

SIXTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES
1939-1940



THE PEDIMENT OVER THE SOUTH ENTRANCE TO THE NATIONAL ARCHIVES BUILDING.

The sculpture of the pediment over the main entrance to the National Archives Building, like other sculptural decorations of the building, is symbolic of the nature of a depository for archives. The patriarch in the center, exemplifying "The Recorder of the Archives," is seated on a throne decorated with papyrus flowers, suggesting paper, and resting upon recumbent rams, suggesting parchment, two mediums on which a nation preserves its records. On either side of the central figure are "Receivers of Archives," to whom the robed female figures who stand next are bringing precious documents. Behind each of these female figures is a conventionalized Pegasus, identified with aspiration. Flanking these principal figures are groups of smaller figures gathering documents of lesser importance, and at the ends of the pediment are watchful dogs, symbolic of guardianship. This sculpture is the work of James Earle Frazer.

THE NATIONAL ARCHIVES

SIXTH ANNUAL REPORT

OF THE

ARCHIVIST

OF THE UNITED STATES

For the Fiscal Year Ending June 30

1940



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1941

PUBLICATION No. 15

CONTENTS

	Page
Officers and staff	V
Letter of transmittal	VII
Report of the Archivist, 1939-40	1
The National Archives Building	6
Surveys of Federal archives	10
Appraisal and disposal of records	12
Accessions	14
Diminutions	23
Rehabilitation of records.	24
Arrangement and description of records	25
Service on records	29
Other services	35
The Federal Register	37
Administrative activities.	38
Appendixes	45
I. Recent legislation concerning The National Archives	47
II. Regulations for the use of records in the custody of the Archivist of the United States, promulgated by the Archivist, Novem- ber 22, 1940	51
III. Accessions of The National Archives during the fiscal year ending June 30, 1940	54
IV. Publications for which substantial information was obtained from material in The National Archives	68
V. Professional publications by members of the National Ar- chives staff	76
VI. Report of the secretary of the National Archives Council for the fiscal year ending June 30, 1940	86
VII. Report of the secretary of the National Historical Publications Commission for the fiscal year ending June 30, 1940	87
VIII. Report on the work of the Survey of Federal Archives for the fiscal year ending June 30, 1940	91
Index	95

ILLUSTRATIONS

	Page
The pediment over the south entrance to the National Archives Building	Frontispiece
Gen. Benedict Arnold's treason in 1780	44
Appointment of messengers to notify the victors in the election of 1789	44
Thomson's report on his mission of notification	44
James Murray Mason	44
John Slidell	44
The "Trent Affair"	44
General Sherman's opinion of Buffalo Bill and Sitting Bull	44
Orville Wright and his flying machine	44
The third national draft lottery, September 30, 1918	44
The national master list of the first peace-time draft lottery	45

OFFICERS AND STAFF

(As of December 1, 1940)

GENERAL ADMINISTRATION

R. D. W. CONNOR—Archivist of the United States.
 DORSEY W. HYDE, Jr.—Director of Archival Service.
 SOLON J. BUCK—Director of Publications.
 COLLAS G. HARRIS—Executive Officer.
 THAD PAGE—Administrative Secretary.
 BERNARD R. KENNEDY—Director of the Division of the Federal Register.
 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.
Classification—Roscoe R. Hill, Chief.
Cataloging—Esther S. Chapin, Acting Chief.
Reference—Philip M. Hamer, Chief.
Legislative Archives—Frank D. McAllister, Acting Chief.
State Department Archives—Roscoe R. Hill, Acting Chief.
Treasury Department Archives—Westel R. Willoughby, Chief.
War Department Archives—Dallas D. Irvine, Chief.
Justice Department Archives—Frank D. McAllister, Chief.
Post Office Department Archives—Arthur H. Leavitt, 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.
Independent Agencies Archives—Percy S. Flippin, Chief.
Veterans' Administration Archives—Thomas M. Owen, Jr., Chief.
Motion Pictures and Sound Recordings—John G. Bradley, Chief.
Maps and Charts—W. L. G. Joerg, Chief.
Photographic Archives and Research—Vernon D. Tate, Chief.

ADMINISTRATIVE DIVISIONS

Personnel and Pay Roll—Isaac McBride, Chief.
Finance and Accounts—Allen F. Jones, Chief.
Purchase and Supply—Frank P. Wilson, Chief.
Printing and Processing—Harry M. Forker, Chief.
Mail and Files—Virginia M. Wolfe, Chief.
Building Management and Service—Ralph R. Williams, Chief.
Stenographic Pool—Caroline C. Covington, Head.

LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,
Washington, D. C., November 15, 1940.

To the Congress of the United States:

In compliance with section 9 of the National Archives Act, approved June 19, 1934 (48 Stat. 1122-1124), which requires the Archivist of the United States to make to Congress "at the beginning of each regular session, a report for the preceding fiscal year as to the National Archives, the said report including a detailed statement of all accessions and of all receipts and expenditures on account of the said establishment," I have the honor to submit herewith the sixth annual report of the Archivist of the United States, which covers the fiscal year ending June 30, 1940.

Respectfully,

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

SIXTH ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

At 3:20 on the afternoon of June 13 the telephone rang.

"This is the War Department. We have ready for transfer to The National Archives the last group of the Engineer Corps maps we have been sending to you for the past 2 years. We must provide space for the National Defense Commission, and these maps will have to be out of our building by 4:30 this afternoon. Can you send for them right away?"

This hurried request set in motion the accessioning machinery at The National Archives. A brief conference among members of the staff arranged the details, and in 15 minutes the first of the two trucks required for the shipment, with the laborers aboard, was rolling out of the National Archives Building to the depository, which was 2 miles away; the men to conclude the shipping arrangements with the War Department and to supervise the loading of the records were on their way by taxicab to the depository; and other workers in the National Archives Building were preparing to receive the records when the trucks came back.

By 4:30 the entire shipment had been carefully loaded and both trucks were on their way back to the National Archives Building. A half an hour later—less than 2 hours after the transfer request was made—the maps had been sealed in the fumigating vaults and were undergoing the first phase of the treatment accorded all records received in the building.

Not all transfers of records to The National Archives are made under such pressure, fortunately, but the establishment is now so organized and geared that it can cope efficiently with such emergencies when they occur. That emergencies of this and of a similar nature may be expected increasingly in the months to come seems inevitable in the light of the part The National Archives has already been called upon to play in the national defense program. Some examples of the assistance given this program will be set out on the following pages, enough perhaps to show that a Government archivist is far from being a cloistered scholar concerned only with dusty volumes and papers but is rather an official who can and does contribute to the efficient functioning of the Government.

The emergency transfer of maps described above was only one of many transfers during the year occasioned more or less directly by

unsettled world conditions. Among them were many shipments to The National Archives of noncurrent records of diplomatic and consular posts in foreign countries, made in pursuance of a general program for such transfers instituted by the Department of State in 1938; records that had been stored for many years in aircraft and torpedo factories, navy yards, and other military and naval reservations; and records of other expanding Government agencies that needed more space for their activities. One transfer during the year was the result of a chain of circumstances: the Haley Garage had to be razed to make way for the new War Department Building; before this could be done records of the Maritime Commission in the garage had to be removed to the White House Garage, where other Maritime Commission records were stored; but before they could be removed space had to be made available for them; and so, in order to set in motion this series of transfers, some of the Maritime Commission records in the White House Garage were offered for transfer to The National Archives.

For records worth keeping over long periods of time or permanently The National Archives provides in its building a haven where they are protected from injurious atmospheric conditions, insects, dirt, fire, and theft, and where, if such an unhappy eventuality should ever come to pass, the successive floors of concrete and steel would provide a degree of resistance to aerial bombardment comparable to that afforded by new archival structures in Europe built with such hazards in mind. But many Government records are not worthy of permanent preservation, and in connection with them The National Archives performs another service to agencies overcrowded with records. By reporting to Congress records without administrative value or historical interest, and thus in effect recommending their disposal, and in certain instances by himself authorizing the disposal of such records, the Archivist aids in clearing accumulations of valueless papers from valuable office or storage space. A large proportion of the records the disposal of which was authorized during the year emanated from agencies directly concerned with national defense.

More important than this indirect contribution to the efficiency of Government agencies by helping them to solve their space problems is service rendered by The National Archives in making readily available to Government officials records in its custody or data derived from such records that are useful in connection with the national defense program. One of the principal uses made of noncurrent records by Government officials is that of determining what was done in a given situation in the past and on that basis deciding what to do, or perhaps what not to do, in a similar situation existing at present. In a world at war, therefore, officials are turning their attention

increasingly to the policies and the decisions made by other officials during the first World War; and in a preponderant number of cases the record of those policies and decisions is to be found in papers now in The National Archives. These include not only most of the extant records of the World War emergency agencies but also many records of the executive departments and other permanent agencies for the years 1914-18.

Among the emergency agencies whose records are in The National Archives are the Council of National Defense and the War Industries Board, which were responsible for general phases of the war-time effort; agencies concerned with foodstuffs, including the United States Food Administration, the United States Grain Corporation, the United States Sugar Equalization Board, the United States Wheat Director, and the Food Purchase Board; and agencies concerned with other commodities, including the United States Fuel Administration and the Fir Production Board. Transportation is represented by the United States Railroad Administration, the United States Shipping Board, and the United States Emergency Fleet Corporation; labor by the National War Labor Board, the War Labor Policies Board, and the Federal Board for Vocational Education; and housing by the United States Housing Corporation. Records of the Committee on Public Information deal with problems of morale and those of the Alien Property Custodian with enemy aliens.

Records received from executive departments and other permanent agencies during the last fiscal year include many that relate to the World War period. The War Department is represented, for example, by records of the Surgeon General regarding medical mobilization, by records concerning the administration of Territories and insular possessions, and by several million feet of motion-picture film taken by the Signal Corps of World War events and of activities of the American Expeditionary Forces. The Navy Department is represented by various files of correspondence, including some pertaining to naval operations; by records of courts martial and investigating boards; by photographs of naval vessels in the process of construction, testing, and repair; and by records of the Marine Corps, including certain headquarters records and records of expeditionary forces in Haiti. Aspects of the World War period are also dealt with in State Department records relating to the administration of diplomatic and consular posts during the war and in records of inter-Allied agencies that supervised the operation of the Chinese Eastern Railway, which had been approved for transfer at the end of the year. The effects of the World War on civilian life are reflected by many groups of records, including those of the Department of Jus-

tice regarding the enforcement of the food and fuel control law of 1917 and those relating to an investigation of the grain trade by the Bureau of Markets and the Federal Trade Commission; and awaiting transfer at the end of the year were records of investigations of food consumption and of retail meat distribution by the Department of Agriculture. Few aspects indeed of America's World War activity both before and after April 6, 1917, are unrepresented in records now in The National Archives and available for consultation.

As the world situation became more and more tense during the fiscal year under review, calls for records in The National Archives or for information to be found in them tended to parallel and in some cases to anticipate the occurrence of events similar to those of a quarter of a century ago. With the gathering of war clouds in Europe, for example, came requests for information regarding the repatriation of Americans, war-risk insurance, pay and bonuses to the crews of merchant vessels entering war zones, violations of neutrality laws, and American treatment of belligerent nationals. When the German liner *Columbus* was scuttled, records relating to the treatment of distressed alien belligerent seamen were in demand. As the Nation began rearming, records regarding shipbuilding, the utilization of forest products, and other matters of procurement were examined, as were records dealing with such matters as the war-time recruiting and examination of licensed marine personnel, food prices during the war, and the Allied purchasing program in the United States; and information on the establishment, organization, functions, and operations of many of the World War agencies was much in demand. Considerable attention was given also to records relating to the registration of enemy aliens, the ownership of certain publications, and the enforcement of laws against sabotage, espionage, and other subversive activities.

Because many of the requests for service received from Government agencies should not, in the public interest, be revealed indiscriminately, the Archivist, as long ago as June 24, 1938, issued instructions that "All requests for records or for services on records, from whatever source, are to be treated as strictly confidential and the fact that any such request has been made or any such service has been furnished is not to be divulged without the specific authorization of the Archivist." This restriction is especially important where matters relating to national defense and other activities of the Government of a confidential character are concerned because papers on a given subject are very often requested far in advance of any official action, and in many instances even the fact that a matter is under consideration would be of considerable importance to someone whose interests might run contrary to those of the Gov-

ernment and the Nation. Two nonconfidential examples may be cited. The Navy Department was furnished records concerning the advancement to March 1917 of the date of graduation of the Naval Academy class of June 1917 some weeks before it was announced that the class of 1941 would also be graduated ahead of time; and the papers regarding the consolidation of the War Department telephone switchboard with the Navy Department switchboard in 1921 were provided several months in advance of the announcement of the separation of that switchboard into its component parts. The release of information that either of these actions was pending would not have been serious, but in other circumstances the results might be disastrous.

Besides considerations of national defense, the staff of The National Archives has a further reason for examining service requests, whether confidential or not, with alertness and intelligence. By observing the trend of service requests, and by following world events closely, staff members are frequently able to anticipate requests that will be made at a later date, and in numerous instances they have, in preparation for those requests, hastened the rearrangement of disordered records, compiled finding mediums of various kinds, and otherwise prepared themselves to handle expected service requests with promptness.

With records obviously playing such an important part in the administration of the Government, it is not difficult to understand why European ambassadors in enemy countries burn the embassy records before departing, why European governments take their records with them when their capitals are evacuated, why the invader, as in the cases of Poland and the Netherlands, rushes special investigators into the archives to obtain information of value to him, or, as in the case of Belgium, attempts to destroy the records before they can be removed to safety, and why treaties of peace specifically define the disposition to be made of national records.

Yet, useful as they are to governments, records have other important uses: they furnish information of great value to private individuals and they provide material for scientific and scholarly research. In this respect the archives of the United States are in a situation very different from that in which European archives find themselves. Through the veil of censorship filters word of the bombing of the Public Record Office and the British Museum in London, and no one knows at the moment how many other institutions of this nature in Europe have ceased to function or are struggling to preserve their very existence. In such an abnormal world situation, which causes even neutral nations to function under emergency conditions, The National Archives is open daily and its lights burn even into the

twilight hours; there is no blackout here. Anyone, humble or great, may ask for information from the records and may obtain it, if it is available. There was no difference in the care and promptness with which data on birth and citizenship were provided for scores of persons whose parents or who themselves were born abroad and with which photographs of World War Liberty Loan posters and excerpts from World War Signal Corps films now in The National Archives were provided for use in the March of Time film, "The Ramparts We Watch." Nor was service limited to citizens or residents of the United States, for communications in answer to inquiries were sent to persons in South America, Europe, and Asia.

More significant than the fact that The National Archives is open for business is the fact that free and objective research can be carried on within. Even though private research during the year, like Government requests, reflected the world situation, no Government agency prescribed what research could be done, what words could be written. Many of the searchers were engaged in studying the relations between the United States and one or more nations of the Western Hemisphere. Some were concerned with the workings of the Government in war time. Several studied housing activities of the Emergency Fleet Corporation during the World War, one examined the Food Administration as a propaganda agency, and two others investigated the activities of the Committee on Public Information and produced a volume on the subject. The countries in Europe or elsewhere today in which persons can freely study the records of and write a volume about the ministry of propaganda in a recent war are few indeed.

One final observation should be made about the place of The National Archives in the national defense program. No institution is stronger than its personnel. Although there were few professional archivists in the United States when The National Archives was established in 1934, today, as a result of the experience acquired during the intervening years and of intensive study of archival economy, The National Archives has on its staff specialists competent to deal with all phases of archives administration—transfer and storage, appraisal and disposal, repair and preservation, arrangement and description, and service—and with problems peculiar to maps, sound recordings, and photographic material. The knowledge of these experts and their technical advice will in the future as in the past be at the disposal of the Nation.

THE NATIONAL ARCHIVES BUILDING

The space for the storage of records in the National Archives Building consisted originally of numerous individual vaults, each, as a rule, 21 feet in height, and each separated from adjoining vaults

by fire walls and by concrete floors and ceilings. In preparing the building to receive records, these vaults or stack spaces, as they are called, have been subdivided by steel floors into 7-foot tiers, each of which is known as a stack area. In the center of the building, where it attains its greatest height, there are 21 levels of these tiers or stack areas, and on each level there may be as many as 12 stack areas; altogether there are 206 stack areas in the building.

In the first part of the building to be provided with equipment for the storage of records there were erected in the stack areas metal frameworks similar to those used in library stacks. These frameworks, consisting of uprights with numerous flanges and the necessary cross braces, divided the stack areas into many compartments, each formed by two uprights and braces connecting them at the top and bottom. Into each compartment there were then placed so they would rest on the flanges either shelves, roller drawers of varying sizes, or cases designed to hold from 6 to 24 trays, depending on the size of the trays. The nature of the equipment used in any stack area depended on the records to be preserved, and, as all the equipment was designed to be interchangeable within the compartments, records of different sizes and types could be stored in juxtaposition without unnecessary loss of space. At the beginning of the fiscal year, 747,457 cubic feet of document area (that is, space for records and the stack equipment occupied by them) were equipped in this fashion, and no more equipment of this sort was added during the year.

On the basis of experience gained in using this equipment it was decided to make certain changes in the equipment to be used in the rest of the building that would result in even greater flexibility and would at the same time permit more records to be preserved in a given space. In another large section of the building, therefore, the framework dividing the stack areas into compartments was installed, but the roller drawers, the cases for trays, and the trays were eliminated, and instead metal shelves were provided on which metal record containers of the carton or box type, as well as bound volumes of records, are to be placed. At the beginning of the fiscal year, 148,994 cubic feet of document area were thus equipped with framework and shelves, and during the year, 925,255 additional cubic feet in this section of the building were provided with similar equipment, but no record containers for use with this equipment have been obtained as yet. In a third and smaller section of the building, stack areas with an estimated capacity of 163,818 cubic feet of document area had no stack framework or other equipment at the beginning of the fiscal year; 2,902 cubic feet of document area in this section were provided with stack framework and shelves during the year. The status of one

stack space, which was completely bare both of steel floors to divide it into stack areas and of stack equipment of any kind, remained unchanged throughout the year; this space has an estimated capacity of 64,975 cubic feet of document area.

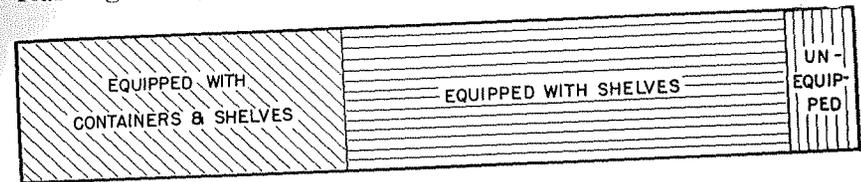
The rest of the storage space in the building, which is used for maps, motion-picture films, and sound recordings, was fully equipped at the beginning of the year under review. Stack areas for the storage of maps have a document area of 48,188 cubic feet and are equipped with large map cases, which rest on their own bases instead of on stack uprights. The motion-picture films and the sound recordings are stored in special vaults provided with elaborate equipment that has been described in previous reports. As a temporary expedient one of the stack areas equipped with shelves has been assigned for the storage of acetate, that is, noninflammable or "safety," motion-picture films, and another has been assigned for the storage of other photographic archives.

The installation during the year of the shelves referred to above completed the last existing contract for the provision of storage equipment for the building. This does not mark the completion of the equipment of the building, however. Of the total of 2,098,687 cubic feet of document area in the building, only 795,645 cubic feet or 38 percent has been fully equipped with shelves and containers; 1,077,151 cubic feet or 51 percent has been equipped only with shelves and therefore, until containers are provided, can be used for the permanent storage of bound volumes only, although the shelves can be used for the temporary storage of material in bundles and photographic archives; and 225,891 cubic feet or 11 percent, which has neither containers nor shelves and consists merely of floor space, is useful only for the storage of file cabinets, boxes, and the like. Thus, 62 percent of the storage space in the National Archives Building requires further stack equipment before it can attain more than a limited usefulness. The proportion of the storage area of the building filled with records and the proportions of the storage area unequipped, equipped with shelves, and equipped with shelves and containers are shown on the diagrams on the opposite page.

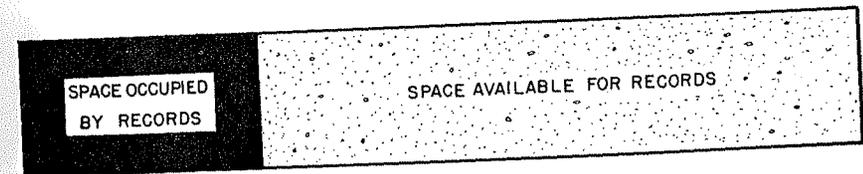
Some steps have already been taken toward obtaining the equipment needed. Plans and specifications were being prepared at the end of the year for the containers to be used in the stack areas now equipped with shelves. These new containers are being designed to open at the top and one side so that the records can be stored and removed more easily than is possible with the trays now in use, which open only at the top. In addition, plans and specifications have been drawn up for converting the unequipped stack space referred to above into dark rooms and storage areas for photographic archives of various

kinds. Funds now available are inadequate to provide completely for either portion of the equipment indicated above, but both must be provided in the near future if The National Archives is to continue to receive records in the future on the same scale as it has in the past and to provide adequate storage for them.

The equipment of additional stack areas during the year made it possible to shift to permanent quarters several custodial divisions that had been obliged to share storage and office space with other divisions and to provide other custodial divisions with much needed additional storage facilities for the records flowing in. The custodial divisions thus provided with new quarters or new storage space utilized the opportunity afforded by the moving of their records to rearrange many of them in order to bring together related records



EQUIPMENT OF STORAGE AREA, JUNE 30, 1940



UTILIZATION OF STORAGE AREA, JUNE 30, 1940

that had previously been separated for want of space, to move to more convenient locations records that are frequently used, and to allow space so that shipments of records expected in the future can be added with the minimum number of shifts of material already in the building.

Several special items of equipment for the storage or treatment of records were designed and ordered during the year. Among these were cabinets for the storage of disk sound recordings; a special recording amplifier; an optical printer for the copying of motion-picture film, which will make it possible to reproduce and thus to preserve the records on deteriorating film; and a humidifying and drying machine, which is designed to humidify and flatten documents in one continuous operation and with which at least as many as 20,000 pieces can be so treated in a single day.

To provide the records with optimum protection, the completion of the equipment of the building with special fire and burglar alarms

was authorized and the work was well along at the end of the year. Various steps were also taken to eliminate potential fire hazards in the building and to assure the prompt and efficient control of any fire that might occur despite these precautions. The operation of the air-conditioning system, which controls the temperature, humidity, and chemical content of the air, approached much closer to ideal conditions during the year than during any other previous period of operation, a fact attributable in part at least to the installation of new units for pre-heating the air taken into the building and the use of a more satisfactory type of air filter. To provide a more accurate check on the operation of the air-conditioning system, stack areas in which records are stored were equipped with recording hygrothermographs, which relieved members of the staffs of the custodial divisions from making periodic determinations of temperature and humidity.

SURVEYS OF FEDERAL ARCHIVES

With the filing at the close of the last fiscal year of summary reports concerning the records of many of the agencies of the Government in Washington, the preliminary survey of Federal records in the District of Columbia, which had been carried on during the preceding 5 years, may be said to have come to an end. This survey was designed to provide The National Archives with information on the volume of the records, 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, so far as possible, the volume that would probably be transferred from time to time to The National Archives. It disclosed the existence in over 6,500 depositories or rooms of a total of nearly 3,000,000 cubic feet of Government records, many of which could not be readily used and some of which were seriously endangered because of the conditions under which they were stored. This survey provided the most adequate picture that has ever been obtained of the status of Federal records in the District of Columbia, and by focusing attention on them resulted in better care being given to some of them.

The Government record situation in Washington changes rapidly, however. New records are created and, together with old ones, are transferred to The National Archives or are disposed of as useless papers; and record-creating agencies are themselves established, reorganized, consolidated, or abolished. In one case, for example, 98 percent of the records of an agency are now in different depositories than those in which they were originally surveyed. Even so, the broad outlines of the record situation of the Government remain relatively constant, and the data recorded by the survey are of continuous and permanent value in connection with many phases of the work of The National Archives.

To keep current a survey as extensive as this one would be unwise, not only because of the expense involved but also because many of the records will ultimately be disposed of as useless papers. The practice has been followed, therefore, of resurveying portions of the records when necessary in order to plan effectively for the future transfer and disposal of records or to administer and provide service on records already received. The most extensive resurveys for these purposes carried on during the year were of the records of the Department of Justice and of certain units of the Department of the Interior, including the General Land Office and the Division of Territories and Island Possessions. Because of their rapid increase in quantity, a complete resurvey of the photographic archives of the Government in Washington was also made. This resurvey revealed that the number of still-picture negatives in Government agencies in the District of Columbia, exclusive of The National Archives, had risen from 2,346,598 to 3,243,195, as of March 1, 1940, and that the running feet of motion-picture film had increased from 17,739,879 to 34,431,061.

Since 1936 there has been in progress a survey of Federal records outside the District of Columbia, which was undertaken by the Works Progress Administration at the request and with the cooperating sponsorship of The National Archives. This Survey of Federal Archives, as it is known, was operated as a WPA Federal project until June 30, 1937, and since that time its work has been carried on by State projects and by units of the WPA Historical Records Survey. Most of the actual surveying has now been completed, and effort is being concentrated on the editing and making available, primarily in mimeographed form, of a descriptive work entitled *Inventory of Federal Archives in the States*. Of the approximately 80,000 pages in this work, about 8,000 pages were either mimeographed or edited for mimeographing during the year, bringing to 52,000 the pages in this category, and 12,000 pages were typed in lieu of mimeographing and were deposited in the National Archives Library. The pages of the inventory have been closely examined by members of the National Archives staff in order to supplement their knowledge of records of the Federal Government and some of the staff have given editorial assistance in the preparation of the work. A more complete account of the activities of the survey during the fiscal year 1940 as well as descriptions of special projects undertaken is contained in the report of Philip M. Hamer, National Director of the survey during its existence as a separate project, who is now supervising the work as Associate Director of the Historical Records Survey Projects in charge of the project. His report is printed as appendix VIII to this report.

The machinery of Government produces a seemingly endless flow of records, which, if allowed to accumulate indefinitely, would inevitably slow down the working of the machinery if they did not stop it altogether. Legislation regarding the disposal of public records is necessarily strict, however, to prevent the alienation or destruction of material of value, and The National Archives has, since its establishment, performed an important role by assisting in determining what records appear to be worth preserving.

The laws governing the disposal of Government records and the place of The National Archives in the process were more clearly defined during the fiscal year 1940 by the passage on August 5, 1939, of "An act to provide for the disposition of certain records of the United States Government," which is printed in appendix I of this report. This act requires heads of agencies having in their custody noncurrent records believed to have no administrative value or historical interest to the Federal Government to submit to the Archivist lists and samples of such records. If he finds that the records are appropriate for disposal, the Archivist, with the approval of the National Archives Council, reports the fact to Congress, which refers the matter to a joint committee for consideration. If the joint committee agrees with the findings of the Archivist, it so reports to Congress and its report, including the lists, is published. The head of the agency having the custody of the records may then dispose of them by sale, by destruction, or by transfer "to any State or dependency of the United States of America or to any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application to him therefor, through the Archivist of the United States." If Congress adjourns before the joint committee has acted on any reports submitted by the Archivist 10 days or more before the end of a session of Congress, the Archivist is himself empowered to authorize the agency to dispose of the records in question, and he is further empowered to authorize the disposal of such records reported to him during a recess of Congress as "have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress." The act also contains provisions permitting the Archivist, under certain safeguards, to dispose of records in his custody that are "without permanent value or historical interest to the Federal Government," and to authorize the immediate destruction of any valueless records reported to him that "are a continuing menace to human health or life or to property."

Under the provisions of this act and those of the National Archives Act relating to the disposal of records, The National Archives

appraised 39,749 items on lists submitted during the fiscal year 1940. Because of the elimination of duplicate items through the consolidations described below, the items appraised comprised a volume of records fully as great as did the 73,639 items appraised during the fiscal year 1939. There were 6,835 items awaiting appraisal at the beginning of the year, 48,361 additional items were reported, and 15,447 items remained to be appraised at the end of the year. Only 240 items of those appraised—about six-tenths of 1 percent—were recommended for retention by the Archivist because of their administrative value or historical interest; but, usually as a result of work of the appraisers, several times that number of items were withdrawn from the lists by the agencies that had reported them before the reports on those lists were completed.

