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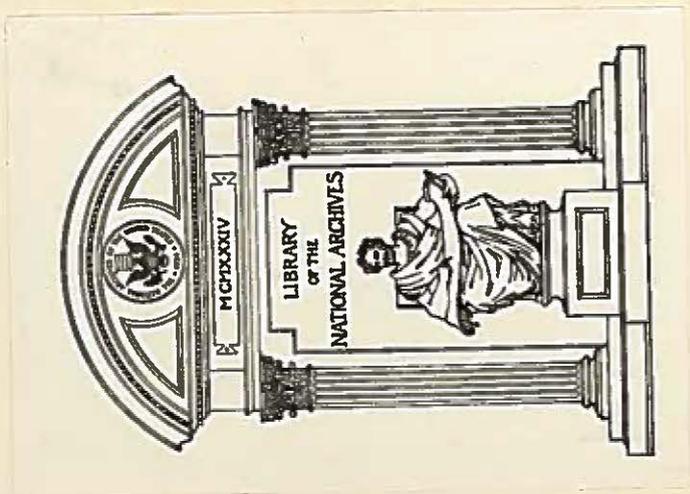
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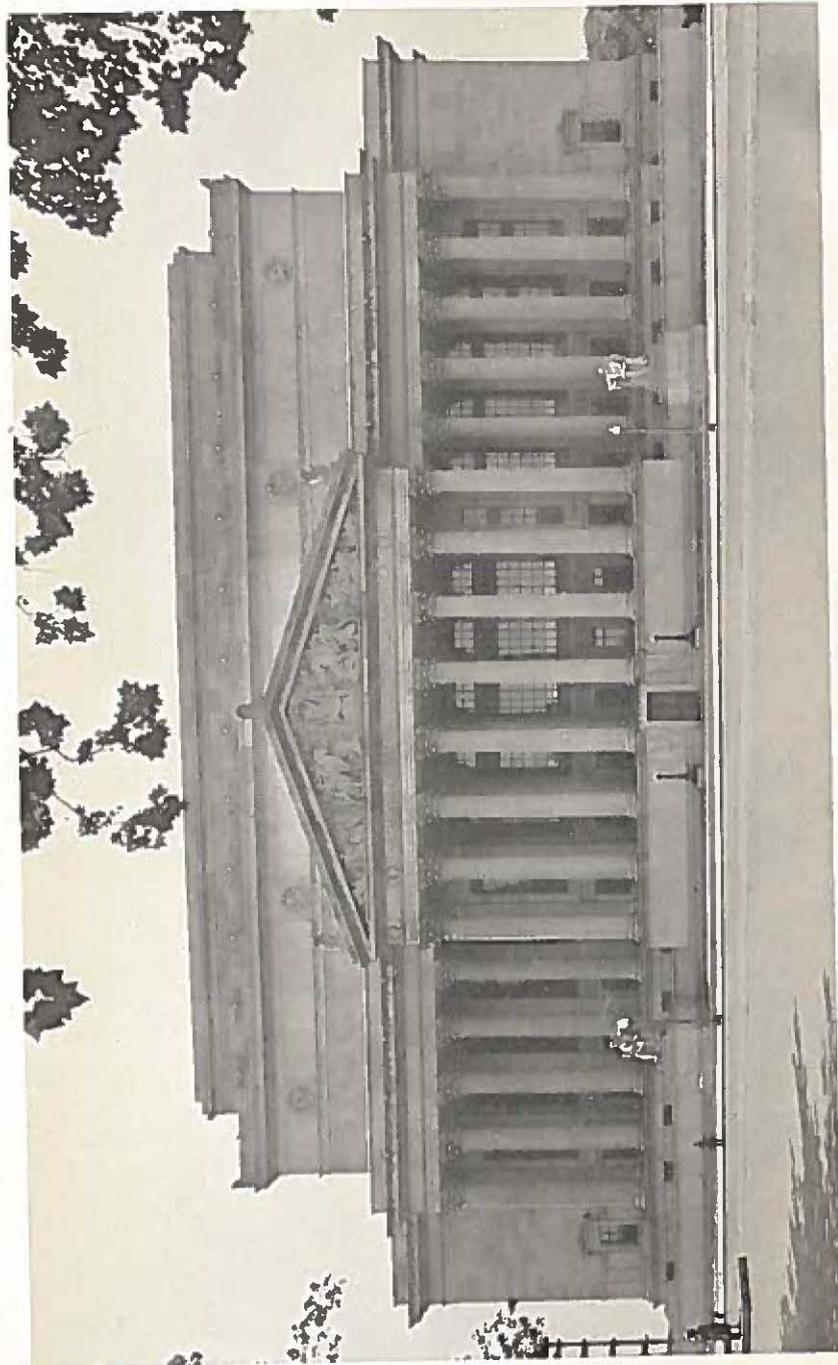
OF THE

ARCHIVIST

OF THE UNITED STATES

1936-1937





THE NATIONAL ARCHIVES BUILDING FROM PENNSYLVANIA AVENUE

THE NATIONAL ARCHIVES  
•  
THIRD ANNUAL REPORT  
OF THE  
ARCHIVIST  
OF THE UNITED STATES

•  
*For the Fiscal Year Ending June 30*

1937



UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1938

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## OFFICERS AND STAFF

(As of November 1, 1937)

### GENERAL ADMINISTRATION

R. D. W. CONNOR—Archivist of the United States.  
 DORSEY W. HYDE, Jr.—Director of Archival Service.  
 COLLAS G. HARRIS—Executive Officer.  
 THAD PAGE—Administrative Secretary.  
 SOLON J. BUCK—Director of Publications.  
 MARCUS W. PRICE—Assistant Director of Archival Service.  
 JAMES D. PRESTON—Assistant Administrative Secretary.  
 MARJORY B. TERRELL—Secretary to the Archivist.

### PROFESSIONAL DIVISIONS

*Accessions*—Thomas M. Owen, Jr., Chief.  
*Repair and Preservation*—Arthur E. Kimberly, Chief.  
*State Department Archives*—Fred W. Shipman, Chief.  
*Treasury Department Archives*—W. R. Willoughby, Chief.  
*Justice Department Archives*—Frank D. McAlister, Chief.  
*Commerce Department Archives*—Arthur H. Leavitt, Chief.  
*Maps and Charts*—W. L. G. Joerg, Chief.  
*Motion Pictures and Sound Recordings*—John G. Bradley, Chief.  
*Classification*—Roscoe R. Hill, Chief.  
*Cataloging*—John R. Russell, Chief.  
*Reference*—Nelson Vance Russell, Chief.  
*Research*—Percy S. Flippin, Chief.  
*Library*—Phillip M. Hamer, Chief.  
*Federal Register*—Bernard R. Kennedy, Director.

### ADMINISTRATIVE DIVISIONS

*Purchase and Supply*—Frank P. Wilson, Chief.  
*Personnel and Pay Roll*—Allen F. Jones, Chief.  
*Finance and Accounts*—Allen F. Jones, Chief.  
*Photographic Reproduction and Research*—Vernon D. Tate, Chief.  
*Central Files*—Virginia M. Wolfe, Chief.  
*Printing and Binding*—Harry M. Forker, Chief.

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STATE DEPARTMENT  
WASHINGTON, D. C.  
NOVEMBER 15, 1937

TO THE CONGRESS OF THE UNITED STATES

FROM THE ARCHIVIST OF THE NATIONAL ARCHIVES

REPORT OF THE ARCHIVIST OF THE NATIONAL ARCHIVES  
FOR THE FISCAL YEAR ENDING JUNE 30, 1937

LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,  
Washington, D. C., November 15, 1937.

*To the Congress of the United States:*

In compliance with the provision of section 9 of the National Archives Act, approved June 19, 1934 (48 Stat. 1122-1124), I have the honor to submit the third annual report of the Archivist of the United States, covering the fiscal year ending June 30, 1937.

Respectfully,

R. D. W. CONNOR, *Archivist.*

### THIRD ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

The National Archives Act requires the Archivist of the United States to make to Congress, at the beginning of each regular session, a report for the preceding fiscal year as to the work of The National Archives, including "a detailed statement of all accessions and of all receipts and expenditures on account of the said establishment."

In compliance with this provision of the law, this report is submitted for the fiscal year ending June 30, 1937. It shows a marked expansion of the work of The National Archives over the preceding fiscal year. Several factors contributed to this result. The year covered was the first full fiscal year during which the staff of The National Archives has occupied offices and had the use of some of the stack areas in the National Archives Building. The construction of the building was completed, considerable progress was made in the installation of stack equipment, and the organization of offices and divisions, as originally planned, was completed, except for such additional Divisions of Department Archives as will be set up only as future accessions make them necessary. Moreover, as the purposes and operations of The National Archives became better understood, other agencies of the Government, as well as private investigators, made more extended use of its facilities and services.

#### THE NATIONAL ARCHIVES BUILDING

*The building.*—The year was marked by the completion of the construction, but not of the equipment, of the National Archives Building. It may be well, therefore, at this point, to note the major steps that led up to this consummation. In 1800, 1801, 1833, and at other times, fires in public buildings in Washington destroyed valuable records of the United States Government. Following a destructive fire in the building occupied by the Department of the Interior, September 24, 1877, President Hayes, in a special message to Congress, December 10, 1877, called attention to the "pecuniary value" and "historical importance" of the archives of the Government and recommended the erection of a fireproof building "for securing these valuable archives" from destruction or damage by fire. A half-century of discussion of the problem, both within and without the halls of Congress, followed before the Sixty-ninth Con-

gress, in 1926, authorized an expenditure of \$6,900,000, afterwards increased to \$8,750,000, for the erection of a National Archives Building. The architect's plans provided for the construction of the building in two sections. The first or outer section, designated by the architect as the "original building" to distinguish it from the second or inner section, is rectangular in form, its four sides facing on Constitution Avenue, Ninth Street, Pennsylvania Avenue, and Seventh Street. It is built around the second section, which is a semicircular inner court, designated by the architect as the "extension." On October 15, 1935, the Archivist was notified that the "original building" was ready for "occupation and operation." He accordingly occupied it on November 8. In the meantime, September 27, 1934, the Administrator of the Public Works Administration had allotted to the Public Works Branch of the Treasury Department the sum of \$3,610,000 for the completion of the "extension." The contract was let on December 11, 1935, the work was completed on February 19, 1937, and the structure was accepted by the Government on June 22—60 years after the movement for a hall of records was launched by President Hayes.

*Equipment.*—Although offices in the building were occupied by the staff of The National Archives on November 8, 1935, it was not until May 16, 1936, that any stack area was ready for use. On that date the equipment of 4 stack areas, containing 192,288 cubic feet of document area, was completed. Just before the close of the fiscal year 1935-36, a contract was let for the equipment of additional stack areas containing 560,459 cubic feet of document area, of which 488,190 cubic feet were to be ready for use during the fiscal year 1936-37. This expectation, however, was not realized, and by June 30, 1937, areas containing only 80,144 cubic feet of document area had been equipped under this contract. Thus at the close of the fiscal year covered by this report, equipped stack areas containing 272,432 cubic feet of document area were available for use.

In the meantime, contracts had been let for the partial equipment of the remaining stack areas in the original building, containing 160,916 cubic feet of document area, and for the partial equipment of all stack areas in the extension, containing 1,120,049 cubic feet of document area. When the building is fully equipped, there will be available a total of 2,033,712 cubic feet of document area.

The installation of certain other equipment should be noted also. A manual fire-alarm system and watchman stations were put into operation throughout the original building. All areas in which records are filed were equipped also with the aero system as a further protection against fire and with an automatic burglar-alarm system, but neither was put into operation during the fiscal year. The installation of card catalog trays in the central search room and of



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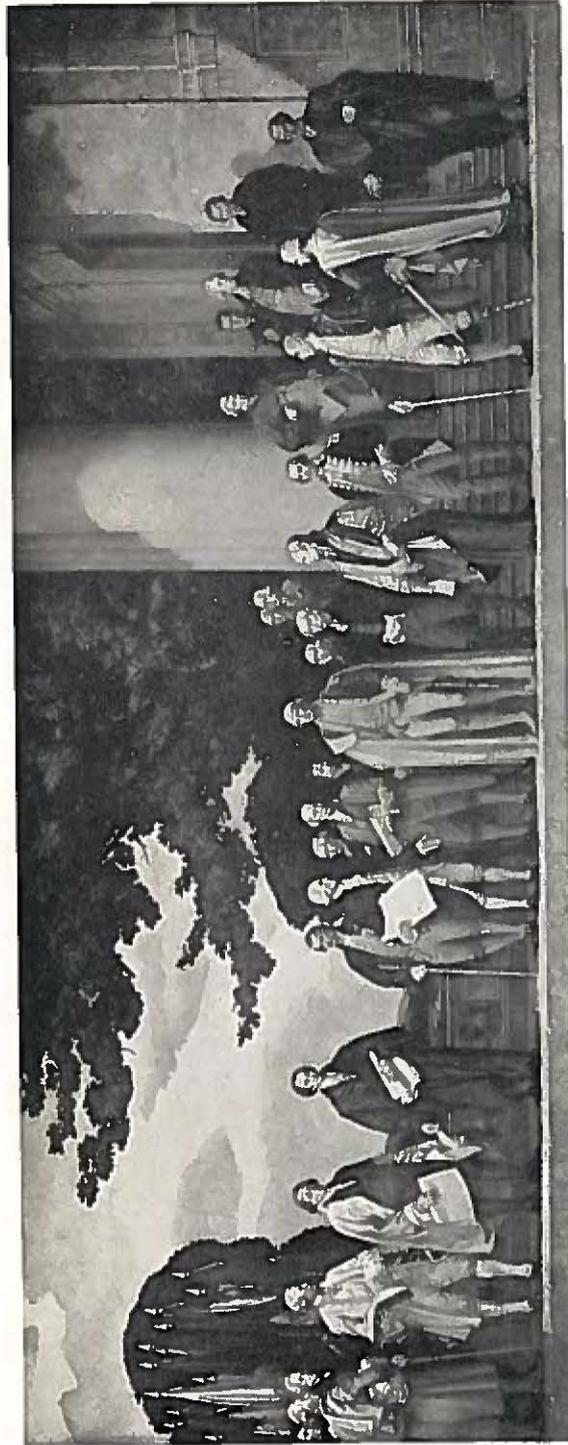
"THE DECLARATION OF INDEPENDENCE"—MURAL BY BARRY FAULKNER

Key to Personages

1. Robert Morris . . . . . Pennsylvania
2. Samuel Chase . . . . . Maryland
3. Charles Carroll of Carrollton . . . . . Maryland
4. Stephen Hopkins . . . . . Rhode Island
5. Samuel Adams . . . . . Massachusetts
6. Thomas McKean . . . . . Delaware
7. John Dickinson . . . . . Pennsylvania
8. Abraham Clark . . . . . New Jersey
9. William Ellery . . . . . Rhode Island

10. John Witherspoon . . . . . New Jersey
11. John Hancock . . . . . Massachusetts
12. Benjamin Harrison . . . . . Virginia
13. Samuel Huntington . . . . . Connecticut
14. Thomas Jefferson . . . . . Virginia
15. Roger Sherman . . . . . Connecticut
16. John Adams . . . . . Massachusetts
17. Robert R. Livingston . . . . . New York
18. Benjamin Franklin . . . . . Pennsylvania
19. Richard Henry Lee . . . . . Virginia

20. Thomas Nelson, Jr. . . . . Virginia
21. Joseph Hewes . . . . . North Carolina
22. Edward Rutledge . . . . . South Carolina
23. Lyman Hall . . . . . Georgia
24. Josiah Bartlett . . . . . New Hampshire
25. Thomas Stone . . . . . Maryland
26. Francis Hopkinson . . . . . New Jersey
27. George Wythe . . . . . Virginia
28. William Floyd . . . . . New York



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

“THE CONSTITUTION OF THE UNITED STATES”—MURAL BY BARRY FAULKNER

Key to Personages

- 1. Edmund Randolph . . . . . Virginia
- 2. Nathaniel Gorham . . . . . Massachusetts
- 3. John Dickinson . . . . . Delaware
- 4. John Rutledge . . . . . South Carolina
- 5. James Wilson . . . . . Pennsylvania
- 6. Oliver Ellsworth . . . . . Connecticut
- 7. Charles Pinckney . . . . . South Carolina
- 8. James Madison . . . . . Virginia

- 9. Elbridge Gerry . . . . . Massachusetts
- 10. William Samuel Johnson . . . . . Connecticut
- 11. George Mason . . . . . Virginia
- 12. George Washington . . . . . Virginia
- 13. Benjamin Franklin . . . . . Pennsylvania
- 14. Rufus King . . . . . Massachusetts
- 15. William Paterson . . . . . New Jersey
- 16. Charles Cotesworth Pinckney . . . . . South Carolina
- 17. Gouverneur Morris . . . . . Pennsylvania

- 18. Alexander Hamilton . . . . . New York
- 19. George Read . . . . . Delaware
- 20. William R. Davie . . . . . North Carolina
- 21. John Langdon . . . . . New Hampshire
- 22. Luther Martin . . . . . Maryland
- 23. Roger Sherman . . . . . Connecticut
- 24. Gunning Bedford, Jr. . . . . Delaware
- 25. Abraham Baldwin . . . . . Georgia

opera chairs in the auditorium completed the equipment of those two areas, and both were put into use.

**Murals.**—In 1934 Barry Faulkner was commissioned to paint two murals for the Exhibition Hall. Installation was begun on October 1, 1936; and the murals, having been approved by the Commission of Fine Arts, were formally accepted on December 8, 1936. The subjects are “The Declaration of Independence” and “The Constitution of the United States.” The “Declaration”, which is on the left, or northwest wall, represents Thomas Jefferson and the other members of his committee to draft a declaration—Benjamin Franklin, John Adams, Roger Sherman, and Robert R. Livingston—reporting the Declaration of Independence to John Hancock, President of the Continental Congress. The “Constitution”, which is on the right, or northeast wall, portrays James Madison submitting the final draft of the Constitution to Washington, President of the Convention. Twenty-eight figures appear in the “Declaration” and twenty-five in the “Constitution.” The portraiture is faithfully based on authentic pictures or busts.

ORGANIZATION AND PERSONNEL

During the year the following divisions were organized and began operations:

**Maps and Charts.**—W. L. G. Joerg, Chief; qualified March 31, 1937.

**Justice Department Archives.**—Frank D. McAlister, Chief; qualified May 16, 1937.

**Printing and Binding.**—Harry M. Forker, Chief; qualified October 16, 1936.

In accordance with the original plan of organization as described in the *First Annual Report* of the Archivist (p. 17-18), the designations of the Divisions hitherto called Department Archives, No. 1, and Department Archives, No. 2, were changed to Commerce Department Archives and State Department Archives, respectively.

At the beginning of the fiscal year 1937, 175 persons were employed in The National Archives. During the year, there were 87 new appointments and 13 separations; the net increase, therefore, was 74. The number employed as of June 30, 1937, was 249.

DOCUMENTARY HISTORY OF THE NATIONAL ARCHIVES

The first attempts to set up an organization and plan the work of The National Archives made it apparent that a comprehensive knowledge of the developments that led to its establishment was essential to an intelligent approach to these tasks. One of the first projects authorized by the Archivist, therefore, was the making of as com-

plete a collection as possible of the documentary material relating to the care and preservation of the official records of the United States Government. That project has now been completed. Whenever possible original issues were obtained; when this was not possible, photostats, photographs, or typed copies were made.

The earliest document in the collection records the action of the First Continental Congress, 1774, in choosing a secretary to keep a journal of its proceedings and to be custodian of its official papers; the latest is the act of the Seventy-third Congress, 1934, establishing The National Archives of the United States. Between these two documents, separated by an interval of 160 years, are statutes relating to the custody, preservation, and disposition of official records; messages of Presidents and reports of Cabinet officers and other Government officials urging Congress to authorize the erection of a fireproof building for the protection of Government archives; reports on fires in Government buildings, which record the destruction of many valuable records; copies of all bills for the erection of an archives building which were introduced in Congress, together with committee hearings, reports, and debates on them; plans for such a building submitted by architects from time to time; and newspaper and magazine articles, public addresses, and petitions and memorials from learned and patriotic societies urging action by Congress. These documents have been mounted, filed in 20 large looseleaf binders, and indexed.

#### WHAT ARE ARCHIVES?

The National Archives Act authorizes the Archivist of the United States to inspect the archives or records of any agency of the United States Government whatsoever and wheresoever located and to requisition for transfer to The National Archives such archives or records as the National Archives Council shall approve for transfer.

In considering the problems involved in these functions it is well to keep in mind certain pertinent facts. In the first place, What are archives? It appears to be difficult to formulate a definition of the term that will be universally acceptable. An eminent British archivist, after defining a document "as covering for our purpose manuscript, typescript, and printed matter, with any other material evidence which forms part of it or is annexed to it", offers the following definition:

*A document which may be said to belong to the class of Archives is one which was drawn up or used in the course of an administrative or executive transaction (whether public or private) of which itself formed a part; and subsequently preserved in their own custody for their own information by the person or persons responsible for that transaction and their legitimate successors.<sup>1</sup>*

<sup>1</sup> Hilary Jenkinson, *A Manual of Archive Administration* (rev. ed., London, 1937), 11.

The following definition, drafted by a distinguished American historian who has had a long and varied experience with both American and European archives points out clearly the distinction between "archives" and "historical manuscripts":

Strictly speaking, archives are public documents—parchments, papers, journals, ledgers, and entry books—that have accumulated in the course of the ordinary and extraordinary business of a government and contain a record of its legal and administrative activity. They differ from historical manuscripts in that they are not a mass of papers and parchments fortuitously gathered and arranged with regard only for their topical and chronological importance. Although many documents in public libraries and private hands are in reality public records, because they were originally drawn up or written for public purposes in connection with the work of some public official, board, or department, they are not archives, because they have got separated from the departmental collection to which they belong and are no longer in official custody. Archives proper are governmental documents only, preserved in official hands and arranged in the order and according to the conditions of their origin. All archives are historical manuscripts, but not all historical manuscripts are archives.<sup>2</sup>

#### WHAT RECORDS SHOULD BE PRESERVED?

The characteristics of documents which properly class them as archival determine the scope of the functions of the archival agency of any particular government or other institution. The National Archives of the United States, for instance, is concerned with the archives of the Government of the United States. It does not accession records from any other source, nor does it collect historical manuscripts. Its accessions are made only from agencies of the Government of the United States, and, in determining what records it should accession and preserve, its primary consideration is their value to the Government. Any other consideration is secondary and incidental. To his definition of archives quoted above, Mr. Jenkinson adds a corollary which no archivist should ever forget: "Archives were not drawn up in the interest or for the information of Posterity."

This point has not always been clearly understood. It has been recently said, for instance, that The National Archives should preserve only "a few rare documents, such as the Constitution, Declaration of Independence, treaties, proclamations of outstanding interest, and so forth." This conception of the functions of an archival establishment arises from confusing archives with historical manuscripts and the purposes and functions of an archival establishment with those of a historical society or museum. Such documents as

<sup>2</sup> Charles M. Andrews, "Archives", in American Historical Association, *Annual Report*, 1913, vol. 1, p. 262. This article was written as chapter 1 of a proposed "Primer of Archival Economy" to be prepared under the auspices of the Public Archives Commission of the American Historical Association.

those mentioned should, of course, be preserved, but they will necessarily always form but a very small proportion of the archives of a government. Despite its inestimable sentimental value to the American people, the Emancipation Proclamation, for instance, has far less administrative value than thousands of records made daily by obscure clerks in the course of the regular business operations of the Government. The same thing may be said of their comparative value to the private investigator.

Although archival documents are not drawn up for the information of posterity, nevertheless posterity does have a perfectly legitimate interest in them. It is scarcely necessary to point out that for scholars and other private investigators they are invaluable sources of information. But what documents are "really valuable" to them? Are scholars concerned only with those rare records that are commonly thought of as "historical documents"? The following answer to this question was given by Mr. Morris A. Copeland, Executive Secretary of the Central Statistical Board, in a paper entitled "The Significance of Archives to the Economist and Sociologist", which he read at the annual meeting of the Society of American Archivists held in Washington, June 18, 1937:

My interest in your work is that of a consumer of the services you perform, a user of your archives. My position is somewhat analogous to that of one who might appear before the American Medical Association to express the point of view of a typical patient, or before the American Bar Association to express the viewpoint of a typical client. . . .

In characterizing further the interest of economists and sociologists in the sort of materials that may be preserved in the nation's archives, it will be convenient to contrast two principles of evaluation, either of which might be applied in determining whether to preserve a given document or a given set of materials. . . . On the one hand, I suggest that there may be a disposition to preserve materials because they are unique. Such a criterion would lead to the preservation of the actual letters penned by the hand of Abraham Lincoln. On the other hand, materials may be considered valuable for preservation in the nation's archives somewhat in direct proportion as they are commonplace. . . .

The principle of commonplaceness is one which I think more largely characterizes the interest of the economist and the sociologist. They are concerned with discovering what is typical of our society . . . [and] are interested in any materials which record important facts about the condition, structure, or function of our society. . . .

. . . Thus economists are interested in the accounts, payrolls, correspondence, vouchers, office orders and memos, operating reports, etc., of business enterprises. The corresponding files of government units . . . are similarly of interest. . . . All these are of value because of the commonplace facts that they record, and because great numbers of records of such commonplace facts are conveniently assembled in groups and put upon a more or less comparable basis.<sup>2</sup>

<sup>2</sup> Society of American Archivists, *Proceedings*, 1936-37, p. 47, 48.

Historians and political scientists will doubtless accept these views as representing their interests no less than those of economists and sociologists. In determining, therefore, what records should be preserved, there is no conflict between the interests of the government and the interests of private investigators. Although a small proportion of a government's archives may have little or no sentimental or scientific value to the latter, they must be preserved as long as they have potential administrative value to the former. A vast majority of them, on the other hand, have definite value to both, although their use by private investigators is permissible only when it does not conflict with the interests of the government.

#### OPERATIONS

*Preliminary survey.*—The Government of the United States has been functioning under the Constitution for 150 years, and during that time it has necessarily accumulated an immense volume of records of inestimable value to the Government and to the American people. In them, to quote the Honorable Cordell Hull, Chairman of the National Archives Council, is revealed "the endless drama of the history of the Government of the United States in the great attempt to establish a working democracy in a vast country." Unfortunately, the Government has not always been greatly concerned with the proper care of its archives. As a consequence, valuable Government records are, and have been for years, scattered throughout the city of Washington and the rest of the country wherever storage space could be found for them. Great volumes of them are in depositories that are utterly unsuitable for the purposes for which they are used.

It was to remedy these conditions that Congress established The National Archives of the United States. At the beginning of its existence, The National Archives was faced with a difficult situation. It had to deal with the accumulated records of 150 years! At that time no adequate survey of these records had ever been made and the available information concerning the location of their depositories, their storage conditions, their state of preservation, their total volume, and the volume of them that should be transferred to The National Archives was too vague and inaccurate to serve as a basis for a program of transfer.

It was necessary to obtain more definite information as quickly as possible. Accordingly, a survey of the depositories in the District of Columbia was begun in May 1935 and was continued throughout the fiscal years 1935-36 and 1936-37. By June 30, 1937, surveys of the depositories of 8 executive departments, both Houses of Congress, the Supreme Court, and 50 independent establishments had been completed. They covered 5,659 depositories in the District of Colum-

bia, containing 2,601,020 cubic feet of paper records, 17,151,529 feet of motion-picture films, 2,345,998 still-picture negatives, and 5,343 sound recordings. More than a third of this material was found to be exposed to danger from fire; nearly half to damage from dust, grit, and filth; and smaller proportions to damage from rain, excessive sunlight, theft, mold, vermin, and other hazards. In many cases access to the records was difficult. Approximately half of them were found to have such impediments to ready use as inaccessibility, poor lighting, lack of ventilation, inadequate equipment, and disorderly arrangement. Many are so badly worn by constant use or so weakened from age or other causes that they cannot be used without danger of further damage.

These conditions have to be considered in formulating any logical schedule of transfer. Basing their conclusion chiefly on the conditions described above, the deputy examiners who conducted the surveys estimate that, of the 2,601,020 cubic feet of records which they surveyed, 1,080,548 cubic feet or 45.3 percent should be considered for transfer to The National Archives. Of this total they suggest that 8.8 percent should be transferred "immediately", 19.4 percent "as soon as possible", and 17.1 percent "at the convenience of The National Archives." These estimates are undoubtedly in excess of the volume which the various departments and other agencies would be disposed to recommend for transfer, since they must consider, in addition to other factors, the current activity of the records concerned. There are, however, numerous cases in which valuable records are in such imminent danger of irreparable damage under present conditions that in considering the question of their transfer to The National Archives even current use might very well be regarded as secondary to preservation.

*WPA Survey of Federal Archives.*—The survey of the archives of the Government outside the District of Columbia, which was begun in January 1936 by the Survey of Federal Archives, Federal Project No. 4 of the Works Progress Administration, with The National Archives as cooperating sponsor, was continued throughout the fiscal year 1936-37. During this year 582,819 series of records, comprising 2,794,670 linear feet, were surveyed. They were found in 17,814 buildings in the 48 States and the Virgin Islands. By June 30, 1937, except for the records of most of the small post offices and certain other small agencies which it was impracticable to survey, the work of surveying had been completed in most of the States. Under the direction of an administrative and editorial office in Washington, considerable progress had been made in compiling information for the final reports, summarizing the findings of the Survey, and preparing a descriptive inventory of Federal archives outside the District of Columbia. In preliminary form, subject to editorial revision

in the Washington office, approximately one-fourth of this inventory had been typed and forwarded to Washington. The report of the National Director of the Survey for the fiscal year ending June 30, 1937, is printed as appendix V of this report.

*Useless papers.*—A considerable volume of the accumulations covered by these surveys is composed of materials that may be classed as useless. They present a serious and difficult problem. It is important, on the one hand, that valuable space in Government buildings, whether owned or rented, be not unnecessarily cluttered up with vast quantities of useless papers; it is even more important, on the other hand, that every precaution be taken to prevent the destruction of valuable public records. No official or agency of the Government, therefore, can legally destroy or otherwise dispose of public records except in the manner prescribed by law. The National Archives Act prescribes the procedure that must be followed. It requires the Archivist to submit annually to Congress, with the approval of the National Archives Council, "a list or description of the papers, documents, and so forth (among the archives and records of the Government), which appear to have no permanent value or historical interest, and which, with the concurrence of the Government agency concerned, and subject to the approval of Congress, shall be destroyed or otherwise effectively disposed of." It therefore becomes the duty of the Archivist to have all papers reported for disposal by any Government agency carefully examined and appraised. They must be considered from at least three points of view: (1) Their value to the agency reporting them; (2) their value to other Government agencies; (3) their historical interest.

This work constitutes one of the major functions of The National Archives, and experience has demonstrated that it must be done with the utmost care. In some cases, agencies have reported to the Archivist for disposal records which they have subsequently withdrawn because the records were found to be of value for administrative purposes. In other cases records have been withdrawn, either by the agency which submitted them or by the Archivist, at the request of other agencies which found them useful in their work. Numerous series of records have been withheld by the Archivist (406 in 1935-36; 202 in 1936-37) because they appeared to him to have historical interest. In a few cases the attention of Congress has been called to certain papers reported for destruction which, although of no further value to the Government of the United States, appeared to have possible interest for State or local historical purposes. It was thought that in these cases Congress might very well authorize the disposal of such records by transfer, upon application, to interested local or State historical societies, colleges, or universities.

Reports received from agencies during the fiscal year 1936-37 show a considerable increase in the volume of records proposed for disposal over that of the preceding fiscal year. In 1935-36, 18 agencies reported to the Archivist 9,178 items; in 1936-37, 22 agencies reported 27,873 items. Of the items reported in 1936-37, 23,983 were in depositories outside the District of Columbia.

*Accessions.*—Accessions are made by the Archivist in accordance with regulations established by the National Archives Council. The regulations now in force were adopted on February 10, 1936, and are printed as appendix II of this report. Under these regulations, the head of the agency recommending the transfer of records in its custody must furnish the Archivist with "a descriptive list of such archives or records", which thereupon become subject to requisition by the Archivist. To his requisition the Archivist is required to attach an identification inventory of the material to be accessioned. When this identification inventory has been agreed to and signed by representatives of the agency concerned and of the Archivist, the records covered by it are delivered into the custody of the Archivist.

During the fiscal year 1936-37, 74 accessions were made. They include the records of the United States Senate through the Seventieth Congress with certain exceptions, and transfers from the State, Treasury, War, Justice, Post Office, Navy, Interior, Agriculture, and Commerce Departments, from 10 independent agencies, and from the District Court of the United States for the District of Columbia.

Transfers received at the National Archives Building are delivered at a receiving room where they are checked with the shipping receipts and retained until they can be sent to the stacks. Often records must be held in the receiving room for several weeks, during which time they must be so disposed that they may be available for such use as may be required. During the fiscal year 1936-37, 525 deliveries, comprising 33,876 linear feet of records from 97 different depositories, were handled in the receiving room.

The volume of all accessions of archival materials made during the fiscal year covered by this report and the sources from which they were drawn are shown in the following table:

*Statistical summary of accessions*

Sources	Linear feet	Cubic feet
United States Senate . . . . .	6, 512	3, 591
Department of State . . . . .	479	571
Department of the Treasury . . . . .	5, 716	3, 558
Department of War . . . . .	16	11
Department of Justice . . . . .	1, 363	884
Post Office Department . . . . .	1, 302	636
Department of the Navy . . . . .	838	770
Department of the Interior . . . . .	2, 697	1, 941
Department of Agriculture . . . . .	2, 044	1, 198
Department of Commerce . . . . .	9, 244	13, 038
Civil Service Commission . . . . .	590	366
President's Commission on Economy and Efficiency, 1910-13 . . . . .	123	123
United States Railroad Administration . . . . .	1, 910	2, 439
Committee on the Conservation and Administration of the Public Domain, 1930-31 . . . . .	8	6
Emergency Conservation Work . . . . .	45	72
Federal Deposit Insurance Corporation . . . . .	100	90
National Emergency Council . . . . .	262	213
Federal Housing Administration . . . . .	19	10
National Labor Relations Board . . . . .	123	116
Social Security Board . . . . .	5	3
District Court of the United States for the District of Columbia . . . . .	519	160
Additions to previous accessions . . . . .	222	115
<b>Total . . . . .</b>	<b>34, 137</b>	<b>29, 911</b>

At the close of the fiscal year ending June 30, 1936, as shown in the *Second Annual Report* of the Archivist (p. 13), the volume of records which had been transferred to The National Archives was 192,514 linear feet, or 58,794 cubic feet. The total volume in the custody of the Archivist as of June 30, 1937, therefore, was 226,651 linear feet, or 88,705 cubic feet.

It is realized, of course, that these statistics of volume reveal nothing as to the value of the material either to the Government or to scholars. Descriptions and appraisals will be found in a "Guide to the Material in The National Archives, June 30, 1937", which is printed as appendix VI of this report.

*Cleaning and repairing.*—The surveys already discussed have disclosed the fact that most of the record depositories used by the Government are infested with various kinds of insects, vermin, and other agents destructive to paper. It is important, of course, to prevent such conditions from developing in the National Archives Building, and this was one of the major considerations in designing the filing equipment used by The National Archives. But no equipment is of

itself sufficient to assure complete immunity. All paper records received at the building, therefore, are fumigated and cleaned before they are sent to the stacks. The equipment and methods used enable this work to be done not only effectively and safely but also on a large scale. During the fiscal year covered by this report, 35,673 units, ranging in size from a single volume to boxes weighing 1,200 pounds, were fumigated and approximately 45,000,000 loose documents and 30,479 bound volumes were thoroughly cleaned.

Experience has demonstrated that folding documents for filing, formerly practiced by all Government agencies and still by a few, subjects them to unnecessary wear and tear. The National Archives, therefore, has adopted the practice of flat filing. The magnitude of the task of unfolding and flattening all folded documents is indicated by the fact that, although by the methods adopted by The National Archives the daily output per worker has been increased from 500 to between 1,500 and 2,500 sheets, depending upon the quality and condition of the paper, there are still in the custody of The National Archives millions of documents that have yet to be so treated.

Fragile and damaged papers are reinforced or repaired by lamination under heat and pressure between sheets of cellulose acetate foil. Perhaps, as has been said, archivists trained in older methods may "shake a conservative head over the ultra-modern methods" of The National Archives; less conservative heads will recall, however, that all other methods of repair were also once "ultra-modern" and may well question whether, before they were adopted, any of them were subjected to such thorough tests as the one under suspicion. The method adopted by The National Archives was developed, thoroughly tested, and approved by the National Bureau of Standards; it requires no adhesive; and it is cheaper and far more productive than any other known method. Tests show that a document treated by this method may be cleaned with soap and water, is practically impervious to gases, and will be relatively unaffected by the normal processes of deterioration. Moreover, the question having been raised as to the effect of lamination upon the photographic reproduction of charred paper, tests were made by The National Archives involving determinations on the penetration of laminated material by infrared rays. These tests proved conclusively that lamination not only does not interfere with the process but actually increases the legibility of the final product.

It should be emphasized, however, that unless the various operations involved in the rehabilitation of documents by modern methods are properly performed they may be injurious to the papers treated. They should, of course, be performed only under the supervision of someone equipped with the requisite technical knowledge of the composition of paper, inks, gases, and repair materials and of the effect

of the application of moisture, heat, and pressure upon different kinds of paper and ink.

*Final arrangement in stack sections.*—After they have been fumigated and cleaned, the records are sent to the appropriate stack sections. A standard stack section in the National Archives Building has a storage capacity of 38,875 cubic feet of records. The building is so designed that the operation of each stack section requires a separate and distinct personnel. In arranging records in their place of final deposit the governing principle is that of *respect des fonds*, or the principle of provenance. The following statement is a clear exposition of this principle:

In a majority of cases an official document is but one of a series intimately bound up with the work of some particular office or department. This connection should be preserved with the utmost care, wherever it exists in sufficiently tangible form. Generally the place of the document in the routine of the office must be known in order that its true character may be understood. The importance of the connection will inevitably vary with individual documents. In some cases it is a comparatively negligible matter, and the value of the document for historical purposes depends only in slight degree upon its official origin; in others, however, and these by far the greater number, a document can only be rightly interpreted when a thorough comprehension has been acquired of the circumstances under which it was drawn up and of the part which it has played in the official routine. To remove it from its place in the original series, and so to destroy its external associations, is as serious an offense in the arrangement of archives as is the disregard of the surroundings of a fragment or relic in osteology or archaeology. Furthermore, the scattering of the records of a governmental office or department renders it difficult, if not impossible, to reconstruct that department's history, and to determine its relations to other departments in the same government. The official records of a country are the material out of which the constitutional history of a country must be written; and to disintegrate the one is to impair the power of the historian to reconstruct the other.<sup>4</sup>

*Supervision and administration.*—At the close of the fiscal year 1936-37, three stack sections were in operation. These were assigned to the Divisions of State Department Archives, Justice Department Archives, and Commerce Department Archives. Each of these Divisions, however, has temporarily in its custody other records than those of its particular Department, but such records will be transferred for final custody to appropriate divisions as they are set up.

Each division has the custodial responsibility for the records in its stack section. It transfers them from their original containers and arranges them in the equipment of The National Archives, maintaining, as far as possible, their former arrangement in the office of origin. It inspects them frequently and reports those that need to be cleaned, repaired, or reinforced. It operates the protective systems against fire and theft. It keeps accurate records of all material

<sup>4</sup> Charles M. Andrews, "Archives", in American Historical Association, *Annual Report*, 1913, vol. 1, p. 263.

withdrawn from and returned to its custody. As soon as possible after it receives a collection, it prepares and furnishes to the Office of Publications and to the Divisions of Classification, Cataloging, and Reference a preliminary report summarizing the contents of the collection to serve as a temporary finding medium. It services the records in its custody upon requisition of the Division of Reference and must be prepared to furnish information concerning them that may be required by investigators. The efficient performance of these duties requires that stack assistants not only have a detailed knowledge of the records, but also be familiar with the organization and functions of the agencies that produced them.

*Maps and charts.*—Among the archives of the Government are thousands of maps and geographical charts that fall within the classes of material subject to transfer to The National Archives. Maps and charts present problems differing in many respects from those presented by other types of records. Their varying size makes necessary different filing equipment and different methods of repair and reinforcement. Scientific knowledge is required for a correct understanding and use of them. The services of a technically trained staff, therefore, are necessary not only to administer the collection, but also to give aid and counsel to searchers. For these reasons maps and charts are placed under the supervision of a distinct division and are filed in a stack section equipped especially for them. The problem of coordinating related maps and records is solved by means of cataloging, and a procedure for servicing this material has been developed. The data relating to maps and charts contained in the reports of the surveys already discussed have been analyzed and coordinated, and valuable contacts have been made with the numerous map-making agencies of the Government.

Owing to delays in the installation of the necessary equipment, the volume of maps, charts, and atlases accessioned and segregated by June 30, 1937, was small, but among them are many that are of great scientific and historical importance. The number of items of different sorts in the map collection, and the sources from which they were received are indicated in the following table:

Sources	Ms. maps	Printed maps	Duplicates	Atlases
United States Senate . . . . .	153	578	1, 019	49
Department of Agriculture (Bureau of Public Roads) . . . . .		80	368	1
Department of Commerce (Coast and Geodetic Survey) . . . . .		14	19	. . .
United States Food Administration . . . . .		102	97	2
Committee on the Conservation and Administration of the Public Domain . . . . .	26	5	3	. . .
Total . . . . .	179	779	1, 506	52

*Motion pictures and sound recordings.*—Motion pictures and sound recordings also present peculiar problems of their own. So far as The National Archives is concerned, one of these problems arises from the fact that certain classes of motion pictures and sound recordings may be accessioned from private sources as well as from agencies of the Government. More important is the fact that such records, whether public or private, differ in many respects, which it is not necessary to enumerate, from other kinds of records and, therefore, require different methods and equipment for storage, preservation, and use.

These problems have been given careful consideration. Perhaps the most pressing of them was the problem of fire control, a solution of which was necessary for the protection both of the films and of other records in the National Archives Building. It is believed that the solution has been found in an insulated film-storage cabinet designed by members of the staff and thoroughly tested and approved by the National Bureau of Standards. Cabinets of this type, manufactured especially for The National Archives, were being installed in its film vaults at the close of the fiscal year.

The problem of fire control concerns the preservation of the material on which a record is made; another of equal importance concerns the preservation of the record itself when the material on which it is made begins to disintegrate. Reports on the physical condition of millions of feet of motion-picture film among the archives of the Government show that a considerable proportion is already badly deteriorated. The only way, of course, in which records on impermanent film and sound disks can be preserved is by duplication on more permanent materials, but it was not clear that the National Archives Act authorized the Archivist to purchase the equipment and materials necessary for this work. At its last session, therefore, Congress specifically gave the Archivist the necessary authority.

It was not thought wise to make any considerable accessions of motion pictures or of sound recordings until the problems of safe storage and of preservation were solved. Nevertheless some accessions, which otherwise might have been lost, have been made. It is the policy of The National Archives, before accessioning such records from either Government or private sources, to have their physical condition carefully inspected by its technical staff. In the case of gifts from private sources, it is necessary also to determine whether they come within the class of such records that the Archivist is authorized by law to accept. An advisory committee composed of members of the staff of The National Archives studies all such proffered gifts and reports its recommendations to the Archivist. Of the 529,880 feet of motion pictures received for inspection during the past year, 34.8 percent was accepted, 8.5 percent was declined and returned or

otherwise disposed of, and 56.7 percent was retained for further inspection and study. The number of requests for services on its accessions of motion pictures and sound recordings which The National Archives was called upon to render during the year is evidence of the keen public interest taken in this phase of its work.

The quantities of motion-picture films, including some with sound track, and of disk sound recordings accessioned by June 30, 1937, and the sources from which they were received, are shown in the following tables:

*Motion-picture films*

Sources	Feet
Department of State . . . . .	11, 570
Department of the Treasury . . . . .	285
Department of Agriculture . . . . .	127, 869
United States Food Administration . . . . .	1, 200
Federal Housing Administration . . . . .	33, 944
Social Security Board . . . . .	7, 602
Private gifts . . . . .	2, 193
<b>Total . . . . .</b>	<b>184, 663</b>

*Sound recordings*

Sources	Items
Federal Housing Administration . . . . .	15
Private gifts . . . . .	2
<b>Total . . . . .</b>	<b>17</b>

The motion pictures and sound recordings listed as private gifts were accepted under the provisions of section 7 of the National Archives Act. They are news reels of the inauguration of President Franklin D. Roosevelt, January 20, 1937, presented by Pathe News, Inc., Hearst Metrotone News, and Fox Movietone News through the Inaugural Committee, Representative Robert L. Doughton, Vice Chairman, or through local representatives; a sound recording of an interview with Mrs. Sara Delano Roosevelt, January 30, 1937, presented by the Radio and Film Methods Corporation of New York City; and sound recordings of the speeches of President Franklin D. Roosevelt and President Agustin P. Justo, at the Pan American Peace Conference at Buenos Aires, December 1, 1936, presented by Mr. Jesse Adler, of New York City. Sound recordings, received but not formally accessioned before the end of the fiscal year covered by this report,

were a speech of Representative Sol Bloom entitled "The Heart and Soul of the Constitution"; a "talking book" recorded by Representative Kent E. Keller from his book, *Prosperity Through Employment*, and presented by him; and 22 recordings covering the National Defense Test Day ceremonies in 1924, presented by the American Telephone & Telegraph Co.

*Photographic processes and still pictures.*—Within recent years photography has become an increasingly important aid in archival administration. The chief activities of The National Archives in this phase of its operations, during the fiscal year 1936-37, were concerned with making photographs that are essential to its work and with research into the problem of the applications of photography and its related processes to documentation. The work included the making of photographs, microfilms, and photostats and the restoration of faded or damaged documents through photographic processes.

Many of the photographs made show details of the National Archives Building and its equipment, present and former depositories of Federal archives, the condition of the records stored in them, and the methods adopted by The National Archives for transporting, handling, treating, and filing records transferred to its custody. Photographs were also taken of tests made at the National Bureau of Standards of equipment designed for The National Archives. This collection is valuable not only for the study of problems of archival administration but also for historical purposes.

Two important projects in microfilming were begun or completed during the fiscal year. Approximately 17,000 "refer from" cards at the Library of Congress were thus reproduced for the use of catalogers in The National Archives. A much more extensive project was the reproduction of an index, comprising some 2,600,000 cards, to pension files of the Veterans' Administration, part of which are in the custody of The National Archives. The index was retained by the Administration for use in connection with the portion of this vast collection that was not transferred, and a copy of it was required by The National Archives to enable it to render service on the files in its custody.

The demand for more than 15,000 photostats of documents in the custody of The National Archives marked a considerable increase in this work over the previous fiscal year. Although many of these reproductions were made for private purposes, the great majority were for official use by other Government agencies.

The most important research problems undertaken during the year dealt with the applications of photography to documentation. Progress was made especially in the problems of reproducing colored originals in monochrome and in making legible by photographic processes writing on faded and charred documents. Most of this

work was integrated and correlated with similar work in other parts of the United States and in foreign countries.

Plans were developed during the year for special equipment for the storage of still-picture negatives on film, glass, or paper and of transparencies, but the equipment was not installed. The only material of this sort in the custody of The National Archives at the end of the fiscal year consisted of 66 rolls of aerial mapping film and 204 films of composite aerial maps from the War Department and 221 rolls of aerial mapping film from the Navy Department. This material was stored temporarily in the equipment designed for motion-picture film.

*Classification.*—A logical and comprehensive scheme of classification and a dependable catalog are, of course, essential to the efficient administration and utilization of archival materials. An effective scheme of classification should provide for an organization of the papers that will show clearly their interrelationships and the fundamental development of the agency which produced or used them; and it should also include a numbering system that will identify each series of records. Such a scheme will be the basis for the proper arrangement and final location of the records in the stacks and will serve to make them readily available for use.

The classification of archival material on the scale that will be required in The National Archives is still in an experimental stage. Much time and attention were given during the fiscal year, therefore, to general problems of classification and to studies of the organization, history, and functions of the agencies of the United States Government. The classification scheme for each of the forty-odd divisions of the Washington office of the United States Food Administration, which involved the study and arrangement of 2,850 different series, was completed. Preliminary work was done on the classification of the papers of the Grain Corporation, a subsidiary of the Food Administration; and the classification scheme was formulated for the Food Administration papers from 28 States and 1 city, involving the study of some 3,000 series. Considerable preliminary work was done on the ships' logbooks transferred from the Navy Department, and a provisional scheme of classification was developed for the papers of the Veterans' Administration.

