

EIGHTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES
1941-1942

THE NATIONAL ARCHIVES

EIGHTH ANNUAL REPORT

OF THE

ARCHIVIST
OF THE UNITED STATES

For the Fiscal Year Ending June 30

1942



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LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,
Washington, D. C., November 16, 1942.

To the Congress of the United States:

In compliance with section 9 of the National Archives Act, approved June 19, 1934 (48 Stat. 1122-1124), which requires the Archivist of the United States to make to Congress "at the beginning of each regular session, a report for the preceding fiscal year as to the National Archives, the said report including a detailed statement of all accessions and of all receipts and expenditures on account of the said establishment," I have the honor to submit herewith the eighth annual report of the Archivist of the United States, which covers the fiscal year ending June 30, 1942. It will be recalled that The National Archives was administered by my predecessor, R. D. W. Connor, from the beginning of that year until his resignation on September 15, 1941.

Respectfully,

SOLON J. BUCK, *Archivist.*

EIGHTH ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

Nations, like the people of whom they are composed, make their plans and decisions and base their actions, if they are wise, on their own experience or on that of others. They know of this experience either through memory or through a written record, which serves as an extension of memory. Since individual nations live longer as a rule than individual men, they must depend increasingly on the written record rather than on the memory of man for their knowledge of experience. It follows, therefore, that a nation has a greater fund of experience on which to draw and presumably can take more intelligent action if it records its experience carefully as it occurs, if it preserves the record of its experience, and if it finds and makes use of that record whenever it is needed. It must have been with these thoughts in mind that Congress established The National Archives in 1934 and gave to it the task, though it was not stated in so many words, of making the experience of the Government and the people of the United States as it is embodied in noncurrent records of the Federal Government and related materials available to guide and assist the Government and the people in planning and conducting their activities.

The Government of the United States in over a century and a half has accumulated an imposing fund of recorded experience in the form of Federal records. Some have permanent value to the Nation and some have only an immediate value, which is soon lost. Some of both are noncurrent and some are still needed in the current business of the agencies having the custody of them. Unfortunately, the record in some of those with permanent value is incomplete, either because it was originally so or because the years have taken their toll of the documents. All the records together, valuable and otherwise, noncurrent or current, occupy an amazingly high proportion of the space in Government buildings, require large quantities of personnel and equipment to take care of them, are often kept in unsatisfactory places of storage, and for that and other reasons are frequently difficult if not impossible to use. Moreover, the Government is producing records at a pace that increases from year to year, with the result that problems already gigantic may become overwhelming.

If the United States and its people are to profit fully from the experience embodied in the records of the Federal Government, those records must be carefully and completely made in the first place, those of temporary value must be segregated as soon as practicable from those of permanent value and must be disposed of, those of permanent value must be transferred to The National Archives when they become noncurrent and must then be preserved, arranged, described, and made available for the widest possible use.

To these ends the energies of The National Archives were directed during the year under review. In an effort to improve the administration of records throughout the Government, a program was undertaken to assist in developing those principles and practices in the filing, selection, and segregation of records that will facilitate the disposal of or the transfer to The National Archives of records as they become noncurrent. A number of agencies were assisted in the preparation of retention and disposal schedules, each of which lists every group of records accumulated by the agency and indicates when each group is to be reported for disposal or offered for transfer to The National Archives. The program was facilitated by the appointment in key agencies of records officers with wide powers over the preservation and disposal of records.

Largely as a result of the pressure for space in Government buildings, the quantity of records having permanent value that were transferred to The National Archives during the year amounted to nearly 50 percent of the quantity of all records previously transferred. Most of these records came from the War and Navy Departments but records were also received from dozens of other agencies. The space situation was further relieved by the steady progress made in appraising and reporting to Congress for disposal noncurrent records found to have insufficient value to warrant their further preservation by the Government.

After records are transferred, they are fumigated, cleaned, and packed or shelved with a view to promoting their permanent preservation. Attention is then given to organizing, listing, and describing them with a view to making them readily available for use. To aid present war agencies beset with problems similar to those experienced by agencies of World War I, compilation was begun and nearly finished of a handbook listing the latter agencies, describing their activities and their records, and indicating where the records are now to be found. Preliminary checklists and inventories and special lists describing records believed to be of value in relation to the war were also compiled and issued as rapidly as possible. Services on records in the custody of the Archivist reached a new high point in numbers. Many of the requests for service were routine in nature, of course,

but in a gratifying number of cases services of a signal nature to the war effort were provided both to Government agencies and to private individuals. It is believed that the quality and quantity of services rendered are eloquent proof of the wisdom of concentrating noncurrent records of permanent value from all agencies in the custody of a single agency that can service them quickly and economically.

As a means of bringing about greater coordination and efficiency in operation, the supervision of the work of the agency was extensively reorganized at the middle of the year to provide separate officials to plan, coordinate, and review functions that are common to all the 16 divisions having the custody of records—records administration; accessioning, disposal, and preservation; arrangement and description; and reference service. It is believed that these changes have knit the organization together more closely and have improved the quality of service it can give to the Government and the people. Special mention should be made of the work of the Division of the Federal Register, which resulted in the publication promptly and regularly for wide distribution throughout the country of hundreds of regulatory documents issued for the most part by war agencies. The staff of the Division also assisted war agencies in the difficult and important task of drafting and issuing rules and regulations.

That the achievements of the year, which are recounted in the following pages, could be accomplished at a time when scores of the staff were being siphoned off by the military services and other agencies is evidence of the ability and energy of the staff members who remained.

RECORDS ADMINISTRATION PROGRAM

Just before Pearl Harbor a hasty survey of Federal records in the District of Columbia indicated that the quantity of such records had more than doubled since 1936 and that their bulk was increasing at a rate approaching a million cubic feet a year. The situation outside Washington is unknown, but it is believed that as many Federal records exist in the field as in the Capital. In size alone, therefore, the records problem of the Government is already staggering. What it will be at the end of the war is not pleasant to contemplate.

The National Archives is concerned with this problem for a number of reasons, the first of which is the general provision in the National Archives Act 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." An-

other reason is that since 1936 The National Archives has been accepting from Government agencies their noncurrent records believed to be of permanent value and historical interest and is being pressed to accept such records in ever increasing quantities. Furthermore, it is required to appraise records reported to it by Government agencies as having no value in order that the Archivist may report to Congress, with the approval of the National Archives Council, those that he finds to be valueless to the Federal Government. Finally, and as a corollary activity to the one just mentioned, it is required to determine whether photographic reproductions of records made with a view to the disposal of the originals have been made and are preserved in accordance with prescribed standards.

With these duties already fully occupying its attention and with every passing day witnessing the creation of additional masses of records by a Government operating at top speed, The National Archives faced a heavy burden for the duration of the war and the prospect of becoming at its close the residual legatee of a gargantuan mountain of heterogeneous records left by vanishing war agencies. It therefore set about in the year under review to forestall its own future problems insofar as possible by aiding Government agencies, particularly those brought into being by the war, in coping currently with their records problems. As the existing appropriation was insufficient for the purpose, additional funds were sought and obtained from Congress in a supplemental appropriation. It was then possible to expand the program of records administration, which had existed for some time in embryo form. This program includes efforts to persuade and assist the operating agencies of the Government to give adequate attention to the problems of records management, more specifically to reduce the bulk of their records by keeping nonrecord material out of the official files, to prepare schedules for the ultimate transfer or disposal of all records, to organize their files so that noncurrent material may be readily segregated from current material and permanently valuable material from disposable material, to eliminate papers of only temporary value as soon as possible, and to transfer noncurrent records of permanent value to The National Archives rather than to attic and basement storerooms, where they are almost certain to fall into disorder and be exposed to other hazards.

To its pleasure, The National Archives soon found that it was not alone in its interest in this field. The Federal Records Conference, an unofficial body composed of records personnel throughout the Government service in Washington, devoted four of its five meetings during the year to phases of the records administration problem. The Committee on Conservation of Cultural Resources, set up by the Science Committee of the National Resources Planning Board, conducted a survey to determine the nature of and the protection to be

given to such resources, including records, in Washington and otherwise aided in bringing home to Government officials the importance of their records. A somewhat similar purpose was served by the Interdepartmental Committee on Protection, which, in preparing its air-raid protection code, found that Government records constituted one of its largest problems. Another organization, the Committee on Records of War Administration, was established in the Bureau of the Budget to promote the availability of materials for current analyses of the development of war agencies, and in this connection was, of course, concerned with the selection and preservation of records and even with the creation of additional ones in areas where documentation is scant. One of the most significant of all the interagency groups was the Interdepartmental Committee on Records Administration, which was established and sponsored by the Civil Service Commission primarily for the better training of files personnel but which soon found it necessary to study numerous phases of records administration in connection with its work. On all these bodies The National Archives was represented. The Archivist was appointed a member of the Committee on Conservation of Cultural Resources and of the Committee on Records of War Administration. Another member of the staff served as Executive Secretary of the Committee on Conservation of Cultural Resources and as a member of the Interdepartmental Committee on Protection; and several had important committee assignments in the Federal Records Conference and in the Interdepartmental Committee on Records Administration.

Several important agencies of the Government took significant steps toward solving their own records administration problems and at the same time effecting administrative economies by appointing a records officer or some other official with considerable power over their records. A pioneer in this field had been the Tennessee Valley Authority, which had developed, with the assistance of members of the National Archives staff, an excellent program for the administration of its records and had vested the responsibility over them in a single official. Other pioneers included the Treasury Department and the Department of Agriculture. In October the Navy Department created the position of Director of Records Coordination and selected a member of the National Archives staff for the post. He was given wide powers over the filing, storage, reproduction, disposal, and transfer to The National Archives of Navy records and was appointed as alternate for the Secretary of the Navy on the National Archives Council. Later in the year the War Department expanded the authority of the officer who had control over the disposition or preservation of noncurrent records of the Department to include control over all microfilming of records in the Services of Supply. This officer, who was designated as Director of Records in The Adjutant General's

Office, selected as key assistants two members of the National Archives staff, who were commissioned in the Army and assigned to work with him. The War Production Board and the Board of Economic Warfare also selected members of the National Archives staff for important positions connected with their records work. One serves as Chief of the Historical and Recording Section in the Division of Industry Operations of the War Production Board, and another in that Section handles liaison with The National Archives in transfer and disposal matters. Still another of its staff members was appointed Chief of the Documentary Intelligence Section in the Intelligence Division of the Board of Economic Warfare.

With The National Archives reinforced by agency records officers and the interdepartmental bodies previously mentioned, substantial progress was made in the attack on the records administration problem. For one thing, more was learned about its size. The Committee on Conservation of Cultural Resources, in a rapid survey conducted by questionnaire and by spot checks made with the help of members of the National Archives staff, came to the conclusion that Federal records in the District of Columbia had increased from some three and a half million cubic feet in 1936 to perhaps seven million cubic feet in 1941. The general validity of this estimate is bolstered by a more careful survey made at the same time by the Agriculture Department of its own records in the District of Columbia. That Department, which had previously made comprehensive surveys of its records, provided these significant figures: 1,469 linear feet of records for the 34-year period since 1862 were in existence in 1896; 51,016 feet, or an additional 49,547 feet, had accumulated by the end of the next 34-year period in 1930; 190,349 feet, or an additional 139,333 feet, had accumulated by the end of another 5 years in 1935; and 359,022 feet, or an additional 168,673 feet, were in existence in 1941. It is thus apparent that approximately half of the records now in the Agriculture Department have accumulated since the establishment of The National Archives 8 years ago. Fortunately, less than 10,000 cubic feet of these records are likely to be offered to The National Archives in the near future; 245,865 feet of them were reported as current materials needed in the business of the Department, and an additional 103,305 feet were marked for disposal immediately or in the near future.

Still another general survey made during the year, that conducted by questionnaire by a subcommittee of the Senate Committee on Appropriations under the chairmanship of Senator Tydings of Maryland, disclosed that in the executive agencies alone, and leaving out such large agencies as the War, Navy, and Post Office Departments, 1,762,995 square feet of floor space was occupied by current files and 313,924 square feet by what were reported to the subcommittee as "dead files."

Two surveys of a general nature were made in The National Archives, one resulting in a tabulation of all records of the Federal Government in Washington over 50 years old, and the other bringing together estimates of the quantity of Federal records outside Washington that are worthy of permanent preservation either in The National Archives or in the regions where they are located.

More detailed surveys were carried on as part of the records administration program in various agencies, some of which were being liquidated or transferred outside Washington as a result of the war. The survey of the records of the Work Projects Administration, which was drastically curtailing its program, was designed to facilitate the segregation of the records of permanent value to be transferred to The National Archives from those without value to be reported for disposal. The purpose of the surveys of the records of the Office of Indian Affairs, the Fish and Wildlife Service, and the National Park Service was somewhat similar in that the agencies wanted to transfer or dispose of as many records as possible so that only those absolutely necessary in current business would need to be moved out of town. Record surveys were also carried on in the National Youth Administration, the Civilian Conservation Corps, and the Coast Guard offices in Washington. At the request of the Soil Conservation Service, a member of the staff was sent to survey records of offices of various administrative levels in Texas in order to accumulate information on the basis of which a general policy might be formulated for the disposal of backlog accumulations of records in all the corresponding field offices of the Service.

These surveys of agency records resulted in the compilation of lists for the disposal or the transfer to The National Archives of accumulations of records. While the usefulness of these lists should not be minimized, retention and disposal schedules covering all the records of an agency, which were prepared for the records of some agencies, are of still greater value. For each series of an agency's records such a schedule prescribes the period of time the records are to be kept by the agency and their fate at the end of that time, that is, whether they are to be transferred to The National Archives or reported for disposal as being without further value. Among the merits of the retention and disposal schedule is its completeness for records already in existence and its applicability to records yet to be accumulated when they are similar to ones already in existence. Schedules of this type were prepared during the year for the records of the United States District Court for the District of Columbia, and on the basis of this schedule similar ones were being prepared at the request of the Administrative Office of the United States Courts for the records of district courts elsewhere in the country. Schedules were also prepared for the

records of the Bureau of Old Age and Survivors Insurance of the Social Security Board, for those of the Food and Drug Administration of the Federal Security Agency, and for those of the Soil Conservation Service of the Department of Agriculture. Such schedules had previously been prepared for four other units of the Department of Agriculture: the Agricultural Marketing Service, the Agricultural Economics Bureau, the Animal Industry Bureau, and the Forest Service; and schedules for other agencies were being compiled at the close of the year.

Besides the retention and disposal schedules for the records of specific Government agencies, similar schedules of a cross-sectional nature, intended to apply to records of types found in all Government agencies, are being prepared for employees' compensation, accounting, and personnel records. As a result of his work on the schedule for personnel records, the staff member preparing it was requested to serve as a consultant to the Forms Committee of the Council of Personnel Administration.

Government agencies consulted The National Archives regarding a number of records problems in addition to those already mentioned. Documents relating to the appointment and activities of records officers in the Tennessee Valley Authority, the War and Navy Departments, and other agencies were assembled and made available to interested agencies; and a *Manual of Information About The National Archives for Government Officials* was prepared, processed, and distributed. Assistance was given the Department of Agriculture in the preparation of a manual instructing its employees regarding the disposal or the transfer to The National Archives of its noncurrent records. Technical advice on microfilming records in preparation for their disposal and on the maintenance and operation of files was provided, the latter chiefly by a files consultant, who was added to the staff toward the end of the year as a result of the frequent demands for service of this nature. In one case, at the suggestion of The National Archives, an agency that was moving out of town agreed to start its filing system anew, so that in the course of time the old file will be completely noncurrent and can be turned over to The National Archives in its entirety.

Field records were not neglected in the records administration program, though most of the work was done with reference to records in Washington. Besides the trips made to survey the field records of specific agencies, some field work of a general nature was carried on. In May, as an experiment, a field representative was sent to San Francisco to assist Government agencies on the West Coast in protecting their records against the hazards of war and to aid them in any transfer or disposal problems that they might have. He was also

instructed to study the questions of whether field depositories should be established for the preservation of Federal records of permanent value and, if so, what should be the nature and functions of such depositories. Another staff member, who had been on a year's leave of absence to serve as librarian at the University of Panama, was instructed to inspect Federal records in the Canal Zone, the Virgin Islands, and Puerto Rico on his way back to Washington in order to aid the agencies having custody of them in protecting them against the hazards of war, to assist the agencies with any disposal problems that might exist, and to determine what records, if any, should be brought to Washington after the war when records can be moved with greater safety. At the end of the year the office at San Francisco had not been opened long enough to demonstrate its value either to The National Archives or to other agencies and the inspection of records in the Caribbean area had not been completed, but it was believed that these ventures would prove of value in coping with the problem of field records. Meanwhile, information gathered by a third staff member in the course of a spot check of the Federal records situation in New Orleans just before the close of the year was already contributing to this objective.

