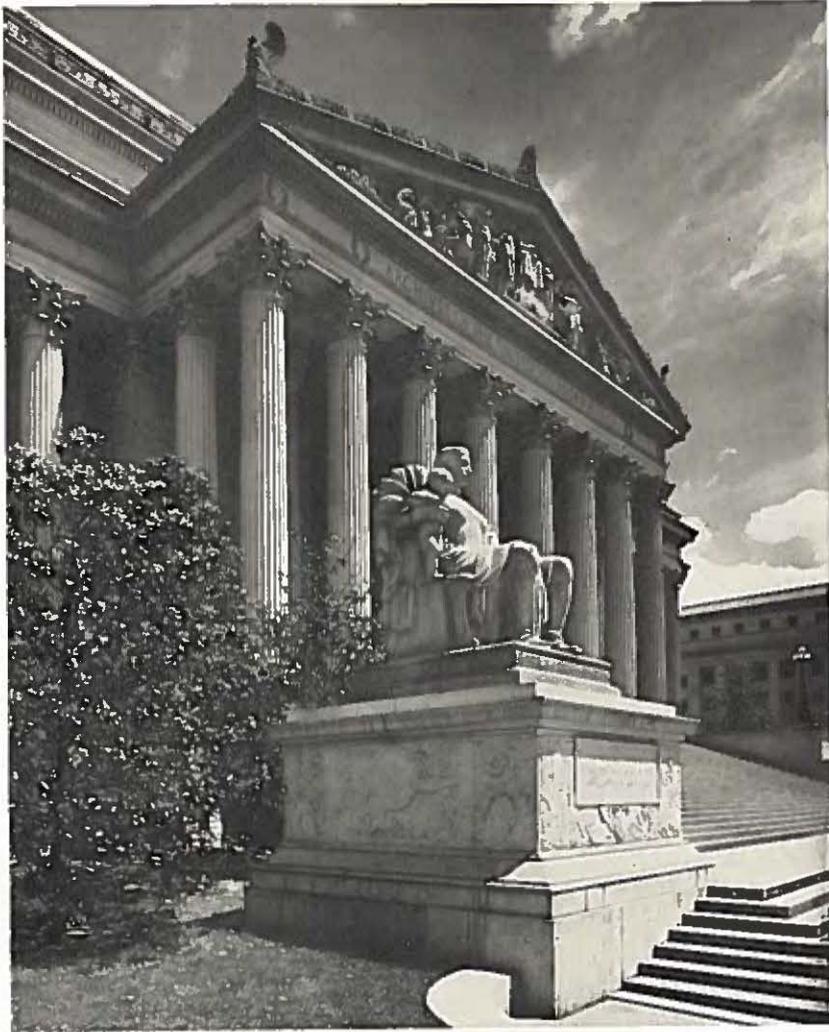


FOURTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES
1937-1938



SOUTH PORTICO OF THE NATIONAL ARCHIVES BUILDING

THE NATIONAL ARCHIVES

FOURTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES

For the Fiscal Year Ending June 30
1938



UNITED STATES
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CONTENTS

	Page
Officers and staff	v
Letter of transmittal	vii
Report of the Archivist, 1937-38	1
The National Archives Building	1
Organization	2
Personnel	3
Surveys of Federal archives	7
Appraisal and disposal of records	9
Accessions	10
Diminutions	14
Cleaning, repair, and preservation	14
Arrangement, administration, and supervision of records	16
Maps and atlases	18
Motion pictures and sound recordings	19
Photographic processes and still pictures	22
Classification	24
Cataloging	25
Service on records	26
Other services	30
Publications	31
National Historical Publications Commission	34
Administrative activities	35
Appendixes	39
I. Extract from the Independent Offices Appropriation Act, 1939	41
II. Accessions of The National Archives during the fiscal year ending June 30, 1938	42
III. Books and articles published, papers read, and addresses delivered by members of the National Archives staff during the year ending June 30, 1938	53
IV. Report on the work of the Survey of Federal Archives for the fiscal year ending June 30, 1938	62
Index	65

ILLUSTRATIONS

	Page
South portico of the National Archives Building	Frontispiece
Maryland Hall of Records, Annapolis	30
Illinois State Archives Building, Springfield.	30
Stack areas in the National Archives Building	31
Oaths of allegiance of officers at Valley Forge, 1778	38
Treaty of alliance with France, 1778.	38
Treaty of peace with Great Britain, 1783.	38
French exchange copy of the Louisiana Purchase agreement, 1803.	38
British exchange copy of the Hay-Pauncefote treaty, 1901	38
Last messages from Custer	38
Cheyenne and Arapahoe Agency, Indian Territory, 1878.	38
Hay's proposal of the "open-door" policy, 1899.	38
Cargo, mail, and passenger report of the <i>Graf Zeppelin</i> , 1929	39

OFFICERS AND STAFF

(As of December 1, 1938)

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

Repair and Preservation—Arthur E. Kimberly, Chief.
Legislative Archives—Frank D. McAlister, Acting Chief.
State Department Archives—Fred W. Shipman, Chief.
Treasury Department Archives—Westel R. Willoughby, Chief.
War Department Archives—Dallas D. Irvine, Chief.
Justice Department Archives—Frank D. McAlister, Chief.
Post Office Department Archives—Frank D. McAlister, Acting Chief.
Navy Department Archives—Nelson M. Blake, Chief.
Interior Department Archives—Oliver W. Holmes, Chief.
Agriculture Department Archives—Theodore R. Schellenberg, Chief.
Commerce Department Archives—Arthur H. Leavitt, Chief.
Labor Department Archives—Paul Lewinson, Chief.
Veterans' Administration Archives—Thomas M. Owen, Jr., Chief.
Independent Agencies Archives—Percy S. Flippin, Chief.
Maps and Charts—W. L. G. Joerg, Chief.
Motion Pictures and Sound Recordings—John G. Bradley, Chief.
Photographic Archives and Research—Vernon D. Tate, Chief.
Classification—Roscoe R. Hill, Chief.
Cataloging—John R. Russell, Chief.
Reference—Philip M. Hamer, Chief.
Federal Register—Bernard R. Kennedy, Director.

ADMINISTRATIVE DIVISIONS

Purchase and Supply—Frank P. Wilson, Chief.
Personnel and Pay Roll—Isaac McBride, Chief.
Finance and Accounts—Allen F. Jones, Chief.
Printing and Processing—Harry M. Forker, Chief.
Central Files—Virginia M. Wolfe, Chief.

LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,
Washington, D. C., November 15, 1938.

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 fourth annual report of the Archivist of the United States, covering the fiscal year ending June 30, 1938.

Respectfully,

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

FOURTH ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

The Archivist of the United States is required by the National Archives Act (48 Stat. 1122-1124) to 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." In compliance with this provision of the law, the following report is submitted for the fiscal year ending June 30, 1938.

The structural completion of the National Archives Building during the fiscal year 1937 and the subsequent progress in the installation of filing equipment were reflected in an increase in all the activities of The National Archives during the fiscal year 1938. For the first time in its brief history, The National Archives was able to announce to other Government agencies that the capacity of its available filing equipment exceeded the volume of the records in its custody and that it was prepared, therefore, to consider large-scale transfers of records. The response was immediate and at times almost overwhelming. As records poured into the building and flowed through the regular channels on their way to the stacks, expansion of all activities naturally resulted. This expansion extended first to the custodial units, afterwards to those units concerned with making the records available for use. Here and there as the records followed their prescribed course, points were observed where the flow could be facilitated by organizational changes and the redistribution of certain functions. The end of the year found The National Archives not only caring for and giving service on the records then in its custody but also ready to receive and assimilate those likely to be offered to it in the fiscal year just ahead.

THE NATIONAL ARCHIVES BUILDING

On June 30, 1937, stack areas in the National Archives Building containing 272,432 cubic feet of document area were ready for use. During the fiscal year ending June 30, 1938, additional stack areas containing 480,315 cubic feet of document area were fully equipped, while others containing 163,818 cubic feet of document area were partially equipped and made available for restricted use. Thus at the close of the year, a total of 916,565 cubic feet of document area,

or 45 percent of the total storage space in the building, had been provided with filing equipment.

Other important steps included the equipment of laboratories for treating motion-picture films; the installation of specially designed film-storage cabinets and shelves in the motion-picture film vaults; the setting up of an additional fumigating chamber, made necessary by the increased intake of records; and the beginning of the operation of the automatic burglar and fire alarm systems in certain areas.

ORGANIZATION

Increased experience and expansion of facilities brought in their wake a number of changes in the internal organization of The National Archives. The first step, which was made necessary by the increased archival intake, was the creation of new custodial divisions. At the beginning of the fiscal year there were five such divisions in operation: State, Commerce, and Justice Department Archives, Motion Pictures and Sound Recordings, and Maps and Charts. During the year 11 others were established in the following order: Treasury Department Archives, August 16, 1937; War Department Archives, October 14, 1937; Post Office, Navy, Interior, Agriculture, and Labor Department Archives, and Independent Agencies Archives, No. 1, January 3, 1938; and Legislative Archives, Independent Agencies Archives, and Photographic Archives and Research, June 1, 1938. On the latter date the designation of the Division of Independent Agencies Archives, No. 1 was changed to Division of Veterans' Administration Archives.

As these new professional divisions were set up certain functional reallocations became desirable; in some instances, these changes modified the duties of existing professional divisions and in others reduced the duties of certain divisions to a point where the advantage of their continued maintenance was subject to question. Accordingly, on February 1 the Division of the Library was abolished and the maintenance of the library was made a function of the Division of Reference, while the task of cataloging for the library was assigned to the Division of Cataloging. At the same time the special examiners, who were charged with the appraisal of papers reported to the Archivist for disposal as being without administrative value or historical interest, were transferred from the Office of the Director of Archival Service to the Division of Accessions. On June 1, the Division of Research was abolished and its functions were reallocated to the Office of the Director of Publications and the Divisions of Department Archives. On the same date, in order to facilitate services to other Government agencies, the several Divisions of Department Archives were authorized to receive reference

calls directly from the departments and agencies whose records were in their custody instead of through the Division of Reference.

Similar organizational and functional changes were effected in certain of the administrative offices and divisions. On February 15, a Statistical Unit was established in the Office of the Administrative Secretary for the purpose of accumulating, centralizing, and tabulating statistical data relating to the activities of The National Archives. On June 1, the Divisions of Photographic Reproduction and Research and of Printing and Binding were abolished and their functions were reallocated to a new professional Division of Photographic Archives and Research and a new administrative Division of Printing and Processing. At the same time a Building and Grounds Section was created.

PERSONNEL

The changes made in organization were necessarily reflected by shifts in personnel. The following appointments of heads of divisions and sections were made during the year:

Treasury Department Archives.—Westel R. Willoughby, Chief, qualified August 16, 1937.

War Department Archives.—Dallas D. Irvine, designated as Acting Chief, October 14, 1937; qualified as Chief, January 1, 1938.

Independent Agencies Archives, No. 1.—Thomas M. Owen, Jr., Chief, qualified January 3, 1938.

Post Office Department Archives.—Frank D. McAlister, designated as Acting Chief (in addition to duties as Chief of the Division of Justice Department Archives), January 3, 1938.

Navy Department Archives.—Nelson M. Blake, designated as Acting Chief, January 3, 1938; qualified as Chief, June 1, 1938.

Interior Department Archives.—Westel R. Willoughby, designated as Acting Chief (in addition to duties as Chief of the Division of Treasury Department Archives), January 3, 1938; Oliver W. Holmes, Chief, qualified June 1, 1938.

Agriculture Department Archives.—Theodore R. Schellenberg, designated as Acting Chief, January 3, 1938; qualified as Chief, June 1, 1938.

Labor Department Archives.—Paul Lewinson, designated as Acting Chief, January 3, 1938; qualified as Chief, June 1, 1938.

Veterans' Administration Archives (formerly Independent Agencies Archives, No. 1).—Thomas M. Owen, Jr., Chief, qualified June 1, 1938.

Accessions.—Marcus W. Price, designated as Acting Chief (in addition to duties as Assistant Director of Archival Service), January 3, 1938; Philip M. Hamer, Chief, qualified February 1, 1938.

Independent Agencies Archives.—Percy S. Flippin, Chief, qualified June 1, 1938.

Legislative Archives.—Frank D. McAlister, designated as Acting Chief (in addition to duties as Chief of the Division of Justice Department Archives), June 1, 1938.

Photographic Archives and Research.—Vernon D. Tate, designated as Acting Chief, June 1, 1938.

Printing and Processing.—Harry M. Forker, designated as Acting Chief, June 1, 1938.

Building and Grounds Section.—Ralph R. Williams, designated as Acting Chief, June 1, 1938.

The number of persons employed in The National Archives at the beginning of the fiscal year 1938 was 249. During the year there were 104 new appointments and 34 separations; the net increase, therefore, was 70. The number employed as of June 30 was 319.

An important development in connection with the personnel of The National Archives during the fiscal year was the authorization for the extension of civil-service status to its employees. The National Archives Act required the Archivist to appoint all employees "solely with reference to their fitness for their particular duties and without regard to civil-service law," except those with a salary of \$5,000 or over, who were appointed by the President subject to confirmation by the Senate. The Federal Register Act provided for a Director of the Division of the Federal Register to be appointed by the President, who was authorized to fix his salary, not to exceed \$5,000 a year. The Seventy-fifth Congress inserted in the Independent Offices Appropriation Act for the fiscal year 1939, which was signed by the President on May 23, 1938, the following provision:

Provided further, That six months after the date of approval of this Act, notwithstanding any provisions to the contrary in section 2 of The National Archives Act, approved June 19, 1934, and section 1 of the Federal Register Act, approved July 26, 1935, all persons employed in The National Archives establishment under section 2 of The National Archives Act and section 1 of the Federal Register Act shall be appointed by the Archivist in accordance with the civil-service laws and the Classification Act of 1923, as amended: *And provided further,* That all persons employed under section 2 of The National Archives Act and section 1 of the Federal Register Act in said establishment six months after the date of approval of this Act, regardless of the method by which they were appointed, who do not have a competitive classified civil-service status shall acquire such a status (1) upon recommendation by the Archivist and certification by him to the Civil Service Commission that such persons have rendered satisfactory service in said establishment for not less than six months and (2) upon passing such suitable noncompetitive tests as the Civil Service Commission shall prescribe.

Thus November 23, 1938, was established as the date on which the Archivist might first certify employees to the Civil Service Commission for coverage into the civil service.

It may not be amiss at this time to make some note of the character of the personnel that has been obtained by appointing employees "solely with reference to fitness for their particular duties." Although academic achievements cannot be fully accepted as criteria for the determination of ability, particularly in the case of the administrative personnel, it is nevertheless significant that of the 319 employees on the staff of The National Archives at the close of the fiscal year no less than 160 held bachelor's degrees, 73 master's degrees, and 32 the degree of doctor of philosophy. Moreover, many of the employees do not regard their education as finished when they join the staff. The records show that, during the fiscal year 1938, 68 members of the staff were increasing their qualifications for archival work by attendance at local professional schools, colleges, and universities.

Another indication of the professional character of the staff of The National Archives will be found in appendix III of this report, which lists the books and articles published, the papers read, and the addresses given by members of the staff during the fiscal year 1938. Many staff members attended and participated in meetings of learned and professional organizations interested in the work of The National Archives, such as the Society of American Archivists, the American Historical Association, the American Library Association, the American Bar Association, the American Geophysical Union, the American Philosophical Society, the American Political Science Association, the Association of American Geographers, the Geographical Society of America, the Inter-American Bibliographical and Library Association, the Society of Motion Picture Engineers, and regional or specialized organizations of the same classes. Members of the staff were also associated with various agencies organized to facilitate research, including the National Research Council, the Social Science Research Council, the American Documentation Institute, and the Public Affairs Information Service. The activities of staff members in these bodies have not been limited to attendance at meetings; many of them have been elected or appointed to important offices in such organizations.

Members of the staff have been especially active in the affairs of the Society of American Archivists, a national organization designed to promote sound principles of archival economy and to stimulate cooperation among archivists. This body was formed in December 1936 and by the close of the fiscal year 1938 had acquired a membership of nearly three hundred, including many State archivists, officials of the Survey of Federal Archives and the Historical Records Survey of the Works Progress Administration, and custodians of library and private collections of manuscripts. The society held its first annual meeting in Washington and used the auditorium in the

National Archives Building for several of its sessions. Members of the society from all parts of the country saw The National Archives in operation and heard several of its staff explain its work or read papers on archival problems. Seventy-nine staff members had as individuals become members of the society before the end of the fiscal year 1938. The secretary and another member of the council of the society were chosen from The National Archives. Because their connection with The National Archives gave them significant positions in the development of archival knowledge, staff members were appointed to all but one of the committees of the society and to the chairmanship of those on terminology, the reduction of archival material, maps and charts, business archives, and motion pictures and sound recordings.

Members of the staff have been recognized in other significant ways. One has been sent twice to Central and South American countries, once by a Government agency to promote Latin American participation in the Third World Power Conference held in Washington in 1936 and once to advance the interests of the Greater Texas and Pan American Exposition in Dallas in 1937. Another was commissioned by the Secretary of State as one of the two American official delegates to the Eighth International Congress for Historical Sciences, called to meet at Zurich, Switzerland, in August and September 1938, and as Chairman of the American Delegation to the Fourteenth International Conference on Documentation, called to meet at Oxford, England, in September 1938. A final means of evaluating the staff will be found in the positions that members of the staff have resigned to accept. One left to become Archivist of the State of Mississippi, which has long pioneered in archival economy; another was appointed head of the department of history and political science at Carleton College; others left to accept teaching positions at such institutions as the University of Maryland, the John B. Stetson University, and the Hill School; another was appointed to a responsible position in the Brooklyn Public Library; and others took better paying positions in the Government service.

A beginning has been made in informal in-service training of employees by the holding of conferences from time to time and by the making available to them of pertinent literature in archival economy. As time goes on a more formal program and course of study will be evolved to meet the needs of the future. Moreover, every job in the organization is regarded as a training ground for a higher job, thus enabling the staff to be developed from within by the promotion of deserving employees. During the year covered by this report, 117 employees received promotions to higher grades and the status of 42 others within their grades was improved by transfer. The use of low-salaried positions for in-service training for higher-

salaried positions is peculiarly adapted to the needs of a new organization and is well illustrated by the promotion of eight of the deputy examiners to positions of chiefs of divisions. Their work as deputy examiners had familiarized them with the records and archival practices of the several agencies whose records they had surveyed and thus had put them in line for promotion to positions of chiefs of Divisions of Department Archives as they were created.