*Cataloging.*—Because of the volume of records involved, detailed cataloging of the collections of The National Archives will be impossible for many years. The policy has been adopted, therefore, of cataloging all material by accessions as it is received at The National Archives. Later this unit will be broken down into smaller units. The first break-down will be by divisions, and this in turn may be still further broken down by series. It is not likely that much of the material will be cataloged by individual documents, although

the scheme of cataloging adopted provides for that possibility. Entries are made on cards under names of both agencies and subjects, and the cards are filed together in what is called the dictionary catalog arrangement. This arrangement enables the searcher to determine what records to consult, whether he is interested in the activities of an agency or in the study of a particular subject. The unit card system, familiar to users of catalogs in American libraries, has been adopted, but the information given on the cards differs in amount and kind from that given on library cards because of the differences between archives and books. Special rules for cataloging motion pictures and sound recordings were necessary because, as pointed out elsewhere, they differ in so many respects from other types of records.

During the fiscal year, 82 accessions, comprising about 220,000 linear feet of records, were cataloged. The records of the Washington office of the Food Administration were cataloged by divisions, but an attempt to catalog the material by series, undertaken as an experiment, was abandoned as impracticable at this time because of the size of the collection. Of the 82 collections cataloged by accessions, 14 were accessions of films or sound recordings.

*The library.*—The library of The National Archives is designed to be a service agency for members of the staff of the organization and for users of the records in its custody. It consists chiefly of publications of the United States Government; general reference books; technical publications bearing especially on the work of The National Archives and its several subdivisions; books, pamphlets, and reports on archival administration in the United States and other countries; reference books on the social sciences, with special emphasis on American history and biography; textual publications of original sources for American history; and current periodicals that fall within any of these classes. During the fiscal year additions of 69,913 items of all kinds, including duplicates which will be discarded, were received by the library. A very large proportion of the accessions were received by transfers from other Government agencies, by gifts, and by exchange.

Most books other than publications of the Government are placed on the open shelves in the east and west search rooms, so that they may be freely consulted by searchers. General reference books, as a rule, are used only in the search rooms; other books may be taken out by members of the staff of The National Archives. Attendants are present to aid searchers in locating books or in obtaining information. No record is kept of books used in the search rooms, but, during the fiscal year 1936-37, members of the staff borrowed 8,559 books and periodicals for use in their offices.

*Use of material.*—The several operations heretofore described—accessioning, cleaning and repairing, classifying, arranging, filing, cataloging, and library service—are all designed to facilitate the use of the records. This is the ultimate test of the necessity for and the efficiency of these operations. Perhaps it may seem unnecessary to stress this point. It appears, however, not to be generally understood. Even Government officials often inquire whether records transferred to The National Archives are thereafter available for use. The same question is more often asked by private individuals. It seems advisable, therefore, to make it clear that, subject to such restrictions as may be imposed by law or by administrative regulations adopted under the authority of law, the collections of The National Archives are available for any proper use not only by officials of the Government but also by private investigators.

The National Archives Act authorizes the Archivist to make regulations for the use and withdrawal of material deposited in the National Archives Building. The regulations now in force are printed in appendix III of this report. They are designed to protect, preserve, and further the use of the records and are, of course, subject to such revision as experience may show to be necessary to accomplish these purposes. Requests for services involving the use of records, whether made in person, by mail, or by telephone, are complied with whenever possible, but when such requests from private investigators involve searches too extensive to be undertaken by members of the staff, the applicant is referred to competent private professional searchers. Persons who desire to conduct their own searches, upon compliance with the rules and regulations, are admitted to the search rooms where the facilities of The National Archives are placed at their service.

During the fiscal year covered by this report, cards of admission to the search rooms were issued to 118 persons. By telephone, 1,077 inquiries for information which required use of records were received and answered, and 2,343 letters were written in reply to similar inquiries received by mail. A majority of the services rendered were to Government officials. The number of private searchers who have used the collections is small. This may, perhaps, be due to the lack of published guides and descriptive lists. When these have been supplied, it may be confidently expected that The National Archives will become one of the great centers for research in American history and government.

#### THE FEDERAL REGISTER

Letters received from Government officials and subscribers, together with the growing subscription list, are evidence that the publication of the *Federal Register* has been received with general ap-

proval. Many subscribers have made constructive criticisms and have offered suggestions for improvement which have been helpful to the administrative committee and to the staff of the Federal Register.

The Seventy-fifth Congress passed "An Act to amend the Federal Register Act", approved June 19, 1937. It provides that instead of the "compilation" of documents required by section 11 of the Federal Register Act, each agency of the Government on July 1, 1938, shall have prepared and filed with the administrative committee of the Federal Register a complete codification of all such documents which have been issued or promulgated by it and which are in force and effect on June 1, 1938. A recodification of all such documents is required every fifth year thereafter. With the approval of the President, such codifications are to be published in special or supplemental editions of the *Federal Register*.

The act establishes a codification board consisting of the Director of the Division of the Federal Register, who is chairman *ex officio*, three attorneys of the Department of Justice, designated by the Attorney General, and two attorneys of the Division of the Federal Register, designated by the Archivist. The functions of the board are to supervise and coordinate the codifications prepared by the several agencies. Subject to the approval of the President, the administrative committee is authorized to prescribe regulations for carrying out the provisions of the act. The Federal Register Act and the act amending it are printed in appendix I of this report.

#### RECEIPTS AND EXPENDITURES

The National Archives Act, section 9, requires the Archivist to include in his report to Congress a "detailed statement . . . of all receipts and expenditures" on account of The National Archives. In accordance therewith the following statement is submitted:

##### *Funds available for the fiscal year ending June 30, 1937*

The Independent Offices Appropriation Act, 1937, approved March 10, 1936 (Public, No. 479, 74th Cong.), provided appropriations for the support of The National Archives as follows:

##### Salary and expenses:

Immediately available for the purchase of law books (\$2,000); unobligated on July 1, 1936 . . . . .	\$579
For use only in the fiscal year 1937 . . . . .	598,000
	\$598,579

##### Printing and binding:

For use only in the fiscal year 1937 . . . . .	\$17,000
	17,000
	\$615,579

*Obligations and expenditures for the fiscal year ending June 30, 1937*

## Salaries and expenses:

Personal services . . . . .	\$489, 035	
Supplies and material . . . . .	33, 402	
Law books . . . . .	390	
Communication service . . . . .	4, 665	
Travel expenses . . . . .	2, 601	
Transportation of things . . . . .	791	
Repairs and alterations . . . . .	18, 121	
Special and miscellaneous . . . . .	972	
Equipment . . . . .	46, 524	
		<hr/>
Total obligations and expenditures . . . . .	\$596, 501	
Unobligated balance . . . . .	2, 078	
		<hr/>
		\$598, 579

## Printing and binding:

Total obligations and expenditures . . . . .	\$10, 684	
Unobligated balance . . . . .	6, 316	
		<hr/>
		17, 000
		<hr/>
		\$615, 579

The total obligations and expenditures amounted to \$607,185, leaving unobligated balances totaling \$8,394.

*Miscellaneous receipts covered into the Treasury*

## Reimbursements:

Excess cost over contract price . . . . .	\$1. 17	
Government property lost or damaged . . . . .	. 25	
Settlement of claims against various depositors . . . . .	. 70	
		<hr/>
		\$2. 12

## Sale of Government property—products:

Photographic duplications . . . . .	\$144. 15	
Other . . . . .	6. 00	
		<hr/>
		150. 15
		<hr/>
		\$152. 27

The Independent Offices Appropriation Act, 1938, provides \$700,000 for the salaries and expenses and \$17,000 for the printing and binding of The National Archives for the fiscal year ending June 30, 1938.

## REPORTS OF OFFICES AND DIVISIONS

## OFFICE OF THE DIRECTOR OF ARCHIVAL SERVICE

(From the report of the Director, Mr. HYDE)

The activities of this Office during the fiscal year 1936-37 were most largely concerned with the defining and coordinating of divisional functions, the developing of specialized archival procedures, the handling of departmental transfer requests, the investigation of stack-equipment problems, the appraisal of records recommended for disposition, the supplying of technical information to Government departments, and the launching of two new professional divisions. The two new divisions created were the Division of Maps and Charts and the Division of Justice Department Archives. The rapid increase in the volume of work carried on by the professional divisions brought in its wake new problems of intake regulation and procedural standardization, the study and solution of which threw new light upon personnel and equipment requirements, upon the time requirements for the various steps in completing archival transfers, and upon the space requirements necessary for the proper storage of all transferred collections.

The Assistant Director of Archival Service has been given increased responsibilities in the task of coordinating the work of the deputy and special examiners and of other professional agencies concerned with the appraisal, identification, requisitioning, and transfer of archival collections. He has been accorded, also, the major responsibility for the examination of the appraisal reports of the special examiners and for the formulation of recommendations regarding disposable papers for submission by the Archivist in his reports to the Congress.

## ACCESSIONING PROCEDURE

As additional space became available in the National Archives Building and as the number of requests to transfer archival material from the various Government agencies increased, it became increasingly evident that careful consideration should be given to each request for the acceptance of additional collections. All deputy examiners were instructed, in preparing memoranda to the Archivist recommending the transfer of records, to include therein, in addition to a description of the records, all possible information regarding frequency and character of use, ways in which such records might be misused, and all departmental rules, regulations, and practices im-

posing any restrictions upon the availability of such records for examination by other Government officials or by scholars. The plan was then adopted of routing these memoranda to the Director of Publications, the Chief of the Division of Reference, and the Assistant Director of Archival Service, each of whom records his opinion with reference to the proposed transfer. Under this procedure it is hoped that the sequence of accessions will be based upon the principles of safe preservation, rental savings to the Government, and the making more readily available of important public records which in the past have been partially or totally inaccessible to Government officials and to scholars.

#### RECEIVING ROOM

With most of the professional divisions in operation throughout the year, it was possible to accession 74 archival collections as compared with 10 in the previous year. These collections came to the receiving room, which is under the charge of the Second Assistant Director of Archival Service, in 525 deliveries from 97 different depositories. In all there were received in the National Archives Building 33,876 linear feet of records. Early in the year these transfers were handled in a temporary receiving room in the southeast corner of the building, but later shipments were cleared through the central receiving room, only a small portion of which, however, was made available for this purpose because of its use by contractors working in the building. The Second Assistant Director also had the responsibility of supervising nine unequipped stack sections in which records were temporarily stored pending their delivery to the Divisions of Department Archives, and the employees under his direction assisted in various necessary shifts of archival material within the building and in the preparation of materials for shipment from depositories.

#### STACK-EQUIPMENT PROBLEMS

The studies of container equipment for use in the stack sections were continued during the current year and necessitated many conferences with various officers and employees of The National Archives as well as with officials of the Office of the Supervising Architect. After the completion of the third statistical survey of paper sizes (covering records surveyed from June 1935 through November 1936), work was commenced early in 1937 on the determination of the necessary types and sizes of containers, and of the percentages of each type required.

Attention was given also to the question of electric lights and telephones in the stack areas. These problems were considered by the Executive Officer and the Office of the Supervising Architect and satisfactory solutions were found. In order to check up on the working of the air-conditioning system in the stack sections, the Chief of

the Division of Repair and Preservation arranged for the periodic testing of the temperature and humidity by means of dry and wet bulbs. This testing work was turned over to the Chiefs of the Divisions of Department Archives, who make regular returns to the Division of Repair and Preservation.

#### THE SPECIAL EXAMINERS

The special examiners continued their work of appraising all records submitted for disposal as "useless papers." During the previous year they completed their studies of 2,484 out of a total of 9,178 series submitted to them. In order to increase the rate of output, the staff of special examiners was increased to five and a simplified appraisal procedure was adopted. As a result of these changes the special examiners, during the current year, studied and reported on 3,237 series—an increase of about 30 percent. This very considerable increase was offset, however, by an increase in the number of series submitted to 27,873 in 1936-37, but that increase was largely accounted for by one very voluminous list amounting to about half of the total for the year.

The problem of appraising disposable papers in the hundreds of field offices of the Federal Government was difficult to solve. After a careful study of types of records common to groups of field offices and of the possibility of appraising series by means of samples, archival depositories in 16 cities in 9 States were investigated and information was obtained which made possible the intelligent appraisal of a large volume of public records stored in these various field depositories.

#### DUPLICATE AND STOCK MATERIALS

The large quantities of duplicate printed and processed materials discovered in disposal lists and in collections transferred to the National Archives Building, rendered imperative the adoption of some procedure governing the handling of such materials. In addition to such printed and processed materials, there were items classed under the general head of "stock", including rubber stamps, routing punches, addressograph plates, stencils, unused letterheads and envelopes, and other miscellaneous office supplies. The problem of surplus Government publications, both printed and processed, was taken up with the Superintendent of Documents at the Government Printing Office, and he agreed to undertake the listing and distributing of all such materials. In the case of office materials, it was decided that these might be disposed of as surplus stock after the taking of impressions of stamps, as a matter of record, and after samples of all forms had been extracted for inclusion in the form sample file maintained in the office of the special examiners.

## OTHER ACTIVITIES

In December 1936, the Director attended the annual meeting of the American Historical Association at Providence, where he participated in the establishment of the Society of American Archivists. He was a member of the committee on local arrangements for the first annual meeting of this organization, all the sessions of which he attended. During the year he delivered addresses on the work of The National Archives before the Rutgers Club of Washington, the Philadelphia Chapter of the Special Libraries Association, a conference on genealogical records of the Daughters of the American Revolution, and the National Association of Penmanship Teachers and Supervisors. As the official representative of the Association of Research Libraries, he attended the organization meeting of the American Documentation Institute, and he attended the annual meeting of the Middle Eastern Library Association. In an address before the New Jersey Chapter of the Special Libraries Association he called attention to the activities of The National Archives, and at the annual meeting of the American Library Association he read a paper on the functions of the professional divisions of The National Archives.

## DIVISION OF ACCESSIONS

(From the report of the Chief, Mr. OWEN)

## SURVEY OF FEDERAL ARCHIVES IN THE DISTRICT OF COLUMBIA

One of the major activities of the Division during the year was the continuation of the preliminary survey of the archives of the Government in the District of Columbia. Surveys were completed of the records of the Senate and the House of Representatives, of the Supreme Court and the Court of Customs Appeals, of the Navy and Commerce Departments, and of the following independent establishments: Commodity Credit Corporation, Electric Home and Farm Authority, Emergency Conservation Work, Employees' Compensation Commission, Farm Credit Administration, Federal Communications Commission, Federal Coordinator for Industrial Cooperation, Federal Coordinator of Transportation, Federal Deposit Insurance Corporation, Federal Emergency Administration of Public Works, Federal Housing Administration, Federal Power Commission, Federal Surplus Commodities Corporation, Fine Arts Commission, Home Owners' Loan Corporation, Maritime Commission, National Advisory Committee for Aeronautics, National Bituminous Coal Commission, National Capital Park and Planning Commission, National Commission on Law Observance and Enforcement, National Emergency Council, National Labor Relations Board, National Mediation Board, National Power Policy Committee, National Resources Committee, President's Commission on Economy and Efficiency, Prison

Industries Reorganization Administration, Puerto Rico Reconstruction Administration, Railroad Administration, Railroad Retirement Board, Reconstruction Finance Corporation, Resettlement Administration, Rural Electrification Administration, Securities and Exchange Commission, Smithsonian Institution, Social Security Board, Special Mexican Claims Commission, Tax Appeals Board, and Tennessee Valley Authority. The surveys of the records of the Treasury and War Departments are still incomplete, and those of the other independent establishments and judicial branches had not been started at the end of the fiscal year.

A tabulation of the preliminary survey forms completed this year reveals 353,697 cubic feet or 492,396 linear feet of records surveyed, which brings the total surveyed to 2,601,020 cubic feet or 5,649,415 linear feet. These records were found in 5,659 separate rooms in buildings owned or rented by the Government in the District of Columbia and its vicinity.

During the year a total of 2,633,371 feet of motion-picture film were found, of which 257,517 feet are negative film and 2,375,854 feet are positive film. This film amounts to 424 cubic feet of records, of which 75 cubic feet were recommended for transfer. The number of still-picture items found, including lantern slides as well as glass, film, and paper negatives, was 495,075. These items amount to 2,242 cubic feet of records, of which 526 cubic feet were recommended for transfer. Of sound recordings a total of 5,261, amounting to 64 cubic feet, were found, of which 35 cubic feet were recommended for transfer. From the beginning of the survey to the conclusion of the past year, 2,345,998 still-picture items, 17,151,529 feet of motion-picture film, and 5,343 sound recordings have been surveyed.

## CONDITION OF RECORDS

From the survey it is evident that a variety of hazards imperil the archives of the Nation. One of the most serious of these is fire. In the District of Columbia 952,496 cubic feet or 36.6 percent of the entire collection of records surveyed are exposed to fire hazard. Records found subject to other hazards include 1,071,362 cubic feet or 41.2 percent exposed to or covered by dust or dirt; 199,744 cubic feet or 7.7 percent exposed to the elements through broken window panes or skylights or to too much sunlight; 208,434 cubic feet or 8 percent stored in dark and damp depositories; 74,065 cubic feet or 2.8 percent housed in insecure places of storage, such as on broken shelves, on the floor, or in buildings with unguarded doors; 128,154 cubic feet or 4.9 percent damaged by or now infested by insects or vermin; and 136,453 cubic feet or 5.2 percent exposed to varying hazards not set out above.

Not only are the records endangered by the conditions just described, but access to them is also greatly impeded. A total of

1,298,132 cubic feet of records—49.9 percent of all surveyed—were found to have impediments to ready use. No less than 927,831 cubic feet or 35.7 percent of all records surveyed were found in crowded depositories, and 976,663 or 37.5 percent were stacked too high. Some 443,187 cubic feet or 17 percent were stored in inaccessible places, while 756,957 cubic feet or 29.1 percent were found in depositories where the light was poor or where there were no light fixtures in a workable condition. A total of 494,387 cubic feet or 19 percent were found in places where there was a lack of ventilation. Many of the depositories were in great disorder; 655,305 cubic feet or 25.2 percent of the total volume of records having no semblance of order. Miscellaneous impediments, such as being too far from exits, having no labels on cases, being packed in nailed-up boxes, or being stored in sub-cellars and other spots where it was almost impossible properly to study or appraise them, accounted for 538,751 cubic feet or 20.7 percent of the records surveyed to the end of the fiscal year.

These figures, when compared with the corresponding figures published in the *Annual Report* of the Archivist for the fiscal year 1935-36, indicate some improvement in the conditions described. This improvement is easily accounted for. In many cases custodians of records sought to correct bad conditions as soon as they were pointed out to them. Records have been moved from unsatisfactory storage places, and several agencies have removed to new buildings with a consequent improvement of conditions of storage.

#### ACCESSIONS

Of the 353,697 cubic feet of records surveyed in the course of the fiscal year, a total of 73,269 cubic feet were recommended for transfer by the deputy examiners. Of all records surveyed since the beginning of the Division's work, the deputy examiners have recommended the transfer of 1,180,548 cubic feet or 45.3 percent, 8.8 percent to be transferred "immediately", 19.4 percent to be transferred "as soon as possible", and 17.1 percent to be transferred "at the convenience of The National Archives." In contrast to these figures, only 187,859 cubic feet or 7.2 percent were suggested for transfer by the agencies themselves.

The deputy examiners of the Division of Accessions spent considerable time in negotiations with officials of agencies preparatory to the submission of lists of records proposed for transfer. When such lists are submitted to the Archivist, reports upon them in the form of recommendations for transfer are required of this Division. The deputy examiners include in these reports information obtained from the agencies concerning legal or customary restrictions upon the use of records.

During the fiscal year ending June 30, 1937, a total of 29,911 cubic feet or 34,137 linear feet of records, requiring 71,786 feet of docu-

ment area in the stacks, were accessioned. These records came from 9 executive departments, 10 independent establishments, 1 court, and the Senate. The space released in other Government buildings by the records so transferred represents an annual saving to the Government of some \$25,000.

During the year about 44 cubic feet of motion-picture film, 36 cubic feet of still-picture negatives, and two-thirds of a cubic foot of sound recordings were accessioned. Because of the difficulties of examining film in the field, a plan was approved whereby, if conditions in the depository are not suitable for the preparation of identification inventories, material recommended for transfer may be brought into the building on a simple receipt. This receipt describes the material in general terms and stipulates that if the Archivist decides not to requisition the collection it is to be returned to the agency. During the year a total of some 71 cubic feet of motion-picture film was brought into the building on this type of receipt.

#### OTHER ACTIVITIES

One of the most interesting undertakings of the Division has been the preparation of unit reports when records of agencies have been completely surveyed. These reports contain data upon the histories of the agencies and information designed to facilitate the orderly transfer of records, their proper arrangement in accordance with archival principles, and their use for research or administrative purposes.

Several of the deputy examiners have served on special committees appointed by the Archivist or the Director of Archival Service. A study was made of the archival applications of microphotography, and a full report thereon was submitted. Studies were also made of the records of the Supreme Court, of the Senate, and of the House of Representatives; and the resulting report on the records of the House of Representatives was published as a Congressional document. In the early part of the past fiscal year, a statistical study of the sizes of records surveyed was completed, the results of which helped in determining the number of containers of each type to be ordered for the stack areas. All members of the staff and those former members who had been promoted to the position of chief of a division aided in this study.

Another important activity of the Division has been the watching of the progress of moves of Government agencies. Last year an arrangement was made whereby the Division of Government Space Control notifies this Division when the removal of agencies is planned and more particularly when records are to be transferred. Since that time in nearly every instance where records have been moved from one building to another some representative of this Division has

been on hand, and it is believed that greater care is now given to records being moved than was formerly the case. The deputy examiners prepare special memoranda describing each move in order that a permanent record may be maintained.

The Chief of the Division and seven of the deputy examiners attended the annual meeting of the American Historical Association and were present at the conference at which the Society of American Archivists was organized. The first annual meeting of the Society of American Archivists was attended by practically the entire personnel of the Division.

#### DIVISION OF REPAIR AND PRESERVATION

(From the report of the Chief, Mr. KIMBERLY)

##### REHABILITATION OF RECORDS

*Fumigation.*—The policy of fumigating all boxed material, as well as all records coming from insect-ridden depositories, has been followed during the past fiscal year with good results. A total of 35,673 units, ranging in size from single volumes to wooden boxes weighing 1,200 pounds, have been treated. In order to eliminate overtime work and to avoid the necessity of holding untreated records overnight in the receiving room, the installation of a second fumigating chamber was decided upon. The contract for this vault, which will be a duplicate of the one now in use, has been let and installation is expected shortly.

*Cleaning.*—A total of 73,440 units containing approximately 45,000,000 documents and 30,479 bound volumes were cleaned during the fiscal year. The airbrushing equipment and the especially designed cleaning tables have functioned perfectly, and the cleaning process has been found to be easily adaptable for use on the wide variety of records so far encountered. Considerable interest in this machinery has been shown by archivists and others, and it is expected that similar equipment will shortly be installed in other institutions.

*Unfolding and flattening.*—This phase of the work of preparing records for filing was started in October 1936. The process used is to spread the documents on stainless trays and expose them to air containing a large amount of moisture (85 to 95 percent relative humidity) in a humidifying chamber. As soon as the papers have absorbed sufficient moisture to render the fibers flexible, they are removed from the vault and dried by the application of heat and pressure. If they are in good condition, this drying operation is performed in a special mangle, equipped with a thermostatically controlled, electrically heated shoe and with a moving roll, which forces the document against the shoe under uniform pressure. This mangle was placed in operation in May 1937. If the material to be dried is fragile,

each sheet is placed between white blotters and dried in a hydraulic press. A total of 198,214 sheets were unfolded and flattened during the fiscal year 1937.

*Lamination.*—The excellent permanence qualities of documents treated by the lamination process and the higher production attainable through its use having led to the adoption of this process for repairing unbound records, the necessary equipment was purchased and installed during August and September 1936. The principal item of machinery was a triple-opening hydraulic press having steam-heated platens 21 inches by 36 inches. This press, which weighs 19,000 pounds, is so constructed as to maintain automatically any desired pressure from 50 pounds per square inch to 2,900 pounds per square inch on the platen area. The deflection of the platens under full load is less than .002 inch. It is estimated that the press is capable of processing 400,000 documents annually.

Considerable time and effort were spent training operators in the technique of lamination. A number of different paper specimens were used in this work, and the resulting series will be of assistance in determining the optimum pressure and temperature for processing records in the future. During the fiscal year 7,077 sheets of records were laminated.

*Repair of bound records.*—The repairing of bound volumes of records was initiated in August 1936, and by the end of the fiscal year 2,426 volumes had been processed. The rehabilitation of these volumes was carried out in accordance with current archival practice, which demands the reconstruction of existing bindings rather than rebinding. A record of operations on each volume is made for future reference.

##### INSPECTION OF FLOOD-DAMAGED RECORDS

For the purpose of inspecting Federal, State, and county records damaged by flood, the Chief of the Division visited Louisville, Frankfort, Paducah, Mayfield, Carrollton, and other points in Kentucky at the request of the Honorable A. B. Chandler, Governor of Kentucky; the Department of Justice; the Bureau of Public Roads, Department of Agriculture; the Bureau of the Census, Department of Commerce; the Works Progress Administration; and the Social Security Board.

The greatest volume of records actually submerged was in the Federal building at Louisville, where the sub-basement and basement were flooded by the backing up of water in sewers. In this depository files were thoroughly soaked and were coated with filth. Close inspection showed that, because of the swelling of the documents upon wetting, the dirt had not penetrated between the pages to any great extent; the cleaning problem, therefore, was not so great as was estimated at first sight. Washing with clear water to remove the surface dirt, followed by drying either by exposure to warm dry air or by

ironing, was recommended. It is believed that most of the inundated records have been rendered usable by the prescribed treatment.

The Bureau of the Census was greatly concerned about 2,430,000 birth and death certificates in the custody of the State Board of Health at Louisville. These certificates are the primary source of vital statistics for the entire State, and their loss would have been irreparable. It was found, however, that through the foresight of Dr. J. F. Blackerby, registrar of vital statistics, these valuable records had been moved above the flood level and had suffered no damage. Two of the storage vaults had been completely submerged and had to be thoroughly dried before the records were replaced in them. The use of anhydrous calcium chloride was recommended for removing the last traces of moisture from these storage spaces.

In the company of Walter M. Hoefelman, State Director of the Historical Records Survey of the Works Progress Administration, flood-damaged county records in the courthouse at Carrollton were inspected. These records were mainly bound volumes containing deeds, wills, mortgages, and similar documents. Each volume was stored in a separate compartment, and the swelling due to the wetting of the books wedged them so tightly as to make removal exceedingly difficult. To avoid damaging this material, the storage cases were dismantled, and the volumes were then spread out to permit the free access of air and to allow drainage of the excess moisture. After the pages had become partially dry, various methods of completing the drying under pressure were tried. As a result of these experiments, a satisfactory method of treatment was formulated. A piece of sheet metal was used as an ironing board and the pages were pressed successively with an electric iron from the front of the book to the back. A suitable dressing for treating leather bindings was recommended. According to the latest reports from the Works Progress Administration, county records at Maysville, Vanceburg, Greenup, and Ashland, as well as those at Carrollton, have been rehabilitated by the methods prescribed.

#### OTHER ACTIVITIES

*Federal Fire Council.*—The Chief of the Division participated in a survey of buildings occupied by the Social Security Board and the Works Progress Administration in Washington, D. C., and Baltimore, Md. As a result of this work, increased protection against fire hazards to life, property, and records has been provided.

*Advisory services.*—Considerable time and effort have been devoted to answering inquiries relating to various phases of the preservation of records. Among the organizations served by this Division were the following Government agencies: The Senate, the Departments of the Treasury, War, the Navy, the Interior, Agriculture, and Com-

merce, the Federal Trade Commission, the Social Security Board, the Works Progress Administration, and the United States Constitution Sesquicentennial Commission. Others assisted during the year include the following: The Maryland Hall of Records; the City of Boston; Colonial Williamsburg, Inc.; The Mariners' Museum; the North Carolina Historical Association; Thomas A. Edison, Inc.; the American Philosophical Society; the Baltimore *Sun*; Notre Dame University; the Henry E. Huntington Library and Art Gallery; Fonds Bibliotheque Albert 1<sup>er</sup>, Brussels, Belgium; Duke University; the American Society of Heating and Ventilating Engineers; the Kentucky Department of Welfare; the University of Michigan; the Bridgeport Public Library; the National Library of Peiping, China; the Minnesota Historical Society; the McCormick Historical Association; the Newberry Library; Zaehnsdorf, Ltd., London; the Darlington Memorial Library, University of Pittsburgh; and Harvard University.

#### DIVISION OF STATE DEPARTMENT ARCHIVES

(From the report of the Chief, Mr. SHIPMAN)

At the completion of its first full year of existence the Division of State Department Archives (formerly the Division of Department Archives, No. 2) has in its custody 43,417 cubic feet of records occupying 1,015 shelves and 86,717 trays, of which 71,369 are original containers transferred from the Veterans' Administration. Additions for the past year amounted to 7,291 cubic feet.

The principle of provenance has been strictly followed in placing the records in the National Archives containers, and the papers have been so segregated and arranged by the office of origin that the significance of the document in the routine of the office in which it originated may be readily understood. This work was done at the time of the transfer of the records with the aid of identification inventories and other informational lists supplied by the Division of Accessions. The new accessions have been carefully checked against these lists by stack assistants charged with the responsibility of placing records in the National Archives containers. As the papers have been stored each container has been properly labeled and preliminary reports in the form of general descriptive lists, which are used as finding mediums by the professional divisions prior to the classification and cataloging of the records, have been compiled. With some collections, however, notably those of the United States Railroad Administration and the Weather Bureau, it has been necessary to compile temporary indexes in order to expedite service.

More analytical studies of the series of records of the Board of Mediation and Conciliation, the Board of Railroad Wages and Working Conditions, and the National Commission on Law Observance

and Enforcement have been completed, and a similar study of the Post Office collection is near completion. These studies require investigation into the history of each file, involving a determination of the functions which produced it, and the identification of groups of similar records or series to establish their relationship with one another.

During the past year there have been received from the Division of Reference 19,725 requests for service, of which the greatest number have been from the Veterans' Administration for pension records. Service on the records has necessitated in numerous cases involved searches by the members of this Division. The stack assistants have acquired not only a general understanding but also detailed knowledge of such complex collections as those of the Railroad Administration and the Railroad Labor Board, and this knowledge has made it possible to furnish to the Government agencies records necessary to them for the performance of their official functions.

The Chief of this Division is particularly responsible for matters pertaining to the transfer and custody of records from the Department of State and the Veterans' Administration, and he has been called upon from time to time to give special attention to this work. He has recommended the transfers of records from these agencies based upon an examination of the records and the facts surrounding their proposed transfer. During the past year, through the courtesy of the Department of State, reports on the volume of records in all foreign missions of the United States and a statement as to their probable disposition have been supplied to this office. These reports have been so charted in this Division as to give the desired statistical information for use in The National Archives.

#### DIVISION OF JUSTICE DEPARTMENT ARCHIVES

(From the report of the Chief, Mr. McALISTER)

This Division was created on May 16, 1937, with the appointment of the Chief. Its first duty was to assume control of records of the United States Senate for the years 1789 to 1934, comprising 3,591 cubic feet, which had been placed temporarily in the custody of the Division of Commerce Department Archives, and upon request to furnish records from that collection. To date 7 requisitions for records have been received, necessitating approximately 20 searches, and 37 documents have been withdrawn for exhibition purposes. The work of reorganizing these records into their proper order has been started.

Arrangements have been made for the transfer to this Division of records, already in the custody of The National Archives, of the National Commission on Law Observance and Enforcement, popularly known as the Wickersham Commission, of the Post Office Department,

of the Civil Service Commission, of the Civilian Conservation Corps, of the National Emergency Council, and of the District Court of the United States for the District of Columbia. The Division will soon receive from the Department of Justice 2,714 cubic feet of records for the years 1790 to 1921, which are now in the process of being transferred to the National Archives Building.

A study has been made of the stack areas to be controlled by this Division, and space suitable to its peculiar requirements has been allotted to each of the above-mentioned collections.

#### DIVISION OF COMMERCE DEPARTMENT ARCHIVES

(From the report of the Chief, Mr. LEAVITT)

At the beginning of the fiscal year this Division (then known as the Division of Department Archives, No. 1) occupied two stack floors and had in its custody 3,181 cubic feet of records. At the end of the fiscal year this quantity had been increased by 18,784 cubic feet, making a total of 21,965 cubic feet of records stored on four stack floors. This volume of records included 38 collections transferred from 5 bureaus in the Department of Commerce, 4 bureaus or offices in the Department of the Treasury, 6 bureaus or offices in the Department of the Navy, and a considerable number of independent agencies. In addition, 22,506 cubic feet of records destined for this Division were in the building at the end of the year but, owing to lack of personnel to handle them or for other reasons, were stored temporarily in the receiving room and in unequipped stack areas. This made a total of 44,471 cubic feet of records either in the custody of the Division or about to be transferred to it.

Requests for service on the records frequently begin as soon as the collections are received and sometimes even before they reach the stacks. These requests originate chiefly in the Government offices from which the records have been transferred; a smaller number of calls are received from scholars wishing to carry on research.

As collections of records are received in the stacks, they are transferred into National Archives containers, the original order in which they were kept in the Government agency from which they came being preserved as far as possible. Frequently, however, records are received in such disorder that they must be studied immediately and be given a preliminary arrangement which will make it possible to give efficient service on them without delay. The drawers and trays in which they are placed are carefully labeled, and a desk list is kept showing the location of the various collections in the stacks.

As soon as possible after a collection is received a detailed study of it is begun to determine the origin, extent, and significance of the collection and to identify the series of which it is composed. The

results of this study are written up in the form of preliminary descriptive reports, which summarize the contents of the collections as well as the history and functions of the offices that produced them, and in "identification of series" reports, which list and describe in greater detail the series that make up the collections. During the last half of the fiscal year, identification of series reports on 14 different collections and numerous other reports of a more general nature were prepared by the Division.

#### DIVISION OF MAPS AND CHARTS

(From the report of the Chief, Mr. JOERG)

The Division of Maps and Charts began its activities with the appointment of the Chief on March 31, 1937. The circumstance that this Division was the last to be established among the divisions envisaged in the plan of organization of The National Archives (except for the future expansion of the group of Divisions of Department Archives) placed it in the fortunate position of being able to benefit by the experience gained during the 2½ years since the beginning of the undertaking, a position doubly fortunate in view of the pioneering quality of the enterprise and the close relationship of the work of the Division with that of almost all the other professional divisions.

#### CUSTODY OF MAPS

From the essential attribute of maps, that of portraying a whole or a portion of the earth's surface vertically projected on a plane, are derived their two outstanding characteristics from the standpoint of library or archival custody—that they are usually "oversize" and that as a rule they are physically separate from the text or record they illustrate. Greatly though the image be reduced—in some cases as much as, or more than, one part to a million parts in nature, to paraphrase the usual designation for scales—the sheet on which it appears is ordinarily of considerable size, and hence, unless folded and bound in with the related text or records, tends to become separated, often being kept in the form of a roll.

With such considerations in mind, it was decided that the maps in The National Archives should be gathered into one central collection. To store and file these maps, several contiguous spaces were set aside with a total area of about 15,000 square feet on the ground floor, which, with its concrete base, is able to carry the exceptionally heavy loads represented by filled map cases. In these stack areas will be placed progressively the 334 steel map cases that had been acquired before the establishment of the Division. Each of these cases consists of three superimposed sections, each section containing four large shallow drawers. The overall dimensions of a case are 56 inches high, 42 inches deep, and 64 inches wide.

It is proposed to solve the other problem, that of coordinating related maps and records, by means of cataloging. Appropriate indications on the catalog cards dealing with maps will refer to the related records, and, vice versa, the cards dealing with records will refer to the corresponding maps when necessary. By the same device of the card catalog, it will be possible to maintain in the map collection the classification or grouping by departments or agencies from which the material is derived, which is the basic organizing principle used in The National Archives. In the consideration of these questions the methods evolved in the Divisions of Classification and Cataloging were drawn upon, as were recent reports submitted to the Association of American Geographers and the American Library Association.

#### NEED OF CORRELATING MAPS AND OTHER RECORDS

The desirability of a unified depository for the records of the Federal Government is now universally recognized. Perhaps no group of records can demonstrate this need more eloquently than those of a geographical nature owing to their tendency to dispersion already mentioned. A number of cases that have come to light in the work of the Division illustrate this saliently. Three will be cited.

In his endeavor to obtain authentic information regarding the enormous territory acquired in the Louisiana Purchase, President Jefferson planned to send an expedition through the indefinite southern boundary belt of that territory, up the Red River to its unknown source. It was scheduled for 1804, but the hostility of Spain prevented its being sent until 1806, and even then it was not able to proceed farther west than the present Texas-Arkansas boundary because of the opposition of a superior Spanish military force. Of available records of the expedition, which was led by Thomas Freeman, the original instructions over Jefferson's signature, the manuscript narrative of the expedition, and one of the rare printed copies of that narrative are in one repository; the manuscript map of the river is in another. The survey field notes have not been located.

The impossibility of carrying out the exploration of the Red River in 1804 led to concentration in that year on a nearer and politically less debatable objective, the Washita River. This river was explored and surveyed from its mouth in the Red River to near its source at Hot Springs, Ark., by William Dunbar and George Hunter. The original of President Jefferson's message to Congress of February 19, 1806, transmitting "extracts from his [Dunbar's] observations and copies of his map of the river", as well as a manuscript account of the expedition not published until 1904, are now in the custody of The National Archives, whereas the manuscript map is in another repository.

In 1856, during a lengthy sojourn in the United States, the eminent German geographer and historian of oceanography, Johann Georg Kohl, known for his series of maps relating to the discovery of America that Justin Winsor used in editing his *Narrative and Critical History*, prepared in English for the Coast and Geodetic Survey histories of the exploration and survey of the Atlantic, Gulf, and Pacific coasts of the United States. These accounts, although never published except in briefest abstract or in fragmentary form, constitute companion pieces to his two published works dating from his American stay—the history of the Gulf Stream and the more widely known history of the discovery and exploration of the coast of Maine that appeared in the *Collections* of the Maine Historical Society. Among these manuscripts, that dealing with the Gulf coast, for example, is preserved by one agency, whereas the series of tracings made from original source maps by Kohl himself, which illustrate and form an integral part of the manuscript, are kept by another agency.

The wide scattering of related materials illustrated by these examples and the resulting difficulties for the student wishing to utilize them have given point to the consideration by the Division of the question of consultation facilities. In cooperation with the Division of Reference, it has been agreed that facilities will be supplied for the simultaneous consultation of maps and records so necessary in the handling of geographical materials.

#### THE MAP MATERIAL OF THE NATIONAL ARCHIVES

Concurrently with the consideration of the question of custody and servicing, steps were taken to ascertain the nature and whereabouts of the material that constitutes the concern of the Division. From data furnished by other divisions a general view was gained of the maps that are of interest to the Division. These resolve themselves into three categories: Those actually in the custody of The National Archives, those accompanying records authorized for transfer to The National Archives, and those forming part of the great bulk of records outside. The records in the last group constitute the potential material of The National Archives.

As to the maps actually in the custody of The National Archives and those about to be received, it is not yet possible to identify and enumerate all of them individually, since the records they accompany may for the present be listed only in general terms. The maps in certain groups of records have been examined more closely, however, and details may hence be given with regard to them. The records of the Food Administration were accompanied by maps relating mainly to the famine relief areas in Europe during the World War and the post-war period. These maps, used in the administration of

relief work, included sheets of the hypsometric map in 1:1,000,000 by the Geographical Section of the British War Office covering the Near East and a set of base maps and block diagrams of strategic areas prepared by the American Geographical Society of New York for the American Commission to Negotiate Peace. This group totaled 102 different maps, exclusive of 97 duplicates, and 2 atlases. The papers of the Committee on the Conservation and Administration of the Public Domain included 31 different maps, mostly with added manuscript data indicating for the public-land States surveyed and unsurveyed areas and proposed additions to the national forests. The geologists' field notebooks, sketchbooks, and mapbooks, dealing mainly with the mining districts of the West, which were recently transferred from the Geological Survey, contain or are accompanied by a variety of maps. The field notebooks usually consist of topographic sheets to which geological entries were added in the field. Separate maps deal with the Tintic, Leadville, and other mining districts. This group contains several hundred items.

It was among the Senate papers, however, that the largest number of maps so far received were found. These maps, which amount to some 750 separate maps and 50 atlases, exclusive of about 1,000 duplicates, reflect a wide range of activities and topics. The early canal and railroad construction period is represented by numerous manuscript maps by Army engineers in the 1830's, which exhibit the routes of proposed canals and railroads and the related belt of terrain. Admirably executed and on relatively large scales, they afford a valuable graphic record of the natural and cultural landscape in various localities scattered throughout the country east of the Mississippi. A set of maps prepared for the Military Affairs Committee of the Senate shows troop locations and the military situation in general at different dates and on various fronts during the Civil War. Another group relates to the northeastern boundary controversy and includes tracings of detailed maps of localities in that area. Numerous maps among the Senate papers emanated from the Surveyor General's office; they relate to the public lands mainly during the first half of the nineteenth century. Among outstanding individual maps may be mentioned a large map showing Indian lands and lands ceded by the Indians, which was compiled in the Bureau of Topographical Engineers of the War Department in 1839. The ceded lands are shown in manuscript in hand coloring with a corresponding hand-lettered list on a printed base of Tanner's standard contemporary map of the United States on the scale of 1:2,000,000. This is one of 12 copies that were ordered prepared under the act of March 3, 1839, for the use of the War Department and the Senate.

## OTHER ACTIVITIES

Attendance by the Chief of the Division in June at the conference of the Harris Institute of the University of Chicago on the geographical aspects of international relations offered him a renewed opportunity to examine the equipment and filing methods used for the map collection of the department of geography of the university. He had made a similar examination of the map collection at the Sterling Memorial Library of Yale University prior to his appointment, and close familiarity over a long period with the map collection of the American Geographical Society of New York has provided him with an ever valuable background of experience. Recently this has been supplemented by the helpful cooperation of the Chief of the Division of Maps of the Library of Congress and members of his staff.

## DIVISION OF MOTION PICTURES AND SOUND RECORDINGS

(From the report of the Chief, Mr. BRADLEY)

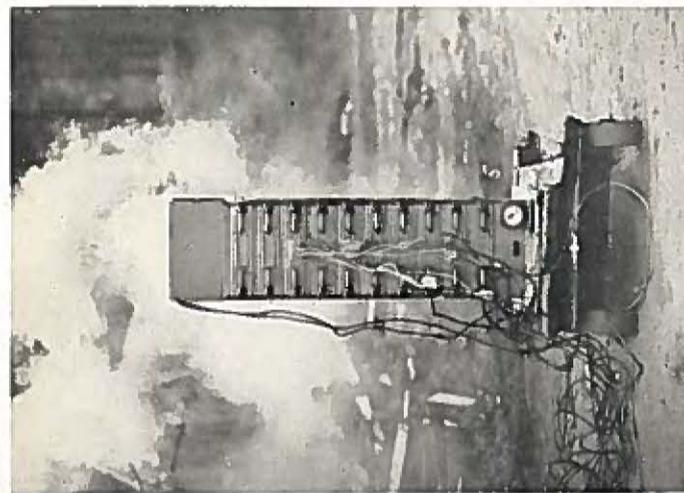
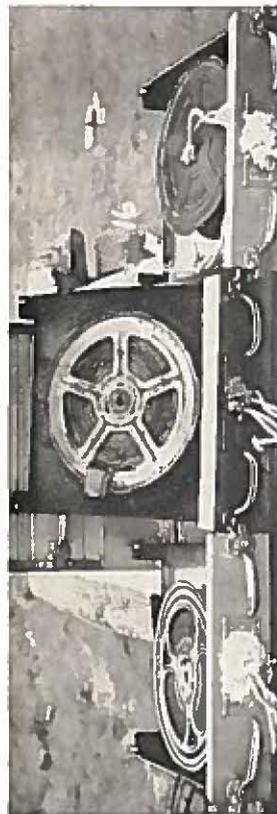
From the organization of this Division (Jan. 19, 1935) to the end of the first full fiscal year, its chief concern was with research and preservation or how to perpetuate the records that might be received. Although considerable progress has been made in this direction, there remain many unsolved problems to which attention has been and will have to continue to be given. Following closely on the heels of this research on preservation have been surveys to determine how much material exists which might logically be considered for accession. And finally, with the beginning of accessions, the work has witnessed a natural shift to an interest in what to do with material when transferred to the custody of The National Archives, that is, what service can be rendered.

## ACCESSIONS

During the year a total of 529,880 feet of film was received, of which 184,663 feet was accessioned, and 44,910 feet was returned, leaving 300,307 feet on an inspection status. Notable among the accessions are pictures from the Department of State; educational pictures from the Department of Agriculture; Social Security Board pictures; pictures made to stimulate interest in the World Power Conference; and pictures covering the second inauguration of President Franklin D. Roosevelt. A number of phonographic records were also accessioned.

## PRESERVATION

The budget for the fiscal year covered by this report did not permit the transfer of funds to the National Bureau of Standards for research purposes. Close contacts have been maintained, however, with that organization and with the National Research Council, and



STORAGE CABINETS FOR NITRATE FILM  
 ABOVE: Film-storage cabinet 23 seconds after beginning of test fire in fourth drawer from top.  
 RIGHT, TOP: Nitrate film in fourth drawer destroyed; adjacent reels unharmed.  
 RIGHT, BOTTOM: Storing nitrate film in cabinet

much independent work has been carried on by members of the Division.

Final specifications were written covering insulated film-storage cabinets, which were purchased by the Procurement Division of the Treasury Department. A sample cabinet under this contract was received, tested, and approved, and preliminary installation has been started. Specifications covering an auxiliary air-conditioning system for the film vaults were also written, and the preliminary installation has been completed. Final tests on the cabinets were continued, and experiments were made both with carbon dioxide and water as cooling agents to prevent the spread of film fire. One innovation, in which a "cascade" type of shelf permits water to fall on all the containers within a cabinet, seems to merit mention in this connection. Preliminary experiments indicate that film fires can be successfully controlled with a minimum loss. The Division also conducted research under the leadership of its laboratory technician on cements for film repair work with satisfactory results.

The Chief has been called upon by the Federal Fire Council to take extensive part in its work. As chairman of its committee on the handling and storage of motion-picture, photographic, and X-ray film, he conducted an original survey of various film depositories within the District of Columbia.

#### SERVICE

In spite of the fact that many construction changes were being made in connection with projection, over five thousand individuals made use of the auditorium. In addition to auditorium service, the Division was called upon to render other services to a great many Federal agencies, such as the War Department, the Department of the Interior, the Coast Guard, the Bureau of Prisons, the Federal Bureau of Investigation, the Soil Conservation Service, the Coast and Geodetic Survey, the Patent Office, the Children's Bureau, the Procurement Division of the Treasury Department, the Resettlement Administration, the Social Security Board, the Federal Fire Council, and the Library of Congress; and to other organizations including Harvard and Stanford Universities, the National Research Council, and the New York Public Library, as well as some of the motion-picture producers in the entertainment or theatrical field.

#### MISCELLANEOUS

*Installations.*—During the year the following installations of equipment have been made: 16mm projector, moviolas and inspection machines, main draw curtains for the auditorium stage, a film-cleaning unit, and storage equipment. Miscellaneous equipment re-



FILM-STORAGE FACILITIES

Top: Motion-picture workroom, showing cabinets for temporary storage of film while it is being processed, viewed, and studied.

Left: Containers for acetate or "safety" film on shelves in storage vault.



ceived and cataloged included cabinets for sound recordings, motion-picture containers, and accessories.

*Procedure.*—Problems covering routine procedure, such as relations with other divisions on accessions, cataloging, and classification and with outsiders on gift accessions, have been studied and progress has been made toward their solution.

*Travel.*—Considerable traveling was done by members of the Division to attend technical meetings having to do with motion-picture and sound engineering, to inspect equipment needed in the performance of the work of the Division, and to make contacts with those from whom cooperation may be expected. In connection with these trips, several talks and papers were prepared and delivered, and most of them have been or will be published.

