

1.

Note on the Registry work of M.I.5. (Oct.1929.)

1a.

2.

Major Phillips. (Through Miss Dicker.)

At (1a) in this file is a note on the work of the Registry, for which you asked some time ago. I have tried, as far as possible, to keep strictly to an account of the system in use at the present time, as the I.P.system has already been explained in I.P.Book 11: "Work of the Registry", and "Office Instructions, June 1916". No useful account of the present system can, however, be given without reference to the old cards and files, though I have touched on them as briefly as possible. If you require an abbreviated note, dealing only with the present system as it should be, and leaving out all mention of the 'snags' caused by the change from one system to another, this could, of course, very easily be done; but it would be quite valueless as a guide to the work of this Office, having regard to all our old records.

A.R.
23.12.29.

L. F. M. Edmonds

2.

Major Phillips.

I think this note will supply a "long-felt" want and Mrs. Edmonds has set out the details very clearly.

For the education of newcomers to the staff and for the benefit of those already in the office who are not so well acquainted with the details of the Registry work, I would suggest that we should leave the note more or less as it stands.

If, however, it is intended to supply, for instance,
some

some of our Colonial links with notes on our Registry work, perhaps you would prefer us to draw up a more abbreviated note, with less detail.

M. J. Ficker

A.2.
2.1.30.

Spoke. C.W.S. WAD 3

A. An extraordinary interesting report. The most complete we have yet had on the subject, without being too much in detail. I am glad to have seen it. Mr. Edmunds is to be congratulated.

31.1.30.

NR

~~A.1~~ ~~A.2~~ 12/22.
B.
mi
B.1 ~~WAD~~
B.1(a)
B.2 CS
B.3 WAD
B.3(a) WAD

4

Officers will probably be interested to read the report at 1A. If they have any comments perhaps they will make them on a separate sheet.

A.
8. 2.30.

WAD

D.C.D.S.

5

You may like to see the enclosed notes on Registry work which have been drawn up by Mrs. Edmonds.

A.
H. 5.30.

6.

A. — I congratulate Mrs Edmond and your staff. I consider this a monument of common sense, in the practical development into an easy routine system of conflicting elements which might have led to inextricable chaos.

It would be interesting (I do not ask for it to be done now), to prepare from our wealth of experience, a pamphlet on "How I should do it if we began again today."!

Such a pamphlet may be required for war purposes, or for opening up new Security Offices sooner or later. I do not think it would take long — using these notes as a basis.

I am still not certain that we have reached the ultimate perfection of which we are capable especially with a view to high speed work in war with a multitude of untrained extra hand — I am thinking of the extra officers just as much as the extra Registry Hand. Take the Personal Files: —

There are certain facts about a person that are variable, and some that are constant e.g. his personal description is fairly constant his actions variable - except those already achieved and forming his "back history".

I have always visualised a P.F. as ^{perfected} containing three separate elements.

- "SNAP SHOTS" 1. Five correspondence and action papers concerning the person.
- "TIME EXPOSURES" 2. A deliberate 'stock taking' summary of those elements of nos. which have 'come to a standstill' (Potted history sheet)
- "OTL PAINTINGS" 3. A deliberate extraction of the immutable elements concerning the person - his name description etc. (I need not labour this as we have plenty of suitable cards and Identity forms in use already).

I should like to think that all our P.F. Covers as printed contain inside the front cover (p.2) spaces for entering up the particulars given in Appendix D (p.26) of the Security Index Book (S.I. Bk 1.) - carefully edited and rearranged to fit in with similar particulars as booked on our latest General

AND,

that the Stock "Year Summary" form last mentioned on "HOW TO POT THIS FILE" (not using those words) be printed on the end inside cover (a short printed and dotted Specimen Summary should be available on request also)

Quite minor points

Can we not dispense with the word "Folder" and use "File" for universal purposes?

Can we not have a nice set of bold Rubber Numbers for numbering P.F.s and S.F.s?

Can we have a card printed, and copy to each office, showing Postal Despatches ^{to} home & abroad? (including home)

Surname, title and Christian Names Sex
 Alias and surname at birth if different
 Address (a) Residence
 (b) Business

Ref. No. **P.F.-----**

Nationality, Date and place of birth

Occupation

Nationality at birth of:—

Father
 Mother
 Husband
 or Wife

Occupation of:—

Father
 Husband

Remarks. See **Racial Index Group**.....**THE PERSONAL FILE CARD.**

This card denotes that the name thereon is that of the person with whose activities the P.F. to which it refers is concerned. His name appears on the cover, and all information about that person should be collected therein.

S.I. Form O.8.

P.T.O.

Name

Address

Ref. No. **O.F.-----**

THE ORGANISATION FILE CARD.

This card denotes that the activities of the Organisation named thereon are the subject of the Organisation File to which it refers.

J. 2810. (6877) W2230/5455 3000 (2) 1/29 C&SLtd 186

Present Names	Sex. Photo? Handwriting Description
Former Names and Aliases	
Address { Residence { Business	

Nationality. Birthplace. Date.

Occupation

References to Records
 e.g. P.F.---- (Name of P.F.) Serial numbers.
 O.F.---- (Name of O.F.) Serial numbers.
 &c.

Security Index Group

Remarks THE GENERAL CARD.

This card is used in every case for which there is no special card provided. It differs from the FILE CARD in that the PERSONAL FILE to which it refers is not primarily concerned with the subject of this card. Serial numbers must be added after the P.F. number to indicate the papers in the file in which mentions of that person occur.

S.I. Form O.8.

CROSS REFERENCE CARD.

Used for aliases, stage names, &c.

No Reference Numbers must
be given on these
Cards.

73) W3791C/RP1759 6000 (2) 4/26 C&SLtd 186 J1617

I.P. FORM O.4.

FOR FULL INFORMATION SEE UNDER

This card is used in cases where all the available information is given on another card. It was originally meant to indicate that the person mentioned thereon was of no interest except in relation to the subject of the main card, as in the case of children, who were referred back to the parent's card. It is now also used for individuals who are referred back to a COMPLETE INFORMATION CARD bearing a list of names to all of whom the same information applies.

S.I. Form O.29.

e

No.

ch and Date

This is a temporary card, and is used in cases where we have so few particulars of the person concerned that it is impossible to ascertain whether he already has a card or not. In the event of identification this card must be exchanged for a permanent one.

—If this individual is still unidentified after a lapse of twelve months the attention of the Branch should be drawn to the case.

TOWN

(Country
or County)

Address

ADDRESS CARD.

Particulars

Reference

S.S. Form O.11.

(9199) W2866/R.P.1311 3000 (2) 1/26 C&S Ltd 186 J.1216
(9864) W3791A/RP1759 4000 (2) 4/26 C&S Ltd .86

Name

Status

Qualification

Source of Infn.

INVESTIGATION

Activities

Sympathies

Control

War with

:—Action

Group

Races

SECURITY INDEX CARD.

Naty.

Born

Identity Form ?

Description ?

Photo ?

Writing ?

I.P. Form II.84.

Name

Address

Origin :—

and if British, wife's nationality

Age

See 'RACIAL INDEX'

This card denotes that all the information contained in this Office concerning the person to whom the card relates will be found in the SECURITY INDEX (Formerly known as the RACIAL INDEX.)

Now Obsolete.

Surname and Christian Names
and Surname at birth if different
Last address

REFERENCE "K" File No.---- (Name.)

(1) At birth

(2) Present

(3) By reason of

NATIONALITY

Date of birth (or Age)

Occupation

Names

Nationality

Occupation and Remarks

FATHER

MOTHER

CONNECTION

GENERAL REMARKS

A COMPLETE SUMMARY FILE.

This card denotes that the original papers have been destroyed.

Surname and Christian Names
and Surname at birth if different
Last address

REFERENCE "K" File No.---- (Name)

(1) At birth

(2) Present

(3) By reason of

NATIONALITY

Date of birth (or Age)

Occupation

Names

Nationality

Occupation and Remarks

FATHER

MOTHER

CONNECTION

GENERAL REMARKS

HISTORY SHEET CARD.

This card denotes that a history sheet or synopsis has been made, but that the original documents can be consulted if desired.

Surname and Christian Names
and Surname at birth if different
Last address

REFERENCE "K" File No.---- (Name)

(1) At birth

(2) Present

(3) By reason of

NATIONALITY

Date of birth (or Age)

Occupation

Names

Nationality

Occupation and Remarks

FATHER

MOTHER

CONNECTION

GENERAL REMARKS

This card denotes that the file has been preserved for ordinary reference, but that a precis of the file has been made.

Recorder's Card.

Used for indexing numbers quoted by other offices.

This was also the old general card, which was superseded by the O.8. It is perhaps the most common card in the whole index. It was also used in the Address Index.

7) W2866B/RP 1311 5000 1/26 C&SLtd 186

3153C/RP3095 4000 4/27 C&SLtd 186 J.1217

S.I. Form O.16.

DATE OUT	BRANCH	WITH	DATE IN
		<u>TRANSIT CARD.</u>	
		This card is now only used for the transit of LISTS, T.Cs., War Office & Admiralty Files.	

S.I. Form O.26

No.	Office of origin.	File.	Date and to whom sent.	Passed out.
		Transit Card for B.Ms and HOME OFFICE FILES.		

Name				
Address				
Service No.				
I. No. & Rank	Unit	Nationality and Birthplace	Nationality at birth of	Civil occupation
			Father	
			Mother	
			Wife	

Date of Enlistment This card was used for Group 9, and was made on the pattern of the cards received from A.G.13. It is now obsolete as the ordinary Security Index Card is used. The red border denotes ARMY. Similar cards with blue borders were used for NAVY and brown for AIR FORCE.