In all these field activities, the survey of Government records outside Washington made in 1936 and 1937 by the Survey of Federal Archives, which was conducted by the Works Progress Administration at the request and with the cooperating sponsorship of The National Archives, was of great value. The hundreds of inventories published by the Survey provided a fund of information for the field representatives, and additional information was obtained from the unpublished inventories and other documents in the files of the Washington headquarters of the Survey, which were made available. An account of the activities of the Survey for the year under review 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 V to this report.

The increased attention being given to records administration not only in The National Archives but also throughout the Government makes it possible now to hope, without being accused of wishful thinking, that the records of the Federal Government accumulated during the present war will escape the neglect that was the unfortunate lot of many of those of World War I. The volume of records is constantly expanding, however, and with it the problem of caring for them. The continuation and expansion of the records administration programs carried on by The National Archives, by records officers in the various agencies, and by the interdepartmental groups now operating in this field seem to offer a hope for its ultimate solution.

DISPOSAL OF RECORDS

Under the terms of the National Archives Act and of subsequent legislation, the Archivist appraises records reported to him as valueless by Government agencies and reports to Congress, with the approval of the National Archives Council, those that he finds to have no value for the Government; he notifies the agencies when Congress agrees with his findings and thereby authorizes them to dispose of the records in question; he is responsible for the examination of photographic copies of original records reported for disposal on the ground that they have been photographically reproduced, in order to determine whether all the requirements of law have been met; and, in certain cases, where it is permitted by law, he himself grants the agencies permission to dispose of records. All this he does as a safeguard in order to prevent the disposal of Government records having administrative, legal, research, or other value sufficient to warrant their continued preservation by the Government.

This process of filtering noncurrent records in order to save the valuable ones operates like any other filtering process: it retards the flow of material. Although it is recognized that some delay is inevitable, steps were taken during the year to reduce it to a minimum. Procedures for handling disposal lists, both within The National Archives and without, were examined critically, and corners were cut at a number of places where it was possible to do so, with the result that the average length of time elapsing between the date of submission of a disposal list to The National Archives and the date of authorization to dispose of the records was cut in half. This achievement paid rich dividends in the rapid elimination of worthless material and the freeing of valuable floor space.

A notable change was made in the handling of disposal lists after they are transmitted to Congress. By arrangement with the House Committee on the Disposition of Executive Papers, references to disposal lists were substituted for the often long and intricate lists themselves in the printed Congressional committee reports. The reduction of these reports, some of which formerly ran to over a hundred pages, to one or two pages, will, in the opinion of the Clerk of the Joint Committee on Printing, save \$10,000 a year in printing costs alone. Time was saved and a minor source of annoyance was removed when Congress, by an act approved March 13, eliminated from the basic act concerning the disposal of records (53 Stat. 1219-1221) the requirement, which it had never been possible completely to observe, that the heads of agencies report in detail on the character and volume of records disposed of under Congressional authorization and on the method of disposal used. The requirement was retained, however, for a report in those cases where agencies turn over records without value to the Federal Government to a State or dependency

of the United States or to an appropriate institution or organization. The act concerning the disposal of records as thus amended is printed in appendix I of this report.

At the beginning of the fiscal year disposal lists containing 16,207 items were awaiting appraisal in The National Archives, and 48,803 additional items were reported by agencies during the year. Of these 65,010 items, 147 items were withdrawn by the agencies before they had been appraised, in most cases because the agencies on further investigation had decided that the items had value; 189 items were eliminated by being consolidated with similar items; 86 items were recommended by the Archivist for retention because of their presumptive value for administrative, legal, research, or other use; 41,931 items were reported to Congress by the Archivist as being without value to the Federal Government; and 76 items were authorized for disposal by the Archivist in accordance with law. Awaiting appraisal at the end of the year were 22,581 items, 6,374 more than the number pending at the beginning of the year. Of the 41,932 items before Congress for action during the year (1 had been carried over from the previous year), 40,350 had been approved for disposal by June 30, leaving 1,582 awaiting action.

A small but significant number of items are appearing on disposal lists because the records to which the items refer have been photographed with a view to their disposal under the terms of the law of September 24, 1940. Fifty-two of the items reported for disposal during the year fell into this category, a slight decrease from the number of such items in the previous year. Five agencies are already making use of this method of reducing the bulk of their records, which indicates that it may in time become a very important phase of records administration in the Federal Government.

Though the amount of space freed by the disposal of records is not known and cannot be ascertained without the disproportionate expenditure of time and money, it is certain that the amount so released is considerable, for one of the items referred to above covered seven thousand linear feet of records and another covered one and a half million individual documents. Some space was saved within the National Archives Building itself as a result of the reappraisal of accessioned records; 157 of the items reported to Congress were in this category. On the other side of the ledger, the value of the records recommended for retention has yet to be demonstrated. Records so preserved in other years, however, are now being extensively used, in some cases by the very agencies that wanted to throw them away. Moreover, the fact that lists of records proposed for disposal are to be subjected to the scrutiny of The National Archives unquestionably has the effect of promoting greater caution on the part of agencies in the preparation of disposal lists.

The number of items appraised during the year, despite imperative additional demands made upon the staff by records administration, accessioning, and reference service activities, was practically the same as the number appraised the year before. Nevertheless, the backlog of items awaiting appraisal at the end of the year was 6,374 greater than that at the beginning of the year. Further attention was therefore being given during the latter part of the year to the improvement of the disposal procedure in The National Archives and elsewhere. Most promising as a means of expediting disposal is the development of retention and disposal schedules as discussed in the previous section on records administration. Schedules listing records for disposal after fixed periods of time or listing for disposal records in all field offices of an agency of a type already approved for disposal in one or more of them are already achieving gratifying results in the Agriculture and War Departments, which have particularly heavy disposal problems. Even with the use of such schedules, however, it is still necessary under existing laws for agencies to submit disposal lists periodically and for the lists to be sent through the usual channels, though of course they go through them much more rapidly. A solution to this problem must be sought in legislation that will provide for Congressional approval of disposal schedules as well as of disposal lists. If this were provided, agencies could dispose of records appearing on disposal schedules as rapidly as the records reached the age specified on the schedules without further authorization. This would substantially reduce the number of individual items reported to the Archivist and to Congress each year and would expedite tremendously the elimination of great masses of routine records.

ACCESSIONING OF RECORDS

By far the largest accessions program since the agency's establishment was carried on during the fiscal year 1942. Nearly three times as many records were formally accessioned as in any previous year. These constitute about a third of the entire present holdings of The National Archives. The reasons for this accelerated rate of transfer do not lie wholly in wartime pressure for space, although this was a major factor. Large quantities of records were transferred as part of an orderly plan to clear the great backlogs of noncurrent records from the various Federal departments and agencies, where they have overburdened the file rooms and storage quarters for years, by reporting for disposal those without value and accessioning those worthy of permanent preservation. Considerations attendant upon the war, of course, gave encouragement to such a program. The desire to give certain records better protection than many agencies can afford from such eventualities of war as air raids has also led to the transfer of noncurrent records to The National Archives.

The total quantity of records accessioned during the year amounted to 159,774 cubic feet as compared with last year's figure of 53,631 cubic feet. These records were received from the Senate, the Executive Office of the President, all the executive departments except one, the Administrative Office of the United States Courts, 3 Federal courts, and 26 other Federal agencies; and 30 gifts of motion pictures or sound recordings were accepted from 18 sources. Among the agencies transferring records to The National Archives for the first time were such long established ones as the Government Printing Office and the Inspector General's Office of the War Department, and such newcomers as the Office of Emergency Management and the Agricultural War Relations Office. Initial transfers were also received of the records of two World War I agencies, the War Minerals Relief Commission and the War Finance Corporation. As a result, practically all the records embodying the administrative experience of the Federal Government during that war, with the notable exception of those of the War Trade Board, are now concentrated in The National Archives.

While the pattern of accessions made during the 8 years of the agency's existence may appear fortuitous, nevertheless The National Archives now has the custody of approximately 80 percent of all Federal records in the District of Columbia that are more than 50 years old, exclusive of those of the General Accounting Office. More than 90 percent of such records of the Senate, the State, War, Justice, and Labor Departments, and the Veterans' Administration and between 70 and 90 percent of such records of the Navy and Interior Departments and the Civil Service Commission have been received.

Many of the year's accessions constituted the major part of the non-current records of important bureaus. From the War Department, for example, came the records of the Inspector General's Office, 1814-1916, and those of the Office of the Chief of Ordnance, 1797-1935, including records of the Ordnance Department of the American Expeditionary Forces, 1917-19. Land titles to three-fourths of the country are based on the General Land Office records, the main body of which up to 1908 was transferred by the Interior Department. From the same Department came the central records of the Reclamation Bureau, 1902-19, which contain the history of the formative years of one of the outstanding conservation agencies of the Government. The Navy Department also made substantial transfers, among which were records of the Navigation Bureau's Enlisted Personnel Division and its predecessors, 1819-1941, the Yards and Docks Bureau, 1846-1940, the former Construction and Repair Bureau, 1896-1940, and the former Engineering Bureau, 1910-40.

Federal departments and agencies have increasingly come to realize that when their noncurrent records are transferred from attics and

storerooms to The National Archives they are not only better cared for but are actually more readily consulted if there is occasion to use them than they were before the transfer. One of the departments that has acted upon this realization is the Treasury. In September 1941 that Department proposed to transfer all its records dated prior to 1917 that are not needed for current use. This did not preclude the transfer of noncurrent records of later date, of course, but simply set a convenient stopping point. By the close of the year the non-current records of four major bureaus and several other units had been transferred, including those of the Treasurer's Office, 1813-1934.

State Department records came from around the world from Australia to Zanzibar. That these records were shipped before the on-rushing armies of Germany and Japan could block their way is a tribute to the foresight of the Department, which a few years ago began calling in noncurrent records of its Foreign Service posts. The plan was to transfer first from the tropics, where the climate is especially destructive to paper; next records were to be removed from Europe and Asia, where war clouds were already gathering, and these moves were rushed after the outbreak of hostilities. Records from Czechoslovakia, Germany, and the Netherlands East Indies were sent out just in time and many were removed from Belgrade, Yugoslavia, a short while before that city was severely bombed. One important group of records, those of the Madrid Embassy for over a hundred years, left the war zone under diplomatic immunity with the members of the Foreign Service on the exchange ship *Drottningholm*. This program has now been practically completed and the records rest in the secure custody of The National Archives.

Many of the accessions were in the nature of emergency transfers. When confronted with acute space problems, the standard solution was for Government agencies to call upon the Archivist to requisition those of their records not needed for day-to-day administration. So importuning were the calls that it was necessary to establish priority lists for transfers on the basis of urgency of need. By the end of the year The National Archives had transferred 41,983 cubic feet of records from the War Department, 24,011 from the Navy Department, and comparable amounts from other agencies, thus releasing space for rapidly expanding wartime staffs.

Had the accessions procedure not been considerably modified during the year, the proffered torrent of records might have overwhelmed the staff. By centralizing the responsibility for scheduling, notification, and transfer in the newly created Office of the Director of Records Accessioning and Preservation, by eliminating some of the paper work, and by using day and night shifts of workers, the average time between an agency transfer request and the actual removal of the records was cut in half.

While all these records were being accessioned, diminutions totaling 2,027 cubic feet were being made. Most of these, 1,198 cubic feet, consisted of records deemed not worthy of further preservation, which were disposed of as explained in the preceding section of this report; a few, 585 cubic feet, were of nonrecord material found among the records, which were disposed of as surplus stock; and a few others, 244 cubic feet, comprised records returned to the agencies from which they had come, usually because circumstances had restored them to the status of current records.

Brief descriptions of all records accessioned during the fiscal year are printed in appendix II of this report. The volume of all accessions made during the year and the total volume of material in the custody of the Archivist of the United States on June 30, 1942, are shown in the following table:

Statistical summary of accessions

Sources ¹	Fiscal year 1942, cubic feet	Total to June 30, 1942, cubic feet ²
<i>Congress</i>	1	3, 790
Senate	1	3, 790
<i>Executive Office of the President</i>	2	218
White House Office		1
Emergency Management Office	(³)	(³)
War Information Office	2	217
<i>Executive departments</i>	132, 028	316, 215
Department of State	1, 722	14, 439
Department of the Treasury	12, 440	36, 652
Department of War	41, 983	75, 152
Department of Justice	1, 585	18, 664
Post Office Department		908
Department of the Navy	24, 011	59, 708
Department of the Interior	27, 592	49, 789
Department of Agriculture	10, 757	28, 557
Department of Commerce	11, 870	28, 097
Department of Labor	68	4, 249

¹ The agencies of the Federal Government listed are agencies as organized on June 30, 1942, 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.

² All types of material are covered, including 1,830 cubic feet of maps and atlases, 768 cubic feet of motion pictures and sound recordings, and 2,277 cubic feet of still pictures; each of these special types of material is further analyzed in the other tables below. Deductions totaling 2,027 cubic feet have been made in this column for diminutions of records during the year as explained above.

³ The accession from the Emergency Management Office is a sound recording amounting to less than half a cubic foot.

Statistical summary of accessions—Continued

Sources	Fiscal year 1942, cubic feet	Total to June 30, 1942, cubic feet
<i>Judiciary</i>	787	3, 416
Administrative Office of the United States Courts	51	51
Court of Claims	660	3, 109
District Court for the District of Columbia	75	242
District Court for the Eastern District of North Carolina		7
District Court for the Southern District of Ohio		1
District Court for Vermont		5
District Court for the Western District of Washington	1	1
<i>Other agencies</i>	26, 892	136, 159
Advisory Committee on Education	10	13
American Battle Monuments Commission		5
Bituminous Coal Commission		5
Civil Service Commission	90	90
Coal Commission		175
Conservation and Administration of the Public Domain Committee		8
Council of National Defense		61
Economic Security Committee		58
Federal Coordinator of Transportation	1, 157	1, 159
Federal Council of Citizenship Training		2
Federal Deposit Insurance Corporation		90
Federal Fuel Distributor		1
Federal Loan Agency		10
Federal Power Commission		10
Federal Reserve System	(⁴)	(⁴)
Federal Security Agency	1, 415	1, 814
Federal Trade Commission	6, 141	6, 261
Federal Works Agency	2, 510	7, 306
Fine Arts Commission	8	97
Fir Production Board		100
Food Administration	15	10, 234
Food Purchase Board		2
Fuel Administration		1, 539
Government Printing Office	955	955
Grain Corporation		4, 915
Housing Corporation	2	2, 437
Indian Trade Office		36
Industrial Commission		1
Interstate Commerce Commission		2, 687
Joint Commission for the Completion of the Washington Monument and the Washington National Monu- ment Society		15
Joint Information Board on Minerals and Their Der- ivatives		9
Maritime Commission	2, 130	21, 480
Maritime Labor Board	144	144
Mediation and Conciliation Board		43

⁴ The accession from the Federal Reserve System is motion-picture film amounting to less than half a cubic foot.

Statistical summary of accessions—Continued

Sources	Fiscal year 1942, cubic feet	Total to June 30, 1942, cubic feet
<i>Other agencies—Continued</i>		114
Mediation Board		40
National Adjustment Commission	40	68
National Archives	21	164
National Bituminous Coal Commission (1935-37)	164	
National Commission on Law Observance and Enforce- ment		133
National Labor Relations Board	193	318
National Power Policy Committee	91	83
National Recovery Administration		14, 588
National Steel Labor Relations Board	5	5
Northwest Territory Celebration Commission	14	14
Pacific Railways Commission		2
President's Commission on Economy and Efficiency		123
President's Organization on Unemployment Relief		252
Prison Industries Reorganization Administration		45
Public Information Committee		191
Railroad Administration		3, 496
Railroad Labor Board		332
Selective Service System	(⁵)	1
Shipbuilding Labor Adjustment Board		35
Sinking Fund Commissioners		1
Smithsonian Institution	36	216
Special Adviser to the President on Foreign Trade		90
Sugar Equalization Board		195
Tariff Commission		20
Temporary National Economic Committee	643	722
Tennessee Valley Authority		72
Textile Labor Relations Board	45	45
Veterans' Administration	6, 623	45, 638
War Finance Corporation	4, 200	4, 200
War Industries Board		2, 360
War Minerals Relief Commission	240	240
Wheat Director		194
	159, 710	459, 798
Private gifts	64	134
Total	159, 774	459, 932

⁵ The accessions from the Selective Service System are rolls of microfilm amounting to less than half a cubic foot.

