

British Foreign Office: Russia Correspondence 1931-1940

GUIDE

to

**The Scholarly Resources microfilm edition of
the Public Record Office Collection**

**Text: F.O. 371
Registers: F.O. 566**

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Wilmington, Delaware

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INTRODUCTION

Content and Organization of the Foreign Office Records

The British Foreign Office Records of General Political Correspondence for Russia, 1906 - 1945, in F. O. 371 is the collection of documents describing British foreign affairs concerning Russia (later the Soviet Union). The micro-film edition of this collection, published by Scholarly Resources Inc., contains all of the volumes of the Russia Correspondence, with the Registers through 1919, bound by the Public Record Office. (Registers were not printed after 1919.) These documents in the Russia Correspondence provide a wealth of information describing governmental, political, military, and economic affairs in Russia as well as policies and events in Anglo-Russian relations.

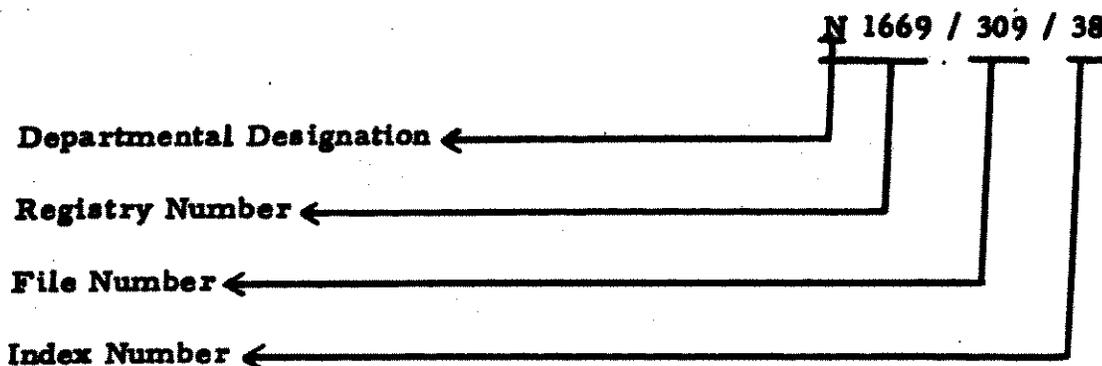
The correspondence concerning Russia consists primarily of communications between the Foreign Office and various British embassies and consulates in Europe, usually in Russia. These records are the London files, containing material received from abroad or from London departments, and drafts of material originating in and sent out of London. In addition, the collection includes public proclamations by various national leaders, governments and organizations, communications with foreign governments, pertinent publications, personal requests made of the Foreign Office by private citizens and groups, and records of questions asked by Members of Parliament, directed to the Foreign Office. Many miscellaneous despatches and papers round out the body of annual correspondence.

Each document arriving at the Foreign Office from 1906 to 1920 was dated and identified as to origin, sender, and country by the Central Registry. The paper was also assigned a registry number from a consecutive list for the whole Foreign Office. This number was recorded in the Central Register and later in the Sub-Registry with which the paper was identified. The annual series of each department of the Sub-Registries was divided into volumes or parts of volumes for each country. Thus, the registry entries for the material in the Russia Correspondence are listed together chronologically as they were received or sent out. After a document had been assigned a registry number, it was assigned a "kept with" or file number. The file number is usually the same number as the registry number of the first document in the file. Files run in length from one document (i. e. "kept with" itself) to many documents totaling several hundred pages. After filing, the paper was indexed according to the country to which the paper pertained. The index number for Russia is 38. At the end of every year, the files were bound together into volumes. Page numbers were assigned at this stage, with stamped pagination beginning at Page 1 for each volume.

In 1920, the Foreign Office adopted a new system for registering documents, which was adopted by different departments at different times. The Russia

Correspondence, along with the correspondence of other regional countries, was handled by the Northern Department, which initiated use of the new system on 7 October 1920. Many files originating in 1919 continued until that date, so that much of the Russia Correspondence for the year 1920 is included in the volumes for 1919. After the change of 1920, a new section of the Foreign Office, the Opening Branch, identified the country to which an incoming paper pertained and then sent the paper to the appropriate division of another new section, the Archives Branch. Each division of the Archives Branch assigned a registry number from its own annual series. The Northern Department, in whose series the Russia Correspondence is included, is identified by the prefix letter "N".