Other items reported as useless by Government agencies were withdrawn from the lists by the agencies in order to effect consolidations of the items. Formerly most agencies placed items on disposal lists as they came to their attention, but during the last few years, and especially during the fiscal year 1940, agencies have been grouping similar or related items so that a single item on a list may refer to all forms having a given number and falling between certain dates in the possession of all subdivisions of an agency. On one occasion during the year, for example, the Treasury Department withdrew 1,978 items from lists already submitted and submitted instead 345 items covering the same material.

Of great assistance in effecting these consolidations and of even greater assistance in appraising items rapidly were schedules showing which records of an agency are to be preserved and which are to be eliminated regularly. These schedules have been worked out by The National Archives in cooperation with various agencies as a part of its policy of facilitating the disposal of useless records with the minimum of effort on the part of both the agencies and The National Archives. In compiling such schedules the principles followed are the same as those that are applied to the appraisal of items reported for disposal, that is, such factors as the physical duplication of the records, the duplication of the information contained in them, the extent to which the records are routine, and the space occupied by them are taken into account. When such factors are known, it is possible to reach judicious conclusions as to whether or not the records are likely to have sufficient value for either administrative or research purposes to justify the expense involved in their preservation.

Among the agencies that were active during the year in preparing schedules or otherwise evolving systematic programs for the retention and disposal of records were the Treasury, Agriculture, and Navy Departments and the Work Projects Administration. The

Treasury Department set up an advisory committee on the disposal or retention of tax returns, which consisted of representatives of the Bureau of Internal Revenue, the Central Statistical Board, and The National Archives; and officers of the Coast Guard met with a representative of The National Archives to plan a broad and continuing program for the disposal of records of that agency. The Central Statistical Board also assisted in appraising statistical items on the schedule for the Agricultural Marketing Service, which was prepared during the year. With the assistance of The National Archives, the Work Projects Administration is developing a program for the selection, microfilming, and disposal of records of the Civil Works Administration, the Federal Emergency Relief Administration, and the Work Projects Administration. Where it was not possible to work out schedules, other useful tools for appraisal, such as files of sample documents and information about authorizations for disposal given in the past, were prepared and used.

A measure with important implications not only for appraisal and disposal work but also for Government record keeping in general was introduced in the House of Representatives on June 7 by Representative Alfred J. Elliott, of California, chairman of the Committee on the Disposition of Executive Papers. This bill, which was passed by the House on June 17,¹ proposes to authorize a Government agency to photograph records on microfilm and, if the photographing is done in accordance with standards of quality approved by the National Bureau of Standards and the microfilms are properly stored and can readily be used, to report the original records to the Archivist for disposal. The Archivist would be empowered to authorize the disposal of such records provided Congress had previously authorized the agency to dispose of records of the same kind. Another important provision of the bill would give to microfilm copies made under conditions prescribed above the same force and effect as the original records would have had and would permit certified or authenticated copies thereof to be admitted in evidence on the same basis as the original microfilms.

ACCESSIONS

The flow of records into The National Archives continued during the fiscal year 1940 at about the same pace as had been maintained during the two preceding fiscal years. Approximately 53,840 cubic feet of records of all kinds were transferred to the custody of the Archivist in 200 separate accessions, as compared with 60,123 cubic feet in 192 accessions in the fiscal year 1939. The accessions included records from the United States Senate, the White House Office, all 10

¹ The bill became a law on September 24, 1940 (Public, No. 788, 76th Cong.); the text of the act is printed in appendix I of this report.

executive departments, 1 Federal court, and 18 other agencies, and private gifts of motion pictures or sound recordings from 15 sources. The largest quantity of records received from any one agency was 11,524 cubic feet from the Department of Justice. Several agencies whose records have not heretofore been represented in The National Archives transferred material during the year. Noteworthy among them were the Interstate Commerce Commission and various congressional committees that had kept records distinct from the centralized legislative archives, including the Senate Committee on the Judiciary, the special committee of the Senate appointed in 1938 to investigate campaign expenditures, and the joint committee appointed in 1938 to investigate the Tennessee Valley Authority.

Many officials in charge of the current record systems of their agencies are finding it desirable to make periodic transfers to The National Archives of records that have become administratively inactive. The regular and systematic transfer of such records permits the record administrator to concentrate his attention on the current business of his agency and enables The National Archives to integrate them with other records of the same agency in its custody so that the entire group of inactive records can be serviced as a unit. Transfers of this kind were made during the year, for example, by seven units of the Department of Agriculture, the Claims Division of the Department of Justice, the General Land Office, the National Park Service, the Bureau of Marine Inspection and Navigation, the Commission on Fine Arts, and the Veterans' Administration. Most of these transfers were of records of the last decade; for this period there were also received during the year records of the Washington offices of the National Recovery Administration, 1933-36; Civil Works Administration census schedules of part-time farming in 1933; monthly reports from superintendents of Civilian Conservation Corps camps in State and local parks, 1933-37; records of the Federal Coordinator of Transportation relating to an investigation of railroad company unions, 1933-36; and records pertaining to the cattle-buying program of the Federal Surplus Commodities Corporation, 1934-35.

Records of field establishments of the Federal Government were received in considerable quantities during the year, some of them from the Washington offices of the agencies, which had assembled them in the past, and others directly from the field offices. Among them may be noted the correspondence of the surveyors general in the Old Northwest, 1797-1856, received from the General Land Office; records of American consular and diplomatic posts in 20 countries; and records of the Marine Corps expeditionary forces in Haiti, 1914-34, and in Nicaragua, 1926-33 (formerly stored in Philadelphia). Other field records received included objectively selected samples of records

of certain marine barracks and detachments of the Marine Corps, 1812-1928; of official diaries kept by district rangers and other officials of the Forest Service, 1906-30; of loan files of the various Regional Agricultural Credit Corporations, 1932-37; and of regional-office files of plans and specifications of homes insured by the Federal Housing Administration, 1934-38. It is believed that with records of certain types the sampling process, when properly applied, will make it possible to conserve practically all the inherent values of files so bulky in proportion to their probable usefulness as to make preservation in full impracticable.

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, 1940, are shown in the following table:

Statistical summary of accessions

Sources ¹	Fiscal year 1940, cubic feet	Total to June 30, 1940, cubic feet ²
<i>Congress</i>	145	3, 743
United States Senate	145	3, 743
<i>Executive Office of the President</i>	1	216
White House Office	1	1
Government Reports Office		215
<i>Executive departments</i>	44, 755	156, 958
Department of State	946	11, 143
Department of the Treasury	1, 774	20, 893
Department of War	7, 159	31, 189
Department of Justice	11, 524	15, 230
Post Office Department	426	887
Department of the Navy	6, 965	21, 059
Department of the Interior	6, 464	21, 221
Department of Agriculture	4, 660	14, 768
Department of Commerce	2, 719	15, 971
Department of Labor	2, 118	4, 597

¹The agencies of the Federal Government listed are agencies as organized on June 30, 1940, and discontinued agencies whose functions were not transferred to other agencies. The sources of private gifts of motion pictures and sound recordings during the year are given in appendix III.

²All types of material are covered, including 887 cubic feet of maps and atlases, 861 cubic feet of motion pictures and sound recordings, and 1,019 cubic feet of still pictures; each of these special types of material is further analyzed in the other tables below. Deductions totaling 154 cubic feet have been made in this column for diminutions of records during the year. See the section on diminutions below.

Statistical summary of accessions—Continued

Sources ¹	Fiscal year 1940, cubic feet	Total to June 30, 1940, cubic feet ²
<i>Judiciary</i>	4	2, 623
Court of Claims	4	2, 449
District Court for the District of Columbia		167
District Court for the Eastern District of North Carolina		6
District Court for the Southern District of Ohio		1
<i>Other agencies</i>	8, 925	85, 628
Advisory Committee on Education		3
American Battle Monuments Commission	5	5
Bituminous Coal Commission		5
Coal Commission		175
Conservation and Administration of the Public Domain Committee		8
Council of National Defense		461
Federal Coordinator of Transportation	26	26
Federal Council of Citizenship Training		2
Federal Deposit Insurance Corporation		90
Federal Fuel Distributor		1
Federal Loan Agency	6	13
Federal Security Agency		379
Federal Trade Commission		120
Federal Works Agency	250	455
Fine Arts Commission	18	64
Fur Production Board		100
Food Administration		10, 819
Food Purchase Board	2	2
Fuel Administration		1, 539
Grain Corporation		4, 915
Indian Trade Office		36
Industrial Commission		1
Interstate Commerce Commission	2, 383	2, 383
Joint Commission for the Completion of the Washington Monument and the Washington National Monument Society		15
Joint Information Board on Minerals and Their Derivatives		9
Maritime Commission	3, 495	15, 358
Mediation Board	115	115
Mediation and Conciliation Board		43
National Archives	31	32
National Commission on Law Observance and Enforcement		133
National Labor Relations Board		125
National Recovery Administration	2, 100	5, 603
Pacific Railways Commission	2	2

For footnotes see p. 16.

Statistical summary of accessions—Continued

Sources ¹	Fiscal year 1940, cubic feet	Total to June 30, 1940, cubic feet ²
<i>Other agencies—Continued.</i>		
President's Commission on Economy and Efficiency	-----	123
President's Organization on Unemployment Relief	-----	252
Public Information Committee	16	191
Railroad Administration	-----	3, 489
Railroad Labor Board	12	332
Sinking Fund Commissioners	-----	1
Smithsonian Institution	151	182
Special Adviser to the President on Foreign Trade	-----	90
Sugar Equalization Board	-----	195
Tariff Commission	-----	20
Veterans' Administration	313	35, 162
War Industries Board	-----	2, 360
Wheat Director	-----	194
Private gifts	53, 830	249, 168
	10	59
Total	53, 840	249, 227

For footnotes see p. 16.

In addition to the material actually received there were at the close of the year about 23,946 cubic feet of records approved for transfer and about 2,628 cubic feet of records offered but not yet approved for transfer. Brief descriptions of all records received during the year are printed in appendix III of this report.

Maps and atlases.—The collection of maps and atlases, administered by a separate technical division of The National Archives, was composed of 36,689 archival maps and 188 atlases on June 30, 1939, and was increased by 15,550 maps and 126 atlases during the year. Of these, 11,635 items were received from the Office of the Chief of Engineers, thus completing the program, begun in 1938, of transferring some 17,000 items for the period 1812–94. Most of the other material added to the collection was received from the War, Justice, Navy, and Interior Departments, and from the Interstate Commerce Commission. A few of the additions were items segregated from textual records previously transferred to The National Archives.

Many of the maps received during the year are significant in showing the development of transportation in the United States. Maps of the Chesapeake and Ohio Canal segregated from records received

from the National Park Service show such features as the proposed alinement of the Canal at Harpers Ferry in 1803, the details of the locks near Washington about 1850, and property ownership along the Canal between Georgetown and Cumberland. Among the maps from the Office of the Chief of Engineers are many showing roads and road surveys, including maps made in connection with internal improvements programs between 1802 and 1836, the Pacific wagon road surveys of 1857, and military route surveys in the Far West between 1870 and 1890. For railroads there are maps of early surveys and reconnaissances by Army engineers in the East, 1828–35, and maps resulting from the Pacific Railroad Surveys, 1853–56, most of which were received from the Interior Department. A few maps of these Surveys were received from the War Department, which had directed the Surveys and had transferred most, but not all, of their records to the Interior Department in 1865. Thus related materials that have been separated for 75 years have now been brought together. Mapping activities of European military topographical bureaus both in European and in colonial areas are reflected in maps received from the War Department, and maps pertaining to Alaska, Hawaii, the Panama Canal Zone, the Philippine Islands, and Puerto Rico are included among those received from the Interior Department.

The additions to the map and atlas collection in The National Archives during the fiscal year 1940 and the quantity of material in the collection on June 30, 1940, classified according to character and agencies of derivation, are shown in the two tables below:

Additions to the map and atlas collection during the fiscal year 1940

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Duplicates	Atlases	Total items
United States Senate	2	-----	-----	-----	-----	2
Department of State	2	1	3	-----	-----	6
Department of the Treasury	7	-----	8	6	-----	21
Department of War	4, 950	367	4, 880	1, 682	72	11, 951
Department of Justice	13	1	17	10	-----	41
Department of the Navy	26	13	120	31	3	193
Department of the Interior	1, 108	222	881	452	49	2, 712
Food Administration	19	21	76	26	-----	142
Interstate Commerce Commission	304	20	166	113	2	605
Veterans' Administration	-----	-----	3	-----	-----	3
Total	6, 431	645	6, 154	2, 320	126	15, 676

Quantity of material in the map and atlas collection of The National Archives on June 30, 1940

Sources	Ms. and annotated maps	Photo-graphic copies	Printed maps	Dupli-cates	Atlases	Total items
United States Senate	667	16	509	1, 382	71	2, 645
Department of State	1, 722	236	938	627	59	3, 582
Department of the Treasury	7	-----	8	6	-----	21
Department of War	8, 144	882	7, 135	2, 831	101	19, 093
Department of Justice	13	1	17	10	-----	41
Department of the Navy	26	13	120	31	3	193
Department of the Interior	12, 850	4, 222	2, 791	1, 708	76	21, 647
Department of Agriculture	1, 920	188	11	-----	-----	2, 119
Department of Commerce	2, 222	3	-----	-----	-----	2, 225
Conservation and Administration of the Public Domain Committee	36	-----	-----	-----	-----	36
Food Administration	54	37	138	112	2	343
Interstate Commerce Commission	304	20	166	113	2	605
Veterans' Administration	-----	-----	3	-----	-----	3
Total	27, 965	5, 618	11, 836	6, 820	314	52, 553

Motion pictures and sound recordings.—These materials, like maps and atlases, are preserved and administered by a separate technical division. To the 1,546,241 running feet of motion-picture film and 331 sound recordings in The National Archives at the beginning of the fiscal year were added 2,872,370 running feet of film and 3,433 recordings. Most of the motion-picture film received during the year came from Government agencies, but 20,926 running feet of film were received as gifts from 11 donors. Of the sound recordings, 3,383 were transferred by Government agencies and the remaining 50 were gifts.

The collection of motion pictures taken by the Army Signal Corps to illustrate activities of the American Expeditionary Forces and other events of the first World War comprises the largest and one of the most significant accessions of the year. Other motion pictures dealing with the World War received during the year include propaganda pictures of the Food and Fuel Administrations and a picture pertaining to the dedication of American war memorials in France in 1937. Another group of motion pictures and a series of 3,353 sound recordings, received from the Smithsonian Institution, pertain to the sign language, music, and dialects of various

Indian tribes. The gifts from nongovernmental sources include a group of silent pictures of Presidential inaugurations, 1897–1925, and two recent documentary films, “The Forceps Operation and Episiotomy” and “Men and Dust.”

The quantities of motion pictures and sound recordings received during the fiscal year 1940 and the total quantities in the custody of the Archivist on June 30, 1940, classified according to the sources from which they were drawn, are shown in the two tables below:

Motion-picture film

Sources	Fiscal year 1940, running feet	Total to June 30, 1940, running feet ¹
<i>Executive Office of the President</i>	4, 042	14, 844
White House Office	4, 042	4, 042
Government Reports Office	-----	10, 802
<i>Executive departments</i>	2, 789, 132	3, 633, 167
Department of State	-----	16, 569
Department of the Treasury	29, 720	81, 968
Department of War	2, 749, 526	2, 750, 388
Department of Justice	-----	4, 932
Post Office Department	608	61, 444
Department of the Navy	258	124, 108
Department of the Interior	9, 020	420, 090
Department of Agriculture	-----	162, 011
Department of Commerce	-----	925
Department of Labor	-----	10, 732
<i>Other agencies</i>	58, 270	224, 299
American Battle Monuments Commission	24, 000	24, 000
Federal Loan Agency	-----	38, 373
Federal Reserve System	-----	75
Federal Security Agency	2, 000	17, 830
Federal Works Agency	-----	95, 199
Food Administration	970	2, 702
Fuel Administration	300	1, 814
National Archives	-----	4, 343
Smithsonian Institution	31, 000	39, 963
Private gifts	2, 851, 444	3, 872, 310
	20, 926	480, 109
Total	2, 872, 370	4, 352, 419

¹ Total after diminutions have been deducted; see the section below on diminutions.

Sound recordings

Sources	Fiscal year 1940, units	Total to June 30, 1940, units ¹
Department of State	3	3
Department of the Treasury	9	10
Department of Agriculture	-----	102
American Battle Monuments Commission	12	22
Federal Loan Agency	-----	35
Federal Reserve System	-----	2
Federal Security Agency	6	6
Federal Works Agency	-----	91
Smithsonian Institution	3, 353	3, 353
	3, 383	3, 624
Private gifts	50	130
Total	3, 433	3, 754

¹ Total after diminutions have been deducted; see the section below on diminutions.

Still pictures.—The collection of still pictures, consisting chiefly of photographic prints, lantern slides, and negatives, is also administered by a separate technical division. Although the special equipment designed for the permanent preservation of such materials has not been installed as yet, nevertheless 51,802 items were added during the year to the 87,504 items in the collection on June 30, 1939. Most of these items were transferred during the year by the agencies that had accumulated them, but a few of them, such as a group of prints and negatives of the Bureau of Aeronautics showing experimental activities at the Navy flying fields at Dayton and Akron, 1921–28, were segregated from textual records received during previous years. One especially noteworthy accession of the year is the Matthew B. Brady collection of negatives of Civil War photographs, which was purchased by the War Department in 1874. Another important group consists of about 5,600 photographs illustrating the survey, construction, and operation of the Alaska Railroad and various other phases of life in Alaska, 1908–30.

The additions to the still-picture collection during the fiscal year 1940 and the quantity of material in the collection on June 30, 1940, are shown in the following table according to the agencies from which the records were derived:

Still pictures

Sources	Fiscal year 1940, items	Total to June 30, 1940, items
Department of the Treasury	-----	4
Department of War	17, 874	24, 714
Department of the Navy	24, 010	46, 047
Department of the Interior	5, 892	58, 716
Department of Agriculture	-----	4, 399
Federal Works Agency	4, 000	4, 000
Food Administration	-----	432
Maritime Commission	-----	968
Veterans' Administration	26	26
	51, 802	139, 306
Total		

DIMINUTIONS

While 53,840 cubic feet of records were being received by The National Archives, 154 feet were withdrawn for one reason or another during the year. The volume of all diminutions made during the fiscal year is shown in the following table:

Diminutions

Sources	Authorized for disposition, cubic feet	Disposed of as surplus stock, cubic feet	Returned to agency of origin, cubic feet
Department of the Treasury	4	-----	35
Department of the Navy	-----	-----	1
Department of the Interior	-----	24	-----
Department of Agriculture	20	-----	2
Department of Commerce	-----	4	-----
Food Administration	-----	13	-----
Fuel Administration	-----	6	-----
Veterans' Administration	-----	-----	38
	24	47	76
Private gifts	7	-----	-----
Total	31	47	76

About half of these diminutions in volume were of small quantities of records returned to the agency of origin, either because they had been inadvertently included in the original shipments of records or because they dealt with matters that had again become active administratively. The rest of the diminutions were made as a result of study of the records by members of the National Archives staff,

had no administrative value or historical interest, and this material was recommended to Congress for disposal. Other items, amounting to 47 cubic feet, such as unused envelopes, letterheads, and forms, were disposed of as surplus stock in accordance with law. A few duplicates of Government publications were also segregated from archival material and transferred to the National Archives Library, but the disposal of many more such publications awaits more definitive appraisal.

REHABILITATION OF RECORDS

As in previous years all records transferred to The National Archives were fumigated and cleaned as they were received. The records were then sent to the stacks, where their condition was examined in the process of arranging and storing them. Records in such condition that preservative treatment was required were noted, and programs were worked out for their rehabilitation. Preservative treatment is required for documents already torn, worn, brittle, or otherwise in bad physical condition, which must be rehabilitated, and for folded documents, which, if not already in bad condition, will become so if they are used without first being flattened. Many of the documents received from older agencies of the Government are folded several times, and it will be necessary ultimately to flatten all of them.

This flattening work is done by carefully unfolding the documents, placing them in special vaults where they are humidified by water vapor, and then pressing them flat by machines somewhat similar to the mangles used in home laundries. A large amount of flattening of documents was done during the year by two groups of workers, one, the regular staff assigned to such duties, and the other, the workers on a WPA project. The regular staff flattened 669,274 documents, and, although fewer documents were processed than during the preceding year because a smaller number of workers were engaged in this activity, the production per man-hour increased slightly. The WPA project for flattening folded documents received from the Veterans' Administration was continued throughout the year, and, although the number of workers was reduced from 390 to 87 in the course of the year, no less than 54,631,307 documents were flattened. A total of approximately 96 million documents had been processed by this project at the end of the year.

Documents needing repair or strengthening to insure their preservation are rehabilitated in various ways, usually by lamination, which involves coating the paper on each side with thin, transparent, cellulose acetate foil applied under heat and pressure in a hydraulic press. Whenever the nature of the documents make it desirable a dull finish, instead of the usual glossy finish, is given to the foil. The number of documents laminated during the year was 43,762. nearly

three times the number treated in 1939, though the work was done by a personnel that had been increased only by half. Other documents rehabilitated included 17 maps and 262 sheets repaired, 25 maps mounted, and 1,329 sheets crepelled. In addition 1,810 bound volumes were repaired.

The quality of the paper determines to a large extent the nature of the treatment to be accorded a document being rehabilitated, and, as a product of the study of types of paper treated during the year, there was built up a file of 207 early American watermarks, which will be useful in identifying papers in the future.

The photographic material received was, of course, accorded special treatment. Complete equipment for rehabilitation had not been installed, but dirty photographic plates were cleaned and temporary repairs were made to broken ones. Prints were made of some nitrate negatives, which present a dangerous storage problem, and the negatives were then recommended for disposal, since the images on the negatives rather than the negatives themselves were of importance. The testing of motion-picture film for hypo content, viscosity, acidity, and other factors related to deterioration was suspended temporarily for want of personnel, but approximately 100,000 running feet of film in poor physical condition was set aside for treatment. It is expected that most of this film will be duplicated as rapidly as possible after an optical printer is received.

ARRANGEMENT AND DESCRIPTION OF RECORDS

The archivist is not concerned simply with storing records, repairing them, and preventing their deterioration. His chief function, once these duties have been performed, is to make them available for use by Government officials and private investigators. It is through the arrangement of records according to the principle of provenance and the compilation of descriptions of the records that he is able to do this.

The arrangement of records according to the principle of provenance means that archival groups are segregated in the stacks according to the agency that produced or filed them and that, wherever possible, the original arrangement of the files is maintained or restored; thus the records reflect the organization and functioning of the agencies of origin. Methods of rearrangement by subject, by chronology, or even by author have been applied to records in various European countries with unsatisfactory results, and they have now generally been abandoned in favor of arrangement according to the principle of provenance. Nevertheless, this principle, while simple to state, is difficult to apply in practice because of such factors as the complex nature of many agencies; the numerous changes in or-

ganization and functions that have taken place, including the transfer of functions or whole divisions from one agency to another; reorganizations of files and changes in filing systems; and the disordered condition in which many records are received.

Of primary importance, therefore, for the work of arrangement and description are a thorough knowledge of the organization, functions, and personnel—in other words, the administrative history—of the agency that produced the records and a similar knowledge of the history of the records. Information of this sort must, to a large extent, be obtained from the records themselves and is gradually built up during the course of archival work, but data must be drawn also from printed materials such as statutes, governmental reports, and studies of Government administration. Particular attention was paid during the past year to the assembling and organizing of such information, to research into record-making and record-keeping practices, and to the development of special bibliographies pertaining to the various agencies. The effect of building up and constantly adding to such a reservoir of knowledge to be drawn upon for the various phases of the work of The National Archives is cumulative. Much of the information so assembled is incorporated in the guides, inventories, classification schemes, catalogs, and other finding mediums that are prepared and is thus made generally available.

Guides and supplements.—Information designed to give the potential searcher an over-all view of the records that will enable him to determine what material is likely to be of value to him was provided in a 303-page *Guide to the Material in The National Archives* completed during the year. This guide, which covers the records received before December 31, 1939, entirely supersedes the first guide to the records, published early in 1938 as an appendix to the *Third Annual Report* of the Archivist, which covered the records received before June 30, 1937. It is probable that in its turn much of this new guide will have to be rewritten for a succeeding work as more is learned about the records and as records related to those already described are received. About half the records covered by the *Guide* are described in detail in the main portion of it; accessions not included in this section are listed briefly in the *Guide* appendix. For each of the agencies of the Government represented in the main part of the *Guide* there are a brief introductory statement concerning its history and functions and brief descriptions of record groups, which give information as to the type, inclusive dates, quantity, completeness, arrangement, and subject matter of the records. Finding mediums that afford access to the records, special restrictions on the use of records, and references to works from which further information

about the agencies and their records can be obtained are also noted, and a comprehensive index is included.

To supplement the *Guide*, lists of accessions are issued quarterly in processed form to Government officials under the title "National Archives Accessions," and information concerning important material received is also issued in the form of notes sent quarterly to the editors of scholarly journals, chiefly in the fields of history and the social sciences. The general public is informed of new accessions by the brief descriptions of them printed as appendixes to the *Annual Reports* of the Archivist; the descriptions for the records received during the fiscal year 1940 are printed as appendix III of this report.

Arrangement.—The principal aspects of the work of arrangement are the arrangement of groups of archival material in relation to one another, the grouping of series within archival groups, and the arrangement of disordered or unarranged material. Only in exceptional cases are the papers within series rearranged. In one such case that arose during the year, however, hundreds of volumes of meteorological records, which had been assembled in a number of different ways, were unbound and the papers were reassembled in a uniform arrangement in order to make the valuable statistical data that they contain more available for use by agencies concerned with weather forecasting and the conservation of water and soil resources. Some rearrangement of disordered materials was accomplished in connection with the flattening and refileing of folded material, but most of the work of arrangement went hand in hand with the preparation of the archival reports described below.

Archival reports.—There has been considerable variety in the types of finding mediums and other descriptive reports compiled for the various archival groups (the main types so far compiled are described in the *Fifth Annual Report* of the Archivist, p. 22-26, and in the *Guide to the Material in The National Archives*, p. xiii). This variety has resulted partly from the differences in the condition of records when they are received and the extent to which they have already been described and studied by former custodians and partly from the variations in types of material and in the demands for service thereon. When records are received in a disordered condition and little is known about their nature and content (as is frequently the case, for example, with records transferred from storage), the preparation of preliminary reports and lists in connection with the sorting and arrangement of material as it is placed in containers or on shelves must usually precede any more definitive work; when records are received in relatively good order and are accompanied by adequate lists or filing plans, it is often possible to proceed directly to the identification, description, and classification of series; and when records have been systematically arranged and described by former

custodians, the making of special types of reports designed to increase the usefulness of particular groups or series of records can sometimes be undertaken soon after their receipt.

During the year 22 preliminary reports, 27 identification of series reports, 21 historical summaries, 3 classification schemes (for the records of the Senate, the Council of National Defense, and the War Industries Board), and several special reports were compiled. The special reports included lists of the documents in the files of perfected and unperfected treaties received from the Department of State, prepared in accordance with an agreement with the Department, and a report on the meteorological records of the Weather Bureau, so arranged as to indicate what data exist for any particular place at any particular time. Reports prepared in previous years were revised, when necessary, to take account of new information that had been obtained or newly received records that belonged in groups already described. Other work performed, which should soon result in the completion of archival reports, included the assembling of historical data and the arrangement, series identification, and, in some cases, the tentative classification of series for a number of large and important bodies of material, among them the records of the Office of Indian Affairs, the Bureau of Animal Industry, and the Adjutant General's Office.