Finally, outside the organization, more general interest in the training of archivists is being promoted by Columbia University, which has appointed the Director of Publications of The National Archives as visiting professor of archives administration. During the academic year 1938-39 he will conduct a class on "Archives and Historical Manuscripts" every Saturday morning in New York City and will serve as adviser to graduate students preparing themselves for archival work. A limited number of students who have taken this work at Columbia or have otherwise acquired a suitable preparation will be offered opportunities for advanced study of archival problems and archival administration at The National Archives.

SURVEYS OF FEDERAL ARCHIVES

As has been pointed out in previous annual reports, one of the chief obstacles that confronted The National Archives when it was established in 1934 was the lack of knowledge concerning the records with which it would have to deal. To remove this obstacle a survey was begun in May 1935 to ascertain the volume of the Federal records in the District of Columbia and its vicinity and to obtain information about the depositories in which they were stored, the state of their preservation and arrangement, the hazards to which they were exposed, the impediments to work in the depositories, and, as far as possible, the volume that would probably be transferred from time to time to The National Archives. A few of the records were surveyed during the fiscal year 1935; the bulk of those remaining were surveyed in 1936; still others were surveyed in 1937 as time could be spared from the more pressing duty of supervising the transfer of records; and the survey was brought virtually to completion in 1938, at the end of which year only the records of a few offices in the Treasury and Interior Departments and of certain independent agencies remained unexamined.

The survey has disclosed the existence in 6,492 depositories or rooms of approximately 2,699,561 cubic feet of paper records, 17,737,879 running feet of motion-picture film, 2,346,598 still-picture negatives, and 5,495 sound recordings. More than a third of all records surveyed were 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. Approximately half of the records surveyed could not readily be used because of inaccessibility, poor lighting, lack of ventilation, inadequate equipment, or disorderly arrangement. Many were so badly worn by constant use or so weakened by age or other causes that they could not be used without danger of further damage. Deputy examiners who conducted the survey on behalf of the Archivist were required to consider such conditions as well as permanent value and infrequency of use for administrative purposes in recommending records for transfer to The National Archives. Of the 2,699,561 cubic feet of records surveyed, the deputy examiners have estimated that 1,201,142 cubic feet should be considered for transfer. Because of the unique nature of this preliminary survey and because of its unusual value to those concerned with Federal archives for either administration or research, the data assembled by the deputy examiners are being compressed into summary reports on the records of each Government agency surveyed, which will be made available to members of the staff and others who may have occasion to consult them.

The survey conducted by The National Archives was confined to Federal records in depositories in the District of Columbia. In 1936, the Works Progress Administration, at the request and with the cooperating sponsorship of The National Archives, launched a project for a Survey of Federal Archives elsewhere in the United States. This Survey as a Works Progress Administration Federal project went out of existence on June 30, 1937, but its program has been carried on by the Historical Records Survey, also under the Works Progress Administration, by State projects, and by members of the staff of The National Archives. The surveying of small quantities of records in 10 States during the past fiscal year practically concluded the first phase of the undertaking, which was to compile inventories of Federal records outside the District of Columbia. In addition to more detailed information, these inventories were to contain data similar to those obtained in the preliminary survey made by The National Archives within the District. By June 30, 1938, the Survey had revealed about five million linear feet of records in Government field offices and in storage throughout the United States.

Most of the effort of those continuing the work of the Survey during the year, however, was spent on the second phase of the undertaking, the preparation from the inventories of a descriptive publication known as the *Inventory of Federal Archives in the States*. To the end of the fiscal year preliminary editorial work had been done on the inventories of about 70 percent of the material surveyed. A more complete account of the work, as well as descriptions of special projects undertaken, is contained in the report of Dr. Philip M. Hamer, National Director of the Survey during its existence as a

separate project, who is now supervising the work as Associate National Director of the Historical Records Survey in charge of the *Inventory of Federal Archives in the States*. His report is printed as appendix IV to this report.

APPRAISAL AND DISPOSAL OF RECORDS

Many of the records created by Federal agencies are without value soon after their original purpose has been served, and it is vitally important to prevent their taking up space either in other agencies of the Government or in The National Archives. The problem they present is urgent because of the rapid accumulation of large quantities of routine records. At the same time this problem must be solved in such a manner as to avoid the destruction of records possessing administrative value to the agency creating them, usefulness to other Government agencies, or interest to historians, economists, sociologists, statisticians, political scientists, or other students. Legally, no agency may destroy or otherwise dispose of public records without the authorization of Congress. That authorization is obtained by the agencies submitting to the Archivist lists and descriptions of records believed to be useless and by his transmitting to Congress, with the approval of the National Archives Council, lists of such of them as appear, after careful examination and appraisal, to have no further value.

In the face of an ever increasing rate of accumulation of Government records, it has been necessary to expedite the process of eliminating those without permanent value and to further the development of policies for the determination of the types of records to be preserved. That the former has been accomplished is reflected in the statistics for 1938. There were 21,079 items on disposal lists awaiting appraisal at the end of the fiscal year 1937. To these were added 10,809 reported to the Archivist by the agencies in 1938, three-fourths of them from offices outside of Washington. Of the total of 31,888 items thus at hand, 25,424 were acted upon during the year, as compared with 3,327 acted upon in the year 1937. This left pending at the close of the year only 6,464 items, less than a third of the number pending a year before. Not all the items appearing on lists submitted by the agencies are actually found to be useless, although 97 percent of those acted upon in the fiscal year were reported to Congress by the Archivist for disposal. The remaining 3 percent consisted of 170 items withdrawn by the agencies that had submitted them because some use had subsequently been found for them and of 438 others recommended for retention by the Archivist because they appeared to possess value for other agencies of the Government or for research.

One factor in the more expeditious handling of material during 1938 was the simplification of procedure both within The National Archives and on the part of the agencies submitting lists. The work of the special examiners, originally charged with the function of appraisal, was merged with that of the Accessions Division as already noted, and plans were made for transferring the work of both to the respective Divisions of Department Archives, which will provide for the concentration of knowledge concerning the records of each agency in a single division. Revised and clarified forms were drawn up for the use of agencies in listing the items to be reported to the Archivist. In any agency there are many forms used throughout all offices, and plans were made for reporting on the same list by form number or title all such material for all offices. Special procedures were developed for the solution of unique problems presented by the proposed disposal of Census of Unemployment records and of confidential papers of the War Department.

Even more important than simplification of procedure, however, has been the growth of a body of knowledge about the records of the Government. In the first 2 years of this appraisal work, detailed analysis of all records listed was necessary in order to determine their original purposes and possible value, but by the fiscal year 1938 sufficient data had been compiled regarding highly routine types of records so that they could be cleared from the lists promptly, allowing concentration of attention on the borderline cases or series of probable value. Information on authorizations for disposal given in the past is useful both as precedent for the appraiser and as reference data for the searcher. The compilation and indexing of Congressional reports on lists of records authorized for disposal was continued during the fiscal year to meet these needs.

ACCESSIONS

The ability of The National Archives to receive and care for any considerable body of records before the beginning of the fiscal year 1938 had been limited by the fact that only slightly more than 10 percent of the storage space in the building had been equipped. As new storage areas were being steadily completed, however, and as about 45 percent of the area to be used for record storage was expected to be ready for use by the end of the fiscal year 1938, the Archivist on January 28, 1937, notified all Government agencies that he was prepared to consider recommendations for the transfer of archival material in accordance with the regulations established by the National Archives Council. 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. A staff committee appointed by the Archivist studies each list, determines whether the records listed fall within the classes the Archivist is authorized by the National Archives Council to requisition for transfer,¹ and recommends the acceptance or rejection of the material. If the Archivist determines to accept the records, he prepares a requisition for them and attaches to it an identification inventory of the material. 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.

So rapid was the accumulation of agency transfer requests in response to the Archivist's notice that it became necessary to establish a priority list for the records approved for transfer. In the compilation of this list, which greatly facilitated the transfer and storage of records, due consideration was given by the Archivist and his advisers to such matters as the conditions of storage, the cost to the Government of the storage space occupied, and the value of the records. But even records recommended for early transfer on these bases were sometimes displaced on the list to permit certain emergency transfers. Among these were the removal, at the urgent request of the Navy Department, of all records stored at the Naval Torpedo Station in Alexandria, Va., and at the Naval Magazine at Bellevue, D. C., and the emergency moving of the old records of the Office of Indian Affairs in order to make space in the North Interior Building for the expanding activities of the Works Progress Administration. No little thought and manipulation were required to allocate the equipped storage space within the National Archives Building to the custodial units having the most urgent need for it, and yet to store the records in such a manner as to entail the least shifting of them after filing equipment is installed throughout the building.

Approximately 48,509 cubic feet of records, exclusive of motion pictures and sound recordings, were transferred to the custody of the Archivist during 1938, as compared with 29,911 cubic feet in the preceding year, an increase of 62 percent. The 97 separate accessions

¹I. 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.

included records of 9 executive departments, the United States Senate, the United States District Court for the Eastern District of North Carolina, and 16 independent agencies. The greatest quantity received from any one agency of the Government was 9,518 cubic feet from the Navy Department. Then followed, in order of quantity, records of the Interior Department, 8,895 cubic feet; of the State Department, 7,947 cubic feet; and of the Maritime Commission, 5,761 cubic feet. From the point of view of their administrative and research value, particular mention should be made of the acquisition of practically all the records of the Department of State for the period prior to 1906, most of the records of the Office of Indian Affairs of the Department of the Interior down to 1921, virtually all the records of the Department of Justice prior to 1906 that had not previously been received, and all extant records of the Coal Commission, the Fuel Administration, the War Industries Board, the Council of National Defense, and the Committee on Public Information. In addition, arrangements were completed for the transfer of some 25,000 cubic feet of valuable material from the Old Records Division of the War Department, of which 109 cubic feet had been received by the end of the fiscal year. A brief description of all records received during the year is printed as appendix II of this report.

The volume of all accessions made during the fiscal year covered by this report and the total volume of material in the custody of the Archivist of the United States on June 30, 1938, are shown in the following table according to the sources from which they were drawn:

Statistical summary of accessions

Sources	Fiscal year 1938, cubic feet	Total to June 30, 1938, cubic feet ¹
<i>Congress</i>	3	3, 533
United States Senate	3	3, 533
<i>Executive departments</i>	37, 150	62, 237
Department of State	7, 947	9, 196
Department of the Treasury	3, 557	7, 115
Department of War	822	817
Department of Justice	2, 016	2, 889
Post Office Department		636
Department of the Navy	9, 518	12, 467
Department of the Interior	8, 895	10, 781
Department of Agriculture	3, 337	4, 240
Department of Commerce	292	13, 330
Department of Labor	766	766

¹ Less diminutions.

Statistical summary of accessions—Continued

Sources	Fiscal year 1938, cubic feet	Total to June 30, 1938, cubic feet ¹
<i>Independent agencies</i>	11, 148	70, 421
Civilian Conservation Corps	100	100
Coal Commission	245	245
Conservation and Administration of the Public Domain Committee		6
Emergency Conservation Work		72
Export-Import Bank of Washington		90
Federal Deposit Insurance Corporation		90
Federal Fuel Distributor	1	1
Fine Arts Commission	46	46
Food Administration	40	16, 593
Fuel Administration	1, 551	1, 545
Indian Commissioners Board	3	3
Industrial Commission		1
Maritime Commission	5, 761	5, 761
National Commission on Law Observance and Enforce- ment		139
National Emergency Council		213
National Labor Relations Board	8	124
National Mediation Board		1, 421
National Recovery Administration		3, 500
National War Labor Board	25	115
President's Emergency Committee for Employment and President's Organization on Unemployment Relief	267	261
President's Commission on Economy and Efficiency		123
Railroad Administration		2, 439
Tariff Commission	20	20
Veterans' Administration	130	34, 547
War Industries Board, Council of National Defense, and Committee on Public Information	2, 951	2, 951
Washington National Monument Society		15
<i>Judiciary</i>	6	164
District Court of the U. S. for the District of Columbia		44
Supreme Court of the District of Columbia		114
U. S. District Court for the Eastern District of N. C.	6	6
	48, 307	136, 355
Maps and atlases ²	184	249
Motion-picture film and sound recordings ²	40	85
Still pictures ²	18	54
Total	48, 549	136, 743

¹ Less diminutions.

² For sources from which received, see tables on pages 19, 21, and 23.

In addition to the material actually received there were 48,912 cubic feet of paper records and 964,303 running feet of film approved for transfer and 8,554 cubic feet of records offered but not yet approved for transfer.

DIMINUTIONS

Not only did the accessions of The National Archives increase during the fiscal year 1938 but the quantity of the records leaving the building for one reason or another also showed a marked increase. These diminutions amounted to 995 cubic feet of records, representing nearly a 200 percent increase over the 1937 figures. Some of these records were returned to the agency of origin in cases when material had been transferred to The National Archives by mistake; others were withdrawn permanently by the agency of origin because of the activity of the records or for various other reasons. Other diminutions were brought about as the result of study by members of the National Archives staff of records previously received. Such studies disclosed unused envelopes, paper, and other surplus stock among many groups of records; these items were authorized for disposal by the agency of origin. Occasionally files were found to contain copies of printed public documents; these, with the permission of the agency concerned, were disposed of in accordance with law. Forms, duplicate items, and other material less obviously of the sort usually recommended for disposal by the Archivist were also uncovered as the studies continued, and, with the concurrence of the agency involved, were recommended to Congress for disposal as described in the section above on the appraisal and disposal of records. This "weeding" represents the beginning of a process that will eventually become one of the most important services of The National Archives, namely, the removal of extraneous or valueless material from records transferred as having administrative value or historical interest.

CLEANING, REPAIR, AND PRESERVATION

Many of the records received by The National Archives are infested with various kinds of insects, vermin, and other agents destructive to paper. To prevent the continuation of such conditions, all paper records received in the National Archives Building are fumigated and cleaned before they are sent to the stacks. The large volume of records received during 1938 was necessarily reflected in this work during the year. A second vacuum-type fumigating vault, which, like the first, has a capacity of 300 cubic feet of records, was installed during the year, and the operation of the two vaults made possible the fumigating during the year of 103,258 units of records,

ranging in size from a single volume to a box weighing over half a ton. The units fumigated during the year were nearly three times greater in number than those so treated during 1937. While the increase in the quantity of records cleaned by the air-brushing equipment and technique developed by The National Archives was not threefold, a 93 percent increase was achieved with no increase in personnel or equipment. A total of 142,155 units were cleaned during the fiscal year.

One of the first tasks confronting the custodial units of The National Archives on receiving shipments of records is to determine their state of preservation and to arrange for necessary repairs. Already many millions of folded documents have been received that should be unfolded and flattened to prevent unnecessary wear. Although sufficient personnel was not available to set up a full-time unit for flattening records, 891,967 sheets were unfolded and flattened during the fiscal year 1938. This was an increase of 350 percent over the previous year. Practically all the material was processed on electrically operated mangles, three of which were in operation on June 30, 1938. The excellent results obtained on the wide variety of records handled indicates that the flattening procedure and equipment devised by The National Archives is eminently suitable for permanent use.

Documents in need of rehabilitation, which are very numerous, are repaired chiefly by the lamination process, which involves coating the paper on each side with thin, transparent, cellulose acetate foil applied under heat and pressure in a hydraulic press. This method was employed in reinforcing 14,401 sheets, and 84 sheets were treated by other methods. Among those laminated were 12,366 sheets of early Spanish land grants that had survived the San Francisco earthquake and fire in so poor a state of preservation as to prevent their use. After treatment the most fragile specimens were sufficiently reinforced to permit handling, and many previously illegible pages were readable. The National Archives occasionally performs similar services for other institutions at their expense and risk. For example, mold had developed on the silked pages of the first volume of the records of the town of Boston, Mass., covering the period 1634-60, and had rendered many of them illegible. The National Archives removed the silk and paste and laminated the stripped pages, thus indefinitely prolonging the useful life of this historical document. Similarly, 12 volumes of early records from St. Augustine, Fla., which were also in bad condition, were laminated and photostated, and it was found that the lamination process greatly facilitated the photostatic operation. Experiments also demonstrated that lamina-

tion, instead of interfering with the use of infrared and ultraviolet rays in photographing charred or faded documents, as had been claimed, actually makes the procedure more effective. Many bound volumes of records in The National Archives also are in need of rehabilitation, and 1,728 were repaired during the year.

A rehabilitation project, which is being carried on with Works Progress Administration personnel, is the flattening, mounting, and indexing of the map collection of the Office of Indian Affairs, Department of the Interior. This work has been in progress since April in the National Archives Building under the cooperative technical supervision of the Division of Repair and Preservation, which directs the 15 persons allocated to flattening and mounting the maps, and of the Division of Maps and Charts, which has charge of the 5 persons engaged in card indexing. By June 30, 1938, over 15,000 maps had been unrolled and flattened, and of these about 650 had been repaired with silk gauze, about 600 had been mounted on cotton sheeting, and some 2,000 had been cataloged.

The preservation of the records in The National Archives is promoted by the continuous operation of the air-conditioning system, which is designed to maintain temperature and relative humidity at the optimum and to eliminate harmful dust and sulphur dioxide from the air supplied to the storage spaces. Periodic determinations of temperature and humidity and tests of the dust and sulphur dioxide content of the air are made to ascertain whether the air-conditioning system is functioning properly.

ARRANGEMENT, ADMINISTRATION, AND SUPERVISION OF RECORDS

After records of the usual types have been fumigated and cleaned, they are sent to the appropriate Division of Department Archives for permanent storage in one of its stack areas. Unbound material is then carefully transferred from the file cases, transfer cases, boxes, loose bundles, and other original containers into the specially constructed stack containers of The National Archives, and bound volumes are placed on steel shelves. In this process the main object kept in view is the preservation of the original order of the records. All marks of identification found on the original containers are therefore carefully noted and all old labels are preserved or copied. In the course of this procedure the records are checked against the identification inventories covering their transfer from the agency of origin and obvious disarrangements so often found in older inactive groups of records are corrected, thus reproducing insofar as possible the original order and arrangement of the papers.

On the completion of this process, preliminary reports, which list the material according to groups and subgroups of records, are prepared; for each group of records the general character, periods covered, quantity, and method of arrangement are listed, and any discrepancies between these data and corresponding information on the identification inventories are indicated. After the series to which the various papers or volumes belong have been determined, identification of series reports are compiled, which indicate the character, inclusive dates, form and size, arrangement, and quantity of the material in each series. Brief histories of the records and of the offices or divisions in which they originated are added to these reports whenever possible, and the location of the records in the stack areas is noted. The preparation of these reports necessarily involves study of the history, functions, administration, and organization of the agency and the subdivision from which the records were received, as well as examination of the documents themselves.

Some of the older groups of records have been listed in various standard guides to the Federal archives and have since, in numerous instances, been rearranged by the former custodial agencies. When such records are brought into The National Archives careful checking is done in order to permit easy cross reference between the guides and the records as they are now arranged. With the assistance of the Division of Cataloging, indexes to the records are copied from those retained by agencies of origin or are compiled when this would measurably facilitate the use of the material.

