

Room 130

OFFICE OF U. S. CHIEF OF COUNSEL
FOR THE PROSECUTION OF AXIS CRIMINALITY
APO 403 U.S. ARMY

General Document

22 September 1945

GENERAL MEMORANDUM NO. 2.

SUBJECT: Translations and Processing of Documents.

1. As of this date, the situation concerning documents finally selected after careful field and Documentation Division screening, is summarized as follows:

Total documents selected as having evidentiary value, approximately 1900;

Backlog of documents selected for which no staff evidence analysis sheets have been issued, approximately 500;

Total number of documents translated, approximately 600;

Average daily number of documents selected as having evidentiary value, approximately 100.

2. The above facts reveal a substantial number of documents remaining to be translated, as well as a large backlog of selected documents for which Staff Evidence Analysis sheets must be issued.

3. The main answer to the entire problem is naturally additional experienced translators and screeners. In order to eliminate as much unnecessary translation as possible, German-born lawyers of experience both in Germany and the United States do the actual Staff Evidence Analyses by dictating from the original documents themselves; and only those documents for which a specific request is made are translated.

4. Since all U.S. personnel, and the personnel of other Nations, have now assembled in Nürnberg, the problem of making documentary evidence available is hourly becoming more acute. Everyone involved who understands the situation manifests a splendid spirit of cooperation. For example, the Interrogation Division, under Colonel Amen, has one officer who is liaison with the Documentation Division, through whom all requests from the Interrogation Division are made. This method of securing documentary evidence is recommended to the other divisions of the Combined Prosecution Staffs.

5. Staff Evidence Analyses are furnished to all personnel entitled to receive them as soon as produced. Even the cutting of stencils and

distributing copies of each Staff Analysis is a substantial physical problem. As result of the splendid cooperation of all secretaries in the Documentation Division, it is expected that the backlog of documents for which no analyses sheets have yet been issued will be overcome within a week.

6. Hence the cooperation of all parties is urged, and the following regulations are now effective:

a. Members of the translating staff will honor no request for translation that does not come through the proper channel; i.e., all requests for translations from German to English will be made in Room 305 as heretofore provided, except that requests for such translations will be honored only when made by the following:

- (a) Members of the four International Committees.
- (b) U.S. Division Chiefs or a person designated by them for this purpose.
- (c) The Chiefs of the three Subcommittees of U.S. Committee 4.
- (d) Branch and Section Chiefs of the Documentation Division.

b. No requests for documents not completely processed will be honored.

7. The above regulations do not apply to the use of the Library (Room 306), which has been established for the direct use of all personnel of the Combined Prosecution Staffs. However, any request for translations of decrees or other evidentiary material contained in the Library is governed by the foregoing procedure established for documents.

FOR THE U. S. CHIEF OF COUNSEL:

DISTRIBUTION:

All members of the Combined Prosecution Staffs.

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