Cataloging.—There were 169 units of archival material cataloged by accessions as compared with 134 units for the previous year. Cataloging by divisions of the agency was completed for records of the Grain Corporation and for some additional records of the Committee on Public Information received during the year. Some experimental work preparatory to the cataloging of the records of the Senate was also done. In all, as the result of cataloging by accessions and divisions, nearly 7,000 cards were filed in the public and subsidiary catalogs. Special catalogs were furnished to the custodial divisions for the records in their charge, and cards were added to these as new accessions were cataloged. The compilation of a special catalog for motion pictures and sound recordings was continued with the addition of 102 titles, for which over 4,000 cards, covering 148,858 feet of film and 20 sound recording disks, were filed in the public and subsidiary catalogs. During part of the year catalogers assisted in the preparation of subject-matter reviews of motion pictures, which must be made before the pictures can be cataloged.

Indexing.—During the year indexes received with shipments of records were surveyed in order to ascertain their scope and usefulness, and disarranged indexes were refiled. The work of preparing new indexes was continued, and preliminary studies were made of proposed new indexes designed to facilitate the rendering of service on various collections.

Study of finding mediums.—As has been previously indicated, the variety in the types of archival reports is directly related to the distinctive problems of arrangement, description, and servicing presented by each archival group, and it seems probable that these differences will necessitate certain variations in descriptive reports to be prepared in the future for the different groups. Nevertheless, it was felt that as the result of the experience thus far gained some basic conclusions might now be drawn and steps might be taken to develop a basic program for the preparation of finding mediums. Throughout the year, therefore, attention was directed toward coordinating and formulating the results of the experience so far obtained, and toward the end of the year the Archivist appointed a committee of staff members to study finding mediums and directed it to consider: "(1) The purposes which finding mediums and other such instruments . . . are designed to serve; (2) the extent to which existing finding mediums serve, or fail to serve, these purposes; (3) whether any of them should be discontinued and/or others should be undertaken at this time; (4) means of facilitating their production and utilization; and (5) their reproduction for distribution." The committee held numerous meetings with members of the staff and considered statements prepared by them on finding mediums, but its work had not been completed at the end of the fiscal year.

The study of archival finding mediums was not made wholly on the basis of self-appraisal, however. A committee on the control of social science data appointed by the Social Science Research Council initiated a study of the availability of material in The National Archives for purposes of research and of the steps that could be taken to make the records more usable for such purposes. Experts in the fields of anthropology, economics, and sociology selected by the committee were engaged in this study at the close of the year and were being provided with all possible facilities for their work by The National Archives.

SERVICE ON RECORDS

How the records may be used.—Requests for services on records may be made by Government officials and private individuals in person, by telephone, or by mail. Requests from Government agencies for official services on their own records are made directly to the custodial division in charge of the records concerned; other requests for service, whether from Government agencies or private sources, are made to the Division of Reference.

Records not subject to special restrictions may be used by persons having a legitimate reason to consult them in accordance with regulations issued by the Archivist (see appendix II). They are usually consulted in the central search rooms, under the supervision

of members of the staff of the Division of Reference, but provision has been made for Government officials wishing to use records transferred from their own agencies and, in exceptional cases, for responsible investigators wishing to consult large bodies of material to use small search rooms adjacent to the custodial divisions and under the immediate supervision of their staffs. Maps and atlases are consulted in a specially equipped map search room, and motion pictures are viewed and sound recordings are heard in an auditorium, which seats 216 persons. Photograph, photostat, or microfilm copies of documents are supplied without charge if they are required for the use of the Government or at cost if they are made for other purposes. Documents may be certified under the official seal of The National Archives, which must be judicially noticed.

In using the guide, inventories, classification schemes, card catalogs, and other finding mediums for locating material of possible value to him and in using the records themselves, the searcher needs to bear in mind the different ways in which the person, institution, corporate body, geographical area, or other entity in which he is interested may have come into contact with Federal agencies, as well as the ways in which those agencies functioned. This requires a specialized form of knowledge, which even scholarly investigators very often do not have, for in this country archival material has not been used to any great extent for research purposes and there has been little formal training in its use that would correspond to the training given by institutions of higher learning in the use of other forms of source material. To aid the searcher in finding and using material, The National Archives provides, in addition to the information made available in its finding mediums, a reference library rich in publications concerning the history and functioning of Government agencies and offers as much general assistance as possible. Searchers are advised by two reference experts, one a specialist in the history of the United States and the other in Latin American history, and they may consult with other members of the staff who are specialists in various fields or who have a specialized knowledge of certain groups of records. During the year, as time permitted, cross-sectional surveys of archival groups for material relating to particular subjects were undertaken.

Extent of use of records.—Requests for service on the records continued to mount in number. During the fiscal year 1940, 51,907 requests for services were received, representing an increase of 71.6 percent over the requests during the fiscal year 1939, which in turn represented an increase of 67.5 percent over the number during the preceding year. The average daily number of calls for records or for information contained in them, which had advanced from 60

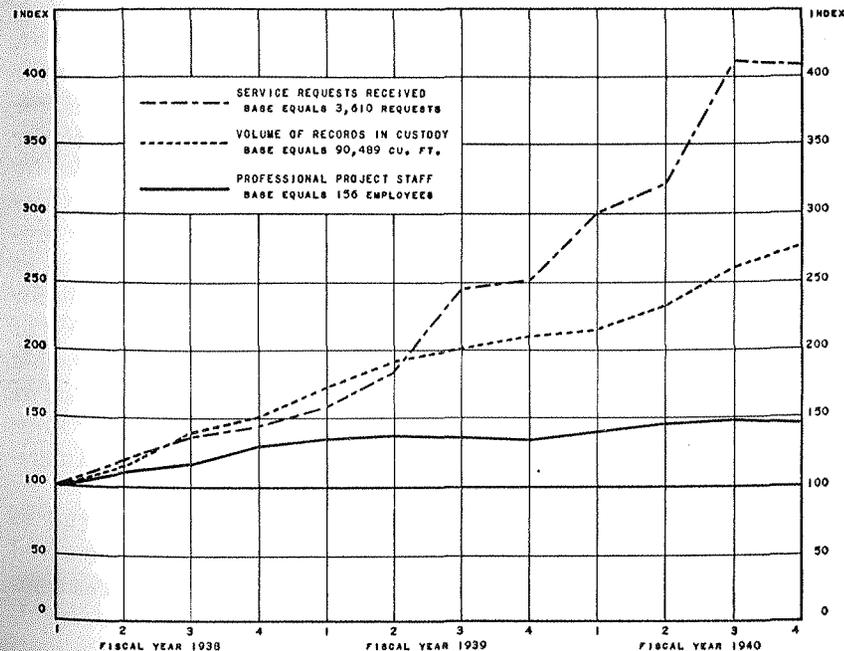
during the fiscal year 1938 to 101 during the fiscal year 1939, rose to 173. The table below shows the number of service requests received each quarter during the past 3 years, and the chart below compares

Service requests received

Fiscal year	1st quarter	2d quarter	3d quarter	4th quarter	Total
1940	10, 801	11, 581	14, 838	14, 687	51, 907
1939	5, 671	6, 601	8, 953	9, 019	30, 244
1938	3, 610	4, 333	4, 966	5, 145	18, 054

for the same period the changes in the service requests, in the volume of records in The National Archives, and in the number of persons on the staff of the professional project (a budgetary grouping that includes all employees except those on the administrative and publications projects). Of the 51,907 requests received during the fiscal year 1940, 15,526 were for information and 36,381 were for the use of records. As was the case in the preceding year, nearly half the requests were made by Government agencies for the use of their own records, and about a third were made by private investigators. The rest were made by Government agencies for the use of records other than their own.

INDEXES OF THE SERVICE REQUESTS, THE VOLUME OF RECORDS IN THE NATIONAL ARCHIVES, AND THE NUMBER OF PERSONS ON THE STAFF OF THE PROFESSIONAL PROJECT BY QUARTERS FOR THE FISCAL YEARS 1938, 1939, AND 1940



There were issued 788 cards of admission to the search rooms, as compared with 671 issued in 1939, and during the year the search rooms were used by 1,058 persons, who made 6,129 visits, which represented an increase of 58 percent in the number of searchers and of 45 percent in the number of visits. In addition, 633 visits were made by persons who obtained information from or about records but who did not themselves consult the records. Nearly 5,800 letters were written during the year (exclusive of correspondence with agencies concerning their own records) in answer to inquiries from Federal officials and from individuals in every State of the Union, in Hawaii and the Virgin Islands, and in eight foreign countries. This represented an increase of 50 percent in the letters sent to private individuals and of 30 percent in those sent to Federal officials. Photostat, photograph, and microfilm copies were made of 27,516 documents, two-thirds of them for private individuals. Motion pictures were shown and sound recordings were reproduced on 21 occasions for a total of 468 persons.

Government use of records.—Nearly two-thirds of all service requests were from Government agencies or officials, and the greater part of them were for services on their own records. The records were used by the agencies primarily for administrative purposes, but also to a considerable extent in connection with litigation. In one case the rearrangement by The National Archives of a body of disordered records made possible the auditing of certain accounts that had been pending for years.

Several important projects carried on at The National Archives by Government agencies were continued from the previous year. These included the selection and transcription of documents for the series of *Territorial Papers* published by the Department of State, for the series of *Naval Documents* published by the Navy Department, for a collection of Indian treaties and related papers being assembled by the Department of Justice, and for a collection of messages and papers of the Presidents being compiled as a Historical Records Survey project. Other projects of the Historical Records Survey carried on at The National Archives included the transcription of muster rolls for use in connection with the centennial celebration of the founding of Fort Atkinson, Iowa; the selection and transcription of documents bearing upon the early history of the Patent Office; the compilation of information from ship registers and enrollments for various New England ports; and the listing of early printed documents for the American Imprints Inventory.

Assistance was given to several congressional committees and to individual Members of Congress during the year. Requests received from them for information or copies of documents totaled 213, as compared with 160 for the previous year. Photostatic copies of a consid-

erable number of Department of Agriculture records were sent to the Committee on Claims of the House of Representatives, and photostatic copies of unratified Indian treaties were furnished to the Senate Committee on Indian Affairs for the use of Charles J. Kappler in compiling the fifth volume of his *Indian Affairs, Laws, and Treaties*.

Several hundred orders placed by Government agencies for photostat, photograph, microfilm, and ozalid copies of individual documents or of small series of documents, the majority of them bearing upon current problems, were filled without charge. Included were orders for copies of Executive orders and Presidential proclamations, letters, treaties, inspection certificates, Army orders, maps relating to historic sites, meteorological reports, ship documents, drawings of naval vessels, Indian Office records for use in connection with litigation, documents relating to the organization of World War agencies, and documents of interest in connection with anniversary celebrations.

Private use of records.—Searchers working at The National Archives during the year included residents of all but four of the States, of Alaska and Puerto Rico, and of Brazil, Chile, England, France, Ireland, Mexico, New Zealand, Peru, Poland, and Yugoslavia. The largest numbers of searchers were from the District of Columbia, New York, Maryland, Pennsylvania, Virginia, Illinois, California, Ohio, New Jersey, Missouri, Oklahoma, and Texas, in the order named. Among the searchers were faculty members and graduate students from 77 colleges and universities; the most numerous were those from Harvard University, the University of Chicago, Catholic University, Columbia University, the University of Pennsylvania, and Yale University. Lawyers, genealogists, journalists, radio and motion-picture script writers, novelists, teachers, librarians, title investigators, and retired Army and Navy officers were represented among the searchers. Some of the persons using the records were concerned with matters of personal or family interest or with private business or legal affairs, but a large proportion of them were working on projects of scholarly interest either on their own behalf or under institutional sponsorship. Although most of these projects were of a biographical or historical nature, a considerable number of them were in such fields of research as government, international law, sociology, education, geography, and philology.

The subjects studied were of a wide variety. In the field of biography they included statesmen and diplomats of the United States and of Latin American nations, Revolutionary soldiers, naval officers, explorers, journalists, a railway promoter and financier, a pioneer fur-trading family, and several Indian chiefs. In the field of American history, subjects relating to the trans-Mississippi West and to American commerce continued to be popular with searchers, and there were

a number of studies relating to the Civil War period. The subject of immigration also attracted some attention, as did the history and activities of Federal agencies. Of major interest to searchers was the history of Latin American countries and of Canada, an interest not limited to the relations of those countries with the United States, although most of the studies were in that field. Of particular importance for Canadian history was the project of the Carnegie Endowment for International Peace for selecting and transcribing for publication documents from the diplomatic correspondence of the United States relating to Canada. Various studies relating to European, Asiatic, and other countries were also made. These chiefly were concerned with international relations, but it is noteworthy that they included a number of studies of phases of history in which the United States was only slightly or not at all concerned. Publications issued prior to the close of the fiscal year for which substantial information was obtained from material in The National Archives are listed in appendix IV.

There was a considerable increase in the volume of requests by mail for information about or to be derived from records. As a result of inquiries concerning materials available for general subjects, surveys were made of materials relating to the history of New Mexico (for use in connection with the Coronado Cuarto Centennial Exposition) and of Florida. The requests for information on specific subjects were highly varied and came from persons in almost every walk of life. Many of them were for information on points related to larger research projects. Some were for aid in solving problems encountered in daily activities—in the work of a costume outfitter, a motion-picture producer, an editorial writer, and a museum curator, for example. Others were for answers to questions that were evidently of merely personal interest, such as the request of an Apache Indian, a former follower of Geronimo, for the names of the prisoners, of whom he had been one, who were sent to Florida after Geronimo's capture. As in the previous year, however, the greater part of the inquiries answered by letter were concerned with the establishment of dates and places of birth, marriage, and death and other facts of personal history. Many of these data were desired as evidence of the age of applicants for old-age pensions, for use in obtaining employment, or for the establishment of claims to property or for damages. There were numerous requests for aid in the establishment of claims to citizenship and in determining the degree of blood or tribal status of persons claiming to be Indians.

Many orders for photostats or photographic copies of documents were filled for private scholars and institutions or for individuals desiring personal history data. Copies of extensive bodies of re-

search material were usually supplied on microfilm. Among these orders were a number for copies of material to be used in documentary publications. Microfilm copies of many hundreds of pages of documents were supplied for use in a study of the diplomatic relations between the United States and Mexico. Another large order, received from the Argentine Embassy in Washington, was for copies of documents bearing upon certain treaty negotiations. Among the miscellaneous orders were some for copies to be used in the making of motion pictures or as illustrations in publications.

The library.—Increasingly effective assistance was furnished by the library to members of the staff and to searchers, as progress continued to be made in adding to its holdings, in the development of special bibliographies, and in the handling of requests for information. During the fiscal year 3,780 books and 12,685 pamphlets were received, and on June 30, 1940, the total holdings of the library were estimated at 45,842 books and 38,721 pamphlets, exclusive of thousands of congressional bills, resolutions, laws, calendars, and similar items. A number of items that were no longer needed were turned over to the Superintendent of Documents. The cataloging of non-Government publications was brought up to date during the year, and the cataloging of Government publications was begun. There was an increase of approximately 72 percent in the number of books charged for use as compared with the number for the previous year. Aside from the increase in loans resulting from the expansion in the work of The National Archives, part of this increase may be attributed to its in-service training program and to the program for the training of archivists carried on in cooperation with the American University. Considerable progress was made in the bibliographical projects described in previous reports, and much use was made by members of the staff of the bibliographies thus far compiled.

OTHER SERVICES

The National Archives rendered during the year a variety of services in addition to those already described. Numerous Government agencies, institutions, and individuals were furnished with information regarding practices followed and equipment used in rehabilitating, preserving, and copying records of all kinds, including motion pictures and other photographic material, or with advice on problems concerning which the personnel of The National Archives has special technical knowledge. Frequently these problems likewise involved the rehabilitation, preservation, or copying of material, but members of the staff were also asked to suggest effective means of preventing the alteration of United States passports, to read or examine documents that were faded, illegible, or of questionable valid-

ity, and to make studies of and recommendations regarding the filing systems used by several Government agencies. On over a hundred occasions the auditorium was placed at the disposal of Government or other groups for the showing of motion pictures or the holding of meetings.

Throughout the year The National Archives continued to cooperate with Government and private agencies whose objectives are similar to its own. Relations with the Work Projects Administration were, as usual, especially close. As mentioned earlier in this report, that agency continued the Survey of Federal Archives and the project for flattening pension records, and it also continued to provide translators to work on archival literature in Slavic languages. On its part The National Archives was able to reciprocate by providing editorial and other assistance to the Survey of Federal Archives; by devising a scheme for rating the efficiency of employees on the flattening project so satisfactory that the Administration is applying it to the personnel of other projects; and by providing facilities for workers on the Early Imprints Survey, a branch of the Historical Records Survey, who discovered additional early American imprints among the records in the custody of the Archivist. The National Archives and the Library of Congress also cooperated in many ways, one of which consisted of the appointment of a joint committee that studied and reported on possible plans for centralizing and providing a joint catalog for photographic archives, other than motion pictures. Representatives of The National Archives participated in the work of the Advisory Committee to the National Bureau of Standards on Research on the Reproduction of Records, the Interdepartmental Group on Photographic Films and Papers, the Federal Interdepartmental Safety Council, the Federal Fire Council, the National Fire Protection Association, the Federal Board of Surveys and Maps, and the United States Board on Geographical Names, and in the case of the last-named agency the Chief of the Division of Maps and Charts, who is the representative of The National Archives, was appointed as chairman by the Secretary of the Interior.

The Archivist is a member of the National Archives Council and chairman of the National Historical Publications Commission; the Administrative Secretary is secretary of the former body and the Director of Publications is secretary of the latter. Reports of the secretaries on the activities of these agencies are printed as appendixes VI and VII of this report. The Archivist is also charged with the administration of the Franklin D. Roosevelt Library; his annual report as to the Library is published separately.

In accordance with the Federal Register Act, approved July 26, 1935, Presidential proclamations, Executive orders, and rules, regulations, notices, and similar documents of Federal administrative agencies are filed with the Division of the Federal Register of The National Archives and are there made available for public inspection, and those having general applicability and legal effect are published in the *Federal Register*, which is issued daily with the exception of Sunday, Monday, and days following legal holidays. During the fiscal year 1940, 5,244 documents were published, 911 more than in 1939. Over 6,000 copies of the daily issues of the *Federal Register* were sent regularly to Members of Congress and to Federal agencies for their official use, and the total number of paid subscribers on June 30, 1940, was 2,669, or 297 more than at the close of the previous year. From subscribers the sum of \$36,707.52 was collected by the Superintendent of Documents and covered into the Treasury. From the sale of copies of the five bound volumes constituting the permanent edition of the *Federal Register* for the period March 14, 1936, to June 2, 1938, the sum of \$637 was received. Bound volumes are no longer issued, their place being taken by the supplements to the *Code of Federal Regulations* described below.

An amendment to the Federal Register Act approved on June 19, 1937, required each agency of the Government to prepare and file with the Administrative Committee of the Federal Register on July 1, 1938, a complete codification of all documents issued or promulgated by the agency that had general applicability and legal effect and were in force on June 1, 1938. Similar codifications are to be filed every 5 years thereafter. Early in the fiscal year 1939 the Administrative Committee was authorized to proceed with the publication of the first of these codifications in a *Code of Federal Regulations*. The work of preparing the *Code* for publication, indexing it, and seeing it through the press had not been completed on July 1, 1939, when the Codification Board, which had been established by Congress to supervise and coordinate the form, style, indexing, and arrangement of the codifications, was abolished by the President's Reorganization Plan No. II and its functions were consolidated with the functions of the Division of the Federal Register. The work on the *Code* was continued by the Division, and at the close of the fiscal year 1940 volumes 2 through 12 of the 15-volume publication had been printed and released for distribution and the remaining volumes were nearly ready for release. The first supplement to the *Code*, covering the period from June 2 to December 31, 1938, was issued during the year, and work on the supplement for the calendar year 1939 was begun. Arrangements were made for the distribution of nearly 1,500 sets of the *Code* to Govern-

ment agencies, and by the close of the year 4,008 copies of the various volumes and of the 1938 supplement had been sold. Approximately \$10,000 was received by the Government from these sales.

During the fiscal year the Division of the Federal Register examined and edited for accuracy of legal citation and style the drafts of 322 Presidential proclamations and Executive orders before they were submitted to the President for signature. Most of those signed were printed in the *Federal Register*, and the rest were printed in slip form. The practice of notifying Government agencies of the signing of any such proclamations and orders of interest to them was continued, and photostats were furnished upon request. The Civil Service Commission was provided with certified photostats of all Executive orders affecting the civil service in any way. A total of 16,438 slip copies or photostats of proclamations and Executive orders were furnished during the year for official use and private study, and considerable service was rendered in response to requests for information to be found in documents filed with the Division.

ADMINISTRATIVE ACTIVITIES

Organizational changes.—In the course of the year the Messenger and Transportation Service and the Telephone Switchboard were merged into the Building and Grounds Section, which was then designated as the Division of Building Management and Service. With this exception the organization of The National Archives as shown on the chart printed on page 43 of the *Fifth Annual Report* of the Archivist remained unchanged.

Personnel.—Changes involving the heads of operating units of The National Archives were relatively few. John R. Russell, Chief of the Division of Cataloging since October 15, 1935, resigned effective April 1, 1940, to become Librarian of the University of Rochester, and Esther S. Chapin was designated as Acting Chief of the Division. On November 16, 1939, Arthur H. Leavitt, Chief of the Division of Commerce Department Archives, was designated also as Acting Chief of the Division of Post Office Department Archives, a position previously held by Frank D. McAlister, who continued to serve as Chief of the Division of Justice Department Archives and Acting Chief of the Division of Legislative Archives.

The number of persons employed in The National Archives at the beginning of the fiscal year was 355. During the year there were 82 appointments and 67 terminations; the net increase, therefore, was 15. The number employed as of June 30 was 370. New employees were, as they have been since November 23, 1938, appointed in conformity with civil-service laws and regulations. Some difficulty was experienced in acquiring satisfactory professional personnel because there was no

civil-service register for archivists. A partial solution to this difficulty seemed to be in prospect, however, for the Civil Service Commission included an examination for junior archivists as one of the options in the junior professional assistant examination given during the year. Progress was made during the year in obtaining civil-service status for employees on the staff on November 23, 1938, who were eligible for recommendation and certification by the Archivist for this status in accordance with a provision of the Independent Offices Appropriation Act for 1939. Nine additional employees were certified to the Commission during the year, bringing to 331 the number thus certified, and 76 employees were given classified status, bringing to 306 the number in this category. If nine employees whose certifications were withdrawn because they had died, transferred, or resigned are left out of account, civil-service status had been accorded at the close of the year to 95 percent of the employees who were eligible for certification. There were 103 promotions to higher grades and 75 administrative promotions within grade during the year.

An important step affecting personnel taken during the year was the promulgation in October of a statement of the employee relations policy of The National Archives, the introductory paragraph of which reads as follows:

Since maximum efficiency can be attained only through harmonious relations with employees and by the equitable adjustment of all problems, complaints, or charges arising out of working conditions or out of unfairness or discrimination in the allocation of work, classification of positions, salary, efficiency ratings, promotions, demotions, transfers, separations, and other personnel matters, The National Archives recognizes the right of employees to discuss orally and informally personnel problems or suggestions and their right to present in writing formal complaints or charges arising from the above. Employees of The National Archives have the right to join any employee organization formed for the purpose of promoting the welfare of its members. There shall be no discrimination against any employee by reason of his membership or nonmembership in any such organization, and in all procedures listed below employees may act personally or through representatives of their own choosing.

Following this statement were listed detailed procedures for the presentation of problems or suggestions by employees and for the presentation of complaints or charges by either employees or the heads of operating units. Local Union No. 180 of the United Federal Workers of America, an affiliate of the Congress of Industrial Organizations, was organized in The National Archives in March 1940, and the Chief of the Division of Personnel and Pay Roll was designated as liaison officer with the union.

Approximately half of the members of the staff of The National Archives hold bachelor degrees, about 9 percent hold the degree of doctor of philosophy, and many are pursuing graduate or undergraduate studies at local educational institutions. To supplement the

general education possessed by its employees, The National Archives maintains an in-service training program. During the fiscal year 1940 this program included 128 seminar conferences held in 15 different operating units, 2 general seminars open to members of the staff having certain qualifications, and an archival training course carrying graduate credit, which was conducted in cooperation with the American University; and informational material of general interest was distributed to members of the staff. Fifty-four persons registered for the general seminars, 38 of them for a seminar on "National Archives Correspondence and Report Writing," conducted by the Chief of the Division of Reference, and 16 for the "Seminar in Federal Administrative History," conducted by the Director of Publications; in view of the size of the enrollment it was necessary to divide the former seminar into two groups, one of which was conducted by the Assistant Chief of the Division of Reference. The course offered in cooperation with the American University, which was entitled "The History and Administration of Archives," was conducted by the Director of Publications and Dr. Ernst Posner of the American University and was attended by 20 persons, all but 5 of whom were members of the National Archives staff.

The results of this program were so satisfactory that plans were being made at the end of the year to develop it further during the coming year by adding an in-service training course for secretaries and stenographers and by developing an orientation course to familiarize all new employees of The National Archives with the organization and work of the agency. It is expected that the cooperative program with the American University will also be expanded as a result of a grant to the American Council of Learned Societies by the Carnegie Corporation that will make available for the next 3 years the services of Dr. Posner. Courses tentatively planned include: "The History and Administration of Archives" (by Dr. Posner and Dr. Buck); "Introduction to the Study of History" and "Materials for Research in Modern History" (by Dr. Posner); "Comparative Administrative History" (by Dr. Posner) and "Historical Backgrounds of the Federal Administrative System" (by Dr. Louis Hunter of the university staff); and "The Role of Records in Public Administration" and "Principles of Record Administration" (by Miss Helen L. Chatfield, Treasury Department Archivist).

Included in the informational material distributed to members of the staff were quarterly summaries of the activities of The National Archives, compiled by the Administrative Secretary from the reports of heads of operating units, and five additional numbers in the series of Staff Information Circulars, four of which were issued during the previous year. Of these circulars, No. 5 is an 18-page article by

Theodore R. Schellenberg, Chief of the Division of Agriculture Department Archives, on "European Archival Practices in Arranging Records"; No. 6 is a 15-page compilation by Solon J. Buck, Director of Publications, of "Selected References on Phases of Archival Economy"; No. 7 is a 15-page article by Collas G. Harris, Executive Officer, on "Personnel Administration at The National Archives"; No. 8 is a 10-page article by Vernon D. Tate, Chief of the Division of Photographic Archives and Research, on "Microphotography in Archives"; and No. 9 is a 14-page article by Philip C. Brooks, of the Division of Independent Agencies Archives, on "What Records Shall We Preserve?"

Members of the staff continued to participate during the year in the activities of international, national, or regional associations and in specialized organizations of archivists, historians, political scientists, geographers, librarians, bibliographers, motion-picture engineers, public administrators, and the like, by attending meetings, serving on committees, and contributing papers. A list of the professional publications of staff members is printed as appendix V of this report. Members of the staff also advised or otherwise cooperated in the work of such agencies as the American Council of Learned Societies, the Committee on Scientific Aids to Learning, the Division of Cultural Relations of the Department of State, the Joint Committee on Materials for Research, the National Research Council, the National Resources Planning Board, and the United States Antarctic Service. The Director of Publications, the Chief of the Division of Classification, and the Chief of the Division of Maps and Charts were designated as official delegates of The National Archives to the Eighth American Scientific Congress, which was held in Washington in May, and the Chief of the Division of Photographic Archives and Research served as one of the official delegates of the United States to the Fifteenth International Conference on Documentation, which was held in Zürich in August, and investigated developments in documentary reproduction and archival economy in Switzerland, Italy, France, the Netherlands, and Norway.

Public relations.—Over 48,000 persons, 3,000 more than during the preceding year, visited the National Archives Building. Of primary interest to these visitors were the exhibits of archival material on display in the Exhibition Hall, which were changed from time to time and were planned so that documents connected with important historical events would be shown on anniversaries of the dates of the events. Among several special exhibits arranged during the year were those of documents relating to Latin America, which were placed on display in connection with the Eighth American Scientific Congress and the fiftieth anniversary of the founding of

the Pan American Union; of documents bearing signatures of the Presidents and of the members of the cabinets of Presidents Washington, Adams, and Jefferson; of neutrality proclamations issued by Presidents from Washington to Franklin D. Roosevelt; and of documents of particular interest to women, which were displayed in connection with a meeting of the Washington branch of the World Center of Women's Archives. Exhibits consisting of copies of noteworthy documents and photographs of activities of The National Archives were installed at the meeting places of the Eighth American Scientific Congress, the Washington branch of the World Center of Women's Archives, and the American Historical Association.

