in 1941 by the Economic Defense Board, which was followed in succession by the Board of Economic Warfare (Sept. 1941-July 1943) and the Office of Economic Warfare (July 1943-Sept. 1943). Within the period October 1941-September 1943, the Board of Economic Operations and its successor, the Office of Foreign Economic Coordination in the Department of State, were active in coordinating activities of the Government relating to economic affairs in liberated areas and to foreign policy aspects of wartime economic controls and operations.

By an Executive order of September 25, 1943, the functions of all of the above agencies in existence at that time--the Office of Economic Warfare, the Office of Lend-Lease Administration, the Office of Foreign Economic Coordination, and the Office of Foreign Relief and Rehabilitation

Operations (the last two of which were in the Department of State) were transferred and consolidated into a single agency, the Foreign Economic Administration. They were administered by that agency until it was abolished by an Executive order of September 27, 1945.

Upon the termination of the Foreign Economic Administration, its remaining functions were divided among five other agencies. Its functions with respect to the administration of the Lend-Lease Act, to liberated and occupied territories, to economic and commercial research, and to participation by the United States in the United Nations Relief and Rehabilitation Administration were transferred to the Department of State. Its foreign procurement responsibilities (excepting those relating to food) and three of its subsidiary corporations were transferred to the Reconstruction Finance Corporation. The Export-Import Bank of Washington became an independent agency under provisions of an act of July 31, 1945 (59 Stat. 527). Functions pertaining to food, including those of the Foreign Economic Administration's Office of Foreign Food Programs, were transferred to the Department of Agriculture. The remaining functions not transferred elsewhere, including the control of exports, technical industrial intelligence, and the facilitation of trade, were transferred to the Department of Commerce.

The Executive order that terminated the Foreign Economic Administration provided that its records (and those of its predecessors) in the United States, which amounted to some 33,200 feet, should be distributed substantially as were its functions, with the Bureau of the Budget having responsibility for determining the details of the records segregation policy. A Bureau of the Budget directive of January 8, 1946, specifically allocated the non-current records of the several major units of the Administration within the United States to the agencies that had inherited, in general, their functions. At the same time this directive sought to provide for the maintenance of the integrity of complete bodies of records by requiring (1) that minor parts of a body of records segregated for transfer to one agency should "not be extracted for transfer to another agency notwithstanding the existence of some relationship as between such segments and a function transferred to another agency," and (2) that records containing "management and program data of historical or future research value shall not be interfiled or consolidated with other records of the receiving agency insofar as it is practicable to maintain them separately."

Guided by the principles set forth in this Bureau of the Budget directive, the Interagency Committee on Disposition of FEA Records allocated portions of the records of the Foreign Economic Administration to the Department of State, the Department of Commerce, the Reconstruction Finance Corporation, and the Department of Agriculture. In general, the character of the records and the quantities allocated to these agencies were as follows: The Department of State received 12,673 feet of records, relating mainly to the lend-lease program and to activities with respect to liberated and enemy countries; the Department of Commerce received

16,776 feet of records, pertaining chiefly to activities in connection with the administration of export control; the Reconstruction Finance Corporation received 3,210 feet of records, pertaining to foreign procurement and development programs and preclusive buying operations; and the Department of Agriculture received 539 feet of records, relating mainly to food programs.

An undetermined quantity of records outside the United States was transferred to the Department of State, with the exception of records pertaining to the functions of the United States Commercial Company and necessary to the proper conduct of its activities, which were transferred to that company.

The records described in this preliminary inventory belong to Record Group 169, Records of the Foreign Economic Administration. They amount to about 7,300 cubic feet. They were transferred to the National Archives from the Board of Economic Warfare, the Office of Lend-Lease Administration, the Foreign Economic Administration, the Department of Commerce, and the Department of State during the period 1942 to February 1951. The bulk of these were received from the Department of Commerce. The records include those of the Chairman and Executive Secretary of the President's Liaison Committee (1939-40); central files and a number of files of officials (including those of the Lend-Lease Administrator, the BEW Executive Director, and the FEA Administrator) of the Office of Lend-Lease Administration, the Office of the Administrator of Export Control, the Economic Defense Board, the Board of Economic Warfare, the Foreign Economic Administration, and the Office of Foreign Relief and Rehabilitation Operations (of the Department of State); extensive series of export licenses and related correspondence (1940-45), most of which are now in the Records Center in Alexandria; export reports and lend-lease reports (1941-45); records of the Historian of the Foreign Economic Administration; "History of Lend-Lease" and its extensive compilations of supporting documents (completed in the Department of State in 1947); and various other records of special types such as technical data licenses, economic warfare studies, committee minutes, and the like that were maintained by the above agencies.

The inventory has been organized as nearly as possible on an agency basis, and the records are therefore described as records of the constituent part of the organization that created them, except in cases where they were incorporated among the records of its successors. For each agency and major subdivision there is an introductory statement concerning its establishment, functions, and termination, which is intended to assist the user of the inventory in relating the records to the history and functions of the organization; and following each of these there is a general statement concerning the records inventoried, records transferred to successor agencies and described in other sections of the inventory, and records in the custody of agencies other than the National Archives. Descriptive entries for the series of records in the custody of the National Archives follow.

In the case of series of general correspondence and correspondence arranged chronologically, the descriptive statement in the series entry has been made very general. Whenever more detailed treatment has appeared to be merited, lists of folder headings intended to serve as subject-matter guides have been included in appendix I of this inventory. A list of historical monographs on the Administration prepared by the Records Analysis Division, with an outline of the most extensive one, "The Procurement and Development of Strategic and Critical Raw Materials," appears in appendix II.

Some of the records covered by this preliminary inventory are classified for reasons of general security and may be used only by persons who have been cleared for access to such materials.

This preliminary inventory was compiled by H. Stephen Helton with the assistance of Donald L. Goodwin, Leonard A. Rapport, Betty W. Wofford, and Ira Kellogg.

## RECORDS OF THE FOREIGN ECONOMIC ADMINISTRATION

### RECORDS OF THE PRESIDENT'S LIAISON COMMITTEE (1939-41)

Shortly after the outbreak of the war in Europe in September 1939, various foreign governments, notably those of Great Britain and France, placed with American industry cash orders for munitions of war. Need for coordination between the purchases of foreign governments and the United States Government soon developed. To provide a channel for such coordination the President created, on December 6, 1939, the President's Liaison Committee (also known as the Interdepartmental Committee for Coordination of Foreign and Domestic Military Purchases). The original Committee consisted of the Director of Procurement of the Treasury Department, the Quartermaster General of the Army, and the Paymaster General of the Navy. In June and July 1940 assistants to the Secretaries of the Treasury and War replaced the Director of Procurement and the Quartermaster General; and in July 1940 the Administrator of Export Control joined the Committee as a member without a vote. As the Treasury Department was directly concerned with the purchases being made by the British and other foreign groups, its administrative facilities were used by the Committee in performing its functions prior to the passage of the Lend-Lease Act of March 11, 1941.

Liaison with the foreign procurement missions involved on the part of the Committee (1) making available to them airplanes of modern design and other implements of war; (2) helping the missions place contracts with American suppliers at fair prices; and (3) aiding them whenever necessary in creating new facilities for the production of implements of war in the United States. The Committee also cooperated with several American defense committees concerned with the exportation or procurement of war supplies and established routine procedures for working with them. The most important of these procedures, the forerunner of the lend-lease requisition, was implemented by the "Preliminary Negotiations Reports" (PNR), by means of which a foreign war order was referred for approval to the appropriate defense agencies of the Government in order to determine whether it was in conflict with the American defense procurement program.

After the passage and approval of the first Lend-Lease Act of March 11, 1941, the administrative staff in the Treasury Department that provided services for the Committee continued to function as the liaison between the foreign procurement missions and the agencies of the Government concerned. By a letter to the Secretary of the Treasury on April 14, 1941, the President dissolved the Committee; and by an Executive order of May 2, 1941, he established the Division of Defense Aid Reports, described below, to administer the Lend-Lease Act.

The records of the Committee and of the administrative staff of the Treasury Department that provided services for it, with the exception of those series of records described below, were incorporated in the files of the Division of Defense Aid Reports. These in turn were taken over by the Office of Lend-Lease Administration and consolidated with its records, which are described elsewhere in this inventory. The three series of records of the Committee listed hereunder include the correspondence, memoranda, reports, contracts, negotiation reports, and other papers of the Committee and its Chairman dealing with negotiations of Great Britain and other countries for the purchase of war materials in the United States during the period 1939-41. For records of the Executive Secretary of the Committee, see entries 15 and 16.

GENERAL FILE OF THE CHAIRMAN. 1939-40. 3 ft.

1

File of Capt. H. E. Collins, Chairman of the Committee, consisting of copies of contracts between United States corporations and foreign governments for war materials with related correspondence. The correspondence covers such subjects as the availability of equipment and materials in the United States manufacturing plants and visits to United States plants by foreign representatives. Included are copies of minutes of the Committee, reports on the status of inquiries of foreign purchasing missions, memoranda to the Secretary of the Treasury, and other papers. Arranged according to an alphabetical-subject filing scheme. A copy of the filing manual is present.

CORRESPONDENCE REGARDING BRITISH PURCHASING MISSION ORDERS AND NEGOTIATIONS. 1940-July 1941. 5 ft.

2

Correspondence of the Committee with the British Purchasing Commission, the War and Navy Departments, and United States airplane and tank manufacturing companies, mainly regarding British orders for airplanes and tanks and the release of United States aircraft and other designs to the British. Included are reports relative to the British requirements for materials, dollar balances in the United States, purchases in the United States, and British production facilities. Arranged alphabetically by subject. A folder list for this file is available.

FOREIGN PRIORITY REQUEST CASE FILES. 1940-41. 5 ft.

3

Case files containing copies of letters from foreign government purchasing missions requesting priorities for the purchase by the missions from the United States of implements of war and other materials, together with related correspondence between the Committee and other Government agencies, mainly the Priorities Division of the Office of Production Management, regarding approval or disapproval of the requests. Arranged alphabetically by country and thereunder numerically by number of request.

See page 2A.

Interdepartmental Committee for Coordination of Foreign and Domestic  
Military Purchases.

REPORTS AND RELATED RECORDS CONCERNING PURCHASE  
NEGOTIATIONS, 1940-1941.

P-9

This series consists of purchase negotiation reports, correspondence, memorandums, telegrams, lists of purchase items, and other types of documents pertaining to negotiations by foreign governments with the United States Government for purchase of equipment, parts, raw materials, and tools from companies in the United States. Most of the correspondence is from the Department of State, the Department of the Treasury, the Navy Department, the War Department, and other cooperating United States Government officials and officers to the Interdepartmental Committee for Coordination of Foreign and Domestic Military Purchases, also known as the President's Liaison Committee, advising, approving, or objecting to requests. Other communications are addressed to representatives of the foreign governments regarding clarification, approval, or exceptions.



RECORDS OF THE DIVISION OF DEFENSE AID REPORTS (1941)

The Lend-Lease Act of March 11, 1941 (55 Stat. 31), authorized the President to arrange for the lend-lease of any "defense article" and any "defense information" to the government of any country whose defense he "deemed vital to the defense of the United States." On terms and conditions satisfactory to him, the President was empowered to manufacture or otherwise procure the necessary articles and information through the War Department, the Navy Department, or any other Government agency. To administer this act an Executive order of May 2, 1941, established the Division of Defense Aid Reports within the Office for Emergency Management.

The Division performed four major functions. It provided a central channel for the clearance of transactions and reports and coordinated the processing of requests for aid under the Lend-Lease Act; maintained a system of records and summary accounts, subject to the approval of the Budget Bureau, which was necessary for the administrative and financial control over lend-lease operations and which reflected the current status of those operations; prepared reports necessary to keep the President and Congress informed of the progress of the lend-lease program and served as a clearinghouse of information for agencies participating in the program; and performed other duties subject to the directives of the President.

At first the Division consisted of the administrative staff of the former President's Liaison Committee (which had been abolished on April 14, 1941), with additional personnel from the War Department. By a military order of May 6, Maj. Gen. James H. Burns was appointed Executive Officer of the Division. On August 28, 1941, the President appointed Edward R. Stettinius, Jr., as Special Assistant to the President to act as administrator of the lend-lease program and "to assume general supervision and control over the program as carried out by the Executive Officer of the Division of Defense Aid Reports and his staff." At the same time, Harry L. Hopkins was designated as Special Assistant to the President in charge of all defense-aid activities. Under the direction of the Lend-Lease Administrator and the Executive Officer of the Division, an organization was evolved by September 1941 that included (1) the Office of the Lend-Lease Administrator, his Executive Assistant, a Senior Consultant, and a Special Assistant; (2) the Executive Officer of the Division, his Assistant Executive Officer, the Administrative Assistant, and a Liaison Group consisting of units for the United Kingdom, the British Empire, the allies of Great Britain (excluding the Netherlands), and the Netherlands, China, and the Union of Soviet Socialist Republics, and also a unit for Special Projects; and (3) the Accounting and Fiscal, Production, Operations, Legal, and Forecasts, Traffic, and Storage Sections. This organization functioned for only about 6 months. By an Executive order of October 28, 1941, the Division was abolished and its personnel, functions, and records were transferred to the newly created Office of Lend-Lease Administration.

The records of the Division were consolidated with those created by the Office of Lend-Lease Administration and as such are described below with records of that agency. For records of the Assistant Executive Officer, see entries 15 and 16.

RECORDS OF THE OFFICE OF LEND-LEASE ADMINISTRATION (1941-43)

By an Executive order of October 28, 1941, the Division of Defense Aid Reports was abolished and the Office of Lend-Lease Administration (OLLA) was created in its stead to administer the Lend-Lease Act of March 11, 1941 (55 Stat. 31). The head of the Office, the Lend-Lease Administrator, was Edward R. Stettinius, Jr. He was directed to exercise the powers conferred upon the President by that act with respect to any nation whose defense the President found vital to the defense of the United States, provided, however, "that the master agreement with each nation receiving lend-lease aid, setting forth the general terms and conditions under which such nation is receiving such aid, shall continue to be negotiated by the State Department, with the advice of the Economic Defense Board and the Lend-Lease Administration." Furthermore, the Administrator was instructed to make "appropriate arrangements with the Economic Defense Board for the review and clearance of those lend-lease transactions which in the judgement of the Board affect the economic defense of the United States."

The main function of the Office was to see that the nations authorized to receive lend-lease materials and data received them at the time and place where they would contribute most to the defeat of the Axis Powers. To accomplish this objective the Office obtained additional appropriations from Congress from time to time based on the estimated annual blanket requests for lend-lease aid submitted by the foreign missions and approved by the Office's appropriate divisions. Once sufficient funds were appropriated, the Office of Lend-Lease Administration reviewed the specific requisitions presented by the foreign missions, and, after obtaining the necessary priorities or allocations from the War Production Board, issued commitment letters to the appropriate procurement agencies, that is, the War, Navy, Treasury, and Agriculture Departments (later the functions of the last-named Department in this connection were assumed by the War Food Administration), or the Maritime Commission, authorizing them to contract with manufacturers or producers for the items requested. The Office of Lend-Lease Administration followed through on the requisitions by arranging with the Office of Defense Transportation or the War Shipping Administration for the shipment of the items to ports and by maintaining adequate control of them until they were delivered to the recipients. It further controlled the use to which the lend-lease items were put by the lend-lease nations by means of master agreements and other international agreements, which were negotiated by the State Department with the advice of the Administrator of the Board of Economic Warfare.

During October and part of November 1941 the sections of the Division of Defense Aid Reports continued to function under the Office of

Lend-Lease Administration. A series of reorganization orders between November 1941 and January 1942 established the following major units: (1) the Office of the Administrator; (2) the Clearance Division (later the Office of Foreign Liaison); (3) the Division for Soviet Supply; (4) the Expediting, Accounts, and Statistical Division (later the Finance and Statistics Division); and (5) the Transportation and Storage Division. Important additions to these major subdivisions were made during 1942 and early in 1943, including the establishment of the Office of Operations, the Planning and Development Staff, the Missions Section (later the Overseas Missions Division), and the Reverse Lend-Lease and Government Liaison Division.

By an Executive order of September 25, 1943, the Office of Lend-Lease Administration was consolidated with other agencies to form the Foreign Economic Administration.

The records of the Office of Lend-Lease Administration that are separable from the records of its successor agency, the Foreign Economic Administration, include central files of correspondence, memoranda, and reports of the agency, which were maintained by the filing unit of its Finance and Statistics Division; subject, geographical, and other files maintained in the offices of the Administrator, the Senior Deputy Administrator, the two Deputy Administrators for Planning and Development and for Operations, the Senior Assistant Administrator for foreign liaison, the Senior Assistant Administrator for operations, and various other officials in operating offices of the organization; and special series of records such as requisitions, reports on operations, procurement agency reports, and control cards maintained for the most part in units of the Finance and Statistics Division. Interfiled with many of the records of the agency are records of its predecessors, the Division of Defense Aid Reports and the President's Liaison Committee. Other records of the Office of Lend-Lease Administration were integrated with those of the Foreign Economic Administration and are described elsewhere in this inventory with records of that agency.

For a published account of lend-lease activities by the Lend-Lease Administrator, see Edward R. Stettinius, Jr., Lend-Lease, Weapon for Victory (New York, 1944. 358 p.). See also the last section of this inventory entitled "The Department of State's 'History of Lend-Lease.'"

#### GENERAL RECORDS

The central files of the Office of Lend-Lease Administration described below were maintained at first by the Records and Reports Division and later by the Administrative Branch of the Finance and Statistics Division.

GENERAL COUNTRY FILE. 1940-43. 16 ft.

Correspondence with Government agencies, foreign purchasing commissions, and private industry and interoffice memoranda concerning all

4

phases of the lend-lease program concerned with specific foreign countries. Arranged alphabetically by country.

GENERAL SUBJECT FILE. 1941-43. 15 ft.

5

Correspondence with Government agencies, foreign purchasing commissions, and private industry; and memoranda, reports, and printed materials covering all phases of the lend-lease program and relating primarily to commodities, exports, policy, procedures, procurement, requisitions, and transfer directives. Included are correspondence, memoranda, copies of minutes, and proceedings pertaining to various intra-agency and interagency committees. Arranged alphabetically by subject. For a subject index and other finding aids to this file see entries 6 and 7.

SUBJECT INDEX TO GENERAL SUBJECT FILE. 1941-43. 4 ft.

6

Card index (3"x5") to documents in the General Subject File and General Country File described in entries 4 and 5. Arranged alphabetically by subject.

#### RECORDS OF THE OFFICE OF THE ADMINISTRATOR

As the head of the agency responsible for the supervision of all lend-lease activities, the Lend-Lease Administrator concerned himself with high policy matters; with dealings with the White House, the Congress, Cabinet officers, and heads of other agencies; and with public relations, allocation letters, legal matters referred to him by the General Counsel, and Soviet supply matters referred to him by the Senior Administrator in charge of the Division for Soviet Supply. He also served as lend-lease representative on the Food Advisory Committee, the Petroleum Board, the Board of Economic Warfare, and the American-Canadian Production Committee. His immediate assistant was the Senior Deputy Administrator, who acted for him whenever necessary and who was primarily responsible for matters concerning the finances of lend-lease countries. There were also two other Deputy Administrators, one responsible for matters relating to planning and development and the other for supervising the operations of the agency. The Special Assistants, including a Research Assistant, analyzed problems presented to them by the Administrator or Senior Deputy Administrator in terms of the whole lend-lease program and prepared progress and status reports based on detailed sta-

tistical and fiscal data prepared by the operating divisions.

GENERAL SUBJECT FILE OF THE ADMINISTRATOR. 1941-43. 14 ft. 8

File of Edward R. Stettinius, Jr., Lend Lease Administrator, consisting of correspondence, with related interoffice memoranda, exchanged with the heads of other Government agencies, foreign purchasing commissions, the President, and Congress, dealing with policy matters in connection with lend-lease agreements, interagency cooperation and responsibility with respect to lend-lease, representation on interagency policy committees, procedures, appropriations, and related matters. Included are copies of minutes of meetings of top lend-lease and interagency committees, reports on lend-lease operations to the President and Congress, and materials on the top-level administration of the Office of Lend-Lease Administration. Arranged alphabetically in accordance with a filing scheme of the Office. A list of folder headings for this file is included in this inventory as Appendix I-A.

GEOGRAPHIC FILE OF THE ADMINISTRATOR. 1941-43. 8 ft. 9

Correspondence, with related interoffice memoranda, exchanged with other governments, other Government agencies, foreign missions of the Administration, and others regarding policies and procedures, dollar position, requirements, requisitions, commodities, shipping, and other subjects in connection with lend-lease aid to foreign countries. Arranged alphabetically by area and country, thereunder as "General" or "Miscellaneous," or as "Commodities," and thereunder by subject. A list of folder headings for this file is included in this inventory as Appendix I-B.

GENERAL FILE OF THE SENIOR DEPUTY ADMINISTRATOR. 1941-42. 3 ft. 10

File of Thomas B. McCabe, Senior Deputy Administrator, consisting of interagency, intergovernmental, and interoffice correspondence and memoranda regarding lend-lease policies and procedures, interagency agreements, the finances of lend-lease countries, and other subjects, together with copies of administrative orders, staff memoranda, organizational charts, reports, and other papers dealing with the top-level administrative matters, organization, and functions of the Administration. Arranged alphabetically by subject.

SUBJECT FILE OF THE SPECIAL ASSISTANT TO THE ADMINISTRATOR. 1942. 11  
10 in.

File of F. W. Ecker, consisting mainly of copies of memoranda referred to him for his information, a number of them concerning topics to be discussed at meetings of the Policy Committee. Other materials in this file include press clippings and copies of press releases and printed reports. Arranged alphabetically by subject.

GEOGRAPHIC FILE OF THE SENIOR DEPUTY ADMINISTRATOR. 1941-42. 3 ft. 12

Correspondence, memoranda, reports, and other materials pertaining to lend-lease policy, operations, and procedures with respect to individual countries receiving lend-lease aid. This file, with the excep-

tion of the materials on administrative matters of the Office, contains a number of copies of records that are in the subject file described in entry 11. Arranged alphabetically by country and thereunder by subject.

READING FILE OF THE SENIOR DEPUTY ADMINISTRATOR. Oct. 1941-Aug. 1942.

10 in.

13

Copies of outgoing letters and memoranda of Thomas B. McCabe, dealing with his activities as Senior Deputy Administrator and Acting Administrator of the Office of Lend-Lease Administration. Arranged chronologically by date of memorandum or letter.

#### Records of the Planning and Development Staff

Under the Deputy Administrator in charge of planning and development, this Staff handled extraordinary problems, especially those requiring research and analysis work in conjunction with other Government agencies or foreign missions, and anticipated new problems in lend-lease procedures or policies, presented solutions therefor, and supervised in their early stages activities begun in such cases. The Staff also administered the British White Paper, a unilateral declaration by the United Kingdom, limiting the re-export of lend-lease materials.

Records of this Staff other than those described below are among the records of the Office of the Budget and Administrative Planning and the Bureau of Areas of the Foreign Economic Administration described elsewhere in this inventory.

GEOGRAPHICAL FILE OF THE DEPUTY ADMINISTRATOR. 1941-43. 2 ft.

15

Interagency correspondence, interoffice memoranda, reports, and other papers of Philip Young, relating to his activities as Executive Secretary of the President's Liaison Committee, Assistant Executive Officer of the Division of Defense Aid Reports, and Deputy Administrator of the Office of Lend-Lease Administration. They deal with such topics as negotiations of foreign countries for United States materials, authority for the transfer of lend-lease commodities, and lend-lease policies, problems, and procedures. Included are a number of reports on the British war effort. Arranged alphabetically by country and thereunder alphabetically by subject. A folder list for this file is available in the National Archives.

GENERAL SUBJECT FILE OF THE DEPUTY ADMINISTRATOR. 1941-43. 5 ft.

16

Correspondence, interoffice memoranda, reports, allocation letters, copies of minutes of lend-lease and interagency committees, newspaper

clippings, and other materials of Philip Young, dealing with all phases of his activities, organizational matters, policies, top-policy committees, liaison with other Government agencies, and procedures of the Office of Lend-Lease Administration and its predecessors, the Division of Defense Aid Reports and the President's Liaison Committee. Included are assembled policy memoranda and correspondence of the Office of Lend-Lease Administration. Arranged alphabetically by major subjects, such as Appropriations, Committees, and Commodities, and thereunder alphabetically by subdivision of the major subject. A folder list for this file is available in the National Archives.

SUBJECT FILE OF JAMES C. BUCKLEY. 1941-43. 4 ft.

17

Correspondence, memoranda, reports, and other papers of James C. Buckley, administrative officer and research assistant, pertaining to special assignments which he undertook on behalf of the Administrator and Deputy Administrators, his work as liaison officer with the Board of Economic Warfare, administrative matters in connection with the British White Paper, and supervision of the assembly and analysis of records on the development of lend-lease policy. Arranged alphabetically by subject. A list of folder headings for this file is included in this inventory as Appendix I-C.

STUDIES OF LEND-LEASE ORGANIZATION AND OPERATIONS. 1943. 18 in.

18

Preliminary studies of the lend-lease organization and operations, together with some related supporting papers such as memoranda, reports, and correspondence, prepared for the most part in 1943 for the historical record of the Office of Lend-Lease Administration and its predecessor agencies. In subject folders, in no order. The studies are listed below, grouped under their series titles.

1. Evolution of the Lend-Lease Idea: June 30, 1943; President's Liaison Committee; The Destroyer Deal; Legislative History of the Lend-Lease Act. n.d. 4 docs. Typed.
2. The Basic Lend-Lease Mechanism: Requirements Determination; Criteria of Lend-Leasability; Utilization of Appropriations. 3 docs. Typed.
3. Financial and Technical Operations:
  - The Appropriations: Legislative History; First-Fourth Appropriations. Feb. 3-Oct. 1, 1943. 5 docs. Typed.
  - Budgetary Control. n.d. 9 p. Typed.
  - Progress Reports of Lend-Lease Operations. June 30, 1942. 6 p. Typed.
  - Accounting. n.d. 9 p. Typed.
  - Statistics. n.d. 13 p. Typed.
  - Export Validation. Apr. 30, 1943. 16 p. Typed.
  - Cash Reimbursement Technique. n.d. 3 p. Typed.
4. Outside Relations:
  - Private Enterprise; Protection of Foreign Trade Channels. General Problem. n.d. 7 p. Typed.

- U. S. Government Agencies, Procurement Agencies:  
 Department of the Navy. n.d. 1 p. Typed.  
 Department of Agriculture. June 30, 1943. 25 p. Typed.
- U. S. Government Agencies, Advisory and Financing Agencies:  
 Board of Economic Warfare. June 30, 1943. 22 p. Typed.
5. The War Supply Job:  
 Procurement Methods:  
 Prices, Price Differentials. Wheat, Sugar, Aluminum. n.d.  
 5, 3 p. Typed.  
 Prices, Extra-Marginal Buying. Copper. n.d. 5 p. Typed.  
 Drawbacks. Sept. 15, 1943. 6 p. Typed.  
 Facilities Abroad: U. S. S. R. Tire Plant; Itabira Mines. 2  
 docs. Typed.  
 Special Enterprise: Cargoes, Inc., Sea Otter; Bolivian Antimony;  
 Autogiros. n.d. 3 docs. Typed.  
 Rejections: Obsolete Submarines. Oct. 31, 1942. 3 p. Typed.
6. General Overseas Responsibilities:  
 Overseas Representation:  
 Harriman Mission. May 28, 1943. 3 p. Typed.  
 Australian Mission. Feb. 28, 1943. 10 p. Typed.  
 New Zealand Mission. Jan. 31, 1943. 6 p. Typed.  
 Retransfers: Eden White Paper. n.d. 9 p. Typed.  
 Reciprocal Lend-Lease. Feb. 28, 1943. 23 p. Typed.
7. Foreign Liaison:  
 Chronology of Lend-Lease Countries. Jan. 12, 1943. 3 p. Typed.  
 Lend-Lease Becomes Multilateral; Changing Liaison Relationships.  
 n.d. 3, 1, 9 p. Typed.  
 British Empire, United Kingdom; China; Netherlands Empire. n.d.  
 3 docs. Typed.  
 Other Invaded Allies: Belgium; Czechoslovakia; Greece; Norway;  
 Poland; Yugoslavia. n.d. 6 docs. Typed.  
 Complications in the Middle East:  
 Turkey. Mar. 31, 1943. 8 p. Typed.  
 The Iranian Corridor. n.d. 1 p. Typed.  
 Solidarity of the Western Hemisphere:  
 Other American Republics. n.d. 6 p. Typed.  
 Collaboration With Canada. Purchases in Canada. n.d. 6 p.  
 Typed.  
 The Case of Ireland. July 15, 1943. 9 p. Typed.  
 Caribbean Supply. Area Coordination. n.d. 8 p. Typed.
8. Settlements, Valuation: General Remarks; Defense Articles; Defense  
 Information. n.d. 3 docs. Typed.



## Records of the Office of the Deputy Administrator, Operations

This Office was that of the Deputy Administrator who had primary responsibility to the Administrator for the operating offices and divisions of the agency. The Deputy Administrator acted as chairman of the Operations Committee (other members were the Senior Assistant Administrators and the Assistant Administrators), which determined policy matters that arose in the course of operations and decided upon organizational and procedural policy. He represented the Office of Lend-Lease Administration on intergovernmental and interallied committees and boards dealing with economic, supply, and production problems; and authorized the procurement, transfer, and export of lend-lease goods or service.

GENERAL FILE OF THE DEPUTY ADMINISTRATOR, OPERATIONS. Feb. 1942-Sept. 1943. 2 ft. 19

File of A. B. Van Buskirk, consisting of correspondence, memoranda, reports, and other materials pertaining to his activities as Deputy Administrator for Operations and to his former activities as Assistant General Counsel. The subjects treated include the legality of requisitions, policy decisions, procurement procedures, interagency relations, representation on committees, and administrative matters. Arranged alphabetically, for the most part by subject. A folder list for this file is available in the National Archives.

SUBJECT FILE OF THE EXECUTIVE ASSISTANT TO THE DEPUTY ADMINISTRATOR, OPERATIONS. 1942-43. 2 ft. 20

Copies of letters sent, interoffice memoranda, and reports of James N. Pope, relating to his activities as Executive Assistant to the Deputy Administrator and as Assistant to the Assistant Administrator in charge of liaison with the British Empire. More specifically, the records relate to his special assignments on behalf of the Deputy Administrator, his work as chairman of the V-Loan Committee, recruitment of personnel for the Office of Lend-Lease Administration, liaison with the British Empire countries, the problem of drawbacks, and diversion of steel from orders of the United Kingdom. Arranged alphabetically by subject, and thereunder chronologically. A folder list for this file is available in the National Archives.

READING FILE OF THE EXECUTIVE ASSISTANT. 1942-43. 4 in. 21

Copies of letters and interoffice memoranda of James N. Pope, pertaining to his activities as liaison officer of the British Empire Division and as Executive Assistant to the Deputy Administrator, Operations. Arranged chronologically. (Box 358.)

## Records of the Office of the General Counsel

This Office was an outgrowth of the Legal Section of the Division of Defense Aid Reports. It handled all legal phases of the lend-lease program, including the drafting of all proposed legislative documents, international agreements, and other legal papers, and reviewed all re-

quisitions, allocation letters, and congressional commitments. Part of the records of this office are described below. Other files were integrated with those of the Office of the General Counsel, Foreign Economic Administration, and are described elsewhere in this inventory. See also entry 19 above.

MEMORANDA ON LEGAL PROBLEMS AND POLICIES. 1941-43. 2 ft. 22

Memoranda of C. P. Noyes regarding legal problems and policies of the Office of Lend-Lease Administration in connection with such matters as master lend-lease agreements, protection of foreign trade channels, reciprocal aid procedures and contracts, the application of the Lend-Lease Act to lend-lease procurement, procurement policy, claimant agency problems, title and risk of loss on lend-lease goods, policy with respect to lend-leasability, the legality of requisitions, title to lend-lease articles abroad, retransfer procedures, and related subjects. Arranged alphabetically by subject. A list of folder headings for this file is included in this inventory as Appendix I-D.

GENERAL FILE. 1941-43. 4 ft. 23

Combined file of the staff of the Office of the General Counsel, consisting of correspondence and interoffice memoranda regarding such matters as the position of lend-lease with regard to use of funds for various purposes, accounting procedures, projects, cash reimbursement procedures, foreign currencies, gifts to the United States, legal title to lend-lease articles, lend-lease regulations, lend-leasability of commodities, the Neutrality Act, lend-lease patents, purchase policy, and other subjects. Included are some memoranda regarding the administration and budget of the Office. This file is a consolidation of subject folders from the files of four or five members of the staff of the Office. Arranged alphabetically by subject.

OFFICE FILE OF JOHN B. CONNALLY. 1943. 4 in. 24

Correspondence, memoranda, and drafts of opinions regarding such matters as extension of the Lend-Lease Act, lend-lease operations in North Africa, and use of the seed stockpile. Included are weekly reports of his activities and assignments handled for the Office. Arranged alphabetically by subject.

Records of Intra-Agency Committees

The Lend-Lease Administrator formed a number of intra-agency committees to handle specific operational and administrative problems. Besides the Operations Committee described under the Office of the Deputy Administrator, Operations, there were eight other operating committees of the Office of Lend-Lease Administration. These were the Requirements Review, Agricultural Products Allocation, General Products Allocation, Raw Materials Allocation, Lend-Lease Food Policy, Lend-Lease Foreign Trade, Foreign Procurement, and Clearance Committees. The first committee reviewed the requirements of lend-lease countries in the light of transportation possibilities, inventories, and current strategic concepts, in conjunction with and at the request of the Office of War Mo-

bilization. The next three committees allocated among the various lend-lease countries the items they received from the War Food Administration or the War Production Board. Future lend-lease food problems were the concern of the Food Policy Committee. The Foreign Trade and Foreign Procurement Committees were concerned with the periodic consideration of problems involving lend-lease foreign trade relationships and procurement of products from foreign countries with lend-lease funds. The last of the eight committees reviewed requests for defense articles when the advisability of approving them had been questioned and determined whether to approve or disapprove the requisitions in question.

Minutes of meetings of lend-lease committees are generally among the records of the lend-lease officials who were members of the committees. Sets of minutes of meetings of the Lend-Lease Clearance Committee, Policy Committee (Operations Committee), and Executive Staff are included as appendixes to the "History of Lend-Lease," the assembled records described in the last section of this inventory. Copies of minutes of the above-mentioned committees are also included in the subject files of the Office of Lend-Lease Administration (see entry 5) and the Administrator (see entry 8).

#### Records of Interdepartmental Committees

Of the interdepartmental committees in existence in the Government in 1943, the Office of Lend-Lease Administration was represented by the Administrator or his assistants on at least 56. These included over-all programming, special commodities, geographic area, personnel, and miscellaneous committees and boards established by or under the auspices of the War Production Board, the War Department, the State Department, the Combined Raw Materials Board, the Combined Production and Resources Board, the Combined Food Board, and the Petroleum Administration for War.

Separate files of the above committees may be found among the records of the Government agencies that provided the secretariats of the committees. Copies of their minutes are to be found with records of the individuals and divisions of the Office of Lend-Lease Administration that represented the Administration on the committees.

#### RECORDS OF THE OFFICE OF FOREIGN LIAISON

This Office (originally the Clearance Division), under a Senior Assistant Administrator, included the geographic divisions that maintained liaison between the foreign lend-lease missions (except that of the Soviet Union) and the Office of Lend-Lease Administration. These were the British Empire, China, Other United Nations, and Liberated Areas Divisions. For their respective areas the divisions obtained economic, military, and political information; helped to develop over-all requirements programs and the justifications therefor, in cooperation with the Requirements Control Division; assisted the foreign missions in preparing the requisitions; examined all the requisitions to determine that the items

requested were lend-leasable; worked closely with the Office of the Senior Assistant Administrator, Operations, in expediting the progress of individual requests for materials in urgent demand; and reviewed and passed on all applications for export licenses representing commercial purchases by lend-lease countries. In addition to these functions, the Liberated Areas Division maintained contact with the governments-in-exile, represented the Administration in formulating supply programs for liberated areas, and aided in the establishment of personnel requirements for those areas.

The Senior Assistant Administrator in charge of foreign liaison also supervised the activities of the Clearance Section and the Requisition Control Section of the Office. The first section reviewed all individual requests for lend-lease aid prior to the preparation of the commitment letters to insure the uniform application of lend-lease policy with regard to these requests; and the second section distributed the incoming requisitions to the various units of the agency concerned, controlled the flow of the requisitions within the Administration, and prepared the commitment letters for the signature of the Deputy Administrator, Operations.

The records of this Office other than those described below are interfiled with records of the Bureau of Areas of the Foreign Economic Administration, which are described elsewhere in this inventory. No separate files of the Clearance Section have been found.

#### Records of the Office of the Senior Assistant Administrator

SUBJECT FILE OF THE SENIOR ASSISTANT ADMINISTRATOR. 1941-43. 4 ft. 25

Correspondence and memoranda of J. E. Orchard dealing with liaison activities of the Office with respect to requirements, requisitions, and other phases of supply programs for foreign countries, together with some memoranda pertaining to office administration and budget. Included is a considerable quantity of correspondence, memoranda, and reports dealing with the activities of various intra-agency and interagency committees of which Orchard was a member, among them the Lend-Lease Clearance Committee and Lend-Lease Policy Committee, the Food Requirements Committee, the International Supply Committee, the Munitions Assignments Committee, and the Purchase Policy Committee. Arranged alphabetically by subject and thereunder chronologically.

GEOGRAPHIC FILE OF THE SENIOR ASSISTANT ADMINISTRATOR. 1941-43. 14 in. 26

General correspondence, memoranda, reports, and statistics pertaining to the lend-lease program and operations as they concerned specific countries. Arranged alphabetically by country and thereunder chronologically. A folder list for this file is available in the National Archives.

GENERAL FILE. 1942-44. 8 in. 27

Correspondence and memoranda of W. M. Simmons and other personnel of

the Office of Foreign Liaison relating to the foreign liaison phase of lend-lease operations and covering such subjects as procedure, shipping, and supplies. Arranged alphabetically by subject and country. A folder list for this file is available in the National Archives.

CHRONOLOGICAL FILE OF W. M. SIMMONS. Dec. 1941-Dec. 1942. 2 in. 28

Incoming and copies of outgoing letters and memoranda of W. M. Simmons, dealing with his activities as assistant to the Senior Assistant Administrator in charge of foreign liaison and Assistant Administrator of the Other United Nations Division. Arranged chronologically.

APPLICATIONS FOR ALLOCATION OF FUNDS FOR AREA PROGRAMS. 1941-42. 4 ft. 29

Copies of Form A (Application for Allocation of Funds From Lend-Lease Appropriation For Defense Articles, Information, and Services), together with photostatic copies of pertinent allocation letters and action memoranda. Arranged alphabetically by Government agency and thereunder alphabetically by country.

#### Records of the British Empire Division

SUBJECT FILE OF THE ASSISTANT ADMINISTRATOR. 1942. 8 in. 30

Copies of outgoing letters, memoranda, and reports of E. M. Greene covering administrative matters of the Division and operations in connection with the British Empire phase of the lend-lease program. Arranged alphabetically by subject. A folder list for this file is available in the National Archives. For records of the Assistant to the Assistant Administrator, 1942-43, see entries 20 and 21.

SUBJECT FILE OF THE ASSISTANT ADMINISTRATOR. 1943-44. 3 ft. 31

Correspondence and copies of memoranda and cables of W. V. Griffin and P. W. Bradford, successively Assistant Administrators following E. M. Greene, dealing with British commodity requirements and requisitions, together with a set of reports on the weekly activities of the Division and the status of British requisitions. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

SUBJECT FILE OF THE CHIEF, CANADA, INDIA, SOUTH AFRICA, AND BRITISH COLONIES BRANCH. 1942-43. 16 in. 32

Records of G. F. Apple and his successor, J. B. Hichborn, consisting of correspondence and memoranda pertaining to the foreign liaison operations concerning British colonies and covering such matters as reports, priorities, procedures, and procurement. Included are weekly reports on the status of requisitions and on activities of this Branch. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

Records of the Other United Nations Division

GENERAL FILE OF THE ASSISTANT ADMINISTRATOR IN CHARGE OF THE CARIBBEAN BRANCH. 1941-43. 3 ft. . 33

Correspondence, memoranda, copies of minutes of meetings of committees, reports, and other papers of Sidney de la Rue, dealing with all phases of the lend-lease program as it concerned countries of the Caribbean area. Arranged alphabetically by subject and country. A list of folder headings for this file is included in this inventory as Appendix I-E.

SUBJECT FILE OF THE CHIEF, TURKEY BRANCH. 1941-43. 18 in. 34

Correspondence and copies of cables and memoranda of G. L. Powell, dealing with the lend-lease program for Turkey and covering such subjects as commodities, policy and procedures, requirements, and shipping. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

CORRESPONDENCE CONCERNING TURKISH PRIORITY REQUESTS. 1941-42. 5 in. 35

Correspondence of the Turkey Branch and of the predecessor Division of Defense Aid Reports with private United States firms and manufacturers regarding priority certificates for orders placed with the firms on behalf of Turkey. Included are copies of Preference Rating Certificates. Arranged numerically by priority number.

Records of the Liberated Areas Division

SUBJECT FILE OF THE CHIEF. 1943-44. 2 ft. 36

Correspondence, memoranda, and reports of J. A. Stillwell, successor to John A. Vieg, relating to that phase of the lend-lease program concerned with the supplying of civilian populations in liberated areas with essential commodities such as food, farm equipment and machinery, and textiles. A large proportion of the correspondence was exchanged with the Office of Foreign Relief and Rehabilitation Operations of the Department of State, which worked jointly with the Liberated Areas Division in developing plans for the supplying of liberated areas requirements. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

GENERAL FILE OF THE CHIEF. Dec. 1942-May 1943. 2 ft. 37

Records of John A. Vieg, consisting of correspondence and memoranda relating to the participation of this Division on Allied and interdepartmental committees on clothing, food, and rehabilitation and relief in re-occupied areas, together with interoffice memoranda on such subjects as functions, organization, personnel, and policy of the Office of Lend-Lease Administration. Included are correspondence and interoffice memoranda pertaining to specific countries with regard to commodities, procurement, requirements, shipping, and storage of lend-lease articles. Arranged alphabetically by subject and country. A folder list for this file is available in the National Archives.

FILE OF THE CHIEF OF THE REOCCUPATION DIVISION. Dec. 1942-May 1943.

6 in.

38

Memoranda and reports of John A. Vieg, Chief of the Reoccupation Division, the predecessor of the Liberated Areas Division, together with copies of cables from North African committees, dealing with requirements and supply programs for areas in North and West Africa and Greece. Arranged alphabetically by country or geographic area. A folder list for this file is available in the National Archives.

Records of the Requisition Control Section

COMMITMENT LETTERS. Nov. 1941-July 1942. 6 ft.

39

Photostatic copies of Form C (Commitment Letters), sent by the Lend-Lease Administrator to various Government agencies authorizing them, under Executive Order 8926, to procure the quantities of materials, equipment, or services covered by requisitions submitted by lend-lease countries and to transfer and to reexport and retransfer these materials, supplies, and equipment to the extent and in the manner indicated on the forms. Arranged numerically by number of letter.

date, and actions. The cards cover requisitions from the following countries: Brazil, Belgium, Belgian Congo, Bolivia, Canada, Chile, China, El Salvador, Greece, Guatemala, Haiti, Honduras, the Netherlands, Nicaragua, Norway, Russia, Turkey, the United Kingdom, and Venezuela. Arranged numerically by requisition number. Control cards for United Kingdom requisition numbers 801-1600 appear to be missing.

#### RECORDS OF THE DIVISION FOR SOVIET SUPPLY

The functions performed by the geographic divisions ("Foreign Liaison Divisions") of the Office of Foreign Liaison for their respective areas, which are described above, were accomplished for the Soviet Union by this Division, under a Senior Assistant Administrator. This Division was the central coordinating agency for the Soviet supply program, and it served not only as the Soviet staff for the Lend-Lease Administrator but also as the secretariat of the President's Soviet Protocol Committee.

No separate records for this Division are among the records of the Office of Lend-Lease Administration now in the National Archives. Most of the records pertaining to this phase of lend-lease operations are in the custody of the Department of State. Records of the President's Soviet Protocol Committee are described elsewhere in this inventory.

#### RECORDS OF THE OFFICE OF OPERATIONS

Certain functions of the Expediting, Accounts, and Statistical Division and of the Special Assistants of the Office of the Administrator were removed from them and vested in the Operational Control Division, which was in existence by June 1942. On October 31, 1942, that Division became the Requirements Control Division, which was consolidated with the Transportation and Storage Division to form the Office of Operations, under a Senior Assistant Administrator. A few months before the transfer of lend-lease functions to the Foreign Economic Administration, the Procurement Control and Materials Distribution Division was created in the Office. This Office, through its divisions, cleared the requirements of lend-lease countries with the War Production Board and other allocating agencies, supervised the transportation and storage of lend-lease materials, maintained a proper balance between the items requisitioned and those procured for distribution, and reported those available for redistribution to the War Production Board.

Records of this Office other than those described below are among the records of the Bureau of Supplies of the Foreign Economic Administration described elsewhere in this inventory.

#### Records of the Office of the Senior Assistant Administrator

SUBJECT FILE OF THE SENIOR ASSISTANT ADMINISTRATOR. 1942-43. 15 in. 44  
File of L. J. Martin, Senior Assistant Administrator, consisting of interagency correspondence, memoranda, and reports pertaining to inter-



agency liaison with regard to requirements and shipping problems, representation of the Office of Lend-Lease Administration on interagency committees, procedures, administration of the Office of Operations, work on the budget of the Administration, and other matters. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

### Records of the Requirements Control Division

This Division was responsible for the assembly and analysis of data on all nonmilitary requirements for lend-lease areas, the screening of individual requests for defense aid articles to determine technical accuracy and conformance to programmed requirements, and the presentation and support of the requirements before appropriate committees. In addition, the Division represented the Office of Lend-Lease Administration on certain requirements committees of the War Production Board and War Food Administration. Responsibility for the performance of these functions with respect to specific categories of commodities was distributed among the following branches: the Controlled Materials Branch, the Materials and Products Branch, and the Food and Agricultural Machinery Branch. Coordination of the requirements programs was handled by a Program Officer, who also represented the Administration on final allocation committees of the War Production Board and handled matters in connection with priorities and interdepartmental preference rating patterns. Follow-up and investigation of cases pending in divisions of the War Production Board were assigned to a War Production Board Liaison Branch.

#### Office of the Chief

GENERAL FILE OF THE ASSOCIATE CHIEF. 1942-43. 3 ft.

45

Correspondence, interoffice memoranda, reports, and statistical tabulations pertaining to S. Lebensburger's activities as Associate Chief of the Requirements Control Division and added responsibilities in 1943 as Chief of the Materials and Products Branch. The records relate to the administration of the Division and general personnel matters as well as to operations of the branches of the Division in programming requirements of lend-lease countries and supporting the programs before the requirements committees of the War Production Board and the War Food Administration. Arranged in part by branch of the Division, and in part by subject. Partly disarranged. A folder list for this file is available in the National Archives.

GENERAL FILE. 1941-43. 6 ft.

46

Correspondence, memoranda, reports, and other materials pertaining to Division procedures with respect to requirements and requisitions of foreign countries, liaison work with other Government agencies, representation on lend-lease and interagency committees, and Division administration and personnel problems. Arranged alphabetically by subject and thereunder chronologically. A folder list for this file is available in the National Archives.

GEOGRAPHIC FILE. 1941-43. 20 in.

47

Correspondence, interoffice memoranda, and tabulations dealing with the requirements for commodities, the follow-up of difficult requisitions, and requirements committee determinations as they related to specific countries. Arranged alphabetically by country. A folder list for this file is available in the National Archives.

Program Officer

COUNTRY REQUIREMENTS FILE. 1942. 1 ft.

48

File of J. H. Cover, Program Officer, and his successor, H. C. L. Miller, consisting of copies of reports to the War Production Board on estimated requirements of countries for lend-lease materials, copies of Requirements Committee determinations, and interoffice and intergovernmental correspondence and memoranda pertaining to requisitions and requirements estimates. Arranged alphabetically by country. A folder list for this file is available in the National Archives.

COMMODITY REQUIREMENTS FILE. 1942. 1 ft.

49

Program planning file, mainly of J. H. Cover and H. C. L. Miller, consisting of copies of reports to the War Production Board on estimates of lend-lease requirements for specific commodities, together with related memoranda and correspondence with the foreign liaison officers of the Administration and with foreign supply missions. Arranged alphabetically by commodity. A folder list for this file is available in the National Archives.

Food and Agricultural Machinery Branch

COMMODITY FILE OF THE CHIEF. 1942-43. 18 in.

50

File of Byron Spence, Chief of the Branch, containing correspondence, memoranda, and reports pertaining to foreign requirements and requisitions, primarily for foodstuffs, and the procurement and shipping of these commodities. Arranged alphabetically by commodity. A folder list for this file is available in the National Archives.

SUBJECT FILE OF THE CHIEF. 1942-44. 4 ft.

51

Correspondence with Government agencies, private industry, and foreign purchasing commissions, with related memoranda, reports, and studies, pertaining to the lend-lease food programs. The records relate to such subjects as allocations, compression and dehydration, packaging and labeling, rationing, and agricultural machinery. Included are correspondence and memoranda pertaining to lend-lease administrative organization and personnel, appropriations, and procedure and policy for the lend-lease food program. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

SUBJECT FILE OF THE CHIEF. 1943-44. 1 ft.

52

Correspondence, with related interoffice memoranda, exchanged with foreign purchasing commissions, private industry, and other Government

agencies regarding food requirements of lend-lease countries and liberated areas. Included are tabulations of requirements estimates and other statistical data and reports on requirements. Arranged alphabetically by subject and thereunder by country. A folder list for this file is available in the National Archives.

READING FILE OF THE CHIEF. 1942-44. 1 ft. 53

Copies of outgoing correspondence and memoranda, principally of Byron Spence, including some personal correspondence. Arranged chronologically.

COUNTRY FILE OF THE CHIEF. 1942-44. 1 ft. 54

Correspondence with Government agencies and foreign missions concerning food requirements, shipping, and the food situation in foreign countries. Included are related interoffice memoranda and reports. Arranged alphabetically by country. A folder list for this file is available in the National Archives.