Maps and atlases.—The archival collection of maps and atlases in The National Archives was increased by nearly 50 percent during the fiscal year. To the 77,188 maps and 325 atlases in the collection at the beginning of the year were added 36,699 maps and 397 atlases and platbooks, bringing the total items to more than 114,000; of these

over two-thirds, or approximately 80,000, are manuscript and annotated maps, constituting one of the largest collections of this type in the country.

The map materials transferred, like the record groups to which they belong, reflect a variety of activities and are useful for research in many fields. Two of the groups received during the year represent the original maps of basic national surveys. The Geological Survey completed the transfer through 1941 of the original drawings of sheets, called "quadrangles," of the topographic map of the United States. The other group consists of the manuscript field sheets of the soil surveys made by the former Bureau of Soils, on which large-scale plans for agriculture and for soil conservation have mainly been based. From the Federal Coordinator of Transportation (1933-36) have come maps dealing with railroad systems and bus and motor truck lines of interest in the study of transportation economics. Maps transferred by the Federal Trade Commission relate to public utilities whose business practices were investigated by that agency. Other maps received are the former Shipping Board's coast charts showing harbor facilities, dry docks, and shipbuilding establishments of World War I. Of legal as well as research value are the township plats and the maps showing grants and rights-of-way covering nearly a hundred years transferred by the General Land Office.

The additions to the map and atlas collection in The National Archives during the fiscal year covered by the report and the total quantity of material in the collection on June 30, 1942, 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 1942

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Duplicates	Atlases	Total items
Department of the Treasury	37	3	2	6		48
Department of War	55	45	116	73	5	294
Post Office Department	4, 400					4, 400
Department of the Interior	17, 340	200	197	1, 600	392	19, 729
Department of Agriculture	7, 500	517	1, 006	217		9, 240
Department of Commerce	250	2	7	1		260
Federal Coordinator of Transportation	104	43	182	141		470
Federal Trade Commission	148	91	25	207		471
National Recovery Administration	340	67	188	197		792
Resettlement Administration	134	56	2	142		334
Shipping Board	274	24	739	21		1, 058
Total	30, 582	1, 048	2, 464	2, 605	397	37, 096

Quantity of material in the map and atlas collection of The National Archives on June 30, 1942

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	939	627	59	3, 585
Department of the Treasury	47	3	13	336		399
Department of War	8, 204	927	7, 270	2, 904	106	19, 411
Department of Justice	13	1	17	10		41
Post Office Department	5, 453	67	8	2		5, 530
Department of the Navy	59	38	141	31	3	272
Department of the Interior	47, 224	4, 923	4, 629	3, 705	479	60, 960
Department of Agriculture	9, 420	705	1, 017	217		11, 359
Department of Commerce	2, 472	5	7	1		2, 485
Conservation and Administration of the Public Domain Committee	36					36
Federal Coordinator of Transportation	104	43	182	141		470
Federal Trade Commission	148	91	25	207		471
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
National Recovery Administration	340	67	188	197		792
Resettlement Administration	134	56	2	142		334
Shipping Board	274	24	739	21		1, 058
Tennessee Valley Authority	3, 209		7			3, 216
Veterans' Administration				3		3
Total	80, 312	7, 343	16, 028	10, 204	722	114, 609

Motion pictures and sound recordings.—During the year 293,535 running feet of film and 319 recordings were received. All but 31,479 feet of film and 111 recordings, which came from Government agencies, were received as gifts from private sources. Most of the pictures and recordings of Government origin were produced for educational or informational purposes. Outstanding among them are the pictures, taken by the Army Signal Corps, of the "Atlantic Charter" meeting of President Franklin D. Roosevelt and Prime Minister Winston Churchill in August 1941. The gifts received from private sources, which are listed together at the end of appendix II of this report, are chiefly news reels and war-related pictures and recordings. They include such dramatic recordings as those of the 34 hours of continuous broadcasts following the Japanese attack on Pearl Harbor on December 7, 1941, and of the address by President Roosevelt in which he requested Congress to declare that a state of war existed between the United States and the Japanese Empire. During the year there was an actual decrease in the motion-picture

collection because of the disposal of over a million feet of film, chiefly from the Signal Corps, that was found to duplicate other film or was in such condition that it could not be salvaged.

The quantities of motion pictures and sound recordings received during the fiscal year 1942 and the total quantities in the custody of the Archivist on June 30, 1942, classified according to the sources from which they were drawn, are shown in the two tables below:

Motion-picture film

Sources	Fiscal year 1942, running feet	Total to June 30, 1942, running feet ¹
<i>Executive Office of the President</i>		
White House Office		14, 824
War Information Office		4, 022
<i>Executive departments</i>		10, 802
Department of State	27, 019	2, 574, 494
Department of the Treasury	1, 849	18, 418
Department of War		91, 066
Department of Justice	2, 517	1, 655, 315
Post Office Department		5, 294
Department of the Navy		61, 444
Department of the Interior	6, 682	130, 790
Department of Agriculture	15, 971	413, 753
Department of Commerce		149, 891
Department of Labor		31, 110
<i>Judiciary</i>		17, 413
District Court for the Western District of Washington	3, 897	3, 897
<i>Other agencies</i>		3, 897
American Battle Monuments Commission	563	241, 085
Civil Service Commission		24, 000
Federal Loan Agency		1, 085
Federal Reserve System		21, 273
Federal Security Agency		75
Federal Works Agency	563	35, 521
Food Administration		122, 889
Fuel Administration		2, 352
National Archives		1, 324
National Power Policy Committee		4, 343
Smithsonian Institution		720
		27, 503
Duplicates of film made for purposes of preservation	31, 479	2, 834, 300
Private gifts	7, 549	7, 549
	262, 056	786, 760
Total	301, 084	3, 628, 609

¹ Diminutions totaling 1,230,208 running feet of motion-picture film were made during the year as explained above.

Sound recordings

Sources	Fiscal year 1942, units	Total to June 30, 1942, units
Department of State	3	6
Department of the Treasury		10
Department of Justice	28	28
Department of the Interior	1	1
Department of Agriculture		102
Department of Commerce		18
American Battle Monuments Commission		22
Emergency Management Office	6	6
Federal Loan Agency		35
Federal Reserve System		2
Federal Security Agency	15	21
Federal Works Agency	2	133
Smithsonian Institution	9	3, 362
War Information Office	47	47
	111	3, 793
Private gifts	208	346
	319	4, 139
Total		

Still pictures.—With new and enlarged facilities for the preservation of photographic material, The National Archives more than doubled its collection of still pictures during the year. To the 215,728 items in the building at the end of the last fiscal year were added 351,507. As a result of transfers from the Historical Section of the Army War College, The National Archives now has the major pictorial records of all the wars in which the United States has engaged from the beginning of the Civil War through World War I. Included in this collection are the prints of the Civil War photographs made by Matthew B. Brady, which complement the negatives received last year, and photographic negatives made from day to day at American Expeditionary Forces headquarters of the "Combined Order of Battle Maps" showing the disposition of the troops of both the Allies and the Central Powers on the Western Front from October 1, 1917, to November 11, 1918. Photographic material segregated from textual records accessioned in previous years includes pictures of Indians, exploring expeditions, frontier life, and boundary markings of Alaska, Canada, and Mexico.

The additions to the still-picture collection during the fiscal year 1942 and the quantity of material in the collection on June 30, 1942,

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

Still pictures

Sources	Fiscal year 1942, items	Total to June 30, 1942, items
Department of the Treasury	459	463
Department of War	276,064	304,778
Department of the Navy	37,711	83,758
Department of the Interior	148	100,053
Department of Agriculture	6,880	11,279
Department of Commerce	28,000	28,000
Department of Labor	232	232
Federal Works Agency	1,183	35,783
Food Administration		828
Maritime Commission	25	1,224
Selective Service System	5	11
Smithsonian Institution	800	800
Veterans' Administration		26
Total	351,507	567,235

PRESERVATION OF RECORDS

The unprecedented size of the accessions program during the fiscal year meant a corresponding increase in the amount of records preservation work to be done. If records have enough administrative, legal, research, or other value to be placed in the custody of the Archivist of the United States, they must be protected from deterioration caused by dust and dirt, improper packing and shelving, natural aging, unwise usage, and, in the present emergency, from the hazards of war. That such preservation work in all but one of its phases reached a new high during the year in spite of the loss of experienced personnel is a matter of note. By using three shifts of workers when necessary, all the records accessioned during the year were cleaned and fumigated and were put away. Twice as many were unfolded and flattened by the regular staff as last year. Repairs of various kinds were made on five times as many maps, documents, and volumes this year as last; and more motion-picture film was rehabilitated. Only in laminating documents did production fall a little behind and this was due to the loss of trained technicians to the armed forces or to other agencies and to the increase in the more pressing work of cleaning and fumigation and of repairing, by methods other than lamination, documents needed for war-related reference work.

The number of documents unfolded and flattened during the year amounted to over a million and a half. The rehabilitation of 56,452 documents was accomplished by means of lamination with cellulose acetate foil. Repairs by crepelining were made on 2,436 documents, including 39 maps, and 2,545 maps and 7,020 other documents were repaired by other methods. Repairs were also made on 1,425 bound volumes.

A vital though by no means spectacular part of the preservation of records is their packing and shelving. The method of storage and the type of container used must be based primarily upon the preservation needs of the particular records being handled. Obviously, still and motion-picture film, especially that with an inflammable base, cannot be treated as are paper records, nor can paper records of varying sizes and composition all be treated alike. Many paper records received during the year were packed in a new kind of record container designed for use on the steel shelves already installed in the stack areas. Made of sturdy cardboard in various widths and in sizes designed to accommodate legal and letter size folders, this container is light and inexpensive and, unlike the steel containers formerly used exclusively, requires no strategic metals. The boxes have hinged covers and open at the top. They can be pulled out from the shelves, where they may be filed vertically or horizontally, by leather tabs riveted to their ends. Because their bulk is negligible and they can be stacked compactly on the shelves, space is saved by their utilization. When there is need of their contents for reference service, the entire box can be sent to a search room, thus saving considerable wear and tear on the records in transit. By the end of the year more than 40,000 of these new containers were in use and more were on order.

Many photographs, motion pictures, and sound recordings require reproduction if the records they embody are to be preserved. Prints must be made from photographic negatives that are deteriorating, unless such prints are already available. Motion-picture film, if it is damaged and cannot be repaired, must be duplicated, and film on the impermanent nitrate base must be reproduced on the more permanent acetate base; for these reasons, 20,934 feet of film were reproduced under contract during the year. A grant of \$30,000 was made available this year through the National Archives Trust Fund Board for making permanent dies of the Smithsonian-Densmore collection of Indian sound recordings in the custody of the Archivist, but a number of circumstances, including the shortage of vital metals for the dies, caused this work to be discontinued before it was well under way.

Preservation by means of reproduction has been applied to paper records as well as to other mediums. The file microcopy program,

although designed as a reference rather than a preservation project, and therefore discussed in greater detail in a later section of this report, has resulted in microfilm copies of several hundred volumes of valuable records. These film negatives are in effect security copies. The positive prints sent out in response to orders also serve to assure the preservation of exact copies of the records in the event the originals should be destroyed.

The records preservation program, like every activity of The National Archives, was affected by the war. Immediately after Pearl Harbor plans were made for the protection of the records against the hazards of war. The National Archives Building, which has been adjudged the most nearly bombproof building in Washington, was divided into four areas classified according to their relative security. On the basis of this analysis and of the relative value of the material in each record group, the most valuable records were shifted into the two safest areas; altogether 14,578 cubic feet of records were moved. A number of other safety measures were taken. Boxes were built to contain the Bill of Rights and other constitutional amendments, treaties, the statutes, and other outstanding documents should their evacuation ever become necessary. All photographic and motion-picture film with a cellulose nitrate base, which is highly unstable and inflammable, was removed from the building so that it would not jeopardize the other records; some of it was placed in vaults elsewhere in the District of Columbia and the remainder was removed to a specially prepared depository not far from Washington.

Further measures of precaution to protect the building and its contents were promptly taken. Fire and air-raid wardens were appointed and decontamination and demolition squads were formed. Members of the staff who volunteered for these services were given a training course in fire-fighting and gas defense, which prepared them for their protective duties.

ARRANGEMENT AND DESCRIPTION OF RECORDS

Records are of value and are preserved only for the uses to which they can be put as the embodiment of the past experience of the American Government and the American people. Unless that recorded experience is brought to the attention of scholars and administrators and made easily available, it will go unstudied and unutilized. Arrangement and description of the records in the custody of the Archivist not only increases their usefulness but also enables The National Archives to give increased service more quickly and more adequately at less cost. Time spent in arrangement and description pays dividends at once in less time spent on individual searches. If an archival agency gets too far behind in this work, its

service deteriorates, and the Government has to pay year after year a premium for poorer service.

Last year, after much study had been given to the problem, a program that is the present basic plan for arrangement and description was announced. It provides for over-all control of the holdings of The National Archives by their division into mutually exclusive "record groups," each consisting ordinarily of the archives of a single autonomous record-keeping agency of the Government. For each of these groups, when they have been defined and delimited, a one-page registration statement is prepared, which gives the group a title and control number and briefly identifies and describes the records assigned to it. "Preliminary checklists" of parts of groups or "preliminary inventories" of groups sufficiently extensive or complete are then compiled to serve as temporary finding mediums. Ultimately, when all records in a particular group have been transferred, or, in the case of living agencies, when all records previous to some date offering a logical breaking point have been received, and when all material not worthy of permanent preservation has been eliminated, a final arrangement is determined upon and a "final inventory" is prepared. Such final inventories are to be carefully planned in advance, and priority is to be given to those for which there is greatest need. Special lists, reports, calendars, indexes, and other specialized finding mediums are to be prepared when there is a demonstrated need for them.

Work was proceeding according to this program when the outbreak of the war necessitated its reconsideration. Less adjustment than would be expected was necessary, because the emphasis in all arrangement and description work since October 1941 had been on records of value for the defense effort, principally on those of World War I agencies and of such more recent agencies as the National Recovery Administration, about which information was in great demand by the newly created defense agencies. Preliminary inventories and special finding mediums, it was decided, should be restricted to records whose contents were valuable in relation to the prosecution of the war or to planning demobilization and reconstruction. Final inventories were abandoned for the duration of the conflict. A new type of special finding medium, the *Reference Information Circular*, which was inaugurated during the year, is discussed at greater length in the next section. By the end of the fiscal year, eight such *Circulars*, all dealing with strategic geographical areas, had been produced and processed for distribution to Government officials.

The largest single project of records description carried on during the year was the compilation of a Handbook of Federal World War

Agencies, 1914-21, designed to provide information about the history, functions, and records of organizational units of the Federal Government that participated in defense, wartime, and post-war activities of that period. As has already been pointed out, nearly all the records of such agencies are now in the custody of the Archivist. What those agencies were created to do and how they did it is information that is now, and at least through the period of reconstruction will continue to be, in great demand by Federal agencies and by private industry. This is because in a war the Government assumes control over aspects and activities of life that are of little concern in peacetime and are not again matters of official interest until a new emergency arises. The Handbook, then, is meant to serve as a special finding medium to wartime experience that may have application today.

Considerable preparation was necessary before the project was launched. A processed *List of Federal World War Agencies, 1914-20*, containing about 3,500 entries arranged to show the organizational relationships of the various agencies and subdivisions listed, was issued, as was a *Select Bibliography of General Works on Federal Agencies of the First World War*. In January 1942 staff members chose the agencies for which they would prepare descriptions. As work progressed an *Alphabetical List of Federal World War Agencies, 1914-21*, was issued, which indicated the units some or all of the records of which were in The National Archives. By the end of June, descriptions of 3,107 organizational units had been prepared. Although publication was not possible before the end of the fiscal year, work on the Handbook had already resulted in an increased knowledge of the records of agencies of World War I in The National Archives and had thus enabled the staff to give more efficient service on requests for information from them.

Related to although not a part of the Handbook project was a study entitled *Historical Units of Agencies of the First World War*. Because of considerable interest throughout the Government in the creation of historical units in war agencies, which was promoted by the Budget Bureau's Committee on Records of War Administration, it seemed desirable to make available to Government officials information about the activities of similar units of agencies of World War I, from whose experience much might be learned.

To have a war-directed finding mediums program did not mean that descriptions of records would be limited to those of former war agencies. One of the most valuable finding mediums for war purposes was a detailed *List of Climatological Records in The National Archives*, which was utilized extensively by the Weather Bureau in the compilation of a composite climatic summary of the United States and its territorial possessions, considered at first a defense and later

a war project. Another such list was the *Materials in the National Recovery Administration Files of Interest to the Office of Production Management and Other Defense Agencies*, which was reproduced by the former Office of Production Management. A *List of Conservation Schedules . . . Issued by . . . the Council of National Defense and . . . the War Industries Board, May 1917-November 1918*, prepared by The National Archives, was issued by the War Production Board. Another document of importance, compiled for the Bureau of Mines from information in records of the War Minerals Relief Commission but not considered to have enough general interest for publication, listed all sites in the United States at which tungsten, manganese, chrome, and pyrites were produced during the first World War.