*Visitors.*—A great many visitors were received from various parts of the country and the world at large, indicating widespread interest in the work being done.

#### DIVISION OF CLASSIFICATION

(From the report of the Chief, Mr. HILL)

##### CLASSIFICATION OF FOOD ADMINISTRATION RECORDS

The papers of the Food Administration of the World War period, which occupied the major portion of the time of the Division during the period under review, comprise some 17,000 cubic feet or about 20 percent of the accessions up to July 1, 1937. The work on them during the preceding fiscal year had consisted of the determination of the series in part of the forty-odd divisions of the Washington office. This survey revealed the scope and character of each series and the division or section which had produced and preserved the files.

With the beginning of the fiscal year 1936-37, the study of the relationships of these series and the work of organizing them in a logical manner and of developing the definite scheme of classification were undertaken. From July 1936 through January 1937 the final set-up for each of the divisions of the Washington office was worked out. This involved the study and arrangement of about 2,850 different series of documents.

Following this work the task of organizing the papers of the Grain Corporation, a subsidiary of the Food Administration, and those of Federal Food Administrators of the several States was taken up. Much preliminary work was done on the documents of the Grain Corporation, but it did not proceed far enough to permit the setting up of a scheme of classification. With respect to the papers from the States, those of 28 States and 1 city were completely surveyed and classified—a task that involved the examination and determina-

tion of the relationships of some 3,000 series. It is estimated that the classification of about 11,000 cubic feet of the papers of the Food Administration was completed by the end of the fiscal year.

##### CLASSIFICATION OF OTHER RECORDS

A provisional plan of classification was developed for the papers of the Veterans' Administration, which comprise nearly 35,000 cubic feet. The designations for the series of this group are not complete in the scheme developed, because the documents received represent only a fraction of the papers of one of the several divisions into which the agency is divided. Until more of a cross section of the records of the agency is received, it will not be possible definitely to assign the complete numerical designation. Considerable preliminary work was also done on the ships' logbooks received from the Department of the Navy. These volumes are likewise only a portion of the records of one of the larger bureaus of the Department, so that any plan evolved at this time must be provisional.

##### RESEARCH

Research in the general problem of classification was continued throughout the year, and much attention was given to the study of the organization, history, and functions of the agencies and their subdivisions which were under consideration. Numerous introductory statements regarding the divisions and sections of the Washington office of the Food Administration and of the State food administrations were prepared.

##### OTHER ACTIVITIES

The members of the staff of the Division engaged during the year in much scholarly activity. As a by-product of the work on the classification of the papers of the Food Administration, they prepared on their own time several articles regarding those papers. These have been submitted for publication to outstanding reviews and have been accepted. The list of articles with magazines in which they are to appear is as follows: Almon R. Wright, "The Scholar's Interest in the Papers of the United States Food Administration" in the *American Scholar*; William D. McCain, "The Papers of the Food Administration for Missouri, 1917-1919, in The National Archives" in the *Missouri Historical Review*, and "The Papers of the Food Administration for North Carolina, 1917-1919, in The National Archives" in the *North Carolina Historical Review*; Edmond S. Meany, "Food Administration Papers for Washington, Oregon, and Idaho Deposited in The National Archives" in the *Pacific Northwest Quarterly*; and William J. Van Schreeven, "Food Administration Papers for the State of Indiana in The National Archives" in the

*Indiana Magazine of History.* In addition, there were published by members of the staff one book, a chapter in another book, and numerous book reviews.

During his annual leave in February, March, and April, the Chief of the Division made an airplane trip to 16 Latin American countries in the interest of the Greater Texas and Pan American Exposition in Dallas. This trip afforded the opportunity to make visits to the National Archive in each of the countries on the itinerary. In some of the countries this was the second visit, and in all of them more friendly relations were developed, arrangements for exchange of publications were effected, and much information in regard to archival methods and procedure was obtained. Several members of the Division attended the annual meeting of the American Historical Association at Providence and all participated in the annual meeting of the Society of American Archivists at Washington. At this latter meeting the Chief conducted a round table on "Archival Practices and Procedures", during the course of which a paper was read by Carl L. Lokke of the Division.

#### DIVISION OF CATALOGING

(From the report of the Chief, Mr. J. R. RUSSELL)

##### CATALOGING

Shortly after the beginning of the fiscal year the Division undertook the cataloging of the material then in The National Archives, and plans were developed for cataloging by units of three different types—accessions, divisions, and series. Accession cataloging, which treats as a unit the records received as a separate accession, is done for all material immediately upon its receipt. Because this accession unit is so large, it is expected that it will in almost every case be broken down into smaller units. The first such break-down has been termed division cataloging, because it will use for its units the divisions, offices, and sections of the agency concerned. In a still more detailed break-down known as series cataloging, the units are the series of documents which have been set up by the classifiers. In some cases series cataloging may be done directly after accession cataloging, division cataloging being omitted entirely; in other cases the material may not warrant such detailed cataloging and division cataloging will be the final form. A fourth break-down, document cataloging, is possible; but, because of the immense number of documents involved, it is unlikely that much of the material will ever be cataloged in this way. The cataloging system that has been established provides, however, for this possibility.

In all the types of cataloging, entries are made both under the name of the agency that accumulated the records and under the sub-

jects of which they treat. These entries are filed together in one alphabet in what is called the dictionary catalog arrangement. The searcher for material in The National Archives is thus able to discover which records he should consult when he is interested in the activities of any agency or in the study of any subject. The unit card system has been adopted for the catalogs because it provides an economical method for making as many entries as are required for any unit and because it makes it possible to keep the catalog up-to-date by the interfiling of cards for material as soon as it is cataloged. While the cards resemble in general outline those used in catalogs in American libraries and therefore will be readily understood by the user, yet, because of the difference between books and archives they necessarily differ in the amount and kind of information given on them.

The Division began its actual cataloging according to accessions, and during the fiscal year 82 accessions, comprising 219,229 linear feet of records, were cataloged. For these accessions 2,068 cards were typed and filed in the catalogs. Two copies of the complete catalog were made, one for general use in the search rooms and the other for the use of the staff of The National Archives. Of the 82 collections cataloged, 14 consisted of either films or sound recordings. Because this material differs greatly from paper records, special rules for its cataloging were compiled with the assistance of the staffs of the Division of Motion Pictures and Sound Recordings and the Division of Photographic Reproduction and Research, and copies of the master cards were given to the two Divisions.

Series cataloging was undertaken on the Food Administration records in order to develop the methods to be used in this more detailed work and to decide whether it would be feasible to catalog the large collection of Food Administration material in this way. The catalogers completed work on 311 series, comprising 906 linear feet of material, for which they prepared 1,442 cards. As results showed that it would be impractical to catalog the entire Food Administration collection by series at the present time, this phase of the work was discontinued and division cataloging of the Food Administration material was undertaken. This method of cataloging proceeded more rapidly, and by the end of the fiscal year the catalogers had completed the division cataloging of 86 units of the Food Administration records, comprising 4,171 linear feet, and had prepared 707 cards for the catalogs. The number of cards thus prepared by series and division cataloging is only a fraction of the total number that will be made for the units concerned, since only the master cards have been made. These will later be duplicated by the Division of Photographic Reproduction and Research to provide the additional entries necessary.

One of the most difficult problems for the Division was the establishing of a subject-heading system for the catalog. The standard lists of subjects used in libraries, while of considerable help, were not adequate for work with archival materials. The Division therefore began the compilation of its own list of subject headings, and 788 cards were prepared.

## INDEXES

The surveying of indexes to records transferred to The National Archives is another very important part of the work of the Division. The catalogers surveyed and prepared reports on 219 such indexes, consisting of approximately 5,757,867 cards and 377 volumes. Most of these indexes had been accessioned with the records, but some had been retained by the various agencies. The reports, which summarize important facts about the indexes, describe their technical features, and explain their use, were distributed to the Division of Reference and to the Divisions of Department Archives. As many of the indexes received by The National Archives were so badly disarranged that to use them was difficult or impossible, they were studied and when discovered to be out of order were refiled, and in some cases it was necessary to provide additional guide cards. During the year the Division refiled 76 indexes, consisting of approximately 191,329 cards, and made 682 new guide cards.

In order to facilitate the use of the film copy of the Veterans' Administration indexes prepared by the Division of Photographic Reproduction and Research, it was decided to photograph guides on the film at the proper intervals. The work of choosing the proper location for these guides was performed by the Division of Cataloging. This involved the handling of 2,744 trays of index cards, in which the catalogers placed 23,816 guides. Various methods were used in photographing the guides in order to determine the most efficient way of providing guides on a film.

The Division made one new index, a subject index to the case records of the National Labor Board and the first National Labor Relations Board. A name index to this material accompanied it to The National Archives, but it was found that requests were frequently made by subject rather than by name, and for that reason the index was compiled. Two copies were made, one being placed in the search rooms for general use and the other in the Division of Department Archives in which the material is stored.

## MISCELLANEOUS

At the beginning of the year the catalogers spent part of their time working in the Divisions of Department Archives and the Division of Classification in order to become familiar with the records. In May 1937 members of the Division visited the Maryland Hall

of Records in Annapolis. In December 1936 the Chief of the Division visited the Archives Division of the Illinois State Library and the Illinois State Historical Library at Springfield and attended the midwinter conference of the American Library Association in Chicago. All members of the Division attended the annual meeting of the Society of American Archivists at Washington and seven members attended the annual conference of the American Library Association at New York.

A number of librarians and catalogers visited the Division during the year and discussed cataloging problems. Those from foreign countries included Dr. Wilhelm Munthe, librarian of the University of Oslo Library, Oslo, Norway; Dr. James D. Stewart, librarian and curator of the Bermondsey Public Libraries and Museum, London, England; Mr. John D. Cowley, director of the School of Librarianship, London, England; and Mr. S. Harte Rasmussen, head of the map section of the League of Nations Library, Geneva, Switzerland.

## DIVISION OF REFERENCE

(From the report of the Chief, Mr. N. V. RUSSELL)

The primary function of the Division of Reference is to make the resources of The National Archives available to Government officials and to scholars. During the fiscal year the Division passed from the formative stages of organization and planning to a more routine procedure. On November 1, 1936, the central search room was formally opened to qualified investigators and, as the accessions from the various Government agencies have increased, so has the work of the Division.

## SERVICES

*General.*—A large number of inquiries come by mail, entailing a heavy correspondence. The staff of the Division wrote 2,343 letters during the fiscal year to correspondents in all the States except Nevada and South Carolina, in the District of Columbia, in two Territories, and in nine foreign countries. The preparation of 1,441 of these letters required examination of pension records for the verification of the ages of applicants for old-age assistance, the determination of citizenship, genealogical facts, or other data; 413 of the letters were sent to State and local government agencies. Telephone inquiries numbered 1,077, of which all but 55 were from Government agencies.

Rules and regulations designed for the purpose "of protecting, preserving, and furthering the efficient use of the public records in the custody of the Archivist of the United States" were prepared and published in December 1936. They require persons desiring to use the records to apply for a card of admission, and cards were issued

to 118 searchers who, according to the daily register of investigators, made 736 visits during the year. Searchers came from 17 different States, the District of Columbia, Alaska, and Canada.

*Private research projects.*—The development of The National Archives into a center of research in history and the social sciences is reflected in the list of subjects upon which private individuals consulted its resources during the year. The logbooks of naval vessels have aided scholars investigating the operations of the Navy in the neighborhood of the Hawaiian Islands during the nineteenth century, the visit of Commodore Perry to Japan, and the military conquest of California in 1846-47, and have also helped persons compiling data concerning the service of individuals in the Navy. Pension records have furnished information to persons compiling biographical and genealogical data, including one instance in which the settlement of a twenty-million-dollar estate was involved. The Senate files were examined in connection with a book on the Florida treaty of 1819. The records of the Food Administration were studied to determine their contents for the States of Indiana, Missouri, Washington, Idaho, and Oregon and their general interest to scholars. The records of the National Labor Board yielded information regarding the wages and hours of airplane pilots; those of the National War Labor Board were searched for data on street railway hearings; and those of the Railroad Administration were examined for information on loading methods for automobiles. Of the records of recent emergency agencies, those of a Civilian Conservation Corps camp at Scotland, Pa., were studied by a scholar interested in appraising the work of the Corps, and those of the National Recovery Administration were searched for data relating to an aviation corporation. In several instances the persons engaged in these studies have been furnished photostats of material of interest to them.

*Government investigations.*—The steady concentration of records in the building has also drawn representatives of many Government agencies to The National Archives. The Treasury, War, Interior, Justice, Agriculture, Commerce, and Labor Departments, and the Railroad Retirement Board, the Maritime Commission, the Export-Import Bank, the National Mediation Board, and the Works Progress Administration conducted investigations on numerous problems, ranging in subject matter from the location of the Natchez Trace to the weather in the cotton region of Texas during June and July 1899. These investigations involved the use of records of the Senate; of the State, Treasury, Agriculture, and Commerce Departments; and of the Railroad Administration, the National Recovery Administration, the Export-Import Bank, and the National Labor Relations Board.

*Assistance to members of Congress.*—Service was given on records in the custody of the Archivist to 23 Senators, 74 Representatives, and 1 Territorial Delegate. These services included the loan of 305 pension files to the House Committee on Pensions and of 23 to the Senate Committee. In addition, a considerable number of Executive orders and proclamations were furnished in the form of printed copies or, if such copies were not available, of photostats. Other Congressional requests necessitated searches in the Senate files, in naval logbooks, and in National Recovery Administration records.

*Photostats and certifications.*—Orders for photostats and certification of records are made through the Division, which is responsible for requisitioning the original documents from the Divisions of Department Archives, having them reproduced, and transmitting the copies, with the order blanks properly filled in, to the office concerned. During the fiscal year, 378 requisitions (334 for Government officials) were made for photostats of 1,247 documents, and the sum of \$123.08 was collected for those furnished to private individuals; 164 requisitions (130 for Government officials) were made for copies of 499 documents to be certified by the Administrative Secretary, and the sum of \$12.25 was received for certifications made for unofficial use.

*Loans of records.*—The temporary withdrawal of public records in the custody of The National Archives for official use by any agency of the Government is permitted, and a number of departments have borrowed records—generally records that originated in their own offices. The Veterans' Administration, which has transferred over four million pension files to the custody of the Archivist, borrowed 13,659 files during the year. Of this number 11,219 were returned, but 2,315 cases were reopened by the Administration and the corresponding files were retained. During the fiscal year 44 other loans were made to various Government offices, and in five instances the files were permanently restored to the office of origin.

#### THE STAFF

At the beginning of the year the Division adopted a plan of study and specialization, which is proving to be of great advantage in answering inquiries and assisting those who come to the search rooms to use the records. Each member of the Division, in addition to acquiring a good working knowledge of the Government and its records, particularly those in the custody of The National Archives, has been making a detailed study of an executive department of the Government. As a result, an increasing amount of information on the records and the functions of the Government departments is being assembled in an "information file."

In handling inquiries relating to records in the custody of the Archivist, extensive searching is often required, not only because of

the scope and complexity of the subjects themselves, but because at present there is only a modicum of catalogs, classification lists, indexes, and other finding mediums. The members of the professional staff render service on the documents and cooperate in every way possible with Government officials and scholars. They assist investigators or make searches for officials in all kinds of Government records—from meteorological statistics to Senate committee reports. Extensive searches for private individuals cannot be undertaken by the staff because of the pressure of regular work, but such individuals are referred upon request to competent professional searchers.

#### OTHER ACTIVITIES

One of the reference supervisors, Harold Larson, was given leave of absence from the Division from August 17, 1936, through April 15, 1937, to direct a survey of records in the Virgin Islands for the Survey of Federal Archives. As a result of his work a considerable quantity of records was brought to The National Archives for permanent custody.

The Division was represented by Elizabeth Drewry, reference associate, at the annual meeting of the American Historical Association. On February 6, 1937, the Chief of the Division read a paper on the work of The National Archives at the annual history conference sponsored by the State University of Iowa.

#### DIVISION OF RESEARCH

(From the report of the Chief, Mr. FLIPPIN)

The principal work of the Division for the past year has been the completion of a comprehensive collection of data concerning the movement for the preservation of the archives of the Federal Government—a project that was described in the preceding annual report. A considerable quantity of additional material has been accumulated and added to this collection, and indexes and a table of contents have been prepared to make the data more accessible.

In connection with the projected "Guide to the Federal Archives of the United States", the Division has been assigned the responsibility of preparing a bibliography of the history, organization, functions, and procedure of the executive departments, independent offices and establishments, and other agencies of the Federal Government. The first step was to search the card catalog of the Library of Congress for appropriate items, and at the end of the year 12,000 titles had been selected. When the process of selection has been completed, printed Library of Congress cards for the items chosen will be purchased and used as the basis for the bibliography. Subsequently other available sources of information, including the libraries of Government agencies, will be consulted to make the bibliography as com-

plete as possible. The Division also selected, arranged, and classified for the Director of Publications, who is in charge of the preparation of the guide, a large number of Executive orders relating to the organization, functions, or records of Government agencies. An inventory of Federal court records outside the District of Columbia, which was compiled by workers of the Survey of Federal Archives, is being edited by the Division and will be available for use in the preparation of the portion of the guide dealing with the archives of the Federal courts.

The Chief of the Division has continued to serve as chairman of the committee on fire record of the Federal Fire Council and to compile information concerning fires in Government buildings from the beginning of the Federal Government to 1936. An investigation was recently undertaken to ascertain whether branches of the Government report promptly all fires occurring in their respective buildings, and a report on the subject was presented to the Federal Fire Council.

#### DIVISION OF THE LIBRARY

(From the report of the Chief, Mr. HAMER)

#### ACCESSIONS

A total of 69,913 pieces were received by the library during the year. From the Superintendent of Documents two copies of all publications issued by the Government Printing Office were received as provided by law. These totaled 31,320 pieces, of which 16,495 were Congressional bills, calendars, slip laws, and the like.

Some 30,000 pieces were transferred to The National Archives, without cost except for transportation, by other agencies of the Federal Government. Most of them were printed Government documents, and many could have been obtained otherwise only with great difficulty and at considerable expense of time and money. Particular mention should be made of the transfer of 1,182 pieces from the library of the American Legation at The Hague, 602 from the State Department, 7,392 from the War Department, 2,087 from the Navy Department, 482 from the Interior Department, 319 from the Interstate Commerce Commission, 610 from the Superintendent of Documents, 106 from the Library of Congress, 2,856 from the District Court in Wilmington, Del., and 2,339 from the offices of the Customs Service in Philadelphia, Pa. The last two groups were located and their transfer was effected through the instrumentality of the Survey of Federal Archives, as were 8,645 items from other Government agencies and non-Government libraries from Maine to California. The total received by transfer, by gift, and by exchange was 31,362.

In the purchase of materials for the library the principles of selection described in the report of the Division for the fiscal year 1936

have been followed. A total of 409 requisitions for 1,437 titles were prepared and sent to the Division of Purchase and Supply. From that Division 7,231 pieces were received, many of which had been requisitioned in the preceding fiscal year. At the end of the year 1,253 titles on requisition had not been received, and of this number 716 had been on requisition since the fiscal year 1936. While many of these are books that are out of print, a number are items that publishers or book dealers could supply if orders were sent directly to them. The requirement that books be bought according to the competitive bidding system has increased the difficulty of obtaining promptly books that are desired for the library and probably has increased their cost.

At the end of the fiscal year the library was receiving 117 periodicals other than those published by Government agencies and hence received according to law. Of these 19 were being received by gift and 17 by exchange.

#### ORGANIZATION OF THE LIBRARY

Physically the books, pamphlets, and other material acquired during the past 2 years have been divided into several groups. In December most of them except Government publications were placed on the open shelves in the east and west search rooms. Current periodicals were placed on special shelving in the west search room, and atlases were shelved in a map case in the east search room. Government publications were arranged in the gallery. Pamphlet material was placed in a vertical file in the workroom. Certain technical publications and some duplicates of other publications were deposited on indefinite loan in the offices of a number of the divisions of The National Archives.

While no classifying or cataloging was done during the year because of the need to devote as much time as possible to the acquiring of books and to making them available for use, considerable work preliminary to cataloging was done. Books in the search rooms were arranged on the shelves roughly according to a provisional plan of classification based upon that of the Library of Congress. The Government documents in the gallery were placed in order according to a modification of the Superintendent of Documents plan of classification. Cards on which to check the annual reports and other serial publications in the library were prepared, and acquisitions to date of such publications of a number of Government departments were checked. The library's holdings of the Congressional set of Government documents and of the *Annals of Congress*, the *Register of Debates*, the *Congressional Globe*, and the *Congressional Record* were checked in a copy of the *Checklist of United States Public Docu-*

*ments*. The volumes in the Congressional set were assigned their proper serial numbers.

Early in the year a bookplate, designed by the Division of Photographic Reproduction and Research, was approved and put into use. A total of 3,049 volumes were plated and perforated and 1,501 pamphlets and unbound publications were perforated only.

#### SERVICE

In December 1936 when books and periodicals were placed in the east and west search rooms, an assistant, with a desk in the west search room, was placed in charge of the material in these rooms and in the gallery. This assistant keeps a record of books lent to members of the staff and gives assistance to those who request it in locating books or obtaining information. During the year 8,559 books and periodicals were lent to staff members for use in their offices. Others were used in the search rooms.

Among the most helpful services that the library can render to members of the staff and to others is the preparation of book lists and bibliographies. While the more pressing work of the Division has left little time for bibliographical work, a beginning has nevertheless been made. The preparation of a bibliography of works on archival economy or descriptive of archival and manuscript collections was begun. By the end of the fiscal year information regarding 1,026 titles had been typed on cards and made available in this form for use by members of the staff. Of these titles 609 are in the library. A checklist of the publications of the United States Food Administration, the records of which have been transferred to The National Archives, was also in progress. The Division of Research began the preparation of an extensive card bibliography of the history, organization, and functions of the several agencies of the Government, which upon completion will be deposited in the library.

#### OTHER ACTIVITIES

In his capacity as National Director of the Survey of Federal Archives, the Chief of the Division visited units of the Survey in 24 States, and in a number of these he made calls upon local libraries and archival organizations. He attended meetings of the Southern Historical Association, the American Historical Association, the Mississippi Valley Historical Association, and the American Library Association, a regional conference on legal records in New York City, and a regional conference of executives of midwestern historical agencies in Chicago. The head cataloger attended the annual meeting of the American Library Association.

## DIVISION OF THE FEDERAL REGISTER

(From the report of the Director, Mr. KENNEDY)

## DAILY ISSUE

During the fiscal year 1937, 5,078 "documents", as defined in the Federal Register Act, were submitted by 79 Government agencies for printing in the daily issues of the *Federal Register*. Of this number 4,645 were actually published and 433 were deemed not to be of general applicability and legal effect. During the year 254 daily issues comprising 3,176 pages were printed. These issues were supplemented by 12 indexes—8 monthly, 2 quarterly (September and March), 1 semi-annual (June), and 1 "annual" (December). The "annual" index, however, covered less than a year, inasmuch as the first daily issue of the *Federal Register* was not published until March 14, 1936. Since November 1936 the daily edition of the *Federal Register* has been 7,700 copies, of which 5,500 are sent free of charge to employees of the United States Government.

The daily issues of the *Federal Register* for the calendar year 1936, which constitute volume 1 of the publication, were reprinted and bound in two parts and were released in June 1937. In accordance with the instructions of the administrative committee of the Federal Register, five thousand sets of volume 1 were printed. Approximately two thousand of these were requested by Government officials, one set was furnished to each member of Congress, and the remaining sets were placed on sale by the Government Printing Office.

## CODIFICATION OF DOCUMENTS

The Federal Register Act required each Government agency to prepare and file with the administrative committee of the Federal Register a complete compilation of documents promulgated by that agency which were in force and effect and relied upon by the agency as authority for any of its activities on March 14, 1936, when publication of the *Federal Register* began. Representative Emanuel Celler, of New York, introduced a bill in the Seventy-fourth Congress to substitute a codification of the documents for the compilation, but no action was taken on the measure. He reintroduced it in the Seventy-fifth Congress as H. R. 5721, entitled "A Bill to amend the Federal Register Act." This bill was approved June 19, 1937, and by its provisions each Government agency is required to prepare and file on July 1, 1938, and every 5 years thereafter, "a complete codification of all documents which, in the opinion of the agency, have general applicability and legal effect and which have been issued or promulgated by such agency and are in force and effect and relied upon by the agency as authority for, or invoked or used by it in the discharge of, any of its functions or activities on June 1, 1938."

Just before the close of the fiscal year 1936-37, letters were sent to each Federal agency asking that it name a liaison officer or committee to direct the work of preparing the codification for that agency and to meet with the board which is to coordinate the codifications.

## ADMINISTRATIVE COMMITTEE

The administrative committee of the Federal Register, which is composed of the Archivist, an officer of the Department of Justice designated by the Attorney General, and the Public Printer, met four times during the past year. Judge N. A. Townsend, Special Assistant to the Attorney General, was appointed to fill the vacancy caused by the resignation of John Dickinson, formerly Assistant Attorney General and Department of Justice representative on the committee.

A third edition of the *Federal Register Regulations* was prepared in accordance with instructions from this committee, and it was approved by the President and issued in January 1937. The revised *Regulations* contain some changes in designations of authority under which rules, regulations, and orders are issued by executive agencies and increase the classes of documents printed in the *Federal Register* to include Executive orders amending civil-service rules.

Numerous letters from subscribers have suggested expansion of the scope of the *Federal Register* so as to include the publication of certain documents not now published. As a result of this demand and with the authorization of the administrative committee, a study of this question was made and an extensive report was prepared for the committee.

As a further result of demands from subscribers, letters were sent to all Federal agencies which have the authority to promulgate documents of general applicability and legal effect, asking them to provide their rules and regulations with suitable titles, headnotes, or tables of contents explaining the nature of the documents. In general, the response to this request has been satisfactory.

## SUBSCRIPTIONS

Through constant effort to reach potential new subscribers, the number of paid subscriptions was increased 454 percent during the year. Paid subscriptions on July 1, 1936, totaled 468; during the year 2,622 new subscriptions or renewals were received, but 967 subscriptions were discontinued, leaving 2,123 on the books on June 30, 1937.

It is interesting to note that 920 subscribers have entered upon their second year of using the *Federal Register*; that only 72 of the 2,123 present subscriptions are for less than a year; that 34 foreign subscriptions have been received; that every State in the United States is represented among the subscribers; that the five areas having the most subscribers are New York, the District of Columbia, Illinois,

California, and Pennsylvania, in that order; that 1,036 of the subscribers are lawyers or law firms; and that the greatest percentage of increase in subscriptions has occurred in the group classifications of libraries, municipal governments, banks, and business houses. Approximately 1,000 requests for information or sample copies of the *Federal Register* were received during the year.

#### VALUE TO SUBSCRIBERS

Some idea of the benefit which subscribers are deriving from the *Federal Register* can be obtained from the following excerpts from letters received by the Division.

From the librarian of a large insurance company:

I have been grateful for the *Federal Register*. It has been very useful. Part of its usefulness has been because of its promptness of publication. I have been able to find orders, etc., in it before they appeared elsewhere.

From an attorney:

I am enclosing check for renewal of my subscription to the *Federal Register*. I want to take advantage of this opportunity to congratulate you and your staff upon the work you have done and the progress you have made toward filling the need which this publication is designed to fill. I find the publication of great usefulness and know that it will prove increasingly useful to all members of the bar and the public as time goes on.

#### MISCELLANEOUS

The drafts of 281 Executive orders and proclamations were examined and edited as necessary and were forwarded to The White House during the year, and 309 signed Executive orders and proclamations were received from The White House. From July through November 1936, numerous printed copies and 132 photostats of Executive orders and proclamations were furnished Government agencies for official use. Subsequent to November such requests have been handled by the Division of Reference.

In August 1936 the Director of the Division attended the annual meeting of the American Bar Association, and in January 1937 he met with the committee on publications of the Council of State Governments to discuss with them the feasibility of State publications similar to the *Federal Register*.

#### OFFICE OF THE EXECUTIVE OFFICER

(From the report of the Executive Officer, Mr. HARRIS)

#### ADMINISTRATIVE DIVISIONS AND SECTIONS

With the appointment of a Chief of the Division of Printing and Binding on October 16, 1936, and of a head of the stenographic pool on August 3, 1936, the organization of the administrative divisions

and sections was completed. Brief extracts from the reports of these divisions and sections, which are supervised by the Executive Officer, are given below, and in the case of the Division of Photographic Reproduction and Research, a separate report is submitted because of the highly specialized nature of and the general interest in its work.

The Executive Officer also has immediate supervision of the law clerk, who was appointed on October 1, 1936, and was charged with reading and extracting information of interest to The National Archives from the decisions of the Attorney General and the Comptroller General and from the *Congressional Record* and the *Federal Register*; of the nurses in the welfare room, who gave 9,049 treatments during the year to members of the staff and other workers in the building; and of the cabinet maker, who received and filled 74 work orders and made numerous minor repairs to furniture and equipment.

*Division of Purchase and Supply.*—During the fiscal year 1937 approximately 3,500 requisitions for supplies and equipment were submitted to the Division. In order to fill the requisitions that were approved, 1,844 purchase orders were issued, and 771 contracts were executed in acceptance of lowest bids received in response to invitations. Vouchers to the number of 1,808 have been promptly prepared for the settlement of all accounts due, and without exception all have been certified for payment by the General Accounting Office substantially as submitted. A large number involved administrative deductions for liquidated damages chargeable to the contractors in accordance with the terms of the contracts, and a considerable saving of appropriated moneys has been effected thereby.

*Division of Personnel and Pay Roll.*—There were 3,481 new applications received in the Division during the fiscal year, bringing the applications now on file to 23,907. Each of the new applications was carefully examined with reference to the training and previous experience of the applicant, and 1,760 were found eligible for further consideration and were classified according to the type and grade of work for which each applicant was best qualified. Interviews with 1,137 applicants were held during the year, 824 stenographic and typing tests were given, and letters of inquiry were sent out concerning 373 applicants. The majority of the classified applications were in circulation during the year, being routed to the heads of offices and chiefs of divisions for their consideration from time to time.

A total of 110 positions, some of which were identical additional positions, were classified by the Division and allocated by the Personnel Classification Division of the Civil Service Commission during the fiscal year. This figure includes 10 reclassifications, that is, posi-

tions the duties and responsibilities of which had so increased as to justify a change in grade. There have now been classified and allocated a total of 642 positions for The National Archives.

Appointments in The National Archives were given 87 persons during this fiscal year; 13 separations were recorded, however, leaving a total of 249 employees as of June 30, 1937, a net increase of 74 employees over the preceding year.

The aggregate pay roll for personal services prepared by this Division for the fiscal year was \$489,035. Of this amount \$273,190 was expended for salaries of employees engaged in professional activities; \$49,217 for those having to do with publications, including the *Federal Register*; and \$166,628 for those engaged in administrative work.

*Division of Finance and Accounts.*—This Division, under the general supervision of the Executive Officer, allocated appropriation funds to the amount of \$615,579 and supervised obligations and expenditures amounting to \$607,185 during the year, and kept the necessary accounts in connection therewith.

*Division of the Central Files.*—During the fiscal year this Division established and developed a filing system which effectively handled all correspondence and material submitted by the various divisions of The National Archives, and 21,015 pieces were received and filed.

*Division of Printing and Binding.*—This Division began to function on October 16, 1936, with the appointment of Harry M. Forker as Chief. From July 1, 1936, to October 15, 1936, a total of 38 requisitions had been sent to the Public Printer, representing an encumbrance of \$1,062. From October 16, 1936, to the end of the fiscal year a total of 276 requisitions were prepared and forwarded to the Public Printer, representing an encumbrance of \$9,622. During the latter period 215 finished jobs were received from the Government Printing Office, were inspected, and were approved for distribution.

*Stenographic pool.*—Caroline C. Covington was appointed as head of the stenographic pool on August 3, 1936, at which time there were 16 stenographers and typists in the pool. During the year 14 stenographers and typists were transferred to various offices and divisions and 23 others were employed. Except in cases of emergencies or rush jobs, stenographers and typists were assigned to the different offices on a weekly basis.

*Mail section.*—This section received and distributed 96,306 pieces of mail and 765 telegrams during the year. It also checked, folded, inserted in envelopes or wrapped, sealed, and dispatched 244,235 pieces of mail and sent 104 telegrams.

*Messenger and transportation service.*—In addition to operating the messenger and guide service within the building, the service made 78 transfers of archival material and library books, returned 39

shipments of property to Government agencies, and made 3,113 outside messenger trips.

*Telephone switchboard.*—The switchboard handled a total of 147,957 calls during the year.

#### BUILDING AND EQUIPMENT

A large portion of the time of the Executive Officer is taken up with matters pertaining to the building and grounds. During the fiscal year 1937 the following areas and offices, which had not been completed on June 30, 1936, were either completed or were placed in such condition that they could be occupied and used: The division offices on the twentieth tier, east and west, a portion of the permanent receiving room, room 106, nine offices on the sixth floor, the cloak rooms in the Pennsylvania Avenue entrance lobby, and room G-13, which was partitioned to provide additional space for the Divisions of Photographic Reproduction and Research and of Repair and Preservation. By the end of the year the murals had been placed in the Exhibition Hall and the special lining for the exhibit cases had been installed, the card catalog trays had been placed around the wall in the central search room, and the opera chairs had been installed in the auditorium.

The contract for the extension to the building was completed on February 19, the final inspection was made on April 1, and the final payment was made by the Public Works Branch of the Treasury Department on June 22. The completion of this contract provides The National Archives with 29 additional stack areas. After stack equipment has been installed in the extension, The National Archives will have an additional 1,120,049 cubic feet of document area with a storage capacity of 448,813 cubic feet.

By June 30, 1937, the manual fire-alarm stations and the watchman stations had been put into operation in the entire original building; the aero system, which sets off an alarm immediately in case of fire, had been installed in the receiving room, in the trucking room, and in a number of the stack spaces; and the automatic burglar-alarm system, which records in the office of the captain of the guard any entrance into or any noise within an area, had been installed in the same stack spaces. Other installations during the year included the hydraulic press for the Division of Repair and Preservation, the table for the cleaning of film for the Division of Motion Pictures and Sound Recordings, and the temporary film-storage cabinets for the storage of film while it is being processed, viewed, and studied by the latter Division.

The following work was unfinished at the end of the fiscal year 1937: The cutting of a window in room G-7, occupied by the Division of the Central Files; the erection of a storeroom for the National

Park Service on the loading platform in the trucking room; the partitioning of a central workroom for the cabinet maker; and the partitioning of the offices of the Chiefs of the Divisions of Department Archives. In the area occupied by the Division of Motion Pictures and Sound Recordings, although the film vaults had been prepared for the installation of a special air-conditioning unit, the purchase and installation of the unit was delayed by lack of funds, and the shelves and specially designed film-storage cabinets had not been installed in the vaults. A contract for additional paneling in the auditorium had been let, but the work was unfinished; and certain changes on the thirteenth tier to permit the construction of a workroom for treating motion-picture film were incomplete.

Under the provisions of the second contract for the equipment of the stack areas, stack equipment, including containers for documents, had been installed by June 30, 1937, in the third tier east and in the tenth, eleventh, and twelfth tiers, west and southwest, thus making available for use a total of 80,144 cubic feet of document area and 29,454 square feet of floor area.

The third stack contract was awarded on April 6, 1937, and provided for the installation within 120 days of metal stack columns and metal floors only, in the thirteenth to nineteenth tiers of the northwest, southwest, south, southeast, and northeast stack spaces, and in the sixteenth and seventeenth tiers of the north stack space, all of which are in the original building.

Under the fourth stack contract, which was let on June 10, 1937, metal stack columns, metal floors, cork composition floor covering, and metal shelving, but no document containers, are to be provided for the entire extension of the building, with the following exceptions: The third tier in all parts of the extension, which will be reserved for the Division of Maps and Charts and will be equipped with portable map cases already contracted for, and the nineteenth, twentieth, and twenty-first tiers in the northeast central stack space, which will be reserved for the use of the Division of Photographic Reproduction and Research in conditioning and storing still film and in processing microfilm.

#### MISCELLANEOUS ACTIVITIES

The Executive Officer continued to serve as liaison between The National Archives and the National Archives Association, and in March 1937 he became a member of the board of directors and chairman of the credit committee of the National Archives Employees' Federal Credit Union. During the year he also attended the annual meetings of the American Historical Association and of the Society of American Archivists.

#### DIVISION OF PHOTOGRAPHIC REPRODUCTION AND RESEARCH

(From the report of the Chief, Mr. TATE)

The year 1936-37 has served to clarify the diversified activities of this Division, and a distinct tendency toward stratification of its work is evident. Four classes of activities predominated: (1) Photographic work, including the making of photographs of various kinds, microphotography, photostatic work, and the photographic restoration of documents; (2) photo-mechanical and mechanical services, including the reproduction of forms, form letters, memoranda, and the like by means of the multilith process, the making of addressograph plates and the mechanical side of maintaining a mailing list, and the use of plan-copying equipment for the reproduction both of plans and of limited quantities of typewritten material; (3) the conditioning and storage of still film; and (4) research into the applications of photography and similar processes to documentation.

Some 6,000 photographic negatives and prints, 2,383,149 microcopies, and 15,214 photostats were made during the year. In the field of mechanical and photo-mechanical services 669,930 pieces were produced by the multilith process from 1,094 duplicating plates, 3,568 addressograph plates were prepared, and 23,788 pieces were run through the addressing machine. Although the plan-copying machine was not available until the closing weeks of the year, 91 square feet of copy were produced on it. Miscellaneous work included the mounting of 3,505 photographs, the making of 135 lantern slides, and the completion of various experimental projects.

#### PHOTOGRAPHIC WORK

*General.*—The photographic work has been exceedingly diversified during the past year. The routine photographing of records in depositories or in transit and of buildings in which records have been stored has been continued and expanded. The resulting photographs, many of which are now irreplaceable, show the exact condition of various archival depositories before the transfer of all or part of their contents to the National Archives Building. Shipments of records in transit were photographed to illustrate the precautions taken when valuable papers are being moved. Additional photographs were taken of the National Archives Building to show details of its construction and use. Photographs of equipment undergoing tests at the National Bureau of Standards were made for purposes of record. Full tone and line copies of documents in The National Archives were made, and some of them have been used by various publications.

*Microfilming.*—Two large projects of microfilming undertaken during the year were the reproduction of the Veterans' Administration index and the reproduction of the "refer from" cards at the Library of Congress.

The Veterans' Administration index, a file of some 2,600,000 cards, is being reproduced because the transfer to The National Archives of a portion of the indexed records, while the remainder is retained by the Administration, makes it imperative that a copy of the index be available in both places. It was economically undesirable to reproduce these cards by other than photographic methods. A rotary, high-speed, card-copying, microphotographic machine, specially equipped for photographing multicolored cards, was purchased for The National Archives and later three similar machines were rented. It was determined to use 16mm single perforate film and to reproduce the cards at a ratio of reduction of 17 diameters to 1. As the film is to be used in reading machines, a fairly elaborate coding system for card location was devised. With the cooperation of the Division of Cataloging, numbered "guides", which are projected on the screen of the reading machine as brief flashes of light, were placed at intervals of about every 100 cards throughout the file. The numbers of the flashes on each roll of film and the names that immediately follow each of them are typed on slips of paper affixed to the container that holds the roll. This makes it possible to determine between which flashes the desired entry will be found. When the film is placed in a reading machine, the reader can quickly turn to the desired name by counting the flashes as they pass over the reading screen. Cataloging experts state that this method of locating cards on film is as rapid as the use of an ordinary card index.

The "refer from" cards at the Library of Congress presented a somewhat different problem. The file is unique and cannot be removed from the Library; hence, personnel from this Division was sent with a portable camera to make film copies of approximately 17,000 cards. The copies are to be enlarged on special photographic paper and duplicate prints are to be made in order that two sets of the cards (one for the Division of Cataloging and one for the Division of the Library) will be available in The National Archives.

*Photostatic work.*—An increasing volume of photostatic work has been required during the year, including the making of copies of documents in The National Archives for official purposes and for private use. The photostat machine was also used for making copies for the National Archives library of material which could not be procured by purchase and of borrowed notes and manuscript reports pertaining to materials in the custody of The National Archives.

#### PHOTO-MECHANICAL AND MECHANICAL SERVICES

It has been possible during the year virtually to complete a small but well-rounded duplicating unit. Duplicated materials include form letters, forms, memoranda, reports on useless papers, and similar intra-organization materials. The process of duplicating should not

be confused with printing, however, as all the printing for The National Archives is done at the Government Printing Office as provided by law.

One entirely new system of duplicating has been inaugurated. This process, known as "direct image" duplicating, requires a special typewriter and a carbon-paper ribbon for preparing metal plates from which copies are made on the multilith machines. The resultant product is similar in appearance to typewritten material and is far more permanent than hectograph or mimeograph copies, which cost approximately the same amount.

The operation of the plan-copying machine is another phase of photo-mechanical activity. The machine includes a three-tube, mercury-vapor, continuous printer and a continuous-developing machine. Tracings, photographic negatives, and typewritten materials may be duplicated at a cost of about 2 cents a square foot. Direct positive copies are made without an intervening negative step; and, as ammonia vapor instead of water is used in developing the image, paper shrinkage is reduced to a minimum. The paper is not highly sensitive, and the entire process may be performed in an ordinary lighted room.

#### CONDITIONING AND STORAGE OF NEGATIVES FOR STILL PICTURES

In view of the large amount of film and other negatives for still pictures in Government depositories, space has been allocated in the National Archives Building for the establishment of conditioning laboratories and for the installation of suitable storage vaults and containers for negatives of different types, but no equipment has been installed as yet. As nitrate film offers decided fire, gas, and explosion hazards, and as glass negatives are extremely fragile, suitable containers must be designed for them, and this work has been undertaken. Meanwhile, through the cooperation of the Division of Motion Pictures and Sound Recordings, it has been possible to accept 287 rolls of aerial-mapping film and 204 mosaic 20" x 24" nitrate negatives, which have been stored temporarily in the vaults of that Division. A new process of film duplicating may make it possible to duplicate dangerous nitrate film directly on a nonexplosive safety film base for long-time storage and use.

#### RESEARCH PROBLEMS

Research has been carried on continuously throughout the year, and much of it has been integrated and correlated with work proceeding in other parts of the country. The most important investigations were those dealing with photography and documentation. An inquiry into the merits of particular photographic emulsions, bases, developing and fixing formulas, and printing paper was made in an effort to

ascertain and classify the possible uses of the various materials in The National Archives. In the acquisition of equipment, it was necessary to investigate thoroughly the offerings of various manufacturers. Among the larger pieces of equipment acquired were a high-intensity, mercury-vapor lamp, a circular, cold-quartz lamp, a rotary card-copying machine especially designed for photographing multi-colored cards, a projection reading machine, a miniature camera and accessories, an 8" x 10" enlarger, a paper cutter, a paper-drilling machine, a direct-image typewriter, a plan-copying machine, a bound-volume copying camera, and a reflex camera.

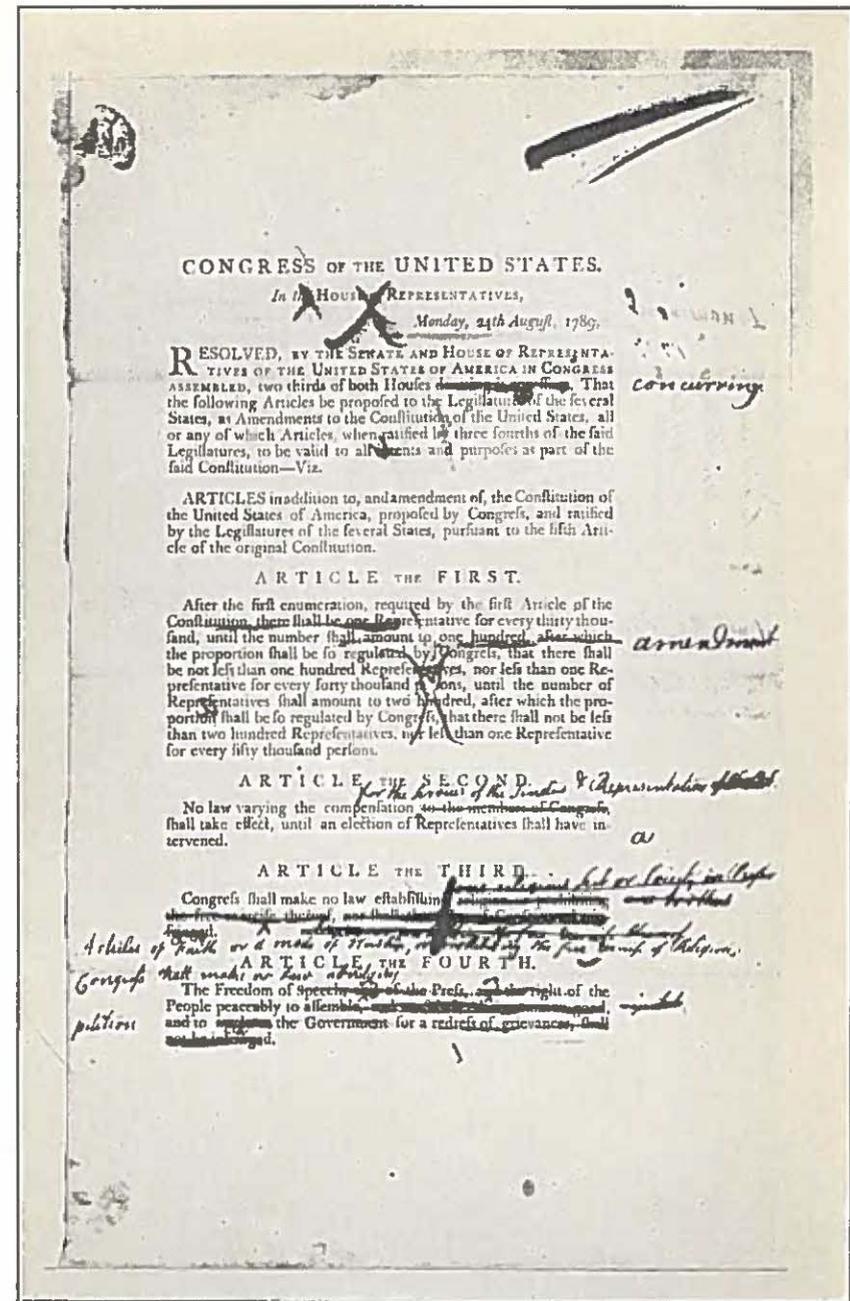
The reproduction of colored documents in monochrome and in color has been investigated, and the data accumulated may also be applied in reproducing faded and washed-out documents. The use of infrared sensitive materials in the reproduction of charred and burned documents was studied with some success, and the investigations are being continued.

Studies were undertaken in low-cost methods of producing a limited number of copies of documents needed for current use by the staff of The National Archives. Several methods were tested and samples were procured, but no definite decision has yet been made as to the most suitable process.

#### OTHER ACTIVITIES

As a member of a committee of the Federal Fire Council, the Chief of the Division attended several conferences and prepared material on fires and on the photographic restoration of damaged documents. He was appointed on the committee on photographic equipment and mechanical techniques of the Society of American Archivists, and he represented the Society at the organization meeting of the American Documentation Institute. He was also appointed adviser to the committee on terminology and to the committee on photographic reproduction of library materials of the American Library Association. The latter committee is actively engaged in investigating microphotography and its application to the work of libraries, archival establishments, and similar institutions. A large number of conferences were held with members of this committee to discuss equipment, procedure, and results; and in addition a report on reading equipment for microcopies was prepared for the committee and assistance was rendered in compiling a vocabulary on microcopying.

The Chief of the Division read papers on microphotography before the New York Chapter of the Special Libraries Association and at the annual meeting of the American Library Association, and he gave an extemporaneous talk on microphotography and The National Archives before the Harvard University Library Club. From October 19 to November 7, 1936, he made an inspection tour of the libraries of Yale, Brown, and Harvard Universities, where documentary problems ap-



THE FIRST AMENDMENTS TO THE CONSTITUTION AS PROPOSED BY THE HOUSE OF REPRESENTATIVES

The House of Representatives of the First Congress proposed a series of amendments to the Constitution in the nature of a bill of rights and submitted its proposal, containing 17 articles, to the Senate for consideration. A printed copy of this proposal, showing notations written by an unknown hand, is reproduced on this and the two following pages. The document is from files of the United States Senate now in the custody of the Archivist of the United States.