Each of the Divisions of Department Archives has the custodial responsibility for the records in its stack areas. It inspects them frequently and reports those that need to be cleaned, repaired, or reinforced; it operates the protective systems against fire and theft; and it keeps accurate records of all material withdrawn from and returned to its custody. But these divisions are more than custodial units. In addition to preparing the various reports already mentioned, they must render service on the records in their custody upon requisition of the Division of Reference and must be prepared to furnish information concerning them to investigators. This reference function was broadened just before the close of the fiscal year to permit each division to extend direct service to the Government agencies whose records it holds. At the same time the divisions were notified that, beginning with the new year, they would be given certain functions previously vested in the Division of Accessions, including the making of surveys, recommendations for transfer, and identification inventories of archival material offered for accession;

the appraisal of papers listed by Government agencies for disposal; and the recommending for disposal of those that seem to have no administrative value or historical interest.

MAPS AND ATLASES

Certain classes of archival material, among them maps and geographical charts, present problems differing in many respects from those presented by other types of records. Different filing equipment and different methods of repair and reinforcement are required by the varying sizes of these items, and a specially qualified staff is essential to care for them and to assist persons who would make use of them. For this purpose, therefore, a separate custodial division was set up in The National Archives during the previous fiscal year.

To the 2,807 archival maps and 73 atlases acquired during the previous year were added 7,459 maps and 90 atlases, bringing the total of the collection on June 30, 1938, to 10,266 maps (7,750 different maps, and 2,516 duplicates) and 163 atlases (117 different atlases and 46 duplicates). An outstanding group in this collection is that from the State Department. Among these are the original authenticated maps relating to the territorial clauses in treaties to which the United States has been a party and the maps resulting from the boundary surveys often prescribed by those treaties. Of the famous Mitchell map of 1755 of the British Dominions in North America, for example, which was the map used in the peace negotiations that terminated the American Revolution, there are six complete copies, including the Steuben-Webster copy, famous for its role in the Webster-Ashburton treaty negotiations. Col. Lawrence Martin of the Library of Congress has characterized this map as "without serious doubt . . . the most important map in American history." There are also maps in this group that form an integral part of treaties and other diplomatic documents, such as the Disturnell map of Mexico, with Trist's signature, accompanying the Treaty of Guadalupe Hidalgo that terminated the Mexican War. Noteworthy among the boundary survey maps are those resulting from the survey of the forty-ninth parallel and Lt. W. H. Emory's survey of the land boundary with Mexico. Many of them represent the acme of the geodesist's skill and of the draftsman's and engraver's art. In addition the group contains maps relating to such international questions as the North Atlantic Fisheries, the Hudson's Bay Company claims in Oregon Territory, the Fur Seal Arbitration, and the Nicaragua Canal.

Another important group of maps in the custody of the Division of Maps and Charts is that transferred from the Office of the Chief

of Engineers, War Department. These maps represent only the first installment in a series of transfers that is still continuing. The group as a whole is composed mainly of military-topographical maps of historical interest, especially those made under the Topographical Bureau (1818-63). The first installment includes numerous maps of Canada, particularly a series of British Admiralty charts of the northwest Pacific coast and Alaska and of the St. Lawrence River; maps relating to Mexico and Central America, especially the Tehuantepec Railroad and Nicaragua Canal locations; battle and other maps relating to the Mexican War; and maps relating to the boundaries of Maryland, Kansas, Colorado, Wyoming, Nevada, and Idaho, and to the forty-ninth parallel and Rio Grande boundaries.

The material in the custody of the Division of Maps and Charts at the close of the fiscal year, classified according to character and agencies of derivation, was as follows:

Maps and atlases

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Duplicates	Atlases
United States Senate ¹	665	16	509	1,382	71
Department of State	1,720	235	935	627	59
Department of War	373	46	705	319	5
Department of the Interior	44	142	92	102	26
Department of Agriculture	1,920	188	11
Conservation and Administration of the Public Domain Committee ¹	36
Food Administration ¹	35	16	62	80	2
Total	4,793	643	2,314	2,516	163

¹ Accessioned 1936-37; revised figures.

These maps and atlases are now stored in a stack area on the ground floor of the building. The maps have been filed in special steel map cases, and tables and special lighting have been installed to facilitate consultation of them.

MOTION PICTURES AND SOUND RECORDINGS

These are also special types of archives presenting peculiar problems of their own, notably in matters of preservation and service. Much of the vast quantity of such material accumulated by agencies of the Government has already ceased to be of current use, but nearly all this noncurrent material should be preserved for possible admin-

istrative needs in the future or for its historical value. In this field, moreover, The National Archives is permitted to go beyond archival materials and to accept privately produced films and sound recordings "pertaining to and illustrative of historical activities of the United States."

Before motion-picture film could be accepted and stored with safety to itself and its surroundings, however, the problem of preservation had to be solved. It is believed that this was accomplished during the past fiscal year by the installation of special equipment within the eight fireproof vaults set aside for the storage of motion-picture film. Within these vaults, which are equipped with automatic sprinklers and kept at the optimum condition of temperature and humidity for the safe storage of film, each reel of film is placed in a ventilated container devised by the technical staff. If the film is of the acetate or "safety" type, the container rests on a steel shelf within one of these vaults; but, if it is of the inflammable nitrate type, the container is placed in a separate insulated compartment in a fireproof cabinet within a vault. Each compartment is vented to a stack flue that leads to the exterior of the building; it also has a gravity trap door that permits quick and easy egress of combustion flames or gases to the exterior and prevents ingress of these same gases from the other compartments. Finally, the flues leading to the exterior are provided with insulation and with devices to prevent heat conduction and air convection from the outside.

With this equipment in place, it was possible to add 185,600 running feet of motion-picture film to the 184,663 feet received during the previous year, and to accept 82 sound recordings as compared with the 17 received during 1937. The motion-picture film came from 5 executive departments, 9 independent agencies, and 6 private sources, the donors in the last classification accounting for 34,430 running feet of film. Of the sound recordings, 30 were received from 2 Federal agencies, and the remaining 52 were gifts from 8 private sources. Among the accessions were the Miller collection of Philippine Islands films, showing agriculture, basket weaving, and other native industries; films illustrative of the activities of the United States Coast Guard and the Bureau of Fisheries; "The Plow That Broke the Plains," an outstanding documentary film received from the Farm Security Administration; and a serial of Warner Bros. Pictures, Inc. entitled "See America First," which depicts scenes, events, and persons significant in American history. Motion pictures and sound recordings received during the year are listed in appendix II.

The quantities of motion pictures and sound recordings received during the fiscal year 1938 and the quantities of such material in

the custody of the Archivist on June 30, 1938, are shown in the following table according to the sources from which they were drawn:

Motion-picture film

Sources	Fiscal year 1938, running feet	Total to June 30, 1938, running feet
Department of State		11, 570
Department of the Treasury	69, 208	69, 493
Department of Justice	4, 932	4, 932
Department of the Interior	6, 440	6, 440
Department of Agriculture	31, 102	158, 971
Department of Commerce	22, 308	22, 308
Federal Housing Administration	205	34, 149
Federal Reserve System, Board of Governors	75	75
Food Administration	732	1, 932
Fuel Administration	2, 564	2, 564
Inland Waterways Corporation	325	325
Maritime Commission	173	173
National Archives	3, 417	3, 417
Social Security Board	7, 200	14, 802
Works Progress Administration	2, 489	2, 489
Private gifts	34, 430	36, 623
Total	185, 600	370, 263

Sound recordings

Sources	Fiscal year 1938, items	Total to June 30, 1938, items
Federal Housing Administration	20	35
War Industries Board	10	10
Private gifts	52	54
Total	82	99

Some motion-picture films and sound recordings have been received in The National Archives in a badly deteriorated condition. The sole means of preserving such material is by duplication, and The National Archives was authorized by Congress during the preceding fiscal year to obtain equipment and material necessary for this purpose, but thus far lack of sufficient funds has prevented the beginning of work of this nature.

Although the storage vaults of The National Archives were completely equipped, research was continued on methods of film storage.

As a result, a new type of film-storage cabinet has been designed, tested, and found thoroughly satisfactory. This cabinet is so constructed that a standard automatic sprinkler-head is turned on at the outbreak of a fire. The water from this sprinkler pours into each compartment in the cabinet and over the film container in each compartment and then flows away; it never reaches a sufficiently high level in any compartment to penetrate into the film container. This cabinet has the advantage of being simple in design and considerably more economical in construction than those now in use in The National Archives and should serve a useful purpose in any future expansion of facilities by The National Archives or in the equipment of any other depository for the safe storage of film. Other research during the fiscal year was directed toward determining the proper size of air vent for a given unit of film and toward developing a technique for testing minute portions of film for impurities.

Because of its pioneer work in the field of film storage, The National Archives has been called upon to participate in the study of the storage problems of other Government agencies. This work is being done for the most part under the joint supervision of The National Archives and the Federal Fire Council. Surveys recently tabulated indicate that there are over 1,700 Federal film depositories in the various parts of the United States with nearly 1,000 tons of photographic material, some of which is badly in need of better storage facilities. As a result of these disclosures, The National Archives has been called upon for advice in the planning of additional storage space as a service to various other Government establishments.

PHOTOGRAPHIC PROCESSES AND STILL PICTURES

Other photographic records, consisting of still pictures in the form of prints, lantern slides, or glass, film, or paper negatives, constitute a third class of material presenting peculiar problems and requiring special treatment. With the discovery of large quantities of such photographic records belonging to the Federal Government and the consequent need for facilities for their storage and administration in The National Archives, a special division was established for that purpose. In the absence of suitably equipped storage space and conditioning facilities, however, it has not yet become possible to accept any large quantity of material of this nature. Some nonhazardous records have been received and a limited quantity of hazardous material has been temporarily placed in storage in the motion-picture vaults. Of more than usual interest among the records received during 1938 is a large collection of photographs from the Office of Indian Affairs, which portray individual Indians and scenes at agencies and on reservations between 1872 and 1935.

Accessions of still pictures made during the fiscal year and the total amount of all such material in the custody of the Archivist on June 30, 1938, are shown in the following table according to the sources from which the records were drawn:

Still pictures

Sources	Fiscal year 1938, items	Total to June 30, 1938, items
Department of War	8	6, 704
Department of the Navy	17, 000	22, 037
Department of the Interior	968	17, 000
Food Administration		432
Maritime Commission		968
Total	17, 976	47, 141

In preparation for the installation of appropriate equipment, considerable attention was given during the fiscal year to studying the principles and practices of storing and administering photographic archives. Plans were evolved for the construction of vaults, rooms, and containers for the storage of nitrate and acetate base films and of glass plates.

The division that has the custody of photographic archives is also responsible for the use of photographic processes in the reproduction of archival material and of aids to facilitate the use of such material. Microphotography, one of these processes, has been extensively used by The National Archives for this purpose. When the Veterans' Administration transferred a portion of its records to The National Archives, it became imperative that the index to these records, which had been compiled on some 2,600,000 cards, should be available in both places. Microphotography provided the means of accomplishing this end in an inexpensive manner, and a microfilm copy of the file was completed and placed in service during the fiscal year. With a view to providing more detailed information regarding certain material in the files of four executive departments and the Senate, some of which had been transferred to The National Archives, a microfilm copy was made at the University of Illinois of the 280,000 cards in the calendar compiled by Dr. Newton D. Mereness of material in those agencies relating to the upper Mississippi Valley. This film reproduction, made at a total cost of slightly less than \$500 and occupying less than a cubic foot of space, makes available in The National Archives the result of 20 years of research in the Federal archives in Washington in documents relating to the region em-

braced in the States of Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, and Iowa. Other similar applications of microphotography made during the fiscal year included the copying of a file of 2,430 index cards to Indian treaties in the Department of State, from which photographic prints enlarged to the original size of the cards were prepared from the microfilm negatives, and the copying of the 17,000 cards of a reference file at the Library of Congress, which was needed in connection with the work of cataloging. Microphotography was also used in the internal work of The National Archives to copy certain out-of-print or otherwise unobtainable books and other reference material.

CLASSIFICATION

Some scheme of classification is essential to provide a basis for the definitive arrangement of the records in the stacks and to make them readily available for use. The scheme being developed by The National Archives provides for an organization of the papers that will show clearly their interrelationships and the fundamental development of the agency that produced or used them and for a numbering system that will identify each series of records.

The work of classification in The National Archives is still in an experimental stage, however. This is the first time that the task of developing a logical scheme of classification for such large masses of material as those produced during the twentieth century has been undertaken, and it differs greatly from that faced by archival establishments that administer smaller groups and fragmentary bodies of records originating for the most part before the nineteenth century. The complexity of modern governmental organization affects the scheme of classification that must be developed, especially in the matter of the organization of the records. Departments and agencies of the Government generally possess bureaus, divisions, sections, or other subdivisions, which ordinarily keep their own files. Furthermore, within each subdivision there is the problem of the multiplicity of files developed in the process of conducting the business of the office. There are agencies with well-developed central filing systems, but it is doubtful whether any present-day agency of the Government carries centralization to the point where all its records are included in one file under a single plan of classification. Coupled with the existence of this multiplicity of files is the use of many kinds of filing systems in the different offices. These include alphabetical, numerical, geographical, and many other arrangements. A further problem encountered in classification results from the more or less disordered condition in which many papers reach The National Archives, a condition that increases the difficulty of determining the original organization of the files.

Once the organization of the papers has been determined, a classification symbol is assigned to each series of records. This symbol consists of three parts: (1) A name or series of letters identifying the agency concerned; (2) a number indicating the basic division of the agency and, if necessary, a letter indicating the section or subdivision; and (3) a combination of a letter and a number, the former indicating the group of records of the subdivision of the agency and the latter indicating the series of documents within that group. A classification scheme is then drawn up for the entire body of records of each agency. It embodies a brief history of the agency and of its records, lists the series of documents in accordance with the organization as determined, and shows the classification symbol assigned to each series.

During the fiscal year just concluded, 4,766 cubic feet of records, involving 5,162 series of documents, were classified, and the corresponding classification schemes were prepared and made available for use in typewritten or processed form. These include 4,813 series of documents of the Food Administration, chiefly records of its State organizations and of two of its subsidiaries, the Grain Corporation and the Sugar Distributing Committee. Two smaller groups of records, those of the President's Commission on Economy and Efficiency (the Taft Commission) and of the National Commission on Law Observance and Enforcement (the Wickersham Commission) were also completely classified. In addition, the ground work was laid and preliminary organizations were formulated for the classification of an additional 3,588 series of documents in the records of the United States Senate, the War Industries Board, the Committee on Public Information, and the Council of National Defense.

CATALOGING

With so large and diversified a body of material as that in The National Archives, a card catalog is needed to aid searchers in ascertaining what material is available and the classification symbols by which the records desired should be requested. The National Archives catalogs material by accession immediately after its receipt in the building. The cataloging of material in greater detail, that is, by the records of the divisions of the agency or by series of documents, is deferred until the material has been classified and it is possible to put the call numbers on the catalog cards. Only a very few extremely important documents are likely ever to be cataloged individually. Catalog entries are made on cards under the names of agencies and under subjects, and the cards are filed together in what is called the dictionary catalog arrangement. The unit-card system familiar to users of catalogs in American libraries

has been adopted; but the information given on the card necessarily differs in amount and kind from that to be found on library cards because of the differences between archives and books.

During the fiscal year 1938, accession, division, and series cataloging was done. Some 104 units, comprising 54,415 linear feet of material, were cataloged by accessions. Division cataloging of the records of the Washington, D. C., and State offices of the Food Administration, the first large body of material to be cataloged in so detailed a fashion, was completed during the year. As a result of this work approximately 5,000 cards were added to the catalog, measurably increasing its size and providing an excellent example of the results obtainable from this type of cataloging. In addition to the work with the Food Administration records, 20 units of material in the State Department files relating to expositions were cataloged by division. This work was done as an experiment and its completion will be delayed until the material has been classified and call numbers can be added.

The first records to be cataloged by series were those of the Veterans' Administration. Sixteen units comprising 161,000 linear feet were cataloged and 465 catalog cards were made. Series cataloging was also done for the records of the President's Commission on Economy and Efficiency and, experimentally, for certain records of the Railroad Wage Commission and of the Board of Railroad Wages and Working Conditions, which have not yet been classified. In the cataloging by division and by series, master cards are reproduced mechanically whenever this will facilitate the work.

Specialized types of archives require specialized cataloging. For this reason a separate catalog was begun during the year for motion pictures and sound recordings. This catalog will make it possible to list the material much more satisfactorily and to devise headings and descriptions that will fit the material more exactly than would have been possible in a catalog covering all classes of archives. While no detailed cataloging of maps and charts was done during the year, it is anticipated that work on this material will soon be undertaken, and it is not unlikely that still another special catalog for photographic archives will be required when the quantity of this material in the building begins to assume considerable proportions.

SERVICE ON RECORDS

Records in the custody of the Archivist of the United States are available for any proper use by officials of the Government and by private investigators, subject only to such restrictions as may be imposed by law or administrative regulations. A substantial increase was noted during the year in the requests for service received in

person, by mail, and by telephone. Many Government officials and private scholars come personally to The National Archives to use the records, and for their convenience three principal search rooms are maintained, as well as smaller search rooms in the Divisions of Department Archives where searchers using large quantities of material can work with even greater facility. Cards of admission to the search rooms were granted to 381 readers, who made 2,089 visits to The National Archives during the year; by contrast, only 118 cards of admission were granted and only 736 visits were made during 1937. The investigators came from 28 different States, the District of Columbia, Alaska, Canada, and Cuba. They represented 40 American and 2 foreign colleges and universities. Among them were 134 Government officials, 36 members of college and university faculties, 21 graduate students, 23 lawyers, 98 students of genealogy, and 69 others engaged in research. The 134 Government investigators (there were only 38 in 1937) came from all but 2 of the executive departments and from 14 independent agencies.

The large increase in services rendered by letter and by telephone stands out even more prominently. During the year 3,515 letters were written, 1,145 of them to Government officials, as compared with 2,343 letters written the year before, of which 389 were addressed to Government officials. The number of telephone inquiries, 4,657 in all, was more than treble those received in 1937. Of this number all but 207 were from Government officials. More than half of the letters answered during the year were inquiries for genealogical and military information obtainable from pension files in the Veterans' Administration archives, which cover service in the Mexican, Civil, Indian, and Spanish-American Wars. Of these inquiries, the greater part came from county and State agencies and from private individuals attempting to establish the birth dates of children of veterans to support applications for old-age pensions; most of the others were for information needed to support applications for membership in hereditary-patriotic organizations.