Demobilization Discharge

Police informed

1,000.17.11.20

Name	<u>SECURITY INDEX CARD.</u>		Group
Status	<u>Group 9. (Army.)</u>		Races
Qualification			
Source of Infn.	Blue border denotes <u>Navy.</u>		Naty.
Investigation	Brown border denotes <u>Air Force.</u>		Born
	The section of the right-hand top corner denotes that the man has been demobilised.		Identity Form ?
Activities			Description ?
	This card superseded I.P. Form H.83.		Photo ?
			Writing ?

Sympathies

Control

Var with

:-Action

Schedule of Correspondence received on.....

<i>From whom</i>	<i>Date</i>	<i>Sender's No.</i>	<i>Subject</i>	<i>Branch</i>	<i>Where filed</i>

NOTES ON REGISTRY WORK.

The function of the Registry is the collection and classification of records in such a manner as to render items of information readily accessible whether by reference to their general or particular aspects.

The means employed to this end are:-

- (a) Daily Schedule and Recorder's Cards.
- (b) Index. (General. Subject. Security. Welfare. &c.)
- (c) Transit. *Personal subject*
- (d) System of Filing.

It is proposed therefore to give a short description of the procedure adopted by the Registry with regard to a paper from its arrival in this Office to the time it is marked 'P.A', (i.e.Put Away), afterwards amplifying the explanations of the various processes through which it must pass.

P A R T I.

All communications to this Office, whether they arrive by post, bag, or any other means, should first be taken to the Recorder. The general rule is that all letters are opened in this department, but there are certain exceptions which are sent direct to the Officers to whom they are addressed. As these letters are, however, returned to the Recorder before passing to the General Registry, the subsequent procedure is the same.

It is the duty of the Recorder to decide to which branch each new paper should be sent for action. Having done so, she enters it on the schedule of letters received for the day, attaches a 'look-up' slip, (filled in with date of receipt, number on daily Schedule, and Office of Origin), and passes it to the General Registry. (See (A) The Recorder.)

The next step is to ascertain whether there are already in the office any former papers (f.ps) dealing with the same matter. This is called 'Look-Up', and is done by reference either to the General Index (See (B)), or to the Subject Index (See Part II.(A)). If there are f.ps., these must then be obtained from 'Transit' (See (C) Transit, the Department dealing with the passing of files from one branch to another),

and they/

*Place Index.
Included in General Index*

*This is - I think -
your information!*

and they must be passed, attached to the new paper, to the person responsible for filing them. (See (D) Filing).

When there are no f.ps, the Look-Up slip should be marked 'N.T.', (No Trace), and the paper can then go direct to the filer. The filer then puts the paper into a cover bearing an official number, makes the necessary cards for the Index, (See (C) Carding), and passes the file to the branch concerned.

When the file returns from the branch, marked 'P.A.', it is necessary to go carefully through it, noting whether any additional information has been given which might necessitate further action by the Registry, before returning the file to 'Transit'.

A.

THE RECORDER.

All papers coming into this Office, except those addressed personally to an Officer, are opened in this department, and all papers for Despatch must also pass through this section.

When a paper has been read and allotted to the branch concerned, it must next be decided whether it should be entered on the Schedule. Such papers as Army Council Instructions, newspapers, acknowledgements, and so forth, are sent direct to the branch to which they have been allotted, which is marked in blue pencil on the top right-hand corner. All other papers are entered on the schedule, which is the daily record of such papers received in this Office as are considered worthy of Registration.

REGISTRATION.

Each paper to be registered is given a 'Look-Up' Slip (O.14a), on which is entered:-

- 1) The date of Receipt.
- 2) The number on the Schedule.
- 3) The branch to which it is going.

In the/

In the case of a Branch Memorandum, or an original File belonging to another Office, the slip bears in addition:-

- 4) The Office of Origin.
- 5) Number of the B.M. or File.
- 6) Date of Minute addressed to this Office.
- 7) Name or Subject.

When a paper is:-

- (a) A communication quoting a number referring to the records of the Office of Origin.
- (b) An original file belonging to another Office.,

it is, in the case of certain offices, etc., necessary to index those numbers for future reference. This is done by means of:-

RECORDER'S CARDS.

These cards serve a double purpose:-

- (a) To note where a paper has been filed.
- (b) To keep a transit of the files of other offices and branches.

A. In the case of papers bearing a number referring to the records of another office, this number, together with the name of that office and the date on the paper, is written on a white card, (O.27), which is affixed to the paper, under the 'Look-Up' slip, by the Recorder. When the paper is filed, our file number is written on this card, which is then put away numerically under the Office of Origin, the different cards for each/

each number being arranged under date.

B. In the case of original files belonging to the War Office or Admiralty a pink card (O.16) is made, on which the name and number of the file is noted together with the branch to which it is being sent. This card is put away at once - also numerically under its Office of Origin - and is used to record each movement of that file to and from this Office.

In the case of Branch Memoranda and Home Office Files a white card (O.26) serves the purpose of both A and B. The Recorder in this case enters on the card the number of the file or B.M., and the Office of Origin, and affixes the card to the paper as at "A". The filer notes on the card both the number of our file and the branch to which it is sent. The card is then put away, either, in the case of Home Office files, numerically under the Office of Origin, or, in the case of B.Ms., in simple numerical order, disregarding the War Office branch of origin. When the file of B.M. leaves this Office the date of despatch and the destination is noted on the card.

THE SCHEDULE.

This gives the registered number of each paper, the Office of Origin, the date on which it was sent, the number

quoted/

quoted by the sender, (if any), a short summary of the contents of the paper, and, lastly, the branch in this Office to which it has been allotted.

The Schedule is filed by the Recorder, and typed copies are sent daily to the heads of branches enabling them to see what papers have been received in the Office each day.

Taken in conjunction with the Recorder's cards, the Schedule should enable any paper bearing a sender's number to be traced, and, in the case of an unnumbered paper, it enables one to state definitely:-

- (a) Whether it was ever received in this Office.
- (b) To which branch it was allotted.

DESPATCH.

All out-going papers must pass through this section, where they are entered in the Despatch Book. This is a complete record of all papers leaving this Office, and gives the reference number, the branch of Origin, and the destination of each paper. If a letter is 'Closed' before it is sent to 'Despatch', it is entered in the Despatch Book as 'closed'.

Letters/

Letters leave this Office by two methods:-

- 1) The 'Round'. (i.e. By Messenger)
- 2) The Post.

1) All letters that can go 'by hand', i.e. those for the War Office, Admiralty, Home Office, Colonial Office, Foreign Office, Scotland House, *and addresses between here and Whitehall,* etc., leave here by messenger at 11.30 a.m., and 3.45 p.m. All letters for the War Office are enclosed in one sealed envelope and are sent in a locked bag together with any War Office files that have to be despatched.

The same method is used for Admiralty ^X papers. Any communications from these offices are brought back by the messenger when he returns.

2) Letters are despatched by post at 10 a.m. and 5 p.m. The method adopted for doing up letters varies in different cases. In most cases two envelopes are used, the inner one sealed and marked "Secret" or "Secret & Personal" according to its contents. The outer envelope is not usually sealed.

All 'Official' letters are 'franked' in the bottom left-hand corner. Letters that go 'unofficially' are sent

in/

+
and
air
messenger

in plain envelopes and are stamped in the ordinary way. A record of stamps is kept in the Office Stamp Book, which is balanced each month.

Letters for Egypt are sent through the Foreign Office. A receipt book is sent over with them, which is signed by the Foreign Office Despatch Section and returned to us.

Letters for China are despatched every second Wednesday, and are sent to the War Office by the morning bag. Both the inner and outer envelopes are sealed in this case, and the words "By British Packet. Long Sea Route. In charge of Commander", are written on the top left-hand corner of the outer envelope. Letters that are despatched through the War Office Post Room are given a special number which is put on the bottom left-hand corner of the envelope. This number is known as a "C.S." number, and is noted by the Recorder in a book kept for the purpose, together with the reference number and the destination of the letter to which the number has been allotted.

COLONIAL DESPATCH.

Letters for the Colonies are despatched on Wednesdays, and a special despatch book is kept in addition to the general book. A short summary of the contents of the letter is entered

in this book in addition to the reference number, branch of origin and destination. These letters are always done up in two envelopes and are despatched in the following manner:-

Canada, Malta and Gibraltar. These are 'franked' and sent by registered post at 1 p.m.

Australia, New Zealand, South Africa, Newfoundland and

Rhodesia. These are sent to Dominion Sub-Registry, Colonial

Office, with slip attached:- "For Favour of Despatch by next

Colonial Bag". This is initialled "For ^{Sir Vernon Kell.} Major Phillips. M.I.5.A.4."

and date.

Nairobi and Zanzibar. These are sent through Sub-Registry,

East Africa, Colonial Office, with slip attached: "For Favour of despatch by next bag. &c".

India and Singapore. These are sent to the War Office for

despatch. The envelope is marked, on the top left-hand corner,

"By British Packet. Long Sea Route. In charge of Commander",

and, at the bottom left-hand corner is put a "C.S." number.

All other letters are sent to Sub-Registry 2, Colonial Office, with slip attached "For Favour of Despatch by next Bag. &c."

These letters are all entered in the General Despatch Book as "Closed. From A.4.", with their destination.

B.

THE CARD INDEX.

The GENERAL INDEX consists of three parts:-

- I) INDEX OF NAMES.
- II) ADDRESS INDEX.
- III) RONEO INDEX.,

and contains, so far as can be estimated, approximately one and a quarter million cards.

I. INDEX OF NAMES.

(Jan. 1930)

This Index contains (something over one million cards, and includes all names we wish to place on record, not only suspects, but also informants, visitors, employees, &c.