Some 60,000 publications of The National Archives, including about 4,000 copies of *Annual Reports* of the Archivist and 55,000 copies of descriptive circulars, were distributed during the year, chiefly to visitors. Besides furnishing publications and other data in response to requests, information concerning The National Archives was also disseminated by radio programs explaining the work of the establishment, which were prepared by The National Archives and were broadcast in five States through the cooperation of the Office of Government Reports; by numerous newspaper and periodical articles written by journalists and others who visited the building; and by a short sound picture entitled "The Archives," which was made and released by Columbia Pictures Corporation. In conformity with its policy, The National Archives issued no prepared statements for publication, but whenever possible it furnished information and photographs and otherwise assisted writers and photographers in their work. Among the photographs concerning The National Archives published during the year were reproductions in color of the murals in the Exhibition Hall, which were printed in an announcement concerning United States Savings Bonds issued by the Treasury Department.

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, 1940

The Independent Offices Appropriation Act, 1940, approved March 16, 1939 (Public, No. 8, 76th Cong.), provided appropriations of \$850,000 for the salaries and expenses and \$14,000 for the printing and binding of The National Archives for the fiscal year ending June 30, 1940. With the permission of the Bureau of the Budget, no reserve was set up from these funds because of the need for (1) coping with the increase in the regular activities of The National Archives;

(2) continuing the Work Projects Administration project for flattening pension records; (3) completing the compilation of the *Code of Federal Regulations*; (4) replenishing the stock room, which had been depleted during the preceding year because of more urgent demands for funds for other purposes; and (5) providing special equipment, including an optical printer and a machine for humidifying and flattening folded documents.

Obligations and expenditures for the fiscal year ending June 30, 1940

Salaries and expenses:		
Personal services	\$777, 588	
Supplies and material	14, 255	
Communication service	5, 383	
Travel expense	1, 590	
Transportation of things	1, 257	
Repairs and alterations	2, 851	
Special and miscellaneous	295	
Equipment	46, 661	
Total obligations and expenditures	\$849, 880	
Unobligated balance	120	\$850, 000
Printing and binding:		
Total obligations and expenditures	\$13, 923	
Unobligated balance	77	14, 000
		\$864, 000

The total obligations and expenditures amounted to \$863,803, leaving unobligated balances totaling \$197.

Miscellaneous receipts covered into the Treasury

Photographic duplications and authentications	\$1, 552. 12
Phonographic duplications	2. 80
Lamination of documents	53. 13
Processing service	20. 15
Excess costs over contract price 75
Allowance for old gold	1. 00
	\$1, 629. 95

The Independent Offices Appropriation Act, 1941, approved April 18, 1940 (Public, No. 459, 76th Cong.), provided \$906,200 for the salaries and expenses and \$14,000 for the printing and binding of The National Archives for the fiscal year ending June 30, 1941, and the Second Deficiency Appropriation Act, 1940, approved June 27, 1940 (Public, No. 668, 76th Cong.), transferred the sum of \$13,560 for salaries and expenses from the Veterans' Administration to The National Archives to care for personnel to be transferred from the Veterans' Administration to The National Archives on July 1, 1940.

Saturday the 19th D. Morning
 Sunday the 20th D.

This Afternoon the 9th Light Scout
 Departed with hungry Bells and
 Heavy Load

This Afternoon About for a Scout to
 Reach All 8 O'clock then to Doars
 One Day. Provision Cook it then
 Proceed till 4 O'clock. This Scout
 Consisted of Men & was 6. Private
 Capt. Paine, Lt. Jones Officers out
 Col. W. D. Detachments

Tuesday the 21st D.

This Morning a British Commando
 Was heard In the North River this
 Fire Began All Sunrise and
 Continued till 9 O'clock

Saturday the 20th D.

This Afternoon a Spy Was taken up
 Between the Lines Who was on his Way
 to New York and Brought him In to head
 and being searched found In his Pocket
 The Plan of West Point the Number of Guns
 and Cannon and the Number of Soldiers
 His Name Was Anderson a Lt. In the
 British Army. About Sund a Guard of
 100 men was sent to the Point with
 the Veterans

Sunday the 21st D.

This Morning the Scout Returned Brought
 In Nothing

Monday the 22nd D.

Orders for March of 1000 Men
 out of West Point Detachment
 1000 Men out of West Point
 Company for to Reach All Eight
 O'clock this Morning with 5 Days of
 Provisions

Tuesday the 21st D.

This Morning a British Express from
 West Point and Brought the Intelligence
 That Gen. Arnold Departed Last
 Night to the Enemy the Report
 Was so Delivered was because he
 and that Spy was Confidant
 together In Making the Plan
 that Was taken with the Spy his
 Intent In Doing this was to give
 that Army Provisions and Make Provisions
 of the men. Sunday the 21st
 This was Provisions to Reach the
 Men and see that there was
 no good side which remaining was
 some and the man designed to be
 a day all a minute warning to go
 upon any Expedition whatsoever
 10 O'clock this Afternoon our Adjutant
 Allen returned from the Point where
 Was sent up with the Guard that took
 all the Provisions to Carry the Writing
 to Gen. Arnold. He got to them
 10 O'clock and gave the Writing to
 Gen. Arnold. He learned that he had

The Letter he got up and makes a
 Boat the 6th great Heavy. A few minutes
 then he turns Allen and says you stay here
 I have some Business Down to the River. I
 Back again In two Hours or less. But when
 the time was up or before he was sent to
 a Boat to be gone thought he left took the
 Men a long walk then under the Protection
 of a Flag and made Provisions of them as soon
 as he got on Board and Proceeded to get
 get all for him and then for about three
 After he was gone Gen. Washington's
 came In and knowing Information of this he
 immediately sent back of Allen he an
 To Coll. Jeffrey our Commandant

There all's for to March this Afternoon
 at Four o'clock 10 Miles to Distance

Wednesday the 27th D.

Thursday the 28th D.

This Morning at 10 o'clock Order came for
 4000 Men and 6000 Provisions to Reach West Point
 Provisions for the Scout this Scout Consisted of
 the Scout returned all the Provisions
 Nothing but Hunger

GEN. BENEDICT ARNOLD'S TREASON IN 1780.

These pages from the journal of Hezekiah Fay, of Southborough, Mass., a sergeant in the Continental Army, describe Arnold's departure from West Point to join the British shortly after "Anderson" (Maj. John André), his confederate in the British Army, had been captured near "the Point" on September 23

In Senate April 6. 1789

Copied Sir The Senate of the United States have appointed you to wait upon general Washington with the certificate of his being elected to the office of President of the United States of America. You will therefore ~~be~~ prepare to set out as soon as possible and are to apply to the board of treasury for such sum as you may judge necessary for the expenses of the journey

J. L. President

Charles Thomson Secy

Copied

In Senate April 6. 1789

Sir The Senate of the United States have appointed you to wait on the hon^{ble} John Adams with the certificate of his being elected to the office of Vice president of the United States. You are therefore to set out as soon as possible with the papers herewith sent you, and are to apply to the board of treasury for one hundred dollars towards defraying the expenses of your journey

W. S. Bourne

J. L. President

New York April 26. 1789

Sir

In pursuance of the orders I received from the Senate I left New York on Tuesday the seventh of the present month, and though much impeded by tempestuous weather, bad roads, and the many large rivers I had to cross, yet by unremitting diligence I reached Mount Vernon, the seat of his excellency genl Washington on Tuesday the 14 about 12 o'clock. I found his excellency at home and after communicating to him the object of my mission and the substance of my instructions I took an opportunity, on the day of my arrival, to address him as follows

Sir, The president of the Senate, chosen for the special occasion, having opened and counted the votes of the Electors in the presence of the Senate and the house of Representatives, I was honored with the commands of the Senate to wait upon your Excellency with the information of your being elected to the office of President of the United States of America. This commission was entrusted to me on account of my having been long in the confidence of the late Congress and charged with the duties of one of the principal civil departments of Government.

I have now, Sir, to inform you, that the proofs you have given of your patriotism and of your readiness to sacrifice domestic ease and private enjoyment, to preserve the liberty and promote the happiness of your country did not permit the two houses to harbour a doubt of your undertaking this great, & important office, to which you are called not only by the unanimous votes of the Electors but by the voice of America. I have it therefore in command to accompany you to New York where the Senate and the house of Representatives are convened

APPOINTMENT OF MESSENGERS TO NOTIFY THE VICTORS IN THE ELECTION OF 1789.

Appointments of Charles Thomson, Secretary of the Continental Congress, and Sylvanus Bourne, later a consular officer in Haiti and the Netherlands, to notify George Washington and John Adams of their election as President and Vice President of the United States, respectively, were among the initial acts of the first Senate on April 6, 1789, the first day on which that body mustered a quorum. Copies of these appointments, bearing the initials of John Langdon, are in the Senate files received by The National Archives.

THOMSON'S REPORT ON HIS MISSION OF NOTIFICATION.

Charles Thomson, a man of sixty, spent a week journeying from New York to Mount Vernon to notify Washington of his election as President. On this trip, as he relates in the first page of his report to the President of the Senate, he was "impeded by tempestuous weather, bad roads and the many large rivers." Thomson's report is in the Senate files received by The National Archives.



JAMES MURRAY MASON.

Commissioners of the Confederacy to Great Britain and France, who were removed from the British ship *Trent* by Capt. Charles Wilkes, commanding the U. S. S. *San Jacinto*, on November 8, 1861. Mason and Slidell, each of whom had previously served as United States Representative and Senator, the former from Virginia and the latter from Louisiana, were subsequently permitted to continue on their mission. Mason ultimately returned to the United States, but Slidell died abroad. These portraits are from the Matthew B. Brady collection of photographs received by The National Archives from the War Department.



JOHN SLIDELL.

Log of United States Ship *San Jacinto*, Commanded by Capt. Charles Wilkes.

8th DAY OF Nov. 1861.

H.	Knots.	Fathoms.	Course.	Wind.		Temperature.		Remarks on this Day.
				Direction.	Force.	Winds.	Water.	
1				S. by E.	1	40	80	From 12 to 11.
2				"	2	"	76.80	(signed) Jas. A. Greer,
3				S. by E.	3	"	80	
4				"	2	"	76.80 3010	From 11 to 9, as per col.
5				"	"	"	80	(signed) A. D. Cooke.
6				"	"	"	76.80	
7				"	"	"	80	From 8 to 7, as per col.
8				"	2	40	80	Laying to off Pardon Light. At
9				"	2	40	81	10.30 a Bark in sight to the S. E.
10				N. E. by E.	"	"	80 81	and a Schooner to the S. E. at 10.30
11				N. E.	"	"	81	made out a Steamer to the N. E.
12				"	"	"	82 81	(signed) R. R. Brace.

Distance per Log
 Latitude, D. R.
 Longitude, D. R.
 Latitude observed
 Longitude
 Current
 Variation

Water by pit 300 Gallies.
 " on hand. 10300.

From 12 to 11, as per col.
 (signed) Jas. A. Greer,
 From 11 to 9, as per col.
 (signed) A. D. Cooke.
 From 8 to 7, as per col.
 Laying to off Pardon Light. At
 10.30 a Bark in sight to the S. E.
 and a Schooner to the S. E. at 10.30
 made out a Steamer to the N. E.
 (signed) R. R. Brace.
 From 12 to 11, as per col.
 (signed) R. R. Brace.
 From 11 to 9, as per col.
 (signed) A. D. Cooke.
 From 8 to 7, as per col.
 Laying to off Pardon Light. At
 10.30 a Bark in sight to the S. E.
 and a Schooner to the S. E. at 10.30
 made out a Steamer to the N. E.
 (signed) R. R. Brace.
 From 12 to 11, as per col.
 (signed) R. R. Brace.
 From 11 to 9, as per col.
 (signed) A. D. Cooke.
 From 8 to 7, as per col.
 Laying to off Pardon Light. At
 10.30 a Bark in sight to the S. E.
 and a Schooner to the S. E. at 10.30
 made out a Steamer to the N. E.
 (signed) R. R. Brace.

1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12

4
 5
 6
 7
 8
 9
 10
 11
 12

1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12

Some stores for their use, Ran to leeward of the Steamer & at 3.20 she stood to the S. E. at 3.30 Hoisted up our Boats & returned to the S. E. (signed) R. R. Brace.

From 11 to 10. At 11 made sail to top & set sails & fore aft. A sail on sight a beam, At 5 Light House bore S. E. by E. Vertical post chains, At 5.45 Mustered crew at Quarters. (signed) A. D. Cooke.

From 10 to 9, as per col. (signed) R. R. Brace.

From 8 to 7, as per col. At 8.30 rounded with 40 jacks line up & down, no bottom. At 9.30 commenced to clear up & furl 20 sails, finished at 10.20, set 200 sq. sail, at 10.30 rounded 50 jacks up & down, no bottom. (signed) Jas. A. Greer.

THE "TRENT AFFAIR."

This page from the logbook of the U. S. S. *San Jacinto* for November 8, 1861, records the arrest and removal of the Confederate commissioners from the British merchant vessel *Trent*, an incident during the Civil War that almost involved the United States in war with Great Britain. The logbook was received by The National Archives from the Department of the Navy.

Column 1 Read down this column and then start at the top of Column 2	Column 2 Read down this column and then start at the top of Column 3	Column 3 Read down this column and then start at the top of Column 4	Column 4 Read down this column and then start at the top of Column 5	Column 5 Read down this column and then start at the top of Column 1 Page 2
158	7745	4674	6359	3200
182	5747	5942	6396	8795
8239	4746	8038	7952	57
6620	5854	5248	2502	8995
6685	5358	4326	4727	5642
4779	8107	8300	8597	2684
8848	4889	5925	6690	4483
6292	2670	4670	6385	6457
8130	8852	3984	5998	4416
5892	5913	4959	5136	2988
5837	6129	4543	7999	153
5495	6126	8211	6908	7102
6604	6573	3461	4996	5788
8946	3048	5029	3675	3670
5375	7900	5660	3440	7166
7674	8313	4956	4568	4337
4890	4050	4805	2524	5394
4928	7099	6503	6192	7584
105	5520	161	4054	8768
6782	7858	3011	3466	6758
6729	8309	6741	4070	8238
7508	7090	7368	3001	5927
7857	6887	7659	4462	8861
5985	4220	5911	5951	4078
4861	8395	5987	3694	6594
6116	4901	6576	5396	5317
5527	4815	7950	5598	6813
5055	7973	7414	3408	5643
3508	3470	3294	8705	7768
4767	3495	2470	6169	5453
7647	4977	14	6107	6414
6238	6613	4012	2437	5131
7293	8550	4159	6313	7451
2441	5172	5871	6196	4838
7120	2451	6642	3974	7401
7775	2748	8389	4261	6458
2563	8402	6347	6176	6679
4440	7275	5663	5488	4120
8672	2698	5127	6888	4831
5486	4645	3259	5550	6830
188	5941	3526	6403	5722
6241	6654	5309	8165	4856
8296	7934	2771	3252	4765
6396	846	7251	6681	7212
6840	2764	6333	6235	6671
120	4631	2489	3432	8738
8069	7012	8804	4760	6844
4933	7229	5011	7927	6020
8147	7367	4966	2534	5651
2914	8983	8963	7587	7657

*Go to Page 2 and begin at top of Column 1.

APPENDIXES

THE NATIONAL MASTER LIST OF THE FIRST PEACETIME DRAFT LOTTERY.

When slips bearing serial numbers were drawn from the bowl in the first peacetime draft lottery, held October 29-30, 1940, the numbers were first read aloud, then the slips were photographed beside a watch to establish the order in which the numbers were drawn.

APPENDIX I

RECENT LEGISLATION CONCERNING THE NATIONAL ARCHIVES¹ ACT CONCERNING THE DISPOSAL OF RECORDS, APPROVED AUGUST 5, 1939

[53 Stat. 1219-1221]

An Act to provide for the disposition of certain records of the
United States Government.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That whenever any agency of the United States Government has in its custody an accumulation of records that are not needed by it in the transaction of its current business and that appear to it to have no permanent value or historical interest, the head of such agency shall submit a written report thereon to the Archivist of the United States in which he shall state the location and describe the character of such records so as to enable the Archivist to identify them. Said report shall be submitted in triplicate and shall be accompanied by samples of the several kinds of records listed therein.

SEC. 2. When used in this Act, the word "records" means originals or copies of motion-picture or other photographic records in any form whatsoever, sound recordings, correspondence, papers, indexes, maps, charts, plans, drawings, punch cards, tabulation sheets, pictures, and other kinds of records belonging to the United States Government.

SEC. 3. The Archivist, with the approval of the National Archives Council, shall submit to Congress, at such times as he shall deem expedient, lists of records reported to him in the manner prescribed by section 1 of this Act that appear to him to have no permanent value or historical interest to the Federal Government.

SEC. 4. Whenever the Archivist shall submit to Congress, in compliance with the provisions of section 3 of this Act, lists of records that appear to him to have no permanent value or historical interest to the Federal Government, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee, to which such lists shall be referred, and said joint committee shall meet and examine said lists and submit to the Senate and House of Representatives, respectively, a report of such examination and their recommendation.

SEC. 5. If such joint committee report that any of the records described in the lists referred to them are not needed or useful in the

¹ Other legislation still in force concerning The National Archives, including the National Archives Act (48 Stat. 1122-1124) and the Federal Register Act (49 Stat. 500-503), is printed in the *Fifth Annual Report* of the Archivist of the United States, 55-69.

transaction of the current business of the agency by which they were reported to the Archivist and have no permanent value or historical interest to the Federal Government, then it shall be the duty of the head of said agency to dispose of said records by one of the following methods:

(a) By sale, upon the best obtainable terms after due publication of notice inviting proposals therefor;

(b) By causing them to be destroyed;

(c) By transfer (without cost to the United States Government) to any State or dependency of the United States of America or to any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application to him therefor, through the Archivist of the United States. All moneys derived from the sale of such records shall be paid into the Treasury of the United States by said agency.

If said joint committee shall fail to make a report during any regular or special session of Congress on any list of records that has been submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the agency by which such records were reported to him to dispose of them by any of the methods prescribed in this section.

If it shall appear to the Archivist that any records reported to him in the manner prescribed by section 1 of this Act, while Congress is not in session, have no permanent value or historical interest and have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress, he may empower said agency to make disposition of said similar records by any of the methods prescribed in this section.

The Archivist shall submit to Congress at the beginning of each session a descriptive list of all records authorized for disposition by him during the preceding recess of Congress.

Sec. 6. When any records of the United States Government have been disposed of in accordance with the provisions of section 5 of this Act, the head of the agency making such disposition shall submit a written report thereon to the Archivist of the United States in which he shall describe the character and volume of such records and state when and by what method the disposition thereof was accomplished. If any of the records described in a particular report are shown thereby to have been sold, such report shall give the amount of the purchase price received therefor and the total cost of effecting such sales. Said report shall also give the names and post-office addresses of all institutions, associations, or other organizations to which any records therein described have been transferred.

Sec. 7. The Archivist of the United States shall transmit to Congress, at the beginning of each regular session, a concise summarization of the data contained in the reports filed with him by heads of agencies of the Government during the preceding fiscal year in compliance with the provisions of section 6 of this Act.

Sec. 8. Whenever the Archivist shall determine that any records in his custody, or which have been reported to him by any agency under the terms of section 1 of this Act, are a continuing menace to human health or life or to property, he shall cause such records

to be destroyed immediately at such place and by such method as he shall select: *Provided, however*, That if said records have been transferred to his custody, he shall report the disposition thereof to the Congress and to the agency from which they were transferred.

Sec. 9. Whenever it shall appear to the Archivist that there are in his custody any records that are without permanent value or historical interest to the Federal Government he shall submit lists thereof to Congress in the manner provided by section 3 of this Act: *Provided, however*, That the Archivist shall not report to Congress, under the provisions of this section, records of any existing agency of the United States without the written consent of the said agency.

Sec. 10. The procedures herein prescribed to be followed are exclusive, and no records of the United States Government may be alienated or destroyed except by authority sought and obtained under the provisions of this Act.

Sec. 11. All Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

Approved, August 5, 1939.

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1941,
APPROVED APRIL 18, 1940

[Public, No. 459, 76th Cong.]

National Archives

Salaries and expenses: For the Archivist and for all other necessary and authorized expenditures 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; the Act of July 18, 1939 (53 Stat. 1062-1066), and the Act of August 5, 1939 (53 Stat. 1219-1221); 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 and other records (including motion-picture and other 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 furtherance of the purposes of the said Acts; exchange of scientific and technical apparatus and labor-saving devices; repairs to equipment; purchase, including exchange, of one passenger-carrying motor vehicle and maintenance, operation, and repair of motor vehicles, \$906,200: *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 when the aggregate cost involved does not exceed the sum of \$50.

Printing and binding: For all printing and binding \$14,000

EXTRACT FROM THE SECOND DEFICIENCY APPROPRIATION ACT, 1940, APPROVED
JUNE 27, 1940

[Public, No. 668, 76th Cong.]

National Archives

There is hereby transferred from the appropriation, "Salaries and Expenses, Veterans' Administration, 1941", the sum of \$13,560, to the appropriation, "Salaries and Expenses, National Archives, 1941".

ACT CONCERNING THE DISPOSAL OF PHOTOGRAPHED RECORDS, APPROVED
SEPTEMBER 24, 1940

[Public, No. 788, 76th Cong.]

An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That whenever any agency of the United States Government shall have photographed or microphotographed all or any part of the records kept by or in the agency in a manner and on film that complies with the minimum standards of quality approved for permanent photographic records by the National Bureau of Standards, and whenever such photographs or microphotographs shall be placed in conveniently accessible files and provision made for preserving, examining, and using the same, the head of such agency may, with the approval of the Archivist of the United States, cause the original records from which the photographs or microphotographs have been made or any part thereof to be disposed of according to methods prescribed by law, provided records of the same specific kind in the particular agency have been previously authorized for disposition by Congress.

SEC. 2. Photographs or microphotographs of any record photographed or microphotographed as herein provided shall have the same force and effect as the originals thereof would have had, and shall be treated as originals for the purpose of their admissibility in evidence. Duly certified or authenticated copies of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

Approved, September 24, 1940.

APPENDIX II

REGULATIONS FOR THE USE OF RECORDS IN THE CUSTODY OF
THE ARCHIVIST OF THE UNITED STATES, PROMULGATED BY THE
ARCHIVIST, NOVEMBER 22, 1940¹

Admission to Search Rooms

1. Records in the custody of the Archivist of the United States (including maps, still and motion pictures, and sound recordings) may be consulted, except as provided in sections 19 and 20 of these regulations, only in the search rooms in the National Archives Building, which include the central search rooms, the divisional search rooms, and the auditorium. Admission to the search rooms may be obtained only by making application to the Archivist on a form provided for that purpose at the office of the Chief of the Division of Reference and stating clearly thereon the purpose for which records are to be consulted. An applicant may be required to submit an acceptable letter of introduction or otherwise identify himself.

2. If the application is approved, a card of admission will be issued. This card is not transferable and must be produced when required. It is valid for the period indicated on the face thereof, which shall not exceed one year; but it may be renewed upon application.

3. Applications for admission for the purpose of viewing motion pictures or hearing sound recordings should be made sufficiently in advance of the time each service is desired to permit the completion of necessary arrangements. A group of persons must be represented by an authorized spokesman who, in making application for admission, must give the identity of the group he represents. On receipt and approval of the application, a time will be fixed for the rendering of the service and the applicant will be notified thereof.

4. Searchers, except officials of Government agencies authorized by the Archivist to make requests for service directly to custodial divisions, may, as a rule, consult records, other than motion pictures and sound recordings, only in the central search rooms; but in exceptional cases the Chief of the Division of Reference may, with the approval of the chief of the custodial division concerned, give written authorization to searchers to go from the central search rooms to custodial divisions for specific purposes.

5. The possession of a card of admission to the search rooms does not entitle a searcher to examine any document the use of which is restricted by law or by direction of the Archivist.

6. The privilege of admission to the search rooms may be withdrawn by the Archivist for any violation of these regulations, for disregarding the authority of the supervisor in charge, or for offensive conduct.

¹Published in the *Federal Register*, 5: 4639 (Nov. 26, 1940).

Opening and Closing Hours

7. The central search rooms are open from 9:00 a. m. to 7:00 p. m. on Mondays through Fridays and from 9:00 a. m. to 5:00 p. m. on Saturdays, legal holidays excepted, and at such other times as the Archivist may direct. The divisional search rooms are open from 9:00 a. m. to 4:30 p. m. on Mondays through Fridays and from 9:00 a. m. to 1:00 p. m. on Saturdays, legal holidays excepted. The auditorium is opened only by special appointment. Records and library books will be available for consultation after 4:30 p. m. (1:00 p. m. on Saturdays) only when requests for them are filed with the supervisor in charge of the central search rooms before 3:00 p. m. (11:00 a. m. on Saturdays) of the day on which they are to be used.

Application for and Use of Records

8. Requests for records should be made to the supervisor in charge of the search room.

9. When a searcher has completed his use of records or leaves the search room, he must notify the supervisor. A searcher is responsible for all records delivered to him until they have been returned by him to the supervisor.

10. The use of ink in the search rooms is forbidden.

11. Records may not be leaned upon, written upon, folded, traced, or handled in any way likely to cause damage to them.

12. The use of paper clips and rubber bands on records is forbidden.

13. The searcher must keep unbound papers in the order in which they are delivered to him. If documents are found to be misfiled, the searcher must not attempt to refile them, but should call the attention of the supervisor to their condition.

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

15. No larger quantity of records shall be delivered to a searcher at any one time than, in the opinion of the supervisor in charge of the search room, the searcher can use conveniently and without danger of damaging the documents or of introducing disorder in the files.

16. No records, books, or other property of The National Archives shall be taken from the search rooms except by members of the staff of The National Archives acting in their official capacities.

Copying of Documents

17. Requests for the reproduction of documents by The National Archives and for certificates of authentication should be made to the Chief of the Division of Reference.

18. Documents may be copied by searchers with their own photographic equipment only by permission of the Chief of the Division of Reference. Applications for such permission must include a list of the equipment to be used and must state the make, model number, and serial number of the camera.

Lending of Records

19. Records in the legal custody of the Archivist may be withdrawn from the National Archives Building temporarily, for official

use, by any agency of the Government of the United States. Applications for permission to withdraw records must be made in writing on forms provided for the purpose and must be signed by the head of the agency making application or, in his name, by his authorized representative.

20. Motion-picture films, still films, and sound recordings in the legal custody of the Archivist of the United States may be loaned to individuals, groups, or institutions that are not agencies of the Government of the United States for reference, reproduction, or other purposes, in accordance with regulations prescribed by the Archivist. Applications for loans of such materials must be made to the Archivist in writing.

General

21. Loud talking and other activities likely to disturb searchers are forbidden. Persons desiring to use typewriters or to carry on proofreading or other noisy work will be assigned desks in a room designated for such purposes.

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

23. Overcoats, umbrellas, and traveling bags may not be taken into the search rooms. They should be checked in the ground floor lobby on the Pennsylvania Avenue side of the building.

24. The Rules and Regulations for the Use of Records in the Custody of the Archivist of the United States, promulgated by the Archivist, December 18, 1936; the Supplementary Regulations Governing the Use of Records in the Custody of the Archivist of the United States, promulgated by the Archivist, January 28, 1939; and the Regulation Governing the Temporary Withdrawal by Agencies of the United States Government of Records in the Custody of the Archivist of the United States, promulgated by the Archivist, January 26, 1937, are hereby rescinded.

APPENDIX III

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL
YEAR ENDING JUNE 30, 1940¹

CONGRESS

United States Senate

Miscellaneous papers relating to Territorial affairs, 1800-1873, belonging to the general files of the Senate. 1 foot. Accession 59 (addition).

Records of the Joint Committee to Investigate the Tennessee Valley Authority, 1938-39, including minute book, reports, exhibits, maps, transcripts of testimony, correspondence, and accounting records. 70 feet. Accession 449.

Records of the Commerce Committee, 1935-36, consisting of copies of correspondence of the State and Commerce Departments concerning proposed trans-Atlantic airways. 1 foot. Accession 548.

Records of the Judiciary Committee, 1862-1939, consisting of minute books and journals, copies of bills and resolutions and related papers, papers on Executive nominations, papers relating to investigations, and administrative records. 58 feet. Accession 549.