ARTICLE THE FIFTH.

A well regulated militia, composed of the body of the People, being the best security of a free State, the right of the People to keep and bear arms, shall not be infringed; but no one religiously scrupulous of bearing arms, shall be compelled to render military service in person.

*Amendment*

ARTICLE THE SIXTH.

No soldier shall, in time of peace, be quartered in any house without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

*Articles of Amendment to the Constitution of the 11 States*

ARTICLE THE SEVENTH.

The right of the People to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

*public defences*

ARTICLE THE EIGHTH.

No person shall be subject to excessive bail, nor to excessive fines, nor to cruel and unusual punishments; nor shall he be compelled in any criminal case, to be a witness against himself, nor be deprived of life, liberty or property, without due process of law; nor shall private property be taken for public use without just compensation.

*8 & 10 would make an amendment*

ARTICLE THE NINTH.

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, to be informed of the nature and cause of the accusation, to be confronted with the witnesses against him, to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defence.

ARTICLE THE TENTH.

The trial of all crimes (except in cases of impeachment, and in cases arising in the land or naval forces, or in the militia when actually serving in time of war or public danger) shall be by an impartial jury of the State or Territory, with the assent of unanimity for conviction, the right of challenge, and other accustomed requisites; and no person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment by a Grand Jury; but this shall not extend to places in the possession of the United States; and no Law by law be authorized in some other place within the

*a*

ARTICLE THE ELEVENTH.

No appeal shall be taken from the Supreme Court of the United States, shall be allowed, where the value in controversy shall not amount to one thousand dollars; nor shall any suit, triable by a Jury according to the course of the common law, be otherwise re-examinable, than according to the rules of common law.

ARTICLE THE TWELFTH.

In suits at common law, the right of trial by jury shall be preserved.

ARTICLE THE THIRTEENTH.

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

ARTICLE THE FOURTEENTH.

No State shall infringe the right of trial by jury in criminal cases, nor the rights of conscience, or the freedom of speech, or of the press.

ARTICLE THE FIFTEENTH.

The enumeration in the Constitution of certain rights, shall not be construed to deny or disparage others retained by the people.

ARTICLE THE SIXTEENTH.

The powers delegated by the Constitution to the government of the United States, shall be exercised in manner appropriated, so that the Legislative shall never exercise the powers vested in the Executive or Judicial; nor the Executive the powers vested in the Legislative or Judicial; nor the Judicial the powers vested in the Legislative or Executive.

ARTICLE THE SEVENTEENTH.

The powers not delegated by the Constitution, nor prohibited by the States, are reserved to the States respectively, or to the People.

Tell,

JOHN BECKLEY, CLERK.

In SENATE, August 25, 1789.

Read and ordered to be printed for the consideration of the

SENATE:

Auch,

SAMUEL A. OTIS, SECRETARY.

SECOND PAGE OF THE HOUSE DRAFT OF THE FIRST AMENDMENTS TO THE CONSTITUTION

THIRD PAGE OF THE HOUSE DRAFT OF THE FIRST AMENDMENTS TO THE CONSTITUTION

The Conventions of a Number of the States having, at the Time of their adopting the Constitution, expressed a Desire, in Order to prevent misconstruction or abuse of its Powers, that further declaratory and restrictive Clauses should be added: And as extending the Ground of public Confidence in the Government, will best insure the beneficial ends of its Institution—

RESOLVED, BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, two thirds of both Houses concurring, That the following articles be proposed in the Legislatures of the several States, as amendments to the Constitution of the United States, all or any of which articles, when ratified by three fourths of the said Legislatures, to be valid to all intents and purposes, as part of the said Constitution—Viz.

ARTICLES in addition to, and amendment of, the Constitution of the United States of America, proposed by Congress, and ratified by the Legislatures of the several States, pursuant to the fifth Article of the original Constitution.

ARTICLE THE FIRST.

After the first enumeration, required by the first article of the Constitution, there shall be one Representative for every thirty thousand, until the number shall amount to one hundred; to which number one Representative shall be added for every subsequent increase of forty thousand, until the Representatives shall amount to two hundred, to which number one Representative shall be added for every subsequent increase of thirty thousand.

ARTICLE THE SECOND.

No law varying the compensation for the services of the Senators and Representatives, shall take effect, until an election of Representatives shall have intervened.

ARTICLE THE THIRD.

Congress shall make no law establishing articles of faith, or a mode of worship, or prohibiting the free exercise of religion, or abridging the freedom of speech, or of the press, or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

ARTICLE THE FOURTH.

A well regulated militia, being necessary to the security of a free State, the right of the people to keep and bear arms, shall not be infringed.

ARTICLE THE FIFTH.

No soldier shall, in time of peace, be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

ARTICLE THE SIXTH.

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

ARTICLE THE SEVENTH.

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment by indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall private property be taken for public use without just compensation.

ARTICLE THE EIGHTH.

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, to be informed of the nature and cause of the accusation, to be confronted with the witnesses against him, to have compulsory process for obtaining witnesses in his favour, and to have the assistance of counsel for his defence.

ARTICLE THE NINTH.

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

ARTICLE THE TENTH.

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

ARTICLE THE ELEVENTH.

The judicial power shall extend to all cases arising under the Constitution, and laws of the United States, and to all cases of admiralty and maritime jurisdiction.

ARTICLE THE TWELFTH.

The powers not delegated to the United States by the Constitution, and prohibited by it to the States, are reserved to the States respectively, or to the people.

[NEW-YORK, PRINTED BY THOMAS GREENLEAF.]

see Vol. 1. Com  
Amendment to  
Constitution U.S.

THE FIRST AMENDMENTS TO THE CONSTITUTION AS CONSIDERED BY THE SENATE

The Senate reduced the number of articles in the first amendments as proposed by the House of Representatives from 17 to 12. In the draft reproduced on this page and the next, 9 articles are, aside from capitalization and punctuation, the same as those finally submitted to the States for ratification; the remaining 3 articles, which have been crossed out in this draft, were modified somewhat in the final draft sent to the States. The document is from files of the United States Senate now in the custody of the Archivist of the United States.

SECOND PAGE OF A SENATE DRAFT OF THE FIRST AMENDMENTS TO THE CONSTITUTION

No. 111  
 1865  
 31st Session  
 31st Congress of the United States  
 20th Session  
 BEGUN AND HELD AT THE CITY OF WASHINGTON  
 (In the District of Columbia)  
 Monday the 31st day of December one thousand eight hundred and sixty-four  
 A bill  
 And Resolved to amend the Constitution of the United States  
 Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,  
 That the following article be proposed to the Legislatures of the several States as an amendment to the Constitution of the United States, which, when ratified by three-fourths of said Legislatures, shall be valid to all intents and purposes, as a part of the said Constitution, viz: Article XIII. No amendment shall be made to the Constitution which will authorize or give to Congress the power to abolish or interfere, within any State, with the domestic institutions thereof, including that of persons held to labor or service by the laws of such State.  
 Approved March 2, 1865.  
 John Buchanan  
 Speaker of the House of Representatives  
 John Buchanan  
 Vice President of the United States  
 Secretary of the Senate

JOINT RESOLUTION PROPOSING A THIRTEENTH AMENDMENT TO THE CONSTITUTION  
 This joint resolution proposed an amendment to the Constitution that would have precluded the adoption of any future amendment giving Congress the power to abolish or interfere with domestic institutions within a State, including slavery. President Buchanan approved and signed the joint resolution, an unnecessary step on his part, for joint resolutions submitting constitutional amendments do not require Presidential approval. Only Ohio, Maryland, and Illinois ratified the proposed amendment. This document and those on the two following pages were transferred to the custody of the Archivist of the United States from the Department of State.

15  
 31st Session  
 31st Congress of the United States of America;  
 Begun and held at the City of Washington, on Monday, the 31st day of December, one thousand eight hundred and sixty-four  
 A RESOLUTION  
 Submitting to the Legislatures of the several States a proposition to amend the Constitution of the United States  
 Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,  
 (For that of last Session amended) that the following article be proposed to the Legislatures of the several States as an amendment to the Constitution of the United States, which, when ratified by three-fourths of said Legislatures, shall be valid to all intents and purposes, as a part of the said Constitution, viz: Article XIII. No amendment shall be made to the Constitution which will authorize or give to Congress the power to abolish or interfere, within any State, with the domestic institutions thereof, including that of persons held to labor or service by the laws of such State.  
 Approved February 1, 1865.  
 John Buchanan  
 Speaker of the House of Representatives  
 John Buchanan  
 Vice President of the United States  
 Secretary of the Senate

JOINT RESOLUTION PROPOSING THE THIRTEENTH AMENDMENT TO THE CONSTITUTION  
 This joint resolution, proposing an amendment to the Constitution abolishing slavery, was ratified and became a part of the Constitution in 1865. President Lincoln, following President Buchanan's earlier example, approved and signed this joint resolution. The Senate, on February 7, 1865, passed a resolution declaring that the President's approval was unnecessary, that it was inconsistent with former practice regarding the submitting of amendments, and that it, having been given inadvertently, should not constitute a precedent for the future.

proximate those of The National Archives. The Business Show in New York was attended, and several factories and manufacturing plants in Rochester, Cleveland, and Youngstown were visited.

OFFICE OF THE ADMINISTRATIVE SECRETARY

(From the report of the Administrative Secretary, Mr. PAGE)

The Office of the Administrative Secretary continued to handle all general correspondence concerning The National Archives, the National Archives Building, accessions, surveys, and similar matters; to gather and compile data for the use of the Archivist in preparing his annual report; to formulate the annual budget; to attend hearings before committees of Congress when matters of interest to The National Archives are under consideration; and to distribute the publications of The National Archives. A number of conferences were held by the Administrative Secretary during the fiscal year with representatives of departments and agencies concerning surveys and transfers of records, disposal of useless papers, use of the auditorium, and numerous other matters of a general nature.

PUBLIC RELATIONS

It is the policy of The National Archives to issue no prepared statements for publication, but available information is furnished when desired to representatives of newspapers and other publications as a basis for the preparation of their own articles. During the fiscal year 1937, many representatives of the press and other publications were conducted through the building and supplied with information concerning The National Archives by the Assistant Administrative Secretary.

Arrangements were completed on April 14 for Paramount Pictures to make a news reel of the National Archives Building, its equipment, and the methods utilized in the preservation and administration of records. The news reel was subsequently made, but it had not been released at the end of the fiscal year.

The Exhibition Hall was closed to the public while the mural paintings were being installed, but the Hall was formally turned over to the Archivist and reopened to the public on November 12, 1936. Data furnished by the artist, Barry Faulkner, and sets of photographs of the murals were furnished to members of the press and to the Secretary of the Fine Arts Commission on that occasion. The work of lining the exhibit cases was completed on June 4, and the Assistant Administrative Secretary immediately assembled material to place on exhibit, including amendments to the Constitution of the United States, a number of pages from the Senate files pertaining to the First Congress, and the logbooks of the United States ships *Constitution* and *Constellation*. A total of 26,460 persons visited the building during the year.

S. J. Res. 17.

Sixty-fifth Congress of the United States of America;

At the Second Session,

Began and held at the City of Washington on Monday, the third day of December, one thousand nine hundred and seventeen.

JOINT RESOLUTION

Proposing an amendment to the Constitution of the United States.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled (two-thirds of each House concurring therein), That the following amendment to the Constitution be, and hereby is, proposed to the States, to become valid as a part of the Constitution when ratified by the legislatures of the several States as provided by the Constitution:

ARTICLE --

"SECTION 1: After one year from the ratification of this article the manufacture, sale, or transportation of intoxicating liquors within, the importation thereof into, or the exportation thereof from the United States and all territory subject to the jurisdiction thereof for beverage purposes is hereby prohibited.

"SEC. 2: The Congress and the several States shall have concurrent power to enforce this article by appropriate legislation.

"SEC. 3: This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of the several States, as provided in the Constitution, within seven years from the date of the submission hereof to the States by the Congress."

Chauncy Clark,  
Speaker of the House of Representatives.

Thos. R. Marshall  
Vice President of the United States and  
President of the Senate.

JOINT RESOLUTION PROPOSING THE EIGHTEENTH AMENDMENT TO THE CONSTITUTION

This joint resolution proposed an amendment that, upon ratification, became the eighteenth amendment to the Constitution in 1919. The amendment was subsequently repealed by the twenty-first amendment in 1933.

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On June 9, 1937, the Administrative Secretary delivered an address on "The National Archives" before the Aberdeen, N. C., Kiwanis Club at a meeting held at Pinehurst, N. C.

#### ATTESTATION OF COPIES OF OFFICIAL RECORDS

During the fiscal year 1937, the procedure for furnishing authenticated copies of documents in the custody of the Archivist was changed. All requests for authenticated copies of records are now filed with the Division of Reference, in which Division certification forms are prepared. The copy to be authenticated is then checked by this Office with the original records, as is the certification form, and the ribbon and wafer are attached and the seal affixed thereto. A charge of 25 cents is made for each authenticated copy except those prepared for official Government use, for which no charge is made. During the fiscal year 1937, this Office issued 367 certifications of records.

#### USELESS PAPERS

Numerous conferences were held by the Administrative Secretary with officials of The National Archives regarding measures necessary to clarify and simplify the procedure for the disposition of executive papers having no permanent value or historical interest. In response to a request from Representative Charles J. Colden, chairman of the House Committee on the Disposition of Executive Papers, a conference was held with him relative to the draft of a bill "To provide for the disposition of certain records of the United States Government", which he later introduced as H. R. 7504. The bill was referred to the Committee on the Disposition of Executive Papers and hearings on it were announced for July 1 and 2. The Administrative Secretary and the Assistant Director of Archival Service were designated to represent the Archivist at these hearings.

#### OFFICE OF THE DIRECTOR OF PUBLICATIONS

(From the report of the Director, Mr. BUCK)

#### PUBLICATIONS

Six publications of The National Archives were prepared or edited in this Office and were released during the fiscal year—the *Second Annual Report* of the Archivist, two bulletins, and three circulars. *Bulletin* No. 1, which consists of an article entitled "The National Archives of the United States", is a 13-page pamphlet containing a brief account of the history, organization, and functions of the establishment. *Bulletin* No. 2, a 10-page pamphlet, contains two articles, "The Conference of Archivists at Chattanooga, December 28, 1935" and "Problems of American Archivists", by Theodore C. Blegen. Two of the three circulars issued are popular and pictorial in nature

and are intended for general distribution to visitors to the building and to others casually interested in The National Archives. Circular No. 1, entitled *The National Archives of the United States*, contains, in addition to textual matter, 29 illustrations of the building and of the progressive steps in the accessioning of records; and Circular No. 3, entitled *The Murals in The National Archives*, consists of reproductions of photographs of the murals in the Exhibition Hall, together with a key to the personages depicted and other pertinent information about the paintings and the artist, Barry Faulkner. Circular No. 2 consists of the *Rules and Regulations for the Use of Records*.

#### GUIDE TO THE FEDERAL ARCHIVES OF THE UNITED STATES

In January work was begun on a project for the compilation of a "Guide to the Federal Archives of the United States", which will describe the scope, character, quantity, subject matter, origin, history, arrangement, location, availability, and value for research or official use of all records of the Government, whether within the District of Columbia or elsewhere in the United States, and will include information concerning extant indexes, inventories, and other aids to their use. Plans for the guide were drawn up by the Director and were the result of much study and repeated conferences with other members of the staff of The National Archives. The compilation of portions of the guide dealing with the 10 executive departments and the judiciary was assigned to various deputy examiners and former deputy examiners, who are to perform this task under the supervision of the Director.

To make available to the compilers of the guide needed information concerning the history, organization, functions, and records of the agencies of the Government, it was obviously essential to assemble, organize, and coordinate bibliographical and other pertinent data existing in The National Archives and elsewhere. Suggestions for accomplishing this end were drafted by the Director and were given to the Division of Research, which at once embarked upon the first phase of the project by selecting printed Library of Congress cards for appropriate works. These cards, combined with a tentative bibliography already compiled by the Director, will form the basis for an annotated bibliography of all available material. Executive orders relating to the activities and functions of Government agencies have been selected by the Division of Research and, with the cooperation of the Director, are being classified according to the agency concerned.

With a view to providing more detailed information regarding portions of the material in the files of four executive departments and the Senate, arrangements have been made for the Division of

Photographic Reproduction and Research to microfilm a calendar of this material at the University of Illinois. Compiled over a period of 20 years by Dr. Newton D. Mereness for a group of State historical agencies, the calendar lists on cards some 280,000 documents relating to the region embraced in the States of Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, and Iowa. The microfilm reproduction of the calendar will be in the custody of the Division of Reference.

Since the compilation of the proposed guide will extend over several years, it was decided in May to concentrate at first on the part dealing with the records in the custody of The National Archives at the close of the fiscal year 1937, with a view to the prompt publication of this part and its distribution to scholars and others who might be interested in knowing of the availability of the material described. Considerable progress on this section of the project had been made at the close of the year.

#### BIBLIOGRAPHICAL WORK AND BOOK SELECTION

The Director continued his compilation of a bibliography of all printed material believed to be of value in connection with the activities of The National Archives and for that purpose checked other bibliographies such as the set of Griffin's *Writings in American History* and Bemis and Griffin's *Guide to the Diplomatic History of the United States*. The listing of Government publications of interest to The National Archives, an undertaking begun in the preceding fiscal year by the assistant to the Director, was carried forward as time permitted by checking through the shelf list of all Government documents in the library of the Superintendent of Documents. Because of the slowness of the process, however, a preliminary selection was made by examining the current price lists of Government publications issued by the Superintendent of Documents, and a checked set of these price lists was turned over to the Chief of the Division of the Library.

#### NATIONAL HISTORICAL PUBLICATIONS COMMISSION

No meeting of the Commission was held during the fiscal year, and as yet no action has been taken on the Commission's report transmitted to Congress on March 17, 1936, recommending the compilation, editing, and publication of documentary material relating to the ratification of the Constitution and the first ten amendments thereto.

The pressure of other work has prevented much progress in the efforts of this Office to bring up to date the 1908 survey of the historical publications of the Government, as requested by the Commission. Some additions have been made to the bibliography of

Government historical publications by drawing off titles from the *Checklist of United States Public Documents*, from the shelf list of the library of the Superintendent of Documents, and from some of the early numbers of the *Monthly Catalog of United States Public Documents*. Some time has been devoted also to studying and arranging the bibliographical data already assembled and to making plans for a statement that could be used as the basis for a report by the Commission on a comprehensive scheme for all documentary historical publications of the Government.

#### OTHER ACTIVITIES

Each quarter since October the Office has prepared a page of "Notes Concerning The National Archives" for distribution to professional journals in the field of the social sciences. Other informative statements regarding the establishment have been written from time to time by the Office for publication in encyclopedias, almanacs, and the like and for use by members of the staff.

On the invitation of the Director of Science Service, the Director of Publications attended a conference on January 16 to consider the formation of an "American Documentation Institute." Later he was appointed a member of the planning committee, and he represented the Archivist at the organization meeting of the institute on March 13, at which he served as chairman and was elected one of the five trustees. Subsequently the trustees named the Director as treasurer of the institute.

At the request of the program committee of the American Historical Association, the Director, as chairman of the organizing committee for a "Society of American Archivists", arranged for a conference of archivists to be held during the 1936 meeting of the association in Providence; and at this conference the report of the organizing committee and a draft constitution were presented. Thereupon the Society of American Archivists was formally established, and the constitution as drafted was adopted with some minor changes. The Director was elected a member of the council of the society, and Dr. Philip C. Brooks of the staff of The National Archives was elected secretary. The Director also served as a member of the committee on program for the first annual meeting of the society, which was held in Washington on June 18 and 19.

The Director attended during the year a conference of executives of historical agencies in the Middle West, at which he discussed "Relations between The National Archives and Historical Agencies"; the annual meeting of the American Historical Association, at which he was elected treasurer of the organization; a meeting of the joint committee on materials for research of the American Council of Learned

Societies and the Social Science Research Council, at which matters of interest to The National Archives were discussed; a conference under the auspices of the Social Science Research Council to discuss the planning of research in comparative local history; and a meeting of the Agricultural History Society. He also visited the Hall of Records in Annapolis to advise with the Archivist of Maryland concerning the valuation for insurance purposes of the material in his custody. The assistant to the Director attended the annual meeting of the American Historical Association, and all members of the staff of the Office attended the annual meeting of the Society of American Archivists.

## APPENDIXES

## APPENDIX I

### THE NATIONAL ARCHIVES ACT, THE FEDERAL REGISTER ACT, AND CERTAIN LEGISLATION CONCERNING THE NATIONAL ARCHIVES ENACTED BY THE SEVENTY-FIFTH CONGRESS

THE NATIONAL ARCHIVES ACT, APPROVED JUNE 19, 1934

[48 Stat. 1122-1124]

An Act to establish a National Archives of the United States Government, and for other purposes.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That there is hereby created the Office of Archivist of the United States, the Archivist to be appointed by the President of the United States, by and with the advice and consent of the Senate.

SEC. 2. The salary of the Archivist shall be \$10,000 annually. All persons to be employed in the National Archives Establishment shall be appointed by the Archivist solely with reference to their fitness for their particular duties and without regard to civil-service law; and the Archivist shall make rules and regulations for the government of the National Archives; but any official or employee with salary of \$5,000 or over shall be appointed by the President by and with the advice and consent of the Senate.

SEC. 3. All archives or records belonging to the Government of the United States (legislative, executive, judicial, and other) shall be under the charge and superintendence of the Archivist to this extent: He shall have full power to inspect personally or by deputy the records of any agency of the United States Government whatsoever and wheresoever located, and shall have the full cooperation of any and all persons in charge of such records in such inspections, and to requisition for transfer to the National Archives Establishment such archives, or records as the National Archives Council, hereafter provided shall approve for such transfer, and he shall have authority to make regulations for the arrangement, custody, use, and withdrawal of material deposited in the National Archives Building: *Provided,* That any head of an executive department, independent office, or other agency of the Government may, for limited periods, not exceeding in duration his tenure of that office, exempt from examination and consultation by officials, private individuals, or any other persons such confidential matter transferred from his department or office, as he may deem wise.

SEC. 4. The immediate custody and control of the National Archives Building and such other buildings, grounds, and equipment as may from time to time become a part of the National Archives Establishment (except as the same is vested by law in the Director of National Buildings, Parks, and Reservations) and their contents shall be vested in the Archivist of the United States.

SEC. 5. That there is hereby created also a National Historical Publications Commission which shall make plans, estimates, and recommendations for such historical works and collections of sources as seem appropriate for publication and/or otherwise recording at the public expense, said Commission to consist of the Archivist of the United States, who shall be its chairman; the historical adviser of the Department of State; the chief of the historical section of the War Department, General Staff; the superintendent of naval records in the Navy Department; the Chief of the Division of Manuscripts in the Library of Congress; and two members of the American Historical Association appointed by the president thereof from among those persons who are or have been members of the executive council of the said association: *Provided*, That the preparation and publication of annual and special reports on the archives and records of the Government, guides, inventory lists, catalogs, and other instruments facilitating the use of the collections shall have precedence over detailed calendars and textual reproductions. This Commission shall meet at least once a year, and the members shall serve without compensation, except repayment of expenses actually incurred in attending meetings of the Commission.

SEC. 6. That there is hereby further created a National Archives Council composed of the Secretaries of each of the executive departments of the Government (or an alternate from each department to be named by the Secretary thereof), the Chairman of the Senate Committee on the Library, the Chairman of the House Committee on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States. The said Council shall define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer; and shall have power to advise the Archivist in respect to regulations governing the disposition and use of the archives and records transferred to his custody.

SEC. 7. The National Archives may also accept, store, and preserve motion-picture films and sound recordings pertaining to and illustrative of historical activities of the United States, and in connection therewith maintain a projecting room for showing such films and reproducing such sound recordings for historical purposes and study.

SEC. 8. The National Archives shall have an official seal, which shall be judicially noticed.

The Archivist of the United States may make or reproduce and furnish authenticated or unauthenticated copies of any of the documentary, photographic or other archives or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright, and may charge therefor a fee sufficient to cover the cost or expenses thereof. There shall be no charge for the making or authentication of such copies or reproductions furnished to any department or other agency of the Government for official use. When any such copy or reproduction furnished under the terms hereof is authenticated by the official seal of The National Archives and certified by the Archivist of the United States, or in his name attested by the head of any office or the chief of any division of The National Archives designated by the Archivist with such authority,

it shall be admitted in evidence equally with the original from which it was made.<sup>1</sup>

SEC. 9. That the Archivist shall make to Congress, at the beginning of each regular session, a report for the preceding fiscal year as to the National Archives, the said report including a detailed statement of all accessions and of all receipts and expenditures on account of the said establishment. He shall also transmit to Congress the recommendations of the Commission on National Historical Publications, and, on January 1 of each year, with the approval of the Council, a list or description of the papers, documents, and so forth (among the archives and records of the Government), which appear to have no permanent value or historical interest, and which, with the concurrence of the Government agency concerned, and subject to the approval of Congress, shall be destroyed or otherwise effectively disposed of.

SEC. 10. That there are hereby authorized such appropriations as may be necessary for the maintenance of the National Archives Building and the administration of the collections, the expenses, and work of the Commission on National Historical Publications, the supply of necessary equipment and expenses incidental to the operations aforesaid, including transfer of records to the Archives Building; printing and binding; personal services in the District of Columbia and elsewhere; travel and subsistence and per diem in lieu of subsistence, notwithstanding the provisions of any other Acts; stenographic services by contract or otherwise as may be deemed necessary; purchases and exchange of books and maps; purchase, exchange, and operation of motor vehicles; and all absolutely necessary contingent expenses, all to be expended under the direction of the Archivist, who shall annually submit to Congress estimates therefor in the manner prescribed by law.

SEC. 11. All Acts or parts of Acts relating to the charge and superintendency, custody, preservation, and disposition of official papers and documents of executive departments and other governmental agencies inconsistent with the provisions of this Act are hereby repealed.

Approved, June 19, 1934.

THE FEDERAL REGISTER ACT, APPROVED JULY 26, 1935

[49 Stat. 500-503]

An Act to provide for the custody of Federal proclamations, orders, regulations, notices, and other documents, and for the prompt and uniform printing and distribution thereof.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That the Archivist of the United States, acting through a division established by him in the National Archives Establishment, hereinafter referred to as the "Division", is charged with the custody and, together with the Public Printer, with the prompt and uniform printing and distribution of the documents required or authorized to be published under section 5. There shall be at the head of the Division a director, appointed by the President, who shall act under the general direction of

<sup>1</sup> As amended June 22, 1936 (49 Stat. 1821-1822).

the Archivist of the United States in carrying out the provisions of this Act and the regulations prescribed hereunder, who shall receive a salary, to be fixed by the President, not to exceed \$5,000 a year.

SEC. 2. The original and two duplicate originals or certified copies of any document required or authorized to be published under section 5 shall be filed with the Division, which shall be open for that purpose during all hours of the working days when the Archives Building shall be open for official business. The Director of the Division shall cause to be noted on the original and duplicate originals or certified copies of each document the day and hour of filing thereof: *Provided*, That when the original is issued, prescribed, or promulgated outside of the District of Columbia and certified copies are filed before the filing of the original, the notation shall be of the day and hour of filing of the certified copies. Upon such filing, at least one copy shall be immediately available for public inspection in the office of the Director of the Division. The original shall be retained in the archives of the National Archives Establishment and shall be available for inspection under regulations to be prescribed by the Archivist. The Division shall transmit immediately to the Government Printing Office for printing, as provided in this Act, one duplicate original or certified copy of each document required or authorized to be published under section 5. Every Federal agency shall cause to be transmitted for filing as herein required the original and the duplicate originals or certified copies of all such documents issued, prescribed, or promulgated by the agency.

SEC. 3. All documents required or authorized to be published under section 5 shall be printed and distributed forthwith by the Government Printing Office in a serial publication designated the "Federal Register." It shall be the duty of the Public Printer to make available the facilities of the Government Printing Office for the prompt printing and distribution of the Federal Register in the manner and at the times required in accordance with the provisions of this Act and the regulations prescribed hereunder. The contents of the daily issues shall be indexed and shall comprise all documents, required or authorized to be published, filed with the Division up to such time of the day immediately preceding the day of distribution as shall be fixed by regulations hereunder. There shall be printed with each document a copy of the notation, required to be made under section 2, of the day and hour when, upon filing with the Division, such document was made available for public inspection. Distribution shall be made by delivery or by deposit at a post office at such time in the morning of the day of distribution as shall be fixed by such regulations prescribed hereunder. The prices to be charged for the Federal Register may be fixed by the administrative committee established by section 6 without reference to the restrictions placed upon and fixed for the sale of Government publications by section 1 of the Act of May 11, 1922, and section 307 of the Act of June 30, 1932 (U. S. C., title 44, secs. 72 and 72a), and any amendments thereto.

SEC. 4. As used in this Act, unless the context otherwise requires, the term "document" means any Presidential proclamation or Executive order and any order, regulation, rule, certificate, code of fair competition, license, notice, or similar instrument issued, prescribed, or promulgated by a Federal agency; the terms "Federal agency" or

"agency" mean the President of the United States, or any executive department, independent board, establishment, bureau, agency, institution, commission, or separate office of the administrative branch of the Government of the United States but not the legislative or judicial branches of the Government; and the term "person" means any individual, partnership, association, or corporation.

SEC. 5. (a) There shall be published in the Federal Register (1) all Presidential proclamations and Executive orders, except such as have no general applicability and legal effect or are effective only against Federal agencies or persons in their capacity as officers, agents, or employees thereof; (2) such documents or classes of documents as the President shall determine from time to time have general applicability and legal effect; and (3) such documents or classes of documents as may be required so to be published by Act of the Congress: *Provided*, That for the purposes of this Act every document or order which shall prescribe a penalty shall be deemed to have general applicability and legal effect.

(b) In addition to the foregoing there shall also be published in the Federal Register such other documents or classes of documents as may be authorized to be published pursuant hereto by regulations prescribed hereunder with the approval of the President, but in no case shall comments or news items of any character whatsoever be authorized to be published in the Federal Register.

SEC. 6. There is established a permanent Administrative Committee of three members consisting of the Archivist or Acting Archivist, who shall be chairman, an officer of the Department of Justice designated by the Attorney General, and the Public Printer or Acting Public Printer. The Director of the Division shall act as secretary of the committee. The committee shall prescribe, with the approval of the President, regulations for carrying out the provisions of this Act. Such regulations shall provide, among other things: (a) The manner of certification of copies required to be certified under section 2, which certification may be permitted to be based upon confirmed communications from outside of the District of Columbia; (b) the documents which shall be authorized pursuant to section 5 (b) to be published in the Federal Register; (c) the manner and form in which the Federal Register shall be printed, reprinted, compiled, indexed, bound, and distributed; (d) the number of copies of the Federal Register which shall be printed, reprinted, and compiled, the number which shall be distributed without charge to Members of Congress, officers and employees of the United States, or any Federal agency for their official use, and the number which shall be available for distribution to the public; and (e) the prices to be charged for individual copies of, and subscriptions to, the Federal Register and reprints and bound volumes thereof.

SEC. 7. No document required under section 5 (a) to be published in the Federal Register shall be valid as against any person who has not had actual knowledge thereof until the duplicate originals or certified copies of the document shall have been filed with the Division and a copy made available for public inspection as provided in section 2; and, unless otherwise specifically provided by statute, such filing of any document, required or authorized to be published under section 5, shall, except in cases where notice by publication is insufficient in law, be sufficient to give notice of the contents of such

document to any person subject thereto or affected thereby. The publication in the Federal Register of any document shall create a rebuttable presumption (a) that it was duly issued, prescribed, or promulgated; (b) that it was duly filed with the Division and made available for public inspection at the day and hour stated in the printed notation; (c) that the copy contained in the Federal Register is a true copy of the original; and, (d) that all requirements of this Act and the regulations prescribed hereunder relative to such document have been complied with. The contents of the Federal Register shall be judicially noticed and, without prejudice to any other mode of citation, may be cited by volume and page number.

SEC. 8. Whenever notice of hearing or of opportunity to be heard is required or authorized to be given by or under an Act of the Congress, or may otherwise properly be given, the notice shall be deemed to have been duly given to all persons residing within the continental United States (not including Alaska), except in cases where notice by publication is insufficient in law, if said notice shall be published in the Federal Register at such time that the period between the publication and the date fixed in such notice for the hearing or for the termination of the opportunity to be heard shall be (a) not less than the time specifically prescribed for the publication of the notice by the appropriate Act of the Congress; or (b) not less than fifteen days when no time for publication is specifically prescribed by the Act, without prejudice, however, to the effectiveness of any notice of less than fifteen days where such shorter period is reasonable.

SEC. 9. Every payment made for the Federal Register shall be covered into the Treasury as a miscellaneous receipt. The cost of printing, reprinting, wrapping, binding, and distributing the Federal Register and any other expenses incurred by the Government Printing Office in carrying out the duties placed upon it by this Act shall be borne by the appropriations to the Government Printing Office and such appropriations are hereby made available, and are authorized to be increased by such additional sums as are necessary for such purposes, such increases to be based upon estimates submitted by the Public Printer. The purposes for which appropriations are available and are authorized to be made under section 10 of the Act entitled "An Act to establish a National Archives of the United States Government, and for other purposes" (48 Stat. 1122) are enlarged to cover the additional duties placed upon the National Archives Establishment by the provisions of this Act. Copies of the Federal Register mailed by the Government shall be entitled to the free use of the United States mails in the same manner as the official mail of the executive departments of the Government. The cost of mailing the Federal Register to officers and employees of Federal agencies in foreign countries shall be borne by the respective agencies.

SEC. 10. The provisions of section 2 shall become effective sixty days after the date of approval of this Act and the publication of the Federal Register shall begin within three business days thereafter: *Provided*, That the appropriations involved have been increased as required by section 9 of this Act. The limitations upon the effectiveness of documents required, under section 5 (a), to be published in the Federal Register shall not be operative as to any document issued,

prescribed, or promulgated prior to the date when such document is first required by this or subsequent Act of the Congress or by Executive order to be published in the Federal Register.

SEC. 11. Within six months after the approval of this Act each agency shall prepare and file with the committee a complete compilation of all documents which have been issued or promulgated prior to the date documents are required or authorized by this Act to be published in the Federal Register and which are still in force and effect and relied upon by the agency as authority for, or invoked or used by it in the discharge of, any of its functions or activities. The committee shall within sixty days thereafter report with respect thereto to the President, who shall determine which of such documents have general applicability and legal effect, and shall authorize the publication thereof in a special or supplemental edition or issue of the Federal Register. Such special or supplemental editions or issues shall be distributed in the same manner as regular editions or issues, and shall be included in the bound volumes of the Federal Register as supplements thereto.<sup>2</sup>

SEC. 12. Nothing in this Act shall be construed to apply to treaties, conventions, protocols, and other international agreements, or proclamations thereof by the President.

SEC. 13. All Acts or parts of Acts in conflict with this Act are hereby repealed insofar as they conflict herewith.

SEC. 14. This Act may be cited as the "Federal Register Act."

Approved, July 26, 1935.

AN ACT TO AMEND THE FEDERAL REGISTER ACT, APPROVED JUNE 19, 1937

[Public, No. 158, 75th Cong.]

An Act to amend the Federal Register Act.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That section 11 of the Federal Register Act, approved July 26, 1935 (49 Stat. 500), is hereby amended to read as follows:

"SEC. 11. (a) On July 1, 1938, and on the same date of every fifth year thereafter, each agency of the Government shall have prepared and shall file with the Administrative Committee a complete codification of all documents which, in the opinion of the agency, have general applicability and legal effect and which have been issued or promulgated by such agency and are in force and effect and relied upon by the agency as authority for, or invoked or used by it in the discharge of, any of its functions or activities on June 1, 1938. The Committee shall, within ninety days thereafter, report thereon to the President, who may authorize and direct the publication of such codification in special or supplemental editions of the Federal Register.

"(b) There is hereby established a Codification Board, which shall consist of six members: The Director of the Division of the Federal Register, chairman ex officio; three attorneys of the Department of Justice, designated by the Attorney General; and two attorneys of the Division of the Federal Register, designated by the

<sup>2</sup> For act amending sec. 11, see below.

Archivist. The Board shall supervise and coordinate the form, style, arrangement, and indexing of the codifications of the various agencies.

"(c) The codified documents of the several agencies published in the supplemental edition of the Federal Register pursuant to the provisions of subsection (a) hereof, as amended by documents subsequently filed with the Division, and published in the daily issues of the Federal Register, shall be prima-facie evidence of the text of such documents and of the fact that they are in full force and effect on and after the date of publication thereof.

"(d) The Administrative Committee shall prescribe, with the approval of the President, regulations for carrying out the provisions of this section."

Approved, June 19, 1937.

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1938,  
APPROVED JUNE 28, 1937

[Public, No. 171, 75th Cong.]

National Archives

Salaries and expenses: For the Archivist and for all other authorized expenditures of the National Archives in carrying out the provisions of the Act of June 19, 1934 (48 Stat. 1122-1124; U. S. C., title 40, ch. 2A); the Act of July 26, 1935 (49 Stat. 500-503; U. S. C., Supp. I, title 44, ch. 8A); and the Act of June 22, 1936 (Public, Numbered 756, Seventy-fourth Congress), including personal services in the District of Columbia; supplies and equipment, including scientific, technical, first-aid, protective, and other apparatus and materials for the arrangement, titling, scoring, repair, processing, editing, duplication, reproduction, and authentication of photographic records (including motion-picture films) and sound recordings in the custody of the Archivist; purchase and exchange of books, including law books, books of reference, maps, and charts; contract stenographic reporting services; purchase of newspapers, periodicals, and press clippings; not to exceed \$100 for payment in advance when authorized by the Archivist for library membership in societies whose publications are available to members only or to members at a price lower than to the general public; travel expenses, including not to exceed \$1,000 for the expenses of attendance at meetings concerned with the work of the National Archives; repairs to equipment; maintenance and operation of motor vehicles, including the purchase and exchange of one passenger-carrying automobile for official use; and all other necessary expenses, \$700,000: *Provided*, That section 3709 of the Revised Statutes (U. S. C. title 41, sec. 5) shall not be construed to apply to any purchase or service rendered for the National Archives when the aggregate cost involved does not exceed the sum of \$50.

Printing and binding: For all printing and binding for the National Archives, \$17,000.

Total, The National Archives, \$717,000.

## APPENDIX II

### REGULATIONS GOVERNING THE TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES<sup>1</sup>

Whereas section 3 of the "Act to establish a National Archives of the United States Government, and for other purposes" (48 Stat. 1122-1124), provides that "All archives or records belonging to the Government of the United States (legislative, executive, judicial, and other) shall be under the charge and superintendence of the Archivist to this extent: He shall have full power to inspect personally or by deputy the records of any agency of the United States Government whatsoever and wheresoever located, and shall have the full cooperation of any and all persons in charge of such records in such inspections, and to requisition for transfer to the National Archives Establishment such archives, or records as the National Archives Council, hereafter provided shall approve for such transfer";

And whereas section 6 of said act creates the National Archives Council and authorizes it to "define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer": Therefore be it

*Resolved*, That the Archivist of the United States be and he is hereby authorized to requisition for transfer to The National Archives any archives or records in the custody of any agency of the United States Government (legislative, executive, judicial, and other), which fall within any of the following classes, viz:

I. Any archives or records (a) which the head of the agency in custody of them may deem not to be necessary for use in the conduct of the regular current business of said agency; (b) which he may consider to be in such physical condition that they cannot be used without danger of damage to them; and (c) for which, in his opinion, he is unable to provide adequate or safe storage.

II. Any archives or records of any Federal agency that has gone out of existence unless its functions have been transferred to the agency which has custody of its records.

III. Any other archives or records which the National Archives Council by special resolution, or which the head of the agency in custody of them for special reasons, may authorize to be transferred to The National Archives.

*Resolved further*, (1) That when the head of any agency of the Government of the United States shall determine that any archives or records in his custody fall within class I as defined above, he shall cause to be furnished to the Archivist of the United States a descriptive list of such archives or records, which shall thereupon become subject to requisition by the Archivist for transfer to The National Archives; (2) that when the Archivist shall issue his requisition for any archives or records he shall furnish to a duly authorized repre-

<sup>1</sup> Resolutions of the National Archives Council defining the classes of material to be transferred to The National Archives and establishing regulations governing the transfer of such material, adopted Feb. 10, 1936.

representative of the agency that has custody of them an identification inventory of the material covered by such requisition and this inventory shall be verified and agreed to by the representative of said agency before such archives or records shall be transferred to the Archivist; (3) that when such verification has been completed and certified to on the inventory form by the signatures of the representatives of said agency and of the Archivist of the United States, respectively, such archives or records shall be delivered by the representative of said agency either to the representative of the Archivist of the United States at the depository in which they are stored for transfer to The National Archives, or to a representative of the Archivist of the United States at the National Archives Building; *Provided*, That all such archives or records shall pass into the legal custody of the Archivist of the United States when, and not until, they have been either delivered to his representative for loading on the trucks of The National Archives or delivered to and accepted by a representative of the Archivist at the National Archives Building.

### APPENDIX III

#### REGULATIONS GOVERNING THE USE AND TEMPORARY WITHDRAWAL OF RECORDS IN THE NATIONAL ARCHIVES

RULES AND REGULATIONS FOR THE USE OF RECORDS IN THE CUSTODY OF THE ARCHIVIST OF THE UNITED STATES, PROMULGATED BY THE ARCHIVIST, DECEMBER 18, 1936

1. Persons desiring to use records in the custody of the Archivist of the United States must apply to the Archivist for admission to the search rooms, using the form provided for that purpose, and may be required to submit an acceptable letter of introduction. If the applicant is a minor, his application must be approved by his parent or guardian. An applicant who is not a citizen of the United States may be required to present a letter of introduction from the embassy or legation of his country. A group of persons desiring to view motion pictures or hear sound recordings must be represented by an authorized spokesman, who in making application for admission must give the identity of the group he represents.

2. If the application is approved a card of admission will be issued. An admission card is not transferable and must be produced when required. It is valid for six months from date of issue and may be renewed upon application.

3. The search rooms and the auditorium are open from 9:00 a. m. to 4:30 p. m., except on Saturdays, when they are open from 9:00 a. m. to 1:00 p. m. They are not open on Sundays and legal holidays.

4. Requisitions for records must be made on the forms provided for that purpose, signed by the searcher, and presented to the attendant in charge of the control desk in the central search room.

5. Persons desiring to view motion pictures must fill out the form provided for that purpose at least one day in advance of the time service is desired. On receipt and approval of this application a time will be fixed for the screening and the applicant will be notified thereof.

6. When the searcher has completed his use of records he must notify an attendant. The searcher is responsible for all records turned over to him until an attendant returns the canceled requisition.

7. The greatest care must be exercised in the use of all records and books. They must not be leaned upon, written upon, or in any way damaged. No tracing is permitted, and ink must not be used in the search rooms.

8. The use of records of exceptional value or in fragile condition shall be subject to such special regulations as the Archivist may deem necessary for their protection.

9. No records, books, or other property of The National Archives may be taken from the search rooms except by members of the staff.

10. Requests for reproduction of records must be presented to the Chief of the Division of Reference on forms provided for the purpose.

11. No overcoats, umbrellas, canes, cameras, or traveling bags may be taken into the search rooms or the auditorium.

12. The use of tobacco, the lighting of matches, and eating in the search rooms, the auditorium, or any other areas in which archival materials are in use or in temporary or permanent storage are strictly prohibited.

13. The privilege of admission to the search rooms may be withdrawn for any violation of these rules and regulations, for disregarding the authority of the attendants in charge, or for offensive conduct.

14. Any case of incivility on the part of an attendant or of unsatisfactory service should be reported in writing to the chief of the division concerned.

REGULATION GOVERNING THE TEMPORARY WITHDRAWAL BY AGENCIES OF THE UNITED STATES GOVERNMENT OF MATERIAL DEPOSITED IN THE NATIONAL ARCHIVES BUILDING, PROMULGATED BY THE ARCHIVIST OF THE UNITED STATES, JANUARY 26, 1937

Public records in the custody of the Archivist may, with his approval, be withdrawn from the National Archives Building temporarily, for official use, by any agency of the Government of the United States. All applications for permission to withdraw records from the National Archives Building shall be made in writing on forms furnished by the Archivist. Such forms shall be signed by the head of the agency making application or, in his name, by his representative, thereunto duly authorized.

#### APPENDIX IV

BOOKS AND ARTICLES PUBLISHED, PAPERS READ, AND ADDRESSES DELIVERED BY MEMBERS OF THE NATIONAL ARCHIVES STAFF DURING THE YEAR ENDING JUNE 30, 1937

DOROTHY ARBAUGH, *cataloger in the Division of Cataloging.*

Notes on Progress at The National Archives. Address before a meeting of the Ohio Valley Regional Group of Catalogers, Bloomington, Ind., May 15, 1937.

The National Archives. Address before a class in history of the Laboratory School of Indiana State Teachers College, Terre Haute, Ind., May 18, 1937.

NELSON M. BLAKE, *deputy examiner in the Division of Accessions.*

The Life and Work of General William Mahone of Virginia. Address before students in arts and sciences of the Virginia Military Institute, Lexington, Va., March 22, 1937, and before the Beverly Manor Chapter of the Daughters of the American Revolution, Staunton, Va., March 23, 1937.

The Organization and Work of The National Archives. Address before students in arts and sciences of the Virginia Military Institute, Lexington, Va., March 22, 1937, and before the history students and faculty of Mary Baldwin College, Staunton, Va., March 23, 1937.

JOHN G. BRADLEY, *Chief of the Division of Motion Pictures and Sound Recordings.*

Report of the Committee on Preservation of Film, Society of Motion Picture Engineers. *Journal of the Society*, 27:147-154 (Aug. 1936).

Foreword to "Stability of Motion Picture Films as Determined by Accelerated Aging", by J. R. Hill and C. G. Weber. *Journal of the Society of Motion Picture Engineers*, 27:678 (Dec. 1936).

Recording History in Three Dimensions. Pan American Institute of Geography and History, *Proceedings of the Second General Assembly* (Washington, 1937), 403-410.

Motion Picture Archives. Address before the Washington Chapter of the Daughters of the American Revolution, Washington, D. C., February 3, 1937.

Mexico. Address before the Chevy Chase Lions Club, Chevy Chase, Md., March 16, 1937.

Into Old Mexico by Auto. Recorded as a talking book for the American Foundation for the Blind, New York, May 12, 1937.

Changing Aspects of the Film Storage Problem. Paper read before the Society of Motion Picture Engineers, Hollywood, Calif., May 27, 1937, and before the Metro-Goldwyn-Mayer laboratory staff, Culver City, Calif., June 1, 1937.

JOHN J. BRAUNER, *editor of the Federal Register*.

Federal Register. Paper read before the Federal Bar Association, Washington, D. C., November 25, 1936; published in the *Federal Bar Association Journal*, 3:37-40, 48, 57 (Apr. 1937).

PHILIP C. BROOKS, *special examiner in the Office of the Director of Archival Service*.

Review of *The First American Neutrality*, by Charles S. Hyneman. *American Historical Review*, 41:846 (July 1936).

The National Archives. Radio interview on a program entitled "Your Government at Your Service", broadcast by Station KGO, San Francisco, September 17, 1936.

Review of *Benjamin Franklin, Englishman and American*, by Verner W. Crane. *North Carolina Historical Review*, 13:359 (Oct. 1936).

Review of *The United States and Europe, 1815-1823*, by Edward H. Tatum, Jr. *Hispanic American Historical Review*, 17:70-72 (Feb. 1937).

Report of the Secretary, Society of American Archivists. Read before the annual meeting of the Society, Washington, D. C., June 18, 1937.

Objectives and Activities of the Society of American Archivists. Paper read before a conference on archives and libraries of the American Library Association, New York, June 23, 1937.

SOLOM J. BUCK, *Director of Publications*.

The Relation of The National Archives to Historical Agencies. Address before a Conference of Executives of Historical Agencies, Chicago, February 26, 1937.

Culture on the First Trans-Appalachian Frontier. Paper read before The Literary Society, Washington, D. C., March 13, 1937.

The Living Past. Paper read before the College Honor Society of American University, Washington, D. C., March 24, 1937.

The National Archives. Radio address broadcast by Station WBBC, Brooklyn, N. Y., April 17, 1937.