COMMITTEE FILE OF THE CHIEF. 1942-44. 1 ft. 55

Copies of minutes and agenda of various food committees (Office of Lend-Lease Administration, interagency, and intergovernmental), including the Agricultural Products Allocation Committee, the British Food Mission, the Combined Food Board Committee, the Combined Interagency Committee, the Fisheries Committee, the Food Advisory Committee, the Interagency Food Allocations Committee, the Food Distribution Committee, the Food Policy Committee, the Interdepartmental Committee on Food Relief, the Interagency Food Procurement Committee, the Lend-Lease Clearance Committee, and meetings with the Soviet Purchasing Committee. Included are interagency and interoffice correspondence and memoranda regarding representation on committees. Arranged alphabetically by name of committee. A folder list for this file is available in the National Archives.

#### Materials and Products Branch

GENERAL FILE OF THE CHIEF, INDUSTRIAL EQUIPMENT SECTION. 1942-43. 1 ft. 56

Correspondence, memoranda, copies of tabulations, reports, and specifications of W. H. Billich, pertaining to his work on forward requirements estimates for lend-lease industrial materials and on the suitability of the industrial materials requested. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

COUNTRY REQUIREMENTS FILE OF THE CHIEF, INDUSTRIAL EQUIPMENT SECTION. 1942-43. 7 in. 57

Tabulations and lists of materials required by foreign governments, together with memoranda regarding revision of requirements estimates, substitutions of material, and review of requirements with respect to specifications of industrial equipment. Arranged alphabetically by country. A folder list for this file is available in the National Archives.

PRIORITY APPLICATIONS FOR PETROLEUM INDUSTRY MATERIALS. 1942-43. 7 ft.

58

Records of the Petroleum Section, consisting of copies of Form PD-311 (Application for Priority Assistance for Petroleum Industry Materials Under Foreign Petroleum Industry Material Rating Plan) that were submitted by oil companies, together with memoranda of the War Production Board, Office of Lend-Lease Administration, and Board of Economic Warfare relating to the applications. Arranged alphabetically by name of oil company and thereunder numerically by application number.

GENERAL FILE OF THE CHIEF, STATISTICS, RECORDS, AND RESEARCH SECTION.

1942-44. 5 ft.

59

Correspondence, memoranda, reports, and statistical tabulations pertaining to requirements of foreign countries and to requests for and the preparation of reports on foreign requirements. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

REQUIREMENTS NOTICES AND REPORTS. 1943-44. 3 ft.

60

File of F. G. Warren, Chief of the Materials and Products Branch, consisting mainly of requirements notices from the British Ministry of Supply Missions, requests from the War Production Board for statements of lend-lease requirements, and correspondence of commodity men of the Office of Lend-Lease Administration with the War Production Board regarding estimated lend-lease requirements for various commodities. Included are some reports on release certificates issued, estimates of United States supplies, and reports and summaries on requirements of foreign countries for lend-lease materials. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

#### Records of the Transportation and Storage Division

This Division was responsible for the adequacy of shipping and storage facilities for lend-lease material. Specifically, it coordinated

activities concerned with the provision of storage and warehousing of lend-lease material, maintained liaison relations with Government agencies and private shipping and storage agencies, reviewed requisitions of foreign governments for storage and warehousing facilities, studied transportation facilities abroad, and, through its inspection service, observed the loading, packaging, and cargo movements of lend-lease material.

GENERAL FILE OF THE ASSISTANT ADMINISTRATOR. 1942-43. 15 in. 63

File of G. E. Talmage, Assistant Administrator, consisting of correspondence with foreign service missions of the United States, foreign governments, the British Ministry of War Transport, and others regarding the availability of storage space, schedules of vessels to land, shipping arrangements, port conditions, and warehouse facilities. Included are reports on tonnage cleared from United States ports for the United Kingdom, the status of cargoes, the diversion of lend-lease cargoes, and port conditions, together with some related memoranda. Arranged alphabetically by country. A folder list for this file is available in the National Archives.

SUBJECT FILE OF THE ASSISTANT ADMINISTRATOR. 1941-43. 20 in. 64

General correspondence regarding shipping and warehouse matters; minutes of meetings of the Port Conditions Committee and Priorities and Allocations Advisory Committee to the Combined Shipping Adjustment Board; and reports on schedules of shipments, arrivals of shipments in foreign ports, and the lighterage situation in New York. Included are some materials on the budget of the Division. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

READING FILE OF THE ASSISTANT ADMINISTRATOR. Sept. 1941-May 1942. 2 in. 65

Copies of outgoing letters and memoranda of G. E. Talmage and his assistant to the War and Navy Departments, foreign supply missions, the War Shipping Administration, and other agencies concerning lend-lease transportation problems and requirements. Arranged chronologically.

PORT REPORTS. 1942-43. 1 ft. 66

Copies of reports from United States ports regarding loading facilities, rail conditions, inspections of the water front, wharf inspections, the number of cargoes on load, arrivals and departures of vessels, the cargo available for loading, and port advisory meetings. Arranged for the most part by subject. A folder list for this file is available in the National Archives.

#### Records of the Procurement Control and Materials Distribution Division

This Division was responsible for maintaining an equilibrium between requisitions, procurement, and the inventory position of lend-lease material that was consistent with lend-lease policy. In this connection

it reviewed all requisitions to determine whether or not the requested material could be furnished from available stock, assumed responsibility for the redistribution of excess or immobile inventory or orders in process, determined monetary losses resulting from the cancellation of orders or redistribution of materials, and maintained liaison relations with the War, Navy, and Treasury Departments and the Maritime Commission.

Records of this Division other than those described below, are among the records of the Bureau of Supplies of the Foreign Economic Administration described elsewhere in this inventory.

"FOLLOW-UP" FILE ON LEND-LEASE REQUISITIONS. June 1942-May 1943. 2 ft.

Correspondence with the Treasury Department, the War Department, lend-lease missions, and other representatives of foreign governments, together with related memoranda and reports, concerning the follow-up of, expediting action on, and status of requisitions in procurement agencies. Arranged alphabetically by country and thereunder in part by number of requisition and in part alphabetically by commodity. <sup>67</sup>

MINUTES AND AGENDA OF THE MUNITIONS ASSIGNMENTS COMMITTEE (GROUND). Apr. 15-Dec. 16, 1943. 18 in. <sup>68</sup>

Copies of minutes and agenda of meetings of the Committee and lists of assignments made at meetings. Arranged numerically by number of meeting.

MINUTES AND AGENDA OF THE JOINT AIRCRAFT COMMITTEE. Jan. 1943-Jan. 1944. 18 in. <sup>69</sup>

Processed copies of minutes and agenda of meetings of the Committee. Arranged chronologically.

#### RECORDS OF THE FINANCE AND STATISTICS DIVISION

This Division upon its establishment early in 1943 inherited the functions of the Records and Reports Division and those of the Program Manager. Its responsibilities included the preparation of and adherence to a fiscal program, the supervision of record-keeping policies and procedures of the Office of Lend-Lease Administration and of cooperating Government agencies, the staffing of the Administration with adequate personnel, the administration of personnel policy, and housekeeping functions (among which were the maintenance of central files of the agency; see entries 4-7). These functions were divided among its Statistics, Procedures and Planning, Finance, and Administrative Branches.

#### Records of the Office of the Assistant Administrator

GENERAL FILE. Oct. 1941-May 1942. 3 ft. <sup>70</sup>

Correspondence, memoranda, and reports of C. L. Terrel, Assistant Administrator, pertaining mainly to the organization of the Division's predecessor, the Records and Reports Division, and reporting procedures for

requisitions and preliminary negotiation reports. Included are progress reports of sections, reports on fiscal operations, and memoranda dealing with administrative matters and the budget. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

READING FILE. Oct. 1941-May 1942. 2 in. 71  
Copies of outgoing memoranda and letters of C. L. Terrel. Arranged chronologically.

READING FILE. May 1942-Oct. 1943. 6 in. 72  
Copies of outgoing correspondence and memoranda of J. M. Juran. Arranged chronologically.

#### Records of the Statistics Branch

PURCHASE NEGOTIATION REPORTS. 1941-42. 31 ft. 73  
Case files containing Purchase Negotiation Reports (requests by foreign governments for clearance on direct purchases) and related interoffice memoranda and correspondence with Government agencies, foreign purchasing commissions, and private industry. Arranged numerically by case number. A list of the series of these reports is available in the National Archives.

STATISTICAL DATA AND REPORTS ON LEND-LEASE. 1941-42. 2 ft. 74  
General statistical data on the lend-lease program covering such subjects as commodities, defense aid contracts, exports, and requirements, together with related correspondence and memoranda and materials on record-keeping procedure. Arranged alphabetically by subject.

#### Records of the Finance Branch

GENERAL FILE OF THE ACCOUNTS SECTION. 1941-43. 3 ft. 75  
Correspondence with various Government agencies concerning accounting, the allocation of funds, and the preparation of financial reports, and with foreign purchasing commissions relating to accounting and procurement of lend-lease articles. Also included are statistical reports and statements dealing with contract awards, the transfer of defense articles, and fiscal operations under the lend-lease program. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

PROGRESS REPORTS ON LEND-LEASE OPERATIONS. 1941-42. 7 ft. 76  
A file of the Accounts Section containing originals, carbon copies, and work sheets of weekly, semimonthly, monthly, and special reports on progress under the Lend-Lease Act, including some prepared for the President and Congress. Arranged by type of report.

REPORTS OF TRANSFERS ON CASH REIMBURSEMENT BASIS. 1943-44. 6 ft. 77  
Reports of Lend-Lease Transfers on Cash Reimbursement Basis (Form

OLLA-50), which were used in the preparation and rendition of bills for the procurement of defense articles for foreign countries. Arranged alphabetically by country.

PROCUREMENT AGENCY REPORTS. 1941-44. 8 ft. 78

Forms containing data compiled by the various Government agencies participating in the lend-lease program and relating to the status and distribution of their appropriations, expenditures, and procurement of defense articles. These data were submitted to the Division of Defense Aid Reports and its successor, the Office of Lend-Lease Administration, and were used by these agencies in the preparation of lend-lease reports. Arranged alphabetically by Government agency.

#### Records of the Administrative Branch

SUBJECT FILE OF THE OFFICE MANAGER, G. E. CRAMMER. 1942-43. 3 ft. 79

Correspondence and interoffice memoranda relating to the operations of the office, including such matters as pay-roll and personnel activities, mail and messenger service, and receipts for salaries and war bonds. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

COMMUNICATIONS REGARDING FOREIGN SERVICE PERSONNEL. 1942-43. 3 in. 80

Correspondence, memoranda, and copies of cables regarding foreign service personnel of the Administration and pertaining to such matters as their appointment and bond, travel expenses and vouchers, the shipping of personal effects, and funds for missions. Arranged alphabetically by country. A folder list for this file is available in the National Archives.

ADMINISTRATIVE SERVICES FILE. 1941-43. 3 ft. 81

Correspondence, memoranda, and reports relating to the administration of the Office of Lend-Lease Administration. The records deal largely with general personnel matters but also pertain to such subjects as functions, organization, procedure, and general services. Arranged alphabetically by subject.

#### RECORDS OF THE OVERSEAS MISSIONS DIVISION

A Missions Section was organized as part of the Office of the Lend-Lease Administrator on November 10, 1942, and this became a separate division in 1943. This Division organized and coordinated overseas mission activities for the Office of Lend-Lease Administration, administered the mission personnel, and served as the liaison unit between the missions and the offices of the agency. The foreign missions supervised by the Division performed functions for their respective areas similar to those performed in Washington by the divisions of the Office of Foreign Liaison and the Office of Operations. In Great Britain and the Soviet Union the lend-lease foreign missions succeeded the Special Mission of the President headed by W. A. Harriman in 1941 described below. Other foreign



missions in Australia, New Zealand, Turkey, Egypt and the Middle East, North Africa, Iran, Iraq, India, and China were established in 1942. The North African Mission was the largest of all (until it was reduced in August 1943), because it was concerned not only with coordinating lend-lease activities in the area but also was responsible for operational activities after the lend-lease materials had reached the North African ports, since these materials were not delivered to the French provisional authorities at shipside.

Separate bodies of records for this Division have not been found among the files of the Office of Lend-Lease Administration transferred to the National Archives. The records have perhaps been interfiled with records of the Bureau of Areas of the Foreign Economic Administration described elsewhere in this inventory. Records of the Harriman Mission to London and the Special Mission to the Union of Soviet Socialist Republics are described below under those headings. The records of the Imports Division of the North African Economic Board, consisting of correspondence, memoranda, reports, cargo manifests, French receipts, pay vouchers, card records on commodities unloaded from convoys, and other papers, have been received by the Department of State from the North African Mission.

#### RECORDS OF THE REVERSE LEND-LEASE AND GOVERNMENT LIAISON DIVISION

Like the Overseas Missions Division, this Division was an outgrowth of a unit in the Office of the Lend-Lease Administrator, the Government Liaison Branch, which was established in January 1943. It directed reverse lend-lease operations and maintained liaison with the State Department and the Board of Economic Warfare for the whole Office of Lend-Lease Administration. In September 1943 it was transferred to the Office of Economic Programs of the Foreign Economic Administration. Its records are among the records received and retained by the Department of State. There are no separate records of the Division among the records of the Office of Lend-Lease Administration in the National Archives.

#### RECORDS OF THE HARRIMAN MISSION TO LONDON AND MISSION FOR ECONOMIC AFFAIRS (1941-44)

This Mission was established pursuant to a letter from the President to W. Averell Harriman of March 6, 1941, appointing him as personal representative of the President in London with the rank of Minister, to expedite the furnishing of supplies to Great Britain. Other responsibilities added during the period 1941 to October 1943 included the representation of United States agencies on London committees of the Combined Boards and the gathering of information on British supply and production problems. The Mission was responsible primarily to the President and then to the Office of Lend-Lease Administration, the Maritime Commission, the War Production Board, the Petroleum Administration for War, and other United States agencies that it represented in London.

On October 23, 1943, upon the appointment of Harriman as Ambassador to the Union of Soviet Socialist Republics, Philip D. Reed was appointed as Chief of the Mission, which was renamed the Mission for Economic Affairs in London. This Mission inherited all of the functions and responsibilities of the Harriman Mission and assumed additional duties, chiefly those relating to the supply of civilian needs of countries expected to be liberated with the occupation of Europe. In this connection, it represented the United States on the Combined Civil Affairs Committee, the London Coordinating Committee, the Economic Liaison Group, and the United Nations Relief and Rehabilitation Administration committees. Other responsibilities included the management of surplus property disposal in the United Kingdom.

The records described below are all of the records of the Missions found among the records of the Foreign Economic Administration now in the National Archives. Those described for the Mission for Economic Affairs in London are records of its Washington Office only. Other records of the Mission are now in the custody of the Department of State.

GENERAL FILE OF THE SECRETARY TO THE CHAIRMAN. Mar. 1941-44. 15 in. 82

File of R. P. Meiklejohn, secretary to W. A. Harriman, consisting of correspondence, memoranda, reports, press releases, administrative and personnel data, and other materials pertaining to the operations of the Mission in facilitating lend-lease aid to Great Britain, representation of the Office of Lend-Lease Administration on intergovernmental boards and committees in London, British economic conditions, and requirements of Great Britain for United States material. Included are reports on expenditures, budget, and personnel of the Mission and copies of some letters addressed to Harry Hopkins by British officials. Arranged alphabetically by subject, and occasionally thereunder by name of correspondent.

WEEKLY NEWS LETTER TO LONDON. Dec. 1941-Nov. 1943. 10 in. 83

Weekly letters (usually copies), from the Lend-Lease Administrator, E. R. Stettinius, Jr., to W. A. Harriman, Chief of the Mission to London, outlining major developments of lend-lease for each week and enclosing copies of pertinent correspondence, memoranda, and other papers of the Office of Lend-Lease Administration as exhibits. The letters are arranged chronologically; a number of the exhibits are detached from the letters and filed in folders alphabetically by subject; partly disarranged.

RECORDS PERTAINING TO PERSONNEL. 1941-44. 20 in. 84

Individual folders for personnel of the Mission containing copies of letters sent, cables, travel vouchers, and other papers pertaining to applications for employment, pay, travel, resignations, and the like, together with some reports, minutes of meetings, and memoranda of the individuals in connection with their activities on behalf of the Mission. Arranged alphabetically by name of employee.

CABLES AND AIRGRAMS. May 1943-Aug. 1944. 3 ft.

85

Copies of messages exchanged through State Department channels by various agencies in Washington and the Mission in London regarding rush orders for items urgently needed by the British, shipping matters, priorities, policy, political aspects of lend-lease, administrative and personnel problems of the Mission, and other aspects of Mission operations. Arranged in part by Government agency and thereunder chronologically; the remainder of the airgrams and cables are unarranged.

RECORDS OF THE SPECIAL MISSION TO THE UNION OF SOVIET  
SOCIALIST REPUBLICS (1941)

On August 29, 1941, President Roosevelt appointed W. Averell Harriman as Chairman of the Special Mission to the Union of Soviet Socialist Republics. The members of this Mission proceeded to Moscow, where they met with representatives of Great Britain and the Soviet Union and negotiated an agreement for supplying Soviet requirements from British and United States sources. The Mission returned to the United States in October 1941. Records of this Mission other than those described below may be in the custody of the Department of State.

GENERAL FILE OF THE SECRETARY TO THE CHAIRMAN. Sept. 1941-June 1942.

5 in.

86

Incoming and outgoing cables and letters exchanged by the Mission with the President, the Soviet Embassy, and other Government agencies regarding the negotiation of the Russian supply protocol at meetings of representatives of Great Britain, the United States, and Russia in Moscow, September 29-October 1, 1941. Included are copies of the protocol, a chronological file of letters of Harriman's Secretary, R. P. Meiklejohn, and vouchers and other papers regarding Mission personnel. Arranged alphabetically by subject.

The headings of the folders in this file are as follows: Accommodations, Cables (London, Sept. 12-Nov. 12, 1941; Moscow, Sept. 20-Oct. 4, 1941), Chronological (Sept. 10, 1941-Jan. 19, 1942), Finances, General, Information, Job Applicants, Personnel, Press Releases, and Protocol (Aircraft, Digest, English Text, Materials, Military Supplies, Naval, Protocol Correspondence, Religion, Russian Text, Shipments to Russia, Status of Moscow Protocol as of Dec. 24, 1941, Tanks, Transportation, and Trucks).

RECORDS OF THE OFFICE OF THE ADMINISTRATOR OF EXPORT CONTROL  
(1940-41)

By an act of July 2, 1940 (54 Stat. 714), Congress provided that whenever the President should deem it necessary in the interest of national defense, he might prohibit or curtail the exportation of any military

equipment or munitions, or materials or supplies necessary for the manufacture thereof. In a proclamation of the same date the President put an export control program into effect by listing the articles and commodities that could not be exported except when authorized in each case by a license (the list was expanded from time to time) and by vesting responsibility for the administration of the program in an Administrator of Export Control and the Department of State. The licenses were to be issued by the Department of State (the work was handled by its Division of Controls), in accordance with directives issued by the Administrator of Export Control. By a military order, also dated July 2, 1940, the President stated that the administration of the export control program was essentially a military function and designated an Army officer, Lt. Col. (later Brig. Gen.) Russell L. Maxwell, as the Administrator.

In order to make available for defense purposes the materials that could not be exported, an act of October 10, 1940 (54 Stat. 1090), authorized the President to requisition such materials. By an Executive order of October 15, 1940, the Office of the Administrator of Export Control was made responsible for the administration of regulations issued under this authority. Determination of the necessity of requisitioning was to be made by the Secretary of War and the Secretary of the Navy acting through the Joint Army and Navy Munitions Board, and disposition of the requisitioned items was to be handled in similar fashion by that Board.

From July to September 1940 the Administrator of Export Control and a small staff organized the agency, obtained the expansion of the original export control list, and entered into liaison arrangements with various agencies of the Government concerned with exports. On September 5, 1940, the first formal organization order of the Office provided for the establishment of three divisions; in November 1940 two more were added; and a sixth was created on December 23, 1940. Field offices were established in New York on February 1, 1941, and in San Francisco and Los Angeles in June 1941. General administrative services for the office were performed by the War Department until July 1941, and thereafter by the Division of the Central Administrative Services of the Office for Emergency Management.

On September 15, 1941, the Office of the Administrator of Export Control was abolished and its functions, personnel, and records were transferred to the Economic Defense Board. The Office of the Administrator of Export Control became, in effect, the Office of Export Control of the Economic Defense Board.

The central files of the Office, containing correspondence, directives, regulations, and other records, were continued and added to by the successor agencies, the Economic Defense Board and the Board of Economic Warfare, until July 1, 1942. After that date no material was added to the files and they were retired to storage in the Board of Economic Warfare. They are described in entries 97-99 of this inventory.

Other files of the Office were also continued by the successor agencies and are described with their records. Five series of records that were not added to by successor agencies have been found and are described below under the units of the Office that created them. Historical accounts of the organization and operations of the Office of the Administrator of Export Control, compiled by the Foreign Economic Administration's Historian, together with supporting documents, are among the files of the Historian described under the Records Analysis Division in this inventory.

#### RECORDS OF THE OFFICE OF THE ADMINISTRATOR

This Office included the Administrator, the Deputy Administrator, the General Counsel, and the Policy, Reviews, and Appeal Committees. As head of the agency, the Administrator executed policies relating to export control as approved by the President and supervised generally the activities of the agency. His deputy coordinated the operations of the divisions and served as Acting Administrator whenever necessary. The General Counsel, first appointed on March 31, 1941, handled all legal problems for the agency.

No separate records of the Administrator, the Deputy Administrator, or the General Counsel have been found among the records transferred to the National Archives. Correspondence, copies of memoranda, and administrative issuances, however, are in the central files of the Administrator of Export Control and successor agencies described in entry 97 of this inventory.

#### Records of the Policy Committee

Under the chairmanship of the Administrator, the Policy Committee (originally the Advisory Committee) was concerned with matters of general policy pertaining to all aspects of export control. Its members included the representatives of 18 Federal agencies, among which were the State Department, the Joint Army and Navy Munitions Board, the Treasury, Commerce, Agriculture, Justice, and Interior Departments, the Office of Production Management, the Office of Price Administration and Civilian Supply, and the Division of Defense Aid Reports. Three subcommittees of the Policy Committee prepared proposals for the imposition by the President of control over the exportation of specified articles, recommendations for new regulations for control and quotas, and lists of consignees abroad to whom exports were prohibited or curtailed. The Chief of the Planning Division was the Secretary of the Policy Committee. Records relating to the Committee's work in addition to those described below are in the central files of the Office of the Administrator of Export Control and successor agencies described in entry 97.

MINUTES OF MEETINGS. 1940-41. 10 in.

Copies of minutes of meetings of the Policy Committee of the Office of the Administrator of Export Control and of its Subcommittee on Legis- 87

lation, Procurement, and Regulations. The minutes relate to policies concerning commodity exports, licenses, export regulations, and legislation. Arranged by date of meeting.

#### Records of the Reviews Committee

This Committee was composed of representatives of the State Department, the Joint Army and Navy Munitions Board, and Office of Production Management. It met daily to consider export license applications not covered by generally applicable directives or instructions. A representative of the Administrator was the Chairman of the Committee, and its Secretary was the Chief of the Licensing Division. Minutes, decisions, and correspondence of or relating to this Committee are in the central files of the Office of the Administrator of Export Control and successor agencies described in entry 97.

#### Records of the Appeals Committee

This Committee, which also had an interagency membership, considered appeals on rejected export license applications and requests for revocation of licenses. Its Chairman was the Chief of the Executive Division, and its Secretary was a member of the Licensing Division. Decisions and other records of this Committee are in the central files of the Office of the Administrator of Export Control and successor agencies described in entry 97.

#### RECORDS OF THE PLANNING DIVISION

Planning problems were submitted by the Administrator in September 1940 to certain committees of the Army Industrial College. As a result of the recommendations of these committees, the Planning Division was established in November 1940. The work of this Division was performed by three sections and by special consultants on petroleum products and on other basic commodities. The Programs Section drafted Presidential proclamations, regulations, Executive orders, and administrative orders pertaining to the export control program. It initiated directives and specific rulings for issuance by the Administrator to the State Department's Division of Controls. The Procedures Section assembled data on imports, exports, and the production of commodities and materials essential to national defense and, after it was determined to place a commodity under control, prepared the instructions for licensing. The Projects Section conducted investigations and made comprehensive plans for the coordination of economic power as an effective instrument of national policy. In that connection, it collected data on trade, agriculture, finance, shipping, and international affairs and integrated this material into concrete proposals. In February 1941 it was organized into 16 committees of experts on particular commodities, headed by an interdepartmental steering committee.

Most of the correspondence and other records of the Division are in

the central files of the Office of the Administrator of Export Control and successor agencies described in entry 97. Two separately maintained files of the Projects Section are described below.

GENERAL FILE OF THE CHIEF, PROJECTS SECTION. 1940-41. 15 in. 88  
File of Thomas Hewes, consisting of interagency and intra-agency memoranda, lists, and other materials regarding projects; and reports of the Section and of other agencies.

#### RECORDS OF THE LICENSING DIVISION

One of the first three divisions to be established in the Office of Export Control, on September 5, 1940, was the Licensing Division (originally named the Technical Division). Its primary function was to pass upon applications for licenses referred to it by the Division of Controls of the State Department. Its Operations Section handled individual license applications, except those involving technical data. Its Technical Data Section, organized on April 8, 1941, processed applications to export technical data in accordance with a Presidential proclamation of March 4, 1941. This proclamation had added to the list of controlled exports any photograph, document, or other material containing a plan, specification, or information of any kind that could be used in connection with the production of any of the materials on that list. Its Statistical Section, established in April 1941, maintained a record of items exported under the Lend-Lease Act of March 11, 1941 (55 Stat. 31). This Section cooperated chiefly with the Division of Defense Aid Reports, a predecessor of the Office of Lend-Lease Administration. The Division also included a Training Section, which conducted training for all officers and men of professional rating newly assigned to the Office of the Administrator of Export Control and for officers being reassigned within the agency.

Most of the records of this Division, other than those described below, are among the files of the Office of Exports, Board of Economic Warfare, and of the Requirements and Supply Branch of the Bureau of Supplies, Foreign Economic Administration, and are described with the records of those agencies. The records of the Statistics Section are among those of the Statistics Division of the Office of Finance of the latter agency.

#### RECORDS OF THE REQUISITIONING DIVISION

The administration of that portion of the Requisitioning Act of 1940 that was vested in the Office of the Administrator of Export Control was assigned to the Requisitioning Division, which was established in November 1940 to issue and service requisitions for property denied export licenses and seized by the Government. Within this Division a Compensation Board made recommendations to the Administrator as to fair and just compensation for materials requisitioned, and he in turn referred them to the President. The records of the Division are among those of the Requirements and Supply Branch of the Bureau of Supplies, Foreign Economic Administration, and are described elsewhere in this inventory.

#### RECORDS OF THE INFORMATION DIVISION

Established on September 5, 1940, this Division gathered and dispensed information on the export control system through its Reports, Intelligence, and Public Relations Sections. The Reports Section prepared and published statistical reports on export control, maintained a register of all licenses granted, and prepared periodic and special reports on all shipments. The Intelligence Section gathered intelligence from other Governmental intelligence organizations pertaining to the relationships of foreign and domestic firms to the Axis powers.

A general file of this Division, which was continued by its successor in the Economic Defense Board to December 1941, is described under the Office of the Executive Director of the Board of Economic Warfare (see entry 100).

#### RECORDS OF THE ADMINISTRATIVE DIVISION

The third of the original divisions established on September 5, 1940, was the Administrative Division. At first this Division was responsible for liaison with the White House and the Division of Controls of the State Department. It was relieved of this function toward the end of 1940, and thereafter it performed only personnel, budget, and other housekeeping functions for the Office.

Some records of this Division are in the central files of the Office of the Administrator of Export Control and successor agencies described



in entry 97. Others are among the records of the Offices of Personnel, Budget and Administrative Planning, and Management Services of the Foreign Economic Administration described elsewhere in this inventory.

#### RECORDS OF THE EXECUTIVE DIVISION

On December 23, 1940, the Executive Division was established to coordinate the work of the other divisions and to handle duties not assigned to those divisions. To control the overseas activities of the Office, units were established on a geographic basis for Latin America, the Far East, Europe, and Africa. In June 1941 a foreign representative of the Office was sent to the United Kingdom, and the establishment of other foreign posts was planned. The Division was abolished before the Office of the Administrator of Export Control was transferred to the Economic Defense Board on July 30, 1941, and its functions were distributed among the other divisions of the Office. Some records of this Division are in the central files of the Office of the Administrator of Export Control and successor agencies described in entry 97.

#### RECORDS OF THE ECONOMIC DEFENSE BOARD (1941)

The Economic Defense Board was established by an Executive order of July 30, 1941, "for the purpose of developing and coordinating policies, plans, and programs designed to protect and strengthen the international economic relations of the United States in the interest of national defense." The order defined "economic defense" as "the conduct, in the interest of national defense, of international activities including those relating to exports, imports, the acquisition and disposition of materials and commodities from foreign countries including preclusive buying, transactions in foreign exchange and foreign-owned or foreign-controlled property, international investments and extensions of credit, shipping and transportation of goods among countries, the international aspects of patents, international communications pertaining to commerce, and other foreign economic matters."

The Board consisted of the Vice President of the United States, Henry A. Wallace, as Chairman, and of the following officials or their alternates: The Secretaries of State, the Treasury, War, the Navy, Agriculture, and Commerce, the Attorney General, and (after November 1941) the Coordinator of Inter-American Affairs. At first the Board functioned chiefly in an advisory, coordinating, and fact-finding capacity; responsibility for the various operations pertaining to economic defense remained with the agencies previously charged with such responsibility, but their operations were required to conform to policies formulated or approved by the Board. By an Executive order of September 15, 1941, however, the responsibilities for administration of the export control program that had previously been vested in the Office of the Administrator of Export Control and the Yellow License Unit of the State Department's Division of Control were transferred, together with the personnel and records of those agencies, to the Economic Defense Board. The order also designated the

Board as the agency to determine over-all estimates of materials and commodities required for export purposes in the interest of economic defense, exclusive of lend-lease operations, and directed that it advise the Supply Priorities and Allocations Board of these requirements and the Office of Production Management of all priorities needed for their delivery.

An Executive order of October 28, 1941, specified that the Board was to advise the State Department in the negotiation by the latter of lend-lease master agreements and gave to the Board authority to review and clear "those lend-lease transactions which in the judgement of the Board affect the economic defense of the United States." When the over-all supervision of property requisitioning by the Government was vested in the Office of Production Management by an Executive order of November 19, 1941, the Economic Defense Board was designated as one of the agencies authorized to initiate action for requisitioning and disposing of property under the priorities and allocations program and the general production and supply plan of the Office of Production Management.

During the period of the Board's existence as a "defense" agency, it was reorganized several times. The initial organization was provided for after the Executive Director had been formally appointed on September 9, 1941. In addition to the Chairman, his interdepartmental committee, and the Executive Director, the Board included the Legal, Administrative Management, Economic Development, Liaison, and Intelligence Divisions. After the transfer to the Board on September 15, 1941, of the Office of the Administrator of Export Control, which became the Office of Export Control, and the State Department's Yellow License Unit, and after the establishment of four geographic divisions in November 1941, the major units of the Board remained unchanged (in fact, until a reorganization of the successor Board of Economic Warfare took place in April 1942).

In December 1941 the Economic Defense Board included the following organizational units: (1) The Office of the Chairman, including the Board proper (seven Cabinet members and the Coordinator of Inter-American Affairs or their alternates), which met frequently to determine general policy; (2) the Office of the Executive Director and the Legal and Administrative Divisions, which were directly responsible to the Executive Director; (3) the Office of the Assistant Director, with its Policy Committee and Public Relations Section; (4) the Office of Export Control and its Commodity License, Technical Data License, Policy, Clearance, and Requisitioning Divisions; and (5) the four geographic divisions for the American Hemisphere, the British Empire, Europe and Africa, and the Far East.

The top offices of the Board and their units performed the general supervisory functions of the organization, both planning and administrative. The duties of the divisions of the Office of Export Control remained substantially as they were before September 15, 1941. The geographic divisions absorbed the functions of the Economic Development, Liaison, and Intelligence Divisions of the Board in November 1941. Each

geographic division obtained and analyzed information available to Government agencies (especially the Bureau of Foreign and Domestic Commerce) and to private commercial enterprises concerning the economic organization, capacities, and requirements of the foreign countries in the area, in order to integrate the economies of those countries with that of the United States. By special arrangement with the Office of the Coordinator of Inter-American Affairs, the personnel of that Office engaged in commercial and financial planning were amalgamated with the personnel of the American Hemisphere Division of the Board.

By an Executive order of December 17, 1941, the name of the Economic Defense Board was changed to Board of Economic Warfare. No changes in its functions or organization, however, were made at that time.

The records of the Economic Defense Board, for the most part, were continued by and interfiled with the records of its successor agencies and are described elsewhere in this inventory as records of the Board of Economic Warfare or of the Foreign Economic Administration. Separable records of the Economic Defense Board in the National Archives include the export license applications and related correspondence and indexes described below. These series were begun by the Yellow License Unit of the Department of State's Division of Controls. Related records and the functions of the Unit are described elsewhere in this inventory (see entries 120-123). For later export license applications and related correspondence of the Board of Economic Warfare's Operations Branch, see entries 110-114.

Historical accounts of the Board's organization and operations, together with supporting documents, are among the records of the Foreign Economic Administration's Records Analysis Division described elsewhere in this inventory. Some papers kept by Henry A. Wallace while Chairman of the Board are in the National Archives with materials relating to his wartime activities in other capacities.

RECORDS OF THE BOARD OF ECONOMIC WARFARE (1941-43)

On December 17, 1941, the Economic Defense Board became, by a change of name, the Board of Economic Warfare. For about four months thereafter there were no major changes in the functions and no significant changes in administrative organization. By an Executive order of April 13, 1942, however, the Board's powers, which hitherto had been limited chiefly to the control of exports, were significantly increased by giving to the Board a large measure of control over imports. It was authorized to "receive and be responsible for executing directives from the Chairman of the War Production Board as to quantities, specifications, delivery time schedules, and priorities of materials and commodities" that were "required to be imported for the war production effort and civilian economy." More importantly, the Board was given power to "determine the policies, plans, procedures, and methods of the several Federal departments, establishments, and agencies with respect to the procurement and production of such materials

and commodities, including the financing thereof; and issue such directives, or initiate such proposals in respect thereto as it may deem necessary." In order to obtain materials, supplies, and commodities from foreign sources, the Board was authorized to establish corporations of the type existing under the Reconstruction Finance Corporation Act, but it did not exercise this authority.

The Board was also directed to "advise the State Department with respect to the terms and conditions to be included in the master agreement with each nation receiving lend-lease aid"; to "provide and arrange for the receipt by the United States of reciprocal aid and benefits" from the governments receiving lend-lease; and to "represent the United States Government in dealing with the economic warfare agencies of the United Nations for the purpose of relating the Government's economic warfare program and facilities to those of such nations." To carry out the added responsibilities regarding the importation of strategic and critical materials, the Board was permitted to arrange through the State Department to send abroad technical, engineering, and economic representatives.

As a result of the April directive the Board was reorganized, and to the existing membership of the Board proper, presided over by the Vice President of the United States, Henry A. Wallace, there were added the Chairman of the War Production Board (May 18, 1942) and the Administrator of the Office of Lend-Lease Administration (June 11, 1942), or their alternates. The Offices of Exports, Imports, Economic Warfare Analysis, the General Counsel, and Administrative Management, established at that time, remained in existence during the life of the agency, although, as described below, the branches and divisions of the offices underwent a number of changes. By an Executive order of July 15, 1943, the Board of Economic Warfare was terminated and its functions, personnel, and records were transferred to the Office of Economic Warfare.

The various centralized and decentralized files of the Board, which were taken over and maintained practically intact by the Office of Economic Warfare, were later distributed to various units of the Foreign Economic Administration. A number of series of records, including classified subject and geographic central files, were not added to by the Foreign Economic Administration but were kept at central records-keeping stations. These series of records are described below under "General Records" or under the units that last maintained them. Other series of the Board's records, continued and added to by the successor agencies, are described under the Foreign Economic Administration. Historical accounts of the organization and operations of various divisions of the Board, compiled by the Historian of the Foreign Economic Administration, together with a quantity of documentary materials of the Board, are among the files of the Historian, which are described under the Records Analysis Division in this inventory.

## GENERAL RECORDS

CLASSIFIED SUBJECT CENTRAL FILE. July 1940-June 1942. 116 ft. 97

Records of the Board of Economic Warfare and of its predecessors, the Economic Defense Board and the Office of the Administrator of Export Control, consisting mainly of copies of letters, memoranda, reports, minutes of meetings of committees, and other materials relating to all phases of export control and economic warfare and to the organization, administration, policies, and procedures of the agencies. The materials of this file are arranged in accordance with a subject-numeric classification system, the classification manual for which is available in the National Archives.

The main classes of the file are as follows:

- Class 000 - General. Correspondence, memoranda, reports, administrative issuances, and other papers on the organization of the Board and its predecessor agencies, export licenses, and general matters.
- Class 100 - Finance and Accounting. Materials pertaining mainly to export license revocations, export priorities, bonds and bonding, property and supplies, and allotments.
- Class 200 - Personnel. Records relating to the assignment, separation, retirement, transfer, promotion, leave, and regulation of both civilian and military personnel.
- Class 300 - Administration. Materials on the administration of the Board and export control legislation, covering such subjects as laws and regulations, security matters, procedures of the policy committee, appeals committee decisions, export license applications, office procedures, rulings on export requests, and the organization and functions of the Board.
- Class 400 - Supplies, Equipment, Services, and Commodities. Materials relating to the weekly balance of commodities available for export licenses, foreign negotiations for the purchase of supplies in the United States, license directives and appeals, export control schedules, and the Proclaimed List of Blocked Nationals.
- Class 500 - Transportation. Materials pertaining to the transportation of persons or supplies by land, water, or air. It also covers such subjects as transportation rates, tariffs, contracts, and maintenance of records.
- Class 600 - Buildings and Grounds. Materials relating to United States and foreign buildings, manufacturing plants, and railroads.

Class 700 - Medicine, Hygiene, and Sanitation. Materials relating primarily to inoculations and physical examinations of personnel.

Class 800 - Rivers and Harbors, Oceans and Seas. Materials relating to rivers, export control, licenses, and revocations.

GEOGRAPHIC CENTRAL FILE. July 1940-June 1942. 16 ft. 98

Letters and memoranda, mainly copies, relating to export control matters involving specific countries and covering subjects similar to those described under the previous entry, with the exception of matters relating to administration and personnel. Arranged alphabetically by country and thereunder by the same subject-numeric system used in the Classified Subject Central File described above. Numerous cross-reference sheets are present.

ADDRESSEE FILE OF LETTERS SENT. July 1940-May 1942. 31 ft. 99

Addressee or "white copy" file of the Board of Economic Warfare and its predecessors, composed of duplicate copies of outgoing letters to the general public and other Government agencies, with related copies of internal correspondence and memoranda. The material pertains primarily to export license matters. Arranged alphabetically by name of addressee, first by general public, then by Government agency. Cross-reference numbers on the correspondence refer to identical copies with related materials in the subject and/or geographic central files described above, making this file a supplemental finding aid to those files.

#### RECORDS OF THE OFFICE OF THE EXECUTIVE DIRECTOR

The administrative head of the Board of Economic Warfare, as in the case of the predecessor Economic Defense Board, was the Executive Director, Milo Perkins. His Office supervised and coordinated the work of the Board's organizational units and conducted major liaison activities relative to policy and jurisdiction. Among the more important of these activities were those concerning relations with the War Production Board and the Reconstruction Finance Corporation relative to jurisdiction over policy with regard to exports and imports; with the Department of State relative to all major aspects of foreign economic policy and the authority of the Board's representatives abroad; with the Bureau of Foreign and Domestic Commerce relative to the exchange of personnel and statistical trade data on exports and imports; with the Department of Agriculture relative to purchase by the Government of food and facilities necessary for the war effort and civilian economy; with the Geological Survey relative to cooperative missions that were sent abroad to examine, appraise, and investigate strategic foreign mineral resources and to stimulate the production of metals and minerals; with the Office of Lend-Lease Administration relative to the presentation of claims to supply agencies of the Government for commercial and lend-lease exports; with the Office of Foreign Relief and Rehabilitation Operations relative to relief in liberated areas; and with other governments at war with the Axis powers relative to neutral trade and various aspects of economic warfare.

As the Board's activities and staff grew in size during 1942 and 1943, several small divisions that had their inception in the Office of the Executive Director became full-grown offices or large divisions of operating offices of the Board. Thus in April 1942 the Legal and Administrative Management Divisions became respectively the Office of the General Counsel and the Office of Administrative Management; and toward the end of 1942 the Field Supervisory and the Equipment Exports Staffs became divisions of the Foreign Trade Technical Services Branch. The Executive Director, however, during the existence of the agency retained in his office the Information Staff (known in 1943 as the Information Division).

With the exception of the records of the Information Division described below, the separately maintained files of the Office of the Executive Director of the Board of Economic Warfare were continued by the offices of his successors, the Executive Director of the Office of Economic Warfare and the Administrator of the Foreign Economic Administration. They are described in this inventory under the latter office. Correspondence, memoranda, and other records of the Executive Director relating to the policies and organization of the Board are in the central file described in entry 97.

GENERAL FILE OF THE INFORMATION DIVISION. Dec. 1940-Dec. 1941. 2 ft.

Copies of memoranda, reports, press releases, Executive orders, proclamations, and other materials, mainly of the Information Division of the Economic Defense Board and of its predecessor, the Office of the Administrator of Export Control, pertaining to activities of the Division in the preparation of studies, reports, press releases, and other informational materials on the activities of the respective agencies in response to requests of the Executive Director or Administrator and their staff. Included are some papers relating to the personnel of the Division. Arranged alphabetically by subject. 100

#### RECORDS OF THE OFFICE OF ADMINISTRATIVE MANAGEMENT

This Office, through its Personnel, Service, Foreign Administrative Services, and Fiscal Divisions and its Administrative Analysis Section handled most of the "housekeeping" functions of the Board, including the recruitment and classification of personnel, the maintenance of central files (except files in the Office of Economic Warfare Analysis), and the preparation of the budget. It also included the Board Historian, who was responsible for the writing of branch and divisional histories.

The records of the office are described with the records of the Office of Budget and Administrative Planning, Office of Management Services, and Office of Personnel of the Foreign Economic Administration, among which they were absorbed. Central files of the Board maintained by the Communications and Records Section and left intact by the Board's successors are described above under "General Records" (see entries 97-99).



## RECORDS OF THE OFFICE OF THE GENERAL COUNSEL

This Office continued the legal functions performed by the Legal Division before April 1942. At first it was concerned with general problems of policy on economic warfare and with establishing an organization to solve the problems of economic warfare, but during the greater part of the existence of the Board of Economic Warfare the Office primarily performed legal functions. Among the matters dealt with by the Exports, Imports, Economic Warfare Analysis, and Projects Divisions of the Office were the citizenship and draft status of men in missions being sent abroad; the legal status of operations being carried on abroad by the United States public corporations; the detailed formulation of import contracts for purchasing strategic and critical materials; the taking over of Axis properties in Latin America to make them available for war production by friendly foreign producers; negotiations of changes in legislation pertaining to economic warfare and foreign trade; and enforcement of the Board's regulations controlling private commercial imports.

Part of the records of the Office are described below. Other records not separable from those of the successor offices in the Office of Economic Warfare and the Foreign Economic Administration, are described under the latter agency elsewhere in this inventory. A small collection of copies of records of the Office of the General Counsel are among the records of the Historian of the Foreign Economic Administration described under the Records Analysis Division.

GENERAL SUBJECT FILE OF THE GENERAL COUNSEL. Dec. 1941-July 1943. 20 in.

101

File of Monroe Oppenheimer, General Counsel of the Board of Economic Warfare and predecessor agencies, consisting of copies of letters to Government agencies, Congress, and private individuals, together with Executive orders, reports, and other materials, pertaining to the work of the General Counsel on development agreements with Latin-American countries, interagency agreements, appropriations for the Board of Economic Warfare, the classification of employees under the Ramspeck Act, a report to the Byrd Committee on the Board of Economic Warfare, labor clauses in Board of Economic Warfare contracts, representation on interdepartmental committees, personnel investigations, and other matters in connection with the organization and operations of the Board. Arranged for the most part alphabetically by subject and occasionally by name of agency.

GENERAL FILE OF THE PRINCIPAL ATTORNEY FOR THE PROJECTS DIVISION. July 1942-June 1943. 5 in.

102

File of Roy W. McDonald, consisting of correspondence, memoranda, and other papers, chiefly pertaining to legal opinions on administrative matters, economic activities of the Board, and projects. Arranged alphabetically by subject and thereunder chronologically.

RECORDS OF THE COMPLIANCE COMMISSIONER, EXPORT CONTROL DIVISION. 1942-43.  
7 in. 103

Copies of orders and other papers of William Butz, Compliance Commissioner, relating to proceedings and findings in cases before the Commissioner for the denial of export license privileges to companies charged with violating export regulations. Arranged alphabetically by name of company.

RECORDS OF KELLY KASH, ATTORNEY FOR THE IMPORTS DIVISION. Apr. 1942-  
Dec. 1943. 8 in. 104

Correspondence, memoranda, reports, and other papers relating to the legal work of Kelly Kash in connection with the purchase and inspection of commodities by the United States, the organization of the Board of Economic Warfare, representation on interagency committees, law briefs on fair and just compensation for property taken under the Requisitioning Act, compliance cases, corporations, and a proposed contract of the American Cyanamide Company. Arranged alphabetically by subject.

#### RECORDS OF THE OFFICE OF EXPORTS

The Office of Exports, organized about April 16, 1942, was largely a continuation, greatly expanded, of the Office of Export Control, which had been set up within the Economic Defense Board to administer the export control functions transferred to it from the Office of the Administrator of Export Control and from the Division of Controls of the State Department. By determining whether export licenses should be granted or denied, the Office sought to prevent the depletion of supplies of materials in the United States needed for war purposes, to prevent shipments that would benefit the enemy, and to make critical materials available to other nations when such action would support the war effort.

From April until November 1942 the Office was composed of three branches, the largest of which was the Export Control Branch. On November 18, 1942, that Branch and the Projects and Requirements Branches were abolished and their functions regrouped among four new branches. These branches and their divisions, as shown below, remained in existence with minor changes until October 1943. The Assistant Director in charge of the Office of Exports supervised, in addition to the activities of the branches, the activities of smaller units directly responsible to him. By February 1943 these included the Statistics and Reports Division, the Exporters' Service Division, the Appeals Committee, and the Trade Relations Advisor's unit. Before November 1942 all except the last were elements of the Export Control Branch of the Board. The New York Office of the Board was an extension of the Exporters Service Division in that area.

The records of the Office of Exports were transferred to the Foreign Economic Administration upon its establishment. Part of the records transferred were integrated with those of that agency, but others were not added to and remained as separately identifiable series. Described below are

records that were almost entirely the work of the Board of Economic Warfare and its predecessors. Notations concerning records integrated with those of the Foreign Economic Administration have been entered below under the appropriate branches of this Office.

#### Records of the Country Program Branch

This Branch worked out, in collaboration with the Board's foreign missions, a program of exports to each friendly country, served as the focal point in the Board and later in the Office of Economic Warfare for the study of all problems relating to the internal economies of the importing countries, and advised the other branches as to the over-all needs and facilities of the countries concerned. It included two geographic and two operating divisions. The former, known as the Latin-American Exports Division and the Eastern Hemisphere Exports Division, were responsible for carrying out the mission of the Branch in their respective areas. Of the latter two divisions, the Trade Intelligence Division (before November 1942 under the Export Control Branch) collected intelligence material from every source on commercial firms and reviewed licenses, freight space, and transportation priority applications for the purpose of preventing American exports from falling into the hands of Axis sympathizers; and the Field Coordination Division coordinated the operations of the field missions of the Office of Exports and acted as a clearing center for all information originating in the foreign field offices.

The records of this Branch were transferred to and maintained by the Office of Economic Warfare and later the Foreign Economic Administration. Except for the three files described below, they are among the records of the Bureau of Areas of the Foreign Economic Administration described elsewhere in this inventory.

RECORDS OF THE DEPUTY CHIEF. Dec. 1942-Oct. 1943. 5 in. 105

Interoffice memoranda, copies of import recommendation forms of Latin-American countries, and other papers of Rene A. Mays, Deputy Chief of the Country Programs Branch, pertaining mainly to the Decentralization Plan of export control and to functions of the Import Recommendation Section and Release Certificate Section of the Board. Included are résumés of the meetings of the Overall Advisory Committee of the Office of Exports. Arranged alphabetically by subject.

MEMORANDA OF THE DEPUTY CHIEF. 1943. 5 in. 106

Copies of memoranda of George V. Parkhurst exchanged with members of the staff of the Board of Economic Warfare and others on such subjects as office procedures, export controls, field representatives, and other matters. Included are copies of informational memoranda received and processed and printed circulars, administrative issuances, and bulletins on export control. Arranged alphabetically by subject or country.

CABLES. 1943. 10 in. 107

Copies of incoming and outgoing cables exchanged by the Branch with

representatives of the Board of Economic Warfare in foreign countries concerning export licenses, requirements, shipping, supplies of materials, shipments, and various other matters in connection with trade between the United States and various foreign countries. Arranged alphabetically by country and thereunder chronologically.

#### Records of the Requirements Branch

Unlike the Country Programs Branch, which worked from a geographic viewpoint, this Branch (also known for a few months after November 1942 as the Program Supply Branch) determined the requirements of friendly countries from the commodity point of view. It obtained from the War Production Board allocations of or priorities on materials required for export and furnished the divisions of the Operations Branch with the information necessary to guide them in their work. The Raw Material and Semi-Fabricated Division, the Fabricated Division, and the Industrial Projects Division performed the functions of the Branch within their commodity assignments; and the Program Implementation Division, established about February 1943, served as the "materials control office" to the War Production Board, regulating the presentation of requirements data to that agency. Also under the direction of the Branch was the Requisitioning Division and its Compensation Board (units that had existed since November 1940 under predecessor agencies), which located unused critical and strategic materials and placed such materials wherever they would further the war effort, affording the owners just compensation in case of involuntary requisitioning.

Two general files of this Branch are described below. Other records are among those of the Requirements and Supply Branch of the Bureau of Supplies, Foreign Economic Administration, described elsewhere in this inventory.

GENERAL FILE. 1942. 10 ft.

108

Mainly correspondence with exporters regarding export license applications, export regulations, and export procedures, and with other Government agencies regarding export policy, interagency cooperation, censorship, and representation on committees. Included are weekly activity reports of divisions of the Branch and some materials on office administration. Most of the materials are dated in June and July 1942. Arranged in accordance with a subject-numeric filing system, a classification manual for which is available in the National Archives.

GENERAL FILE. Dec. 1941-Jan. 1942. 2 ft.