In theory there should only be one card for any one individual, but it is a regrettable fact that, owing to pressure of other work and consequent lack of supervision during the war period, this is not the case. The rule is strictly enforced now, but the Registry is severely handicapped by the sins of the past, as these cases are so numerous that it is not always possible to put them in order as they come to light. The extent of the evil may be estimated by the fact that 13,200 cards were discarded from the letter "A" alone when an attempt was made to 'clean' the Index in 1921.

It will/

By the way, the index is not a card index, but a name index.

It will be readily understood that in an index as large as that of M.I.5. any error in spelling constitutes a danger. For example, we may have information about an alien "Herr BRAUN". A report from another source may refer to him as "Mr. BROWN", and much time was lost in the past by the necessity of searching amongst all possible spellings.

The name SMITH has 67 possible variations; ERIKSEN 48; JOHANSON 16; LOEWENTHAL 15, and so on. This difficulty has now been met by a system of 'Amalgamation'. The various spellings of any one name are now gathered together under the most common form, and a yellow card is placed under the other spellings referring the looker-up to the AMALGAMATED GROUP.

(a) Several different types of cards are used in this

Index. The principal ones are:-

- 1) The Personal File Card. (0.8).
- 2) The Organisation File Card.
- 3) The Cross Reference Card.
- 4) The General Card. (0.8.)
- 5) I.P. Form 0.4. ("For Full Information See Under...")
- 6) S.I. Form 0.29. (Temporary Card.)

A short note explaining the purpose of the various forms is appended.

mark 1100
think! y
?!

new form
y

1. The Personal File Card. (O.8).

This is a white card, with a green band across the top, and is divided into spaces for the particular items of information considered most useful.

A file card denotes that the name thereon is that of the person with whose activities the Personal File to which it refers is concerned. His name appears on the cover of that P.F., and all information about that person should be collected therein.

2. The Organisation File Card.

This is a white card with a black band across the top.

An Organisation File card denotes that the activities of the organisation named thereon are the subject of the Organisation File to which the card refers.

3. The Cross-Reference Card.

A white card with red corners at the top.

No reference number appears on this card: it merely refers the 'looker-up' to the correct card. It is used for aliases, stage-names, &c., and also in cases where names have been given incorrectly.

4. The General Card. (O.8.).

This is a white card divided into spaces, and is similar to the file card, except that it has no green band.

This card is used in every case for which there is no special card provided. It differs from the file card in that the personal file to which it refers is not primarily concerned with the subject of the O.8., and serial numbers must therefore be added after the P.F. number to indicate the papers in the file in which mentions of that person occur.

5. I.P. Form O.4.

A plain white Card printed in block type with the words:

"FOR FULL INFORMATION SEE UNDER...."

This card is used in cases where all the available information is given on another card. It was originally meant to indicate that the person mentioned thereon was of no interest except in relation to the subject of the main card, as in the case of children, who were referred back to the parent's card. It is now also used for individuals who are referred to a Complete Information Card bearing a list of names to all of which the same information applies.

6. S.I. Form 0.29.

This is a bright blue card with spaces for the Name, Reference Number, Branch dealing with the paper and the date.

A temporary card only, which is used in cases where we have so few particulars of the person concerned that it is impossible to ascertain whether he already has a card or not. In the event of identification this card must be exchanged for a permanent one.

The Complete Information Card.

There is no special form for a Complete Information Card as such, and in most cases the 0.8. is used with the words "Complete Information Card" in place of the reference number.

A Complete Information Card should record all the information possessed by M.I.5. concerning the person to whom it refers, and it is used in cases where the original papers have been either destroyed or returned to the Office of Origin uncopied.

In addition to the cards already described numerous other forms will be found which are now obsolete. In most cases they are merely earlier editions of the cards described above, but some of them are worthy of mention.

- 1) A blue-cornered cross-reference Card on which is printed in blue:- "See RACIAL INDEX."

This denotes that all the information contained in this Office concerning the person to whom the card relates will be found in the SECURITY INDEX. (formerly known as the RACIAL INDEX). It is not therefore necessary to send up the actual paper as a trace.

e.g. List 76. Foreign Embassies & Legations in London.

- 2) SUMMARY CARDS. These are white cards divided into spaces and somewhat similar to the GENERAL CARD.(S.I. Form 0.8). They are printed in three different colours, red, green and blue.

The red printed card was used for the Complete Summaries, and denotes that the original papers have been destroyed.

The green/

The green printed card denotes a 'History Sheet' or synopsis, but the original documents can be consulted if desired.

The blue printed card denotes that the original file is preserved for ordinary reference, but that a precis of the file has been made.

3) SPECIAL CARDS. (i.e. Pre-war unofficial Registration of Aliens).

In 1911 Chief Constables were asked to send in lists of Aliens residing within their jurisdiction, and from these lists the 'SPECIAL CARDS' were made. The information received was set out as follows:-

Ser.No.	Name.
1.	Nationality & Age.
2.	Postal Address.(Res.& Bus.)
3.	Trade or Occupation.Name of Employer.
4.	Date of Birth.
5.	House-Owner,Lodger or Servant.
6.	Particulars of Family.

P.T.O.

Any further information was put on the back of the card under the heading "7. Remarks." Each Alien was given a Serial No., which was noted both on the SPECIAL CARD and on the original List, and the latter was then returned to the Chief Constable. All changes of address were reported and the special cards were altered accordingly. A yellow wafer seal attached to a SPECIAL CARD signified that the Alien was regarded as a possible suspect, and that periodical reports should be made about him. A red wafer signified that he was on the SPECIAL WAR LIST, and was to be watched if war broke out. If, in addition to the red wafer seal, the card was marked with a cross (X), he was to be searched, if with two crosses (XX), he was to be arrested. A small hole punched in the seal signified (a) in the case of a yellow seal, the Alien was no longer suspect, or (b) in the case of a red seal, he had been removed from the Special War List.

SPECIAL WAR LIST.

Certain names were selected from the SPECIAL CARDS as worthy of fuller reports, and forms were printed for the purpose entitled "Special Aliens' Reports" which were sent to the Chief Constables to fill in and return to us. A list was compiled from these reports of those Aliens who might for various reasons become dangerous in the event of war. This was called the SPECIAL WAR LIST.

4)Cherry Folder Cards/

4) CHERRY FOLDER CARDS. (i.e. Official Registration of Aliens)

These cards superseded the SPECIAL CARDS in 1914 when War broke out and compulsory registration of Aliens came into force. They referred to ALIENS' REGISTRATION FORMS (A.R.C) which were supplied to us by the Police. Pink cards - to correspond with the actual Registration Form - were used for Aliens who had served their term of conscription in the Army, Navy or Police Force: white cards for men who were exempted from such service, and for women. The earliest card bore the Name of the Alien, his Serial Number, and the Police district concerned, and the form to which it referred was filed under the Police district. Since this entailed a certain amount of work owing to the necessity of transferring the forms from one folder to another in the event of the Alien changing his residence, it was decided, at the end of 1916, to file them alphabetically regardless of the address. The later cards therefore bore merely the name of the Alien and the words "See Cherry Folder C". This meant a considerable reduction in the cards. Under the original method each Alien had a card of his own showing his Police district and Serial Number, but under the new method one card only was made for any one name no matter how many individuals there might be of that name.

After the war it was decided to replace the original cards by Complete Information Cards and to destroy the actual Registration Forms. This scheme was never completed owing to the fact that it was discovered that our records were not complete, and it was considered safer to refer to the Police when necessary rather than to rely on an incomplete record.

Such Complete Information Cards as had already been made were left in the Index. These cards are also pink, but are divided into spaces corresponding with the spaces on the A.R.-C.

*This was done by
Grand Staff
idea Security*

(b) The arrangement of cards for each surname in the Index is:-

1) SURNAME only

2) SURNAME followed by Mr., Mrs., and Miss.

3) SURNAME TITLES. (In alphabetical order. Where there is a christian name or an initial as well, the title is ignored.)

4) SURNAME INITIALS. (e.g. SMITH. A
and SMITH. Albert
CHRISTIAN NAMES. SMITH. B
SMITH. Bertha)

5) SURNAME as part of NAME OF A COMPANY. (e.g. SMITH & CO.
SMITH.A. & CO.
SMITH ANNESLEY & CO.
SMITH HART & CO.)

6) SURNAME as part of HYPHENED NAME. (e.g. SMITH-CARRINGTON.
A cross-reference card should be put under CARRINGTON.)

The following/

The following rules have been adopted by M.I.5. for
alphabetising names with prefixes.

In FRENCH when the prefix is, or contains, the definite
article:- (i.e. LE. LA. DU. DE. LA. DES.) INDEX UNDER THE PREFIX.

*Yes I was like this
arrangement, but it works well
y*

e.g. LE SAGE.
LA ROCHEFOUCAULD.
DE LA CHAPPELLE.
DU CANE.
DES CARTES.,

BUT, if the Prefix is only DE or D', INDEX UNDER THE FOLLOWING WORD.

e.g. De BOURNONVILLE. Index under BOURNONVILLE.
D' ESTREES. Index under ESTREES.

In all other languages neglect the prefix, and index
under the following name.

GERMAN. VON PAPEN. Index under PAPEN.
IM THURN. THURN.

DUTCH. VAN LAER. LAER.
VAN DER HAAGEN. HAAGEN.
VAN DEN BERGH. BERGH.
VANDERBILT. BILT.
VANDENBOSCH. BOSCH.
TEN BRINK. BRINK.

SPANISH. DOS SANTOS. SANTOS.

ITALIAN. DELLA TORRE. TORRE.
DA GAMA. GAMA.

TITLES IN A FOREIGN LANGUAGE.

When a personal title is given in a foreign language, the
English equivalent should be given on the card, and the card
should be indexed under the English equivalent.