Photographic copies of records in the custody of the Archivist are furnished for Government use without charge and are supplied to the public at cost. During the past year 635 orders (475 from Government officials) were filled for copies of 9,632 pages of documents, and the sum of \$344 was collected for photostats furnished to private individuals. A large proportion of these copies were certified under the seal of The National Archives, which the law requires to be judicially noticed, and the sum of \$36 was received for certifications made for unofficial use. Microfilm copies of documents to the number of 3,035 were made during the year for the use of other Government agencies, scholarly institutions, and private research workers.

In cases where Government agencies find that using the records in the National Archives Building or having copies made of them will not meet their needs, they may withdraw them for official use. The Veterans' Administration withdrew 10,015 files during the year, more, as was the case in 1937, than any other Government agency; and 392 loans were made to other Government offices as compared with 44 during 1937. In some instances, as has already been pointed out in the section on diminutions, records were permanently restored to the office of origin.

Members of Congress made considerable use of the facilities of The National Archives. There were 47 requests from Senators and 131 from Members of the House of Representatives for copies of Executive orders and proclamations and for information from the records of the Senate, the Department of State, the Department of Justice, the Bureau of Marine Inspection and Navigation, and the National Recovery Administration. In addition, 26 pension files were sent to the House Committee on Pensions and 1 file was sent to the Senate Committee on Pensions.

The subjects upon which investigators consulted the resources of The National Archives during the past year were many and varied. The diplomatic correspondence, the treaties, the territorial and domestic papers, and the claims and exposition files of the Department of State were consulted for administrative purposes as well as for information concerning the diplomatic and domestic history of the Nation. Treasury files were searched by officials for fiscal and personnel data. The records of the Office of Chief of Engineers of the War Department provided the National Park Service with data for use in its work in restoring Fort Laramie in Wyoming, Fort Taylor at Key West, and the Civil War battlefields around Richmond; and private searchers derived from them information on such subjects as Captain Stansbury's expedition to the Great Salt Lake, 1849-50; the Clarence King geological survey along the fortieth parallel, 1870-72; engineering activities under General Scott in Mexico; old Fort Jefferson on Garden Key, Dry Tortugas, Fla.; and the careers of various officers of the Corps of Engineers. The Justice Department made considerable use of its own records and of those of Federal courts in the custody of The National Archives. Navy records were studied for information on the wars with the Barbary States; inquiries relative to the public lands in Texas and to Spanish grants in California were answered from the General Land Office records of the Department of the Interior; the Virgin Islands records of the same Department supplied information concerning Alexander Hamilton's background in St. Croix; and the records of the Office of Indian Affairs were used for studies of Indian relations and of the frontier.

An unusual number of letters from private individuals regarding the history of ships have been answered. One writer was assisted in his efforts to trace the history of the ship *Alena*, now the *Australia*, which was built by the British in 1812, later used by the Confederates as a blockade runner, then captured and sold as a prize, and is today in active service on Chesapeake Bay. The research on this problem furnishes a good example of the coordinating possibilities of The National Archives, inasmuch as records of the Treasury, Justice, Navy, and Commerce Departments were all consulted in the course of the investigation.

The records of some of the World War agencies have been fertile fields for research. Food Administration files furnished information concerning personnel, civilian activities, and priority orders during the war. Some 50 photographs were made from the records of the Committee on Public Information to present a picture story of life "back home" during the war for a well-known magazine. Data from the same files were furnished scholars making a study of propaganda in the schools and colleges during 1917. Documents from the files of the War Industries Board were used in connection with the investigation of a claim that a certain product had received the endorsement of the Medical Board of the Council of National Defense. Records of more recent independent agencies were also used during the year. Searches were made among the National Recovery Administration records for personnel information, for data in connection with claims of employees of private firms for back wages, for material relating to labor and unfair business practices, and for evidence as to whether certain business concerns had signed the President's Reemployment Agreement. Closely related to the NRA records are those of the old National Labor Board; information which cannot be found in one group may often be located in the other, and both have been used extensively.

For the use of members of the staff and for searchers who use the records in The National Archives, a small reference library is maintained. In addition to United States Government publications and general reference works, it contains textual publications of original sources for American history and books, pamphlets, and periodicals bearing on archival administration in the United States and elsewhere and on the social sciences, with special emphasis on American history and biography. During the year 27,204 items, exclusive of Congressional bills, acts, and the like, were acquired by purchase, exchange, transfer, gift, or deposit as provided by law, bringing the total number of such items in the library to 91,280. That the library is extensively used is shown by the fact that 26,134 items were charged during the year to members of the staff of The National

Archives and that readers, mostly staff members, made 2,922 visits to the library. To make this reference material more available, a beginning was made during the year in the process of cataloging the library, and by the end of the year 1,048 titles representing 2,009 pieces had been cataloged.

Although the Division of Maps and Charts has had facilities of its own for the use of searchers only during the last third of the fiscal year and has had the custody of some of the map series for even a shorter time, there has been a considerable amount of consultation of the material, especially of the State Department and Indian Affairs Office groups. In addition numerous inquiries of a professional nature have been answered. The Division of Motion Pictures and Sound Recordings has also been of considerable assistance to officials and others by providing auditorium service to more than 6,000 people during the year.

OTHER SERVICES

Because of its special interests or knowledge The National Archives is frequently able to be of service to other Government agencies and to private institutions. The assistance being given in repairing and card indexing the map collection of the Office of Indian Affairs and in planning additional storage space for photographic material of the Federal Government have already been noted. In addition to cooperating with the Federal Fire Council in the study of the storage conditions of Federal photographic archives, The National Archives is represented on several committees of the Council and has participated in many of its activities, notably in keeping records of fires in Federal buildings and in surveying Government buildings for fire hazards. It is also represented through the Chief of the Division of Maps and Charts on the Federal Board of Surveys and Maps, on its committee on the international map of the world, and on the advisory and executive committees of the United States Board on Geographical Names.

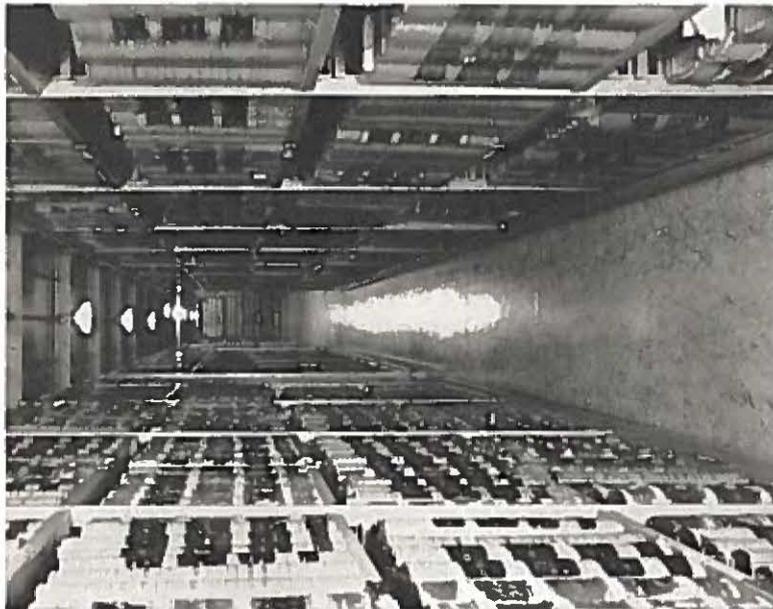
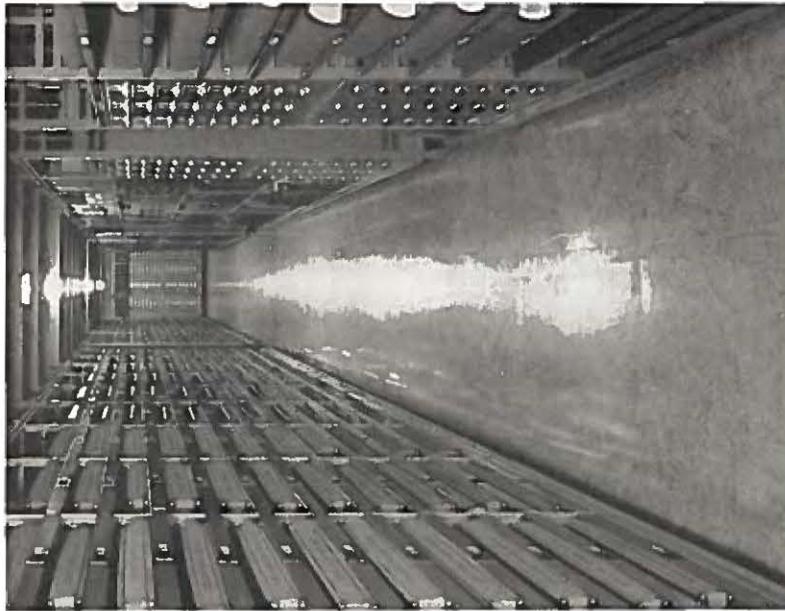
The National Archives is constantly called upon to give advice and suggestions regarding phases of archival economy, including the repair, preservation, storage, reproduction, classification, and cataloging of records. This advice usually takes the form of describing practices and equipment in The National Archives, and not infrequently similar practices and equipment are adopted by other institutions. A small vacuum fumigating vault similar in design and operation to that in The National Archives has been installed in the Hall of Records in Annapolis, and cleaning machinery similar to that employed by The National Archives has been installed in the Illinois State Archives Building, and in the Indiana and Virginia State



MARYLAND HALL OF RECORDS, ANNAPOLIS



ILLINOIS STATE ARCHIVES BUILDING, SPRINGFIELD



STACK AREAS IN THE NATIONAL ARCHIVES BUILDING

Many bound volumes are among the records received by The National Archives. The volumes in the photograph on the left contain despatches received from American consular posts; those in the one on the right contain the original acts and resolutions of Congress and the ratifications of amendments to the Constitution; all were transferred from the Department of State. Note, in the photograph on the right, how drawers for the storage of loose papers can be placed in the stacks in juxtaposition to shelving for bound volumes.

31

Libraries. The new Photoduplication Service of the Library of Congress used plans and specifications developed by The National Archives, and several Government purchasing agents requested and received copies of specifications prepared by The National Archives for motor vehicles and for microfilm and motion-picture equipment. Several hundred persons, chiefly from Government agencies, were assisted in the workrooms of the Division of Motion Pictures and Sound Recordings by the inspection, cleaning, and repairing of films, the adjustment of equipment, and general advisory service having to do mostly with the storage and preservation of film.

The National Archives Building continues to serve as a model for other structures of its kind. A Swedish architect, Gustaf Clason, was given a set of blueprints of the plans of the building and of part of the stack equipment for use in designing an archives building for a large Swedish holding company. Officials of the Public Archives Commission of Delaware and of the architectural firm that is planning a new archives building for that State visited The National Archives and obtained information on many of its unique features. In addition, photographs of the building and its equipment have been furnished in response to numerous requests from archivists, architects, and others.

PUBLICATIONS

Archival publications.—Only one publication, the *Third Annual Report of the Archivist of the United States*, was issued during the year. This report, however, is in effect two publications—(1) the report of the Archivist on the normal activities of The National Archives for the year, with the usual appendixes, and (2) a special appendix consisting of a "Guide to the Material in The National Archives, June 30, 1937." Admittedly tentative in character, the Guide indicates the existence, character, and availability of records in The National Archives, presents enough data concerning the history and functions of the agencies for an understanding of the character of the records described, notes existing inventories, calendars, and indexes, and cites references to works from which further information about the agencies and their records can be obtained.

A new edition of the Guide, which will be sent to the printer early in 1939, will contain revised descriptions of records listed in the 1937 edition, reasonably complete descriptions of all subsequent accessions received before April 1, 1938 (and in some cases even later), and briefer statements regarding all other accessions received before the manuscript is sent to the printer. This edition will be printed in an improved format and will contain approximately 150 to 200 pages, as compared with the 58 pages occupied by the 1937 edition.

In press at the end of the year was a 16-page illustrated circular entitled *How The National Archives Serves the Government and the Public*, which is designed primarily for distribution to Government officials and research workers. *The National Archives of the United States*, an 8-page circular containing illustrations of the building and of the progressive steps in the transfer and storage of records, which was originally published in 1936, was reprinted during the year.

Little progress was made during the year on the projected "Guide to the Federal Archives of the United States," because of other more pressing work. When issued this Guide 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 about indexes, inventories, and other aids to their use. It will embody much of the information obtained in the preliminary survey of Federal archives in the District of Columbia and in the WPA Survey of Federal Archives outside the District of Columbia.

The Federal Register.—The need for an authentic publication of Federal rules and regulations having general applicability and legal effect in order that citizens might know their responsibilities under the law led to the passage of the Federal Register Act, approved July 26, 1935, which required the Archivist to establish in The National Archives a publication known as the *Federal Register*. Since the first issue appeared on March 14, 1936, wide use of the publication by Government officials and private individuals has proved its value, and a high degree of cooperation with the executive agencies that submit the material has been effected.

Under the act providing for the *Federal Register*, all administrative agencies of the Government are required to submit promptly to The National Archives all documents that embody rules or regulations by which the public is legally bound. The filing of these documents with the Division of the Federal Register, which opens them to public inspection, constitutes sufficient notification to persons affected that they are bound by such rules or regulations. The staff of the *Federal Register* determines whether the documents submitted have general applicability and legal effect, edits them, and arranges for their publication.

During the year 3,817 such documents were received from the agencies of origin; 3,693 were published, 120 were deemed not appropriate for publication, and 4 were received too late for publication within the year. Indexes covering all issues of the *Federal Register* were published at frequent intervals. The issues of the calendar year

1937 were reprinted in two bound volumes, with tables and an index, and the printing of the bound volume for the first half of 1938 was begun.

Wide interest in the *Federal Register* was shown in the sales of daily issues and of bound volumes, as well as in the nearly 1,400 requests received for information regarding the publication. Of the average edition of 7,800 copies, nearly one-third were sold to subscribers in all States of the Union and in several foreign countries, resulting, with the payments received for bound volumes, in receipts of approximately \$30,000, which were covered into the Treasury. The remaining copies were distributed among Federal agencies and employees for official use.

Great demand was noted for issues containing such material as the regulations of the Bureau of Air Commerce, the Panama Canal toll rates, the revised customs regulations, and the marketing rules and minimum price schedules of the National Bituminous Coal Commission. A single private order for 10,000 copies was received for the issue containing the Coal Commission data. In order to facilitate even wider acquaintance with the usefulness of the *Federal Register* among private individuals affected by the rules of various agencies and to increase the revenue from its sale, circulars were sent to prospective subscribers and purchasers on the mailing lists of those agencies.

The compilation of a codification of all rules and regulations of Federal administrative agencies having general applicability and legal effect that were in force on June 1, 1938, was carried on by a Codification Board composed of representatives of The National Archives and the Department of Justice, pursuant to an act approved June 19, 1937. In consultation with the agencies preparing compilations of their own documents for submission, the Board began its task of supervising and coordinating "the form, style, arrangement, and indexing of the codifications," and made plans for the publication of the code by the Government Printing Office.

For mechanical convenience and for the sake of clarity in the presentation of material, modifications were made in the format and arrangement of the daily edition of the *Federal Register* to make them conform to those of the code. Beginning with the issue of June 4, 1938, the documents were grouped in sections and under titles corresponding to those to be used in the code, and the number of columns in the publication was changed from two to three. As a result, the printing of supplements to the code will be facilitated, and it will be easier for readers to find entries on given subjects in both the *Federal Register* and in the code. Revised regulations, containing a com-

plete list of the specific bodies of rules and regulations that must be submitted by the various agencies and also instructions for the preparation of material for use in the *Federal Register* and in the code, were issued in May 1938.

Presidential proclamations and Executive orders are required to be examined and edited for accuracy of legal citation and style by the *Federal Register* staff, and during the year 311 such documents were handled, most of them later being printed in the *Federal Register*. Slip copies or photostats of current proclamations and Executive orders not printed in the *Federal Register* and of earlier proclamations and orders to the number of 28,845 were furnished during the year for official use and for private study. Two-thirds of these were supplied for official use to the White House, to the Department of State for printing in the *Statutes at Large*, and to other Government agencies. Citations to proclamations and orders were checked for and copies of them were furnished to the Historical Records Survey for use in a proposed continuation of J. B. Richardson's *Messages and Papers of the Presidents*.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

This Commission, which by the terms of the National Archives Act is composed of five Government officials engaged in historical activities, including the Archivist as Chairman, and two appointees of the president of the American Historical Association, suffered the first loss in its original membership with the death on September 28, 1937, of Dr. John Franklin Jameson, Chief of the Division of Manuscripts of the Library of Congress and an *ex officio* member of the Commission. At the one meeting held by the Commission during the fiscal year, on December 4, 1937, the following resolution was adopted:

The National Historical Publications Commission is one of a number of agencies that owe their inception to the initiative and quiet persistence of the late Dr. J. Franklin Jameson. At his suggestion President Theodore Roosevelt directed his Committee on Department Methods to appoint an Assistant Committee on the Documentary Historical Publications of the United States Government. Dr. Jameson served as a member and as secretary of this Assistant Committee and drafted its report, published in 1909, which recommended the creation of a permanent commission on national historical publications. Though no action was taken on the recommendations of the Committee at the time, Dr. Jameson did not lose interest in the matter; and he was instrumental in having inserted in the National Archives Act of 1934 a provision for the establishment of the National Historical Publications Commission. He attended the three meetings of the Commission held prior to his death, and his wise counsel was invaluable in the inauguration and development of its

work. The Commission desires to record its sense of the loss suffered by it and by the historical profession in the death of Dr. Jameson.

Dr. Jameson's place on the Commission was to be filled automatically on July 1, 1938, when Dr. St. George L. Sioussat, formerly professor of American history at the University of Pennsylvania, was to assume his duties as Chief of the Division of Manuscripts at the Library of Congress. Dr. Sioussat, however, was one of the two persons originally appointed to the Commission by the president of the American Historical Association, and his transfer from an appointive to an *ex officio* membership would still have left a vacancy on the Commission. On April 22, 1938, therefore, Dr. Frederic L. Paxson, president of the American Historical Association, notified the Archivist of the appointment as a member of the Commission, effective July 1, of the Honorable William E. Dodd, of Round Hill, Va. Dr. Dodd, who is emeritus professor of American history at the University of Chicago, has been president of the association and American Ambassador to Germany.

At its meeting in December the Commission considered and approved a draft of a proposed bill to authorize the Archivist to prepare and publish, under the supervision of the Commission, a collection of documents relative to the ratification of the Constitution of the United States as proposed in the recommendation submitted by the Commission to Congress on March 17, 1936; and the Archivist was authorized by the Commission to request the introduction of the bill in Congress.