Previously prepared but unpublished classification schemes of the records of the Council of National Defense and the headquarters offices of the Food Administration were converted into preliminary inventories, and 4 other such inventories and a total of 27 checklists were prepared during the year. A number of these describe records of the United States Shipping Board and its Emergency Fleet Corporation. Others describe records of the War Transactions Section of the Justice Department, the Oil Division of the United States Fuel Administration, and the District of Columbia Rent Commission (agencies of World War I), and the Washington office of the National Recovery Administration. Other checklists, still in draft form or nearing completion, describe records of the Planning Branch of the Office of the Assistant Secretary of War, the War Minerals Relief Commission, additional units of the Shipping Board and the Emergency Fleet Corporation, the Housing Corporation, the Railroad Administration, the Federal Coordinator of Transportation, and field offices of the National Recovery Administration.

The identification and registration of record groups, a step basic to all other work of arrangement and description, is a continuing activity because additional records are constantly being accessioned; by the end of the fiscal year, about half of the estimated 250 record groups in the building at that time had been registered.

Three large indexes were in preparation in the first half of the year. The first, to the disbursing records of the Interior Department, 1849-1914, was completed. The second, to the appointment papers of the Interior Department, 1849-1907, was discontinued because it was not war-related. The third, to the State Department's passport applications, was also abandoned as not being sufficiently war-related, after the records of more than 20 years had been covered; the work done proved to have at least one war-related aspect, however, for the index was frequently used in connection with inquiries regarding proof of American citizenship.

Besides these formal finding mediums, many working lists were made in connection with arranging records while packing and shelving them. Such lists of the General Land Office maps, the records of the Interallied Technical Board, and the records of American participation in the Washington Conference on the Limitation of Armament will later be the basis of more formal finding mediums. Photographic collections required for wartime use, such as the German official photographs of World War I and the Bureau of Foreign and Domestic Commerce photographs, were identified, placed in order, and listed. Much arrangement not immediately preliminary to description, such as the placing in order of about 48,000 ship plans received from the Navy Department's Bureau of Construction and Repair, was also done.

The file microcopy program, which will be discussed in the section on reference service, also involves arrangement and description. Before records can be microfilmed their arrangement must be checked and verified and irregularities corrected or explained. In the case of loose papers this task is generally so time-consuming that the microcopying of such material has been suspended for the period of the war: The preparation of calendars, indexes, and extended introductions for many of the file microcopies was also originally contemplated, but these have been discontinued and "for the duration" only title pages, brief introductory notes, and such internal annotations as are necessary to avoid confusion on the part of the user will be prepared. This curtailment of editorial work has permitted the actual filming to be speeded up greatly, so that the secondary objective of the program, that of insuring the preservation of the contents of valuable records in case the originals are damaged, is being achieved more rapidly than would otherwise have been possible.

REFERENCE SERVICE

The reference work of The National Archives in the fiscal year 1942 far exceeded that performed in any preceding year. Total reference services mounted sharply from 87,000 in 1941 to 237,000 in 1942. At times during the year about 1,000 services a day were rendered. Replies to inquirers in the form of letters rose from 11,000 to 13,000. Information was given to inquirers in personal conference or by telephone in thousands of instances. Cards of admission to the search rooms, issued to persons authorized to examine records, increased from 1,600 to 2,200. The number of daily visits made to the search rooms increased from 11,500 to 14,500. Orders for copies of documents increased from 75,000 pages copied to 105,000.

An increase in requests for information, resulting from the continued growth of knowledge by Government agencies and individu-

als of the reference facilities of The National Archives and from the fact that the quantity of records in the custody of the Archivist was far greater than in previous years, was to be expected. Nor was it unexpected that the Government and people of the United States, faced with the threat and finally the actuality of war, would seek assistance from records in The National Archives, which hold much of the story of the Nation's past experience in crises. These factors would explain a normal, even an abnormal, increase in requests for information, but the cause of the precipitant rise in service requests was the accessioning of some large and frequently consulted bodies of records in order to make space available for rapidly expanding Federal agencies.

Among the more active records accessioned during the year were the population schedules of the censuses of 1790 through 1870. Received in March 1942, these records were called upon for information about 6,000 times during the remainder of the fiscal year by non-Government inquirers seeking data on family history, most of whom examined the schedules themselves in the search rooms. The records of the General Land Office, 1789-1908, which began coming into the building in July 1941, were more active than had been anticipated. Though all of them are more than 30 years old, there were over 26,000 services on them during the year, 25,000 to the Office itself. In several instances hundreds of the files were furnished to the Office for use in connection with the clearing of titles to large tracts of land being purchased by the War Department for war purposes. The most active records serviced during the year were records of the Navy Department's Bureau of Naval Personnel. After Pearl Harbor thousands of men who had served as officers and enlisted men sought the opportunity to serve again. Accordingly the records of their prior service became exceedingly active and calls for them poured into The National Archives. Almost all the services on these records, about 79,000, were to the Department, which assigned several of its employees to aid members of the staff of The National Archives in working on them. The services on these three groups of records loom large in quantity, but most of them took very little time. When such services, totaling about 110,000, are left out of account, there still remain 40,000 more services this year than there were last year. This increase continues the steady upward curve in regular reference requests noted in previous years.

It is not surprising that the proportion of Government requests for the use of records increased during the year, with a marked rise after the United States became an active belligerent; for the entire year 80 percent of the services rendered were to the Government. In the month of July 1941 reference services to Government agencies

were 5,500; in November they numbered 8,500; in December they jumped to 16,000; and in June 1942, the last month of the fiscal year, they amounted to 22,000.

To keep pace with these Government requests and to maintain other reference services insofar as possible it was necessary to establish a system of priorities. Services were rendered in the following order: (1) to Government agencies for war-related purposes, (2) to Government agencies for purposes necessary to the continued normal functioning of Government, (3) to Government agencies for other purposes that could be delayed or postponed, (4) to non-Government inquirers for war-related purposes, (5) to non-Government inquirers for purposes involving the legal rights or interests of individuals, (6) to institutions and scholars in connection with research projects and programs of significant character, and (7) to all other inquirers. It was also necessary to restrict the amount of information from pension files furnished to inquirers in written form, to decline to furnish in writing any information of purely historical or genealogical character from census schedules, and otherwise to decrease the amount of information normally furnished to non-Government inquirers. The search rooms, however, were kept open; and the practice of keeping the central search rooms open until 10 p. m. Mondays through Fridays and until 5 p. m. on Saturdays was inaugurated in September.

Reference services to Government agencies take the form of what might be described as informational services and documentary services. The former consist of furnishing information about records or information obtained from records, by letter or by phone or in personal conference. The latter consist of making documents from the files available for examination by Government officials in search rooms in The National Archives or on loan in their own offices or of furnishing them with copies of documents that they may retain.

In its reference service work The National Archives has made and is making significant contributions to the prosecution of the Nation's war effort. To Government agencies it has made available information about past experience and data needed for planning and for operations that were not obtainable elsewhere. To such agencies as the War Production Board and the Office of Price Administration, for example, it has provided from records of emergency agencies of the 1917-18 war period information that was of material assistance in planning the mobilization of the Nation's economic strength in 1941-42. The select list of records in the files of the War Industries Board and the Council of National Defense relating to conservation during World War I, the analysis of materials in the National Recovery Administration files of interest to the Office of Production Man-

agement and other defense agencies, and other special finding mediums discussed in the preceding section grew out of some of the many reference requests received for information from these records.

The long-established agencies as well as the emergency ones made wide use both of their own records and of those of other agencies in The National Archives. The Weather Bureau, for instance, frequently consulted its records as well as those of the Shipping Board for the purpose of making weather analyses. The Bureau of Mines utilized certain of its World War I records in preparing regulations for licensing the manufacture and use of explosives. Export and import statistics in records of the Census Bureau were studied by the Office of Foreign Agricultural Relations. The Tolson Committee of the House of Representatives in investigating the migration of shipbuilding labor made use of the Shipping Board records of World War I. The Division of Historical Studies of Wartime Problems of the Bureau of Labor Statistics used the records of many agencies in gathering material for its studies of such subjects as the curtailment of automobile production, the control of coffee, priorities, and sugar rationing.

A number of requests from Government agencies about records in The National Archives were of such comprehensive character that it was believed that the resulting reports would be of value to agencies other than the ones making the original inquiries. In April, accordingly, the issuance of some of these in processed form as *Reference Information Circulars*, for limited distribution to Government officials, was begun. By the end of the year eight had been issued as descriptions of materials in The National Archives relating to (1) the Philippine Islands, (2) the southern and western Pacific areas, (3) Belgium, France, and the Netherlands, (4) the Balkan states, (5) the Scandinavian countries, (6) Alaska, (7) the Caribbean region, and (8) Brazil. The fact that it was possible to provide such comprehensive information, based on materials of hundreds of governmental units, points once again to the desirability of concentrating the noncurrent records of the Federal Government in an archival agency where over-all analysis of their content is possible with resultant benefit to the Government as a whole.

Some of the most important services rendered during the year were to the Board of Economic Warfare and the War and Navy Departments, which frequently called upon The National Archives for records or information in records pertinent to some aspect of their work of planning and directing the conduct of war. They wanted maps and photographs to help guide bombers to harbor installations, electric power developments, railway and highway bridges, and industrial facilities of the enemies. They wanted information about inland

waterways, natural resources, weather conditions, transportation, communication, camouflage, life-saving devices, and indeed about everything from 75 mm. guns to the use of honey as an anti-freeze. All these requests may be mentioned now in general terms, but the interesting, specific applications made of the information furnished must remain untold at least until the war is over.

About a fifth of the reference services of The National Archives were to non-Government inquirers. A considerable part of this work contributed to the war effort or was of assistance to individuals in relation to personal or property rights. Requests for proof of age or citizenship, for example, increased greatly during the year as a result of the careful scrutiny given to the status of persons seeking employment in war industries. Information to meet such needs was obtained from documents in case files of pensioners, from census schedules, from merchant marine shipping articles and crew lists, from homestead entry papers, from applications for seamen's protection certificates, and from passenger lists of vessels arriving at the Port of New York.

A significant development during the year was the interest exhibited by business men in the records in the custody of the Archivist. Several visited the search rooms to examine records relating to problems of business and industry during 1917-18 as regards such matters as the construction of concrete ships, soap production, sugar allocation, candy manufacturing, the use of motor trucks, the Federal control of railroads in general and the operation of one railroad in particular, the effect of freight embargoes on perishable goods, the curtailment of the sewing machine industry, and the production and distribution of coal. One representative of a manufacturers' association remarked that what he had learned of the obstacles encountered and the solutions devised to overcome them in the adjustment of his industry to the last war would save at least 3 months' time for his industry now.

The number of scholars engaged in research at The National Archives declined somewhat as the United States became increasingly preoccupied with war. During the year, however, a number of books and articles were published in the writing of which records in The National Archives had been used. Among these were studies of the relation of the United States to the independence movement in Latin America, the Spanish archives of Florida, the perennial mystery of the *Mary Celeste*, Clara Barton, Henry Shreve and the conquest of the Mississippi, Japan and the American annexation of the Philippines, the Creel Committee in Latin America, censorship in 1917, and the wartime control of prices.

Work on several large-scale research projects of both Government agencies and private institutions continued as in previous years.

Documents were selected and transcribed for inclusion in the State Department's series of *Territorial Papers* and in the Navy Department's series of *Naval Documents*. Work under the auspices of the American Catholic Historical Association on the preparation for publication of the instructions to and despatches from the American consuls to the Papal States was continued, as was the project of the Carnegie Endowment for International Peace for the editing and publication of diplomatic correspondence of the United States relating to Canada.

During the year several distinguished writers obtained from The National Archives material for recently published books. Carl Sandburg selected photographs from the Brady collection for use as illustrations in his book on the Civil War, *Storm Over the Land*. George Fort Milton, for his *Abraham Lincoln and the Fifth Column*, and Margaret Leech, for her *Reveille in Washington*, also used records in The National Archives.

File microcopies.—Insofar as the pressure of work immediately related to the prosecution of the war and to the service of the Government permitted, the file microcopy program launched last year was continued. Under this program negative copies on film, or file microcopies, are made of important bodies of archival material reproductions of which are likely to be in considerable demand; when new orders are received positive prints are made from the negatives and sent out. To carry on this program at the present time seemed appropriate because such distribution of microfilm copies of valuable records is one means of insuring the continued existence of some of the cultural resources of the Nation. The President put it best when, in accepting membership in the Society of American Archivists, he said:

At this time, and because of the conditions of modern war against which none of us can guess the future, it is my hope that the Society of American Archivists will do all that is possible to build up an American public opinion in favor of what might be called the only form of insurance that will stand the test of time. I am referring to the duplication of records by modern processes like the microfilm so that if in any part of the country original archives are destroyed, a record of them will exist in some other place.

The selection of records to be included in the file microcopy program is determined largely by requests for copies of certain bodies of records as a reference service. During the year 23 projects or extensions of projects previously begun were undertaken. These provided for the microfilming of 463 volumes and some 15,000 loose pages. Among the file microcopies that were completed are records of the Creek Trading House, 1795-1816 (1 vol.); letters concerning military affairs sent by the Office of the Secretary of War, 1800-1860 (46 vols.); letter books of the Superintendent of Indian Trade, 1807-22 (6 vols.); records of the Russian American Co., 1802-67 (93 vols.); records of

the Michigan Superintendency of Indian Affairs and its subordinate agencies, 1814-51 (37 vols.); records of the United States Legation in France, 1835-42 (10 vols.); and the State Department Territorial Papers, Utah series, 1853-73 (2 vols.), and Nevada series, 1861-64 (1 vol.).

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. The number of documents printed, which had been rising steadily from 3,693 in the fiscal year 1938 to 7,850 in the fiscal year 1941, jumped to 11,444 during the fiscal year under review. In one issue, that containing all price schedules then in effect, which were reprinted pursuant to the provisions of the Emergency Price Control Act, 227 printed pages were required. The great increase in the number of documents printed is due to the promulgation of large numbers of such documents as price schedules, preference orders, export control regulations, selective service regulations, rationing orders, and documents on aliens and nationality, consumer credit, and the establishment of new war agencies. One class of documents was no longer published, however. To prevent the disclosure of information of potential value to the enemy, the War Department followed the Navy Department during the year in discontinuing the filing of summaries of contracts for the manufacture of munitions and implements of war.

Revised regulations listing in detail for each agency the types of documents to be filed with the Division were prescribed by the Administrative Committee of the Federal Register, which is composed of the Archivist, a representative of the Attorney General, and the Public Printer, and were approved by the President on August 25. As a result of the character and importance of the documents published in the *Federal Register*, it was necessary to increase the number of copies distributed free to Government officials from 6,495 to 7,866, and the number of paid subscribers increased from 3,016 to 7,184. The sum received from subscribers amounted to \$88,367.90, and from the sale of individual copies, to \$2,456.21; these sums were collected by the Superintendent of Documents and covered into the Treasury.

Considerable assistance not directly connected with the publication of the *Federal Register* was given to Government officials and businessmen. Officials of many war agencies were aided in drafting and issuing rules and regulations for the guidance not only of the public but also of their own large and scattered staffs. Arrangements were made with the War Production Board and the Office of Price Administration for the Division to edit in advance documents intended for filing with it and for the documents to be set in type, printed, and distributed to the field offices of those agencies several days before the documents are formally filed. By this means valuable time is saved, for the field offices are ready to administer the rules and regulations from the moment they become effective. The practice also saves as much as 50 percent of the printing costs because the same type is used for the advance printing of the documents and for their printing in the *Federal Register*.

Aid was also given to persons affected by the documents published in the *Federal Register*. Numerous requests for the text of documents or for information about them were received directly or by way of the Superintendent of Documents; special efforts were made to answer the inquiries promptly and to furnish copies of the documents when possible. Permission was obtained from the Superintendent of Documents to sell copies of the *Federal Register* as a convenience to persons who come to the National Archives Building for them instead of going to the Government Printing Office. Some trade journals and other papers began a daily practice of telephoning to ask whether regulations on particular subjects had been filed for publication the next day. Others sent typists to copy the documents before they were printed in the *Federal Register*. One organization sent two typists every day to copy War Production Board and Office of Price Administration documents in which it was interested as soon as they were filed. These practices have greatly facilitated the rapid and effective dissemination of the information contained in the documents filed with the Division.

