

SEVENTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES
1940-1941

THE NATIONAL ARCHIVES

SEVENTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES

For the Fiscal Year Ending June 30

1941



UNITED STATES
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Congress of the United States

begun and held at the City of New York, on
Wednesday the fourth of March one thousand seven hundred and eighty nine

THE House of Representatives, do hereby certify that the following Bill of Rights, proposed by joint resolution of Congress of September 25, 1789, and ratified by the legislatures of three-fourths of the States by December 15, 1791, and thus became the first ten amendments to the Constitution, known as the Bill of Rights. In commemoration of the 150th anniversary of the adoption of the Bill of Rights, this joint resolution is reproduced from the engrossed copy among the records of the Department of State in The National Archives.

BILL OF RIGHTS

Ten of the twelve articles or amendments to the Constitution of the United States proposed by joint resolution of Congress of September 25, 1789, were ratified by the legislatures of three-fourths of the States by December 15, 1791, and thus became the first ten amendments to the Constitution, known as the Bill of Rights. In commemoration of the 150th anniversary of the adoption of the Bill of Rights, this joint resolution is reproduced from the engrossed copy among the records of the Department of State in The National Archives.

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OFFICERS AND STAFF

(As of November 15, 1941)

GENERAL ADMINISTRATION

SOLON J. BUCK—Archivist of the United States.
DORSEY W. HYDE, Jr.—Director of Archival Service.
HERBERT E. ANOEL—Acting Director of Research and Publications.
COLLIS G. HARRIS—Executive Officer.
THAD PAGE—Administrative Secretary.
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MARCUS W. PRICE—Assistant Director of Archival Service.
MARJORY B. TERRELL—Secretary to the Archivist.

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State Department Archives—Roscoe R. Hill, Chief.
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Justice Department Archives—Frank D. McAlister, Chief.
Post Office Department Archives—Arthur H. Leavitt, Acting Chief.
Navy Department Archives—Nelson M. Blake, Chief.
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LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,
Washington, D. C., November 15, 1941.

To the Congress of the United States:

The seventh annual report of the Archivist of the United States, submitted herewith in compliance with law (48 Stat. 1122-1124), appears under circumstances that call for more than the customary formal letter of transmittal. This report, which covers the fiscal year ending June 30, 1941, describes work performed under the direction of my predecessor, R. D. W. Connor. Not long after the opening of the new fiscal year Dr. Connor, who had guided The National Archives from its establishment in 1934, resigned to accept a recently endowed chair of American history and jurisprudence at the University of North Carolina. In accepting his resignation, President Roosevelt paid fitting tribute to Dr. Connor's labors in these words: "As the first Archivist of the United States you have not only laid the foundation but have built the actual structure of an extremely important repository of American historical source material. Your record is one which will always be acclaimed with well-deserved appreciation." The task of Dr. Connor's successors is to build further upon the foundation securely laid by him.

Respectfully,

SOLON J. BUCK, *Archivist.*

SEVENTH ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

As the wheels of Government go round they grind out a ceaseless stream of records, which, like the salt ground from the magic mill in the fairy tale, has become so great in volume that it threatens to engulf everything in its path. The wheels of the Government of the United States have now been turning for more than 150 years, turning at an ever-increasing pace, especially in times of national emergency, and no one has yet found the magic words to control the flow of records or the means to deal satisfactorily with the papers accumulated.

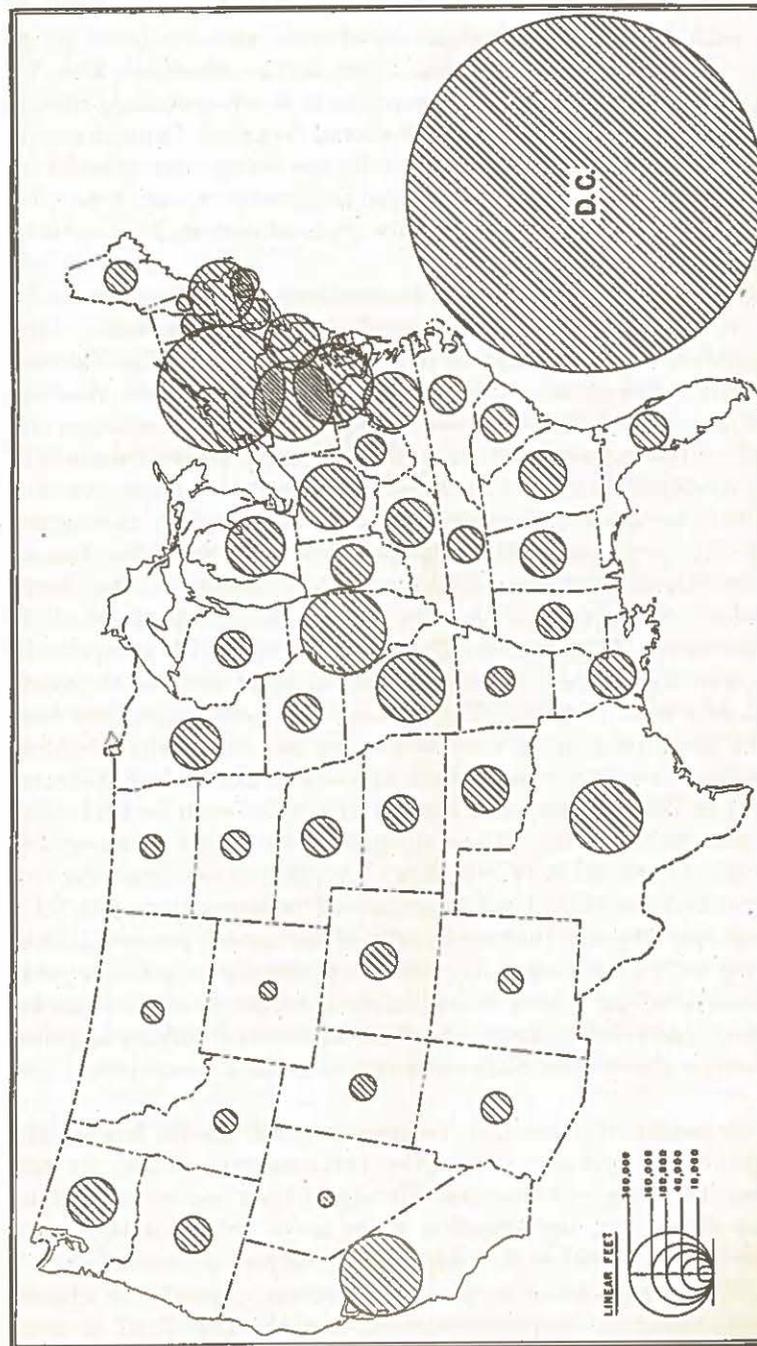
More than any other Government agency, The National Archives, established only a short 7 years ago, has, under the provisions of its organic act, responsibility for all the records of the Federal Government. The National Archives Act provides that "All archives or records belonging to the Government of the United States (legislative, executive, judicial, and other) shall be under the charge and superintendence of the Archivist to this extent: He shall have full power to inspect personally or by deputy the records of any agency of the United States Government whatsoever and wheresoever located, and shall have the full cooperation of any and all persons in charge of such records in such inspections." From other portions of this act it is obvious that the power to survey Government records is given primarily to facilitate the permanent preservation of records having administrative or historical value and the disposal of records without such value. A prerequisite to the judicious selection of records either for permanent preservation or for disposal is an appraisal of their value, and this appraisal can be made more readily and with greater assurance if the records have been arranged and administered with their permanent preservation or their disposal in mind. Arrangement usually takes place, however, when the documents are filed, that is, when they are first consciously considered as record material. From this chain of circumstance it becomes apparent that The National Archives must inevitably be concerned with the creation, arrangement, and administration as well as with the appraisal, disposal, and preservation of Government records, and that in order to perform its functions satisfactorily it must have a knowledge of the records that can come only from a continuous survey of them.

To provide a basis for logical and systematic programs for the selection, transfer, and disposal of archival material, The National Ar-

chives has made a preliminary survey of Government records in the District of Columbia and has cooperated in making a survey of such records outside the District. The first of these surveys was made chiefly during the fiscal years 1936, 1937, and 1938, with the bulk of the work done in the first of these years; and it disclosed the existence of nearly 3,000,000 cubic feet—over 5,000,000 linear feet—of Government records in some 6,500 rooms in the District of Columbia. The survey of Government records outside the District was conducted for the most part during the fiscal years 1936 and 1937 by the Works Progress Administration at the request and with the cooperating sponsorship of The National Archives. This survey found over 5,000,000 linear feet of records in the custody of nearly 30,000 Government agencies or their subdivisions, and these figures do not include the records of most of the thousands of post offices throughout the country, which were not surveyed. The quantity and distribution of Federal records as of June 30, 1937, are shown on the map on the opposite page.

The development of the proposed systematic programs was prevented, however, by heavy pressure from Government agencies for the immediate transfer of their records to the National Archives Building as soon as it was available for use, by the necessity for preliminary arrangement and description of the records transferred, and by the demands for service on such records. In fact, it was found impossible even to keep up to date the survey of the records in the District of Columbia. The records surveyed have in many cases since been moved to different quarters and many new agencies or divisions have been established and have accumulated other large quantities of records that need attention. That the rate of production of records has greatly increased in recent years may be inferred from the fact that the personnel of the Government in Washington has increased from about 90,000 in 1934 to over 180,000 in 1941. According to some estimates, records occupy from 20 to 30 percent of the space now used by Government agencies in Washington. No attempt has been made to keep up to date the survey of records outside the District of Columbia, but the widespread national defense effort superimposed on the normal growth of the Government has undoubtedly greatly increased their volume. It is essential, therefore, for The National Archives, within the very near future, to bring these two surveys up to date as a necessary preliminary to the inauguration of any comprehensive records or archival programs for the Government.

Once adequate and current information concerning the quantity and nature of Government records has been obtained, it should be possible after study and analysis of that information to plan comprehensive programs for the preservation or disposal of noncurrent records. In



QUANTITY AND DISTRIBUTION OF FEDERAL RECORDS IN THE UNITED STATES AS OF JUNE 30, 1937; BASED ON DATA COMPILED BY THE NATIONAL ARCHIVES AND THE WORKS PROGRESS ADMINISTRATION

cooperation with a few agencies, The National Archives has already worked out schedules for the periodic disposal of certain types of records, with the result that when one of these agencies now reports as useless some records of the types listed on the schedules, The National Archives is able without delay, on the basis of appraisals already made, to submit the reports to the National Archives Council and to Congress for final action. Such schedules are being worked out with other agencies as rapidly as possible, and eventually it may be possible to prepare general schedules for certain types of records for the entire Government.

Similarly, it may be possible to formulate a planned program for the preservation of valuable noncurrent Government records. Thus far, because of the vast quantity of records offered to The National Archives for preservation and the limited rate at which it could accept them, the practice has been followed of appraising and receiving into the building the records that were most urgently pressed upon The National Archives because of inadequate storage space, improper storage facilities, or other appealing arguments advanced by the agency involved. In pursuance of this policy, over 330,000 cubic feet of records have already been transferred and many more have been offered for transfer. These records have come from the Senate, from all 10 of the executive departments, from several score of independent agencies, and from a few Federal courts; in point of time they date from colonial days to 1941. Yet, because the accessioning has been somewhat fortuitous, it is not possible to say that The National Archives has all existing noncurrent records of the Federal Government, even in Washington, to any given date, whether it be 1914, 1890, 1861, or even 1800, nor that it has all the records of any given period, such as that of the first World War. A planned program for the transfer of records should provide that all noncurrent records of a certain age, say 50 years, that are worthy of permanent preservation be transferred to The National Archives as promptly as possible; that earlier records of an agency be transferred before later ones are accepted; and that records stored under undesirable conditions be transferred before those stored under more satisfactory conditions are received.

A comprehensive Government records program should include the encouragement of greater planning by Government agencies in such matters as the filing and the microfilming of their records. In relatively few agencies is any attention given as yet to deciding, when a document is filed, whether it is actually worthy of preservation as a record; and few agencies at the time of filing segregate the documents into groups that must be preserved for periods of 1, 5, 7, 10, or more years and those that must be preserved permanently. As a result,

great masses of heterogeneous records accumulate. They cannot safely be destroyed in their entirety, for there are valuable documents among them; they cannot economically be kept in their entirety, for the valueless documents among them will occupy costly space; and they cannot be segregated into groups according to value without great expenditures of time and money.

Planning is likewise required in the use of that modern and most valuable technique, microfilming, by means of which the space occupied by a body of records may be reduced as much as 95 percent. Under the provisions of legislation enacted in September of this fiscal year, Government agencies may make microfilm copies of records and then may, subject to certain conditions, dispose of the originals. As one of the conditions of this process, the law requires the Archivist to check the quality and usability of the microcopies before he approves the disposal of the originals. The matter of the usability of the microcopies is especially important, for, although microphotography is a most flexible and versatile technique and is used for a variety of purposes by The National Archives, not all records are proper subjects for microfilming. Files into which additional papers must be constantly interfiled, to give but one example, cannot be kept satisfactorily on microfilm because of the technical difficulty of splicing the film to add the new material in its proper place. Though microfilming is no panacea, it can be used to great advantage in reducing the bulk of Government records if microfilming projects are planned carefully before they are begun, and The National Archives has been conducting experiments and has been aiding Government agencies to develop the full potentialities of microphotography in record work.

Even with the disposal of valueless records now being preserved throughout the Government, the regular disposal of such material in the future, and the microfilming of such records as may appropriately be so handled, there will still remain and there will still be created large quantities of Federal records that must be permanently preserved in their original forms. The National Archives Building is at present less than half full, despite the rapidity with which the record accumulations of 150 years have been received, but it is obvious that one day the building will reach its capacity. The President has suggested that the new War Department Building now being constructed just across the Potomac River in Arlington, Va., might be used as an archives annex when the emergency is over. As soon as sufficient information is available about existing records, therefore, plans should be made to use the National Archives Building and the annex to best advantage. The annex might well serve, for example, as a temporary storage place for noncurrent records scheduled for destruction at a fixed time in the future, as a depository for records

of doubtful value until the passage of time provides the answer to their ultimate fate, and perhaps as a permanent home for non-current records that are relatively inactive.

The National Archives now has in its custody only a very small quantity of records of Government agencies outside Washington, but the surveys previously mentioned have indicated that the volume of Federal records outside the District of Columbia is approximately as great as the volume at the seat of Government. Probably a much larger proportion of field records can be destroyed than of records of Washington offices because of the duplication of field records in Washington, but some of them are worthy of preservation. It is doubtful, however, whether any considerable proportion of them should be centralized in Washington, where there are already more important records than can properly be taken care of and where they would in most cases be remote from the people, whether Government officials or others, who would be likely to have occasion to consult them. State archival agencies, State and local historical societies, libraries, and similar non-Federal institutions have inadequate facilities for the preservation of the large quantities of records of Federal agencies in their communities, even if it were desirable or legal for them to undertake it. Most European countries have branches of their national archives to care for such field records as are worthy of permanent preservation. Perhaps the construction of such branches and the assembling of important field records in them will be deemed appropriate post-emergency activities; at any rate plans for such activities should be made now.

A basic requirement for the permanent solution of the problem of records administration is the development by the agencies concerned of programs for reducing the quantity of records accumulated, and The National Archives should be prepared to assist the agencies in planning such programs. To reduce the bulk of records already in existence is a long and expensive undertaking, but to control their accumulation is relatively simple. If care is taken that only one record copy of each document, instead of a host of duplicates, is officially preserved, and if the value of that one document is carefully weighed before it is given a record status, record files will shrink considerably in size. If, in addition, important documents of permanent value are segregated from documents of temporary value and schedules for the regular transfer of permanent records and disposal of others at stated intervals are worked out and consistently applied throughout the Government, the old records problem of the agencies will be solved, the work of The National Archives on future records will be simplified, and the resultant product of permanent records will be more usable and more valuable than is the case now.

It is particularly important that some such action be taken as soon as possible with reference to records administration in the new defense agencies. The National Archives has been handicapped in providing service on the records of Government emergency activities in the first World War and the present defense agencies have in turn been hampered in making use of them because the files of those records were not made and kept with the future in mind. As a consequence, they were unnecessarily voluminous and badly organized at the outset; and the ill-treatment and neglect they suffered after the war was over intensified the difficulty of using them. At least one farsighted official, Charles E. Munroe, Chairman of the Committee on Explosives Investigations of the National Research Council, foresaw this situation. On December 2, 1918, he wrote as follows to John Johnston, Secretary of the Council:

As you are aware much consideration is being given now to the preservation of the material which is being collected by the Committee on Explosives Investigations. I have to state that in the brief time which this Committee has been at work, it has met with a larger measure of success than I had expected and there is being gathered together here material which not only will be of use in the preparation of a history of this war, but it will be invaluable in case it unfortunately becomes necessary for our Country to engage in further warfare.

Various methods for preservation and use have been considered, and among others one which has recently occurred to me in connection with the renewed activities for the establishment of a Hall of Records. It is quite widely conceded that such a repository is greatly needed for the protection of the large number of valuable documents which have been accumulated by our Government and which are now scattered through many buildings, the majority of which are not fire-proof.

While the underlying idea in the advocating of such a building seems to be the preservation of the documents, it is obvious that such preservation will prove of little value unless these documents are made available for use and this implies that there must be expert archivists in charge of the various divisions of these documents who can so card and classify them as to make any part of them readily accessible for use. I have not seen this feature referred to in connection with the movement for the erection of a Hall of Records, but it seems to me of sufficient importance to bring it to the attention of the National Research Council in order that it may, if it deems fit, express an opinion on the advisability of advocating the creation of such archivists who might get their plans worked out and the cataloging of material started even before the Hall of Records is in shape to receive these archivists and their archives.

This advice was unheeded at the time, with the results already noted. The United States now has an archival agency of the sort envisioned by Dr. Munroe, and prompt and sustained action now and at the end of the present emergency will assure that the record of the experience of the Government in this emergency will be more complete, more informing, more usable, and yet proportionally less bulky than is that of its experience in World War I.

That the time is opportune for progress toward the solution of the whole problem of records administration is indicated by the fact that many agencies, among them the State and Navy Departments and the Tennessee Valley Authority, have asked The National Archives for aid in planning their records programs. Several agencies have comprehensive records projects under way, and in some cases requests have been made for the assignment or transfer of professional members of the National Archives staff to administer them. An unofficial Federal Records Conference, composed of records personnel throughout the Government service in Washington, has been organized as an outgrowth of the activities of local members of the Society of American Archivists, and the formation of an interdepartmental committee for records administration is being considered by the Civil Service Commission. The National Archives is cooperating as fully as possible in all these activities, for it is believed that they will help to reduce the archival phases of the problem of records administration to manageable proportions and will also make some contribution toward the improvement of the administration of current records throughout the Government. These are important objectives at any time, and in a time of national emergency they are little short of vital.

DEFENSE ACTIVITIES

Archivists are sometimes pictured as practicing a leisurely profession, but during a part of the fiscal year 1941 some units of The National Archives worked two and occasionally three shifts a day, like many a munitions factory. Although only the units involved in bringing records into the building and cleaning and fumigating them were forced to work on such schedules, all the units in the establishment were affected by the defense program, and as the year progressed one nondefense activity after another was abandoned or postponed to some date in the future.

Constant pressure on The National Archives was exerted throughout the year by Government agencies that wanted to transfer valuable noncurrent records in order to gain much needed space, and the requests were complied with as far as possible, even to the extent of moving records into the building without the preparation of formal documents of transfer. Of the approximately 82,000 cubic feet of records received during the year, it is estimated that at least 46,500 cubic feet, or 57 percent, were transferred at this time as a result of the national defense program. Virtually all the records received from the War and Navy Departments were in this category; pension and bounty-land claims papers from the Veterans' Administration relating to service in the Revolutionary War and the War of 1812 were transferred to clear an entire floor in one wing of the Navy

Building for defense purposes; the transfer of records of the General Land Office to 1908, begun just before the end of the year, is designed to release over two floors in one of the large wings in the South Interior Building to gain space for the Office of Petroleum Coordinator for National Defense; and records of the United States Housing Corporation of the first World War were transferred not only to release space but also to make them more accessible to various housing officials who needed to use them.

In addition, space in the National Archives Building was provided for records and personnel of the Old Records Division of the Adjutant General's Office of the War Department; for records, books, and personnel of the Office of Naval Records and Library of the Navy Department, until such time as quarters can be provided in the new Navy building in Arlington, Va.; and for confidential records of the Federal Bureau of Investigation.

Space was made available to Government agencies in still another way—by the appraisal and, with the approval of the National Archives Council, the reporting to Congress for disposal of records that appeared to have no administrative value or historical interest to the Federal Government. Approximately as many items on disposal lists were appraised as were received during the year, though it was not possible to reduce a backlog of items that existed at the beginning of the year. This appraisal work was of great assistance to agencies engaged in "cleaning house" and disposing of records to make way for new personnel employed for defense work. That the space made available by this work was sizable is indicated by the fact that 1 of the 46,269 items appraised and reported for disposal during the year, though admittedly not a typical item, involved questionnaires and other records relating to 21,000,000 men who registered in the various drafts in World War I but were not inducted into service, records that occupied 112,000 square feet of floor space.

The National Archives devoted considerable attention to informing new defense officials and others of the services it is prepared to render and the nature and usefulness of the records in its custody. It prepared a report on the relations of The National Archives with defense agencies for the Coordinator and Director of Training of the Civil Service Commission, and at the request of that official it was engaged in preparing at the end of the year a manual for Government administrators on the functions, duties, and services of The National Archives. It is expected that this manual will be used by other Government agencies not only as a source of information concerning The National Archives but also as a guide in preparing similar manuals on their own functions.

To make available information concerning some of the records in its custody of value in connection with national defense, The National Archives issued in processed form a preliminary inventory of the records of the War Industries Board, primarily for the use of the Office of Production Management, and a preliminary edition of a special list of climatological records in The National Archives, primarily for the use of the Weather Bureau in its compilation, for defense purposes, of a composite climatic summary of the United States and its territorial possessions. In preparation at the end of the year were a definitive edition of this list, a preliminary inventory of the records of the Council of National Defense, and preliminary checklists of the records of the Oil Division of the Fuel Administration and of the Explosives Regulation Division of the Bureau of Mines. Just before the end of the year work was begun on the compilation of a handbook of the Federal agencies of the first World War, which will contain summary statements about the history and functions of all such agencies and information about the nature and present location of their records.