Records of the Special Committee to Investigate Campaign Expenditures, 1938-39, consisting of statements of charges and complaints, questionnaires, investigators' reports, administrative records, and printed materials. 38 feet. Accession 593.

EXECUTIVE OFFICE OF THE PRESIDENT

White House Office

Motion pictures accumulated during and relating to the administrations of Calvin Coolidge and Herbert Hoover. 9 units. Accession 507.

DEPARTMENT OF STATE

Foreign Service Administration Division

Inspectors' reports relating to the administration of diplomatic and consular posts, 1906-39, and miscellaneous reports concerning American and foreign consular establishments, 1829-1913. 69 feet. Accession 579.

¹ Accessions of archival material are arranged first according to agency and thereunder by accession number except when accessions have been combined. The footage given is in linear feet. Accessions of private gifts of motion pictures and sound recordings are grouped separately at the end of the list by physical form and within each group are arranged chronologically according to the dates on which the films or recordings were made.

Personnel Supervision and Management Division

Presidential warrants for affixing the seal of the United States, 1878-1936. 20 feet. Accession 589.

Research and Publication Division

Sound recording entitled "Then Came War: 1939," by Elmer Davis, news commentator, including excerpts of addresses by Neville Chamberlain, Edouard Daladier, and Adolph Hitler. 3 units. Accession 591.

Foreign Service

Records of American diplomatic posts in Honduras, 1907-12, Italy, 1840-1912, the Papal States, 1858-61, and Venezuela, 1907-13; and records of certain consular posts in Belgium, 1860-1912; Brazil, 1906-15; British Malaya, 1849-1912; the British West Indies, 1905-18; Colombia, 1907-16; Costa Rica, 1893-1929; Cuba, 1905-14; France, 1804-1930; Germany, 1821-1927; Guatemala, 1904-16; Honduras, 1894-1931; Hungary, 1862-1921; India, 1855-1920; Ireland, 1855-1921; Italy, 1798-1930; Salvador, 1907-12; Switzerland, 1855-1916; Tripoli, 1907-12; and Venezuela, 1904-15. 880 feet. Accessions 434-443, 487-496, 520-529, and 573-577.

DEPARTMENT OF THE TREASURY

Accounts and Deposits Office. Bookkeeping and Warrants Division

Additional records relating to the accounting for the public funds, 1870-1919, 1930. 39 feet. Accessions 380 (addition) and 568.

Coast Guard

Motion pictures portraying activities of the Coast Guard, 1922-39, and sound recordings of radio programs participated in by Coast Guard officers, 1938-39. 38 units. Accessions 410, 411, and 537.

General correspondence files of the former Lighthouse Board, 1901-10, and of the former Bureau of Lighthouses, 1910-31. 1,007 feet. Accessions 412 and 466.

Logbooks of vessels of the Coast Guard and of the former Revenue-Cutter Service, 1850-1935, and logbooks of stations of the Coast Guard and of the former Life-Saving Service, 1875-1935. 538 feet. Accession 508.

Comptroller of the Currency

Additional national currency and bond ledgers, 1863-87, 1902-10. 16 feet. Accessions 300 (addition) and 541.

Internal Revenue Bureau

Records of the collector and assessor of internal revenue for the fourth district, Marshall, Tex., consisting of an assessment book and returns on income, inheritance, cotton, and business taxes, 1866-68, and other records, 1885-89. 6 feet. Accession 513.

Map of rectangular system of land subdivision in St. Helena Parish, S. C., with 26 field notebooks, all prepared about 1865 for the United States Board of Direct Tax Commissioners for the South Carolina district. Accession 531.

Procurement Division

Records of the 10 coordinating boards and 7 field districts of the former Federal Coordinating Service, 1921-33. 453 feet. Accession 578.

Public Debt Service

Accounting books and papers concerning bond issues, 1861-99, for the debt incurred by Oregon Territory during the Indian wars of 1855-56, for the Civil War loans of 1861, and for the loans of 1862-78 for the construction of the Pacific railroads. 131 feet. Accessions 558 and 559.

Correspondence of the Register's Office, 1841-1935, with subscribers to Government bonds issued during the years 1841-1917. 400 feet. Accession 587.

Treasurer's Office

Additional records of the former National Bank Redemption Agency, consisting of correspondence, 1874-1910, and receipts, registers of deposits, journals, ledgers, and other records, 1874-1918. 298 feet. Accession 429.

DEPARTMENT OF WAR

Adjutant General's Office

Correspondence, record cards, and other records of the principal record-keeping divisions of the Adjutant General's Office, 1861-1917; records of the Land Defense Board, 1905-14; and miscellaneous records concerning the first World War. 21,600 feet. Accession 456.

Glass-plate negative photographic copies of Revolutionary War documents on file in county seats in Virginia, made in 1914 and 1915. 5,262 items. Accession 458.

Additional appointment records of commissioned officers of the Regular Army, including registers, rolls, and correspondence, 1798-1897. 10 feet. Accession 517.

Army. Air Corps

Photographs received from March Field, Calif., portraying building construction, equipment, sanitary and recreational facilities, target ranges, power stations, airplane squadrons, radio control rooms, and other subjects, 1928-34. 1,898 items. Accession 476.

Army. Philippine Department

Maps of route surveys in Luzon, P. I., by Spanish Army engineers, 1870-92. 316 items. Accession 608.

Army. Signal Corps

Motion pictures relating to the first World War, portraying chiefly activities of the American Expeditionary Forces, with synopses and index cards. 4,381 units. Accession 596.

Engineer Chief's Office

Additional material from the Map Files Section, consisting chiefly of State and regional maps, 1776-1822; internal improvement maps, 1802-36; Indian campaign maps, 1835-80; township plats of the

General Land Office for Mississippi, Louisiana, and Arkansas, 1846-49; maps pertaining to railroad, wagon-road, topographical, and geological surveys particularly in the Far West, 1849-90; maps by European military topographical bureaus, 1860-70; and Civil War maps, including some Confederate Army maps. 11,635 items. Accessions 444, 478, 556, and 607.

Signal Office

The Matthew B. Brady collection of glass-plate negatives of Civil War photographs, with index. 5,893 items. Accession 553.

Surgeon General's Office

Correspondence, reports, personnel registers, circulars, and other records, 1818-94, including records of the Property Division, 1873-89. 666 feet. Accession 421.

Returns of the Hospital Corps, 1887-1917, and of the Enlisted Force of the Medical Department, 1917-26; registers of hospital stewards, 1857-87; miscellaneous statistical and personnel records, 1870-1903; and correspondence with private medical schools, 1917-18. 337 feet. Accession 422.

Correspondence, contracts, shipping orders, accounts, and other records pertaining to the procurement and distribution of medical and hospital supplies, 1822-1921. 464 feet. Accession 423.

DEPARTMENT OF JUSTICE

Docket books of national bank cases, 1908-27; press copies of opinions of the Attorney General, 1911-34; copies of opinions of United States district courts and circuit courts of appeals, 1926-34; monthly bankruptcy docket reports from referees in the judicial districts, 1937-38; records of the Chief Clerk's Office, 1912-15; records of the Alien Property Custodian's Office, 1917-34, and of its successor, the Alien Property Bureau, 1934-38 (12,243 feet); records of the former District of Columbia Rent Commission, 1920-25, and related papers, 1925-28; records of the Claims Division concerning closed cases before the Court of Claims, 1925-39; and additional Departmental papers, consisting of general correspondence and enclosures, 1877-1903, records concerning the World War, 1914-39, and records concerning the enforcement of food and fuel control measures (Lever Act), 1919-21. 12,526 feet. Accessions 87 (addition) and 535.

Maps of railroads, oil pipelines, and telegraph lines used in connection with investigations and litigation, 1878-1913. 41 items. Accession 536.

Accounts Division

Miscellaneous records of the Division and of the Office of the Solicitor of the Treasury, the Bureau of Prisons, and other units of the Department, 1837-1934. 83 feet. Accession 461.

POST OFFICE DEPARTMENT

Miscellaneous correspondence, personnel papers, maps, and other records of the Divisions of Air Mail Service, Classification, Money

Orders, Post Office Service, Postmasters, Railway Mail Service, Rural Mails, and Topography, 1907-36. 683 feet. Accessions 497 and 498.

Chief Clerk's Office

Motion pictures relating to activities of the Department, 1924-25. 2 units. Accession 371 (addition).

DEPARTMENT OF THE NAVY

Office of the Secretary

General correspondence, 1885-1926; correspondence concerning appointments of officers, 1860-95; correspondence of the Judge Advocate General's Office, 1880-1907, and bonds of pay clerks of that Office, 1896-1936; records of the Board of Inspection and Survey concerning the inspection of shore stations, 1911-14; correspondence of the Communication Division, Naval Operations Office, 1914-26; photographic negatives and prints and index maps of the aerial mapping of the Elk Hills area, Calif., about 1932; miscellaneous records, 1880-1924; and additional records of the Navy Alaskan Coal Commission, 1919-21. 3,015 feet. Accession 463.

Personnel files of employees of the Department, 1888-1914, and reports of efficiency ratings, 1896-1925. 105 feet. Accession 469.

Aeronautics Bureau

Additional correspondence, requisitions and contracts for aircraft and aircraft equipment and supplies, airplane and aviation engine logbooks, and other records, 1921-39. 462 feet. Accession 502.

Construction and Repair Bureau

Additional plans of naval vessels, 1820-1912. 2 feet. Accessions 462 and 512.

Additional correspondence, reports, and other records concerning the design, construction, and maintenance of naval vessels, and related accounting and personnel records, 1896-1911. 860 feet. Accession 570.

Photographic negatives and prints of naval and other vessels in process of construction, testing, and repair, 1860-1917, portraits of officers, and miscellaneous photographs. 20,000 items. Accession 583.

Judge Advocate General's Office

Records pertaining to proceedings of examining and retiring boards, 1860-1939, and to proceedings of general courts martial, courts of inquiry, and boards of investigation, 1866-1916; reports on the fitness of Reserve officers, 1917-39; and correspondence and other papers, 1878-1911. 1,648 feet. Accessions 424 and 452.

Marine Corps

Records of the Adjutant and Inspector's Department, consisting of letters received, copies and synopses of letters sent, muster rolls, size rolls, enlisted men's personnel papers, and other records, 1798-1930; and records of certain marine barracks and marine detachments, 1812-1928. 1,326 feet. Accessions 432, 547, and 584.

Records of the expeditionary forces in Haiti, 1914-34, and in Nicaragua, 1926-33; and miscellaneous records of the Marine Corps headquarters, 1809, 1847, 1906, and 1917-18. 53 feet. Accessions 505 and 551.

Records of the Quartermaster's Department concerning purchase and supply matters, construction and maintenance of buildings, finance and accounts, and other subjects, 1823-1906. 40 feet. Accession 599.

Naval Operations Office

Ship files of Destroyer Squadron Two, 1935-37. 1 foot. Accession 606.

Navigation Bureau

Photographic negatives of naval officers and naval vessels, 1917-37. 3,412 items. Accession 454.

Logbooks of naval vessels, 1862-97. 716 feet. Accession 594.

Navigation Bureau. Hydrographic Office

Ship journals kept by Lt. Charles Wilkes and other members of the United States Exploring Expedition, 1838-42. 2 feet. Accession 446.

Navigation Bureau. Naval Observatory

Letters received, 1888-1911; copies of letters sent, 1842-1911; records of magnetic and meteorological observations, 1844-97; and accounting, personnel, and other records, 1842-1911. 190 feet. Accession 588.

DEPARTMENT OF THE INTERIOR

Office of the Secretary

Records of the Office or records formerly in its custody, 1849-1907, including records of the Appointment Division, the Division of Lands and Railroads, the Patents and Miscellaneous Division, the Disbursing Office, the Solicitor's Office, the Explorations and Surveys Office of the War Department, the United States Pacific Railways Commission, the Office of the Commissioner of Railroads, and the District of Columbia Penitentiary; and records pertaining to patent and pension affairs, 1906-30. 2,011 feet. Accessions 480 and 572.

Maps and profiles resulting from the Pacific Railroad Surveys, 1853-56, and maps, atlases, and profiles relating to western Territories, land-grant railroads, national parks, and other subjects, 1864-1922. 1,682 items. Accession 482.

Photographic prints, negatives, and lantern slides of Alaskan scenes, 1916-22. 292 items. Accession 483.

General Land Office

"Miscellaneous" letters received, excluding letters relating to specific tracts and cases, 1805-1909; press copies of letters sent, 1931-35; and correspondence of the surveyors general in the Old Northwest, 1797-1856. 3,935 feet. Accessions 567 and 571.

Indian Affairs Office

Papers from the general files pertaining to the disposition of estates

Information Division

Motion pictures portraying scenes in national parks, 1936-38. 10 units. Accession 415.

National Park Service

Records of the Potomac Company and the Chesapeake and Ohio Canal Company, 1785-1889, formerly in the custody of the receivers. 11 feet. Accession 378 (addition).

Monthly reports from superintendents of national parks, battle-field sites, cemeteries, and monuments and reports from various field offices, 1923-35; records of the Chief Engineer's Office, Portland, Oreg., 1918-26; and copies of letters sent, 1937-38. 140 feet. Accession 506.

Monthly narrative reports from superintendents of Civilian Conservation Corps camps in State and local parks, 1933-37. 58 feet. Accession 555.

Territories and Island Possessions Division

Correspondence and other records of the Secretary's Office relating to Territories and possessions, 1907-30, and to the Alaska Railroad, 1908-30, including about 5,600 photographs of the Railroad and other Alaskan scenes; and records of the former Bureau of Insular Affairs of the War Department, 1898-1935, including general correspondence; correspondence, reports, and other papers relating to Cuba, the Philippine Islands, Puerto Rico, and the Dominican Customs Receivership; and 380 maps chiefly relating to the Philippine Islands and Puerto Rico, 1901-31. 1,336 feet. Accessions 431, 457, and 464.

DEPARTMENT OF AGRICULTURE

Office of the Secretary

Copies of letters sent, 1929-30. 9 feet. Accession 234 (addition).

Administrative records pertaining chiefly to personnel, property and equipment, building sites, and the construction and maintenance of the Department's buildings in Washington and in the field, 1893-1934; and correspondence and other papers relating to the President's Agricultural Conference on Agricultural Legislation, 1924-25. 130 feet. Accession 601.

Agricultural Chemistry and Engineering Bureau

Additional general correspondence of the former Bureau of Soils, 1918-27. 146 feet. Accession 602.

Agricultural Economics Bureau

Manuscripts of special studies, records of farm surveys, and other records pertaining to farm management, 1908-35; manuscripts of publications, 1914-33; cold storage and slaughterhouse operation schedules, 1921-34; inspection certificates concerning livestock, meats, and wool, 1922-35; and inspection certificates, 1933-35, and daily market news bulletins, 1933-38, concerning fruits and vegetables. 750 feet. Accessions 417 and 472.

Census schedules of part-time farming in 19 States, 1933, compiled by the Civil Works Administration. 56 feet. Accession 534.

Country elevator schedules resulting from a grain-trade investigation by the former Bureau of Markets and the Federal Trade Commission, 1918, and samples of market quotation bulletins received by country elevators, 1918. 15 feet. Accession 580.

Agricultural Marketing Service

Additional monthly slaughterhouse operation schedules received by the Bureau of Agricultural Economics, 1931-36. 9 feet. Accession 564.

Records received by the Service from the Bureau of Plant Industry relating to the marketing of alfalfa, paper plants, and cotton, 1905-13, and to grain standardization, 1911-16; and miscellaneous records pertaining to agricultural economics, 1910-30. 33 feet. Accession 600.

Animal Industry Bureau

Press copies of letters sent by the Baltimore, Md., field station of the Meat Inspection Division, 1887-1918. 5 feet. Accession 569.

Entomology and Plant Quarantine Bureau

Special permits relating to the importation of nursery stock, 1932-36. 12 feet. Accession 565.

Extension Service

Annual narrative and statistical reports of field workers, 1934-36. 385 feet. Accession 585.

Farm Credit Administration

Records selected as samples from the paid-in-full loan files and from the rejected and withdrawn application files of the Regional Agricultural Credit Corporations, 1932-37. 917 feet. Accessions 445, 451, 465, 467, 471, 484, 485, 503, 504, 510, 519, and 539.

Federal Surplus Commodities Corporation

Correspondence, reports, memoranda, ledgers, and other records pertaining to the emergency cattle-buying program, 1934-35. 538 feet. Accession 414.

Food and Drug Administration

Records pertaining to closed cases brought against individuals or firms charged with violations of the Food and Drugs Act (1906), 1907-26, and to "permanent abeyance" cases that did not involve court action, 1925-28. 325 feet. Accessions 479 and 538.

Forest Service

Correspondence, memoranda, reports, and hearings relating to the Ballinger-Pinchot controversy, 1904-10. 4 feet. Accession 236 (addition).

Press copies of letters sent by the Office of the Chief, 1898-99. 1 foot. Accession 343 (addition).

Official diaries kept by district rangers and other officials, 1906-30, preserved as samples for typical forest districts. 30 feet. Accession 563.

Plant Industry Bureau

General correspondence of the Soil Fertility Investigations Divi-

Correspondence concerning cereal introduction and grain-grade investigations, 1901-5; and records of the Western Irrigation Agriculture Division and its predecessor offices, consisting of correspondence, 1905-15, personnel papers, 1913-35, technical papers and reports, 1913-32, and copies of the Division's *Weekly Bulletin*, 1912-35. 53 feet. Accession 554.

Weather Bureau

Records pertaining to instruments, 1870-1906. 64 vols. Accession 448.

Printer's proofs of daily weather forecasts and telegraphic reports, 1884-1908 (with gaps). 12 feet. Accession 542.

Daily wind, rainfall, and sunshine observations taken at various field stations, 1898-1935. 2,100 feet. Accession 609.

DEPARTMENT OF COMMERCE

Census Bureau

Personnel records of former employees who died before 1939 or who were born before 1868 and have retired, 1890-1939. 90 feet. Accession 428.

Supplemental tobacco schedules for the census of agriculture of 1910. 2 feet. Accession 477.

Schedules for the census of religious bodies, 1926. 90 feet. Accession 515.

Schedules for retail and wholesale business establishments taken as part of the census of distribution of 1929. 1,135 feet. Accession 562.

Foreign and Domestic Commerce Bureau. Foreign Trade Statistics Division

Tabulated sheets and compilations of import and export statistics, 1923-36. 97 feet. Accessions 581 and 582.

Marine Inspection and Navigation Bureau

Miscellaneous lists, indexes, and newspaper clippings of the former Navigation Bureau, 1868-1931; general correspondence files of the former Steamboat-Inspection Service, 1905-23; records concerning international conferences for safety of lives at sea, 1913-32; logbooks of patrol vessels, 1920-36; records of the United States Load Line Committee and records pertaining to the International Load Line Convention of 1930, 1928-34; a few photographs of Bureau officials; and additional marine documents and records for vessels built during the years 1867-1918. 566 feet. Accessions 70 (additions), 413, and 590.

DEPARTMENT OF LABOR

Children's Bureau

General correspondence, 1914-24. 84 feet. Accession 540.

Immigration and Naturalization Service

Correspondence relating to immigration, deportation, warrants, ap-

Preference-visa applications of American citizens for the admission of alien relatives, with correspondence and related papers, 1924-37. 1,238 feet. Accession 500.

Copies of receipts for certificates of arrival issued to prospective declarants of intention to become naturalized, 1929-36. 225 vols. Accession 511.

JUDICIARY

Court of Claims

Indexes and copies of old Cherokee rolls, 1835-84, and additional records concerning the preparation of a roll of Cherokee Indians, 1906-9. 4 feet. Accession 407 (addition).

OTHER AGENCIES

American Battle Monuments Commission

Sound recordings and a motion picture pertaining to the dedication of American war memorials in France in 1937. 36 units. Accessions 418 and 455.

Federal Coordinator of Transportation

Records of the Labor Relations Section chiefly relating to the investigation of railroad company unions, 1933-34, and copies of processed press releases and reports, 1935-36. 26 feet. Accession 546.

Federal Loan Agency. Federal Housing Administration

Records selected as samples from regional-office files of plans and specifications of typical American homes insured under the National Housing Act (1934), 1934-38. 7 feet. Accession 509.

Federal Security Agency. Social Security Board

Motion pictures, 1937, and a sound recording of a radio program, 1939, pertaining to unemployment insurance. 8 units. Accessions 433 and 592.

Federal Works Agency. Public Buildings Administration

Accounting records relating to the purchase of sites, the construction, repair, alteration, equipment, and maintenance of Federal buildings, and the salaries of custodial employees, 1850-1934. 163 feet. Accession 586.

Federal Works Agency. Public Works Administration

A set of about 4,000 mounted photographs, with descriptive statements, entitled "Survey of the Architecture of Completed Projects of the Public Works Administration," 1933-39. 8 vols. Accession 560.

Fine Arts Commission

Records relating to projects completed during the years 1936-39; closed case files involving building permits in the District of Columbia under the Shipstead-Luce Act (1930), 1930-39; and miscellaneous maps, photographs, and correspondence, 1910-23. 25 feet. Accession 516.

Food Administration

Motion pictures relating to activities of the Food Administration, 1917-18. 7 units. Accession 4 (addition).

Food Purchase Board

Minutes of meetings, correspondence, and other records, 1917-19. 4 feet. Accession 447.

Fuel Administration

Motion pictures relating to coal conservation, 1917-18. 3 units. Accession 115 (addition).

Interstate Commerce Commission

Files relating to closed formal cases, 1887-1919, investigation and suspense cases, 1910-25, and finance cases, 1920; and 605 related map exhibits pertaining to railroad economics. 2,706 feet. Accessions 552 and 557.

Maritime Commission

Logbooks of merchant vessels operated under the supervision of the former Fleet Corporation, 1917-36. 3,996 feet. Accession 533.

Mediation Board

Case files, transcripts of hearings, exhibits, correspondence, administrative papers, and statistical material, 1926-34. 139 feet. Accession 544.

National Archives. Federal Register Division

Presidential proclamations and Executive orders and rules, regulations, notices, and similar documents of Federal administrative agencies having general applicability and legal effect, March 1936-June 1939. 30 feet. Accession 450.

Drafts of Presidential proclamations and Executive orders examined and edited in the Division before being signed by the President, with related papers, March 1936-June 1939. 1 foot. Accession 460.

National Recovery Administration

Records of the Washington offices, 1933-36, consisting of most of the central files and the records of the Compliance (later Field), Legal, Government Contracts, and Public Relations Divisions; and miscellaneous field records. 2,496 feet. Accession 514.

Public Information Committee

Additional records of the Divisions of Speaking and of Four Minute Men, 1917-18. 20 feet. Accession 481.

Railroad Labor Board

Minutes of executive sessions, copies of decisions, personnel papers, and other records of the Board, 1920-26; and transcripts of proceedings of the former Board of Mediation and Conciliation, 1913-18. 26 feet. Accession 545.

Smithsonian Institution. American Ethnology Bureau

Motion pictures (31 units) and card records (2 feet) pertaining to the Indian sign language, 1930-31. Accession 427.

Sound recordings of dialects and music of 60 Indian tribes, 1894-1938. 3,353 units. Accession 550.

Veterans' Administration

Individual files on closed pension claims, 1939-40. 875 feet. Accession 12 (additions).

Miscellaneous records of the former Bureau of Pensions, Interior Department, 1849-1920, including an index to Civil War hospital registers of the Surgeon General's Office (31 vols.), reports of an official investigation of certain soldiers' homes in 1885, records concerning appealed pension claims, portraits of various officials of the Bureau, and printed maps of the Gettysburg battlefield. 13 feet. Accessions 486 and 501.

Title papers pertaining to real property occupied at present by various Veterans' Administration Facilities, 1866-1939. 2 feet. Accession 603.

PRIVATE GIFTS

MOTION PICTURES

American Presidents. Scenes at Presidential inaugurations, 1897-1925, and episodes in the life of Calvin Coolidge, chiefly during the years when he was President. Presented by the American Antiquarian Society. Accession 561.

A parade of the First Division. Scenes of a "victory march" of the First Division of the American Expeditionary Forces on Fifth Avenue, New York City, September 10, 1919, in which Gen. John J. Pershing, Alfred E. Smith, Patrick J. Hayes, and other prominent persons appear. Presented by the Public Schools of the District of Columbia. Accession 473.

Calvin Coolidge. A sound picture portraying an address by President Coolidge in 1925, illustrating an early attempt to synchronize sound and motion. Presented by Mrs. Edward T. Clark. Accession 566.

"Sons of Liberty." A sound picture made in 1939 dramatizing incidents in the life of Haym Salomon that relate to the Revolutionary War and to financial aid given General Washington's army. Presented by Warner Bros. Pictures, Inc. Accession 426.

"The Forceps Operation and Episiotomy." A sound picture concerning obstetrical problems, made in 1939. Presented by Dr. Joseph B. DeLee. Accession 595.

"Men and Dust." A sound picture concerning mining conditions in Missouri, Oklahoma, and Kansas in 1939. Presented by Lee Dick, Inc., Films. Accession 597.

Senator Pat Harrison. A sound picture made in 1939 portraying Senator Harrison and others at the Senate Office Building, Washington, D. C. Presented by James W. Cummings, Jr. Accession 604.

Squalus disaster. A news reel portraying scenes in connection with the rescue of members of the crew of the submarine *Squalus*,

which sank off the New Hampshire coast on May 23, 1939. Presented by Movietone News, Inc. Accession 419.

Visit of the King and Queen of Great Britain. Silent pictures taken by Henry Morgenthau, Jr., Secretary of the Treasury, and two news reels showing the arrival of King George and Queen Elizabeth in Washington and scenes during their visits in Washington and New York in June 1939. Presented by Secretary Morgenthau and by Movietone News, Inc. Accessions 416 and 425.

Graduation exercises at West Point. A news reel portraying exercises held on June 12, 1939. President Franklin D. Roosevelt is shown delivering an address and presenting diplomas to the graduates. Presented by Movietone News, Inc. Accession 420.

United States Navy cruisers off Cape Horn. A news reel showing three cruisers battling a gale on June 20, 1939, while on a good-will voyage around South America. Presented by Movietone News, Inc. Accession 430.

Thomas Jefferson Memorial. A news reel portraying President Franklin D. Roosevelt laying the cornerstone of the memorial at Washington, D. C., November 15, 1939. Presented by Movietone News, Inc. Accession 518.

Franklin D. Roosevelt Library. A news reel portraying ceremonies attending the laying of the cornerstone of the Library at Hyde Park, N. Y., on November 19, 1939, and recording the address of President Roosevelt on that occasion. Presented by Paramount News. Accession 475.

"Finland Fights." A 1-reel sound picture made in 1940 presenting appeals for war-relief contributions for Finland, with statements by Paavo Nurmi, Herbert Hoover, Henry Morgenthau, Jr., and Hjalmar J. Procopé, the Finnish Minister at Washington. Presented by the Finnish Relief Fund, Inc. Accession 598.

President Franklin D. Roosevelt at Warm Springs, Ga. A news reel showing President Roosevelt talking to the Young Democrats on American foreign policy, April 20, 1940. Presented by Movietone News, Inc. Accession 605.

SOUND RECORDINGS

"The National Archives." A recording of an address by Thad Page, broadcast September 14, 1937. Presented by Mr. Page. Accession 530.

Debate concerning an Anglo-American alliance. A recording of a debate sponsored by the National University Extension Association, broadcast November 18, 1938. Presented by the National Broadcasting Co., Inc. Accession 499.

The Department of State. A recording of an interview on April 26, 1939, between Cordell Hull, Secretary of State, and Lowell Mellett, Director of the National Emergency Council, concerning the work of

the Department, made for broadcasting purposes. Presented by Secretary Hull. Accession 459.

A day's broadcasts over a radio station. A recording of all broadcasts over station WJSV of Washington, D. C., on September 21, 1939, including the President's neutrality message delivered before Congress on that date, news broadcasts, a baseball game, dance orchestras, and such nationally known programs as "Myrt and Marge," "Amos and Andy," "Major Bowes' Amateurs," and the "Columbia Work Shop." Presented by the Columbia Broadcasting System, Inc. Accession 453.