The advantages of a publication of the character of the *Federal Register* have attracted the attention of other governmental agencies. During the year under review, for example, the California Legislative Council Bureau consulted with the Division with regard to setting up a publication similar to the *Federal Register* for the State of California, and the Government of Canada asked advice with regard to changing the methods now used in the official publication of Canadian executive orders and regulations.

The publication of supplements to the 15-volume *Code of Federal Regulations*, which codifies all documents having general applicability and legal effect that were in force on June 1, 1938, was continued.

Two of the three books comprising the 1940 supplement to the *Code* were published and the third, which will be issued in two parts, was in press, and compilation was well advanced on the supplements for 1941 and 1942. The sales of the *Code* and the supplements during the year amounted to 3,184 volumes, for which the sum of \$8,490.75 was received. Over 1,000 copies of Book I of the 1940 supplement were sold within 3 months after its publication.

The Federal Register Act requires the preparation of an entirely new *Code of Federal Regulations* every 5 years, and the next edition would include all Federal regulatory documents in effect on June 1, 1943. The Administrative Committee of the Federal Register felt, however, that many of the documents that will be in effect at that time will be documents of an emergency character that will cease to be applicable soon after the close of the war and hence should not be included in a *Code* intended to last 5 years. It therefore decided to recommend that this provision of the Federal Register Act be suspended for the duration of the war and that a cumulative supplement for the period from June 1938 to June 1943 be substituted for the new *Code*. A bill to bring about this change was introduced in the House of Representatives on June 1 by Representative Hatton W. Sumners of Texas and shortly thereafter was favorably reported to the House by the Judiciary Committee.¹

As in previous years, drafts of Presidential proclamations and Executive orders were examined and edited before they were sent to the President for signature; proclamations and orders signed by the President were registered, numbered, and published in the *Federal Register*, if they had general applicability or legal effect, or otherwise were printed in slip form; and officials of Government agencies were notified of the signing of any such proclamations or orders of interest to them.

ADMINISTRATIVE ACTIVITIES

Organizational changes.—The original organization of The National Archives contemplated that the records received would be held and inventoried by a group of custodial divisions but that much of the professional work done on them would be performed by separate functional divisions such as those of Accessions, Repair and Preservation, Classification, Cataloging, Reference, and Research. Practical experience disclosed, however, that a knowledge of the records was essential for and was necessarily acquired in the performance of most of the professional functions and that they could best be performed, therefore, in the divisions having the custody of the records. For more than 3 years there has been a steady trend in the direction of

¹ This bill, as amended by the Senate, was approved by the President December 10, 1942; the text of the act is printed in appendix I of this report.

increasing the duties and responsibilities of the records divisions, as they are now called. In 1938 these divisions were authorized to receive reference calls directly from departments and agencies involving the use of records of those agencies in their custody, and to them were assigned functions previously performed by the Division of Accessions, including the conducting of preliminary surveys of records, the appraisal of records offered for transfer, the arrangement for and supervision of their transfer, and the appraisal of papers reported as having no administrative value or historical interest. In 1941 most of the work of arranging and describing records and preparing finding mediums previously performed by the Divisions of Classification and Cataloging also passed to the records divisions.

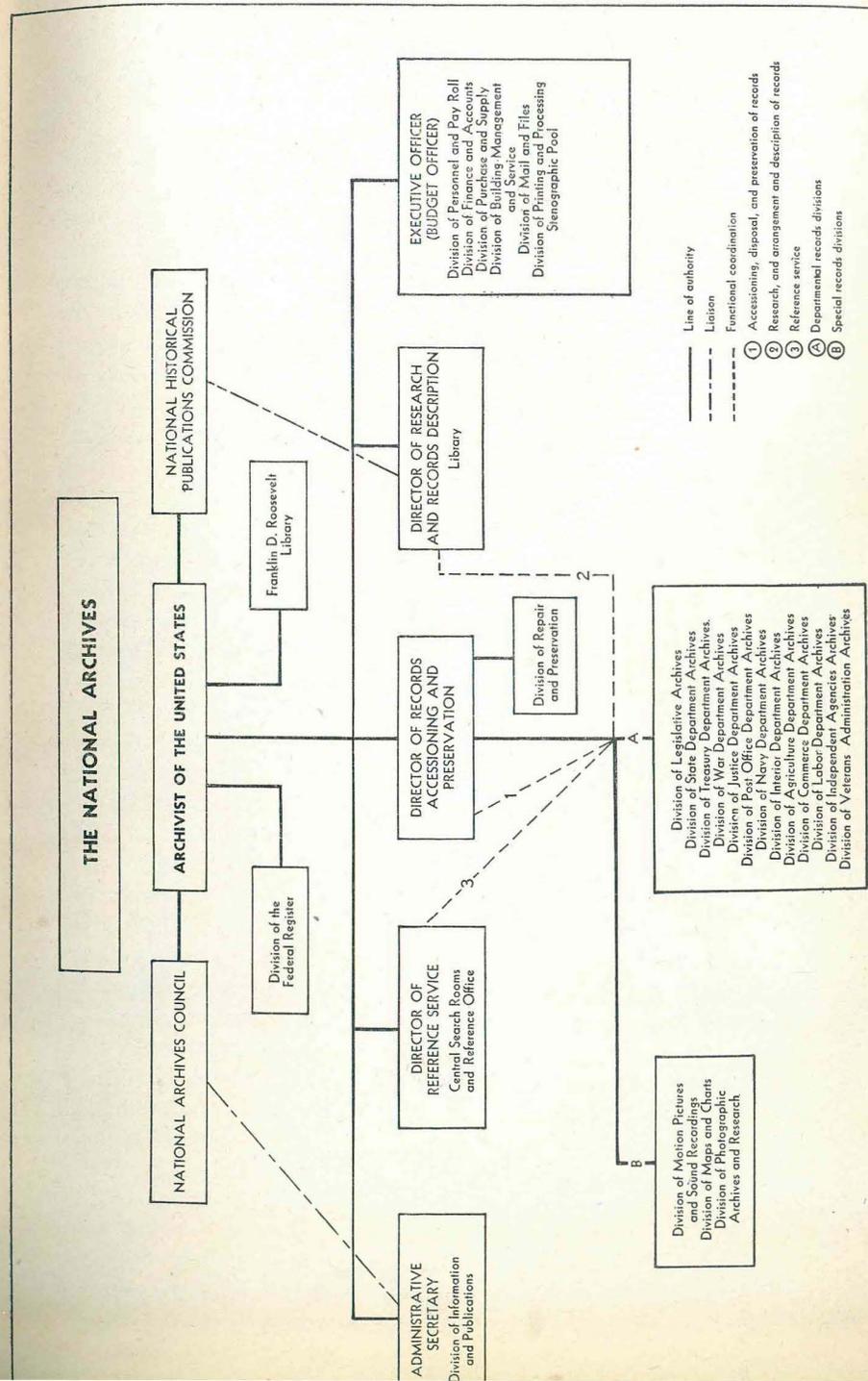
With 16 separate records divisions thus performing numerous identical functions on different bodies of records, it was felt that closer coordination of these functions was desirable. Provision was made for such coordination by the appointment on January 1, 1942, of three staff officers immediately responsible to the Archivist to plan, coordinate, review, and report on all work in relation to certain specified functions. To a Director of Records Accessioning and Preservation were assigned those duties with respect to the accessioning, disposal, and physical custody and maintenance of archival materials. This official was also designated as the line officer over all the records divisions and the Division of Repair and Preservation, and he was given general supervision over the records administration program, the immediate responsibility for which was vested in an Assistant Director of Records Accessioning and Preservation. The staff duties with respect to the arrangement and description of records were assigned to a Director of Research and Records Description, and he was also charged with initiating and conducting research and bibliographical work in the fields of Federal administrative history and the history and administration of archives, with planning and supervising projects for documentary publications and file microcopies, with general supervision over the Library of The National Archives, and with the task of serving as liaison officer between The National Archives and the National Historical Publications Commission. The staff duties with respect to reference work were assigned to a Director of Reference Service, and he was also charged with planning and supervising all reference work carried on in the central search rooms and the central reference office.

As a part of this same reorganization, responsibility for public relations was centralized by the establishment under the jurisdiction of the Administrative Secretary of a Division of Information and Publications, which has as its functions the dissemination of information concerning The National Archives; the planning and installation of

exhibits; and the editing for style, the supervision of the production, and the distribution externally of material printed or processed by The National Archives, exclusive of that prepared by the Division of the Federal Register. To strengthen his own personal staff, the Archivist appointed on November 26, 1941, an Assistant to the Archivist and on January 1, 1942, a Special Assistant to the Archivist. The duties of the Special Assistant include the development of long range plans and supporting studies with reference to the evolution and improvement of archives and records administration in the Federal Government. As a result of these changes the positions of Director of Archival Service, Assistant Director of Archival Service, and Director of Research and Publications and the Division of Reference were discontinued on January 1, 1942. The organization of The National Archives on June 30 is shown by the chart on the opposite page.

Still further unity in the organization and functioning of The National Archives was sought by the establishment or reestablishment of three advisory or consultative bodies: (1) The Archivist's Advisory Council, composed of the Archivist, the Special Assistant to the Archivist, the Assistant to the Archivist, the Director of Records Accessioning and Preservation, the Director of Research and Records Description, the Director of Reference Service, the Administrative Secretary, the Executive Officer, the Assistant Director of Records Accessioning and Preservation, the Director of Personnel, the Chief of the Division of Information and Publications, and a representative of the chiefs of the records divisions; (2) the Administrative Conference, composed of the members of the Archivist's Advisory Council and the heads of all operating units; and (3) the Conference of Records Divisions Chiefs.

Personnel.—R. D. W. Connor, Archivist of the United States from October 10, 1934, resigned, effective September 15, 1941, to accept a recently endowed chair of American history and jurisprudence at the University of North Carolina. The significance of Dr. Connor's achievements during the seven years of his service was well stated by President Roosevelt in a letter accepting his resignation: "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." To succeed Dr. Connor the President appointed and the Senate confirmed on September 18, 1941, Solon J. Buck, who had served as Director of Publications from August 30, 1935, to March 3, 1941, and as Director of Research and Publications from then until his appointment as Archivist of the United States.



Isaac McBride, who had served faithfully and efficiently as Chief of the Division of Personnel and Pay Roll from November 22, 1938, died suddenly on August 2, 1941. His position was filled on November 1 by the appointment of Robert D. Hubbard, formerly in the Office of Personnel in the Department of Agriculture. Two other vacancies were occasioned by resignation of officials. Ralph R. Williams, Chief of the Division of Building Management and Service, and James D. Preston, Assistant Administrative Secretary, resigned effective June 30 and September 6, 1941, respectively, to accept other positions. Charles J. Streeter was appointed Chief of the Division of Building Management and Service on July 1, 1941; Herbert E. Angel was appointed Acting Director of Research and Publications on September 19 and later, on November 26, Assistant to the Archivist; and John F. Simmons, formerly principal statistical clerk in charge of the Statistical Unit, was appointed Administrative Analyst in the Office of the Executive Officer on October 16.

The organizational changes of January 1 resulted in a number of personnel changes: Dorsey W. Hyde, Jr., formerly Director of Archival Service, was appointed Special Assistant to the Archivist; Marcus W. Price, formerly Assistant Director of Archival Service, was appointed Director of Records Accessioning and Preservation; Oliver W. Holmes, formerly Chief of the Division of Interior Department Archives, was appointed Director of Research and Records Description; Philip M. Hamer, formerly Chief of the Division of Reference, was appointed Director of Reference Service; Philip C. Brooks was appointed Assistant Director of Records Accessioning and Preservation; Herbert E. Angel, in addition to his other duties, served as Acting Chief of the Division of Information and Publications until March 24, when Ernest R. Bryan was appointed Chief; and Herman Kahn was appointed Chief of the Division of Interior Department Archives. Roscoe R. Hill, Chief of the Division of State Department Archives, was detailed to the Department of State on January 15 to make a revision of its records classification scheme, and Almon R. Wright was designated as Acting Chief of the Division. John L. Wells, formerly a member of the staff of the Soil Conservation Service, was appointed Assistant Budget Officer in the Office of the Executive Officer on February 18. Forrest R. Holdcamper was appointed field representative on the West Coast with headquarters at San Francisco on May 16. Dan Lacy, formerly Assistant National Director of the Historical Records Survey, was appointed Special Assistant to the Executive Officer on June 16.

Excluding members of the staff who were in the armed services and therefore were technically on leave without pay, the number of persons employed at The National Archives at the beginning of the fiscal year

was 424. During the year there were 280 appointments and 202 separations; the net increase, therefore, was 78. The number employed as of June 30, 1942, was 502, of whom 13 were employed at the Franklin D. Roosevelt Library. Although many of the appointments and separations involved temporary employees, 162 of the appointments and 138 of the separations were of persons having permanent or indefinite status. Thirty-eight employees joined the armed services during the year, making a total of 52 in this category, well over 10 percent of the total number on the staff. Forty-three employees were transferred to other Government agencies. With a turnover that thus amounted to 44 percent on an annual basis, it is not surprising that there were 255 promotions to higher grades during the year; there were also 170 within-grade salary increases, all as a result of the Mead-Ramspeck salary advancement act.

Aside from first-aid courses given after working hours and the training classes given in connection with the protection of the building and its contents against the hazards of war, The National Archives conducted no formal training program during the year. It continued to cooperate with the American University, however, in a program for the training of archivists, which included courses on "The History and Administration of Archives" conducted jointly at the beginning by Dr. Buck and Ernst Posner of the university staff, and later by Dr. Posner alone; on "Materials for Research in Modern History," "The Philosophy of History," and "Comparative Administrative History Since the French Revolution," conducted by Dr. Posner; and on "The Role of Records in Public Administration" and "Principles of Record Administration," conducted by Helen L. Chatfield, Treasury Department Archivist. Informational material distributed to members of the staff included quarterly summaries of the activities of The National Archives, compiled from the reports of heads of operating units, and two *Staff Information Circulars*, No. 11, entitled "The Role of Records in Public Administration," which consists of papers by Dr. Posner, Miss Chatfield, and Edna B. Poeppel on the role of records in German administration, in the administration of the Federal Government of the United States, and in American business administration, respectively; and No. 12, entitled "Selected References on Phases of Archival Administration," which was compiled by Dr. Buck and Dr. Posner.

Representatives of The National Archives participated in the work of the Interdepartmental Group on Photographic Films and Papers, the Federal Fire Council, the National Fire Protection Association, the Federal Board of Surveys and Maps, the United States Board on Geographical Names, and the Inter-American Mapping Committee. Members of the staff possessing special competences particularly

the geographers and photographers, in a number of cases rendered confidential services connected with the prosecution of the war. As usual members of the staff participated 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. The usual list of professional publications of staff members during the year is omitted from this report for reasons of economy, but it has been compiled and it compares favorably with the previous lists, despite the heavy demands made upon the staff by the defense and war programs. In addition to the usual number of articles, reviews, and works edited, it includes a volume by James R. Mock entitled *Censorship, 1917*, which was published by the Princeton University Press, and a *Descriptive Catalog of Maps Published by Congress, 1817-1843*, compiled by Martin P. Claussen and Herman R. Friis.

The Archivist is a member of the National Archives Council and Chairman of the National Historical Publications Commission; the Administrative Secretary is Secretary of the former body and the Director of Research and Records Description is Acting Secretary of the latter. Reports of the secretaries on the activities of these agencies are printed as appendixes III and IV 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.

National Archives Building.—The heavy accessioning program already described and the probability that transfers of records would continue at a steady pace made it imperative that all space in the building intended for the storage of records be made ready for use. Of the storage space, 38 percent had been fully equipped with shelves and containers; 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 11 percent could be used only for the temporary storage of material in filing cabinets, boxes, and the like because, while shelves were available, there were neither uprights to support them nor containers to be placed on them. Plans and specifications were drawn up and bids were obtained for additional steel uprights, but the contract could not be let because, as a result of the war program, priority ratings could not be obtained for the steel needed. Investigations were therefore under way at the end of the year to determine whether wooden uprights could be devised and installed as a temporary expedient until steel again becomes

available. Some surplus steel containers left in the building by one of the contractors who had equipped a portion of the building were purchased and put into use. Since obtaining additional steel containers of the type in use elsewhere in the building was obviously out of the question, cardboard containers in several sizes were designed and approximately 270,000 were ordered; about 50,000 of them had been received before June 30.