The importance to national defense of the records in The National Archives is indicated by the fact that, of the national defense agencies listed by the Civil Service Commission a few months after the close of the fiscal year, The National Archives has records of or records of predecessor agencies of the 8 executive departments that are defense agencies in their entirety, of 27 of the 32 national-defense subdivisions of the other 2 departments, and of 19 of the 29 independent establishments. Moreover, The National Archives has in its custody records of most of the emergency agencies of the first World War and many of the records covering the World War activities of permanent branches of the executive departments. These records, together with those of many emergency agencies established since 1933, such as the National Recovery Administration, which are of value in the present situation, have been much used by Government agencies since the beginning of the emergency, and their use is likely to continue as long as the war and post-war emergency continues. The presence of all these records and of many records recently transferred that are more frequently consulted than are most of the records previously received has naturally resulted in a disproportionate increase in the use of records in The National Archives.

Service requests received during the fiscal year 1941 amounted to more than the combined total of such requests during the fiscal years 1939 and 1940, a fact that must be attributed largely to defense activities. In order to meet the demands from defense agencies alone for service on the records of the War Industries Board and related agencies of the period of the first World War, three members of the

staff were assigned during most of the year as a special group to devote all their time to handling such requests, and another staff member spent half of his time on this work. Government agencies asked for a wide range of services, but perhaps most often for information concerning personnel or for precedents for the solution of current problems to be found in the records of the activities of 1917-18. Usually in providing services The National Archives was called upon to find documents and make them available, to provide photographic copies of documents, or to supply information from the records, but many requests from defense agencies were more involved and necessitated the preparation of brief but thorough studies on such matters as plant location and financing, competitive bidding and the use of the negotiated contract, and the administration of priorities in the first World War, or called for the compilation of lists of records in The National Archives dealing with such topics as price controls, conservation, and chemicals, minerals, and other commodities. The emergency was also responsible for many requests from private individuals who sought to establish American citizenship through diplomatic and consular records, immigration and naturalization records, ships' passenger lists, and other records in order to obtain employment in defense industries.

With the records in its custody assuming such importance in the defense effort, in addition to their value in the ordinary administration of the Government and as a part of the cultural heritage of the Nation, The National Archives devoted no little study to the problem of safeguarding them against the hazards of war. The relative value of the different groups of records was appraised and plans were prepared for the evacuation of certain groups and the maximum protection of others within the building itself, which is of unusually strong construction.

The National Archives and its personnel also engaged in some defense activities not directly connected with Government records. For the Committee on the Conservation of Cultural Resources set up by the Science Committee of the National Resources Planning Board it compiled and made available in processed form a *Tentative Bibliography on the Conservation of Cultural Resources in Times of War* (9 p.), and for the Special Committees of the Society of American Archivists on the Protection of Archives Against the Hazards of War and on the Emergency Transfer and Storage of Archives, three members of the staff at the end of the year were preparing a report on the care of records in a national emergency. Members of the staff served on all the committees named as well as on the Special Committee of the Society of American Archivists on the History and Organization of Government Emergency Activities.

Members of the staff were also called upon for assistance in connection with the defense program in their special fields of competence. Many of these requests were confidential in nature, but it may be noted that geographers on the staff supplied information concerning Greenland, Antarctica, and other areas; a staff member participated in the designing of certain precision equipment connected with the optical printing of motion pictures; another provided technical advice on photographic problems and designed equipment to microfilm data on eight distinct tapes from recording machines in such a manner that the data could be correlated from the microfilm copies; and still another assisted in developing a transparent chart for use in fire control and a chart that is impervious to such agents as blood, sweat, oil, and salt water.

The technical facilities of The National Archives, especially its photographic equipment and laboratories and its motion-picture equipment and laboratories, were used by defense agencies for the processing, editing, and reproduction of material; and the auditorium was frequently used by such agencies for the projection of scenes of films in production and for the previewing of completed pictures.

THE NATIONAL ARCHIVES BUILDING

The document area in the National Archives Building, that is, space for records and the stack equipment occupied by them, amounts to 2,098,687 cubic feet. At the beginning of the fiscal year 795,645 cubic feet, or 38 percent of this area, had been fully equipped with shelves and containers; 1,077,151 cubic feet, or 51 percent, had been equipped only with shelves and therefore was available for the permanent storage of bound volumes only, although the shelves could be used for the temporary storage of material in bundles and folders; and 225,891 cubic feet, or 11 percent, had neither containers nor shelves and could therefore be used only for the temporary storage of material in file cabinets, boxes, and the like.

The only change in stack equipment during the year affected an unequipped space containing 64,975 cubic feet of document area, which was in process of being converted into dark rooms, laboratories, and vaults for the storage of photographic prints, glass and film negatives, microfilms, lantern slides, and other still pictures. Most of the construction work involved in preparing this space for use had been completed by the end of the year, but, because of the difficulty of obtaining priorities for such materials as stainless steel, the installation of equipment lacked several months of completion. As soon as the necessary equipment can be obtained and installed, it will be possible for the first time to handle adequately the pictorial materials already received and those that are being offered in increas-

ing quantities to The National Archives by other Government agencies. Drawings and specifications were being prepared at the end of the year for stack framework for the remaining 163,818 cubic feet of document area without such equipment, and studies were still in progress in order to determine the types of record containers that will be most flexible for varying needs and most economical to purchase for use in the stack areas now equipped only with shelves.

The protection of all these storage spaces and of the material preserved in them was improved in various ways during the year. The installation of the special burglar and fire alarm system was completed throughout all the stack areas, improvements were made in the air-conditioning system to prevent condensation of the moisture in the air in some of the stack areas, and the installation of a special fan to improve ventilation in one of the stack areas assigned for the storage of acetate motion-picture film was practically completed.

In addition to storage equipment, other facilities were also improved during the year. Of outstanding importance was the installation of a humidifying and drying machine for the flattening of folded documents. Before this machine was installed the method used in flattening records involved humidification in large vaults until the paper fibers were rendered sufficiently flexible to permit the removal of creases and wrinkles and ironing on specially adapted electric mangles resembling those used in a home laundry. For records requiring special care or attention this method is still employed, but in most cases the new machine is now used to humidify and flatten documents in one continuous operation. After the documents are unfolded by hand they are placed in one end of the machine on belts made of a web-like metal fabric, care being taken to preserve their original arrangement. They are carried by these belts through humidifying chambers built into the machine, are passed between steam-heated rollers that dry and flatten them, and are finally released from the other end of the machine in the same order in which they were placed in it.

Besides this machine, an optical printer for the duplication of old and shrunken film was placed in operation during the year; specifications were drawn up for two other printers, one a sound printer for the duplication of sound tracks only and the other a continuous combination printer for the duplication of film in normal condition containing both pictures and sound tracks; and plans were made for rebuilding and putting into service a step printer, which is also used for the duplication of motion-picture film. A continuous printing machine and reading machines for microfilm, together with other pieces of photographic equipment, were obtained for installation in the areas set aside for the preservation of still pictures.

Additional funds for the equipping of the building were appropriated by Congress in April to the Public Buildings Administration, and with these funds and others available for the purpose it was planned to proceed in the new fiscal year with the making of additional improvements to the building and the provision of additional storage equipment. Among the larger undertakings contemplated were the continuation of the equipping of the still-film vaults and laboratories, though funds probably will not be adequate for completing this work in the fiscal year 1942; the installation of stack framework in areas now without such equipment; the obtaining of record containers to be used in areas equipped only with shelves; the extension of the special burglar and fire alarm system to vaults and rooms in the administrative portions of the building where records are sometimes stored; the elimination of condensation in all other stack areas where this condition exists; the installation of an auxiliary air-conditioning system for motion-picture vaults; the construction of a sound studio; and the erection of a guard house at the Seventh Street entrance to the building.

SURVEYS OF FEDERAL ARCHIVES

No general survey of Federal records in the District of Columbia was conducted during the year, but special surveys were made in order to facilitate the appraisal of records reported for disposal or offered for transfer and in order to establish the relationship of records in The National Archives with records not yet transferred with a view to facilitating the arrangement of records in The National Archives and the preparation of finding mediums for them. Photographic collections in the War, Interior, Agriculture, and Commerce Departments, the Office for Emergency Management, the Office of Production Management, and the Selective Service System were examined or reexamined to supplement the resurvey of photographic records made during the previous year, and deputies of the Archivist were sent to survey and appraise records reported for disposal or offered to The National Archives by field agencies at Langley Field, Va., Scott Field, Ill., and New York City.

The Survey of Federal Archives outside the District of Columbia was continued during the year by a number of State projects of the Work Projects Administration. Actual surveying activities were confined largely to New Mexico, where a resurvey of all records in the State had previously been begun, and as in the previous year major attention was focused on the editing and publication in mimeographed form of the results of the survey in the *Inventory of Federal Archives in the States*. During the year 101 volumes of the *Inventory*, consisting of 15,918 pages, were published, bringing

the total of published volumes to 434 and the total of pages to 48,086. By the end of the year, of the remaining 167 volumes planned for publication, 43 had received final editorial approval and were in the possession of State projects awaiting processing. In the editing of the inventories published and approved for publication during the year, some assistance was given by members of the National Archives staff. The volumes of the published *Inventory* have been widely used by Government agencies and have been especially helpful to The National Archives in connection with the appraisal of records reported to the Archivist as being without value and the location of records in the field that are worthy of permanent preservation. A more complete account of the activities of the Survey during the fiscal year 1941, together with descriptions of special projects undertaken, is contained in the report of the Assistant Director of the Historical Records Survey Projects in charge of the inventory of Federal archives in the States, which is printed as appendix VIII to this report.

APPRAISAL AND DISPOSAL OF RECORDS

One of the time-consuming but important services rendered by The National Archives to Government agencies is that of assisting them in disposing of records that are no longer of sufficient value to warrant preservation. In accordance with the act of August 5, 1939, and earlier legislation, heads of agencies having in their custody non-current records believed to have no administrative value or historical interest to the Federal Government are required 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 in accordance with methods specified. If Congress adjourns before the joint committee has acted on 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 destruc-

tion of any valueless records reported to him that "are a continuing menace to human health or life or to property."

Another important piece of legislation of this character, "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes," was approved by the President on September 24, 1940. This law, which is printed in appendix I of this report, authorizes 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 is himself empowered to authorize the disposal of such records provided Congress has previously authorized the agency to dispose of records of the same kind. Another important provision of the law gives microfilm copies made under conditions described above the same force and effect as the original records and permits certified or authenticated copies thereof to be admitted in evidence on the same basis as the original microfilm.

A backlog of 16,707 items reported to the Archivist as useless were awaiting appraisal at the beginning of the year, and 45,769 additional items were reported by agencies during the year. Of the total of 62,476 items, The National Archives appraised 46,269 items and had left to appraise at the end of the year 16,207 items. Although the backlog of items was thus reduced by only 500, approximately 16 percent more items were appraised during the year than the 39,749 items appraised during the fiscal year 1940.

In the course of the appraisal of the 46,269 items, 4,257 of them were eliminated by being consolidated and considered with similar items. Of the 42,012 items remaining, 41,466 were authorized for disposal, 32,787 by Congress and 8,679 by the Archivist on the basis of authority granted by Congress. Either because of their value to the agency reporting them for disposal, to other Government agencies, or for research, the Archivist recommended the retention of 289 items; and 256 other items were withdrawn from consideration by the agencies concerned before the appraisal by The National Archives had been completed, in most cases because the agencies on further investigation had decided that the items had value. Only 1 item appraised by the Archivist was awaiting congressional action at the end of the year.

Since "items" in many cases represented large bodies of material—in one case, as previously mentioned, records occupying 112,000 square feet of floor space—the volume of records thus released for disposal was enormous, and as a consequence considerable space was

made available throughout the Government. At the same time appraisal served to prevent the needless destruction of some records valuable enough to warrant further preservation, and the fact that the records listed for disposal were to be appraised made agencies more conscious of the necessity for careful evaluation of records before so listing them.

As in previous years, efforts were made to expedite the appraisal process. The National Archives, in consultation with the agencies concerned, sought to reduce the length and complexity of disposal reports by consolidating identical items that appeared on lists from the same agency, to have reports submitted periodically instead of spasmodically, and to compile schedules listing records to be reported for disposal after fixed periods of time. Several agencies now submit but a single list each year, and, in the case of one such agency, the number of lists submitted annually has dropped in a 4-year period from 15 to 1. Despite these improvements, The National Archives at the end of the year was engaged in considering new procedures and possibly new legislation that would enable it to handle the increasing number of items that are being reported to it each year, items that may increase at a still more rapid rate as agencies set about with greater vigor to eliminate old records in order to make space for defense activities. To relieve agencies of preparing reports to the Archivist on records disposed of by them in accordance with authorization granted by Congress or by the Archivist, except in cases when the records were transferred to non-Federal institutions such as State libraries or historical societies, a bill to amend existing legislation by waiving the requirements for such reports was introduced in the House of Representatives in April by Representative James A. O'Leary, of New York.¹

The law of September 24, 1940, permitting the disposal under certain conditions of photographed records, seems to offer great potentialities for the reduction of the bulk of Government records, and already over 20 departments and agencies are using microphotography in various phases of their records administration. The appraisal by the Archivist of photographed records that are reported for disposal involves a determination as to whether the films have been made in accordance with certain minimum standards of the National Bureau of Standards, whether they have been placed in conveniently accessible files, and whether provision has been made for preserving, examining, and using them. Even when these requirements have been met, the Archivist may find, in some cases, that the originals have sufficient inherent value to warrant their preservation

¹ This bill was passed by the House on July 21, 1941.

Statistical summary of accessions

Sources ¹	Fiscal year 1941, cubic feet	Total to June 30, 1941, cubic feet ²
<i>Congress</i>	46	3, 789
Senate	46	3, 789
<i>Executive Office of the President</i>		216
White House Office		1
Office of Government Reports		215
<i>Executive departments</i>	33, 044	185, 443
Department of State	1, 574	12, 717
Department of the Treasury	6, 031	24, 218
Department of War	2, 165	33, 354
Department of Justice	1, 869	17, 079
Post Office Department	22	909
Department of the Navy	14, 912	35, 971
Department of the Interior	1, 840	22, 578
Department of Agriculture	3, 034	17, 802
Department of Commerce	1, 596	16, 228
Department of Labor	1	4, 587
<i>Judiciary</i>	6	2, 629
Court of Claims		2, 449
District Court for the District of Columbia		167
District Court for the Eastern District of North Carolina	1	7
District Court for the Southern District of Ohio		1
District Court for Vermont	5	5
<i>Other agencies</i>	20, 523	110, 037
Advisory Committee on Education		3
American Battle Monuments Commission		5
Bituminous Coal Commission		5
Civil Service Commission		(³)
Coal Commission		175
Conservation and Administration of the Public Domain Committee		8
Council of National Defense		461
Economic Security Committee	58	58
Federal Coordinator of Transportation		26
Federal Council of Citizenship Training		2
Federal Deposit Insurance Corporation		90
Federal Fuel Distributor		1
Federal Loan Agency		13
Federal Power Commission	10	10

¹The agencies of the Federal Government listed are agencies as organized on June 30, 1941, and discontinued agencies the functions of which were not transferred to other agencies. The sources of private gifts of motion pictures and sound recordings during the year are given in appendix II.

²All types of material are covered, including 1,264 cubic feet of maps and atlases, 900 cubic feet of motion pictures and sound recordings, and 1,448 cubic feet of still pictures; each of these special types of material is further analyzed in the other tables below. Deductions totaling 673 cubic feet have been made in this column for diminutions of records during the year. See the section on diminutions below.

³The accession from the Civil Service Commission is a motion picture amounting to less than half of a cubic foot. See the table on motion-picture film below.

Statistical summary of accessions—Continued

Sources	Fiscal year 1941, cubic feet	Total to June 30, 1941, cubic feet
<i>Other agencies—Continued.</i>		
Federal Security Agency	20	399
Federal Trade Commission		120
Federal Works Agency	2, 741	7, 237
Fine Arts Commission	25	89
Fir Production Board		100
Food Administration		10, 819
Food Purchase Board		2
Fuel Administration		1, 539
Grain Corporation		4, 915
Indian Trade Office		36
Industrial Commission		1
Interstate Commerce Commission	304	2, 687
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	4, 096	19, 454
Mediation and Conciliation Board		43
Mediation Board		114
National Archives	15	47
National Commission on Law Observance and Enforcement		133
National Labor Relations Board		125
National Recovery Administration	9, 111	14, 588
Pacific Railways Commission		2
President's Commission on Economy and Efficiency		123
President's Organization on Unemployment Relief		252
Prison Industries Reorganization Administration	45	45
Public Information Committee		191
Railroad Administration	7	3, 496
Railroad Labor Board		332
Selective Service System	1	1
Shipbuilding Labor Adjustment Board	35	35
Sinking Fund Commissioners		1
Smithsonian Institution		182
Special Adviser to the President on Foreign Trade		90
Sugar Equalization Board		195
Tariff Commission		20
Temporary National Economic Committee	79	79
Tennessee Valley Authority	72	72
Veterans' Administration	3, 904	39, 038
War Industries Board		2, 360
Wheat Director		194
	53, 619	302, 114
Private gifts	12	71
Total	53, 631	302, 185

In addition to the material actually received, there were at the close of the year about 35,000 cubic feet of records approved for transfer, and 44 groups of records offered but not yet approved for transfer were awaiting approval. Brief descriptions of all records received during the year in accordance with the regular accessioning procedure are printed in appendix II of this report.

Maps and atlases.—The collection of maps and atlases in The National Archives was expanded by nearly 50 percent as a result of the accessions completed during the fiscal year. To the 52,239 maps and 314 atlases in the collection at the beginning of the year were added 24,949 maps and 11 atlases. More than half of these additions, numbering about 13,370 items, were received from the Geological Survey as the first of a series of transfers of the entire body of original drawings and related contributory materials used in the preparation of the "quadrangles" and other sheets that together make up the topographic map of the United States. Material was also received directly from four other branches of the Interior Department and from the Tennessee Valley Authority, the Public Buildings Administration of the Federal Works Agency, and the War and Post Office Departments; and a few items segregated from records previously received from three other executive departments were added to the collection.

The maps and atlases transferred during the year, like the bodies of records to which they pertain, illustrate the whole range of the Nation's history. Among the older items, for example, are the originals of Nicholas King's wharfing plans for the District of Columbia, 1797, and of his plats of the city of Washington, 1803, received from the National Park Service with other map material on the District; and the "old map file" of the General Land Office, which includes the original township plats, 1785-87, of the Seven Ranges west of the Ohio River surveyed by Thomas Hutchins, Geographer of the United States. On the other hand, the functions of present-day government are reflected in the more recent material transferred, such as plats showing farm units of irrigation projects, received from the Reclamation Bureau, city plans and real estate plats from the files of the United States Housing Corporation showing property acquisitions and transportation improvements during World War I, Post Office Department maps showing landing fields, and Tennessee Valley Authority maps showing drainage, cultural features, and place names in the Tennessee River basin.

The additions to the map and atlas collection in The National Archives during the fiscal year 1941 and the total quantity of material in the collection on June 30, 1941, 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 1941

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Duplicates	Atlases	Total items
Department of State	2	. . .	1	3
Department of the Treasury	3	. . .	3	324	. . .	330
Department of War	5	. . .	19	24
Post Office Department	1, 053	67	8	2	. . .	1, 130
Department of the Navy	33	25	21	79
Department of the Interior	17, 034	501	1, 641	397	11	19, 584
Federal Works Agency	426	84	28	56	. . .	594
Tennessee Valley Authority	3, 209	. . .	7	3, 216
Total	21, 765	677	1, 728	779	11	24, 960

Quantity of material in the map and atlas collection of The National Archives on June 30, 1941

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Duplicates	Atlases	Total items
Senate	667	16	509	1, 382	71	2, 645
Department of State	1, 724	236	930	627	59	3, 585
Department of the Treasury	10	. . .	11	330	. . .	351
Department of War	8, 149	882	7, 154	2, 831	101	19, 117
Department of Justice	13	1	17	10	. . .	41
Post Office Department	1, 053	67	8	2	. . .	1, 130
Department of the Navy	59	38	141	31	3	272
Department of the Interior	20, 884	4, 723	4, 432	2, 105	87	41, 231
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
Federal Works Agency	426	84	28	56	. . .	594
Food Administration	54	37	138	112	2	343
Interstate Commerce Commission	304	20	166	113	2	605
Tennessee Valley Authority	3, 209	. . .	7	3, 216
Veterans' Administration	3	3
Total	49, 730	6, 295	13, 564	7, 599	325	77, 513

Motion pictures and sound recordings.—The collections of these special materials in The National Archives, composed of 4,352,419 running feet of motion-picture film and 3,754 sound recordings on June 30, 1940, were increased by 204,594 running feet of film and 66 recordings during the fiscal year. All but 65,071 feet of film and

8 recordings, which were received as gifts from private sources, came from Government agencies. Most of the pictures and recordings of Government origin were originally produced for purposes of public information or in connection with employee-training programs and today are of value chiefly in explaining and illustrating the activities and functions of the agencies that produced them. The gifts from private sources, which are listed together at the end of appendix II of this report, consist for the most part of news reels and other films relating to national defense activities and other current events, but they also include a collection of "nickelodeon" films, some of them produced as early as 1894, and prints of such outstanding motion pictures as "The Ramparts We Watch" and "Gone With the Wind."

