

DOCUMENT BOOK I MUELLER No. 8
EXHIBIT No.

13 November 1936

M i n u t e s

of the

Meeting in Berlin on 13 November 1936

Present:

Berlin agency - Vaillant)
 Kaun) at times
 Rittinger.)
Artillery De- - Tubbesing.)
velopment

Re.: Secretariat for the Artillery Development and War
Material Agency Berlin.

Reason: The extension of the War Material business, especially in view of the expanding foreign business requires the presence of executives of Artillery Development and War Material in Berlin constantly or temporarily to a much greater extent than formerly. These gentlemen need a secretariat in Berlin the personnel of which is constantly at their disposal, keeps the parallel files

to the Essen files, takes care of their correspondence and does all other necessary work, in the same way as the Essen Artillery Development secretariat. The personnel of this secretariat must be thoroughly acquainted with the division of work and business procedure in Essen so that business between two secretariats is coordinated and can be adapted to the practical needs with the aim to avoid doing double work to speed up business procedure and to render it elastic.

Fundamental agreements for the future organization of business procedure:

- 1.) The sphere of work of the office of the present R-representation is to be divided into two separate fields:

- a) R-agency (R-Ruestung or Armaments)
exclusively for all matters that are handled in the Artillery Development and War Material Departments.

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b) Agency for all other business matters

Work of Herr v. Buclow	)	
Foreign Matters	)	in as much
Correspondence with Germania-Werft	)	as Artillery
Friedrich-Alfred-Foundry and	)	Design and
Gruson Works	)	War Material
Building Administration	)	are not con-
		cerned.
Family matters of the von Bohlen family		

- 2.) Business matters of the R-secretariat to 1 a) will be handled by Herr Kaun,
Business matters of the secretariat to 1 b) will be handled by Herr Rittinger.

A gentleman (at first Herr Spahn) who is well acquainted with conditions at Essen will be assigned to the R-secretariat.

- 3.) The R-agency to 1 a) will move into the 3 rooms No. 207, 208 a and 208 b freed for that purpose. In order to improve the lighting and space conditions the dividing wall between 208a and 208b will be removed. The R-secretariat will then move into the new room 208a /208b while Room 207 will be at the disposal of Herr Hayn and Herr Winter.

The agency to 1b) will remain in Room C 9.

Lacking office equipment, according to enclosure 1, will be brought from Essen.

- 4.) For the business procedure and the tasks of the R-secretariat the directives according to which work is to be done are established as given in enclosure 2.
5.) The above newly agreed upon regulations will become effective as of Monday, 23 October 1936.

(signature): signed Tubbesing.

Enclosures.

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Enclosure 1.

Office equipment for the R-representation which
is to be sent there from Essen:

- 1 Three-level basket
- 2 simple file baskets
- 10 mechanical pencils (including color pencils)

2 Penholders

China ink

2 packs of gummed stamps without printing

50 simple file covers

20 paper staplers

2 date folders

1 wall calendar

Artillery Development and War Material stationery

Artillery Development and War Material stamps

Stamp "Secret"

Ormig sheets of paper

blank typing paper

1 waste paper basket

1 lamp for sealing

1 hole-piercer

1 pair of scissors

little white labels gummed

5 mail holding folders

1 stapler

1 stamp pad

1 blotter

copy forms

letter draft blocks

1 ruler

1 typewriter

2 writing tables

1 file case

2 chairs

1 chair cushion

1 number control

1 date folder "Progress"

2 Date folders with date signal.

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Enclosure 2._

Directives and tasks for the R-agency Berlin.

Preliminary Remarks:

I. Dealings with the Berlin agency have taken place until now somewhat in the form of dealings with a foreign firm.

In future dealings with the R-agency are to take place in the same way as with an Artillery Development or War Material department within the same company.

II. The R-secretariat will so work hand in hand with the Artillery Development secretariat that the greatest economy will be achieved in the handling of written material and the present state ceases whereby everything which, for example, is written in Berlin, must again be written in Essen.

A. Incoming Mail.

1.) The Artillery Development secretariat will send two copies of all incoming mail which according to their contents might at some time in some way be needed in Berlin, or are of importance to the gentlemen in Berlin, with the earliest possible mail to the R-secretariat. For guidance regarding the volume of the documentary material to be submitted reference is made to the index of files in Berlin as mentioned under C 1). Exempted from this arrangement are documents in respect of

all home navy affairs;

all ballistic and range table problems concerning the home army;

all matters concerning foreign sub-contractors.