Because records are of so many different sizes and forms and because they must be stored primarily with regard to their interrelationships rather than to their physical characteristics, it is impossible to forecast exactly what quantity of records can be stored in a given space. It is estimated, however, that 895,000 cubic feet of records, including 25,000 cubic feet of special types such as maps, sound recordings, motion pictures, and still pictures, can ultimately be housed in the National Archives Building. About 525,000 cubic feet of records were in the building on June 30, 1942, including records still in the custody of other agencies for which space had been provided on a temporary basis. It appears therefore that about 40 percent of the space designed for the storage of records was still available and that the building would hold an additional 370,000 cubic feet of records. Storage facilities for approximately 20,000 cubic feet of records of the special types mentioned above and for 125,000 cubic feet of other records were available for immediate use; 150,000 additional cubic feet could be accommodated if extensive repacking and reshelving were accomplished; and 75,000 cubic feet more could be stored if uprights were provided in the areas not now equipped with them.

Because of the shortage of critical materials construction was limited to a small amount already under way and to work that required no such materials. The construction of dark rooms, laboratories, and vaults for the storage of photographic prints, glass and film negatives, microfilms, lantern slides, and other still pictures was completed, though it was not possible to obtain materials to equip them fully. A sound studio and a film workroom were built, a special fan to improve ventilation in one of the stack areas assigned for the storage of motion-picture film was installed, a guard house at the Seventh Street entrance to the building was erected, and the burglar and fire alarm system was extended to vaults and rooms in the administrative portions of the building where records are sometimes stored. Several of the larger rooms in the building were partitioned to make offices available for the enlarged staff and for the personnel of other agencies having quarters in the building. Considerable additional construction and equipment are needed if the building is to attain its maximum usefulness, but obviously most of them cannot be obtained

before the end of the war. Plans are being made, however, so that a post-war construction and equipment program can be begun without delay once funds and materials are again available.

Space in the building was lent to several war agencies, chiefly for storage or laboratory purposes. The technical facilities of The National Archives, especially its photographic equipment and laboratories and its motion-picture equipment and laboratories, were used by war agencies for the processing, editing, and reproduction of material, even to the extent of having members of their staffs working regularly in the laboratories; 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. On over 450 occasions, twice the number during the preceding year, the auditorium was used for Government or Government-related purposes or by groups whose interests are closely related to the work of The National Archives. The conference room was also made available for the meeting of numerous Government groups.

Public relations.—With hundreds of new officials entering the Government service for the first time, The National Archives directed its public relations activities increasingly toward them during the year to the end that they might know of the services it provides and how they may be obtained. Among the publications and processed documents distributed to Government officials with this objective in view were the *Manual of Information About The National Archives for Government Officials*; the *Seventh Annual Report* of the Archivist of the United States and the *Second Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library*; issues of *National Archives Accessions*, which list records received during each quarter; and the various finding mediums and *Reference Information Circulars* mentioned earlier in this report. In addition, a *Bulletin* entitled "The Care of Records in a National Emergency," which discusses hazards likely to affect archives, the selection of archives for protection, the protection of building and storage facilities from explosives and incendiary bombs and fires, and the evacuation of archives to places of safety, was published immediately after the outbreak of war primarily for the guidance of Government officials. A list of publications and processed documents of The National Archives, including those issued during the year, is printed immediately following the index to this report.

The interest of scholars and the general public in The National Archives was also considered. Copies of publications and processed documents were sent to them on request, and newspapers and professional journals were kept informed of the activities of the establishment. Despite the demands of the war, over 37,000 visitors,

many of them in uniform, came to the building; this was an increase of 3,000 over the number of visitors in the previous year. A wide variety of documents of timely interest were displayed in the Exhibition Hall during the year. Photographs, maps, and other documents relating to the signing of the Armistice on November 11, 1918, aroused unusual interest, as did the display of the Bill of Rights and the original documents recording the action taken by the legislative bodies of the 14 States that ratified it, which were exhibited in commemoration of the 150th anniversary of the adoption of the Bill of Rights. There were also exhibits of documents relating to General Douglas MacArthur and his father, General Arthur MacArthur, and to the World War activities of Thomas A. Edison, who was active in the Government service; of President Roosevelt's letter of December 17, 1941, addressed to the President of the United States in 1956, which was turned over to the Archivist for delivery and which requests the appointment of Colin P. Kelly, III, to the Military Academy at West Point because of the heroism of his father; and of certain original census schedules for the years 1790-1870. When President Manuel Quezon arrived in Washington in May an exhibition of documents pertaining to the Philippines was on display, and later in the month, on National Maritime Day, there was a "Ships for Victory" exhibit, which included pictures showing the construction of steel, wood, and concrete ships during World War I and such significant documents as the original manifest of the steamship *Savannah*, which sailed on May 22, 1819, on the first successful steam voyage across the Atlantic and whose accomplishment Maritime Day commemorates.

Numerous articles about The National Archives and its work were printed by newspapers and magazines, and a radio program entitled "The Story of The National Archives" was presented by the Washington *Evening Star* over its radio station and the Blue Network in April. Besides the Archivist and the Director of Reference Service, participants in this program were Guy Stanton Ford, Executive Secretary of the American Historical Association; Emmett J. Leahy, Director of Records Coordination of the Navy Department; and Mrs. Joshua Evans, Jr., a trustee of George Washington University.

The Library.—To assist staff members in planning and carrying on their work and searchers in using the records in the building, a small but highly specialized Library is maintained. Its contents are chosen with a view to supplementing the records in the custody of the Archivist, and emphasis is placed on American history, particularly the history of Government agencies, American biography, political science, and archival administration. During the fiscal year 2,784

books and 4,305 pamphlets were acquired, most of them by transfer from other Government agencies, by exchange, or by gift; and a number of items 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 49,308 books and 30,795 pamphlets, exclusive of several thousands of Congressional bills, laws, resolutions, calendars, and similar items. Notable among the year's accessions are a microfilm copy of the New York studio appointment book of the Civil War photographer Matthew B. Brady, which is proving valuable in the identification of Brady photographs among War Department records in The National Archives, and a collection of pamphlets, sample forms, pictures, and other materials illustrative of archival buildings and practices in western Europe during the early 1930's. The cataloging of non-Government material was kept current and progress was made in classifying and cataloging the Government documents. In addition to making books available in the Library and lending them for use in the borrowers' offices, the Library provided special services to members of the staff. It routed new numbers of serial publications to members of the staff who needed to see them regularly, it brought together special collections of books for use in the archives training and air-raid defense courses, and it compiled twice a month a select list of additions to the Library, which was distributed to all staff members. The Library was called on increasingly—in over a thousand cases during the year—to answer questions or to make searches in its holdings for information needed in connection with the work of the establishment.

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, 1942

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, and the Third Supplemental National Defense Appropriation Act, 1942, approved December 17, 1941 (Public, No. 353, 77th Cong.), provided an additional \$84,882 for salaries and expenses, of which \$11,382 was to cover salary advancements made pursuant to an amendment to the Classification Act of 1923. In addition, the funds available for salaries and expenses were augmented by the transfer of \$3,240 from the National Park Service to care for the employment of two museum aides at the Franklin D. Roosevelt Library and of \$14,628 from other Government agencies for special services performed for them on a reimbursable basis. From the total of \$1,083,690 thus available for salaries and expenses, a reserve of \$14,138 was set

aside at the request of the Bureau of the Budget. Thus there was left available for obligation and expenditure by The National Archives \$1,069,522 for salaries and expenses and \$12,400 for printing and binding.

Obligations and expenditures for the fiscal year ending June 30, 1942

Salaries and expenses:		
Personal services-----	\$957,452	
Travel expense-----	4,606	
Transportation of things-----	458	
Communication service-----	9,602	
Rentals-----	290	
Contractual services-----	8,170	
Supplies and materials-----	38,395	
Equipment-----	48,523	
Total obligations and expenditures-----	\$1,067,496	
Unobligated balance-----	2,056	\$1,069,552
Printing and binding:		
Total obligations and expenditures-----	\$12,336	
Unobligated balance-----	64	\$12,400
		\$1,081,952

The total obligations and expenditures amounted to \$1,079,832 and the reserved funds to \$14,138, leaving unobligated balances totaling \$2,120.

Miscellaneous receipts covered into the Treasury

Photographic duplications and authentications-----	\$2,877.22
Multilithing-----	42.59
Lamination of documents-----	34.30
Repair of books and documents-----	7.40
Allowance for old gold-----	1.90
Sale of Government property-----	60.00
	\$3,023.41

The Independent Offices Appropriation Act, 1943, approved June 27, 1942 (56 Stat. 414), provided \$1,032,725 for the salaries and expenses and \$12,400 for the printing and binding for The National Archives for the fiscal year ending June 30, 1943.

The National Archives Trust Fund Board, which was established by an act approved July 9, 1941 (see appendix I of this report), accepted gifts amounting to \$30,500 during the year and deposited them with the Treasury in the National Archives Trust Fund as required by law. Disbursements from this fund amounted to \$834, leaving \$29,666 in this fund in the Treasury on June 30. The annual report of the Board is printed as appendix VI of this report.

APPENDIXES

APPENDIX I

RECENT LEGISLATION CONCERNING THE NATIONAL ARCHIVES¹

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

[55 Stat. 581]

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 receipted 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

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), and the resolution establishing the Franklin D. Roosevelt Library (53 Stat. 1062-1066), is printed in the *Fifth Annual Report* of the Archivist of the United States, 55-69, and the act concerning the disposal of photographed records (54 Stat. 958) is printed in the *Seventh Annual Report*, 47.

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.

EXTRACT FROM THE THIRD SUPPLEMENTAL NATIONAL DEFENSE APPROPRIATION ACT, 1942, APPROVED DECEMBER 17, 1941

[55 Stat. 822, 830]

National Archives

Salaries and expenses: For an additional amount for salaries and expenses, The National Archives, fiscal year 1942, including the objects and subject to the limitations specified under this heading in the Independent Offices Appropriation Act, 1942, \$73,500.

* * * * *

For supplemental appropriations for the fiscal year ending June 30, 1942, on account of the enactment of the Act of August 1, 1941 (Public Law Numbered 200, Seventy-seventh Congress), amending the Classification Act of 1923, as amended, and Executive Order Numbered 8882, issued September 3, 1941, under the authority of said Act, and on account of Executive Order Numbered 8842, issued August 1, 1941, to be added to and become a part of the appropriations available during said fiscal year under the following appropriation titles, namely:

* * * * *

For "Salaries and expenses, National Archives, 1942", \$11,382.

ACT CONCERNING THE DISPOSAL OF RECORDS, APPROVED AUGUST 5, 1939, AS AMENDED MARCH 13, 1942

[53 Stat. 1219-1221; 56 Stat. 170]

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

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

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

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

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

SEC. 5. If such joint committee report that any of the records described in the lists referred to them are not needed or useful in the transaction of the current business of the agency by which they were reported to the Archivist and have no permanent value or historical interest to the Federal Government, then it shall be the duty of the head of said agency to dispose of said records by one of the following methods:

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

(b) By causing them to be destroyed;

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

If said joint committee shall fail to make a report during any regular or special session of Congress on any list of records that has been submitted to Congress by the Archivist not less than ten days prior to the adjournment of

such session, the Archivist may empower the agency by which such records were reported to him to dispose of them by any of the methods prescribed in this section.

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

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

SEC. 6. When any records of the United States Government have been transferred in accordance with the provisions of paragraph (c) of section 5 of this Act, the head of the agency making such disposition shall submit a written report thereon to The Archivist of the United States in which he shall describe the character and volume of such records and give the names and post-office addresses of all institutions, associations, or other organizations to which they have been transferred.²

SEC. 7. Whenever the Archivist shall determine that any records in his custody, or which have been reported to him by any agency under the terms of section 1 of this Act, are a continuing menace to human health or life or to property, he shall cause such records to be destroyed immediately at such place and by such method as he shall select: *Provided, however,* That if said records have been transferred to his custody, he shall report the disposition thereof to the Congress and to the agency from which they were transferred.³

SEC. 8. Whenever it shall appear to the Archivist that there are in his custody any records that are without permanent value or historical interest to the Federal Government he shall submit lists thereof to Congress in the manner provided by section 3 of this Act: *Provided, however,* That the Archivist shall not report to Congress, under the provisions of this section, records of any existing agency of the United States without the written consent of the said agency.³

SEC. 9. The procedures herein prescribed to be followed are exclusive, and no records of the United States Government may be alienated or destroyed except by authority sought and obtained under the provisions of this Act.³

SEC. 10. All Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.³

² As amended March 13, 1942. This section in the original act read as follows: "When any records of the United States Government have been disposed of in accordance with the provisions of section 5 of this Act, the head of the agency making such disposition shall submit a written report thereon to the Archivist of the United States in which he shall describe the character and volume of such records and state when and by what method the disposition thereof was accomplished. If any of the records described in a particular report are shown thereby to have been sold, such report shall give the amount of the purchase price received therefor and the total cost of effecting such sales. Said report shall also give the names and post-office addresses of all institutions, associations, or other organizations to which any records therein described have been transferred."

³ These sections of the original act were numbered 8, 9, 10, and 11 respectively. Section 7 of that act, which was repealed by the amending act, read as follows: "The Archivist of the United States shall transmit to Congress, at the beginning of each regular session, a concise summarization of the data contained in the reports filed with him by heads of agencies of the Government during the preceding fiscal year in compliance with the provisions of section 6 of this Act."

EXTRACT FROM AN ACT CONCERNING THE DISPOSITION OF RECREATIONAL DEMONSTRATION PROJECTS, APPROVED JUNE 6, 1942

[56 Stat. 326]

SEC. 2. From and after the date of this Act, the lands acquired for the Acadia, French Creek, Shenandoah, and White Sands recreational demonstration projects shall be added to and become a part of Acadia National Park, Hopewell Village National Historic Site, Shenandoah National Park, and White Sands National Monument, in the order named above, subject to all laws, rules, and regulations applicable to the respective areas to which such recreational demonstration projects are added: *Provided,* That within six months after the date of this Act the Secretary of the Interior shall file with The National Archives a map of each recreational demonstration project enumerated in this section.

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1943, APPROVED JUNE 27, 1942

[56 Stat. 414]

National Archives

Salaries and expenses: For expenses necessary in carrying out the provisions of the Act of June 19, 1934 (40 U. S. C. 231); the Act of July 26, 1935 (44 U. S. C. 301); the Act of July 18, 1939 (53 Stat. 1062); the Act of August 5, 1939 (44 U. S. C. 351); and the Act of September 24, 1940 (54 Stat. 958); 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; not to exceed \$4,400 for travel expenses; exchange of scientific and technical apparatus and labor-saving devices; repairs to equipment; and maintenance, operation, and repair of one passenger-carrying motor vehicle, \$1,032,725.

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

Total, The National Archives, \$1,045,125.

AMENDMENT TO THE FEDERAL REGISTER ACT, APPROVED DECEMBER 10, 1942

[56 Stat. 1045]

An Act to suspend for the duration of the war certain requirements of section 11 (a) of the Federal Register Act of 1935.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the provisions contained in the first sentence of section 11 (a) of the Federal Register Act (Act of July 26, 1935, 49 Stat. 503, as amended, U. S. C., title 44, sec. 311) are hereby suspended until such time after the termination of the present war as the Administrative Committee of the Federal Register shall determine. The publication of a cumu-

lative supplement to the Code of Federal Regulations instead of a new codification, prepared under the supervision of the Division of the Federal Register pursuant to the provisions of subsections 11 (c) and 11 (d) of the Federal Register Act, is hereby authorized and required.

Sec. 2. The first sentence of section 11 (a) of the Federal Register Act (Act of July 26, 1935, 49 Stat. 503, as amended, U. S. C., title 44, sec. 311) is hereby amended by inserting the phrase "or on the same date of every fifth year thereafter" before the period at the end thereof.

Approved, December 10, 1942.

APPENDIX II

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL YEAR ENDING JUNE 30, 1942¹

CONGRESS

Records of the Joint Committee To Investigate Dirigible Disasters, 1933, including correspondence, reports, and extracts of testimony. 1 foot. Accession 856.

JUDICIARY

Administrative Office of the United States Courts

Initial and final docket report cards on civil cases in Federal district courts during the fiscal years 1938-40. 184 feet. Accession 865.

Court of Claims

Additional records of closed general jurisdiction, Congressional, departmental, and French Spoliation cases, 1886-1940. 1,135 feet. Accession 903.

United States District Court for the District of Columbia

Equity case files, additional civil and criminal case files, and related material, 1801-63. 150 feet. Accession 16 (addition).

United States District Court for the Western District of Washington

Motion pictures showing the Dempsey-Tunney heavyweight boxing match in Chicago, Ill., and the Dempsey-Sharkey fight in New York City, 1927. 7 units. Accession 1038.

