FRANKLIN D. ROOSEVELT

PAPERS AS PRESIDENT

President's Secretary's File 1933 - 1945
(NUCMC 75-581)

Accession Nos.: 43-158, 43-210, 44-73, 44-92, 44-95, 44-100, 44-128, 45-10, 45-48, 47-35, 51-59, 52-3, 55-3, 56-9, 60-18, 73-51

These papers were donated to the Franklin D. Roosevelt Library by President Franklin D. Roosevelt. Roosevelt began shipping these Presidential materials to the Library in December 1942 but the bulk of this collection was received from his estate in November 1951. President Roosevelt donated his copyright interest in these papers to the United States Government; writings of other individuals are subject to copyright restrictions under Title 17 of the U. S. Code.

Quantity: 70 linear feet (approximately 140,000 linear feet)

<u>Iestrictions</u>: These papers contain documents restricted in accordance with Executive Order 11652, and material that might be used to harass, embarrass, or injure living persons has been closed.

President are divided into five major groups: the Alphabetical File, the Official File, the President's Secretary's File, and the Map Room Papers. Most of the Library's other collections will also contain related material on given topics.

Franklin D. Roosevelt, as administrative head of the Executive branch of the United States Government, had the assistance of several secretaries, administrative assistants and special assistants as well as a personal secretary. During the Roosevelt administration, the White House received an average of 3,000 letters a day. Mail addressed to the White House was routed by the Assistant Executive Clerk either to the President, through his personal secretary; to an assistant with a specific area of responsibility; to the Office of the Chief of Correspondence for the preparation of a routine reply; or, if appropriate, routinely referred to another government agency for action. correspondence which wint to the President directly was either answered personally by him or sent to another agency for the preparation of a draft reply. Occasionally Roosevelt would merely initial his approval on an original letter and return it to its sender.

After the White House mail had been answered, it was routed to the Office of the Chief of Files for filing. At this time a record was also kept of all correspondence referred elsewhere. This White House office maintained what was known as the White House Central Files; the filing system used was that originally developed in 1906 during the presidency of Theodore Roosevelt.

The Central Files were divided into four categories of material. The Alphabetical File contained copies of letters of acknowledgment for mail referred elsewhere, copies of forwarding letters, lists of forwarded mail, abstracts of documents placed in the other filing categories, as well as some routine correspondence. Material in this file was arranged alphabetically by correspondent or subject.

The Official File was intended to consist of correspondence and other material related to the policy-making activities of the President. It includes correspondence, memoranda, and reports from government officials and other public and private individuals. Within this group of papers are files on government departments and agencies; subjects of concern to the President; important organizations and individuals; as well as files on less important persons or subjects. These files are arranged numerically by subject or individual concerned.

The President's Personal File was set up to contain correspondence concerned with matters in which the President took a personal interest. It includes files on gifts received by the President, birthday and holiday greetings, honorary memberships, fraternal organizations and philanthropic societies as well as files on personal friends and political associates of the President. This file is also arranged numerically by subject or individual concerned.

The fourth group of papers in the Central Files was known as tent Confidential File. It contained material similar to that found in the other filing categories which had been designated confidential by the President or one of his secretaries or assistancts. It was arranged alphabetically by subject.

The boundaries between these file groupings were often vague and similar material can be found in both the Official File and the President's Personal File. In many cases both groups of papers will contain files on a particular subject or individual. Researchers should thus consult both files to be assured of seeing all the material on their topic.

To facilitate the use of the Central Files, the Office of the Chief of Files prepared an index of important individuals and subjects and also adopted a system of inserting cross reference sheets in other related files throughout the four groups of papers. When correspondence was received by the Office a classifier determined the appropriate file for the original document and so marked the covering letter. Notations were also made on the document to indicate the other files where abstracts of that particular correspondence would be placed. The correspondence then passed to a typist for the preparation of the required number of abstracts. Subsequently, filing clerks would file both the original papers and the abstracts.

With a few exceptions, all of the mail received at the White House (or a record thereof) would thus end up in the Central Files. Occasionally large amounts of correspondence concerning a particular subject would be referred to another agency without a record being kept. Secretaries and administrative assistants might also retain small amounts of correspondence in their own files. The President's personal secretary, while sending ordinary correspondence to the Central Files, also maintained a file of documents deemed special and confidential by the President.