The quantities of motion pictures and sound recordings received during the fiscal year 1941 and the total quantities in the custody of the Archivist on June 30, 1941, classified according to the sources from which they were drawn, are shown in the two tables below:

Motion-picture film

Sources	Fiscal year 1941, running feet	Total to June 30, 1941, running feet
<i>Executive Office of the President</i>		14, 844
White House Office		4, 042
Office of Government Reports		10, 802
<i>Executive departments</i>	56, 739	3, 689, 906
Department of State		16, 569
Department of the Treasury	27, 014	108, 982
Department of War	12, 877	2, 763, 265
Department of Justice	362	5, 294
Post Office Department		61, 444
Department of the Navy		124, 108
Department of the Interior		420, 090
Department of Agriculture		162, 011
Department of Commerce	9, 805	10, 730
Department of Labor	6, 681	17, 413
<i>Other agencies</i>	82, 784	307, 083
American Battle Monuments Commission		24, 000
Civil Service Commission	1, 085	1, 085
Federal Loan Agency		38, 373
Federal Reserve System		75
Federal Security Agency	17, 128	34, 958
Federal Works Agency	64, 571	159, 770
Food Administration		2, 702
Fuel Administration		1, 814
National Archives		4, 343
Smithsonian Institution		39, 963
	139, 523	4, 011, 833
Private gifts	65, 071	545, 180
Total	204, 594	4, 557, 013

Sound recordings

Sources	Fiscal year 1941, units	Total to June 30, 1941, units
Department of State		3
Department of the Treasury		10
Department of Agriculture		102
Department of Commerce	18	18
American Battle Monuments Commission		22
Federal Loan Agency		35
Federal Reserve System		2
Federal Security Agency		6
Federal Works Agency	40	131
Smithsonian Institution		3, 353
	58	3, 682
Private gifts	8	138
Total	66	3, 820

Still pictures.—The collection of photographic prints, negatives, lantern slides, and other still pictures in The National Archives, which contained 139,306 items at the beginning of the year, was augmented by 76,422 items during the year, despite the fact that the installation of special equipment needed for preserving photographic material had not yet been completed. About 64,000 of the negatives and prints received came from the Bureau of Reclamation and the Public Works Administration as additions to files of photographic material transferred from those agencies in previous years. Material was also received from the Office of the Chief of Engineers, the Geological Survey, and the Work Projects Administration. Some items segregated from textual records previously received were also added to the collection. The accessions of pictorial material during the year illustrate a great variety of governmental activities, such as armament tests by the Corps of Engineers, scientific expeditions of the Fish and Fisheries Commission, irrigation projects of the Bureau of Reclamation, public housing activities during the first World War, and work projects during the depression years. One small accession from the Selective Service System consists of the official record of the draft lottery held October 29-30, 1940, which was produced on microfilm instead of on paper and shows the numbered slips photographed beside a watch to establish the order in which the numbers were drawn.

The additions to the still-picture collection during the fiscal year 1941 and the quantity of material in the collection on June 30, 1941,

are shown in the following table classified according to the agencies from which the records were derived:

Still pictures

Sources	Fiscal year 1941, items	Total to June 30, 1941, items
Department of the Treasury		4
Department of War	4, 000	28, 714
Department of the Navy		46, 047
Department of the Interior	41, 189	99, 905
Department of Agriculture		4, 399
Federal Works Agency	30, 000	34, 600
Food Administration	396	828
Maritime Commission	231	1, 199
Selective Service System	6	6
Veterans' Administration		26
Total	76, 422	215, 728

DIMINUTIONS

A total of 673 feet of previously accessioned records were withdrawn during the fiscal year. Some of these records were returned to the agencies from which they had come, usually because the turn of events had given them an active status, but most of the diminutions consisted of records that were found not to have sufficient historical or administrative value to merit permanent preservation and were, therefore, with the authorization of Congress, disposed of as useless papers. This selective process with respect to records already transferred to The National Archives will be continued on a larger scale in the future in connection with the work of arranging the records and preparing finding mediums to facilitate their use.

The volume of the diminutions made during the year is shown in the following table:

Diminutions

Sources	Authorized for disposition, cubic feet	Returned to agency of origin, cubic feet
Department of the Treasury		15
Department of Justice	1	19
Department of the Interior	483	
Mediation Board		1
National Recovery Administration	126	
Veterans' Administration		28
Total	610	63

REHABILITATION OF RECORDS

All records transferred to The National Archives were cleaned and fumigated as they were received, large quantities of folded documents already in its custody were flattened, and insofar as possible documents noted during the work of arrangement as needing repair or strengthening to insure their preservation were laminated or otherwise rehabilitated. In each of these major processes of cleaning and fumigation, flattening, and lamination, both the quantity of material treated and the rate of production per man-hour were greater than during the previous fiscal year, despite the handicap of losses of experienced personnel resulting from defense demands.

The increase already noted in the quantities of records brought into the building meant a corresponding increase in the quantities of records cleaned and fumigated. Many transfers were made under emergency conditions, and large bodies of records on several occasions had to be brought into the building within a short space of time, which necessitated the diversion of personnel from flattening, lamination, and other activities in order to provide the two or even three shifts of workers required to fumigate and clean the records. Nevertheless, the number of documents flattened during the fiscal year, exclusive of work performed on the Work Projects Administration project described below, was 751,333, as compared with 669,274 during the preceding year. This increase was made possible by the introduction on March 1 of a humidifying and flattening machine, which more than tripled the number of documents that could be flattened per man-hour. Although for want of personnel it was not possible to use this machine at any time at more than half its full capacity, the quantity of records flattened during the last quarter of the year, which was the first full quarter of its use, was greater than the quantity flattened during the entire first three quarters.

The WPA project set up in August 1938 for the unfolding, flattening, and refileing of records of the Veterans' Administration in the custody of the Archivist was continued throughout the year with a reduced force and was terminated on June 30, 1941. Workers on this project flattened 15,456,888 documents relating to pension and bounty-land claims, which brought the total number of documents flattened by the project to well over 105 million.

The number of documents repaired by lamination with cellulose acetate foil during the year was 60,873, an increase of 40 percent over the number for the preceding year. Repairs by crepelining were made on 1,691 documents, including 23 maps, and 786 maps and 906 other documents were repaired by other methods. Repairs were also made on 847 bound volumes.

Although the rehabilitation of photographic material, which must receive special treatment, was retarded because of incomplete equipment and laboratory facilities and lack of trained personnel, measures were taken to pave the way for the expansion of the work in the coming year. Experimental work, which took the form of the examination of photographs, their cleaning, and the preliminary repair of glass negatives, was undertaken on groups of still photographs from the Bureau of Ships, the Bureau of Aeronautics, and the Food Administration in order to develop the most satisfactory procedures for such work. In addition to the routine cleaning and repair of motion-picture film, considerable attention was given to the preservation of motion pictures and sound recordings by means of duplication with the optical printer and the other equipment previously mentioned, and as part of a large-scale program for the transference of motion pictures from an inflammable nitrate base to a "safety" acetate base, arrangements were made for the duplication of film outside the establishment during the coming year.

ARRANGEMENT AND DESCRIPTION OF RECORDS

Each body of records transferred to an archival establishment presents its own distinctive problems of arrangement and description, depending upon such factors as the history and functions of the agency that produced the records, its procedures with regard to records administration, and the extent to which the records were studied and used under previous conditions of custody. Because of this diversity in problems of arrangement and description, much experimentation was necessary during the early years of The National Archives before standard procedures applicable to all bodies of archival material could be formulated, and a number of different types of finding mediums were developed, which have been described in previous *Annual Reports* of the Archivist and in the *Guide to the Material in The National Archives*.

In March 1940 a committee of staff members was appointed "to make a study of finding mediums and other instruments to facilitate the use of records in the custody of the Archivist" in the light of the experience so far gained. This committee received statements from and held numerous meetings with members of the staff, studied existing finding mediums, and considered the results of European experience. Its recommendations, submitted to the Archivist early in 1941, provided the basis for a new systematic program for the preparation of finding mediums, which was well under way at the close of the fiscal year. Directions issued by the Archivist on February 28, 1941, for the preparation of finding mediums, which embody the recommendations of the committee, are printed as appendix III.

The principal steps in the new finding mediums program are the assignment of all material in the custody of the Archivist to registered record groups, the preparation of preliminary checklists and preliminary inventories for all material as soon as possible after its transfer, and the preparation of final inventories for record groups or parts of record groups according to an approved priority list. As need arises there will be compiled other types of finding mediums, such as calendars, special lists of documents, "ideal inventories" of bodies of records that have been dispersed, systematic descriptions (involving arrangements on paper different from the physical arrangements reflected in the inventories), indexes, and special analyses. Record groups are to be cataloged as soon as they are registered, but other cataloging, except in special cases, is to be deferred until the preparation of the final inventory. The accession, often fragmentary and diversified in character, will no longer be used as a unit for cataloging. The preparation of such earlier types of finding mediums as preliminary reports, identification of series reports, historical summaries, and classification schemes has been discontinued. Those in process of compilation, however, can readily be transformed into preliminary checklists or preliminary inventories, and those already issued need not be replaced until revision becomes desirable to take account of new accessions or new information or until more definitive work in the description of the records can be undertaken.

The record group, which will form the major archival unit in a sense somewhat comparable to the European *fonds*, may be described as a unified body of records set up with regard to the principle of provenance and to the desirability of making the group of convenient size and character for the work of arrangement and description and for the publication of inventories. It will usually consist of the archives of an autonomous record-keeping agency of the Government, including not only the portion transferred to The National Archives but also the records remaining in the custody of the agency. Every piece of archival material in the custody of the Archivist is to be physically assigned to one or another such group, and "registrations of record groups," which will contain summary information concerning the provenance and scope of each group represented by material in The National Archives and will indicate both the parts of the group transferred and the parts not transferred, are to be prepared for internal use. By the close of the fiscal year detailed instructions for the establishing of record groups had been prepared, many record groups had been tentatively identified, and the first record group had been registered.

Preliminary checklists, which will serve as temporary finding mediums within The National Archives, will be compiled as rapidly as

possible for all records in the custody of the Archivist, except when existing finding mediums will serve the same purpose or the record group is so complete and well arranged as to justify proceeding directly to the compilation of a preliminary inventory. In the case of new accessions, checklists will usually be prepared in connection with the preliminary arrangement and shelving of the material, and the units of description will be such as may appear to be desirable in a given case. When the material transferred in any record group is sufficiently complete, a preliminary inventory will be prepared by assembling and revising the checklists or earlier documents describing the various parts of the group and by adding an introductory statement concerning the history of the agency and its records, bibliographical data, and in some cases an index to the inventory. Preliminary inventories will be made available in processed form for use by searchers both within and without the building as circumstances dictate. Shortly before the close of the fiscal year there was issued the first of this series, entitled *Preliminary Inventory of the War Industries Board Records* (Washington, May 1941. xvii, 134 p.), which was based upon a previously compiled classification scheme for the records.

"Final inventories" will be prepared for selected bodies of material in an order determined by special needs, the character of the records, and the availability of qualified personnel. The work of final arrangement and inventorying will be performed by teams of workers possessing among them a knowledge not only of the records but also of all the requisite techniques of identifying, organizing, arranging, describing, and cataloging archival material. The units of description in the inventory will usually be series, that is, systematically organized groups of documents intended to be kept together in a definite arrangement, but they may at times be larger units such as groups of series or smaller units such as subseries, volumes, or dossiers. Logical groupings will be evolved for the units, and each unit throughout the inventory will be assigned a consecutive number, which will serve as a call number. The arrangement of the material in the stacks will correspond as far as is feasible to the order in which it is listed in the inventory, though exceptions must sometimes be made because of physical considerations or for convenience of access. The inventories will include statements on the history of the agency or agencies that created the record group and on the history of the records, references to related and supplementary material, and descriptions of pertinent finding mediums, and the inventories will be indexed. It is expected that most final inventories will be printed or processed for general distribution.

The finding mediums completed during the year were fewer in number than those completed in the previous year, but all the records

divisions were able to devote considerable attention to one phase or another of this work. Some of them, confronted with the large emergency transfers of records already described, were forced to concentrate on such tasks as the preliminary sorting of the material, the checking of any lists and filing plans that may have accompanied it, its transference from the original containers to National Archives containers and shelves, and tentative labeling and listing. Other divisions were able to carry forward more advanced work, such as the identification of the record groups or parts of groups in their custody; the identification, grouping, and description of series, parts of series, volumes, or even documents, depending on the nature and significance of the material concerned; the reconstruction and arrangement of disordered files and the weeding of stock materials and useless papers from the files; the rearrangement of certain materials in order to make them more available for use; the surveying of indexes and registers that accompanied the records, their refileing or completion when necessary, and the preparation of new indexes; and the assembling of data concerning the agencies that produced the records, the history of the records themselves, and the nature and whereabouts of related material. At the close of the year the results of much of the work performed were nearly ready for incorporation in finding mediums of the types prescribed.

In the coming year, however, it is expected that, because of more urgent duties, work on finding mediums will be concentrated on record groups the description of which is essential to national defense. Even for such groups, which are numerous because of the quantity of World War records and records of more recent emergencies in The National Archives, it is probable that in most cases only registrations of record groups and preliminary checklists can be prepared, though every effort will be made to compile such preliminary inventories, special lists, and other finding mediums as may be needed for defense purposes.

SERVICE ON RECORDS

More requests for services on records were received during the fiscal year 1941 than during the 2 preceding fiscal years combined. The total of 87,180 requests was 68 percent higher than the total for the fiscal year 1940, and the average daily number of requests rose from 173 to 291. The number of requests received each quarter since the beginning of the fiscal year 1938 may be seen from the table below. In only 2 of the 16 quarters has the number of requests for a quarter been less than that for the preceding quarter.

Service requests received

Fiscal year	1st quarter	2d quarter	3d quarter	4th quarter	Total
1941	21, 248	20, 081	20, 465	25, 386	87, 180
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

The sharp increase in the number of requests received in the fiscal year 1941 was due in part to the transfer to The National Archives of the pension and bounty-land claims papers for the Revolutionary War and the War of 1812 and other bodies of noncurrent but relatively active records and in part to the wider familiarity of Government administrators, scholars, and the general public with the materials available in and the services offered by The National Archives. Probably the most significant factor in the increase, however, was the demand for services in connection with problems arising from the national emergency, which has been discussed earlier in this report. Transfers of large and important bodies of material in progress or pending at the close of the fiscal year indicate that further increase in the number of service requests may be expected in the near future.

The number of requests for records or for information based on them received from Government officials was 52,100, or approximately 60 percent of the total, and it is interesting to note that one-fifth of these requests were for services on the records of agencies other than their own. The 35,080 requests made by private investigators represent an increase in the proportion of such requests, but this increase was due largely to the many requests for data concerning personal history to be derived from the pension and bounty-land claims papers already referred to. Since routine requests of this character, many of which are answered by means of form letters, require relatively little time for service, it is estimated that at least 85 percent of the time spent on services was devoted to services rendered to Government officials. This is not to minimize the importance of the use of the records for private research, however; there was a considerable increase in the number of projects of scholarly significance that were carried on and in the number of publications based in part on information obtained from records in The National Archives.

Figures relating to the use of records in the search rooms and to correspondence with reference to inquiries (which do not include the use of records by or correspondence with an agency in which the records originated) all show a considerable increase. There were issued 1,619 cards of admission to the search rooms, as compared with 788 issued in 1940, and during the year the search rooms were used by

2,004 persons, who made 8,092 visits, which represents an increase of 89 percent in the number of searchers and 32 percent in the number of visits. In addition, 763 visits were made by persons who obtained information from or about the records but who did not themselves consult the records. Nearly 11,000 letters were written during the year in answer to inquiries from private individuals and institutions and from Government officials concerning records of agencies other than their own. This represented an increase of 94 percent in the letters sent to private individuals and of 30 percent in those sent to Government officials. Photostat, photograph, and microfilm copies were made of 75,253 pages of records, an increase of 173 percent over the number for the preceding year. Approximately one-sixth of these were for Government officials. Services on motion pictures and sound recordings included the showing of motion pictures and the reproduction of sound recordings on 14 occasions for a total of 71 persons; these figures, it should be noted, do not include the use of National Archives facilities by Government and other groups for the showing of motion pictures and the reproduction of sound recordings not in the custody of the Archivist.

Persons working in the search rooms included residents of all but four of the States, of Alaska, and of Argentina, Brazil, Canada, Chile, Cuba, the Dominican Republic, and Mexico. The largest numbers of searchers were from the District of Columbia, Maryland, New York, Virginia, Pennsylvania, Illinois, California, Ohio, Massachusetts, North Carolina, New Jersey, Connecticut, and Texas, in the order named. Among the searchers were faculty members from 75 colleges and universities and graduate students from 31 colleges and universities. Other persons who worked in the search rooms represented a wide variety of interests.

Several important research projects carried on in the search rooms by representatives of both Government agencies and private institutions were continued from previous years. These included the selection and transcription of documents for publication in the series of *Territorial Papers* published by the Department of State, in the series of *Naval Documents* published by the Department of the Navy, and in the volumes relating to Canada in the series *Diplomatic Correspondence of the United States* published by the Carnegie Endowment for International Peace. Workers for the Historical Records Survey compiled information from ship registers and enrollments for the purpose of assisting State projects in preparing for publication summaries of such documents issued at various ports, and representatives of several defense agencies carried on studies related to the emergency defense program.

Persons who requested information from or about the records by mail or who sought copies of documents displayed interests even more

diversified than those of persons who came to the search rooms, ranging from large-scale research projects to the determination of a single fact. A large proportion of the correspondents, however, were concerned with establishing the age and citizenship of applicants for old age benefits or applicants for positions, the checking of service records of persons who had been employed by the Government, the obtaining of data in support of applications for citizenship, or other matters of personal or family interest. Many such requests had to do with legal matters such as the establishment of claims to property or for damages. About 4 percent of the records copied in answer to requests were certified under the National Archives seal.

Scholarly research projects for which there were requests for the use of records, copies of them, or information derived from them showed trends similar to those described for other years. Although the greatest number of such projects dealt with American history and biography, studies relating to Latin America and Canada were numerous, and phases of the history of European, Asiatic, and African countries were well represented. Research was not confined to historical subjects, however. Studies were carried on in such fields as geography, industrial relations, and public administration, and several weeks were spent by fellows of the Social Science Research Council in surveying materials in The National Archives of importance to scholars in the fields of anthropology, economics, and sociology. A more definite idea of the use made by scholars of the records for purposes of research may be obtained from the list of publications for which substantial information was obtained from material in The National Archives, which is printed as appendix IV of this report.

There were indications during the year that Government officials are coming to have more and more confidence in the ability of the staff of The National Archives to make their noncurrent records as readily available to them as if they were in their own custody, and in some cases perhaps even more available. This was demonstrated not only by an increase in both the number and complexity of the service requests received from such officials but also by the requests of several agencies for the transfer of materials, which, though noncurrent, were more administratively active than those they had considered eligible for transfer in the past. In several outstanding cases during the year, archival work on the records such as the arrangement of disordered materials, rearrangements in certain cases to make the records more usable, and the preparation of new finding mediums proved of great value to administrators. Also of practical value have been the bringing together from different agencies of records bearing on related problems and the assembling under one roof of records that had originally been parts of a single group but had been dispersed as a result of shifts of agencies or functions.

Records are used for governmental purposes in many different ways. They are, for example, used extensively with reference to personnel matters; for the establishment of precedents; for ascertaining the previous history of a transaction or case, a region, or a problem; in the defense and prosecution of suits to which the Government is a party; in the auditing of accounts; and for social, economic, or scientific research carried on as a part of an agency's functions. Some of the requests growing out of defense activities have been described elsewhere. As might be expected, the records upon which service requests for governmental purposes showed the greatest increase were those most directly related to some phase of the national emergency—particularly records of the War Department, the Navy Department, the Immigration and Naturalization Service, and World War emergency agencies. The files of the Washington office of the National Recovery Administration were also used extensively.

Requests received from members of Congress were chiefly for information or for copies of documents. Such requests numbered 365, as compared with 213 for the previous fiscal year.

File microcopies.—An important outgrowth of the provision of service on records was the initiation during the year of a file microcopies program for the supplying of copies of documents on microfilm. For some time it had been noted that copies of certain groups of documents were ordered again and again by different individuals and institutions. To fill these "repeat" orders required not only duplication of work but also repeated handling of valuable archival material, and in order to remedy this situation and at the same time to fill such orders more quickly and at less expense to the purchaser the file microcopies program was inaugurated. Under this program negative copies on film, or file microcopies, are made of considerable units or important bodies of archival material reproductions of which are likely to be in considerable demand. To these are added, in some cases, introductions, annotations, and calendars and indexes to facilitate the use of the material, and in such cases the file microcopies are known as edited microcopies. Positive prints from these negatives are made in response to orders.

The program was launched by the preparation of file microcopies for three groups of materials of which copies had been ordered and for which it was thought that there would be future orders. An edited microcopy of the documents in one of these groups, the Colorado series of State Department Territorial papers, with 33 pages of introductory matter, was completed during the year. Considerable work was done on a calendar and an index for an edited microcopy of the letters received by the Michigan Superintendency of Indian Affairs, 1819-35, and some introductory materials were compiled for an edited microcopy of the records of the Oregon Superintendency of

Indian Affairs, 1848-73. A study of the desirability of 28 other proposed file microcopy projects was made toward the end of the year with a view to planning a program for the future.

Although the file microcopies program had its origin in the provision of service on records in The National Archives, it serves at least two other purposes—the wider distribution of the documents photographed, which is in effect publication of them, and, by virtue of this wide distribution, the assurance of the preservation of the contents regardless of the fate of the documents themselves. It is obvious that the edited microcopies described above possess many of the characteristics of publications of documentary materials. Such microcopies can be produced at a lower cost and with greater accuracy than printed publications, however, because transcription, typesetting, proofreading, and the like are not required. Moreover, they have another advantage in that the exact number of copies required can be provided when and as they are needed and consequently the “publication” is never “out of print.” It may be that edited microcopies will largely supersede comprehensive printed publications of historical documents in the years to come.

With archival establishments and libraries subjected to the hazards of war throughout the world, the widespread distribution of microcopies of documents offers a means for insuring the preservation of the records for posterity. A letter written shortly after the Revolutionary War by Thomas Jefferson to Ebenezer Hazard concerning the publication of documents in Hazard's *Historical Collections*, is remarkably timely today. In this letter written from Philadelphia on February 18, 1791, Jefferson said:

I learn with great satisfaction that you are about committing to the press the valuable historical and state-papers you have been so long collecting. Time & accident are committing daily havoc on the originals deposited in our public offices. The late war has done the work of centuries in this business. The lost cannot be recovered; but let us save what remains: not by vaults and locks which fence them from the public eye and use in consigning them to the waste of time, but by such a multiplication of copies as shall place them beyond the reach of accident.

Through a “multiplication of copies,” as suggested by Jefferson, the file microcopies program seems likely not only to insure the preservation of the documents photographed but also an accuracy in reproduction that can come only from the unerring camera.