109

Interoffice memoranda, reports, and correspondence pertaining mainly to applications for export licenses and related matters such as license revocations, license amendments, and shipments. Included are some memoranda on administrative matters and office organization. Arranged in accordance with a subject-numeric filing system, a classification manual for which is available in the National Archives. The file appears to be incomplete.

## Records of the Operations Branch

Utilizing the information supplied by the Country Programs and Requirements Branches, the divisions of this Branch (the principal inheritor of the functions of the Export Control Branch) examined applications for export licenses pertaining to the commodities assigned to them, and determined whether to approve or deny the licenses. The divisions that were in the Branch from November 1942 through October 1943 were the Machinery and Equipment, Metals and Minerals, Health Supplies and Chemicals, General Products, and Technical Data Divisions. The Rubber Division was established about February 1943.

The records of this Branch and its successor in the Office of Economic Warfare were taken over by the Requirements and Supply Branch of the Bureau of Supplies, Foreign Economic Administration. Those consolidated with records of the Foreign Economic Administration are described under that agency. Described below are files that were mainly created by this Branch.

GENERAL FILE OF THE TECHNICAL DATA LICENSE DIVISION (NEW YORK OFFICE).

1942-43. 15 in.

117

Copies of outgoing letters, interoffice memoranda, and reports of the New York office of the Technical Data License Division, all relating to the issuance of unlimited licenses for the export of technical data. Arranged by subject and thereunder chronologically.

Records of the Transportation Branch

This Branch, an outgrowth of the Transportation Controls Division of the Export Control Branch, provided a general transportation service for other branches. It obtained shipping space from the War Shipping Administration and arranged priorities for particular shipments in terms of the urgency indicated by the license issuing units.

The National Archives has a small quantity of records of James B. Herzog, Chief of the Transportation Controls Division. Other records of the Branch were integrated with those of the Transportation and Storage Branch of the Bureau of Supplies, Foreign Economic Administration, described elsewhere in this inventory.

RECORDS OF JAMES B. HERZOG. 1941-42. 1 ft.

118

Correspondence, memoranda, special reports, and statistical data of James B. Herzog, Chief of the Transportation Branch's predecessor, the Transportation Controls Division, dealing with shipping, port facilities,

and other transportation problems of concern to the Board of Economic Warfare and its predecessor agencies. Arranged at one time by subject but now disarranged.

#### RECORDS OF THE OFFICE OF IMPORTS

See page 49A.

This Office was established on April 16, 1942, to administer the control over imports vested in the Board of Economic Warfare on April 13, 1942. It issued directives to the Metals Reserve Company, the Commodity Credit Corporation, the Defense Supplies Corporation, the Defense Plants Corporation, and the United States Commercial Company (all subsidiaries of the Reconstruction Finance Corporation) to purchase strategic and critical materials abroad. The Office was also responsible for the receipt from foreign governments of commodities constituting reciprocal aid (reverse lend-lease); and it served as liaison between the Board of Economic Warfare and the Combined Raw Materials Board.

Staff officers in this Office included an Economic Adviser and an Agricultural Adviser. The major subdivisions of the Office in April 1942 were the Development, Industrial Engineering, and Procurement Branches. By October 1942 the Industrial Engineering Branch had been transferred to the Office of Economic Research Analysis and the Foreign Trade Technical Services Branch had been established. The name of the Procurement Branch was changed to General Commodities Branch before March 1943, with the newly established Areas Branch receiving the Preclusive Buying Division from the former Branch; and the Development Branch became the Metals and Minerals Branch when the Rubber Division under it was abolished on February 19, 1943, and the functions pertaining to rubber imports were turned over to the Rubber Development Corporation created at that time. The branches and divisions discussed below remained in existence until the reorganization under the Foreign Economic Administration in October 1943.

The National Archives has in its custody one small series of records of the Economic Adviser of the Office of Imports. Other records of the Office of Imports were incorporated into the files of the Foreign Procurement and Development Branch of the Bureau of Supplies, Foreign Economic Administration, described elsewhere in this inventory.

RECORDS OF THE ECONOMIC ADVISER. 1942-43. 10 in. 119

Correspondence, memoranda, reports, and other papers of T. J. Kreps, Chief Economic Adviser of the Office of Imports, dealing with import programs and development projects with respect to various foreign countries. Arranged at one time by subject but now disarranged.

#### Records of the Metals and Minerals Branch

This Branch was responsible for the procurement of strategic metals and minerals and the development of new sources. Among the metals, it was most concerned with tin, copper, chrome, tantalum, mica, lead, and zinc. The Branch included three commodity divisions, the Non-Ferrous Metals,

Board of Economic Warfare.  
Office of Exports.  
Project Branch.

RECORDS RELATING TO PROJECTS, 1942-1943.

P-30

This series consists of memorandums, reports, and correspondence relating to individual projects of the Office of Exports, mainly relating to applications by United States business firms to furnish equipment and other manufactured items to Latin American countries.



the Ferrous-Alloy Metals, and the Industrial Minerals Divisions, and also the Technical Services Division. The directives issued by the Branch regarding procurement of metals and minerals were directed chiefly to the Metals Reserve Company.

The records of this Branch were inherited by the Foreign Procurement and Development Branch of the Bureau of Supplies, Foreign Economic Administration; following the termination of the latter agency, they were allocated to the Reconstruction Finance Corporation.

#### Records of the General Commodities Branch

This Branch was established to have primary jurisdiction over the importation of most commodities other than metals, minerals, and rubber. Among its commodity programs were those for textiles, hides, skins, balsa wood, mahogany, cinchona (for quinine), red squill, fats and oils, carbon black, sisal, henequen, abaca, and jute. The Branch initiated directives chiefly to the Defense Supplies Corporation and the Commodity Credit Corporation. It comprised the Foodstuffs, Textiles, and Miscellaneous Commodities Divisions. Among the activities of the Branch were the stimulation of fiber production in Central America, the bulk buying of jute in India, the stimulation of cinchona bark importing from South America, and participation by the United States in the Joint Hide Control Office, which handled hide purchases for the United Nations.

The Reconstruction Finance Corporation received the records of this Branch. A small collection of progress reports of the Branch, assembled by the Historian of the Foreign Economic Administration, are described under the Administration's Records Analysis Division.

#### Records of the Area Branch

Organized for the most part into geographic divisions rather than commodity divisions, this Branch was concerned not only with import activities but also with the coordination of the over-all policies of the Board of Economic Warfare in its areas of operation. Its South Pacific Division assisted the Navy Department in the administration of a program to increase food production for the benefit of the armed forces of the United States in that area and also to produce certain vital metals and other commodities on the islands. The African Division cleared communications from all offices of the Board with respect to exports, imports, and other aspects of economic warfare in Africa, especially in North Africa. Although organized and ready to go into operation, the Far Eastern Division was largely a "paper" organization during the life of the Board of Economic Warfare. The General Areas Division serviced the needs of foreign field offices of the Board with respect to imports and also coordinated import activities in Central America, China, and Mexico. The Preclusive Operations Division (known before 1943 as the Preclusive Buying Division), established in May 1942, engaged in preclusive buying abroad, chiefly in Spain, Portugal, and Turkey. It worked closely with the United States

Commercial Company, the field agents of which did the actual buying. The Division was advised by the Office of Economic Warfare Analysis, which made studies to determine what commodities should be bought preclusively in neutral and enemy countries.

The records of this Branch were incorporated with the records of the Foreign Economic Administration. They were transferred to the Reconstruction Finance Corporation when the Administration was terminated in 1945. Some records relating to the Branch's preclusive buying operations in Turkey, South America, and elsewhere are among the records of the Bureau of Areas of the Foreign Economic Administration.

#### Records of the Foreign Trade Technical Service Branch

To provide services for the above branches, certain staff divisions and units were taken from the office of the Assistant Director in charge of the Office of Imports and the office of the Chief of that Office and established as divisions in this Branch. Thus the Transportation Division and the Materials Statistics Division (the name of which was changed to Central Analysis and Reports Division) were transferred to the Branch from the office of the Chief between July and September 1942; and the Field Supervision Staff of the Assistant Director's office became the Field Supervisory Division during that period. By February 1943 the Equipment Exports Staff of the Assistant Director's office had become the Equipment Exports Division. These divisions were responsible for the recruitment, instruction, and supervision of persons sent on missions abroad and the assembling of statistics on sources of raw materials, contracts, and shipments and deliveries. The Transportation Division arranged for the movement of materials between foreign inland areas and foreign ports, obtained shipping space from the War Shipping Administration, and performed the functions of a transportation agent in facilitating the movement of Government imports within the United States. In order to promote the production of imports by foreign companies, the Equipment Exports Division provided these companies with the necessary equipment to produce the strategic materials contracted for by the United States. To this end the Division worked closely with the War Production Board in obtaining supplies for American manufacturers of the needed equipment. Moreover, it was instrumental in the establishment in several countries of Mine Supply Control Districts to distribute supplies needed by mines that were producing ore for the United States.

The records of this Branch were integrated with records of the Transportation and Storage Branch and the Foreign Procurement and Development Branch of the Foreign Economic Administration's Bureau of Supplies. When the Administration was abolished, part of the records were allocated to the Reconstruction Finance Corporation and the remainder went to the Departments of State and Commerce.

## RECORDS OF THE OFFICE OF ECONOMIC WARFARE ANALYSIS

In April 1942 the four geographic divisions established in November 1941 under the Economic Defense Board were placed under the newly created Office of Economic Warfare Analysis. Within the Office were also established an Economic Intelligence Division and several administrative units. Toward the end of 1942 the Office was reorganized, and in place of the five divisions there were established three branches with divisions thereunder as explained below. During the period of its existence the Office had four main objectives: (1) to direct the use of American economic weapons in tightening the British-American blockade of the European continent; (2) to analyze and provide economic information for the Armed Forces in connection with bombing objectives, the economic potential of the enemy, overseas supply sources, and the economic administration of re-occupied territories; (3) to supply all elements of the Board of Economic Warfare with technical services in the fields of industrial engineering, petroleum, economic intelligence, and cartographic work; and (4) to recommend to the Executive Director ways of dealing with questions of major economic warfare policy referred to the Board proper under the chairmanship of the Vice President and the several agencies represented thereon.

The records of this Office were consolidated with records of several offices of the Foreign Economic Administration, among them the Enemy Branch of the Bureau of Areas, the Office of Economic Programs, and the Requirements and Supply Branch of the Bureau of Supplies, described elsewhere in this inventory. Other information regarding records of the Office is given below in the descriptions of the branches and divisions of the Office.

### Records of the Blockade and Supply Branch

This Branch was responsible for the first objective of the Office and part of the second mentioned above. Through its Blockade, Reoccupation, and Supply and Resources Divisions, the Branch made trade agreements with neutral countries (in close cooperation with the State Department), and passed on applications for permission to export to them. It made studies of and recommendations relative to such problems as Axis cartel connections, the reconstruction of areas liberated from the Axis, and foreign sources of supply for the armed forces.

Most of the records of this Branch were integrated with records of the Enemy Branch of the Bureau of Areas and Office of Economic Programs of the Foreign Economic Administration, which are described elsewhere in this inventory.

### Records of the Enemy Branch

This Branch provided assistance in war planning by making studies of the economy of enemy countries for use in estimating the enemy's war potential and in determining bombing objectives that were most vulnerable from an economic viewpoint. In order to supply the Branch's Economic Objectives

and Economic Potential Divisions with new sources of intelligence, its Economic Intelligence Division interviewed refugees, returned travelers, American business firms, and representatives of various Allied agencies (as did the Division of Foreign Activity Correlation of the State Department and the Foreign Nationalities Branch of the Office of Strategic Services for their agencies).

The records of this Branch were incorporated with the records of the Enemy Branch of the Bureau of Areas, Foreign Economic Administration. Following the termination of the Foreign Economic Administration, they were transferred to the Department of State.

#### Records of the Technical Branch

The third objective of the Office mentioned above was the concern of the two divisions of this Branch and of the Industrial Engineering Division, the Project Operations Staff (formerly the Cartographic Section), and the War Trade Staff of the Office of the Assistant Director of Economic Warfare Analysis. The records of the Branch were transferred to and made a part of the records of the Bureau of Supplies and the Office of Management Services of the Foreign Economic Administration described elsewhere in this inventory.

#### International Air Transport Division

This Division of the Technical Branch surveyed air routes, arranged with the Army Air Forces to use its facilities to fly strategic imports to the United States, cooperated with the War Production Board in establishing priorities for airborne imports, and directed agents acting as cargo expeditors at airports abroad. The Miami Office of the Board of Economic Warfare handled the work of the Division in that area. All records of the Division were transferred to and made a part of the records of the Bureau of Supplies of the Foreign Economic Administration described elsewhere in this inventory.

#### Petroleum Division

The second division of the Branch, the Petroleum Division, was a substantially autonomous unit of the Board of Economic Warfare, handling as a whole the economic warfare aspects of petroleum. It made studies of the enemy's estimated oil production, provided advice on methods of destroying enemy refineries and otherwise limiting enemy oil supplies, directed United States cooperation with interallied oil committees, approved oil export licenses and licenses for the export of oil-producing machinery for friendly producers abroad, and facilitated oil purchases for the United Nations.

The records of the Petroleum Division are described with those of its successor, the Petroleum Division of the Requirements and Supply Branch, Bureau of Supplies, Foreign Economic Administration.

## Industrial Engineering Division

Related to the activities of the Technical Branch were those of the Industrial Engineering Division, which was directly under the Assistant Director of the Office. This Division secured information about Allied and enemy industry, production, transportation, power, and power distribution; aided in forming technical missions to foreign countries and assisted technical missions from the United Nations to the United States in locating themselves in American industry; and encouraged and assisted private research foundations and other Government agencies in developing substitutes to replace critical materials.

The records of this Division were consolidated with the records of the Engineering Service of the Requirements and Supply Branch, Bureau of Supplies, Foreign Economic Administration, and following the termination of the Foreign Economic Administration were transferred to the Department of Commerce.

### RECORDS OF FOREIGN FIELD MISSIONS

The functions relating to imports assigned to the Board of Economic Warfare on April 13, 1942, necessitated the dispatch of technical representatives abroad. At first the Board worked through and utilized the facilities, including capital and personnel, of the subsidiary corporations of the Reconstruction Finance Corporation. The representatives sent abroad by the Board itself were under the direct supervision of the chiefs of the diplomatic missions of the State Department in their respective areas.

On January 19, 1943, the Board divided the functions relating to the procurement and production of imported commodities between corporate subsidiaries of the Reconstruction Finance Corporation (the Defense Supplies and Defense Plant Corporations, the Metals Reserve Company, and the United States Commercial Company) and the foreign representatives of the Board. The Board order stated that, effective February 25, 1943, "the negotiation, preparation, supervision, and administration both in the United States and abroad of all existing or future imported materials contracts financed by any of the above-named agencies, including development, preclusive operations and related activities, but not including the corporate execution of contracts, the disbursement of funds, the necessary accounting with respect to such disbursements, or the acceptance of delivery of commodities and materials, shall be carried on by the Office of Imports"; and that all correspondence and communications relating thereto should be conducted by the foreign representatives of the Office.

The work of the field representatives, after February 1943, included the development and procurement of foodstuffs, metals and minerals, textiles, and miscellaneous commodities; the effectuation of the blockade and preclusive operations activities of the Board as described above; the prosecution of the cargo-forwarding program once procurement had been accom-

plished; and the supervision of the decentralized licensing program carried on by the representatives of the American republics in their countries with the assistance of the State Department foreign service personnel.

The records of the foreign field missions of the Board of Economic Warfare were integrated with the mission files of the Office of Economic Warfare and later of the Foreign Economic Administration. When the latter agency was terminated, the mission files were turned over to the nearest United States consulate or embassy.

#### RECORDS OF THE OFFICE OF ECONOMIC WARFARE (1943)

By an Executive order of July 15, 1943, the Office of Economic Warfare, headed by a Director, Leo T. Crowley, was established in the Office for Emergency Management. To it were transferred the functions, personnel, and records of the Board of Economic Warfare, which was abolished by the order. No part of the funds of the Office were to be used for the procurement of services, supplies, or equipment outside the United States except in execution of general economic programs or policies approved by the War Mobilization Committee, headed by the Director of War Mobilization. This Executive order also transferred from the Reconstruction Finance Corporation to the Office of Economic Warfare the United States Commercial Company, the Rubber Development Corporation, the Petroleum Reserves Corporation, and the Export-Import Bank of Washington, together with their personnel and records and also such personnel and records of the Reconstruction Finance Corporation as were used in the administration of these corporations, to be determined by the Director of the Bureau of the Budget. (These corporations are described in this inventory under the Foreign Economic Administration.) The Reconstruction Finance Corporation was directed, at the request of the Director of the Office of Economic Warfare, to supply funds to the transferred corporations on such terms and in such amounts as the Director of War Mobilization might determine.

The Office of Economic Warfare was in existence for only about six weeks; its functions and administrative organization were substantially those of its predecessors. By an Executive order of September 25, 1943, the Office of Economic Warfare and certain other agencies, together with their personnel and records, were transferred to and consolidated in the Foreign Economic Administration, which was established by that order. The records of the Office were later absorbed into the records of various units of the Foreign Economic Administration and are described as such elsewhere in this inventory. Those of the Executive Director of the Office are with those of the Office of the Administrator of the Foreign Economic Administration.

#### RECORDS CREATED IN THE DEPARTMENT OF STATE (1940-43)

The subordinate units of the Department of State that are described below are those that were among the predecessors of the Foreign Economic Administration.

## RECORDS OF THE DIVISION OF CONTROLS

On November 22, 1938, the Division of Controls was established as the successor to the Office of Arms and Munitions Control. The Division handled problems relating to the international traffic in arms for which the Secretary of State was responsible. It registered agents in the United States of foreign principals as provided by an act of June 8, 1938; registered manufacturers, exporters, and importers of arms, ammunition, and implements of war; and issued licenses required for the exportation of these materials and tin-plate scrap and helium gas. The Chief of the Division served as Executive Secretary of the National Munitions Control Board and performed for the Secretary of State his functions as Chairman of the Board. From July 2, 1940, to September 15, 1941, the Yellow License Unit of the Division, in accordance with directives from the Office of the Administrator of Export Control, issued licenses for the export of defense materials subjected to export control by a Presidential proclamation of July 2, 1940, and later proclamations. On September 15, 1941, that function was transferred to the Economic Defense Board. The Division was abolished on October 8, 1941, and its remaining functions, except for those relating to the registration of alien agents (which were placed in the Division of Foreign Activity Correlation), were transferred to the Board of Economic Operations, which was established on that date.

## RECORDS OF THE BOARD OF ECONOMIC OPERATIONS

The Board of Economic Operations, established in the Department of State on October 8, 1941, was composed of two Assistant Secretaries of State, the Adviser of International Economic Affairs, and "other officers of the Department" designated by the Secretary of State. Assistant Secretaries Dean Acheson and Adolf A. Berle, Jr., were Chairman and Vice Chairman respectively. The Board was concerned with the responsibilities of the Department that related to foreign economic affairs. These included the conduct of the "foreign policy aspects" of the Export Control Act of July 2, 1940, and the acts of June 28, 1940, and May 31, 1941, "insofar as priorities and allocations for exports were concerned," and the Lend-Lease Act of March 11, 1941. It performed for the Secretary of State his functions as Chairman of the National Munitions Control Board, and was responsible for registering manufacturers, exporters, and importers of arms, ammunition, and implements of war and for issuing export licenses for those materials and for tin-plate scrap and helium gas. In connection with those duties, the Board maintained contact, through various divisions of the State Department, with the representatives of the Department abroad and with the representatives of foreign countries in the United States. It also maintained "liaison with other departments and agencies of the Government concerned with the administration of the above-mentioned acts." The following divisions of the Department of State were "component parts" of the Board of Economic Operations: the Division of Commercial Policy and Agreements, the Division of Exports and Defense Aid, the Division of Defense Materials, the Division of Foreign Funds Control, the Financial Division, the Division of World Trade Intelligence, the Studies and Statistics Division, and the Division of Exports and Requirements.

On June 24, 1943, the Board of Economic Operations was abolished and was succeeded by the Office of Foreign Economic Coordination. The records of the Board and of its divisions remained a part of the general records of the Department of State.



## RECORDS OF THE OFFICE OF FOREIGN ECONOMIC COORDINATION

The Office of Foreign Economic Coordination was established in the Department of State on June 24, 1943, in accordance with a letter from the President of June 3, 1943, to the Secretary of State, for the coordination of "(1) activities related to economic affairs in liberated areas and the facilitation of military civilian cooperation in regard thereto, and of (2) the foreign policy aspects of wartime economic controls and operations." It inherited from the Board of Economic Operations the four divisions that were concerned with carrying out its second objective (the Division of Defense Materials, Foreign Funds Control, Exports and Requirements, and World Trade Intelligence), and it created several committees and other units to accomplish the first.

The plan of the President, enclosed in the letter of June 3, 1943, was followed in establishing the organization of the Office. Under a Director (an Assistant Secretary of State) and an Executive Director, there were three Deputy Directors, one each to plan (1) activities related to liberated areas, (2) the recruitment and training of personnel for services in liberated areas, and (3) the coordination of foreign policy aspects of wartime economic controls and operations. The Director of the Office was the Chairman of the Interdepartmental Policy Committee for Liberated Areas, which included representatives from the State, Treasury, War, and Navy Departments; the Board of Economic Warfare (after July 15, 1943, the Office of Economic Warfare); the Office of Lend-Lease Administration; and the Office of Foreign Relief and Rehabilitation Operations of the Department of State. The Committee determined high policy for all agencies operating in liberated areas, and it established a Coordinating Committee consisting of representatives from the same agencies for operational purposes. In addition there were area subcommittees and other subcommittees under the Chairman of the Coordinating Committee, including the Subcommittee on Recruiting and Training. These committees were engaged in establishing a plan or standard operating procedure under which the activities of agencies concerned with liberated areas could be carried out when the Office was abolished.

By an Executive order of September 25, 1943, such personnel and functions of the Office of Foreign Economic Coordination as the Bureau of the Budget determined to be related to areas liberated from Axis control were transferred to the Foreign Economic Administration.

The records relating to the "liberated areas activities" of the Office were transferred to the Foreign Economic Administration and are described as part of the records of the Administration elsewhere in this inventory. The other records of the Office remained in the Department; some are in its central files and others were dispersed among the records of successor offices and divisions in the Department.

RECORDS OF THE OFFICE OF FOREIGN RELIEF AND REHABILITATION  
OPERATIONS

This Office (OFRRO) was established in the Department of State on December 4, 1942, pursuant to a Presidential letter of December 3, 1942, allocating funds to the Department "for reconstruction and rehabilitation of territories occupied by the armed forces." The functions of the Office, as conceived by the President, were stated in his two letters of March 19, 1943, and of June 3, 1943, to the Director of the Office and the Secretary of State respectively. In liberated areas the Office was to distribute relief goods and goods for the production of basic civilian necessities; to provide technical advice and services with respect to relief and civilian economy; and to facilitate the restoration of agriculture, housing, and transportation. It was authorized to issue directives to the Government agencies that were equipped to aid in relief work and to utilize the facilities of private organizations and individuals. In the field, the foreign missions of the Office were to be under the control of the military authorities, and in matters of foreign policy they were to be guided by the directives of the Secretary of State. Contemplating the establishment of a United Nations relief organization, the President further instructed that the work of the Office in the field be "geared to that of our allies." To accomplish these objectives the Office was authorized to draw funds from the Office of Lend-Lease Administration, much in the same manner as did a foreign lend-lease mission.

On the same day that the Office was established Herbert H. Lehman was appointed as its Director. Shortly thereafter various divisions were established, and by March 1943 the agency consisted of (1) the Office of the Director, including the Division of Public Information and the General Counsel's Office; (2) the Office of the First Deputy Director, responsible through its Division of International Relations and its Division of Special Relief Problems for formulating plans for the United Nations Relief and Rehabilitation Administration and special relief problems; (3) the Office of the Second Deputy Director, which handled budgetary, fiscal, and administrative matters; and (4) the Office of the Executive Officer. Under the last named office were five major units: The Division of Studies and Progress Reports, which compiled data for operational and historical use and maintained the records of the agency; the Division of Program and Requirement, which planned relief requirements for the liberated areas; the Division of Field Operations; the Division of Supply and Transport; and the Division of Personnel and Training. The agency remained, throughout its existence under the State Department, a "higher-policy determining, planning and administrative office," preparing itself for the role its officials were to play in the establishment of the United Nations Relief and Rehabilitation Administration.

By an Executive order of September 25, 1943, the Office was merged with other agencies to form the Foreign Economic Administration, and its records were transferred to the Administration. In November 1943, when the United Nations Relief and Rehabilitation Administration was established,

the former officials of the Office of Foreign Relief and Rehabilitation Operations who were transferred to that agency took with them a portion of the records. Most of the records that remained with the Foreign Economic Administration became part of the records of its bureaus and offices and are described elsewhere in this inventory. Described below are records that were mainly the work of the Office.

✓ GENERAL SUBJECT FILE. 1942-Jan. 1944. 20 ft. (S<sup>2</sup>)<sub>EX. 23</sub> 124

Correspondence, memoranda, reports, copies of minutes of meetings, and other materials dealing with such subjects as supplies, travel, relief, communications, interrelations with other agencies, refugees, and program planning with respect to assistance to liberated areas. Included are administrative orders and memoranda and materials on the budget and appropriations. Arranged alphabetically by subject.

ADDRESSEE FILE OF LETTERS SENT. 1943-Jan. 1944. 2 ft. 125

Copies of letters sent, most of which are replies to individuals seeking employment with the Office, and others to private firms in reply to requests for information concerning specifications, procurement, and shipment of commodities to overseas areas. Arranged alphabetically by name of addressee.

LETTERS SENT TO GOVERNMENT AGENCIES. 1943-Jan. 1944. 7 in. 126

Copies of letters sent to other Government agencies regarding programs of the Office and interagency liaison relations in regard to planning, procuring, and shipping supplies to liberated and other areas abroad. Arranged alphabetically by Government agency and thereunder chronologically.

INTEROFFICE MEMORANDA. 1943. 1 ft. 127

Copies of interoffice memoranda sent to various personnel of the Office and to other offices of the Department of State pertaining to all activities of the Office. Arranged alphabetically by code letters that were assigned to personnel. A copy of this code index is filed with the records.

RECORDS OF THE FOREIGN ECONOMIC ADMINISTRATION (1943-45)

In order to unify and consolidate governmental activities relating to foreign economic affairs, the Foreign Economic Administration, known also as FEA, was established by an Executive order of September 25, 1943. The functions, personnel, and records of the Office of Lend-Lease Administration, the Office of Economic Warfare (together with the four corporations attached thereto), the Office of Foreign Relief and Rehabilitation Operations of the Department of State, and the foreign economic operations of the Office of Foreign Economic Coordination of the Department of State were transferred to the Administration. By an Executive order of October 6, 1943, "the functions of the War Food Administration and the Commodity Credit Corporation with respect to procurement and development of food, food machinery, and other food facilities, in foreign countries" were transferred to the Foreign Economic Administration. Furthermore, as mil-

itary operations permitted, the Administration assumed "responsibility for and control of all activities of the United States Government in liberated areas with respect to supplying the requirements of and procuring materials in such areas."

The Foreign Economic Administration was thus responsible for the wartime functions of export control, foreign procurement, lend-lease, reverse lend-lease, participation in foreign relief and rehabilitation, and economic warfare including foreign economic intelligence. It was required to conform to the foreign policy of the United States as defined by the Secretary of State in exercising its functions and to obtain from the War Mobilization Committee approval of general economic programs or policies for which it desired to procure services, supplies, or equipment outside the United States.

During the first four or five months after the Foreign Economic Administration was established, a consolidation was effected of the agencies transferred to it. By April 1945, the organization shown below had been established, and remained unchanged except in relatively minor detail. On September 27, 1945, the Foreign Economic Administration was abolished by Executive order (effective October 20) and its functions, personnel, and records were divided among five other agencies. The introductory statement at the beginning of this inventory contains information concerning the distribution of its functions and records.

Upon the creation of the Foreign Economic Administration the records of its predecessors were distributed among the organizational units having responsibility for the functions concerned. Information concerning this distribution and description of series of records in the National Archives that were not interfiled with records created by the Administration have been given earlier in this inventory. Records of predecessor agencies that were interfiled with records created by the Administration are described hereafter with those of the units that maintained the records.

The maintenance of central files of official correspondence and documents of the Foreign Economic Administration and the servicing, retirement, and disposal of records was the responsibility of the Records Division of the Office of Management Services. Because of the fact that offices of the Administration were housed in a number of widely separated buildings, some 30 or more "records stations" (central files units) were established adjacent to or within space occupied by the offices served. Over 15 of these stations serviced records of the Bureau of Supplies, 9 the Bureau of Areas, and 6 the staff offices.

As a general rule, each of these filing stations classified and maintained records according to a subject-numeric classification system, although there were exceptions made to meet the requirements of the office served. In addition to the classified central files in which records were arranged according to the "Filing Manual Instructions and Rules for Alphabetizing," each records station also maintained auxiliary files, generally of carbon copies of outgoing letters and memoranda of the office served, as follows:

- (1) A Government agency file containing copies of letters sent to other Government agencies and filed alphabetically by agency.
- (2) A mission or field office file of letters sent to the Administration's missions and field representatives in foreign countries, filed alphabetically by geographic designations.
- (3) A general file containing copies of all other outgoing communications not in the above two categories, filed alphabetically by name of individual, company, firm, etc.
- (4) A file of copies of intra-agency memoranda arranged alphabetically by name of person to whom addressed.

Most records stations also prepared control slips for each letter, memorandum, report, or other piece of mail received by the office served and maintained them in one or more series. These slips (Correspondence Record Form, FEA-80) provided a control and correspondence record of all incoming communications. For each piece of mail received, there was listed on this form the name of the originating individual or firm, the date of communication, the date received, the person and office to whom it was routed for action, and a brief digest of subject matter. These forms were also used for incoming cables and airgrams.

For some time after the establishment of the Foreign Economic Administration, security-classified materials were not maintained by the Records Division, although this Division did have certain security functions. The security-classified documents were maintained by the Document Security Section of the Special Areas Branch, Bureau of Areas, until March 7, 1945, when this Section was transferred to the Office of Management Services.

In addition to the above-described central files of the agency, files of correspondence, memoranda, reports, and other papers were maintained by the various officials and offices of the Administration. For these personal and office files there was no established filing arrangement throughout the agency. Most of them, however, are arranged by subject.

The records of the Foreign Economic Administration now in the National Archives include central files (maintained by records stations) for the immediate Office of the Administrator, the Office of Economic Programs, the Office of the General Counsel, the Requirements and Supply Branch (and subordinate divisions thereof), and the Pan American Branch; individual files for various officials of the above-mentioned offices and of the Division of Statistics of the Office of Finance, the Northern European Division of the European Branch, and the British Empire and Middle East Branch; monographs on the Foreign Economic Administration and its predecessors and copies of records assembled by its Historian; and miscellaneous small bodies of records of the Enemy Branch and Transportation and Storage Branch. Other information on records of each major organizational unit of the Foreign Economic Administration, including information concerning the whereabouts of records retained by other agencies, is given below under the organizational units concerned.

## RECORDS OF THE OFFICE OF THE ADMINISTRATOR

This Office included the Administrator, Leo T. Crowley, his immediate assistants, and the six planning and administrative offices described below. As head of the agency the Administrator determined the policies and directed the activities of the Foreign Economic Administration. Directly under him was one assistant in charge of the Office of Public Information, which handled the consolidated functions pertaining to public information transferred to it from the public information divisions of the predecessor agencies; and another assistant, who was in charge of the Clearing Office for Foreign Transactions and Reports, which served the Administrator as his planning and procedures, reporting, and liaison unit.

The National Archives has in its custody the records of the immediate Office of the Administrator and correspondence control slips, which were maintained by the Executive Files Station; newspaper clippings on the Foreign Economic Administration and its predecessors assembled by the Office of Public Information; personnel folders maintained by the Office of Personnel; historical monographs and supporting documents of the Historian of the agency (Office of Budget and Administrative Planning); central files and files of individuals of the Office of Economic Programs and the Office of the General Counsel; statistical registers and records of the statistician of the Office of Finance; and copies of telegrams, economic reports, and correspondence control forms maintained by the Office of Management Services. Other records of the immediate Office of the Administrator are in the Department of Commerce. The files of Henry W. Riley, Deputy Administrator, were transferred by him to the Federal Deposit Insurance Corporation. Statements concerning the whereabouts of records of subordinate offices of the Office of the Administrator are given below under the offices concerned.

### General Records

SUBJECT FILE OF THE ADMINISTRATOR. Jan. 1942-Oct. 1945. 26 ft. 128

Correspondence of Leo T. Crowley, FEA Administrator, and of Milo Perkins, Executive Director of the Board of Economic Warfare and Office of Economic Warfare, with members of Congress, other Government agencies, private industry, and the general public regarding policy matters in connection with the administration and operations of the above-mentioned agencies, cooperation with other Government agencies on foreign economic operations, legislation, and other matters requiring the attention of the Administrator (or his predecessor). Included are interoffice memoranda, copies of minutes of meetings of intradepartmental and interdepartmental committees, and reports. One part of this file, covering the period January 1942-July 1944, is arranged according to a modified Dewey decimal classification scheme, a copy of which is in the National Archives. The second part of the file, covering the period August 1944-October 1945, is arranged according to a subject-numeric classification scheme, a copy of which is also in the National Archives.

The major classes of the decimal file are as follows:

- Class 000 - General. Material relating to the organization of and cooperation with other Government agencies; conferences, committees, and meetings; FEA missions abroad; and plans and proposals submitted by the general public.
- Class 100 - Administration and services. Materials covering organization, procedures and instructions, budget and fiscal matters, and personnel and personnel actions and administrative and progress reports.
- Class 200 - Land acquisition and reclamation.
- Class 300 - Legislation, corporations, and legal standards. Materials relating to legislation and Executive orders affecting the Foreign Economic Administration and its predecessors, congressional hearings, corporations, and cartels.
- Class 400 - Public finance. Materials relating to appropriations and allotments, the budget and budget hearings, and foreign and domestic currency.
- Class 500 - Internal politics and welfare and civilian defense measures. Materials relating to censorship, politics and propaganda, professional and technical training, labor, and educational institutions.
- Class 600 - Military, naval, and post-war operations. Materials pertaining to supplies for liberated areas, prisoners of war, reconstruction in war areas, and postwar plans.
- Class 700 - Transportation and communications. Materials of a general character relating primarily to shipping and air and rail transportation.
- Class 800 - Manufacturing and production. Materials pertaining to factories and plants, agriculture, livestock, forestry, and public utilities.
- Class 900 - Trade. Materials relating to trade relations and conditions; export trade controls; export licenses; and supply, requirements, and the procurement of commodities.

GEOGRAPHIC FILE OF THE ADMINISTRATOR. Jan. 1942-Oct. 1945. 10 ft. 129  
Correspondence, mainly of Milo Perkins, Executive Director of the Board of Economic Warfare and the Office of Economic Warfare, and of Leo T. Crowley, FEA Administrator, with other Government agencies, representatives of the Administration abroad, and foreign missions in the United States, together with memoranda, reports, and other papers. The records relate in large part to policies of the Foreign Economic Administration and its pred-

ecessors with respect to commodity requirements, supplies, requisitioning, transportation problems, surplus property disposal, and other economic matters as they concerned various foreign countries. That part of the file for the period January 1942-July 1944 is arranged alphabetically by geographic area or country and thereunder in accordance with a decimal classification system. The second part of the file, for the period August 1944-October 1945, is arranged alphabetically by geographic area or country and thereunder alphabetically by subject. A copy of the classification manual for the decimal part of the file is in the National Archives.

GENERAL LETTERS SENT. 1942-45. 8 ft. 130

Copies of letters sent by the FEA Administrator and by the Executive Director of the Board of Economic Warfare and the Office of Economic Warfare to persons within and without the Government service regarding FEA programs, policies, and operations. Arranged alphabetically by name of addressee and chronologically thereunder. The letters bear a subject classification indicating where the official copies can be found in the Administrator's files described above in entries 128 and 129.

LETTERS TO FIELD REPRESENTATIVES IN FOREIGN COUNTRIES. 1942-45. 15 in. 131

Copies of letters sent by the FEA Administrator and by the Executive Director of the Board of Economic Warfare and the Office of Economic Warfare to their field representatives in foreign countries in regard to field office administration, budget, personnel, funds for travel, and related topics. Arranged alphabetically by name of representative. The letters bear a subject classification indicating the whereabouts of the official copies in the Administrator's files described above in entries 128 and 129.

INTRAOFFICE AND INTEROFFICE LETTERS AND MEMORANDA SENT. Jan. 1944-Oct. 1945. 8 in. 132

Copies of letters and memoranda sent by the Administrator and by staff members of his immediate office. Arranged alphabetically by name of addressee. These bear a subject classification indicating where the official copies may be found in the Administrator's files described above in entries 128 and 129.

INTRA-AGENCY MEMORANDA SENT. Oct. 1941-Dec. 1943. 10 in. 133

Copies of intra-agency memoranda sent by the FEA Administrator and by the Executive Director of the Board of Economic Warfare and Office of Economic Warfare. Arranged alphabetically by name of addressee. The copies bear the subject classification indicating where the official copy can be found in the Administrator's files described above in entries 128 and 129.

LETTERS SENT TO OTHER GOVERNMENT AGENCIES. Mar. 1942-Oct. 1945. 4 ft. 134

Copies of letters sent by the FEA Administrator and by his predecessor,



the Executive Director of the Board of Economic Warfare and Office of Economic Warfare. Arranged alphabetically by Government agency and chronologically thereunder. The copies bear a subject classification indicating where the official copy can be found in the Administrator's files described above in entries 128 and 129.

See page 66A.

Foreign Economic Administration.  
Office of the Administrator.  
General Records.

RECORDS RELATING TO SECURITY, INTELLIGENCE, AND  
ORGANIZATION, 1941-1945.

P-13

This series consists of reports, correspondence, memorandums, and other types of documents concerning document security, economic intelligence, and proposals regarding reorganization to achieve better control of communications. Other documents pertain to coordination of the field service and Washington Office of the Board of Economic Warfare (BEW), coordination of the BEW field service with the Foreign Service, personnel, and travel, as well as to exports, imports, lend-lease, war materials requirements, and general economic conditions.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

Records of the Office of the Budget and Administrative Planning

The budgetary and administrative planning units of the Office of Economic Warfare, the Office of Lend-Lease Administration, and the Office of Foreign Relief and Rehabilitation Operations were transferred to and consolidated in this Office. Through its Records Analysis, Budget, Staff Offices, Areas, and Supplies Divisions, the Office assisted the Administrator on problems of organization, operating responsibilities, management methods and procedures, financial planning, and budgetary analysis.

The National Archives has the records of only one division of this Office, the Records Analysis Division, which are described below. Other

records of the Office have been retained by the Departments of State and Commerce, the agencies that inherited them.

### Records Analysis Division

This Division was established in December 1943 in the Office of the Budget and Administrative Planning to be responsible for the preparation of a history or histories of the Foreign Economic Administration. It took over and continued historical activities that had been begun as early as 1942 in both the Office of Lend-Lease Administration and the Board of Economic Warfare. At first these activities were primarily those of assembling documents or copies of documents considered to be of outstanding historical value, and some information was obtained in interviews. Later, the writing of a series of histories was undertaken.

When the Foreign Economic Administration was terminated in November 1945 the lend-lease historical project was transferred to the Office of the Foreign Liquidation Commissioner of the Department of State, where the work of writing the "History of Lend-Lease" was continued until, with a few chapters not yet completed, the project was terminated in February 1947 (see the last section of this inventory for a description of the "History of Lend-Lease" and its supporting documents). The other history-writing activities of the Records Analysis Division were transferred to the State Department's Division of Research and Publication. They were terminated in June 1946.

All known records of the Records Analysis Division, including its administrative records, histories prepared by it or its predecessors or successors or prepared for it in other organizational units of the Administration, and extensive collections of documents copied or removed from the records of other organizational units, are in the National Archives.

FILE OF WILLIAM LONSDALE TAYLER, CHIEF. 1943-46. 2 ft. 143

File of the Historian of the Board of Economic Warfare, the Office of Economic Warfare, and the Foreign Economic Administration and Chief of the Records Analysis Division, consisting of correspondence, memoranda, progress reports, organizational charts, and administrative issuances dealing with the work and personnel of the Division, the organization of chapters of the history, requests for copies of records from FEA files, history committees, and related subjects. Arranged in part by subject, and in part chronologically by date of document.

HISTORIAN'S REPORTS OF INTERVIEWS. 1943-45. 5 in. 144

Reports of interviews of the Historian with various officials concerning their accounts of the history of a particular operation, project, or division of the Foreign Economic Administration and predecessor agencies. Arranged alphabetically by name of person interviewed.

## Monographs

HISTORICAL MONOGRAPHS PREPARED BY THE DIVISION. 1940-46. 7 ft. 145

Typewritten copies of monographs on the organization and operations of the Foreign Economic Administration and its predecessor agencies, which were prepared by the staff of the Records Analysis Division. Some of the monographs are bound with supporting papers, consisting of copies of Foreign Economic Administration records. Unarranged. For a list of these monographs and an outline of the most extensive one, "Procurement and Development of Strategic and Critical Raw Materials," see Appendix II-A and B. Supporting documents for the latter are included in a list of selected documents on the Foreign Economic Administration's imports program prepared in the National Archives.

HISTORICAL MONOGRAPHS PREPARED OUTSIDE THE DIVISION. 1940-46. 20 in. 146

Historical accounts of various divisions and activities of the Foreign Economic Administration and predecessor agencies, many of them written by the head or staff members of the division or by persons responsible for the activity described. Some of the monographs are found with supporting papers that document particular projects or activities. Arranged alphabetically by subject.

### Records Assembled by the Historian

OVER-ALL ORGANIZATION FILE. 1940-46. 3 ft. 147

Copies of Executive orders, organizational charts, public laws, minutes of meetings of the Board of Economic Warfare, explanatory statements and certificates of incorporation of Government corporations, reports to Congress of the Office of Lend-Lease Administration and the Foreign Economic Administration, policy statements of export control, administrative bulletins documenting major organizational functions and changes, and press clippings and releases relating to the following agencies: Office of the Administrator of Export Control, Economic Defense Board, Board of Economic Warfare, Office of Lend-Lease Administration, Office of Economic Warfare, Government corporations under Office of Economic Warfare and Foreign Economic Administration, and the Office of Foreign Economic Coordination. Arranged by agency and thereunder alphabetically by subject.

REPORTS ON THE ORGANIZATION OF THE DIVISION OF CONTROLS. July-Aug. 1941. 2 in. 148

Copies of reports made by Wallace Clark and Co., Management Consultants. Arranged numerically.

ORGANIZATION CHARTS. 1940-45. 6 ft. 149

Charts depicting the organizational structure of the Office of the Administrator of Export Control, the Economic Defense Board, the Board of Economic Warfare, the Office of Economic Warfare, the Office of Foreign

Relief and Rehabilitation, the Office of Lend-Lease Administration, and the Foreign Economic Administration. Arranged by agency. (In map cases.)

HISTORICAL FILE ON THE OFFICE OF ECONOMIC WARFARE AND PREDECESSOR AGENCIES. 1941-43. 3 ft. 150

Copies of memoranda, reports, organizational charts, press clippings, and printed and processed materials assembled by the Historian's staff for use in preparing and documenting the history of the Economic Defense Board, the Board of Economic Warfare, and the Office of Economic Warfare. Arranged alphabetically by subject and thereunder chronologically. For a list of folder headings, see Appendix I-F. A list of selected documents in this file has been prepared.

HISTORICAL FILE ON THE FOREIGN ECONOMIC ADMINISTRATION. 1943-45. 6 ft. 151

Copies of letters, memoranda, reports, trade publications, administrative issuances, employee bulletins, press clippings, press releases, and other papers dealing with the history and organization of the Foreign Economic Administration and its predecessors. This file was assembled by the Historian and his staff from various FEA sources. Arranged alphabetically by subject. For a list of the folder headings, see Appendix I-G. A list of selected documents in this file has been prepared.

ADMINISTRATIVE BULLETINS OF THE OFFICE OF LEND-LEASE ADMINISTRATION. July 2, 1941-Aug. 15, 1942. 2 in. 152

Set of processed administrative bulletins, Nos. 1-223, assembled by the FEA Historian. Arranged numerically.

ADMINISTRATIVE ISSUANCES OF THE ECONOMIC DEFENSE BOARD, THE BOARD OF ECONOMIC WARFARE, AND THE OFFICE OF ECONOMIC WARFARE. Sept. 1941-Nov. 30, 1943. 4 ft. 153

Set of administrative orders, memoranda, and instructions of offices of the above agencies, assembled by the FEA Historian. Arranged by office, thereunder by branch, and thereunder as memoranda, orders, or instructions.

FEA ADMINISTRATIVE ISSUANCES. Dec. 1943-Oct. 1945. 11 in. 154

Set of administrative orders, memoranda, and instructions assembled by the Historian. Arranged by office and thereunder as memoranda, orders, or instructions.

BUDGET MATERIALS. 1941-46. 6 ft. 155

Processed and printed materials on the budget of the Foreign Economic Administration and predecessor agencies, including copies of budget estimates and related memoranda, statements of requirements of foreign missions, transcripts of hearings, defense appropriation acts, and minutes of meetings of budget conferences. Arranged chronologically by year and thereunder by agency.

MINUTES OF MEETINGS OF THE BOARD OF ECONOMIC WARFARE. Aug. 13, 1941-  
July 15, 1943. 1 in. 156  
Copies of minutes assembled by the FEA Historian. Arranged chronologically by date of meeting.

See pages 71A-B.

RESEARCH REPORTS AND STUDIES. 1942-44. 4 ft. 157  
Research reports and studies of various divisions of the Foreign Economic Administration and predecessor agencies on such subjects as the economy of enemy, neutral, and Allied countries, possibilities of and programs for the development and procurement of strategic commodities, problems of occupation, and enemy methods of occupation, together with miscellaneous reports on sources of economic intelligence and other subjects of interest to the Board of Economic Warfare, the Office of Economic Warfare, and the Foreign Economic Administration. Arranged by division symbol and thereunder numerically. A list of these reports and studies is available in the National Archives. Materials in this series are also included in a list of selected reports and analyses on supplies and resources and other economic subjects, arranged by geographic areas, which has been prepared in the National Archives. See also entry 214.

ECONOMIC WARFARE STUDIES OF THE ARMY INDUSTRIAL COLLEGE. 1940-41. 10 in. 158

Processed and typewritten copies of studies prepared by the Army Industrial College, for the Office of the Administrator of Export Control, assembled by the FEA Historian. They relate to such subjects as the economy of Japan and specified areas in Asia, export control, economic warfare, Army procurement problems, and strategic materials. Arranged chronologically by date of study. A list of these studies is available in the National Archives.

MATERIALS ON THE FOREIGN ECONOMIC ADMINISTRATION'S PROGRAM FOR BRAZIL. 1942-44. 2 ft. 159

Copies of reports, correspondence, clippings from Brazilian newspapers, and other materials dealing with trade laws, requirements, commodities, transportation facilities, industry, price control, and other aspects of Brazil's economy and the Foreign Economic Administration program for Brazil. These consist of copies of records of the Foreign Economic Administration and its predecessors assembled by the FEA Historian and his staff. Arranged in part by subject.

RECORDS PERTAINING TO FOREIGN ECONOMIC ADMINISTRATION'S RELATIONS WITH FRANCE. 1943-45. 3 ft. 160

Copies of memoranda, reports, correspondence, policy statements, and other records of the Foreign Economic Administration and its predecessors assembled for use in the preparation of a history of the French Division, the North African Economic Board, and the North African Joint Economic Mission and for other chapters of the history of relations between the Foreign Economic Administration and France. Included are some notes, working papers, and draft texts of chapters of the history. Arranged alpha-

Foreign Economic Administration.  
Records of the Office of the Administrator.  
Records of the Office of Budget and Administration.  
Records Analysis Division.  
Records assembled by the Historian.

HISTORICAL FILES ON RELIEF AND REHABILITATION  
OPERATIONS, 1940-45 [1940-1948]  
{OFRRO HISTORIAN'S RECORDS}

PI 29-156A

This series consists of correspondence, memorandums, despatches, telegrams, agendas and minutes of meetings, reports and studies, committee records, news releases, bulletins, transcripts of radio addresses, lists of commodities, maps, and other documentation relating to the issues of relief and rehabilitation in liberated areas. Broad topics include the formulation of plans for the establishment of the United Nations Relief and Rehabilitation Administration (UNRRA); the work and activities of the Combined Committee for French North and Western Africa (CCNA) and the North African Economic Board (NAEB); UNRRA conferences; the establish, administration, organization, and operations of the Office of Foreign Relief and Rehabilitation Operations (OFRRO); the work and activities of committees working on relief and rehabilitation issues; and European food supplies. Specific topics include the effects of blockades, lend-lease requirements, negotiation of agreements with foreign governments, work with non-governmental agencies, the plight of refugees, allocations, procurement of food and supplies, need for health programs, budget and finance, equipment, shipment and transportation, as well as general and specific conditions found in the liberated countries and planning for the post-war world. The records document relief and rehabilitation activities in North and West Africa, Western Europe, and the Far East. The records were maintained by the Office of Foreign Relief and Rehabilitation Operations historian.

The records are arranged as follows:

- |  |             |
|--|-------------|
| A. Formulation of Plans for the Establishment of UNRRA, 1940-44            | Boxes 1-10  |
| B. Records Relating to the CCNA and the NAEB, 1942-1944                    | Boxes 11-12 |
| C. Records Produced by UNRRA Conferences, 1943                             | Boxes 13-19 |
| D. Committee Studies of UNRRA, 1943  | Boxes 20-23 |
| E. Administrative Records of OFRRO, 1942-1944                              | Boxes 24-30 |
| F. Miscellaneous Records Re: Operations and Background of OFRRO, 1942-1944 | Boxes 31-40 |



G. Organization Records of OFRRO, 1942-1944	Boxes 41-54
H. Studies Conducted by OFRRO and UNRRA, 1942-1944	Boxes 55-63
I. Proposed Programs of OFRRO, 1942-1944	Boxes 64-71
J. Economic Reports, 1942-1945	Boxes 72-74
K. Program Requirements of OFRRO, 1942-1945	Boxes 75-79
L. Activities of OFRRO: Relief, 1942-1946	Boxes 80-87
M. UNRRA Committee Reports Re: Requirements, 1943-1945	Boxes 87-89
N. Activities of UNRRA, 1942-1947	Boxes 89-94
O. Handbook of U.S. Delegation to UNRRA Council Sessions, n.d.	Box 95/96
P. Combined Committees Relating to OFRRO and UNRRA, 1942-1946	Boxes 97-104
Q. Records Re: I-ARC and ARB, 1941-1945	Boxes 105-113
R. European Food Supplies, 1944-1946	Boxes 113-116
S. Food Supplies, Young-Sinclair Reports, 1943-1944	Boxes 117-119
T. Field Operations of OFRRO, 1943-1945	Boxes 120-125
U. Country Requirements Reports of OFRRO, 1941-1948	Boxes 126-144
V. Map File	Boxes 145-147
W. Objectives of OFRRO, n.d.	Box 1A
X. Miscellaneous Records, 1943-1944	Boxes 148-149

betically by subject under such major headings as FNA, France, NAEB, and NAJEM. For a list of the folder headings see Appendix I-H.