The Foreign Office used two types of registry numbers from 1906 to 1945. Before 1920, the registry number identifying a particular paper appears on the docket covering the paper. The number appears in the registry stamp with the date of the registration. It also appears by itself in a box to the left of the registry stamp. (See Sample Docket 1906 - 1919.) For these years before 1920, the Foreign Office used a reference number which does not appear on the docket. This number included the file number, index number, and year in addition to the registry number. After the change of registration in 1920, this reference number changed format and does appear on the docket.



This number above is called the full registry number. Confusion arises, however, because the full registry number is labeled on the docket as the "Registry Number." (See Sample Docket 1920 - 1945.) The term "registry number" accurately applies only to the number in the registry stamp in the upper right hand corner of the 1920 - 1945 docket. The full registry number (labeled "Registry Number") is important because the file number contained in it appears only there and nowhere else on docket sheets after the change of 1920. The Sample Dockets below illustrate the position and use of these numbers.

Scholarly Resources has published the bound volumes of the Russia Correspondence on reels of microfilm. The reels normally consist of one to four complete volumes, totaling from 400 to 1100 pages per reel. Reels are numbered consecutively for each year, with numbering beginning at Reel 1 for each year.

Format of the Scholarly Resources Guide to the Records

The Guide to the Scholarly Resources edition of the British Foreign Office Russia: Correspondence F. O. 371 lists each file in the order in which it appears in the volumes, followed by a condensed description of its contents. Within larger files, the descriptions are broken into separate entries for successive groups of documents. The registry number of only the first document in each subject group is listed in the left column, labeled "DOCUMENT." The use of the term "DOCUMENT" is necessary to avoid confusion in the use of the terms "registry number" and "full registry number." Only the first registry (DOCUMENT) number of each subject group is listed. (Listing the registry number for every document would prove cumbersome and would hamper document retrieval.) The condensed subject descriptions facilitate retrieval as many documents in one area of a file often have identical subject titles. Semi-colons separate different subjects within each subject group.

The Subject Guide has a new heading for every change in year, reel, or volume. The second heading identifies the columns for the reference registry number of the first document in each condensed subject description group (DOCUMENT), the number of each "kept with" or file (FILE), the condensed subject descriptions (SUBJECT), and the page number of the first document in each condensed subject group (PAGE).

For a more detailed illustration of the use of the Guide, see below under QUICK REFERENCE METHOD, a brief description of how to find a document, and SAMPLE SEARCHES, which describe in more detail the process of retrieval using the facilities of the Guide and the Registers (for those years up to 1920 for which the Registers were printed.