EXECUTIVE OFFICE OF THE PRESIDENT

Emergency Management Office

Sound recording of a fireside chat by President Franklin D. Roosevelt on American foreign policy, May 27, 1941. 6 units. Accession 785.

Emergency Management Office. War Information Office

Sound recordings of three series of radio programs explaining the purposes and activities of Federal agencies, sponsored by the Office of Government Reports, 1938-41. 47 units. Accession 893.

DEPARTMENT OF STATE

Records of the Special Mexican Claims Commission and its predecessor, the Special Claims Commission, United States and Mexico, 1923-38, pertaining to

¹ Accessions of archival material are arranged first according to agency and thereunder by accession number except when accessions have been combined. The footage given is in linear feet. Accessions of private gifts of motion pictures and sound recordings are grouped separately at the end of the list by physical form and within each group are arranged chronologically according to the dates on which the films or recordings were made. Restrictions on the use of records vary as explained on page xv of the *Guide to the Materials in The National Archives* (Washington, 1940).

claims of United States citizens against Mexico for losses or damages incurred during the years 1910-20. 144 feet. Accession 815.

General correspondence concerning immigration regulations, 1914-31, and correspondence concerning individual applications for visas, 1914-32, belonging to the classified files of the Department. 511 feet. Accession 880.

Sound recording of a radio program entitled "Good Neighbor Brazilian Hour," broadcast by the National Broadcasting Co., 1941. Accession 895.

Copies of instruments of ratification of the Bill of Rights by the States of Connecticut, Georgia, and Massachusetts, 1939. Accession 938.

Records of the Mixed Claims Commission, United States and Germany, pertaining to claims of American citizens against the German Government for losses incurred during World War I, 1922-41. 742 feet. Accession 1016.

Sound motion picture entitled "Uncle Sam the Good Neighbor," a March of Time production dealing with State Department functions, 1941; and a 2-reel motion picture showing the buildings and grounds of the United States Legation at San Salvador, El Salvador, 1926. 3 units. Accession 1027.

Records of the Subcommittee on Documents of the Provisional Committee for a National Archives, consisting of survey sheets filled in by officials of the executive departments and independent establishments with data in regard to records that might be transferred to the proposed National Archives Building, July-September 1930. 1 foot. Accession 1073.

Foreign Service

Records of American diplomatic posts in Ecuador, 1907-12; Germany, 1835-1913; Guatemala, 1903-13; and Haiti, 1873-1913; records of the combined diplomatic and consular office in Luxemburg, 1893-1910; and records of certain consular posts in China, 1845-1912; Cuba, 1865-1916; Dominican Republic, 1882-1932; Haiti, 1874-1933; Honduras, 1903-31; and Spain, 1797-1920. Accessions 949-958.

DEPARTMENT OF THE TREASURY

Office of the Secretary

Blueprints, estimates, and analyses of space requirements and costs of maintenance and operation of buildings occupied by the Department in Washington and in the field, 1902-35. 2 feet. Accession 923.

Coast Guard

See the Department of the Navy, under which the Coast Guard operates in time of war.

Comptroller of the Currency

Registers of Treasury numbers on national bank currency received from the Bureau of Engraving and Printing, 1864-1918, and journal of "gold bank" currency issued in California, 1871-84. 10 feet. Accession 866.

Additional correspondence relating chiefly to bank examinations, 1865-1926. 8 feet. Accession 982.

Customs Bureau

Additional correspondence concerning the administration of laws, regulations, and decisions relating to the collection of customs duties, 1906-28. 75 feet. Accession 1008.

Records of the Mobile, Ala., Collector of Customs, 1806-1936, including some for the Confederate period; of the Charleston, S. C., Collector, 1818-1934, including those of the Beaufort, S. C., Collector; and of the New Bern, N. C.,

Collector, 1866-1910, including those of the Durham and Washington, N. C., Collectors. Also a few scattered records, found in the custody of the Collector at Mobile, consisting of logbooks, pay rolls, and public property returns of the Coast Guard and the former Revenue-Cutter Service, 1820-1935; account books of the Collector of Internal Revenue, Mobile, 1869-1917; daily reports and correspondence of the Deputy Prohibition Administrator, Mobile, 1917-27; letters received by the Superintendent of the Branch Mint, New Orleans, La., 1857-60; and correspondence and other records of the Assistant Treasurer of the United States, New Orleans, 1858-61. 762 feet. Accessions 1015, 1023, and 1050.

Customhouse records, 1773-1900 with gaps, which were in the custody of the Library of Congress, consisting mainly of slave and other manifests, crew lists, shipping articles, ships' passports, registers, enrollments, licenses, bills of sale, papers relating to entries, drawbacks, and bounties, and correspondence from the following districts or ports: Alexandria, Va., Edenton, N. C., Elizabeth City, N. C., Georgetown, D. C., New Bedford, Mass., New Orleans, La., New York, N. Y., Perth Amboy, N. J., Portland, Maine, Rockland, Maine, Savannah, Ga., Tappahannock, Va., Waldoboro, Maine, and Yorktown, Va. 450 feet. Accession 1019.

Records of the former Marine Inspection and Navigation Bureau (Commerce Department), consisting of blueprints of vessel designs used in checking vessel admeasurements, 1917-38. 5 feet. Accession 1072.

Fiscal Service. Accounts Bureau

Volumes recording public accounts, receipts, and expenditures, 1789-1891. 21 feet. Accession 916.

Correspondence and other records of former divisions in the Office of the Secretary of the Treasury, including the Captured and Abandoned Property Division, 1842-1916; Rhode Island Loan Office papers, 1790-96; manifests and related records of the Collector of Customs, New York, N. Y., 1797-1803; duplicate war appropriation warrants, 1831-94; papers relating to the engraving and printing of United States obligations, 1862-64; correspondence and papers relating to alleged corrupt practices in the handling of certain Tennessee Civil War claims, 1882-83; additional records of the Confederate States of America, including papers relating to the Texas Cotton Bureau and the Produce Loan Office, 1861-65; additional records of and relating to special agents in the South, 1864-68; additional records of the Southern Claims Commission, 1872-80; and additional dossiers of cotton claims, 1872-1918, filed under the act of May 18, 1872. 79 feet. Accessions 967, 972, and 977.

Additional records relating to public funds for the fiscal years 1932-38. 520 feet. Accession 1037.

Fiscal Service. Public Debt Bureau

Records relating to public debt transactions, consisting of correspondence of the Register and of the Secretary of the Treasury, accounting records, and papers relating to the issue, transfer, conversion, and redemption of securities, 1861-1918; records concerning French Spoilation Claims, 1838-41; and other records, 1784-1930; and 459 photographic prints, lantern slides of posters, and pictures relating to the Second Liberty Loan campaign of 1917. 1,658 feet. Accessions 901, 902, 917, and 1006.

Fiscal Service. Treasurer's Office

Records of the Treasurer, 1813-1934, including correspondence, accounting records, and personnel papers. 10,346 feet. Accession 988.

Internal Revenue Bureau

Records of the former United States Direct Tax Commission for the District of South Carolina, 1862-99, consisting of correspondence, accounting records, claims papers, maps, and other records pertaining to the administration of the direct tax of 1861. 17 feet. Accessions 810 and 811.

Secret Service Division

Additional daily reports of agents in the field, 1924-36. 216 feet. Accession 939.

War Loan Organization

Records of the former Liberty Loan Association of Banks and Trust Companies of New York City, 1918-20, transferred by the Federal Reserve Bank of New York as Fiscal Agent of the Treasury. 34 feet. Accession 809.

DEPARTMENT OF WAR

Office of the Secretary

Records of the Office of the Disbursing Clerk, 1836-1934, including contracts, cash books, requisitions, authorizations for expenditures, and reports. 45 feet. Accession 893.

Abstracts of correspondence, 1919-36, and additional general correspondence of the Office of the Secretary, 1913-22. 173 feet. Accessions 906 and 960.

Records of the Civilian Personnel Division and its predecessors, 1848-1934, including applications for positions and registers thereof, 1848-1913; personnel records, 1861-1921; copies of pay rolls, 1875-1916; "Old Subject Files," 1898-1913, consisting of correspondence and reports of the former Appointment Division, and a continuation of these files by successor divisions, 1913-34; and several special files. 684 feet. Accession 927.

Army. Columbus (Ohio) General Depot

Records of the chief quartermaster of the Department of the Missouri, 1880-1913; of the Department of the Lakes, 1882-1918; of the Central Department, 1897-1921; and of the Department of the Colorado, 1898-1912. 793 feet. Accession 1046.

Army. Eastern Department

Correspondence and other records of the Chief Engineer and predecessor officers, 1902-20, and certain personnel records, 1917-20. 40 feet. Accession 994.

Army. Scott Field (Ill.)

Photographic prints and negatives of ground views, obliques, verticals, and mosaics, made by the 15th Observation Squadron, 1925-39, consisting of views of types of aircraft, parachute experimentation, helium repurification plants, army maneuvers, flood and tornado damage, accidents, record flights, and personnel; and silent and sound motion pictures, mostly commercially made, of aircraft and their performances, 1925-35. 6,533 photographic items and 12 film units. Accession 1075.

Army War College

Photographs of views, sketches, portraits, maps, broadsides, posters, and other documents illustrating military affairs and campaigns and other phases of American history chiefly since 1860, including the collection of Civil War photographs taken by Brady and others, certain Spanish American War photographs, and the collection relating to the first World War, which consists of

photographs taken by the Signal Corps and prints obtained from other Government agencies, from private sources, and from the British, French, Belgian, German, and other Governments. 250,000 items. Accession 859.

Glass-plate negatives of photographs of copies, made at American Expeditionary Forces headquarters, of the daily French official "Order of Battle Maps" of the Western Front from October 1, 1917, to November 11, 1918. 412 items. Accession 873.

Records of the War College Division of the General Staff and of predecessor offices, 1899-1911. 10 feet. Accession 964.

Inspector General's Office.

Inspection reports, 1814-42; records of the Inspector General's Office, 1863-1916, including reports, records of investigations, letter books, and registers of letters received; records of the Inspector General's Department, Army of Cuban Pacification, 1906-8; and records of the Inspector General of the American Expeditionary Forces and of the inspectors general of various headquarters of the AEF, 1917-20. 1,062 feet. Accession 976.

Services of Supply. Adjutant General's Office

Official copy of the American Expeditionary Forces' "Combined Order of Battle Map" of the Western Front as of November 11, 1918, showing the positions and organization of the troops of the opposing forces. Accession 870.

Records of the Treasury Department pertaining to about 200 claims, based on Revolutionary War service, for payment of pension arrears due estates of deceased veterans and half-pay-for-life accruals due Virginia officers or their estates, 1832-59. 7 feet. Accession 874.

Negatives of identification photographs of commissioned officers of the American Expeditionary Forces, 1918. 61,800 items. Accession 879.

Records of the Economic Mobilization Section, Historical Branch, War Plans Division of the General Staff, 1917-19, containing administrative papers and data used in the preparation of the *Handbook of Economic Agencies of the War of 1917*. 55 feet. Accession 929.

Administrative files of the *Stars and Stripes*, semiofficial newspaper of the American Expeditionary Forces in France, 1917-19, including editorial and financial records, and War Orphans Fund papers. 20 feet. Accession 965.

Post, regimental, and miscellaneous returns, 1861-1916, continuing files previously transferred; station books, 1861-1913; and miscellaneous volumes, 1861-1916, including memoranda of returns, registers of officers arriving in Washington, and other records relating to the work of the former Returns Section. 1,229 feet. Accession 1011.

Additional records of military departments and divisions that have existed on the Pacific Coast or have been under the San Francisco divisional headquarters, 1858-1918, including the Department of Oregon, 1858-60; the Department of the Columbia, 1865-1902; the Department of Alaska, 1868-1901; the Department of Arizona, 1871-93; the Department of the Colorado, 1893-1904; the Department of California, 1904-13; the Western Division, 1911-13; and the Western Department, 1913-18. 1,592 feet. Accession 1012.

Records of the Provost Marshal General's Office pertaining to the World War Selective Service System, 1917-19, consisting of records relating to aliens, deserters, accounts, appeals to the President, and other matters; correspondence and other papers of State headquarters, of district boards, and of medical advisory boards; and docket books and classification lists of local boards. 8,695 feet. Accession 1045.

Records of Army posts and organizations, as follows: 5th Field Artillery, 1859-1916; Company D, 7th Infantry, 1863-1906; Battery B, 1875-1902, and Battery H, 1895-99, of the 3d Artillery; Fort Casey, 1899-1903; Fort Flagler, 1899-1906; District of Puget Sound Headquarters, 1901-6; Fort Worden, 1902-6; 26th Company of the Coast Artillery, 1902-6; and Fort Ward, 1903-6. 52 feet. Accessions 1047, 1054, and 1055.

Additional records of the Bureau of Refugees, Freedmen, and Abandoned Lands, 1860-70; copies of cablegrams received by The Adjutant General and predecessor officers, 1898-1913, related to records previously transferred; miscellaneous records of the Advisory Committee to the American Delegation, Conference on the Limitation of Armament, Washington, 1921-22; and letter press books of Assistant Secretary of War Ingraham, 1916-17. 44 feet. Accession 1064.

Services of Supply. Engineer Chief's Office

Prints from air-mapping photographs of the Inter-American Highway, 1932. 850 items. Accession 983.

Services of Supply. Judge Advocate General's Office

General court-martial records, 1812-1917; letters received, 1854-94; records of the Patent Section, 1919-31; records of the Acting Judge Advocate General and of officials of his Department at various headquarters of the American Expeditionary Forces, 1917-19; and some special files, 1917-37. Also records of the War Department Claims Board, 1919-22; of the Commission for the Adjustment of Foreign Claims, 1921-22; and of the British Claims Commission, 1932-33. 7,146 feet. Accession 928.

Services of Supply. Ordnance Chief's Office

Records of the Office, 1812-1935, except civilian personnel records and prints and drawings; correspondence and other records of the Ordnance Department of the American Expeditionary Forces, 1917-19; and 5,000 glass-plate and film negatives of ordnance of the World War period and photographs of personnel in ordnance plants, 1912-20. 16,430 feet. Accession 948.

Services of Supply. Quartermaster General's Office

Records of the Office, 1818-1922; of the Office of the Commissary General of Purchases and its predecessors, 1797-1842; of the Office of the Paymaster General, 1799-1912; of the Office of the Commissary General of Subsistence, 1818-1912; and of Quartermaster officers at various stations, including headquarters, Department of the Dakotas, 1869-1902, and others, 1917-38. 32,890 feet. Accession 1002.

Services of Supply. Resources Division

Records of the Planning Branch of the Office of the Assistant Secretary of War, 1922-34, with some processed material of later date. 86 feet. Accession 1025.

Services of Supply. Surgeon General's Office

General correspondence, reports, and other records, 1894-1917, continuing files previously transferred; related special correspondence, 1890-1916; special medical reports, 1888-1907; and records of Army medical boards, 1833-1917. 2,423 feet. Accessions 961 and 975.

DEPARTMENT OF JUSTICE

Additional records of the Alien Property Bureau, 1917-40, including files of the Disbursing Office and papers pertaining to real-estate matters. 220 feet. Accession 535 (addition).

General correspondence files of the Department, with enclosures, 1914-36, supplementing files previously transferred. 705 feet. Accession 804.

Records of the Attorney General's Committee on Administrative Procedure, 1939-41, including correspondence, transcripts of Committee conferences and public hearings, and drafts of studies and of the final report. 63 feet. Accession 853.

Records of the Attorney General's Survey of Release Procedures, 1936-38, including correspondence, administrative records, and research files pertaining to the investigation of Federal and State prison, pardon, parole, and probation practices and laws. 117 feet. Accession 860.

Claims Division

Correspondence and related papers concerning closed Court of Claims general and Congressional jurisdiction cases, 1917-40. 135 feet. Accession 854.

Immigration and Naturalization Service

Sound recordings of 14 radio programs explaining the Alien Registration Act of 1940. 28 units. Accession 787.

DEPARTMENT OF THE NAVY

Office of the Secretary

Additional general correspondence, 1926-40, including correspondence of the Offices of the Assistant Secretary of the Navy, of the Judge Advocate General, and of the Chief of Naval Operations; copies of letters sent, 1918-38; additional personnel records of employees of the Department, 1887-1941; accounting returns showing operating costs at various navy yards and stations, 1928-30; and records of the Washington office of the Compensation Board, 1917-35, of the naval station at St. Thomas, V. I., 1917-31, of the Submarine Claims Board, 1921-22, of the Cancellation Board, 1922-27, and of the Naval War Claims Board, 1925-35. 3,386 feet. Accessions 959 and 1080.