CABLES OF THE COMBINED COMMITTEE FOR FRENCH NORTH AND WEST AFRICAN CIVIL AFFAIRS. 1943-44. 10 in. 161

Copies of cables exchanged between the Combined Committee for French North and West African Civil Affairs and the North African Economic Board, Department of State, the American Consul at Algiers, and others on a variety of subjects dealing mainly with economic conditions and the Foreign Economic Administration's program in North and West Africa. These cables were assembled by the staff of the Historian for use in preparing a history of the program. Arranged alphabetically by subject and thereunder chronologically. For a list of the folder headings see Appendix I-I.

MINUTES OF MEETINGS OF FRENCH NORTH AFRICAN COMMITTEES. 1943-45. 4 in. 162

Processed copies of minutes of meetings of various committees, assembled by Ganzert in preparation for the monograph entitled "Committees Which Dealt with French North African Affairs." Arranged alphabetically by committee and thereunder chronologically.

"BRIEF HISTORICAL STATEMENT OF FOREIGN ECONOMIC ADMINISTRATION." 1943-44. 6 in. 163

Typewritten and processed copies of the Foreign Economic Administration's publication, A Brief Historical Statement of the Foreign Economic Administration, together with some material on reorganizations of the agency that was used in revisions of the publication. Arranged in part by date of publication; other materials are unarranged.

MATERIAL ON FEA COMMITTEES AND INTERAGENCY COMMITTEES. No date. 3 in. 164

Material used in compiling the publication entitled List of Committees Sponsored by the Foreign Economic Administration and Representation of the Foreign Economic Administration on Inter-Departmental and Inter-Agency Committees. No apparent arrangement.

RECORDS RELATING TO THE FOREIGN ECONOMIC ADMINISTRATION'S IMPORTS PROGRAM. 1942-45. 15 in. 165

Materials dealing with the imports program of the Foreign Economic Administration and predecessor agencies, consisting of correspondence, reports, administrative issuances, and printed and processed records. Arranged alphabetically by subject. For a list of the folder headings see Appendix I-J. A list of selected documents that includes materials in this file has been prepared. Supplementary material is bound with Quintin Sanger's monograph entitled "The Procurement and Development of Strategic and Critical Raw Materials Abroad" which is part of the series described in entry 145.

PROGRESS REPORTS OF THE GENERAL COMMODITIES DIVISION. Dec. 1942-Oct. 1945. 8 in.

166

Copies of progress reports of the General Commodities Division of the Administration's Foreign Procurement and Development Branch regarding the procurement, development, and availability of various commodities in foreign countries. This set of reports was assembled by the Historian's staff. Arranged in part alphabetically by commodity and thereunder chronologically, and in part alphabetically by country and thereunder alphabetically by commodity.

FOREIGN PROJECTS REPORTS. Apr. 15, 1943-Dec. 15, 1943. 3 in.

167

Processed copies of periodic reports on foreign projects of the Board of Economic Warfare and the Foreign Economic Administration, prepared by the Office of Administrative Management. They contain information concerning the country involved, the Board of Economic Warfare's or Foreign Economic Administration's representative, the status of the project, its sponsor, the assignment of the project, and the approximate period of time assigned it. Arranged chronologically.

RECORDS RELATING TO THE BUREAU OF AREAS AND THE BUREAU OF SUPPLIES. 1944-45. 10 in.

168

Copies of materials used in the preparation of the monographs entitled "Establishment of the Bureau of Areas" and "Establishment of the Bureau of Supplies," consisting of Executive orders, administrative issuances, memoranda and notes, draft manuscripts, and other working papers of Lydia N. Ratzlaff. Part of the materials in this file are arranged by subject. The remainder are unarranged.

RECORDS OF THE OFFICE OF THE GENERAL COUNSEL. 1942-43. 8 in.

169

Copies of records of the Office of the General Counsel of the Board of Economic Warfare and the Foreign Economic Administration, consisting of copies of daily negotiations reports, weekly progress and work reports, a chronological file of extracts from Federal Register documents relating to the Administration, and a "Digest of the Congressional Record." Arranged as reports, extracts from the Federal Register, and "Digest of Congressional Record." These records are copies assembled by the FEA Historian's staff.

MATERIAL ON THE "SAFE HAVEN PROJECT." 1943-45. 15 in.

170

Typed pages of Margaret Clarke's monograph entitled "Safe Haven Project," together with copies of some correspondence, memoranda, and reports of the Foreign Economic Administration and predecessor agencies relating to the organization of the Safe Haven project. Arranged in part alphabetically by country; other records are unarranged.

"HISTORY OF EXPORT CONTROL" EXHIBITS. 1940-41. 2 ft.

171

Sets of supporting papers, with list, for Roberta R. Johns' monograph entitled "History of Export Control in World War II." Arranged in accordance with the above-mentioned list of papers.

ECONOMIC PROGRAM POLICY STATEMENTS. 1944-45. 8 in. 172

Set of processed issuances of the Foreign Economic Administration headed "Economic Program with Reference to [various countries of the world]." and supplements thereto. This set of program issuances was compiled by the Historian's staff. Arranged alphabetically by country under two major headings, Economic Programs and Supplements.

PROGRESS REPORTS OF FEA SPECIAL REPRESENTATIVES AND MISSIONS. 1943-44. 3 ft. 173

Typed copies of progress reports from FEA special representatives and missions in foreign countries, which were assembled by the Historian and his staff. Arranged alphabetically by country and thereunder chronologically.

REPORTS ON FOREIGN REQUIREMENTS. 1942-43. 3 ft. 174

Processed copies of reports and related memoranda of the Interdepartmental Foreign Requirements Committee, dealing with the requirements of foreign countries with respect to various commodities. Arranged chronologically. These reports were assembled by the Historian's staff.

REQUISITIONS FOR DEFENSE ARTICLES. 1943-44. 20 in. 175

Copies of "Requisitions for Defense Articles (Under the Act of March 11, 1941)," Forms 1 and 1b, with related papers, assembled by the Historian's staff. Arranged numerically by requisition number.

EXPORT POLICY LICENSING MEMORANDA. July 5, 1940-Mar. 26, 1942. 4 in. 177

Copies of memoranda from the Administrator of Export Control, the Economic Defense Board, and the Board of Economic Warfare to the Chief of the Division of Controls, Department of State, concerning export policy and export licensing. Arranged numerically by memorandum number. These were assembled by the Historian's staff.

COMPREHENSIVE EXPORT CONTROL SCHEDULES. Oct. 1, 1941-Dec. 1945. 6 in. 178

An incomplete set of the "Comprehensive Export Control Schedules," Nos. 3-19, assembled by the Historian's staff. Arranged numerically by schedule number.

INTELLIGENCE MEMORANDA OF THE ITALIAN DIVISION. 1944-45. 5 in. 179

An incomplete set of intelligence memoranda of the Italian Division of the Foreign Economic Administration, with table of contents, assembled by the Historian's staff. Arranged numerically.

- WEEKLY OPERATIONS REPORTS OF THE OFFICE OF ECONOMIC WARFARE. Aug. 1942-  
Nov. 1943. 4 in. 180  
Processed copies of weekly operations reports of the Office of Economic Warfare Analysis, assembled by the Historian's staff. Arranged chronologically.
- FEA PRESS RELEASES. Jan. 3, 1944-Oct. 5, 1945. 3 in. 181  
A set of mimeographed copies of press releases of the Foreign Economic Administration, assembled by the Historian's staff. Arranged chronologically.
- WEEKLY NOTES ON CURRENT ECONOMIC INFORMATION. 1942-44. 5 in. 182  
Set of mimeographed copies of the Board of Economic Warfare's and Foreign Economic Administration's "Weekly Notes on Current Economic Information," assembled by the Historian's staff. Arranged by number of report.
- EXPORT LICENSING INSTRUCTIONS. Nov. 29, 1940-Nov. 16, 1945. 5 in. 183  
Copies of licensing instructions, Nos. 1-956. Arranged numerically by number of instruction. This set of instructions was assembled by or donated to the Historian.
- CURRENT EXPORT BULLETINS. Nov. 22, 1941-Jan. 1946. 5 in. 184  
Set of "Current Export Bulletins," Nos. 1-308, of the Board of Economic Warfare, its Office of Economic Warfare, and the Foreign Economic Administration, assembled by the Historian's staff. Arranged by bulletin number.
- ADDRESSES AND STATEMENTS OF BEW AND FEA OFFICIALS. 1942-46. 5 in. 185  
Typewritten and processed copies of speeches and statements by officials of the Board of Economic Warfare and the Foreign Economic Administration on such subjects as economic warfare, the future of the Foreign Economic Administration, operations in South America, reverse lend-lease, the Wallace-Jones controversy, and other topics relating to the Administration. Arranged alphabetically by name of person. These materials were assembled by the Historian's staff.
- PERSONNEL DIRECTORIES AND LISTS. 1942-45. 5 in. 186  
Directories, lists of personnel arranged by division, a list of commodity specialists, and other papers on personnel of the Foreign Economic Administration and predecessor agencies, assembled by the Historian's staff. Arranged in part chronologically.

PRESS CLIPPINGS. 1943-45. 10 in. 189

Clippings from newspapers of Washington, D. C., concerning personalities of the Board of Economic Warfare; the dismissal of John Bovingdon; the transference of the Board of Economic Warfare to the Office of Economic Warfare; assistance to foreign countries; and operations generally of the Board of Economic Warfare, the Office of Economic Warfare, and the Foreign Economic Administration. There are also photostatic copies of clippings from newspapers of Bogotá, Colombia, regarding Vice President Wallace's trip to Latin America, March 20-April 23, 1943. These were assembled by the Historian's staff. Arranged alphabetically by subject.

INFORMATIONAL PUBLICATIONS OF OTHER GOVERNMENT AGENCIES. 1943. 18 in. 190

Processed copies of publications and issuances received in the Foreign Economic Administration from other Government agencies such as the Office of the Coordinator of Inter-American Affairs, the Federal Communications Commission, the Office of War Information, the Department of the Interior, and the Department of Agriculture. These were assembled by the Historian's staff. Arranged alphabetically by agency from which publications were received.

MISCELLANEOUS UNFILED DOCUMENTS. 1940-45. 6 ft. 191

Copies of letters, memoranda, reports, administrative issuances, press releases, press clippings, and other materials of various offices of the Foreign Economic Administration and predecessor agencies that were assembled by the Historian and his staff for the history of the Administration. Some of these materials are in folders, some are in large manila envelopes, and others are loose. There is no arrangement, but in some instances certain papers pertaining to a particular subject have been placed in labeled folders. Unarranged.

See page 76A.

Foreign Economic Administration.  
Records of the Office of the Administrator.  
Records of the Office of Budget and Administration.  
Records Analysis Division.  
Records assembled by the Historian.

REPORTS, STUDIES, AND HANDBOOKS, 1943-1945.

P-11

This series consists of processed and typescript reports, studies, and handbooks created by the Board of Economic Warfare, Lend-Lease Administration, Foreign Economic Administration, and collaborating United States Government agencies concerning economic issues in allied, occupied, and enemy countries. Also among the records are manuals, newsletters, glossaries, and organizational charts, as well as memorandums and weekly operations reports. Many of the reports originated within units of the Bureau of Areas of the Foreign Economic Administration. The records cover the entire range of war-related economic matters, including oil and other raw materials, imports and exports, civilian populations, occupation issues, economic structure, resources, allocation and consumption, trade, vulnerabilities of enemy states, and post-war objectives.

## Records of the Office of Finance

Accounting, auditing, financial, statistical, and related activities were the concern of this Office. It represented a consolidation of the units that had performed those functions in the predecessor agencies. The Office performed its duties through its Appropriation Accounts Division, Lend-Lease and United Nations Relief and Rehabilitation Administration Fiscal Division, Statistics Division, Corporation Accounts Division, and Audit Division.

The records of the Office, consisting of bookkeeping and accounting files, correspondence, and the like, were distributed after the termination of the Foreign Economic Administration to other agencies as follows: (1) The records of the Appropriation Accounts Division were transferred to the Department of Commerce in connection with liquidation activities; (2) the records of the Corporation Accounts Division and Audit Division were transferred to the Reconstruction Finance Corporation; (3) the records of the United Nations Relief and Rehabilitation Administration and Lend-Lease Fiscal Division were transferred to the Department of State; and (4) parts of the records of the Statistics Division were transferred to the Department of State and Department of Commerce. Records of the Statistics Division now in the National Archives are described below.

GENERAL FILE OF THE CHIEF STATISTICIAN. 1941-46. 5 ft. 193

Correspondence, memoranda, administrative memoranda, and other papers of John Miles, pertaining to activities and procedures of the Division and its predecessors with respect to the preparation of statistical data on lend-lease exports, the functions and organization of the Statistics Division, and requests for and the transmittal of statistical reports on exports of the United States and licensing activities of the Foreign Economic Administration and its predecessors. Included are a number of reports and graphs on lend-lease exports, United Nations Relief and Rehabilitation Administration exports, analyses of the dollar value of items transferred, and related subjects. Arranged at one time alphabetically by subject but now badly disarranged.

REFERENCE FILE OF THE STATISTICS DIVISION. 1941-45. 5 ft. 194

Copies of printed and processed tables of conversion units, lists of conversion factors, code lists of shipping parts and commodity classifications, samples of reporting forms, standard density and volumetric tables, technical manuals, revisions of lend-lease statistical codes, country codes, and similar materials used by the Division in the preparation of statistical reports and graphs for the Division of Defense Aid Reports, the Office of Lend-Lease Administration, and the Foreign Economic Administration. No arrangement.



REGISTERS OF LICENSES GRANTED AND DENIED. 1941-45. 36 ft. 195

Registers of export licenses granted and denied, by country and commodity. The entries in these registers give the following information concerning each export license: Commodity, country destination, name of licensee, license number, status of license (approved or denied), date of license, unit quantity, quantity, and dollar value. The registers for the period May 1941-August 1942 are monthly registers presenting the license information by commodity and thereunder by country; for the period Sept. 1942-Aug. 1944 and May-July 1945, the registers present the license information by country and thereunder by commodity. The registers are missing for the period Sept. 1944-Apr. 1945.

CONTROLLED MATERIALS LEDGERS. 1942-46. 60 ft. 196

Ledgers for such materials as carbon steel, alloy steel, aluminum, lead, nonferrous metals, petroleum, tin plate, and copper. They contain information regarding interagency transfers of allotments of controlled materials, weekly and daily reports on programmed material, and data on lend-lease cash purchases. Arranged by commodity, thereunder by quarter-year periods, and thereunder by country.

ALLOCATION LEDGERS. 1944-45. 2 ft. 197

Ledgers containing information concerning allocations of controlled materials. The following entries appear in the ledgers: Commodity, account number, date of approval, company, balance brought forward, quantity, and the amount allocated. Arranged alphabetically by commodity and thereunder by quarter-year intervals.

### Records of the Office of Economic Programs

This Office included specialized staffs of advisers who assisted the Administrator and other high officials of the agency in preparing foreign economic policies and programs. The Office represented a consolidation of the War Trade Staff of the Office of Economic Warfare and the Government Liaison and Reciprocal Aid Division of the Office of Lend-Lease Administration. Included in the Office were the United States Trade Staff, the Commodity Arrangements Staff, the International Economic Organization and Commercial Relations Staff, the Business Organizations Staff, the Programs and Reports Staff, the Foreign Finance Staff, the Lend-Lease Staff, the Trade Barriers Staff, and the Foreign Economic Development Staff. Until early in 1945, the office also included a Supply and Resources Service. Records of the Office other than those described below are in the custody of the Department of Commerce and the Department of State.

CENTRAL FILE. Feb. 1942-Oct. 1945. 6 ft.

200

This file consists of copies of minutes of interagency economic policy committees, interoffice memoranda, reports, copies of outgoing letters, and other materials pertaining in large part to the formulation of basic policies and programs for the Foreign Economic Administration and its predecessors and to the preparation of reports and recommendations for the Administrator on existing programs and projects from the standpoint of their wartime effectiveness, long-range economic, financial, and trade implications, and conformance with basic policies. Among the topics treated are commodity control measures; foreign investments; effects of trade controls on the United States; lend-lease termination agreements; the British White Paper Agreement; the Foreign Economic Administration's plans, organization, and programs; surplus war property; and the following committees: Executive Committee on Economic Foreign Policy, Export Advisory Committee, Foreign Finance Committee, Foreign Subsidy Committee, Joint Contract Termination Board, Trade Barriers Committee, and Committee on Wartime Trade Controls. Arranged according to a subject-numeric classification plan, a copy of which is in the National Archives.

GEOGRAPHIC CENTRAL FILE. 1943-45. 3 ft.

201

Interoffice memoranda, reports, copies of letters sent, and other papers prepared by the Office of Economic Programs for the information of or upon the request of, other offices of the agency. They deal with supply

and financial conditions, commodity agreements, development projects, trade relations, and the Foreign Economic Administration's policy with respect to foreign countries. Arranged alphabetically by country.

INTEROFFICE MEMORANDA AND LETTERS SENT (ADDRESSEE FILE). Nov. 1943-Oct. 1945. 15 in. 202

Copies of interoffice memoranda, together with some copies of letters to other Government agencies, dealing with all phases of the activities of the Office of Economic Programs. Arranged alphabetically by addressee and thereunder chronologically.

READING FILE OF INTEROFFICE MEMORANDA. Dec. 1943-Aug. 1945. 15 in. 203

Copies of interoffice memoranda of the Office of Economic Programs dealing with a variety of topics of interest to the Office. Arranged chronologically.

READING FILE OF INTEROFFICE AND INTRAOFFICE MEMORANDA. Dec. 1943-Aug. 1945.

2 in. 204

Copies of interoffice and intraoffice memoranda of the Office of Economic Programs pertaining to all of its activities. Arranged chronologically.

Commodity Arrangements Staff

SUBJECT FILE. 1944-45. 10 in. 205

File of Bela Gold, adviser on commodity arrangements, consisting of interoffice memoranda, copies of minutes of meetings and reports of boards and interagency policy committees, FEA reports pertaining to United States economic policy, and FEA studies on contract termination and cut-back policy for Latin America, European rehabilitation, the status of export requirements of the United States, aspects of a full employment export program for the United States, and proposed policies for lend-lease during the latter phase of its activities. Included is a copy of the Foreign Economic Administration's report to Congress in 1944. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

GENERAL FILE. 1944-45. 20 in. 206

Interoffice memoranda, statistical data, and other materials regarding the administration, budget, organization, and work programs of the Staff, together with a number of reports of the Office of Economic Programs on such topics as import and financing requirements after the conclusion of hostilities, the position of British overseas investments, the opinions of business and other organized groups on postwar trade with Soviet Russia and Great Britain, foreign trade interests of Canada, the French North African food production program, and the resources of various foreign countries. Arranged alphabetically by subject and country. A folder list for this file is available in the National Archives.

MEMORANDA ON LIBERATED AREAS AND FOREIGN TRADE. 1944-45. 4 in. 207

Copies of memoranda regarding relief and rehabilitation in Europe, export programs, foreign trade, and small business; and draft statements on the Foreign Economic Administration's operations for inclusion in the Administrator's report to Congress. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

INFORMATIONAL MATERIALS ON ECONOMIC DEVELOPMENTS IN FOREIGN COUNTRIES.

1943-44. 5 in. 208

Copies of memoranda and reports, press clippings, and magazine articles regarding current economic developments in foreign countries. Arranged alphabetically by country.

GENERAL FILE OF THE FOOD CONSULTANT. June 1943-Mar. 1944. 14 in. 209

Interoffice memoranda, reports, and background material of Thomas R. Benedict, Food Consultant, pertaining to his work on plans and policies with respect to the Foreign Economic Administration's food programs and projects. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

#### Business Organizations Staff

MISCELLANEOUS RECORDS RELATING TO MONOPOLIES AND CARTELS. Apr. 1942-Oct. 1945. 8 ft. 210

Copies of memoranda and reports, intercepts, processed copies of minutes, photostats, statistical data, and other papers relating to international monopolies and cartels and to the activities of the Special Committee on Monopolies and Cartels and the Subcommittee on Commodity Agreements. Included are reports of the United States Commercial Company on its survey of Axis connections with Latin-American telecommunications companies and its programs for divesting enemy nationals of their financial control of these holdings and improving communications facilities for all the American Republics. There are two files of these materials, each arranged alphabetically by subject. A list of folders for the files is available in the National Archives. Disarranged.

RECORDS RELATING TO SVENSKA KULLAGER FABRIKEN (SKF). Mar. 1942-Jan. 1945. 1 ft. 211

A working file containing such materials as copies of memoranda, reports, and photostat copies of documents used in the preparation of a report by Jean Pojus, adviser on cartels, on the history and operations of SKF, including its connections with Axis firms and United States companies. Included are copies of the report. Arranged in part alphabetically by subject. Special photostatic copies of SKF correspondence and other documents are filed in three large manila envelopes.

## Foreign Economic Development Staff

REPORTS ON FOREIGN ECONOMIC CONDITIONS (SUBJECT FILE). Mar. 1942-Apr. 1945. 10 in. 212

Copies of reports, with related background materials, primarily pertaining to the supply situation, exports and imports, price stabilization, and procurement of commodities of foreign countries but including some materials on labor supply and population of overseas areas. Arranged alphabetically by subject.

REPORTS ON FOREIGN ECONOMIC CONDITIONS (GEOGRAPHIC FILE). 1942-45. 15 in. 213

This file contains materials similar in form and content to those described in the preceding entry. Arranged alphabetically by country and thereunder by subject.

SPECIAL REPORTS AND ANALYSES ON SUPPLIES AND RESOURCES. May 1942-Nov. 1944. 4 ft. 214

Processed copies and typed drafts of special reports and studies of the Foreign Economic Administration and the Board of Economic Warfare, with some related background materials, dealing mainly with raw materials, food, and manpower resources of foreign countries and proposed projects for the development of resources in overseas areas. Arranged alphabetically by two-letter abbreviations of the name of the division preparing the report, and thereunder numerically by number of report. Other reports on these subjects, assembled by the FEA Historian, are described in entry 157 of this inventory. A list of selected reports and analyses on supplies and resources and other economic subjects is available.

## Lend-Lease and Foreign Finance Staffs

GENERAL FILE. 1943-45. 8 in. 215

Copies of memoranda, minutes of Foreign Economic Administration and interdepartmental committees, reports, and other materials dealing with the dollar-balance position, financial developments, national income and trade balances, foreign exchange, methods of financing reconstruction, payment for civilian and relief goods, blocked sterling, and American economic policy with respect to various foreign countries. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

INFORMATIONAL MATERIALS ON FOREIGN FINANCIAL CONDITIONS AND DEVELOPMENTS. 1943-45. 6 in. 216

Copies of dispatches and cables of the Department of State, reports of the Combined Production and Resources Board and other agencies, and excerpts from various sources regarding banks and banking, currency position, commodity prices, loans, and financial developments in foreign countries. Included are some memoranda and other papers relating to staff meetings of the Enemy Branch of the Foreign Economic Administration. Arranged alphabetically by country.

### Programs and Reports Staff

GENERAL SUBJECT FILE OF THE DIRECTOR. 1944-45. 16 in. 217

Copies of interoffice memoranda, statistical data, reports, and other papers of Herman Edelsberg, Director of the Program and Reports Staff, dealing with budget estimates and justifications for the Office of Economic Programs, the preparation of the Foreign Economic Administration's report to Congress for 1944, and the work programs and reports of the Office. Included are memoranda and correspondence of Edelsberg pertaining to his duties as Special Counsel of the Foreign Trade Subcommittee. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

### Supply and Resources Service

This Service inherited the functions of the Supply and Resources Division of the Blockade and Supply Branch, Board of Economic Warfare. Its principal duty was to plan for the maximum possible production of food and other items of supply in overseas areas not occupied by the enemy, such planned production to be used in supplying military and civilian requirements abroad and to release shipping for other uses. The Service was divided into two sections. A Resources Section estimated the natural and human resources of the areas in question, primarily food, fuel, shelter, raw materials, and labor. A Logistics Section estimated the number of men available, the plants or machinery to be provided, production diverted from one field to another, transport, storage, labor, and the like. The Supply and Resources Service was abolished in May 1945.

GENERAL SUBJECT FILE OF THE CHIEF. 1942-44. 2 ft. 218

Records of J. S. Gould, Chief of the Supply and Resources Service, consisting of correspondence and memoranda exchanged with other Government agencies and other divisions of the Foreign Economic Administration regarding research reports. There is also a considerable quantity of reference materials used in the analysis of and reports on foreign trade conditions, export control, and commodity requirements of foreign countries. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

MEMORANDA REGARDING COMMODITIES. Jan. 1942-Jan. 1945. 15 in. 219

Memoranda of J. S. Gould regarding analyses of the supply, production, and requirements of foreign countries for various commodities and the possibility of obtaining commodities from certain overseas areas. Arranged alphabetically by continent and thereunder by country.

REPORTS ON MINERAL AND POWER RESOURCES OF FOREIGN COUNTRIES. 1942-44.  
16 in. 220

Draft copies of FEA reports, with related background material. Arranged alphabetically by continent or major geographic area and thereunder alphabetically by country.

REFERENCE FILE ON FOOD REQUIREMENTS. Aug. 1942-Jan. 1945. 3 in. 221  
Memoranda, statistical data, and reference material pertaining primarily to the food requirements of the Army, the Navy, and foreign countries. Included are memoranda and reports of Thomas Lund, Principal Economist of the Supply and Resources Service, on the status of projects under his supervision. Arranged alphabetically by subject.

#### United States Trade Staff

GENERAL FILE OF THE ADVISER ON TRADE POLICY. Sept. 1944-Sept. 1945.  
5 in.

Interoffice memoranda, reports, copies of minutes of meetings, and other materials of Lewis Bassie dealing with reports on and analyses of United States foreign trade policy and wartime trade controls. Included are some notes on staff meetings of the Office of Economic Programs and reports on staff assignments and progress. Arranged alphabetically by subject. 222

#### Records of the Office of Management Services

The housekeeping units of the four agencies that were merged to form the Foreign Economic Administration contributed to the establishment of this Office. It included Procurement and Supply, Field Management, Maintenance and Operations, Communications, and Maps and Graphics Divisions. Its Records Division was responsible for the administration of the several semi-independent filing sections and units engaged in the maintenance and servicing of the records of the Administration; prepared and recommended file procedures for domestic and foreign use; trained certain foreign field personnel in the establishment and maintenance of files; and planned, directed, and carried out a records retirement program for the agency. The security-classified documents of the Foreign Economic Administration were handled by the Intelligence Documents Control Division.

The records of this Office other than those described below are in the custody of the Department of Commerce and the Department of State. The Department of Commerce has the bulk of the records, with the exception of those of the Intelligence Documents Control Division, which are in the Department of State. The Records Division had only 69 feet of housekeeping records. The central files of the Foreign Economic Administration, which were maintained by "records stations" for the offices served, are described elsewhere in the appropriate sections of this inventory.

RECORDS OF THE INTELLIGENCE CLEARANCE OFFICER. 1943-44. 15 in. 223

File of Joran Birkeland, head of the Economic Programs Clearance Unit of the Document Security Section of the Foreign Economic Administration and its predecessors, consisting mainly of memoranda exchanged with individuals within the agency and with other Government agencies in regard to security-classified materials and information for researchers of the Office of Economic Programs and its predecessor organizational unit, the War Trade Staff. Included are copies of reports of the unit and some memoranda on

the divisions and procedures of the Administration's intelligence organization. Arranged alphabetically by subject or office and occasionally thereunder by name of correspondent.

See pages 85A-F.



Foreign Economic Administration.  
Office of the Administrator.  
Office of Management Services.  
Document Security Section.

INDEX BY COUNTRY TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A0

This series consists of cards that index by country to the series "Numbered Intelligence Subject Files, 1942-1945" ([RG 169 Entry A1-500B]). Each card contains the name of the country being discussed, a reference to specific correspondence, a short synopsis of the topic under discussion, an identification of the source of the intelligence, lists of related correspondence, the date of the referenced correspondences and any related correspondence, and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

INDEX BY CITY TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A1

This series consists of cards that index by major city the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contain the name of the city being discussed, a reference to specific correspondence, a short synopsis of the topic of discussion, an identification of the source of the intelligence, lists of related material, the date of the referenced material and any related materials and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

INDEX BY SUBJECT TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A2

This series consists of cards that index by subject to the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contain the name of the subject being discussed, a reference to specific correspondence, a short synopsis of the topic of discussion, an identification of the source of the intelligence, lists of related material, the date of the referenced material and any related materials and the file number where the correspondence was

ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

**INDEX BY RECIPIENT TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A3**

This series consists of cards that index by the name of the individual or organization that received the material in the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contains the name of the country, city or subject being discussed, an identification of the source of the intelligence, a reference to the specific correspondence, a short synopsis of the topic of discussion, lists of related material, the date of the referenced material and any related materials, and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

**INDEX BY FOREIGN GOVERNMENT TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A4**

This series consists of cards that index by the name of the foreign government to the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contains the name of the country being discussed, a reference to the specific correspondence, a short synopsis of the topic of discussion, an identification of the source of the intelligence, lists of related material, the date of the referenced material and any related materials, and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

**INDEX BY NAME OF ORGANIZATION TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A5**

This series consists of cards that index by the name of organization to the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contains the name of the country being discussed, a reference to the specific correspondence, a short synopsis of the topic of discussion, an identification of the source

of the intelligence, lists of related material, the date of the referenced material and any related materials, and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

INDEX BY ALLIED ORGANIZATION TO THE NUMBERED INTELLIGENCE A1-500A6  
SUBJECT FILES, 1942-1945.

This series consists of cards that index by the name of allied organization to the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contain the name of allied organization being discussed, a reference to the country, identification of specific correspondence cited, a short synopsis of the topic of discussion, an identification of the source of the intelligence, lists of related material, the date of the referenced material and any related materials and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

INDEX TO SELECTED PHOTOGRAPHS IN THE NUMBERED INTELLIGENCE A1-500A7  
SUBJECT FILES, 1942-1945.

This series consists of cards that are an index by the location to intelligence photographs included in the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contains the name of the location being discussed, a reference to the country, identification of a specific photograph, a short synopsis of the information contained by the photograph, an identification of the source of the intelligence, lists of related material, the date of the referenced material, information about any related materials, and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification of the photograph, and the number of index cards that relate to this specific piece of intelligence.

The Enemy Branch performed an intelligence gathering function during World War II which passed through a number of organizational parents before finally ending up in the Foreign Economic Administration, Bureau of Areas. The intelligence gathering function continued as the rest of the organization was in transition between September 25, 1943 and November 13, 1943. During this period the Enemy Branch functioned under the control of the Foreign Economics Administration. In November

*of 1943, the Office of Emergency Management was reorganized and the Bureau of Areas was created. The Enemy Branch was then placed under the Bureau of Areas administrative jurisdiction. The Enemy Branch performing an intelligence function and its existence was administratively clouded within a variety of Office of Emergency Management agency functions.*

**INDEX TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A8**

This series consists of cards that index by the subject or location to the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contains the name of the subject or location being discussed, a reference to the country, identification of specific correspondence cited, a short synopsis of the topic of discussion, an identification of the source of the intelligence, lists of related material, the date of the referenced material and any related materials, and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

**INDEX BY NAME, PERSON, OR ORGANIZATION TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1942-1945. A1-500A9**

This series consists of cards that index by the subject, organization or location to the series "Numbered Intelligence Subject Files, 1942-1945" [RG 169 Entry A1-500B]. Each card contains the name of the subject, organization or location being discussed, a reference to the country, identification of specific correspondence cited, a short synopsis of the topic of discussion, an identification of the source of the intelligence, lists of related material, the date of the referenced material and any related materials, and the file number where the material was ultimately filed. The cards also list the name of the responsible officer, the original security classification, the physical format of the filed materials and the number of index cards that relate to this specific piece of intelligence.

**SUPPLEMENTAL INDEX TO THE NUMBERED INTELLIGENCE SUBJECT FILES, 1943-1945. P-51**

This series consists of cards that index by country or geographical area the series, "Numbered Intelligence Subject Files, 1942 - 1945" [RG 169 Entry A1-500B]. Each card usually contains the file reference

number to the source document, file subject reference, citation of source document (title, issue number, date, and location), brief synopsis or title of source document, and total pages of document. Sometimes included is the name of the preparer of the document and a cross reference to related documents.

Records of the Office of Economic Warfare were absorbed into the records of the Foreign Economic Administration (FEA) when the latter was assigned functions from the former organization. An Enemy Branch, Bureau of Areas does not appear to have been officially established within the FEA until November 13, 1943.

Foreign Economic Administration.  
Office of the Administrator.  
Office of Management Services.  
Document Security Section.

NUMBERED INTELLIGENCE SUBJECT FILES ("DOCUMENT  
SECURITY FILES"), 1942-1945.

A1-500B

This series consists of reports, memorandums, publications, charts, tables, maps and photographs that include information on a variety of subjects relating to the economic conditions in specific countries, mostly Axis and Axis-dominated. The reports cover topics such as production capabilities, the flow of goods and commodities, strategic war material, captured enemy equipment and weapons, the availability of foodstuff for specific locations, the extent that exportable commodities exist in a region or country, the establishment of economic assistance programs in selected countries, annual economic assessments, and agricultural conditions.

The majority of the reports come from U.S. and Allied agencies including field offices of the BEW and FEA, the Department of State, the Department of Justice, the War Department, the Navy Department, the Department of Commerce, the Office of Strategic Services (OSS), the War Production Board (WPB), the Office of War Information (OWI), the (British) Ministry of Economic Warfare, British intelligence organizations, the French Committee of National Liberation, and others. Also included are correspondence from United States companies reporting on their trade activities with individual foreign nations and providing insights into economic conditions observed by these company representatives in these foreign countries.

These files were handled by the Document Security Section (DSS) and were known within the FEA and predecessor organizations as the "Document Security files," the "DSS files" or the "Economic Intelligence File."

Records of the Office of the General Counsel

The various legal offices of the agencies absorbed by the Foreign Economic Administration became part of this Office. In addition to its legal functions the Office coordinated liaison activities with Congress. It included a legal staff for each of the two bureaus and a Research and Reports Division.

All records of this Office pertaining to lend-lease and United Nations Relief and Rehabilitation Administration matters were transferred to the Department of State. The central files of the Office were divided between the Department of Commerce and the Reconstruction Finance Corporation. The records described below were received by the National Archives from the Department of Commerce.

CENTRAL FILE. Nov. 1943-Sept. 1945. 5 ft. 231

Correspondence, memoranda, reports, and copies of minutes of meetings pertaining to the review by the General Counsel and his staff of the legal aspects of such matters as the administration and organization of the Foreign Economic Administration, contracts, accounting procedures, policies, legislation, interagency relations, and the operations of the Administration. Arranged alphabetically by subject and thereunder chronologically by date of document.

LEND-LEASE FILE. Aug. 1942-Nov. 1945. 3 ft. 232

Correspondence, memoranda, reports, and other papers dealing with lend-lease operations, policies, and procedures. Included are materials on lend-lease agreements, violations of agreements, cash reimbursement procedures, the distribution of lend-lease goods, the procurement of goods, investigations, acquisitions, agents' commissions, the reexport and transfer

of goods, reverse lend-lease, the repossession of lend-lease articles, the termination of lend-lease agreements, and legislation. Arranged in accordance with a subject-numeric filing scheme.

LETTERS TO GOVERNMENT AGENCIES. June 1942-Nov. 1945. 2 in. 233

Copies of letters of the Office of the General Counsel sent to Government agencies. Arranged alphabetically by name of Government agency.

LETTERS RELATING TO CONTRACTS. 1943-45. 20 in. 234

Copies of letters sent to United States companies, the British Raw Materials Mission, and others with regard to United States Commercial Company contracts for the purchase of foreign commodities. A number of these letters are merely transmittal letters for contracts sent to the companies for signature. Arranged alphabetically by name of person or firm.

INTEROFFICE MEMORANDA. 1943-45. 3 in. 235

Copies of memoranda from the Office of the General Counsel to persons in other offices of the Foreign Economic Administration. Arranged alphabetically by name of person.

TRADE AGREEMENTS. Oct. 1941-Feb. 1945. 10 in. 236

Copies of trade agreements between the United States and foreign countries, together with a small amount of incidental correspondence and memoranda. Arranged alphabetically by country.

SUBJECT FILE OF THE GENERAL COUNSEL. 1941-45. 15 in. 237

File of Oscar Cox, General Counsel of the Foreign Economic Administration, containing correspondence, memoranda, legal opinions, and reports dealing with lend-lease agreements, procedures, and policies; congressional investigations of lend-lease activities; and legal problems in connection with various lend-lease matters, such as the use of funds for Canadian air bases. Included are opinions of the Attorney General of the United States on matters affecting lend-lease operations and processed copies of lend-lease agreements with foreign countries. Arranged alphabetically by subject. For a list of folder headings for this file, see Appendix I-K.

See page 87A.

FILE OF THE ASSISTANT GENERAL COUNSEL, SPECIAL AND PAN-AMERICAN BRANCH.

Nov. 1941-June 1944. 10 in. 238

File of Douglas Poteat, Assistant General Counsel, consisting of correspondence, memoranda, reports, and other papers pertaining to his legal work for the Foreign Economic Administration and predecessor agencies in connection with transportation contracts, the Committee on Establishment of Foreign Field Offices, the Committee on Foreign Personnel, the Interdepartmental Committee on Security Services, export license controls, lend-lease agreements, the Proclaimed List of Blocked Nationals, imports from the Union of Soviet Socialist Republics, and related problems. Included are some materials on agreements between the Defense Supplies Corporation



Foreign Economic Administration.  
Office of the Administrator.  
Office of the General Counsel.

SUBJECT AND COUNTRY FILES OF GENERAL COUNSEL  
OSCAR S. COX, 1941-1945.

P-15

This series consists of correspondence, memorandums, reports, memorandums of agreement, legal opinions, handwritten notes, and other types of documents regarding legal matters and the background issues. Correspondence exists with private companies, representatives of foreign governments, the Department of Justice, Department of the Treasury, and Office of Lend-Lease Administration, as well as officials of other cooperating United States agencies.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

and Amtorg, and on the Export Price Ceiling Committee. Arranged alphabetically by subject.

See page 88A.

WORK REPORTS OF ATTORNEYS. May 1942-Feb. 1944. 10 in. 240  
Weekly work reports of attorneys of the Office of the General Counsel. Arranged chronologically by date of report.

FILE OF THE CHIEF COUNSEL OF THE PAN AMERICAN BRANCH. Dec. 1943-May 1945. 10 in. 241  
File of Dudley T. Easby, Jr., Chief Counsel of the Pan American Branch, consisting of correspondence, memoranda, reports, and other materials pertaining to work of the legal staff in connection with administrative problems of the Branch and to export and import matters, procurement policy, and lend-lease operations as they related to Latin-American countries. Arranged alphabetically by subject and thereunder chronologically.

FILE OF THE ASSISTANT GENERAL COUNSEL FOR THE REQUIREMENTS AND SUPPLY BRANCH. Sept. 1941-Sept. 1944. 20 in. 242  
File of R. P. Baldwin, Assistant General Counsel in charge of legal matters of the Requirements and Supply Branch of the Foreign Economic Administration and its predecessors, consisting of copies of letters sent, interoffice memoranda, and other materials dealing with export licensing problems, lend-lease requisitions, Foreign Economic Administration policy matters, cooperation with other governmental and intergovernmental allocating bodies, and the organization of the Office of the General Counsel. Included are work reports of the General Counsel's staff and informational materials on the establishment, functions, and operations of the Combined Boards, the Civil Affairs Committee, the Office of the Coordinator of Inter-American Affairs, and the United States Commercial Company. Arranged alphabetically by subject and thereunder chronologically.

FILE OF THE CONSULTANT ON INTERNATIONAL LAW. Jan. 1943-Aug. 1944. 10 in. 243  
File of Quincy Wright, consisting of copies of letters sent and memoranda regarding questions of international law in connection with operations and procedures of the Foreign Economic Administration and its predecessor agencies. They relate to such matters as power to conclude executive agreements, the transfer of records of the Foreign Economic Administration to the United Nations Relief and Rehabilitation Administration, the

Foreign Economic Administration.  
Office of the Administrator.  
Office of the General Counsel.

SUBJECT AND COUNTRY FILES OF ASSOCIATE COUNSELS, 1941-1945. P-16

This series consists of correspondence, memorandums, agreements, legal opinions, handwritten notes, and other types of documents concerning legal issues pertaining to lend-lease and other war matters. Topics covered include air transport, appropriations, lend-lease and retransfers, refugees and the United Nations Relief and Rehabilitation Administration (UNRRA), and synthetic rubber, as well as a variety of equipment and manufactured and natural resources used as part of the war effort. Much of the correspondence is with representatives of foreign governments as well as with the Department of State, Department of Agriculture, Office of Lend-Lease Administration, War Food Administration, and other cooperating United States government agencies.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

immunity of United States corporations in foreign countries, lend-lease agreements, patents of Allied countries in enemy-occupied countries, property in occupied areas, an agreement between the United Kingdom Commercial Company and the United States Commercial Company, and prisoners of war. Included are informational materials such as press clippings and copies of bills of Congress. Arranged alphabetically by subject and thereunder chronologically.

NETHERLANDS LEND-LEASE LIQUIDATION PAPERS. 1941-47. 15 ft. 244

File of the Office of the General Counsel of the Foreign Economic Administration and the Legal Division of the Office of the Foreign Liquidation Commissioner, Department of State, containing correspondence, memoranda, inventories of orders, reports of an audit of books and records of the Netherlands Purchasing Commission, and other papers pertaining to the liquidation of Dutch contracts for arms and supplies in the United States. Arranged in part alphabetically and in part chronologically, with some materials unarranged.

DIVERTED CARGO CLAIMS SETTLEMENT PAPERS. 1941-47. 11 in. 245

Correspondence, memoranda, copies of agreements, contracts, audit reports, statements of claims, cargo lists, ships manifests, and other documents relating to claims filed by the owners of cargoes aboard Dutch ships diverted to Australia and to the consequent negotiations and settlements of the claims. A part of this series is the work of the Legal Division of the Office of the Foreign Liquidation Commissioner, Department of State. Arranged in part by subject and in part by name of vessel, but largely unarranged.

MISCELLANEOUS PAPERS OF THE OFFICE OF THE GENERAL COUNSEL. 1945. 246  
10 in.

Correspondence, memoranda, reports, export licenses, and other materials relating to legal activities of the Office. No arrangement.

#### RECORDS OF THE BUREAU OF SUPPLIES

This Bureau was established in November 1943 as a consolidation of the following organizational units of the predecessors of the Foreign Economic Administration: (1) The Office of Exports (except the area divisions of the Country Program Branch), the Office of Imports (including the South Pacific Division but excluding the other four divisions of the Area Branch), and the Industrial Engineering Division and the Technical Branch of the Office of Economic Warfare Analysis of the Office of Economic Warfare; (2) the Office of Operations, the Planning and Development Staff, the Requisitions Control Section of the Office of Foreign Liaison, and the Statistics Branch of the Finance and Statistics Division of the Office of Lend-Lease Administration; (3) the Transport and Warehousing Branch of the Supply and Transport Division of the Office of Foreign Relief and Rehabilitation Operations; and (4) the Washington offices transferred from the War Food

Administration. The new Bureau cooperated closely with the Bureau of Areas of the Administration, directing its programs within the framework of area determinations.

The Bureau was responsible for the procurement abroad of strategic and critical raw materials; the direction and control of the activities of the United States Commercial Company; the sale of certain surplus materials; the allocation of commodities and the control of licensing for the export of allocated commodities; certain phases of relief and rehabilitation work in foreign countries; investigations and recommendations on engineering problems relating to industrial development in foreign countries, and other engineering services; the performance of certain functions pertaining to the Foreign Economic Administration's food programs; and the flow by air of strategic and critical materials, and many phases of the movement of materials by other carriers.

Most of the records of the Requirements and Supply Branch and part of the records of the Transportation and Storage Branch of the Bureau are now in the National Archives. Information regarding other records and the agencies having custody of them is entered in this inventory, under the appropriate parts of the Bureau's organization.

#### Records of the Office of the Executive Director

This Office planned and directed the operations of the branches of the Bureau, prepared economic studies pertaining to the Bureau's activities, and administered its subordinate units. It included the Engineering Service and three staff units. The Engineering Service provided technical engineering counsel and services to the Administration on problems of accelerating the production abroad of strategic and critical commodities, and it aided in planning the industrial rehabilitation of Allied countries. Commercial operations on transactions financed by the United States Commercial Company, except the foreign procurement of strategic commodities, were performed by the Commercial Transactions Staff of the Office. The Trade Relations Staff served as the adviser to the Administrator and other high officials of the Foreign Economic Administration on problems relating to foreign trade and handled responsibilities for the Bureau's trade advisory committees. The Program Control Staff informed the branches of the Bureau regarding the status of various procurement programs; provided the Board of Directors of the United States Commercial Company and other officials with current information on authorizations, commitments, contract deliveries, sales, and inventories; and supervised the procurement control records of the agency.

The records of the Office include correspondence, reports, studies, exports compensation status materials, and other papers relating to its activities; data relative to the formation and operation of the various trade advisory committees and the minutes of their meetings; correspondence with individuals engaged in foreign trade; cables and correspondence relating to the purchasing and sales activities of the Commercial Transactions

Staff; invoices, warehouse papers, and other commercial documents; and technical data on problems considered by the Engineering Service. These records were transferred to the Department of Commerce, with the exception of those of the Commercial Transactions Staff, which went to the Reconstruction Finance Corporation. Records that have been received in the National Archives are described below.

GENERAL FILE OF THE EXECUTIVE DIRECTOR. 1943-45. 5 ft. 247

Correspondence, memoranda, reports, and other materials of Sidney Scheuer pertaining to the activities and problems of the various units of the Bureau of Supplies, policies of the Foreign Economic Administration with respect to international trade, interagency working agreements, relations with other agencies of the Government, lend-lease, FEA trade missions, trade controls, transportation, surplus property, and other economic matters. Included are activities reports of divisions of the Bureau. Arranged alphabetically by subject.

GENERAL FILE OF THE DEPUTY DIRECTOR. 1944-45. 3 ft. 248

Correspondence, memoranda, reports, copies of minutes of meetings, and other materials of Kurt Lowenstein, dealing with the trade and economy of various foreign countries, FEA economic policies and commodity programs, the licensing of exports, reciprocal aid, post-war trade, economic agreements, cartels, export policy committees, and other matters involved in the operations of the Foreign Economic Administration. Arranged alphabetically, in part by subject and in part by country.

GENERAL FILE OF THE ECONOMIC ADVISER. 1942-45. 2 ft. 249

Correspondence, memoranda, reports, copies of minutes of meetings, and other materials of Lewis Lorwin, dealing with his work in analyzing, evaluating, reviewing, and reporting trade problems, international economic negotiations, post-war readjustments, surplus property disposal, the terms of reference of international economic committees and boards, the resumption of private trade, and other economic matters as they related to the activities, policies, and operations of the Foreign Economic Administration. Arranged alphabetically by subject.

COUNTRY FILE OF THE ECONOMIC ADVISER. 1943-45. 1 ft. 250

Correspondence, memoranda, copies of minutes of meetings, and reports of Lewis Lorwin, dealing with the evaluation, formulation, review, and analysis of the plans, policies, and operations of the Bureau of Supplies as they related to general commercial policy, trade barriers, stockpiles, commodities, production, trade quotas, export control, and the like with respect to foreign countries. Arranged alphabetically by country.

REPORTS AND MEMORANDA OF THE ASSISTANT ECONOMIC ADVISER. 1943-45. 1 ft. 251

Reports and memoranda with related background materials, of David L. Glickman, concerning economic problems and activities as they related to FEA operations and policies which were investigated and reported upon to

Lewis Lorwin, the Economic Adviser of the Bureau of Supplies, and others in the Foreign Economic Administration. Some of the subjects discussed in the memoranda and reports are cash reimbursement procedure, the Combined Boards, procurement contracts, economic programs, foreign aid budget, import problems, labor availability and utilization, lend-lease, export licenses, export controls and trade, committees, and tariffs. Arranged alphabetically by subject.

REPORTS AND RELATED SOURCE MATERIALS OF THE ASSISTANT ECONOMIC ADVISER.

1943-45. 2 ft.

252

Reports, with related materials used in the preparation, of David L. Glickman regarding capital goods industries, budget and finance, production controls, distribution of goods, trade controls, exports, lend-lease, manpower and labor, commodities, price controls and inflation, reciprocal aid, substitute fuels, and other subjects of an economic nature as they related to foreign countries. Arranged alphabetically by country.

GENERAL RECORDS OF THE ENGINEERING SERVICE. 1943-45. 8 in.

253

Correspondence, memoranda, and reports dealing with investigations, and reports on engineering problems relating to industrial development in foreign countries, the work of technical missions, manufacturing processes, the processing of requisitions for equipment, and related matters such as industrial equipment costs and technical personnel. Included is some material on the organization and personnel of the Service. Arranged alphabetically, in part by country and in part by subject.

REPORTS ON MANUFACTURING PLANTS AND PROCESSES. 1943-45. 3 in.

254

Records of the Engineering Service, consisting chiefly of reports on manufacturing plants and processes for metals, chemicals, and other products, together with some related memoranda, drawings, and blueprints. Arranged alphabetically by product.

RECORDS CONCERNING EXPORT AND IMPORT TRADE ADVISORY COMMITTEES. 1943-46.

6 ft.

255

A file of the Trade Relations Staff, consisting of copies of minutes of meetings of advisory committees whose membership included representatives of the various industries and trade associations in the United States, with some related correspondence, memoranda, and reports pertaining to committee meetings, recommendations, and membership. Arranged alphabetically, in part by country and in part by subject.

See pages 92A-C.

Records of the Requirements and Supply Branch

This Branch, established in October 1943, presented consolidated foreign, commercial, and lend-lease requirements to the War Production Board or the Combined Petroleum Board in order to obtain allocations; processed individual applications for licenses to export and applications for licenses for the development of special projects abroad (mines, mills, plants, factories, and the like), and reviewed appeals for licenses initially rejected; assisted the Trade Relations Staff of the Bureau in advising the Administra-

Foreign Economic Administration.  
Bureau of Supplies.  
Office of the Executive Director.  
Engineering Service.