Because of the pressure of other work in the Office of the Director of Publications of The National Archives, who serves as Secretary of the Commission, little progress was made during the year on the project undertaken at the request of the Commission "to bring up to date the survey of 1908 of the historical publications of the Government" and to assemble information "on methods of distributing historical publications and on the future plans for the publication of historical documents by the Government departments." It is hoped that in the future it will be possible to assign personnel specifically to work on behalf of the Commission so that its interests will not be secondary to those of some other activity.

ADMINISTRATIVE ACTIVITIES

The increase in personnel and the expansion of the activities of the professional staff of The National Archives necessarily involved a corresponding increase in administrative activities, and the administrative staff met the demands made upon it promptly and efficiently.

Public relations.—General information and copies of publications of The National Archives were furnished on request during the year to Government officials, the public, and the press. For the benefit of the general public a constantly changing display of interesting and historical documents was maintained throughout the year in the Exhibition Hall. By reason of the celebration of the susquicentennial of the Constitution of the United States, engrossed copies of all amendments to the Constitution were on display throughout the fiscal year 1938 and attracted much attention, as did also a display of important treaties from the archives of the Department of State. These items were supplemented by about 100 other documents connected with important historical events, which were placed on exhibition on dates corresponding to the dates of the events. Most of the 30,045 people who visited The National Archives during the fiscal year not only saw these exhibits and were conducted through the building by guides but were also furnished pertinent information concerning the functions and activities of the establishment. The National Archives issues no prepared statements for publication, but numerous representatives of the press visited the building, observed the facilities, and were informed of the activities of the establishment, with the result that articles concerning The National Archives appeared on 31 occasions in local newspapers, on 16 occasions in papers published outside the District of Columbia, and on 10 occasions in magazines.

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, 1938

The Independent Offices Appropriation Act, 1933, approved June 23, 1937 (Public, No. 171, 75th Cong.), provided appropriations of \$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. In accordance with the President's request to all Government agencies to economize, \$2,000 of the appropriation for salaries and expenses was reserved and \$5,000 of the appropriation for printing and binding. In addition, an administrative reserve of \$1,000 was set aside from the appropriation for salaries and expenses for transfer to the Division of Disbursements of the Treasury Department. Thus there was left available for obligation and expenditure by The National Archives \$697,000 for salaries and expenses and \$12,000 for printing and binding, a total of \$709,000.

Obligations and expenditures for the fiscal year ending June 30, 1938

Salaries and expenses:	
Personal services	\$621,317
Supplies and material	26,511
Communication service	4,813
Travel expense	1,303
Transportation of things	148
Repairs and alterations	7,108
Special and miscellaneous	507
Equipment	35,247
	\$696,954
Total obligations and expenditures	46
Unobligated balance	\$697,000
Printing and binding:	
Total obligations and expenditures	\$11,282
Unobligated balance	718
	12,000
	\$709,000

The total obligations and expenditures amounted to \$708,236 and the reserved funds to \$8,000, leaving unobligated balances totaling \$764.

Miscellaneous receipts covered into the Treasury

Excess costs over contract price	\$507.96
Photographic duplications	392.50
Fumigating and disinfecting service	24.34
	\$924.80

Financial returns to the Government much greater than those indicated above as miscellaneous receipts have been effected during the year by The National Archives. They are, however, not susceptible to measurement and tabulation. It is impossible, for example, specifically to state the value of having the Nation's most significant archival materials safely housed and readily accessible. Numerous instances have proved that Government employees' time has been saved and efficiency promoted by the ease of finding in The National Archives documents that were formerly among files relegated to remote storage buildings or kept under crowded conditions. Pension and other records useful in protecting the Government against unwarranted claims, personnel records of value for pay roll claims cases or for retirement purposes, and purchase records helpful both in settling accounts and in studying current and future needs are only a few examples of types of records whose preservation and availability is of definite financial value to the Government.

Space is at a premium in many cities where the Government has offices, but it is especially so in Washington, as is illustrated by the establishment of some of the units of the Social Security Board in Baltimore. Accordingly space must be put to its most effective use. The efficient appraisal by The National Archives of records of questionable value and the subsequent destruction of useless material occupying office and storage space has already effected a saving in space equivalent to the capacity of several buildings and a saving in dollars that is difficult to estimate. Space rented by the Government in private buildings, for example, costs an average of nearly a dollar a square foot a year, and space in Government-owned buildings represents not only great cost in construction and upkeep but also incalculable value in terms of the utility to which the space can be put. The saving of space elsewhere is also achieved by the transfer of valuable records to the National Archives Building. In several cases inactive records have been moved from offices where they were actually in the way of employees and were impairing their efficiency.

The removal of records from containers that either can be used again or have salvage value produces another type of financial saving. Thousands of file cabinets and other containers were emptied by the appraisal and destruction of records without further value and were made available for current use. Containers in which records were transferred to the National Archives Building were returned if still useful to the agency of origin or to the Procurement Division of the Treasury Department. The actual value of such containers returned to the agencies during the fiscal year for further use is estimated at nearly \$25,000, but if the agencies had had to purchase new equipment to care for current accumulations the cost of such equipment would have been approximately \$97,000.

The Independent Offices Appropriation Act, 1939, approved May 23, 1938 (Public, No. 534, 75th Cong.), provides \$775,000 for the salaries and expenses and \$14,000 for the printing and binding of The National Archives for the fiscal year ending June 30, 1939.

Nathaniel Greene
I do acknowledge the UNITED STATES of AMERICA, to be Free, Independent and Sovereign States, and declare that the people thereof owe no allegiance or obedience to George the Third, King of Great-Britain; and I renounce, refuse and abjure any allegiance or obedience to him; and I do ~~swear~~ that I will to the utmost of my power, support, maintain and defend the said United States, against the said King George the Third, his heirs and successors and his and their abettors, assistants and adherents, and will serve the said United States in the office of ~~Major General~~ which I now hold with fidelity, according to the best of my skill and understanding.

Sworn before me
the 28th May 1778

S. Washington

Nath. Greene Major General

Benedict Arnold Major General
I do acknowledge the UNITED STATES of AMERICA to be Free, Independent and Sovereign States, and declare that the people thereof owe no allegiance or obedience to George the Third, King of Great-Britain; and I renounce, refuse and abjure any allegiance or obedience to him; and I do ~~swear~~ that I will, to the utmost of my power, support, maintain and defend the said United States against the said King George the Third, his heirs and successors, and his or their abettors, assistants and adherents, and will serve the said United States in the office of ~~Major General~~ which I now hold, with fidelity, according to the best of my skill and understanding.

Sworn before me this *B. Arnold*
30th May 1778 at the

Artillery Park Valley Forge Henry B. Ledy

William Alexander Earl of Stirling Major General in the Service of the United States of America
I do acknowledge the UNITED STATES of AMERICA, to be Free, Independent and Sovereign States, and declare that the people thereof owe no allegiance or obedience to George the Third, King of Great-Britain; and I renounce, refuse and abjure any allegiance or obedience to him; and I do ~~swear~~ that I will to the utmost of my power, support, maintain and defend the said United States, against the said King George the Third, his heirs and successors and his and their abettors, assistants and adherents, and will serve the said United States in the office of ~~Major General~~ which I now hold with fidelity, according to the best of my skill and understanding.

Sworn before me at the Camp at
Valley Forge the 12th May 1778

S. Washington

William Alexander

OATHS OF ALLEGIANCE OF OFFICERS AT VALLEY FORGE, 1778

By a resolution of February 3, 1778, the Continental Congress required all officers of the Army to subscribe to a new oath of allegiance. The oaths of Nathaniel Greene, Benedict Arnold, and William Alexander, "the Earl of Stirling," contained in a volume received from the War Department, are reproduced above.

Treaty of Alliance

The most Christian King and the United States of North America, viz. New Hampshire, Massachusetts, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, and Georgia, having this Day concluded a Treaty of Amity and Commerce, for the reciprocal advantage of their subjects, and that it has thought it necessary to take into consideration the means of strengthening engagements, and of rendering them useful to the safety and tranquility of the two parties, particularly in case Great Britain, in Pursuance of that Connection and of the great Convention which is the subject of the said Treaty, should break the Peace with France, either by direct hostilities, or by hindering her Commerce, and navigation, in a manner contrary to the Rights of Nations and the Law of Nations, between the two Kingdoms, and his Majesty and the said United States, having resolved in that Case to join their Forces and efforts against the Interests of their common Enemy, the respective Signatories, are empowered to concert the Forces and Conditions proper to fulfill the said

Traité d'alliance
eventuelle et défensive

Le Roi Très Chrétien et les États-Unis de l'Amérique Septentrionale, à savoir: New Hampshire, New York, New Jersey, Maryland, Delaware, New Jersey, Pennsylvanie, Caroline du Nord, Caroline du Sud, Virginie, Delaware, Maryland, Virginie, Caroline septentrionale, et Caroline méridionale, et George, ayant ce jour d'aujourd'hui conclu un Traité d'Amitié, de Commerce, et de Commerce réciproque, de l'utile d'entre eux, et en considération de l'importance de renouer leur Union, et de rendre utile à la sûreté et à la tranquillité des deux Parties, notamment en cas que le Roi en la Grande Bretagne, en suite de ce même Traité, et de sa bonne correspondance, qui formeroit l'objet du dit Traité, se porteroit à rompre le Peace avec la France, soit en l'attaquant directement, soit en l'empêchant d'entretenir son Commerce, ou de lui faire aucun tort, les Parties contractantes, ont dû convenir et à la puissance subsistante, entre les deux Parties contractantes, et de la Majesté

... si possible.
In faith whereof the respective Commissioners, to wit: the said King of Great Britain, and the said United States, have signed this Treaty, and have affixed their Respective Seals, in Testimony whereof, they have hereunto set their Hands and Seals, at the City of Philadelphia, in the Province of Pennsylvania, this sixth Day of February, in the second Year of the said Independence of the said United States.

Done at Paris, this sixth Day of February, in the said Year.

Benjamin Franklin
Arthur Lee
Silas Deane
Coraud Alexandre Gérard

TREATY OF ALLIANCE WITH FRANCE

Duplicate
 Separation copy of peace with G. B. 1783
 3 Sept 1783

In the Name of the most
 Holy and undivided Trinity:

I having pleased the Divine Providence to spare
 the Hearts of the most serene and most potent Prince George
 the Third by the Grace of God King of Great Britain, France
 and Ireland, Defender of the Faith, Duke of Brunswick and
 Lunenburg, Arch-Treasurer and Prince Elector of the Holy Roman
 Empire: And of the United States of America, to forget
 all past Misunderstandings and Differences that have unhap-
 pily interrupted the good Correspondence and Friendship which
 they mutually wish to restore, and to establish such a beneficial
 and satisfactory Understanding, between the two Countries upon
 the Ground of reciprocal Advantages and mutual Convenience,
 as may promote and secure to both perpetual Peace & Harmony
 and having for this Purpose laid the Foundation
 of Peace and Amity, by the Provisional Article signed
 at Paris on the 30th of November 1782, by the Common Officers
 empowered on each Part, which Article was agreed to be
 inserted in and to constitute the Treaty of Peace proposed
 to be concluded between the Crown of Great Britain

TREATY OF PEACE WITH GREAT BRITAIN, 1783

Great Britain recognized the independence of the United States by the treaty of September 3, 1783, which was signed by John Adams, Benjamin Franklin, and John Jay for the United States, and by David Hartley for Great Britain. The successful conclusion of this treaty has been called "the greatest triumph in the history of American diplomacy." Above and on the facing page are reproduced the first and last pages of one of the originals of the treaty, which was received from the Department of State.

32

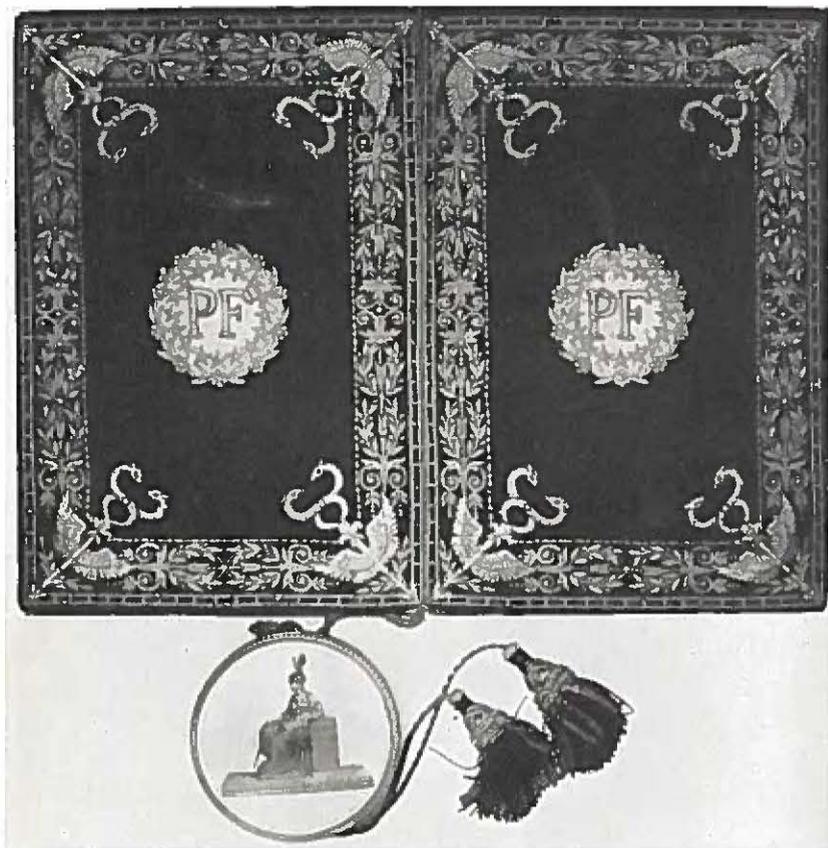
Article 10.

The solemn Ratifications of this present Treaty, signed in
 good and due Form, shall be exchanged between the contracting
 Parties in the Space of six Months or sooner, if possible, to be
 computed from the Day of the Signature of this present Treaty.
 In Witness whereof We the undersigned, their Ministers
 Plenipotentiary, have in their Names and in Virtue of our
 full Power, signed with our Hands the present definitive
 Treaty, and caused the Seal of our Arms to be affixed thereto.

Done at Paris the third Day of September
 In the Year of our Lord one thousand seven hundred
 and Eighty three.

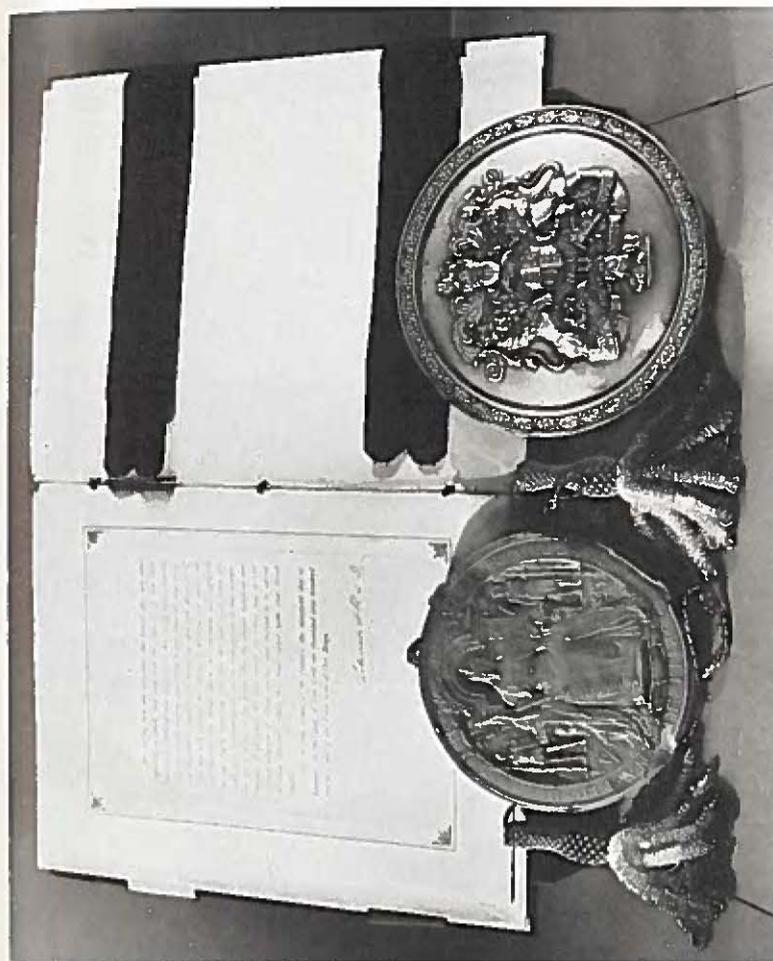
D Hartley
 John Adams
 B Franklin
 John Jay

TREATY OF PEACE WITH GREAT BRITAIN



FRENCH EXCHANGE COPY OF THE LOUISIANA PURCHASE AGREEMENT, 1803

Reproduced above are the ornate velvet and gold cover that protected, and the engraved gold box that enclosed a seal attached to, the French instrument of ratification of the treaty of April 30, 1803, by which France ceded Louisiana to the United States. The document was received from the Department of State.



BRITISH EXCHANGE COPY OF THE HAY-PAUNCEFOTE TREATY, 1901

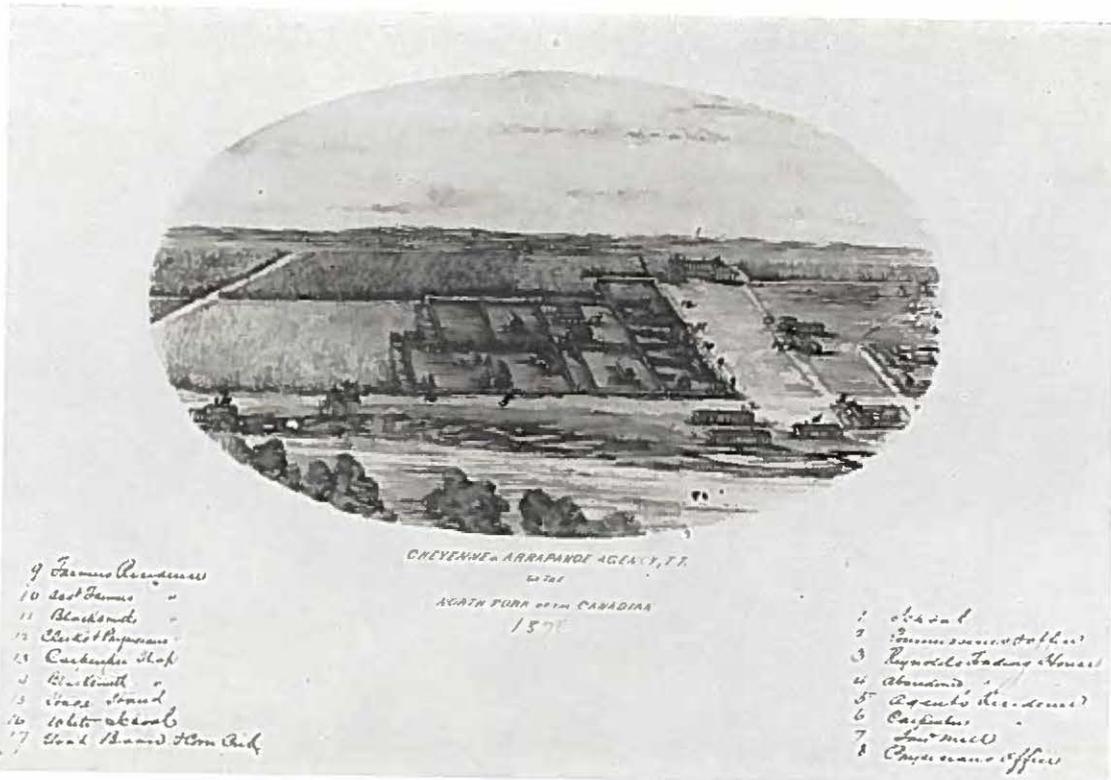
The Hay-Pauncefote treaty, signed November 18, 1901, superseded the Clayton-Bulwer treaty and removed one barrier in the way of the building of the Panama Canal by the United States. The last page of the British instrument of ratification of the treaty is reproduced above. It is signed by Edward VII, who had become King on the death of his mother, January 22, 1901. Note, however, that the seal bears the likeness of Victoria. The document was received from the Department of State.