R. D. W. CONNOR, *Archivist of the United States*.

The National Archives. *Americana Annual*, 1937 (New York, 1937), 470-473.

The National Archives. Address before the Southern Policy Committee, Washington, D. C., 1937.

The National Archives. Paper read before the Pennsylvania Historical Society, Philadelphia, January 11, 1937, and before The Literary Society, Washington, D. C., February 20, 1937.

Public Archives and Public Libraries; Their Functions and Practices. Address before the District of Columbia Library Association, Washington, D. C., May 26, 1937.

The National Archives. Address before the Clarendon Rotary Club, Clarendon, Va., May 27, 1937.

The Use and Abuse of History. Commencement address at Randolph-Macon College, Ashland, Va., June 14, 1937.

JESSE S. DOUGLAS, *reference supervisor in the Division of Reference*.

Review of *The Western Military Frontier, 1815-1846*, by Henry Putney Beers, and of *Military Posts and Camps in Oklahoma*, by William Brown Morrison. *Pacific Northwest Quarterly*, 28:193-196 (Apr. 1937).

ELIZABETH B. DREWRY, *reference supervisor in the Division of Reference*.

Imperialism: The Road to Chaos. *Scholastic*, 30:11 (Feb. 1937).

W. NEIL FRANKLIN, *special examiner in the Office of the Director of Archival Service*.

The East Tennessee Historical Society's Publications, No. 8. [Knoxville] 1936, 172 p. Edited.

BESS GLENN, *cataloger in the Division of Cataloging*.

Cataloging Materials in The National Archives. Address before the South Carolina Library Association, Sumter, S. C., May 8, 1937.

PHILIP M. HAMER, *Chief of the Division of the Library*.

The Value of Archives. Address before the Florida Historical Society, Gainesville, November 17, 1936.

Records of the Confederacy Located by the Survey of Federal Archives. Paper read before the Southern Historical Association, Nashville, November 20, 1936.

The Survey of Federal Archives. Address before a Conference of Executives of Historical Agencies, Chicago, February 27, 1937.

Federal Archives Outside the District of Columbia. Paper read before the Society of American Archivists, Washington, D. C., June 19, 1937.

Libraries and the Preservation of Archives. Address before a conference on archives and libraries of the American Library Association, New York, June 23, 1937.

DOROTHY J. HILL, *cataloger in the Division of Cataloging*.

Monograph Series; Their Classification and Their Catalog Records. Paper read before the Catalog Section of the American Library Association, New York, June 23, 1937.

ROSCOE R. HILL, *Chief of the Division of Classification*.

Sources of American History in Spanish Archives. Pan American Institute of Geography and History, *Proceedings of the Second General Assembly* (Washington, 1937), 257-267. Also reprinted in part from *Boletín de la Unión Panamericana* for April 1936 as "Fuentes de historia americana en los archivos españoles" in *Revista geográfica americana*, 6:70-73 (July 1936).

Review of *Costa Rica and Civilization in the Caribbean*, by Chester Lloyd Jones. *Hispanic American Historical Review*, 17:68-70 (Feb. 1937).

Review of *El Consejo Real y Supremo de las Indias*, by Dr. Ernesto Schäfer. *Hispanic American Historical Review*, 17:211 (May 1937).

## ROSCOE R. HILL—Continued.

Review of *Ensayo Histórico sobre el Derecho Constitucional de Nicaragua*, by Emilio Alvarez. *Hispanic American Historical Review*, 17:212 (May 1937).

Impressions of Latin American Archives. Address before the District of Columbia Library Association, Washington, D. C., May 4, 1937.

DORSEY W. HYDE, JR., *Director of Archival Service.*

Public Archives and Public Documents as Aids to Scholarship. American Library Association, *Public Documents*, 1936, p. 179-186.

The National Archives. Address before the Rutgers Club, Washington, D. C., December 1, 1936; before a conference on genealogical records of the Daughters of the American Revolution, Washington, D. C., December 4, 1936; before the Philadelphia Chapter of the Special Libraries Association, Philadelphia, April 3, 1937; and before the National Association of Penmanship Teachers and Supervisors, Washington, D. C., April 26, 1937.

History of the Special Libraries Association. Address before the New Jersey Chapter of the Special Libraries Association, Newark, December 4, 1936.

The National Archives of the United States. Pan American Institute of Geography and History, *Proceedings of the Second General Assembly* (Washington, 1937), 461-467.

Can S. L. A. Operate a Self-Supporting Program of Publication? *Special Libraries*, 28:107-110 (Apr. 1937).

Essential Functions in the Organization of The National Archives. Paper read before a conference on archives and libraries of the American Library Association, New York, June 22, 1937.

DALLAS D. IRVINE, *deputy examiner in the Division of Accessions.*

The Misuse of Air Power. *Infantry Journal*, 44:255 (May-June 1937).

Review of *The United States Army in War and Peace*, by Oliver Lyman Spaulding. *Journal of the American Military History Foundation*, 1:80 (Summer 1937).

W. L. G. JOERG, *Chief of the Division of Maps and Charts.*

Federal Surveys and Maps. *American Year Book*, 1936, p. 251-255.

Review of *Georg Wilhelm Steller, the Pioneer of Alaskan Natural History*, by Leonhard Stejneger. *Geographical Review*, 27:350-352 (Apr. 1937).

The Cartographical Results of Ellsworth's Trans-Antarctic Flight of 1935. *Geographical Review*, 27:430-444 (July 1937). With separate map.

BERNARD R. KENNEDY, *Director of the Division of the Federal Register.*

The New Federal Register. American Library Association, *Public Documents*, 1936, p. 50-56.

The Federal Register. Address before the special committee on administrative law of the American Bar Association, Boston, August 27, 1936.

ARTHUR E. KIMBERLY, *Chief of the Division of Repair and Preservation.*

Summary Report of National Bureau of Standards Research on Preservation of Records. Washington, 1937. 28 p. (National Bureau of Standards, *Miscellaneous Publication M154*.) Written in collaboration with B. W. Scribner.

Comparison of Current Manuscript Repair Methods. Paper read before the Society of American Archivists, Washington, D. C., June 18, 1937.

G. LEIGHTON LAFUZE, *classifier in the Division of Classification.*

Review of *Neutrality and Collective Security*, edited by Quincy Wright. *Christian Century*, 54:285 (Mar. 3, 1937).

PAUL LEWINSON, *deputy examiner in the Division of Accessions.*

Review of *Look Away! A Dixie Notebook*, by James H. Street. *Mississippi Valley Historical Review*, 23:315 (Sept. 1936).

Review of *Brookings; a Biography*, by Hermann Hagedorn. *Mississippi Valley Historical Review*, 24:97 (June 1937).

Review of *Machine Politics in New Orleans, 1897-1926*, by George M. Reynolds. *Mississippi Valley Historical Review*, 24:100 (June 1937).

CARL L. LOKKE, *classifier in the Division of Classification.*

The French Agricultural Mission to Egypt in 1801. *Agricultural History*, 10:111-117 (July 1936).

Review of *Bussy et l'Inde française, 1720-1785*, by Alfred Martineau. *American Historical Review*, 42:309 (Jan. 1937).

Problems in the Classification of Food Administration Papers. Paper read before the Society of American Archivists, Washington, D. C., June 18, 1937.

WILLIAM D. MCCAIN, *classifier in the Division of Classification.*

The United States and the Republic of Panama. Durham, Duke University Press, 1937. xv, 278 p.

Review of *Aaron Burr, the Proud Pretender*, by Holmes Alexander. *Delta Star* (Greenville, Miss.), April 25, 1937.

Review of *The Story of King Cotton*, by Harris Dickson. *Delta Star* (Greenville, Miss.), May 16, 1937.

ANGUS H. McDONALD, *reference supervisor in the Division of Reference.*

The Soil Builder. *Soil Conservation*, 2:50-51, 58 (Sept. 1936); condensed in *Conservation*, 2:4 (Oct. 1936).

Erosion by Wind and Water in Oklahoma. *Soil Conservation*, 2:233-235 (Apr. 1937).

EDMOND S. MEANY, *classifier in the Division of Classification.*

Review of *Modern Rules of Parliamentary Procedure*, by Robert D. Leigh. *Washington Post*, June 6, 1937.

Review of *The Road to Reunion, 1865-1900*, by Paul H. Buck. *Washington Post*, June 13, 1937.

Review of *South after Gettysburg; Letters of Cornelia Hancock from the Army of the Potomac, 1863-1865*, edited by Henrietta Stratton Jaquette. *Washington Post*, June 13, 1937.

**THOMAS M. OWEN, JR.,** *Chief of the Division of Accessions.*

Reports of the National Historian [of The American Legion] in *Reports to the Eighteenth Annual National Convention of The American Legion*, 86-92; in *Digest of Minutes, National Executive Committee Meeting*, November 19 and 20, 1936, p. 49; and in *Digest of Minutes, National Executive Committee Meeting*, May 6 and 7, 1937, p. 69.

Addresses before American Legion groups, as follows: Your Job and Mine, Cleveland, September 21, 1936; Plans for the 1937 Post History Contest, Indianapolis, November 16, 1936; The American Legion's Contribution to Our America, Providence, December 31, 1936; The Commander is Forward, Richmond, Va., February 6, 1937; Once in a Lifetime, Washington, D. C., March 16, 1937; History as Literature, Suffolk, Va., April 12, 1937; Seven Air-Conditioned Trains, Farmville, Va., April 14, 1937; and The Voice of the Legion, Indianapolis, May 7, 1937.

Side by Side. Address before the American Legion Auxiliary, Cleveland, September 23, 1936.

Greetings from the National Historian of The American Legion. Address before the National Child Welfare Conference, Washington, D. C., January 29, 1937.

Gentlemen—Unafraid. Address before the R. E. Coontz Chapter, American War Mothers, Washington, D. C., February 9, 1937.

A Legion Dream Comes True. *American Legion Monthly*, 22:1, 48 (Mar. 1937).

A Wreath of Appreciation. Address as representative of The American Legion at the Tomb of the Unknown Soldier, Washington, D. C., May 30, 1937.

**THAD PAGE,** *Administrative Secretary.*

The National Archives. Address before the Kiwanis Club, Pinehurst, N. C., June 9, 1937.

**JOHN R. RUSSELL,** *Chief of the Division of Cataloging.*

The National Archives. Address before the Illinois Chapter of the Special Libraries Association, Chicago, December 29, 1936, and before the University of Michigan Alumni Club, Washington, D. C., February 12, 1937.

Cooperative Cataloging in Europe. *Catalogers' and Classifiers' Yearbook*, No. 6 (Chicago, 1937), 16-25.

Russian Libraries. Address before a group of staff members of the Library of Congress, Washington, D. C., June 10, 1937.

Report on the Work of the Cooperative Cataloging Committee. Paper read before the Catalog Section of the American Library Association, New York, June 23, 1937.

Some Problems in Cataloging Archives. Paper read before a conference on archives and libraries of the American Library Association, New York, June 23, 1937.

**NELSON VANCE RUSSELL,** *Chief of the Division of Reference.*

The Work of The National Archives. Paper read at the annual history conference of the State University of Iowa, Iowa City, February 6, 1937.

**THEODORE R. SCHELLENBERG,** *deputy examiner in the Division of Accessions.*

Contributions to *Manual on Methods of Reproducing Research Materials; a Survey Made for the Joint Committee on Materials for Research*, by Robert C. Binkley and others. Ann Arbor, Edwards Brothers, 1936. 207 p.

General Review of Apparatus. American Library Association, *Microphotography for Libraries*, 1936, p. 27-31.

**VERNON G. SETSER,** *reference supervisor in the Division of Reference.*

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## APPENDIX V

## REPORT OF THE NATIONAL DIRECTOR OF THE SURVEY OF FEDERAL ARCHIVES TO THE WORKS PROGRESS ADMINISTRATION FOR THE FISCAL YEAR ENDING JUNE 30, 1937

The Survey of Federal Archives outside the District of Columbia began operation as WPA Sponsored Federal Project No. 4, with The National Archives as cooperating sponsor, on January 1, 1936. Originally authorized to operate for 6 months, it gathered during this period information regarding the location, conditions of storage, and general content of some two million linear feet of records of the Federal Government in the 48 States of the Union. This large volume, however, constituted only about 40 percent of the total of such records. Accordingly, in order that the information desired by The National Archives might be obtained for as large a proportion of the total as circumstances would permit, provision was made to continue the Survey until June 30, 1937. To finance it, a total of \$2,068,757 was made available for the fiscal year 1937 by a series of Presidential Letters, in addition to certain sums from the original authorization of \$1,176,000 that had not been expended in the preceding fiscal year. Actual payments during the year amounted to \$2,152,115.

## ADMINISTRATIVE ORGANIZATION AND PERSONNEL

During the fiscal year 1937 the Survey's general plan of organization remained substantially the same as when it was originally established. Centralized planning for and direction of the Nation-wide project was continued by means of a coordinating project, or headquarters staff, with an average employment of 29, which had its offices in the National Archives Building in Washington. Dr. Philip M. Hamer continued as National Director of the Survey. On August 16, 1936, however, he was appointed Chief of the Division of the Library of The National Archives, and from that date he divided his time between the duties of the two positions. Dr. Theodore R. Schellenberg resigned at the end of the fiscal year 1936 as Associate National Director to resume his work as deputy examiner in the Division of Accessions of The National Archives, and the position was not subsequently filled. On January 16, Dr. G. Philip Bauer, who had been on the Survey staff since the preceding April as research assistant, was appointed Assistant National Director and was given major responsibility for the editorial work of the Washington office until his resignation on April 19 to become research assistant in the Division of Research of The National Archives. Research assistants on the staff of the Survey were appointed during the year as follows: On August 1, Mr. Lewis J. Darter, Jr., and Mr. David K. McCarrell, candidates for Ph. D. degrees at the University of Pennsylvania and Duke University, respectively; on October 8, Mr.

Sears F. Riepma, candidate for the Ph. D. degree in history at Western Reserve University; and on May 19, Mr. Arthur R. Kooker, who was transferred from his position as regional director in Michigan. Mr. Carl Louis Gregory, special assistant in charge of collections of motion pictures, other photographic records, and sound recordings, resigned on March 16 to accept a position as motion-picture engineer in the Division of Motion Pictures and Sound Recordings in The National Archives, but he continued to devote part of his time to the work of the Survey.

The field organization of the Survey and the regional directors and their assistants remained the same as in the preceding fiscal year, with the following exceptions:

*Illinois:* Mr. William E. Austin resigned on April 17 as assistant director and no successor was appointed.

*Indiana:* Mr. William O. Lynch resigned as director on July 15 but continued to serve in an advisory capacity to his assistant, Mr. J. Harley Nichols, who succeeded him.

*Iowa, Kansas, and Nebraska:* Dr. James L. Sellers, professor of history in the University of Nebraska, succeeded Mr. Francis E. Fitzgerald as director on December 6.

*Kentucky and Tennessee:* Judge Samuel C. Williams resigned as director on October 31 and no successor was appointed for the region. In Kentucky, Mr. John Wilson Townsend, historian and former State supervisor, became director for the State. In Tennessee, Mr. Lowe Watkins, a member of the Nashville bar and former State supervisor, served as State director until his resignation on May 1. Tennessee was then added to the region made up of Arkansas, Louisiana, and Mississippi under Mr. Stanley C. Arthur, with Mr. John Luton, formerly Mr. Watkins' assistant, as State supervisor.

*Michigan:* Upon the transfer of Mr. Arthur R. Kooker to the Washington office on May 19, Mr. Frank Murphy, formerly State supervisor, served as acting director until the end of the fiscal year.

*Minnesota:* The work of the Survey being virtually completed by May 31, Mr. Jacob Hodnefield resigned as assistant director to accept a position as State director of the Historical Records Survey.

*Missouri:* Dr. Walter Krausnick, a member of the faculty of Washington University, succeeded Mr. H. Hadley Grimm on October 19 as assistant director on a part-time basis.

*Montana:* Dr. Paul C. Phillips, professor of history in the University of Montana and State director of the Historical Records Survey, succeeded Mr. Daniel J. Sullivan as director on December 6.

*New Mexico:* Mr. Lansing B. Bloom resigned as director on June 6 and the State was added to the region made up of Colorado and Wyoming under Mr. Clifford M. Sublette.

*Ohio:* Dr. William D. Overman resigned as director on February 15 and was succeeded by his assistant, Mr. William M. Verross.

*Oklahoma:* Mr. Powell Boyd, graduate student at the University of Oklahoma, succeeded Mr. James W. Moffitt as assistant director on February 15.

*Oregon and Washington:* Mr. Jesse S. Douglas resigned as director on October 15 to accept a position with The National Archives and was succeeded by his assistant, Mr. Paul E. Hartmus. After the death of Mr. Hartmus in April, this region was added to that made up of California and Nevada under the direction of Dr. Charles L.

Stewart, and Mr. Conrad E. Peterson, formerly assistant State supervisor under Mr. Hartmus, was made supervisor of the Oregon project.

*Eastern Pennsylvania:* Dr. John P. Corry, who had received his Ph. D. degree in history from the University of Pennsylvania, succeeded Mr. Richard H. Heindel as director on July 31 and served until December 20, when the region was added to the region made up of New York City and Long Island under Dr. Richard B. Morris. Mr. James L. Whitehead, formerly project superintendent in Philadelphia and a graduate student in history at the University of Pennsylvania, was made assistant director for Eastern Pennsylvania.

*Rhode Island and Connecticut:* Mr. Norman L. Kilpatrick served as director on a part-time basis after his return in July to active duty in the Brown University Library, with Mr. R. A. McLeod and Mr. William B. Gardner as assistants, until June 5, 1937, when this region was added to that of Massachusetts, under Mr. John W. McElroy.

*South Carolina:* Miss Edith Belle Layman, who had served as acting director following the resignation of Mrs. Jessie Reed Burnett, was appointed director on August 1.

*Texas:* Mr. D. Roy Parker, a graduate student in political science at the University of Texas, succeeded Dr. Richard R. Stenberg as director on August 31.

*Virginia:* Dr. Kathleen Bruce, formerly a member of the history faculties of the College of William and Mary and Hollins College, succeeded Mr. Terry C. Durham as director on September 15.

*West Virginia:* On June 5 this State was added to the region of Ohio under Mr. William M. Verross.

*Virgin Islands:* Provision was made to extend the Survey to the Virgin Islands at the request and with the assistance of Governor Lawrence W. Cramer, and on August 16 Mr. Harold Larson was given leave of absence from his position as reference supervisor in The National Archives to direct the work there. After he resumed his duties in The National Archives on April 16, 1937, he continued to supervise this work and to prepare reports on the information obtained in the Islands.

#### WORK OF THE WASHINGTON OFFICE

The Washington office kept closely in touch with the regional offices in order to promote a uniform understanding of the purposes and procedures of the Survey. Regional directors submitted semi-monthly narrative progress reports in addition to monthly reports on employment; on expenditures and man-month costs; on linear footage, agencies, and places surveyed; on forms completed; and, in the latter part of the year, on progress on the descriptive inventory of the records surveyed. The Washington office sent out 125 memoranda with general instructions and information for all regional offices and wrote numerous letters on particular regional or local problems. Information was compiled for final reports on conditions of storage and on collections of motion pictures, other photographic records, and sound recordings, and the preparation of a descriptive inventory of Federal archives outside the District was begun. The National Director held conferences with Survey officials from a number of regions in New York City in July, in Nashville in November, and in Providence in December. In August and April he made trips of inspection that took him as far as the west coast and into 30 cities where the Survey was in progress. Other members of the staff of the Washington office

visited 29 cities on inspection trips through the North, the East, and the South.

The National Director discussed phases of the work of the Survey at meetings of the Florida Historical Society in Gainesville and the Southern Historical Association in Nashville in November, at conferences of legal historians in New York City and of executives of historical societies in Chicago in February, and at meetings of the Society of American Archivists in Washington and of the American Library Association in New York City in June.

#### EMPLOYMENT QUOTAS

At the close of the fiscal year 1936, 2,895 persons were employed by the Survey. At the request of the National Director, estimates of man-months of employment needed to complete the work had been submitted by regional directors prior to June 30, 1936. On the basis of these estimates it was thought that, even allowing for underestimates, it would be possible to terminate the Survey by the end of the calendar year. Arrangements were accordingly made to provide a total of 13,800 man-months of employment for the 6 months ending December 31, 1936, amounting to an average employment of 2,300 per month. It was planned to reduce employment month by month so that, though employment in the early part of the new fiscal year would exceed 2,300, it would be brought sufficiently low in the later months to maintain this average for the 6-month period. The apportionment of the total among the several States was to be made as recommended by the National Director.

As a result of the policy of quota reductions, total employment was decreased from an average of 2,773 in July to 2,624 in August, 2,501 in September, 2,393 in October, 2,224 in November, and 1,919 in December. Before this time, however, it had become apparent that the work then in progress could not be completed by the end of the calendar year. In November regional directors were again requested to submit estimates of the time and man-months of employment needed to complete the work. On the basis of these estimates arrangements were made to continue the Survey in the expectation that it could be completed without question in all States by the end of the fiscal year. Reductions in quotas were made periodically, however, until April when the policy of enforced reductions was discontinued. Average employment during this month was 1,349, and in June it was 1,317. During the 12-month period the Survey furnished 23,072 man-months of employment, an average of 1,923 per month, at an average man-month cost of \$93.30.

Notices of prospective reductions in employment were sent to regional directors well in advance of the time they were to go into effect, which made it possible to obtain the transfer to other projects of or to find private employment for many of those who were to be dropped. Nevertheless, many individuals were left without work and in real distress. These periodic reductions in employment quotas were unfortunate in their effect upon the work of the Survey. The fear of being dropped was injurious to the morale of many workers, however conscientious they might be. Some regional directors reported that so much of their time was taken up with the problem of finding employment for workers whose services were to be terminated that the professional aspects of their work had to be neglected.

#### TRAINING AND QUALIFICATIONS OF WORKERS

During the fiscal year 1937 the number of persons employed by the Survey who were not certified for relief constituted approximately 17 percent of the personnel, or 15 percent, if the Washington office, where only non-certified persons were employed, be excluded. From State to State the percentage varied greatly. In Massachusetts, Louisiana, and Montana, for example, it was very low, while in New York, Maryland, and Wyoming it was high. Variations resulted from such factors as conditions of employment, the strictness with which local authorities interpreted certification regulations, and the ability of a regional director to find competent workers on the relief rolls and to arrange for their assignment to his project.

The non-certified personnel formed, for the most part, the administrative and supervisory staffs in the field. Unfortunately, much of the time of the professionally trained members of the field force, particularly that of the directors and their assistants, was taken up by the many administrative problems that arose, and consequently little time was left for careful examination and criticism of the work being done. Nevertheless, without these workers the accomplishments of the Survey would have been meager.

Most of the workers of the certified group were of the "white-collar" class and were classified as "skilled" or "professional and technical" workers. An analysis of the personnel records of local projects indicates that there were roughly two categories into which these certified workers fell. The first, and probably larger group, was composed of persons of 45 years of age and above. Some of these had known wealth and power; some had held minor clerical jobs and when reductions in business staffs were made they had been released; some were teachers who in the "economy cuts" were dropped; others were skilled office workers who had spent almost a life-time in firms that became bankrupt in the early thirties; some were widows, or wives of unemployable men; some were drifters and incompetents. All had felt the depression and their age had militated against them. The well-known reluctance of private enterprise to employ anyone over 45 often kept even the best-qualified persons from filling positions they might have held with credit to themselves and to their employers. In the second group were young people in their twenties. Many of them had attended college; some had degrees from the best universities in the country. Most of them, however, had only a high school education. They had left school in time to be caught in the downward surge of the depression, and many of them never had an opportunity to utilize the skills they possessed. The personnel problems presented by these groups were usually personality problems as well. Every successful supervisor also had to be a case worker, because some of his workers had been so thoroughly beaten that they regarded everybody with suspicion. It was difficult to make such people a part of an effective organization, but it is believed that Survey supervisors did good work in mental as well as in occupational rehabilitation.

Another problem which the Survey faced was the tendency of a few workers to attempt to make the work at hand last as long as possible. The relief worker's natural reluctance to work himself out of a job is understandable, especially in view of the fact that it was frequently difficult, even impossible at times, to arrange for his

reassignment to another project. Nevertheless, it is believed that there were relatively few willful loafers on Survey projects, particularly in those States where regional directors were most free to pre-designate the assignment of personnel and to drop those whose work was most unsatisfactory.

The great majority of the workers labored long and faithfully. They were eager to see their job well done. Even when the closing of the project was definitely in sight and it was expected that there would be a noticeable let-down in morale, members of the administrative staff were agreeably surprised to find that the reverse was often the case. The following statement presented to one of the regional directors is typical of the attitude of many of the workers:

We, the undersigned employees of the State Office of the Federal Archives Survey, in a meeting called entirely under our own initiative, have unanimously decided to offer our services for over-time work, without compensation, to enable you to more fully clear up your undertaking in connection with closing the project in the most satisfactory manner.

Such offers, which had to be refused because of regulations against overtime work, indicate the willing spirit of many on the local staffs.

To the credit of the workers is the fact that many custodians of Federal archives have been commendatory of the Survey. Every attempt was made to provide competent supervision, but in the last analysis the success or failure of such a large project depended upon the individual surveyors. By their industry, tact, and interested, workmanlike attitude toward their job, most of them won the respect of the people with whom they came in contact, not a few of whom were at first inclined to regard any part of the WPA program with suspicion.

The following excerpt from a letter to a regional director from a minor official with Federal archives in his custody is both amusing and indicative of the appreciation which custodians often expressed:

Writing you this letter to thank you for putting off coming to my office to straighten out our records. I imagine the supervisor has already told you I lost my father last week and when your men showed up the clerk wouldn't let them in, well yesterday they got through with their work, and I must say they did a fine job, especially here where we have no filing system what-so-ever, and papers are just put in boxes and stored in attic or basement, as case may be, and some of the papers just fell apart when touched. It's too bad that they don't have a job like this done more often, say every five years. I also want you to know that the men that were here certainly conducted themselves like gentlemen.

#### QUANTITY AND NATURE OF THE RECORDS SURVEYED

During the first half of the fiscal year the field force continued to be occupied chiefly with surveying records and with recording on printed forms the information thus obtained. During the second half of the year, however, this work tapered off somewhat and that of compiling an inventory increasingly occupied the attention of the staff. When the project was continued into the fiscal year 1937, it was planned to survey the records not only of the larger and older agencies but of all agencies of the Government outside the District of Columbia, with the exception of minor and inaccessible ones, such as small post offices, isolated CCC camps, and remote offices of the Department of Agriculture Extension Service. In every State a

sampling of the records of such small agencies was made by surveying some of them, when to do so was not too costly and did not prevent the completion of more important work, and in Maryland, at least, reports were made on the records of every agency, even the smallest fourth-class post office, the existence of which could be ascertained. By the end of the fiscal year, with the exception of New Mexico and Virginia, where much resurveying was necessary, and of a small number of scattered agencies of consequence in a few other States, this phase of the Survey's work had been completed.

During the fiscal year 1937, 2,794,670 linear feet of records were surveyed as compared with 2,081,791 linear feet surveyed during the 4 months of the preceding fiscal year in which field work was in progress. The total quantity of Federal archives outside the District of Columbia can, therefore, be placed at approximately five million linear feet. Of this total, the greatest quantity, 639,491 linear feet, was found in the State of New York, and of this quantity 80 percent was in New York City. Illinois had the second largest quantity, 469,362 linear feet; California was third, with 337,876 linear feet; and Texas was fourth, with 267,315 linear feet. The smallest quantities were found in Wyoming, with 11,859 linear feet; Delaware, with 8,444 linear feet; and Nevada, with 6,424 linear feet.

Of the 4,217,426 linear feet of records on which typed reports had been received in the Washington office by June 30, 1937, the Post Office Department, with 771,766 linear feet, possessed the greatest quantity, despite the fact that the records of many thousands of second-, third-, and fourth-class post offices were not surveyed. The Department of the Treasury, particularly because of the many district offices of the Customs Service, was second, with 709,770 linear feet. The War Department took third place, with 514,539 linear feet, an important part of this total being in its numerous storage warehouses. The Federal courts, whose records were among the most valuable as well as the most bulky of those surveyed, contributed 285,873 linear feet. The Department of Agriculture had 234,288. The Works Progress Administration, in approximately the first 2 years of its existence, was found to have created more than 143,000 linear feet of records outside the District.

Measured in terms of man-month production, in the fiscal year 1936 an average of 266 linear feet was surveyed per man-month of employment, while in 1937 the average was only 122 linear feet per man-month. The reasons for this apparent decrease in production are not difficult to discover. In 1936, in the expectation that the Survey would last only until June 30, the necessity for speed was emphasized, while in 1937 work proceeded more slowly and more carefully. In fact, during the latter year some of the records which had been surveyed too hastily in the preceding year were resurveyed and more satisfactory reports were made upon them. Another reason for the apparent decrease in production is the fact that in the earlier months of the Survey attention was given to the larger and older agencies whose records were relatively voluminous. During 1937, however, it was possible to survey the records of smaller and relatively less important agencies. In 1936, for example, a total of 7,554 local agencies were visited, and the average quantity of records in the possession of each was 275 linear feet. In 1937 the number of local agencies surveyed rose to 21,238 and the average linear footage of the records

of each dropped to 131. Finally, as will appear later, to a much greater extent than in the preceding year, the attention of the Survey staff was given in the fiscal year 1937 to other work than that of surveying.

Survey workers were zealous in their search for records, and it is believed that not much escaped them. In the fiscal year 1936 they made reports upon 5,284 buildings and upon 16,916 rooms in those buildings in which records were found; in the course of the next 12 months they increased the numbers of such reports by 17,814 and 43,910 respectively. On the groups or series of records themselves, they prepared 204,298 individual reports during the former year and 582,819 during the latter.

The surveying of motion pictures, other photographic records, and sound recordings kept pace with the other work. Naturally, in comparison with written records the volume of these does not loom large. To date, 2,716 reports have been made upon them, and the special report upon these types of records outside the District has been about 40 percent completed.

While no attempt will be made to discuss here the informational content of the archival materials that have been surveyed, that being reserved until a more careful study of the Survey reports on them can be made, mention should be made of a few groups of records which are illustrative of some of the results of the Survey. Such documents as the first minutes of the well-known Filson Club of Kentucky, found by surveyors among the District Court records in Louisville, the original indictment of Robert E. Lee for treason, unearthed in Richmond, and Land Office papers dealing with the famous H. A. W. Tabor and the boom days of Leadville, Colo., as well as some correspondence of Brigham Young, found in the Salt Lake City Land Office, have aroused much local interest.

Throughout the South, files of papers in bankruptcy cases have been discovered which shed a revealing light on economic conditions in the former Confederate States following the Civil War. In Tallahassee, Fla., for instance, a mass of records dealing with cases covering the years 1867-71 were found; and in Oxford, Miss., in the attic of the courthouse, records of 2,366 cases of bankruptcy from July 1867 to December 1868 for only a part of that rural State speak eloquently of the general economic collapse. Other records of an entirely different sort dealing with the Civil War were discovered in New Bedford, Mass. There in the Customhouse were found crew lists and shipping articles, dated November and December 1861, under which 23 vessels purchased by the Federal Government were to sail. The articles provided that a voyage to a "port on the coast of the United States, not south of Key West", was to be made, and that there the crews were to leave the vessels and be returned to New Bedford "free of expense." These were vessels constituting the Stone Fleet, which, with their holds filled with New England field stone, were scuttled in Charleston harbor, closing the channels and effecting a blockade of the port.

At Vicksburg, Miss., in the office of the Mississippi River Commission, a manuscript map dated 1774 was discovered. It was made by the Crown surveyor, William Wilton, at the direction of the British Governor, Peter Chester. It is of special value because it shows the location of all British land grants made along the left bank

of the Mississippi River from Fort Butte at Manchac north to the mouth of the Yazoo.

In the files of the District Court in New Orleans surveyors found many documents bearing on piracy in the Gulf of Mexico in the period following the War of 1812. Those dealing with the notorious buccaneer Jean Laffite (as he spelled it) are of especial interest. From them a part of the real story of his exploits, instead of the traditional accounts which have surrounded all his activities, can be pieced together. Among them are the articles signed by Laffite under which his predatory gang of Baratarians sailed, outlining the division of prospective spoils; a copy of the letter of marque issued in the name of an alleged Government of Mexico under which Laffite operated at this time from the Island of Galveston; and a death warrant and a respite in the execution of sentence on 15 pirates signed by President Monroe and his Secretary of State, John Quincy Adams.

In Oklahoma, Survey workers found the proceedings of the Supreme Court of the Osage Indians for 1891-97. In the files of the District Court in Maine they discovered records of Canadian vessels seized as prizes during the War of 1812. In New York City they uncovered records of the activities of the 18th Infantry in the Sioux Wars and in the Philippine Insurrection, and a letter written by Theodore Roosevelt as Civil Service Commissioner in defense of the merit system. In one of the Michigan courts they came upon records involving fugitive slaves and attempts to return them to the Southern States.

#### STORAGE CONDITIONS AND THEIR IMPROVEMENT

As was to be expected, the Survey revealed that as a rule storage conditions in the larger agencies, in more modern buildings, and in centers of population were decidedly better than those in older buildings and in the more remote sections. It should be pointed out, however, that even the newest buildings frequently have no adequate provision for storing records. A new Federal building in a southern city which houses the United States District Court and the Customs Service has, for instance, no real record rooms. Survey workers found the inactive records of the Customs Service piled on shelves in small closets throughout its quarters. This was certainly not the fault of the custodian, who realizes the value of his records and is keenly interested in their preservation; moreover, like so many Federal officials, he would have no staff to service them even if he had adequate equipment and storage space.

To the fact that the new building lacked adequate storage facilities may be attributed the abandonment of many valuable customs records when the agency moved recently from the old customhouse to the new building. Survey workers, in checking all possible repositories of records, found several unique documents buried under a pile of trash in a dark recess under a stairway of the deserted building. Manifests of slaves shipped from this southern port to New Orleans during the years 1837-39 were reclaimed from what was said to be rubbish. The same dump yielded manifests of cargoes laden at the Port of Galveston, with certificates verifying each cargo issued by the district collector at Galveston during the fifth year of the independence of the Republic of Texas. A tariff schedule of the Confederate States giving the rates of duties on imports had been left behind in the tool

room, where volumes containing records of receipts and disbursements by the collector of customs from 1811 to 1824 were also found.

These materials were in such confusion that they had to be examined carefully and put into some order before reports could be made upon them. This was fortunate because, as has often happened, a careful examination revealed that among some old volumes seemingly devoted to routine customs records were several sections dealing with the activities of the Customs Service during the Confederacy. In one journal, which from 1845 to 1849 had been used only for book-keeping entries, were found 24 pages of information gathered by the Federal Government in regard to persons suspected of dishonesty in the disposition of Confederate cotton under the Confiscation Acts. Apparently the information was intended for use in the prosecution of suits instituted for the recovery of the cotton or of the proceeds received from its sale. The discovery of these and many similar documents elsewhere among otherwise unrelated records indicates that the full extent of Confederate material will remain unknown until all the old volumes and bundles of records of the Civil War period and earlier are examined page by page, for because of the acute shortage of paper in the South almost any volume with blank pages may have been used.

It has been found that the records of the emergency relief agencies, particularly those of the Civil Works Administration and the Federal Emergency Relief Administration that are not being utilized by the Works Progress Administration, as well as the inactive records of the WPA itself, are often poorly housed. A Survey project superintendent described one depository as follows:

The condition of the room in the Water Works Warehouse Building where the city CWA records are stored made it impossible for our researchers to enter to work. The floor was covered with several inches of water which had collected from a leaky roof and from a broken sewage pipe that had allowed the water to back up into the room. We were advised by the Coordinating Auditor of the City Welfare Department, in charge of these records, that if we would allow them until Monday before taking the survey they would detail some workmen to drain out the water and get the records accessible for our inventory. This was agreed to as it was impossible to proceed under the existing conditions.

In another place a mass of FERA records was found in a firetrap that had once been a night club and was subsequently a transient camp. In one of the larger western cities, FERA records were found "scattered about, dumped in barrels and dirty boxes in the basement of the County Court House . . . [and] so thrown about that the workers were obliged to rake them out of ventilators with long poles."

All too frequently Federal employees, according to reports made by members of the Survey staffs, seem to have no realization of the value of the records in their custody. One surveyor was amazed at the chaotic state in which a group of old Post Office documents were found. Their brittle pages had been badly broken and scattered. One of the employees explained that it was "not uncommon" for the clerks to "take any handy loosely tied bundle from an adjoining aisle, fling it up over the shelving partition, and surprise an intended victim with a shower of dust and documents." And recently when certain records in another city were being moved into new quarters, the movers were allowed to jump on the contents of drawers to crush the

papers sufficiently to allow the drawers to close. Stamp and autograph collectors have cut and torn many documents. Sometimes vandals from the outside have gained access to the records of an agency, but, from all indications, much of the damage has been done by irresponsible minor clerks employed within the agencies themselves. One supervisor reported that when he took his workers into the storeroom of a large office, "the clerks asked 'Have you found any old stamps? We want them if you do.' And after more conversation in which they were told that it was unlawful to cut or otherwise mutilate the papers, they merely laughed and said, 'Yeah, who said so? Whenever we find a good signature like Walter Winchell's we snip it right out.'"

Considering the strange things that happen to public records, it seems miraculous that so many of interest and value are still in existence. In a southwestern State, for example, original Territorial court records were moved with a mass of other papers from a crowded courthouse to an old barn where they were stored. School children who were in the habit of playing in and around the barn were attracted to the ledgers, dockets, and journals and took them to their homes to be used for scrapbooks or diaries, or for pressing flowers. By now many of these volumes have no doubt been lost or destroyed, and no survey of the court records of this region could really be considered complete without a thorough searching of many of the homes of the county. In another place, certain bound volumes of customs records were once used to back up targets for pistol and rifle practice and today bear damaging evidence of this abuse. Many of the older records in one western town were appropriated as souvenirs by members of a movie colony. And it is reported that in another a quantity of documents were at one time flooded. When the water receded, they were left coated with mud and slime. An amateurish attempt was made to clean them by washing them and hanging them on a line to dry. This process might have been partially successful had not a wind storm blown them away never to be recovered.

Disgraceful as storage conditions frequently are, in a number of places they are now better than before the work of the Survey was begun. When records were found in great confusion, it was frequently possible to put them into some order. In fact, it was often necessary to do this before reasonably complete and intelligible reports could be made upon them. In doing this work, the Survey of Federal Archives has rendered what many custodians regard as an outstanding service to them.

Officials of the Works Progress Administration in one city were so impressed with the reordering work being done by Survey workers among the tremendous accumulation of CWA, FERA, and inactive WPA records that they requested the addition to the local staff of 10 workers in excess of the project's quota in order that a more complete job could be undertaken. The files of the discontinued CWA and FERA offices for the whole State are being concentrated in one building in this city. To them have been added those records of WPA district offices that have been consolidated and are not in current use. These records were variously shipped to the building in their original filing cases, in bundles, or in any odd boxes or paper cartons which came to hand. Many of the containers were

broken in transit, and the surveyors found their contents, which often had been simply lifted from files and dumped haphazardly into boxes, in great disorder. To separate these records by districts was in itself a huge task, and to arrange them required several more weeks, but Survey workers were able to show excellent results because of their knowledge of WPA forms and procedure gained through their previous experience in surveying active WPA offices. Carpenters constructed special shelves in a large, light, and airy loft, and as the workers completed their sorting the records were boxed and placed in order upon them. The regional director reported, "Already the officers of the Finance Division have told us that the reordering we have done has resulted in a tremendous monetary saving to the WPA as in many cases claims were being made for payment for material paid for and delivered several years ago. Now, investigators are able to locate immediately receipted bills and cancelled checks."

In a number of other States this policy of concentration and consolidation of CWA and FERA records with those of WPA at the State headquarters is being followed. This will probably result in the saving of many records that would otherwise be lost, because it has been reported frequently that local records of the Civil Works Administration, which is no longer in operation, either cannot be found or are "carelessly strewn around and accumulating dirt" and "in danger of being thrown out or otherwise destroyed" by their custodians unless they are soon removed to some safe place of storage.

A central place of storage, however, is not always a safe one. In one State, for example, local records of relief agencies have been collected from all parts of the State and are now stored in two large basement rooms of an insane asylum. The basement is dark and lacks ventilation. Rats have already been at work on the records, which were dumped in great masses, some bundled, some in cardboard boxes, and others in barrels and gunny sacks. They were unsorted when members of the regional staff first attempted to survey them, and it was essential that they be arranged by counties and some analysis made to discover whether only the originals existed or whether there were duplicates, triplicates, or other copies. Accordingly, they were sorted and then tied in small, easily handled bundles and labeled. The asylum now needs its basement space and the records will soon have to be moved again. State officials of the WPA feel, however, that no intelligent policy of destruction can be formulated and no final disposition can be made of the records until this preliminary survey has been finished. It is hoped that by then desirable storage space and equipment can be obtained.

Some useful work has been done also among naturalization records that have been found in a number of depositories. Quantities of them, now in much demand because of the Social Security program, were often found in great disorder and in danger of loss or destruction because of poor storage conditions. For instance, a Survey worker reclaimed about 5,000 original applications for naturalization covering the years 1845 to 1897 from the debris and dirt in which they were buried in the junk room of one courthouse basement. In arranging them for surveying, an inventory was made and later a card index. The custodian was so gratified that he was moved to declare the Survey "one of the most important and valuable projects sponsored by WPA."

Custodians are not always glad to have their records recovered, even though they may be enabled thereby to fill gaps in important files, because they are reluctant to have poor storage conditions brought to light. They feel that a report of badly housed records reflects upon them. This is not always the case, however, because it is recognized that new incumbents, as responsible officials frequently are, cannot be fully acquainted with their inactive records. Their current duties require all their attention. Nor do they personally have the time or the staffs to allow for "archives hunts", even though they may know that parts of their records are missing. Many custodians are not directly responsible for the poor housing of records; usually they inherit the facilities, equipment, and storage space from their predecessors and are not fortunate enough to have budgetary provision for improving them. Nevertheless, custodians whose records were stored under the worst conditions were most often ones who resented the "intrusion" of the surveyors. The mere fact that a survey was being made often had a salutary effect upon them, however, and not infrequently supervisors were asked to postpone surveying until the records could be "cleaned up a bit."

#### THE COMPILATION OF A DESCRIPTIVE INVENTORY

In the early months of the Survey it had been expected that reports on agencies, buildings, rooms, and series or groups of records, prepared by workers and submitted by regional directors, would be checked and information from them compiled in the Washington office. The number of such reports, however, particularly those descriptive of the volume, contents, condition, and specific location of series of records, far exceeded original expectations. By June 30, 1936, more than 200,000 reports on series had been completed in the field. It soon became evident that it was impossible to expect the eight professional members of the staff in the Washington office to handle these reports as had been originally planned. It was decided, therefore, to add to the field work of the Survey the preliminary compilation of a descriptive inventory of Federal archives outside the District of Columbia.

Detailed plans for the inventory were made in the Washington office. It was decided that each regional director should organize one or more editorial groups to compress all significant information from the reports on series in his region into separate descriptive entries on each series and to type them according to a style devised in the Washington office. Each entry, in paragraph form, was to contain the title of the series, its inclusive dates, a general description of its informational content, and a statement of its physical form and volume, its physical condition, and its location. For each State the entries were to be grouped by the departments or independent establishments which had created them, and within each such department or establishment there was to be a further grouping according to its bureaus or its other major subdivisions. Within each bureau the series entries were to be grouped under the names of the local agencies to which they belonged, and these agencies were then to be arranged under the names of the cities or towns, in alphabetical order, where they were located. For each local agency a brief history, giving the date of its establishment, explaining its jurisdiction

and any changes which had occurred therein, and describing any major destruction or disposal of its records, was to be prepared. Where possible, the entries describing the series of records of a particular local agency were to be grouped according to that agency's administrative sub-divisions. General instructions for the compilation of the descriptive inventory were sent to regional directors late in September 1936, and subsequently special instructions relative to problems presented by the administrative organization of particular departments were issued, as well as memoranda intended to clarify the original instructions and to answer questions from the field staff.

It was expected that the descriptive inventory would have approximately 800,000 entries and in typed form would constitute a series of volumes containing a total of 100,000 pages. Its compilation in the field proceeded much more slowly than had been expected in the Washington office. Only a small proportion of the regional personnel was competent to undertake this type of work with reasonably satisfactory results. Workers had to be trained and their errors or their varied misunderstandings corrected. The surveying of some agencies had not been completed, and, under instructions from Washington, the surveying of all important agencies was given precedence over the compiling of the inventory. When reports on series were examined carefully for use in the inventory, regional directors and their editorial assistants found that a number of them were inadequate. As a result, a considerable amount of resurveying was undertaken, and this likewise delayed work on the undertaking. By the end of the fiscal year the inventory had been completed, insofar as work in the field was concerned, in only one State, Minnesota. For the country as a whole, about 29 percent of it had been received in the Washington office.

It was the duty of members of the editorial staff in Washington to examine the sections of the inventory as they were submitted from the regional offices and to put them into shape for final typing. They began also the preparation of general historical and explanatory introductions. Some consideration was given to the possibility of publishing the completed inventory, but, largely because of the expense involved, no decision to do so was made. It was planned to deposit the ribbon copy and carbons in The National Archives, and it was hoped that some means could be found whereby copies could be made available for use by the agencies concerned and by interested scholars.

#### USE OF INFORMATION OBTAINED BY THE SURVEY

While the Survey has collected most of the information about the archives of the Federal Government outside the District of Columbia for which it was organized a year and a half ago, this information is not yet as accessible as it will be when the descriptive inventory is completed and, if possible, distributed to other interested units of the Government and to libraries. Nevertheless, some use has already been made of the information in its preliminary form.

The reports of Survey workers in Philadelphia upon a large accumulation of records of the War Department in the Schuylkill Arsenal have been used by members of the staff of The National Archives in connection with their work with these records since their recent transfer to the National Archives Building. On the basis

of information obtained by the Survey in the Virgin Islands, several tons of old records there were selected for transfer to The National Archives and shipped to Washington. Among them are such items as a daybook of the vice commandant at Fort Christian, 1694-97; the Danish Governors' orders, 1733-1862; and a copy of a petition of John Michael Lavien for divorce from Rachel Lavien, the mother of Alexander Hamilton. A report by members of the Survey staff in Los Angeles on records of old Spanish land grants in California, which were greatly damaged by the San Francisco fire and are now in the custody of the Land Office at Glendale, Calif., has been of assistance to the Archivist in his consideration of the problem of how The National Archives may assist in the preservation of these valuable and fragile documents. From the files of the Survey, the Division of Reference of The National Archives has been able to answer requests for information regarding particular groups of records in various parts of the country. To certain of the Survey's regional directors, local custodians have referred requests for information regarding their old records. At the request of the Works Progress Administration a special report on inactive records of the Civil Works Administration, the Federal Emergency Relief Administration, and the Works Progress Administration itself was prepared in the Washington office of the Survey for use by a committee of the WPA which is considering the problem of the ultimate disposition of these records.

As a result of the Survey's activities a considerable quantity of the archives of the State of Indiana for the Civil War and other periods were discovered in an attic room of the Post Office Building in Chicago. These were turned over to the Indiana State Library, and an article descriptive of the collection was prepared by Dr. Harvey Wish of the Chicago staff of the Survey and was published in the December 1936 number of the *Indiana Magazine of History*. For the March 1937 issue of this magazine, Dr. Wish edited a selection of documents from this collection.

The attention of historians has been called to the value of Federal archives to them by an article entitled "The Federal Archives of New York City", which was prepared by Dr. Richard B. Morris, regional director of the Survey for New York City, Long Island, and eastern Pennsylvania, and was printed in the January 1937 number of the *American Historical Review*. It is expected that other articles describing Federal archives in particular States will be prepared and published in professional periodicals.

