

- (b) The four highest officials of each Financial Institution are responsible for seeing that Fragebogen are executed by the individuals concerned and delivered to the Military Government Finance Officer within one week after receipt of these instructions. Any omissions or discrepancies must be noted in writing and attached to the respective Fragebogen. The aforesaid officials must procure from the Military Government sufficient Fragebogen for execution by all personnel herein specified. If sufficient quantities are not available, the required number should be produced, in exactly the same format and content by the institution or agency involved.
- (c) Fragebogen must be executed by all public officials administering revenues or expenditures and by those in all other government agencies performing financial functions, national and local, as well as by those officials in or under the Ministry of Finance and that part of the Ministry of Economics exercising control or supervision over Financial Institutions, who at any time since 1 April 1933, held any position above that of clerk or other non-policy making functionary.
- (d) If Fragebogen are filled out in German, they should be accompanied by an English translation.

#### **IV. Personnel List**

- (a) Within one week of receipt of these instructions each Financial Institution and government agency will prepare and turn over to the nearest Military Government Finance Officer a list of all employees employed at any time since 1 January 1945, or holding any legal claims to status or rights or benefits as an employee including all persons removed or suspended since US. occupation. This list shall be separated into the following five categories:
  - (1) Directors (Aufsichtsrat) and or any person acting in an advisory capacity (Beirat).
  - (2) Board of Management (Vorstand, whose members are often called "Director").
  - (3) Other officials of the position of department head or higher.

*b*