*This card only
before index*

e.g. SCHMIDT. Hauptmann (Captain)
SCHMIDT. Frau (Mrs)

II. THE ADDRESS INDEX.

The Address Index is arranged alphabetically under names of places, with the exception of LONDON, which constitutes a separate section. The cards of each town are sub-divided into:-

- i) General.
- ii) Streets. (This includes Institutions such as 'COLLEGES' under 'C': 'HOSPITALS', under 'H': 'SCHOOLS' under 'S'.)
- iii) Hotels & Restaurants.
- iv) Works & Factories.

General Cards are no longer made, as their purpose is more satisfactorily served by the Subject Index. (See Special Section.)

LONDON SECTION.

The LONDON Section is alphabetised under STREETS with the cards arranged according to street number, irrespective of the district in which the street is situated. Thus, No.8, High Street, Kensington, takes precedence of No.10, High Street, Bayswater. Names of houses are arranged alphabetically under the STREET Heading, and come before the numbers.

At the end of the STREETS are further headings:-

Hotels.	Ships.
Schools.	Clubs and Homes.
Theatres.	Churches.
Consulates.	Convents.
Hospitals.	

The card/

The card which is used at the present time (Oct.1929) for the Address Index is a white card divided into three parts. (S.I.Form 0.11). At the top of the card on the left is the name of the TOWN, on the right, COUNTY or COUNTRY, and below, further details of the address. Then come particulars, such as the name of the Owner of the address, and finally the Reference Number. This card came into use about 1920. Prior to this the old pattern General Card (S.I.Form 0.27) was used. Plain pink cards are used as cross-references where there is a likelihood of cards for the same address being put away in different places:-

e.g. OSLO is indexed under CHRISTIANIA.
CLYDEBANK under GLASGOW.
118-122 Holborn under Gamage Buildings.

III. THE RONEO INDEX.

This is an alphabetical index of all the Personal and Organisation Files. The card used is a plain white one, and it should bear the same particulars as the file cover.

This Index is not used for General 'Look-Up', but in cases where a file is known to exist, it is the quickest way of ascertaining the number. It is also invaluable if any question arises

as to/

as to the continued existence of a file, as, if the latter
has been destroyed, the fact should be recorded on the Roneo
card. This is of primary importance as the green card in the
NAME INDEX is destroyed with the file, so that the RONEO CARD
is the official record of its existence or otherwise.

CARDING.

The object of 'Carding' is to ensure that any item of information on any subject, person or place which is now, or may at any time become, of interest to M.I.5., would, in the event of such subject, person or place again coming to our notice, be produced by the 'Look-Up'.

In making a card it is necessary to consider which points will be of most use to the 'looker-up'. Such details as age, nationality, occupation, &c. are of primary importance, but the section for 'remarks' also requires care and consideration. Notes on the activities and contacts of a person may prove invaluable for the purpose of identification if he should come to our notice in the future without any of the primary details mentioned above.

It is not necessary to comment on the making of individual cards except in the case of the cross-reference card, where the omission of any reference number requires some explanation. The person to whom this card refers may have more than one reference, and, by taking the number direct from the cross reference card, only the trace in which the alias occurs would be given. Another point of importance as regards this card is the necessity of putting thereon sufficient particulars to enable/

to enable the 'looker-up' to decide definitely whether it refers to the person required. Many of the old cards bear simply the name, and time is wasted in referring to the original card only to find that it is not that of the person required.

When carding a new file the following cards must be made:

- i) The File Card, (either a green or black topped card), & Cross-reference Cards if necessary.
- ii) The RONEO Card.
- iii) The Address Card. (If address is given.)

If there were previous papers for the person or Organisation for which the new file has been made, the old card must be removed from the Index, the carder having first satisfied herself that every reference given on the old card has been collected into the new file.

It must then be decided whether any other names mentioned in the report require carding. This decision must be left to the individual discretion of the carder. It is often a very difficult question and nothing but experience and a good working knowledge of the whole Office system can help. More and more we come to the conclusion that, within limits, every name must be carded.

Yp m
Having/

Having decided which names to card, the carder turns to the 'look-up' slip to see whether there are other papers connected with these names. For those marked 'No Trace' a new card (0.8.) is made, and for those who have previous traces, the new reference number must be added to the card already in the Index. With regard to the "Possible Trace" cases, new cards should be made for these names, but it should be noted in the 'Remarks' that they may be identical with..... of Reference No..... Where it has been impossible to identify a person about whom enquiries are likely to be, or have been made, it is essential that the 'looker-up' should be able to pick out that person again. Temporary blue cards (0.29) are used in these cases, so that they may be easily seen.

LOOK-UP.

Having discussed the formation of the General Index and the principles governing 'Carding', it is now possible to consider in detail the question of 'Look-Up'. The great size of the Index makes identification difficult, for we do not always receive definite details such as full Christian names, age, nationality &c., which would serve to put the matter beyond doubt.

Each paper is provided by the Recorder with a 'look-up' slip, (S.I.Form.O.14a), a buff coloured form divided lengthways into five columns. In the left-hand column is written the name of the person to be looked-up; in the two next, the traces, leaving the right-hand ones for the use of 'Transit'. (See Special Section.)

If the person to be looked-up has a file of his own it is sufficient to give the reference number only, unless it is a file belonging to the Russian, Peace or Indian Sections, The files of these sections are kept alphabetically instead of numerically, and it is therefore necessary to have the full name of the file, which might differ slightly from the spelling given in the paper in question.

If the person is mentioned only in someone else's file,

the number/

*Why?
I imagine the
chief difficulty
would be the
question of
adopted files.*

the number AND NAME of the file in question must be given, also the serial numbers in the file in which his name appears. If it is not possible definitely to identify the person in question one writes "Possible trace P.F.....", and if the name is so common that it is not possible even to pick out the likely traces one writes "Impossible to identify". Where there are no previous papers, one writes "N.T." (i.e.No Trace.) If the trace found is a Complete Information Card this must be copied onto the 'look-up' slip.

It has been pointed out that though, in theory, there should only be one card for any one person, in practice this is not the case. If a man has a file of his own it is reasonable to suppose that all the traces have been collected therein, but in cases of common names it may not have been possible to identify them all at the time at which the file was made. For this reason, even where the full name is given, search must also be made under the initials, titles and plain surnames. Care must also be taken to look under various forms and spellings of the Christian name. For example, 'Karl' may come in as 'Carl'; 'Kurt' as 'Curt'; William as Guillaume. Ranks may vary - e.g. Lt. - may next appear as Captain - . Sometimes Christian and surnames get reversed. A person referred

to at/

to at first as AMADOR PASCUAL may later appear as PASCUAL Amador. A hyphenated name may be given erroneously as a Christian name and a surname: e.g. GORE-GRAHAM may be given as Gore GRAHAM.

DIFFICULTIES IN CONNECTION WITH FOREIGN NAMES.

Modification of Words.

In a German word the vowels "A" "O" "U" are often modified, and they become equivalent to "AE" "OE" and "UE". Modified vowels should be written with a diaeresis, but the diaeresis is often omitted. Lookers-up must remember this. KOENIG may be given as K^önig or König. (It is not correct to place a diaeresis over a capital letter.)

Spanish and Portuguese Names.

In Spanish the Father's name is put first, the Mother's maiden name follows, and "Y" or a hyphen is usually inserted between the two. e.g. Senor Don Eduardo DATO-Y-IRADIER.

In Portuguese, the Mother's maiden name is usually put first, and the Father's name follows. e.g. Senhor M.TEXEIRA-GOMES. The Spanish order is sometimes adopted by the Portuguese.

These names are put away as hyphenated names, and should have cross-reference cards.

In languages/

In languages employing a distinctive alphabet, such as Greek and Russian, there are many differences in spelling owing to varying transliterations. The terminations of Greek surnames are specially variable, and little heed to consistent transliterations seems to be paid to them on passports, official documents, etc. A final "S" is often dropped, or "E" is interchanged with "I", "C" is interchanged with "K", "D" with "T", and "O" with "OU" and "U". For example, the forms POULO, POULOS, PULO and PULOS are all common. ECONOMEDES will occur as ECONOMIDIS, ICONOMIDIS, &c., CONSTANTINOS as KONSTANDINOS, COSMEDES as KOSMIDIS, and all intermediate combinations.

The usual order of a Greek name is Christian Name, Father's Christian Name, Surname, e.g. Nicolas Demetrius PLATANOS is the son of Demetrius PLATANOS. He may at will drop the Demetrius, but it has been customary to insert it for the last two generations.

RUSSIAN NAMES.

The same difficulties of transliteration arise, and appended is a list of the more common alternatives, with examples.

RUSSIAN SURNAMES.