SUBJECT AND COUNTRY FILES, 1943-1945

A1-1

This series consists of letters, memorandums, general reports, historical monographs, regional industrialization studies and technical project reports designed to provide technical analysis of the broad production requirements, needed raw materials, equipment needs, and to provide engineering consultation and services to the Foreign Economic Administration (FEA). The series includes materials on the industrialization in specific fields for quick development in friendly nations with the goal of assisting the Allied cause in supplementing the processing of food and other goods urgently needed for the war effort. Also included are records that document the FEA's activities with regard to economic warfare and for post liberation planning for the restoration of basic services such as providing electrical power, restoring clean drinking water, supplying coal and other fuels, and restoring major transportation arteries.

The records also include correspondence and reports relating to various technical missions to foreign countries. These missions were requested by the country and the records deal with organizing these missions, creating useful technical plans, preparing "Handbooks of Economic Information" on the subject area or country, and providing technical advice on the utilization of local resources to assist in the reconstruction. Some of the countries covered by these records include Ethiopia, Cuba, and China, along with most of the countries formerly under Axis control.

In addition, the series includes reports and correspondence on engineering services surveys conducted by the FEA. These surveys studied the damage to local industry done by the war and furnished a yardstick of the devastation left as once occupied areas were liberated. These reports cataloged the systematic industrial demolition carried out and identified damage to machinery critical to the restoration of essential services.

The records also include letters, memorandums and project reports relating to the development of specifications for the production of a locomotive for general use in continental Europe.

Also included are research materials on a project to find and develop substitute and alternative power fuels. These fuels and alternative



power sources include gas generators, the distillation and hydrogenation of coal, the use of oil shale and the fermentation of agricultural, vegetable and fruit products. The records include correspondence and reports on the production of high grade hydrocarbon fuels from such materials as grains, sugar cane, beets, potatoes, grapes, bananas, palms, timber and associated products that contain sugars and starches.

The records also include reports, memorandums, and correspondence relating to efforts to obtain a reliable source of quinine from Western Hemisphere sources to replace that formerly imported from the East Indies. The project focused on cinchona bark and focused on technical problems involved in drying the bark and determining the correct chemical changes that occur between harvesting the bark, drying the bark, and storing the bark for shipment.

Also included are correspondence and reports created by the Engineering Service of the FEA relating to efforts to establish a program for training both foreign and American engineers and equip them with the skills necessary for service in foreign nations. The records include proposed objectives for the training program, both practical and academic, to participate in the industrialization expected after the war.

The records also include reports, memorandums and correspondence relating to a study made by the Engineering Service on the use of composite wood and sheet steel tanks for the effective transportation of liquids, including petroleum products. The study was aimed at assisting to secure scarce strategic materials and to conserve both men and machines for the labor needed to construct conventional storage tanks.

#### COUNTRY FILES, 1942-1945.

A1-2

This series consists of letters, memorandums, reports, historical monographs, regional industrialization studies and technical project reports designed to provide technical analysis of the broad production requirements, needed raw materials, equipment needs, and engineering consultation and services to the Foreign Economic Administration (FEA). The series includes materials on the industrialization in specific fields for quick development in friendly nations with the goal of assisting the Allied cause in supplementing the processing of food and other goods urgently needed for the war effort. Also included are records to document the FEA's activities with regard to economic warfare and for post liberation planning for the restoration of basic services such as providing electrical power, restoring clean drinking water, supplying coal and other fuels and restoring major transportation arteries.

The records also include correspondence and reports relating to various technical missions to foreign countries. These missions were requested by the country and the records deal with organizing these missions, creating useful technical plans, preparing "Handbooks of Economic Information" on the subject area or country, and providing technical advice on the utilization of local resources to assist in the reconstruction.

tor on foreign trade; and represented the Bureau on various requirements committees of the War Production Board. The Branch had six commodity divisions: Projects, General Products, Health Supplies and Chemicals, Machinery, the Metals and Minerals, and Petroleum Divisions. Its Operations Division, which inherited functions of the Office of the Administrator of Export Control and its successors in the Economic Defense Board and the Board of Economic Warfare, expedited license applications; maintained liaison with the lend-lease missions; exercised requisitioning powers with respect to essential commodities not used to a maximum in war production; investigated cases of violations of export regulations; screened applications for export licenses to determine the commercial and political reliability of the consignee; and maintained an information service for exporters in Washington and in New York. In addition to these divisions, the Branch had Procedures and Publications, Procurement Liaison, and Program Coordination Staffs and an Appeals Committee.

CENTRAL FILE. 1942-44. 30 ft.

256

Correspondence, interoffice memoranda, reports, copies of minutes of meetings, and other related papers of the Branch and of its predecessor, the Office of Exports of the Board of Economic Warfare and Office of Economic Warfare, dealing with such matters as export license applications, the violation of export regulations, export procedures, commodities and allocations, requirements of foreign countries for commodities from the United States, and shipping arrangements. A small part of the file relates to interagency liaison, the work of interagency committees on export problems, and administration of the Branch. Arranged according to the Administration's subject-numeric classification system. A copy of the classification manual for this file is available in the National Archives.

GEOGRAPHIC CENTRAL FILE. 1942-44. 8 ft.

257

Correspondence, with related interoffice memoranda, of the Branch and its predecessor, the Office of Exports of the Board of Economic Warfare and Office of Economic Warfare, exchanged with exporters, the Administration's representatives in foreign countries, other Government agencies, and others regarding exports from the United States, projects, and procedures. A large part of the file consists of replies of the Branch to inquiries from exporters concerning cargo priorities and export license information. Arranged alphabetically by country, and thereunder according to the Administration's subject-numeric classification system. A copy of the classification manual for this file is available in the National Archives.

CENTRAL FILE. 1943-45. 20 ft.

258

Records of the Branch and its predecessor, the Office of Exports of the Board of Economic Warfare and Office of Economic Warfare, consisting of correspondence, interoffice memoranda, reports, copies of minutes of meetings and conferences, and other materials pertaining to Branch administration and procedure, liaison relations with the Office of Lend-Lease Administration on matters of mutual interest, export license applications, vio-

lations of export regulations and their investigation, and other subjects pertaining to export control. Arranged according to the Administration's subject-numeric classification system. A copy of the classification manual for this file is available in the National Archives. This file is a continuation of that described in entry 256.

GEOGRAPHIC CENTRAL FILE. 1944-45. 6 ft. 259

Correspondence and telegrams, with related interoffice memoranda attached, exchanged with exporters in regard to applications for the export of commodities; commodity control measures; and transportation. For each country, there is a file in which the papers are filed alphabetically by commodity, and a second file in which the papers are filed alphabetically by subject. Arranged alphabetically by country and thereunder in two separate files: the first, an alphabetical commodity file; and the second, an alphabetical subject file. This file is a continuation of that described in entry 257.

LETTERS TO GOVERNMENT AGENCIES. 1942-45. 6 ft. 260

Copies of letters of the Branch to other Government agencies regarding representation on various interagency committees, interagency working agreements, and liaison activities in connection with the issuance of export licenses. Arranged alphabetically by Government agency, thereunder by division of the agency, and thereunder chronologically by date of letter.

LETTERS TO COLLECTORS OF CUSTOMS. 1942-45. 5 ft. 261

Copies of letters of the Branch to the collectors of customs, the Commissioner of Customs, and the Bureau of Customs regarding export licenses, export license clearance, violations of export regulations, revision of export schedules, extension of the validity of licenses, the denial of license privileges, and related matters. Arranged for the most part alphabetically by State, thereunder by city, and thereunder chronologically by date of letter.

INTEROFFICE MEMORANDA. 1942-45. 20 in. 262

Copies of interoffice memoranda dealing with all phases of activity of the Branch. Arranged alphabetically by name of individual, and thereunder chronologically.

INTRAOFFICE MEMORANDA. 1942-45. 12 ft. 263

Copies of intraoffice memoranda directed to members of the staff of the Branch and its predecessor, the Office of Exports of the Board of Economic Warfare and Office of Economic Warfare, relating to policies, operations, and administrative matters. Arranged alphabetically by name of addressee, and thereunder chronologically.

Office of the Director

SUBJECT FILE OF THE DIRECTOR. Apr. 1944-Sept. 1945. 18 in. 268

Interoffice memoranda, copies of minutes and agenda of committee meetings, information copies of FEA letters, activity reports of divisions of the Branch, and other materials of L. H. Lebensburger, Director, pertaining to export policy, trade relations, requirements problems, and operations of the Branch. The file includes committee minutes for the Joint Committee on Export Policy, the Commodity Assignments Committee, the Executive Policy Committee, the Export Advisory Committee, the Export Tonnage Committee, and the Requirements Committee. Arranged alphabetically by subject.

GENERAL FILE OF THE DIRECTOR. Jan. 1944-Sept. 1945. 1 ft. 269

Interoffice memoranda, copies of minutes of meetings, activity reports of divisions of the Branch, budget estimates, informational copies of letters from other FEA offices, and other materials dealing with export procedures and policies, relations with other agencies on requirements matters, the actions of requirements committees, and the budget and operations of divisions of the Branch. Included among the minutes of committee meetings

are minutes of the United States Committee on Mutual Lend-Lease Aid (between the United States and the United Kingdom) and of the French Area Committee. Arranged alphabetically by subject.

DIVISION PROGRESS REPORTS. Oct. 1944-June 1946. 10 in. 270  
Weekly progress reports of divisions of the Branch. Arranged chronologically.

SPECIAL REPRESENTATIVES' REPORTS ON COUNTRY REQUIREMENTS. Apr. 1944-Sept. 1945. 18 in. 271  
Reports and excerpts from reports of the Administration's special representatives in foreign countries regarding country requirements for various commodities and economic conditions and developments in foreign countries. Included are related interoffice memoranda. Arranged alphabetically by country.

SUBJECT FILE OF THE DEPUTY DIRECTOR. 1942-Apr. 1946. 3 ft. 272  
Interagency correspondence, interoffice memoranda, copies of minutes and agenda of interagency requirements and policy meetings, reports on interagency conferences, economic reports on foreign countries, drafts of Federal Register orders, and other papers of Walter Freedman, Deputy Director, dealing with the determination of export policies and procedures, requirements programs of foreign countries, and the organization and budget of the Branch. Among the copies of minutes of committee meetings are those of the Commodity Assignments Committee, the Export Policy Committee, the Export Tonnage Committee, and the Lend-Lease Clearance Committee. Arranged alphabetically by subject.

REFERENCE FILE OF THE DEPUTY DIRECTOR. Apr. 1943-Dec. 1945. 8 in. 273  
Mainly copies of FEA memoranda, reports, minutes of meetings, statistical data, and other papers pertaining to the Administration's export policies, decentralization of export control, procedures, post-war trade controls and relaxation of controls, and related subjects. Included are a list of licenses, statistical data, and a digest of memoranda regarding the export of iron, steel, and oil products to Japan in 1941. Arranged alphabetically by country and thereunder by subject.

GENERAL FILE OF THE ASSISTANT TO THE DIRECTOR. 1944. 10 in. 274  
File of P. W. Bradford, consisting of copies of letters sent, interoffice memoranda, copies of minutes of meetings, and progress reports pertaining to his duties as Assistant to the Director and Chief Program Officer of the Branch. Part of the file relates to the organization, functions, and procedures of the Branch and the remainder to its policies with regard to licensing and allocations and special requests of private firms and agencies. Included are weekly progress reports of the Branch for the period May-Oct. 1944. Arranged in accordance with the Administration's subject-numeric classification scheme. A folder list for this file is available in the National Archives.

Program Coordination Staff

SUBJECT FILE OF THE CHIEF. June 1942-Oct. 1946. 8 in. 275

Correspondence, memoranda, reports, notes on conferences, program determination materials, and other papers of Francis E. McIntyre, Chief of the Program Coordination Staff, and his predecessor, Warren B. Shipway, dealing with programs, projects, programming, program determinations, procedures, the allocation of materials, export rating policy, and license procedures. This file also covers McIntyre's activities as program coordination officer for the Office of Lend-Lease Administration. Arranged alphabetically by subject.

GEOGRAPHIC FILE OF THE CHIEF. 1942-June 1947. 6 in. 276

Correspondence, memoranda, reports, telegrams, and other papers on the requirements of foreign countries and foreign projects for materials from the United States. Included is part of the file of L. H. Christen, who was in charge of iron and steel requirements. A large part of the material deals with iron and steel requirements of foreign countries and requisitions and correspondence with the War Production Board concerning them. Arranged alphabetically by country.

CORRESPONDENCE RELATING TO REQUIREMENTS COMMITTEES. 1942-45. 2 ft. 277

Correspondence with and concerning various committees concerned with requirements of foreign countries for commodities from the United States. Included are a number of copies of reports on conferences and committee meetings. Arranged alphabetically by committee.

PROGRAM DETERMINATIONS PAPERS--BRITISH CARIBBEAN COLONIES. Feb. 1944-Aug. 1945. 1 ft. 278

File of L. V. Jones, Liaison Officer of the Program Coordination Staff, consisting of copies of lend-lease requisitions, interagency correspondence, interoffice memoranda, and other materials regarding determinations with respect to the amendment or cancellation of requisitions or changes in supply determinations for British colonies in the Caribbean area. Arranged alphabetically by commodity.

COMMODITY REQUIREMENTS FILE. 1943-45. 18 in. 279

Correspondence with the War Production Board, other Government agencies, companies, and others, together with related interoffice reports and memoranda, dealing with requirements of foreign countries for commodities from the United States and the allocation and programming of supplies. Arranged alphabetically by commodity.

REQUIREMENTS SCHEDULES AND ESTIMATES. Mar. 1944-May 1946. 5 ft. 280

File of the Requirements Officer of the Program Coordination Staff, containing schedules of requirements of foreign countries for various commodities, estimates of commodity supplies, and related memoranda. Arranged alphabetically by area and country.

REPORTS ON INTERAGENCY CONFERENCES AND COMMITTEE MEETINGS. June 1942-Jan. 1943. 4 in. 281

Copies of reports and minutes of meetings of interagency conferences and committees upon which the Foreign Economic Administration and its predecessors were represented, dealing with allocations, requirements, urgency rating policy, and program determinations with respect to various commodities. Arranged chronologically by date of meeting or conference.

COMMITTEE FILE. Dec. 1941-Aug. 1944. 4 ft. 282

Copies of reports, minutes, and agenda of various interagency, inter-governmental, and intra-agency committees, among them the Combined Export Markets Committee, the United States-Canada Joint Exports Committee, the Interdepartmental Foreign Requirements Committee, committees of the Combined Food Board and Combined Raw Materials Board, the Controlled Materials Board, the Interdepartmental Chemicals Statistics Committee, the Standard Products Committee (WPB), the Program Adjustment Committee, and the Batt Committee. Included are correspondence, memoranda, and other papers pertaining to committee organization, procedures, and membership. Arranged by committee and thereunder chronologically.

FILE OF THE LIBERATED AREAS REPRESENTATIVE. Sept. 1943-Nov. 1944. 2 ft. 283

Copies of memoranda, reports, project assignment sheets, conference reports, and other materials of Mary D. Keyserling, together with copies of letters, telegrams, reports, committee documents, and other papers of the Combined Civil Affairs Committee, dealing with supply programs, plans, and requisitions for liberated areas of Europe. Arranged alphabetically, in part by subject and in part by country.

GOVERNMENT LIAISON FILE. July 1942-Mar. 1944. 18 in. 284

Combined files of J. Ryan Smith, Chief of the Procurement Control and Redistribution Division, J. A. Stillwell, Chief of the Government Liaison Branch of the former Office of Lend-Lease Administration, and J. H. Dalton, War Department Liaison Officer, consisting of correspondence with other Government agencies, mainly the War Department, concerning their liaison activities with procurement agencies in connection with the procurement and assignment of commodities to meet requirements of foreign countries, lend-lease procedures, the status of requisitions, and related matters. A large part of the file relates to aircraft assignments, deliveries, status of orders, and the like. Arranged alphabetically by subject.

## Operations Division

### Requisitioning Section

CENTRAL FILE. 1940-45. 19 ft. 285

General file of the Section and its predecessors, consisting of copies of letters sent, interoffice memoranda, reports, and other papers relating



to all its activities, including materials on interagency relations on requisition matters; approvals or rejections of the requisitions by the War Production Board; claims cases before the Compensation Board; and the policies, procedures, and organization of the Section. Arranged in accordance with a decimal classification system. A copy of the classification manual for this file is available in the National Archives.

FILE OF THE ASSISTANT CHIEF. 1941-44. 1 ft.

286

Correspondence of A. R. Guider with companies, other Government agencies, and foreign governments regarding the requisitioning of "distressed" materials or materials for which export licenses had been denied. Arranged alphabetically by country.

COMMODITY FILE. 1940-44. 13 ft.

287

Correspondence of the Section and its predecessors with private companies in the United States relating to items in their inventories that might be of use in the war effort and to assistance to the companies in disposing of their stocks of critical materials. Arranged alphabetically by commodity.

CORRESPONDENCE WITH COMPANIES. 1941-44. 2 ft.

288

Correspondence of the Section and its predecessors, mainly with companies regarding materials in their inventories of use in the war effort, together with related interoffice memoranda, export licenses, and other papers regarding requisitions for the materials. Arranged alphabetically by company in two series, one consisting of individual company folders, the other of general folders.

MISCELLANEOUS CONFERENCE REPORTS AND MINUTES OF MEETINGS. 1942-44. 5 in.

289

Copies of reports and minutes of various agency and interagency committee meetings, including staff meetings of the Requirements and Supply Branch and meetings of the Export Tonnage Committee, the Export Policy Committee, and requirements committees. Unarranged.

CLAIMS CASE FILES OF THE COMPENSATION BOARD. 1940-June 1946. 59 ft.

290

Case files of the Compensation Board of the Foreign Economic Administration and predecessor agencies, containing correspondence, memoranda, reports, certificates, transcripts of hearings, exhibits filed in evidence, requisitions, contracts, export license applications, copies of checks, and findings and recommendations of the Compensation Board pertaining to claims arising over materials requisitioned by the Requisitioning Section. Arranged in two numerical series by requisition number; one covers the period of the Office of the Administrator of Export Control and the other the periods of the Board of Economic Warfare, Office of Economic Warfare, and Foreign Economic Administration.

DOCKET BOOK OF THE COMPENSATION BOARD. Nov. 1940-Oct. 1941. 2 in.

291

Entered under each claim before the Board arising from the requisition-

ing of property are the date and character of all papers filed in connection with the claim. The volume contains both an alphabetical index of claimants and a numerical list of cases by requisition number. Arranged numerically by number of requisition.

Projects Division

SPECIAL PROJECTS REQUIREMENTS FILE. 1942-44. 5 in. 299

File of Herman Edelsburg, Chief of the Requirements Section of the Division, consisting of correspondence, reports, requirements estimates, and other materials pertaining to requirements of foreign projects such as railroad rehabilitation and construction of concrete plants. Included are some procedural memoranda regarding project licensing. Arranged for the most part alphabetically by country, but occasionally by subject.

PROJECT FILE. 1943-45. 2 ft. 300

Correspondence, interoffice memoranda, reports, and other papers pertaining to requirements of foreign projects for materials; and recommendations and actions of the Projects Division relative thereto. Included are some materials dealing with policies and procedures with respect to foreign projects. Arranged alphabetically by country and thereunder by name of project.

APPLICATIONS FOR SPECIAL PROJECT LICENSES. 1942-44. 2 ft. 301

Copies of applications for export licenses to export materials for special projects in foreign countries (BEW Form 119); attached materials requirements lists; and some related letters from applicants. Arranged for the most part numerically by special project number.

COMPANY FILE OF THE CHIEF OF THE MINING SECTION. 1942-45. 18 in. 302

Correspondence with foreign mining companies, with related telegrams, interoffice memoranda, interagency correspondence, and forms, regarding applications for controlled materials (mining machinery and other equipment and supplies) for use in their mining operations. Included are records relating to quarterly requirements of controlled materials such as iron and steel, export program procedures, and mining projects. Arranged for the most part alphabetically by company but occasionally by subject.

CORRESPONDENCE REGARDING MINE SERIAL NUMBERS AND LICENSES. 1941-45. 3 ft. 303

Correspondence of the Mining Section with foreign mining companies concerning applications for mine serial numbers and export licenses, priority certificates, cargo availability statements, and the like with regard to mining supplies and equipment needed in their operations. Arranged numerically by mine serial number.

APPLICATIONS FOR MINE SERIAL NUMBERS. 1941-44. 4 ft. 304

Applications by foreign mining companies for Mine Serial Numbers (Form WPB-1212, formerly PD-542), under preference rating orders, together with related agency recommendations, routing sheets, interagency correspondence, and letters from applicants. Included are some materials on procedures of the Mining Section. Arranged alphabetically by company.

### General Products Division

#### Bunkers and Ship Stores Section

GENERAL FILE OF THE CHIEF OF THE SECTION. 1942-45. 15 in. 305

Interoffice memoranda exchanged with various divisions of the Administration regarding licensing policies, procedures, forms, and compliance cases, together with some job descriptions for personnel of the Section and a number of reports and processed materials. Included are weekly progress reports of the Section, special and daily reports on its licensing activity, Dun and Bradstreet reports on shipping lines, a study of bunker control, and correspondence with the Office of Lend-Lease Administration regarding Soviet ship stores. Arranged alphabetically by subject.

GENERAL CORRESPONDENCE OF THE CHIEF. 1943-45. 4 in. 306

Correspondence, mainly outgoing, with shipping firms, marine engine companies, and collectors of customs regarding export licenses for Diesel engines, bunker stores, and repair and replacement parts for vessels. Arranged alphabetically by addressee.

CORRESPONDENCE WITH COLLECTORS OF CUSTOMS. 1943-45. 5 in. 308

Correspondence of the Chief of the Section with collectors of customs regarding changes in export regulations covering ship supplies; authorizations to release fuel and supplies; extensions of the validity of bunker

licenses. Arranged alphabetically by port of customs and thereunder chronologically.

MISCELLANEOUS REPORTS AND CORRESPONDENCE. 1944-45. 6 in. 309

Correspondence with exporters regarding licenses for ship stores and supplies; copies of letters to collectors of customs regarding release of materials to ships; fuel consumption reports for neutral vessels; and copies of Foreign Service dispatches regarding requirements, license applications, and orders of foreign countries for ship stores, fuel, and equipment. Arranged alphabetically by subject.

#### Technical Data Section

GENERAL FILE. 1942-45. 5 ft. 313

Copies of letters and memoranda of this Section and of its predecessors in the Board of Economic Warfare and the Office of Economic Warfare, sent to other Government agencies, other offices of the Foreign Economic Administration, and private individuals regarding licenses to export technical data; organization and procedures of the Section; relations with other agencies; and related matters. Arranged according to a decimal classification system. A copy of the classification manual is available in the National Archives.

APPLICATIONS FOR SPECIAL LICENSES FOR EXPORT OF TECHNICAL DATA. Apr. 314

1941-Aug. 1945. 88 ft.

Copies of special licenses for the export of technical data by firms and individuals. Attached to the licenses are covering letters and lists of the technical data and books to be exported under the license. Arranged numerically by license number, T-100 to T-24600.

DISAPPROVED APPLICATIONS FOR SPECIAL LICENSES FOR EXPORT OF TECHNICAL DATA (R-SERIES). 1941-45. 2 ft. 315

Copies of disapproved license applications for the export of technical data, together with attached affidavit and covering letters of the applicant. Arranged numerically by rejection number.

INTERCEPTS OF THE OFFICE OF CENSORSHIP REGARDING VIOLATIONS OF REGULATIONS. 1942-44. 5 in. 316

Copies of intercepts of the Office of Censorship relating to violations of regulations for the export of technical data, together with pertinent correspondence with licenses regarding the violations. Arranged alphabetically by firm name of licensee.

LETTERS OF CLEARANCE FROM THE ARMY, NAVY, AND STATE DEPARTMENTS AND THE MUNITIONS BOARD. 1941-46. 10 in. 318

Letters of Clearance from these agencies in regard to applications for the export of technical data from the United States. Arranged alphabetically by Government agency; and thereunder chronologically by date of letter in the case of the Army, Navy, and State Departments, and numerically by the letter number in the case of the Munitions Board.

#### Health Supplies and Chemicals Division

SUBJECT FILE OF THE CHIEF. 1942-45. 1 ft. 319

File of Mark Merrell, Chief of the above Division and former Chief of the Drugs and Health Supplies Section, Office of Lend-Lease Administration, consisting of correspondence with other Government agencies and relief agencies, interoffice memoranda, copies of lend-lease requisitions, administrative bulletins, and other papers dealing with the requirements of liberated areas for medical supplies; Army and Navy Department procurement of medical supplies; the disposal of surplus stocks; and procedures and policies of the Division with respect to supply programs for various countries. Arranged alphabetically by subject.

COUNTRY FILE ON REQUIREMENTS FOR HEALTH SUPPLIES AND CHEMICALS. 1943-45. 18 in. 320

File of Mark Merrell, consisting of schedules of requirements for health and medical supplies submitted by foreign countries, together with related interoffice and interagency correspondence and memoranda. Arranged for the most part alphabetically by country.

## Machinery Division

SUBJECT FILE OF THE CHIEF. 1943-45. 5 in. 321

File of Derek Brooks, consisting of interoffice memoranda, reports of staff meetings of the Machinery Division, copies of minutes of meetings of industry advisory committees on machinery, and weekly progress reports of the Division. The file also contains weekly progress reports and other papers pertaining to the Operations Division, of which Brooks was Acting Deputy Chief. Arranged alphabetically by subject.

FILE OF THE CHIEF OF THE MACHINE TOOLS AND RADIO SECTION. 1941-44. 5 ft. 322

File of the Chief of this Section and of the predecessor Machine Tool Section of the Requirements Control Division, Office of Lend-Lease Administration, consisting of correspondence, memoranda, copies of minutes of meetings, licensing instructions and bulletins, schedules of country requirements, and other papers dealing with the machine-tool requirements of foreign countries, requisitions for machine tools, and policies and procedures of the Section. Arranged alphabetically by country and thereunder by subject.

RECOMMENDATIONS CONCERNING MACHINE TOOLS. 1943-45. 2 ft. 323

Copies of memoranda and letters from A. F. Foerster of the Mission for Economic Affairs in London, reporting Machine Tools Control recommendations regarding the applications of foreign governments for machine tools and recommending sources of supply for meeting requirements for machine tools. Arranged chronologically.

DAILY AND WEEKLY STATISTICAL SUMMARIES OF LICENSING. Mar. 1, 1943-Oct. 1945. 2 ft. 324

Copies of daily and weekly summary reports of the licensing activity of the Machinery Division, containing information concerning the number of cases received and granted, old cases, cases mailed to applicants, and the like. Arranged chronologically.

RECORDS CONCERNING THE PHILIPS EXPORT CORPORATION. 1942-45. 5 in. 325

Correspondence, memoranda, reports, and other related materials of J. D. Garrett, Chief of the Machine Tools and Radio Section (and Assistant Chief of the Machinery Division), pertaining to the Philips Export Corporation and its foreign subsidiaries, the regulation of its exports to neutral countries, and the distribution of its exports to meet requirements of Allied nations. Included are schedules of exports of the Philips Export Corporation and interagency correspondence and memoranda concerning licensing procedures and policies with respect to machinery and radio parts. Arranged alphabetically by subject.

## Petroleum Division

CENTRAL FILE. 1942-44. 7 ft. 326

Records of the Petroleum Division and of its predecessors in the Board

of Economic Warfare and the Office of Economic Warfare, consisting of copies of letters and memoranda sent, reports, publications, minutes of committee meetings, telegrams, and other materials dealing with the work of petroleum committees, special project applications, petroleum requirements of foreign countries, amendments to export licenses for petroleum, export trade controls, and other subjects of interest to the Division. Arranged according to a decimal classification system. A copy of the classification manual is available in the National Archives.

CENTRAL FILE. 1944-45. 3 ft.

327

Copies of interoffice memoranda, consular dispatches of the Department of State, letters from oil companies, letters from other Government agencies, organizational charts, procedural memoranda, reports, and other papers dealing with operations of the Division and with its organization, procedures, and budget. Arranged according to the Administration's subject-numeric classification system. A copy of the classification manual is available in the National Archives. This file is a continuation of the file described above.

GEOGRAPHIC CENTRAL FILE. 1942-44. 15 ft.

328

Records of the Petroleum Division and of its predecessor agencies in the Board of Economic Warfare and the Office of Economic Warfare, consisting of correspondence, memoranda, reports, telegrams, maps, intelligence materials, and other papers concerning oil production of foreign countries; estimates of foreign oil stocks; oil shipments; petroleum development possibilities; applications of foreign oil companies for export licenses for the export of oil supplies and equipment; the petroleum geology of foreign countries; the work of interagency committees; international agreements on oil; and other subjects relating to petroleum. Arranged alphabetically by country and thereunder numerically. A classification manual applicable to this file is available in the National Archives.

GEOGRAPHIC CENTRAL FILE. 1944-45. 4 ft.

329

Correspondence, memoranda, reports, and other materials dealing with all matters of concern to the Division, among them commodity requirements of foreign oil companies, petroleum control measures, export and transportation of oil, oil refineries, and the foreign petroleum industry. Arranged alphabetically by country and thereunder by subject. This file is a continuation of the file described above.

LETTERS SENT TO FOREIGN EMBASSIES, OTHER AGENCIES, AND FEA SPECIAL REPRESENTATIVES. 1943-45. 1 ft.

330

Copies of letters sent concerning petroleum. Arranged alphabetically by agency or country and thereunder chronologically.



STATISTICS FILE. 1941-45. 3 ft.

336

Copies of statistical reports and tabulations, memoranda, notes, and working papers regarding estimates of country requirements for petroleum and petroleum products, petroleum licenses issued to neutral countries, lend-lease shipments of petroleum, the United States military share of the United Kingdom stocks, exports of petroleum from the United Kingdom, the return of lend-lease materials to United States forces in Australia, reverse lend-lease, lend-lease exports by country of destination, requisition register of countries, and related subjects. Arranged in three parts, by subject, by geographic area, and by product or commodity.

Office of the Chief

GENERAL FILE OF THE CHIEF. 1941-46. 3 ft. 337

File of A. E. Ernst, containing correspondence, reports, copies of minutes of interagency petroleum committees, and other materials pertaining to petroleum lend-lease programs, policies, procedures, and the work of the Division and petroleum committees with regard to estimates of supplies of petroleum and requirements of foreign countries for petroleum and petroleum products. Arranged alphabetically by subject.

UNITED STATES-UNITED KINGDOM SETTLEMENT OF PETROLEUM LEND-LEASE. 1945. 4 ft. 338

Processed copies of the final version of the United States-United Kingdom settlement of petroleum lend-lease, together with draft copies of the agreement and working papers of A. E. Ernst, Chief of the Petroleum Division. Unarranged.

GENERAL FILE OF THE ASSISTANT CHIEF. 1943-45. 15 in. 339

Copies of letters, reports, memoranda, and other papers of L. M. Carson pertaining to petroleum lend-lease policies and procedures, petroleum specifications, substitute fuels, requirements of countries for petroleum, reverse lend-lease and off-shore procedures, and the formula for the United States share for military purposes of United Kingdom petroleum stocks. Included are reports and tabulations on the United Kingdom petroleum stock position, petroleum production of foreign refineries, and foreign shipments of petroleum. Arranged alphabetically by subject.

Allied and Neutral Section

GENERAL FILE. 1941-43. 10 in. 340

Copies of outgoing letters, State Department dispatches, cables, inter-office memoranda, reports, and tabulations regarding the petroleum program for Spain, Portugal, and Sweden. Included are materials on procedure and policy, the monthly stock position of petroleum in neutral countries, refinery production statistics, and tanker cargo reports. Arranged alphabetically by subject; disarranged.

RECORDS RELATING TO PETROLEUM LEND-LEASE FOR CHINA. 1943-45. 10 in. 341

File of L. M. Carson, Assistant Chief of the Petroleum Division and Secretary of the Chinese Petroleum Committee, consisting of copies of memoranda, minutes of meetings, reports, telegrams, and other papers pertaining to China's petroleum supply position, requirements, and lend-lease petroleum shipments. Copies of minutes of meetings of the Chinese Petroleum Committee are included. Arranged alphabetically by subject; some disarrangement.

Middle East Section

GENERAL FILE. 1943-45. 15 in. 342

Correspondence, reports, cables, copies of minutes of meetings of petro-

leum committees, and other papers dealing with the Foreign Economic Administration's petroleum programs and projects in the Middle East. Included are reports on oil stocks, consumption, and requirements of Middle East countries, some copies of minutes of meetings of the Bradford Petroleum Advisory Committee and the Cairo Petroleum Committee, and copies of licensing instructions for the Middle East. Arranged alphabetically by country and thereunder by subject; disarranged in part.

#### Materials Section

GENERAL FILE OF THE CHIEF. 1943-45. 4 ft. 343

File of Alexander Lewis, Chief of the Materials Section, consisting of interagency correspondence, interoffice memoranda, copies of War Production Board orders, procedural bulletins of the Requirements and Supply Branch, and other materials regarding foreign petroleum projects and requirements, priority ratings, and applications for export of controlled materials for foreign projects. Included are weekly progress reports of the Section and processed copies of FEA administrative issuances. Arranged alphabetically by subject; disarranged.

SUBJECT FILE OF THE CHIEF. 1942-45. 1 ft. 344

Correspondence, memoranda, reports on committee meetings and conferences, copies of Government exemption permits, special project authorizations, and other papers pertaining to the release of vehicles to foreign oil companies, fuel analyses, the shipping and transportation of petroleum, procedures of the Section, and related subjects. Arranged alphabetically by subject.

PETROLEUM PROJECTS MATERIALS FILE. 1942-45. 1 ft. 345

Correspondence, interoffice memoranda, reports, copies of minutes of committees, government exemption permits, project authorizations, and other papers concerning applications of foreign oil companies for vehicles, tires, and other materials for use in their operations. Included are some papers on fuel analyses and substitute fuels. Arranged alphabetically by subject.

FOREIGN PETROLEUM PROJECTS FILE. 1943-45. 25 in. 346

Copies of Form WPB-617 (Application for Authority to Begin Construction Pursuant to Order L- ), together with related interoffice and interagency memoranda, materials requirement lists, lists of estimated requirements for the projects submitted by the Foreign Petroleum Materials Committee, and copies of letters to the applicant oil companies regarding foreign petroleum construction projects. Arranged alphabetically by name of applicant oil company.

PETROLEUM GEOLOGY FILE. 1940-44. 20 in.

348

File of R. E. Dickerson of the Materials Section, consisting of copies of reports, with related memoranda, correspondence, charts, drawings, and other materials, pertaining to the petroleum geology and oil possibilities of various areas in enemy, neutral, and Allied countries. Arranged alphabetically by country and geographic area; disarranged.

APPLICATIONS FOR EXPORT BY OIL COMPANIES OF CONTROLLED MATERIALS. 1943-44. 32 ft.

349

Copies of Form PD-311 and Form WPB-743-C (Application for Export of Controlled Materials) submitted by oil companies for materials to be used for the development or repair of oil facilities in foreign countries. Included are copies of letters and memoranda of the Foreign Economic Administration and other Government agencies concerned regarding their recommendations. Arranged chronologically by year, thereunder chronologically by quarter year, and thereunder in accordance with case numbers assigned by the Petroleum Administration for War.

APPLICATIONS FOR LEND-LEASE PETROLEUM PROGRAMS. 1943-45. 45 in.

351

Applications of foreign governments to the Foreign Economic Administration for the establishment of programs for the supply of petroleum and petroleum products to their respective countries, together with supporting papers regarding their requirements for petroleum. Arranged alphabetically by country; disarranged.

CASE FILES ON APPLICATIONS FOR ASSISTANCE UNDER THE FOREIGN PETROLEUM INDUSTRY MATERIAL PLAN. 1944-45. 37 ft. 354

Duplicate Applications for Assistance (Form WPB-743, formerly Form PD-311) submitted by oil companies for materials and equipment for the repair or maintenance of oil facilities in foreign countries. Included are related materials such as "License Authority to Export," "Addendum to License Letter," and copy of letter to oil company. Arranged alphabetically by area and country and thereunder by special project number.

LETTERS FROM OIL COMPANIES. 1943-45. 1 ft. 355

Letters from oil companies notifying the Licensing Section of the Petroleum Division of discrepancies in export program licenses and requesting their amendment. Included are some letters from the British Petroleum Representative regarding project licenses for British oil companies. Arranged alphabetically by oil company.

#### Enemy Section

FILE OF THE CHIEF. 1942-45. 18 in. 359

Copies of letters, memoranda, intelligence materials, reports, blueprints, and other papers dealing with oil refineries, production, refinery methods, consumption, substitutes, and the like of Japan and Japanese-occupied areas of the Far East. Included are weekly progress reports of the Section. Arranged alphabetically by area.

MISCELLANEOUS REPORTS ON ENEMY OIL. 1942-45. 15 in. 360  
Copies of reports of the Office of Strategic Services and other agencies

on bomb damage to Rumanian oil fields, the German oil industry, the European coal economy, and the oil supply position of Axis-occupied Europe, and a study on the treatment of the German oil industry following the end of hostilities. Unarranged.

Enemy Oil Committee

FILE OF THE EXECUTIVE SECRETARY. 1943-45. 8 ft. 361

File of B. H. Grove, Executive Secretary of the Enemy Oil Committee, consisting of correspondence, memoranda, reports, and other papers dealing with the activities of the Committee in securing information and preparing reports regarding the strategic position of enemy countries with respect to oil. The file consists of the following parts: (1) Some reports of other committees, such as the Joint Intelligence Committee and the Technical Industrial Intelligence Committee, and intercommittee correspondence, mainly covering letters for reports transmitted, arranged by committee; (2) a numbered series of reports of the Enemy Oil Committee on the oil position of enemy countries, their productive capacity, factories, refineries, estimated output, and the like; (3) a set of printed reports of the Enemy Oil Committee on the oil facilities of enemy and enemy-occupied countries, arranged alphabetically by country; and (4) largely intelligence reports, cables, and excerpts from various sources regarding such matters as the oil supplies and production of enemy countries.

REPORTS ON PETROLEUM FACILITIES OF FOREIGN COUNTRIES. 1944-45. 4 ft.

362

Printed bound copies of reports of the Enemy Oil Committee on the petroleum facilities of China, Manchuria, and Korea; Borneo and Celebes; New Guinea and Ceram; the Philippine Islands; Madura and Lesser Sunda Islands; Sumatra and Japan; Formosa; Denmark; Yugoslavia; Italy; Belgium and Luxembourg; Greece; Austria; France; and Hungary. Included are draft reports, background material, and distribution lists. Arranged alphabetically by country, but in some disorder.

FILE OF THE CHAIRMAN OF THE FAR EASTERN AXIS SUBCOMMITTEE. 1942-45. 18 in. 363

Copies of minutes of meetings, reports, intelligence materials, maps, and other materials maintained by J. B. Emmert, Chairman of the Subcommittee. The reports include those prepared by the subcommittee and by other Government agencies, and they deal with such subjects as enemy oil facilities, refineries, oil fields, refining methods, analyses of oil, and oil consumption of Japan and Japanese-occupied areas of the Far East. Arranged in part alphabetically by subject and in part alphabetically by area of the Far East.

REPORTS OF THE FAR EASTERN AXIS SUBCOMMITTEE. 1942-45. 2 ft. 364

Reports of the Subcommittee and some reports of the Joint Intelligence Committee, with related memoranda and correspondence, on the oil position and oil facilities of the enemy, production estimates for oil in enemy-

occupied areas, the Japanese tanker position, enemy oil fields and refineries, Japanese synthetic oil production, the strategic value of the East Indies petroleum, and related topics. Arranged numerically by number of report.

"AIR OBJECTIVE FOLDERS" OF THE FAR EASTERN AXIS SUBCOMMITTEE. 1942-44.  
18 in. 365

Folders containing aerial views, maps, weather charts, and detailed information concerning the location and identification of targets in enemy and enemy-occupied areas of the Far East. These materials were prepared for the use of American and Allied airmen on bombing missions into enemy-held areas of the Far East. Arranged numerically by folder number.

#### Foreign Oil Committee

LETTERS SENT BY THE EXECUTIVE SECRETARY. 1942-44. 3 in. 366

Copies of letters of A. G. May, Executive Secretary of the Foreign Oil Committee, to the Foreign Supply and Distribution Division of the Petroleum Administration for War regarding stocks of oil at foreign ports, oil-stock levels in foreign areas, and petroleum products position reports. Arranged alphabetically by country.

#### Petroleum Committee for Liberated Areas

FILE OF THE SECRETARY. 1944-45. 16 in. 367

Copies of minutes of the Committee's meetings, letters sent by it, Office of Strategic Services reports, and lend-lease forms dealing with estimates of requirements in liberated areas in Europe and the Far East for petroleum and petroleum products. Arranged by the country to which the records relate, with the exception of the OSS reports, which are unarranged.

#### Bunker Control Committee

FILE OF THE SECRETARY. 1943-45. 3 ft. 368

Interagency and intercommittee correspondence, copies of requests for bunker supplies, telegrams, and other papers dealing with the control of fuel supplies for neutral vessels. Included are copies of minutes of meetings of the Bunker Control Committee and some reports on bunker control. Arranged alphabetically, for the most part by subject, but occasionally by country.

BUNKER REQUESTS AND REPORTS ON DELIVERIES. 1942-45. 3 ft. 369

Copies of requests for bunkers, form reports on deliveries of bunker fuel to vessels, and some related correspondence and telegrams. Arranged alphabetically by name of vessel.

## Records of the Office of Food Programs

This Office, an outgrowth of the Requirements and Supply Branch, was established in the Bureau of Supplies in January 1944. It developed and planned the food programs for the Administration and served as its liaison arm regarding all phases of food activities with the War Food Administration, the appropriate committees of the Combined Food Board, the State, War, and Navy Departments, and various international and private relief agencies. It included Supply Analysis, Operations Control, Food Allocations, Agricultural Supplies and Equipment Allocations, and Food Production and Procurement Divisions. Through these divisions it approved requirements and submitted allocation requests to the War Food Administration and the War Production Board; reviewed and cleared applications for export licenses covering food and agricultural products; allocated foods under lend-lease; initiated programs for the acquisition and management of stock piles of food; assigned priority ratings; directed the Foreign Economic Administration's participation in relief and rehabilitation programs; and developed and operated programs for the procurement of food abroad and its importation into the United States.

The records of the Office include correspondence, licensing records, and records relating to commodity requirements; purchase and sale confirmations, commodity files, photostats of agreements made with foreign countries for the procurement of food, and purchase and sales contracts; and papers prepared by the Combined Working Party of the Supply Analysis Division in relation to programming foreign food requirements, accompanied by ready reference tables on food commodity situations in European countries. In 1946 the records were divided among all four successor agencies, with the Department of Commerce and the Department of Agriculture receiving the major shares. Described below are records of the Office that the National Archives has received from the Department of Commerce.

### GENERAL FILE. 1943-45. 2 ft.

370

Correspondence, memoranda, reports, copies of interagency agreements, and other materials dealing with the work of the Office with respect to procurement, programs, requirements procedures, policy questions, lend-lease, conferences, supplies, transportation, and other matters relating to food. Arranged alphabetically by subject.

### MINUTES OF MEETINGS AND REPORTS. 1943-45. 18 in.

371

Minutes of meetings of committees on food stockpiling; reports on the procurement of foodstuffs, agricultural production, the foreign food situation, food policy, and developments; and related memoranda regarding the food position of foreign countries. Arranged alphabetically by country.

### COMMODITY FILE. 1942-45. 10 in.

372

Correspondence, memoranda, and reports regarding the production, distribution, supplies, requirements, and programs with respect to items of food and food processing equipment for programs of the Office. Arranged alphabetically by commodity.



Supply Analysis Division

GENERAL FILE. 1945. 10 in.

374

Correspondence, memoranda, reports, and other materials pertaining to food problems, requirements for food and agricultural machinery, purchases and stocks of the United States Commercial Company, interagency agreements, field projects and foreign missions, and other matters as they related to the work of the Division in compiling and analyzing information concerning food and agricultural matters with respect to occupied, liberated, and enemy areas. Arranged alphabetically by subject.

Food Allocations Division

MINUTES AND REPORTS OF CONFERENCES AND COMMITTEES. 1943-45. 10 in. 375

Copies of minutes of meetings and reports of international committees and conferences regarding food and agricultural requirements and allocations, including the Tripartite Working Party on Food Supplies, Combined Civil Affairs Committee, the Combined Agricultural and Food Machinery Committee, the Combined Production and Resources Board, and the Committee on Fertilizers of the Combined Food Board and Combined Raw Materials Board. Arranged alphabetically by subject.

RECORDS REGARDING FOOD ALLOCATIONS. 1942-45. 2 ft.

376

Memoranda, reports, circulars, and other materials dealing with the allocation of food to countries for which the Foreign Economic Administration (and its predecessors) was claimant agency. Arranged alphabetically by country and thereunder by commodity.

Agricultural Supplies and Equipment Allocations Division

RECORDS CONCERNING AGRICULTURAL SUPPLIES AND EQUIPMENT ALLOCATIONS. 1944-45. 10 in. 377

Correspondence, memoranda, reports, copies of minutes of meetings, and statistical data regarding the requirements of foreign countries for agricultural supplies and machinery and the allocations of these materials by the Foreign Economic Administration. Arranged alphabetically by commodity.

Records of the Transportation and Storage Branch

This Branch, established in October 1943, handled the Foreign Economic Administration's functions with respect to transportation, insurance, sal-

vage, storage, programing of shipments, and rates and charges for lend-lease shipments. It had Transportation, Air Transport, Ship Operations, and Warehouse and Storage Divisions and worked closely with the War Shipping Administration, the Office of Defense Transportation, the Maritime Commission, and the War and Navy Departments.

The records of the Branch include Treasury Department letters on availability of cargoes; copies of bills of lading; War Shipping Administration cargo forecasts; correspondence with customs brokers; documents relating to interagency committees dealing with transportation problems; documents dealing with all phases of import shipping, including stocks in foreign ports, reports on commodities afloat, transportation conditions abroad, and confirmation of purchases; manifests; documents relating to storage facilities in the United States and abroad, and ships' stores lists. The records were divided between the Department of State and the Reconstruction Finance Corporation. Described below are records of this Branch now in the custody of the National Archives.

### Transportation Division

RECORDS CONCERNING MONTHLY SHIPPING PROGRAMS. 1942-44. 2 ft. 378

Correspondence, memoranda, copies of minutes of meetings, copies of shipping programs, statistical data, and other materials of the Export Tonnage Committee dealing with the establishment of monthly shipping programs for countries and the work of the Committee relative thereto. Arranged alphabetically by subject and thereunder chronologically.

INFORMATIONAL MATERIALS REGARDING LATIN-AMERICAN SHIPPING. 1942-44.

1 ft.

379

Copies of cables, memoranda, requirements schedules, and other materials which were routed to the Secretary of the Export Tonnage Committee for his information. Arranged alphabetically by country.

CABLES TO AND FROM THE COMBINED COMMITTEE FOR FRENCH NORTH AND WEST AFRICAN CIVIL AFFAIRS. 1943-44. 2 ft.

380

Copies of cables regarding French North and West African requirements for lend-lease materials, shipments, requisitions, shipping papers, port conditions, refugee centers, reciprocal aid negotiations, and other matters handled by the Committee in North and West Africa. These cables are those that were sent to Henry P. Waegelein, Acting Chief of the Export Shipping Section of the Transportation Division of the Foreign Economic Administration and its predecessor, the Office of Lend-Lease Administration, for his information. Arranged numerically by number of cable under the two main headings "North Africa" and "West Africa."

### Air Transport Division

GENERAL FILE. 1942-44. 4 ft.

381

Correspondence, memoranda, reports, and other materials pertaining to

the work of the Division in arranging for the transportation by air of publicly purchased commodities, the securing of priorities for air transportation, and the maintenance of records of the air-borne movements of strategic materials and of stockpiles of commodities transported by air. Arranged in accordance with the classification manual of the Board of Economic Warfare, a copy of which is in the National Archives.

See page 117A.

#### Records of the Property Disposal Branch

An Executive order of February 21, 1944, made the Foreign Economic Administration responsible for the disposal of surplus Government property abroad, and the Property Disposal Branch worked with other property disposal agencies of the Government in handling this responsibility. It included the Aircraft, Machinery and Equipment, Fixed Installations, and Consumers Goods Divisions and also specialized selling and account units.

The records of the Branch include policy and procedural material governing its operations; correspondence and cables regarding property available for surplus sale; case files on property declared surplus; inventories of materials in warehouses and ports; and cancellation papers against lend-lease requisitions. The records were divided between the Department of Commerce and the Department of State. Described below is a small quantity of records of the Branch that was received in the National Archives from the Department of Commerce.

RECORDS CONCERNING SURPLUS PROPERTY DISPOSAL. 1943-44. 10 in. 382

Correspondence, memoranda, reports, copies of minutes of meetings, circulars, and other materials dealing with accounting, sales inventories, procedures, policies, committees, legislation, plans, and other matters in connection with the procurement and disposal of surplus property. Arranged alphabetically by subject.

See page 117B.

#### Records of the Foreign Procurement and Development Branch

This Branch, one of the three established in the Bureau in October 1943, negotiated contracts for the importation and stockpiling of domestically strategic commodities and their sale in the United States; engaged in preclusive buying operations; and encouraged foreign production of strategic materials in accordance with directives from the War Production Board, as implemented by resolutions of the Board of Directors of the United States Commercial Company. It was concerned with the effect of its procurement program on the economies of the exporting countries and prepared studies in connection therewith. The Branch's programs were carried out by its Hides and Leather, Metals, Fiber and Fiber Products, Minerals, and General Commodities Divisions; and it also supervised the Pacific Ocean Division, which carried out the directives of the Navy Department with regard to projects for the production of supplies on the Pacific Islands. The Operating and Control Staff maintained the records of the Branch and served as its administrative unit.

Foreign Economic Administration.  
Bureau of Supplies.  
Transportation and Storage Branch.  
Air Transport Division.

GENERAL RECORDS, 1942-1945.

P-42

This series consists of correspondence, memorandums, reports, minutes of meetings, and other documents relating to the air transport of lend-lease and reverse lend-lease to various world areas. Included is information on the establishment of air routes to South America, Central America, and the Middle East; the scheduling of air transportation for lend-lease exports; and the operation of air routes, including types of exports, rates, and equipment problems. In addition, there is information regarding the creation of competitive air routes to Europe, South America, and Central America after the war.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

Foreign Economic Administration.  
Bureau of Supplies.  
Property Disposal Branch.