The correspondence retained by the personal secretary was arranged alphabetically by subject into a Diplomatic File, containing confidential reports from American representatives abroad; a Department File, containing material from various government agencies; a Famous People File; Secret File with correspondence from individuals such as Winston S. Churchill and Joseph Stalin; a Spectal Studies File; and a General File. This material plus the Confidential File of the Central Files has been incorporated into what is known as the President's Secretary's File.

After the United States' entry into World War II, a White House Map Room was established in January 1942 under the supervision of the President's Naval Aide. This office also maintained files, arranged by subject, which are now known as the Map Room Papers. Included are wartime messages sent and received by the President,

including those exchanged with Churchill, Stalin, and Chiang Kaishek, as well as a number of documents sent by the War and Navy Department for the President's information.

President Roosevelt began shipping those portions of his White House files which were not in current use to the Roosevelt Library in August 1940. Additional accessions were received throughout his presidency. After his death, the remainder of the Central Files were received from his estate in December 1947. Security classified material in the President's Secretary's File and the Map Room Papers was received from storage in the National Archives in November 1951.

Anyone wishing more information concerning the recordkeeping practices of the White House may consult Fred W. Shipman's "Report on the White House Executive Office," available in the Research Room.

The <u>President's Secretary's File</u> contains incoming and outgoing correspondence, memoranda, printed material, and newspaper clippings, deemed special or confidential, which were in the custody of the President's personal secretary. These papers, arranged alphabetically by correspondent or subject, are presently divided into five series as follows:

Safe File: Formerly security classified material, mainly from the World War II period. Includes files on United States government departments, a number of foreign countries, and important individuals. Containers 1 - 6.

Confidential File: Material similar to that in the Official File and the President's Personal File which was considered confidential by the White House filing staff. Once a part of the White House Central Files. Includes files on government departments and agencies, 1933 - 1945, and copies of State Department dispatches from a number of European countries and Japan, 1937 - 1943. Containers 6 - 23.

Diplomatic Correspondence: Confidential reports sent to the President from American representatives abroad, letters from royalty and heads of state, as well as State Department correspondence concerning particular countries, 1933 - 1945. Containers 23 - 53.

<u>Departmental Correspondence</u>: Confidential material sent to the President from the Departments of Agriculture, Commerce, Interior, Justice, Labor, Navy, Post Office, State, Treasury, and War, 1933 - 1945. Containers 53 - 91.

<u>Subject File</u>: Includes files on lesser government agencies, members of the Executive Office of the President, other public officials and personal friends, 1933 - 1945. Also material on personal affairs of the Roosevelt family, Hyde Park and Warm Springs. Grace Tully's White House correspondence after the President's death are filed in containers 167 and 168. Containers 91 - 174.

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Container
               Contents
               Safe File
               "ABCD"
1
                     1941
                     Jan.-Feb. 1942
               Alaska
               American-British Joint Chiefs of Staff
               Arcadia
               Army Air Forces
               Atlantic Charter
                     (1)
                     (2)
2
               Australia
               Beaverbrook, Lord
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               Bullitt, William C.
               Bush, Vannevar
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               Chiang Kai-Shek
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Current Strategic Studies
                     Book I
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               Czechoslovakia
               Egypt
               Ethiopia
               Far East
               France
               Germany
                     Sep. 1939 - Mar. 1941
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               Great Britain
               Greenland
               Halifax, Lord
               Harriman, W. Averell
               Hayward, Mary
               Hohenlohe, Stefanie Von
               Hopkins, Harry
               Iceland
               India
               Ireland
               Italy
               Japan
               Kennedy, Joseph P.
               King, Ernest J.
               Lend-Lease
               Lothian, Lord
               Lubin, Isador
               Marshall, George C.
                     1941 - 4/14/42
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4(cont.)
               Miscellaneous
               Navy Department
                    1934 - Feb. 1942
                    Mar. - Sep. 1942
                    "Plan Dog"
               Netherlands
               New Zealand
               North Africa
               Norway
               Office of Strategic Services
                    "M" Project Charts: 1943*
                    Mar. 1944
                    Apr. 1944-45
               Outline Plans for Specific Operations
                    Azores
5
                    Book III
                    Book IV
               Pacific War Council
               Philippines
               Russia
                    1939 - 41
                    1942 - 45
               Saboteurs
               Sachs, Alexander
               South America
               Spain
               State Department
               Treasury Department
               United Nations Conference
                    (1)
6
                    (2)
               War Départment
               Welles Report, 1940
                    Part I
                    Part II
               West Africa
               Winant, John G.
               Confidential File
               Army & Navy Munitions Board
               Board of Economic Warfare
               Board of War Communications
               C-General
               Combined Chiefs of Staff
               Combined Committee on Air Training in
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North America