2.) These two copies are to ^{be} marked directly in conformity with Berlin conditions by the Artillery Development Secretariat. Hereto the following principle applies:

a) One copy of the entries is to be marked "Vk" for the commercial members of the agency, except for purely technical documents.

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- b) The second copy of the incoming mail is to be marked "Vt" for the technical members of the agency, except for purely commercial documents such as financing plans, conditions of payment, currency questions, price affair representation problems.

Generally speaking, care should be taken that the commercial members present in Berlin are informed more comprehensively on technical matters and the technical members more comprehensively on commercial matters, than it is, for instance, the practice regarding corresponding people in the Essen house, because the Berlin people frequently attend conferences together, in which the most diverse subjects are dealt with on which they have, therefore, to be informed.

- c) Since in each case two copies have to be forwarded to Berlin, in cases requiring only one copy the second copy will be marked "Vr" for "Vdrtrretungsreserve" (i.e. agency reserve).

Thus the markings possible look like this:

"Vk", "Vt"; or
"Vk", "Vr"; or
"Vt", "Vr".

3.) Progress of the two incoming copies in Berlin.

- a) Received at R-agency.
b) Checking of incoming mail against number control (Nummernkontrolle).

The number control is arranged in two books, army and abroad, corresponding to the sample under appendix 3. The books are classified according to subject matter, with protruding index tabs. The letter book numbers are printed.

- c) Mail distribution into the existing mail clamp folders "Vk" and "Vt"; sub-distribution within the mail folders by means of file covers, as to "home"

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The course of the folders is given on a slip on the front on which the men responsible make their marks.

Letters which have been forwarded to the agency for action will be specially marked in coloured pencil.

d) Submission of mail folder "Vk" (Commercial Administration) for commercial and mail folder "Vt" (Technical Administration) for technical departments.

It should be noted that the mail is to be submitted to all leading Essen men in Berlin on a visit.

e) If a person should require a copy for his own use he will mark the entry in question with a cross and his initials in the top right corner of the document. (Fix slips with this regulation into folders).

f) Copies which are not used for mail folder circulation, can be filed or put into the time check.

4.) Mail directly received by the R-agency, i.e. not from Essen, will be copied according to Essen business procedure and the Essen pattern e.g. with one Ormig and one carbon copy. The Ormig copy and the original of the letter received will be mailed to Essen as soon as possible while the carbon copy will be circulated immediately among the permanently present agents; afterwards it will be kept in a collective folder marked "originals forwarded to Essen".

These letters, like all others, will be dealt with in Essen; they will be marked for the agency in the prescribed manner and sent there in duplicate.

On the arrival of these two copies in Berlin the carbon copy will be taken out of the folder, it will be marked with the Essen mark and entry number and used.

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If, in isolated cases, the agency should deal with such a letter immediately, the original of the letter which normally should be sent to Essen ^{by} evening, is to be marked accordingly.

In exceptional cases, if required, even more than one copy may be held in Berlin.

- 5.) If the letters mentioned under 4) are urgent and important two carbon copies will be made, one of which will be sent immediately to the War Material Department. It may also be necessary, in pressing circumstances, to furnish the Gruson works with a copy.
- 6.) The agency should wherever possible, avoid, writing letters to Essen; they should make reports or notes for the files of all communications and particularly of recorded telephone conversations, in the same way as the Essen offices do and they should treat them like the letters mentioned under 4.) i.e. they should send such letters, the original and one Ormig copy, to Essen, where they can then immediately be mimeographed when the distributor and clerk have made their entries.
- 7.) Memoranda and reports of responsible men in Berlin on a visit will be taken down in the prescribed manner by the office employees who will, of course, also be available for dictation. One copy only will be mailed to Essen the same day for these people. If required, here too, another copy may be made for the agency who will keep it.

On no account will notes and reports of visitors be handed to them with all the copies. This is to ensure their processing through channels.

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B. Outgoing mail.

- 1.) In the same way in which incoming mail is to be sent to Berlin as defined under A, outgoing mail is also to be forwarded from Essen to Berlin. One copy will suffice, however, which upon arrival in Berlin will be treated in the same way as incoming mail, i.e. it will be marked on the number control, then it will be put into a mail folder and will then be submitted to the Commercial and Technical departments. After being circulated it will be filed.
- 2.) For outgoing mail directly issued by the Berlin agency certain "AK" (artillery development) numbers will be reserved by the Essen number control which may be used for such outgoing mail if required. Copies of outgoing mail with an Ornig copy are to be sent out in the same way as described under A. 6 and 7).
- 3.) Out-going mail will be treated in the same way as by the Essen plant, i.e. it will be written on agency stationery, stamped and signed by persons authorized to do so.