SUBJECT FILES, 1944-1945.

P-41

This series consists of correspondence, memorandums, reports, minutes of meetings, organization charts, and other types of documents concerning the disposal of Government surplus property abroad, a duty assigned to the Foreign Economic Administration by an Executive order of February 19, 1944. Records document policy and procedure regarding property disposal, including procedures governing the work of the Office of the Army-Navy Liquidation Commissioner, the Surplus Disposal Policy Committee, and the Surplus Property Board.

The records of the Branch include correspondence, research data, reports, and a wide variety of materials relating to purchase and development contracts for specific commodities; directives for procurement by the Government; correspondence and cables with the Administration's field personnel engaged in the foreign procurement and development program; and minutes of meetings of interagency committees concerned with procurement and development problems and intergovernmental agreements. In 1946 records of certain "closed" programs relating to commodities were transferred to the Reconstruction Finance Corporation, while those relating to "open" programs were transferred to the Agriculture Department's Commodity Credit Corporation or to the appropriate commodity branch of the Department's Production and Marketing Administration. Described below is a small quantity of records that were received in the National Archives from the Department of Commerce.

RECORDS CONCERNING THE IMPORTATION OF GOATSKINS. 1942-44. 18 in. 383

Correspondence, memoranda, reports, letters of credit, contracts, vouchers for insurance of cargoes, and other materials dealing with plans, negotiations, contracts, purchases, and other matters in connection with the importation of goatskins. Arranged alphabetically by subject.

#### RECORDS OF THE BUREAU OF AREAS

The Bureau of Areas was established on November 13, 1943, by a consolidation of those units of the predecessors of the Foreign Economic Administration that were not assigned to the Bureau of Supplies or to the Office of the Administrator. The units of the Office of Economic Warfare that were transferred to the Bureau of Areas included the area divisions of the Country Programs Branch of the Office of Exports; the Area Branch, excluding the South Pacific Division, of the Office of Imports; and the Enemy and the Blockade and Supply Branches of the Office of Economic Warfare Analysis. From the Office of Lend-Lease Administration the Bureau received the geographic divisions of the Office of Foreign Liaison, the Office of Soviet Supply, and the Overseas Missions Division; and from the Office of Foreign Relief and Rehabilitation Operations there were transferred to the Bureau the Divisions of Field Operations, Supply and Transport, Progress Reports, and Program and Requirements. The Bureau also inherited the "liberated areas" activities of the Office of Foreign Economic Coordination of the Department of State. These offices, branches, and divisions were merged into the Bureau of Areas, and the functions they performed were assigned to the six branches of the Bureau.

#### Records of the Office of the Executive Director

This Office planned and directed the programs and policies of the Bureau of Areas pertaining to foreign countries, maintained liaison with the Bureau of Supplies, the staff units of the Office of the Administrator, and various interdepartmental and intergovernmental committees; and supervised the activities of the foreign field missions of the Foreign Economic

Administration, working closely in that connection with the diplomatic missions of the Department of State. Its Area Program Coordination Staff reviewed the economic policies of the Administration for each country and coordinated these with the over-all supply program, served as a clearance office for instructions from the branches of the Bureau of Supplies to the branches of the Bureau of Areas, and acted as the secretariat for the Administration's Allocations Committee. The Field Operations Staff was the administrative unit in the Bureau that served the foreign field missions by coordinating the activities of these missions with those of the operating branches of the Administration in Washington, supplying the field with digests and news-letters of economic information, and expediting the exchange of reports between the branches in Washington and the offices in the field. Matters relating to lend-lease, reverse lend-lease, and the British White Paper were handled by the Lend-Lease Staff of the Office of the Executive Director; and administrative duties for the branches and staffs of the Bureau were performed by the Executive Officer.

The records of the Office include materials regarding field personnel, minutes and agenda of committee meetings, and geographic files of foreign representatives and area programs; files of the Field Operations Staff, including housekeeping and personnel data; materials used in the Information Division in connection with the preparation of the "FEA Newsletter"; and policy and administrative materials relating to the functions of the Lend-Lease Staff. In 1946 these records were divided between the Department of Commerce and the Department of State.

See pages 119A-E.

#### Records of the Pan American Branch

This Branch maintained liaison with the embassies of the United States in Latin America, supervised the operations of the missions in that area, directed the decentralized plan of export control whereby every country receiving controlled exports aided the authorities of the United States abroad in preventing any diversion of the items into unauthorized channels, and represented the Foreign Economic Administration on interagency committees concerned with inter-American affairs. Its functions were performed by its divisions for Central America and the West Indies, the northern and western coast of South America, the River Plate, Mexico, and Brazil.

The records of the Branch include operating materials relating to the preparation of reports on Latin-American requirements and to conditions in Latin-American countries. More specifically, they include the minutes of committee meetings, allocation circulars, field dispatches, requirements studies, and cable files. The bulk of the records were given to the Commerce Department, while the Department of State received a small share. Described below are records received by the National Archives from the Department of Commerce.

CENTRAL FILE. Oct. 1942-Nov. 1945. 6 ft.

384

Correspondence, interoffice memoranda, reports, minutes of meetings, and other papers of the Pan American Branch pertaining to its organization

Foreign Economic Administration.  
Bureau of Areas.  
Office of the Executive Director.

ADMINISTRATIVE RECORDS, 1944-1945.

UD-1

This series consists of the administrative records of Arthur Paul and James L. McCamy. The files are in two segments covering the tenure of each incumbent. The records document the committee participation of the Executive Directors as well as the activities of the programs that the Bureau of Areas oversaw. Paul's records include Lend-Lease agreements, records of various advisory committees, and meetings, reports and written procedures of the programs and activities of the Bureau of Areas during its first months in the newly established Foreign Economic Administration (FEA). McCamy's records reflect more established organization within the Foreign Economic Administration, and are more substantive. Records filed under "Country File" document the activities of the Bureau of Areas within each area in which it operated. Country files include correspondence with local leadership as well as with the American Ambassador to that country; interdepartmental correspondence, especially with the Foreign Economic Administration's Bureau of Supplies; reports; policy statements; project updates; and maps and charts. Records filed under "Organization File" are general administrative records including agency consolidation and reorganization records that document the formation of the Foreign Economic Administration. These records also document jurisdictional issues between the new FEA and other Cabinet agencies, including the Department of State and the Department of Agriculture. Also included are testimonies from House Appropriations Committee hearings as well as from the Senate Committee on Banking and Currency. The records filed under "Bureau of Areas - Organization" relate to the establishment of the primary subdivisions of the Bureau of Areas: the General Areas Branch, the Liberated Areas Branch, the Pan American Branch and the Special Areas Branch, as well as an assignment of each country to a branch. Records filed under "Government" document the activities of other agencies whose actions affected the work of the Foreign Economic Administration as well as coordinated efforts between agencies, particularly including the Department of the Navy and the Department of State. Finally, the general records that complete the series include copies of government reports and white papers from non-governmental organizations, as well as notes on the establishment of field offices, licensing procedures, and the disposal of surplus war property.

ADMINISTRATIVE RECORDS OF DEPUTY DIRECTOR  
ARTHUR PAUL, 1944-1945.

UD-2

The records are filed under five subjects: Committees, Country Programs, General Records, Organization Records and Government



Records. The records filed under "Committees" relate to policy and procedures for the activities of the Bureau of Areas, and include documentation of changes and amendments to policy, and memorandums and correspondence related to those changes. They relate to projects of the Foreign Economic Administration (FEA) that the Bureau of Areas participated in, or inter-agency projects that involved the FEA. Also filed within the "Committee" files is the "Kitchen Cabinet Committee" file, which relates to a committee that was composed of senior members of all major departments in the FEA who met regularly to discuss informally the ongoing problems of administering a large, suddenly-assembled government agency. The records filed under "Country Programs" primarily relate to implementation of procedures in each of the countries or areas where FEA operated. These records relate to the monitoring of commodity levels available for domestic consumption as well as for export, the relative successes of local agricultural efforts, and which parts of the world needed lend-lease or other assistance to support or recover from war efforts. The "Country Programs" files include information relating to rubber, petroleum and food supplies, as well as other supplies. The records filed under "General Records" are administrative files, consisting of cables, correspondence and memorandums as well as policy statements and reading files on various subjects. The records filed under "Organization Records" relate to the makeup of the Bureau of Areas, and contain records relating to each branch and division and its activities and administrative and personnel needs. Finally, the records filed under "Government" concern the relevant policies and activities of outside government agencies and corporations, as relate to FEA efforts.

**GENERAL ADMINISTRATIVE RECORDS, 1944-1945.**

UD-4

This series consists of records that document the coordination of the general administrative supervision of and services to the foreign field office staffs. The records additionally document the coordinated activities and communication of the Bureau of Areas and any visiting field staff with the Department of State through meeting minutes, memorandums and cables. The records also include some files on the activities of specific field offices.

Foreign Economic Administration.  
Bureau of Areas.  
Area Program Coordination Staff.

ADMINISTRATIVE RECORDS OF CARLILE BOLTON-SMITH, 1944-1945.

UD-3

This series consists of records that document review of FEA economic policies relating to each country and coordination with the overall supply program. The records consist of agendas, minutes of meetings, documents, correspondence, memorandums, reports, telegrams, airgrams, directives and other documentation. The files are arranged in four broad categories: committees, countries & regions, Lend-Lease, and general.

Foreign Economic Administration.  
Bureau of Areas.  
Reverse Lend-Lease Staff.

SUBJECT AND COUNTRY FILES RELATING TO REVERSE  
LEND-LEASE, 1942-1946.

P-18

This series consists of memorandums, correspondence, reports, written guidance and procedures, handwritten notes, and other types of documents concerning lend-lease and reverse lend-lease, otherwise known as reciprocal aid, as well as the termination of reverse lend-lease agreements. As the lend-lease and reverse lend-lease programs were administered by multiple predecessor and successor United States government organizations and were of vital concern to allied countries, the records include correspondence with representatives of foreign governments as well as with the Office of Lend-Lease Administration, Office of Economic Warfare, Bureau of Areas and other units within the Foreign Economic Administration, War Shipping Administration, and the Office of Foreign Liquidation Commissioner.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

Foreign Economic Administration.  
Bureau of Areas.  
White Paper Policy Staff.

RECORDS OF THE WHITE PAPER POLICY STAFF, 1941-1944.

P-20

This series consists of correspondence, memorandums, and reports concerning the British White Paper and lend-lease clearing of British exports. The records include information on policy in regard to the review by the United States for possible purchase of chemicals, instruments, machinery, metals, minerals, tools, wood products, and other war-related products planned for export by the United Kingdom to other nations.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

and administration and to the policies and activities of its divisions, in connection with the review of programs and projects, liaison relations with other agencies, the analysis of commodity requirements, and the development and control of economic warfare programs in regard to Latin-American countries. Included are copies of letters sent to the Administration's field representatives with regard to the leave, pay, travel, and appointment of field office personnel. Arranged alphabetically by subject.

REPORTS AND DISPATCHES FROM UNITED STATES MISSIONS IN LATIN AMERICA.

Dec. 1941-Nov. 1945. 67 ft.

385

Copies of dispatches, airgrams, and reports from the Administration's special representatives and United States consuls in Latin America, regarding general economic conditions, commodity requirements, foreign trade, export trade, industry, public finance, and other phases of the economic life of Latin-American countries. Included are progress reports of the special representatives and some copies of informational letters and instructions to field personnel. Arranged alphabetically by country and thereunder by subject.

COMMODITY FILE. Nov. 1942-Oct. 1945. 10 in.

386

Copies of dispatches, cables, and reports from the Administration's special representatives and United States consuls in Latin America and several European and North African countries, with related interoffice memoranda, regarding Latin-American commodity surpluses and requirements and proposals for meeting European and North African requirements from certain Latin-American surpluses. Arranged alphabetically by country.

INTEROFFICE MEMORANDA. Apr. 1943-Dec. 1945. 15 in.

387

Interoffice memoranda sent and received by the Pan American Branch regarding all its activities, including those relating to administration. Arranged alphabetically by addressee.

LETTERS TO OTHER GOVERNMENT AGENCIES. Apr. 1943-Nov. 1945. 5 in.

388

Copies of outgoing letters to other Government agencies, dealing with interagency liaison in connection with such matters as priorities, interagency committees, export licenses, agency publications on Latin-American countries, and income tax returns of employees of the Foreign Economic Administration in Latin America. Arranged alphabetically by Government agency.

LETTERS TO EXPORTERS. May 1943-Nov. 1945. 9 in.

389

Copies of letters of the Pan American Branch sent to private individuals and firms and to Latin-American embassies in Washington, regarding export matters such as export licenses, license amendments, the status of orders placed with manufacturers, project licenses, releases, and requests for expediting action on licenses. Arranged alphabetically by name of firm or individual in general folders, with special folders for letters to embassies.

LETTERS TO FEA SPECIAL REPRESENTATIVES IN LATIN AMERICA. Jan. 1944-Dec.  
1945. 16 in. 390

Copies of outgoing letters to the special representatives, mainly in regard to export-license applications, commodity requirements estimates for countries, and mission personnel appointments, travel, transfers, leave, and the like. Arranged alphabetically by country.

**MEMORANDA ON THE INTER-AMERICAN ECONOMIC CONFERENCE. 1943-44. 2 in. 396**

Interoffice memoranda pertaining to the work of the Pan American Branch on the agenda of the Inter-American Economic Conference and the United States postwar economic policy with respect to Latin America. Arranged alphabetically by subject.

**GEOGRAPHIC FILE. 1943-45. 15 in. 397**

Included are materials such as letters from exporters, reports from the Administration's representatives and the Department of State, copies of recommendations on license applications for projects, statements of justification of requirements estimates, reports on the gold-mining industry, estimates of post VE-day requirements, and other papers regarding Latin-American countries. Arranged alphabetically by country. Appears to be a makeshift file for documents not filed elsewhere.

See pages 122A.

**Office of the Director**

**GENERAL FILE OF THE DIRECTOR. 1943-45. 20 in. 398**

File of G. L. Bell, Director of the Pan American Branch, consisting of copies of letters sent, memoranda, reports, copies of minutes of meetings, and processed materials dealing with the Branch's domestic and foreign field budgets and also its policies and functions with respect to the review and approval of programs for the importation of strategic materials, export licensing, the analysis and review of requirements and export control measures, surplus property disposal, and the supervision of foreign field representatives in Latin America. Included are program reports of the Branch. Arranged alphabetically by subject. A label list for this file is available in the National Archives.

**GEOGRAPHIC FILE OF THE DIRECTOR. 1942-45. 10 in. 399**

Copies of interoffice memoranda, reports, and other papers of the Director, concerning Latin-American projects, export control measures, economic conditions, and British investments in Latin America. Included are some progress reports of the Administration's special representatives in Latin America. Arranged alphabetically by country. A folder list for this file is available in the National Archives.

**GENERAL FILE OF THE ASSISTANT DIRECTOR. 1943-44. 6 in. 400**

Correspondence, with related interoffice memoranda, of R. I. Dodson,

Foreign Economic Administration.  
Bureau of Areas.  
Pan American Branch.

RECORDS RELATING TO ECONOMIC CONDITIONS IN LATIN  
AMERICA, 1942-1945.

P-8

This series consists of reports, statistical tables, printed materials, handwritten notes, memorandums, and other types of documents concerning economic conditions in Bolivia, Chile, and Peru. Subjects covered include balance of payments, economic controls, exports, lend-lease aid, projects undertaken or in planning, trade, and United States subsidization. Filed at the beginning of the series is a typescript, "Summary Report on F. E. A. [Foreign Economic Administration] Operations in the American Republics," Washington, DC, December 16, 1943, covering countries throughout South America.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.



Assistant Director, exchanged with the Export Permit Branch of the Department of Trade and Commerce of Canada, foreign embassies, and the Department of State, concerning Latin-American import recommendations, export licenses, shipments lost at sea, and projects. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

GEOGRAPHIC FILE OF THE ASSISTANT DIRECTOR. June 1942-Aug. 1945. 5 ft.

401

File of R. I. Dodson, Assistant Director of the Branch and Chief of the Mexico Division, consisting of interoffice memoranda, correspondence, telegrams, reports, and copies of minutes of meetings dealing with the Branch's budget and administration and with Foreign Economic Administration policy and operations in connection with export licensing, the procurement of commodities, development projects, requirements for commodities, and programs for Latin-American countries. Arranged alphabetically by country and occasionally thereunder by subject. A folder list for this file is available in the National Archives.

Mexico Division

See page 123A.

River Plate Division

GENERAL FILE. 1943-Apr. 1945. 3 ft.

403

Correspondence, memoranda, reports, copies of minutes of committee meetings, and other papers, mainly of E. T. Truscott, Chief of the Division, and his successor, Homer Zopf, pertaining to such subjects as United States economic policy with respect to Argentina, project and export licenses, requirements for commodities, export procedures and controls, and the organization and functions of the Division. Arranged alphabetically by country and thereunder by subject. A folder list for this file is available in the National Archives.

Brazil Division

GENERAL FILE OF THE CHIEF. Dec. 1943-Aug. 1945. 3 ft.

404

Interoffice memoranda, copies of airgrams and reports from the United States Embassy in Brazil, and other materials pertaining to applications for export licenses, development projects, economic conditions, transportation problems, decentralization of export control, and economic policy with respect to Brazil. Included are monthly progress reports of the Brazil Division, reports of the United States Purchasing Commission on mica production in Brazil, and some copies of physical inventory reports of the

Foreign Economic Administration.  
Bureau of Areas.  
Pan American Branch.  
Mexico Division.

RECORDS RELATING TO THE POLISH REFUGEE CAMP IN COLONIA  
SANTA ROSA, MEXICO, 1942-1945.

P-7

This series consists of reports and studies, despatches, correspondence, memorandums, and other types of documents concerning facilities, conditions, personnel, budget matters, and supplies at the Polish refugee camp in Mexico, established for the short term housing of persons displaced from Poland because of political and military conditions. Much of the correspondence is with private relief committees and councils representing Polish interests, as well as with cooperating United States Government agencies. Included are lists of refugees housed at the camp and documents furnishing information about the political and military situation leading to the transportation of the refugees to Mexico.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

United States Commercial Company. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

EXPORT LICENSE CORRESPONDENCE. 1942-44. 3 in.

405

Incoming letters from exporters and outgoing correspondence of the Brazil Division, mainly under the signature of B. S. Van Rensselaer and Frederick W. Ganzert, Acting Chiefs of the Division, with private individuals and companies regarding export matters such as export licenses and preference requests. Included are related interoffice memoranda. Arranged alphabetically by name of applicant. A folder list for this file is available in the National Archives.

Central American and West Indies Division

GENERAL FILE OF THE CHIEF. Dec. 1942-Jan. 1946. 10 in.

406

File of C. A. Hostetter, Chief of the Division, consisting of interoffice memoranda, policy statements, economic reports, outgoing letters to field missions, and copies of minutes of meetings of the Latin American Coordinating Committee, dealing with export policy, requirements, economic conditions, procurement and development programs, and export control and licensing with respect to countries of Central America and the West Indies. Included are weekly activity reports of the Division and copies of letters to the Administration's field missions regarding general personnel matters such as assignments, leave, and travel. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

GEOGRAPHIC FILE OF THE CHIEF. 1942-45. 15 in.

407

Letters from the Administration's representatives in Central America and the West Indies, interoffice memoranda, reports, and other materials regarding development programs, commodity requirements and export licensing, the activities of and data on foreign field personnel, economic conditions, and Administration policy with respect to countries of Central America and the West Indies. Arranged alphabetically by country; disarranged. A folder list for this file is available in the National Archives.

North and West Coast Division

GENERAL FILE OF THE CHIEF. 1942-June 1944. 4 in.

408

Interoffice memoranda, cables, reports, and copies of minutes of meetings, mainly of W. Shannon Hughes, Chief of the Division, dealing with such subjects as requirements, allocations, export licensing, special projects, economic conditions, export quotas, and post-war economic policy with respect to Venezuela, Colombia, Peru, Ecuador, Chile, and Bolivia. Included are weekly activity reports of the Division and memoranda on field office personnel requirements. Arranged alphabetically by subject. A folder list for this file is available in the National Archives.

GEOGRAPHIC FILE. Feb. 1942-Feb. 1945. 15 in.

409

Correspondence, interoffice memoranda, and reports concerning requirements for commodities, export licenses, development projects, and economic conditions of Venezuela, Colombia, Peru, Chile, Bolivia, and Ecuador. Included is budget material on the Administration's missions in these countries. Arranged alphabetically by country, and occasionally thereunder by subject. A folder list for this file is available in the National Archives.

COMMODITY FILE. 1943-44. 2 in.

410

Correspondence, with related interoffice memoranda, mainly of A. A. Bombe and M. P. Anderson, Chiefs of the West Coast Section of the Division, exchanged with the Administration's special representatives in Chile, Colombia, Ecuador, Peru, and Bolivia, regarding requirements for and the export of commodities from the United States. Arranged alphabetically by name of commodity. A folder list for this file is available in the National Archives.

#### Records of the British Empire and Middle East Branch

All aspects of the Foreign Economic Administration's relations with the British Empire and countries in the Middle East were handled by this Branch. Its representatives conferred with those of the British Empire on joint aspects of economic warfare and provided for an interchange of economic, political, and military information about lend-lease activities and foreign trade. The Branch was responsible for the field activities of the Foreign Economic Administration in the areas indicated by the names of its divisions: The Dominions, India and Southeast Asia, Middle East, United Kingdom and British Colonies, and Turkish Divisions. Its Shipping Control Staff coordinated all shipping activities between the United States and the British Empire, maintaining liaison with the British Ministry of Transport and the United States shipping authorities. The Reciprocal Aid Requirements Staff presented the requirements of the United States for reverse lend-lease to foreign governments, and the Program Staff prepared the final requirements program for the British Empire.

The records of the Branch include files containing general correspondence and other materials pertaining to policy, records of committee meetings, and cables; requisitions and other operational data broken down by commodity and area; materials relating to requirements, economic programs, and to the Middle East Supply Center; British Empire storage records dealing with lend-lease matters originating in the Office of Lend-Lease Administration; and materials on requirements, economic programs, and lend-lease supplies of the Turkish Division. The records were divided between the Department of Commerce and the Department of State. Described below are those parts of the records that have been received by the National Archives.

Office of the Director

READING FILE OF THE DIRECTOR. July 4, 1942-Dec. 30, 1944. 2 ft. 411

Copies of outgoing letters, cables, memoranda, and reports of W. V. Griffin, Chief of this Branch and former Chief of the British Empire Division of the Office of Lend-Lease Administration, covering all phases of the activities of the Branch and of its predecessor. Included are materials on policies, shipping matters, commodity allocations, and the recruiting of personnel. Many of the letters are to British agencies in the United States, other Government agencies, and private firms concerned in lend-lease operations with respect to the British Empire. Arranged chronologically.

INCOMING MAIL RECORD. Feb. 2, 1943-Apr. 29, 1944; Aug. 1, 1944-July 1, 1945. 10 in. 412

Incoming mail record sheets recording communications received by W. V. Griffin during the periods covered by the above dates. For each piece of incoming mail there is entered on the sheets the following information: Date received, subject, name of sender, person to whom routed for action, and remarks regarding disposition. Entries on these sheets are arranged in chronological order by date of receipt of communication.

REPORTS ON STATUS OF REQUISITIONS AND DIVISION ACTIVITIES. Jan. 1944-Feb. 1945. 15 in. 413

Copies of summary reports on the status of requisitions processed by the Branch and reports of activities of its divisions. Arranged chronologically by date of report.

SUBJECT FILE OF THE ADMINISTRATIVE OFFICER. 1942-45. 2 ft. 414

Interoffice memoranda, copies of letters sent, charts, and other materials dealing with internal administration of the Branch and its predecessor, the British Empire Division of the Office of Lend-Lease Administration. Included are materials on personnel matters such as efficiency ratings, attendance, and pay roll; the budget for field personnel; and office supplies, equipment, and space. Arranged alphabetically by subject.

SUBJECT FILE OF THE CONTROL OFFICE. 1944-46. 12 ft. 415

Correspondence, statistical data, and copies of reports relating to budget estimates, lend-lease appropriations, personnel matters, requisitions, and contracts. The material on personnel includes job descriptions, transfers of personnel, and administrative expenses. There are copies of weekly activities reports, monthly progress reports, and copies of minutes of combined committees. Included also is a reading file, 1944-46, and statistical data and copies of reports on Middle East exports and imports and on the British Food Mission. Arranged roughly alphabetically by subject and thereunder chronologically. Much of the material, particularly the reports, is unarranged.

See pages 126A-D.

Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Office of the Director.

GENERAL RECORDS, 1944-1945.

UD-5

This series consists of three subseries: records relating to the directorate of Forrest Warren (part of 1944), records relating to the directorate of Max J. Wasserman (1944-1945), and records relating to Warren's supervision of the Program Staff (1944-1945). The records were maintained in the Office of the Director. They include correspondence, memorandums and charts, but consist primarily of commodities reports. The records primarily relate to lend-lease and foreign trade, and document coordination of political, economic and military efforts in those areas between the United States and the foreign governments of the countries in the British Empire and Middle East Branch's jurisdiction, as well as the activities of FEA field offices within those countries. The bulk of this series chronicles the status of various commodities: what quantities the commodities were available in and where available, projected availability, projected needs, contemporary and projected costs, and, in some instances, how or under what formula or rationale the commodities were to be rationed or withheld.

SUBJECT AND COUNTRY FILES OF DIRECTOR WILLIAM  
GRIFFIN, 1942-1945.

P-22

This series consists of correspondence, memorandums, reports, minutes of committee meetings, and other types of documents concerning export policy, shipments, and acquisition of lend-lease materials by the United Kingdom, the British Empire, and other affected countries and areas. The records relate to a wide variety of raw materials, manufactured goods, equipment, and supplies involved in the lend lease program.

Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Office of the Deputy Director.

OFFICE FILES OF DEPUTY DIRECTOR DAVID E. AUSTEN, 1941-1946.

P-36

This series consists of correspondence, memorandums, reports, retransfer documents, inventories, requisitions, copies of agreements, and other types of documents relating to the settlement of lend-lease materials, particularly in regard to the transfer and disposal of equipment and resources in such areas as Australia, Canada, the Middle East, South Africa, and Turkey. Some of the disposals pertain to surplus property after the end of the war when the function of lend-lease settlement was transferred from the Foreign Economic Administration to the Office of Foreign Liquidation Commissioner.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Reciprocal Aid Staff.

RECIPROCAL AID STAFF FILES, 1943-1946.

P-17

This series consists of memorandums, correspondence, reports, accounting records, and other types of documents concerning reciprocal aid, otherwise known as reverse lend lease, between the United States and its allies. Most of the files relate to the United Kingdom and the British Empire, with some files for Belgium and its colonial possessions, and France and French Africa.

Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.



Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Inventory Control Staff.

RECORDS OF THE INVENTORY CONTROL STAFF, 1945-1946.

P-21

This series consists of correspondence, memorandums, inventories, and minutes of meetings concerning the control of stocks of lend-lease materials left over at the end of World War II. Included are statistical summaries and inventories regarding food and aeronautical equipment as well as information on methods of distribution and shipping.

Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

United Kingdom and British Colonies Division

British Colonies Section

GEOGRAPHIC FILE OF THE CHIEF. 1942-46. 4 ft. 416

Correspondence, copies of reports, and statistical data dealing with commodity requirements, economic conditions, and the production of commodities with reference to the British colonies. Included are materials regarding lend-lease appropriations and allocations and studies of postwar trade possibilities. Arranged alphabetically by country and thereunder alphabetically by subject.

SUBJECT FILE OF THE LIAISON OFFICER. 1942-44. 6 ft. 417

Correspondence and cables exchanged with the British Supply Mission and FEA missions, interoffice memoranda, and copies of reports and statistical data relating to requirements, requisitions, and programs of the British colonies. A large part of the material pertains to the Gold Coast. Arranged alphabetically by subject and thereunder chronologically; disarranged.

GENERAL FILE. 1944-46. 9 ft. 418

Correspondence, copies of cables, and statistical data pertaining to the operations and actions of secretarial personnel on matters relating to licensing procedures, requirements and shipping. Forms for requisitions, the supervision of procurement, revocation of authority, and special project licenses are included. Other materials include copies of letters sent to missions and British agencies and interoffice memoranda, 1945-47, assembled in a "reading file"; letters from the British West Indies relating to requirements and programming in that area; and administrative documents such as bulletins, copies of reports of committees, and progress reports. Arranged alphabetically by subject and thereunder chronologically; slightly disarranged.

LETTERS AND CABLES FROM THE FEA REPRESENTATIVE IN BRITISH WEST AFRICA.  
1944-46. 5 in. 419

Copies of letters and cables received from the Administration's mission representative in British West Africa. Included are interoffice memoranda. The letters and cables received pertain mainly to the sale of lend-lease trucks and to the retransfer of lend-lease goods. Many of these letters are merely transmittal letters for copies of reports and publications sent to the Foreign Economic Administration by the representative. Arranged roughly chronologically under subject headings.

GOLD COAST AND NIGERIA GAZETTES. 1943-45. 2 ft. 420

Printed copies of Gold Coast and Nigeria Gazettes published by authority of the British Government. These publications contain notices and orders of the Governor and laws of the Gold Coast and Nigeria. Included are printed reports on trade statistics, public developments, and finances of those areas. Arranged by country and thereunder by number of publication.

Dominions Division

Australia Section

READING FILE OF THE CHIEF. 1944-45. 10 in. 421

Copies of letters and memoranda sent by the Chief of the Section to the Foreign Economic Administration's mission in Australia, to the Australian War Supplies Procurement, and to other offices of the Administration, dealing with Australian requisitions, projects, shipments, and allocations. Included are copies of activity reports of the Section. Arranged chronologically.

READING FILE OF THE LIAISON OFFICER. 1942-43. 4 in. 422

Copies of letters and cables sent to the United States Lend-Lease Mission in Australia concerning general policies on lend-lease requisitions and also on individual requisitions and shipments. Arranged chronologically.

COMMODITY FILE. 1942-46. 4 ft. 423

Correspondence and cables, with related interoffice memoranda, exchanged with the Administration's mission in Australia, the Australian War Supplies Procurement, and other Government agencies, regarding Australian requirements, requisitions, programming, and shipments of various commodities. Arranged alphabetically by commodity and thereunder chronologically.

GENERAL FILE. 1942-44. 4 ft. 424

Correspondence, memoranda, and printed reports of the Section relating to supply programs for Australia. Included among the printed reports are "Lend-Lease Export Summaries," reports to Congress, and Australian reports on the Polsten Gun Project, aircraft production, and the production of other Australian industries. Arranged alphabetically by subject and thereunder chronologically.

CABLES. 1944-47. 18 in. 425

Copies of cables of the Section exchanged with the Administration's mission in Australia, regarding such matters as requisitions, requirements, shipping, retransfers of material, and appropriations. Included is a loose-leaf notebook containing a chronological list of these cables. Arranged chronologically.

EXPORT FILE. 1943-45. 8 ft. 426

Correspondence and copies of reports relating to licensing instructions, commodities, requirements, and programming. There are reports on trade analysis and also statements with accompanying statistics on products, retransfers, and economic programs. Arranged roughly alphabetically under subject headings.

LEND-LEASE REQUISITIONS. 1942-45. 4 ft. 427

Lend-lease requisitions, with related memoranda and data. The requisitions are mostly for the Division of Import Procurement in Australia. Arranged numerically.

Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Dominions Division.  
Australia Section.

GENERAL FILES, 1942-1945.

P-26

This series consists of correspondence, memorandums, and printed reports relating to supply programs for Australia. Included among the printed reports are "Lend-Lease Export Summaries," reports to Congress, and Australian reports on the Polsten Gun Project, aircraft production, and the production of other Australian industries. Also included is a small amount of correspondence, memorandums, and reports relating to a project to smuggle rubber out of the occupied Netherlands East Indies.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

New Zealand Section

READING FILE OF THE CHIEF. Jan. 1944-Aug. 1946. 15 in. 429

Copies of letters and memoranda sent by the Chief of the Section and staff members to the New Zealand Supply Mission and to other Foreign Economic Administration personnel. The letters relate to requisitions, production in New Zealand, procurement, and appropriation estimates. Included are copies of activities reports sent to the head of the Dominions Division. Arranged chronologically.

LETTERS RECEIVED FROM THE NEW ZEALAND MISSION. 1942-May 1946. 3 ft.

430

Copies of letters received from the Requirements Officer relating to requirements, programs, policies, procedure, and allotments. Included are copies of activities reports and copies of press clippings. A numerical index to these letters is present. Arranged numerically by number assigned each incoming letter (FNZ-1 etc.).

REPORTS. 1941-45. 18 in.

431

Copies of reports of the Section and statistical data, with related correspondence, concerning requirements, requirements summaries, lend-lease appropriation programs, and the British Empire supply programs. Included are a copy of a "New Zealand Economic Survey" (1943) prepared by the Section and a copy of a statement of December 8, 1941, prepared by the New Zealand Supply Mission for the Office of Lend-Lease Administration on Australian requirements. Unarranged.

CABLES. Jan. 1943-Sept. 1946. 3 ft.

432

Copies of incoming and outgoing cables between the Section and the Administration's representatives in New Zealand. The cables cover the period of lend-lease activity and extend into the period of the Office of Foreign Liquidation Commission. They relate to commodities, requisitions, allocations, agreements, and lend-lease procedures. Arranged chronologically.

CORRESPONDENCE AND REPORTS ON REQUISITIONS. 1942-45. 18 in.

434

Correspondence and copies of reports and studies on the status of requisitions in the Foreign Economic Administration and its predecessor, the

Office of Lend-Lease Administration. Included are materials on requisition policy and procedure, uncleared requisitions, and requisitions returned. Arranged roughly alphabetically and thereunder chronologically.

South Africa Section

See page 130A.

SUBJECT FILE. 1942-43. 7 ft.

435

Correspondence and cables exchanged with the Administration's mission in South Africa, with related memoranda and reports, dealing with South African requirements, supply programs, shipping, projects, and disposal of surplus property. Included are copies of progress reports of the Section and some clippings and publications regarding South Africa. The subject folders of this file are disarranged.

REQUIREMENTS REPORTS. 1943-45. 6 ft.

437

Copies of Lend-Lease Forms IR, IR46, and IX (Requirements Reports to the United States Foreign Economic Administration, and Reports on Lend-Lease Cash Purchase Requirements) for the Union of South Africa. The forms contain a description of the commodity required and the stock level, consumption estimate, exports, gross requirements, domestic production, and net import requirements relative to the commodity. Arranged in several alphabetical series by commodity, and thereunder numerically by report number.

See page 130B.

Canada and Newfoundland Section

GENERAL FILE. 1942-46. 6 ft.

438

Correspondence, memoranda, and statistical data of the Section pertaining to economic progress requirements, allocations, agreements, post-war programs, and exports with respect to Canada and Newfoundland, together with copies of studies and reports on Canada's industries, requirements, and economic conditions. Arranged alphabetically by subject. A large part of this file is missing, and the remaining subject folders are disarranged. Part of the records in this file are the work of the Department of State, 1945-46.

India and Southeast Asia Division

See page 130C.

India Section

SUBJECT FILE OF THE AREA OFFICER. 1942-44. 2 ft.

439

Correspondence, with related interoffice memoranda, exchanged with the Administration's mission in India, the British Supply Mission, and private firms regarding exports and export licensing for India. Included are a number of reports and statistical data on exports to India and Indian economic conditions. Arranged alphabetically by subject.

Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Dominions Division.  
New Zealand Section.

GENERAL FILES, 1942-1945.

P-25

This series consists of correspondence, memorandums, reports, and other types of documents concerning lend-lease, reverse lend-lease, and the settlement of lend-lease accounts. Included is information regarding mission and program matters, the diversion of excess materials, claims, purchases, and lend-lease equipment, supplies, requirements, and shipments.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Dominions Division.  
South African Section.

GENERAL FILES RELATING TO SOUTH AFRICA, 1942-1946.

P-24

This series consists of correspondence, memorandums, telegrams, reports, agreements, and other types of documents relating to the lend-lease program, including information about reorganization matters, requirements for transport of goods, and future economic needs of the Union of South Africa. Also included are documents pertaining to war needs and economic conditions in Southern Rhodesia.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.



Office of the Foreign Liquidation Commissioner.  
Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
India and Southeast Asia Division.

SUBJECT AND COUNTRY FILES RELATING TO INDIA AND  
SOUTHEAST ASIA, 1942-1946.

P-23

This series consists of correspondence, memorandums, reports, accounting records, and other types of documents concerning such lend-lease materials as commodities, equipment, machinery, parts, and supplies, as well as records pertaining to policy and procedure for screening of lend-lease requests. Included also are copies of Department of State and other agency reports, summaries, and statistical information on economic conditions in India, 1945.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

ADMINISTRATIVE FILE. 1944-47. 6 ft.

440

Correspondence, interoffice memoranda, organizational charts, administrative orders, copies of reports, and other papers pertaining mainly to the organization of the Section, Section personnel, the India Mission, procedures, and the administration of the supply program for India. The materials on personnel include job descriptions, applications for personnel, and correspondence regarding personnel requirements and changes. Included are progress reports of the Section and the India Mission. Arranged according to a subject-numerical filing scheme. Part of this file is the work of the Department of State, 1945-47.

LETTERS AND MEMORANDA SENT. 1944-46. 2 ft.

441

Copies of letters and memoranda of the Section sent to its personnel, the India Mission, other Foreign Economic Administration offices, and other Government agencies. Arranged as letters and memoranda to Government agencies, Section personnel, India Mission, other Government missions, and FEA personnel; and thereunder alphabetically by name of correspondent, agency, or mission. Part of this file is the work of the Department of State, 1945-46.

READING FILE. 1944-47. 2 ft.

442

Copies of letters and cables sent by personnel of the Section to the India Mission, other Government agencies, foreign government missions, and other offices of the Foreign Economic Administration, dealing with requirements, requisitions, exports, and economic programs for India. Arranged chronologically. Part of this file is the work of the Department of State, 1945-47.

REPORTS OF INDIA LEND-LEASE. 1942-43. 2 ft.

443

Copies of reports of the India Mission regarding war production developments, development projects, the political situation, and lend-lease requirements with respect to India. Arranged in part numerically by report number; remainder disarranged.

INVENTORIES OF LEND-LEASE GOODS. 1945-46. 10 in.

444

Consists of inventories with a few covering letters, of lend-lease goods in India as of February 9, 1945. The inventories are under such headings as excess goods, capital goods, machine tools, complete plants, consumable stocks, capital goods--government stocks, etc. Included in an inventory are the following: K-code numbers, description, unit, quantity, and condition. In some instances the value of goods is also shown. Unarranged. Part of the records in this file are the work of the Department of State.

#### Middle East Division

SUBJECT FILE OF THE DIRECTOR. 1943-44. 4 ft.

445

Correspondence, memoranda, copies of cables, and copies of reports concerning lend-lease operations, agreements, requisitions, commodities, and shipping. Included are progress reports, export lists, and other materials

relating to trade and economic matters in the Middle East. Arranged alphabetically by subject and thereunder chronologically.

SUBJECT FILE OF THE DIRECTOR. 1944-45. 2 ft. 446

Correspondence, cables, and memoranda concerning commodities, requirements, country programs, administrative policies, and projects of the Division in connection with countries of the Middle East. Included also are processed copies of operations reports, "Middle East Bulletins," and administrative memoranda. Arranged alphabetically by subject and thereunder chronologically.

OUTGOING LETTERS OF THE DIRECTOR. 1942-45. 3 ft. 447

Copies of letters, cables, and memoranda sent to Foreign Economic Administration representatives, to other agencies, and to foreign missions concerning commodities, shipping, civilian and military requirements, lend-lease arrangements, and administrative matters. Included are copies of reports concerning trade negotiations with the various countries of the Middle East. Arranged roughly chronologically.

CABLES. 1943-47. 6 ft. 448

Copies of cables exchanged between the Division and its representatives in Middle East countries through the Department of State. Most messages concern Middle East economic matters such as exports, imports, commodity licenses, and export controls. Others deal with the administration of field offices and political developments. There is no uniform over-all arrangement for this file; the cables are filed in part chronologically and in part as outgoing or incoming cables. Part of this collection of cables is the work of the Department of State, 1945-46.

MISCELLANEOUS PAPERS AND REPORTS ON THE MIDDLE EAST. 1944-46. 2 ft.

449  
Mimeographed reports of the Foreign Economic Administration relating to such subjects as imports, exports, economic conditions, and lend-lease with reference to countries in the Middle East, together with two large envelopes containing a number of letters, cables, and notes pertaining to Middle East commodity requirements. Unarranged.

ECONOMIC SURVEYS OF MIDDLE EAST TERRITORIES. 1942-43. 5 in. 450

Processed copies of economic surveys of Middle East territories, containing information regarding geography and climate, population, wartime economic controls, communications, agriculture, industry, trade, and finance of the territories. Surveys are included for the following areas: Cyprus, Cyrenaica, Sudan, Trans-Jordan, Palestine, Eritrea, Egypt, Syria and Lebanon, Iraq, Ethiopia, and Persia. Arranged numerically.

LETTERS FROM FEA SPECIAL REPRESENTATIVES. Jan. 1944-Dec. 1945. 3 ft.

451  
Letters received by the Division from the Administration's representatives concerning requirements, commodities, and programs of the Middle East countries. Included is material relating to administrative functions and procedures of the missions in those countries. Arranged alphabetically by subject.

Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Middle East Division.

RECORDS RELATING TO THE SUPPLY PROGRAM, 1944-1945.

UD-6

This series consists of records that document the formulation and administration of the supply program for the Middle East. The records include analysis of each country import requirements, screening and approvals for export license applications, and oversight of lend-lease programs within each country. The records also document the financial administration of credit and cash reimbursement programs that coordinated with local economies within each country. Additional records provide analysis of the United States' role within Middle East economies and trade control and financing. The records include correspondence, meeting minutes, reports, memorandums and applications. At the end of the series are records that document the activities of the British Empire and Middle East Branch's South Africa Section. These records relate to trade requirements and needs in the Portuguese East Africa, South Africa and Southern Rhodesia.

UNITED STATES-BRITISH CABLES AND AIRGRAMS. 1944-45. 9 ft. 452

Copies of incoming and outgoing cables and airgrams designated "MELON," "MIDES," "MELON SAVINGS," and "MIDES SAVINGS." They relate to commodities, procurement, programs, licenses, requirements, and lend-lease schedules of the Middle East in which both the United States and the British had an interest. Arranged as incoming and outgoing messages, thereunder by types ("MELON," "MIDES," etc.), and thereunder chronologically.

CABLES. 1944-46. 9 ft. 459

Copies of cables and airgrams between the personnel of the Division and the Administration's representatives in Middle East countries relating to trade agreements, requirements, licensing instructions, programs, the shipping of commodities, and shipping facilities. Arranged roughly chronologically.

Turkish Division

GENERAL FILE OF THE CHIEF. 1942-45. 10 in. 460

Copies of interoffice memoranda, cables, reports, and outgoing letters of John E. Harris, Chief of the Turkish Division, dealing with the administration and organization of the Division as well as its programs and operations with respect to Turkey. Arranged by type of document such as memoranda, cables, letters, and reports, and thereunder chronologically by date of document.

INTEROFFICE MEMORANDA AND LETTERS OF THE CHIEF. 1943-45. 3 in. 461

Copies of memoranda and letters of John E. Harris, sent to other offices of the Foreign Economic Administration in the United States and Turkey regarding programs and operations of the Administration with respect to Turkey. Arranged alphabetically by name of addressee.

LETTERS SENT TO OTHER GOVERNMENT AGENCIES. 1943-46. 1 in. 462

Copies of letters of John E. Harris, sent to other Government agencies regarding the Administration's policies and operations with respect to Turkey. Arranged alphabetically by name of Government agency.

CABLES, LETTERS, AND MEMORANDA OF THE CHIEF. Jan. 1944-Nov. 1945. 2 in. 463

Copies of outgoing letters, memoranda, and cables of John E. Harris. Arranged as cables, letters, or memoranda, and thereunder chronologically by date.

MINUTES AND REPORTS OF THE BRITISH-AMERICAN COORDINATING COMMITTEE. 1941-45. 1 ft. 464

Copies of minutes of meetings (Nos. 70-244) of the British-American Coordinating Committee, photostatic copies of the Committee's study on Turkish imports, 1938-43, and a copy of a report on requests received by the British-American Coordinating Committee from the Turkish Government. The minutes of meetings of the Committee are arranged numerically by number of meeting. The other materials are unarranged.

CABLES AND REPORTS REGARDING TURKISH CHROME NEGOTIATIONS. 1942-46. 10 in. 465

Cables and abstracts of cables exchanged between Washington and London, and Washington and Ankara, together with copies of reports from Foreign Economic Administration field representatives and State Department foreign service officers regarding chrome and negotiations for the purchase of chrome in Turkey. Included are some related interoffice memoranda. Arranged chronologically by date of document.

CABLES FROM AND TO ANKARA. 1943-45. 1 ft. 466

Cables from and copies of cables sent to United States missions and American-British boards and committees in Ankara, Turkey, dealing with negotiations for the purchase of Turkish chrome and other commodities, lend-lease, and related matters. Arranged in loose-leaf binders as "Cables to Ankara," "Cables from Ankara," and "Cables to and from Ankara." Each of these sets of cables is arranged chronologically by date of cable.

COMPILATION OF DOCUMENTS ON THE FEA PROGRAM FOR TURKEY. 1942-45. 2 in. 469

Copies of and excerpts from cables, reports, memoranda, and other papers regarding the policy and objectives of the Foreign Economic Administration in its program for Turkey, preclusive buying programs, and cooperation with the British. Included is a chronology of the preclusive purchase of commodities from Turkey. These documents are bound in a loose-leaf binder labeled "Cumulative Reports, Turkey."

GENERAL FILE. 1942-45. 12 ft. 470

Correspondence, cables, interoffice memoranda, minutes of meetings of joint British-American committees and interagency committees, progress reports of the Turkish Division and the Administration's field offices, and other records dealing with preclusive buying operations in Turkey, lend-lease, Turkish requirements for commodities, commodity control measures, trade agreements, surplus disposal, settlements, and other matters in connection with the Administration's operations with respect to Turkey. Arranged alphabetically by subject.

LETTERS TO AND FROM ANKARA. 1942-44. 16 in.

471

Letters from and copies of letters to the Administration's representatives in Ankara, Turkey, regarding such matters as Turkish exports, imports, requirements, supplies of commodities, preclusive buying operations, development projects, and other economic warfare activities with respect to Turkey. Arranged as letters to or letters from Ankara, and thereunder in part by name of correspondent and in part chronologically by date of correspondence.

COMMODITY FILE. 1942-45. 6 ft.

472

Correspondence, copies of cables, circulars, and related interoffice memoranda regarding Turkish requirements for commodities and United States imports and preclusive purchases of Turkish commodities. Arranged alphabetically by name of commodity.

See page 136A.

#### Records of the European Branch

The area covered by this Branch included France, Italy, Eastern Europe, the Balkans, Northern Europe, and the neutral European countries. Together with the United Nations Relief and Rehabilitation Administration, this Branch assisted in preparing and carrying out programs for the relief, rehabilitation, and reconstruction of the liberated portions of its area, reviewing requisitions for supplies and determining their essentiality. Its Planning and Control Staff maintained records of shipments and served on the subcommittees of the Combined Liberated Areas Committee.



Foreign Economic Administration.  
Bureau of Areas.  
British Empire and Middle East Branch.  
Turkish Division.

ADMINISTRATIVE RECORDS, 1943-1945.

UD-7

This series consists of records that document the administration of the supply program in Turkey, including the development of import requirements and justifications, the validation of export license applications, the coordination of United States purchases in Turkey, the coordination of lend-lease operations, and the analysis of the success of the various components of the supply program. Records also document involvement in shipping programs and oversight of such programs.

The records of the Branch include correspondence of the Office of its Director; minutes and documents of the Liberated Areas Committee; requirements data, background economic data relative to the preparation of statements on requirements, cables, and general informational materials on economic conditions in European countries; contract forms, invoices, bills of lading, and other records of all transactions in the programming, allocating, requisitioning, procurement, stockpiling, and shipping of commodities to liberated areas; materials used in the preparation of periodic reports; operational data relating to the general problems of preparing and screening requirements of the French Empire, the Belgian Empire, Italy, Northwestern Europe, Eastern Europe, and neutral countries; extensive background materials on economic, social, and political conditions in Italy; export license memoranda relative to applications for exports to the neutral countries in relation to the blockade problem and general subject files dealing with commercial and trade problems in neutral countries; geographic and subject files on the various areas, containing incoming and outgoing correspondence, cables, reports, and intercepts used for operational purposes to determine requirements programming and allocations for various areas; office files of individuals in the Branch or in the former Office of Foreign Relief and Rehabilitation Operations; and materials pertaining to the work of the former Reoccupation and Reconstruction Division of the Board of Economic Warfare. The bulk of the records were transferred to the Department of State; the Commerce Department received about one-third of the total. Described below are records received by the National Archives from the Department of State.

See pages 137A-B.

#### Northwestern Europe Division

SUBJECT FILE OF THE CHIEF. 1942-46. 3 ft.

477

Correspondence, copies of reports, and cables pertaining to the requirements of countries of Northwestern Europe and supply programs for those countries. Included are copies of minutes of meetings and reports of the Combined Liberated Areas Committee and the Combined Working Party. A small reading file on requirements covers the period June-Nov. 1945. Arranged alphabetically by subject; disarranged.

READING FILE. 1945. 2 ft.

478

Copies of letters, interoffice memoranda, and cables sent by the Division to foreign missions, the Administration's special representatives in Northern Europe, Government agencies, and private firms, dealing with such subjects as requirements, requisitions, shipping, priorities, and lend-lease procedures with respect to the supply program for countries of Northwestern Europe. Included are registers in which are recorded the date each communication was sent and the person to whom sent. Arranged chronologically.

#### Belgium and Belgian Congo Section

GENERAL FILE OF THE CHIEF. 1941-44. 6 ft.

479

Correspondence, memoranda, and reports of the Section dealing with its activities in connection with the supply program for liberated Belgium and the Belgian Congo. Included are copies of lend-lease agreements, priority

Foreign Economic Administration.  
Bureau of Areas.  
European Branch.

RECORDS CONCERNING EUROPE, 1942-1947.

P-34

This series consists of correspondence, memorandums, cables, reports, and other types of documents concerning the combined operations of the Bureau of Areas of the Foreign Economic Administration (FEA), the Supreme Headquarters Allied Expeditionary Force (SHAEF), the Combined Civil Affairs Committee (CCAC), the Combined Liberated Areas Committee (CLAC), the Department of State, and other organizations in implementing the lend-lease program for liberated areas in Europe. Included is information on the reconstruction of Europe and on the shipment of materials such as clothing, textiles, food, and fuel to the various European nations as requested by SHAEF.