^{*}Oversize Material

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6 (cont.)
               Combined Production & Resources Board
               D - General
               F - General
               Federal Communications Commission
7
               Federal Security Agency
               Foreign Economic Administration
               G - General
               H - General
               Hawaii
               Joint Board (Army-Navy)
               Joint Chiefs of Staff
               Justice Department
               L - General
               M - General
               National Resources Planning Board
               Navy Department
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                    1936-40
                    1942
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                    July 1944-45
               Neutrality
               Office of Civilian Defense
               Office of Petroleum Coordinator for War*
               Office of Scientific Research & Development
               Office of Strategic Services (See Appendix)
               Office of War Information
               P - General
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               Philippines
               Public Works Administration
               Puerto Rico
               S - General
               Selective Service System
               State Department
                    1933 - July 1937
                    Aug. 1937 - 1938
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                    1939-40
                    1941-42
                    Jan. - May 1943
                    June- Dec. 1943
                    1944-45 (1)
               State Department
                    1944-45 (2)
               Treasury Department
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^{*}Oversize Material

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                United States Maritime Commission
                W - General
                War Department
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                      Jan. - Aug. 1942
                      Sep. - Dec. 1942
                      Jan. - June 1943
July - Dec. 1943
                      1944-45
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                War Production Board
                      General
                      Commodity Chart Book
                      "Review of 1942 & Prospects for 1943"
                      "War Progress"
                           Feb. - Aug. 1944
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                           Jan. - Apr. 1945
                War Shipping Administration
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                     August 1941
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                  /44July - Sep. 1942
                  /50 Oct. 1, 1942
                  /// Oct. 2 - 30, 1942
                  Nov. 1942
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                  Dec. 1942
                   /Jan. - Feb. 1943
                     Mar. 1943
                    Apr. 1943
                     May 1943
                     June 1943
                  //<sup>4</sup>July 1943
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                  /3 / Sep. 1943
                  /% Oct. - Nov. 1943
/% Dec. 1943
                  Jan. 1944
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                    Mar. 1944
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                    June 1944
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                    Aug. 1944
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                    Bulgaria
                         11/2/37 - 5/23/39
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                         5/5/37 - 12/23/37
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                      11/25/38 - 3/3/39
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                        7/26/39 - 8/21/39
                     / 8/22/39 - 8/31/39
                     9/1/39 - 4/24/40
                        -4/30/40 - 8/4/40
                     /^?9/16/40 - 8/22/42
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                    Germany
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                         9/10/38 - 10/21/38
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                Bullitt, William C.
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                     1941
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                    Roper, Daniel C.
               Chile
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                    1938 - Military Dispatches
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                   Yangtze Gorge Project: Report, 11/9/44
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               Cuba: 1933-35, 1942-44
               Czechoslovakia: 1938-44
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                     De Gaulle, Charles: 1944-45
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                     Wilson, Hugh R.: Mar. - Nov. 1938
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35 (cont.)
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324 Oct. 1941
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                           ೨೯√ Dec. 1941
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                    33)1944-45
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                    332Bingham, Robert W.
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                   33 Defense Articles Transfer: 1941
                    337 Halifax, Lord
                    33 Harriman, W. Averell: 1941-42
Kennedy, Joseph P.
339 1938-June 1939
340 July 1939-40
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                   \beta \not \downarrow_c Keynes, John Maynard
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344 July 1939-42
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                     Matsukata, Otohika
                Lithuania
                Luxembourg
                Mexico
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               Netherlands
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                    Biddle Report: 10/16/38 - 9/19/39
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                    Bullitt, William C.: 1933-36
               Saudi Arabia
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               Sweden
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                          Mar. - Apr. 1945
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                    Peek, George N.
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                     Tugwell, Rexford G.
                     Wallace, Henry A.
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                     Wickard, Claude R.
               Commerce
                     1934-44
                     Hopkins, Harry L.
                     Jones, Jesse
                     Roper, Daniel C.
               Interior
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                     Rowe, James H. Jr.
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                    Beardall, J. R.
                    Brown, Wilson
                    Bureau of Ships: Reports
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                    Defense Aid Funds Report
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                    Defense Program: Reports: Sep. & Oct. 1941
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                          Part I
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                    Edison, Charles
                    Foreign Vessels in Western Hemisphere Ports
                    Forrestal, James V.
                    General Board (Joint Army) 1930-40
                    Knox, Frank
                          1939-41
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*Oversize Material