#### CONTINUATION OF THE SURVEY'S WORK

Some weeks before the end of the fiscal year it became apparent that, while the field work which had originally been planned could be completed in practically all important respects by June 30, work upon the descriptive inventory could not possibly be completed by that date, either in the field or in Washington. It had come to be believed, however, that the compilation of this inventory and the completion of reports which would make the mass of information in the files accessible for study and for reference use were necessary if the money already expended by the Survey was to be considered, from the professional point of view, as most wisely invested. It was realized, also, that if authorities of the Works Progress Administra-

tion still desired to find useful work for "white-collar" workers it would be practicable to add to the original objectives of the Survey such supplementary work with Federal archives as cleaning and shelving old records in basements and attics, filing records which were in disorder, indexing, compiling, or tabulating information of various kinds, and calendaring selected groups of records. Such work, if undertaken at all, would be done only when custodians desired it and where persons competent to do it could be employed according to the WPA regulations that now required 95 percent of the personnel of a project to be certified as in need of relief. Accordingly, a request was made for the continuation of the Survey into the fiscal year 1938.

Funds available for the financing of Federal projects in this year, however, were to be greatly reduced, and administrative authorities of the WPA decided that all Federal projects that were engaged upon work for other agencies of the Federal Government should be terminated on June 30, 1937. It was suggested, however, that where work still remained to be done an attempt be made, with the approval of the State administrators concerned, to set up State projects to complete it. Among the many disadvantages of this plan were two which were particularly objectionable from the point of view of the satisfactory completion of the descriptive inventory. In the first place, since The National Archives was not able to finance it, the Washington office of the Survey, without whose direction and supervision from the beginning the work would have been of little worth, would be abolished. In the second place, WPA administrators in a few States were not willing to approve State projects and, even in those where such approval could be had, not enough time remained before the end of the fiscal year to permit the organization of State projects to begin operation on July 1. In these States there would be a lapse of several weeks between the termination of the Federal project and the organization of the State projects, and it was inevitable that during this time the trained staffs of the Survey of Federal Archives would be dispersed and their files perhaps thrown into confusion and lost.

Fortunately, the National Director of the Historical Records Survey, a WPA sponsored Federal project which was to continue operation with a reduced quota, generously offered assistance which, it is believed, will make possible the completion of the descriptive inventory of Federal archives outside the District of Columbia before the end of the fiscal year 1938. Following plans agreed to late in June, provision was made to transfer 15 members of the Washington office of the Survey of Federal Archives to the staff of the Historical Records Survey. These, working as a separate unit with offices in The National Archives, were to continue to edit the descriptive inventory and to compile other information needed for the final report on Federal archives outside the District. Furthermore, provision was made for the continuation of work upon the descriptive inventory in 25 States by the transfer to the pay roll of the Historical Records Survey of at least a working nucleus of the editorial staffs of the Survey of Federal Archives in those States. This arrangement was to continue for the period of time estimated as necessary to complete the descriptive inventory for the States concerned, or until State projects to complete it should be organized. In 23 States, no pro-

vision was made to transfer workers to the Historical Records Survey, either because it was believed that such little work on the inventory as remained to be done could best be completed elsewhere or because the early submission of proposals for separate State projects seemed to make such action unnecessary. Complete responsibility for the professional aspects of the work of those in Washington and in the field who were to be thus transferred to the Historical Records Survey was to be vested in the former National Director of the Survey of Federal Archives, who was to be appointed to the staff of the Historical Records Survey without pay as Associate National Director.

#### TERMINATION OF THE FEDERAL PROJECT

The work of those who have been associated with the Survey of Federal Archives during all or part of the 18 months of its existence has been done under conditions that they would consider far from ideal for the accomplishment of the best professional results. They have had to learn to seek not an impossible perfection but the best results that, with the time and materials at hand, it was possible to obtain. For those who have served in an administrative capacity, both in Washington and in the field, life has been hectic indeed, and work has been carried on under great pressure and in the face of disheartening obstacles. Early in 1936, members of the administrative staff were under the necessity of building an organization, learning the manifold details of administrative procedure, training thousands of workers who had never even heard the word "archives", and making a survey of Federal archives whose location in thousands of cities and towns and whose magnitude of volume they did not and could not know. Yet the Survey was to them an adventure. It was an opportunity to participate in a major undertaking for which there had long been an imperative need and thus to serve the vital interests both of their Government and of scholarship. It was a challenge to their intelligence, their perseverance, their ingenuity, and their patience. To it they gave of their time and of their energy far more than the law required. They began their work in the belief that they had less than 6 months' time in which to complete their task. They worked always under pressure, never knowing for more than a few months in advance how long the Survey would continue in existence, always seeking to complete as much as possible of its program and to complete it satisfactorily before the project's ultimate and inevitable termination should be announced to them. They were harassed by the need to accomplish as much as possible within a limited time and to do this in spite of regulations that were frequently changed—regulations regarding quotas, certification, non-relief employment, reports, allocation of funds, and the like—which were administratively necessary, no doubt, but which inevitably slowed up the work of the Survey. All workers knew that their employment was temporary. They did not know at what moment, because of quota reductions, the exhaustion of funds, the promulgation of some new regulations, or the termination of the project, most of them might find themselves without even the small livelihood their employment on the staff of the Survey provided.

The difficulties under which the Survey operated should not be over-emphasized, however, though they should be made a matter of

record. Many were the unavoidable consequences of the emergency nature of the Works Progress Administration, which was unable to engage in long-time planning, was established for the purpose of providing temporary work-relief for the unemployed, and understandably was more concerned with the relief than with the work aspects of its problem.

When announcement was made to regional directors on June 12, 1937, that the Survey would be terminated as a Federal project on the last day of the fiscal year and they were requested to exert every effort to complete as much as possible of the most important phases of the work that remained to be done, the response from them and their workers was most gratifying to the Washington office. Disappointed as they were and concerned, many of them, about their future livelihood, they did not become demoralized. The work of the Survey continued until the end of the year, and even beyond that time some chose to labor without compensation in order that particular phases of the work might be properly brought to a conclusion. One State supervisor, a man of education and intelligence and of wide travel, who had come to the Survey from the relief rolls, well expressed the spirit in which many on the staff viewed their work when on June 30 he wrote the following:

We feel like the last day of school. We do not know whether to apologize or to boast. Measured by the standards of The National Archives, or by any advanced academic standards, our work has been extremely defective. We are heartily sorry for these our misdoings. But in spite of all of our sins of omission and commission, we have an idea that ours has been a good amateur performance, and we are amateurs with no taint of professionalism. We believe that we have determined and reported the location, quantity, condition and general character of practically all of the federal archives in [this State], so that a qualified research worker can make use of the information.

We come to the close of the project with great regret. The work has been extremely interesting. The associations with our supervisors in The National Archives, with the other workers in the WPA and with the permanent officers of the government have been very enjoyable. We plead guilty to the recent charge against the WPA that we have enjoyed our job, and that we would like to continue. We take much pride in the fact that others would also like to have us continue.

As an educational and rehabilitation project we feel that we have had a great success, and this is presumed to be one of the objectives of the WPA. We have followed modern educational methods in learning by doing. Not only have nearly twenty per cent of our workers graduated to better positions, but those remaining have gained in knowledge and skill. Increased self-confidence has been a notable result in a number of cases.

## APPENDIX VI

### GUIDE TO THE MATERIAL IN THE NATIONAL ARCHIVES, JUNE 30, 1937

The accessions of The National Archives prior to the end of the fiscal year 1936-37, which amount to nearly a quarter of a million linear feet, comprise only a small fraction of the archives of the Government of the United States, and some of them are distinctly fragmentary in character. Nevertheless they include records that would be of great value in connection with research projects and investigations by Government officials and private scholars if their existence, character, and availability were known to those who might have occasion to use them. The work of organizing, inventorying, classifying, and cataloging the records in these accessions is of course far from complete; but it is possible and seems to be desirable to present a tentative guide to them based on such information as is available at the present time. Such a guide should at least serve to indicate to the investigator something of the probability of his finding material of interest to him in The National Archives.

This guide is based mainly on information drawn from "identification inventories" of accessions, compiled by the deputy examiners, and preliminary and "identification of series" reports, compiled by the Divisions of Department Archives. In the case of the records of the Food Administration, valuable information was supplied by the Division of Classification. An attempt is made to present such data concerning the history and functions of the agencies as may be necessary for an understanding of the character of the records described; references are given to works from which further information about the agencies and their records may be obtained; and existing inventories, calendars, and indexes are noted. As additional tools of this sort are being compiled constantly, the searcher should make inquiry concerning them in connection with any collection of records in which he may be interested. He should also bear in mind the fact that the continuous flow of records into The National Archives makes it impossible for any printed guide to be up-to-date. Information as to records received since June 30, 1937, may be obtained, however, from the Division of Reference.

The entries that follow are arranged in five groups, which are concerned with records of the Congress, the executive departments, the independent agencies, and the judiciary, and with private gifts of motion pictures and sound recordings. The executive departments

and the independent agencies are arranged in chronological order according to the dates of their establishment, but bureaus and other subdivisions are arranged alphabetically. The records of an agency frequently antedate its establishment as a result of its taking over the records and functions of another agency. All measurements given for groups of records are in linear feet unless otherwise indicated; and both the measurements and the inclusive dates are approximations in many cases.

### CONGRESS

**SENATE.** Journals, bills and resolutions, unbound papers, "documents" and committee reports, transcripts of hearings, and other records. 1789-1934. 6,512 feet. Accession 59.

The Senate and the House of Representatives are coordinate legislative bodies except for the constitutional provision that revenue bills must originate in the House. The Senate has, however, certain functions of an executive character in which the House of Representatives does not share. These arise from the constitutional provisions requiring the advice and consent of the Senate to nominations to public office submitted by the President and to treaties negotiated under his authority. In addition to its legislative and executive functions the Senate also sits as a court to try impeachments of civil officers submitted and prosecuted by the House of Representatives. These functions are reflected in the records or "files" of the Senate, of which its Secretary has been the custodian from the beginning. All these records to the end of the Seventieth Congress (1929), with a few exceptions, and some later records were transferred to The National Archives by virtue of Senate Resolution No. 99, of March 29, 1937.

The journals (365 vols.) are in two forms to the end of the second session of the Twenty-second Congress, the rough journal with corrections and deletions indicated and the official journal as prepared for the printer. Neither set is complete but one or the other is present for each session except the first session of the First Congress and the sessions of the Sixth, Seventh, and Eighth Congresses. The official journal of the first session of the First Congress has been retained in the Office of the Secretary of the Senate. From the second session of the Twenty-second Congress to the Seventieth Congress, inclusive, there are no rough journals, but there are official journals for each session except the first session of the Twenty-third Congress, and corrections and deletions are indicated in some of them. Impeachment proceedings are sometimes bound with the regular journals and sometimes in separate volumes. Accompanying the journals are 46 volumes of minutes of legislative proceedings for scattered sessions from the Second to the Seventy-second Congress. Apparently these minutes were kept during the actual sittings of the Senate and were used in preparing the journals. The executive journals, which comprise a separate series, and a number of confidential legislative journals have not been transferred.

The unbound papers are divided into two groups, each arranged by Congresses. The main group (4,824 feet) includes legislative, impeachment, and electoral papers and is presumably complete, with an exception noted below, from the First to the Seventieth Congress, inclusive (1789-1929). The legislative papers include such material as messages of the Presidents, reports of heads of departments and independent agencies, petitions and memorials, committee reports, bills and resolutions in the different stages through which they passed in the Senate, enrolled Senate bills that have been recalled or vetoed, and "supporting papers" relating mainly to private bills, including reports of committees, petitions for relief, affidavits, and correspondence with officials. The "supporting papers", which have been transferred only through the Sixty-eighth Congress, are arranged in the main alphabetically by claimants prior to the Fifty-seventh Congress; thereafter they are arranged by bill numbers, but a card index by claimants is available. They contain much unpublished material of historical value, as do also the petitions and memorials, which have been transferred through the Seventy-third Congress. From the Forty-fourth Congress on, the originals of documents and reports that have been printed in the Congressional set are to be found not in the unbound papers but in the series of bound volumes noted below. The impeachment papers include the formal documents filed with the Senate in connection with trials of officials impeached by the House of Representatives. The electoral papers include certificates of the electors of President and Vice President, certified lists of their votes, and occasionally minutes of proceedings of the electors in the individual States. Other electoral papers are described in this guide under Department of State, Historical Adviser's Office, Archives Section.

The second group of unbound material (551 feet) consists of the executive papers, which have been transferred to the end of the Fifty-sixth Congress (1789-1901). They relate almost entirely to the appointment of officials and the conduct of foreign relations and include messages of the Presidents making nominations, which usually contain notations of the action of the Senate; memorials for or against nominees; and correspondence regarding nominations and the conduct of officials.

There are two series of bound volumes of Senate bills and joint resolutions. One series (130 vols.), which extend from the Forty-seventh through the Fifty-second Congress (1881-93), consists of original and reported bills and joint resolutions. The other series (146 vols.), which begins with the First Congress and has been transferred through the Seventieth Congress (1789-1929), contains engrossed bills and joint resolutions as passed by the Senate. With the exception of occasional volumes of bills and joint resolutions passed by the Senate but not finally enacted, this entire series consists of Senate bills and resolutions that became laws. Beginning with the Fifty-third Congress, bills in which the House of Representatives made changes are accompanied by the House amendments and, when conference committees were appointed, by the papers leading to the conference, the report of the conferees, and the formal notification from the House that the

report of the conferees had been accepted. Final changes resulting from House or conference amendments are indicated in the text of the bill or resolution.

Beginning in 1875 the originals of "documents" and committee reports of the Senate prepared for publication in the Congressional set have been arranged by numbers to correspond with the printed series and bound. This material from the Forty-fourth to the Seventy-first Congress, inclusive, and for the Seventy-third Congress (2,772 vols.) has been transferred. Its principal value would appear to be in the revisions and deletions indicated and in the possibility of its use as a check upon the accuracy of the printed versions. The same is true of some 75 volumes of transcripts of hearings before committees of the Senate or joint committees, which have also been transferred and which have been published as *Hearings* independently of the Congressional set.

The other records transferred include 49 atlases and about 750 different maps, of which 153 are in manuscript or bear manuscript annotations. Among the latter are maps of proposed routes for canals and roads and of harbor improvements prepared by Army engineers, 1825-35, of the disputed northeastern border, of Indian lands and lands ceded by the Indians prepared in 1839, of Texas and Mexico in 1844, and of troop dispositions and the military situation at different times and on various fronts during the Civil War. A miscellaneous collection of manuscript volumes includes administrative records such as correspondence of the Secretary of the Senate, 1836-51 and 1861-62 (2 vols.), and accounts for expenditures for supplies; committee reports, 1817-27 (2 vols.); papers relative to contracts and proposals for carrying the mails, 1837-41 (2 vols.); a register of claims contracted under Lt. Col. John C. Frémont in California, 1846-47; two huge volumes containing a memorial submitted in 1856 by citizens of California urging the construction of a wagon road across the plains and the establishment of military posts, in which the signatures are arranged according to places of residence; and two volumes of photographic exhibits before the United States District Court for Northern California in the cases of *Luco v. United States* (1858) and *United States v. Limantour* (1858). There are also three volumes of papers apparently selected from the files of the First and Second Congresses and mounted to promote their preservation. One contains the electoral vote and accompanying papers for the first Presidential election; the second consists of copies, transmitted to the Senate by President Washington, of papers relating to the ratification of the Constitution by North Carolina and Rhode Island and to the ratifications by the States of the first ten amendments to the Constitution; and the third contains the first and second annual messages of President Washington and papers transmitted by him relating to foreign relations and to treaties with the Indians, especially to the treaty negotiated with the Creek Indians in 1789.

A calendar on cards of over 33,000 items bearing on the history of the upper Mississippi Valley and the Great Lakes region in the Senate files of the first 50 Congresses (1789-1888) has been compiled for a group of historical agencies, and a microfilm copy of

this calendar is available at The National Archives. Many of the papers to be found in the files for the first 25 Congresses (1789-1838) are available in print in the *American State Papers* (Washington, 1832-61. 38 vols.); and most of the Presidential messages are printed in James D. Richardson, *A Compilation of Messages and Papers of the Presidents* (Washington, 1896-99, and later editions).

See Superintendent of Documents, *Checklist of United States Public Documents, 1789-1909* (3d ed., Washington, 1911), 3-188, 1463-1507, 1533-1667, 1676-1679; Adolphus W. Greely, *Public Documents of the First Fourteen Congresses* (Washington, 1900) and a supplement with the same title in American Historical Association, *Annual Report*, 1903, vol. 1, p. 343-406; and Claude H. Van Tyne and Waldo G. Leland, *Guide to the Archives of the Government of the United States in Washington* (2d ed., Washington, 1907), 255.

#### DEPARTMENT OF STATE

CHIEF CLERK'S OFFICE. APPOINTMENT SECTION. Papers relating to pardons, 1818-60; and amnesty oaths and related papers, 1864-68. 224 feet. Accession 85.

From the establishment of the Government under the Constitution until 1850 all petitions for pardons of criminals convicted by Federal courts were received by the Secretary of State, who joined with the Attorney General in considering them and in making recommendations to the President. After 1850 most petitions went to the Attorney General only, but the Department of State continued to prepare all warrants and commutations of sentences on the requisition of the Attorney General until 1893, when that duty also passed to the Department of Justice. Certain special duties in connection with amnesty and pardon during and after the Civil War were also assigned to the Department of State.

The pardon activities of the Department were first formally recognized in its organization in 1833, with the establishment of a Bureau of Pardons and Remissions, Copyrights, and Care of the Library. When the Bureau was abolished a year later, the pardon functions were among those transferred to the Home Bureau, which also had been established in 1833. Although all bureaus of the Department were discontinued in 1855 by an act classifying its employees, practically the same organization was continued on an informal basis until the Department was reorganized in 1870. At that time a Bureau of Pardons and Commissions was created. This Bureau, renamed "Commissions" in 1893, continued until 1896, at which time its head became the Appointments Clerk. The unit was designated the Bureau of Appointments from 1898 to 1924, when it became the Appointment Section in the Office of the Chief Clerk.

The pardon records (4 feet) relate to pardons issued by Presidents Monroe, Fillmore, Taylor, Pierce, and Buchanan. The series issued by President Monroe originated in the period 1818-22 and contains only drafts of pardons. The rest of the collection, covering the period 1850-60, consists of papers supporting requests

for pardons, such as petitions addressed to the President, briefs of court proceedings, indictments, and statements of district attorneys, physicians, wardens of penal institutions, judges, marshals, and other persons. They do not include the actual pardons, though they usually indicate whether or not a pardon was granted in each case.

The amnesty oaths and acceptances of Presidential warrants of pardon (220 feet) were received by the Department under the provisions of the act of July 17, 1862, and of four proclamations issued pursuant thereto. By the successive proclamations these oaths were offered to increasingly large groups of individuals in the seceded States, and the taking of such oaths was one prerequisite for voting for or holding the position of delegate to the constitutional conventions required of the States before they were readmitted to the Union. As a result, large quantities of forms for the oaths were apparently struck off in print shops throughout the South, and there is no uniformity in the format, wording, or even the heading, some being called "amnesty oath" or "oath of amnesty" and others, "oath of allegiance" or "proclamation oath." In some cases when Confederate troops surrendered and took the oath, it was coupled with an oath of parole in a document known as "oath and parole." All these various oaths were transmitted to the Department of State, were registered, and were placed in its archives. Presidential warrants of pardon then seem to have been sent to most of the signers of the amnesty oaths, and when the acceptances of these warrants were returned they were also filed in the Department. The oaths and acceptances of pardon are interfiled and are arranged first by States and then alphabetically by the names of the signers. These papers reflect the progress of the Federal troops into the border and seceded States and furnish a detailed record of one phase of the restoration of the authority of the Union. They also contain valuable data for local history and genealogy.

The pardon papers and the amnesty files in this collection were received from the Archives Section of the Office of the Historical Adviser, into the custody of which they had passed. Other similar papers and registers of them are still in the possession of the Appointment Section of the Chief Clerk's Office.

See Van Tyne and Leland, *Guide*, 55.

**COMMUNICATIONS AND RECORDS DIVISION.** Motion pictures, some with sound recordings. 1911-33. 15 units of film. Accession 84.

The Bureau of Indexes and Archives, which was established in 1873, had as one of its primary functions that of being the central unit for the current files of the Department, and that function remained unchanged when the name of the Bureau was changed in 1931 to the Division of Communications and Records. The films in this collection were apparently received by various officials of the Department, who placed them in the custody of the Division.

Three reels depicting phases of construction activities on the Panama Canal in 1911 are the earliest of the films. For the World War period there are views of the arrival in Washington of such distinguished foreign visitors as Arthur J. Balfour, René Viviani,

and Marshal Joffre, and also pictures of Turkish and foreign newspaper correspondents examining devastated areas near Smyrna in Asia Minor. Another film, made in 1924, consists of views of President Coolidge and the members of his Cabinet, who make general statements as to the work done in their terms of office and as to plans for the future. More recent films include news reels showing the American Ambassadors to Cuba and Cuban officials in 1933; the visit of Ras Destu Demtu, special ambassador of the Emperor of Ethiopia; and the departure of the American Ambassador for the Union of Soviet Socialist Republics following the resumption of diplomatic relations in 1933.

**HISTORICAL ADVISER'S OFFICE. ARCHIVES SECTION.** (1) Treaties with Indian tribes and related documents, 1722-1868; (2) papers relating mainly to the War of 1812, 1789-1816; (3) records of the Russian-American Co., 1802-67; (4) Civil War papers, 1861-65; and (5) electoral papers, 1888-1932. 48 feet. Accession 85.

From its establishment in 1789 the Department of State had archival functions, such as the custody of the papers of the Continental Congress. These functions were first recognized in the organization of the Department when, in 1833, a Bureau of Archives, Laws, and Commissions was established. A year later this Bureau was abolished, and for the next 2 years a Keeper of the Archives had custody of the noncurrent records, except those of a diplomatic or consular nature. From 1836 to 1870 the duties passed from hand to hand. A Keeper of the Rolls, an official in the Chief Clerk's Bureau, was placed in charge of the "laws, treaties, and historical papers" in 1870, and in 1873 he was given an independent status. In 1874 his functions were transferred to the Bureau of Rolls and Library, which became the Division of Publications in 1921. All records of the Department prior to 1906 in the custody of the Bureau of Indexes and Archives, which had been established as the general filing agency of the Department in 1870, were transferred to the Division of Publications in 1926, and an Archives Section was established to have custody of them and of the noncurrent records already in the possession of the Division. In 1929 the Division was reorganized and its name was changed to Office of the Historical Adviser.

(1) Indian treaties were negotiated on behalf of the various colonies and the British Crown during the colonial period. During and after the Revolutionary War the power to negotiate such treaties was vested in the Continental Congress, and it became a prerogative of the Federal Government under the Constitution. From 1789 to 1849 Indian treaties were negotiated by special commissioners acting for the President and under the supervision of the War Department; in the latter year the Indian Affairs Office was transferred to the Interior Department and the supervision was shifted to the new agency. An act passed in 1871 prohibited the making of further treaties with Indian tribes, but provided that existing treaties were to be unaffected. Thus the Department of State had no part in the negotiation of the treaties, but until 1849 it received them from the War Department after they had

been signed and preserved them. Several treaties negotiated under the supervision of the Interior Department were similarly transferred to the Department of State, as were certain treaties found in the files of the United States Senate.

In this collection (8 feet) the first original treaty is that with the Delawares signed at Pittsburgh, September 17, 1778, the earlier treaties being contemporary manuscript or printed copies used in the course of the negotiation of later treaties, and the last is one with the Nez Percés, signed at Washington, August 13, 1868. The treaties vary in size from a legal-size document to a parchment scroll several feet in length and are usually accompanied by such related documents as messages of the President, the ratifications by the Senate, and the Presidential proclamations. In some cases there are also copies of letters of instructions to Indian commissioners and journals and correspondence of the commissioners. Copies of cards in a combined information file and index now in the Department of State have been made for use in The National Archives. The file indicates the whereabouts of treaties not found in this collection and includes references to pertinent documents in the "Miscellaneous Letters" and the "Domestic Letters" series in the Department of State. The whole collection is of interest to the student of western expansion and American colonial policy.

The treaties have been published in Charles J. Kappler, *Indian Affairs, Laws, and Treaties* (Washington, 1904), vol. 2; in *United States Statutes at Large*, vol. 7; and in *American State Papers, Indian Affairs* (Washington, 1832-34. 2 vols.).

(2) In this collection (6 feet) the largest group of papers deals with both the War of 1812 and the Treaty of Ghent and includes such items as lists of American ships detained, accounts of the British Commissioners for American droits of admiralty, correspondence of the American commissions and their agents abroad, vouchers and bank checks, papers of John Dougan relating to ships detained by the British in Bermuda, accounts and papers relating to the property condemned in the vice-admiralty court of Barbados, insurance brokers' accounts, and American letters relating to captured vessels and other matters. One volume, labeled "Intercepted Correspondence", contains both original letters and copies of letters dealing with diplomatic and military activities of British agents, particularly in the Old Northwest, from 1789 to 1814. The collection also includes correspondence and reports regarding aliens in the United States, prisoners of war, and passports, and the last group contains letters of such prominent men as Stephen Decatur, Rear Admiral Cockburn, Richard Rush, William Lowndes, and Joseph Story.

See Van Tyne and Leland, *Guide*, 25, 30, 50, 51, 52.

(3) The Russian-American Co. was an official Russian company which had the economic and political control of Alaska prior to its purchase by the United States in 1867. The records in this collection (17 feet) consist of the papers of the company that were in Alaska and were transferred to the custody of the United States in accordance with the provisions of the treaty of cession. They include papers sent by the board of directors of the company to the administrators general (governors) of the colonies, journals

of correspondence between the administrators general and the board of directors and other persons, logbooks of company ships, and journals of exploring parties. The letters from the board of directors cover the years 1802 and 1817-66 and outline colonial policies regarding employees, the church, furs, trade, and the like. The correspondence of the administrators general, 1818-67, is sometimes copied in full and sometimes in abstract and contains such material as local regulations for the company employees, instructions in regard to relations with the native tribes, fur prices, prices of the company's supplies, orders for transportation and equipment for exploring and trading expeditions, instructions in regard to farming and animal husbandry, and vital statistics. The logbooks, 1851-67, were kept on 15 of the company's ships on their voyages in Alaskan waters and to California, Siberia, China, the Hawaiian Islands, and Russia. Capt. N. Arkhimandritov's journals of explorations on Kadak Island, Norton Sound, and the Pribilof Islands, 1860-64, fill one volume, and another is taken up with journals of overland explorations under the command of Lt. Lavrentii A. Zagoskin, 1842-44, into the Lower Yukon Basin and the southwestern mainland of Alaska.

These records, which are almost entirely in Russian longhand, are of primary importance for the study of the history of Alaska during the Russian period. They were forwarded from Alaska to the War Department by the commandant of the military department of Alaska and were then transferred to the Department of State in 1870. Part of the papers were used in the Fur Seal Arbitration between the United States and Great Britain in 1893.

See Van Tyne and Leland, *Guide*, 35-36. For histories of the company, see Hubert H. Bancroft, *History of Alaska* (San Francisco, 1886), ch. 17-22; Sostavil P. Tikhmenev, *Istoricheskoe obozryeniye obrazovaniya Rossiisko-Amerikanskoi Kompanii i dyeistvii eya do nastoyashchago vremeni* (St. Petersburg, 1862-63. 2 vols.); and Hans Pilder, *Die russisch-amerikanische Handels-Kompanie bis 1825* (Berlin and Leipzig, 1914). Translations and facsimilies of some of these documents appear in State Department, *Fur-Seal Fisheries Arbitration* (Washington, 1895), vols. 8, 16. Zagoskin published a detailed account of his expedition under the title *Pieshekhonaya opis chasti russkikh vladenii v Ameriki v 1842, 1843, 1844 godakh* (St. Petersburg, 1847. 2 vols.). Summary statements of Zagoskin are to be found in Alfred H. Brooks, *Geography and Geology of Alaska* (Geological Survey, *Professional Paper* 45. Washington, 1906).

(4) The Civil War papers (13 feet) are chiefly concerned with prisoners of war, state prisoners, and persons drafted for military service. Those concerned with prisoners of war are most numerous and consist mainly of correspondence arranged alphabetically according to the names of the prisoners. The material dealing with state prisoners contains papers confiscated or intercepted by the Federal Government and its agents, lists of persons arrested for disloyalty or treason, correspondence regarding aliens and persons suspected of sedition, and proceedings of a commission established to deal with state prisoners. Many of the confiscated papers relate to the political situation in Maryland and consist of corre-

spondence, newspaper clippings, articles, manuscripts, and pamphlets seized from newspaper offices in Baltimore and from the homes of men who were supposed to be planning to force a secession resolution through the Maryland legislature. Similar material seized in Washington includes letters from James Buchanan, Reverdy Johnson, John Breckenridge, Andrew Johnson, and other prominent persons, which deal with the problems of States' rights, slavery, the prosecution of the war, and political and social conditions of the times. One file of intercepted correspondence deals with such subjects as appointments, blockade runners, and the operations of the *Alabama*, the *Shenandoah*, and the *Florida* and includes some papers of representatives of the Confederacy abroad. Another file contains correspondence and other data dealing with the seizure of the Confederate envoys, Mason and Slidell, from the *Trent* in 1861. The material regarding persons drafted for military service relates in the main to aliens who claimed exemption from the draft and consists of such items as correspondence, certificates of exemption, depositions, and affidavits. The collection also includes several volumes of secret correspondence of the Department of State from 1861 to 1863 and of the Department of War for a portion of 1862. Most of this correspondence is supplied with indexes and, according to notations stamped on the material, was either examined or copied for use in the *Official Records of the Union and Confederate Armies*. In general the papers in this collection give interesting sidelights on the history of the Civil War and contain much of value for the local historian and the genealogist. Amnesty papers for this period are described in this guide under the Chief Clerk's Office in the Department of State.

See Van Tyne and Leland, *Guide*, 26, 53.

(5) Prior to the election of 1888, the Secretary of State had no regular part in the electoral system, but by an act of February 3, 1887, he was required to receive from the executive of each State a certified list, known as a final ascertainment of electors, showing the names of all persons receiving votes for electors and their total votes and indicating the persons chosen. He was required to transmit a copy of each ascertainment to each House of Congress and to have the ascertainments published in a newspaper of his choice. This procedure was modified by an act passed in 1928 so that, in addition to receiving the ascertainment from each executive, the Secretary received two copies of the ascertainment for each State directly from the electors of that State, each copy accompanied by a certified statement of the votes of the electors for President and Vice President. The Secretary was required to hold one ascertainment and one statement subject to the call of the President of the Senate and to keep the other ascertainment and statement for 1 year. The same act discontinued the requirement for the publication of the ascertainments. These electoral papers (4 feet) were preserved in the Department by the Office of the Historical Adviser and its predecessors.

The ascertainments comprise the bulk of the collection, but there are also for each election such other papers as correspondence, memoranda, clippings of the ascertainments as published through

1924, and, for 1928 and 1932, the statements of the electoral votes. In general the papers for each election are bound in a single volume, but the additional data received in 1928 and 1932 necessitated three volumes for each of these elections. Much of this material is duplicated in the records of the Senate described elsewhere in this guide.

**INTERNATIONAL CONFERENCES DIVISION.** (1) Correspondence and other records relating to international exhibitions and expositions, 1857-1915 (47 feet); (2) motion-picture film, 1936 (2 reels). Accessions 54 and 85.

(1) Although the practice of holding local and national fairs and exhibitions is an ancient one, international expositions did not begin until 1851, when the first was opened in London. The United States made its first appropriation for participation in such an exposition in 1861, when the President was authorized to expend \$2,000 for representation at the London Industrial Exposition of 1862. Congress authorized American participation in several subsequent expositions but stipulated that the Government should incur no expense in connection therewith. In 1866, however, Congress accepted an invitation to be represented at the Paris Universal Exposition of 1867, and, in addition to making certain funds available, it directed the Secretary of State to prescribe such "general regulations concerning the conduct of the business relating to the part to be taken by the United States as may be proper." This duty has devolved upon the Secretary of State in connection with almost every international exposition at which the United States has been represented since that time. The Chief Clerk attended to this matter for the Secretary until 1931, at which time it became one of the duties of the newly established Division of International Conferences. This Division was merged into the Division of Protocol and Conferences in 1933, but it resumed its independent status in 1937 and likewise its duty of handling international expositions.

The earliest material in this collection is a pamphlet announcing the various classes of exhibits for the French Universal Agricultural Prize Exhibition at Paris in 1857, but the collection properly begins with papers relating to the Paris Universal Exposition in 1867. This exposition is represented by a register of applications, transcripts of correspondence of the Department of State relating to the exposition, correspondence and records of the United States Commission, receipts for medals, lists of American exhibitors and exhibits, minutes of the advisory committee, pamphlets, catalogs, and miscellaneous reports. Similar records are included for most of the other exhibitions. The records of American participation in the World's Columbian Exposition at Chicago in 1893, in the Universal Exposition at Paris in 1900, and in the Louisiana Purchase Exposition at St. Louis in 1904 constitute the three largest files in the collection. Other expositions represented in the collection are those held at Vienna (1873), Philadelphia (1876), Paris (1878), Sydney (1879), Melbourne (1880), New Orleans (1884-85), Melbourne (1888), Paris (1889), Antwerp (1894), Buffalo (1901),

Jamestown (1907), and San Francisco (1915). In addition to the types of material already noted, the collection contains for some expositions such items as newspaper clippings, photographs, drawings and blue prints, certificates of awards, and unclaimed medals. Much of the material is bound and indexed, and some of the unbound correspondence is indexed. The files in this collection are those that passed into the custody of the Bureau of Rolls and Library and of Indexes and Archives and later into the possession of the Archives Section of the Office of the Historical Adviser, from which they were transferred to The National Archives. Other exposition files are still in the Department in the custody of the Divisions of Communications and Records and of International Conferences.

This material as a whole demonstrates the increasing interest and participation of the United States in world affairs after the Civil War. It throws light also on the methods used in preparing and arranging international exhibitions and on the scope and character of American business enterprise during the latter half of the nineteenth century. It shows particularly how the Department of State promoted American business interests at home and abroad, and it forms a valuable record of America's broadening outlook and commercial development during those years.

For publications of boards, commissions, or officials in charge of Government participation in international expositions and exhibitions to 1909, see *Checklist of United States Public Documents*, 949-953; and for a partial list of expenditures made for expositions, 1873-1936, see House Committee on Foreign Affairs, *New York World's Fair 1939, Hearings . . . on . . . Authorizing Federal Participation* (Washington, 1937), 15. See also Van Tyne and Leland, *Guide*, 29, 54.

(2) The arrangements for the Third World Power Conference and the Second Congress on Large Dams, which were held in Washington, D. C., in September 1936, were made by the American National Committee under the general supervision of the Division of Protocol and Conferences, the predecessor of the Division of International Conferences, whose functions include the performance of such duties. These pictures, which were received from the National Committee, were made to stimulate interest in and increase the attendance at the meetings and also to draw attention to study tours arranged in connection with the gathering. They depict points of interest throughout the country with reference to mineral sources of power, hydraulic sources of power, metropolitan gas and electric utilities, and railway transportation.

See Superintendent of Documents, *Monthly Catalog of United States Public Documents*, no. 501, p. 1001.

RESEARCH AND PUBLICATION DIVISION. LAW SECTION. (1) Original acts and resolutions of Congress, 1789-1923, and papers pertaining to their publication; (2) original proclamations by the President, 1791-1936, and Executive orders, 1862-1936; and (3) National Recovery Administration orders, 1934-35. 363 feet. Accessions 9 and 85.

(1) An act of September 15, 1789, required the Secretary of State to receive and preserve the original acts and resolutions of Congress, to cause their publication in three newspapers, and to distribute printed copies of the laws to specified individuals. Later the Secretary was made responsible for the publication of "slip laws" immediately after a law was passed; "session laws", containing all laws passed and all treaties ratified and proclaimed during a session of Congress; and various collected editions of the laws as directed by Congress, of which the most noteworthy is the *Statutes at Large*, published under contract by a private firm until 1874 and subsequently printed by the Government Printing Office under the direction of the Department of State. The number of newspapers in which the laws were required to be printed was increased from time to time until 1875, when this method of publication was abandoned.

The position of Editor of the Laws was created by the Department in 1874 when it took over the publication of the *Statutes at Large*, but the title was changed to Law Clerk in 1901. In 1921 the earlier title was restored and the position was assigned to the Division of Publications. The Editor was replaced in 1927 by a Law Section in the same Division, and the Section was continued under the Office of the Historical Adviser, which succeeded the Division in 1929, and under the Division of Research and Publication, which inherited some of the functions of the Historical Adviser in 1933. After the laws had been printed the originals were from time to time turned over to the Department's archival unit, from which they were received by The National Archives.

The laws and related papers in this collection consist of the enrolled original acts and resolutions of Congress, 1789-1923 (363 vols.); enrolled bills kept from becoming laws by means of the "pocket veto", 1815-96 (1 vol.); manuscript copies of the laws, 1789-1837 (46 vols.); a small file of letters exchanged between the Secretary of State and publishers and editors of the laws regarding contracts, 1789-1822; letters from publishers regarding publication of the laws in various newspapers, 1833-42 (8 vols.); and requisitions on the Public Printer for printed copies of the "slip laws", 1871-75 (5 vols.). Later original acts and resolutions and bills that were "pocket vetoed" by the President have been retained by the Law Section, and the Chief Clerk's Office has an extensive file of correspondence that supplements the papers regarding the printing of the laws in newspapers throughout the country.

See George W. Scott, Middleton G. Beaman, and others, *Index Analysis of the Federal Statutes* (Washington, 1908, 1911. 2 vols.); Walter H. McClenon and Wilfred C. Gilbert, *Index to the Federal Statutes* (Washington, 1933); and *Checklist of United States Public Documents*, 954-972.

(2) Proclamations have been issued by the Presidents for a variety of purposes from the beginning of the Government and many of them have the effect of law. Executive orders are similar in effect to proclamations, but are less formal in character. Proclamations invariably bear the countersignature of the Secretary of State and the imprint of the great seal of the United States, and, as the custody of the seal was given to the Secretary in 1789, the proclamations, after being countersigned and sealed, remained

in his possession. Executive orders, which rarely have the countersignature or the seal, came into the Department of State only occasionally until 1905. At that time a circular letter signed by President Theodore Roosevelt's secretary directed all agencies of the Government to clear all drafts of Executive orders through the Department, but these directions were not strictly observed. An attempt made in 1909 to collect the originals of all Executive orders from the several agencies was likewise unsuccessful. Not until 1929, when an Executive order was issued requiring the deposit in the Department of original Executive orders and proclamations, was there an adequate check on these documents. Even this requirement was relaxed in 1933 to permit exceptions in the case of orders approving codes of fair competition made under the National Industrial Recovery Act. For many years the Department, in addition to having the custody of proclamations and Executive orders, has had copies of them printed for distribution. In 1907 the Department, after allowing for the earlier documents in its custody, began assigning numbers to orders and proclamations as they were received and printed.

The proclamations and Executive orders in this collection (108 vols. and some unbound papers) were transferred from the Archives Section of the Office of the Historical Adviser and from the Law Section of the Division of Research and Publication by virtue of an Executive order of February 18, 1936, which made The National Archives responsible for their custody after March 12, 1936. Most of the papers are the original documents, although the earliest proclamation, which bears the date of October 3, 1789, and sets aside a day for public thanksgiving, is a photostat of the original in the Library of Congress. This collection does not include proclamations relative to treaties, conventions, protocols, and other international agreements; such proclamations, which have not been assigned numbers in the series, are filed with the treaty papers in the Department of State. The earliest Executive order received is dated October 20, 1862. Thousands of documents that might be classed as Executive orders but are not represented in this collection are known to exist in the files of various Government agencies.

The collection contains some drafts of and correspondence relating to proclamations and Executive orders, 1929-36. There is also a list of and an index to all the orders and proclamations in this collection and an index to some of the orders in the custody of other agencies. Most of the proclamations are printed in the *Statutes at Large* and many of the proclamations and Executive orders appear in Richardson, *Messages and Papers of the Presidents*.

See Laurence F. Schmeckebier, *Government Publications and Their Use* (Washington, 1937), 294-299.

(3) By an Executive order of December 30, 1933, the Administrator for National Recovery was authorized to prescribe codes of fair competition for certain industries and to approve amendments to or exemptions from any code; and later he was authorized to prescribe rules and regulations governing code amendments, modifications, exceptions, exemptions, stays, and the like. In

September 1934 all these powers were transferred to a National Industrial Recovery Board. Duplicate originals of some of the orders issued by the Administrator and by the Board in the exercise of these powers were sent to the Department of State for preservation, but the complete set of originals was retained by the National Recovery Administration.

These orders (3 feet), which were kept by the Law Section of the Department along with original Executive orders and proclamations, were transferred when the latter documents passed into the custody of The National Archives. An index to the orders transferred is available, and all the orders have been printed and indexed in National Recovery Administration, *Codes of Fair Competition as Approved with Supplemental Codes, Amendments, Executive and Administrative Orders Issued Between June 16, 1933, and July 30, 1935* (Washington, 1934-35. 23 vols.).

## DEPARTMENT OF THE TREASURY

**ACCOUNTS AND DEPOSITS OFFICE. BOOKKEEPING AND WARRANTS DIVISION.** Records relating to the receipt and the accounting for the receipt of public funds, 1832-1930; correspondence concerning and compilations from early maritime records, 1885-87; and a quantity of paper currency of the Confederate States of America. 2,092 feet. Accessions 72, 76, 79, and 81.

The Division of Warrants, Estimates, and Expenditures, established in 1875, became the Division of Bookkeeping and Warrants in 1894 and took over the function and records relating to the receipt and accounting for the receipt of public funds from the Division of Receipts and Expenditures of the Office of the Register of the Treasury. When provision was made for a Commissioner of Accounts and Deposits in 1920, the Division of Bookkeeping and Warrants was placed under the supervision of his Office.

The records relating to public funds (1,790 feet) include certificates of deposit, debit vouchers, receipts, transfer and counter warrants, and registers of various sorts; and tentative inventories of part of them have been compiled. Use of these records is restricted.

The correspondence concerning and compilations from early maritime records (2 feet) resulted from an act of Congress of January 20, 1885, "to provide for the ascertainment of claims of American citizens for spoliations committed by the French prior to the 31st day of July, 1801." Records were called in from various customhouses by the Treasury Department for use in defending suits brought under this act, and compilations of data were made from those records. The correspondence consists of letters received from the customs officials and contains interesting information concerning their early records. Use of these records is restricted. Part of the records assembled from the customhouses are entered under Customs Service in this guide.

The Confederate currency (300 feet) is of various denominations. Presumably it was confiscated at the close of the Civil War.

ACCOUNTS AND DEPOSITS OFFICE. DISBURSEMENT DIVISION. Account books, pay rolls, and miscellaneous correspondence of the former Office of the Disbursing Clerk. 1865-1929. 83 feet. Accession 83.

The Division of Disbursement, established by an Executive order of 1933, took over the functions and records of the former Office of the Disbursing Clerk, which related to disbursements of public moneys by the Treasury Department only. Abstracts or schedules of disbursements, arranged chronologically from 1910 to 1929, comprise 320 volumes of the records; the remainder, 56 volumes and a few unbound papers, are very miscellaneous in character, and only a few of them are dated before 1890. Use of these records is restricted.

ACCOUNTS AND DEPOSITS OFFICE. SURETY BONDS SECTION. Fidelity bonds, together with correspondence and other papers relating thereto. 1789-1910. 113 feet. Accession 46.

The duty of receiving, examining, and preserving fidelity bonds of officers and employees of all the executive agencies of the Government except the Post Office Department was concentrated in the Section of Surety Bonds of the Treasury Department in 1895, and the agencies transferred their files of old bonds to the Section, by which they were arranged in a single file. The Section was a part of the Appointment Division of the Secretary's Office from 1895 to 1911, it was an independent section in the Secretary's Office from 1911 to 1921, it was again under the jurisdiction of the Appointment Division from 1921 to 1931, and in 1931 it was assigned to the Office of the Commissioner of Accounts and Deposits.

Bonds filed before 1910 by persons still in the service of the Government and under bond have been retained by the Section. The material is arranged alphabetically and is accompanied by an alphabetical name list on cards. Use of these records is restricted.

CUSTOMS SERVICE. Maritime records from various customhouses, 1762-1845, and miscellaneous records of the New York Customhouse, 1830-75. 44 feet. Accessions 35 and 81.

Since the establishment of the Customs Service in 1789, the customs officers at ports of entry have been responsible for the registration, enrollment, and licensing of merchant vessels and for preserving copies of the documents issued and other maritime records. Records of a similar character previously accumulated by State and colonial customs officers were taken over in some cases. As a result of an act of Congress of January 20, 1885, "to provide for the ascertainment of claims of American citizens for spoliations committed by the French prior to the 31st day of July, 1801", the Treasury Department called upon the collectors of customs to send in certain maritime records for use in defending suits under the act. The records called for were for the period 1792 to 1801, but many of them were bound with earlier or later records or both and the entire volumes were sent in. The collection transferred to The National Archives (25 feet) comprises 371 volumes of these records and includes registers, enrollments, licenses, bonds, manifests, clearances, oaths, abstracts, and indexes. An inventory of the volumes has

been compiled. Use of these records is restricted. Other records received by the Department at the same time are still in the custody of the Division of Bookkeeping and Warrants of the Office of Accounts and Deposits, from which these records were received; and some correspondence concerning the transaction and compilations of data made from the records are entered under that Division in this guide. For similar records dating from 1815, see under Navigation Bureau of the Commerce Department. See also Van Tyne and Leland, *Guide*, 73.

The miscellaneous records of the New York Customhouse (19 feet) include correspondence, account books, cargo manifests, consular invoices, reports of seizures, applications and recommendations for appointments, and a diary of a blockade runner on a Confederate vessel in 1863. The recommendations for appointments include letters from Horace Greeley, Roscoe Conkling, and Chester A. Arthur. A tentative inventory of the records has been compiled. This collection was received from the Library of Congress, which had received it from the Customs Service, and which still has in its possession a considerable collection of customhouse records.

See Laurence F. Schmeckebier, *The Customs Service* (Baltimore, 1924), and Library of Congress, *Handbook of Manuscripts* (Washington, 1918), 473.

INTERNAL REVENUE BUREAU. MISCELLANEOUS TAX UNIT. ESTATE TAX DIVISION. Estate tax returns and attendant papers, 1916-25. 3,945 feet. Accession 82.

The Estate Tax Division was set up to administer the tax imposed by act of Congress of September 8, 1916, on the transfer of estates of decedents that exceed stipulated amounts. The Division examines and audits the returns made by executors, investigates the facts through its field agents, and makes the assessment.

The transferred file contains the papers relating to the estates of all decedents whose deaths occurred before the end of 1925. All the papers relating to an estate are filed together, and they include in each case the preliminary notice, the report of the field agent, the final return, and a summary sheet. In many cases there will be found also other papers such as a copy of the will, an itemized inventory of personal effects, affidavits, correspondence, and memoranda. The papers relating to estates of residents of the United States are grouped by States and collection districts and arranged by serial numbers in each group. Those relating to estates of nonresidents are arranged serially in a single group. An index on cards filed alphabetically by names of decedents has been retained by the Division. Use of these records is restricted.

See Laurence F. Schmeckebier and Francis X. A. Eble, *The Bureau of Internal Revenue* (Baltimore, 1923), 45, 80-82, 154, 158-160.

PUBLIC DEBT SERVICE. Motion-picture film. 1929. 2 reels. Accession 73.

News reels, of which one depicts Secretary Andrew W. Mellon examining the first dollars of the new small-size currency and the

other shows him congratulating employees of the Department on the completion of 50 years of service.

**TREASURER'S OFFICE. CURRENCY REDEMPTION DIVISION.** Account books, registers, receipts, correspondence, and other records of the former National Bank Redemption Agency. 1880-1936. 438 feet. Accession 64.

The National Bank Redemption Agency, originally known as the National Bank Note Redemption Agency, was set up in the Treasurer's Office in 1874 to handle the receipt, redemption, and disposition of national bank notes. When the Federal Reserve System was organized in 1913, the Agency was given similar duties with reference to Federal Reserve notes and Federal Reserve bank notes. In 1936 it was merged with the Redemption Division to form the Currency Redemption Division.

The records transferred reflect the activities of the agency, especially from 1917 on. The only series of earlier date are four volumes of general ledgers dating from 1880 to 1916 and some "bookkeepers' tickets" dating from 1900. A preliminary inventory of the collection has been compiled. Use of these records is restricted.