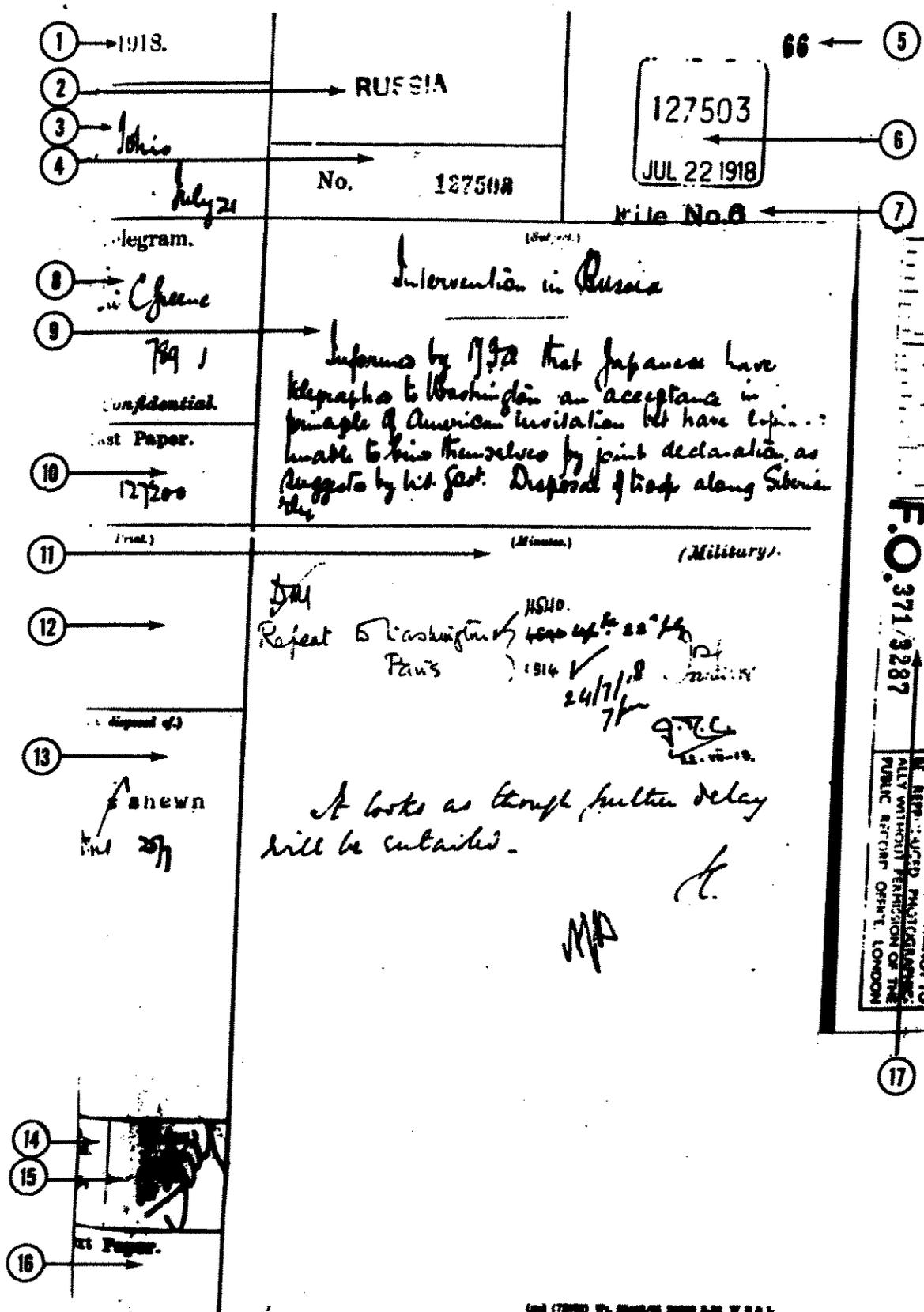
QUICK REFERENCE METHOD

The most rapid document retrieval method, using the Subject Guide, avoids any confusion of document, registry, or file numbers. Once the desired subject is located, the researcher checks the page number of the first document in that subject description group. He now knows that the desired subject follows that page number and precedes the next page number in the list, and the heading supplies the proper year, reel and volume. In the illustration below, if the researcher would like information on the Russian Budget for 1912, published in 1914, he can proceed to Page 334 of Volume 2092 in Reel 2 of 1914.