62 (cont.)	Navy	Leahy, William D. McCrea, John L. Reports & Bulletins 1939 - Mar. 1940
63		Apr Sep. 1940 Oct. 1940 - Apr. 1941 May - Dec. 1941 Roosevelt, Harry Shipping Losses Jan June 1940 July - Sep. 1940 Oct Dec. 1940
64		Jan Feb. 1941 Mar. & July 1941 Swanson, Claude A. War Program Reports Jan. 1942 Sep. & Dec. 1942 Estimates of Potential Military Strength Documents A. Naval Attache London Vol. I (1/12/37 - 9/20/38)
65		Vol. II (10/1/38 - 8/2/39) Documents B. Naval Attache Paris Vol. I (1/27/37 - 6/3/40) Documents C. Naval Attache Brussels Vol. I (1/6/37 - 1/16/40) Documents D. Naval Attache Rome Vol. I (1/22/37 - 6/14/39) Vol. II (8/18/39 - 11/15/41)
66		Documents E. Naval Attache Berlin Vol. I (3/30/37 - 10/7/41) Documents F. Naval Attache Moscow Vol I (10/25/41 - 7/1/43) Documents G. Naval Attache Tokyo Vol. I (1/18/37 - 6/9/38) Vol. II (8/26/38 - 1/16/40 Vol. III (2/13/40 - 9/5/41)
67 .		Summaries Probability of an Outbreak of War Document H. Naval Attache London Vol. I (3/17/36 - 8/30/39) Document I. Naval Attache Paris Vol. I (3/9/37 - 8/6/40) Document J. Naval Attache Brussels Vol. I (9/20/39 - 4/22/40)

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72 (cont.)
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                                        Occupied Countries, 1941
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                                         U.S. & Shipment of Arms
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102		Bes - Bl Boc - Bon Boo - Bra Bre - Bud Bue - Cha
103		Chi - Dam Dan - Did Die - Dor Dos - Eb Ec - El Em - Ey
104		Fa - Fin Fir - Fo Fra - Fri Fro - Gel Gem - Goeb Goer - Gre
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106		Hob - Hon Hop - Il Im - Joe Joh - Kar Kas - Kir

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108	Leo - Loe Loh - Mad Mae - Maz Mec - Mez Mic - Mueh	Ø
109	Muel - My Na - Ni No - Or Os - Pes Pet - Pi	
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This index covers the several files on the Office of Strategic Services and its predecessor organization, the Office of Coordinator of Information, located in the President's Secretary's File (PSF). These files contain approximately 7,500 pages of material, mainly reports sent to the President by Col. William J. Donovan, the Director of the Office of Strategic Services. Material from 1941 and early 1942 is largely concerned with the psychological warfare activities of the Office of Coordinator of Information while reports dated from July 1942, after the establishment of the Office of Strategic Services, summarize information which that agency received from its first points. Donovan sent reports to the President almost every day; on many days several were received. However, in these files, there are very few reports from the period July 1942 through the end of 1943. Many reports dating from the early months of 1944 are filed in Safe File: Office of Strategic Services.