**TREASURY BUILDINGS OFFICE.** Copies of letters sent. 1879-1910. 125 feet. Accession 77.

This file consists of press copies of letters sent by the Chief Clerk in connection with the custody, care, and maintenance of certain buildings in Washington that are under the supervision of the Treasury Department. On May 20, 1937, the Chief Clerk was relieved of responsibility for these buildings by the establishment of the Office of Superintendent of Treasury Buildings. The file comprises 391 volumes and is accompanied by 55 volumes of indexes by personal and corporate names. Use of these records is restricted.

#### DEPARTMENT OF WAR

**AIR CORPS. FIELD SERVICE.** Photographic films, 1922-23. 68 rolls of negatives and 204 mosaic negatives. Accession 40.

These films, received from Crissy Field, San Francisco, Calif., show aerial mapping verticals of airports, camps, fields, forts, ranges, rivers, islands, valleys, and the like in California, Washington, and Oregon. They are accompanied by an index.

**AIRCRAFT PRODUCTION BUREAU. SCIENCE AND RESEARCH DIVISION. CHEMICAL SECTION.** Records of research projects. 1918-19. 3 feet. Accession 13.

Investigations and experiments in the production of sensitizing dyes, incendiary bullets, smoke screens, acetic acid, acetones, secondary alcohols, caseins, and other materials were conducted by the Chemical Section with funds provided by the Aircraft Production Bureau but with facilities and personnel loaned by the Bureau of Chemistry of the Department of Agriculture. When the Sec-

tion was abolished in November 1918 its records were retained by the Color Laboratory of the Bureau of Chemistry, which continued some of the research. The Color Laboratory was later merged in the Color and Farm Waste Division of the Bureau of Chemistry and Soils, from which Division the records were received.

The collection consists of correspondence, reports, memoranda, minutes of meetings, and other material relating to the research projects. It reflects some of the production problems of the war period and aspects of the early history of airplane production and of aerial photography. Other records of the Aircraft Production Bureau are preserved in the Office of the Chief of the Air Corps, by which the Bureau was absorbed; and related materials are to be found in the research and production records of the Council of National Defense and the War Industries Board.

#### DEPARTMENT OF JUSTICE

**CLAIMS DIVISION.** Papers pertaining to closed cases before the Court of Claims, 1855-1934. 1,362 feet. Accession 87, part 1.

The Court of Claims was established by an act approved February 25, 1855, to pass upon claims of citizens against the Government, and a solicitor was provided to represent the Government before the court. In 1868, 2 years before the establishment of the Department of Justice, the duties of the solicitor and his assistants were transferred to the Attorney General, who was charged with "the prosecution and defence of all matters and suits in the court of claims on behalf of the United States" and two Assistant Attorneys General were provided to assist him in performing these and other duties. Since that time an Assistant Attorney General has been in charge of cases before the Court of Claims and with his assistants has formed a unit which has been known by various names but which was formally designated as the Claims Division in 1934. An act of March 3, 1891, provided for the appointment of an Assistant Attorney General to defend cases of claims arising from Indian depredations, and these cases were in the charge of a special unit under his direction until 1913. At that time the remaining cases were transferred to the Assistant Attorney General in charge of cases before the Court of Claims, who supervised the work until the last case was concluded in 1921.

The records in this collection consist of the papers accumulated and preserved by the Department of Justice in connection with cases which were before the Court of Claims but which are now inactive. These papers include correspondence, reports of attorneys, motions, briefs, transcripts of evidence, exhibits, and docket books; and in general all papers for a single case are filed together. For the years prior to 1914, however, the copies of outgoing letters are bound chronologically in four series, two relating to Indian depredation cases (48 press copy books, 1891-1912, and 41 letter books, 1891-1913, which duplicate and overlap each other to some extent), and the other two relating to all other cases before the Court of Claims (115 press copy books, 1868-1912; and 83 letter

books, 1872-1914, in which there is also duplication and overlapping). The papers pertaining to the cases are arranged first by types of jurisdiction of the Court of Claims and then by docket numbers within each of these groups. The main groups of cases, with the earliest and latest dates of the initiation of those cases in each that were transferred to The National Archives and with the dates for which docket books are present as indexes, are as follows: General jurisdiction cases, brought before the court under the provision of general acts of Congress establishing the court or conferring general jurisdiction upon it, 1863-1928 (docket books, 1855-1914); Congressional cases, brought before the court under some act conferring special jurisdiction, 1884-1934 (docket books, 1884-1914); naval bounty cases, pertaining to bounty or prize money and arising out of the Spanish-American War (docket book, 1899-1903, only; no case papers); departmental cases, referred to the court by executive departments for opinion, report, or judgment, 1884-1920 (docket book, 1883-1913); cases against the District of Columbia, 1880-83 (docket book, 1880-85); and Indian depredation cases, 1891-1917 (docket books, 1891-94). Although these cases were all initiated between 1855 and 1934, some of the papers are dated as early as 1812 and some as late as 1937. For cases originating after the dates covered by the docket books there is a card index, which has been retained by the Department of Justice. Aside from the correspondence and the reports of attorneys, many of the papers for any given case are copies of the original documents, which are filed in the Court of Claims and constitute part of the records of that court. Use of the records in this collection is restricted.

See Van Tyne and Leland, *Guide*, 146, 252-254; Albert Langelutrig, *The Department of Justice of the United States* (Baltimore, 1927), 39-41; and Homer Cummings and Carl McFarland, *Federal Justice* (New York, 1937), 153, 209, 216, 223, 503, 552.

#### POST OFFICE DEPARTMENT

Miscellaneous records. 1909-35. 1,302 feet. Accessions 23 and 29.

This collection contains a wide variety of records, largely routine in character. From the Office of the Solicitor, there are the settled claims of postmasters for losses resulting from such causes as burglary and fire (1923-24). The records of the Division of Post Office Service relate to such matters as personnel, inspection, and contract stations (various periods, 1909-31); those of the Division of Postmasters concern the appointment of postmasters and the discontinuance of post offices (1928); those of the Division of Railway Adjustments deal with irregularities in service (various periods, 1916-35); those of the Division of Railway Mail Service include copies of letters signed by the Postmaster General (1924-28) and complaints (1930); those of the Division of International Postal Service consist of miscellaneous correspondence and routine reports (1919-33); those of the Division of Rural Mails contain some papers of local interest on the establishment, extension, and discontinuance of rural routes (1919, 1930-31); those of the Division of Classification relate to the second-class mailing privilege

(1930-32); those of the Division of Registered Mails consist of card indexes to records concerning claims for losses (1918-29); those of the Division of Foreign Money Orders include bound volumes which list money orders certified for payment in several foreign countries (1913-34); and those of the Division of Motor Vehicle Service relate to routine matters concerning both contract-operated and Government-owned vehicles (1921, 1928-32). A preliminary inventory of the records of the Division of Registered Mails has been compiled. Earlier material similar in type to that contained in this collection has not been preserved.

See Lloyd M. Short, *The Development of National Administrative Organization in the United States* (Baltimore, 1923), chs. 3, 16, and Pao Hsun Chu, *The Post Office of the United States* (2d ed., New York, 1932).

#### DEPARTMENT OF THE NAVY

SECRETARY'S OFFICE. Outgoing letters, 1850-93, and applications for civilian appointments, 1827-1910. 111 feet. Accession 58.

The letters (105 feet) are unbound press copies relating to matters of general interest in the Department. They are grouped first by years and then by classes of persons addressed, such as naval officers, members of Congress, and officials of Government departments, and they are duplicated in letter books retained by the Department. A preliminary inventory of these letters has been compiled. The applications (6 feet) are from unsuccessful applicants. These files were received from the Office of Naval Records and Library.

ENGINEERING BUREAU. General correspondence, 1885-1910; correspondence of the former Bureau of Equipment, 1888-1910; engineering logbooks, 1845-1932; tracings of ship machinery and apparatus, 1848-1932; record of electrical appliances, 1893-1906; and miscellaneous records, 1888-1926. 1,750 feet. Accessions 14 and 50.

The Bureau of Steam Engineering was established in 1862 and took over functions and records from other agencies of the Department; in 1920 it became the Bureau of Engineering. The Bureau of Equipment, established in 1890, took over functions and records from the former Bureau of Equipment and Recruiting. In 1910 it was abolished and part of its duties and records were transferred to the Bureau of Steam Engineering.

The general correspondence (310 feet), which is arranged chronologically, consists of bound volumes of letters received, 1885-1908, and press copy books of letters sent, 1888-1910. It reflects the activities of the Bureau of Steam Engineering, which included, for the period covered, the designing, building, and repairing of steam machinery used on naval vessels; and it is accompanied by indexes in bound volumes.

The correspondence of the Bureau of Equipment (125 feet) reflects its activities, which included the manufacture and supply-

ing of equipment for naval vessels and navy yards, the purchase and supplying of coal, and the construction and inspection of wireless stations. The letters prior to July 1, 1890, relate mainly to the Naval Observatory, control of which was transferred on July 1, 1889, from the Bureau of Navigation to the Bureau of Equipment and Recruiting. The file is arranged according to a numerical subject classification and is accompanied by lists and indexes in volumes and on cards. A list of these indexes has been compiled.

The collection of engineering logbooks (1,040 feet), which comprises 18,754 volumes, is reasonably complete to the beginning of the World War. The later volumes, with a few exceptions, have been retained by the Bureau. The logs contain such information as the name of the ship, the name of the commander, types of engineering equipment, fuel used, distances traveled, engine troubles, and injuries to officers and men. A list of the logbooks, arranged alphabetically by the names of the ships, is available.

The tracings of ship machinery and apparatus (8 feet) relate to naval vessels of many sorts, including such important vessels as the *Constitution*, the *Essex*, the *Hartford*, the *Merrimac*, and the *Oregon*. Most of the tracings are dated between 1861 and 1920. They are arranged alphabetically by ships, and an alphabetical list is available. Most of them are 2 by 3 feet in size. Drawings relating to ships still in active service have not been transferred.

The record of electrical appliances (10 feet) comprises 130 volumes and was compiled by the Office of Inspector of Electrical Appliances of the Bureau of Equipment. It contains descriptions of and information about electric appliances on naval vessels and in the radio station at the Charleston, S. C., Navy Yard. The volumes are arranged alphabetically by the names of ships and most of them contain subject indexes.

The miscellaneous records (257 feet) include such materials as ledgers, journals, contracts, invoices, job orders, reports, and records of machinery weights and of submarine batteries.

**MEDICINE AND SURGERY BUREAU.** General correspondence and a few account books. 1842-1911. 128 feet. Accession 69.

The Bureau of Medicine and Surgery, established in 1842 with the Surgeon General of the Navy as its chief, is charged with the maintenance of the health of the Navy, the care of the sick and injured, and the management and control of naval hospitals, medical supply depots, medical laboratories, the Naval Medical Center, and technical schools for the training of members of the Medical Department of the Navy.

The correspondence consists of about 600 volumes of original letters received and copies of letters sent and appears to be complete for the period covered. Many of the letters deal with routine matters of personnel and administration, but some of them are of considerable interest, especially for information about diseases and methods of treatment. A few of the letter books consist of letters relating to the Naval Medical School. A chronological list of the volumes is available, and many of the volumes are indexed.

**NAVAL OPERATIONS OFFICE.** Aviation files from London headquarters, 1917-19, and records of the Military Governor of Santo Domingo, 1917-24. 98 feet. Accession 58.

The Office of the Chief of Naval Operations was established in 1915 to coordinate the work of several divisions that had previously operated independently.

The aviation files (27 feet) contain interesting information concerning landing fields, construction work, machine parts, personnel training, and general aeronautical activities during the World War. They are arranged according to a numerical classification and include draft histories of each base of operations and of each division of personnel and matériel concerned with naval aviation in France. A list of the records accompanies them.

The records of the Military Governor of Santo Domingo (70 feet) are concerned with the occupation of the Dominican Republic and its administration by naval and marine officers. They contain valuable material relating to officers and enlisted men, courts and boards, appointments and discharges, general economic conditions, improvement of roads, sanitation and medicine, and commerce and transportation. The records are arranged first chronologically and then according to a list transferred with them from the Navy Department, and some of the material is indexed.

Certain documents in each of these collections relating directly to naval operations were selected for retention by the Office of the Chief of Naval Operations. The collections were then deposited with the Office of Naval Records and Library, from which they were transferred to The National Archives. Preliminary inventories have been compiled for both collections.

**NAVAL OPERATIONS OFFICE. INSPECTION DIVISION.** Reports on trials and inspections of naval vessels and correspondence pertaining thereto. 1890-1926. 63 feet. Accession 66.

An act of 1882 required the Secretary of the Navy to provide for the inspection by boards of naval officers of all naval vessels upon their return from foreign stations and at stated intervals. In the course of time a Board of Inspection and Survey was set up to administer this work and was given the further duty of examining and testing all new vessels built for the Navy, including aircraft. Since 1920 the Board has been under the supervision of the Chief of Naval Operations, and it is listed as the Inspection Division of that Office.

The reports and accompanying papers are arranged alphabetically by the names of the vessels and are filed in 249 binders. They are of interest primarily for tracing the history of a given vessel. Each binder contains a table of contents, and there is an alphabetical list of the vessels inspected. A duplicate set of the reports, similar reports and papers of later date, and a card index of the reports from 1890 to date are in the files of the Division in the custody of the Chief Clerk of the Office of Naval Operations.

NAVAL OPERATIONS OFFICE. NAVAL INTELLIGENCE DIVISION. Correspondence, confidential reports, and miscellaneous records. 1882-1912. 114 feet. Accessions 37 and 67.

The Office of Naval Intelligence was established in 1882 as a part of the Bureau of Navigation, from 1909 to 1915 it was under the supervision of the Aide for Naval Operations, and since 1915 it has been a division of the Office of the Chief of Naval Operations. Its functions have included the collection of technical information at home and abroad for the use of the Department, cooperation with other agencies of the Government in bringing to justice persons engaged in activities against the Government, the direction of naval attachés abroad, and, in time of war, the censorship of cables.

The correspondence, which, with its indexes, makes up the bulk of the collection, reflects the activities of the Office. Included are general correspondence, 1882-1912, arranged according to a subject classification scheme; press copies of letters to the Secretary or the Assistant Secretary of the Navy, 1886-1905; letters from naval attachés abroad, 1882-1905; instructions to naval attachés, 1891-1902; and general and special indexes in bound volumes and on cards. The confidential reports consist of 15 printed volumes, 1885-1908, compiled for the information of naval officials, on such subjects as foreign navies and the telegraphic cables of the world. Use of them is restricted. The miscellaneous records include seven volumes of memoranda for information and a small collection (1 foot) of reports of the Board of Inspection of Merchant Ships and other data relative to auxiliary ships for the Navy, 1883-1911. A descriptive inventory of the collection has been compiled.

NAVAL OPERATIONS OFFICE. NAVAL INTELLIGENCE DIVISION. NAVAL RECORDS AND LIBRARY OFFICE. Miscellaneous papers, 1903-29. 18 feet. Accession 58.

The Office of Naval Records and Library serves to some extent as an archival agency for the Department and has the custody of some of its older records. It also collects and preserves other material relating to the history of the Navy and compiles studies and documentary collections for publication. The papers transferred consist chiefly of duplicate orders, reports, bulletins, and other data from the files of the Naval Intelligence Division relating to naval activities in the World War, 1917-19. There are also a few records dealing with naval aviation, 1907-26, including material concerning the organization of the Bureau of Aeronautics in 1921, and some personal papers of Admirals Ridley McLean and E. W. Eberle. The collection is arranged according to a numerical classification, and a preliminary inventory has been compiled.

NAVIGATION BUREAU. Ship logbooks of naval vessels and a few related journals. 1801-62. 189 feet. Accession 19.

The task of collecting and preserving logbooks of naval vessels was performed in a rather haphazard fashion by various offices of the Department until the establishment in 1862 of the Bureau of Navigation, which took over the task and assumed the custody of the older collection. This collection, in which there are many

gaps, consists of 1,305 bound volumes. At present it is arranged alphabetically by the name of the ship and chronologically thereunder, and there is an alphabetical list showing the number of volumes for each ship, which ranges from 1 to 20 or more. The logs record the name of the ship, the name of the officer in command, the purpose of the voyage, the position of the vessel, the rate of progress, the weather, the depth of the ocean, engagements, courts martial, accidents, and other interesting events and observations both at sea and on shore. They are of value for establishing and verifying specific historical points, and some of them contain varied and interesting observations; but the details concerning important events are often disappointingly meager.

See Van Tyne and Leland, *Guide*, 197.

NAVIGATION BUREAU. HYDROGRAPHIC OFFICE. Aerial photographic negatives, 1922-30, and miscellaneous records, 1907-29. 221 rolls of film and 60 feet of other records. Accessions 36 and 78.

The Hydrographic Office makes surveys in foreign waters and on the high seas, collects and disseminates hydrographic and navigational information, and prepares and issues publications essential to navigation. The films contain views of the Florida Keys and the coasts of Cuba and Venezuela, of lighthouses and seaplane anchorages of the Gulf Coast of the United States, and of landing fields from Washington, D. C., to Norfolk, Va., together with mosaic views of Florida and Cuba. They are accompanied by a detailed list of rolls and 19 geographic index charts. The miscellaneous records consist mainly of routine material of little apparent value but include some items of possible interest such as reports on floating obstructions. They are accompanied by an inventory and some of them are entered in indexes retained by the Office.

## DEPARTMENT OF THE INTERIOR

EDUCATION OFFICE. Correspondence, survey material, and other records, 1870-1933; files of the former Alaska Division, 1883-1922; and papers of the Advisory Committee on Education by Radio, 1927-33. 388 feet. Accessions 10 and 71.

A Department of Education was established as an independent office in 1867 to collect and disseminate information on education in the United States and abroad and to promote the cause of better education in the United States; in 1869 it was given the status of a bureau in the Department of the Interior.

This collection is most miscellaneous in nature and includes files from nearly every subdivision of the agency. Records of the Commissioner's Office (25 feet) include incomplete files of press copies of outgoing letters, 1870-94, some of which are bound and indexed; reports on economy and efficiency, 1887-1912; correspondence with Government agencies and private organizations, 1913-21; material received from the Federal Board for Vocational Education, 1917-31; and papers concerning various international educational commissions, conferences, and expositions. The survey material, consisting of correspondence, mailing lists, questionnaires,

tabulations, and manuscript reports, includes files of the National Survey of the Education of Teachers, 1930-33 (217 feet) and partial files of surveys of secondary education, of promotion and conservation of child health, of engineering education, and of land grant colleges. The results of these surveys were usually disseminated by publications of the Office. The miscellaneous files from the various divisions include a scrapbook of clippings of the World War Extension Division, data for historical studies of several activities of the Office, and material dealing with engineering experiment stations, 1921-26.

In 1885 the Commissioner was made responsible for the education of children in Alaska, and the Alaska Division was established to supervise the work. The duties of the Division were not limited to educational matters, however; its representatives served as law-enforcing agents, collected data for different Government agencies, directed the operation of the reindeer service, and supplied medical aid to the natives. In 1905 the education of white children in Alaska was put under the direction of the Governor of the Territory, and the administration of the reindeer service was similarly transferred in 1930. In 1931 the Division, with its remaining functions, was transferred to the Office of Indian Affairs. The records of the Division in this collection (12 feet) comprise all those not sent to the Indian Office in 1931, and include correspondence and reports, 1883-89; incoming letters and reports, 1901-07; correspondence and reports from Alaskan stations, 1909; annual reports of the reindeer herds at different stations, 1912-17 (not complete); records of appointments in the Alaska School Service (partial file), 1916-21; and several general files of the Division, 1916-22, which contain correspondence with and reports of stations, arranged alphabetically by name of station.

The Advisory Committee on Education by Radio was appointed by the Secretary of the Interior in 1929, with the Commissioner of Education as chairman, for the purpose of studying "the possibilities of radio as an educational tool." The Committee, which was privately financed, disbanded at the end of the year, after having made arrangements to publish its report and to turn over to the Commissioner certain of its files. The Committee records in this collection (10 feet) consist of minutes, memoranda, correspondence, reports, questionnaires, and miscellaneous material, and include papers dated both before and after the period of the existence of the Committee. A preliminary inventory of the entire collection has been compiled.

See Darrell H. Smith, *The Bureau of Education* (Baltimore, 1923); *National Survey of the Education of Teachers* (*Education Bulletins*, 1933, no. 10. Washington, 1932-35. 6 vols.); *Report of the Advisory Committee on Education by Radio* (Columbus, 1930); and Van Tyne and Leland, *Guide*, 226.

**GENERAL LAND OFFICE.** Outgoing letters, general, 1908-30; outgoing letters of the former Railroad Division, 1856-91; case papers of contested entries, 1897-1904; and superseded tract books. 1,971 feet. Accession 62.

The General Land Office was established in 1812 as a bureau in the Treasury Department to superintend and execute all trans-

actions concerning public lands. In 1849 it was transferred to the new Interior Department.

The outgoing letters, general (1,793 feet), are press copies of letters from all the divisions of the Office. The file is arranged by working days, by divisions within each working day, and, within each division, by clerks preparing the correspondence; and it would be of use for a study of the work of divisions or of persons in divisions for a given period. For most purposes, however, the case and subject files, which contain duplicates of this material and the related incoming correspondence as well, would be more useful. These files have been retained by the Office as have the chronological letter books for earlier years. The outgoing letters of the former Division F or the Railroad Division (29 feet) are transcripts in bound volumes, most of which are indexed. The letters relate to railroad land grants and rights of way. The case papers of contested entries (70 feet) were accumulated by the former Division G, which had charge of preemption, desert land, timber culture, town-site, and private land claims. The file is obviously incomplete but is said to contain all the case papers of Division G that have been preserved. The papers consist of such items as declarations of contestants, replies of claimants, testimony and affidavits, notices of services, copies of motions, correspondence of contesting claimants or their attorneys, and notices of appeal and arguments on appeal. The voluminous testimony often contains much interesting information on the conditions of settlement in specific areas. In general the papers reveal the interpretation of the laws and the administrative procedure with respect to the many classes of lands handled by the Division. The tract books comprise about 300 worn and dilapidated volumes of which transcripts have been made for use at the Office. These original books, dating from 1820, are not complete for any single State or land district and are chiefly valuable as a source against which to check the accuracy of the transcripts, which are not verbatim. The complete set of tract books is preserved in the Posting Division of the Land Office. Other records relating to public lands are entered in this guide under Public Domain Committee.

See Milton Conover, *The General Land Office* (Baltimore, 1923); General Land Office, *Public Land System of the United States* (Washington, 1924); and Van Tyne and Leland, *Guide*, 219-225.

**GEOLOGICAL SURVEY.** Records of the Hayden, King, Powell, and Wheeler Surveys, and correspondence, reports, and geologists' notebooks of the Geological Survey, 1867-1930. 85 feet. Accession 80.

The United States Geological Survey, established in the Interior Department in 1879, acquired records of four separate Federal Surveys previously operating in the western territories. These were (1) the United States Geological and Geographical Survey of the Territories or the Hayden Survey (1867-79), which was administered first by the General Land Office and after 1869 directly by the Secretary of the Interior; (2) the United States Geological Exploration of the Fortieth Parallel or the King Survey

(1867-77), which was directed by the Chief of Engineers of the War Department; (3) the United States Geographical and Geological Survey of the Rocky Mountain Region or the Powell Survey (1869-79), which was under the direction of the Smithsonian Institution until 1874 and under the Secretary of the Interior subsequently; and (4) the United States Geological Surveys West of the One Hundredth Meridian or the Wheeler Survey (1869-79), which was administered by the Chief of Engineers of the War Department.

The records of the Hayden Survey (5 feet) consist of letters received, 1867-79, including letters from leading scientists both in America and abroad; incomplete files of accounting records and vouchers; and miscellaneous papers ranging from drafts of reports and bills to correspondence on the controversy over whether the War Department or the Interior Department should administer the western surveys. The records of the King survey (1 foot) include copies of letters and reports to the Chief of Engineers, 1867-78; letters received from the Engineer Corps, the Treasury Department, and the Public Printer, 1867-79; and six notebooks of S. F. Emmons, a geologist with the Survey. The records of the Powell Survey (3 feet) consist of a file, apparently complete, of letters received, 1869-79, and press copies of outgoing letters, 1876-79. Of the Wheeler Survey there is only a manuscript "Progress Report", which was published in 1874; other records of this Survey have been kept in the files of the Corps of Engineers, War Department. Records of the Hayden, Powell, and Wheeler Surveys, chiefly in the form of photographic negatives, sketchbooks, and drawings, are also preserved by the Bureau of American Ethnology, the National Museum, and the Geological Survey. These surveys were not exclusively geological in nature; they included on their staffs geographers, topographers, botanists, ethnologists, and other scientists, and the subject matter of their records is correspondingly varied. Major Powell's interest in ethnology, for example, is emphasized in the records of his survey.

The correspondence of the United States Geological Survey (48 feet) includes letters received, 1879-1901, together with registers of them for the entire period and indexes for the years 1879-89, and copies of letters sent, 1879-97, part of which are indexed. Many communications from distinguished scientists are to be found in the letters received. Original monthly reports to the director (3 feet) cover the period 1882-90 and reflect in detail the work of many famous geologists. The geologists' notebooks and sketchbooks (25 feet) date from 1879 to 1930 and relate chiefly to western mining regions such as the Leadville area, Colo., the Butte area, Mont., the Coeur d'Alene area, Idaho, the Tintic and Mercur districts, Utah, the Bisbee and Globe areas, Ariz., the Goldfield district, Nev., and the Black Hills. A list of the notebooks has been compiled.

These records contain much of interest to the student of the history of western exploration; they are also valuable for the light they cast on early scientific endeavor and on the careers of many pioneer scientists.

See L. F. Schmeckebier, *Catalogue and Index of the Publications of the Hayden, King, Powell, and Wheeler Surveys* (Geological

Survey, *Bulletin 222*. Washington, 1904); G. P. Merrill, *The First One Hundred Years of American Geology* (New Haven, 1924), ch. 8; and Institute for Government Research, *The United States Geological Survey* (New York, 1918).

TERRITORIES AND ISLAND POSSESSIONS DIVISION. Records of the Government of the Danish West Indies, now the Virgin Islands of the United States. 1733-1917. 210 feet. Accession 75, part 1.

The Danish West Indies, consisting of three main islands—St. Thomas, settled by the Danes in 1672, St. John, occupied in 1717, and St. Croix, purchased from the French in 1733—and many smaller uninhabited islands, were purchased by the United States in 1917. Except for a few months in 1801 and for the period 1807-15, when England held them, these islands remained continuously under the rule of Denmark until the United States took possession of them. Government archives relating "to the cession or the rights and property of the inhabitants of the Islands ceded" were specifically transferred to the custody of the United States by the treaty of cession. The islands were under the jurisdiction of the Navy Department until 1931, when they were transferred to the Interior Department.

The records in this collection comprise the first shipment of island records to the United States. They are usually written in Danish, though some are in English and Dutch, and they are principally from St. Croix. Since this island was long the headquarters of the Danish Governor, its archival collection is especially rich and includes material from both St. Thomas and St. John. Among the more significant files are the orders of the Danish Governors, 1733-1862, some of which are the authority for local ordinances today; Danish customs laws and regulations, 1760-1917, which to a considerable degree still prevail; account books of the English occupation, 1809-11; press copybooks of outgoing letters of the Government, 1905-17; and "recording protocols" of St. Croix, 1771-1818. These protocols are official copies of public notices, mortgages, contracts, petitions, and the like. A preliminary inventory of the collection has been compiled.

In addition to records still in the Virgin Islands, related collections are preserved in Denmark in the Danish State Archives (Rigsarkivet) and in the Danish provincial archives (Landsarkivet), to which they were transferred from the islands in 1898 and in 1919. Other records of the islands are to be found in the Bancroft Library at the University of California, and the Library of Congress has transcripts of documents relating to the Danish West Indies, 1653-1790, which were made from records in the Danish archives and other depositories.

See Waldemar Westergaard, *The Danish West Indies* (New York, 1917), 263-268; Kay Larsen, *Dansk Vestindien* (Copenhagen, 1928); Samuel F. Bemis and Grace G. Griffin, *Guide to the Diplomatic History of the United States* (Washington, 1935), 366-369, 844, 932-33; and the "Indberetning om Landsarkivar Saxilds Rejse til de tidligere dansk-vestindiske øer 1919"—a typewritten report, of which a photostatic copy is in the library of The National Archives.

## DEPARTMENT OF AGRICULTURE

**AGRICULTURAL ENGINEERING BUREAU.** Correspondence and other records. 1898-1931. 258 feet. Accessions 6 and 25.

The Office of Experiment Stations began irrigation investigations in 1898 and drainage investigations in 1902. In 1915 these and other engineering activities of the Department were transferred to the Office of Public Roads and Rural Engineering, which became the Bureau of Public Roads in 1918; and a Division of Agricultural Engineering was set up in the Bureau in 1920. This Division became the Bureau of Agricultural Engineering in 1931.

The bulk of the collection consists of a classified file of material, including correspondence, reports, and research data, concerning irrigation, drainage, and rural engineering investigations and projects for the period 1915-31 (190 feet). This file is accompanied by a card index, and a list of the headings used in the classification has been compiled. Most of the remainder of the material pertains to irrigation and drainage investigations, 1898-1928, but there are small files of questionnaires on the farm-implement industry, 1917, on farm machinery in Pennsylvania, 1927, and on road and bridge bonds, 1910-12, and a file of applications for licenses for the manufacture and sale of farm machinery under the Food Control Act, 1917-18.

See W. Stull Holt, *The Bureau of Public Roads* (Baltimore, 1923), 38-40, 51-55, 57, 64, and Public Roads Bureau, *Reports of the Chief*, 1915-31.

**ANIMAL INDUSTRY BUREAU. MEAT INSPECTION DIVISION.** Quarterly reports of the field service. 1923-30. 2 feet. Accession 13.

Reports by establishments on shipments of meat and meat-food products intended for interstate and foreign commerce.

See Fred W. Powell, *The Bureau of Animal Industry* (Baltimore, 1927), 34-37, 42.

**EXTENSION SERVICE. MOTION PICTURES OFFICE.** Motion-picture and sound films. 1913-34. 157 units. Accessions 30 and 32.

Among the subjects portrayed are weather, wildlife, forests, live-stock, soil, crops, highways, pests, club work, and successive Presidents and their Secretaries of Agriculture. The films, only a part of which carry sound, were used in educational programs.

**PERSONNEL AND BUSINESS ADMINISTRATION OFFICE. OPERATION DIVISION.** Correspondence. 1906-22. 4 feet. Accession 13.

Concerning permission granted employees to perform outside work.

**PLANT INDUSTRY BUREAU. DRUG AND RELATED PLANTS DIVISION.** Correspondence and records cards. 1916-21. 6 feet. Accession 74.

Concerned with the production of camphor and the culture of castor-oil plants.

**WEATHER BUREAU.** Meteorological records. 1832, 1849-1934. 1,527 feet. Accession 22.

Meteorological data was collected by the Smithsonian Institution and other agencies of the Government prior to the establishment in 1870 of a weather service as one of the functions of the Signal Service, later the Signal Corps, of the Army. Meteorological records accumulated by other agencies were turned over to the Signal Service in 1873. Marine meteorological work was transferred from the Signal Service to the Hydrographic Office of the Navy Department in 1887. The Weather Bureau, established in the Agriculture Department in 1891, immediately took over the meteorological activities and records of the Signal Corps, but marine meteorological work was not transferred to it from the Hydrographic Office until 1904.

The collection, approximately 8,000 volumes, consists in the main of records of the Signal Service, the Hydrographic Office, and the Weather Bureau itself. It includes a few volumes of data collected prior to the establishment of the weather service in 1870, but most of the earlier records have been retained by the Weather Bureau. The Signal Service records consist chiefly of anemometer data, abstracts of daily journals, inspection reports, and international weather reports. The Hydrographic Office records consist mainly of marine meteorological journals. The Weather Bureau records are from the Aerological, Climate and Crop Weather, Instruments, and Marine Divisions. The Aerological Division records consist mainly of pilot balloon data sheets; the Climate and Crop Weather Division records, of wind, rain, and sunshine data, barograph readings, thermograph tracings, and daily journals; the Instruments Division records, of annual recapitulations of certain barometric readings at weather stations; and the Marine Division records, of journals of ocean-going ships. A preliminary inventory of the collection has been compiled.

See Cleveland Abbe, "The Meteorological Work of the U. S. Signal Service", in Weather Bureau, *Bulletin* 11, part 2, p. 232-285 (1894); Gustavus A. Weber, *The Weather Bureau* (New York, 1922); E. B. Calvert, *The Weather Bureau* (Agriculture Department, *Miscellaneous Publication* 114. Washington, 1931); and Weather Bureau, *Annual Reports of the Chief*, 1891-1934.

## DEPARTMENT OF COMMERCE

**CENSUS BUREAU. AGRICULTURE DIVISION.** General farm schedules for the following censuses of agriculture: 1920 (4 feet); 1925 (2,306 feet); and 1930 (3,256 feet). Accessions 24, 56, and 63.

The first census in 1790 and subsequent decennial censuses have been taken under the successive supervision of the Departments of State, Interior, Commerce and Labor, and Commerce. Questions regarding agriculture first appeared on the schedules for the 1840 census and have formed a part of every decennial census thereafter. To provide even more current statistics the first mid-decennial census of agriculture was taken in 1925. The Agriculture Division dates from the establishment of a permanent census bureau in the Department of the Interior in 1902.

These records are the original schedules made by the enumerators. The 1925 and 1930 schedules, which are all but complete, contain detailed information on practically every farm in the United States on such subjects as tenure, acreage, values, debts, expenses, population, and crops. There are 158 separate questions on the 1925 schedules and 233 questions on those for 1930. The schedules are arranged by States, by counties within each State, and by minor civil divisions within each county. The original order in which each farm home was visited by the enumerator is retained. Use of these records is restricted.

The schedules for the census of agriculture in 1935 are still in the possession of the Census Bureau, as are also those for 1840. The agricultural schedules for 1850, 1860, 1870, and 1880 have been distributed to societies and libraries throughout the country; those for 1890 have disappeared; and those for 1900, 1910, and all but a few folios for 1920 have been destroyed.

Statistics based on these records can be found in the following publications of the Census Bureau: *Fourteenth Census, 1920, Agriculture* (3 vols.); *Census of Agriculture, 1925* (3 pts.); and *Fifteenth Census, 1930, Agriculture* (4 vols.). See also William S. Holt, *The Bureau of the Census* (Washington, 1929), 106-109, 123-125; Social Science Research Council, *The Census of Agriculture* (*Bulletin* 40. New York, 1937); and John D. Black and R. H. Allen, "The Counting of Farms in the United States" and discussion, in the *Journal* of the American Statistical Association, 32: 439-470 (Sept. 1937).

**COAST AND GEODETIC SURVEY.** Observations, computations, instrument readings, and field notes. 1817-1934. 1,425 feet. Accessions 18 and 41.

The United States Coast and Geodetic Survey was established in 1807 as the "Survey of the Coast" under the Treasury Department. Its continuous existence, however, dates from its reestablishment in that Department in 1832, where it remained until 1903, aside from the years 1834-36, during which it was supervised by the Navy Department. The Survey was given its present name in 1878 in recognition of its geodetic activities, and it was transferred to the Department of Commerce and Labor in 1903. Seismographic work of the Weather Bureau was taken over by the Survey in 1925.

Primarily the records are technical and scientific in nature. They include data collected in the various States, territories, and dependencies, and occasionally in foreign countries as well. In many cases the records constitute the only authentic source from which can be deduced natural or artificial changes in the physical condition of the area surveyed, and from them there has been drawn off and published from time to time information required for general use. The material is usually bound in volumes, and it is accompanied by a list of the series in the collection.

The astronomical records (1833-1930) include azimuth, time, and latitude observations, time computations, and miscellaneous data. The material on hypsometry or precise leveling (1833-1934) comprises descriptions of bench marks, spirit level observations, vertical measures, and rod books. Accurate descriptions of

triangulation monuments, reconnaissance notes regarding territory through which the surveys were to pass, observations of horizontal angles and directions, and traverse and base line measurements and computations make up the data on triangulation (1817-1934). The other records in the collection include magnetic observations made at observatories and field stations on land (1830-1928); gravity observations (1874-1921); marigrams or tide rolls (1832-1934); depth sounding records (1838-99); and smoked-paper seismograph records (1903-30).

See Gustavus A. Weber, *The Coast and Geodetic Survey* (Baltimore, 1923); and the following publications of the Survey: *The United States Coast and Geodetic Survey* (rev. ed., Washington, 1929); *List and Catalogue of Publications* (Washington, 1908); *Catalog of Nautical and Aeronautical Charts, Coast Pilots, Tide Tables, Current Tables, Tidal Current Charts* (Washington, 1936); and *Annual Reports, 1816-1932* (last printed).

**FISHERIES BUREAU.** General correspondence, 1869-1906, daily record of important events, 1878-87, and logbooks, 1886-93. 258 feet. Accession 17.

The Fish and Fisheries Commission, the predecessor of this Bureau, was established as an independent agency in 1871 to investigate the extent, causes, and prevention of the decline in American fisheries. Subsequently the Commission undertook the propagation of food fish, the collection of statistics of the fisheries industry, and the study of commercial fishery methods and fish utilization. In 1903 the Commission became the Bureau of Fisheries in the new Department of Commerce and Labor, and in 1905 administration and enforcement of the laws governing Alaskan salmon fisheries was assigned to the Bureau from the Alaskan Fisheries Division.

The bulk of the collection is made up of unbound letters received, 1869-1900 (135 feet), which include some material addressed to S. F. Baird before he became the first Commissioner, and of press copy books of letters sent, 1871-1906 (75 feet). In general the correspondence is arranged in approximately chronological order. Registers (110 vols.) list the letters and summarize their contents, and indexes, usually to the authors of the correspondence, are to be found in most of the press copy books and registers and in 54 separate volumes. For the most part the correspondence deals with the administrative development and growth of the Commission and the Bureau, but among the copies of letters sent are small files of personal or confidential letters that have special interest. These relate to such subjects as personnel controversies within the Commission, Congressional investigations of the Commission, the proposed transfer of the Commission to the Department of Agriculture, developments in connection with sealing in the Pribilof Islands, and the regulation of salmon fishing in Alaskan waters. The daily record of important events in the Commissioner's Office fills two volumes, one of which is indexed. The logbooks, 16 in number, deal with scientific expeditions made along the Atlantic Coast by the Commission's vessels *Grampus* and *Fish Hawk*. A preliminary inventory of this entire collection has been compiled.

See Fisheries Bureau, *Conservation Work of the Bureau of Fisheries* (1935), and *Annual Reports* of the Commission, 1871-1903, and of the Bureau, 1904-06.

FOREIGN AND DOMESTIC COMMERCE BUREAU. FOREIGN TRADE STATISTICS DIVISION. Blotters of imports for immediate consumption, 1923-30, and of withdrawals from bonded warehouses for consumption, 1922-30. 69 feet. Accession 26.

These records, which were received from the New York office of the Division, are found in 464 volumes and give, by means of a numerical code, information regarding imports received throughout the country. Records of this class before 1922 have been destroyed and those after 1930 are still in New York. Monthly and annual tabulations of statistics drawn from these records have been published.

See Laurence F. Schmeckebier and Gustavus A. Weber, *The Bureau of Foreign and Domestic Commerce* (Baltimore, 1924), p. 62-67, 86; and these publications of the Bureau; *Foreign Commerce and Navigation of the United States*, 1922-30, and *Monthly Summary of the Foreign Commerce of the United States*, 1922-30.

LIGHTHOUSE BUREAU. Correspondence and other records of the former Lighthouse Board, 1833-1910, and copies of letters sent from its 12th district office (San Francisco), 1855-59. 558 feet. Accessions 21 and 65.

The maintenance of lighthouses was assumed by the Federal Government in 1789, and this function was performed by officials in the Treasury Department until 1852, when the United States Lighthouse Board was organized with the Secretary of the Treasury as its president. The Board was transferred to the Department of Commerce and Labor in 1903, and in 1910 it was superseded by the present Bureau of Lighthouses.

The collection contains all extant records of the Lighthouse Board, 1852-1910, except its formal minutes and certain personnel files. The Bureau has retained these, together with all lighthouse records after 1910 and those for the period 1789-1852, except 6 volumes of incoming letters, 1833-52, which are included in this collection. Many of the volumes transferred are badly charred and there are gaps in some of the series as the result of a fire in 1921. The correspondence is chiefly with the inspectors, engineers, and superintendents of lights of the 16 lighthouse districts then existing (1,248 vols.), but there are also important files of correspondence with members of Congress (5 vols.), Government officials (259 vols.), and private individuals and firms (124 vols.). Most of the volumes of correspondence are indexed individually and the incoming letters, 1853-1910, are indexed on 700,000 slips, which give a synopsis of each document and are alphabetized by subject. Other records of importance include the rough minutes of the Board, 1852-97 (12 vols.); committee reports to the Board, 1875-1900 (8 vols.); notifications of appointments, 1888-1907 (11 vols.); and a few account books. The material from San Francisco consists of letter-press copies (7 vols.) of communications to the Board in Washington, to

Government officials within the 12th district and elsewhere, and to private individuals. A preliminary inventory of the entire collection has been prepared.

Aside from the light they shed on the administration of the Lighthouse Service and the technical advances made by it, the records are important for the data they contain regarding wages, prices of materials, and maritime conditions in the areas where lighthouses were located. Accounts are also to be found of attacks on lighthouses and lighthouse keepers in certain areas during the Civil War.

See George Weiss, *The Lighthouse Service* (Baltimore, 1926), and John S. Conway, *The United States Lighthouse Service* (Washington, 1923).

MARINE INSPECTION AND NAVIGATION BUREAU. (1) Records of the former Bureau of Navigation, 1789-1931, including marine documents and registers, correspondence, and accounting and miscellaneous records. 1,310 feet. Accessions 52, 70. (2) Records of the former Steamboat-Inspection Service, 1852-1932, including outgoing letters, registers of letters received, and other records. 56 feet. Accession 70.

(1) Navigation laws were passed by the first Congress in 1789 and were enforced by customs officials under the supervision of the Treasury Department and the circuit courts. Not until 1872 were any special officers appointed to assist in this work. In 1884, in order to concentrate responsibility for the administration of such laws, the Bureau of Navigation was created in the Treasury Department. Although the Bureau was transferred to the Department of Commerce and Labor in 1903, the customs officers of the Treasury continued to serve as a part of its field force. The Bureau was consolidated with the Steamboat-Inspection Service in 1932 to form the Bureau of Navigation and Steamboat Inspection, which, in 1936, became the Bureau of Marine Inspection and Navigation.

The marine documents, 1815-1916 (1,060 feet, mostly unbound), include copies and original certificates of registry, enrollment, and license, usually for ships not now in service. They are arranged geographically by ports for the early years, and the later documents are filed according to certificate numbers. Each certificate contains information as to the owner and master of the vessel, the date and place of building, the dimensions, the home port, and the reason for the surrender of the original document if this had occurred. These marine documents are the best and in most cases the only available source of information regarding individual ships. Registers of marine documents, arranged chronologically by ports of issue, supplement the documents and contain some of the information found in the documents themselves. Three main sets of these exist: Records of certificates of registry issued, 1815-1912 (37 vols.); records of certificates of enrollment issued, 1815-1911 (89 vols.); and records of licenses issued, 1875-1912 (39 vols.). In addition, there are transcripts of records of certificates of registry issued in New York and Boston, 1789-1808 (2 vols.).

The correspondence, which includes all extant early files of the Bureau, dates from 1814 to 1907, and, while the collection is not complete, it is nearly so after 1884. The letters sent (152 press copy

books and 114 letter books, which overlap to some extent) are chronologically arranged and, with the exception of one volume for the years 1814-28, cover the period 1866-1907. Indexes are usually to be found in the volumes, but there is no general index. The letters received (173 feet), which are unbound and arranged according to a numerical scheme, begin in 1884 and run to 1906; "dockets" (44 vols.) list most of the letters and papers received during this period, summarize their contents, and note any action taken, and are themselves indexed (36 vols.). Lists of incoming letters and papers relating to fines, penalties, and forfeitures, 1852-76, form a separate file (16 vols.), but the original documents are missing. While much of the material relates to the routine administration of the Bureau, many of the items throw light on questions of importance to the historian and the social scientist. For instance, for the period 1895-96 many letters are found relating to Cuban filibustering, and similarly many of the letters in the 1880's deal with the negotiation of a new fisheries treaty with Great Britain.

The accounting records (9 vols.) are for the years 1924-31. Miscellaneous records (100 vols.) range all the way from an undated scrapbook to a 20-volume register of merchant vessels, 1850-90, which served as a basis for lists published after 1866. Included are records of vessels built, 1843-1926 (19 vols.); of official numbers and signal letters assigned, 1869-1925 (13 vols.); and of statistics on tonnage taxes (14 vols.). There are also several volumes of transcripts relating to clearances and tonnage, 1789-1815.

Early marine records accumulated by the Treasury Department are believed to have been destroyed by fire in 1814. Duplicates of many of them had been retained in the customhouses, and some of these called in by the Treasury Department in 1885 for use in connection with the French spoliation claims are listed in this guide under the Customs Service. The transcripts noted above appear to have been made from some of these records. Many of the records for the period 1815 to 1870 were badly damaged by fire in 1921. A tentative inventory of the collection has been compiled.

See Lloyd M. Short, *The Bureau of Navigation* (Baltimore, 1923), and Van Tyne and Leland, *Guide*, 233.

(2) Congress, in 1838, provided for inspection of hulls and boilers of ships by local inspectors appointed by United States district court judges and for certain minimum standards regarding life-saving and fire-fighting equipment. By the Steamboat Act of 1852 the Steamboat-Inspection Service was formally established and placed under nine supervising inspectors, who in turn were indirectly responsible to the Secretary of the Treasury. A Supervising Inspector General for the Service and direct accountability to the Treasury Department were provided by an act in 1871. In 1903 the Service was transferred to the Department of Commerce and Labor, and, as noted above, it was consolidated with the Bureau of Navigation in 1932.

The collection transferred comprises all the older records of the Service known to be in existence. Letter press copy books (182 vols.) and a few letter books (21 vols.) contain letters sent for the period 1852-1911, though there are some gaps in the

file. The letters received prior to 1905 have apparently been lost or destroyed and those after 1905 are still in the possession of the Bureau, but for the years 1869-1907 there are registers of papers and letters received (114 vols.), which contain information as to their contents and the action taken. The letters sent, most of which are indexed in the volumes themselves or in a few separate volumes, and the registers reflect the expanding activities of the Service in inspecting vessels, licensing officers, certifying members of the crew, and administering the laws and regulations for the protection of life and property at sea. Other items that show the development of the Service are proceedings of the Board of Supervising Inspectors, 1869-1904 (9 vols.), a file that has been printed in part; reports of the Supervising Inspector General on law violations, 1884-1905 (12 vols.); reports by local and supervising inspectors 1880-87 (5 vols.); and papers regarding licenses 1861-1912 (16 vols.). The collection likewise includes financial and property records, 1867-1930 (46 vols.); appointments, complaints, and other personnel records, 1852-1932 (27 vols.); records of inspections of vessels and equipment, 1871-1917 (24 vols.); and miscellaneous files (35 vols.). A tentative inventory of the collection has been compiled.

See Lloyd M. Short, *The Steamboat-Inspection Service* (New York, 1922), and Van Tyne and Leland, *Guide*, 234.

#### DEPARTMENT OF LABOR

WAR LABOR ADMINISTRATION. Case papers, transcripts of hearings, correspondence, and other records of the National War Labor Board, together with a few records of the War Labor Policies Board and of the United States Housing Corporation. 1918-19. 153 feet. Accession 3.

The Secretary of Labor was appointed War Labor Administrator by the President on January 4, 1918, and Congress made funds available for the Administration in the appropriations for the Department of Labor. The National War Labor Board, composed of representatives of labor, of employers, and of the general public, was appointed by the Secretary on March 29, 1918; and on April 8 this action was confirmed by the President. The functions of the Board were to adjust by mediation and conciliation labor controversies that might interfere with the effective conduct of the war. No appropriations were available after June 30, 1919, and the Board held its final meeting on August 12, 1919. An Executive order of May 5, 1920, directed the Council of National Defense "to take over the records" of the Board, and one of April 21, 1921, directed the War Department to take them over; but apparently neither of these orders was carried out for another of May 17, 1921, "ordered that the records . . . be retained in their present location in the Department of Labor."