Bureau of Areas progress reports document the relief and rehabilitation of various liberated nations of Europe, North Africa, and the Middle East. Correspondence can be found between private industry and the FEA about economic programs in Europe after the war. Also included are Tripartite Economic Committee meeting minutes, records concerning working conferences, and communications from divisions within the European Branch on the progress of supplying materials to liberated areas of Europe.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

RECORDS RELATING TO THE ECONOMIC RELIEF PROGRAM  
FOR ITALY, 1943-1946.

P-35

This series consists of correspondence, memorandums, reports, organization lists, copies of procedures, and other types of documents relating to economic relief and rehabilitation in Italy. Included is correspondence of the Allied Control Commission documenting the supervision of Italian authorities in the economic recovery of Italy after its liberation by Allied forces. In addition there are documents regarding food requirements and instructions for procurement of lend-lease materials.

Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

Foreign Economic Administration.  
Bureau of Areas.  
European Branch.  
Office of the Director.

SUBJECT FILES, 1944-1945.

UD-10

This series contains subject files of the Director consisting of correspondence, memorandums, committee reports, letters sent and received, incoming and outgoing telegrams, cables and transcripts of press releases and newspaper clippings. The records concern policy formulation and the administration and management of the United States programs arranged to assist in the war effort overseas. Specific subjects include appropriations and allotments, budget formulation and justification, personnel classifications and appointments and the cooperation from the U.S. military and the United Nations Relief and Rehabilitation Administration (UNRRA).

certificates, charts and tables, and materials on commodity requirements and on various projects such as mining and power. Arranged alphabetically by subject and thereunder chronologically.

GENERAL FILE OF THE CHIEF. 1944-46. 10 ft. 480

Correspondence, memoranda, and reports of the Section dealing with requirements, supplies, and the licensing of commodities for the Belgian Congo. Included are copies of minutes of meetings of the following committees: Four Party Supply Committee, Liberated Areas Committee, and Combined Liberated Areas Committee. Arranged in accordance with a classification manual of the Belgian Unit, a copy of which is in the file; partly disarranged.

GENERAL FILE OF THE SECTION. 1944-45. 5 ft. 481

Correspondence of the Section with the Belgian Embassy and the Belgian Purchasing Mission, together with memoranda and reports relating to the policies, procedures, and operations of the Section, the Szymczak mission, and requirements of the Belgian Congo. Arranged alphabetically by subject; partly disarranged.

IMPORTS-EXPORTS FILE. 1943-45. 7 ft. 482

Correspondence, both intergovernmental and interagency, together with interoffice memoranda and reports pertaining to the supply and requirements of the Belgian Congo, purchase agreements, sources of supply for commodities, and export licenses. Arranged alphabetically by subject under the headings "Import," "Export," "Mission Export," and "Mission Import."

REPORTS ON RECONSTRUCTION AND RECOVERY IN BELGIUM. 1943-45. 15 in. 485

Copies and drafts of the "Report of Preliminary Mission to London on Belgium Reconstruction and Recovery," with some related correspondence. Included are copies of reports on money and banking in liberated Belgium, quarterly economic reviews of Luxembourg, and industries and products. Unarranged.

REPORTS OF THE UNITED STATES MISSION TO THE BELGIAN CONGO. 1942-44. 6 in. 487

Copies of reports of the United States Mission to the Belgian Congo regarding United States exports to the Belgian Congo and financial relations, transportation, and commodity requirements. Unarranged.

Netherlands East Indies Section

SUBJECT FILE. 1943-47. 18 in. 488

Correspondence of the Section with the Netherlands Purchasing Commission, the War Department, and others dealing with economic and strategic policies towards the Netherlands East Indies. Included are materials relating to the requirements of the East Indies and supply programs. Arranged alphabetically by subject and thereunder chronologically.

REFERENCE FILE OF THE NETHERLANDS EAST INDIES SECTION. 1945. 3 ft. 489

Copies of reports on supplies, reports of the British Ministry of Information and "Fortnightly Intelligence Reports" of the Far East Bureau, books of specifications, materials on supply programs, and copies of lend-lease agreements pertaining to the Netherlands East Indies. Unarranged.

Netherlands Section

GENERAL FILE. 1944-46. 28 ft. 492

Correspondence of the Section with the Netherlands Economic Mission and other agencies, interoffice memoranda, disbursement accounts, receipts, bills, reports, and studies pertaining to the Foreign Economic Administration's supply program for the Netherlands. A large part of the file is concerned with requirements, requisitions, export licenses, commodity control measures, and shipments for the Netherlands. Included are progress reports of the Section, minutes of staff meetings, and copies of minutes of meetings of the Four Party Supply Committee for the Netherlands. Arranged alphabetically by subject; disarranged.

OUTGOING LETTERS AND MEMORANDA. 1944-45. 3 ft. 493

Copies of letters and memoranda of the Netherlands Section relating to its operations, procedures, programs, and licensing activities. Arranged alphabetically by addressee or agency to whom sent and thereunder chronologically by date of letter or memorandum.

Scandinavian Section

CABLES. 1944-46. 15 in. 494

Copies of cables to and from Scandinavian countries pertaining to requirements for commodities, shipping, sale of surplus property, and post-war agreements. Arranged by city, thereunder as incoming or outgoing, and thereunder chronologically.

CABLES AND CORRESPONDENCE RELATING TO FINLAND. 1945-47. 8 in. 495

Copies of cables and correspondence relating to requirements and supply programs of Finland. Included are some materials relating to the shipping of commodities to Finland. Arranged alphabetically by subject; partly disarranged. <sup>e</sup>

SUBJECT FILE OF THE NORWAY UNIT. 1941-46. 2 ft. 496

Correspondence with the Norwegian Embassy, the Norwegian Purchasing Mission, and the Norwegian Shipping and Trade Mission relating to the lend-lease master agreement, lend-lease settlement, and other subjects such as ship repairs and commodity requirements. Included are copies of letters and reports of the Scandinavian Section pertaining to its policies, operations, and procedures. Arranged alphabetically by subject.

REPORTS AND PUBLICATIONS ON NORWAY. 1943-45. 2 ft. 497

Processed copies of reports prepared by various agencies on Norway's requirements and industries. Included are reports on requirements for emergency housing, money and banking, telecommunications, the iron and steel industry, laws and institutions, and plans for the supply of the civilian population. Arranged in part by subject of report, and in part by agency preparing the report.

SUBJECT FILE OF THE CHIEF OF THE NORWAY UNIT. 1944-45. 2 ft. 498

Correspondence (mainly with the Administration's special representatives in London), copies of reports, memoranda, charts, some pictures, and statistical data relating to Norway's commodity production and requirements, shipping programs, and allocations. Included are reports and copies of minutes of the Four Party Supply Committee for Norway. Arranged alphabetically by subject and thereunder chronologically.

REQUIREMENTS FILE OF THE NORWAY UNIT. 1944-47. 2 ft. 499

Correspondence, with related memoranda and statistical data, pertaining to Norway's requirements for commodities, requirements programs, and allocation of funds. Included are shipping documents and related correspondence and cables. Arranged alphabetically by commodity.

Foreign Economic Administration.  
Bureau of Areas.  
European Branch.  
French Division.

GENERAL RECORDS, 1942-1945.

P-32

This series consists of correspondence, memorandums, reports, minutes of meetings, and other types of documents concerning the lend-lease program for France and the French Colonial Mission, in cooperation with the French Committee of National Liberation. Included are documents regarding labor relations, natural resources, and agricultural needs relating to French North and West Africa and the French West Indies. In addition, there is information on United Nations Relief and Rehabilitation Administration (UNRRA) procedures and instructions for handling refugee problems in French North Africa.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

SUBJECT AND COUNTRY FILES, 1942-1945.

P-33

This series consists of correspondence, memorandums, schedules, shipping documents, vouchers, requisitions, and other types of documents relating to the acquisition, shipment, and distribution of lend lease services and materials to French colonial possessions, primarily in Africa.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

TRADE RECORDS, 1944-1945.

UD-11

This series consists of reports, contracts, memorandums, telegrams and letters. The contents of the files specifically concern and document the requirements and regulations standards set by the French Division for the import and export of goods, including both governmental and private trade for the European occupied territories of French North Africa and French West Africa during 1944-1945.



GENERAL FILE OF THE DENMARK UNIT. 1945-47. 2 ft.

500

Correspondence, copies of cables, memoranda, and reports relating to the requirements of Denmark, supply programs, and shipping, with some material on policy and operations with respect to Denmark. Included are copies of minutes of the joint meetings of the Allied and Danish Executive Food Supplies Committee and of the Four Party Supply Committee for Denmark. Arranged alphabetically by subject.

See page 140A

See page 141A.

Records of the Far East and Other Territories Branch

The area included in this Branch was world-wide, covering China, Korea, the Philippine Islands, Thailand (formerly Siam), French Indo-China, Liberia, Ireland, Greenland, and Afghanistan. In China the Branch was responsible for aiding the United Nations Relief and Rehabilitation Administration in relief, rehabilitation, and reconstruction activities, for carrying on lend-lease operations, and for helping the Chinese solve their economic problems. The program for the Philippines included relief and rehabilitation, and the Branch worked with the authorities of the Philippine Government in solving these problems. Activities regarding Korea, Thailand, and French Indo-China were in the planning stage until after VJ-Day.

The records of the Branch contain materials relating to lend-lease requisitions and shipments; materials on the China training programs; policy correspondence and other operating materials relating to lend-lease programs; data on various projects and on the economies of the areas dealt with by the Branch; and a large amount of special economic data and reports collected and prepared by the research staffs. In 1946 about three-fourths of the records were transferred to the State Department and the remainder to the Commerce Department.

See pages 141B-E.

Records of the Enemy Branch

This Branch was responsible for planning the economic program to be put into effect when the enemy countries should be occupied. It prepared studies and reports for the industrial disarmament of the enemy to prevent future wars, including analyses of the entire economic structure of the Axis countries. Its staff units and divisions were functional in nature and were concerned with problems relating to industrial disarmament, external economic security, reparations and restitutions, requirements and allocations, food and agriculture, foreign trade, consumers' economy, property control, transportation and communications, and industry of the countries to be occupied. The Branch also included a Japanese and an Austrian Special Services Staff, and it cooperated closely with the Technical Industrial Intelligence Committee, a subcommittee of the Joint Intelligence Committee of the Joint Chiefs of Staff.

The records of the Branch were transferred to the Department of State. They include cables, reports, correspondence, statistics, research and reference materials, and other documents relating to the geographical areas and other particular functions under the jurisdiction of the Branch; mimeographed copies of reports prepared by the Branch; minutes of meetings of

Foreign Economic Administration.  
Bureau of Areas.  
European Branch.  
Neutral Countries Division.

SUBJECT FILES, 1943-1945.

UD-12

This series contains files consisting of committee reports, correspondence, memorandums, letters sent, and telegrams. The correspondence is from the U.S. Program Assistant of the President's War Relief Control Board to the Chief of Relief Section Blockade Division, 1943-1945. It mainly concerns requests for export license approvals for trade and war relief shipments to be allowed through blockade to persons in refugee and concentration camps in the German occupied territories of Europe. Included is a file concerning Executive Order 9417 that established a War Refugee Board, 1944.

Foreign Economic Administration.  
Bureau of Areas.  
Far East and Other Territories Branch.

SUBJECT AND COUNTRY FILES, 1942-1945.

P-4

This series consists of reports, correspondence, and memorandums concerning economic conditions in Afghanistan, Iceland, and other areas. Subjects covered include agriculture, construction material, equipment, imports and exports, machinery, metals, minerals, pulp and paper, and other aspects of the economy.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

RECORDS RELATING TO THE LEND-LEASE PROGRAM FOR THE  
FAR EAST AND OTHER TERRITORIES, 1943-1947.

P-37

This series consists of correspondence, memorandums, reports, cables, and other types of documents relating to policies and procedures used in obtaining lend-lease aid by various Far Eastern and other countries. Included is information pertaining to administrative policy, applications for export licenses, locating materials lost in transit, requisition procedures, supply requirements for various countries, and the transportation of lend-lease materials and equipment. In addition there are incoming and outgoing letters and cables with specific United States missions in foreign countries.

Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

ADMINISTRATIVE RECORDS, 1941-1946.

P-38

This series consists of correspondence, memorandums, reports, and other types of documents first accumulated by Deputy Director Donald Harding, Far East and Other Territories Branch, and later by partial successors of the branch, the China Division and its successor, the China Branch. Included within the records of the Far East and Other Territories Branch are files of the China, Korea, Philippines Southeastern Asia, and Special Territories Divisions, in addition to general records of the branch concerning requisitions, termination of

Lend-lease, and other matters. Reading files of the China Division and China Branch consist of copies of letters sent to agency personnel and other parties such as the Chinese Supply Commission regarding information on the requisition of materials, training programs, economic analysis of China's lend-lease program, and other matters regarding lend-lease to China.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

Foreign Economic Administration.  
Bureau of Areas.  
Far East and Other Territories Branch.  
Liberia Section.

RECORDS RELATING TO THE LEND-LEASE PROGRAM FOR  
LIBERIA, 1942-1946.

P-40

This series consists of correspondence, memorandums, reports, agreements, and other types of documents relating to the approval and settlement of lend-lease programs for Liberia. Included is information regarding construction projects and the export and import of food products, minerals, textiles, industrial equipment, and other materials.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

Foreign Economic Administration.  
Bureau of Areas.  
Far East and Other Territories Branch.  
China Division.

SUBJECT FILES OF THE CHIEF, 1942-1946.

P-39

This series consists of correspondence, inventories, memorandums, minutes, reports, and other types of documents created or accumulated by Charles R. Bennett, Franklin Ray, Jr., and Charles W. Quinn, successive chiefs. Included is information on budget proposals, China's economic program, committee meetings, freight, settlement of contracts, and training programs for railroad engineers, as well as regarding policy, procedures, and operations in connection with the transfer of lend-lease materials to China.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

SUBJECT FILES, 1942-1944.

P-2

This series consists of reports, memorandums, telegrams, correspondence, and lists of materials. The records document Chinese commodities, exports, lend-lease requirements, munitions needs, preclusive buying, reconstruction, and requisitions, as well as general aid on the part of the United States in regard to China.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

CHINESE DEFENSE SUPPLIES INVENTORY, 1942-1944.

P-3

This series consists of inventories of Chinese Government supplies stored at various locations in India. The tallies of items vary in information given, but where applicable show a brief description, parts number and other markings, quantity per case and total cases, weight per unit, and location.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

interdepartmental committees; information obtained from the British Ministry of Economic Warfare; materials relating to the Safehaven investigations; correspondence and other materials with regard to the procurement of intelligence data by the Foreign Economic Administration; and work sheets on captured enemy equipment. Described below is one small segment of the records of the Branch that was received by the National Archives from the Department of State. Intelligence reports accumulated by the Branch are being integrated with other intelligence records in the possession of the Reference Division of the Office of Intelligence Collection and Dissemination, Department of State.

See pages 142A-D.

RECORDS OF THE MILITARY PRODUCTS SECTION, FAR EAST ENEMY DIVISION. 1942-45. 5 ft. 501

Printed and draft copies of reports, studies, and surveys of the Section on industries of Japan, together with military and naval intelligence reports, charts, maps, diagrams, and other background material on Japan. Included is some correspondence of the Section with United States firms and agencies regarding shipments of materials to Japan prior to Pearl Harbor. Unarranged.

#### Records of the Union of Soviet Socialist Republics Branch

Foreign Economic Administration activities relating to the Soviet Union were carried out by this Branch. The Branch cleared with the President's Soviet Protocol Committee all questions of exports to the Union of Soviet Socialist Republics, and with the State Department all problems relating to imports. It was organized along functional lines and included the Protocol and Area Information, Program License and Cash Purchase, Industrial Equipment, Raw Materials, and Protocol Shipping Secretariat Divisions.

The records of the Branch include operational materials relative to its functions, including materials on lend-lease requirements, cargo reports, protocol reports, and policy materials. All records of the Branch were transferred to the Department of State in 1946, with the exception of 29 feet of records of the Office of the Director, which were transferred to the Department of Commerce.

See pages 142E-F

#### RECORDS OF FOREIGN FIELD MISSIONS

See page 142G.

In accordance with an agreement between the Department of State and the Foreign Economic Administration of November 23, 1943, the Administration's representatives abroad were placed under the general authority of the chief State Department representative in the area in which each operated. "Subject to the general authority of the principal State Department representative, the chief representative of FEA in a country or area directed the work of all members and employees of his staff and all persons temporarily attached to it." It was agreed that the State Department officials would recognize the responsibilities of the Foreign Economic Administration staffs for the actual conduct of their activities; yet any phase of Foreign Economic Administration work involving the "foreign pol-

Foreign Economic Administration.  
Bureau of Areas.  
Enemy Branch.

RECORDS RELATING TO ECONOMIC ACTIVITIES IN GERMANY,  
AUSTRIA, AND JAPAN, 1942-1946.

P-29

This series consists of memorandums, correspondence, reports, and handwritten notes concerning economic activities in Germany, Austria, and Japan during and after World War II. Included is information on German disarmament and demilitarization, the agricultural system in Germany, industrial and economic activities in Japanese-held territories, special projects in the Dutch East Indies, and the relationship of the Austrian economy and political system to Germany.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations. Records post-dating termination of the FEA in September 1945 document residual activities, primarily those relating to the liquidation activities of the Office of the Foreign Liquidation Commission (OFLC), an organization within the Department of State.

PROJECT FILES, 1943-1944.

P-31

This series consists of memorandums, correspondence, reports, and other types of documents concerning two special projects: the Survey of Foreign Experts and Project Save Haven. The Survey of Foreign Experts sought to obtain intelligence information from refugees, returned travelers, American businessmen, and others knowledgeable regarding economic conditions in enemy countries. Project Safe Haven sought to obtain intelligence regarding the transfer of assets from enemy countries through neutral channels to other nations. A large number of memorandums contain summaries of interviews with informants. Also included among the documents are information regarding intelligence gathering, the labor movement in Japan, and information regarding various natural resources and the production of oil.

ADMINISTRATIVE RECORDS, 1944-1945.

UD-9

This series consists of records that document the gathering of economic and political intelligence as well as supplying that intelligence to offices within the Foreign Economic Administration (FEA) and to other government agencies. Records also include analysis of intelligence for use within FEA offices. Subjects include analysis



of information obtained from mail belonging to prisoners of war; tracking German-owned assets, both openly and secretly held, within Germany and abroad; size of labor forces in foreign countries; and monitoring of non-United States involved international agricultural trade agreements, particularly as pertained to violations of or incompatibility with trade agreements of foreign countries with the United States. Records include orders and instructions on intelligence gathering and censorship standards, reports, correspondence, notes and memorandums.

Foreign Economic Administration.  
Bureau of Areas.  
Enemy Branch.  
Blockade Division.

SUBJECT AND COUNTRY FILES, 1941-1945.

P-1

This series consists of reports, correspondence, and memorandums concerning economic conditions in neutral, occupied, and enemy nations. The reports primarily relate to foreign allocations, communications, distribution problems, economic assessments, production capacity, natural resources, and transportation. Much of the correspondence and memorandums is exchanged between cooperating United States government agencies regarding the analysis of economic intelligence. Also included are records pertaining to United States control of commodities, issuance of export licenses, export of machinery and other products, post-war planning and adjustment, and shipments.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

Foreign Economic Administration.  
Bureau of Areas.  
Liberated Areas Branch.

SUBJECT AND COUNTRY FILES, 1942-1945.

P-5

This series consists of reports, minutes of meetings, memorandums, correspondence, and other types of documents concerning the planning of relief to be undertaken following liberation of occupied and enemy countries. The documents pertain to economic analyses, guidelines, and requirements for clothing, equipment, food, housing, industry, and supply programs. Other subjects covered in the documents are the allocation of labor, distribution, price controls, and rationing, as well as requirements for the relief of Europe under the United Nations Relief and Rehabilitation Administration (UNRRA).

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

SUBJECT FILES, 1943-1945.

P-6

This series consists of memorandums, correspondence, reports, minutes of committee meetings, and other types of documents concerning the collection and analysis of economic, legal, and institutional information for use in the allied occupation and rehabilitation of liberated areas in Europe. Subjects covered in the documents include agriculture, banking, distribution, goods, industry, labor, trade control, and general economic matters, as well as the elimination of the influence of the former enemy regimes in the post-war era.

Foreign Economic Administration.  
Bureau of Areas.  
USSR Section.

On March 11, 1941, Congress passed the Lend-Lease Act. The law authorized the President to provide assistance to any country the President deemed vital to the interests of the United States. To administer the act, the Division of Defense Aid Reports was established within the Office for Emergency Management in May 1941. Shortly after Germany invaded the USSR in June 1941, President Roosevelt authorized extending lend-lease aid to that country. In October 1941, the Office of Lend-Lease Administration (OLLA) was established within the Office for Emergency Management to administer lend-lease. Its main function was to ensure that countries authorized to receive lend-lease materials, services, and data receive them at the time and place where they would contribute most to the defeat of the Axis. Within OLLA, the Division of Soviet Supply handled those part of the program that involved aid to the USSR. In September 1943, the handling of government activities relating to foreign economic affairs, including Lend-Lease, was overhauled. The Foreign Economic Administration (FEA) was established to unify and consolidate the administration of government activities relating to foreign economic affairs. Transferred to FEA were the Office of Lend Lease Administration, the Office of Economic Warfare, the Office of Foreign Relief and Rehabilitation Operations, certain functions of the Office of Foreign Economic Coordination, the War Food Administration, and certain functions of the Commodity Credit Corporation. Within the new FEA, the USSR Branch within the Bureau of Areas carried out FEA activities relating to the USSR. FEA was abolished in September 1945. Its functions were divided among five agencies, with the Department of State inheriting the functions and records relating to lend-lease activities.

USSR LEND-LEASE BASIC FILES, 1941-1945

P-52

This series consists of memorandums, correspondence, memorandums of conversation, telegrams, reports, notes, documents, minutes of meetings, press releases, and other documentation relating to policy on Lend-Lease to the USSR. Included are files of Presidential directives, the negotiations of the various protocols with the USSR that governed Lend-Lease aid, the President's Protocol Committee, and various types of reports.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

These records are on microfilm.

USSR LEND-LEASE SUBJECT FILES, 1941-1945

P-53

This series consists of memorandums, correspondence, memorandums of conversation, telegrams, reports, notes, documents, minutes of meetings, press releases, and other documentation relating to the development, administration, and implementation of lend-lease to the USSR.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

These records are on microfilm.

MISSION TO MOSCOW FILES, 1941-1945

P-54

This series consists of memorandums, reports, shipping lists, notes, telegrams, correspondence, and other documentation relating to the USSR Section's dealings with the Moscow Military Mission. Subjects include aircraft deliveries, post-war cooperation, the various Lend-Lease protocols with the USSR, and the various types of commodities and supplies provided by the United States to the USSR during World War II.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

These records are on microfilm.

Foreign Economic Administration.  
Bureau of Areas.  
General Areas Branch.

SUBJECT AND COUNTRY FILES, 1942-1944.

P-19

This series consists of correspondence, memorandums, and reports on lend-lease programs in various nations. The records include information on lend-lease procedures and policies and document the conversion of the countries from a wartime economy to a peacetime economy.

Documentation pre-dating the establishment of the FEA in September 1943 reflects the activities of predecessor organizations.

icy" of the United States was subject to review by the State Department representatives. Disagreements between representatives of the State Department and the Foreign Economic Administration were to be referred to Washington through the regular channels, but "in any case where an immediate decision is imperative, the views of the principal State Department representative shall prevail."

The staff of a large field mission of the Foreign Economic Administration included the special representative, his legal counsel, economic adviser, technical consultant, economic intelligence staff, transportation and shipping unit, and requirements unit. The procurement activities of the United States Commercial Company were directed by the special representative through foods, textiles, metals and minerals, and general commodities sections. Within the area the special representative dispatched Foreign Economic Administration agents as needed, who supervised the activities of the mission locally. Administrative matters were handled by a business manager through fiscal, personnel, and management services units.

By 1945 representatives of the Foreign Economic Administration were on duty at almost every United States embassy and consulate-general. In these posts they executed and administered the Foreign Economic Administration's programs regarding procurement, imports, and the development of economic warfare, including blockade activities and preclusive buying. They advised the Administration on supply problems or other requirements for their area, whether these involved lend-lease procurement, the action of a Government corporation, or a commercial export license. Reverse lend-lease activities and the exchange of reciprocal aid were facilitated by the foreign representatives, and where required such representatives acted as agents for the United States Commercial Company in purchasing critical materials and commodities.

The records of the foreign field missions were transferred to the diplomatic and consular offices of the Department of State by a directive of the Bureau of the Budget dated January 8, 1946. Records of the North African Economic Board (later the North African Joint Economic Mission), consisting mainly of correspondence, reports, cargo manifests, bills of lading, pay vouchers, card records on materials unloaded from convoys, French receipts, and other materials, were received by the Department of State from its mission in North Africa. No description of records of other missions is available at the present time.

See pages 143A-C.

#### RECORDS OF GOVERNMENT CORPORATIONS

From the Office of Economic Warfare the Foreign Economic Administration inherited four Government corporations engaged in the procurement of critical war materials and commodities. These corporations were the United States Commercial Company, the Rubber Development Corporation, the Petroleum Reserves Corporation, and the Export-Import Bank of Washington. All except the last were wartime corporations created by the Reconstruction Finance Corporation specifically to aid in the strategic imports program of

Foreign Economic Administration Mission  
in the Middle East.

PROGRAM FILES CONCERNING PARTICIPATION IN THE MIDDLE EAST SUPPLY CENTRE, 1942-1945. P-43.

This series consists of reports, correspondence, memorandums, telegrams, accounting records, shipping documents, and other types of records concerning lend-lease programs for Egypt, Ethiopia, Iraq, Lebanon, Palestine, Saudi Arabia, Sudan, Syria, Transjordan, Turkey, and other areas. The records document control, decontrol, inventory, payments, and distribution of commodities, equipment, and other forms of lend-lease as well as overall United States participation in the Middle East Supply Centre, which was jointly operated with the United Kingdom.

ADMINISTRATIVE RECORDS CONCERNING PARTICIPATION IN THE MIDDLE EAST SUPPLY CENTRE, 1942-1945. P-44.

This series consists of correspondence, memorandums, telegrams, reports, committee records, minutes of meetings, shipping documents, and other types of materials relating to distribution of lend-lease by the Foreign Economic Administration (FEA) through the Middle East Supply Centre (MESOC), which was jointly operated with the United Kingdom. The records document the distribution of lend-lease by the FEA's Mission in the Middle East to specific Middle East governments, as well as MESOC functions, operations, organization, and policies.

American Economic Mission in the Belgian Congo.

RECORDS OF THE AMERICAN ECONOMIC MISSION IN THE BELGIAN CONGO, 1943-1945. P-45.

This series consists of correspondence, memorandums, telegrams, reports, requisition and shipping documents, and other types of materials relating to lend-lease and reverse lend-lease for the Belgian Congo. The records contain information regarding policies and procedures used to move equipment, goods, and supplies to and from the region as well as material requirements. Most of the correspondence consists of letters to and from the Foreign Economic Administration Special Representative, who worked out of the United States Consulate, Leopoldville, Belgian Congo.



North African Economic Board/North African  
Joint Economic Mission.

RECORDS OF THE NORTH AFRICAN ECONOMIC BOARD/NORTH  
AFRICAN JOINT ECONOMIC MISSION, 1942-1945.

P-46

This series consists of correspondence, memorandums, reports, minutes of meetings, economic and social background studies, and other types of documents concerning policies, procedures, operations, and functions of the North African Economic Board.

American Economic Mission to China, India, and Burma.

RECORDS OF THE AMERICAN ECONOMIC MISSION TO CHINA,  
INDIA, AND BURMA, 1942-1945.

P-47

This series consists of correspondence, memorandums, reports, and other types of documents relating to the transfer of lend-lease materials to China, Burma, and India. The records explain policies and procedures, including information on economic programs, training programs, and organization and functions of the Foreign Economic Administration's economic missions to those nations.

American Economic Mission to Belgium.

RECORDS OF THE AMERICAN ECONOMIC MISSION TO  
BELGIUM, 1944-1947.

P-48

This series consists of correspondence, telegrams, memorandums, reports, statistical data, minutes of meetings, and other types of documents concerning the lend-lease program for Belgium. Included are records concerning the Emergency Economic Committee for Europe, the European Coal Organization, the Four Party Committee, and various other committees and sub-committees dealing with economic recovery.

American Economic Mission in Madagascar.

RECORDS OF THE AMERICAN ECONOMIC MISSION IN  
MADAGASCAR, 1943-1947.

P-49

This series consists of separate incoming and outgoing letters, memorandums, manifests, schedules of equipment and materials, and other types of documents concerning United States economic operations in Madagascar, including information regarding procedures and requirements for lend-lease aid.

United States Technical Project in Ethiopia.

RESEARCH FILES OF THE UNITED STATES TECHNICAL PROJECT  
IN ETHIOPIA, 1944-1945.

P-50

This series consists of reports, drafts of reports, and reports in the form of memorandums concerning natural resources, economic conditions, and infrastructure in Ethiopia. Included are reports concerning food and agriculture, communications, educational facilities, forests, hospitals, industry, minerals, public works, water and sanitation, and a variety of other subjects. A typescript, "Handbook of Ethiopia," contains summary project administrative information as well as an overview of the Ethiopian economic situation.

the Government. When the Foreign Economic Administration was abolished, the first three of the above corporations, with their personnel and records, were returned to the Reconstruction Finance Corporation. The Export-Import Bank became an independent agency under an act of July 31, 1945. These four corporations and one other, Cargoes, Incorporated, are described below. The records of the latter are in the record group covered by this preliminary inventory and are described under a separate heading.

The United States Commercial Company was incorporated on March 26, 1942, by the Reconstruction Finance Corporation, and engaged in preclusive buying of strategic and critical materials on a noncommercial price basis in accordance with directives from the Board of Economic Warfare. On July 15, 1943, it was transferred to the Office of Economic Warfare, being made responsible at that time for the foreign purchasing activities of the Defense Supplies Corporation, the Defense Plant Corporation, and the Metals Reserve Company. When that Office became a part of the Foreign Economic Administration on September 25, 1943, the Administrator of the Foreign Economic Administration assumed control of the Board of Directors of the Company. On October 17, 1945, the Company was returned to the Reconstruction Finance Corporation.

The Company was organized from the beginning along a corporate pattern, with a board of directors, a president, a vice-president and assistant vice-presidents, a legal division, a treasurer, a secretary, an examiner, and an auditor. Under the Foreign Economic Administration, the key positions were assumed by officials of the Administration, who, acting as the Executive Committee of the Company, approved plans for imports and other related transactions received by it from the branches of the Foreign Economic Administration proper. In the Executive Committee were vested all the powers of the Board of Directors during periods when the Board was not in session. The Company also included a Commercial Transactions Staff to handle nonstrategic materials and several divisions synonymous with major operating branches of the Foreign Economic Administration. In the field, the Company had agents who served as members of the staffs of the special representatives of the Foreign Economic Administration.

The activities of the Company revolving around preclusive buying declined after the middle of 1943, and it became more involved in the importation of strategic and critical materials and essential foodstuffs for supply purposes. Toward the close of the war it handled the trading activities of the Government with liberated areas, acting as an agent, for example, for American importers in Italy when the purchase of commodities there was too great a risk for private enterprise.

The records of the United States Commercial Company were transferred to the Reconstruction Finance Corporation following the termination of the Foreign Economic Administration.

The Rubber Development Corporation was established by the Secretary of Commerce in February 1943 to handle the Government's program for the development and procurement of natural rubber, succeeding the Rubber Re-

serve Company. It acted under the directives of the Office of the Rubber Director and was managed by a Board of Directors elected by the Reconstruction Finance Corporation. On July 15, 1943, it became a part of the Office of Economic Warfare, and with that Office was transferred to the Foreign Economic Administration on September 25, 1943. Upon the termination of that Administration it was returned to the Reconstruction Finance Corporation, where it continued until its charter expired on June 20, 1947.

The Corporation was the chief instrument of the United States for procuring and developing natural rubber in foreign countries. The Corporation bought rubber in Ceylon and Liberia and developed and purchased rubber in a number of South American countries. Pursuant to this program it made loans and gave technical advice to rubber tappers and dealers, improved transportation facilities on rubber plantations and surrounding areas, arranged for the export of synthetic rubber from the United States in exchange for pure rubber, stimulated rubber conservation abroad, furnished machinery for rubber tapping operations, and handled commercial transactions involved in the importation of rubber.

Following the termination of the Foreign Economic Administration most of the records of the Rubber Development Corporation were transferred to the Reconstruction Finance Corporation. A small quantity of its files have been received in the National Archives and are in Record Group 234.

The Petroleum Reserves Corporation was established under the Reconstruction Finance Corporation on June 30, 1943, was transferred to the Office of Economic Warfare on July 15, 1943, and was made a part of the Foreign Economic Administration on September 25, 1943. Its program of buying and otherwise acquiring reserves of crude petroleum from sources outside of the United States did not materialize because the agreements in the Middle East were not consummated during the war. On October 17, 1943, it was returned to the Reconstruction Finance Corporation. On November 9, 1945, its charter was amended so as to change its name to War Assets Corporation. No records of the Corporation as the Petroleum Reserves Corporation are known to exist.

#### Records of the Export-Import Bank of Washington

This Bank, which was created on February 2, 1934, was transferred on July 15, 1943, from the Department of Commerce to the Office of Economic Warfare. When that Office became a part of the Foreign Economic Administration the Bank was included in the transfer. After the FEA was dissolved, provision for the continuance of the Bank as an independent agency was made by an act of July 31, 1945.

The Bank was originally created to finance and facilitate the exchange of commodities between the United States and other nations or agencies or nationals thereof. An act of September 26, 1940, assigned to it functions pertaining to developing resources, stabilizing economies, and marketing the products of the countries of the Western Hemisphere. During the war the Bank financed industrial and agricultural developments in Haiti, Brazil

(Itabira Iron Mines), Bolivia (Bolivian Development Corporation), and Chile (Chile Development Corporation). Toward the close of the war the Bank was enabled by Congressional appropriations to extend loans to European countries for reconstruction and rehabilitation purposes.

The Bank retained possession of its earlier records when it became an independent agency in July 1945.

#### Records of Cargoes, Incorporated

This corporation was originally organized privately on October 30, 1941, under the name of Ships, Incorporated, to build an experimental cargo vessel with shallow draft and multiple engine known as the Sea Otter. The corporation became inactive when the Sea Otter project was abandoned by the Navy Department. The Office of Lend-Lease Administration took over the corporation in June 1942, under the President's directive that the Administration proceed with a redesigned Sea Otter or Seamobile. In the summer of 1943, Cargoes, Inc., also contracted for the construction of experimental helicopters adapted to protecting cargo ships against submarine attack. After the shipping situation improved, the Corporation was liquidated. The final board of directors meeting was held on March 24, 1945, and the Corporation was dissolved on April 30, 1945.

PRESIDENT'S FILE. Dec. 1942-Apr. 1944. 5 in. 502

Correspondence and memoranda of Richard W. Seaburg, President, together with copies of letters and memoranda of Cargoes, Inc., and lend-lease officials concerning the operations and projects of the corporation. Arranged alphabetically by subject.

COMPTROLLER'S FILE. Dec. 1941-May 1945. 3 ft. 503

Correspondence, memoranda, and reports relating to the fiscal operations of Cargoes, Inc. Included are originals and copies of auditors' reports covering the projects undertaken by the corporation; copies of monthly financial statements to the Treasury Department; originals and copies of legal documents; invoices from contractors; and photostatic copies of such financial records as the cash book and check register. Arranged alphabetically by subject.

GENERAL FILE. Oct. 1941-July 1945. 21 in. 504

Copies of minutes of meetings of the Board of Directors; correspondence and memoranda relating to the operations of Cargoes, Inc., and covering such subjects as audits, expenses, taxation, sale of surplus materials, specifications, personnel applications, and office supplies and equipment. Included are copies of monthly, quarterly, and annual financial statements submitted to the Treasury Department. Arranged alphabetically by subject.

CHIEF INSPECTOR'S FILE. Dec. 1942-Nov. 1943. 5 in. 505

Correspondence and memoranda relating primarily to the Seamobile project. Arranged alphabetically by subject.

MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS. Oct. 1941-Mar. 1945. 6 in. 2 vols. 506

Original signed minutes together with a copy of the by-laws and a copy of the certificate of incorporation of Cargoes, Inc. Arranged chronologically.

FINANCIAL RECORDS. Oct. 1941-Mar. 1945. 3 ft. 507

Bank statements; cancelled checks, with related correspondence and data; checkbooks; copies of statements of accountability of funds, with related memoranda, and copies of general ledger trial balances. Included are three volumes comprising the cash book, general journal, check register, general ledger, subsidiary ledgers, pay-roll analysis, and pay sheets. Photostatic copies of pages from these three volumes are also included in the file of financial records. Arranged alphabetically by subject.

AUXILIARY TUGS PROJECT FILE. Apr. 1942-Dec. 1944. 4 in. 508

Correspondence, copies of legal documents, specifications, and memoranda relating to the project of developing combat type auxiliary tugs. The materials primarily concern finances, liquidation of the project, and resultant claims. Arranged alphabetically by subject.

CATAMARAN (SUBMARINE SPOTTER) PROJECT FILE. Oct. 1942-Apr. 1944. 5 in. 509

Correspondence, originals and copies of legal documents, blueprints, and memoranda relating to the project of developing a catamaran-type vessel (submarine spotter). The materials primarily concern engineering, finances, liquidation of the project, and resultant claims. Arranged alphabetically by subject.

HELICOPTER PROJECT FILE. Apr. 1943-Feb. 1945. 5 in. 510

Originals, copies, and drafts of legal documents, correspondence, memoranda, and blueprints relating to the project of developing a helicopter. The materials primarily concern audit, finances, and settlement of the contract for building the helicopter. Arranged alphabetically by subject.

SEAMOBILE PROJECT FILE. Sept. 1941-May 1945. 2 ft. 511

Originals and copies of legal documents, correspondence, memoranda, and blueprints relating primarily to fiscal and technical matters concerning the development of the Seamobile. Included are materials concerning appropriations, progress of the project, construction, construction facilities and plants, trial runs, and photographs of construction progress. Arranged alphabetically by subject. For a file of the Chief Inspector, see entry 505.

SEA OTTER PROJECT FILE. Aug. 1941-July 1943. 1 ft. 512

Correspondence, memoranda, and blueprints relating to fiscal and technical matters concerning the Sea Otter project. Included are data on facilities and plants offered by private industry for constructing the Sea Otter type of vessel. Arranged alphabetically by subject.

MISCELLANEOUS PROJECT FILE. July 1942-May 1944. 8 in.

513

Correspondence, memoranda, and blueprints relating to numerous types of marine vessels that were considered or rejected as possible projects for Cargoes, Inc., to undertake. Arranged alphabetically by subject.

See page 148A.

THE "HISTORY OF LEND-LEASE" AND SUPPORTING DOCUMENTS

The project for preparing a history of lend-lease operations, functions, and policies was proposed by the Lend-Lease Administrator, E. R. Stettinius, Jr., in late 1941, and was authorized by a letter from the President dated March 4, 1942. Shortly thereafter, a Lend-Lease Historian was appointed in the Office of Lend-Lease Administration who gathered materials and wrote a number of preliminary chapters of the "History of Lend-Lease." When the Office of Lend-Lease Administration was consolidated with other agencies into the Foreign Economic Administration, the Lend-Lease Historian, Letitia Lewis, and the records that had been assembled for preparing the history were transferred to the Administration's Records Analysis Division in the Office of the Budget and Administrative Planning. Upon the termination of the Foreign Economic Administration and the transfer of its functions, personnel, and records to other agencies, the Lend-Lease Historian and the lend-lease history files were transferred to the Office of the Foreign Liquidation Commissioner of the Department of State. There, under the supervision of John C. Weigel, the "History of Lend-Lease," with the exception of the chapters on lend-lease aid to Russia and to China, was completed in 1947.

The typewritten copy of the finished chapters of the "History of Lend-Lease" and the voluminous compilations of supporting documents are now in the National Archives. Described below are the "History" and the collections of supporting documents that it has been found convenient to describe as separate series. A list of selected documents from the supporting documents is available.

"HISTORY OF LEND-LEASE" AND SUPPORTING DOCUMENTS. 1939-47. 45 ft. 514

History of Lend-Lease, typewritten, with copies of supporting documents covering the development of organization, procedures, and policies; area operations; its termination; and an appraisal of its effect. There are approximately 4,000 pages. The chapters on area operations with respect to Russia and China, with their supporting documents, have been retained by the Department of State. Arranged according to an outline, the chapters of which are given below. A list of selected supporting documents for this "History" is available.

"History of Lend-Lease"

- Part I. Its Inception, Development and Termination. 1,214 p.
  - I. Evolution of Lend-Lease Idea. 81 p.
  - II. Legislative History of Lend-Lease. 204 p.
  - III. Lend-Lease Agreements. 22 p.
  - IV. Development of Organization. 245 p.

Foreign Economic Administration.  
GEM Project.

RECORDS RELATING TO THE GEM PROJECT, 1942-1945.

A1-3

This series consists of letters, memorandums, reports, and financial statements concerning the creation and operation of the Gem Project by the Board of Economic Warfare. The correspondence includes letters that document efforts to create a front company in Australia to obtain crude rubber from the Netherlands East Indies (NEI) and Malaya. The company was formed and registered in Australia as the Gem Product Company. Also included are letters and reports relating to establishing communication links with local Dutch officials to enlist their support to gather intelligence on occupying Japanese forces in the NEI area. The financial information relates to the creation and management of bank accounts with the Commonwealth Bank of Australia designed to serve as the primary resource for the operation of the front company.



- V. Lend-Lease Policies and Procedures. 104 p. and exhibits.
  - VI. Expansion of United States Plant Facilities. 40 p.
  - VII. Specialized Supply Program. 128 p.
  - VIII. Special Projects (exhibits only).
  - IX. Ships and Shipping. 281 p.
  - X. Reverse Lend-Lease. 38 p.
  - XI. Termination of Lend-Lease; Settlement. 71 p.
- Part II. Area Operations. 2,759 p.
- I. The British Commonwealth of Nations: The Middle East. 61 p.
  - II. The United Kingdom. 499 p.
  - III. The British Colonies. 124 p.
  - IV. Australia. 155 p.
  - V. New Zealand. 101 p.
  - VI. South Africa. 94 p.
  - VII. India. 25 p.
  - VIII. The Middle East. 100 p.
  - IX. The U.S.S.R. (Only U.S.S.R. Tire Plant, 6 p. and exhibits).
  - X. China. 53 p.
  - XI. Liberated Areas. 73 p.
  - XII. France and the French Empire. 454 p.
  - XIII. The Netherlands. 139 p.
  - XIV. Belgium. 62 p.
  - XV. Norway. 44 p.
  - XVI. The Western Hemisphere.
  - XVII. Iceland. 70 p.
  - XVIII. Canada: Newfoundland. 38 p.
  - XIX. The Caribbean. 78 p.
  - XX. Other American Republics. 489 p.
  - XXI. Greece. 24 p.
  - XXII. Yugoslavia. 10 p.
  - XXIII. Poland. 15 p.
  - XXIV. Czechoslovakia. 4 p.
  - XXV. Liberia. 3 p.
  - XXVI. Turkey. 91 p.
- Part III. An Appraisal (Effect of Lend-Lease on the United States War Effort and on the United States Economy). 4 p.

**\*\*NOTE: Entries 515 through 526 below have been consolidated with Entry 514.**

MINUTES AND NOTES OF MEETINGS OF THE LEND-LEASE POLICY COMMITTEE (OPERATIONS COMMITTEE). Apr. 29, 1942-Sept. 1943. 18 in. 515

Copies of minutes and notes of meetings of the Policy Committee (later the Operations Committee) of the Office of Lend-Lease Administration, together with copies of documents such as letters and memoranda discussed at the meetings. These copies of records were assembled by the Lend-Lease History staff. Arranged chronologically by date of meeting. Part of this series is contained in loose-leaf notebooks, and the remainder is fastened together with Acco-fasteners.

MINUTES OF MEETINGS OF THE EXECUTIVE STAFF. Dec. 1942-Nov. 22, 1943. 516  
5 in.  
Copies of minutes of meetings of the Executive Staff of the Office of Lend-Lease Administration, assembled by the Lend-Lease History staff. Arranged in three loose-leaf binders chronologically by date of meeting.

MINUTES AND AGENDA OF MEETINGS OF THE EXECUTIVE POLICY COMMITTEE. May 1944-Aug. 1945. 4 in. 517  
Copies of minutes and agenda of meetings of the Executive Policy Committee, assembled by the Lend-Lease History staff. Arranged as "Policy Bulletins," "Meetings," and "Agenda," and thereunder chronologically.

MINUTES OF MEETINGS OF THE CLEARANCE COMMITTEE. Oct. 9, 1942-May 8, 1946. 10 in. 518  
Drafts and processed copies of the minutes of meetings of the Clearance Committee of the Office of Lend-Lease Administration and successor agencies, the Foreign Economic Administration and Office of the Foreign Liquidation Commissioner, together with related memoranda and other papers. This set of minutes was assembled by the Lend-Lease History staff. Arranged as "Minutes of Meetings" or "Related Documents," and thereunder chronologically. For indexes to decisions of this Committee, see the following two entries.

SUBJECT INDEX TO CLEARANCE COMMITTEE DECISIONS. 1942-46. 5 in. 519  
Index (5"x8" slips) to decisions of the Clearance Committee of the Office of Lend-Lease Administration and of its successor the Foreign Economic Administration in the series described in entry 518 above. The slips contain information concerning the subject of the decision, the country involved in the decision, the date of meeting of the Clearance Committee, the number of meetings, the item number of the decision on the agenda of the meeting, and a digest of the question under discussion and the Committee's decision thereon. Arranged alphabetically by subject.

GEOGRAPHIC INDEX TO CLEARANCE COMMITTEE DECISIONS. 1942-46. 5 in. 520  
Index (5"x8" slips) to decisions of the Clearance Committee of the Office of Lend-Lease Administration and its successor the Foreign Economic Administration in the series described in entry 518. The slips contain entries such as those noted in entry 519. Arranged alphabetically by country.

POLICY NOTEBOOKS. 1942-45. 4 in. 521  
A collection of copies of memoranda, correspondence, and other papers of the Office of Lend-Lease Administration and the Foreign Economic Administration dealing with the policies of those agencies with respect to various countries and procedures. The papers are bound in three loose-leaf notebooks and are arranged as follows: (1) "FEA Policy Notebook," alphabetically by subject and country; (2) "FEA Latin-American Policy Notebook,"

alphabetically by country; and (3) "Fifty Statements of Lend-Lease Policy as of May 1943," alphabetically by subject, with a subject index to its contents. These notebooks were assembled by the Lend-Lease Historian and his staff.

WEEKLY LETTERS FROM THE LEND-LEASE ADMINISTRATOR TO W. AVERELL HARRIMAN.

Dec. 1941-Dec. 1943. 20 in.

522

Photostatic copies (negative) of weekly letters from E. R. Stettinius, Jr., Lend-Lease Administrator, to W. Averell Harriman, head of the mission to London, outlining the highlights of lend-lease activities for the preceding week, and including as enclosures or exhibits copies of various memoranda and letters of lend-lease officials bearing on lend-lease policy and operations, mainly with respect to Russia and Great Britain. Arranged chronologically. These letters were assembled by the Lend-Lease Historian's staff.

ALLOCATION LETTERS. Apr. 1941-June 1946. 4 ft.

523

Copies of letters from the President, the Lend-Lease Administrator, the Administrator of the Foreign Economic Administration, and the Deputy Commissioner of the Office of the Foreign Liquidation Commissioner to other Government agencies, including the Maritime Commission, the Treasury, Navy, and Agriculture Departments, and the Office of Scientific Research and Development, allocating funds to those agencies from appropriations provided to carry out provisions of the Lend-Lease Act of March 11, 1941. Arranged in two series as "Allocation Letters" and "Defense Aid Special Fund Allocations," and thereunder numerically by number of letter. These were assembled by the Lend-Lease Historian's staff.

REPORTS ON LEND-LEASE OPERATIONS. Mar. 1941-Dec. 1946. 20 in.

524

Printed and processed copies of monthly reports on fiscal operations under the Lend-Lease Act and of the executive reports on lend-lease operations, assembled by the Lend-Lease Historian's staff. Arranged as "Reports on Fiscal Operations" and as "Executive Reports," and thereunder chronologically.

LEND-LEASE EXPORT REPORTS. Mar. 1941-Apr. 1946. 5 in.

525

Printed and processed copies of monthly reports on lend-lease exports, assembled by the Lend-Lease Historian's staff. Arranged chronologically.

LEND-LEASE PHOTOGRAPHS. 1939-45. 5 in.

526

Glossy prints (8"x10") depicting the war effort of lend-lease countries and the part played therein by materials received through lend-lease channels. There are also pictures taken at congressional hearings on lend-lease and at lend-lease meetings. The events, persons, or activities pictured are described on the back of each photograph. These photographs were assembled by the Lend-Lease Historian's staff. Arranged alphabetically by subject and country.

RECORDS OF THE OFFICE OF THE FOREIGN LIQUIDATION COMMISSIONER.

See also other OFLC records in RG 59: General Records of the Department of State.

SUBJECT AND COUNTRY FILES OF THE LEND-LEASE ADMINISTRATOR AND DEPUTY FOREIGN LIQUIDATION COMMISSIONER CHESTER T. LANE, 1945-1947. P-14

This series consists of correspondence, memorandums, telegrams, dispatches, inventories, minutes of meetings, handwritten notes, and other types of documents concerning the disposition of stocks of lend-lease materials. Most of the communications are to and from the Office of Foreign Liquidation Commissioner and the War Department, Navy Department, Department of the Treasury, U.S. embassies, other cooperating United States agencies, and representatives of foreign governments. Subjects covered include stockpiles and surpluses of lend-lease materials, credits, settlements, and agreements.

RECORDS RELATING TO LEND-LEASE AND LEND-LEASE SETTLEMENTS, 1941-1951. P-12

This series consists of correspondence, memorandums, reports, dispatches, lists of materials, and other types of documents concerning the overall administration of lend-lease operations and settlements. Most of the communications are to or from the Department of State, United States embassies, Foreign Economic Administration, Office of Lend-Lease Administration, cooperating United States agencies, and representatives of foreign governments. Subjects covered in the records include accounts, agreements, allocations, claims, contracts, disposition, funding, leasing, purchases, reimbursement, requirements, shipping, and surpluses, as well as materials needed by the foreign governments.

Documentation pre-dating the establishment of OFLC reflects the lend-lease activities of the FEA and predecessor organizations.

