

UNCLASSIFIED - NATO

COPY NO. _____

NORTH ATLANTIC MILITARY COMMITTEE

COMITE MILITAIRE DE L'ATLANTIQUE NORD

Standing Group

Groupe Permanent

SGM-405-56 (Revised)

2 July 1956

MEMORANDUM FOR: The Standing Group
Standing Group Liaison Officer
NATO Defense College
Military Agency for Standardization
Advisory Group for Aeronautical Research and
Development
European Military Communications Coordinating Cmte
European Long Lines Agency
European Radio Frequency Agency
European Naval Communications Agency
European Communications Security Agency

SUBJECT: Organizational History

Reference: SGM-388-56, dated 31 May 1956

1. By the reference the Standing Group has directed the addressees to establish and conduct records management programs within each agency under the supervision of the Standing Group. In order to facilitate the functioning of this program by removing excess public information and general historical material from the central records of each agency and at the same time provide for an adequate and rounded record and history of each agency for permanent retention, each agency will prepare an annual history of that agency. The final published yearly history will be approved by the executive body of an agency. The Secretary of the Standing Group will prepare this history for the Standing Group which will approve it in the final published form.

2. This history will record the organization and functioning of the agency as a body and will include such appendices and annexes as are pertinent to the agency as an international agency. It will take cognizance of the fact that all individuals in such an international agency at the same time carry out more or less national functions and as such can expect to have their more personal

DISTRIBUTION: A B C D-4 E H

IMS Control N° 0393

UNCLASSIFIED - NATO
SGM-405-56 (Revised)

3147
Dees

NATO UNCLASSIFIED

APPROVED FOR PUBLIC DISCLOSURE


UNCLASSIFIED - NATO

historical and public information materials far more adequately and more appropriately preserved in national records and archives. These personal items are not appropriate for inclusion in the permanent records of an international organization, and should be screened from the permanent records. The only historical and public information materials that should remain in the central records of an agency are the official history and public information releases.

3. The material to be included in the organizational history should be decided upon by the executive body of the organization concerned. Those agencies which are required to submit periodic reports to the Standing Group, such as Military Agency for Standardization or NATO Defense College, may wish, in order to avoid submission of duplicatory material, either:

- a. To incorporate periodic reports in the organizational history, or
- b. To have periodic reports serve as the organizational history.

FOR THE STANDING GROUP:


EUGENE A. SALET
Colonel, USA
Secretary

UNCLASSIFIED - NATO
SGM-405-56 (Revised)

- 2 -

NATO UNCLASSIFIED

APPROVED FOR PUBLIC DISCLOSURE

DECLASSIFIED-PUBLIC DISCLOSURE IMSM-0431-99 DECLASSIFIE-MISE EN LECTURE PUBLIQUE