Dear Genl June 14
 I am inclined to think that the mouth of Tongue river is preferable as a base to this point, and I believe a crossing of Powder has been seen by James river here. It might be that where we are thought with our work and ready to start home that it would be an advantage to start from Tongue River instead of being compelled to return here. How does this strike you?
 Yours
 Custer

Dear Genl
 Have just returned from an examination of our route tomorrow. The wagons can move in four columns without obstruction for the next three or four miles - I want to go further. It will not be necessary to cross the creek within short distance. I passed yesterday camping ground but fortunately we camped they are dead as actually turned by the morning of our departure.
 Custer

LAST MESSAGES FROM CUSTER

In 1876 an expedition was sent under Brig. Gen. Alfred H. Terry to force Sitting Bull and his belligerent band of Sioux warriors back on the reservations. Terry and Lt. Col. George A. Custer, who commanded a regiment on this expedition, divided forces in an effort to surround the Sioux; and Custer engaged the Indian war party on June 25-26 in the Battle of the Little Big Horn, during the course of which he and five companies of his regiment were annihilated. The messages written in pencil on the two small slips reproduced above are probably the last sent by Custer while he was still in touch with Terry. The documents were transferred from the War Department.



CHEYENNE AND ARAPAHOE AGENCY, INDIAN TERRITORY, 1878

The sketch in oils reproduced above was sent to the Commissioner of Indian Affairs in 1878 by Charles E. Campbell, a clerk at the Cheyenne and Arapahoe Agency. The sketch was transferred from the Office of Indian Affairs and is an example of the photographic records in the custody of the Archivist of the United States.

Received September 15th 1899
Answered September 20th H.

DEPARTMENT OF STATE,
WASHINGTON.

No. 82

September 6, 1899

His Excellency

Charlemagne Tower,

etc., etc., etc., - St. Petersburg.

S I R:

In 1896, when His Imperial Majesty had through his diplomatic representative at this capital notified this Government that Russia had leased from His Imperial Chinese Majesty the ports of Port Arthur, Ta-lien-wan and the adjacent territory in the Liao-tung peninsula in north-eastern China for a period of twenty-five years, your predecessor received categorical assurances from the Imperial Minister for Foreign Affairs that American interests in that part of the Chinese Empire would in no way be affected thereby, neither was it the desire of Russia to interfere with the trade of other nations, and that our citizens would continue to enjoy within said leased territory all the rights and privileges guaranteed them under existing treaties with China. Assurances of a similar purport were conveyed to me by the Emperor's Ambassador at this capital; while fresh proof is afforded by the Imperial Ukase of ^{30 July} 11 August last creating the free port of Dalny, near Ta-lien-wan and establishing free trade for the adjacent territory.

However gratifying and reassuring such assurances may be in regard to the territory actually occupied and administered, it cannot but be admitted that a further, clearer and more formal definition of the conditions which are henceforth to hold within the so-called Russian

"sphere"

HAY'S PROPOSAL OF THE "OPEN-DOOR" POLICY, 1899

On September 6, 1899, Secretary of State John Hay requested France, Germany, Great Britain, Japan, and Russia to adhere to a policy enunciated by him for an "open door" in China. This request was transmitted to Russia through an instruction to the American Ambassador at St. Petersburg, the first and last pages of which are reproduced above and on the opposite page. This instruction is among the records of American diplomatic and consular posts received from the Department of State.

-4-

against or interfered with as there is no intention to close the leased territory to foreign commerce within the area which Germany claims. These facts lead this Government to believe that the Imperial German Government will lend its cooperation and give its acceptance to the proposition above outlined, and which our Ambassador at Berlin is now instructed to submit to it.

That such a declaration will be favorably considered by Great Britain and Japan, the two other Powers most interested in the subject, there can be no doubt; the formal and oft-repeated declarations of the British and Japanese Governments in favor of the maintenance throughout China of freedom of trade for the whole world, insure us, it is believed, the ready assent of these Powers to the declaration desired.

The acceptance by His Imperial Majesty of these principles must therefore inevitably lead to their recognition by all the other Powers interested, and you are instructed to submit them to the Emperor's Minister of Foreign Affairs and urge their immediate consideration.

A copy of this instruction is sent to our Ambassadors at London and Berlin for their confidential information, and copies of the instructions sent to them on this subject are enclosed herewith.

I have the honor to be, Sir,

Your obedient servant

John Hay

Enclosures:

To London, September 6, 1899, No.

To Berlin, September 6, 1899, No.

HAY'S PROPOSAL OF THE "OPEN-DOOR" POLICY

APPENDIX I

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT,
1939, APPROVED MAY 23, 1938

[Public, No. 534, 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; 40 U. S. C. ch. 2A), as amended; the Act of July 26, 1935 (49 Stat. 500-503; U. S. C., Supp. II, title 44, ch. 8A), as amended; 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; and all other necessary expenses, \$775,000: *Provided*, That section 3709 of the Revised Statutes (41 U. S. C. 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: *Provided further*, That six months after the date of approval of this Act, notwithstanding any provisions to the contrary in section 2 of The National Archives Act, approved June 19, 1934, and section 1 of the Federal Register Act, approved July 26, 1935, all persons employed in The National Archives establishment under section 2 of The National Archives Act and section 1 of the Federal Register Act shall be appointed by the Archivist in accordance with the civil-service laws and the Classification Act of 1923, as amended: *And provided further*, That all persons employed under section 2 of The National Archives Act and section 1 of the Federal Register Act in said establishment six months after the date of approval of this Act, regardless of the method by which they were appointed, who do not have a competitive classified civil-service status shall acquire such a status (1) upon recommendation by the Archivist and certification by him to the Civil Service Commission that such persons have rendered satisfactory service in said establishment for not less than six months and (2) upon passing such suitable noncompetitive tests as the Civil Service Commission shall prescribe.

Printing and binding: For all printing and binding for The National Archives, \$14,000.

Total, The National Archives, \$789,000.

APPENDIX II

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL YEAR ENDING JUNE 30, 1938¹

CONGRESS

United States Senate

Records. 3 feet. Accession 59 (addition).

DEPARTMENT OF STATE

Chief Clerk's Office

Pardon records, 1789-1894; records pertaining to the publication of the laws, 1819-75; civil commissions and related records, 1825-88; extradition records, 1836-1906; and amnesty records, 1863-65. 188 feet. Accession 85, part 2.

Consular Commercial Office

Trade and political reports, 1925-31; shipping reports, 1931; and miscellaneous papers, 1924-31. 317 feet. Accession 90.

Historical Adviser's Office, Archives Section

Records of claims commissions, 1789-1910. 1,548 feet. Accession 138.

Records of international boundary commissions, 1794-1908, and of international arbitration commissions, 1858-96; passport records, 1793-1880; and miscellaneous records. 638 feet. Accession 144.

Diplomatic and consular correspondence, miscellaneous letters, and domestic letters, 1789-1906, and miscellaneous records. 2,400 feet. Accession 147.

Records of consular and diplomatic posts, 1793-1937. 1,950 feet. Accession 160.

Ratifications of amendments to the Constitution, Continental Congress papers relating to foreign affairs, and miscellaneous records, 1756-1906. 160 feet. Accession 161.

Maps used in treaty negotiations and settlements, arbitrations, and the like, 1719-1934. 3,710 items. Accession 164.

International treaties and conventions and unperfected treaties, 1778-1906. 90 feet. Accession 172.

¹Arranged first according to agency of origin or of receipt as given on the identification inventories under which the records were brought into the National Archives Building and thereunder by accession number. The footage given is in linear feet.

DEPARTMENT OF THE TREASURY

Office of the Secretary

Special agents' papers relating to commercial intercourse in seceded areas and the collection and disposal of captured, abandoned, and confiscable property, 1861-81, and records relating to the purchase of supplies by United States purchasing agents, 1863-65. 100 feet. Accession 210.

Correspondence relating to French spoliation, internal revenue, and Civil War claims, 1850-1906, and indexes and lists of names compiled from Confederate records. 45 feet. Accession 211.

Confederate records consisting of correspondence, financial and accounting records, and warrants and currency of the Confederate Treasury; court records, mainly for the district of east Texas; and customs records, 1861-65. 40 linear feet. Accession 212.

Accounts and Deposits Office

Miscellaneous records relating to the receipt and the accounting for the receipt of public funds, 1814-1919. 31 feet. Accession 89.

Surety bonds, 1864-80. 3 feet. Accession 110.

Printed budget and accounting records, 1789-1936. 29 feet. Accession 163.

Chief Clerk's Office

Correspondence, records of awards, paid warrants, applications for positions, ledgers, pay rolls, cash books, and other accounting and administrative records relating to the participation of the Government in various expositions, 1876-1909. 88 feet. Accession 196.

Coast Guard

Motion-picture film illustrating activities of the Coast Guard. 33 units. Accession 112.

Motion-picture film illustrating activities of the Coast Guard. 36 units. Accession 124.

Motion-picture film entitled "Pigeons to the Rescue." 1 unit. Accession 131.

Customs Bureau

Customs records called in from various ports of entry for use in connection with the settlement of French spoliation claims, 1789-1816. 50 feet. Accession 209.

Internal Revenue Bureau

Estate tax returns and attendant papers, 1916-25. 1,374 feet. Accession 82, part 2.

Prohibition permit records, 1919-25. 2,130 feet. Accession 127.

Public Debt Service

Motion-picture film used to promote the Liberty and Victory Loan drives of 1918-19 and film portraying scenes from the Salvation Army congress held in London in 1914. 26 units. Accession 113.

Loan records, 1775-1860. 259 feet. Accession 157.

Loan records, 1841-60. 9 feet. Accession 159.

Posters used during the Liberty Loan and War Savings Stamps campaigns, 1917-19. 1 foot. Accession 170.

Public Health Service

Motion-picture film entitled "The Science of Life." 12 units. Accession 185.

Secret Service Division

Daily reports of agents, correspondence, and other records, 1863-1934. 509 feet. Accession 169.

DEPARTMENT OF WAR

Adjutant General's Office

Military records of the Revolutionary War, 1775-83. 116 feet. Accession 201.

Chief of Engineers' Office

Records of the Office of the Chief of Engineers and of the former Topographical Bureau, 1789-1894. 1,703 feet. Accession 139.

Military maps and maps resulting from geographical explorations and surveys, most of which fall between 1789 and 1894. 1,945 items. Accession 208.

Quartermaster General's Office

Miscellaneous records of the Motor Transport Corps, 1917-21. 70 feet. Accession 199.

DEPARTMENT OF JUSTICE

Claims Division

Papers pertaining to closed cases before the Court of Claims, of recent dates. 34 feet. Accession 214.

Federal Bureau of Investigation

Motion-picture film portraying activities of the Bureau. 3 units. Accession 96.

Pardon Attorney's Office

Papers in connection with applications by prisoners for Executive clemency and applications by ex-prisoners for pardon to restore civil rights, pardon recitals, and correspondence, 1853-1912. 505 feet. Accession 176.

Records Division

Correspondence of the Solicitor of the Treasury and reports on customs cases, 1821-88. 796 feet. Accession 87, part 2.

Correspondence and administrative files of the Attorney General and of the Department, 1790-1903, accounting records, 1821-1909, and miscellaneous records. 2,918 feet. Accession 87, part 3.

DEPARTMENT OF THE NAVY

Aeronautics Bureau

Correspondence, inspection reports, naval aircraft drawings, and aircraft and aviation engine logbooks, 1917-36. 413 feet. Accession 133.

General correspondence files and other records, 1914-35. 1,400 feet. Accession 152.

Correspondence, records pertaining to the manufacture and inspection of naval aircraft, aircraft and aviation engine logbooks, and other records, 1918-37. 570 feet. Accession 200.

Compensation Board

Records of cost-inspection offices located at private shipyards and manufacturing establishments, 1917-29. 2,735 feet. Accession 148.

Engineering Bureau

General correspondence, 1908-22. 1,094 feet. Accession 135.

Medicine and Surgery Bureau

Miscellaneous records relating to the work of the Bureau at naval hospitals, at shore stations, and on ships, 1842-1926. 16 feet. Accession 188.

Naval Operations Office, Naval Intelligence Division, Naval Records and Library Office

Ship files, papers relating to naval activities in the World War, and miscellaneous records, 1905-31. 420 feet. Accession 128.

Navigation Bureau

General correspondence, copies of ships' letters, conduct books, muster rolls, files of the commander in chief of the Atlantic Fleet (1906-9), copies of outgoing correspondence of the former Bureau of Equipment and Recruiting, and miscellaneous records, 1862-1911. 738 feet. Accession 129.

Navigation Bureau, Hydrographic Office

Ocean current reports sent in by cooperating observers, 1904-34. 57 feet. Accession 130.

Navigation Bureau, Naval Observatory

Incoming correspondence of the Naval Observatory, 1840-91, general correspondence of the Nautical Almanac Office, 1849-1911, and miscellaneous records. 150 feet. Accession 142.

Ordnance Bureau

General correspondence, 1885-1915, and other records, 1842-1920. 3,400 feet. Accession 136.

Yards and Docks Bureau

General correspondence and other records, 1834-1913. 700 feet. Accession 132.

General correspondence, 1880-1910. 60 feet. Accession 173.

DEPARTMENT OF THE INTERIOR

Education Office

Correspondence and reports of field and special agents of the Federal Board for Vocational Education, 1917-30. 66 feet. Accession 114.

Letter books of the Commissioner of Education, 1872-1908, and of the General Agent for Education in Alaska, 1887-1908. 30 feet. Accession 141.

Indian Affairs Office

Records of the Office of Indian Trade, 1795-1822, of the Indian Division of the Secretary's Office, 1849-1907, and of the Depredation Division of the Office of Indian Affairs, 1836-91; and various financial and accounting records of the Office of Indian Affairs, 1837-1928. 439 feet. Accession 137.

Census and annuity-payment rolls of the Eastern Cherokee Indians. 1 foot. Accession 150.

General correspondence, 1775-1851; abstracts and registers of correspondence, 1824-50; and miscellaneous records of the Office of Indian Trade, the Indian Division of the Secretary's Office, and the Depredation Division of the Office of Indian Affairs. 215 feet. Accession 189.

Correspondence and other papers of the Indian Territory Division of the Secretary's Office, 1898-1907. 203 feet. Accession 190.

General correspondence, 1851-80; report books of the Commissioner of Indian Affairs, 1838-85; records of superintendencies and agencies, 1814-80; and miscellaneous papers. 586 feet. Accession 192.

Miscellaneous records, 1775-1835. 1 foot. Accession 195.

Letter books and incoming letters and reports of the various divisions, 1881-1907; general classified files, 1907-27; correspondence with the Five Civilized Tribes, 1907-21; special files, including reports, annuity rolls, and land survey records; and miscellaneous papers. 6,391 feet. Accession 215.

Aerial photographs of the Navajo and Fort Apache Reservations, 1934-35, and miscellaneous photographs of Indians, reservation buildings, and other subjects, 1872-1925. 12,000 items. Accession 216.

Mines Bureau

Motion-picture film entitled "The Dust That Kills." 2 units. Accession 121.

Motion-picture film entitled "The Story of Coal." 3 units. Accession 122.

Motion-picture film entitled "The Power Within." 2 units. Accession 123.

National Park Service

Correspondence, superintendents' reports, and other records relating to national parks and monuments, 1872-1915; scrapbooks, 1915-25; and chronological files of outgoing correspondence, 1936. 40 feet. Accession 145.

Architectural and structural drawings, blueprints, and tracings of certain Government buildings no longer in existence. 1 foot. Accession 194.

Territories and Island Possessions Division

Records of the Government of the Virgin Islands, 1672-1933. 163 feet. Accession 75, part 2.

Records of the Government of the Virgin Islands, 1660-1932. 886 feet. Accession 75, part 3.

DEPARTMENT OF AGRICULTURE

Agricultural Economics Bureau

Federal-appeal grain grade certificates, 1925-32; nitrate of soda project records, 1917-20; Center Market records, 1922-30; and Domestic Wool Section records, 1918-33. 402 feet. Accession 158.

Agricultural Engineering Bureau

Farm-drainage maps and related items, 1908-25. 1,945 items. Accession 207.

Animal Industry Bureau

General correspondence, 1894-1913; correspondence files relating to animal husbandry, 1901-29, to animal diseases, 1913-28, to tuberculosis eradication, 1912-30, and to administrative matters, 1913-27; correspondence files of the Meat Inspection Division, 1913-27, and inspection reports, 1923-33; and dockets of packers and stockyards cases through No. 297. 588 feet. Accession 151.

Budget and Finance Office

Applications for advances on the funds of the Department, 1926-33. 3 feet. Accession 155.

Chemistry and Soils Bureau

Correspondence of the Bureau of Chemistry, 1886-1918; correspondence of the Bureau of Soils, 1894-1918; soil survey field operation reports, 1901-14, and field sheets, 1901-24; and fertilizer control correspondence, 1918-21. 1,522 feet. Accession 205.

Entomology and Plant Quarantine Bureau

Correspondence, notebooks, and zinc etchings and electrotypes from the Dr. William Barnes *lepidoptera* collection, 1904-27. 40 feet. Accession 153.

Permits for the interstate movement of certain plants under quarantine regulations, 1926-28. 2 feet. Accession 154.

Extension Service

Motion-picture film portraying activities of the Department. 26 units. Accession 93.