Debate concerning Government ownership of railroads. A recording of a debate sponsored by the National University Extension Association, broadcast November 15, 1939. Presented by the National Broadcasting Co., Inc. Accession 532.

Franklin D. Roosevelt Library. Ceremonies attending the laying of the cornerstone of the Library at Hyde Park, N. Y., on November 19, 1939, as broadcast over a network of the Columbia Broadcasting System. Presented by the Columbia Broadcasting System, Inc. Accession 474.

APPENDIX IV

PUBLICATIONS FOR WHICH SUBSTANTIAL INFORMATION WAS
OBTAINED FROM MATERIAL IN THE NATIONAL ARCHIVES¹

ABERLE, S. B. D., *Office of Indian Affairs*
See entry under Watkins, J. H.

ALBION, ROBERT G., *Princeton University*
The rise of New York Port [1815-1860]. New York, Charles Scribner's Sons, 1939. xiv, 485 p.

AMES, GEORGE W., JR., *University of California*
Horse marines: California, 1846. California Historical Society, *Quarterly*, 18: 72-84 (Mar. 1939).

BECKWITH, C. G., *University of South Dakota*
Economic transition in the Black Hills, 1875 to 1885. [1940.] 16 p.

BEMIS, SAMUEL FLAGG, *Yale University*
Early diplomatic missions from Buenos Aires to the United States, 1811-1824. American Antiquarian Society, *Proceedings*, n. s., 49: 11-101 (1940).

BENDER, AVERAM B., *St. Louis, Mo.*
The soldier in the Far West, 1848-1860. *Pacific historical review*, 8: 159-178 (June 1939).

BLEGEN, THEODORE C., *University of Minnesota*
John Quincy Adams and the sloop "Restoration." Northfield, Minn., Norwegian-American Historical Association, 1940. 29 p.

BOGGS, S. WHITEMORE, *Department of State*
International boundaries; a study of boundary functions and problems. New York, Columbia University Press, 1940. xvii, 272 p.

BOLANDER, LOUIS H., *United States Naval Academy*
The naval career of James Fenimore Cooper. United States Naval Institute, *Proceedings*, 66: 541-550 (Apr. 1940).

BRATTER, HERBERT, *New York, N. Y.*
The granddaddy of Federal taxes. *Banking*, 32: 36 (Aug. 1939).
The Treasury's century and a half. *Banking*, 32: 50-57 (Sept. 1939).

BROOKS, PHILIP C., *The National Archives*
Diplomacy and the borderlands; the Adams-Onís Treaty of 1819. Berkeley, University of California Press, 1939. x, 262 p.

BUCK, SOLON J., *The National Archives*
The National Archives and the advancement of science. *Science*, 83: 379-385 (Apr. 1936).

BULLARD, F. LAURISTON, *Boston Herald*
Abraham Lincoln and the statehood of Nevada. American Bar Association, *Journal*, 26: 210-213, 313-317 (Mar., Apr. 1940).
Lincoln and the courts of the District of Columbia. American Bar Association, *Journal*, 24: 117-120 (Feb. 1938).
Lincoln pardons conspirator on plea of English statesman. American Bar Association, *Journal*, 25: 215-220 (Mar. 1939).

CAMPBELL, EDWARD G., *The National Archives*
Indebted railroads—a problem of Reconstruction. *Journal of southern history*, 6: 167-188 (May 1940).

CHAPMAN, JOHN, *Carlsbad, Tex.*
Fort Concho. *Southwest review*, 25: 258-286 (Apr. 1940).

CHILDS, FRANCES S., *New York, N. Y.*
French refugee life in the United States, 1790-1800; an American chapter of the French Revolution. Baltimore, Johns Hopkins Press, 1940. xvii, 229 p.

CLAPP, VERNER W., *Library of Congress*
See entry under Library of Congress.

CLAUSSEN, MARTIN P., *The National Archives*
Peace factors in Anglo-American relations, 1861-1865. *Mississippi Valley historical review*, 26: 511-522 (Mar. 1940).

CLEAVES, FREEMAN, *New York, N. Y.*
Old Tippecanoe; William Henry Harrison and his time. New York, Charles Scribner's Sons, 1939. xvi, 422 p.

CONNOR, R. D. W., *The National Archives*
The National Archives and Pennsylvania history. *Pennsylvania history*, 7: 63-78 (Apr. 1940).

COPE, THOMAS D., *University of Pennsylvania*
The stargazer's stone. *Pennsylvania history*, 6: 205-220 (Oct. 1939).

CROCKER, LIONEL, *Denison University*
Henry Ward Beecher and the English press of 1863. *Speech monographs*, 6: 20-43 (1939).

CRON, FREDERICK W., *Public Roads Administration*
Mineral water at Hot Springs, Arkansas. *Military engineer*, 31: 133-137 (Mar.-Apr. 1939).

DAVIS, HAROLD E., *Hiram College*
The Perdicaris affair. *Dictionary of American history*, 4: 253 (1940).

¹This list includes only such works published prior to July 1, 1940, as have come to the attention of The National Archives.

- DIAMOND, WILLIAM, *Johns Hopkins University*
Nathaniel A. Ware, national economist. *Journal of southern history*, 5: 501-526 (Nov. 1939).
- DOUGLAS, JESSE S., *The National Archives*
Jeremy Pinch and the War Department. *Oregon historical quarterly*, 39: 425-431 (Dec. 1938).
Matthews' adventures on the Columbia: a Pacific Fur Company document. *Oregon historical quarterly*, 40: 105-148 (June 1939). Edited.
- DUNIWAY, DAVID C., *The National Archives*
The California Food Administration and its records in The National Archives. *Pacific historical review*, 7: 228-240 (Sept. 1938).
- EAST, SHERROD E., *The National Archives*
The banishment of Captain Meigs. Columbia Historical Society, *Records*, 40-41: 97-143 (Apr. 1940).
- FEDERICO, P. J., *United States Patent Office*
Record of the proceedings in Congress relating to the first patent and copyright laws. Patent Office Society, *Journal*, 22: 243-288, 352-371 (Apr., May 1940). Edited.
- FOREMAN, GRANT, *Muskogee, Okla.*
Illinois and her Indians. Illinois State Historical Society, *Papers in Illinois history and transactions*, 1939, p. 67-111.
Marcy & the gold seekers; the journal of Captain R. B. Marcy, with an account of the gold rush over the southern route. Norman, University of Oklahoma Press, 1939. xiv, 433 p.
- GEROW, R. O., *Bishop of Natchez*
Bishop Elder at Natchez. *Catholic Action of the South*, vol. 8, nos. 10-30 (Feb. 8-June 27, 1940).
- GLENN, BESS, *The National Archives*
Some letters of Robert Mills, engineer and architect. Columbia, Historical Commission of South Carolina, 1938. 25 p., processed. Edited in collaboration with A. S. Salley.
- GROVER, WAYNE C., *The National Archives*
War Department records in The National Archives. American Military History Foundation, *Journal*, 1: 122 (fall 1937).
- GUTHRIE, CHESTER L., *The National Archives*
The United States Grain Corporation records in The National Archives. *Agricultural history*, 12: 347-354 (Oct. 1938).
- HAFEN, ANN WOODBURY, *Denver, Colo.*
Efforts to recover the stolen son of Chief Ouray. *Colorado magazine*, 16: 53-62 (Mar. 1939).

- HANNA, A. J., *Rollins College*
The Confederate baggage and treasure train ends its flight in Florida; a diary of Tench Francis Tilghman. *Florida historical quarterly*, 17: 159-180 (Jan. 1939). Edited.
Flight into oblivion. Richmond, Va., Johnson Publishing Co., 1938. xiii, 306 p.
The union catalog of Floridiana. Inter-American Bibliographical and Library Association, *Proceedings of the Second Convention*, 67-74 (1939).
- HASBROUCK, ALFRED, *Rollins College*
Our undeclared war with Spain. American Military History Foundation, *Journal*, 2: 116-125 (fall 1938).
- HAYDON, F. STANSBURY, *Johns Hopkins University*
Grant's wooden mortars and some incidents of the siege of Vicksburg. American Military Institute, *Journal*, 4: 30-38 (spring 1940).
- HEADSPETH, W. CARROLL, *Westbury, Long Island, N. Y.*
Halifax volunteers in the Confederate Army. Privately printed [1939?] 28 p.
- HENDRICK, BURTON J., *New York, N. Y.*
Statesmen of the lost cause; Jefferson Davis and his cabinet. Boston, Little, Brown & Co., 1939. xviii, 452 p.
- HICKS, JAMES E., *Mount Vernon, N. Y.*
Notes on United States ordnance: vol. 1, Small-arms, 1776 to 1940. Mount Vernon, N. Y., privately printed, 1940. 117 p., 80 pl.
- HOBBS, WILLIAM HERBERT, *University of Michigan*
The discoveries of Antarctica within the American sector as revealed by maps and documents. American Philosophical Society, *Transactions*, n. s., 31: 1-71 (Jan. 1939).
- HUNT, ERLING M., *Teachers College, Columbia University*
See first entry under Schoen, Harriet H.
- HUSSEY, JOHN A., *University of California*
The origin of the Gillespie mission. California Historical Society, *Quarterly*, 19: 43-58 (Mar. 1940).
- IRWIN, LEONARD B., *Haddon Heights, N. J.*
Pacific railways and nationalism in the Canadian-American Northwest, 1845-1873. Philadelphia, privately printed, 1939. xii, 246 p.
- JOERG, W. L. G., *The National Archives*
The internal improvement maps (1825-1835) in The National Archives. Association of American Geographers, *Annals*, 28: 52 (Mar. 1938).
- KAHN, HERMAN, *The National Archives*
The National Archives, storehouse of national park history. *Regional review*, vol. 4, no. 2, p. 13-17 (Feb. 1940).

KNOX, DUDLEY W., *Navy Department*

See entry under Naval Records and Library Office.

LARSON, CEDRIC, *Adjutant General's Office*

See entries under Mock, James R.

LARSON, HAROLD, *The National Archives*

Some recent books on the Virgin Islands. *Journal of Negro history*, 24: 467-472 (Oct. 1939).

LIBRARY OF CONGRESS

The Constitution of the United States; an account of its travels since September 17, 1787. Compiled by David C. Mearns and Verner W. Clapp. Washington, Government Printing Office, 1939. iv, 12 p.

LITTON, GASTON L., *The National Archives*

The negotiations leading to the Chickasaw-Choctaw agreement, January 17, 1837. *Chronicles of Oklahoma*, 17: 417-427 (Dec. 1939).

McBARRON, HUGH C., *Chicago, Ill.*

American military dress in the War of 1812. American Military Institute, *Journal*, 3: 191-199, 4: 55-64 (fall 1939, spring 1940).

McCAIN, WILLIAM D., *Mississippi Department of Archives and History*

The papers of the Food Administration for Louisiana, 1917-1919, in The National Archives. *Louisiana historical quarterly*, 21: 869-874 (July 1938).

The papers of the Food Administration for Missouri, 1917-1919, in The National Archives. *Missouri historical review*, 32: 56-61 (Oct. 1937).

The papers of the Food Administration for North Carolina, 1917-1919, in The National Archives. *North Carolina historical review*, 15: 34-40 (Jan. 1938).

MANNING, WILLIAM RAY, *Department of State*

Diplomatic correspondence of the United States: inter-American affairs, 1831-1860: vol. 11, Spain; vol. 12, Texas and Venezuela. Washington, Carnegie Endowment for International Peace, 1939. Edited.

MEADE, ROBERT D., *Randolph-Macon Woman's College*

The relations between Judah P. Benjamin and Jefferson Davis; some new light on the working of the Confederate machine. *Journal of southern history*, 5: 468-478 (Nov. 1939).

MEANY, EDMOND S., JR., *Hill School, Pottstown, Pa.*

Food Administration papers for Washington, Oregon and Idaho deposited in The National Archives. *Pacific Northwest quarterly*, 28: 373-382 (Oct. 1938).

MEARNS, DAVID C., *Library of Congress*

See entry under Library of Congress.

MILLER, HUNTER, *Department of State*

A despatch of William Tudor. *Hispanic American historical review*, 19: 55-60 (Feb. 1939).

MOCK, JAMES R., *The National Archives*

Activities of the Mexico section of the Creel Committee, 1917-1918. *Journalism quarterly*, 16: 136-150 (June 1939). Written in collaboration with Cedric Larson.

The four minute men. *Quarterly journal of speech*, 25: 97-112 (Feb. 1939). Written in collaboration with Cedric Larson.

The lost files of the Creel Committee of 1917-19. *Public opinion quarterly*, 3: 5-29 (Jan. 1939). Written in collaboration with Cedric Larson.

The National Archives with respect to the records of the Negro. *Journal of Negro history*, 23: 49-56 (Jan. 1938).

When Clio joined the colors. *Saturday review of literature*, vol. 20, no. 23, p. 13-14, 16 (Sept. 30, 1939). Written in collaboration with Cedric Larson.

Words that won the war. Princeton, Princeton University Press, 1939. xvi, 372 p. Written in collaboration with Cedric Larson.

MOREHOUSE, FRANCES, *Hunter College*

See second entry under Schoen, Harriet H.

MORRISON, GOUVERNEUR, *Washington, D. C.*

Historical romance of our Constitution; Washington's proclamation of neutrality. Washington, Sequoyahcraft, 1939. 69 p.

NAVAL RECORDS AND LIBRARY OFFICE

Naval documents related to the United States wars with the Barbary Powers: vol. 1, Naval operations including diplomatic background from 1785 through 1801; prepared under direction of Honorable Claude A. Swanson, Secretary of the Navy; prepared by the Office of Naval Records and Library, Navy Department, under the supervision of Captain Dudley W. Knox, U. S. Navy (Ret.). Washington, Government Printing Office, 1939. xiv, 718 p.

PARKS, E. TAYLOR, *Berea College*

The Galápagos Islands, a neglected phase of American strategy diplomacy. *Pacific historical review*, 9: 37-45 (Mar. 1940). Written in collaboration with J. Fred Rippy.

POMEROY, EARL S., *University of Wisconsin*

Carpet-baggers in the Territories, 1860-1890. *The historian*, 2: 53-64 (winter 1939).

REEVE, FRANK D., *University of New Mexico*

The Government and the Navaho, 1846-1858. *New Mexico historical review*, 14: 82-114 (Jan. 1939).

RIPPY, J. FRED, *University of Chicago*

Justo Rufino Barrios and the Nicaraguan Canal. *Hispanic American historical review*, 20: 190-197 (May 1940).

See also entry under Parks, E. Taylor.

- ROWLAND, BUFORD, *The National Archives*
Report of the commissioners on the road from Missouri to New Mexico, October 1827. *New Mexico historical review*, 14: 213-229 (July 1939). Edited.
- SALLEY, A. S., *Historical Commission of South Carolina*
See entry under Glenn, Bess.
- SATTERLEE, L. D., *Detroit, Mich.*
A catalog of firearms for the collector. 2d ed. Detroit, privately printed, 1939. 334 p.
- SCHOEN, HARRIET H., *Teachers College, Columbia University*
Sidelights and source studies of American history. Book 1. New York, Teachers College, Columbia University, 1939. 103 p. Written in collaboration with Erling M. Hunt.
A workbook to be used with Tryon, Lingley, and Morehouse's *The American Nation yesterday and today, pt. 2, new ed.* Book 2. Boston, Ginn and Co., 1939. 96 p. Written in collaboration with Frances Morehouse.
- SMITH, HERMON D., *Chicago, Ill.*
Revolutionary War journals of Henry Dearborn, 1775-1783. Chicago, Caxton Club, 1939. xvi, 264 p.
- TANSILL, CHARLES C., *Fordham University*
The United States and Santo Domingo, 1798-1873; a chapter in Caribbean diplomacy. Baltimore, Johns Hopkins Press, 1938. viii, 487 p.
- VAGTS, ALFRED, *Sherman, Conn.*
Hopes and fears of an American-German war, 1870-1915. *Political science quarterly*, 54: 514-535; 55: 53-76 (Dec. 1939, Mar. 1940).
- VAN SCHREEVEN, WILLIAM J., *Virginia State Library*
Indiana Food Administration papers. *Indiana magazine of history*, 33: 422-427 (Dec. 1937).
- WALSH, JOHN JOSEPH, *Catholic University of America*
Early banks in the District of Columbia, 1792-1818. Washington, Catholic University of America Press, 1940. viii, 183 p.
- WARREN, HARRIS G., *MacMurray College for Women*
José Álvarez de Toledo's initiation as a filibuster, 1811-1813. *Hispanic American historical review*, 20: 56-82 (Feb. 1940).
- WATKINS, J. H., *Yale University*
Vital statistics of the Pueblo Indians. *American journal of public health*, 29: 753-760 (July 1939). Written in collaboration with S. B. D. Aberle.
- WESLEY, EDGAR BRUCE, *University of Minnesota*
Life at a frontier post; Fort Atkinson, 1823-1826. American Military Institute, *Journal*, 3: 203-209 (winter 1939).

- WILSON, SAMUEL M., *Lexington, Ky.*
Additional notes on Matthew Harris Jouett, Kentucky portrait painter. *Filson Club history quarterly*, 14: 1-16, 65-102 (Jan., Apr. 1940).
- WORK PROJECTS ADMINISTRATION, SURVEY OF FEDERAL ARCHIVES
Inventory of Federal archives in the States: The Department of the Interior: Nevada. Reno, 1940. ix, 168 p., processed.
Ship registers of Dighton-Fall River, Massachusetts, 1789-1938. Boston, 1939. xii, 178 p., processed.
Ship registers of the district of Plymouth, Massachusetts, 1789-1908. Boston, National Archives Project, 1939. ix, 209 p., processed.
- WRIGHT, ALMON R., *The National Archives*
Food and society; war-time archives of the United States Food Administration. *American scholar*, 7: 243-246 (spring 1938).
Records of the Food Administration: new field for research. *Public opinion quarterly*, 3: 278-284 (Apr. 1939).
Sources for Ohio World War history in the papers of the Food Administration in The National Archives. *Ohio archaeological and historical quarterly*, 47: 355-362 (Nov. 1938).
- YOUNG, ROGERS W., *National Park Service*
Chesapeake and Ohio Canal, a survival of an era. *Regional review*, vol. 4, no. 3, p. 2-7 (Mar. 1940).

APPENDIX V

PROFESSIONAL PUBLICATIONS BY MEMBERS OF THE NATIONAL ARCHIVES STAFF¹ALLEN, F. HARDEE, *Division of Classification*

Contributions to the *Dictionary of American history* on: Cod fisheries, Labrador fisheries, Mackerel fisheries, and Fishing bounties in the United States (1789-1807, 1813-66).

ASHWORTH, GEORGE F., *Division of Justice Department Archives*

Contributions to the *Dictionary of American history* on: Battle of Groveton (Aug. 28-29, 1862), Casualties during wars, Battle of Malvern Hill (July 1, 1862), Military intelligence, Battle of the Monocacy (July 9, 1864), Cost of major United States wars, and Loss of life in major United States wars.

BAHMER, ROBERT H., *Division of Agriculture Department Archives*

The American Society of Equity. *Agricultural history*, 14: 33-63 (Jan. 1940).

Contributions to the *Dictionary of American history* on: Bonanza wheat farming, Farmer-Labor Party of Minnesota, Farmer-Labor Party of 1920, and National Non-Partisan League (1915-24).

BAUER, G. PHILIP, *Division of Labor Department Archives*

Contribution to the *Dictionary of American history* on Imprisonment for debt.

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

Contributions of titles of publications appearing in the United States relating to the Americas. *International bibliography of historical sciences*, 1937.

Reviews of *The rise of American naval power, 1776-1918*, by Harold and Margaret Sprout; of *The Yankee cheese box*, by Robert Stanley McCordock; and of *Mahan; the life and work of Captain Alfred Thayer Mahan, U. S. N.*, by W. D. Puleston. *Social studies*, 30: 373, 379; 31: 38 (Dec. 1939, Jan. 1940).

Review of *Biography by Americans, 1658-1936, a subject bibliography*, by Edward H. O'Neill. *Pennsylvania magazine of history and biography*, 64: 277 (Apr. 1940).

Contribution to the *Dictionary of American history* on Dodge-Leavenworth expedition.

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

Contribution to the *Dictionary of American history* on United States Naval Observatory.

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

Certain archival considerations concerning photographic records. Biological Photographic Association, *Journal*, 8: 178-186 (June 1940).

BROOKS, PHILIP C., *Division of Independent Agencies Archives*

Diplomacy and the borderlands; the Adams-Onís Treaty of 1819. Berkeley, University of California Press, 1939. x, 262 p. Spain's farewell to Louisiana, 1803-1821. *Mississippi Valley historical review*, 27: 29-42 (June 1940).

Contributions to the *Dictionary of American history* on: Adams-Onís Treaty, Case of Arbuthnot and Ambrister, Convention of 1818 with England, "Era of good feelings" (1817-24), Purchase of Florida, Florida boundary, Agreement for disarmament on the Great Lakes, Boundaries of the Louisiana Purchase, "Neutral ground," Perdido River, Seminole wars (1816-18, 1835-42), and West Florida controversy.

BROWN, JAMES W., *Division of Classification*

Suggestions for the use of Warburg respirometers in plant physiological investigations. *Plant physiology*, 14: 309-320 (Apr. 1939). Abstract in *Biological abstracts*, vol. 13, no. 9, entry 15757 (1939).

Respiration of acorns as related to temperature and afterripening. *Plant physiology*, 14: 621-645 (Oct. 1939). Abstract in *Biological abstracts*, vol. 14, no. 5, entry 9359 (1940).

BUCK, SOLON J., *Director of Publications*

The planting of civilization in western Pennsylvania. Pittsburgh, University of Pittsburgh Press, 1939. xiv, 565 p. Written in collaboration with Elizabeth H. Buck.

Das Nationalarchiv der Vereinigten Staaten von Nordamerika. *Archivalische Zeitschrift*, 45: 16-33 (1939).

The status of historical bibliography in the United States. *Pennsylvania magazine of history and biography*, 63: 390-400 (Oct. 1939).

Contributions to the *Dictionary of American history* on: Anti-Monopoly Parties (1873-76), Archives, Aughwick, Bouquet's expedition (1763-65), Braddock's expedition (1755), Braddock's Road, Battle of Bushy Run (Aug. 5, 6, 1763), Donation Lands, Fort Duquesne, Erie Triangle, Travels and journals of Christopher Gist, Gnadenhutzen, Great Meadows, Kittaning campaign (1756), Fort Laurens, Washington's mission to Fort Le Boeuf, Fort Ligonier, Lochry's defeat, Logstown, Treaty of Logstown (June 13, 1752), Fort Machault, Fort McIntosh, Treaties of Fort McIntosh (January, 1785), Battle of the Monongahela (July 9, 1755), *The Navigator*, Ohio Company of Virginia, Pennsylvania-Virginia boundary dispute, Pickawillany, and The Proclamation of 1763.

¹ The works listed, except one inadvertently omitted from the list for the previous year, were published during the fiscal year ending June 30, 1940.

CAMPBELL, EDWARD G., *Division of Classification*

- Indebted railroads—a problem of Reconstruction. *Journal of southern history*, 6:167-188 (May 1940).
- Review of *The Baltimore and Ohio in the Civil War*, by Festus P. Summers. American Military Institute, *Journal*, 3:244-246 (winter 1939).
- Review of *A railroad to the sea*, by Levi O. Leonard and Jack T. Johnson. *Mississippi Valley historical review*, 27:143 (June 1940).
- Review of *Railroads and rivers*, by William H. Clark. *Political science quarterly*, 55:318 (June 1940).

CLAUSSEN, MARTIN P., *Office of the Director of Publications*

- Peace factors in Anglo-American relations, 1861-1865. *Mississippi Valley historical review*, 26:511-522 (Mar. 1940).
- Contributions to the *Dictionary of American history* on: Arbitrary arrest during the Civil War, Civil Works Administration, Conspiracies Acts of 1861 and 1862, Corning letter (June 12, 1863), "Cost-plus" system, Crittenden Resolution (July 22, 1861), Industrial espionage, Federal Emergency Relief Administration, Force Acts, Lever Act (Aug. 10, 1917), Plumb Plan, Prize cases (1863), United States Railroad Administration (1918-20), Regulators, Smuggling of slaves, Spanish capture of British posts on the Mississippi and Gulf (1779-81), Test laws, Test oath cases (1867), Trade with the Enemy Acts, and Union Democrats.

COBB, SAMUEL E., *Division of Labor Department Archives*

- Report on Conference of Historical Societies. *Florida historical quarterly*, 18:307 (Apr. 1940).

COLKET, MEREDITH B., JR., *Division of State Department Archives*

- Was Katherine Scott a daughter of Rev. Francis Marbury of London? *American genealogist*, 16:81-88 (Oct. 1939).
- A discussion of the ancestry of some colonial Strattons. *American genealogist*, 16:140-144 (Jan. 1940).
- The Pelhams of England and New England. *American genealogist*, 16:129-132, 201-205 (Jan., Apr. 1940).
- Availability of English records in war time. *American genealogist*, 16:237 (Apr. 1940).
- Review of *Encyclopedia of American Quaker genealogy*, vol. 2, compiled by William Wade Hinshaw. *American genealogist*, 16:55 (July 1939).

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

- The Franklin D. Roosevelt Library. *American archivist*, 3:81-92 (Apr. 1940).
- The National Archives and Pennsylvania history. *Pennsylvania history*, 7:63-78 (Apr. 1940).
- Josiah Tucker; or, Cassandra picks the pocket of Mars. *World affairs*, 103:79-90 (June 1940).

DOUGLAS, JESSE S., *Division of War Department Archives*

- Reviews of *Francis Parkman*, by Wilbur L. Schramm, and of *Soldiers of the Overland, being some account of the services of General Patrick Edward Connor and his volunteers in the Old West*, by Fred B. Rogers. *Pacific Northwest quarterly*, 30:352, 450 (July, Oct. 1939).
- Review of *A builder of the West; the life of General William Jackson Palmer*, by John S. Fisher. American Military Institute, *Journal*, 3:247 (winter 1939).
- American Military Institute, *Journal*, vol. 3, no. 3-vol. 4, no. 1 (1939-40). Edited.

DUNIWAY, DAVID C., *Division of Classification*

- Review of *Internal improvement in South Carolina, 1817-1828*, edited by David Kohn and Bess Glenn. *Journal of southern history*, 5:395 (Aug. 1939).

EAST, ROBERT A., *Division of Classification*

- Review of *The Jacksons and the Lees; two generations of Massachusetts merchants, 1765-1844*, by Kenneth Wiggins Porter. *Pennsylvania magazine of history and biography*, 63:350-352 (July 1939).
- Review of *Early American land companies, their influence on corporate development*, by Shaw Livermore. *New York history*, 21:93 (Jan. 1940).
- The Massachusetts conservatives in the Critical Period. Richard B. Morris, ed., *The era of the American Revolution; studies inscribed to Everts Boutell Greene*, 349-391 (New York, Columbia University Press, 1939).
- Contributions to the *Dictionary of American history* on: Dutch bankers' loans (1782), Federalist Party, and Hartford Convention.

EAST, SHERROD E., *Division of Veterans' Administration Archives*

- The banishment of Captain Meigs. Columbia Historical Society, *Records*, 40-41:97-143 (Apr. 1940).

FLIPPIN, PERCY S., *Chief of the Division of Independent Agencies Archives*

- Contributions to the *Dictionary of American history* on: Bacon's rebellion (1675-76), Cartagena expedition, Declaration of Rights, and Hundred.

FRANKLIN, W. NEIL, *Division of Veterans' Administration Archives*

- Contributions to the *Dictionary of American history* on: Trustees of the Indian factory of Virginia (1757-60, 1765-67), Needham-Arthur expeditions (1673-74), Congress of Pensacola (1765), Tuscarora War (1711-13), Virginia Indian Company (1714-17), and Yamasee War (1715-16).

GROVER, WAYNE C., *Division of War Department Archives*

- Contributions to the *Dictionary of American history* on: Army contracts, and Council of National Defense.

GUTHRIE, CHESTER L., *Division of Classification*

Colonial economy; trade, industry, and labor in seventeenth century Mexico City. *Revista de historia de América*, 7:103-134 (Dec. 1939).

Review of *Philip II*, by William Thomas Walsh. *Hispanic American historical review*, 19:332 (Aug. 1939).