BRITISH FOREIGN OFFICE

YEAR: 1914		REEL: 2	VOLUME: 2092		PAGE
DOCUMENT	FILE	SUBJECT			
10035	10035	Russo-German relations: Anti-Russian Press Campaign in Germany-----			1
10332	10332	Regulations concerning visits of foreign warships to Russian ports-----			43
10333	10333	The Annual Report on Russia for 1913-----			45
10896	10896	Estate of British Indian subject Udhadas alias Nukro-----			65
11017	11017	Russian prisoners in Afghanistan-----			74
11122	11122	Rejection by Council of Empire of employe/employee reform bill-----			81
11277	11277	Russian Aeroplane built by Sikorsky; Warsaw unit; British inspection-----			84
11745	11745	Visit of Russian warship "Oleg" to Gibraltar-----			119
11781	11781	Leave of absence of Mr. O'Beirne-----			124
11782	11782	Leave of absence of Mr. Hudson-----			135
12569	12569	Visit of Russian cruiser "Rossia" to Gibraltar and Portland-----			138
13164	13164	Alleged Anti-Russian movement in Trans-Caspia-----			155
13210	13210	Estate of British Indian Subject Hasoo W. D. Khemchand-----			159
13460	13460	Assault on Vice-Consul St. Clair-----			163
13554	13554	Mr. Alan Lethbridge's journey in Northern Russia; shooting permits-----			172
13848	13848	Russo-German frontier-----			195
14184	14184	Report from North-west frontier Commissioner in India on Afghanistan affairs-----			203
14329	14329	Strikes resulting from rigorous censorship of labour press-----			206
14924	14924	Inventions: detection of aircraft and anti-aircraft projectiles-----			209
15083	15083	Naval attache despatch: Russian decision to build fourth battleship-----			213
15087	15087	Solidification of Triple Entente into Triple Alliance; Russian attitude; Anglo-Russian Naval Agreement: German reports and reaction-----			215
15176	15176	Dismissal of time-expired soldiers in the Russian Army-----			288
15177	15177	Return of cruiser "Kagul" from Turkish ports-----			290
15312	15312	Audience with Emperor by Sir G. Buchanan; Proposed Anglo-Russian Alliance-----			292
16056	16056	Situation in Turkestan-----			330
17118	17118	<u>Budget of the Empire for 1912. The Fin. Times, Co. Tr.</u> -----			334
17124	17124	Report on Russia and Roumania-----			336
17250	17250	Report of launch of Russian destroyer "Stchastlivi"-----			340
18085	18085	Report of launch of Russian battleship "Imperator Alexander II"-----			343
19204	19204	Appeal from British Indian subject in Russian Central Asia-----			347
19228	19228	Detention of Mr. Luxenburg by Russian police while on business and the detention of his luggage in Manchuria-----			351

SAMPLE DOCKET (1906 - 1919)



SAMPLE DOCKET (1906 - 1919)

1. Year - Printed by the Central Registry for all documents.
2. Country - The country to which the paper pertained was stamped by the Central Registry upon receipt.
3. Place of origin and date of paper - Written by the Central Registry, the date is that of the paper's origin.
4. Registry number* - As each document was opened by the Central Registry, it was assigned the next registry number in the annual series for the Foreign Office. Although usually stamped, the number is sometimes written. Papers were entered in the Central Register in sequence by their registry numbers. Later, the papers were entered in the Register of General Correspondence for the appropriate Sub-Registry. This latter register was bound by country, so that the Registers which accompany this program consist only of Registers for Russia.

* N. B. - In the Subject Guide, the column containing reference registry numbers has been labelled DOCUMENT, to avoid possible confusion in the use of the term "Registry number" by the Foreign Office. See above in the INTRODUCTION, Page vi.
5. Page number - This number was stamped consecutively on every page of each document when files were bound into volumes at the end of each year. Pagination always begins anew with each volume. These numbers, for the reference documents in the Subject Guide, are listed under the PAGE heading.
6. Registry number and date of receipt - The registry number is repeated with the date of receipt in one stamp in the upper right corner.
7. File number - Known also as the "kept with" or "filed with" number, the file number is normally the number of the first document in the case or file. It appears as either a written, abbreviated "f," or a stamped "File No." Both of these designations mean precisely the same thing. The file number is usually found in the box in the upper right corner, but it may appear in the adjoining boxes of the docket sheet. In the Subject Guide, the "kept with," "filed with," and "File No." are located under the FILE heading.