The library.—To aid members of the staff and searchers there is maintained a reference library rich in materials bearing on the history and functions of Government agencies, on the social sciences, with especial emphasis on American history and biography, and on archival science. During the fiscal year 3,432 books and 8,724 pamphlets were acquired, most of them by transfer from other Government agencies,

by exchange, or by gift; and a number of items that were no longer needed were turned over to the Superintendent of Documents or otherwise disposed of. At the end of the year the holdings of the library were 47,760 books and 33,599 pamphlets, exclusive of several thousands of congressional bills, laws, resolutions, calendars, and similar items. Outstanding among the acquisitions during the year were a large number of books and pamphlets relating to archival science presented by the Carnegie Institution of Washington and over 200 volumes of the serial set of congressional documents transferred from the Senate Library.

Extensive use continued to be made of the library and of the special bibliographies that are being developed, and the number of requests for information handled by the library increased. In some cases it was possible to furnish Government agencies with publications not known to be available elsewhere in Washington. The library contains, for instance, one of the most complete collections of publications of the Food Administration to be found in the city, and a list of these publications prepared during the year served to bring to the attention of investigators items that might otherwise have been overlooked.

OTHER SERVICES

As in previous years The National Archives rendered a variety of services in addition to those directly connected with the records in the custody of the Archivist. Information was furnished to Government agencies, institutions, and individuals regarding the construction and equipment of the National Archives Building and the practices followed and equipment used in rehabilitating, servicing, and copying records of all kinds, including motion pictures and other photographic material; and members of the staff provided advice on problems concerning which they had special technical knowledge. Many of these services were closely related to matters of national defense. On over 200 occasions, nearly double the number for the previous fiscal year, the auditorium was placed at the disposal of Government or other groups for the showing of motion pictures or the holding of meetings. Most of these gatherings had some connection with the defense program.

Cooperation was continued with Government and private agencies engaged in activities related to those of The National Archives. As previously mentioned, the Work Projects Administration continued the Survey of Federal Archives and the project for flattening pension records; it also continued to provide translators to work on archival literature in Slavic languages. The National Archives provided editorial and other assistance to the Survey of Federal Archives. Representatives of The National Archives participated in the work of

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, the United States Board on Geographical Names, and an advisory committee on inter-American mapping. Just before the end of the year three members of the staff were assigned to assist the Archivist and the Executive Officer in drafting a report for the Society of American Archivists on the care of records in a national emergency.

The Archivist is a member of the National Archives Council and chairman of the National Historical Publications Commission; the Administrative Secretary is the secretary of the former body and the Director of Research and 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.

THE FEDERAL REGISTER

All Presidential proclamations, Executive orders, and rules, regulations, notices, and similar documents of Federal administrative agencies must be filed with the Division of the Federal Register of The National Archives in order to be valid against any person who has not had actual knowledge of them. Such documents are then made available by the Division 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 1941, 7,850 documents were printed in the *Federal Register*, as compared with 5,244 during the preceding year. At the close of the fiscal year there were being distributed regularly to Federal agencies and to Members of Congress 6,495 copies of the daily issues of the *Federal Register*, as compared with 6,110 at the beginning of the year, and the number of paid subscriptions totaled 3,016, as compared with 2,669 at the beginning of the year. The sum received from the sale of subscriptions was \$37,719.90, and that from the sale of individual copies was \$3,584.64. These sums were collected by the Superintendent of Documents and covered into the Treasury.

The final volumes of the 15-volume *Code of Federal Regulations*, which contains a codification of all documents having general applicability and legal effect that were in force on June 1, 1938, were published during the year. These consisted of volumes 1, 13, 14 (in two books), and 15, the last of which is an index volume. The *Code* is kept up to date by a supplement, which parallels it in form, and the second such supplement (in two books) covering the cal-

endar year 1939, was also published during the fiscal year. The *Code* and its supplements were distributed free of charge to approximately 1,500 Government officials, and during the year 6,215 copies of the various volumes of the *Code* and of the 1938 and 1939 supplements were sold. Approximately \$13,750 was covered into the Treasury from these sales. Arrangements have been made by the Public Printer in a number of cases for the reprinting, at the request of the agencies concerned, of particular documents appearing in the *Federal Register* and of separate sections of the *Code* and of the supplements to it.

There was a noticeable growth in the work of the Division of the Federal Register in answering requests received by telephone or mail for information to be found in documents filed with the Division. Many of the requests received are of a very general nature, and to supply the desired information requires an extensive knowledge of the rules and regulations issued by Government agencies, as well as the development of special indexes. There was also an increase in the work of examining and editing drafts of Presidential proclamations and Executive orders before they are signed by the President and of notifying officials of Government agencies of the signing of any such proclamations and orders of interest to them. Most of the proclamations and orders were printed in the *Federal Register*, and slip copies were printed of the others. There were 14,716 slip copies or photostats of Presidential proclamations and Executive orders distributed during the year. All but a small number of these were for official use, and many of them were copies of proclamations and orders issued during the first World War.

ADMINISTRATIVE ACTIVITIES

Organizational changes.—With the decision of the Archivist to have most of the work of arranging and describing records and preparing finding mediums done by the personnel of the records divisions, the two divisions that had previously been engaged in work of this character, the Divisions of Classification and of Cataloging, were discontinued, effective March 3, 1941, and their staffs were distributed among other operating units. In most cases the staff members were assigned to the records divisions in which they previously had been classifying or cataloging records, and thus the knowledge of the records they had gained was made available in the operating units where it would be most valuable. To supervise and coordinate the preparation of finding mediums in the 16 records divisions a coordinating unit composed of several members of the former Divisions of Classification and Cataloging was established in the Office of the Director of Archival Service. With the dis-

continuance of the Division of Cataloging, the function of cataloging material in the library and some of the personnel engaged in that work were assigned to the Division of Reference.

On March 3, also, the title of the Director of Publications was changed to Director of Research and Publications, and he was given, in addition to his other duties, the authority "to initiate and conduct research in the fields of Federal administrative history and the history and administration of archives, to coordinate all research activities of The National Archives in those fields, and to conduct or coordinate such other research activities as may be prescribed or approved by the Archivist." To assist in these new functions his Office also received personnel from the former Divisions of Classification and Cataloging.

One other organizational change was made during the year, that of the consolidation on August 1, 1940, of the Division of the Central Files and the Mail Section to form the Division of Mail and Files.

Personnel.—Several changes involving the heads of operating units occurred, mostly in connection with the organizational changes mentioned above. On July 16, 1940, Fred W. Shipman, Chief of the Division of State Department Archives since March 16, 1936, was appointed Director of the Franklin D. Roosevelt Library, and Roscoe R. Hill was designated as Acting Chief of the Division in addition to his duties as Chief of the Division of Classification. Dr. Hill became Chief of the Division of State Department Archives on March 1, 1941, and on August 1, 1940, Virginia M. Wolfe, formerly Chief of the Division of Central Files, was designated Chief of the new Division of Mail and Files.

The number of persons employed in The National Archives at the beginning of the fiscal year was 370. During the year there were 190 appointments and 122 separations; the net increase, therefore, was 68. The number employed as of June 30, 1941, was 438, of whom 12 were employed at the Franklin D. Roosevelt Library and 14 were on leave, serving with the armed forces of the United States. The increase in the number of appointments and separations may be attributed in large part to the national defense program, for 100 of the appointments and 83 of the separations involved persons employed temporarily to meet emergency situations. There were 95 promotions to higher grades and 6 administrative promotions within grade during the year.

Steps were taken, in accordance with instructions issued by the Civil Service Commission, to establish the Board of Review on Efficiency Ratings required by the Ramspeck Act of November 26, 1940. This board will consist of an employee member elected by the employees of The National Archives, a member designated by the Archivist, and a chairman designated by the Civil Service Commission; and

each member of the board will have an alternate selected in the same manner as the member himself. Plans were made for the election of the employee member of the board and his alternate early in the new fiscal year.

The in-service training program for employees of The National Archives was continued. This program included two groups of courses—general seminars and a training course for secretaries and stenographers open only to members of the staff and courses carrying graduate credit offered in cooperation with the American University. Twenty-nine persons registered for the general seminars, 14 of them for a seminar on "The Arrangement and Description of Archival Material," conducted by the Director of Research and Publications, and 15 for a seminar on "Records in The National Archives as Materials for Research," conducted by the Chief of the Division of Reference. The training course for National Archives secretaries and stenographers, conducted by Herbert E. Angel of the Office of the Director of Research and Publications, with the assistance of Harold A. Chastka of the Division of Personnel and Pay Roll and Caroline C. Covington, head of the Stenographic Pool, was attended by 25 persons. The courses offered in cooperation with the American University were attended by 15 members of the staff of The National Archives. These courses included "The History and Administration of Archives," conducted jointly by the Director of Research and Publications and Ernst Posner of the university staff; "Introduction to the Study of History," "Materials for Research in Modern History," and "Comparative Administrative History," conducted by Dr. Posner; "Historical Backgrounds of the Federal Administrative System," conducted by Louis Hunter of the university staff; and "The Role of Records in Public Administration" and "Principles of Record Administration," conducted by 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 *Staff Information Circular* No. 10, a 39-page translation from the Polish of a pamphlet by Ryszard Przelaskowski entitled "Schedule of Internal Work in Modern Archives."

Members of the staff continued to participate during the year in the activities of various national or regional associations and in specialized organizations of archivists, historians, political scientists, scientists, geographers, librarians, bibliographers, motion-picture engineers, lawyers, 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 an unofficial capacity in the work of both public and private agencies such as the American Council of Learned Societies, the National Resources Planning Board, the United States Antarctic Service, and Colonial Williamsburg, Inc.

Public relations.—Over 34,000 persons signed the visitors' register in the Exhibition Hall, including 386 visitors from foreign countries. Of primary interest to them were the exhibits of archival material on display there, most of which were selected to commemorate various historical events and the birthday anniversaries of the Presidents of the United States. Many of the documents exhibited have been reproduced as illustrations in the *Annual Reports* of the Archivist.

Some 89,000 publications of The National Archives were distributed throughout the year. These were mostly circulars given to persons visiting the building, but there were also distributed over 4,500 copies of *Annual Reports* of the Archivist and more than 1,800 copies of the *Guide to the Material in The National Archives*, published in 1940. New publications during the year included *Circular* No. 5, entitled *The Franklin D. Roosevelt Library*, which describes the work of that establishment; the *First Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library*, covering the fiscal year 1939-40; and the *Sixth Annual Report of the Archivist on the work of The National Archives* for the same period.

Reviews or notes concerning the *Guide* appeared in 47 periodicals, most of them devoted to history, political science, and the other social sciences, to archives administration, or to library work. Indicative of the reception of the publication is the comment of Ruth K. Nuernberger, custodian of manuscripts in the Duke University Library, who, in her review of it in the *Library Quarterly* for January 1941, characterized it as "a compilation of inestimable value to scholars, officials, and librarians, unlocking for them a vast and growing new treasure house of the past." Margaret C. Norton, archivist in the Illinois State Library, in recommending it to even the smallest libraries in *Illinois Libraries* for December 1940, noted that, in addition to being "a descriptive account of what is available," it is "a useful compendium of information on the organization of the United States Government." Waldo G. Leland, executive director of the American Council of Learned Societies and the author in collaboration with Claude H. Van Tyne of a pioneer work of this character, the *Guide to the Archives of the Government of the United States in Washington* (Washington, 1907), observed in a review in the *American Archivist* for January 1941 that "One cannot fail to be impressed by the vast amount of thoughtfully directed labor that has gone into the preparation of this apparently simple *Guide*,"

labor which, in the opinion of Morris L. Radoff, archivist of the State of Maryland, as expressed in a review in the *Maryland Historical Magazine* for December 1940, is justified by the usefulness of the *Guide* "to scholars in all fields of American life."

In addition to the publications and other data distributed by the Administrative Secretary in response to requests, information concerning The National Archives was also disseminated by a radio program entitled "Your Town and My Town," over radio station WJSV and the Columbia Broadcasting System, in which the Archivist participated, and by numerous newspaper articles written by journalists on the basis of material furnished by The National Archives.

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, 1941

The Independent Offices Appropriation Act, 1941, approved April 18, 1940 (Public, No. 459, 76th Cong.), provided appropriations of \$900,200 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. 608, 76th Cong.), transferred the sum of \$13,560 for salaries and expenses from the Veterans' Administration to The National Archives to care for personnel transferred from the Veterans' Administration to The National Archives on July 1, 1940. From the total of \$919,760 thus available for salaries and expenses, \$900 was transferred to the United States Official Mail and Messenger Service, Post Office Department, as a result of functions transferred to that Department under the President's Reorganization Plan No. IV, and a reserve of \$8,000 was set aside at the request of the Bureau of the Budget; a similar reserve of \$5,000 was also set aside from the appropriation for printing and binding. Thus there was left available for obligation and expenditure by The National Archives \$910,860 for salaries and expenses and \$9,000 for printing and binding.

Obligations and expenditures for the fiscal year ending June 30, 1941

Salaries and expenses:

Personal services	\$833, 199
Supplies and material	22, 474
Communication service	6, 904
Travel expense	4, 309
Transportation of things	328
Repairs and alterations	4, 139
Special and miscellaneous	1, 283
Equipment	38, 121

Total obligations and expenditures	\$910, 757
Unobligated balance	103

————— \$910, 860

Obligations and expenditures for the fiscal year ending June 30, 1941—Continued

Printing and binding:

Total obligations and expenditures	\$8,979	
Unobligated balance.	21	\$9,000
		<hr/>
		\$919,860

The total obligations and expenditures amounted to \$919,736 and the reserved funds to \$13,000, leaving unobligated balances totaling \$124.

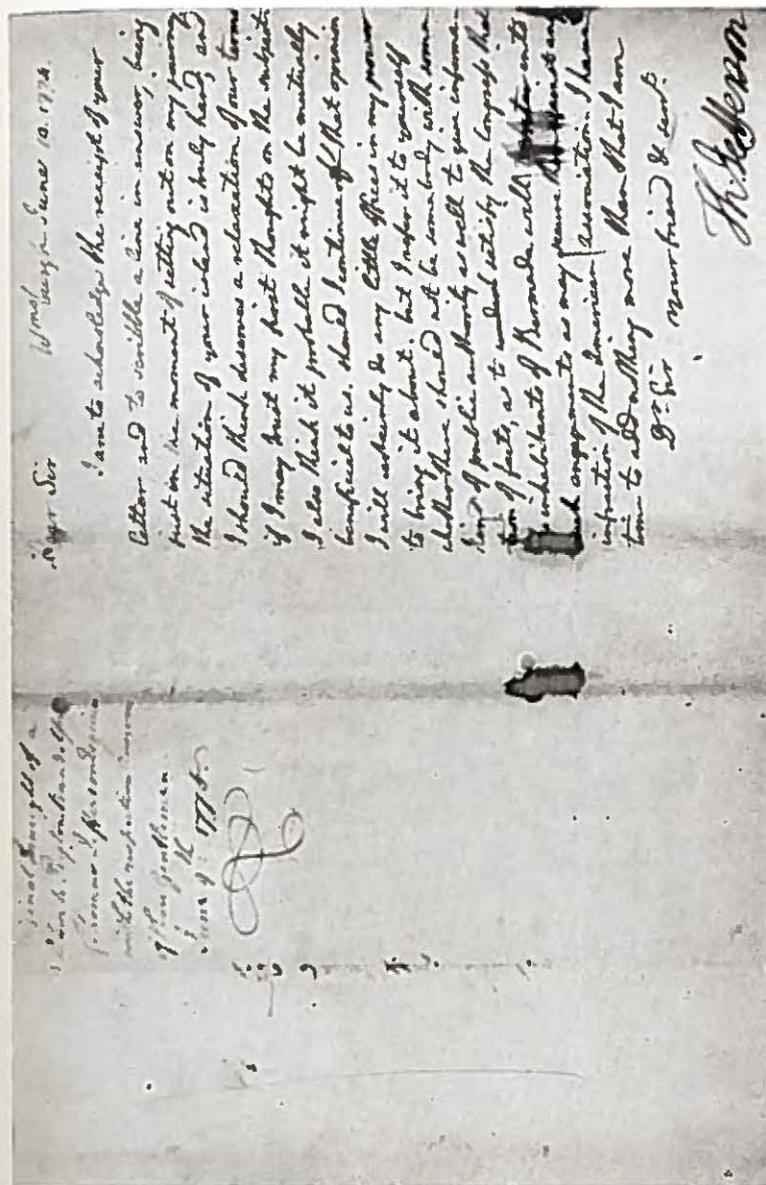
Miscellaneous receipts covered into the Treasury

Photographic duplications and authentications	\$2,192.62
Phonographic duplications	4.50
Lamination of documents	26.20
Repair of books and documents	8.15
Sale of motor vehicle	174.00
Allowance for old gold.	2.25
	<hr/>
	\$2,407.72

The Independent Offices Appropriation Act, 1942, approved April 5, 1941 (Public, No. 28, 77th Cong.), provided \$980,940 for the salaries and expenses and \$12,400 for the printing and binding of The National Archives for the fiscal year ending June 30, 1942.

National Archives Trust Fund Board.—For some time the need has been felt for legislation that would enable The National Archives to accept gifts and bequests of money and other personal property, and in one recent instance the establishment was unable under existing legislation to accept the offer of a sum of money for the special purpose of transferring a collection of sound recordings in the custody of the Archivist from a temporary to a permanent base in order to assure their preservation. A bill to remedy this situation was introduced in the House of Representatives by Representative Robert T. Secrest of Ohio on May 21, 1941, and was passed by the House on June 16 and by the Senate on June 30.¹ This bill provides for the establishment of a National Archives Trust Fund Board composed of the Archivist of the United States, as chairman, and the Chairmen of the Senate and House Committees on the Library and authorizes the Board "to accept, receive, hold, and administer such gifts or bequests of money, securities, or other personal property, for the benefit of or in connection with The National Archives, its collections, or its services, as may be approved by the Board."

¹The bill was approved by the President and became a law on July 9, 1941 (Public, No. 161, 77th Cong.); the text of the act is printed in appendix I of this report.



LETTER OF THOMAS JEFFERSON CONCERNING BERMUDEA, 1774

The island of Bermuda, although nominally a loyalist colony during the Revolutionary War, eventually became a source of war materials for the Continental Army. Its relationship to the "American Association" or trade embargo of the 13 colonies is discussed by Jefferson in this letter to Peyton Randolph, President of the Continental Congress. This document, the original of which is in the George P. Coleman collection of St. George Tucker papers in the library of the College of William and Mary, is reproduced from one of the photographic negatives of Revolutionary War documents made in 1914-15 by the War Department and now in The National Archives.

United States -

Massachusetts District -

Deborah Gannett, of Sharon, in the county of Norfolk, and District of Massachusetts, a resident and native of the United States, and applicant for a pension from the United States, under an Act of Congress entitled an Act to provide for certain persons engaged in the land and naval service of the United States, in the revolutionary war, make the oath that she served as a private soldier, under the name of Robert Shurtleff, in the war of the revolution, upwards of two years in our army following her enlistment in April 1781, in the company commanded by Captain George Webb, in the Massachusetts Regiment, commanded then by Colonel Shepard, and afterwards by Colonel Mowbray, for two and a half years in said corps, in Massachusetts and New York, until November 1783, when she was honorably discharged in winter. She discharges in her service the name of Deborah, she was at the capture of Lord Cornwallis, was wounded at Tarriytown and now receives a pension from the United States, which pension she hereby relinquishes - She is in good and sound circumstances, as to require the aid of her country for her support -

Deborah Gannett

Mass. Dis. Sep. 14. 1810

Present before me
M. Decker
Dis. Judge
Mass. Dis.

DEBORAH GANNETT, REVOLUTIONARY WAR SOLDIER

The participation of women in military activities is not entirely a recent phenomenon. In one recorded case in the Revolutionary War, a woman, Deborah Gannett, actually served in the armed forces. She enlisted in April 1781 under the name of Robert Shurtleff, served as a private, was wounded at the battle of Tarrytown, witnessed the capture of Cornwallis, and was honorably discharged in November 1783. The document reproduced above, dated September 14, 1810, is Deborah Gannett's deposition in her claim for a pension and is among the records of the Veterans' Administration in The National Archives.

Purveyor's Office,

Philadelphia, Dec. 5th 1811.

THE present situation of the United States, impressively suggests a considerate anticipation of the most serious possible exigencies. Though many articles of supply for immediate use are in our public and private stores, tho' many articles are continually imported, tho' breaches of the laws may occasion some supplies in peace and captures may produce some in war, tho' the constant operations of our established manufactories afford more than we can want of some commodities, yet it appears beneficial and necessary to make an early and universal operation with respect to the exhibition and examination of our local and general resources and capacities.

It is respectfully hoped and trusted, that it will be found convenient and prove agreeable to every gentleman in public station to give such direction to one copy of this paper, as will ensure its reception, by three or more public spirited and intelligent citizens in their respective states and districts.

It is hoped, that those three or more public spirited and intelligent citizens, will promptly take the proper and necessary measures to communicate this paper to every township, hundred, town, ward, or other smallest section of our counties, cities and boroughs, in order to ensure a general and effectual attention to the measure.

The gentlemen described and other public spirited and intelligent citizens in the wards, townships and other smallest sections of the cities, boroughs and counties are respectfully invited to procure every master-manufacturer and all persons dealing in raw materials, to make an early and full communication by mail, addressed to this office, shewing, with exactness, their respective residences, kinds of goods manufactured, and current prices, and the quantities and whole amount, if they think proper. Two forms of such a communication are subjoined, for uniformity and explanation.

This operation may be easily made. The information, which may be obtained, when digested by this office, will place the resources and capacities of the country more fully before the various branches of the government, so as to enable them to act as the nature of their powers and duties may appear to require or admit. It will facilitate the operations of the purchasers for the public supplies, whom it will enable to deal with manufacturers adjacent to the divisions of the public force, and distant from their offices.

Very considerable advantages, costing nothing, would result to manufacturers from this measure, by the light it would give upon the subject of this spontaneous and very increasing branch of the national trade and business. Not only would the public agents and the people at large, be enabled to know how, and where they could procure supplies of American manufactures, but the Legislature and the Executive, with its assistants, would be enabled to consider, for every necessary purpose, the value, the quantity, the local situations, the instruments and means, the capacities, the denominations or kinds, and other facts relative to the manufacturers of the United States, their stocks of materials and foreign raw materials and their goods and manufactures.

A note of any manufactures on hand, at this time, or which could be completed within a few months, might be an useful addition to the communication; particularly of blue, grass green, buff, white, black and scarlet broad cloths, at prices above two dollars, and narrow in proportion; white swanskins and white plains above fifty cents; strong woollen vest-back cloths; woollen or worsted lining stuffs, blue, green, &c. Blankets of 3 to 3 1/2 pounds weight, 4 feet long & 1-2 feet wide, and tweed; white linen 28 1/2 inches wide, above 37 cents, or any other proper military goods.