Common Variations in Spelling

<u>Alternatives:</u>	<u>Examples:</u>
A and AR O	<u>K</u> ABOVIK..... <u>K</u> ARBOFIK <u>K</u> OBOVIK
E and IE JE YE	<u>E</u> REMIK..... <u>I</u> EREMIK <u>J</u> EREMIK <u>Y</u> EREMIK
H and G	<u>H</u> ARFF..... <u>G</u> ARFF
K and C	<u>K</u> AMINSKY..... <u>C</u> AMINSKY
KH and CH H	<u>KH</u> ARIKOFF..... <u>CH</u> ARIKOFF <u>H</u> ARIKOFF <u>B</u> UKHINE..... <u>B</u> UCHINE <u>B</u> HINE
O and OE OI OY	<u>T</u> ROTSKY..... <u>T</u> ROETSKY <u>T</u> ROITSKY <u>T</u> ROYTSKY
OFF and OV OW	<u>P</u> ETROFF..... <u>P</u> ETROV <u>P</u> ETROW
PH and F	<u>P</u> HILIPOFF..... <u>F</u> ILIPOFF
S and SS	<u>P</u> ESKINE..... <u>P</u> ESSKINE
SCH and CH SH	<u>S</u> CHAPIRO..... <u>C</u> HAPIRO <u>S</u> HAPIRO <u>KH</u> ARASCH..... <u>KH</u> ARACH <u>KH</u> ARASH
TCH and CH SCH TSCH	<u>T</u> CHERTOFF..... <u>C</u> HERTOFF <u>S</u> CHERTOFF <u>T</u> SCHERTOFF
TS and CZ TZ C Z	<u>T</u> SETLIN..... <u>C</u> ZETLIN <u>T</u> ZETLIN <u>C</u> ETLIN <u>Z</u> ETLIN
U and O OU OO	<u>G</u> ULANSKY..... <u>G</u> OLANSKY <u>K</u> URSHIN..... <u>K</u> OURSHIN <u>K</u> OORSHIN
UE and E O	<u>G</u> UEMAR..... <u>G</u> EMAR <u>G</u> OGUEL..... <u>G</u> OGOL
UI and I	<u>G</u> UINDUS..... <u>G</u> INDUS
V and W	<u>I</u> VANSKI..... <u>I</u> WANSKI
Y and I J	<u>Y</u> ALOVENKO..... <u>I</u> ALOVENKO <u>J</u> ALOVENKO
Z and S	<u>R</u> OZANOFF..... <u>R</u> OSANOFF
ZH and J	<u>ZH</u> ABIOSKY..... <u>J</u> ABINSKY

Christian names also vary considerably from the English equivalent.

e.g. Vasili = Basil Yakor = Jacob
Kiril = Cyril Fedor = Theodore
Yuri = George Feodor = Theodore
Ivan = John Varvara = Barbara.
Evgeni = Eugene.

The terminations -EV, -OV, -EVICH and -OVICH = Son of
-EVNA, -OVNA, = Daughter of
The feminine of SKI = SKA.

The order of a Russian name is:-

Christian Name. Father's Name with patronymic termination.
Surname.

e.g. Kiril Fedorovich KABOVIK.

The NEAR and FAR EAST.

Much difficulty is found in indexing Eastern Names, These may be personal, patronymic, family, caste, tribal, honorific, etc., and no one who is not conversant with Eastern Nomenclature can possibly differentiate between one man's different names. Any attempt to ascertain and index for example under the patronymic, or to omit honorific additions to a name, will lead to error. Orientals must be indexed under every name they are reported or can be ascertained to possess.

The following/

The following broad principles can be stated:-

(a) Armenian Names. The Greek practice has been adopted of inserting the Father's Christian name between a man's own Christian name and his surname.

The termination -IANTZ is Russian-Armenian.

The termination -IAN is Turkish-Armenian and is equivalent to the English -SON: e.g. JOHNSON.

(b) TURKISH NAMES. The commonest order in Turkish names is the Father's name with a patronymic termination, (e.g. ZADE) suffixed, then the personal name: a title is often added and forms the last word of the names.

e.g. OUCHAKI-ZADE MOHAMED BEY.

Common titles are:- BEY, EL HAGG, PASHA.

(c) ARABIC NAMES. A common practice is to place first the personal name with the suffix -BEN or -IBN, then the Father's name. Tribal, honorific and other names are often added.

(d) INDIAN NAMES. In Indian nomenclature there exists a large number of both prefixed and terminals - caste, tribal, local, honorific, &c.

Examples of prefixes are:- BABU, BAKHSHI, HAFIZ, HAJI (or HADJI), KHAN, LALA, MOULVI, MUFTI, NAWAB, PANDIT, PIR, RAI, RAJA, SHEIKH, SIRDAR.

Examples/

Examples of terminals are:- CHAND, CHETTI, DAS, IYER, KHAN,
MUDILLY, PILLAI, QADIR, RAM and SINGH.

*But source is
Singh - must be
y*
Care must be taken, especially in the case of terminals,
that these do not become accepted as self-sufficing names.

No guide whatever can be laid down as to transliteration,
and Eastern names must be looked up not only under the spelling
under which they occur, but also under all possible spellings
which give a similar phonetic result. Thus the "K" sound may
be equally well represented by "K", "KH", hard "C", "Q",
possibly "QU", "GH" or "G". "A" and "U" may be interchangeable,
"U" and "I", "I" and "E", "E" and "A", "O" and "U". Also on
occasions a vowel may be dropped in transliteration: e.g. GHALAINI
or GLAINI. Exhaustive reference is the only sure method in such
circumstances.

Yes y
(e) JAPANESE NAMES. The correct order for Japanese names
is first the family name, then the personal name, but when in
Europe they frequently adopt the European method of putting the
personal name first, as Masao KATO. Appended is a list of
variations in Japanese spellings.

ALTERNATIVES/

ALTERNATIVES.

O	and OH	<u>ONO</u>	<u>OHNO</u>	<u>SATO</u>	<u>SATOH</u>
OH	and OB	<u>OHATA</u>	<u>OBATA</u>		
OU	and U	<u>INOUE</u>	<u>INUYE</u>		
HARA	and WARA	<u>ISHIHARA</u>	<u>ISHIWARA</u>		
SH	and J	<u>OSHIMA</u>	<u>OJIMA</u>		
J	and IJ	<u>JANAGIHARA</u>		<u>RIJUKICHI</u>	
	Y	<u>YANAGIHARA</u>		<u>RYUKICHI</u>	
D	and T	<u>TAKADA</u>	<u>TAKATA</u>		
K	and G	<u>ISHIKAWA</u>	<u>ISHIGAWA</u>		
S	and Z	<u>SUZUKI</u>	<u>ZUZUKI</u>	<u>SHIMIZU</u>	
	TS	<u>TSUZUKI</u>			
	DZ	<u>SUDZUKI</u>		<u>SHIMIDZU</u>	
Y inserted		SEO is sometimes		<u>SEYO.</u>	

No L.Q.V.X. in Japanese names.

No Japanese name begins with P or with C except as CH.

All Japanese names end in a vowel or N.

C.

TRANSIT.

This Department is concerned with the movements of files between branches and sections of the Office.

The system at present in force is as follows:-

When each new file is made a large blue card (I.P. Form O.1.) is also made, on which movements of the file should be recorded. This card lives inside the file when the file is in place, and remains in the place of the file when it goes out. If the section to which the file is marked passes it to another section or branch, either a 'Transit Slip' must be sent to Transit stating where it has gone, (in order that it may be marked on the blue card), or - more usually - it is recorded in the 'Transit Book' in which each Secretary keeps a record of any file she passes out of her branch.

LISTS and T.Cs do not have blue cards, as the old system which was abolished in 1920 is found simpler in their case.

They have instead small pink cards (S.I. Form O.16) which are kept in cabinets. In some cases each serial of a list has a card of its own: in others, a general card for the whole list is considered sufficient, with the serial number written against the entry referring to it. Each T.C. has its own card.

CONNECTING/

*A change from
the old system
by
Mrs. Hanley?
Temporary
See FILING
Sec. D. Page 1
Covers*

CONNECTING.

When a paper has been looked-up in the General Index, it is passed to TRANSIT in order that the files required as traces may be attached. If a file is in place, the Connector marks on the blue card the branch to which the paper is going, flags up the mentions of the name required, and passes it to the section responsible for filing. If the file required is not in its place, the blue card should show to whom it was sent, and the connector writes in the space on the right-hand side of the look-up slip, "Out to -," with the date on which it went. It is then necessary to go to the branch in question to ask for the file, and the secretary of the branch marks in her 'transit book' that it has passed to such and such a branch. If the Secretary no longer has the file, she should, by reference to her 'transit book' be able to say where she sent it.

*You also should
but does she - or
was one of our old
was from South's story
also more - did -
H*

D.

FILING.

By the term 'Filing' we mean putting a paper into a cover bearing an official number, and the following note describes the types of files used in this Office. New papers are arranged consecutively in date order, (i.e. according to the date on which the information was received in this Office), and are attached to the right-hand tags of the file with the newest paper on the top. Each paper is noted on the Minute sheet, which is attached to the left-hand tags, the numbers of the Minutes running consecutively. The paper takes the same number as the Minute describing it, with the letter "A" in addition to distinguish it: thus, Minute 1 describes Serial 1a.

There are five types of file in use:-

I) THE PERSONAL FOLDER. (P.F.)

In this category are included:-

1. The Vertical Files.
2. The Special Section Files.
3. The "K" Files.

II) THE SUBJECT FOLDER. (S.F.)

III) THE LIST.

IV) THE ORGANISATION FOLDER. (.O.F.)

V) TEMPORARY COVERS. (.T.C.)

*Why not use file throughout?
Yes, only not always that is not the case!*

I./

This + following page Xeroxed +
sent to K.Y./SAC 17/10/69
Mullhouse
RB

I) THE PERSONAL FOLDER.

The P.Fs are numbered consecutively from 1 upwards, each number being entered in the File Book together with the name of the P.F. to which it has been allotted. They have white covers, stamped with the letters 'P.F.', on which appear:-

- 1) The Index Number.
- 2) The name of the person with whose activities the file is concerned, together with his address and such essential particulars as date of birth, nationality and occupation.

The P.F. should contain all the information concerning the person named on the cover which is in the possession of

this Office, *including references to other information which is known to be in the possession of other offices or persons.*

THE VERTICAL FILES.

These are the earliest files in the Office, and the system, which is both alphabetical and numerical, was discontinued in the Autumn of 1915. They bear 'Split' numbers, and are arranged in alphabetical groups, the number on the left of the stroke (/) representing the letter of the alphabet, that on the right the serial number of the file.

e.g. No. 122 stands for the letter "F".