C. Keeping of files.

- 1.) Similar to the Essen Head Office the R. Office will receive records which will furnish representatives working in Berlin or responsible Essen men temporarily in Berlin with absolutely all the documents they may require in dealing with business transactions.

For this purpose records concerning all affairs which might possibly be discussed in Berlin will be sent to Berlin. There are at present 314 single files according to the enclosed List of files, enclosures 4 and 5.

The files will be arranged in exactly the same manner as the Essen files, though with less subdivisions. Generally speaking there will be one commercial and one technical file on all subjects.

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- 2.) For additional later business deals the Artillery Development Department will send a file prepared for this matter to Berlin, together with the first copy.
- 3.) In keeping the files the following principles will be observed:
 - a) In order not to make the files unnecessarily bulky only one copy of the existing incoming letters will be filed.
 - b) The number control in which the file number of the filed document is entered will show where any given communication is filed.
 - c) The second copy of incoming mail will be at the disposal of the man responsible as a personal copy or of the office for delivery schedules. Duplicates which are not used or no longer used are to be filed in folders as "superfluous" according to numbers.
 - d) All originals go to Essen; the Berlin files will contain copies only. If in isolated cases originals are to be used in Berlin for certain purposes they will be borrowed from Essen.
 - e) In order to ensure that the files fulfill their purpose, i.e. are always complete, it is forbidden to take documents out. In case of an urgent exception, only the office is entitled to take out the document upon request, to replace it with a note and to mark the date by which the document will be returned.
 - f) Pages of files will be numbered and contain references to previous correspondence

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D. Delivery Schedule Control

Concerning affairs to be dealt with or to be pursued in Berlin the R-Office will keep a delivery schedule record. For this the second copy of incoming mail will be used and will be filed in delivery schedule folders. In cases in which no document has been marked for delivery schedule control, particularly in the case of outgoing mail, the file copy will be used. In order to ensure the completeness of the file the document held back by the delivery schedule control plus number, date and a short description of contents will be listed on the inside of the folder cover.

E. Mailing

1.) The R-Office will make sure that the mail for Essen reaches the Post Office by 7 o'clock in the evening because this is the only guaranty, that the mail will be in Essen at the plant by 8 o'clock the next morning.

2.) Addressing of letters to personal addresses which has led to many unpleasant interruptions of business routine will cease. Berlin will send all mail to the address: Artillery Development Department. Essen will send the Mail to "R Agency" Berlin.

F. Preservation of Secrecy.

The observance of secrecy regulations will be ensured at the Agency in the same way as in Essen.

Though we may be a little generous with our copies of foreign mail every copy of domestic mail will have to be shown in the books. The Agency will be debited in the Essen books with two i.e. one copy of outgoing mail and the agency will have to show both these copies in their number control. It is possible, in

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practice, that the existence of copies in Berlin will be checked by authorised officials.

Superfluous copies of domestic mail will be marked "uc" in the number control. When they have been released for destruction this "uc" will be crossed out (in the Essen books these copies are not booked out again because of the extra work entailed). Copies to be destroyed will occasionally be sent to Essen by courier where they will be burnt according to regulations.

G. List of Ranks

The R-agency will keep a list. We must be kept informed about office appointments and personnel changes. The data for this will be obtained from the representatives who will secure them in the offices if necessary.

Promotions and other important personnel changes of which the firm should take notice (congratulations) are to be forwarded to the Artillery Development Department, Essen, as quickly as possible.

H. Final rules

The above directives will probably prove incomplete in practice. All additions and changes which may be considered necessary will be collected. Practical experiences will later be made the basis for the final rules.

Signature: signed Tubbesing.

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I hereby confirm that the above document
is a literal copy of document No. NIK 7351 contained
in Prosecution-Document Book 9 A page 11-26.

Nuremberg, 11 March 1948
signed H.Link, Attorney-at-Law ..

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I hereby certify that all the documents contained in this document book are literal copies of the original documents before me.

Nuremberg, 30 March 1948

Signed H. Link
Attorney-at-Law

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CERTIFICATE OF TRANSLATION

5 April 1948

We, John FOSBERRY, No. 20179, George GOODMAN,
No. 34789 and Gerta KANNOVA, No. 20151, hereby
certify that we are thoroughly conversant with
the English and German languages and that the
above is a true and correct translation of
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John FOSBERRY
No. 20179

GEORGE GOODMAN
No. 34789

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