TENCH COXE,

PURVEYOR OF PUBLIC SUPPLIES.

FORM OF A MANUFACTURER'S STATEMENT.

GEORGE H. WILLIAMS of the Township of Northampton, county of Berkshire and State of Massachusetts, makes and sells broad cloths at two dollars and one half, to three dollars per yard; blankets at three to three dollars and one half each; narrow cloths at one dollar and one third, to one dollar and one half per yard; total of goods in a year 4291 yards of broad cloth, 7368 yards narrow cloth and 413 blankets. Total value 25,511 dollars and 47 cents.

The said George Williams employs and moves by water one carding machine and 150 spindles; and by hand four hundred and ten spindles in the woollen manufacture.

ANOTHER FORM OF A MANUFACTURER'S STATEMENT.

PHILIP J. HAIN, No. 53, Washington-street, Winchester, Frederick county, Virginia, makes and sells wool hats at 90 to 110 cents each, rumor, castor or common fur hats at 4 to 5 dollars each, and fine hats at 5 to 6 and one half dollars each; total quantity of goods in one year, 4500 wool hats, 1100 rumor, castor or common fur hats, and 205 fine fur hats. Total value 10,423 dollars.

A PLAN FOR INDUSTRIAL MOBILIZATION IN 1811

Tench Coxe, "Purveyor of Public Supplies" (a forerunner of the Quartermaster General), submitted the printed broadside reproduced above to the Secretary of War with an accompanying letter dated December 5, 1811, as a proposed questionnaire to be sent to American manufacturers and men in public life to obtain data regarding industrial resources. Both the broadside and the letter, which is not reproduced here, are among the records of the War Department in The National Archives.

Article I.

There shall be a perfect, permanent, and universal peace, and a sincere and cordial amity between the United States of America, on the one part, and the Empire of Japan on the other part, and between their people respectively, without exception of persons or places.

Article II.

The Port of Simoda in the principality of Suruga, and the Port of Hakodadi, in the principality of Matsumai, are granted by the Japanese as ports for the reception of American Ships, where they can be supplied with Wood, Water, provisions, and Coal, and other articles their necessities may require as far as the Japanese have them. The time for opening the first named Port is immediately on signing this Treaty; the last named Port is to be opened immediately after the same day in the ensuing Japanese Year.

Note. A tariff of prices shall be given by the Japanese Officers of the things which they can furnish, payment for which shall be made in Gold and Silver Coins.

THE PERRY TREATY WITH JAPAN, 1854

The treaty negotiated by Commodore Matthew C. Perry in 1854 was the earliest of several fundamental agreements with the Empire of Japan that were violated when that nation entered upon undeclared war on the United States with the attack on Pearl Harbor on December 7, 1941. The page reproduced above is from the English text of the original of that treaty, which is among the records of the Department of State in The National Archives.

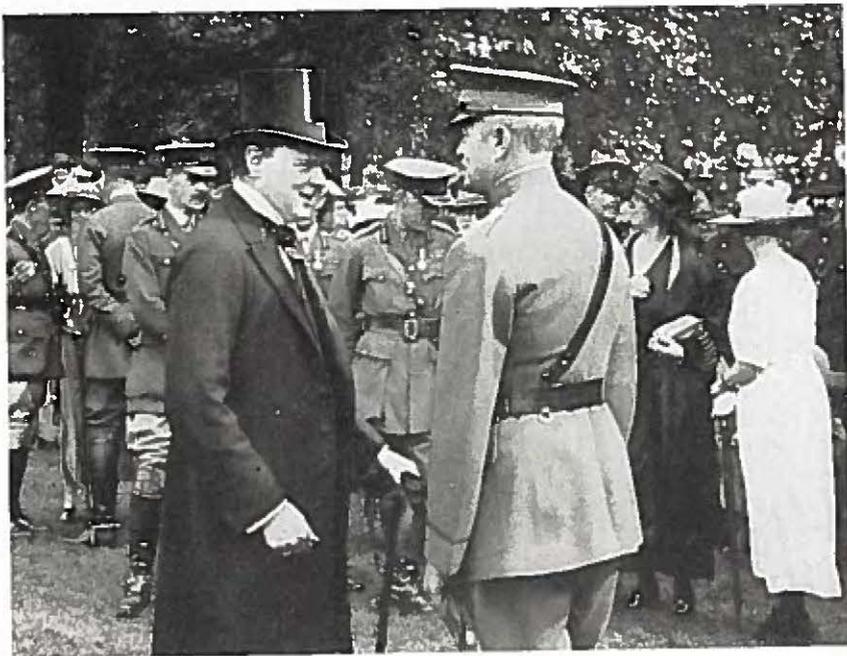


MAP OF THE WESTERN FRONT AT THE END OF THE FIRST WORLD WAR
The "Combined Order of Battle Map" reproduced above, which shows the positions and organization of the troops of both the Allies and the Central Powers on November 11, 1918, belongs to the records of The Adjutant General's Office in The National Archives. Other copies of the map are in the custody of the Military Academy and the National Museum.



FRANKLIN D. ROOSEVELT IN FRANCE IN 1918

Rear Admiral C. P. Plunkett is shown above conducting Assistant Secretary of the Navy Roosevelt on a tour of inspection of U. S. Naval Railway Battery No. 1, at St. Nazaire, France, on August 17, 1918.



WINSTON CHURCHILL AND GEN. JOHN J. PERSHING

Winston Churchill, then Secretary of State for War and for Air, is shown conferring with Gen. John J. Pershing in London on July 18, 1919, regarding a parade to be held the following day to celebrate the end of the first World War. These two photographs are enlargements from Army Signal Corps motion-picture films in The National Archives.

REMARKS.

Commenced and until 4:00 a.m.
Anchored 1/40 de Brest, France, 12 fathoms of water, 60 fathoms of chain at
water edge, starboard anchor. Boilers Nos. 2, 3, 5, 6, 7 and 8 being used for
auxiliary purposes. At 3:25 dense fog set in. Ship inspected hourly by Jr. O.C.D.
and reported clear.

Frank M. Stanley
Lieut. (j.g.) P. M. Stanley, USNR.

4:00 to 8:00 a.m.
At 5:30 opened engine-room bulkhead stops. At 5:45 opened main steam stops
on boilers Nos. 2, 3, 5, 6, 7 and 8. At 5:45 started warming up main engines. At
6:15 fog lifted. At 6:50 opened main steam stops on boilers 1 - 4. At 6:50
steering and anchor engines reported O.K. At 7:30 tested main engines and reported
O.K. At 8:00 ship's draft ford, 29' 11" - Aft 32' 08". At 8:00 full dressed
ship in accord with flag.

H. O. Stone
Lieut. (j.g.) H. O. Stone, USNR.

8:00 a.m. to Meridian.
At 8:15 U.S.S. Yarnell, Tarbell, and Woolsey underway and standing outside
breakwater. At 8:20 U.S.S. Woolsey anchored on our starboard beam. U.S.S. Yarnell
and Tarbell anchored on our port beam. At 8:20 tested steering engine, whistle
and siren and found same O.K. At 8:30 U.S.S. Len got underway and stood outside
breakwater and anchored off our starboard quarter. At 8:45 opened main stop on
boiler No. 12. At 8:55 opened main stops on boilers Nos. 9, 10, 11 and auxiliary
stops on No. 10 and 11. All boilers now under steam. Tested watertight doors and
found all O.K. except No. 13, this being repaired. At 8:55 the U.S.S. Taine came
alongside to be used in receiving the Presidential party. At 10:07 Assistant
Secretary of the Navy Franklin D. Roosevelt and party came aboard, full honors
were rendered. At 10:50 the following named men were ordered from confinement
by reason of expiration of sentence, by order of the Commanding Officer: Egan,
S. L. G. 2-2; Thibault, I. 2-2; and Greer, P. D. H. 1-3. At 10:45 the "black-
ass" came alongside with troops and Presidential baggage. At 10:45 a salute
of 21 guns was fired by the shore batteries as the President left the French
decks. At 11:00 French Cruiser and yacht fired a salute of 21 guns to the
President. At 11:04 French gunboat "Lancier" came alongside with the President
and his party. At 11:10 the President and his party came aboard, full honors were
rendered and a salute of 21 guns was fired. The following passengers were
embarked:

- | | |
|------------------------------------|--|
| Bender, Robert J. | United Press. |
| Baker, Ray Standard. | Attached to the Peace Commission. |
| Benham, Miss Edith. | Secretary to Mrs. Wilson. |
| Brooks, Arthur. | Personal attendant to the President. |
| Booth, Susie. | Maid to Mrs. Wilson. |
| Coreoran, Edward T. | Lieut. U.S.A. Aide de Camp. |
| Close, Gilbert. | Confidential Sec'y to the President. |
| Condon, Lt. R.R. | Courier to State Department. |
| Campbell, John K. | Major, U.S.S. Photographic Unit attached
to Presidential party. |
| Cowles, W.S. | 1st Lieut. U.S.N.C. Aide to Secretary
Roosevelt. |
| Carrel, Miss Martha | Telephone Unit S.C.U.S.A. Casual. |
| Davis, Edwin G. | 1st Lieutenant U.S.N.C. Casual. |
| The American Ambassador to Russia. | |
| Francis, J.D. Perry. | Secret Service. |
| Fitzgerald, Walter. | Secret Service. |
| Felix, Leonard J. | Lieutenant, U.S.A. Barrage Detail. |
| Fleming, Victor J. | Lieutenant, U.S.A. Photographic Unit. |
| Frankfort, Miss Beatrice. | Casual S.C.U.S.A. Casual. |
| Fowell, Alex G. | Captain, U.S.A. Casual. |
| Grayson, Cary T. | Rear Admiral, U.S.N. Naval Aide to President. |
| Gray, David. | Captain, U.S.A. Casual. |
| Griffin, Frank J. | Major, U.S.A. Photographic Party. |
| Halvering, Guy T. | Congressman. |
| Hoover, Irving H. | Secretary to the President. |

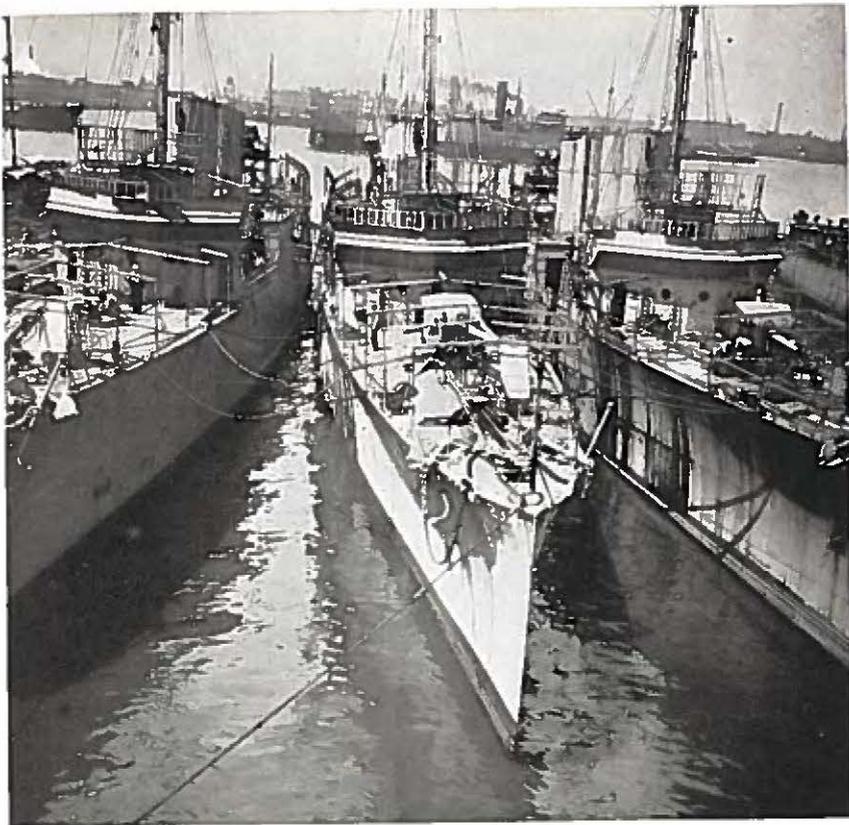
Approved: _____ Examined: _____ Continued on page 30 A.

C. S. R. Hildner.

(This page to be sent to Bureau of Navigation monthly.)

DEPARTURE OF PRESIDENT WILSON FROM EUROPE, FEBRUARY 15, 1919

This page from the logbook of the United States transport vessel *George Washington* records the embarkation of Woodrow Wilson and his party at Brest, France, after his post-Armistice tour of Europe and his attendance at the first sessions of the Peace Conference. The entry also notes Franklin D. Roosevelt, Assistant Secretary of the Navy, as one of the passengers returning to America. The logbook is among the records of the Navy Department in The National Archives.



THE "REUBEN JAMES"

The United States destroyer that was torpedoed by a German submarine during the night of October 30-31, 1941, is shown above during the last stages of construction in August 1920. The picture is reproduced from a photograph among the records of the Navy Department in The National Archives. The vessel was named for Reuben James, an American seaman who fought under Stephen Decatur in the Tripolitan War in 1804. His petition shown below, signed by him as "Rubin James," was probably written in 1836 and forms a part of his pension file among the records of the Veterans' Administration in The National Archives.

To the Honorable the Secretary of the United States
of America being in feeling myself inadequate
to express myself before your Honor have
taken this method to communicate my mind
to you
first I have loved my country under
Stephen Decatur in the Tripolitan war and
then have come in the United States Service
Ever since under these circumstances I feel
myself entitled to your Honors notice
Rubin James

APPENDIXES

APPENDIX I

RECENT LEGISLATION CONCERNING THE NATIONAL ARCHIVES¹

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

[54 Stat. 958]

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.

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1942,
APPROVED APRIL 5, 1941

[Public, No. 28, 77th Cong.]

National Archives

Salaries and expenses: For the Archivist and for all other necessary and authorized expenditures in carrying out the provisions of the

¹ Other legislation still in force concerning the National Archives, including the National Archives Act (48 Stat. 1122-1124), the Federal Register Act (49 Stat. 500-503), the resolution establishing the Franklin D. Roosevelt Library (53 Stat. 1062-1066), and the act concerning the disposal of records (53 Stat. 1219-1221), is printed in the *Fifth Annual Report of the Archivist of the United States*, 55-69.

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 lawbooks, books of reference, maps, and charts; contract stenographic reporting services; purchase of newspapers, and periodicals; 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; and maintenance, operation, and repair of motor vehicles, \$980,940.

Printing and binding: For all printing and binding, \$12,400.

Total, The National Archives, \$993,340.

NATIONAL ARCHIVES TRUST FUND BOARD ACT, APPROVED JULY 9, 1941

[Public, No. 161, 77th Cong.]

An Act to establish a National Archives Trust Fund Board and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "National Archives Trust Fund Board Act".

SEC. 2. The board is hereby created and established, to be known as the National Archives Trust Fund Board (hereinafter referred to as the "Board"), which shall consist of the Archivist of the United States, as Chairman, and the chairman of the House Library Committee and the chairman of the Senate Library Committee. Membership on the Board shall not be deemed to be an office within the meaning of the statutes of the United States.

SEC. 3. The Board is hereby authorized to accept, receive, hold, and administer such gifts or bequests of money, securities, or other personal property, for the benefit of or in connection with The National Archives, its collections, or its services, as may be approved by the Board.

SEC. 4. Any moneys or securities composing trust funds given or bequeathed to the Board shall be received for by the Secretary of the Treasury, who shall invest, reinvest, and retain such moneys or securities as the Board may from time to time determine. The Board shall not engage in any business or exercise any voting privilege which may be incidental to securities in such trust funds, nor shall the Secretary of the Treasury make any investments for the account of the Board which could not lawfully be made by a trust company in the District of Columbia, except that he may make any investment directly authorized by the instrument of gift or bequest

under which the funds to be invested are derived, and may retain any investments accepted by the Board.

SEC. 5. The income from any trust funds held by the Board, and the money received and proceeds from the sale of securities and other personal property, as and when collected, shall be covered into the Treasury of the United States in a trust fund account to be known as the National Archives Trust Fund, subject to disbursement by the Division of Disbursement, Treasury Department, on the basis of certified vouchers of the Archivist or his duly authorized agent, except where otherwise restricted by the instrument of gift or bequest, for and in the interest of The National Archives, its collections, or its services, including but not restricted to the preparation and publication of special works and collections of sources and the preparation, duplication, editing, and release of historical photographic materials and sound recordings. The Archivist may make sales of any such publications and releases authorized by this section and paid for out of the income derived from trust funds at a price which will cover their cost and 10 per centum added, and all moneys received from such sales shall be paid into, administered, and expended as a part of the trust fund account herein provided for.

SEC. 6. The Board shall have all the usual powers and obligations of a trustee with respect to all property and funds administered by it, but the members of the Board shall not be personally liable, except for malfeasance.

SEC. 7. Gifts and bequests received by the Board under the provisions of this Act, and the income therefrom, shall be exempt from all taxes.

SEC. 8. In carrying out the purposes of this Act, the Board shall have authority—

- (a) To adopt an official seal, which shall be judicially noticed;
- (b) To appoint, or to authorize the Archivist to appoint, without regard to the civil-service laws, all necessary employees, and to fix their duties; and
- (c) To adopt bylaws, rules, and regulations necessary for the administration of its functions under this Act.

SEC. 9. No compensation shall be paid to the members of the Board for their services as such members. All costs incurred by the Board in carrying out its duties under this Act, including the expenditures necessarily made by the members of the Board in the performance of their duties and the compensation of persons employed by the Board, shall be paid out of income from trust funds available to the Board for the purpose. Unless otherwise restricted by the instrument of gift or bequest, the Board, by resolution duly adopted, may authorize the Archivist to use for such purposes, or for any other purpose or purposes for which funds may be expended under this Act, the principal of any gift or bequest accepted under this Act.

SEC. 10. The Board shall submit to the Congress an annual report of the moneys, securities, and other personal property received and held by it and of its operations.

Approved, July 9, 1941.

APPENDIX II

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL
YEAR ENDING JUNE 30, 1941¹

CONGRESS

Senate

Petitions and memorials relating to American foreign policy during the first World War, belonging to the general files of the Senate. 57 feet. Accession 59 (addition).

DEPARTMENT OF STATE

Papers concerning Orleans Territory, 1764-1813, and Mississippi Territory, 1797-1817; and papers concerning awards to foreign seamen for the rescue of passengers and crews of American vessels, 1891-99. 4 feet. Accession 147 (additions).

Records of the Intercontinental Railway Commission, including minutes, correspondence, field notes, maps and profiles, and photographic negatives and prints pertaining to the surveys for a proposed railroad to connect the United States and Mexico with the Central and South American countries, 1890-99. 18 feet. Accession 161 (addition).

Records of American participation in, representation on, or relations with the following international organizations, 1915-34: The Inter-American High Commission, 1915-33; the American-Mexican Joint Commission, 1916; the inter-Allied agencies that supervised the operation of the Chinese Eastern Railway, 1917-23; international conferences on communications, Washington, 1920 and 1927, Madrid, 1932, and Lisbon, 1934; the Conference on Limitation of Armament, Washington, 1921-22; the conferences on Near Eastern affairs, Lausanne, 1922 and 1923, and on Central American affairs, Washington, 1922-23; international expositions, Rio de Janeiro, 1922-23, Seville, 1929, Paris, 1931-32, and Chicago, 1933-34; the commission on claims between Austria, Hungary, and the United States, 1924; the commissions concerning the Taena-Arica arbitration, 1925-26, and the Bolivia-Paraguay boundary dispute, 1929-30; and the conferences on emigration and immigration, Habana, 1928, and on safety of life at sea, London, 1929-30. Also records concerning the exportation of arms to Mexico, 1919-22, 1924-29; and records of electoral missions to Nicaragua, 1928, 1930, and 1932, and of the President's Commission for Study and Review of Conditions in Haiti, 1930-31. 648 feet. Accession 643.

¹ Accessions of archival material are arranged first according to agency and thereafter 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.

Odd-sized petitions relating chiefly to American foreign policy in the Spanish Civil War and the second World War, 1938-40. 1 foot. Accession 709.

American Republics Division

Records of the Dominican Customs Receivership, 1905-41, and related administrative records of the former Bureau of Insular Affairs (War Department) and the Division of Territories and Island Possessions (Interior Department), 1905-40. 22 feet. Accession 757.

Commercial Affairs Division

Political, trade, and shipping reports received from consular officers by the Consular Commercial Office, 1932-35, and related card records, 1907-35. 265 feet. Accession 636.

Foreign Service

Records of American diplomatic posts in Belgium, 1832-1912, and Serbia, 1882-1912, and records of certain consular posts in Belgium, 1803-1929; Brazil, 1907-30; Ceylon, 1870-1919; France, 1790-1928; Germany, 1797-1929; Hong Kong, 1858-1912; India, 1887-1913; Italy, 1806-1930; Malta, 1807-1930; Netherlands Indies, 1865-1923; Serbia, 1883-1919; Spain, 1829-1923; and Venezuela, 1906-12. 725 feet. Accessions 642, 734-743, and 770-779.

DEPARTMENT OF THE TREASURY

Coast Guard

Correspondence of the former Life-Saving Service, 1873-1915. 657 feet. Accession 637.

Sound motion pictures relating to activities of the Coast Guard, 1939-40. 85 units. Accession 638.

Motion pictures, one a sound picture, portraying activities of the former Lighthouse Service, 1916-30. 14 units. Accession 677.

Additional logbooks of vessels of the Coast Guard and of the former Revenue-Cutter Service, 1841-1935, and additional logbooks of stations of the Coast Guard and of the former Life-Saving Service, 1841-1939. 1,547 feet. Accession 693.

Customs Bureau. Collector of Customs, New York, N. Y.

Passenger lists of vessels entering the port of New York, 1820-1919, and lists of vessels entering that port, 1860-1919. 2,686 feet. Accession 782.

Fiscal Service. Accounts Bureau

Records relating to public funds for the fiscal years 1932-36, consisting of certificates of deposit, registers of deposits, and ledgers. 852 feet. Accessions 635 and 713.