8. Author of paper and number in local correspondence series - Both of these items were recorded by the Central Registry upon receipt of the paper. If the paper is a telegram, the word "Telegram" is printed at the top of this box, and the entire docket is printed in red. Dockets were normally printed in black, with Secret documents having a band of green stripes across the top of the docket. If the docket contained confidential material, the word "Confidential" was printed in the bottom of this box. Parliamentary questions were handled by gumming a copy of the question to be asked, from the printed minutes, and stamped in the "Origin" box with "Parliamentary Question." The Foreign Office reply was taken from the printed report of the session and gummed either below the printed question on the docket or inside the docket on the continuation of the "Minutes" section.
9. Subject - A brief one or two line title of the contents of the paper heads this box. Under the title is a concise but clear precis of the contents. This box was filled in by the Central Registry upon receipt.
10. Last Paper - The number of the previous document in the case or file. This number may refer to a document in the same case in a previous year, usually with a different file number than the number of this paper's file.
11. Minutes - These notations, which may run to several pages within the docket, include any comments and instructions with the initials of all those who read the documents contained in the docket. Thus this section records the progress of the paper through the clerks and secretaries of the Foreign Office, sometimes to the Foreign Minister.
12. Print - A notation in this box indicates an order for the paper to be printed in the CONFIDENTIAL PRINT of the Foreign Office. As only a few papers of topical interest in the Russia Correspondence were ordered for the CONFIDENTIAL PRINT, most of the papers in this program are blank in this box, and hence have never been printed.
13. How disposed of - This box contains notations of copies of the paper sent to other departments, missions or embassies, usually as a result of instructions found in the "Minutes" section. Tick marks indicate those actions completed and entered in the General Register.
14. Action completed - This box contains the initials of the Sub-Registry Clerk responsible for the paper, after he has checked that every direction given in the "Minutes" has been carried out.

15. Index - In this box is found the index number of the division of the General Register in which the paper is entered (38 for Russia). The tick mark indicates that the paper has been indexed and is often accompanied by the initials of the indexer.
16. Next paper - When the next paper in the file came in, its registry number was entered in this box.
17. Target - Accompanying every text page photographed by the Public Records Office, this target includes the Record Class of General Correspondence for Political (F. O. 371) followed by the number of the volume. The page numbers in the Subject Guide refer to this volume number.

SAMPLE DOCKET (1920 - 1945)

①		N
②	1007	N 1669
③	RUSSIA	12 APR 1927
④		135
⑤		
⑥	E 1669/309/38	
⑦	FROM <u>British Library of Information (New York)</u>	<u>Situation in Soviet Union and Chinese students in Moscow.</u> Transmits extracts from "Baltimore Sun" containing articles by Mr. H.N. Brailsford regarding (1) situation in Soviet Union (2) British note to Soviet Union and (3) courses for Chinese students at Sun-Yat-Sen University at Moscow.
⑧	No. 1st Apr. 1927 Received in Registry 13th Apr. 1927 Russia.	
⑨	Last Paper. N/583	(Mention)
⑩	References.	The news article in the new States, especially the paragraph regarding the condition in China, the general position in China, of all the news of Russia, English & French revolutionary literature.
⑪		J. E. Dept Mgt of it P. Dept. list R. b.
⑫	(Print.) (How disposed of.) H. Moscow No 320	The stand article is very interesting - instructive.
⑬	April 24 Peking No 622 May 2	Very interesting Copy (of second article only) to Reading Moscow (with request for report on Sun-Yat-Sen University) and to Peking.
⑭	(Action completed.)	J. Thomson 24/4
⑮	(Index.) OC 2/5	
⑯	Next Paper. N/747	

PUBLIC RECORD OFFICE					
1	2	3	4	5	6
Reference: F.O. 371 12595					
COPYRIGHT PHOTOGRAPH - NOT TO BE REPRODUCED PHOTOGRAPHICALLY WITHOUT PERMISSION OF THE PUBLIC RECORD OFFICE, LONDON					

SAMPLE DOCKET (1920 - 1945)