Most documents have only one index entry and in indexing the emphasis has been placed on the country or area that the various reports are concerned with. There are only occasional entries for individuals and other subjects such as a Post-War Intelligence Organization. Sub-headings have been used for countries such as Germany, France, and Yugoslavia for which there is a large amount of information. Also documents which contain information on individual countries may be indexed under entries covering larger geographical areas, for example, Yugoslavia – see also the Balkans.

All of the indexed files are arranged chronologically and most of the material is found in one main chronological series of files, Subject File: Office of Strategic Services. Therefore documents are referenced only to date unless otherwise noted. To designate items in the various O.S.S. files the following notation has been used:

No Initial - Subject File: Office of Strategic Services (Boxes 147-154)

A – Safe File: Office of Strategic Services (Box 4)

B - Confidential File: Office of Strategic Services (Box 8)

C - Subject File: Office of Strategic Services: Donovan, William J. (Box 153)

D - Subject File: Coordinator of Information (Box 128)

E - Diplomatic Correspondence: Great Britain: Office of Strategic Services (Box 38)

Additional material from or about the office of Strategic Services (which has not been indexed) may be found in PPF 6558 William J. Donovan, OF 4485 Office of Strategic Services, and Map Room Papers, MR 203 (12) O.S.S. Numbered Bulletins. O.S.S. reports may also be found in other subject files in the President's Secretary's File and the Map Room Papers.

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2 May 42: 4 May 42 (D).

SOVIET UNION (see also FINLAND; GERMANY: And Soviet Union)

17 Oct. 41 (D); 20 Dec. 41; 24 Dec. 41; 15 Feb. 42; 17 Feb. 42; 27 Mar. 42 (D); 14 Apr. 42; 25 Apr. [42]; 30 Apr. 42; 1 June 42; 8 July 44; 13 July 44; 18 Oct. 44; 20 Oct. 44; 17 Nov. 44; 9 Mar. 45; 14 Mar. 45; 17 Mar. 45; 6 Apr. 45.

SPAIN

16 Dec. 41; 17 Dec. 41; 21 Dec. 41; 24 Dec. 41; 15 Jan. 42; 31 Jan. 42; 6 Feb. 42; 13 Feb. 42; 14 Feb. 42; 28 Feb. 42; 1 Apr. 42; 4 Apr. 42; 17 Apr. 42; 22 Apr. 42; 11 May 42; 14 May 42; 15 May 42; 15 May 42; 30 May 42; 17 July 44; 24 July 44; 17 Oct. 44; 24 Nov. 44.

SPANISH MOROCCO

30 Mar. 45.

SWEDEN (see also SCANDINAVIA)

9 Jan. 42; 11 Mar. 42; 7 Apr. 42; 25 Apr. 42; 11 May 42; 15 May 42; 15 May 42; 26 May 42; 4 June 42; 9 June 42; 28 Oct 43 (C); 20 Mar. 44 (A).

SWITZERLAND

21 Jan. 42; 9 Feb. 42 (D); 27 May 42; 10 July 44; 13 July 44 (C); 15 July 44; 21 July 44; 7 Nov. 44.

THAILAND (see also FAR EAST)

4 Dec. 44; 15 Dec. 44; 22 Feb. 45; 8 Mar. 45; 12 Mar. 45; 16 Mar. 45; 23 Mar. 45; 26 Mar. 45.

TIBET

31 Dec. 42; 31 Dec. 42 (E).

TIMOR (see also PORTUGAL)

13 July 44.

TURKEY (see also NEAR EAST; THE BALKANS)

24 Nov. 41 (D); 26 Mar. 42; 13 May 42; 10 July 44.

UNCONDITIONAL SURRENDER

20 May 44; 10 Oct. 44.

U.S. DECLARATION OF WAR - PRESS COMMENT AND RADIO COVERAGE OF 13 Dec. 41.