Copies of diplomatic and consular correspondence of the State Department relating to foreign trade, 1863-66; coastwise manifests and other records of the New Orleans customhouse, 1864-66; additional records of and relating to special agents in the South, 1861-72; additional records concerning cases involving captured and abandoned

property, 1863-70; and additional records of the Confederate Treasury Department relating chiefly to customs administration and subscriptions to war loans, 1861-65. 23 feet. Accession 698.

Fiscal Service. Public Debt Bureau

Accounting books and papers, 1862-1918, concerning bond issues for the Civil War loans made during the years 1862-68. 494 feet. Accession 701.

Internal Revenue Bureau

Income-tax returns for the year 1930 on incomes of individuals, including nonresident aliens, and informational returns on incomes from fiduciaries and partnerships, with related papers of later date. 3,099 feet. Accessions 645 and 686.

Secret Service Division

Sound motion picture relating to counterfeiting entitled "Know Your Money," 1940. Accession 705.

War Loan Organization

Records of the regional War Savings Committee for the Kansas City Federal Reserve District, including correspondence, file copies of publicity material, and mailing lists pertaining to the campaign for the sale of Liberty Loan bonds, War Savings certificates, and thrift stamps, 1918-21. 40 feet. Accession 727.

DEPARTMENT OF WAR

Office of the Secretary

Printing and binding requisitions, 1864-1911, and other records of the Printing and Advertising Division pertaining to publications, printed forms, and binding, 1907-29. 10 feet. Accession 673.

Adjutant General's Office

Card index to pay rolls of the Quartermaster's Department of the Confederate States Army, 1861-65. 2 feet. Accession 660.

Correspondence of the Enlisted Branch, 1862-89, of the Volunteer Service Division, 1861-89, and of the Colored Troops Division, 1863-88, all pertaining to the service of enlisted men and volunteer officers in the United States Army. 5,681 feet. Accession 668.

Rejected applications for appointments as cadets in the Military Academy, 1866-76. 3 feet. Accession 672.

Engineer Chief's Office

Negatives of photographs portraying activities of the Corps of Engineers, including the construction of barracks and bridges, tests of military equipment and armaments, and map-making, 1871-1912. 4,000 items. Accession 689.

DEPARTMENT OF JUSTICE

Departmental papers, consisting of general correspondence and enclosures, 1904-19. 1,533 feet. Accession 612.

Records relating to investigations and litigation growing out of leases of naval petroleum reserves in the Teapot Dome, Elk Hills, and Buena Vista Hills areas, consisting of records of the Special Co-Counselors for the United States, 1924-32, records of the Special Assistants to the Attorney General, 1927-35, and Departmental papers, 1924-39; indexes to Departmental papers, 1884-1935; and indexes and card records of and relating to the former Rent Commission of the District of Columbia, 1920-28. 1,741 feet. Accession 621.

Claims Division

Additional papers concerning general jurisdiction cases before the Court of Claims, 1925-40. 20 feet. Accession 644.

Federal Prison Industries, Inc.

Sound motion picture entitled "Protecting the Public," showing scenes in Federal penitentiaries at Alcatraz, Atlanta, Leavenworth, and Lewisburg, 1926-35. Accession 662.

United States Attorney for the Southern District of New York

Letters and telegrams received, 1868-70, 1876-78, 1903. 6 feet. Accession 611.

POST OFFICE DEPARTMENT

Miscellaneous records of the Divisions of Air Mail Service, Money Orders, Post Office Service, and Topography, including blueprints and specifications of airplane parts and hangars, 1918-25; maps showing landing fields, carrier stations, and rural delivery routes, 1918-25, 1932-35 (1,130 items); and correspondence concerning contract stations, 1930-32. 21 feet. Accessions 719 and 720.

DEPARTMENT OF THE NAVY

Aeronautics Bureau

Trouble reports on airplane performance, 1927-38, and additional correspondence, requisitions and contracts for aircraft equipment and supplies, and airplane and airplane engine logbooks, 1916-39. 656 feet. Accessions 708 and 725.

Marine Corps. Adjutant and Inspector's Department

Records of marine barracks at the Boston Navy Yard, 1821-1913; morning reports of the officer of the day at the Norfolk Navy Yard, 1865-1915, at the Key West Naval Station, 1898-99, and at the marine officers' schools at Port Royal, 1910-11, and Norfolk, 1911-12; copies of letters sent by the First Provisional Brigade at Guantanamo Bay, Cuba, 1912; and correspondence of the marine detachment at the American Embassy in Peiping, China, 1930-34. 80 feet. Accession 692.

Record cards showing the service of officers and enlisted men of the Marine Corps during the World War, 1917-19. 90 feet. Accession 695.

Naval Operations Office. Naval Intelligence Division

File copies of bulletins, handbooks, and other printed material distributed as confidential information to Navy officers and Department officials, 1903-36. 12 feet. Accession 706.

Reports received from naval attachés, 1886-1922. 82 feet. Accession 763.

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

Communication logs of about 900 naval vessels, 1917-23, and a collection of about 1,000 World War posters pertaining to Liberty Loan bonds, food conservation, recruiting, labor, and other subjects, 1917-18. 100 feet. Accession 625.

Navigation Bureau

Logbooks of naval vessels. 1898-1939. 2,950 feet. Accession 620.

Reports on the fitness of regular officers of the Navy, 1917-21. 48 feet. Accession 685.

General correspondence, 1884-1924; letters received pertaining to the Naval Academy, 1850-58, and records of midshipmen, 1862-1904; service records of enlisted men, 1885-1916 (2,886 feet), and of officers placed in an inactive status, through 1939; muster rolls, 1886-1917; enlistment reports received from recruiting stations, receiving ships, and elsewhere, 1886-1916; ship files of radio messages received and sent by naval and transport vessels, 1917-19; other records of the Bureau, chiefly material belonging to files previously transferred, 1842-1936; letters received by the former Bureau of Equipment and its predecessor, the Bureau of Equipment and Recruiting, 1862-92, and copies of letters sent, including additional press copies, 1862-85; and records of the former Bureau of Ordnance and Hydrography, consisting of copies of letters sent, 1842-63, and letters received from navy yards, 1842-62. 6,804 feet. Accessions 714, 753, and 784.

Navigation Bureau. Transportation Division

Schedules of transportation requests received semimonthly from issuing officers at naval stations, 1920-34. 38 feet. Accession 628.

Ships Bureau

Additional plans of naval vessels, 1845-47. 1 foot. Accession 759.

Supplies and Accounts Bureau

General files, including correspondence, contracts, schedules, and awards, 1891-1939, and related card index, 1885-1912; and correspondence and other records concerning the demobilization of Fleet Corporation vessels used by the Naval Overseas Transportation Service, 1917-25. 6,235 feet. Accessions 733 and 768.

Yards and Docks Bureau

General correspondence, 1890-1904; copies of letters sent, 1895-1911, 1923-28; annual reports received from navy yards and stations, 1888-1912; and requisitions, pay rolls, and miscellaneous records, 1850-1912. 300 feet. Accession 623.

DEPARTMENT OF THE INTERIOR

Fish and Wildlife Service

Additional records of the former Fish and Fisheries Commission, the Fisheries Bureau, and other predecessor agencies, 1868-1920, including correspondence, reports, and other records concerning the regulation of salmon fishing and sealing in Alaskan waters, 1868-1933; correspondence, reports, logbooks, and about 4,300 photographic negatives and prints relating to scientific expeditions in the South Seas and in Alaskan waters, 1882-1917; files of "station histories" of fish hatcheries and laboratories, 1880-1920; journals, ledgers, and other disbursement records, 1871-1916; and 499 maps showing the location of fish traps in Alaskan coastal waters and seal rookeries on the Pribilof Islands, 1898-1919. 140 feet. Accessions 630 and 631.

General Land Office

Copies of township plats used in examining mineral land patents, chiefly in the Southwest, 1870-1900. 1,322 items. Accession 674.

Letters received from surveyors general and from registers and receivers of land offices, 1803-33; correspondence, leases, and other records relating to the War Department's supervision of the leasing and operation of lead and copper mines on the public domain in Illinois, Wisconsin, and Iowa, 1824-47; correspondence of the former Office of the Surveyor General of Arkansas, 1831-59; miscellaneous records of land offices in California, Idaho, Louisiana, and Ohio, 1829-1916; and other records, 1819-86. 42 feet. Accession 679.

Manuscript and printed maps pertaining to the survey and disposal of the public domain in the 29 public land States, in the corresponding antecedent Territories, and in Alaska, 1785-1939, including township plats and field notes of the Seven Ranges of public land west of the Ohio River, 1785-87. 3,160 items. Accession 746.

General Land Office. Cadastral Engineering Service

Records of the former Office of the Surveyor General of California pertaining to surveys and resurveys, consisting of contracts, bonds of deputy surveyors, and related correspondence, field notes, and plats, 1896-1910; letters received, 1906-20; and other records, chiefly oaths of office and bonds relating to surveyors and Office employees, 1894-98, 1900-1902. 6 feet. Accession 680.

Press copies of letters sent by the former Office of the Surveyor General of Montana, 1892-1908, 1912-17. 2 feet. Accession 681.

Geological Survey

Aerial-mapping photographs of nine counties in Alabama, Georgia, Mississippi, and South Carolina and of eight parishes in Louisiana, 1934. 1,423 items. Accessions 617 and 627.

Manuscript maps, plane-table control sheets, and related contributory material used in the preparation of 4,800 "quadrangles" of the topographic map of the United States, and originals of published shaded relief maps of 29 States and of other areas, 1879-1940. 13,370 items. Accession 783.

Indian Affairs Office

Leases for farming and grazing in the jurisdiction of the Five Civilized Tribes, 1921. 15 feet. Accession 250 (addition).

Annual statistical reports, 1930-35, and some annual narrative reports, 1936-39, of superintendents of Indian agencies. 40 feet. Accession 650.

Correspondence of the commission that negotiated the Treaty of Prairie du Chien of 1829. 1 inch. Accession 760.

Correspondence and other records of the subagencies at White Earth, Minn., 1878-1914, and Leech Lake, Minn., 1899-1914, including some material of earlier and later dates; press copies of letters sent by the Indian agent at Fort Verde, Arizona Territory, 1881; and press copies of letters sent by the Chippewa Commission, 1891-99. 280 feet. Accessions 780 and 781.

National Park Service

Additional monthly narrative reports of superintendents of Civilian Conservation Corps camps in State and local parks, 1933-37. 3 feet. Accession 555 (addition).

About 200 pen-and-ink drawings of park structures prepared for use in publications of the Service, 1935, 1938, with printer's proofs, 1938. 4 feet. Accession 682.

National Park Service. National Capital Parks Office

Plats and plans showing the locations of improved and unimproved public properties in the District of Columbia, 1791-1895, including the originals of Nicholas King's wharfing plans, 1797, and of his plats of the city of Washington, 1803. 75 items. Accession 669.

General correspondence files of the former Office of Public Buildings and Grounds, 1907-25, and correspondence and other records of the Superintendent of Parks, 1921-26; correspondence of the former Superintendent of the State, War, and Navy Building, 1910-25; records of the former Lincoln Memorial Commission, 1911-22; correspondence of the former Motor Transport Coordinator, 1921-30; correspondence and other records of the Rock Creek and Potomac Parkway Commission, 1923-32; records pertaining to the construction of the Red Cross Building, 1927-32; and 677 photographic negatives, 1900-1917, and other records, 1925-33, relating to public buildings and grounds in the District of Columbia. 184 feet. Accession 710.

Reclamation Bureau

Township plats showing farm units of irrigation projects, chiefly west of the Rocky Mountains, 1907-40. 1,154 items. Accession 676.

Negatives of photographs previously transferred, pertaining to the development of agricultural areas, especially the construction and operation of irrigation and reclamation projects, 1901-39. 34,807 items. Accession 694.

Territories and Island Possessions Division

General correspondence of the former Bureau of Insular Affairs (War Department) concerning Alaska, 1898-1939, and the Virgin Islands, 1917-34. 3 feet. Accession 651.

Records of the Bureau of Insular Affairs or records formerly in its custody, including records of the first and second occupations of Cuba,

1898-1902, 1906-9, pertaining to censuses, public works, customs and postal services, and other civil functions of central and local government; correspondence of the Dominican Customs Receivership, 1905-7; records of the occupation of Vera Cruz, Mexico, 1914; additional records pertaining to the Philippine Islands, 1898-1933; and press copies of letters sent, 1903-11. 941 feet. Accession 652.

Correspondence of the Division, of the former Federal Emergency Relief Administration, and of the Works Progress Administration concerning the Matanuska Valley project in Alaska, consisting chiefly of applications of prospective colonists, 1934-38. 12 feet. Accession 696.

DEPARTMENT OF AGRICULTURE

Agricultural Adjustment Administration

Central files, 1933-35. 490 feet. Accession 750.

Agricultural Chemistry and Engineering Bureau

Correspondence, reports, manuscripts of studies, and other records of the Division of Chemical Engineering Research, 1914-29; soil survey field operation reports, 1915-27; general correspondence of the former Bureau of Chemistry and Soils relating to soils, 1927-28; and indexes, 1906-28. 501 feet. Accession 691.

Agricultural Economics Bureau

Schedules and tabulation sheets for a survey of household food stocks, 1917-18; schedules for an investigation of retail meat dealers in representative communities, 1918-19; and schedules and tabulation sheets for a survey of the consumption of dairy products on the Atlantic seaboard, 1930-33. 28 feet. Accession 646.

Central files of the Bureau, 1923-35, including correspondence of the Divisions of Agricultural Finance, of Cotton, of Land Economics, and of Hay, Feed, and Seed, 1926-31; correspondence, reports, and other records of the Division of Farm Population and Rural Welfare, 1919-33; and additional correspondence of the Domestic Wool Section, 1926-31. 1,360 feet. Accession 699.

Agricultural Marketing Service

Additional papers relating to cases under the Packers and Stockyards Act (1921), 1922-25, and additional inspection certificates concerning fruits and vegetables, 1936-37, selected as samples for representative States and cities. 85 feet. Accession 647.

Records of the Packers and Stockyards Division, consisting of correspondence of the Washington office, 1921-27, and correspondence, reports, and other records of the Western Division at Denver, Colo., 1922-29, including some material of later date. 60 feet. Accessions 700 and 769.

Correspondence and other records of the Bureau of Plant Industry pertaining to the enforcement of the Federal Seed Act (1912), 1914-36, and the investigation and testing of seeds, 1904-38. 100 feet. Accession 732.

Extension Service

Correspondence of the former special agent of the Bureau of Plant Industry in charge of farmers' cooperative demonstration work, 1907-14, of the former States Relations Service, 1915-23, and of the Extension Service, 1924-33. 146 feet. Accession 702.

Narrative reports of field agents, 1931-37. 5 feet. Accession 703.

Farm Security Administration

General correspondence files of the regional office of the former Resettlement Administration at New Haven, Conn., 1935-37. 66 feet. Accession 726.

General correspondence files of the former Division of Subsistence Homesteads (Interior Department), 1933-35. 55 feet. Accession 730.

Forest Service

Tabulations of statistics on the production of lumber, lath, and shingles, 1905; memoranda, statistical reports, and other records pertaining to the pulp and paper industries, 1917-19; records of the Branch of Research belonging to files previously transferred, 1912-34; correspondence with and reports from the Forest Products Laboratory, Madison, Wis., 1912-36; correspondence of the Solicitor's Office concerning the acquisition of forest lands in West Virginia, 1913-16; and a collection of samples of circulars, bulletins, posters, and other printed forms, 1898-1909. 128 feet. Accessions 629 and 731.

Plant Industry Bureau

Correspondence of the Mississippi Valley Laboratory, St. Louis, Mo., 1900-1907, concerning the investigation of forest-tree diseases. 6 feet. Accession 649.

DEPARTMENT OF COMMERCE

Office of the Secretary

Personnel files and service-record cards of former employees of the Lighthouse Service who left the Service prior to July 1, 1939. 81 feet. Accession 640.

Census Bureau

Material pertaining to the census of 1940, consisting of sound motion pictures used for training census enumerators, a sound motion picture entitled "Know Your U. S. A.," and sound recordings of a series of eight radio programs entitled "Uncle Sam Calling." 26 units. Accessions 624 and 747.

Coast and Geodetic Survey

Deck and engineers' logbooks and other records of Survey vessels, 1840-1910; and additional leveling records, 1903-39, triangulation records, 1901-40, tide records, 1923-30, and depth-sounding records, 1835-1929. 1,300 feet. Accessions 613-615.

Newspaper clippings and reports from individuals concerning observations of earthquakes, 1902-35. 14 feet. Accession 639.

Correspondence, journals of survey parties, monthly administrative reports, accounting and personnel records, and other records of the Survey and of its subdivisions, 1832-1924, including some similar material of later date. 669 feet. Accessions 715, 717, and 718.

Additional seismographic observations taken at various field stations, 1918-38. 15 feet. Accession 729.

Foreign and Domestic Commerce Bureau. Foreign Trade Statistics Division

"Blotters" or tabulations of exports, 1930-33, and of imports, 1930-35. 160 feet. Accession 755.

Marine Inspection and Navigation Bureau

Certificates of registry, enrollment, and license that have recently been surrendered by owners of vessels. 8 feet. Accession 70 (additions).

Weather Bureau

Additional instrument recordings taken at various field stations, consisting of anemometer readings, 1893-96, 1925-37; hydrograph readings, 1921-28; thermograph and barometer tracings, 1922-34; and wind, rainfall, and sunshine observations, 1890-1937. 653 feet. Accessions 609 (addition) and 704.

General correspondence, 1912-30. 200 feet. Accession 610.

DEPARTMENT OF LABOR

Children's Bureau

Additional motion pictures pertaining to child welfare, 1923-26. 5 units. Accession 697.

JUDICIARY

United States District Court for the Eastern District of North Carolina

Additional minute and docket books of the circuit court for North Carolina, 1794-1860. 1 foot. Accession 655.

United States District Court for Vermont

Copies of population schedules for the Federal censuses of 1830 and 1840 in Vermont, filed by the United States marshal with the clerk of the court. 2 feet. Accession 752.

OTHER AGENCIES

Civil Service Commission

Motion picture pertaining to the Federal civil service entitled "Won Through Merit," 1915. 1 unit. Accession 758.

Economic Security Committee

Correspondence, minutes, manuscripts of studies, file copies of printed material, and other records of the Committee pertaining to

the study of problems of social security, 1934-35, including some material of earlier date. 56 feet. Accession 711.

Federal Power Commission

"Propaganda file" of letters and telegrams sent to the President and referred to the Commission, press clippings, and annotated printed material published privately, all pertaining to the Wheeler-Rayburn bill to regulate public-utility holding companies, 1935. 11 feet. Accession 648.

Federal Security Agency. Education Office

Records concerning educational radio programs produced in conjunction with the Work Projects Administration, consisting of correspondence of the Audience Preparation Division with schools and civic groups and samples of letters received from listeners, 1936-40. 9 feet. Accession 665.

Research files on the work-study-play or platoon plan in elementary schools and high schools, 1920-38. 8 feet. Accession 754.

Federal Security Agency. National Youth Administration

Motion pictures of scenes in Washington and at Mount Vernon in connection with the visit of the King and Queen of Great Britain, June 1939. 2 units. Accession 632.

Motion pictures in color showing NYA projects at Wilberforce University and at various Negro schools in Alabama and Georgia, 1939. 3 units. Accession 764.

Federal Security Agency. Social Security Board

Sound motion pictures pertaining to unemployment insurance, 1937, 1939-40. 16 units. Accessions 663 and 751.

Federal Works Agency. Housing Authority

Sound recordings of a series of 13 radio programs entitled "Slums Cost You Money," 1938-39. 40 units. Accession 622.

Federal Works Agency. Public Buildings Administration

Records of the United States Housing Corporation, 1918-35, including correspondence, reports, building plans and specifications, city plans and real estate plats showing property acquisitions and transportation improvements (594 items), accounting and personnel records, photographic prints, and file copies of printed material. 2,461 feet. Accessions 721 and 724.

Federal Works Agency. Public Works Administration

Photographic negatives and prints assembled in connection with the preparation of the previously transferred report entitled "Survey of the Architecture of Completed Projects of the Public Works Administration," 1933-38. 29,000 items. Accession 661.

Federal Works Agency. Work Projects Administration

General subject and State files of correspondence, telegrams, and memoranda of the former Federal Emergency Relief Administration and the Civil Works Administration, 1933-35. 198 feet. Accession 641.

Records of the Self-Help Cooperative Division of the Federal Emergency Relief Administration relating to cooperatives in the United States and abroad, consisting of correspondence, minutes, reports, photographs, and printed bulletins, 1933-37. 34 feet. Accession 675.

Records of the Transient Division of the Federal Emergency Relief Administration, including correspondence, statistical materials, reports, minutes, and photographic prints pertaining to the administration of relief for transients and migrant workers, 1933-35. 43 feet. Accession 712.

Additional sound motion pictures portraying WPA projects and activities, 1936-40. 56 units. Accession 744.

Photographic negatives and prints relating to projects in Wisconsin under the Civil Works Administration, 1934. 1,600 items. Accession 762.

Fine Arts Commission

General correspondence of the Commission, 1910-19, of the Chairman, 1919-23, 1927-37, and of the Secretary, 1920-22, 1927-40; case files involving building permits in the District of Columbia during the years 1930-40 under the Shipstead-Luce Act (1930); and additional files relating to completed projects, 1910-40. 28 feet. Accession 678.

Interstate Commerce Commission. Safety Bureau

Files on cases, now closed, arising under the Safety Appliance Act (1896) and the Hours of Service Act (1907), 1903-20; records of the Block Signal and Train Control Board, consisting of plans of safety devices and other operational improvements, related correspondence, and reports, 1907-12; and files relating to investigations of railroad accidents, including transcripts of testimony, exhibits, correspondence, and reports, 1911-30. 307 feet. Accession 687.

Maritime Commission

Records of units of the Construction Organization of the former Fleet Corporation dealing with the procurement of material for ship construction and the sale of surplus supplies, 1917-22, disbursing activities at Cleveland, Ohio, 1917-20, maritime and shipbuilding labor problems, 1917-20, the housing and transportation of shipyard workers, 1918-21, and the cancelation of construction contracts and the settlement of claims connected therewith, 1918-22; and records of units of the Division of Operations of that Corporation dealing with the chartering and operation of vessels, 1919-32, and ocean freight and passenger traffic, 1920-36. 4,989 feet. Accession 633.

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, July 1939-June 1940. 15 feet. Accessions 626 and 656.