V.F.122/1. FISHER.

V.F.122/2. FANE.

&c.

There is no File Book of these numbers, but dividers, printed with 30 numbered spaces, are kept in the shelf at the beginning of the sequence covered by each. As each file was made the name was entered on the divider against the number allotted to it.

THE SPECIAL SECTION FILES.

These files were originally kept by special sections, but have now been handed over to the General Registry.

They are/

Yes - but - would!

They are:-

- 1) RUSSIAN FILES.
- 2) PEACE PROPAGANDA FILES.
- 3) NEAR EAST FILES.
- 4) FAR EAST FILES.
- 5) INDIAN FILES.
- 6) IRISH FILES.
- 7) OVERSEAS FILES.
- ~~8) WELFARE FILES.~~

Most of these files have their own sequence of numbers, and their own File Books, though in some cases the general numbers were used. A special Roneo Index for each section (in addition to the cards in the General Roneo) enables the files for any one section to be produced 'en bloc' even when general numbers have been used as in the case of the 'Welfare' Section.

In certain cases files which had been made under a general number were 'adopted' by special sections. In such cases a roneo card was inserted in the special roneo for the section in question. If the file 'adopted' belonged to the Vertical File Series a 'dummy' was put in its original place stating that it had become a 'section' file, and it was also noted on the divider. If it was a P.F. the original blue transit card was left in its place, and its transfer was noted thereon.

THE "K" FILES.

1914-1918

Immediately after the War it was decided to summarise certain of the files then existing with the idea of reducing the bulk of records in this Office.

The files were classified under four headings:-

- 1) Files requiring complete destruction.
- 2) Files requiring a short complete summary, with the subsequent destruction of the original papers.
- 3) Files requiring a 'History Sheet' or synopsis but which must be preserved in order that the original documents could be consulted if desired.
- 4) Files requiring to be preserved for ordinary reference in extenso, with - or without - the addition of a precis.

These summaries are known as "K" Files, but, owing to reductions in staff, the scheme was never completed.

II) THE SUBJECT FOLDER.

See under THE SUBJECT SECTION.

III) THE LIST.

Lists should be subsidiary to SUBJECT FOLDERS as they contain records of such persons as are of interest to this Office rather as belonging to a certain category than owing to their individual activities.

A list has a plain buff cover bearing on it:-

- 1) The General Number of the List indicating its Subject.
- 2) the Serial Number.

In some cases each serial may contain a particular category of person coming under the general head, in others, each serial may be concerned with a particular individual.

e.g. LIST 180. (16). Lists of Aliens Visiting Vickers.

This is subsidiary to:-

S.F.56/2/10. Foreigners visiting Works or Factories of Commercial Firms Manufacturing Munitions of War for the Defence Services - policy re -

LIST 197. Aliens Residing in the U.K. (C.Cs' Reports on Movements of -)

This is subsidiary to:-

S.F.56/2/14. Police Officers' Co-operation with M.I.5. for the Control of Aliens.

III) THE ORGANISATION FILE.

This forms a link between the P.F. and the S.F., since it deals with Organisations whose activities are of interest to M.I.5. and with the individual members of those Organisations. It thus contains much 'personal' matter though its subject is the activities of an Organisation.

This bears on its cover, which is white with a black band along the top,

- 1) The Name of the Organisation and its activities.
- 2) The Index Number.

Handwritten: hwbom by

The O.Fs are arranged under the same system as the Subject Folders.

IV) TEMPORARY COVERS.

In certain cases it may be impossible on the receipt of a paper to decide - without further enquiry - either the true identity of the person concerned or the ultimate bearings of the subject introduced. In such cases a Temporary Cover is made, which should be replaced by the appropriate P.F. or S.F. as soon as sufficient information for that purpose has been obtained.

A T.C. has a plain buff cover with the letters T.C. stamped in red. It bears:-

- 1) The Index Number.

2) The Name of the File. (This may be the name of a person, or a description of the subject with which it deals.)

T.Cs are numbered consecutively and entered in the T.C. Book. Originally the same numbers were used again and again, but this practice was discontinued.

Papers do not always fall neatly into appropriate dockets. They may be of interest from several different aspects or they may concern several persons each of whom is the subject of a P.F., or they may deal with certain new activities of a man who has only previously been of interest as a member of an organisation.

It is the duty of the filer to put the paper away in such a way that:-

- a) The paper itself may be in the place appropriate to action and developments likely to arise from it.
- b) None of its aspects, whether subject or personal, may be lost sight of.

Having decided on the proper place for the paper, the other aspects must be dealt with. Extracts must be made of such parts of the paper as are relevant to any other subject or person, to be filed with the existing records on that subject or person. Special extract sheets are provided for

this/

this purpose with spaces for the Name and Number of the file in which the original paper is filed, the source of origin, the date, and the name of the 'extractor'. (S.I. Form 0.6.) When removing any part of a paper thus, it is important to 'bracket out' that part in the original paper to insure that no action connected with that particular aspect of the paper will be taken in the file in which the original has been filed. In some cases records can only be completed by making complete copies of the paper for insertion in other files.

In cases where a man is of interest to M.I.5. both individually in all his activities, and as a member of some organisation, it is sometimes necessary to relax the rule that a man's P.F. should contain all information about him and to keep his activities as a member of the organisation in the file of that organisation, while all other information about him is filed in the P.F. In such cases the P.F. and the O.F. are cross-referred to one another on the cover (See also P.F....) or (and) a note made in each to the effect that further information as to the activities of the man in question may be found in

It may/

This is a dangerous extension

It may happen that, during the progress of a case, a secondary person or subject may become of primary individual interest. Information concerning that person or subject must, in such circumstances, be extracted from the original file into a file of his (or its) own.

This process of extracting is not only confined to new papers coming into this Office. A constant watch has to be kept on files that are in action in order that no necessary work of this nature may be overlooked, and it is frequently necessary to copy minutes as well as Exhibits.

250

P A R T II.

- A. THE SUBJECT SECTION.
 - B. THE SECURITY INDEX.
 - C. THE WELFARE INDEX.
 - D. THE GREY LIST INDEX.
 - E. ALIENS' REGISTRY. (Aliens' Employment).
 - F. THE A.G.13 CARDS.
- 250

A.

THE SUBJECT SECTION.

This section consists of two parts:-

- a) The Subject Index.
- b) The Subject Folders. ? files

A) THE SUBJECT INDEX.

The object of this Index is to classify under

'SUBJECT HEADINGS' matters of interest to M.I.5.

It contains some 21,000 cards, (Oct.1929), and every effort is made to keep it as small as possible, since the smaller it is, the more efficient it is.

In the early days Subject cards were made under whatever heading occurred to the carder, which, as will be readily seen, led to a great deal of confusion. One found, for instance, references to the same reports, variously indexed under - SPIES. AGENTS. SECRET SERVICE AGENTS., and, since the cards were put away alphabetically, it was difficult to link them all up.

In 1920 a scheme was adopted whereby the Subject Index was arranged under certain main 'SUBJECT HEADINGS', and the Index is now divided as follows:-

Buff/

BUFF DIVIDERS denoting MAIN HEADINGS.

PINK DIVIDERS denoting NATIONALITY HEADINGS.

BLUE DIVIDERS - if required - denoting SUB-HEADINGS.

Behind these dividers the cards are put away in order of date.

General Cross-reference cards are used, so that anyone who does not know the correct MAIN Headings may still be able to look up in the Subject Index in emergency. For example, in looking up a case of a false passport, one would probably look first under the word "Passport", and would find there a cross-reference card referring to the MAIN Heading, TRAVEL CONTROL.

There have been several further re-arrangements of the Subject Index as the work has increased, or interest has been focussed, first on one subject, then on another. Many of the MAIN Headings have been altered, and the SUB-Headings come constantly under revision in order to meet the demands of the moment.

Attached is a list of the latest headings as revised in November 1928.

GUIDE TO SUBJECT INDEX.

Notes:-

BUFF DIVIDERS - Main Subject Heading.

PINK " = Country Concerned.

BLUE " = various sub-divisions of Pink.

e.g. Buff Divider = Espionage and Intrigue
Pink " = German.
Blue " = Countries in which German Espionage is
carried on, and various sections of
German espionage at home.

HEADINGS.

MAIN HEADINGS.

SUB HEADINGS.

ALIEN CONTROL.

(British Alien Control -
divided into -

General.
Aliens Acts & Orders
Change of Name
Deportation
Employment
Enquiries from Aliens
Internment
Marriages
Naturalisation
Naturalisation of Aliens
serving with H.M. Forces
De-Naturalisation
Police Reports re-
Registration
Repatriation
Statistics
Visits of Aliens &
Security Measures re-
General -
Individual Cases or
Missions.

.Q SUMMARIES.

Sub-divided under COUNTRIES interested.

Note:- 2 cards are made for these. 1. under Aliens Control
Q Summary.

2. under Subject of
enquiry.

MAIN HEADINGS.

SUB HEADINGS.

ARMED FORCES.

BRITISH ARMED FORCES
divided into-

General

Leakage of Information
Espionage & Security
measures.

Enquiries re- and rulings
re inf, to be given.

Instructions & Regulations
(Other than those re entry
into army)

Enlistment

Commissions O.T.Cs and
Military Schools.

Service with Foreign
Powers

Defence Schemes (use of
troops for-)

Discharge. Transfer or
Demobilisation.

Attacks & Libels on-

Deserters.

Aliens serving with-
(chiefly war service)

British Forces Abroad.

ARMS MUNITIONS & MILITARY EQUIPMENT.

(Arms. Armament Firms. Experimental Estabs.
Chemicals etc)

BRITISH arms divided into-

1. General (Arms.
2. Deals in Arms & Munitions
and export of-
3. Samples for Sale, and
inf. to be given to a
foreign Power.