UNITED STATES

13 Dec. 41 (D); 16 Dec. 41; 28 Feb. 42; 1 Apr. 42.

UNITED STATES

American Communist Party

22 Apr. 42.

UNITED STATES

Axis Propaganda in

14 Mar. 42; 27 Apr. 42.

UNITED STATES

Espionage and Sabotage Cases in

22 Feb. 45.

UNITED STATES

Foreign Nationality Groups in

15 Jan. 42; 19 Apr. 42; 1 June 42; 27 Oct. 44; 27 Mar. 45.

UNITED STATES

West Coast of

13 Dec. 41; 13 Dec. 41; 15 Dec. 41; 17 Feb. 42.

THE VATICAN

18 Feb. 42; 30 May 42; 4 June 42; 3 July 44; 18 Oct. 44.

VENEZUELA (see also LATIN AMERICA)

21 Jan. 42; 23 Feb. 42.

WAR CRIMINALS, TRIAL OF

29 Oct. 43 (C).

WASHINGTON CONFERENCE

21 Jan. 42.

WELLES, SUMNER

13 Dec. 41.

YUGOSLAVIA (see also THE BALKANS)

Aid to Resistance Groups in

24 Nov. 41 (D); 27 Jan. 42; 13 May 43 (C); 8 July 44.

YUGOSLAVIA

Ambassador Fotitch

23 Dec. 41.

YUGOSLAVIA

Chetniks (Mihailovic)

22 Mar. 44; 7 Apr. 44; 25 Aug. 44; 22 Sept. 44; 23 Sept. 44 (C).

YUGOSLAVIA

Chetnik Stamps

9 Oct. 44; 9 Oct. 44 (C).

YUGOSLAVIA

Government-in-exile

25 Mar. 44 (A); 10 May 44 (A); 22 May 44 (A); 25 Jan. 45; 25 Jan. 45; 25 Jan. 45; 25 Jan. 45; 26 Jan. 45 (C); 26 Jan. 45; 27 Jan. 45; 29 Jan. 45; 12 Feb. 45; 14 Feb. 45; 19 Feb. 45.

YUGOSLAVIA

Grol, Milan

14 Mar. 45.

YUGOSLAVIA

King Peter

30 July 42 (D); 20 Mar. 44 (A); 10 Oct. 44; 13 Dec. 44; 16 Dec. 44; 21 Dec. 44; 30 Dec. 44; 3 Jan. 45; 8 Jan. 45; 8 Jan. 45; 9 Jan. 45; 11 Jan. 45; 12 Jan. 45; 15 Jan. 45; 16 Jan. 45; 17 Jan. 45; 20 Jan. 45; 22 Jan. 45.

YUGOSLAVIA

King Peter - Conversations with Churchill

14 Oct. 44; 28 Oct. 44; 21 Nov. 44; 14 Dec. 44; 23 Dec. 44; 10 Jan. 45.

YUGOSLAVIA

Military and Political Situation in 3 $\mathcal{N}_{\theta V}$, 4429 Oct. 43 (C); 11 July 44 (C); 10 Oct. 44; $^{\uparrow}$ 9 Nov. 44.

YUGOSLAVIA

Organization of Labor in

14 Mar. 45.

YUGOSLAVIA

Partisans (Tito)

1 Nov. 43 (C); 26 Apr. 44 (B); 4 May 44 (A); 22 Sept. 44; 30 Sept. 44; 2 Oct. 44; 14 Oct. 44; 1 Nov. 44; 5 Dec. 44; 11 Dec. 44; 31 Jan. 45; 17 Mar. 45.

YUGOSLAVIA

Regency Council

3 Feb. 45; 5 Feb. 45; 7 Feb. 45; 13 Feb. 45; 15 Feb. 45; 17 Feb. 45; 26 Feb. 45; 28 Feb. 45; 9 Mar. 45.

YUGOSLAVIA

Russian Occupation Troops in

24 Dec. 44.

YUGOSLAVIA

Subasic

23 Oct. 43 (C); 30 Sept. 44; 4 Oct. 44; 5 Oct. 44; 6 Oct. 44; 7 Oct. 44; 23 Dec. 44.

YUGOSLAVIA

Tito-Subasic Agreements

27 June 44; 26 Oct. 44; 3 Nov. 44; 7 Nov. 44; 17 Nov. 44; 22 Nov. 44; 9 Dec. 44; 11 Dec. 44; 13 Dec. 44; 18 Dec. 44; 19 Dec. 44; 20 Dec. 44; 21 Dec. 44; 29 Dec. 44; 30 Dec. 44; 8 Jan. 45; 11 Jan. 45.