National Recovery Administration

Additional records of the Washington office, consisting of centralized "industrial files" relating to individual codes of fair competi-

tion, 1933-35; reference files of printed and manuscript reports, studies, circulars, press releases, bulletins, orders, and memoranda, 1933-37; letters of protest received from business men, 1933-35; records relating to activities in Alaska, Hawaii, and Puerto Rico, 1934-36; files on personnel in Washington and in the field, 1933-36; records of the Industrial Advisory Board, 1933-35, of the Coordinator for Industrial Cooperation, 1935-37, of the Automobile Labor Board, 1934-35, and of several code authorities, 1933-35; and other records, including miscellaneous material assembled as an "administrative file," 1933-36. 10,611 feet. Accession 667.

Prison Industries Reorganization Administration

Correspondence and other records pertaining to the investigation of industrial and marketing activities of non-Federal penal and correctional institutions, 1935-40. 48 feet. Accession 716.

Railroad Administration. Operation Division

Minutes, plans of safety devices, related correspondence and reports, and other records of the Automatic Train Control Committee, 1919-20. 8 feet. Accession 688.

Selective Service System

Microfilm record of the draft lottery held Oct. 29-30, 1940, including a record of the numbers drawn showing the serial numbers and the time recorded on the face of a watch. 6 units. Accession 761.

Shipbuilding Labor Adjustment Board

Correspondence of the Washington and district offices, transcripts of hearings, wage schedules of companies, and statistical reports, 1917-19. 42 feet. Accession 634.

Temporary National Economic Committee

Records of the Committee, 1938-41, including correspondence and other administrative records, transcripts and daily digests of hearings, exhibits, and manuscripts of monographs. 129 feet. Accession 748.

Tennessee Valley Authority

Component sheets of so-called planimetric maps of the Tennessee River basin, 1934-40, showing drainage, cultural features, and place names. 3,216 items. Accession 670.

Veterans' Administration

Individual files on closed pension claims, 1940-41. 797 feet. Accession 12 (additions).

Individual files on closed pension and bounty-land claims based upon military and naval service during the years 1775-1865, chiefly during the Revolutionary War and the War of 1812; related exhibits submitted in support of claims, including family Bibles, marriage certificates, commissions, discharges, newspapers, and diaries; and correspondence, registers, bounty-land stub books, lists, indexes, and other administrative records of the Revolutionary and 1812 Wars Section and predecessor units, 1800-1940. 3,589 feet. Accession 616.

PRIVATE GIFTS

MOTION PICTURES

"*Nickelodeon*" shows. 1894-1917. A collection of 49 pictures produced by the Edison, Pathé, Méliès, and Urban companies, chiefly scenes in Canada, England, France, Italy, Egypt, South Africa, India, Burma, and Japan. Presented by Thomas Armat. Accession 671.

"*Gone With the Wind*." 1939. The dramatization, with sound and in color, of Margaret Mitchell's novel of the Civil War and Reconstruction period. Presented by David O. Selznick. 13 units. Accession 723.

"*Teddy the Rough Rider*." 1940. A 1-reel sound picture dramatizing episodes in the life of Theodore Roosevelt, 1895-1919. Presented by Warner Bros. Pictures, Inc. Accession 658.

"*The Ramparts We Watch*." 1940. A 10-reel sound picture dramatizing events from the first to the second World Wars, 1914-40, chiefly the effect of war on a typical American community. Most of the scenes of the first World War are from the Signal Corps collection in The National Archives. Presented by the March of Time. Accession 690.

"*Service With the Colors*." 1940. A 2-reel sound picture portraying various aspects of the life of enlisted men in the United States Army. Presented by Warner Bros. Pictures, Inc. Accession 657.

"*Young America Flies*." 1940. A 1-reel sound picture dramatizing the civilian pilot training course given at Stanford University in cooperation with the Civil Aeronautics Authority. Presented by Warner Bros. Pictures, Inc. Accession 658.

"*Journey to Jerusalem*." 1940. A 9-reel sound picture of the stage production of the play written by Maxwell Anderson. Presented by Theatre-on-Film, Inc. Accession 765.

"*The Washington Parade*." 1940-41. A series of 13 sound pictures on activities of the Federal Government, showing scenes at the Capitol, the White House, the Treasury Department, the Military Academy, the Naval Academy, the Federal Bureau of Investigation, the Civil Service Commission, the Library of Congress, The National Archives, the Smithsonian Institution, the Social Security Board, and other agencies. Presented by Columbia Pictures Corporation. Accessions 653, 683, and 749.

National defense activities and other current events. 1940-41. News-reel sequences on various events chiefly between July 1940 and March 1941, including addresses by President Franklin D. Roosevelt on American foreign policy, his meeting with the Canadian Prime Minister on August 18, the establishment of peacetime selective service in September and October, the President's inauguration on January 20, Wendell L. Willkie's interview with King George VI on February 4, and the signing of the "Lend-Lease Bill" on March 11. Presented by Movietone News, Inc. 20 units. Accessions 618, 619, 654, 666, 722, 728, 745, and 766.

SOUND RECORDINGS

Negro prayer meeting in Georgia. 1935. A prayer of a rural preacher and the response of his congregation. Presented by John G. Bradley. 1 unit. Accession 707.

Edited reproductions. 1936. Assembled recordings, including reproductions of the voices of President Franklin D. Roosevelt, Herbert Hoover, and Will Rogers and a discussion of American Indian languages by John P. Harrington of the Smithsonian Institution. 2 units. Presented by John G. Bradley. Accession 684.

Senator John A. Danaher. 1940. Comments by the Senator from Connecticut on the day's news, broadcast over station WOL on September 11, 1940. Presented by Senator Danaher. 1 unit. Accession 659.

Consumers and the national defense program. 1940. An address by Harriet Elliott, Commissioner in charge of the former Consumer Division of the Advisory Commission to the Council of National Defense, describing the work of that Division, broadcast over the Mutual Broadcasting System on September 26, 1940. Presented by Miss Elliott. 1 unit. Accession 664.

Speech patterns. 1941. A recording of examples of speech patterns in Alabama, Florida, Iowa, Massachusetts, Missouri, New York, North Carolina, South Dakota, Tennessee, Texas, and Vermont. Presented by John G. Bradley. 2 units. Accession 756.

Comments on national defense. 1941. An address on the "Lend-Lease Bill" by Senator Raymond E. Willis, February 24, and a forum discussion on national defense by Senators James F. Byrnes and Ralph O. Brewster and Representatives Alfred J. Elliott and Jerry Voorhis, February 18. Presented by Senator Willis. 1 unit. Accession 767.

APPENDIX III

DIRECTIONS FOR THE PREPARATION OF FINDING MEDIUMS,
ISSUED BY THE ARCHIVIST, FEBRUARY 28, 1941

After consideration of the findings of the special committee that he had appointed March 1, 1940, to study the question of the preparation of finding mediums to the records in The National Archives, the Archivist of the United States, on February 28, 1941, accepted the recommendations of the committee and issued a memorandum embodying the following directions for the preparation of finding mediums:

1. Hereafter all finding mediums prescribed for use in connection with records in the custody of the Archivist of the United States shall be drafted by the personnel of the custodial division to which the records have been allocated, in accordance with instructions to be supplied by the Office of the Director of Archival Service. All such finding mediums prepared by any custodial division shall be transmitted by the chief thereof, in the form of drafts, to the Assistant Director of Archival Service, who, if he finds that they have been prepared in accordance with instructions, shall transmit them to the Director of Archival Service for his approval. Upon approval by the Director they shall be returned to the Assistant Director of Archival Service, who shall arrange for their reproduction. Any of them that are to be processed or printed shall be submitted to the Office of the Director of Publications for editorial revision in accordance with established procedure.

2. Recommendations on transfer and identification inventories shall not be considered as finding mediums and shall continue to be issued in their present form and content in accordance with established procedure.

3. The preparation of preliminary reports, identification of series reports, historical summaries, and classification schemes shall be discontinued.

4. Cataloging by accessions shall be discontinued and there shall be substituted therefor cataloging by record groups. The term "record group" is defined as a major archival unit established somewhat arbitrarily with due regard to the principle of provenance and to the desirability of making the unit of convenient size and character for the work of arrangement and description and for the publication of inventories.

5. The chief of each custodial division shall have made as promptly as possible a tentative identification and registration of each of the record groups in his custody in the form of a separate document for each record group, to be entitled "Registration of Record Group," which shall provide the following data: (1) An appropriate name for the record group; (2) designation of the part or parts of the

group in The National Archives, with inclusive dates, statements of quantity, and accession numbers; and (3) such summary information as is readily available concerning parts of the group not yet transferred to The National Archives, if any, with indication of quantity, inclusive dates, present custodianship, and physical location. These documents should, as a rule, be confined to a single sheet of paper, and after editorial revision by the Office of Publications shall be reproduced for internal distribution only.

6. The chief of each custodial division shall proceed as promptly as possible to have compiled "Preliminary Checklists" of all the material in his custody, insofar as the data called for are not already available in preliminary reports, identification of series reports, classification schemes, and the like. Each of these lists should, as a rule, cover a conveniently separable part of a record group, but in some cases a list may cover an entire group. The records may be described in any convenient preliminary order, and the units of description shall be series, groups of series, or parts of series, or such other units as in any given case may appear to be desirable, depending on the character and condition of the material and the use likely to be made of it. Each list shall have incorporated in its title the name of the record group to which the material belongs, shall open with an introduction containing such general information concerning the history of the records listed and of the administrative units and functions involved in their creation as may be readily available and might be helpful to any one using the list as a finding medium, and after a minimum of editorial revision by the Office of Publications shall be reproduced for internal distribution only.

7. Whenever the body of material belonging to a given record group in the custody of the Archivist is sufficiently extensive or complete to justify such work, and all of it has been covered by preliminary checklists or similar documents, the chief of the division having custody of the material shall proceed with the compilation of a "Preliminary Inventory" of such material. This will involve the assembling and grouping of all the preliminary checklists and similar documents previously prepared for the records in the group, the preparation of a general over-all administrative history of the agency and its records, and the integration and revision of all these data. These preliminary inventories, after careful editorial revision by the Office of Publications, shall be processed in such form as to be available not only for internal distribution but also for use by searchers within the building or outside, as circumstances may make desirable.

8. Registrations of record groups, preliminary checklists or similar documents, and preliminary inventories shall be prepared as promptly as possible for all material in the custody of the Archivist and also for all incoming material. When new accessions are received consisting of material belonging to any record group that has already been registered and for which a preliminary inventory has been compiled, the registration for that group shall be revised by the incorporation therein of data concerning the newly accessioned material, and the revised version shall be processed and substituted for the old version in all sets of such registrations maintained in The National Archives; separate checklists of the new material shall be prepared;

and the previously prepared preliminary inventory shall either be revised or provided with a supplement, as the case may demand.

9. The chief of each custodial division shall have prepared a priority list of the record groups in his custody with reference to the task of final arrangement and the preparation of final inventories and shall transmit it through the Director of Archival Service to the Advisory Committee on Finding Mediums provided for in section 15 of this memorandum, which shall transmit it with its recommendations through the Director of Archival Service to the Archivist for his approval.

10. As soon as a project for the final arrangement and inventorying of a record group shall have been included on an approved priority list, the chief of the custodial division concerned shall have a plan for the project prepared and shall transmit it through the Director of Archival Service to the Advisory Committee on Finding Mediums, which shall return it with its recommendations to the Director of Archival Service, who, upon approval by the Archivist, shall authorize and direct the chief of the custodial division to proceed with the project. Such projects will involve the identification of series, the determination of the official title for each series, the evolution of logical groupings of the series, the compilation of an inventory, the assignment of simple symbols, and finally the arrangement of the material itself in the order of the inventory, insofar as that is feasible. The work will require a knowledge not only of the records but also of the technique of organizing, arranging, describing, and cataloging archival material, and, therefore, should usually be done by teams of workers possessing among them all the requisite qualifications for the work.

Final inventories shall begin with an introduction, which shall, as a rule, set forth the history and functions of the agency and its predecessors, if any, that created the record group; the history of the records themselves; the general character and significance of the records; information concerning the character, amount, and whereabouts of any parts of the group not in the custody of the Archivist and concerning supplementary records or papers; references to indexes, lists, and other pertinent finding mediums; and an explanation of the character of the inventory. If the inventory itself is divided into parts, each part shall, as a rule, have an introductory note containing data similar to those in the general introduction but pertinent to that part only.

The units of description in the inventories shall, as a rule, be series, but may at times be smaller units such as subseries, volumes, or dossiers, or larger units such as groups of series, and these units shall be numbered consecutively throughout the inventory or each major part thereof, and their numbers, with the title of the record group or a symbol therefor, shall serve as call numbers. Each entry shall present as the first paragraph the title of the unit, followed in a prescribed order and format by such formal data as inclusive dates and statements of quantity and arrangement. Descriptive and analytical data shall be presented in a separate paragraph or paragraphs and may include, in some cases, lists of headings of a subject or other classification, or other similar detailed data; cross references to indexes or other material in the group or elsewhere; references to pertinent publications; and the like. When an inventory is com-

pleted, revised, and approved it shall be indexed; and, if it covers an entire group or appropriate segment of a group, it shall be printed or processed and be made available wherever it will be useful.

11. Cataloging, other than by record groups, except in special cases specifically authorized, shall be deferred until after final inventories have been completed, and whenever such inventories are completed, projects shall be prepared by the custodial division concerned for the cataloging of the records covered by the inventories. Such projects, which shall indicate the type of unit proposed to be used for cataloging purposes, shall be handled in the same manner as that proposed for the projects referred to in section 10 of this memorandum.

12. No change shall be made in the present procedure with reference to the compilation of guides.

13. Finding mediums of other types, such as calendars, special lists of documents, ideal inventories of record groups that have been broken up and incorporated in other groups, systematic descriptions (involving arrangements different from those of the inventories), catalog surveys, and indexes, may be planned as projects by the custodial division concerned as the need arises, either before or after the preparation of final inventories, and these projects shall be handled in the same manner as that proposed for the projects referred to in section 10 of this memorandum.

14. Special reports relating to material in any custodial division may be planned as projects by the chief of such custodial division and special reports relating to material in the custody of more than one custodial division may be planned as projects by the Chief of the Division of Reference as the need arises, and such projects shall be handled in the same manner as that proposed for the projects referred to in section 10 of this memorandum.

15. All plans and procedures covered by this memorandum and other plans and procedures adopted with reference to finding mediums shall be considered as experimental for the time being. There is hereby established an Advisory Committee on Finding Mediums consisting of the Assistant Director of Archival Service, as Chairman, the Director of Publications, the Chief of the Division of Reference, and two chiefs of custodial divisions to be appointed by the Archivist. This committee shall continuously study the problems connected with finding mediums in The National Archives, shall make through the Director of Archival Service recommendations to the Archivist for such changes in practices and procedures with reference thereto as it may consider desirable, and shall perform such other related duties as may be imposed upon it by the Archivist; *Provided*, That whenever any specific project is under consideration by the committee, the chief of the division that has the custody of the records concerned shall be called in by the committee for consultation as technical adviser.

APPENDIX IV

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

- AZOY, A. C. M., *United States Army*
Down Mobile. *Coast artillery journal*, 84:112 (Mar.-Apr. 1941).
- BAKER, SHERMAN, *Cochise, Ariz.*
'Cochise no take cattle.' *Desert magazine*, 3:3-6 (Sept. 1940).
- BEERS, HENRY P., *The National Archives*
Historical sketch of the Office of the Judge Advocate General, Navy Department. *United States Naval Institute, Proceedings*, 67:670-674 (May 1941).
- BELL, W. HERMAN, *Hampden-Sydney College*
A captain in captivity. *New England quarterly*, 14:120-138 (Mar. 1941). Edited.
- BENDER, AVERAM B., *St. Louis, Mo.*
Military posts in the Southwest, 1848-1860. *New Mexico historical review*, 16:125-147 (Apr. 1941).
- CAMPBELL, EDWARD G., *The National Archives*
Railroads in national defense, 1829-1848. *Mississippi Valley historical review*, 27:361-378 (Dec. 1940).
See also entry under National Archives.
- CAPPON, LESTER J., *University of Virginia*
A note on Confederate ordnance records. *American Military Institute, Journal*, 4:94-102 (summer 1940).
- CARDON, HUGH W., *Birmingham, Ala.*
Address delivered by Hugh W. Cardon, chief field deputy, Bureau of Internal Revenue, District of Alabama, on the occasion of the dedication of a monument erected by the Forney District of the United Daughters of the Confederacy, commemorating the surrender of Colonel A. D. Streight, U. S. A., to General Nathan Bedford Forrest, C. S. A. Lawrence, Cherokee County, Ala., June 2, 1939. 8 p., processed.
- CAREY, WILLIAM D., *Columbia University*
State councils of defense: 1917 and 1941 models. *State government*, 14:105, 117-120, 123, 133-135, 145, 151 (May, June 1941).

¹This list consists chiefly of works published during the fiscal year ending June 30, 1941, that have come to the attention of The National Archives, but a few published before June 30, 1940, about which information was received too late for inclusion in the *Sixth Annual Report*, are also included.

- CARROLL, H. BAILEY, *North Texas Agricultural College*
Nolan's "Lost Nigger" expedition. *Southwestern historical quarterly*, 44: 55-75 (July 1940).
- CARTER, CLARENCE E., *Department of State*
See entry under State Department.
- CHABOT, FREDERICK C., *San Antonio, Tex.*
Texas letters. San Antonio, 1940. 188 p. (Yanaguana Society, *Publications*, vol. 5.) Edited.
- CHAPMAN, BERLIN B., *Fairmont State Teachers College*
Settlers on the neutral strip. *Chronicles of Oklahoma*, 18: 60-76 (Mar. 1940).
- COBB, SAMUEL E., *The National Archives*
The Florida Militia and the affair at Withlacoochee. *Florida historical quarterly*, 19: 128-139 (Oct. 1940).
- COLE, ALLAN B., *University of Texas*
Japan's first embassy to the United States, 1860. *Pacific Northwest quarterly*, 32: 131-166 (Apr. 1941).
- DALZELL, GEORGE W., *Washington, D. C.*
The flight from the flag; the continuing effect of the Civil War upon the American carrying trade. Durham, University of North Carolina Press, 1940. xi, 278 p.
- DANTON, GEORGE H., *Union College*
Elias Peissner. *Monatshefte für deutschen Unterricht*, 32: 314-324 (Nov. 1940).
- DARTER, LEWIS J., JR., *The National Archives*
Federal archives relating to Matthew Fontaine Maury. *American Neptune*, 1: 149-158 (Apr. 1941).
- DIAMOND, WILLIAM, *Johns Hopkins University*
Imports of the Confederate Government from Europe and Mexico. *Journal of southern history*, 6: 470-503 (Nov. 1940).
- DOUGLAS, JESSE S., *The National Archives*
"Lewis' map of 1806." *Military affairs*, 5: 68-72 (spring 1941).
- DUPUY, R. ERNEST, *United States Army*
Where they have trod—the West Point tradition in American life. New York, Frederick A. Stokes Co., 1940. xvi, 424 p.
- DYER, BRAINERD, *University of California at Los Angeles*
Robert J. Walker on acquiring Greenland and Iceland. *Mississippi Valley historical review*, 27: 263-266 (Sept. 1940).
- EDWARDS, J. DONALD, *Bureau of Labor Statistics*
See last two entries under Labor Statistics Bureau.
- FLY, GEORGE S., *Biloxi, Miss.*
New life for Ship Island. *American Legion magazine*, 29: 26-28 (Nov. 1940).

- FOOTNER, HULBERT, *Baltimore, Md.*
Sailor of fortune; the life and adventures of Commodore Barney, U. S. N. New York, Harper & Bros., 1940. 323 p.
- FOREMAN, CAROLYN THOMAS, *Muskogee, Okla.*
Colonel James B. Maney, commandant at Fort Gibson, Fort Towson and Fort Smith. *Chronicles of Oklahoma*, 19: 119-128 (June 1941).
Colonel William Whistler. *Chronicles of Oklahoma*, 18: 313-327 (Dec. 1940).
General Richard Barnes Mason. *Chronicles of Oklahoma*, 19: 14-36 (Mar. 1941).
Gustavus Loomis, commandant at Fort Gibson and Fort Towson. *Chronicles of Oklahoma*, 18: 219-228 (Sept. 1940).
- FOREMAN, GRANT, *Muskogee, Okla.*
Historical background of the Kiowa-Comanche Reservation. *Chronicles of Oklahoma*, 19: 129-140 (June 1941).
Notes of Auguste Chouteau on boundaries of various Indian nations. *Glimpses of the past*, vol. 7, nos. 9-12 (Oct.-Dec. 1940).
- FRIIS, HERMAN R., *The National Archives*
A series of population maps of the Colonies and the United States, 1625-1790. New York, 1940. iv, 46 p. (American Geographical Society, *Mimeographed publication* no. 3.) Also published in abridged form in *Geographical review*, 30: 463-470 (July 1940).
- GERALD, LEO L., *The National Archives*
See entry under Guthrie, Chester L.
- GRAY, WILLIAM H., *Pennsylvania State College*
American diplomacy in Venezuela, 1835-1865. *Hispanic American historical review*, 20: 551-574 (Nov. 1940).
- GROVER, WAYNE C., *The National Archives*
Research facilities and materials at The National Archives. *American political science review*, 34: 976-983 (Oct. 1940).
See also entry under National Archives.
- GUTHRIE, CHESTER L., *The National Archives*
Upper Missouri Agency: an account of Indian administration on the frontier. *Pacific historical review*, 10: 47-56 (Mar. 1941).
Written in collaboration with Leo L. Gerald.
- HAMILTON, HOLMAN, *Fort Wayne, Ind.*
Zachary Taylor, soldier of the Republic. Indianapolis, The Bobbs-Merrill Co., 1940. xviii, 335 p.
- HANKE, LEWIS, *Library of Congress*
Simón Bolívar and neutral rights. *Hispanic American historical review*, 21: 258-291 (May 1941).