RECORDS RELATING TO LEND-LEASE SETTLEMENTS FOR THE BRITISH EMPIRE AND THE MIDDLE EAST, 1945-47. P-27

This series consists of correspondence, memorandums, agreements, contracts, records of meetings, inventories, and other types of documents pertaining to the settlement of lend lease accounts, reciprocal aid, surplus war property, and claims as handled by the British Empire and Middle East Branch.

Following abolishment of the Foreign Economic Administration (FEA) on September 27, 1945, the functions it had carried out in regard to lend-lease were transferred to the Department of State's Foreign Liquidation Commissioner, officially created on October 20, 1945, Lend-lease matters were handled within the Department on an interim basis until the creation of the Office of the Foreign Liquidation Commissioner.

RECORDS RELATING TO LEND-LEASE AND LEND-LEASE  
SETTLEMENTS FOR THE MIDDLE EAST, 1944-1947.

P-28

This series consists of correspondence, memorandums, reports, inventories, minutes of meetings, statistical data, and other types of documents concerning lend-lease programs for the Middle East as handled by the British Empire and Middle East Branch. Included is information regarding transportation of lend lease materials, insurance, disposal, and shipping costs, as well as general policies and procedures pertaining to the lend-lease program.

Following abolishment of the Foreign Economic Administration (FEA) on September 27, 1945, the functions it had carried out in regard to lend-lease were transferred to the Department of State's Foreign Liquidation Commissioner, officially created on October 20, 1945, Lend-lease matters were handled within the Department on an interim basis until the creation of the Office of the Foreign Liquidation Commissioner.

APPENDIXES

APPENDIX I

LISTS OF FOLDER HEADINGS FOR SELECTED FILES

The following lists of folder headings are intended to supplement the brief descriptions of some of the more important general files described in this preliminary inventory by serving as guides to the subject content of the files. The number of the inventory entry in which the records are described is given for each list. In the first two lists all the "general and miscellaneous" headings are omitted except in cases where they are needed in order to show subheadings. It will be noted that the subheadings occasionally follow a logical rather than an alphabetical arrangement.

A. Folder Headings for the General Subject File of the  
Lend-Lease Administrator (entry 8)

A--general and miscellaneous	Administration (cont.)
Agreements	Orders and bulletins (cont.)
Administration, general	Procedural bulletins (by number)
Office, general	Security bulletins
Bonds	Series letters
Building	Staff letters
Check receipts	Third War Loan
Equipment	Aid
Hours	Lend-lease aid to foreign coun- tries
Overtime	Prisoners of war
Protection of information and records	American Red Cross
Recreation	Allocations and appropriations
Sample letters	Accounting
Space	Agriculture Department
Thefts	Allocation charts
Services, general	Allocations and obligations
Automobile	Finished material
Executive training program	Appropriations
Preservice training	Special lend-lease
Stationery	Nos. 1-4
Transportation furnished lend-lease	Administrative expenses
Orders and bulletins	Budget estimates
Administrative bulletins	Unobligated appropriation
Executive orders	Use and programming of
Proposed new orders	Maritime Commission
Orders, general	Navy Department
FEA administrative memoranda	Treasury Department
FEA administrative orders	War Department
Bureau of Areas memoranda	Hearing
Bureau of Supplies memoranda	Special appropriations
Bureau of Supplies orders	Billion, three, reimbursement of

Allocations and appropriations (cont.)

Appropriations (cont.)  
Special appropriations (cont.)  
Committee on  
Daily statement of appropriations and unallocated program  
Military equipment  
Authorizations  
Lend-lease staff  
Navy Department  
War Department  
Awards  
Army-Navy "E"  
C--general and miscellaneous  
Civilian Technical Corps  
Clubs  
Community Chest and War Fund  
Commodities  
Aircraft, parts and accessories  
Lighter-than-air ships  
Postwar use of airfields  
Alcohol (to be used from Cuban molasses)  
Arms and ammunition  
Atlantic Arms Mfg. Co.  
Armament Unit  
Beer  
Bristles  
Chemicals and explosives  
Diphenylamine  
Helium gas  
Trinitrotoluol (TNT)  
Clothing  
Cordage and twine  
Cork  
Cotton  
Drugs and medical supplies  
Equipment  
Communications  
Industrial  
Military  
Foodstuffs, 1942-43  
A war food program  
Allocation of  
Appleby's report on international food matters  
Bananas  
Candy  
Canned

Commodities (cont.)

Foodstuffs (cont.)  
Compressed and dehydrated  
Corn products  
Critical war food  
Dairy products  
Butter  
Cheese  
Eggs  
Ice cream  
Milk  
Effect of lend-lease buying on food prices  
Exported  
Fish  
Flour and wheat  
Food and transportation  
Honey  
Kilgore Investigating Committee  
Meat  
Oats  
Oils and fats  
Orange concentrate  
Potatoes  
Poultry  
Peaches  
Publicity re  
Reverse lend-lease  
Requirements  
Rice  
Shipment of  
Labeling of  
Soybeans  
Spoilage of  
Strawberries  
Sugar  
Tea and coffee  
Proposed directive covering procedure re food  
Vitamins  
Waste  
Walnuts  
Hides and leather  
Hogs  
Industrial diamonds  
Inventories of  
Reports on  
Lumber  
Machinery  
Heavy lift

Commodities (cont.)

Metals and minerals

Aluminum  
Bauxite  
Copper  
Iron and steel  
Magnesium  
Nickel  
Saddlery hardware  
Silver  
Zinc

Motor vehicles, parts and accessories

Tanks  
Engines for  
German  
Tractors  
Trucks  
Packing of

Nylon

Petroleum

Damascua Corp. (gift of oil  
for Britain)  
Oil shuttle service  
Petroleum products, gasoline

Pulp and paper

Radio transmitters

Right to recapture lend-lease  
goods

Rubber

Allocation of  
Conservation of  
Press release on  
Reclaimed rubber  
Synthetic rubber  
Tennessee Valley Authority  
Tires and tubes

Salvaged, surplus, and scrap

Ship supplies

Stockpiling and shipping

Subsidies

Supplies going into Axis-occu-  
pied countries

Tobacco

Watercraft

Sea Otter (Ships, Inc., same  
as Cargoes, Inc.)

Wax

Conferences, committees, and meet-  
ings

British

Conferences, committees, and meet-  
ings (cont.)

Executive staff meeting  
Canadian-American Joint Prod.  
Com.

Food Advisory Committee

Agenda  
Dockets by number  
Minutes

Food Policy Committee

Foreign Trade

Lend-Lease Clinic

Operations Committee

Petroleum Board

Policy Committee

Redistribution Committee

Review Committee

Round-Up meeting

War Department

Contracts

Controls

Exercised over use of material  
furnished foreign govern-  
ments

Checking usage of lend-lease  
materials abroad

Controlled Materials Plan

Critical material

Criticisms and complaints

Customs, procedure and drawbacks re

D--general and miscellaneous

Dirats Manufacturing Co.

Departments of the Government

Agriculture Dept.

Board of Economic Warfare

Economic Defense Board

Federal Bureau of Investigation

Library of Congress

Navy Dept.

State Dept.

Treasury Dept.

War Dept.

Board of Economic Warfare meet-  
ing

Exports

Ten-day export report



- Facilities, storage and redistribution
  - Plant facilities
  - Funds for
    - Conversion of existing plants
    - Dehydrated vegetables
  - Pier facilities
  - Port facilities
    - Congestion at ports
    - New Orleans, La.
    - Philadelphia, Pa.
    - Wilmington, N. C.
  - Storage facilities
    - Accumulation of lend-lease materials
    - Policy for
    - Protection of material
  - Transportation facilities
- Germany, coke ovens
- Hampar and Co. (secondhand clothes)
- Hopkins, Harry L.
- Legislation
  - Emergency Lend-Lease Act
  - Requisition Act
  - Lend-lease luncheon
- Liaison relations
  - Agriculture Dept.
  - Army Lend-Lease Mission
  - Economic warfare
  - War Production Board
- Liberated areas
  - Conferences, committees, and meetings
    - Coordinating Committee
  - Correspondence re
  - Operations
    - Manual of operations for the importation and distribution of civilian supplies in liberated areas
- Personnel
- Purchases
  - Report on weekly activities
  - Requirements
  - Requisitions
  - Shipments

- Liberated areas (cont.)
  - Commodities
  - Foodstuffs
- Loans
- Missions
  - USA to lend-lease countries
  - Foreign missions to USA
- Opinions
  - Editorial opinions on foreign affairs
  - Legal opinions
- Organization
  - Appleby's suggestion re lend-lease organization
- Charts
- Correspondence re
  - Functional
- Division and sections
  - Fiscal relations
  - Liberated areas
  - Procedural and record planning
  - Records and reports
  - Shipping
  - White Paper
  - History of Lend-Lease
  - Lend-Lease Book
- Personnel
  - Administrator's Office, trips
  - Applications for positions
  - Budget Bureau
  - Classification action
  - Cowles, John
  - Deferment from military service
  - Deferment for Lend-Lease personnel
  - Dollar-a-year men (without compensation)
  - Executive personnel
  - Field offices
  - Invitation to join Lend-Lease and applicants (A-Z, central files)
  - Investigation
  - Lend-Lease personnel, correspondence re (A-Z)
    - Transferred to War Dept.
  - Medical

Personnel (cont.)

✓ Mission  
Manpower Directive No. 11  
Security representatives  
Women executives (central files)  
Pilot training program  
Planes for  
Policy and procedure  
Cables, procedure for sending  
Cash reimbursement  
Coding  
Correspondence, preparation and  
dispatch of  
Drawbacks, rights of import taxes  
Files  
Insurance  
Lend-leasability  
Lend-lease purchases  
Purchases abroad  
Foodstuffs  
Maritime Commission  
Measuring lend-lease performance  
Payment from lend-lease funds  
Proceeds from sales of lend-lease  
goods  
Study group on procedure and op-  
erations  
Survey of lend-lease procedure  
by  
Transfer receipts  
Use of lend-lease funds to pay  
transportation cost of oil  
and other articles  
War Dept., procedure of Stimson's  
letter of Apr. 20, 1942  
Wolf's report on policy  
Priorities  
Application for priority as-  
sistance  
Projects  
Purchases, lend-lease  
Public Relations  
Publications and releases  
Britannica Book of the Year,  
article re lend-lease  
Information Digest (Office of  
Government Reports)  
Saturday Evening Post articles  
Material from Mr. Huber

R--general and miscellaneous  
Red Cross  
Red Sea voyages  
Reoccupation  
Relief and rehabilitation  
General and miscellaneous  
Conferences, committees, and  
meetings  
Countries receiving  
OFRRO-OLLA relations  
Operations  
Requirements  
Commodities  
Foodstuffs  
Requisitions  
Charts  
Procedure re  
Requisitions for material not  
contributing to the war ef-  
fort  
Reverse lend-lease  
  
Seamen  
Employment of  
Training of  
Senate Appropriations Committee  
Schiller-Tornesch wood-sugar pro-  
cess  
Shipping  
Analysis of lend-lease shipping  
costs  
Cans  
Conservation of shipping space  
Forwarding of defense aid cargoes  
Marking of lend-lease shipments  
Shipping directives, WSA-LLA  
Shipping losses  
Storage and transportation. See  
Facilities.  
Vehicles of aircraft, shipment  
of  
Stockpiling  
Summary reports and statistics  
Coordinator of Information, trans-  
mittal of reports  
Cowles mission  
Digest of reports  
Executive reports  
Charts

Summary reports (cont.)  
Kurth report  
Operating reports of lend-lease  
purchases (weekly)  
Progress reports  
On facility requests  
Reoccupation Division reports  
Reports to Congress under act of  
Mar. 11, 1941

Summary reports (cont.)  
Reports and dispatches from the  
State Dept.  
Statistical reports  
Statement of goods transferred  
Services rendered  
  
War Fund. See Community Chest.  
Wilkie Trip.

B. Folder Headings for the Geographical File of the  
Lend-Lease Administrator (entry 9)

Africa

General and miscellaneous  
Aid to  
Dollar position  
Mission  
B.E.W.-L.L.  
Correspondence from  
Correspondence to  
O'Boyle's report  
Personnel for  
Cutler, L.  
Divisions and sections  
Medical  
Military  
Mowrer, E.  
Short, T. L.  
Stevenson, A.  
  
Requirements  
Requisitions  
Shipping  
Speeches  
Commodities  
Aircraft, parts and accessories  
Airfields  
Books  
Clothing  
Foodstuffs  
Machinery  
Medical supplies  
Metals and minerals  
Motor vehicles, parts and  
accessories  
Petroleum products  
Phosphate  
Rubber  
Tobacco  
American Republics

Argentina

Australia

General and miscellaneous  
Allied Supply Council  
Material transferred to Navy  
Mission (Wasserman)  
Correspondence with  
Members of  
Weekly letters to  
Col. Green's Report  
Procurement procedure  
Reverse lend-lease  
Storage and transportation,  
shipments (return)  
Commodities  
Aircraft, parts and accessories  
Delivery of  
Repair station  
Arms and ammunition  
Powder plant  
Foodstuffs  
Machine tools  
Metals and minerals  
Zinc  
Petroleum  
Wheat  
Wool

Belgian Congo

Belgium

Bolivia

Brazil

General and miscellaneous  
Mission  
Commodities  
Aircraft, parts and accessories  
Itabira Mine

Britain

General and miscellaneous  
Aid to  
Agreements  
    Marine Transportation  
    Master agreement  
    Patent rights  
    Reverse aid  
Allocations and appropriations  
    Funds for transportation of seamen  
Authorization  
Bases, use of by U. S.  
Cash reimbursements  
Commonwealth Supply Council  
Complaints of lend-lease aid by BSC  
Conference, committees, and meetings  
Contracts  
Controls  
Deliveries  
Dollar position  
Exports, procedure re  
Imports  
Merchant Marine personnel  
Mission (Harriman)  
    Personnel  
    Funds for sending administrative personnel  
    Letters from  
    Weekly letters to  
    Transmittals  
Personnel in U. S.  
Proceeds of sales of lend-lease goods  
Production figures  
Publication of secret information  
Purchasing commission (alleged practices of)  
Re-export of lend-lease articles  
Requirements  
Requisitions  
Retransfers  
Reverse lend-lease  
Sale of lend-lease goods to Russia  
Shipping  
Storage and transportation

Britain (cont.)

General and miscellaneous (cont.)  
Summary of reports and statistics  
Technicians  
Transfers to  
White Paper  
Commodities  
Alarm clocks  
Aircraft, parts and accessories  
    Allison C-15 engines  
    Allocations for  
    Dowty Equipment Co.  
    Flight delivery of (by Army ferrying command)  
    Grumman fighters  
    Lockheed  
    Pratt Whitney  
    Transportation of mail and passengers  
    Air Shaker Engines conveyers (Goodman Mfg. Co.)  
Arms and ammunition  
    Brown Bros. Mfg. Co.  
    Munitions plants  
Capital goods  
Coal  
Cotton  
Creosote oil  
Foodstuffs  
    Butter  
    Meat  
    Sugar  
Lumber  
Machine tools  
    Hobbing machines  
Metals and minerals  
    Iron and steel  
    Scrap metal drive on non-ferrous  
    Steel and copper in Mass.  
    Steel decreasing requirements  
    Steel diverted back to industry  
    Steel production  
Tinplate  
Copper  
Silver

Britain (cont.)  
 Commodities (cont.)  
 Motor vehicles, parts and accessories  
 Scout cars  
 Tanks  
 British Tank Mission  
 Rolls meter engines  
 Tractors  
 Trucks  
 Petroleum  
 Diversion to west coast of Africa  
 Tanker situation  
 Policy  
 As applied to British Dominions  
 Rubber  
 Salvage equipment  
 Shortwave transmitters  
 Spectograph  
 Superphosphate  
 Tobacco  
 Watercraft  
 Wool  
 Burma  
 Pipe line  
 Storage and transportation  
 Canada  
 General and miscellaneous  
 Contracts  
 Navy authorization  
 Placed in  
 Dollar position (policy re)  
 Mutual Aid Act  
 Requisitions  
 Commodities  
 Aircraft parts and accessories  
 Machine tools  
 Metals and minerals  
 Aluminum  
 Watercraft  
 Auxiliary naval vessels  
 Wheat  
 Caribbean  
 Central America in general  
 Hispaniola  
 Ceylon  
 Chile

China  
 General and miscellaneous  
 Aid to  
 Procedure re  
 Reports on  
 Authorization to sign  
 Defense supplies  
 Eligibility of articles for lend-lease  
 Manchukuo  
 Materials transferred to War Dept.  
 Mission  
 Plants, power  
 Priority status  
 Requirements  
 Reverse lend-lease (including agreement)  
 Shipping  
 Storage, stockpiling and diversion of materials  
 Supply route  
 Training program  
 Commodities  
 Aircraft  
 Vultee and Republic planes  
 Arms and ammunition  
 Bombs, incendiary  
 Metals and minerals  
 Motor vehicles, parts and accessories  
 Colombia  
 Cuba  
 Czechoslovakia  
 Dominican Republic  
 Egypt  
 Mission  
 Commodities  
 Foodstuffs, grain and cereal products  
 Flour  
 Ethiopia  
 Far East in general  
 France  
 Aid (prisoners of war)  
 Commodities

Greece  
 Commodities  
 Trucks (diverted to Britain)

Haiti

Iceland  
 Fish products  
 Mission  
 Sheepskins

India  
 Mission (Johnson)  
 Procedure  
 Commodities, general  
 Steel  
 Silver

Iran  
 Mission  
 Storage and transportation  
 Railroad

Iraq

Ireland  
 Ferrying command to Foyne

Italy

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Madagascar

Mexico

Middle East in general  
 Procedure re  
 Storage and transportation  
 Supply Council  
 Commodities, general  
 Motor vehicles

Netherlands  
 General and miscellaneous  
 Cash reimbursement procedure  
 Authorization to contract  
 Material, disposal of  
 Priority rating  
 Procurement program  
 Representative, request for  
 Storage and transportation  
 Commodities  
 Aircraft  
 Parts and accessories  
 Delivery of  
 Foodstuffs  
 Textile requirements

New Caledonia

New Zealand  
 General and miscellaneous  
 Mission  
 Procedure regarding aid  
 Shipping (committees studying exports and imports)  
 Summary of reports  
 Commodities  
 Arms and ammunition  
 Medical supplies

Nicaragua

Norway  
 Aircraft  
 Arms and ammunition  
 Arms for Norwegian Merchant Fleet

Nova Scotia

Peru

Poland

Puerto Rico

Russia  
 General and miscellaneous  
 Agreements with  
 Aid to, program for  
 Status of lend-lease operations for USSR  
 Amtorg Trading Corporation  
 Conferences, committees, and meetings  
 Contract and payment data on procurement for Russia  
 Exports  
 Iranian representative  
 Mission  
 Priorities  
 Protocol  
 Publications and releases  
 Purchases (direct, cash)  
 Purchasing agency (Soviet Purchasing Commission)  
 Authorizations to sign  
 Requirements  
 Requisitions  
 Shipping  
 Bottom cargo report  
 Difficulties in completing to/from port of Archangel  
 to/from port of Philadelphia

Russia (cont.)  
Conferences, committees, and meetings (cont.)  
Shipping (cont.)  
Return cargoes  
Schedules of  
Statement on transmittal letters  
Status of  
Unloading facilities at northern Russian ports  
Summary of reports and statistics  
Report of visit to March Field  
Weekly news report  
Transfers  
Visits of Russians to steel plants  
Commodities  
Aircraft, parts and accessories  
Arms and ammunition  
Chemicals and explosives  
Nitroglycerine  
Trinitrotoluol (TNT)  
Foodstuffs  
Butter  
Sugar  
Wheat  
Machine tools  
Machinery  
Medical supplies  
Sulphur  
Metals and minerals  
Aluminum  
Nickel  
Steel  
Motor vehicles, parts and accessories  
Ball bearings  
Cranes  
Scout cars  
Tanks  
Trucks  
Petroleum products  
Rubber  
Tire plant  
Watercraft  
  
Saudi Arabia  
Commodities  
Silver

South Africa, Union of  
General and miscellaneous  
Aid  
Cash reimbursement  
Exports  
Gold and dollar balance  
Mission  
Letters from  
Letters to  
Personnel for  
Requirements  
Requisitions  
Reverse lend-lease  
Shipping  
Commodities  
Gold mining  
Foodstuffs  
Paraffin wax  
Petroleum products  
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South America in general  
South Pacific  
Southern Rhodesia  
Spain  
Commodities  
  
Tahiti  
Tunisia  
Commodities  
Turkey  
General and miscellaneous  
Mission (Kaufman)  
Letters from  
Letters to  
Preclusive buying  
Press releases regarding aid  
Procedure regarding aid  
Reports on aid to  
Shipping, proposed procedure for lend-lease shipments  
Commodities  
Aircraft, parts and accessories  
Arms and ammunition  
Medical supplies  
Metals and minerals  
Motor vehicles, parts and accessories  
Trucks  
  
Uruguay

Venezuela

Yugoslavia

West Indies

C. Folder Headings for the Subject File of James C. Buckley  
of the Planning and Development Staff, Office of  
Lend-Lease Administration (entry 17)

Administrative memoranda (1942-43)	Certificates of necessity
Aircraft (general)	Chile
Allocation letters, report of	China
Allocations (by countries)	Chlorine
Allocations and obligations (graphs)	Chromium
Appropriation (2d)	Citrus Concentrations, Inc.
Argentina	Clinics
Argentine beef	Cobalt
Argentine TNT	Combined Boards
Arica Santos Railroad	Combined Raw Materials Board de- cisions (May 20-Aug. 5, 1942)
Aspirin	Committees on Essential Services and Industries
Atabrine	Consignment to commanding generals
Australia	Construction
Auto vehicles	Controlled Materials Plan
	Copper
Bases abroad (construction, etc.)	Copper sulphate
Belgian Congo	Cork
Board of Economic Warfare	Cotton
Executive order (8839)	Customs
Interdepartmental Foreign Re- quirements Committee	Daily statement of balances and of Forms LLA-3 awaiting action
BEW-OLLA policy	Dehydrated vegetables
Policy Committee meeting minutes (Dec. 5, 1941-Apr. 10, 1942)	Dibutyl phthalite
Border Pipe Line Co.	Diphenglamine
Brass	Dominican Republic
Brazil	Drawbacks
Bronze	
Budget	Economic Advisory Group
Burlap	Economic defense
	Egypt
Cables, censorship	Elevators
Cadmium	End Products Committee
Camphor	Executive reports
Canada	Explosives, industrial
Capital goods	Export control
Carbon	Exports, proportion of lend-lease by country
Cash reimbursement	
Castor oil	Farm machinery
Caustic soda	Fats and oils
Censorship	



Ferrochromium  
Ferrosilican  
Ferrovanadium  
Fertilizer  
Financial statement (Dec. 1, 1941)  
Fiscal reports  
Foodstuffs, exports of (1942-43)  
Formaldehyde  
Forms, samples of  
Free French  
French West Indies

Glycerin  
Graphite  
Graphite electrodes  
Greece

Health supplies  
Hexamethylene tetramine  
Hides and skins  
History

Iceland  
India  
Industry classification  
International Telegraph and Tele-  
phone Co.

Iodine  
Iran  
Ireland  
Iron and steel

Kapok

L and M orders  
Lead  
Leather  
Lend-lease school  
Liberia  
License instructions  
Locomotives  
Lumber

Machine guns  
Machine tools  
Madagascar  
Magnesium  
Maintenance and repair  
Manganese  
Manila fiber and cordage  
Materials Redistribution Committee

Mauritius  
Mead, Senator  
Methanol  
Mexico  
Mica  
Middle East  
Molasses  
Mining equipment  
Molybdenum

Navicerts  
Navy defense aid program  
Neats foot oil  
Netherlands  
Neutral Trade Committee  
Newsprint and other supplies  
New Zealand  
Nickel  
Nitric acid  
Nitroparaffin  
North Africa

Office machines  
Optical glasses  
Otis elevator  
Overtime and leave

Palestine  
Panama  
Paper  
PD-311s (strategic materials - oil)  
Peru  
Phenol  
Philippine Islands  
Phosphoric acid  
Phosphorus  
Phtholic anhydride  
Planning Committee  
Policy Committee  
Meeting notes  
Portugal  
Potash salts  
Potassium chlorate  
Potassium perchlorate  
Potassium permanganate  
Price control  
Priorities  
Procaine  
Procedure bulletins  
Procedures  
Lend-lease

Production  
Facilities  
Program determinations  
Program priority plan  
Publications  
Pulp and newsprint  
Purchase Policy Committee  
Purchases abroad  
Pyrethrum extract

Quinine

Radio  
Rayon  
Redsquill  
Refrigerators, household  
Registers  
Reconstruction Finance Corporation  
Reports to Congress (lst-3d)  
Requirements  
Requisitions  
Requisitions and transfers  
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Food products  
Metals and metal products  
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Reverse lend-lease  
Review Committee  
Rhodesia  
Rotenone  
Russia

Sales abroad  
Security bulletins  
Shipping  
Silk  
Soda ash  
Sodium nitrate  
South Africa  
Special tables  
Staff meetings  
Staff memoranda

State Dept.  
Statistical classification for  
defense aid reports  
Statistics procedure  
Stockpiling  
Sugar  
Switzerland

Tanning materials  
Technical data control  
Textile machinery  
Thiamine hydrochloride  
Tin  
Tin plate  
Tobacco  
Toluol  
Tool agreements  
Transfer, point of  
Treasury procurement  
Tricresyl phosphate  
Tung oil  
Tungsten  
Turkey

United Kingdom  
U. S. Commercial Company

Vacuum cleaners  
Vanadium

War Dept.  
War Production Board  
Whitely list  
White Paper  
Business pending  
General  
Thursday meeting  
Trade quotas  
Woodpulp

Yugoslavia

D. Folder Headings for Memoranda on Legal Problems and Policies,  
Office of the General Counsel, Office of  
Lend-Lease Administration (entry 22)

Administrative bulletins  
Agricultural mission to England  
Airplane spare parts  
Allocations and commitments of funds

Aluminum  
Appropriations  
Army and Navy Munitions Board,  
priorities

Australian Supply Council in North  
America

Balance of payments, United Kingdom  
Board of Economic Warfare  
British master agreement  
British oil  
British reciprocal aid  
    Contracts  
    Drafts  
    Duplicates  
    Miscellaneous questions  
British-Russian agreement  
British tariffs  
British trade figures  
Bunkering and supplies from ports  
    outside the United States

Cables  
Canada  
Cargo planes  
China Emergency Fund  
Churchill  
Civilian Technical Corps  
Committee  
    Dominican policy  
    Imports with United States  
    Meetings, memoranda  
    Proposed procedure  
Complaints in foreign trade  
Congressional report (3d)  
Consolidation of lend-lease and  
    War Department funds

Directives of F. D. R., authority  
    to Gen. Burns

Diversions  
Dominions, trade figures

Erection of plants  
Excise tax  
Export requisitions  
Extra copies, general

Freight forwarders

Information Digest

Jones, Rep. Robert F.

Labor unions

Lend-lease

Agreements  
Appropriations  
Avoidance of tariff  
China  
Claimant agency problems  
Consolidation of funds  
Control over use of lend-lease  
    materials abroad  
Executive orders  
Foreign requirements  
Information  
Iraq (Iran)  
List of countries receiving  
    lend-lease aid  
Netherlands  
Norway  
Procedure  
Procurement policy  
Reciprocal aid  
Reimbursement of funds  
Resale of lend-lease or similar  
    goods  
Russia  
Section 7

Maritime Commission, report to  
    Congress

Master agreements, dominions and  
    European democracies

Military college

Miscellaneous

Mlle. Curie's statement

Overman Act

Postwar settlement

Presidential Committee on Economic  
    Development of Foreign Coun-  
    tries

Priorities

Prize procedure

Procurement, War Dept., cash re-  
    imbursements

Protection of export trade

Reciprocal aid

Refinol machine

Representations

Requisition Act

Retransfer procedure

Reverse lend-lease memoranda  
Risk of loss  
Rubber, synthetic, study of notes  
and pamphlets  
Russia  
Certificate of Chief of Staff  
Requisitions  
Speech on Exclusion from Lend-Lease  
Technicians to Archangel, Criminal  
Code 13  
  
Sea Otters  
Senator Byrd letter  
Shipping  
Slessor agreement  
South African gold mining problem

Tax authorization  
Transportation  
Turkey  
  
United Kingdom  
Balance of payments  
Pre March 11 commitments  
United States Government Manual  
  
Wallace  
War Department procedure  
Weekly digest of WPB orders af-  
fecting BEW  
Wheat  
Witness, privilege not to testify  
as expert

E. Folder Headings for the General File of the Assistant  
Administrator in Charge of the Caribbean Branch,  
Office of Foreign Liaison, Office of Lend-  
Lease Administration (entry 33)

Administrative bulletin  
Agricultural Marketing Adminis-  
tration  
Allocations  
Food stockpiles and small ves-  
sels  
Agricultural Products Allocation  
Committee  
Agriculture Department  
Allocation letters  
  
Belgian Congo, Joint Program-  
ming Committee  
Belgium  
Transportation - railroad, water  
Board of Economic Warfare  
Export licenses  
Plans for development of food  
program for lend-lease  
British Colonies Supplies Mission  
  
Canada  
Canal Zone  
Caribbean Clearing and Policy Com-  
mittee  
Central European Committee  
Clearance Committee  
Colombia  
Colonial Supply Mission

Combined Committee for French  
North and West African Civil  
Affairs  
Commerce, foreign imports, and  
exports  
Commodity Credit Committee  
Coordinator of Inter-American  
Affairs  
Curacao, transport planes  
Curacao and Aruba tanker vic-  
tualling  
Customs duties or other taxation  
on lend-lease invoices  
  
Denmark  
  
El Salvador  
Ethiopia  
Export data, Caribbean (compiled  
Aug. 1942)  
  
Fertilizer  
Fighting French  
Finland  
Food Distribution Administration  
Food requirements procedure  
Foreign Economic Administration  
Memoranda  
Foreign liaison officers

French Mission Militaire  
French Oceania  
French West Indies  
    BEW economic program  
    Emergency supplies  
    M. V. Guadeloupe  
    S. S. Chirripo

Guatemala

Haiti  
    National Bank monthly bulletins

Honduras

Iceland

Land-Water Highway  
    Hispaniola Road  
    Report (Jan. 12, 1943)

Latin-American agreements  
Latin-American finances  
Lend-lease aid  
    Appropriations (4th)  
    Chronology  
    Exports

Martinique  
    Drugs and milk  
Material regarding inflation

Netherlands  
    Commercial aviation  
    Economic, Financial, and Shipping Mission

New Caledonia  
Nicaragua  
Norway

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Personnel  
Policy  
Procedural bulletins  
Procedure for allocating United States food supplies  
Procedure, instructions, duties  
Progress reports

Reports and statements  
    British Caribbean  
    British West Indies

Reports and statements (cont.)  
    Curacao and Aruba  
    French West Indies and French Guiana  
    Miscellaneous  
    Netherlands West Indies  
    Surinam (Pernambuco)

Requisitions  
    Cash reimbursements  
    Procedure  
    Procedure for OEW countries

Scandinavia  
Security bulletins  
South America (not Caribbean)  
South Pacific  
Special Report for President on Caribbean  
S. S. Guadeloupe, claims for requisitioned cargo  
Staff letters  
Stettinius, E. R.  
Stockpile  
    Curacao and Surinam  
    Dutch Leewards supply  
    Inventory

Sugar  
    Bowman report (War Production Board)  
    British Canada shipping plans (1943)  
    Caribbean area  
    Insurance on raw sugar purchased by CCC  
    Puerto Rican supply for British  
    Russian requirements and Cuban sugar for Russia  
    Statistics, BEW correspondence  
    Statistics compiled by BEW  
    United Kingdom from Puerto Rico

Supply requisitions

Tapioca  
Tires, tubes, flaps--policy  
Travel regulations

War Dept.  
War Production Board, products assignments book  
War Shipping Administration

F. Folder Headings for the Historical File on the Office of  
Economic Warfare and Predecessor Agencies (entry 150)

Allocations	Lend-lease
Amendments procedure	Liaison
Argentina	Liaison with other agencies
	License procedure
Blockade	
BLT (Blanket licenses)	Mail shipments
Board of Economic Warfare	Memorandum on objectives of pro- posed reorganization plan
Administrative orders	Mexico
Functions	Middle East
Office memoranda	Miscellaneous Commodities Divi- sion, progress reports
Official memoranda	
Organization	
Press releases	
Reports from General Counsel's Office	Office of Censorship
British Empire	Office of Economic Warfare
	Analysis
Committees, Economic Defense	Office of Exports
Board	Operations
Controlled Materials Plan	Operations Committee
CMP material	Agenda
Consignor programming	Minutes
Country Program Branch	Office of War Information
Meetings with other agencies	
Customs	Petroleum
	Policies
Decentralization	Policy Committee
	Agenda
Economic Defense Board	Minutes
Introduction	Policy Division
Organization (Project Section)	Price Committee
Expansion of controls	Price control
Export staff meeting	Procedures and publications staff
	Program license
Fats and oils plan	Projects
Foreign training program	Projects Division (SP & WP licenses)
Forms	Purchasing commissions
General committee meeting minutes	Relaxation of controls
	Report on program to save manpower in Government agencies
Import controls and documents	Requisitioning and claims
Imports, scrap metal	
Industrial engineering	Selected destinations
Information	Southwest Pacific
Intelligence	State Dept.
History	Statistics
Kerr, Col. F. R.	Technical data

Trade relations  
Training school program  
Transportation and shipping  
Treasury

War Production Board  
War Shipping Administration

G. Folder Headings for the Historical File on the Foreign  
Economic Administration (entry 151)

Afghanistan  
Albania  
American Brazilian Association,  
Inc.  
American Brazilian News Bulletin  
Americans United for World Or-  
ganization  
Argentina  
Australia  
  
Balkans Mission, exhibits  
Belgian Congo  
Belgium  
Board of Economic Warfare  
Organizational chart, U. S. Pur-  
chasing Commission, Brazil  
Bolivia  
Brazil  
Brazilian Bulletin  
Bretton Woods meeting  
British Empire and United Kingdom  
Bulgaria  
  
Canada  
Cartels  
Chapultepec conference  
Chile  
China  
Civil Aviation Conference in  
Chicago  
Colombia  
Combined Liberated Areas Commit-  
tee, Supply Subcommittee  
Combined War Boards  
Commerce and Industry Association  
Bulletins  
Publicity Bureau  
Annual report  
Commerce Dept.  
Congressional Record  
Coordinator of Inter-American  
Affairs  
Costa Rica

Cuba  
Current Export Bulletins and Trade  
Relations Supplements  
Current Export Control Bulletins,  
Nos. 1-254

Denmark  
Document security  
Dominican Republic  
Dumbarton Oaks

Ecuador  
Eire  
El Salvador  
Europe's monetary situation (in-  
cluding invasion currency)  
Export controls

Foreign Economic Administration  
Administrative  
Administrative memoranda  
British-American Liberated Areas  
Organization  
British Empire and Middle East  
Branch  
Weekly reports  
Bureau of Areas  
Biweekly progress reports  
Directories of personnel  
Field offices  
Field service changes, Field  
Operations Staff  
General memoranda  
Liberated Areas Operating Sub-  
committee  
Newsletter, Nos. 1-88  
Petroleum agreement between the  
Bureau of Areas and the  
Bureau of Supplies (1945)  
Progress reports  
Foreign Service Staff  
General Areas Branch  
Liberated Areas Branch

Foreign Economic Administration  
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Bureau of Areas (cont.)  
Progress reports (cont.)  
Pan American Branch  
Special Areas Branch  
Projects completed, Special and  
Liberated Areas Branches  
Reverse Lend-Lease Staff  
Staff meetings  
Special Areas Branch  
Bureau of Supplies  
Comprehensive Export Schedules  
(Nos. 16, 17)  
Current Export Bulletins and  
Trade Relations Supplements  
Employees bulletins  
Export Advisory Committee, min-  
utes of meetings  
Export Policy Committee  
Field offices  
Foreign staff  
General memoranda  
Interagency Committee on Foreign  
Shipments  
Progress reports  
Foreign Procurement and Devel-  
opment Branch  
General Commodities Divi-  
sion  
Requirements and Supplies  
Branch  
Machinery Division  
Staff meetings  
Requirements and Supplies  
Branch  
To all Collectors of Customs  
Liberated Areas  
British agencies  
Exports  
General  
Programs  
Reconstruction financing  
Supply procedure  
Mission for Economic Affairs  
Pacific Ocean  
Personnel representatives  
Petroleum Reserves Corporation  
Press releases  
Records Analysis Division  
Rubber Development Corporation

Foreign Economic Administration  
(cont.)  
Staff offices  
Confidential News Letter (Of-  
fice of General Counsel)  
Correspondence from Office of  
the Administrator  
Employees Bulletin  
General memoranda  
Library Weekly Accession List  
News Summary (Prepared by Of-  
fice of Public Informa-  
tion)  
Staff Bulletins, Junior and  
Senior (Prepared by Office  
of Budget and Administrative  
Planning)  
Staff meetings, Office of Bud-  
get and Administrative  
Planning  
Food  
Food for Freedom, Inc.  
Foreign policy bulletins and re-  
ports  
Foreign trade  
Postwar effects of lend-lease  
on U. S.  
France  
Economic situation in  
"France Forever"  
Government and politics  
Imports  
Locomotive Mission of FEA, ex-  
hibits  
Locomotives  
Perkins trip  
Press clippings  
Procurement of raw materials  
and essential supplies for  
metropolitan France  
Programs  
Trade  
French Equatorial Africa  
French Guiana  
French West Indies  
Germany  
General objectives of U. S. eco-  
nomic policy  
German and Austrian Branch  
Industry



Germany (cont.)	Philippine Islands
Program	Portugal
Greenland	Portuguese African colonies
Guatemala	Postwar domestic problems
	Postwar international problems
Haiti	Postwar trade
Honduras	Price control
Iceland	Rosenman's Mission to Europe
India and Ceylon	Rumania
Indo-China	
Inter-American Conference, 1945	San Francisco meeting
International Business Conference	SHAEP
at Rye, N. Y.	Shipping
Internationalism	South America
Iran	Southern Rhodesia and the British
Italy, press clippings	colonies
	Spain
Korea	State Dept.
	Surplus Property, Preliminary Re-
Liberia	port of the Advisory Committee
	on Foreign Disposal of
Madagascar	Surplus property disposal
Maps, war	Sweden
Mexico	Switzerland
Middle East	St. Pierre and Miguelon
	Stassen's policy
Netherlands	
Netherlands East Indies	Turkey
Newfoundland	
News letter	Union of South Africa
New Zealand	UNRRA-FEA relations
Nicaragua	Uruguay
N. W. I. and Surinam	U. S. Army-FEA relations
Norway	U. S. S. R.
OWI releases	Venezuela
Panama	Wallace, Henry
Paraguay	
People's Lobby Bulletin	Yalta Conference
Peru	Yugoslavia

H. Folder Headings for the Records Pertaining to the Foreign  
Economic Administration's Relations with France (entry 160)

These are folder headings for a working file of materials prepared or assembled by the staff of the Historian of the Foreign Economic Administration. The materials for most of the topics shown consist of historical notes or drafts and exhibits.

French North Africa - Board of Economic Warfare	France (cont.)
Development projects	Relations with
French North Africa	French Committee
Economic Warfare Analysis	French Division
Early supply problems	French Supply Mission
Later supply problems	French West Africa
Financial	American Economic Mission
Food procurement and development	Import program
Groupements	Miscellaneous
Legislation	Progress reports
Imports from the U. S.	Senegal Economic Conference
Lend-lease	Supplies and requirements
Office of Foreign Relief and Rehabilitation Operations	Surpluses
Procurement, 1943-44	North African Economic Board
Program license exhibits	Agenda and minutes of meetings
Fourth quarter, 1943	(3d-19th)
Progress reports and other data	Progress reports and other data
on shipments to North Africa	on shipments to North Africa
Requirements	Requirements
France	North African Mission
FEA Mission, 1944	North African Joint Economic Mission

I. Folder Headings for the Cables of the Combined Committee  
for French North and West African Civil Affairs (entry 161)

Agricultural machinery	Economic warfare
American Food Mission	Exports and imports
	Exports to French North Africa
Blocus (Blockade)	Exports procedure
Caisse Central	Food
Cereals	FEA Mission to North Africa
Coal	
Commerce and trade	Iberian brass trade program
Corsica	Industrial projects
Customs duties	Interdivisional meetings on surpluses and requirements of Africa
Development projects procedure	
Economic and financial situation in North Africa	Lend-lease

Manpower  
Metals  
Modus vivendi

Outline of relations between FEA  
and France

Phosphates  
Press items  
Private trade  
Culbertson Mission  
Procurement  
Programming  
Property transfers, forced

Railway requirements  
Refugee camp

Reoccupation and Reconstruction  
Division

Settlements  
Shipping  
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Trade and finance  
Tunis

Uniform exchange control regula-  
tions

War damage measures

J. Folder Headings for Records Relating to the Foreign Economic  
Administration's Imports Program (entry 165)

General

Argentina

Balsa  
Bolivia  
Brazil

Canada  
Chrome  
Cinchona  
Combined Raw Materials Board  
Contracts procedure, termination

Drug crops

Fibers

India

Lumber (other than balsa)

Manpower  
Metals  
Mica  
Miscellaneous commodities  
Miscellaneous Commodities Division  
meetings

Organization, statistical services  
Outstanding purchase commitments,  
Dec. 18, 1943  
Over-all agreements

Quartz agreements

Reconstruction Finance Corpora-  
tion - Board of Economic War-  
fare Relationships  
Rubber

Statistical data on U. S. imports  
of strategic and critical ma-  
terials

Tin  
Transportation

U. S. Commercial Company budget,  
1946  
U. S. Purchasing Commission,  
Brazil

War shipping, memoranda of freight  
shipments

K. Folder Headings for the Subject File of the General Counsel  
of the Foreign Economic Administration (entry 237)

Accounting problems	Minutes of meetings
Agreements	Office of Administrator (Oct. 22, 1941-Nov. 4, 1944)
Listed by countries	Clearance Committee (and index, Oct. 1942-Aug. 1944)
Master-general	Interdepartmental Advisory Com- mittee (Sept. 25-30, 1944)
Battle scrap	Subcommittee of Interdepartmental Committee (Sept. 30, 1941)
California sales tax	Operations Committee (Aug. 28- Sept. 2, 1944)
Canadian airports (financed by lend-lease funds)	China Reciprocal Aid (May 11, 1943)
Cancellation of authority (policy on losses)	Committee of Defense (report, Dec. 10, 1941; no minutes kept)
Congressional inquiries	Recapture (transferred lend-lease articles)
Dec. 1942-Feb. 1943	Receipt from sale of foods in United Kingdom
Mead-Overseas Committee	Red Cross and United Seamen Service
Truman	Redistribution of distressed ma- terials
Airports	Requisitions (Landis Tool Co.)
Australia	Reverse lend-lease
Copper sulphate	Belgian Congo
Iceland	British
North Africa	Commodity negotiations
Oil	Industrial diamonds
Petroleum Reserves Corporation	Insurance
Trucks	Minutes--reciprocal aid (Dec. 2, 1943-May 4, 1944)
Commissions to agents (dealing with lend-lease material)	Payment of claims
Crawler tractors	Programs
Defense law	Shipping
Duties and tariffs (charged against lend-lease by receiving coun- tries)	Withholding payments
FBI, memoranda	Ceylon rubber
Gifts to Government	Commodity Credit Corporation
Government corporations (recogni- tion of such as agents of U. S. Government and legal status of employees in other countries)	Dutch
High octane gas	FEA procedures
Legal opinion	Handling proceeds
Attorney General	India
Liability for defective material	North Africa
	Rubber Development Corporation
	Statistics

Russian aid, 1943

Surplus property

Abroad, Senate committee on  
disposal of

Army file (July 1, 1945)

Aircraft

Field instructions

Italy

Transportation of personnel

Tables on public procurement abroad

United Kingdom

Aluminum

Coastal vessels

Offshore purchases

Reconversion

Shipping

Use of lend-lease materials

White Paper

Agreements (restrictive licensing)

Vulnerable items

Waivers

## APPENDIX II

### HISTORICAL MONOGRAPHS ON THE FOREIGN ECONOMIC ADMINISTRATION PREPARED BY THE RECORDS ANALYSIS DIVISION (entry 145)

#### A. List of Monographs

1. Procurement and Development of Strategic and Critical Raw Materials. By Quintin M. Sanger. n. d. 719 p. and ca. 3,000 p. of supporting documents. Typed.  
An outline of this monograph is given in section B of this appendix. A list of the supporting documents is included in a list of selected documents on the Foreign Economic Administration's imports program, prepared in the National Archives.
2. An Historical Record of Export Control. Book One: The Office of the Administrator of Export Control--A Military Function, July 2, 1940-September 15, 1941. Sept. 30, 1945. 152 p. Typed.
3. Creation of the Staff Offices in the Foreign Economic Administration. By Quintin M. Sanger. June 1, 1944. 42 p. Typed.
4. Safe Haven Study. By Margaret Clarke. n. d. 193 p. Typed.
5. Establishment of the Bureau of Areas. By Lydia N. Ratzlaff. Mar. 17, 1944. 49 p. and 53 p. of exhibits. Typed.
6. Establishment of the Bureau of Supplies. By Lydia N. Ratzlaff. June 3, 1944. 129 p. and 10 exhibits. Typed.

#### B. Outline of the Monograph "Procurement and Development of Strategic and Critical Raw Materials"

- Ch. I. The Need for Strategic and Critical Raw Materials. 13 p. and exhibits.  
Sources Destroyed by the War  
Army, Navy, and Other Needs
- Ch. II. Early Measures to Meet the Need. 24 p. and exhibits. Bound in part.  
Strategic and Critical Materials Defined  
Early Legislation  
Procedures by Treasury Procurement  
Purchases by Treasury Procurement
- Ch. III. Organization and Functions of RFC Corporations and the United States Commercial Company. 20 p. and exhibits. Bound.  
Metals Reserve Company  
Defense Supplies Corporation  
Rubber Reserve Company  
Commodity Credit Corporation  
United States Commercial Company  
Export-Import Bank of Washington

Ch. IV.

A. BEW-OEW-FEA Procurement and Development Responsibilities. 24 p. and 13 exhibits.

B. BEW-OEW Directives to RFC Corporations. 60 p. and exhibits. Bound. Corporations

Procedures on Procurement of Stockpile

BEW Relations With RFC and Commodity Credit Corporation and Formation of the United States Commercial Company

Establishment in FEA

Resolution of Conflicts Between BEW and RFC

BEW Relations With RFC Corporations

FEA Organization for Imports

United States Commercial Procedures

C. BEW-FEA Missions; D. BEW Import Records; and E. BEW-OEW-FEA Foreign Procurement Responsibilities. 50 p. and exhibits. Bound.

Ch. V. BEW-OEW-FEA Relationships With Other Agencies. 48 p. and exhibits. Bound.

Relations With the War Production Board

Combined Raw Materials Board

BEW-FEA Relationships With the Armed Services

BEW Relations With the State Department

Relations With OPA

War Shipping Administration

BEW-FEA Relations With Private Business

Public and Private Purchases

Ch. VI.

A. The Imports Program. 49 p. and exhibits. Bound.

General Policy in the Imports Program

Political Foundations of the Program

Over-all Agreements

Summary of Western Hemisphere Over-all Agreements

Agreements With Countries Outside Latin-America

Types of Contracts

Contracts and Contract Termination Questions

Legal Problems of United States Government With Executed Contracts

Export-Import Bank Activities

B and C. Area Questions. 29 p. and exhibits. Bound. Part B discusses area questions in general, area questions pertaining to various South American countries, and the use of development organizations; and part C discusses the work of BEW-FEA Missions abroad and mine supply control districts.

D. Comparison of World War I and World War II Prices. 12 p. Unbound.

E. Wages, Health, and Sanitation. 10 p. and exhibits. Unbound.

Labor Section, BEW

Policy

Agency Functions

F. Transportation. 18 p.

Transportation Division

Insurance of Cargoes

Air Transportation

- Ch. VII. Some Major Commodity Programs. 11 p. and exhibits. Unbound.
- Ch. VIII. The Balsa Importation Program. 19 p. and exhibits. Unbound.
- The Need for Balsa Wood
  - Production
  - Organization
  - Early Importation Problems
  - Methods of Importation
  - Prices
  - Field Work
  - Kiln Construction at Guayaquil
  - Machinery and Equipment
  - Transportation
- Ch. IX. The Cinchona Program. 36 p. and exhibits. Unbound.
- The Need for Anti-Malarials
  - Development of the Program
  - General Procurement Problems
  - The Program by Boundries
- Ch. X. Rubber Procurement and Development Program. 140 p. and exhibits. Bound.
- Rubber Situation in the United States at Pearl Harbor
  - Congressional Commentaries on Early Rubber Procurement Policies of the RFC
  - Organization and Personnel
  - General Objectives and Problems
  - General Policies Followed in the Program
  - Technical Problems
  - Early Control Measures for Rubber Supply
  - Labor Policy
  - Rubber Allocations and Reclaimed Rubber
  - Equipment and Supply
  - Brazil Rubber Program
  - Other Latin-American Rubber Programs
  - Shada and Hallett Projects
  - Liberia and Ceylon
  - Influence of Organization on Policy
  - Dual Organization in Washington
  - RFC Rubber Program
- Ch. XI. The Tin Importation Program. 74 p. and exhibits. Bound.
- The Need for Tin
  - International Tin Control Committee
  - Combined Raw Materials Board
  - Domestic Supply and Requirements
  - Conservation Measures
  - The Bolivian Program
  - Bolivian Tin Production Figures
  - Program Activities
  - Field Work of the BEW-FEA Metals and Minerals Mission to Bolivia
  - Labor Problems
  - Texas City Smelter
  - Contract Negotiations after June 1942
  - Belgian Congo Program



- Ch. XII. The Quartz Importation Program. 31 p. and exhibits. Bound.
- The Need for Quartz Crystals
  - BEW Organization
  - General Quartz Agreement
  - Testing and Inspection
  - Buying Problems and Prices
  - Engineering Field Work
  - Loans and Development Contracts
  - Health
  - Production Accomplishments in the United States
- Ch. XIII. The Mica Importation Program. 46 p. and exhibits. Bound.
- The Need for Mica
  - Purchasing Arrangements
  - Corporate Structure of Mica Industry
  - The India Program
  - Joint Mica Mission
  - Machinery and Equipment
  - Production
  - Internal Transportation
  - Air Transport
  - Brazil Mica Program
  - Prices
  - Revision of Program, Sept. 1942
  - Development - Engineering Aid
  - Field Organization - Later Stages