4. Disposal of surplus stores
obsolete arms etc.

5. Security Measures re Arms
Chemicals. Experimental
Estabs.

6. General War Material
Chemicals etc)

5. Leakage of inf. & espionage
re War Material Chemicals
Experimental Estabs.

MAIN HEADINGS.

SUB HEADINGS.

ARMS MUNITIONS & MILITARY EQUIPMENT.
(continued)

International divided into-

General. (Arms
Chemicals & Ammunition.)

AVIATION.

BRITISH divided into-

1 General
2 Instructions & Regulations
3 Leakage of Inf. Espionage
and Security Measures
4 American interest in-
Japanese "
Russian "

CENSORSHIP.

BRITISH divided into-

Home Office Warrants
General

COLONIES.

BRITISH divided into-

Separate Colonies.

COMMUNICATION METHODS.

BRITISH divided into-

General
Codes & Cyphers
Couriers
Detectaphone
Letters & Post Cards
Pigeons
Secret Writing
Telegrams & Cables
Telephone
Wireless Telegraphy

CONFERENCES & COMMITTEES.

BRITISH divided into-

Separate Committees

INTERNATIONAL "

General
Anti British
Peace
Revolutionary & Labour
Traffic Control.

DECORATIONS.

DEFINITIONS of TERMS as used
by M.I. Directorate

MAIN HEADINGS

SUB HEADINGS.

DIPLOMATIC REPRESENTATIVES.
(Embassies, Legations, Consulates)

DRUG & DRINK - traffic in -

ECONOMIC & SOCIAL CONDITIONS.

British - divided into-

General.
Strikes.

EDUCATIONAL MATTERS.

ESPIONAGE & INTRIGUE.
(Intelligence Services)
(Security Measures)

AMERICAN - divided into-

American Intell.Home Org.
& General Methods.

Private Intell.Agencies.

Intell. Abroad.
(divided into countries)
In U.K.- divided into:-

1.General
2.re British Armed Forces
& War Material.

3.re Naval & Aircraft.

BRITISH - divided into-

Brit. Intell. (General)

Duties of Security Service
at Home.

Leakage of Inf.re Intell.
Matters.

Publications & Articles in
the Press re Intell.

S.S.AGENTS.

Arrests of-
Employment of -
Agents reports.
Enquiries re alleged
Agents.
General - Agents.

Private Intell. Agencies.

M.C.Os in U.K.(War Time)

Brit.Intell. Overseas &
Military Controls.
(Divided into countries)

MAIN HEADINGS.

SUB HEADINGS.

ESPIONAGE & INTRIGUE (Contd)

FRENCH - divided into-

French Intell.Home Org. & General Methods.

French Intell. Abroad.

GERMAN - divided into-

Intell. Services at Home & General Methods.

1.General.

2.H.Q.Intell. Orgs.(named)

Intell. in Occ. Territory.

AGENTS

General.

Classes of persons used as Arrests of Agents.

German Intell. Abroad.
(Divided into countries.)

ITALIAN - divided into-

Intell.Org. at Home and General Methods.

Intell. Abroad.
(Divided into countries.)

JAPANESE - divided into-

Jap.Intell. Home Org. and General Methods.

Jap. Intell. Abroad.
General.
re British interests.

Note re ESPIONAGE & INTRIGUE.

In cases where espionage is directed against AVIATION or ARMED FORCES etc. in - countries. 2. cards will be made.

1. Under ESPIONAGE - country concerned in -
2. Under AVIATION etc - under the country against which the espionage is directed.

FINANCE.

BRITISH - divided into-

General.
Compensation Claims.

RUSSIAN - divided into-

General.
Banking.
Propaganda Funds.

MAIN HEADINGS.

SUB HEADINGS.

GOVERNMENT DEPARTMENTS & OFFICES.

BRITISH - divided into-

General.
Admiralty.
Air Ministry.
C.I.G.S.
Board of Trade.
Civil Services.
Dept. of Overseas Trade.
D.M.O.&.I.
Foreign Office.
General Post Office.
Home Office.
Imperial War Graves.
India Office.
I.P.I.
M.I.1.c.
M.I.2 & 3.
Military Permit Office.
Ministry of Labour.
Passport Office.
Procurator General.
Public Record Office.
Scotland Yard.
Treasury.
War Office.
War Trade Intelligence.

IMPOSTERS & FRAUDULENT PERSONS.

INFORMANTS.

INVENTIONS & PATENTS.

KEYS.

LEGISLATION & LEGAL DECISIONS.

MAPS PLANS & CHARTS.

M.I.5.

divided into-

General.
Accommodation & Equipment.
Address.
Finance.
Appreciative Letters.
Instructions & Duties.
Inter-Office Communication.
Lectures.
Motors.
Museum.
Photography
Press References to-
Printing.
Publications & Records.
Officers & Staff.
Translations.

M.I.5.P.

HEADINGS.

SUB HEADINGS.

M.I.5.P (W.D.C.)

divided into-

General.
Address.
Complaints re
Depots etc guarded by-
Equipment.
Finance.
Instructions re duties of-
Organisation.
Personnel.

NATIONALIST MOVEMENTS.

NAVAL MATTERS.

BRITISH - divided into-

General.
Entry into Navy.
Leakage of Inf. & Security.
measures.
Espionage against and
enquiries re -

OFFICE-INTERCOMMUNICATION.

PHOTOGRAPHY.

BRITISH - divided into-

General.
Applications for permission
to take photographs.
Films.
Instructions & Regulations.
Leakage of information.

GERMAN - divided into-

General.
Films.

RUSSIAN - divided into-

General.
Films.

PLACES OF MEETING & ENTERTAINMENT.

POLICE.

BRITISH - divided into-

General.
Leakage of inf, through-
& complaints re-
Chief Constables.
Overseas Police.
Railway & Military Police,
& F.S.P.

MAIN HEADINGS.

SUB HEADINGS.

POLITICAL MATTERS.

divided into-

Anti-Bolshevik Movements
(Gen.)
Fascist Movements.
Monarchist.
White Russian.
Countries -

PRESS.

(Newspapers. Books. Journalists).

BRITISH - divided into-

General.
Journalists.

PRISONERS OF WAR.

PUBLICATIONS & OFFICIAL DOCUMENTS.

BRITISH - divided into-

General.
(Alphabetical).
Applications to publish
Circulation of -
Disposal of records.
Instructions & Circulars.
Army Council Instructions
orders and letters.
Admiralty Instructions.
Leakage of inf.
Loss of -
Printing and binding
Requests for -
Security Measures.

RELIGIOUS MATTERS.

REVOLUTIONARY MOVEMENTS.

(Communist Organisations & Activities)

divided into-

General (after 1924)
General (earlier papers)
Propaganda among Armed
Forces (Gen)

Further divided into countries.

N.B. These are arranged behind PINK dividers, according to the country in which - or against which - the activity is carried on, and not behind blue as sub-division of RUSSIA, as would be the case for other subjects.

Revolutionary activities (U.K.) divided into-

M.I. Instructions for dealing
with Revolutionary activities.
General.
Pamphlets.
1. General.
2. Among Air Force.
3. Among H.M. Forces (Army)
4. Among Navy.
General propaganda among, Air
Force, Army, Navy.

MAIN HEADINGS.

SUB HEADINGS.

SABOTAGE (Plots etc)

SHIPPING.

SOCIETIES & ASSOCIATIONS.

(Note.-organisations used as cover
for revolutionary or espionage activities
should have 2 cards.)

TRADE & COMMERCE.

TRANSPORT.
(Railway etc)

TRAVEL CONTROL.

BRITISH - divided into-

- 1.General.
- 2.Instructions to Controls.
- 3.Instructions for entering
& leaving U.K. & special
cases.
- 4.False & Irregular passports
& Visas & General abuse of
Travel facilities.
- 5.Passes. Permits & Identity
Cards.
- 6.Control of Overseas Travel
- 7.British Travel Control
before 1919.

INTERNATIONAL divided into-

General.
False & Irregular Passports

RUSSIAN.

" "

General.
False & Irregular Passports

TREASON.

VULNERABLE AREAS.

The Index contains references primarily to Subject Folders, but also to Personal Files, Lists, &c.

With reference to the former, cards are made in the following way:-

A new Subject Folder may be opened for example, on the subject of Foreigners visiting Docks and Railways, and a subject card is made under:-

ALIEN CONTROL

BRITISH.

Visits. reference to policy re visits of
Foreigners to Docks & Railways.

S.F.56/2/7.

Further carding in this Subject Folder will not generally be necessary, with the following exceptions:-

A paper may be filed here which deals in part with another subject, or it may be of special interest, as, for example, a circular letter drawing the attention of the Managers of Railways Companies to rules and regulations relating to above policy. In these cases separate cards must be made referring to the particular matter of interest in S.F.56/2/7., page 17a.

In addition to the carding of Subject Folders, a very important part of subject indexing deals with Personal Files, Lists, &c., and it is essential that people dealing

with/

with these files should draw the attention of the Subject Section to any matter of Subject interest that may come to their notice, such as (a) questions of policy, or (b) cases where the activities of a certain person are likely to be remembered rather than the name.

e.g. a) A ruling on eligibility for enlistment may be given on a particular case filed in List 149.(60). In order that this may be noted for reference when a similar case comes up a subject card should be made under -

ARMED FORCES.

BRITISH.

Enlistment. reference to above ruling

See LIST 149. (60).

b) An application may be received for permission to show a film of an object of military interest. In this case the subject rather than the name of the applicant will be remembered, and a subject card should be made under:-

PHOTOGRAPHY.

Nationality.

Films. Application to show film of -

See LIST 181. (10).