1. Year - Written or stamped by the Opening Branch for all documents.
 2. Department - Stamped by the Opening Branch "N" designates the Northern Department.
 3. Country - The country to which the paper pertained was stamped by the appropriate division of the Archives Branch.
 4. Page number - This number was stamped consecutively on every page of each document when files were bound into volumes at the end of each year. Pagination always begins anew with each volume. These numbers, for the reference documents in the Subject Guide, are listed under the PAGE heading.
 5. Registry number* and date of receipt - After each paper had been opened by the Opening Branch, it was placed in a docket sheet and sent to the appropriate division of the Archives Branch. There, the document was assigned a registry number, from the annual series of that division, which was stamped in the upper right corner with the date of receipt. After the change of 1920, the registry numbers from each departmental series were preceded by a code letter. The departmental designation for the Russia Correspondence is "N."
- * N. B. - In the Subject Guide, the column containing the reference registry numbers is labelled DOCUMENT, to distinguish the number from the full registry number which includes the registry number, file number, and index number and is labelled on the docket as only REGISTRY NUMBER. See INTRODUCTION, Page
6. Full registry number - Typed under the heading of "Registry Number," this number is, in fact, the full registry number, consisting of the registry number of the paper preceded by the departmental designation, and followed by the file number and the index number. This number is very important because the file number appears here and nowhere else on the docket sheets after the change of 1920.
 7. Origin of the paper and full registry number - This box and the "Subject" box to the right of it (item 8. below) were typed from information from the appropriate Section Clerk, in four copies. The original

was gummed to the docket sheet, the copies going to the precis jacket, the Day Book, and the Chronological File, insuring uniformity of cross-referencing information. Under the heading of "Registry Number" was typed the full registry number. Also typed are the author and place of origin, the number of the paper in the sender's local correspondence series, the date of the paper the date of its receipt, and the departmental designation letter, followed by the name of the country to which the paper pertains. If the paper was a telegram, the words "Telegram From" appear below the registry number, and the docket is printed in red. Dockets were normally printed in black, with Secret documents distinguished by a band of green stripes across the top of the docket. Parliamentary questions were handled by gumming a copy of the question to be asked from the printed minutes, and stamped in the "Origin" box with "Parliamentary Question." The Foreign Office reply was taken from the printed report of the session and gummed either below the printed question on the docket or inside the docket on the continuation of the "Minutes" section.

8. Subject - This box is the other part of the typed paper gummed to the docket sheet. It consists of a brief title of the paper's contents, below which is a concise but clear precis of the paper contents.
9. Last Paper - The number of the previous document in the case or file. This number may refer to a document in the same case in a previous year, usually with a different file number than the number of this paper's file.
10. References - This box lists papers in the file, both backward and forward which are particularly relevant to the paper in the docket sheet.
11. Minutes - These notations, which may run to several pages within the docket, include any comments and instructions, with the initials of all those who read the documents contained in the docket. This section records the progress of the paper through the clerks and secretaries of the Foreign Office, sometimes to the Foreign Minister.
12. Print - A notation in this box indicates an order for the paper to be printed in the CONFIDENTIAL PRINT of the Foreign Office. As only a few papers of topical interest in the Russia Correspondence were ordered for the CONFIDENTIAL PRINT, most of the papers in this program are blank in this box, hence they have never been printed.
13. How disposed of - This box contains notation of copies of the paper sent to other departments, missions, or embassies, usually as

a result of instructions found in the "Minutes" section. The tick marks indicate those actions completed and entered in the General Register.

14. Action completed - This box contains the initials of the Sub-Registry Clerk responsible for the paper, after he has checked that every direction given in the "Minutes" has been carried out.
15. Index - This box does not contain the index number after the change of 1920 because that number is included in the full registry number in the Origin box (item 7. above). The "Index" box only contains the initials of the clerk in the Main Index Branch who indexed the paper.
16. Next paper - When the next paper in the file came in, its registry number was entered in this box.
17. Target - Accompanying every text page photographed by the Public Records Office, this target includes the Record Class of General Correspondence for Political (F. O. 371) followed by the number of the volume. The page numbers in the Subject Guide refer to this volume number.