- HARMON, GEORGE DEWEY, *Lehigh University*
Sixty years of Indian affairs—political, economic, and diplomatic, 1789–1850. Chapel Hill, University of North Carolina Press, 1941. viii, 428 p.
- HASKELL, DANIEL C., *New York Public Library*
The United States Exploring Expedition, 1838–1842, and its publications, 1844–1874; a bibliography. *New York Public Library, Bulletin*, 45: 69–89 (Jan. 1941).
- HATCHER, WILLIAM B., *Louisiana State University*
Edward Livingston—Jeffersonian Republican and Jacksonian Democrat. University, Louisiana State University Press, 1940 xiv, 518 p.
- HAYDON, F. STANSBURY, *United States Army*
Aeronautics in the Union and Confederate Armies, with a survey of military aeronautics prior to 1861. Vol. 1. Baltimore, Johns Hopkins University Press, 1941. xxii, 421 p.
- HICKS, JAMES E., *Mount Vernon, N. Y.*
United States ordnance: vol. 2, Ordnance correspondence (relative to muskets, rifles, pistols and swords); illustrated by Andre Jandot. Mount Vernon, privately printed, 1940. 160 p.
- HILL, ROSCOE R., *The National Archives*
A queen's letter. *Hispanic American historical review*, 20: 430–434 (Aug. 1940). Edited.
- HORN, STANLEY F., *Nashville, Tenn.*
Invisible empire; the story of the Ku Klux Klan, 1866–1871. Boston, Houghton Mifflin Co., 1939. x, 434 p.
- HOUTCHENS, LAWRENCE H., *University of Illinois*
Charles Dickens and international copyright. *American literature*, 13: 18–28 (Mar. 1941).
- HUME, EDGAR E., *United States Army*
Ornithologists of the United States Army Medical Corps, pt. 1. *Bulletin of the history of medicine*, 8: 1301–1388 (Nov. 1940).
- JEFFERY, EBERT W., *Washington, D. C.*
"Nothing left to invent." Patent Office Society, *Journal*, 22: 479–481 (July 1940).
- JOHNSON, GRACE BARROW, *Indianapolis, Ind.*
A few early families in America. Greenfield, Ind., Wm. Mitchell Printing Co., 1941. 262 p.
- JORDAN, PHILIP D., *Miami University*
George W. Patten, poet laureate of the Army. American Military Institute, *Journal*, 4: 162–167 (fall 1940).

- KAPPLER, CHARLES J., *Washington, D. C.*
Indian affairs; laws and treaties: vol. 5 (Laws). Washington, Government Printing Office, 1941. vi, 885 p. (76 Cong., 3 sess., S. doc. 194.) Compiled and edited.
- KNOX, DUDLEY W., *Navy Department*
See entry under Naval Records and Library Office.
- KREDEL, FRITZ, *New York, N. Y.*
Soldiers of the American Army, 1775–1941; drawings by Fritz Kredel, text by Frederick P. Todd. New York, H. Bittner & Co. [1941]. [111 p.,] 25 pl.
- LABOR STATISTICS BUREAU
Condition and regulation of the shoe industry, 1914–1918; prepared in the Special Price Research Section by James A. McDevitt under the direction of Stella Stewart, Chief, Retail Price Division. Washington, May 1941. 21 p., processed.
- Cotton goods; market conditions and wartime controls of the industry, 1914–1918, prepared in the Special Price Research Section by James A. McDevitt under the direction of Stella Stewart, Chief, Retail Price Division. Washington, February 1941. 24 p., processed.
- The effect upon the civilian market of the wartime control of wool and wool products; prepared in the Special Price Research Section by J. Donald Edwards under the direction of Stella Stewart, Chief, Retail Price Division. Washington, April 1941. 31 p., processed.
- Survey of vegetable oils, 1915–1918; prepared in the Special Price Research Section by J. Donald Edwards under the direction of Stella Stewart, Chief, Retail Price Division. Washington, April 1941. 20 p., processed.
- LADENSON, ALEX, *Chicago, Ill.*
The background of the Hawaiian-Japanese labor convention of 1886. *Pacific historical review*, 9: 389–400 (Dec. 1940).
- LARSON, CEDRIC, *Adjutant General's Office*
Censorship of Army news during the World War, 1917–1918. *Journalism quarterly*, 17: 313–323 (Dec. 1940).
Library program for U. S. Army, 1917–18 and 1940–41. *Wilson library bulletin*, 15: 363–366 (Jan. 1941).
See also entry under Mock, James R.
- LITTON, GASTON L., *The National Archives*
Enrollment records of the eastern band of Cherokee Indians. *North Carolina historical review*, 17: 199–231 (July 1940).
The journal of a party of emigrating Creek Indians, 1835–1836. *Journal of southern history*, 7: 225–242 (May 1941). Edited.
- LOGAN, RAYFORD W., *Howard University*
The diplomatic relations of the United States with Haiti, 1776–1891. Chapel Hill, University of North Carolina Press, 1941. xvi, 516 p.

- McBARRON, HUGH C., JR., *Chicago, Ill.*
American military dress in the War of 1812. *American Military Institute, Journal*, 4: 185-196 (fall 1940); continued in *Military affairs*, 5: 138-144 (summer 1941).
- McDEVITT, JAMES A., *Bureau of Labor Statistics*
See first two entries under Labor Statistics Bureau.
- McDONALD, DONALD A., *Superior Court, Seattle, Wash.*
The Territorial judges of Washington. *Building a State: Washington, 1889-1939*, ed. by Charles Mills and O. B. Sperlin, p. 547-560 (Tacoma, 1940. Washington State Historical Society, *Publications*, no. 3).
- McGEE, TOM G., *Bison, Okla.*
Buddy the Boomer. Oklahoma City, Times-Journal Publishing Co., 1939. 93 p.
An incident on the Chisholm Trail. Oklahoma City, Times-Journal Publishing Co., 1938. 55 p.
- McGIRK, NEWMAN F., *The National Archives*
Georgetown footnotes—the Indian Trade Office; the C. & O. Canal, a project once vital to Georgetown; the Naval Observatory. *Georgetown news*, vol. 7, nos. 19, 24, 29 (Sept. 27, Nov. 1, Dec. 6, 1940).
- McKAY, RICHARD C., *New York, N. Y.*
Will the present laudable efforts of the United States Maritime Commission to revive old American traditions of the sea, make Americans ship-minded? *Marine news*, vol. 25, no. 11, p. 36, 38, 69, 72 (Apr. 1939).
- McLEMORE, RICHARD A., *Mississippi Southern College*
Franco-American diplomatic relations, 1816-1836. University, Louisiana State University Press, 1941. ix, 227 p.
- MARDER, ARTHUR J., *Harvard University*
The anatomy of British sea power; a history of British naval policy in the pre-dreadnought era, 1880-1905. New York, Alfred A. Knopf, 1940. xix, 580 p.
- MARTIN, LAWRENCE, *Library of Congress*
Reports from recipients of grants from the Penrose Fund. American Philosophical Society, *Yearbook*, 1940, p. 220-222.
- MATTHEWS, SIDNEY T., JR., *University of Richmond*
Control of the Baltimore press during the Civil War. *Maryland historical magazine*, 36: 150-170 (June 1941).
- MOCK, JAMES R., *The National Archives*
A clearer voice for democracy. *Infantry journal*, 48: 43-46 (Mar. 1941). Written in collaboration with Cedric Larson.
- MOFFITT, JAMES W., *Oklahoma Historical Society*
Early Baptist missionary work among the Cherokees. East Tennessee Historical Society, *Publications*, no. 12, p. 16-27 (1940).

- MORSE, LEWIS W., *Cornell University*
State tax commissions—their history and reports. *Taxes*, 19: 361-363 (June 1941).
- MUSHAM, H. A., *Chicago, Ill.*
How many Forts Dearborn were there? *Chicago tribune*, Aug. 11, 1940.
New light cast on massacre of Fort Dearborn. *Chicago tribune*, Aug. 15, 1940.
- NATIONAL ARCHIVES
Selective list of records in the files of the War Industries Board relating to the supply, production, and control of certain commodities in wartime . . . compiled in the Division of War Department Archives, The National Archives, under the direction of Wayne C. Grover by Edward G. Campbell and Marie C. Stark. [Washington, Office of Production Management, 1941.] 66 p., processed.
- NAVAL RECORDS AND LIBRARY OFFICE
Naval documents related to the United States wars with the Barbary Powers: vol. 2, Naval operations including diplomatic background through August 1803 . . . prepared under the supervision of Captain Dudley W. Knox, U. S. Navy (Ret.). Washington, Government Printing Office, 1940. vii, 598 p.
- O'NEIL, MARY COYLE, *New York, N. Y.*
Mother Elizabeth Ann Seton. Emmitsburg, Md., Mother Seton Guild, 1940. xv, 111 p.
- OTJEN, JUNE CULLISON, *Enid, Okla.*
Kiamichi of the Choctaws. Kansas City, Mo., Burton Publishing Co., 1940. 331 p.
- PADEFORD, NORMAN J., *Fletcher School of Law and Diplomacy*
Neutrality, belligerency, and the Panama Canal. *American journal of international law*, 35: 55-89 (Jan. 1941).
The Panama Canal in time of peace. *American journal of international law*, 34: 601-637 (Oct. 1940).
- PATTERSON, RICHARD S., *Department of State*
Seal of the United States. *Encyclopaedia Britannica*, 20: 243A (1941).
- PAULLIN, CHARLES O., *Washington, D. C.*
The voyage of the Ontario, 1817-19. United States Naval Institute, *Proceedings*, 66: 209-217 (Feb. 1940).
- PINCKNEY, PAULINE A., *Washington, D. C.*
American figureheads and their carvers. New York, W. W. Norton & Co., 1940. 223 p.
- PUMPHREY, LOWELL J., *Washington, D. C.*
Material in The National Archives of especial interest for economists. *American economic review*, 31: 344 (June 1941).

- RAMSDELL, CHARLES W., *University of Texas*
Laws and joint resolutions of the last session of the Confederate Congress (November 7, 1864–March 18, 1865), together with the secret acts of previous Congresses. Durham, Duke University Press, 1941. xxviii, 183 p. Edited.
- REICHELDERFER, FRANCIS W., *Weather Bureau*
The contributions of Wilkes to terrestrial magnetism, gravity and meteorology. American Philosophical Society, *Proceedings*, 82: 583–600 (June 1940).
- RIPPY, J. FRED, *University of Chicago*
The Caribbean danger zone. New York, G. P. Putnam's Sons, 1940. xii, 296 p.
- ROBERTSON, WILLIAM SPENCE, *University of Illinois*
Russia and the emancipation of Spanish America, 1816–1826. *Hispanic American historical review*, 21: 196–221 (May 1941).
- RODGERS, ANDREW D., III, *Columbus, Ohio*
"Noble fellow," William Starling Sullivant. New York, G. P. Putnam's Sons, 1940. xxii, 361 p.
- SCANLAN, P. L., *Wisconsin State Historical Society*
The military record of Jefferson Davis in Wisconsin. *Wisconsin magazine of history*, 24: 174–182 (Dec. 1940).
- SEARS, LOUIS M., *Purdue University*
Frederick Douglass and the mission to Haiti, 1889–1891. *Hispanic American historical review*, 21: 222–238 (May 1941).
- SELLERS, LEILA, *Historical Records Survey*
Commissioner Charles Mason and Clara Barton. Patent Office Society, *Journal*, 22: 803–827 (Nov. 1940).
- SENSABAUGH, LEON F., *Birmingham-Southern College*
American interest in the Mexican-Guatemalan boundary dispute. Birmingham [1940]. 28 p. (Birmingham-Southern College, *Bulletin*, vol. 33, no. 4. Dec. 1940.)
- SETON-JEVONS, THOMAS
Mother Seton, foundress of the Sisters of Charity in America. *Union and echo* (Buffalo, N. Y.), weekly from Friday, Jan. 31, through Mar. 28, 1941.
- SETTLE, RAYMOND W., *Lamar, Colo.*
The march of the mounted riflemen. Glendale, Calif., Arthur H. Clark Co., 1940. 380 p. Edited.
- SHERWOOD, WARREN G., *Highland, N. Y.*
New Paltz soldiers of the Revolution; military rosters and rolls in The National Archives add to the knowledge of Paltz soldiery. *Independent and times* (New Paltz, N. Y.), June 12, 1941, p. 1, 4. The Revolutionary War came home to the people of Ulster County. *Mid-Hudson post* (Highland, N. Y.), May 28, 1941, p. 3.

- SNOW, EDWARD R., *Winthrop, Mass.*
The story of Minot's Light. Boston, The Yankee Publishing Co., 1940. 139 p.
- STACY, C. P., *Princeton University*
An American plan for a Canadian campaign. Secretary James Monroe to Major General Jacob Brown, February, 1815. *American historical review*, 46: 348–358 (Jan. 1941). Edited.
- STARK, MARIE C., *The National Archives*
See entry under National Archives.
- STATE DEPARTMENT
The Territorial papers of the United States; compiled and edited by Clarence Edwin Carter: vol. 9, The Territory of Orleans, 1803–1812. Washington, Government Printing Office, 1940. ix, 1092 p.
- STELLE, CHARLES C., *Cambridge, Mass.*
American trade in opium to China. *Pacific historical review*, 9: 425–444; 10: 57–74 (Dec. 1940, Mar. 1941).
- STEWART, STELLA, *Bureau of Labor Statistics*
See entries under Labor Statistics Bureau.
- SURVEY OF FEDERAL ARCHIVES, *Rhode Island*
Ship registers and enrollments of Newport, Rhode Island, 1790–1939. Providence, National Archives Project, 1941. vii, 810 p., processed.
- SWEET, PAUL, *Bates College*
Erich Bollman at Vienna in 1815. *American historical review*, 46: 580–587 (Apr. 1941).
- SWINT, HENRY L., *Vanderbilt University*
The northern teacher in the South, 1862–1870. Nashville, Vanderbilt University Press, 1941. ix, 221 p.
- TANSILL, CHARLES C., *Fordham University*
Diplomatic relations between the United States and Hawaii, 1885–1889. New York, 1940. 53 p. (Fordham University, *Studies, Historical series*, no. 1.)
The foreign policy of Thomas F. Bayard, 1885–1897. New York, Fordham University Press, 1940. xxxix, 800 p.
- TIERNEY, JOHN L., *Federal Housing Administration*
War housing: the Emergency Fleet Corporation experience. *Journal of land and public utility economics*, 17: 151–164 (May 1941).
- TODD, FREDERICK P., *The National Archives*
See entry under Kredel, Fritz.
- TRICKETT, DEAN, *Tulsa, Okla.*
The Civil War in the Indian Territory, 1861. *Chronicles of Oklahoma*, 18: 266–280 (Sept. 1940).

- VAN DOREN, CARL C., *New York, N. Y.*
Benjamin Franklin. New York, Viking Press, 1938. xix, 845 p.
- VOLWILER, ALBERT T., *Ohio University*
The correspondence between Benjamin Harrison and James G. Blaine, 1882-1893. Philadelphia, 1940. xii, 314 p. (American Philosophical Society, *Memoirs*, vol. 14.) Edited.
Harrison, Blaine, and American foreign policy, 1889-1893. American Philosophical Society, *Proceedings*, 79: 637-648 (Nov. 1938).
- WHITAKER, ARTHUR P., *University of Pennsylvania*
José Silvestre Revello: the first diplomatic representative of Brazil in the United States. *Hispanic American historical review*, 20: 380-401 (Aug. 1940).
- WRIGHT, ALMON R., *The National Archives*
Archival sources for the study of war-time relations of Latin America with the United States, 1917-1920: illustrations of their use. *Inter-American bibliographical review*, 1: 23-35 (spring 1941).
World War food controls and archival sources for their study. *Agricultural history*, 15: 72-83 (Apr. 1941).
- YUENGLING, DAVID G., *Pottsville, Pa.*
The Spanish annexation of the Dominican Republic. Pottsville, J. F. Seiders & Co., 1940. v, 49 p.

APPENDIX V

- PROFESSIONAL PUBLICATIONS BY MEMBERS OF THE NATIONAL ARCHIVES STAFF DURING THE FISCAL YEAR ENDING JUNE 30, 1941
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APPENDIX VI

REPORT OF THE SECRETARY OF THE NATIONAL ARCHIVES COUNCIL FOR THE FISCAL YEAR ENDING JUNE 30, 1941

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 were six changes in the membership of the Council, which were occasioned by the appointments of the Honorable Henry L. Stimson as Secretary of War to succeed the Honorable Harry H. Woodring; the Honorable Frank C. Walker as Postmaster General to succeed the Honorable James A. Farley; the Honorable Frank Knox as Secretary of the Navy to succeed the Honorable Charles Edison; the Honorable Claude R. Wickard as Secretary of Agriculture to succeed the Honorable Henry A. Wallace, who was elected Vice President of the United States; and the Honorable Jesse Jones as Secretary of Commerce to succeed the Honorable Harry L. Hopkins; and the election of the Honorable Robert T. Secrest as Chairman of the Committee on the Library of the House of Representatives to succeed the Honorable Kent E. Keller.

During the fiscal year 175 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.

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APPENDIX VII

REPORT OF THE SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 1941

A change in the personnel of the Commission took place on March 21, 1941, when Brig. Gen. Oliver L. Spaulding replaced Col. Robert Arthur as Chief of the Historical Section of the Army War College and hence as a member of the Commission. General Spaulding had previously served on the Commission from its establishment until his retirement from active duty on June 30, 1939; Colonel Arthur returned to active service in the field. The Commission held no meetings during the year.

With the expiration of the Seventy-sixth Congress in January 1941, the bills that had been introduced into the two Houses to authorize the preparation under the supervision of the Commission of a documentary publication on the ratification of the Constitution and the first ten amendments thereto were left without final action. Of these, S. 1410 was never acted upon by the Senate Committee on the Library, but H. R. 5024, as has been stated in previous annual reports of the secretary, had been favorably reported by the House Committee on the Library and had advanced near to the top of the Union Calendar. The project for a documentary publication on the exploring expeditions of Zebulon Montgomery Pike, which was recommended to Congress in June 1940, was left without action by the Committee on the Library in each House. No steps have been taken in either House of the Seventy-seventh Congress to revive these projects.

SOLON J. BUCK.

APPENDIX VIII

REPORT ON THE WORK OF THE SURVEY OF FEDERAL ARCHIVES FOR THE FISCAL YEAR ENDING JUNE 30, 1941, BY THE ASSISTANT DIRECTOR OF THE HISTORICAL RECORDS SURVEY PROJECTS IN CHARGE OF THE INVENTORY OF FEDERAL ARCHIVES IN THE STATES

During the fiscal year 1941 the work of the Survey of Federal Archives was continued outside the District of Columbia, as in the preceding 3 years, by a number of State projects of the Work Projects Administration. At the end of the year, 22 of these were Historical Records Survey projects sponsored locally and 10 were separate projects sponsored or co-sponsored by The National Archives. In 6 States work had been completed; in 7 it had been transferred to other States for completion; and in 3 it had been discontinued without provision for completion.

The technical aspects of the work in the States continued to be directed from Washington under the supervision of Philip M. Hamer, Chief of the Division of Reference of The National Archives, who served without pay on a part-time basis as Assistant Director of the Historical Records Survey Projects of the Work Projects Administration. For a few weeks 4 noncertified persons from a District of Columbia project sponsored by the Library of Congress continued editorial work in the Washington office, and Elizabeth Edwards remained as administrative assistant until the end of the calendar year. Thereafter, until the end of the fiscal year, a small group of certified workers from a District of Columbia project sponsored by The National Archives undertook some clerical and minor editorial work. A small amount of editorial work was done by members of the National Archives staff.

Despite the inadequacy of editorial and clerical assistance in the Washington office and personnel reductions and other difficulties in the field, considerable progress was made toward the completion of the *Inventory of Federal Archives in the States*. Surveying activities were confined largely to New Mexico, where a resurvey of all records in the State had previously been begun. At the request of the Department of the Navy, the surveying of its records in the Norfolk, Va., area, though incomplete, was terminated; and plans to make a resurvey of some of the records of that Department in California were dropped. The small amount of surveying that was done did not change appreciably the totals, previously reported, of approximately five million linear feet of records in the custody of some thirty thousand field agencies of the Government, regarding which information had been assembled. During the year, 101 volumes of the *Inventory*, consisting of 15,918 pages, were published in mimeographed form. This brought the total of published volumes to 434 and the total of pages to 48,086. By the end of the year, of

the remaining 167 volumes planned for publication, 43 had received final editorial approval and were in the possession of State projects awaiting publication, 34 had been checked in the Washington office and returned to State projects for editorial revision, and 90 remained in the Washington office or in State offices incompletely edited, though some work had been done on most of them. Mimeographing of the inventories for 9 States (Arizona, Indiana, Maine, Maryland, Massachusetts, Missouri, North Carolina, Rhode Island, and Texas) had been completed. Of the inventories for 10 States, only 1 volume for each remained to be mimeographed. For only 1 State (South Dakota) had none of the inventories been mimeographed.

As the information acquired by the Survey of Federal Archives in 1936-37 becomes conveniently available in the form of the *Inventory*, not only is it used by persons who consult the *Inventory* in the libraries in which it has been deposited but agencies of the Government also find it of assistance in formulating plans for the solution of their record problems. During the fiscal year 1941, as in earlier years, the *Inventory* was helpful to The National Archives and to other Government agencies in handling the problem of the disposition of useless papers. It was used by the Archivist of the Department of the Treasury in the preliminary consideration of plans for the disposition and preservation of field records. It was used by two units of the Department of the Interior, the Office of Indian Affairs and the General Land Office, working in cooperation with members of the staff of The National Archives, in the formulation of policies and procedures for transferring valuable field records to Washington. It was reported to have been of "indispensable" assistance to officials of the War Department in the execution of its plans to obtain space needed for defense purposes and at the same time to make adequate provision for the preservation of valuable field records of the Department and of the Army. It should prove to be of assistance to the Department of the Navy in connection with plans for similar action that were being considered at the end of the year. It was used by the Work Projects Administration in connection with the microfilming of its records and those of the Civil Works Administration.

As in earlier years a few State projects continued to engage in work not directly related to the compilation of the *Inventory*, similar in character to that described in the report for the fiscal year 1940. The compilation of information from ship registers and enrollments was begun in New Hampshire and was continued in Maine, Massachusetts, Rhode Island, Connecticut, Pennsylvania, Louisiana, California, and Oregon. One volume, *Ship Registers of New Bedford, Massachusetts; Vol. II, 1815-1865*, was published by the Massachusetts project. The Rhode Island project published *Ship Registers and Enrollments of Newport, Rhode Island, 1790-1939*. In process of publication, as the year ended, were similar volumes for Machias, Maine; Providence and Bristol-Warren, R. I.; New Orleans, La.; and Eureka, Calif.

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