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

Review of *The siege of Charleston, with an account of the province of South Carolina; diaries and letters of Hessian officers from the von Jungkenn papers in the William L. Clements Library*, translated and edited by Bernhard A. Uhlendorf. American Military Institute, *Journal*, 3:181 (fall 1939).

HANSON, MATILDA F., *Division of Cataloging*

Use of the "traveling card" in cataloging serials. *D. C. libraries*, 11:23 (Jan. 1940).

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

Dr. James A. Robertson. *Journal of southern history*, 5:414 (Aug. 1939).

A visit to some neighboring archives. *Pacific historical review*, 8:375-383 (Dec. 1939).

Conference on Inter-American Relations in the Field of Publications and Libraries. *Hispanic American historical review*, 20:153-155 (Feb. 1940).

Reviews of *Conferencias internacionales Americanas, 1889-1936*; of *The Manila galleon*, by William Lytle Schurz; and of *IIº congreso internacional de historia de América* (1937), edited by Ricardo Levene. *American historical review*, 54:1016; 55:440, 492 (July 1939, Jan. 1940).

Reviews of *International law and diplomacy in the Spanish civil strife*, by Norman J. Padelford, and of *Guatemala, past and present*, by Chester Lloyd Jones. American Academy of Political and Social Science, *Annals*, 205:184; 209:243 (Sept. 1939, May 1940).

Reviews of *Historia documentada de los movimientos revolucionarios por la independencia de Cuba de 1852 á 1867*, by Diego González; of *Biografía del Dr. y Gral. Tiburcio Carías Andino*, by Lucas Paredes; of *IIº congreso internacional de historia de América* (1937), edited by Ricardo Levene; of *Apuntes para la historia de la Nueva Vizcaya: no. 1, La conquista*, by Atanasio G. Saravia; of *Revelaciones de Antaño*, by Eduardo Picón Lares; of *Libro blanco, cuestión de Belice*, issued by the Government of Guatemala; of *En la antigua ciudad de Santiago*, by Pedro Pérez Valenzuela; of *A history of Latin America*, by David R. Moore; of *Francisco del Paso y Troncoso, su misión en Europa, 1892-1916*, edited by Silvio Zavala; of *El Licenciado Jerónimo Pérez*, by Pedro Joaquín Chamorro; and of *Archivo del General José Antonio Paéz, 1818-1820*, published by the Archivo Histórico Nacional. *Hispanic American historical review*, 19:339, 341, 350, 363-365, 551; 20:146, 249, 268 (Aug., Nov. 1939, Feb., May 1940).

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

Reviews of *McGillivray of the Creeks*, by John Walton Caughey, and of *Woodward's reminiscences of the Creek, or Muscogee Indians, contained in letters to friends in Georgia and Alabama*, by Thomas S. Woodward. *Journal of Mississippi history*, 1:265 (Oct. 1939).

Review of *Handbook of Latin American studies*, 1938, edited by Lewis Hanke. *Journal of modern history*, 12:303 (June 1940).

Reviews of *History of Colombia*, by Jesús María Henao and Gerardo Arrubla, and of *A history of Brazil*, by João Pandiá Calogeras. *Political science quarterly*, 54:634; 55:317 (Dec. 1939, June 1940).

Archives. *Handbook of Latin American studies*, 1938, p. 45-52 (Cambridge, Harvard University Press, 1939).

Contributions to the *Dictionary of American history* on: Ananias club, Auto racing, Bryan treaty model ("Cooling-off"), United States Custom Houses, DeSoto expedition (1539-43), United States embassies, Federal Bureau of Investigation (G-men), Federal Council of the Churches of Christ in America, Food Administration (1917-19), Journal of Congress, United States investments in Latin America, Relations with Nicaragua, Nicaraguan Canal project, Ponce de Leon's discovery (1513), and Order of the Purple Heart.

HOLMES, OLIVER W., *Chief of the Division of Interior Department Archives*

Sunday travels and Sunday mails: a question which troubled our forefathers. *New York history*, 20:413-424 (Oct. 1939).

Contributions to the *Dictionary of American history* on: Census, Office of Education, United States General Land Office, United States Bureau of Mines, Parcel post, Post Office Department, Postal service, Colonial postal service, Confederate postal service, Stagecoach travel, and Washington Monument.

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

The integration of work with archives and historical manuscripts. American Library Association, *Archives and libraries*, 1939, p. 28-33, and *Library journal*, 64:539-541 (July 1939).

The genealogist as a contributor to historical research. National Genealogical Society, *Quarterly*, 28:33-36 (June 1940).

Review of *S. L. A. and a reorganized A. L. A.*, by Marian C. Manley. *Special libraries*, 30:223 (Sept. 1939).

IRVINE, DALLAS D., *Chief of the Division of War Department Archives*

The fall of Richmond: evacuation and occupation. American Military Institute, *Journal*, 3:67-79 (summer 1939).

The fate of Confederate archives. *American historical review*, 44:823-841 (July 1939).

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

Demonstration of the peninsularity of Palmer Land, Antarctica, through Ellsworth's flight of 1935. American Philosophical Society, *Proceedings*, 1940, p. 821-832.

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

Report for 1938-39 of the United States National Committee of the International Geographical Union. National Research Council, Division of Geology and Geography, *Annual report, 1938-39*, appendix Q.

Reviews of *General cartography*, by Erwin Raisz, and of *Official map publications*, by Walter Thiele. *Geographical review*, 29: 699-701 (Oct. 1939).

Federal surveys and maps [in 1939]. *American year book*, 1939, p. 274-278.

KAHN, HERMAN, *Division of Interior Department Archives*

The National Archives, storehouse of national park history. *Regional review*, vol. 4, no. 2, p. 13-17 (Feb. 1940).

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

Treatment of water-soaked records. National Fire Protection Association, *Quarterly*, 33: 356 (Apr. 1940).

LARSON, HAROLD, *Division of Interior Department Archives*

Norwegian archival activity. *American archivist*, 2: 272-275 (Oct. 1939).

Some recent books on the Virgin Islands. *Journal of Negro history*, 24: 467-472 (Oct. 1939).

LEAHY, EMMETT J., *Division of Treasury Department Archives*

Reduction of public records. *American archivist*, 3: 13-38 (Jan. 1940).

Review of *Aktenkunde; ein Handbuch für Archivbenutzer mit besonderer Berücksichtigung Brandenburg-Preussens*, by Heinrich Otto Meisner. *American archivist*, 2: 264 (Oct. 1939).

LEAVITT, ARTHUR H., *Chief of the Division of Commerce Department Archives*

Manual for the arrangement and description of archives, drawn up by direction of the Netherlands Association of Archivists by S. Muller, J. A. Feith, and R. Fruin, translated from the Dutch. New York, H. W. Wilson Co., 1940. 225 p.

LEWINSON, PAUL, *Chief of the Division of Labor Department Archives*

Problems of archives classification. *American archivist*, 2: 179-190 (July 1939).

Review of *Negro education in Alabama; a study in cotton and steel*, by Horace Mann M. Bond. *Mississippi Valley historical review*, 26: 424 (Dec. 1939).

Review of *Black folk then and now; an essay in the history and sociology of the Negro race*, by W. E. Burghardt Du Bois. *Mississippi Valley historical review*, 26: 580 (Mar. 1940).

LITTON, GASTON, *Division of Interior Department Archives*

Cherokee cavaliers; forty years of Cherokee history as told in the correspondence of the Ridge-Watie-Boudinot family. Norman, University of Oklahoma Press, 1939. x, 319 p. Edited in collaboration with Edward Everett Dale.

LITTON, GASTON, *Division of Interior Department Archives*—Con.

The negotiations leading to the Chickasaw-Choctaw agreement, January 17, 1837. *Chronicles of Oklahoma*, 17: 417-427 (Dec. 1939).

Reviews of *Indian cavalcade; or, Life on the old-time Indian reservations*, by Clark Wissler, and of *City beginnings in Oklahoma Territory*, by John Alley. *Chronicles of Oklahoma*, 17: 345; 18: 195 (Sept. 1939, June 1940).

LOKKE, CARL L., *Division of Classification*

Malouet and the St. Domingue mulatto question in 1793. *Journal of Negro history*, 24: 381-389 (Oct. 1939).

Review of *Mississippi Gulf Coast, yesterday and today, 1699-1939* (Federal Writers' Project, *American guide series*). *Journal of Mississippi history*, 1: 195 (July 1939).

Review of *Lettres du Général Leclerc, commandant en chef de l'armée de Saint-Domingue en 1802*, edited by Paul Roussier. *Journal of modern history*, 11: 394 (Sept. 1939).

Review of *The United States and Santo Domingo, 1798-1873; a chapter in Caribbean diplomacy*, by Charles Callan Tansill. *Hispanic American historical review*, 19: 535-538 (Nov. 1939).

MCGIRR, NEWMAN F., *Division of Reference*

Historical data on a popular old hymn. *Saint Andrew's Cross*, 53: 21 (July-Aug. 1939).

Georgetown footnotes. *Georgetown news*, May 17, June 7, 14, 21, 28, 1940.

MOCK, JAMES R., *Division of Classification*

Words that won the war. Princeton, Princeton University Press, 1939. xiv, 372 p. Written in collaboration with Cedric Larson.

When Clio joined the colors. *Saturday review of literature*, vol. 20, no. 23, p. 13, 16 (Sept. 30, 1939). Written in collaboration with Cedric Larson.

OWEN, THOMAS M., JR., *Chief of the Division of Veterans' Administration Archives*

Legion historical news notes. *American legion*, 5: 1-3 (Sept. 1939). [Annual] report of the national historian. *American legion*, 21st annual convention, 1939, *Reports*, 101-107.

[Semi-annual] reports of the national historian. *American Legion*, national executive committee, *Digest of minutes*, Nov. 1939, p. 44; May 1940, p. 46.

PAGE, THAD, *Administrative Secretary*

The National Archives Building. Public Buildings Administration, *Bulletin*, p. 2 (June 1940).

PALMER, OLGA PAUL, *Office of the Director of Publications*

Abstracts of archive publications: Eastern Europe. *American archivist*, 2: 207-216; 3: 69-80, 140-148 (July 1939, Jan., Apr. 1940).

Review of the *American archivist*, vol. 1, no. 1, by Endre Csobán, translated from the Hungarian. *American archivist*, 3: 49 (Jan. 1940).

- RIEPMA, SIERT F., *Division of Commerce Department Archives*
Contributions to the *Dictionary of American history* on: "Young America," and Youth movements.
- ROWLAND, BUFORD, *Division of Justice Department Archives*
Report of the commissioners on the road from Missouri to New Mexico, October 1827. *New Mexico historical review*, 14: 213-229 (July 1939). Edited.
- RUSSELL, JOHN R., *Chief of the Division of Cataloging*
Cataloging at The National Archives. *American archivist*, 2: 169-178 (July 1939).
Review of *Spanish personal names*, by Charles Francis Gosnell. *Hispanic American historical review*, 19: 351 (Aug. 1939).
- SCHELLENBERG, THEODORE R., *Chief of the Division of Agriculture Department Archives*
Contributions to the *Dictionary of American history* on: Department of Agriculture, and Weather Bureau.
- SOMERVILLE, JAMES A., *Office of the Administrative Secretary*
The "if" in Poe's life. *Southern literary messenger*, 1: 860 (Dec. 1939).
- TATE, VERNON D., *Chief of the Division of Photographic Archives and Research*
Microphotography at Zürich. *Journal of documentary reproduction*, 2: 259-263 (Dec. 1939).
Microphotography in archives. American Library Association, *Archives and libraries*, 1939, p. 103-108, and International Conference on Documentation, 15th, Zürich, 1939, *Transactions*, 2: 114-117 (1939).
Review of *The rise of New York Port [1815-1860]*, by Robert G. Albion. *New York history*, 20: 472 (Oct. 1939).
Review of *The Manila galleon*, by William Lytle Schurz. *Pacific historical review*, 9: 80 (Mar. 1940).
Documentary photography. William D. Morgan and Henry M. Lester, eds., *Graphic graflex photography*, 127-145 (New York, Morgan & Lester, 1940).
Journal of documentary reproduction, vol. 2, no. 3-vol. 3, no. 2 (1939-40). Edited.
- THURBER, EVANGELINE, *Division of Cataloging*
Suggestions for a code for cataloging archival material. American Library Association, *Archives and libraries*, 1939, p. 42-53.
- TODD, FREDERICK P., *Division of War Department Archives*
The Huddy & Duval prints: an adventure in military lithography. American Military Institute, *Journal*, 3: 166-176 (fall 1939).
The ins-and-outs of military hair. *Infantry journal*, 47: 160-167 (Mar.-Apr. 1940).
Review of *Secret and urgent*, by Fletcher Pratt. American Military Institute, *Journal*, 3: 185 (fall 1939).
Contributions to the *Dictionary of American history* on: Tomb of the Unknown Soldier. and War Department.

- WRIGHT, ALMON R., *Division of Classification*
The second convention of the Inter-American Bibliographical and Library Association. *Hispanic American historical review*, 19: 387-392 (Aug. 1939).
Reviews of *Latin America, a brief history*, by Frederick A. Kirkpatrick, and of *Proceedings* of the second convention of the Inter-American Bibliographical and Library Association. *Hispanic American historical review*, 19: 337; 20: 134 (Aug. 1939, Feb. 1940).
Contribution to the *Dictionary of American history* on Aranda Memorial.

APPENDIX VI

REPORT OF THE SECRETARY OF THE NATIONAL ARCHIVES COUNCIL FOR THE FISCAL YEAR ENDING JUNE 30, 1940

The functions of the National Archives Council prescribed by the National Archives Act and the resolution defining the classes of material that may be transferred to the National Archives Building and establishing regulations governing such transfers adopted by the Council on February 10, 1936, remained in force without change during the fiscal year.

There was one change in the membership of the Council, which was occasioned by the appointment of the Honorable Robert H. Jackson as Attorney General of the United States to succeed the Honorable Frank Murphy, who was appointed an Associate Justice of the Supreme Court of the United States, and at the end of the fiscal year there were two vacancies on the Council as a result of the resignations of the Honorable Harry H. Woodring as Secretary of War and the Honorable Charles Edison as Secretary of the Navy.

During the fiscal year 113 lists of useless papers submitted by the Archivist of the United States to the individual members of the Council were approved by them for transmittal to Congress by the Archivist. No meetings of the Council were held during the year.

THAD PAGE.

APPENDIX VII

REPORT OF THE SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 1940

The vacancy on the Commission occasioned by the death on September 25, 1939, of Dr. Cyril Wynne was filled on October 20, 1939, when Dr. E. Wilder Spaulding was designated Dr. Wynne's successor as Chief of the Division of Research and Publication of the State Department and Historical Adviser of that Department for the purpose of representation on the National Historical Publications Commission. The only other change in the personnel of the Commission during the year was the designation of Dr. Charles A. Beard to succeed Dr. William E. Dodd, one of the members appointed by the president of the American Historical Association. The chairman was notified of this appointment and of the reappointment of Dr. Dumas Malone as the other appointee of the president of the American Historical Association on January 2, 1940. The Commission held one meeting during the year, on April 27, 1940, at The National Archives.

Since its establishment the Commission has proposed to Congress two projects for the compilation, editing, and publication of documentary materials. The first recommended the preparation of a documentary work on the ratification of the Constitution and the first ten amendments thereto. No important change occurred during the year in the status of the bills designed to carry out this recommendation. At the close of the year, S. 1410, which provides for the compilation, editing, and publication of the work, remained with the Senate Committee on the Library and H. R. 5024, which provides for compilation but not for publication, had risen to a position forty-fifth from the top of the Union Calendar of the House of Representatives.

The second of the Commission's proposals grew out of the suggestion of Representative Lawrence Lewis of Colorado that the Commission interest itself in a project for the publication of certain original maps and papers of Lt. Zebulon Montgomery Pike, which were confiscated by Spanish authorities in 1807 and were returned to this country a century later. A preliminary investigation of the project by the secretary of the Commission indicated that it had considerable merit and that it might well be expanded to include other Pike material. Consequently, Dr. Preston W. Edsall, research expert on the staff of The National Archives, prepared a preliminary statement concerning the project, which was considered by the Commission at its meeting in April. Representative Lewis was present at this meeting. The project was approved by the Commission, and, at its direction, the secretary prepared a report to Congress, a copy of which

is attached to this report. After the report had been cleared through the Bureau of the Budget, it was submitted to Congress by the Archivist of the United States as chairman of the Commission on June 7 and was referred to the respective Committees on the Library. At the close of the year no further action had been taken.

At its meeting in April the Commission was asked to recommend to Congress the publication of a compilation of the messages and papers of the Presidents from 1897 to 1937 made as a Work Projects Administration project under the successive sponsorship of the Department of History of Columbia University and the Mayor of the City of New York. The Commission directed the chairman to investigate the technical quality of the compilation, and, at the close of the fiscal year, extensive samples thereof were being studied in the office of the secretary.

Pressure of work in the office of the secretary prevented any progress being made during the year in carrying out the request of the Commission that the survey of 1908 of the historical publications of the Government be brought up to date. It is hoped, however, that during the coming year this project, which has lain dormant since 1936, may be revived and advanced toward completion.

SOLON J. BUCK.

REPORT OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION RECOMMENDING A PUBLICATION ON THE EXPLORING EXPEDITIONS OF ZEBULON MONTGOMERY PIKE

NATIONAL HISTORICAL PUBLICATIONS COMMISSION,
May 27, 1940.

To the Congress of the United States:

In accordance with the provision of section 5 of the National Archives Act (U. S. C., title 40, ch. 2A), which directs the National Historical Publications Commission to "make plans, estimates, and recommendations for such historical works and collections of sources as seem appropriate for publication and/or otherwise recording at the public expense," the said National Historical Publications Commission respectfully submits the following report:

Documents Relative to the Expeditions of Lt. Zebulon M. Pike

Zebulon Montgomery Pike, when a first lieutenant and captain of infantry in the United States Army, made two expeditions into the then little-known regions of the West. The first expedition left St. Louis on August 9, 1805, and returned on April 30, 1806, after having reached Leech Lake, which Pike believed to be the main source of the Mississippi, and Cass Lake, which he believed to be the upper source. Aside from the purely exploratory work done by Pike on this trip, he negotiated with the Sioux Indians for land for military posts at the junction of the St. Croix with the Mississippi and at the falls of St. Anthony and he acquainted the Indians with the authority and friendly purposes of the Government of the United States. In the course of his expedition Pike traversed territory in the present States of Missouri, Illinois, Iowa, Wisconsin, and Minnesota.

Pike's second expedition left Belle Fontaine near St. Louis on July 15, 1806, and followed the Missouri and Osage Rivers westward.

After proceeding across country to a point on the Republican River, the expedition turned southward to the Arkansas River, where, on October 28, the party divided. Lt. James B. Wilkinson with a party of men descended the Arkansas and reached New Orleans about March 1, 1807. Pike and the remaining men followed the river into the present State of Colorado. After an unsuccessful attempt to reach the peak that bears his name, Pike continued to the headwaters of the Arkansas and then turned southward, crossed the Sangre de Cristo mountains and the Rio Grande, and built a stockade in Spanish territory on the south bank of the Conejos River, a few miles from its mouth. Here he was found by a Spanish force, which took him before Governor Alencaster of New Mexico, and the Governor sent him on southward to the headquarters of General Salcedo in Chihuahua. All the important papers that Pike had with him except his journal, which had been successfully concealed, were taken from him by Salcedo, and Pike was himself detained for some time. On April 28, 1807, however, he and a part of his men set out under military escort through Texas, and on July 1, 1807, they were in Natchitoches. In the course of this expedition, Pike and the men with him traversed territory in the present States of Missouri, Kansas, Nebraska, Colorado, New Mexico, Texas, and Louisiana. If Lt. Wilkinson's Arkansas voyage be considered a part of Pike's expedition, then Oklahoma and Arkansas should be added to this list of States.

Among the records of the War Department now in the custody of the Archivist of the United States is a collection of 19 of the documents that were taken from Pike by the Spanish authorities in Mexico in 1807. These documents were discovered about a century later by an American scholar working in the Mexican archives, and in 1910 they were returned by the Government of Mexico to the Government of the United States. They contain important data concerning both of the Pike expeditions and throw light on the exploratory work of the United States Army and the early history of the upper Mississippi Valley and the Southwest. In view of the fact that some of these documents, and especially the detailed maps and tables among them, have never been published and of the probability that other important material relative to the Pike expeditions, either unpublished or inadequately edited, could be found, the National Historical Publications Commission has made a comprehensive survey of the original material, published or unpublished, relating to those expeditions.

The Commission, on the basis of information that has been accumulated, is convinced that there exists a considerable and important body of unpublished documents pertaining to the Pike expeditions. A number of these are properly papers of Pike himself, the others originated with those who came in contact with his expeditions or who were obliged to take official action relating to them. Many of these documents should be published in full, the whereabouts and nature of all of them should be made known, and their relationship to and bearing upon other material already in print should be shown. These objectives, the Commission believes, could be achieved by the issuance of a one-volume documentary publication on the Pike expeditions.

Precisely what material should be included in such a volume cannot be determined until all potential sources in archival establishments, libraries, and other institutions have been fully investigated. Pike's journals, which are readily available in print, need not be reprinted and could not be included in a one-volume work because of their length. On the other hand, although some of them have been printed, the documents taken from Pike by the Spanish authorities, insofar as they are available, should be published, including the meteorological tables, tables of courses, and field maps, which could best be reproduced in facsimile. Other documents concerning the expeditions are known to be in existence in the archives of the State and War Departments and of the United States Senate, and the Library of Congress possesses pertinent material, including photostatic copies and transcripts of documents in the archives of Mexico and Spain.

The Commission proposes to supplement the documents published in the volume with a calendar listing all other original documents that contain significant data concerning the expeditions, summarizing their contents, and indicating the location of the originals and of printed versions. An introductory essay would explain how Pike's expeditions fitted into the general exploratory program of the period, describe briefly their objectives, conduct, and accomplishments, and indicate the bearing of the new material on the historical problems involved. An annotated bibliography and an index would complete the volume.

On the basis of a preliminary survey of the materials, the Commission estimates that the execution of the plan just outlined will produce a book of about 650 pages, of which 100 to 150 would be maps and tables calling for reproduction in facsimile. The total cost of locating, copying, and translating documents, editing the publication and putting it through the press, and printing and binding a limited edition (with the understanding that the Public Printer would then print additional copies for sale) is estimated at \$15,000.

The Commission recommends, therefore, that Congress authorize and direct the Archivist of the United States to have selected and edited, under the supervision of the National Historical Publications Commission, the appropriate material for a documentary volume on the exploring expeditions of Lt. Zebulon Montgomery Pike and to have the volume issued as a Government publication.

By direction of the National Historical Publications Commission—R. D. W. Connor, Archivist of the United States, Chairman; E. Wilder Spaulding, Historical Adviser, Department of State; Col. Robert Arthur, Chief, Historical Section, Army War College; Capt. Dudley W. Knox, Superintendent of Naval Records, Navy Department; St. George L. Sioussat, Chief, Division of Manuscripts, Library of Congress; and Dumas Malone and Charles A. Beard, appointed by the president of the American Historical Association—this report is respectfully submitted.

SOLON J. BUCK, *Secretary.*

APPENDIX VIII

REPORT ON THE WORK OF THE SURVEY OF FEDERAL ARCHIVES FOR THE FISCAL YEAR ENDING JUNE 30, 1940, BY THE ASSOCIATE DIRECTOR OF THE HISTORICAL RECORDS SURVEY PROJECTS IN CHARGE OF THE INVENTORY OF FEDERAL ARCHIVES IN THE STATES

The work of the Survey of Federal Archives, which operated from January 1936 to June 30, 1937, as Federally Sponsored Project No. 4 of the Works Progress Administration, was continued during the fiscal year 1940, as in the preceding 2 years, by a group of State projects under the sponsorship of The National Archives and by State Historical Records Survey projects. At the end of the year work was being performed by 14 projects of the former class and by 20 of the latter. In the remaining States the work had been completed or had been transferred to projects in other States for completion.

For purposes of administration Philip M. Hamer, Chief of the Division of Reference of The National Archives, continued to serve without pay on a part-time basis as Associate Director of the Historical Records Survey Projects of the Work Projects Administration. Coordination and supervision of the work in the States was provided by the Federal Archives Unit of a District of Columbia Work Projects Administration project. This unit consisted of five non-certified persons, headed by Elizabeth Edwards as administrative assistant.

Only a relatively small amount of surveying was done during the year. Surveying was continued in Virginia, particularly in the Navy Yard at Norfolk, and had practically been completed by the end of the year. In Maine the surveying of the records of the Navy Yard at Kittery was completed. In California and New Mexico and, to a less extent, in a few other States some resurveying was done. During the year the Washington office received reports on the records of 291 additional agencies; these were located in 2,236 rooms in 263 buildings, and consisted of 11,967 series amounting to 30,421 linear feet. The total number of agencies covered by the Survey to June 30, 1940, numbered 29,994, and their records amounted to 5,080,694 linear feet.

The major work of the staffs of both the Washington and the State offices during the year was the continuation of the preparation of the *Inventory of Federal Archives in the States*. By the end of the year 333 volumes, with a total of 32,168 pages, had been published in mimeographed form and distributed to libraries throughout the country; an additional 46 volumes, consisting of 11,144 pages, had been approved for publication; and 66 volumes, consisting of 9,355 pages, had been edited in the Washington office and returned to the States for final revision. Exclusive of the inventories of the Post Office Department, the Civil Works Administration, the Federal Emergency Relief Ad-

ministration, and the Work Projects Administration, which it is not planned to publish in full, there remained only 144 volumes, consisting of approximately 16,093 pages, on which editorial work had not been substantially completed. Typed inventories of the records of the Post Office Department for 21 States, amounting to 11,743 pages, had been completed and deposited in the National Archives Library. Directories of buildings and rooms in which Federal archives are housed, which contain descriptions of storage conditions, amounted to 7,350 typed pages and had been completed for 33 States.

As circumstances permitted, several State projects engaged in work with Federal records that was not directly related to the compilation of the *Inventory of Federal Archives in the States*. For example, among the activities of the Louisiana project, which is supervised by Stanley C. Arthur, was the compilation of 331 pages of ship casualty lists, 3,618 pages of crew lists, and 129 pages of passenger lists for the port of New Orleans, typed copies of which were forwarded to a small number of depositories, including The National Archives and the Louisiana State University. The project also prepared 93,402 index cards of immigrants at New Orleans for the use of the Immigration and Naturalization Service in that city and 58,857 index cards for records of the United States District Court in New Orleans. It translated and typed 6,902 pages of records and traced 1,425 maps of land grants in Spanish West Florida.

The Massachusetts project, under the supervision of J. W. McElroy, continued its work of arranging large quantities of records in the Springfield Armory. Its supervisor organized and directed the Central Pacific Islands Project, a Work Projects Administration project in Massachusetts sponsored by The National Archives at the request of the Department of State, which is designed to search Government records and other materials for information about the discovery, exploration, and occupation by Americans from Massachusetts and other New England ports of islands in the central Pacific Ocean during the period 1790-1870. More than 150 reports were compiled during the year. It is planned that ultimately a complete file of such reports will be placed in The National Archives.

The Northern California project, supervised by Cyril E. Paquin, undertook the filing of a disordered mass of seamen's identification certificates and accompanying papers in the customhouse in San Francisco and thus made them more available for use in furnishing proofs of citizenship needed during the present emergency. It also began work that is expected to result in the microfilming of papers now on file in San Francisco in the United States District Court for the Northern District of California that resulted from the adjudication of claims to land in California based upon Spanish and Mexican grants.

The work of compiling information about vessels that were registered and enrolled in Maine, Massachusetts, Rhode Island, Connecticut, Louisiana, and California was continued, and similar work was begun during the year for Pennsylvania and Oregon. Detailed instructions for such work were formulated in the Washington office. Information to fill gaps in the files in local customhouses was compiled from records in The National Archives by workers of the Historical Records Survey Project of the District of Columbia and

was sent to a number of the State projects. One volume, *Ship Registers of New Bedford, Massachusetts: Vol. I, 1796-1850*, was published by the Massachusetts project in mimeographed form. Similar volumes for New Orleans, La., and Newport, R. I., were given preliminary approval by the Washington office.