SAMPLE REGISTER, INCOMING (1906 - 1920)

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1906											6
1905											1405
1910											204
1918											1478
1919											1478
1921											65
1922											1177
1923											2
1924											583
1925											1512

1926											1512
1927											1512
1928											1512
1929											1512
1930											1512

SAMPLE REGISTER, INCOMING (1906 - 1920)

1. Registry, Received - The date of the paper's registration.
2. Registry, No. - The registry number from the annual series for the whole Foreign Office. Missing numbers represent correspondence with countries other than Russia.
3. Print - A "p" here indicates whether a paper was ordered to be printed.
4. Name - Often the name of the place of origin for the paper, the author's name is written here instead if the paper is a despatch.
5. No. - The number of the paper in the sender's local correspondence series.
6. Office - The name of the office to which the paper will be forwarded, unless the paper is a Foreign Office memorandum, then "F.O." is inserted.
7. Date - The date of the paper's origin.
8. Last Paper - The last paper in the same file or case. If the paper is from a previous year, the file number and year is shown as well.
9. Subject - A brief title of the contents of the paper.
10. Contents - A concise but clear precis of the contents of the paper.
11. Kept with - The number of the first document in the file. It is identical with the file number of the docket sheet.
12. Forward Reference - Either the registry number of the next incoming paper in the file, or if brackets, the serial number of the related outgoing correspondence.

SAMPLE REGISTER, OUTGOING (1906 - 1920)

1	2	3	4	5	6	7	8	9	10	11	12
23	1888/17	Peterford	2						Handwritten notes		
24	1888/17	Burton Clough							Handwritten notes		
25	1888/17	Swedish Mission Lambert							Handwritten notes	252	
26	1888/17			90					Handwritten notes		
27	1888/17	Joany	4						Handwritten notes	1152	
28	1888/17		6						Handwritten notes		
29	1888/17	Peterford	2						Handwritten notes	7	
30	1888/17	French Ambrose							Handwritten notes		
31	1888/17								Handwritten notes		
32	1888/17	Peterford	26						Handwritten notes		

SAMPLE REGISTER, OUTGOING (1906 - 1920)

1. Serial number - A consecutive number within the register volume, as the documents were registered out,
2. Registry number - If the draft is in reply to incoming correspondence, the number of the latter is indicated. If the paper is not caused by an incoming paper, the draft is assigned its own number, which is put in brackets in the incoming page of the register.
3. Print - A "p" here indicates whether a paper was ordered to be printed.
4. Name - Often the name of the place of origin for the paper, the author's name is written here instead if the paper is a despatch.
5. No. - The number of the related incoming paper in the sender's local correspondence series.
6. Office - The name of the office to which the paper will be forwarded unless the paper is a Foreign Office memorandum, then "F. O." is inserted.
7. Date - The date of the paper's origin.
8. When despatched - This date is only entered if the paper was not despatched on the day that it was dated.
9. Subject - A brief title of the contents of the paper.
10. Contents - A concise but clear precis of the contents of the paper.
11. Form - Used to indicate the nature of the printed forms used to forward material to other departments or to posts abroad.
12. Forward Reference - Either the registry number of the next incoming paper in the file, or if in brackets, it is the serial number of the next related outgoing correspondence.

SAMPLE DOCUMENT SEARCHES

Finding desired subjects in the Russia Correspondence can be achieved by many means. One method has already been described above in the QUICK REFERENCE METHOD, but for more extensive topics, a more careful survey of the descriptions in the Subject Guide is necessary. Often, topics of a general nature will occupy a file of considerable length. In the Subject Guide, a researcher should scan a large file to ascertain whether this file covers the general topic in which he is interested. For example, a researcher wishing to read documents relating to the political aspect of the Russian Revolution during 1917, should scan until he arrives at File 3743 of 1917. Although topics of such a general nature as this one may be contained in other files extending throughout 1917, this file, near the beginning of the files for that year is a suitable starting place. Almost all of the condensed subject descriptions apply to the general themes of the Revolution: the New Russian Government, local Russian elections, the situation in many major Russian cities, the foreign relations of the new government, foreign reaction to the Revolution, Russian representatives abroad, and declarations by the Bolsheviks. This file extends from Page 1 of Volume 2998 in Reel 5 of 1917, to Page 293 of Volume 3000 of Reel 7. As subjects which extend over this much area of the program are not specifically marked as such on the Guide, the researcher must scan through the descriptions to get a general "feel" for a large file. If the researcher is only interested in a specific topic in one of these general files, he must then scan more closely to spot those subjects in which he is especially interested. If this topic happens to be the relationship between the Russian armed forces and the Revolution in 1917, a scan through that year results in the first file which contains information on this topic is File 811. As there are many other topics relating to events in Russia in this file, the researcher should make a list of those subject groups which contain information on the armed forces:

FILE 811

REEL	VOLUME	DOCUMENT	SUBJECT	PAGE
2	2995	62233	Russian Army	441
"	"	64891	Situation in Russia and Russian Army; Russian troops in Persia	457
"	"	69331	Conditions in Russian fleet	488
3	2996	71229	Conditions in Russian Fleet and Russia	1
"	"	73574	Baltic Fleet	49
"	"	74801	Declaration by Petrograd garrison	95
"	"	76636	Attitude of working men and soldiers towards war	113
"	"	79640	Black Sea Fleet and Baltic Fleet	134
"	"	130555	Meeting of Officers' and Soldiers' Deputies at Odessa	546
4	2997	130560	Congress of Moscow and District Workmen's and Soldiers' Councils	1
"	"	141009	Army	84
"	"	144095	Message for Director of Military Intelligence from Military Attache	138
"	"	148642	Suspension of Russian Military Operations; Military Commandent in Petrograd	194
"	"	153098	Gen. Barber's interview with Gen. Alexieff	218
"	"	154559	Message for DMI from Mil. Attache: Army	223

For a file of this nature, it would also be advisable to investigate the subject headings for "Internal Situation," "Situation in Russia" and "Russia Situation."

Use of the Registers

The Subject Guide section of the Scholarly Resources Guide is arranged for efficient retrieval of the documents in the files established by the Foreign Office on a subject or topic basis. The Registers of General Correspondence (known as the General Registers) also constitute a valuable research aid, but are too cumbersome to use for finding papers on the same topic. They are very useful, however, for finding papers of the same date or time period, as they are recorded by date. Thus, all of the papers of 15 October 1916 are listed together in the order that they were received or despatched. The registers are also useful for finding papers by the same author or mission. Thus, if a researcher is interested in the papers sent to England from Sir George Buchanan, British Ambassador to St. Petersburg (later Petrograd), the researcher would turn to the

incoming pages of the register for the time period in which he is interested and check the NAME column for entries identified "Sir G. Buchanan." He might also investigate despatch entries identified "St. Petersburg" or "Petrograd" in the incoming part of the register. Once the researcher has found a paper in which he is interested, in the register, he should record the "kept with" number. As this is the equivalent of the file number, the researcher should proceed to the File Index and locate the position of the file in the reels for the year in question. Now having identified in which volume(s) and reel(s) the file is located, the researcher proceeds to the Subject Guide to find the position of the document in the file. This is accomplished by scanning down the reference registry numbers in the DOCUMENT column until he finds two which fall on either side of his desired document. Now that the document has been placed in the proper subject group, the researcher checks the page number of the first document in the group, under the PAGE heading. He knows that the desired document follows this page and precedes the next page number entry. Going to the proper volume, found in the heading of that section of the Guide, the researcher rolls through the reel to the proper volume. Proceeding to the page number found earlier, the researcher is within a few pages of his goal.

If a researcher finds a reference to a document in the Russia Correspondence from an outside source, he should follow the same procedure as the above search using the registers, if he has a file or "kept with" number. If he does have the file number, he should go to the Subject Guide just as if he were starting fresh.

Peter D. Gordon
Research Editor

RUSSIA: CORRESPONDENCE F.O. 371

YEAR: 1931 REEL: 1 VOLUME: 15587			
DOCUMENT	FILE	SUBJECT	PAGE
1	1	Soviet labour legislation; Social insurance for workers on peasant farms; Soviet prison labour; Importation of Soviet timber-----	1
122	"	Statistics of wages and monthly budgets of certain industrial and agricultural workers in Soviet Union; Soviet labour legislation-----	87
189	"	Forced labour in Soviet Union; Soviet Timber Industry; Soviet labour legislation-----	142
214	"	Soviet press reaction against accusations of employment of slave-labour in Soviet Union; Forced Soviet labour-----	213
272	"	Soviet labour conditions; Soviet timber exports-----	223

YEAR: 1931 REEL: 1 VOLUME: 15588			
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