Annual reports of field workers, 1908-33, and project records consisting of plans of work prepared by extension workers, 1914-33. 1,534 feet. Accession 174.

Farm Security Administration

Motion-picture film entitled "The Plow That Broke the Plains." 3 units. Accession 204.

Food and Drug Administration

Records of the Board of Food and Drug Inspection, including correspondence, reports, and hearings, 1907-15; records pertaining to the supervision of importations of food and drugs, 1907-13; and cards containing data resulting from investigations and analyses of samples of food products, 1905-32. 83 feet. Accession 175.

Forest Service

General incoming correspondence, 1888-98; letter press copy books, 1900; miscellaneous correspondence, 1907-17; news items and press releases, 1909-33; correspondence regarding the organization of the 10th and 20th Engineers during the World War, 1917-21; and personnel allotment sheets, 1917-28. 118 feet. Accession 202.

Annual statistical summary reports of district offices, 1917-36. 6 feet. Accession 206.

Weather Bureau

"Abstract logs," meteorological journals, and extracts from log-books of commercial ships, 1784-1892, most of them accumulated by Matthew Fontaine Maury while in charge of the former Depot of Charts and Instruments of the Navy Department. 40 feet. Accession 143.

A daily journal of meteorological observations and instrument readings, 1883. 2 inches. Accession 213.

DEPARTMENT OF COMMERCE

Office of the Secretary

Personnel records of employees who died while in the service of the Department or who were born after 1867 and have retired, 1884-1937. 112 feet. Accession 177.

Coast and Geodetic Survey

Tide staff readings, 1832-1926; tide leveling records, 1856-1925; depth sounding records, 1851-1911; seismograph readings, 1926-34; and magnetic observations, 1928-30. 284 feet. Accession 106.

Fisheries Bureau

Motion-picture film concerning activities of the Bureau. 71 units. Accession 108.

Lighthouses Bureau

Correspondence and personnel records of the former United States Lighthouse Board, 1842-86. 9 feet. Accession 179.

Marine Inspection and Navigation Bureau

Marine documents. 5 feet. Accession 70 (addition).

Correspondence and personnel records of the former Steamboat Inspection Service, 1852-1902. 14 feet. Accession 178.

National Bureau of Standards

Records of committees of the President's Conference on Home Building and Home Ownership, 1929-33. 30 feet. Accession 111.

DEPARTMENT OF LABOR

Immigration and Naturalization Service

Outgoing correspondence, 1882-1912; registers of letters received, 1882-1903; personnel files, 1903-33; Americanization records, 1913-37; internment camp records, 1917-18; accounting records, 1929-33; and miscellaneous data. 686 feet. Accession 162.

Labor Statistics Bureau

Employment survey schedules, 1933. 1,750 feet. Accession 165.

Women's Bureau

Bulletin files, 1920-30. 12 feet. Accession 166.

INDEPENDENT AGENCIES

Civilian Conservation Corps

Monthly work progress reports, 1936-37. 64 feet. Accession 198.

Coal Commission

Records, 1922-23. 654 feet. Accession 116.

Federal Fuel Distributor

Personnel records, 1922-23. 1 foot. Accession 184.

Federal Housing Administration

A group of film slides and sound-recording disks entitled "Better Housing Program." 32 units. Accession 186.

Federal Reserve System

Motion-picture film showing scenes at the dedication of the Federal Reserve Building, October 20, 1937. 1 unit. Accession 156.

Fine Arts Commission

Records relating to completed projects, 1910-36. 56 feet. Accession 109.

Food Administration

Personnel records of the Washington office and of field offices, 1917-19. 50 feet. Accession 180.

Card index to personnel records of the Sugar Equalization Board. 5 feet. Accession 181.

Personnel records of the Wheat Director, 1919-20. 1 foot. Accession 182.

Fuel Administration

Records, 1917-19. 2,089 feet. Accession 115.

Card index to personnel records. 1 foot. Accession 183.

Indian Commissioners Board

Correspondence, 1869-1914. 4 feet. Accession 191.

Inland Waterways Corporation

Motion-picture film showing a map of inland waterway routes in the Mississippi River region and the christening of a vessel at Howard Ship Yard. 2 units. Accession 187.

Maritime Commission

Minutes of the United States Shipping Board and of the trustees of the Emergency Fleet Corporation, 1917-36. 14 feet. Accession 107.

Records of the Construction Department of the Emergency Fleet Corporation, 1917-26, and of the Bureau of Research of the United States Shipping Board and the United States Shipping Board Bureau of the Department of Commerce, 1918-35. 5,200 feet. Accession 126.

National Archives

Motion-picture film portraying a meeting of the National Archives Council on February 10, 1936. 3 units. Accession 94.

Motion-picture film recording a film-cabinet test. 1 unit. Accession 117.

Motion-picture film recording a film-container test. 1 unit. Accession 119.

Motion-picture film recording a film-cabinet test. 1 unit. Accession 171.

National Labor Relations Board

Decisions and related correspondence, exhibits, election requests, and files of the Denver office of the National Labor Board and of the first National Labor Relations Board, 1933-35. 12 feet. Accession 168.

National War Labor Board

Personnel and other administrative records, clippings, and case material, 1918-19. 32 feet. Accession 167.

President's Emergency Committee for Employment and the President's Organization on Unemployment Relief

Records, 1930-32. 368 feet. Accession 134.

Social Security Board

Motion-picture film entitled "Today's Frontier." 3 units. Accession 146.

Motion-picture film entitled "We, the People and Social Security." 1 unit. Accession 193.

Motion-picture film entitled "Today's Frontier." 7 units. Accession 203.

Tariff Commission

Records of the former Tariff Board, 1909-12, and miscellaneous records, 1915-18. 21 feet. Accession 149.

Veterans' Administration

Papers relating to closed pension claims. 497 feet. Accession 12 (addition).

War Industries Board, Council of National Defense, and Committee on Public Information

Records, 1916-21. 5,062 feet. Accession 88.

Works Progress Administration

Motion-picture film entitled "Work Pays America." 6 units. Accession 120.

JUDICIARY

United States District Court for the Eastern District of North Carolina

Miscellaneous records, 1791-1913. 6 feet. Accession 98.

PRIVATE GIFTS

A disk containing a sound recording of an address entitled "Our Federal Archives," which was broadcast by the Archivist of the United States on November 25, 1935—presented by the Radio and Film Methods Corporation. 1 unit. Accession 91.

Disks containing sound recordings of addresses and other proceedings on the occasion of the First National Defense Day, September 12, 1924—presented by the American Telephone & Telegraph Co. 22 units. Accession 92.

Motion-picture film portraying scenes in the Philippine Islands, Hawaii, and France taken in 1913, 1915, and 1917 by the late Clarence B. Miller, Member of Congress from Minnesota—presented by Mrs. Miller. 53 units. Accession 95.

Disks containing a sound recording made in 1937 of a reading by John G. Bradley from his pamphlet entitled *Into Old Mexico by Auto* (1933)—presented by the American Foundation for the Blind. 3 units. Accession 97.

Motion-picture film pertaining to the trip of a delegation of Latin American diplomats to attend the Monroe Doctrine centennial in Los Angeles, July 1923—presented by the Pan American Union. 14 units. Accession 99.

Disks containing a sound recording of an address on "The Heart and Soul of the Constitution," delivered by Representative Sol Bloom on November 25, 1936, and sound recordings of a program celebrating the centennial of the American patent system, November 23, 1936—presented by the United States Recording Co. 3 units. Accession 100.

Disks containing sound recordings of a program celebrating the centennial of the American patent system, November 23, 1936—presented by the National Committee in charge of the celebration. 2 units. Accession 101.

Disks containing sound recordings of a radio program broadcast in celebration of the centennial of the American patent system, Novem-

ber 28, 1936—presented by the Columbia Broadcasting Co., Inc. 2 units. Accession 102.

Motion-picture film entitled "Rhapsody in Steel," made in 1934—presented by the Ford Motor Co. 2 units. Accession 103.

Motion-picture film entitled "Yesterday and Today," made in 1936—presented by the Western Electric Co. 1 unit. Accession 104.

Disks containing sound recordings of readings by Representative Kent E. Keller from his book, *Prosperity Through Employment* (New York, 1936)—presented by Mr. Keller. 14 units. Accession 105.

Disks containing sound recordings of a radio address on April 28, 1935, and of an address before Congress on May 22, 1935, by President Franklin D. Roosevelt—presented by the Radio and Film Methods Corporation. 2 units. Accession 118.

Motion-picture film entitled "The Romance of Celluloid," made in 1937—presented by the Metro-Goldwyn-Mayer Corporation. 1 unit. Accession 125.

Disks containing sound recordings of addresses delivered by William Jennings Bryan in 1900, by Woodrow Wilson in 1912, and by President Franklin D. Roosevelt in 1934—presented by the RCA Manufacturing Co., Inc. 3 units. Accession 140.

Motion-picture film entitled "See America First," released in 1934—presented by Warner Bros. Pictures, Inc. 13 units. Accession 197.

APPENDIX III

BOOKS AND ARTICLES PUBLISHED, PAPERS READ, AND ADDRESSES DELIVERED BY MEMBERS OF THE NATIONAL ARCHIVES STAFF DURING THE YEAR ENDING JUNE 30, 1938

DOROTHY ARBAUGH, *Division of Cataloging.*

Indiana Department of Public Instruction Checklist of Bulletins 1903–Oct. 1937. *Library Occurrent*, 12:275–292 (Jan.–Mar. 1938).

HENRY P. BEERS, *Division of Navy Department Archives.*

The Army and the Oregon Trail to 1846. *Pacific Northwest Quarterly*, 28:339–362 (Oct. 1937).

Reviews of *Washington, City and Capital*, by the Federal Writers' Project of the Works Progress Administration; of *Handbook of Latin American Studies*, edited by Lewis Hanke; and of *Over the Blue Wall*, by Etta Lane Matthews. *Social Studies*, 28:376 (Dec. 1937), and 29:231, 236 (May 1938).

Bibliographies in American History; Guide to Materials for Research. New York, The H. W. Wilson Co., 1938. 339 p.

Records of the Office of Chief of Engineers, War Department Archives. *Journal of the American Military History Foundation*, 2:94 (Summer 1938).

NELSON M. BLAKE, *Chief of the Division of Navy Department Archives.*

Reviews of *Francis H. Pierpont, Union War Governor of Virginia and Father of West Virginia*, by Charles H. Ambler, and of *Johnson Newlon Camden; a Study in Individualism*, by Festus P. Summers. *Journal of Southern History*, 3:514–516 (Nov. 1937), and 4:255–257 (May 1938).

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

This New Magic. Paper read at the opening of the National Archives auditorium on December 17, 1937.

Report of the Committee on Preservation of Film, Society of Motion Picture Engineers. Paper read before the Society, Washington, D. C., April 28, 1938.

National Archives Will Preserve Motion Pictures for Generations. *American Cinematographer*, 19:217–219 (May 1938); reprinted in *Congressional Record*, 83:13161 (June 27, 1938).

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

The Federal Bar Association and the Development of Administrative Law. *Federal Bar Journal*, 3:175–177 (Apr. 1938).

- PHILIP C. BROOKS, *Division of Navy Department Archives*.
The First Annual Meeting of the Society of American Archivists. American Library Association, *Public Documents*, 1937, p. 248-254.
Washington Birthday Recalls Early Treaty. *Washington Post*, February 20, 1938.
Review of *The Science of Archives in South Africa*, by Graham Botha. *American Archivist*, 1:92 (Apr. 1938).
- OLON J. BUCK, *Director of Publications*.
The National Archives. Address before the Kiwanis Club of Clearwater, Fla., February 4, 1938.
Government Aid to Historical Research: The National Archives and the National Historical Publications Commission. Paper read before the Mississippi Valley Historical Association, Indianapolis, April 28, 1938.
Review of *A Manual of Archive Administration*, by Hilary Jenkinson. *Journal of the American Statistical Association*, 33: 499-501 (June 1938).
- EDWARD G. CAMPBELL, *Division of Classification*.
The United States Military Railroads, 1862-1865. *Journal of the American Military History Foundation*, 2:70-90 (Summer 1938).
- MARTIN P. CLAUSSEN, *Division of Classification*.
The United States and Great Britain, 1861-1865; Peace Factors in International Relations. Abstract of Ph. D. thesis. Urbana, Ill., 1938. 12 p.
Peace Factors in Anglo-American Relations, 1861-65. Paper read before the Mississippi Valley Historical Association, Indianapolis, April 29, 1938.
- R. D. W. CONNOR, *Archivist of the United States*.
The National Archives. *Americana Annual*, 1938 (New York, 1938), 456.
The National Archives. Address before the Palaver Club, Washington, D. C., December 13, 1937; and before the Little Congress, Washington, D. C., May 24, 1938.
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APPENDIX IV

REPORT ON THE WORK OF THE SURVEY OF FEDERAL ARCHIVES
FOR THE FISCAL YEAR ENDING JUNE 30, 1938, BY THE ASSOCIATE
NATIONAL DIRECTOR OF THE HISTORICAL RECORDS SURVEY IN
CHARGE OF THE "INVENTORY OF FEDERAL ARCHIVES IN THE
STATES"

Upon the termination of the Survey of Federal Archives as a separate Nation-wide Federal project on June 30, 1937, the surveying of most of the records of the Federal Government in the 48 States had been completed, but the work of compiling and making available the information thus secured in the form of a descriptive publication known as the *Inventory of Federal Archives in the States* remained unfinished. It was necessary, accordingly, to effect such administrative reorganizations as would make possible a continuation of the work begun by the Survey until this *Inventory* should be completed. Dr. Luther H. Evans, National Director of the Historical Records Survey, was of great assistance in making this possible. On July 1, 1937, or shortly thereafter, members of the staff of the Survey of Federal Archives in 24 States were transferred to the Historical Records Survey and authorized to continue their work upon the *Inventory*. Within a few weeks a number of State projects were organized. When this was done in States where the Historical Records Survey had taken over units of the former Survey of Federal Archives, those units were transferred to the new State projects, and the Historical Records Survey was relieved to this extent of the burden of continuing the work of the Survey of Federal Archives. On June 30, 1938, the work of the Survey of Federal Archives was being continued by the Historical Records Survey in 8 States and by separate State projects in 29 States. In 11 States the work had been terminated.

In order that the supervision of the editorial work being performed in the States might continue, 15 members of the Washington office of the Survey of Federal Archives were transferred to the coordinating project of the Historical Records Survey in Washington. The services of the other 12 members of the SFA staff in Washington were then terminated, and during the year the editorial staff was further reduced by transfers and by resignations to 10. Dr. Philip M. Hamer of The National Archives was appointed to the staff of the Historical Records Survey without pay as Associate National Director in charge of the *Inventory of Federal Archives in the States*. Certain other members of the staff of The National Archives, including Dr. G. Philip Bauer, Dr. Henry P. Beers, Mr. Carl L. Gregory, and Mr. Siert F. Riepma, formerly members of the staff of the Survey of Federal Archives, continued to give a portion of their time to the completion of certain phases of the work of the Survey.

While the Survey of Federal Archives as a Works Progress Administration Federal project ceased to exist on June 30, 1937, it has seemed convenient to continue to designate by that name the three groups—units of the Historical Records Survey, separate State projects, and members of the staff of The National Archives—which, under the supervision of the former National Director of the Survey of Federal Archives, have continued the work that the Federal project had begun.

The surveying of Federal archives was carried on during the fiscal year 1938, to a relatively small extent, in Maine, New York, New Jersey, Pennsylvania, Virginia, Alabama, Kentucky, Utah, Nevada, and California. In some instances, where the original survey had not been satisfactory, a limited amount of resurveying was undertaken. The major occupation of field workers and members of the staff of the Washington office, however, was the compilation of information secured by the Survey into the *Inventory*. With the assistance of the Historical Records Survey plans were made to have this *Inventory* mimeographed and distributed to interested libraries and governmental agencies. The preliminary work on the *Inventory* is done in the field, and approximately 70 percent of this had been completed by June 30, 1938. The preliminary manuscript is edited in the Washington office and is then returned to the field offices for necessary corrections and final typing. After the final copy has been approved by members of the editorial staff in Washington, the *Inventory* is again returned to the field offices for mimeographing.

The plan for the organization of the *Inventory* is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of Federal archives in the States. Succeeding series contain in inventory form the detailed information secured by workers of the Survey, a separate series number being assigned to each of the executive departments (except the Department of State) and to other major units of the Federal Government. Within each series, No. 1 is a general introduction to the field organization and records of the governmental agency concerned, and the succeeding numbers contain the inventory proper, separate numbers being assigned to each State in alphabetical order. Thus, in each series the inventory for Alabama is No. 2, that for Arizona, No. 3, that for Arkansas, No. 4, and so on. For each local office, information regarding each group or series of related records is presented in the following order: Title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and, finally, the number of the Survey form on which this information was originally recorded by the Survey worker and from which it was abstracted for the *Inventory*. These forms are on file in The National Archives. When one contains substantial information on addenda sheets that has not been included in the mimeographed abstract, indication of this is given by use of the reference "see addenda."

During the year progress has been made in the compilation, by the field staff, of a directory of buildings and rooms in which Federal archives are stored. The making of certain statistical analyses of the age, volume, and conditions of storage of the records of the several agencies of the Government has been begun.

Certain subsidiary work, which does not delay completion of the *Inventory*, has been undertaken by several of the State projects. The Massachusetts project compiled and issued in mimeographed form *Ship Registers, District of Barnstable, Massachusetts, 1814-1913*. This met with such a favorable reception from persons interested in maritime history that work was begun on the compilation of information concerning ship registers in other districts of Massachusetts and in Maine, Rhode Island, and California. The Louisiana project has made abstracts of certain old records of the General Land Office, has translated from Spanish into English records of the Spanish government of West Florida and despatches of the Spanish governors of Louisiana, has indexed some of the records of the United States district court, and has compiled from records of the Bureau of Marine Inspection and Navigation information on navigation casualties on the Mississippi River, 1866-1910. The Pennsylvania project has completed a calendar of the Daniel Parker papers in the custody of the Historical Society of Pennsylvania, many of which are closely related to the files of the Department of War in Washington. The Nebraska project has abstracted many of the records of the United States district courts in Nebraska. Projects in Alabama, Connecticut, Massachusetts, Pennsylvania, and Utah have assisted custodians by undertaking to put into order disorganized files.

It is expected that during the coming fiscal year the work of the Survey will be completed with the issuance of a final summary and analysis of the findings of the Survey and of the remaining portions of the *Inventory of Federal Archives in the States*.