The War Labor Policies Board was created by the War Labor Administrator on May 13, 1918, to harmonize the labor policies of Government agencies and was composed of representatives of the agencies. It also had studies made of war-time labor conditions at home and abroad and of problems of reconstruction from

a labor-policy point of view. The Board was discontinued in March 1919, and its records are said to have been transferred, for the most part, to the War Department. Some of them, however, were received by The National Archives from the Labor Department along with the records of the War Labor Board. The United States Housing Corporation, established July 9, 1918, took over all but a few minor duties of the Bureau of Industrial Housing and Transportation, which had been established in the Labor Department in February 1918 to enable the War Labor Administrator to provide housing and other facilities for laborers in industries essential for the national defense. The Corporation remained an agency of the Labor Department until June 24, 1937, when it was transferred by Executive order to the Procurement Division of the Treasury Department.

The records of the War Labor Board (136 feet) relate in the main to 1,155 specific cases, and consist of correspondence, complaints, examiner's reports, hearings, proceedings, and findings and awards. There are also minutes of executive sessions of the Board, personnel records, general and special files of correspondence, clippings, a docket book, and a card index to the papers. The findings and awards were published, but the collection contains much unpublished material and should be of value to students of labor problems and of the relation of the Government to such problems. It throws light also on the careers of distinguished industrialists, economists, labor-union officials, and other public men who served on the Board, among whom were William H. Taft, Frank P. Walsh, William Hutcheson, Victor Olander, J. F. Loree, Matthew Woll, W. Jett Lauck, and F. C. Hood. A few miscellaneous papers of the Board are still in the possession of the Labor Department.

The records of the War Labor Policies Board (4 feet) consist of a general correspondence and information file. Those of the Housing Corporation (13 feet) include blue prints and photographs of construction projects, specifications, progress charts, and a general information file.

A preliminary descriptive inventory of the collection has been compiled. Other records dealing with governmental activities in labor disputes are described in this guide under National Labor Relations Board, National Mediation Board, and National Recovery Administration.

See Labor Statistics Bureau, *National War Labor Board (Bulletin 287*. Washington, 1922); Labor Department, *Reports*, 1918-20; Waldo G. Leland and Newton D. Mereness, *Introduction to the American Official Sources for the Economic and Social History of the World War* (New Haven, 1926), 227, 240-249; and Superintendent of Documents, *Document Catalog*, 14: 1688-1693, 2578.

#### INDEPENDENT AGENCIES

**WASHINGTON NATIONAL MONUMENT SOCIETY.** Records, including records of the Joint Commission for the Completion of the Washington Monument. 1833-95. 15 feet. Accession 53.

The Society was organized by citizens of Washington in 1833 and was authorized by Congress in 1848 to erect a monument to George

Washington upon public grounds. The task was begun by the Society, but in 1876 it was transferred to the Joint Commission, a body created by Congress, which completed the Monument and in 1888 was dissolved. The Society continued in existence and still functions in a cooperative and advisory capacity. The records of the Commission were turned over to the Society when the Commission was dissolved and the Society stored them along with its own records in a building on the Monument Grounds. In 1901 a part of the records was deposited with the Library of Congress for safe-keeping. In 1931 these records and those that had remained in the custody of the Society were transferred to the custody of the Office of Public Buildings and Public Parks of the National Capital, from which Office they were inherited by the National Park Service, Department of the Interior.

The records include minutes, correspondence, registers of contributions, accounts, photographs, plans, drawings, and newspaper clippings. They reflect not only the history of the campaign for funds, involving contributions from Masonic lodges, school children, and many other groups and individuals; and the history of the construction of the Monument, which may well be of interest to architects and engineers; but also aspects of social and political history, such as the Know-Nothing movement and a controversy over the "Pope's Stone." Light is thrown on the interests and activities of prominent men, such as John Marshall and James Madison, the first and second presidents of the Society, respectively; and the registers are filled with signatures of contributors. No detailed inventory of or index to the collection is available, but there are lists of the part of the records of the Society that was in the possession of the Library of Congress, and some of the letter press copy books and account books are indexed. Another collection of records relating to the construction and maintenance of the Monument is in the custody of the National Park Service, and the records of the Society since 1895 are in the custody of its secretary. The Manuscript Division of the Library of Congress has a volume of minutes of the Commission, 1884-85, in the Toner Collection, and "books and papers of the treasurers" of the Society, in the Thornton Papers.

See Frederick L. Harvey, *History of the Washington National Monument and Washington National Monument Society* (Washington, 1903; *Reports of the Joint Commission, 1877-87*; Library of Congress, *Handbook of Manuscripts*, 421, 515; and Van Tyne and Leland, *Guide*, 274, 291.

**PRESIDENT'S COMMISSION ON ECONOMY AND EFFICIENCY.** Records, including records of the Joint Commission on Government Establishments at the National Capital (Dockery-Cockerell Commission) and the Committee on Department Methods (Keep Committee). 1893-1913. 123 feet. Accession 68.

The Dockery-Cockerell Commission, consisting of members of the Senate appointed by the President of the Senate and of members of the House appointed by the Speaker, was established in 1893 to investigate the executive departments and other Government establishments and to suggest legislation "to secure greater efficiency and

economy." The Commission employed experts, assembled data, and submitted 29 reports to the Fifty-third Congress. These reports were published, and some of them led to important legislation. The Commission expired on March 4, 1895.

The Keep Committee was appointed by President Theodore Roosevelt in 1905 "to investigate the business methods and practice of the Executive Departments and to report plans for their improvement." The committee functioned until 1909, largely through assistant committees; it assembled considerable data; and it submitted to the President 18 reports, which were printed.

The President's Commission on Economy and Efficiency, authorized by Congress and appointed by President Taft in 1910, made "the most comprehensive and systematic investigation that has ever been made of the administrative branch of the national government." Experts were employed, cooperating committees were set up in the departments and independent establishments, and a mass of studies, bibliographies, statements, and data, including records of the Dockery-Cockerell Commission and the Keep Committee, was assembled. Twelve reports of the Commission, submitted to Congress by the President, were published as Congressional documents, and the results of some of its investigations were published as circulars; but a considerable part of its studies were still in manuscript or incomplete when the Commission expired on June 30, 1913.

The records of the President's Commission were acquired by the Division of Efficiency, which was set up under the Civil Service Commission in 1915 and became an independent establishment entitled the Bureau of Efficiency in 1916. In 1933 this Bureau was abolished by act of Congress, and its records, together with those of the President's Commission, passed into the custody of the Bureau of the Budget. The records of the Bureau of Efficiency have been retained by the Bureau of the Budget.

The collection transferred consists of all the records of the President's Commission known to be extant and relates to such matters as the history, organization, and operation of the agencies of the Government and problems of personnel, budget making, and business procedure. It should be of considerable value to students of the history of the Federal Government and of governmental organization and administration. A 178-page index to the files as they were arranged in June 1913 accompanies the collection, and a "Classification Scheme" has been completed and is available in typewritten form.

See Gustavus A. Weber, *Organized Efforts for the Improvement of Methods of Administration in the United States* (New York, 1919), ch. 2.

**UNITED STATES FOOD ADMINISTRATION.** Records, together with the records of the Grain Corporation, the Sugar Equalization Board, and the Wheat Director. 1917-30. 22,000 feet. Accession 4.

In May 1917, shortly after the entrance of the United States in the World War, the President authorized Herbert Hoover to initiate an organization for food conservation in anticipation of the passage of a food and fuel control act. Such an act was approved on August 10, 1917; and, by an Executive order of the

same date, the Food Administration was officially created, with Mr. Hoover as Administrator. The purposes of the agency were to assure the supply and distribution of foods, to facilitate their movement, to prevent monopolies and hoarding, and to maintain governmental control of foods by means of voluntary agreements and a licensing system. The central agency in Washington was administered through some 40 divisions; branch administrations were set up in every State, Alaska, Hawaii, Puerto Rico, and the District of Columbia; and there were also county and city administrations.

The Food Administration Grain Corporation was established by the Food Administrator as a Delaware corporation under authority of an Executive order of August 14, 1917, to regulate the grain trade by buying, selling, and storing grain and cereal products and, in cooperation with the War Trade Board, controlling exports and imports of grain and cereal products. Its main office, divided into more than 20 departments, was in New York City, and it maintained field agencies in the 14 zones into which the country was divided. The Milling Division of the Food Administration also had its main office in New York until July 1, 1918; and it operated through field agencies in 9 geographic areas. The Sugar Equalization Board was established by the Food Administrator as a Delaware corporation on July 11, 1918, to equalize the price of various sugars and to regulate their distribution among the nations. It utilized the licensing powers of the Food Administrator and cooperated with the War Trade Board in controlling exports and imports.

After the armistice of November 11, 1918, the activities of the Food Administration were devoted in considerable part to the relief of Europe. The extensive and complicated organization was by degrees dismantled. In December 1918, the State and local food administrations were directed to wind up their affairs and to ship their records to the central office. An Executive order of May 14, 1919, provided for a Wheat Director to take over certain of the functions of the Food Administration, including the administration of the Grain Corporation, the name of which was changed at the end of the fiscal year to the United States Grain Corporation. Julius H. Barnes, Chief of the Cereal Division of the Food Administration and President of the Grain Corporation, was appointed Wheat Director. By a proclamation of November 21, 1919, the President authorized Barnes, as Chief of the Cereal Division, to exercise the authority previously vested in the Food Administrator so far as it applied to wheat and wheat products and transferred to him "all remaining records" of the Food Administration. All other powers of the Food Administrator were transferred to the Attorney General. The bulk of the records of the Grain Corporation were assembled in Washington during 1920.

All remaining branches of the Food Administration and the office of Wheat Director were terminated by an Executive order of August 21, 1920. Certain records of the Cereal Enforcement Division were transferred to the Treasury Department and all other records were transferred to the Grain Corporation "as custodian thereof." The Grain Corporation was directed by the same Executive order to begin the process of its own liquidation. On December 24, 1921,

however, it was directed, by another Executive order, to act as fiscal agent of the Purchasing Commission for Russian Relief. The records of the Cereal Enforcement Division that were turned over to the Treasury Department in 1920 passed into the custody of the Comptroller General in 1921, and, by Executive order of April 17, 1924, were transferred to the custody of the Grain Corporation (in dissolution). The Sugar Equalization Board, which had been in process of liquidation since July 14, 1923, was terminated by Executive order of July 10, 1926; and its records also passed into the custody of the Grain Corporation. The liquidation of the Grain Corporation having been completed, an Executive order of December 31, 1927, provided for the transfer of its records and those of the Food Administration and of the Wheat Director to the Department of Commerce "as custodian thereof" and ultimately to The National Archives.

The collection consists in the main of correspondence, reports, confidential bulletins, press releases, accounting and personnel files, record cards, indexes, photographs, and newspaper clippings. Three reels of motion-picture film are included in the records of the Maryland and Minnesota State Food Administrations, and there is some miscellaneous film of agricultural scenes in Europe. The few papers dated after 1927 reflect the transfer of the records to or their custody by the Commerce Department. Except for the first few months of the existence of the Food Administration the divisions of the Washington office retained the letters received by them and filed them with carbon copies of letters sent, but there is a master file of carbon copies of letters sent by all the divisions. The correspondence is filed according to a variety of systems, and much of it is accompanied by card indexes. The classification and the cataloging by divisions of the records of the Washington office have been completed, and the "Classification Scheme", which lists the material by series, is available in typewritten form; the classification and cataloging of the remainder of the collection is in progress.

This collection is valuable as a source of information concerning the social and economic history of the American people during and after the World War. It reflects not only the mobilization of the Nation's food resources but also the attitude of sections and economic groups toward the war and the food conservation measures, the agitation for and results of prohibition and woman suffrage, and a multitude of other problems and activities of the period. It offers opportunities for the study of phases of the careers of nationally prominent persons such as Herbert Hoover, Vernon Kellogg, Ray Lyman Wilbur, Edgar Rickard, and Gertrude B. Lane; and it is rich in material for regional, State, and local history and biography.

The completeness of the records of county and city administrations varies considerably from State to State, and the records of two State administrations, those of Delaware and of Florida are lacking. The files of the Washington office of the Food Administration are relatively complete, but, in view of the vagueness of the boundary line between public and private documents, note should be made of the fact that papers of a number of distinguished persons who served in the Food Administration are to be

found in the Hoover War Library at Stanford University, Calif. The "Intelligence Files" were turned over to the Secret Service Division of the Treasury Department, and the files of the Garbage Utilization Division, later a section of the Division of Collateral Commodities, have been in the possession of the Bureau of Soils of the Department of Agriculture since March 1919.

See Leland and Mereness, *American Official Sources*, 398-410, and the publications listed therein; Frank M. Surface, *The Grain Trade During the World War* (New York, 1928); Frank M. Surface and Raymond L. Bland, *American Food in the World War and Reconstruction Period* (Stanford University, Calif., 1931); Joseph C. Bartley, *A Study of Price Control in the United States Food Administration* (1922); Joshua Bernhardt, *Mobilization of the Sugar Industry* (New York, 1920); George N. McCain, *War Rations for Pennsylvanians* (Philadelphia, 1920); Ivan L. Pollock, *The Food Administration in Iowa* (Iowa City, 1923. 2 vols.); Charles N. Herreid, "The Federal Food Administration in South Dakota", in *South Dakota Historical Collections*, 10:295-314 (1921); Everett S. Brown, "Archives of the Food Administration as Historical Sources", in American Historical Association, *Annual Report*, 1917, p. 124-127 (1920); and William D. McCain, "The Papers of the Food Administration for Missouri, 1917-1919, in The National Archives", in the *Missouri Historical Review*, 32:56-61 (Oct. 1937).

UNITED STATES RAILROAD ADMINISTRATION. Records. 1918-37. 1,910 feet. Accessions 39 and 44.

Under authority of the Army Appropriation Act of August 29, 1916, President Wilson, by proclamation of December 26, 1917, took full control of railroads and certain allied agencies on December 28, 1917. The character and duration of such control was determined by the Federal Control Act of March 21, 1918. By proclamations of April 11, July 22, and November 16, 1918, certain steamship lines and canals and the American Express Company were subsequently acquired. Control was exercised through a Director General and an organization of eight main divisions and seven regional offices. Government operation continued, except for such short lines as were previously released, until March 1, 1920, when it was ended by the passage of the Transportation Act of 1920 and a proclamation of February 28, 1920. By the latter, the Director General (or his successors) became the agency of the President for purposes of liquidation and final settlement, which was largely completed by 1927. A skeleton force, however, continued to function until April 1937, when the remaining business was transferred to the Treasury Department for settlement.

This collection includes the files of the Director General and Agent of the President, of the Office of the Comptroller, and of the Law Division (Office of the General Counsel). Labor records of the Administration were turned over to the Railroad Labor Board and are described in this guide under National Mediation Board. Apparently vast quantities of records of some of the divisions were destroyed under authority, while some few were transferred to the custody of the Treasury Department, the Interstate Commerce

Commission, the Civil Service Commission, and the General Accounting Office. Still other records remained in the custody of railroad companies after the termination of Federal control, and some of them have been inventoried by the Survey of Federal Archives.

The files of the Director General and Agent of the President include correspondence, memoranda, and work papers relative to matters given personal attention by him; drafts and original copies of agreements and contracts; preliminary papers, correspondence, reports, and legal papers relative to control and relinquishment of short line railroads; drafts and original copies of general orders and circulars; files of circulars issued by regional directors and divisional officers; original copies of press releases; drafts of publications; and correspondence, accounts, inventories, claims, and legal papers showing the final settlement between carriers and the Government. The files of the Comptroller contain correspondence relative to accounting policies, trust funds, and other fiscal arrangements established by the administration, together with a headquarters file relating to all financial aspects of final settlements. The files of the General Counsel include correspondence, memoranda, and legal papers relative to property damage or personal injury claims handled by the office, by its regional representatives, or through the agency of the Interstate Commerce Commission and the courts. There are indexes to many of these files.

These records are valuable not only for the history of the mobilization of transportation for the war crisis of 1917-18 but also for the light they throw on the economic, labor, and technological problems of railroad operation under public management. Use of these records is restricted.

See Leland and Mereness, *American Official Sources*, 419-422, and the publications listed therein; *Reports* of the Director General of Railroads, 1918-32, and of the Assistant Director General, 1933-35; and Walker D. Hines, *War History of American Railroads* (New Haven, 1928).

**NATIONAL COMMISSION ON LAW OBSERVANCE AND ENFORCEMENT.**  
Records. 1929-31. 182 feet. Accession 8.

This Commission, popularly known as the Wickersham Commission, was appointed by the President in March 1929, to conduct an inquiry, for which Congress had made an appropriation, "into the problem of the enforcement of prohibition under the provisions of the eighteenth amendment of the Constitution and laws enacted in pursuance thereof, together with the enforcement of other laws." Appropriations totaling \$500,000 were made for the work of the Commission, and it employed numerous experts, who were grouped into committees to investigate and prepare reports on different aspects of the problem. No appropriations were available after June 30, 1931, and in September 1931, the President, by Executive order, directed that the records of the Commission be transferred to and preserved by "the Department of Justice as custodian thereof", until the completion of an archives building. The collection includes, in addition to the records that had been in the custody of

the Department of Justice, a group of working papers (6 feet) of consultants of the committee on lawlessness in law enforcement that were received from an attorney in New York.

The records consist of correspondence with members of the committees, with government officials both Federal and State, and with the general public (33 feet); circulars distributed to members of the Commission, its committees, and their staffs (14 feet); minutes of the Commission (1 foot); working papers, research data, and the like of committees on prohibition, prosecution, crime and the foreign born, official lawlessness, and police (30 feet); reports of committees in various stages (10 feet); press releases (1 foot); newspaper clippings (78 feet); administrative records, principally concerned with personnel and accounting matters, (12 feet); completed questionnaires returned by law enforcing officers; research data compiled by the library of the Commission; and a few personal files of officers of the Commission. A tentative inventory of the collection has been compiled. Use of these records is restricted.

The published reports of the Commission are listed in the *Document Catalog*, 20: 1775-1777; 21: 1632.

**COMMITTEE ON THE CONSERVATION AND ADMINISTRATION OF THE PUBLIC DOMAIN.** Records. 1929-32. 8 feet. Accession 61.

This Committee, popularly known as the Public Lands Commission, was established in 1930 to make a study and a report on the problem from which the organization took its name. The Committee presented its report and disbanded in 1931, and its records were placed in the custody of the Interior Department, which had provided it with office space and had handled its fiscal affairs.

Probably the most valuable part of the collection consists of the informational data and maps furnished to the Committee by a dozen or more Federal agencies interested in the public domain, by State committees on public lands, and by private organizations and individuals interested in various aspects of the question. Minutes of meetings, correspondence (including letters received both before and after the period of the Committee's existence), and drafts of the report are to be found in the collection, which apparently contains all the records of the Committee. The material is arranged according to a decimal classification system, and an outline of the arrangement has been compiled.

See the *Report* of the Committee (Washington, 1931); *Public Lands and Surveys Committee, Senate, Hearings on . . . Bills to Grant Vacant, Unreserved, Unappropriated Lands to Accepting States* (Washington, 1931); and *Public Lands Committee, House, Hearings on H. R. 5840, Proposing to Grant Vacant, Unreserved, Unappropriated, Non-Mineral Lands to Accepting States* (Washington, 1931).

**VETERANS' ADMINISTRATION.** Papers relating to closed pension claims of veterans and their widows and dependents. 1861-1929. 159,000 feet. Accession 12.

A pension act was passed by the First Congress in 1789, and pension business was being handled by the War Department as early as 1792. Congress controlled the actual allowance of claims for

Revolutionary pensions until 1803, when it was delegated to the Secretary of War. Pensions were also paid from a navy pension fund, created in 1799, which was administered by a commission composed of the Secretaries of the Navy, the Treasury, and War until 1832 and from 1832 to 1840 by the Secretary of the Navy. An act of 1828 granting full pensions to veterans of the Revolutionary War was administered by the Secretary of the Treasury until 1835, when its administration was transferred to the War Department. By 1833 a pension office was in operation in the War Department, and in that year Congress made provision for the appointment of a Commissioner of Pensions to perform duties in relation to pension laws under the direction of the Secretary of War. In 1840 the pension business of the Navy Department was transferred to the Commissioner of Pensions, who was then to perform his duties "under the direction of the Secretary of War and the Secretary of the Navy." When the Interior Department was established in 1849 the authority of the Secretaries of War and the Navy over the Commissioner of Pensions was transferred to the Secretary of the Interior, and in the course of time the Office of the Commissioner came to be termed the Bureau of Pensions. The Executive order of July 21, 1930, establishing the Veterans' Administration transferred to it the functions of the Bureau of Pensions together with its personnel and records.

The papers in the custody of The National Archives fall into four classes, depending on the service of the veteran concerned, as follows: (1) Indian wars, 1817-98; (2) the Navy, 1817-1910; (3) the Mexican War, 1846-48; (4) the Civil War and later military operations, including the War with Spain, the Philippine Insurrection, and the China Relief Expedition, 1861-1917. Each class of papers is subdivided into four groups, as follows: (a) "soldiers' originals", which consist of rejected applications and accompanying papers arranged by the numbers of the applications; (b) "soldiers' certificates", which consist of papers for cases in which pensions were granted arranged by the numbers of the certificates; (c) "widows' and dependents' originals", similar in character and arrangement to the "soldiers' originals"; and (d) "widows' and dependents' certificates", similar in character and arrangement to the "soldiers' certificates." In cases in which applications were made by widows or dependents of veterans who had made applications, or later applications under changed laws were made by the veterans themselves, the earlier files are incorporated in those resulting from later applications based on the same service, death, or disability.

The individual files contain such items as birth, marriage, and death records, copies of military records, medical histories, personal histories of dependents, affidavits and testimonials, correspondence, examiners' reports, and decisions of adjudicating agencies. Although the dates of applications run approximately from 1861 to 1929, many of the accompanying papers are of earlier or later dates. The value of the collection for biographical and genealogical studies is obvious. It affords material also for statistical studies of morbidity and mortality of veterans and of their life histories after leaving the service. Use of such of these records as

relate to claims based on service in the War with Spain or thereafter is restricted.

Files relating to individual claimants are found by means of four card indexes by names of claimants, which have been retained by the Veterans' Administration but of which microfilm copies are available in The National Archives. Other partial indexes retained by the Administration are arranged by the names of remarried widows, by the addresses of claimants, by the regiments and companies to which the claimants belonged, and by the series and numbers of the files. Various groups of papers relating to closed pension claims, including those resulting from service in the Revolutionary War, the War of 1812, and the World War, and all papers relating to pending claims or claims on which pensions are still being paid remain in the custody of the Administration.

See Gustavus A. Weber, *The Bureau of Pensions* (Baltimore, 1923); Gustavus A. Weber and Laurence F. Schmeckebier, *The Veterans' Administration* (Washington, 1934); William H. Glasson, *Federal Military Pensions* (New York, 1918); and Veterans' Administration, *Federal Laws Relating to Veterans of Wars of the United States (Annotated)* (Washington, 1932).

CIVILIAN CONSERVATION CORPS. Monthly work progress reports. 1933-35. 45 feet. Accession 34.

The Emergency Conservation Work, commonly referred to as the Civilian Conservation Corps and officially designated as such in 1937, was established in 1933 to relieve acute conditions of distress and unemployment and to provide for the restoration of the country's natural resources. It operates camps throughout the country with the assistance of the Departments of War, the Interior, Agriculture, and Labor.

The monthly work progress reports are from all camps in operation during 1933-35; they are statistical in form and contain such information as the nature of the project on which the personnel of a given camp was engaged, the amount of time devoted to it, the number of men employed, and the name of the cooperating agency. This information has been used in the compilation of summary reports. A tentative description of the collection has been compiled.

FEDERAL DEPOSIT INSURANCE CORPORATION. ACCOUNTING DIVISION. Records. 1933-35. 100 feet. Accession 33.

The Corporation was established in 1933 to insure the deposits of banks and to liquidate the affairs of insured banks that fail. The records transferred include certified statements, remittance letters, and stock subscriptions received from the banks and computations and compilations prepared in the Division. They contain information concerning numbers of depositors, amounts of deposits eligible for insurance, assessments, and remittances of member banks. A preliminary inventory of the collection has been compiled.

See the Corporation's *Report of Operations, 1933-34*, and its *Annual Reports, 1934, 1935*.

NATIONAL RECOVERY ADMINISTRATION. Records of field offices and field personnel records. 1933-36. 4,200 feet. Accession 7.

The National Recovery Administration was the first of many agencies to be established under the authority of the National Industrial Recovery Act of June 1933. The initial purpose of the NRA was to stimulate industrial recovery through the establishment of maximum working hours, minimum rates of wages, and the elimination of child labor. These objectives were embodied in the President's Reemployment Agreement transmitted to all employers in July 1933. Codes for specific trades and industries were evolved later and provisions were incorporated in them covering not only these principles but also the right of employees to engage in collective bargaining and the prevention of unfair competition between employers.

The winning of popular support for this program and the handling of petitions for exemption from specific provisions of the President's Agreement, of complaints of violations of the Agreement, and of complaints of code violations were supervised from Washington by an office known successively as the President's Reemployment Program (July-August 1933), the Blue Eagle Division (August-October 1933), and the Compliance Division (October 1933-August 1935). Following the invalidation of the NRA codes by the Supreme Court in May 1935, the NRA was continued in a limited form by a Congressional resolution of June 14, 1935, and by an Executive order of June 15, 1935. The Compliance Division was renamed the Field Division in August 1935 and was charged with the making of a general survey, under the direction of the NRA Committee to Report on Changes in Labor and Trade Practice Standards (the Robert Committee), of the effects of the discontinuance of the codes on such standards. A similar survey, limited in scope to standards maintained by Government contractors, was undertaken by the Field Division in October 1935 under the supervision of the Government Contracts Division, which formerly had been a part of the Compliance Division, and at the request of the House Judiciary Committee. On December 31, 1935, the Field Division, together with most of the other NRA divisions, was merged into the Division of Business Cooperation. Four units of the NRA then remained—the Division of Business Cooperation, the Division of Review, the Advisory Council, and the Consumers' Division. On January 1, 1936, by virtue of an Executive order dated December 21, 1935, the first three of these units were transferred to the Department of Commerce, which was to terminate them by April 1, 1936, and the Consumers' Division was transferred to the Department of Labor.

During the first phase of its activities, which lasted only a few weeks, the President's Reemployment Program operated in the field through volunteer local recovery committees set up in some 6,200 towns and cities, through State recovery boards, and through recovery boards established in each of the 26 cities where the Bureau of Foreign and Domestic Commerce maintained district offices. These offices were lent to the NRA to administer its field establishment. When the emphasis of the NRA program was shifted to

"compliance" the local committees gave way in August 1933 to local compliance boards, which were likewise supervised by the district offices under the Blue Eagle and Compliance Divisions until January 1934. At that time a system of State NRA Compliance Offices replaced the district offices and at their heads were placed persons who were simultaneously State Directors for the National Emergency Council and State NRA Directors. In some States the two positions were later held by different persons. State adjustment boards, with advisory and appeal functions, were set up at the same time. With the discontinuance of the local boards in June 1934, the State offices took over their duties as well. Nine regional offices were subsequently established about January 1935 as intermediaries between the State offices and the Division headquarters in Washington, a Compliance Council with advisory and appeal functions was provided for each region, and the legal advisers in the regional and State offices were transferred to the supervision of the Legal Division in Washington. The legal advisers continued to share the offices of the Division, however, as did the field representatives of the Government Contracts Division, and the files of the field representatives of the three Divisions show a considerable degree of interrelation. This entire field establishment was discontinued in January 1936, and the individual offices were instructed to send their records directly to The National Archives for preservation.

The records in this collection are principally those received from the field offices in accordance with these instructions, although there are also included the personnel and pay-roll files relating to the field establishment that were kept in Washington. The files from each office generally include the President's Reemployment Agreements, signed by employers in its area, which are usually accompanied by the certificates of compliance also signed by them and presented to the nearest post office in order to obtain "Blue Eagles"; correspondence and petitions regarding exemptions from provisions of the Agreement; hearings on complaints of violations of the Agreement or of codes; docketed cases of code violations, usually separated into groups dealing with unfair trade practices and with labor provisions; material on trade practice and labor standards collected for the House Judiciary Committee and the Robert Committee; general correspondence; and personnel, fiscal, and other office records. Records of field representatives of the Legal Division and of the Government Contracts Division are frequently present; and the files also contain records of recovery committees and boards, local compliance boards, State adjustment boards, regional compliance councils, and code authorities, when such records were turned over to State or regional offices for preservation. Most of the records are indexed and preliminary inventories of parts of the collection have been compiled.

The NRA reached out into thousands of communities throughout the land and affected the hours of work and the wages of millions of employees. The establishment and administration of this vast program is reflected in the NRA records, which have been said to "constitute the largest and richest single body of information concerning the problems and operations of industry ever assembled by any nation." The records of the field offices, which were the closest

agencies to the people, show in considerable detail the reaction to the program in the several parts of the country and should be of interest to students of economics, sociology, history, and government.

All records of the headquarters organization of the NRA, except the field personnel records in this collection and records of the Consumers' Division, which are in the custody of the Department of Labor, are in the custody of the Department of Commerce, where they have been consolidated and "review studies" of the work of the NRA have been added to them. Closely related to this collection are the records of the National Labor Board and the National Labor Relations Board (described in this guide under the latter heading), which deal with collective-bargaining disputes arising out of code provisions.

See H. Conrad Hoover, *The President's Reemployment Agreement (NRA Work Materials 82)*. Washington, 1936. Mimeographed; W. M. Galvin, J. J. Reinstein, and D. Y. Campbell, *History of the Compliance Division (NRA Work Materials 85)*. Washington, 1936. Mimeographed; Leverett S. Lyon and others, *The National Recovery Administration* (Washington, 1935); and Committee of Industrial Analysis, *The National Recovery Administration* (Washington, 1937. Processed).

**NATIONAL EMERGENCY COUNCIL. APPLICATIONS AND INFORMATION DIVISION.** Records. 1935. 262 feet. Accession 57.

The National Emergency Council, composed ultimately of all members of the Cabinet and of the heads of many independent agencies, was established by an Executive order of November 17, 1933. Its functions were primarily those of coordination, and one of the most important of them was "to provide for the orderly presentation of business to the President." The Division of Applications and Information was established by an Executive order of May 6, 1935, to receive applications for allotments of funds for projects to be undertaken by the Public Works Administration and the Works Progress Administration, to have the applications examined and reviewed, and to transmit the applications to the Advisory Committee on Allotments, which Committee, consisting of the Secretary of the Interior as chairman and of other Government officials, was charged with making recommendations to the President regarding the allotment of funds to such projects. The Division also furnished information to the public on the allotment of funds and on the progress of approved projects. In September 1935, when the Council discontinued its work of coordinating project applications, the Division was abolished.

The files of the Division, which are apparently complete, include such material as copies of applications for allotment and related papers, records of the allocation and cancelation of funds, periodical reports and summaries on the status of applications and projects, correspondence, and miscellaneous office files. Since much of the material received by the Division was transmitted to other agencies, many of the papers retained are copies of documents preserved by the WPA, the PWA, the Bureau of the Budget, and the National Emergency Council proper. The applications for

projects, which contain more data than the applications for allotments, were filed with the Departments concerned and, for non-Federal projects, with PWA or WPA; but this collection is probably the only record of all projects requested and approved during the existence of the Division.

See the mimeographed document entitled "Procedure Governing the Filing and Routing to the Advisory Committee on Allotments of Applications for Allotments under the Emergency Relief Appropriation Act of 1935", which was issued by the Division May 10, 1935.

**EXPORT-IMPORT BANK OF WASHINGTON.** Records of the former Office of the Special Adviser to the President on Foreign Trade and other papers. 1933-36. 128 feet. Accession 15.

The Export-Import Bank of Washington, the Second Export-Import Bank of Washington, D. C., and the Office of the Special Adviser to the President on Foreign Trade were established by Executive orders in 1934, the first two to aid in financing and facilitating exports, imports, and the exchange of commodities, and the last to coordinate information concerning the foreign trade of the United States and to carry on negotiations regarding specific trade transactions with anyone desiring Federal assistance in financing or bartering. George N. Peek was appointed Special Adviser and also president and trustee of the two banks, and as a result there was a high degree of interrelation in the activities and records of the three agencies. The Office of the Special Adviser was terminated in 1935, the Second Export-Import Bank was dissolved in 1936, and the records of both of these agencies passed into the custody of the Export-Import Bank of Washington.

While the records transferred are largely those of the Office of the Special Adviser, a few of the files relate also to activities of the Export-Import Banks. The Office was primarily a coordinating one, and consequently much of the material in its files was assembled from or based upon records and compilations of other agencies concerned with foreign trade, such as the Department of State, the Bureau of Foreign and Domestic Commerce, the United States Tariff Commission, and the Committee for Reciprocity Information. Typical products of this coordinating process are country and commodity files, which include reports and other data from various agencies and integrated economic studies prepared by the Office; and material on blocked exchange, which consists of returned questionnaires and other papers obtained by the Bureau of Foreign and Domestic Commerce and the Second Export-Import Bank in 1935 while ascertaining for the Office of the Special Adviser how much foreign currency owned by United States citizens was being kept abroad as a result of exchange controls and other devices. The Office was represented on the Committee for Reciprocity Information, an interdepartmental organization to conduct hearings and make reports on proposed Executive trade agreements with foreign nations; and in this connection it accumulated a file of correspondence, briefs, hearings, and reports. The collection includes the correspondence files of the

Office, some of which are indexed; accounting files; and a number of smaller groups of records. Some of the files contain material received as early as 1933 by Mr. Peek, who was then serving as special assistant to the President on American trade policy; and other files, particularly those having to do with accounts and the closing of the affairs of the Office, extend into 1936. Most of the personnel files have been retained by the Export-Import Bank. A preliminary inventory of the collection has been compiled. Use of these records is restricted.

See Laurence F. Schmeckebier, *New Federal Organizations* (Washington, 1934), 23, 63-65, 161-164.

**NATIONAL MEDIATION BOARD.** Case papers, correspondence, minutes, reports, and other records of predecessor agencies. 1898-1926. 1,900 feet. Accession 11.

The functions of mediation and conciliation of railroad labor disputes were assigned to the Chairman of the Interstate Commerce Commission and the Commissioner of Labor by the Erdman Act of 1898. The United States Board of Mediation and Conciliation, created by the Newlands Act in 1913, took over these functions and the records that had accumulated. The United States Railroad Labor Board, created in 1920, took over most of the functions of the Board of Mediation and Conciliation, which wound up its affairs in 1921. The Railroad Labor Board was superseded in 1926 by the United States Board of Mediation, which in turn was superseded by the National Mediation Board in 1934. During the period 1918-20, certain subdivisions of the United States Railroad Administration had labor-relations functions, and the records relating to those functions were turned over to the Railroad Labor Board.

This collection comprises practically all the records of Federal agencies concerned with railroad labor problems from the passage of the Erdman Act in 1898 to the establishment of the Board of Mediation in 1926. The case papers include correspondence, records of hearings, recommendations, decisions, and awards on specific cases; and the general correspondence, minutes, and reports reflect the other activities of the successive agencies. The Railway Administration records include, in addition to the case papers and other files of its Railway Boards of Adjustment Nos. 1, 2, and 3, which dealt with specific disputes, records of its Railroad Wage Commission, its Board of Railroad Wages and Working Conditions, and its Division of Labor, and labor records of its Division of Operation. There are indexes to the case papers of the Railroad Labor Board and the Railway Administration Boards of Adjustment Nos. 2 and 3, and preliminary inventories of most of the records have been compiled.

The collection furnishes material for an interpretation of the changes made by successive statutes in the methods of Federal intervention in railroad labor disputes, and it reflects the history of working conditions and of collective bargaining in the railroad field for a period of 28 years, including the crisis of 1916 (leading to the Adamson Act), the period of Federal operation, and the period of unrest following the World War. Use of these records is restricted.

See Joshua Bernhardt, *The Railroad Labor Board* (Baltimore, 1923); H. D. Wolf, *The Railroad Labor Board* (Chicago, 1927); Gordon S. Watkins, *Labor Problems and Labor Administration During the World War* (Urbana, Ill., 1920), ch. 5; Walker D. Hines, *War History of American Railroads* (New Haven, 1928); Leland and Mereness, *American Official Sources*, 419-422; and reports and other publications of the agencies involved.

**FEDERAL HOUSING ADMINISTRATION.** Motion pictures and sound recordings. 1935-36. 9 units of film and 15 disks. Accessions 27 and 31.

This Administration was established in 1934 to facilitate the financing of private building operations, including repair and modernization. The films, which carry sound recordings as well as pictures, comprise a series entitled "Better Housing News Flashes"; and the disks are recordings of musical programs and promotional announcements.

**NATIONAL LABOR RELATIONS BOARD.** Case papers, transcripts of hearings, correspondence, and other records of the National Labor Board and the first National Labor Relations Board. 1933-35. 163 feet. Accession 20.

The National Labor Board was established by the President in August 1933, to adjust labor disputes arising out of the President's Reemployment Agreements and the codes provided for in the National Industrial Recovery Act. In June 1934, it was superseded by the first National Labor Relations Board, which was established under a joint resolution of Congress and functioned until May 1935, when portions of the NIRA were invalidated by the Supreme Court. The records of these two agencies passed into the custody of the second National Labor Relations Board, which was established under an act of Congress approved July 5, 1935.

The case papers, arranged by 714 case numbers, consist of reports of investigators, correspondence, and findings of the Boards; the transcripts of hearings before the Boards are also arranged by case numbers; and the correspondence includes general, special, and regional files. The regional files contain reports from regional offices. An alphabetical index, arranged by names of firms and of cities, accompanies the collection, and a subject index has been compiled. Some of the records, mainly administrative and personnel, of these two Boards have been retained by the present NLRB.

The collection is valuable for the study of labor problems in general and in special industries and of governmental activities in connection with labor disputes. It includes material relating to the Pacific longshoremen's and the Imperial Valley agricultural workers' strikes of 1934 and 1935 and to such notable cases as those involving the Weirton Steel Company, the Budd Manufacturing Company, and the Firestone Rubber Company. Other records dealing with governmental activities in labor disputes are described in this guide under Department of Labor, National Mediation Board, and National Recovery Administration. Use of the records in this collection is restricted.

See Lewis L. Lorwin and Arthur Wubnig, *Labor Relations Boards* (Washington, 1935); Lyon and others, *National Recovery Administration*, 466-487; William H. Spencer, *Collective Bargaining Under Section 7 (a) of the National Industrial Recovery Act* (Chicago, 1935); Hugh A. Donohoe, *Collective Bargaining Under the NIRA* (Washington, 1935); and the *Decisions of the National Labor Board* (1934. 2 parts) and of the National Labor Relations Board (1935. 2 vols.).

SOCIAL SECURITY BOARD. Motion pictures with sound recordings. 1936. 3 units of film. Accession 60.

The Social Security Board was established in 1935 to administer certain provisions of the Social Security Act, approved August 14, 1935, and to study and make recommendations as to methods of providing economic security through social insurance. The films were used to disseminate information concerning the act and procedures under it.

### JUDICIARY

DISTRICT COURT OF THE UNITED STATES FOR THE DISTRICT OF COLUMBIA. Records of the former Circuit Court, Criminal Court, and District Court of the District of Columbia. 1801-63. 520 feet. Accessions 16 and 43.

Congress by an act of February 27, 1801, divided the District of Columbia into two counties, Washington and Alexandria, with the Potomac as the separating boundary, and created a Circuit Court for the District of Columbia, consisting of a chief judge and two assistant judges. Until the retrocession of Alexandria County to Virginia in 1846, the court held sessions in each county, applying the law of Virginia as it existed at the time of the act of 1801 in Alexandria County and the Maryland law similarly in Washington County. The court appointed a different clerk for each county, but the same marshal and district attorney, both of whom were appointed by the President by and with the advice and consent of the Senate, served the entire district. The court had jurisdiction in civil and criminal law, in equity, over seizures on land or water, and over all penalties and forfeitures under the laws of the United States. It succeeded to litigation pending before the hustings courts in Alexandria and Georgetown, and it had appellate jurisdiction over the orphans' courts and justices' courts that were set up in the two counties. It exercised the governmental functions previously possessed by the Virginia county courts and the levy and county courts of Maryland of granting licenses to sell liquor and appointing constables; inspectors of flour, tobacco, highways, and ferries; and other officers.

By an act of April 29, 1802, Congress directed the chief judge of the circuit court to hold a District Court of the United States for the District of Columbia. At this time district courts dealt mainly with admiralty cases. By an act of May 27, 1852, the assistant judges of the circuit court, in the order of their seniority, were empowered to substitute for the chief judge as district judge in case of his disability.

The circuit court's labors were heavy, and through the years legislation was passed designed to lessen its load. Civil litigation involving small amounts was transferred to the justices of the peace when, in 1823, the justices' jurisdiction was raised from a twenty to a fifty dollar maximum. Similarly in 1838, criminal jurisdiction of the circuit court was transferred to a newly created Criminal Court for the District of Columbia. A close connection was maintained between the two courts. They had the same clerk, marshal, and district attorney; and, beginning in 1839, a judge of the circuit court was required to substitute for the judge of the criminal court when the latter was unable to perform his duties. Cases might be carried from the criminal to the circuit court on writs of error.

On March 3, 1863, Congress abolished the Circuit, District, and Criminal Courts of the District of Columbia and created in their place the Supreme Court of the District of Columbia. The name of this court was changed by an act of June 25, 1936, to the District Court of the United States for the District of Columbia.

The bulk of the records consists of case papers of the circuit and criminal courts sitting in Washington County, which are arranged by terms and are filed under such headings as appearances, imparlances, trials, judicials, appeals, recognizances, respited recognizances, petitions, references, presentments, attachments, and insolvents' papers. Each paper bears the number of the case for the term and usually some indication of the action taken at that stage of the case. Circuit court docket books (130 vols.) list the cases for each term under the headings given above, furnish summaries of the status of the cases at each term, supply cross references to the numbers of papers relating to the same case at both preceding and subsequent terms of the court, and list the witnesses and court costs. They are indexed, but in general only by the names of the defendants. Until the establishment of the criminal court the docket books contain separate criminal dockets. Circuit court minute books (36 vols.) present the daily record of proceedings, including notations of licenses, appointments, and naturalizations. Three volumes contain transcripts of records of cases in chancery before the circuit court for the periods 1816-36, 1852-58, and January 1861. There is also a single docket book listing cases in admiralty and prize law that came before the district court from about 1857 to 1863. Beginning in 1861, the book enumerates a long list of prize cases resulting from captures by the Potomac Flotilla and the South Atlantic Squadron.

The present court has retained all its records since its establishment as the supreme court in 1863 and also the judgment indexes and equity dockets of the circuit court and the dockets and minutes of the criminal court. Records of these courts sitting in Alexandria County are in the custody of the clerk of Arlington County, Va.

These records contain material for political scientists and for historians interested in general, social, economic, local, legal, and judicial history. Biographers likewise will find matter of use to them, as many of the Nation's leading lawyers and statesmen had at one time or another intimate contact with these courts.

The information regarding such subjects as naturalization and local appointments will be of interest to genealogists. The United States made extensive use of the circuit court to settle accounting questions in which its own officers or former officers were defendants. The court was also used for mandamus proceedings against department heads, as in *Kendall v. U. S. ex rel. Stokes*.

See Wilhelmus B. Bryan, *A History of the National Capital* (New York, 1914-16. 2 vols.); F. Regis Noel and Margaret Bemis Downing, *The Court House of the District of Columbia* (Washington, 1919); William Cranch, *Reports of Cases Civil and Criminal in the United States Circuit Court for the District of Columbia from 1801 to 1847* (Boston and Washington, 1852. 6 vols.); and J. A. Hayward and G. C. Hazelton, *Report of Cases, Civil and Criminal, Argued and Adjudged in the Circuit Court of the District of Columbia for the County of Washington, 1840-1863* (Washington, 1892-95. 2 vols.).

#### PRIVATE GIFTS

Fifty-three units of film for motion pictures of scenes in Hawaii, in the Philippine Islands and in France taken in 1913, 1915, and 1917 by the late Clarence B. Miller, Member of Congress from Minnesota—presented by Mrs. Miller. Representative Miller made a trip to the Philippine Islands in 1913 "in the interest of public business" and another in 1915 as a member of a Congressional investigating committee, and in 1917 he served as a special investigator for the War Department on the western front in France. Most of the pictures were taken in the Philippine Islands, and these include scenes depicting industries, United States Government schools, the life of native tribes, and the activities of the investigating committee. The pictures taken in France depict General Foch, King Albert and Queen Elizabeth of Belgium, marching troops, aviation stations, machine gunners, cavalry, and fleeing refugees.

Two units of projection positive film for motion pictures of incidents connected with a trip of a delegation of Latin American diplomats to attend the Monroe Doctrine centennial in Los Angeles in July 1923—presented by the Pan American Union. Scenes in Washington, Chicago, and Hollywood are included.

A set of 22 disks containing sound recordings of addresses and other proceedings on the occasion of the First National Defense Test Day, September 12, 1924—presented by the American Telephone & Telegraph Co., through its president, Mr. Walter S. Gifford. The proceedings took place in the office of the Secretary of War in Washington, and among the voices recorded are those of Gen. John J. Pershing and Maj. Gens. Charles G. Morton, George B. Duncan, Robert L. Bullard, Harry C. Hale, and Charles McKinley Saltzman.

Projection positive film for a two-reel motion picture with sound entitled "Rhapsody in Steel"—presented by the Ford Motor Co., through Mr. H. E. Ely, of the Washington office of Electrical

Research Products, Inc. The picture, which was made for the company in 1934, depicts the process of manufacturing and assembling a Ford motor car, and it is accompanied by symphonic music.

A disk containing a sound recording of an address entitled "Our Federal Archives", which was broadcast on November 25, 1935, by the Archivist of the United States over a network of the National Broadcasting Co. on a program sponsored by the Washington *Evening Star*—presented by the Radio and Film Methods Corporation, of New York.

A projection positive film for a one-reel motion picture with sound entitled "Yesterday and Today"—presented by the Western Electric Co., through Mr. H. E. Ely, of the Washington office of Electrical Research Products, Inc. The film, which was made for the company in 1936, is concerned with the progress of sound recording and reproduction from 1905 to 1936; and remarks of Thomas A. Watson recorded in 1926 and 1931 are incorporated in it.

A "talking book" consisting of 16 disks on which are recorded readings by Representative Kent E. Keller from his book, *Prosperity Through Employment* (New York, Harper & Bros., 1936)—presented by Mr. Keller. This is one of a series of talking books prepared by the American Foundation for the Blind and distributed for the use of the blind through the Library of Congress.

Two sets of two disks each containing sound recordings of a program arranged for a banquet in Washington on November 23, 1936, in celebration of the centennial of the American patent system—one presented by the United States Recording Co., through Mr. R. J. Coar, manager, and the other by the National Committee in charge of the celebration, through Dr. Charles F. Kettering, Chairman.

A disk containing a sound recording of an address on "The Heart and Soul of the Constitution" delivered on November 25, 1936, by Representative Sol Bloom, Director General of the United States Constitution Sesquicentennial Commission—presented by the United States Recording Co., through Mr. R. J. Coar, manager.

Two disks containing sound recordings of a program of the radio-drama type broadcast over the Columbia Broadcasting System on November 28, 1936, in connection with the celebration of the centennial of the American patent system—presented by the Columbia Broadcasting Co., Inc., through the National Committee in charge of the celebration. The program presented incidents in the lives of great inventors.

A disk containing a sound recording of the opening speeches by President Franklin D. Roosevelt and President Agustin P. Justo, of the Republic of Argentina, at the Pan American Peace Conference at Buenos Aires, December 1, 1936—presented by Mr. Jesse Adler, of New York. The recording was done by the Radio and Film Methods Corporation.

Three reels of projection positive film for motion pictures with sound of scenes in connection with the second inaugural of Franklin D. Roosevelt as President of the United States on January 20, 1937—presented by Pathe News and Hearst Metrotone News, through the Inaugural Committee, Representative Robert L. Doughton, Vice Chairman, and by Fox Movietone News, through Arthur A. DeTitta, Washington representative.

A disk containing a sound recording of an interview given by Mrs. Sara D. Roosevelt, mother of President Franklin D. Roosevelt, and broadcast over station WEAJ in New York on January 30, 1937—presented by the Radio and Film Methods Corporation, through Mr. Ralph Steinberg, president.

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