It is a matter of some difficulty to decide how many cards should be made to cover certain reports. If a report deals with several different subjects, a proportionate number of cards must be made. Sometimes the main purport of a

paper/

paper is so vague that it is more likely to be remembered under subsidiary aspects; and where these are of interest to more than one branch, each branch may remember only that aspect with which it is itself concerned. No definite ruling can be laid down. Each case must be considered on its own merits, and, as in the case of the general carding, experience is the only guide.

B) SUBJECT FOLDERS.

These are distinguished by blue covers, stamped with the letters S.F. On each folder is:-

- 1) The Index Number.
- 2) Particulars of the Subject.

NUMBERING OF SUBJECT FOLDERS.

A number is allotted to each MAIN SUBJECT GROUP, beginning at No. 50/-, (The numbers 1/- to 49/- were appropriated under the system in force prior to 1918.)

(For List of these Subject Groups see Appendix.)

The Number on the left of the Stroke (/) always denotes the MAIN SUBJECT GROUP, those on the right the divisions and sub-divisions of that group.

e.g. S.F.53/2/18. Secret Documents in Custody of Officers: Annual Return of:-

Thus:- No.53 is the MAIN SUBJECT GROUP number. "Leakage of Information & Security Measures."

No.2 is the 2nd division of that group. i.e. "Leakage of Information & Security Measures" in regard to Confidential Documents.

No.18 is the 18th sub-division of the 53/2 series. i.e. Secret Documents in Custody of Officers: Annual Return of:-

In order to determine under which number a subject paper should be filed reference is made to the Subject Folder Book.

There will be found:-

- 1) A list of the Main Subject Groups with their corresponding Numbers. (Attached.)
- 2) Lists showing the Main Subject Groups with their divisions and sub-divisions.

These lists run in numerical order.

The greater number of papers are now filed in existing Subject Folders. When a new folder is necessary the next number under the appropriate group is given to it and is entered in the Subject Folder book together with those particulars which will appear on the cover of the new file.

In addition to the main Subject Folders, there are the following Sectional Subject Folders:-

RUSSIAN.

PEACE.

FAR EASTERN. (Chinese and Japanese.)

INDIAN.

NEAR EASTERN.

OVERSEAS.

Each Section has its own Index Book or Sheet.

LIST OF SUBJECT FOLDERS.

50. M.I.5. Organisation.
51. British Intelligence Organisation.
52. German Espionage Organisation.
53. Leakage of Information & Security Measures.
54. Sedition and Sabotage.
55. Propaganda.
56. Restrictions and Privileges of Aliens & Reports.
57. Employment of Aliens.
58. Registration of Aliens.
59. Restrictions on Allied Subjects.
60. Naturalisation.
61. Alien Enterprises (All either transferred or destroyed)
62. Enlistment of Aliens.
63. Restrictions on British subjects.
64. Port Control in U.K. (Closed. See Separate Book)
65. Port Control Abroad (Closed).
66. Legislation and C.E. Preventive Measures.
67. P/W in Neutral Countries.
68. Passenger Traffic. (See seaprate book for old papers
for new, see S.F.93 & 94.) here Vol 2.
69. Censorship Regulations and H.O.W.s.
70. P/W Enemy in Allied Hands.
71. P/W Allied in Enemy Hands.
72. Cancelled.
73. Departation of Aliens.
74. Trade and Treaty.
75. Internal and Economic Conditions and Political Reports
& notes etc. concerning Armed Forces.
76. Cancelled.
77. Contraband Traffic.
78. Restrictions on Aliens in Foreign Countries.
(later papers. See 66.)

79. Repatriation of British Subjects.
80. Cancelled.
81. Repatriation of Aliens.
82. Red Cross.
83. Trading with the Enemy.
84. Consular Services. Embassies and Legations.
85. Internment of Aliens.
86. Destroyed.
87. Credentials of Government Employees.
88. Re organisation leading to Establishment of Peace
Footing.
89. Anti and Pro German Societies and Persons. (Closed).
90. Cancelled.
91. Persons interned under D.R.R.14.B.
92. Intelligence Services. (Other than British or German.)
93. Passports.
94. Traffic Control.
95. Held by B. Branch.
96. Fascisti.
100. See War Files.

For Overseas Section - Dominions and Colonies. S.F.1000-

For Near East Section - See separate List. S.F.900/

For Far East Section - See S.F. 500/ and S.F. 700/

For Russian Section - See Separate Folder. For earlier papers see separate Book.300. 400.

For Irish Section - See separate book. S.F. 800/. etc

For D.R.R. See separate book.

Headings for Subject Index. see separate folder.

BOX FILE SUBJECT FOLDERS.

The early S.Fs were numbered from 1/1 upwards on a system both alphabetical and numerical, similar to that of the Vertical Files. Each new paper was put by the Recorder into a numbered I.P. jacket. The I.P. Nos., (Intelligence Police Numbers) were a fundamental part of the old Registry system of this Office, which is fully described in I.P. Book 11: "Work of the Registry". This number was stamped on the right-hand top corner of the cover, and the S.F. Number and its serial number on the left-hand corner.

e.g. No 1 stands for AA - AL.

S.F.1/1 = Aircraft.

1/2 = Agents.

The Serial Numbers ran consecutively from one upwards for each separate series, and were placed immediately after the S.F. Number. These folders were put away in box files with the S.F. Number marked on the outside, and an Index sheet in each box bearing the following particulars:-

- 1) Serial Number
- 2) I.P. Number.
- 3) Date of Filing.
- 4) Subject of each Serial.

This system was discontinued in 1918 when the I.P. system was abolished.

B.

THE SECURITY INDEX.

See S.I. Book 1. PRECAUTIONARY INDEX.

C.

THE WELFARE INDEX.

This is an index of persons connected with subversive activities in H.M.FORCES and/or in VUDNERABLE AREAS. It is divided into 5 MAIN HEADINGS, which are shown by:-

GREEN DIVIDERS. I. ARMY.
II. ROYAL NAVY.
III. ROYAL MARINES.
IV. ROYAL AIR FORCE.
V. WORKSHOPS & FACTORIES.

These MAIN HEADINGS are sub-divided by yellow, blue and pink dividers, as follows:-

YELLOW DIVIDERS denote the various branches of the Services, placed in alphabetical order.

e.g. (ARMY.) Artillery. Cavalry. Infantry. &c.
(NAVY.) Hospitals. Ships. Submarines. &c.
(MARINES. R.A.F. WORKSHOPS.) None.

BLUE DIVIDERS are used for the names of Regiments, Ships, Workshops & Factories, each placed alphabetically behind the YELLOW DIVIDER denoting the branch to which it belongs.

PINK DIVIDERS. Sub-divisions of each Regiment or Ship, &c.
e.g. (ARMY.) RESERVE. TERRITORIAL. DISCHARGED.
(NAVY.) DISCHARGED.

D.

THE GREY LIST INDEX.

This is intended to form a register of persons, born before the year 1902, and residing in the United Kingdom as British Subjects, one (or both) of whose parents are believed to be, or have been subjects of a State at War with His Majesty in 1918.

The sources of information were:-

- a) I.P. Form 8b sent from Commands & Chief Constables.
- b) Files and papers already in this Office.

These cards are kept in a separate index and a cross-reference card is put in the General Index.

E.

ALIENS' REGISTRY.
(Aliens' Employment)

This is a register of Aliens who worked on munitions during the war. No Alien could be engaged on this work unless his Identity Book was stamped "PERMITTED TO WORK ON MUNITIONS"; and a branch of this Office (M.I.5.A.) was the department concerned with making the necessary enquiries about Aliens who applied for such employment. Unfortunately the record is not complete as, in the early days of the war, the Identity Books, instead of being sent to this Office, were stamped by Officers who went round the country, and no records were therefore kept.

The A.E. cards contain full personal particulars, such as nationality, age, address, &c., also photographs, and the names of the firms employing the aliens in question. A large proportion of these aliens were Belgians, and they are noted on buff cards (A.E.B.4.): for other nationalities white or green cards (A.E.1.) are used. The cards are arranged alphabetically, with the exception of those for the Japanese and Chinese, which are kept in separate boxes, and are put away in numerical order under the number of the Aliens' Identity Books.

In addition to the ordinary stamped A.E. cards there are:-

- (a) Permit Cards - Red cards signifying that an alien whose Identity Book had been stamped "P.W.M." has received permission to leave the U.K.

(b)/

(b) Pending Cards - Cards not stamped "P.W.M." and cases where temporary permission was given.

(c) Black List Cards - Belgians who left Munition Works without 'leaving Certificates', or who were bad time-keepers, &c.

(b) & (c) were amalgamated with the A.E. Index in October 1919.

These cards were kept as 'Complete Summaries', and never formed a part of the General Index. Any information received concerning the movements &c., of aliens was recorded thereon, and if an alien left his employment or changed his address, his employer was bound, on penalty of a heavy fine, to notify this Office. Towards the end of 1919, the files and general index cards of "A" branch were destroyed, and cross-reference cards were then put into the General Index referring to the A.E. Cards on which any information of interest was preserved. These cross-reference cards were, however, destroyed at a later date, and the Aliens' Registry Cards are no longer used except in special cases.

F.

THE A.G. 13 CARDS.

This is a register of aliens, or persons of alien origin, who served in H.M. Forces during the war. It was originally kept by A.G.13, but was handed over to this Office on 31.12.19. It is put away under NATIONALITY HEADINGS, and was the fore-runner of Group 9 of the Security Index, (i.e. Persons of foreign blood or connection serving or having served in British Armed Forces or Police.) It was intended to amalgamate these cards with Group 9, and some of the boxes have already been done, so it is necessary to look in both places if it is required to trace a person who was serving prior to 1921. There are no corresponding cards in the General Index.