INDEX

- Accessions, 1, 10-14, 18, 20, 21, 22, 42-51; recommendations for transfers, 8, 10, 17; procedure, 10, 17; regulations governing transfers, 10, 11a; space released by transfers, 38
- Accessions Division, 2, 3, 10, 17
- Accounts and Deposits Office records, 43
- Adjutant General's Office records, 44
- Administrative organization and activities, 3-7, 35-38
- Administrative Secretary, 3, 60
- Aeronautics Bureau records, 45
- Agricultural Economics Bureau records, 47
- Agricultural Engineering Bureau records, 47
- Agriculture Department Archives Division, 2, 3
- Agriculture Department records, 12, 19, 21, 47
- Air conditioning of building, 16
- Alaska, General Agent for Education in, records, 46
- American Foundation for the Blind, 51
- American Historical Association, 34, 35
- American Telephone & Telegraph Co., 51
- Animal Industry Bureau records, 47
- Appraisal of records, 2, 9, 14, 18, 38
- Appropriations, 30, 37, 41
- Arbaugh, Dorothy, 53
- Archival agencies, relations with, 30
- Archival economy, advice on, 30
- Archival Service, Director, 2, 57
- Archives, Federal (*see also specific subjects*): survey in D. C., 7, 17, 32; quantity, nature, and condition, 7, 8; WPA Survey, 8, 32, 62-64; guide, 17, 32; address on, 51
- Archivist of the United States: powers and duties, 1, 4, 9, 10, 34, 36, 41; article, papers, and addresses, 51, 54
- Archivists: society, 5; training, 7
- Arrangement of records, 10, 24
- Atlases, 13, 18, 19
- Auditorium, 30
- Authentication of documents, 27
- Bauer, G. Phillip, 62
- Beers, Henry P., 53, 62
- Blake, Nelson M., 3, 53
- Bloom, Sol, 51
- Boston, Mass., records, illumination, 15
- Bradley, John G., 51, 53
- Brauner, John J., 53
- Brooks, Phillip C., 54
- Bryan, William Jennings, sound recording of address, 52
- Buck, Solon J., 2, 7, 35, 54
- Budget and Finance Office records, 47
- Building. *See* National Archives Building.
- Building and Grounds Section, 3, 4
- Calendar, Mereness, 23
- Campbell, Edward G., 54
- Cataloging: library, 2, 30; records, 25
- Cataloging Division, 2, 17
- Celluloid, film regarding manufacture, 52
- Census of Unemployment records, 10
- Center Market records, 47
- Charts. *See* Maps.
- Chemistry and Soils Bureau records, 47
- Circulars of The National Archives, 32
- Civil-service status for employees, 4, 41
- Civilian Conservation Corps records, 13, 40
- Claims Division records, 44
- Clason, Gustaf, 31
- Classification of records, 24
- Claussen, Martin P., 54
- Cleaning of records, 14, 15, 17
- Coal Commission records, 12, 13, 40
- Coast and Geodetic Survey records, 48
- Coast Guard records, 20, 45
- Codification Board, 33
- Columbia Broadcasting Co., Inc., 52
- Columbia University, 7
- Commerce Department Archives Division, 2
- Commerce Department records, 12, 21, 20, 48, 50
- Compensation Board records, 45
- Congress (*see also* Legislation and Senate): reports on useless papers, 9, 10, 14; service to members, 28; report of National Historical Publications Commission, 35
- Connor, R. D. W. *See* Archivist of the United States.
- Conservation and Administration of the Public Domain Committee records, 13, 19
- Constitution: proposed documentary publication, 35; exhibit of amendments, 36; address on, 51
- Consular Commercial Office records, 42
- Courts, Federal, records, 12, 13, 28, 51, 64
- Customs Bureau records, 43

- Danish West Indies records, 28, 47
 Delaware Public Archives Commission, 31
 Department Archives Divisions (*see also* names of divisions), 2, 7, 10, 16, 17, 27
 Depositories of Federal Archives: surveys, 7, 22; directory, 64
 Depredation Division records, 46
 Diminution of records, 14
 Disposal of records, 2, 9, 14, 18, 38
 District Court, U. S., for the Eastern District of North Carolina, records, 12, 13, 51
 District Court of the U. S. for the District of Columbia records, 13
 District of Columbia Supreme Court records, 13
 Documents, authentication, 27
 Dodd, William E., 35
 Domestic Wool Section records, 47
 Douglas, Jesse S., 54
- East, Robert A., 55
 Economy and Efficiency Commission records, 13, 25, 26
 Edsall, Preston W., 55
 Education Office records, 40
 Emergency Conservation Work records, 13
 Emergency Fleet Corporation records, 50
 Engineering Bureau records, 45
 Engineers Office records, 19, 28, 44, 48
 Entomology and Plant Quarantine Bureau records, 47
 Equipment, 1, 30; stacks, 1, 10, 10; repair and preservation, 14, 15; motion pictures and sound recordings, 2, 20, 21; pictures, still, 23
 Equipment and Recruiting Bureau records, 45
 Evans, Luther H., 62
 Executive orders: copies furnished, 28, 34; edited, 34
 Exhibition Hall, 30
 Expenditures and obligations, 37
 Export-Import Bank of Washington records, 13
 Extension Service records, 47
- Farm Security Administration records, 20, 48
 Federal agencies: relations with, 1, 9, 11, 22, 31, 32; services to, 2, 17, 30; study of history, organization, and functions, 17; withdrawals of records, 14, 28
 Federal Board for Vocational Education records, 46
 Federal Board of Surveys and Maps, 30
 Federal Bureau of Investigation records, 44
 Federal Deposit Insurance Corporation records, 13
 Federal Fire Council, 22, 30
 Federal Fuel Distributor records, 18, 49
 Federal Housing Administration records, 21, 49
 Federal Register, 32-34; Act, 4, 32, 41; Division, 4, 32; codification of rules and regulations in force, 33
 Federal Reserve System records, 21, 49
 Film, motion-picture: equipment, 2, 20, 21; surveys, 7, 22; accessions, 13, 20, 21, 43, 44, 46, 47, 48, 49, 50, 51; preservation and storage, 20, 21; reproduction, 21; gifts, 20, 21, 51; cataloging, 26; service, 30
 Film, still. *See* Pictures, still.
 Finding mediums. *See* Cataloging, Classification, Guides, Indexes, Inventories, and Reports on records.
 Fine Arts Commission records, 13, 49
 Fires in Government buildings, recording of, 30
 Fiscal affairs, 36-38, 41
 Fisheries Bureau records, 20, 48
 Five Civilized Tribes, 46
 Flattening of records, 15
 Filippin, Percy S., 4, 55
 Food Administration records, 13, 19, 21, 23, 25, 26, 29, 49
 Food and Drug Administration records, 48
 Food and Drug Inspection Board records, 48
 Ford Motor Co., 52
 Forest Service records, 48
 Forker, Harry M., 4
 Franklin, W. Neil, 55
 Frits, Herman R., 55
 Fuel Administration records, 12, 13, 21, 49
 Fumigation of records, 2, 14
- General Land Office records, 28, 64
 Geographical Names Board, 30
 Gifts, motion pictures and sound recordings, 20, 21, 51
 Glenn, Bess, 55
 Grain Corporation records, 25
 Gregory, Carl Louis, 55, 62
 Grover, Wayne C., 55
 Guide service, 36
 Guides: Federal archives, 17, 32; records in National Archives, 31
- Hall of Records, Md., 30
 Hamer, Phillip M., 3, 8, 56, 62
 Henry, Glenn C., 56
 Hill, Dorothy J., 56
 Hill, Roscoe R., 56
 Historical Adviser's Office records, 42
 Historical Records Survey, 8, 34, 62-64

- Historical Society of Pennsylvania, 64
 Holmes, Oliver W., 3
 Home Building and Home Ownership, President's Conference on, records received, 49
 House Committee on Pensions, 28
 Hyde, Dorsey W., Jr., 2, 57
 Hydrographic Office records, 45
- Illinois State Archives Building, 30
 Illinois University, 23
 Immigration and Naturalization Service records, 49
 Independent Agencies Archives Division, 2, 4
 Independent Agencies Archives Division, No. 1, 2, 3
 Indexes copied and compiled, 16, 17, 23
 Indian Affairs Office records, 11, 12, 16, 22, 28, 30, 46
 Indian Commissioners Board records, 13, 50
 Indian Division records, 46
 Indian Territory Division records, 46
 Indian Trade Office records, 46
 Indiana State Library, 30
 Industrial Commission records, 13
 Inland Waterways Corporation records, 21, 50
 In-service training program, 6
 Interior Department Archives Division, 2, 3
 Interior Department records, 11, 16, 19, 21, 22, 23, 28, 46
 Internal Revenue Bureau records, 43
 Inventories: Federal archives in the States, 8, 62; identification, 11, 16, 17
 Irvine, Dallas D., 3, 57
- Jameson, John Franklin, 34
 Joerg, W. L. G., 30, 57
 Justice Department: records, 12, 21, 28, 29, 44; relations with Federal Register, 33
 Justice Department Archives Division, 2
- Keller, Kent E., 52
 Kennedy, Bernard R., 58
 Kimberly, Arthur E., 58
- Labor Department Archives Division, 2, 3
 Labor Department records transferred, 12, 49
 Labor Statistics Bureau records, 49
 LaFuze, G. Leighton, 58
 Lamination of records, 15
 Legislation: National Archives Act, 1, 4, 36, 41; Federal Register Act, 4, 32, 41; civil-service status for employees, 4, 41; appropriations, 36, 37, 41
- Legislative Archives Division, 2, 4
 Lewinson, Paul, 3, 58
 Lighthouses Bureau records, 48
 Library, 2, 29
 Library Division, 2
 Library of Congress, 24, 31
 Loans of records, 28
 Lokke, Carl L., 59
- McAllister, Frank D., 3, 4
 McCain, William D., 59
 McGirr, Newman F., 59
 Maps and atlases: accessions, 13, 18, 19, 42, 44, 47; cataloging, 26; service, 30
 Maps and Charts Division, 2, 16, 18, 19, 30
 Marine Inspection and Navigation Bureau records, 28, 48, 64
 Maritime Commission records, 12, 13, 21, 23, 50
 Martin, Lawrence, quoted, 18
 Maryland Hall of Records, 30
 Meat Inspection Division records, 47
 Medicine and Surgery Bureau records, 45
 Mereness, Newton D., 23
 Metro-Goldwyn-Mayer Corporation, 52
 Mexico, sound recording on, 51
 Microfilming, 23, 27
 Miller, Clarence B., 20, 51
 Mines Bureau records, 46
 Minogue, James A., 59
 Mock, James R., 59
 Monroe Doctrine Centennial, film, 51
 Motion Pictures and Sound Recordings Division, 2, 30, 31
- National Archives Act, 1, 36; civil service, 4, 41
 National Archives Building, 1, 31; protective system, 2, 17; allocation of stack space, 11; air conditioning, 16; visitors, 36
 National Archives Council, 9, 10, 11
 National Archives records, 21, 50
 National Bureau of Standards records, 49
 National Commission on Law Observance and Enforcement records, 13, 25
 National Committee on Centennial Celebration of the American Patent System, 51
 National Defense Council records, 12, 13, 25, 51
 National Defense Test Day, sound recording of ceremonies, 51
 National Emergency Council records, 13
 National Historical Publications Commission, 34
 National Labor Board records, 29, 50
 National Labor Relations Board records, 13, 50

- National Mediation Board records, 13
 National Park Service records, 28, 40
 National Recovery Administration records, 13, 28, 29
 National War Labor Board records, 13, 50
 Nautical Almanac Office records, 45
 Naval Intelligence Division records, 45
 Naval Magazine, Bellevue, D. C., records transferred from, 11
 Naval Observatory records, 45
 Naval Operations Office records, 45
 Naval Records and Library Office records, 45
 Naval Torpedo Station, Alexandria, Va., records transferred from, 11
 Navigation Bureau records, 45
 Navy Department Archives Division, 2, 3
 Navy Department records, 11, 12, 23, 28, 29, 45
- Obligations and expenditures, 37
 Old Records Division, War Department, records, 12
 Ordnance Bureau records, 45
 Organization, changes in, 1, 2, 10, 17
 Owen, Thomas M., Jr., 3, 59
- Page, Thad, 3, 60
 Palmer, Olga P., 60
 Pan American Union, 51
 Pardon Attorney's Office records, 44
 Parker, Daniel, calendar of papers, 64
 Patent system centennial, sound recording of celebration, 51
 Paxson, Frederic L., 35
 Pension records. *See* Veterans' Administration records.
 Personnel, 3-7, 41
 Philippine Islands, film collection on, 20, 51
 Photographic Archives and Research Division, 2, 3, 4, 22
 Photographic Reproduction and Research Division, 3
 Photographs, still. *See* Pictures, still.
 Photostats: records, 15, 27; Executive orders and proclamations, 34
 Pictures, still: surveys, 7; accessions, 13, 22; equipment, 23; reproduction, 23; cataloging, 26
 "Plow That Broke the Plains," 20, 48
 Post Office Department Archives Division, 2, 3
 Post Office Department records, 12
 Preservation of motion-picture film, 20, 21
 President's Commission on Economy and Efficiency records, 13, 25, 26
 President's Conference on Home Building and Home Ownership records, 49
- President's Emergency Committee for Employment records, 13, 50
 President's Organization on Unemployment Relief records, 13, 50
 Press, relations with, 36
 Price, Marcus W., 3
 Printing and binding appropriation, 36, 37, 41
 Printing and Binding Division, 3
 Printing and Processing Division, 3, 4
 Proclamations, Presidential, copies furnished, 28, 34; edited, 34
 Protective system, 2, 17
 Public Archives Commission, Del., 31
 Public Debt Service records, 43
 Public Domain Committee records, 13, 19
 Public Health Service records, 44
 Public Information Committee records, 12, 13, 25, 29, 51
 Public relations, 36
 Publications (*see also* Federal Register): Director, 2, 7, 35; WPA *Inventory of Federal Archives in the States*, 8: Government, 14, 29, 35, 62; National Archives, 31, 36, 71; Commission, 34
- Quartermaster General's Office records, 44
- Radio and Film Methods Corporation, 51
 Railroad Administration records, 13
 Railroad Wages and Working Conditions records, 26
 RCA Manufacturing Co., Inc., 52
 Receipts, National Archives, 27, 33, 37
 Records. *See specific subjects.*
 Records Division, Justice Department, records, 44
 Reference Division, 2, 3, 17
 Regulations: governing transfer of records, 10, 11n; *Federal Register*, 33
 Repair and Preservation Division, 16
 Repair of records, 14-16, 17
 Reports on records, 8, 17
 Reproduction of records, 21, 23, 27; effect of lamination on reproductions, 15
 Research Division, 2
 Richardson, J. B., *Messages and Papers of the Presidents*, continuation, 34
 Rieppma, Siert F., 60, 62
 Roosevelt, Franklin D. sound recordings of addresses, 52
 Rowland, Thomas Buford, 60
 Russell, John R., 60
 Russell, Nelson Vance, 60

- St. Augustine, Fla., records, lamination, 15
 Savings to the Government effected by National Archives, 37
 Schellenberg, Theodore R., 3, 60
 Seal, National Archives, 27
 Search rooms, 27
 Secret Service Division records, 44
 "See America First," 20
 Senate Committee on Pensions, 28
 Senate files, 12, 19, 25, 28, 42
 Series, archival, identification reports, 17
 Servicing of records, 2, 17, 20-30; maps, 30; motion pictures and sound recordings, 30
 Ship registers, compilation of data on, 64
 Shipping Board records, 50
 Sloussat, St. George L., 35
 Social Security Board records, 21, 50
 Society of American Archivists, 5
 Soils Bureau records, 47
 Solicitor of the Treasury records, 44
 Sound recordings: surveys, 7; accessions, 13, 20, 21, 49; gifts, 21; cataloging, 26; service, 30
 Spanish land grant records, lamination, 15
 Spanish records, translation, 64
 Stacks: space for documents, 1, 10; equipment, 1, 10, 19; protective system, 2, 17; allocation of space, 11; air conditioning, 16; arrangement of records, 10, 24
 Staff committees, 11
 State Department: records, 12, 18, 19, 21, 24, 26, 28, 30, 36, 42; furnished Executive orders and proclamations, 34
 State Department Archives Division, 2
 Statistical Unit, 3
 Steamboat Inspection Service records, 48
 Sugar Distributing Committee records, 25
 Sugar Equalization Board records, 49
 Surveys: Federal archives in D. C., 7, 17, 32; WPA Survey, 8, 32, 62-64; Government film depositories, 22; Government historical publications, 35
- Taft Commission on Economy and Efficiency records, 13, 25, 26
 Tariff Commission records, 13, 50
 Tate, Vernon D., 4, 61
 Territories and Island Possessions Division records, 47
- Todd, Frederick P., 61
 Topographical Bureau records, 19, 44
 Treasury Department Archives Division, 2, 3
 Treasury Department records, 12, 21, 28, 29, 43
 Treasury, Solicitor of, records, 44
- Unemployment Census records, 10
 Unemployment Relief, President's Organization on, records, 13, 50
 United States Recording Co., 51
 Useless papers, 2, 9, 14, 18, 38
- Van Schreeven, William J., 61
 Veterans' Administration Archives Division, 2, 3
 Veterans' Administration records, 13, 23, 26, 27, 28, 51
 Virgin Islands records, 28, 47
 Virginia State Library, 30
 Visitors, 36
- War Department Archives Division, 2, 3
 War Department records, 10, 12, 19, 23, 28, 44
 War Industries Board records, 12, 13, 21, 25, 29, 51
 Warner Bros. Pictures, Inc., 20, 52
 Washington National Monument Society records, 13
 Weather Bureau records, 48
 Western Electric Co., 52
 Wheat Director's records, 49
 White House, furnished Executive orders and proclamations, 34
 Wickersham Commission records, 13, 25
 Williams, Ralph R., 4
 Willoughby, Westel R., 3
 Wilson, Woodrow, sound recording of address, 52
 Withdrawal of records, 14, 28
 Women's Bureau records, 49
 Works Progress Administration: Survey of Federal Archives, 8, 32, 62-64; Historical Records Survey, 8, 34, 62-64; map repair project, 16; records, 21, 51
 Wright, Almon R., 61
 Wright, Irene A., 61
- Yards and Docks Bureau records, 45

PUBLICATIONS OF THE NATIONAL ARCHIVES
TO JUNE 30, 1938

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- First Annual Report of the Archivist of the United States for the Fiscal Year Ending June 30, 1935. 1936. 60 p. (Publication No. 1.)
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Same. March 11, 1936. 1936. 47 p. (Publication No. FR 2.)
Regulations prescribed by the Administrative Committee of the Federal Register with the approval of the President, pursuant to the authority contained in Section 6 of the Federal Register Act (49 Stat. 500); documents required to be filed with the Division of the Federal Register under Section 5 (a) and 5 (b) of the Act; and related material. January 1937. 1937. 51 p. (Publication No. FR 3.)