In the latter part of the fiscal year ending June 30, 1939, upon request from the Work Projects Administration, the Archivist of the United States agreed to sponsor projects to make microfilm copies of records of the Civil Works Administration, the Federal Emergency Relief Administration, and the Work Projects Administration. Supervision of this work was delegated to the Historical Records Survey. During the past year the Work Projects Administration issued administrative instructions for the operation of these projects, formulating procedures, defining groups of documents to be microcopied or to be recommended for disposition, and providing technical directions for the work. Administrative approval was given for the establishment of 48 projects to operate in the District of Columbia and in all States except Connecticut, Kentucky, Oregon, and South Carolina, but many of these had not been placed in operation by the end of the year. Those that did begin work concerned themselves chiefly with centralizing Civil Works Administration records and identifying and listing records considered to be of no permanent value for disposition in accordance with law. Lists of such records, covering an estimated 125,000,000 documents, were submitted to The National Archives from projects in 22 States. The District of Columbia project made microcopies of documents of the Washington office of the Civil Works Administration amounting to some 750,000 exposures.

INDEX

- Aberle, S. B. D., 68
 Accessions, 3, 14-23, 28, 31, 54-67;
 procedure, 1, 2, 11, 15, 86; distribu-
 tion of information on, 26, 27
 Accounts and Deposits Office records,
 55
 Adjutant and Inspector's Department
 records, 58
 Adjutant General's Office records, 28,
 56
 Administrative history of the Fed-
 eral Government, 4, 26, 30, 34, 40
 Administrative organization and ac-
 tivities, 38-43
 Administrative Secretary, 36, 40, 66,
 83, 86
 Advisory Committee on Education
 records, 17
 Aeronautics Bureau records, 22, 58
 Agricultural Chemistry and Engineer-
 ing Bureau records, 60
 Agricultural Credit Corporations, Re-
 gional, records, 61
 Agricultural Economics Bureau rec-
 ords, 60, 61
 Agricultural Marketing Service rec-
 ords, 14, 61
 Agriculture Department records, 4,
 13, 14, 15, 16, 20, 21, 22, 23, 28, 33,
 60-62
 Air-conditioning of building, 10
 Air Corps records, 56
 Alaska Railroad, 22, 60
 Albion, Robert G., 68
 Alien Property Bureau records, 57
 Alien Property Custodian's records, 3,
 57
 Allen, F. Hardee, 76
 American Antiquarian Society, 65
 American Battle Monuments Com-
 mission records, 17, 21, 22, 63
 American Council of Learned Soci-
 eties, 40, 41
 American Ethnology Bureau records,
 64
 American Expeditionary Forces, 3, 20,
 56, 65
 American Historical Association, 42,
 87, 90
 American Scientific Congress, Eighth,
 41, 42
 American University, 35, 40
 Ames, George W., Jr., 68
 Animal Industry Bureau records, 28,
 61
 Antarctic Service, U. S., 41
 Anthropology material in National
 Archives, survey, 29
 Appraisal and disposal of records, 2,
 6, 10, 11, 12-14, 24, 25, 47-49, 50,
 86, 93
 Appropriations, 42, 43, 49, 50
 Archival economy, 6, 36, 40, 41. *See*
also Record administration.
 Archival Service, Director, 81
 Archives, Federal: survey in D. C.,
 10; WPA Survey, 11, 36, 75, 91-93.
See also specific subjects.
 Archivist of the United States: pow-
 ers and duties, 36, 51, 53, 88, 90, 93
(see also Legislation); articles by,
 69, 78
 Archivists: training, 35, 40; civil-
 service register for, 39
 Argentine Embassy in Washington,
 35
 Army records, 3, 19, 20, 33, 56
 Army War College, 90
 Arrangement of records, 5, 6, 25-29,
 32, 41
 Arthur, Robert, 90
 Arthur, Stanley C., 92
 Ashworth, George F., 76
 Atlases. *See* Maps and atlases.
 Auditorium, 30, 36, 51
 Authentication of documents, 30, 52;
 microfilm copies, 14, 50
 Bahmer, Robert H., 76
 Bauer, G. Philip, 76
 Beard, Charles A., 87, 90
 Beers, Henry P., 76
 Bemis, Samuel F., 68
 Bender, Averam B., 68
 Bibliographies, 26, 35, 41
 Bituminous Coal Commission records,
 17
 Blake, Nelson M., 77
 Blegen, Theodore C., 68
 Boggs, S. Whittemore, 68
 Bolander, Louis H., 68
 Bookkeeping and Warrants Division
 records, 55
 Bradley, John G., 77
 Brady, Matthew B., photograph col-
 lection, 22, 57
 Bratter, Herbert, 68
 Brooks, Philip C., 41, 68, 77
 Brown, James W., 77
 Buck, Solon J., 36, 40, 41, 69, 77, 88, 90
 Budget Bureau, 42, 88

- Building. *See* National Archives Building.
- Building Management and Service Division, 38
- Bullard, F. Lauriston, 69
- Campaign Expenditures, Senate Committee to Investigate, records, 15, 54
- Campbell, Edward G., 69, 78
- Carnegie Corporation, 40
- Carnegie Endowment for International Peace, 34
- Catalogs, 26, 28, 30, 35, 36
- Census Bureau records, 62
- Central Statistical Board, 14
- Chapin, Esther S., 38
- Chapman, John, 69
- Chatfield, Helen L., 40
- Chesapeake and Ohio Canal Co. records, 18, 60
- Children's Bureau records, 62
- Childs, Frances S., 69
- Chinese Eastern Railway, 3
- Civil Service Commission, 33, 39
- Civil-service status for employees, 39
- Civil Works Administration records, 14, 15, 60, 93
- Civilian Conservation Corps, 15, 60
- Claims Committee, House, 33
- Claims Court records, 17, 63
- Claims Division, Justice Department, records, 15, 57
- Clapp, Verner W., 69
- Classification Division, Chief, 41, 80
- Classification of records, 28
- Claussen, Martin P., 69, 78
- Cleaning of records, 24
- Cleaves, Freeman, 69
- Coal Commission records, 17
- Coast Guard records, 14, 55
- Cobb, Samuel E., 78
- "Code of Federal Regulations," 37, 43
- Codification Board, 37
- Colket, Meredith B., Jr., 78
- Columbia Broadcasting System, Inc., 67
- Columbia Pictures Corporation, 42
- Commerce Committee, Senate, records, 54
- Commerce Department records, 15, 16, 20, 21, 23, 54, 62
- Committee on Public Information records, 3, 6, 18, 28, 64
- Communication Division, Naval Operations Office, records, 58
- Comptroller of the Currency's records, 55
- Confederate States Army records, 57
- Congress: authorization for disposal of records, 2, 12, 14, 24, 47, 48, 49, 50, 86; records of Joint Committee to Investigate TVA, 15, 54; services to Members, 32, 37; report of National Historical Publications Commission to, 87-90. *See also* House of Representatives, Legislation, and Senate.
- Congress of Industrial Organizations, 39
- Connor, R. D. W. *See* Archivist of the United States.
- Conservation and Administration of the Public Domain Committee records, 17, 20
- Constitution, proposed documentary publication, 87
- Construction and Repair Bureau records, 58
- Consular posts records, 2, 15, 55
- Consultants in U. S. and Latin American history, 30
- Containers for records, 7, 8, 9
- Cope, Thomas D., 69
- Coronado Cuarto Centennial Exposition, 34
- Council of National Defense records, 3, 17, 28
- Courts, Federal, records, 15, 17, 63
- Crocker, Lionel, 69
- Cron, Frederick W., 69
- Cummings, James W., Jr., 65
- Custodial divisions, 9, 29, 51
- Davis, Harold E., 69
- Defense program, assistance in, 1-6
- DeLee, Joseph B., 65
- Description of records, 25-29
- Diamond, William, 70
- Diminution of records, 16, 23
- Diplomatic posts records, 2, 15, 55
- Direct Tax Commissioners Board, 55
- Disposal of records, 2, 6, 10, 11, 12-14, 24, 25, 47-49, 50, 86, 93
- Disposition of Executive Papers Committee, House, 14, 47
- District court records, 17
- District of Columbia: Rent Commission records, 57; Penitentiary records, 59; Public Schools, gift, 65
- Documentation Conference, Fifteenth International, 41
- Documents, authentication, 30, 52; authentication of microfilm copies, 14, 50
- Dodd, William E., 87
- Dominican Customs Receivership, 60
- Douglas, Jesse S., 70, 79
- Dunaway, David C., 70, 79
- Early Imprints Survey, 32, 36
- East, Robert A., 79
- East, Sherrod E., 70, 79
- Economics material in National Archives, survey, 29
- Economy and Efficiency Commission records, 18
- Edison, Charles, 86
- Edsall, Preston W., 87

- Education Advisory Committee records, 17
- Edwards, Elizabeth, 91
- Efficiency ratings, 36
- Elliott, Alfred J., 14
- Emergency Fleet Corporation records, 3, 6, 64
- Employee relations, 39
- Engineer Chief's Office records, 1, 18, 19, 56
- Entomology and Plant Quarantine Bureau records, 61
- Equipment, 7-10, 22, 25, 43
- European archives, 2, 5, 25, 36, 41
- Executive Office of the President, 42, 88; records, 14, 16, 21, 54
- Executive Officer, 41
- Executive orders, 33, 37, 38
- Exhibition Hall, 41, 42
- Exhibits, 41
- Expenditures and obligations, 42
- Explorations and Surveys Office records, 59
- Exploring Expedition, U. S., records, 59
- Extension Service records, 61
- Farm Credit Administration records, 16, 61
- Federal agencies: services to, 1, 2, 4, 12-14, 15, 32, 35, 37, 52; administrative history, 4, 26, 30, 34, 40. *See also names of agencies.*
- Federal Board for Vocational Education records, 3
- Federal Board of Surveys and Maps, 36
- Federal Coordinating Service records, 56
- Federal Coordinator of Transportation records, 15, 17, 63
- Federal Council of Citizenship Training records, 17
- Federal Deposit Insurance Corporation records, 17
- Federal Emergency Relief Administration records, 14, 93
- Federal Fire Council, 36
- Federal Fuel Distributor records, 17
- Federal Housing Administration records, 16, 63
- Federal Interdepartmental Safety Council, 36
- Federal Loan Agency records, 16, 17, 21, 22, 63
- Federal Register, 37; Division, 37, 38; records, 64
- Federal Reserve System records, 21, 22
- Federal Security Agency records, 17, 21, 22, 63
- Federal Surplus Commodities Corporation records, 15, 61
- Federal Trade Commission records, 4, 17, 61
- Federal Works Agency records, 17, 21, 22, 23, 63
- Federico, P. J., 70
- Field records, 15
- Film. *See* Motion pictures and Photographs.
- Finding mediums, 5, 11, 25-29, 30; committee to study, 29
- Fine Arts Commission records, 15, 17, 63
- Finnish Relief Fund, Inc., 66
- Fir Production Board records, 3, 17
- Fiscal affairs, 37, 38, 42, 50
- Flattening of records, 9, 24, 27, 36, 43
- Fleet Corporation records, 3, 6, 64
- Flippin, Percy S., 79
- Florida materials in National Archives, survey, 34
- Food Administration records, 3, 6, 17, 19, 20, 21, 23, 64
- Food and Drug Administration records, 61
- Food Purchase Board records, 3, 17, 64
- Foreign and Domestic Commerce Bureau records, 62
- Foreign Service records, 55
- Foreman, Grant, 70
- Forest Service records, 16, 61
- Franklin, W. Neil, 79
- Franklin D. Roosevelt Library, 36
- Fuel Administration records, 3, 17, 20, 21, 23, 64
- Fumigation of records, 1, 24
- General Land Office records, 11, 15, 59
- Geographical Names Board, 36
- Gerow, R. O., 70
- Gifts, motion pictures and sound recordings, 15, 18, 20, 21, 22, 23, 65-67
- Glenn, Bess, 70
- Government agencies. *See* Federal agencies.
- Government Reports Office: records, 16, 21; radio programs, 42
- Grain Corporation records, 3, 17, 28
- Grover, Wayne C., 70, 79
- Guide to records in National Archives, 26, 30
- Guthrie, Chester L., 70, 80
- Hafen, Ann Woodbury, 70
- Hamer, Philip M., 11, 40, 80, 91
- Hanna, A. J., 71
- Hanson, Matilda E., 80
- Harris, Collas G., 41
- Hasbrouck, Alfred, 71
- Haydon, F. Stansbury, 71
- Headspeth, W. Carroll, 71
- Hendrick, Burton J., 71
- Hicks, James E., 71
- Hill, Roscoe R., 41, 80
- Historical Records Survey, 11, 32, 36, 75, 91-93
- Hobbs, William H., 71
- Holmes, Oliver W., 81
- Hospital Corps, Army, records, 57

- House of Representatives, 87; Disposition of Executive Papers Committee, 14, 47; Claims Committee, 33
- Housing Corporation records, 3
- Hunt, Erling M., 71
- Hunter, Louis C., 40
- Hussey, John A., 71
- Hyde, Dorsey W., Jr., 81
- Hydrographic Office records, 59
- Immigration and Naturalization Service records, 62
- Imprints survey, 32, 36
- In-service training program, 35, 40
- Indexes, 28
- Indian Affairs Committee, Senate, 33
- Indian Affairs Office records, 28, 33, 59
- Indian Trade Office records, 17
- Industrial Commission records, 17
- Inspection and Survey Board, Navy Department, records, 58
- Insular Affairs Bureau records, 3, 60
- Interdepartmental Group on Photographic Films and Papers, 36
- Interior Department records, 11, 15-23 *passim*, 28, 33, 59, 65
- Internal Revenue Bureau records, 14, 55
- International Conference on Documentation, 41
- Interstate Commerce Commission records, 15, 17, 18, 19, 20, 64
- Inventories, 26, 30; Federal archives in the States, 11, 91; early imprints, 32, 36
- Irvine, Dallas D., 81
- Irwin, Leonard B., 71
- Jackson, Robert H., 86
- Joerg, W. L. G., 36, 41, 71, 81
- Joint Commission for the Completion of the Washington Monument records, 17
- Joint Committee to Investigate the TVA, 15, 54
- Joint Information Board on Minerals and Their Derivatives records, 17
- Judge Advocate General's Office, Navy Department, records, 58
- Judiciary Committee, Senate, records, 15, 54
- Judiciary records, 15, 17, 63
- Justice Department, 32; records, 3, 11, 15-21 *passim*, 57
- Kahn, Herman, 71, 82
- Kappler, Charles J., 33
- Kimberly, Arthur E., 82
- Knox, Dudley W., 73, 90
- Labor Department records, 3, 16, 21, 62
- Lamination of records, 24
- Land Defense Board records, 56
- Lands and Railroads Division records, 59
- Larson, Cedric, 72
- Larson, Harold, 72, 82
- Latin American history consultant, 30
- Leahy, Emmett J., 82
- Leavitt, Arthur H., 38, 82
- Lee Dick, Inc., Films, 65
- Legislation: disposal of records, 12, 14, 47-49, 50; appropriations, 42, 43, 49, 50
- Lewinson, Paul, 82
- Lewis, Lawrence, 87
- Library, 11, 24, 30, 35, 92
- Library, Franklin D. Roosevelt, 36
- Library Committees, House and Senate, 88
- Library of Congress, 36, 72, 90
- Life-Saving Service records, 55
- Lighthouse Board records, 55
- Lighthouses Bureau records, 55
- Litton, Gaston L., 72, 82
- Load Line Committee records, 62
- Lokke, Carl L., 83
- McAlister, Frank D., 38
- McBarron, Hugh C., 72
- McCain, William D., 72
- McElroy, J. W., 92
- McGirr, Newman F., 83
- Malone, Dumas, 87, 90
- Manning, William R., 72
- Maps and atlases, 6, 8, 25, 30, 33, 89; accessions, 1, 16, 18-20, 55-60 *passim*, 65
- Maps and Charts Division, Chief, 36, 41, 71, 81
- "March of Time," 6
- Marine Corps records, 3, 15, 16, 58
- Marine Inspection and Navigation Bureau records, 15, 62
- Maritime Commission records, 2, 17, 23, 64
- Markets Bureau records, 4, 61
- Meade, Robert D., 72
- Meany, Edmond S., Jr., 72
- Mearns, David C., 72
- Meat Inspection Division records, 61
- Mediation and Conciliation Board records, 17, 64
- Mediation Board records, 17, 64
- Medical Department, War Department, records, 57
- Merchant Fleet Corporation, 3, 6, 64
- Meteorological records, 27, 28, 62
- Microfilming of records, 41; legislation, 14, 50; WPA projects, 14, 93; microcopies supplied, 30, 32, 33, 35
- Miller, Hunter, 73
- Mock, James R., 73, 83
- Morehouse, Frances, 73
- Morgenthau, Henry, Jr., 66
- Morrison, Gouverneur, 73

- Motion pictures: accessions, 3, 16, 20, 54-66 *passim*; service, 6, 30, 32, 36, 51, 53; preservation and storage, 8, 25; reproduction, 9, 25, 43; surveys, 11; gifts, 18, 20, 21, 65; catalog, 28
- Movietone News, Inc., 66
- Murphy, Frank, 86
- "National Archives Accessions," 27
- National Archives Building, 2, 6-10, 41
- National Archives Council, 12, 36, 47, 86
- National Archives records, 17, 21, 64
- National Bank Redemption Agency records, 56
- National Broadcasting Co., Inc., 66, 67
- National Bureau of Standards, 14, 36, 50
- National Commission on Law Observance and Enforcement records, 17
- National Defense Council records, 3, 17, 23
- National defense program, assistance in, 1-6
- National Fire Protection Association, 36
- National Historical Publications Commission, 36, 87-90
- National Labor Relations Board records, 17
- National Park Service records, 15, 19, 60
- National Recovery Administration records, 15, 17, 64
- National Research Council, 41
- National Resources Planning Board, 41
- National War Labor Board records, 3
- Naval Observatory records, 59
- Naval Operations Office records, 58, 59
- Naval Records and Library Office records, 73
- Navigation Bureau records: Navy Department, 59; Commerce Department, 62
- Navy Alaskan Coal Commission records, 58
- Navy Department, 5, 32, 73, 90; records, 3, 13-23 *passim*, 58
- New Mexico materials in National Archives, survey, 34
- Obligations and expenditures, 42
- Organization, changes in, 38
- Owen, Thomas M., Jr., 83
- Pacific Railroad Surveys, 19
- Pacific Railways Commission records, 17, 59
- Page, Thad, 36, 40, 66, 83, 86
- Palmer, Olga P., 83
- Pan American Union, 42
- Paquin, Cyril E., 92
- Paramount News, 66
- Parks, E. Taylor, 73
- Patent Office, 32
- Patents and Miscellaneous Division records, 59
- Pension Bureau records, 65
- Pension records. *See* Veterans' Administration records.
- Personnel, 6, 31, 35, 36, 38-41, 43, 50
- Personnel and Pay Roll Division, Chief, 39
- Philippine Department, Army, records, 56
- Photographic Archives and Research Division, Chief, 41, 84
- Photographs, 6, 36; surveys, 11; accessions, 3, 16, 22, 56-63 *passim*; preservation, 8, 25; service, 6, 42, 53; reproduction, 25, 49. *See also* Motion pictures.
- Photostats, 30, 32, 33, 34, 38
- Pictures. *See* Motion pictures and Photographs.
- Pike, Zebulon Montgomery, papers, 87-90
- Plant Industry Bureau records, 61
- Pomeroy, Earl S., 73
- Posner, Ernst, 40
- Post Office Department records, 16, 21, 57
- Potomac Co. records, 60
- Preservation of records, 2, 6, 10. *See also* Rehabilitation of records.
- President of the United States: Executive Office, 14, 16, 21, 42, 54, 88; advisory agencies, 18, 60; compilation of messages and papers, 32, 88; proclamations and orders, 33, 37, 38
- President's Agricultural Conference on Agricultural Legislation, 60
- President's Commission on Economy and Efficiency records, 18
- President's Organization on Unemployment Relief records, 18
- Press, relations with, 42
- Printing and binding appropriations, 42, 43, 49
- Prisons Bureau records, 57
- Proclamations, Presidential, 33, 37, 38
- Procurement Division records, 56
- Protective system, 9
- Provenance, principle of, 25
- Public Buildings Administration records, 63
- Public Debt Service records, 56
- Public Domain Committee records, 17, 20
- Public Information Committee records, 3, 6, 18, 28, 64
- Public relations, 41
- Public Works Administration records, 63
- Publications: National Archives, 26, 42 (*see also* Federal Register); Director, 36, 40, 41, 69, 77, 88, 90;

- Commission, 36, 87-90; publications based on National Archives material, 68-75; professional publications of staff, 76-85
- Quartermaster's Department records, 59
- Radio programs, 42
- Railroad Administration records, 3, 18
- Railroad Labor Board records, 18, 64
- Railroads Commissioner's Office records, 59
- "Ramparts We Watch," 6
- Receipts, 37, 38, 42
- Record administration: advisory services, 6, 35; study and research, 26, 40; development of new procedures, 13, 15. *See also specific subjects.*
- Reeve, Frank D., 73
- Reference Division, 29-35, 51-53; Chief, 11, 40, 80, 91
- Regional Agricultural Credit Corporations records, 16, 61
- Register of the Treasury's records, 56
- Regulations: requiring confidential treatment of service requests, 4; publication of Federal administrative, 37; governing use of records, 51-53
- Rehabilitation of records, 1, 6, 24, 36, 43
- Reports on records, 10, 27, 40. *See also* Finding mediums.
- Reproduction of records, 9, 14, 25, 30-36 *passim*, 41, 49, 50, 52, 93; committee, 36
- Research materials in National Archives, surveys, 29, 30, 34
- Restrictions on use of records, 29, 51
- Revenue-Cutter Service records, 55
- Riepma, Siert F., 84
- Rippy, J. Fred, 73
- Roosevelt, Franklin D., Library, 36
- Rowland, Buford, 74, 84
- Russell, John R., 38, 84
- Salley, A. S., 74
- Sampling of records, 12, 14, 15, 61
- Satterlee, L. D., 74
- Schellenberg, Theodore R., 41, 84
- Schoen, Harriet H., 74
- Scientific Aids to Learning Committee, 41
- Scientific Congress, Eighth American, 41, 42
- Seal, National Archives, 30
- Search rooms, 29, 32, 51-53
- Seminars, 40
- Senate: records, 14, 15, 16, 19, 20, 28, 54, 90; Indian Affairs Committee, 33; Library Committee, 87
- Servicing of records, 2, 4-6, 29-35, 51-53
- Shipping Board records, 3
- Signal Corps records, 3, 6, 20, 56
- Signal Office records, 57
- Sinking Fund Commissioners' records, 18
- Sioussat, St. George L., 90
- Smith, Hermon D., 74
- Smithsonian Institution records, 18, 20, 21, 22, 64
- Social Science Research Council, 29
- Social Security Board records, 63
- Sociology material in National Archives, survey, 29
- Soil Fertility Investigations Division records, 61
- Soils Bureau records, 60
- Solicitor of the Treasury records, 57
- Solicitor's Office, Interior Department, records, 59
- Somerville, James A., 84
- Sound recordings, 6, 8, 9; accessions, 15, 16, 20-22, 55, 63, 65, 66; gifts, 15, 18, 20, 21, 22, 23, 66; catalog, 28; service, 30, 32, 51, 53
- Spaulding, E. Wilder, 87, 90
- Special Adviser to the President on Foreign Trade, records, 18
- Stacks, 6-10
- "Staff Information Circulars," 40
- State Department, 32, 41, 87, 90; records, 2, 3, 15-22 *passim*, 28, 54, 90
- Steamboat-Inspection Service records, 62
- Storage of records, 2, 6-10
- Sugar Equalization Board records, 3, 18
- Surgeon General's Office records, 3, 57, 65
- Surveys: Federal archives in D. C., 10; WPA Survey, 11, 36, 75, 91-93; materials for research in National Archives, 29, 30, 34; early imprints, 32, 36
- Tansill, Charles C., 74
- Tariff Commission records, 18
- Tate, Vernon D., 41, 84
- Tennessee Valley Authority, Joint Committee to Investigate, records, 15, 54
- Territories and Island Possessions Division records, 3, 11, 60
- Thurber, Evangeline, 84
- Todd, Frederick P., 84
- Transfers of records. *See* Accessions.
- Translation activities, 36
- Treasurer's Office records, 56
- Treasury Department, 40, 42; records, 13-23 *passim*, 55
- United Federal Workers of America, 39
- U. S. history consultant, 30

- Useless papers. *See* Disposal of records.
- Vagts, Alfred, 74
- Van Schreeven, William J., 74
- Veterans' Administration: records, 15, 18, 19, 20, 23, 24, 65; personnel transferred, 43, 50
- Visitors, 41
- Walsh, John Joseph, 74
- War Department records, 1, 3, 6, 16-23 *passim*, 28, 56, 59, 60, 89, 90
- War Industries Board records, 3, 18, 28
- War Labor Policies Board records, 3
- Warner Bros. Pictures, Inc., 65
- Warren, Harris G., 74
- Washington National Monument Society records, 17
- Watermarks file, 25
- Watkins, J. H., 74
- Weather Bureau records, 27, 28, 62
- Wesley, Edgar B., 74
- Western Irrigation Agriculture Division records, 62
- Wheat Director's records, 3, 18
- White House Office records, 14, 16, 21, 54
- Wickersham Commission records, 17
- Wilkes, Charles, 59
- Wilson, Samuel M., 75
- Withdrawal of records, 23
- Woodring, Harry H., 86
- Work Projects Administration: Historical Records Survey, 11, 32, 36, 75, 88, 91-93; Survey of Federal Archives, 11, 36, 75, 91-93; records 13, 14, 93; record-flattening project, 24, 36, 43
- World Center of Women's Archives, 42
- Wright, Almon R., 75, 85
- Wynne, Cyril, 87
- Young, Rogers W., 75

PUBLICATIONS OF THE NATIONAL ARCHIVES

*Annual Report of the Archivist of the United States, first, 1934/35--sixth, 1939/40. 1936-41. (Publ. nos. 1, 5, 8, 10, 12, 15.)

*Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library, first, 1939/40. 1941. (Publ. no. 16.)

Guide to the Material in The National Archives. 1940. 303 p. (Publ. no. 14.) Paper, 40¢; cloth, 70¢.

**Bulletins*

No. 1. The National Archives of the United States. Nov. 1936. 13 p. (Publ. no. 3.)

No. 2. The Conference of Archivists at Chattanooga, December 28, 1935; Problems of American Archivists, by Theodore C. Blegen. Nov. 1936. 10 p. (Publ. no. 4.)

**Circulars*

No. 1. The National Archives of the United States. Rev. ed. May 1940. [8 p.] (Publ. no. 13.) Also Spanish and Portuguese eds.

No. 2. Rules and Regulations for the Use of Records. Dec. 16, 1936. [4 p.] (Publ. no. 6.) Superseded.

No. 3. The Murals in The National Archives, Barry Faulkner, Artist. Apr. 1937. [8 p.] (Publ. no. 7.)

No. 4. How The National Archives Serves the Government and the Public. [Rev. ed.] July 1939. 16 p. (Publ. no. 11.)

DIVISION OF THE FEDERAL REGISTER

Federal Register [bound ed.], Mar. 14, 1936-June 3, 1938. 1937-38. 3 vols. in 5. Discontinued; supersedes the daily edition for the period covered. Cloth, \$17.50. Vol. 1, pts. 1 and 2, \$7.00; vol. 2, pts. 1 and 2, \$7.00; vol. 3, \$3.50.

Federal Register [daily ed.], vol. 1, no. 1-, Mar. 14, 1936-. Subscription price, \$12.50 a year. Single copies, 10¢ each.

Code of Federal Regulations of the United States of America Having General Applicability and Legal Effect in Force June 1, 1938. 1939-40. 15 vols. in 17. Cloth, \$38.25. Vols. 1-6, 8-13, and 15, \$2.25 each; vol. 7, books 1 and 2, \$4.50; vol. 14, books 1 and 2, \$2.25 each.

Code of Federal Regulations, 1938 Supplement [June 2-Dec. 31, 1938]. 1940. 1596 p. Cloth, \$2.25.

*Publications starred may be obtained free, as long as the supply lasts, from the Administrative Secretary, The National Archives. The other publications listed may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C.