Motion pictures of the "Atlantic Charter" meeting of President Franklin D. Roosevelt and Prime Minister Winston Churchill in August 1941, taken by photographers of the Army Signal Corps and of the British Paramount Newsreel Co. 8 units. Accession 890.

Aeronautics Bureau

Records, chiefly related to files previously transferred, including general correspondence, plans, specifications, drawings and photographs of airplanes and airplane parts, requisitions and contracts for aircraft and aircraft equipment, airplane and airplane engine logbooks, reports of tests, and trouble reports on airplane performance, 1921-41; personnel records of officers formerly stationed in the Bureau, 1921-40; records of the Offices of Inspector of Naval Material at Schenectady, N. Y., 1926-36, Chicago, Ill., 1931-34, and Munhall, Pa., 1935-39; a few records of the former Construction and Repair Bureau, 1918-19; and miscellaneous correspondence, reports, and other records. 1,294 feet. Accessions 821, 827, 836, 857, and 1017.

Coast Guard

Additional records of the former Shipping Board Recruiting Service, 1917-30, received from the former Marine Inspection and Navigation Bureau (Commerce Department). 170 feet. Accession 1048.

Records of the Cleveland, Ohio, Office of the Local Inspectors of the former Marine Inspection and Navigation Bureau (Commerce Department), consisting of able seamen's jackets, 1915-36, each containing the original application for an able seaman's certificate and related records. 37 feet. Accession 1069.

Correspondence of the Detroit, Mich., Office of the Local Inspectors of the Steamboat-Inspection Service, a predecessor of the former Marine Inspection and Navigation Bureau (Commerce Department), 1861-73. 3 inches. Accession 1070.

Records of the Coast Guard and its predecessors (the Revenue-Cutter and Life-Saving Services and the Bureau of Lighthouses), 1789-1942, including correspondence; personnel records of enlisted men and of civilian employees, crew lists, and muster rolls; financial records; legal papers; records relating to the construction and maintenance of stations and vessels; reports of activities and of wrecks and other disasters; station logs; and files relating to Alaska. 4,500 feet. Accession 1078.

Compensation Board

Records of the Washington office, supplementing files previously transferred, including accounting papers and a report of personnel on cost inspection duty at various shipyards, 1919-29. 63 feet. Accession 1079.

Judge Advocate General's Office

Card records pertaining to reports, previously transferred, on the fitness of Reserve Officers, 1917-39, and files pertaining to applications for naval patents, 1923-41. 103 feet. Accession 828.

Records pertaining to proceedings of summary courts martial, 1904-12, and of deck courts, 1909-15, 1917-18. 58 feet. Accession 852.

Abstracts of title and files of individual claimants to property taken over in 1917-18; and records of properties in all States disposed of by the Navy between 1926 and 1940. 30 feet. Accession 979.

Marine Corps

Synopses of correspondence of Corps headquarters in Washington, 1919-26; additional correspondence and reports of Corps headquarters in Haiti, 1901-34, and in Nicaragua, 1928-34; additional records of the Quartermaster's Department, 1848-1911; additional copies of letters sent by the Adjutant and Inspector's Department, 1875; and a few records of the Paymaster's Department, 1886, and of the recruiting officer at San Francisco, 1903. 21 feet. Accession 1000.

Additional enlisted men's personnel papers, 1905-12. 808 feet. Accession 1020.

Medicine and Surgery Bureau

General correspondence, 1885-1912. 110 feet. Accession 896.

Naval Operations Office

General correspondence and administrative files of the Board of Review, 1917-26; additional records of the Board of Inspection and Survey, 1911-40; and records of the Joint Board of Survey of Merchant Vessels, 1916-19. 300 feet. Accession 986.

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

Records of the Navy and Treasury Departments pertaining to naval pension matters, 1800-1913, including lists of naval and privateer pensioners, 1804-48; records of pension agents relating to payments to pensioners, 1804-38; accounting records of the Navy and Privateer Pension Funds, 1800-1845, and of similar funds, 1817-1900; and records pertaining to pension claims based on service

in the Virginia State Navy during the Revolutionary War and on subsequent Federal naval and privateer service, 1815-92. 10 feet. Accession 837.

Navigation Bureau

Enlistment reports received from recruiting stations, receiving ships, and elsewhere, 1917-37. 110 feet. Accession 805.

Logbooks of naval vessels, 1940. 95 feet. Accession 847.

Navigation Bureau. Enlisted Personnel Division

Service records, 1885-1941, pertaining to enlisted personnel who served in the Navy during the years 1845-85 and 1917-31, completing such files in The National Archives for 1845-1931; records of the Auxiliary Naval Service and of the Coast Signal Service, 1898; and additional records for the period 1819-1937, including copies of letters sent by the former Bureau of Equipment and Recruiting, 1864-89, muster rolls, 1860-85, 1917-37, and enlistment reports received from recruiting stations, receiving ships, and elsewhere, 1846-85, 1917-36. 21,386 feet. Accessions 848 and 907.

Navigation Bureau. Hydrographic Office

Copies of letters sent, 1907-32. 63 feet. Accession 851.

Navigation Bureau. Naval Reserve Division

Additional records concerning Naval Reserve officers, 1916-41, including recommendations, examinations for promotions, and reports on fitness. 25 feet. Accession 925.

Ordnance Bureau

Additional correspondence, 1840-1911; additional memoranda, contracts, requisitions, and records of the manufacture and tests of ordnance of various types, 1840-1939; registers of armor drawings and of armor deliveries, 1890-1912; and records of the Naval Advisory Board, 1882-89. 316 feet. Accessions 872, 924, and 1001.

Ships Bureau

Additional plans of naval vessels, 1818-1909. 40 feet. Accession 819.

Reports of trials and inspections of naval vessels, 1912-38; and engineering performance records of submarines, 1925-38. 79 feet. Accession 1004.

Additional records of the former Construction and Repair Bureau (5,272 feet), including correspondence, requisitions, contracts, and orders, 1912-40; records of surveys made on ships and at yards to determine the need for equipment and repairs, 1915-40; and other records, 1896-1937. Additional records of the former Engineering Bureau (2,502 feet), including correspondence, 1923-40; requisitions, contracts, and orders, 1916-40; reports of trials and inspections and of arrivals and departures of vessels, 1931-40; and reports of tests and experiments made at various Navy laboratories, 1910-40. 7,774 feet. Accession 1071.

Yards and Docks Bureau

General correspondence, 1899-1925; chronological file of copies of letters and telegrams sent, 1917-18, 1937-40; contracts, 1896-1938; progress reports, 1917-29; pay rolls, 1846-89; drawings and plans, 1877-1925, 1933-40; more than 11,000 photographs of structures completed and in progress, 1898-1940; and other records, chiefly related correspondence and papers. 2,667 feet. Accessions 881 and 990.

DEPARTMENT OF THE INTERIOR

Office of the Secretary

Sound recording of an interview with William Henry Jackson, pioneer photographer and artist of the West, recorded on the eve of his ninety-eighth birthday, April 3, 1941. Accession 878.

Personnel records of employees of the Department separated from the service, 1907-38, continuing files previously transferred. 805 feet. Accession 1063.

Fish and Wildlife Service

Records of the former Fish and Fisheries Commission and the Fisheries Bureau, 1871-1940, some related to files previously transferred, including portions of the central files, 1903-40; financial records, 1871-88, 1911-31; correspondence and reports on legal matters, 1894-1933; papers concerning vessels of the Commission and the Bureau, 1879-1933; records relating to hatcheries, fishery legislation, international relations and conventions, and the regulation of canning, packing, and fishing in Alaska and in Alaskan waters, 1884-1940; statistical reports from Alaskan fishing industries, 1904-26; and records of the Alaska Division, 1917-33, including material on the Pribilof Islands. 175 feet. Accessions 968 and 1043.

Records of the former Biological Survey Bureau, including the central correspondence files (except sections "A" to "L," which have been destroyed by fire), 1907-14, and noncurrent sections of the central files, 1914-38; correspondence and reports relating to the Bureau's work done in cooperation with the National Recovery Administration, the Emergency Conservation Work, and the Civil Works Administration, 1933-36; correspondence, reports, and other papers of the Wildlife Refuges Division, 1914-38, and of the Wildlife Research Division, 1933-36; and correspondence of the President's Wildlife Committee (the "Beck Committee") on the conservation and administration of wildlife resources, 1933-34. 415 feet. Accession 1033.

General Land Office

Abstracts of entries, case files involving individual entries or claims, bounty land warrants, scrip, town site and private land claim docket, records of town sites and private land claim boards, plat books received from certain local offices, map files pertaining to railroad land grants and to rights-of-way for railroads, canals, and reservoirs, administrative records of different divisions of the Land Office, including correspondence and office records, and other records, 1789-1908, constituting all central records not previously transferred, except patent records, docket books, plat books, and field notes of surveys. 29,755 feet. Accessions 884 and 897.

Geological Survey

Original drawings of completed "quadrangles" of the topographic map of the United States, 1879-1941. 4,800 items. Accession 846.

Sketches, diagrams, maps, photographic prints, record cards, and memoranda prepared in connection with and for use in publications of the Survey, 1881-1941. 110 feet. Accession 940.

Indian Affairs Office

Miscellaneous records pertaining to Indian lands, 1835-1932; correspondence pertaining to personnel problems and policies in the Indian Office, 1907-39; and other records, chiefly files of certain Indian Office officials and records continuing files previously transferred, 1854-1940. 350 feet. Accession 813.

Central classified files (except those concerned with property), 1921-33, continuing files previously transferred; appropriation and trust fund ledgers, 1835-1923; personnel registers and appointment papers, 1835-1910, and other personnel records, 1938-39; Carlisle student records, 1879-1918; irrigation reports, 1908-20; papers relating to the settlement of pro rata claims, 1908-40; annuity pay rolls, 1925-35; correspondence, reports, and memoranda of the Civilian Conservation Corps, Indian Division, 1933-37; files of the Construction Division, 1935-38; and financial records of the Rehabilitation Section of the Extension Division prior to 1942. 1,700 feet. Accession 963.

Mines Bureau

Motion pictures showing metalworking and mining or manufacturing methods applied to aluminum, copper, and glass. 9 units. Accession 1051.

National Park Service

About 400 noncurrent "master plans" for National Park Service areas, each consisting of a descriptive statement and related maps outlining the plan for the development of the area, 1931-40. 10 feet. Accession 839.

Records of the Service and predecessor agencies, chiefly continuing files previously transferred, including records of the Secretary's Office relating to national parks, 1907-16, and central files of the Service, 1916-25; reports and other material concerning national military parks and monuments while under War Department jurisdiction, 1890-1934; regional landscape architects' reports, 1934-40; records of the San Francisco office of the Engineering Branch, 1916-30; and reports of district inspectors of CCC camps and of CCC project superintendents, 1933-37. 217 feet. Accession 1049.

National Park Service. National Capital Parks Office

Additional correspondence of the Lincoln Memorial Commission, 1911-24. 6 feet. Accession 710 (addition).

Reclamation Bureau

General administrative correspondence and correspondence pertaining to individual projects, 1902-19; "project histories," consisting of annual narrative and statistical reports received from engineers in charge of projects, 1905-19, and special reports, 1905-34; and land acquisition files, 1905-37. 835 feet. Accession 816.

Territories and Island Possessions Division

Additional records of the former Bureau of Insular Affairs, War Department, consisting of personnel papers of Federal employees in the Philippine Islands, 1914-34. 186 feet. Accession 464 (addition).

Correspondence of the Secretary's Office pertaining to the administration of Alaska, Hawaii, the Virgin Islands, and the Alaska Railroad, 1916-34; attested copies of the journal of the Puerto Rico House of Delegates, 1905-16, photographs of its Governors, 1898-1933, and additional reports of its Governors, 1921, 1923-24, 1929-32; photographs assembled by the Alaskan Engineering Commission, 1916-22; and other records. 94 feet. Accession 825.

DEPARTMENT OF AGRICULTURE

Office of the Secretary

Correspondence, reports, essays, and other papers of the former Agricultural Division of the Patent Office, 1839-60, and register of visitors to the Department, 1869-70. 6 feet. Accession 786.

Daily appointment books of the Secretary, 1917-30. 2 feet. Accession 850.
Correspondence, memoranda, reports, and other papers, including leases, of the Secretary's Office, 1931-37; copies of letters sent, 1931-32; special and project files; and records of the former Federal Drought Relief Committee, 1930-32. 214 feet. Accessions 888, 889, and 1074.

Deeds, titles, abstracts, and related papers covering lands acquired by the Government for agencies of the Department of Agriculture, particularly for the Forest Service, 1913-38. 150 feet. Accession 995.

Agricultural Conservation and Adjustment Administration. Soil Conservation Service

Additional records of the Division of Drainage of the former Bureau of Agricultural Engineering and its predecessors, consisting of field survey notebooks, 1906-31; correspondence, reports, and other papers relating to pumping plants and to rainfall intensity-frequency studies and data on experiments, 1920-36. 145 feet. Accessions 802 and 909.

Maps showing land use and land planning in various areas in the United States, 1934-38, prepared chiefly by the former Resettlement Administration. 334 items. Accession 838.

Mimeographed and printed press releases, bulletins, news letters, and instructions issued by the Washington and regional offices, 1935-41. 44 feet. Accession 969.

Correspondence of the Milwaukee, Wis., regional office, 1933-35; Division of Forestry records of the Spartanburg, S. C., regional office, 1934-38; and some correspondence of other offices, now closed, 1933-38. 82 feet. Accessions 920, 926, and 1021.

Agricultural Economics Bureau

Correspondence, schedules, tabulations, reports, and other data assembled by the Bureau in cooperation with the former Works Progress Administration, 1936-39, in connection with a project to investigate the effect of farm machinery and changing farm practices on agricultural labor and production during the years 1909-36. 146 feet. Accession 795.

Photographic negatives and prints showing various aspects of rural life and farm economy and other subjects, 1902-25. 800 items. Accession 876.

Data on cattle-feeding experiments, 1893-1918; individual farm business survey schedules, 1911-34; data on livestock production costs, 1914-17; minutes and other records of the Statistical Committee of the Bureau, 1922-26; and additional research and project records of the Division of Farm Management and Costs, including plats of farms, 1910-40. 500 feet. Accession 908.

Records of the Division of Land Economics, 1916-39, consisting of correspondence, schedules, tabulations, special reports, and other papers; and material relating to the National Land Use Planning Committee. 130 feet. Accession 919.

Agricultural Marketing Administration

Additional daily market news reports issued by the Washington and field offices of the Division of Fruits and Vegetables, 1939-40. 40 feet. Accession 798.

Additional photographic negatives and prints showing various aspects of rural life and farm economy, assembled by the Bureau of Agricultural Economics, 1908-38. 5,000 items. Accession 812.

Records of the former Federal Livestock Feed Agency, 1934-37, consisting of correspondence, memoranda, and reports from inspectors and county agents. 15 feet. Accession 910.

Records of the Agricultural Statistics Division, 1897-1940, including schedules of prices, listing sheets, sample books, field agents' reports, crop estimates

made by the Division of Crop and Livestock Estimates, correspondence from foreign agricultural agents, and other papers; and additional Federal-appeal grain grade certificates, 1936-38. 400 feet. Accession 921.

General files of the Seed Verification Section of the Grain and Seed Division's Inspection Service, 1927-36. 8 feet. Accession 1007.

Records of the Livestock Section, consisting of tabulations of daily prices paid for livestock by classes, by weight, and by grade at various stockyards, 1917-40. 20 feet. Accession 1059.

Records of the Investigation Division and its predecessors, including correspondence and final reports of investigations, 1933-40, and records of the former Kansas City, Mo., office, 1934-38. 75 feet. Accession 1065.

Agricultural Research Administration. Agricultural Chemistry and Engineering Bureau

Records of the Bureau and its predecessors (the Bureaus of Chemistry, of Soils, of Chemistry and Soils, and of Agricultural Engineering and the Fertilizer Control Office), 1868-1942, related to files previously transferred, including administrative and technical correspondence, reports, and other papers; lantern slides used with lectures on agricultural chemistry; and maps and charts showing field services of the Department. 1,100 feet. Accessions 868 and 1077.

Correspondence of the Garbage Utilization Section of the Collateral Commodities Division of the Food Administration, 1918-19, which in 1919 was turned over to the Soils Bureau, a predecessor of the Agricultural Chemistry and Engineering Bureau. 20 feet. Accession 1022.

Agricultural Research Administration. Animal Industry Bureau

Additional general and administrative correspondence, 1906-33. 500 feet. Accession 989.

Agricultural Research Administration. Dairy Industry Bureau

Correspondence, reports, and other records of the former Dairy Division of the Bureau of Animal Industry, 1907-24. 24 feet. Accession 912.

Agricultural Research Administration. Entomology and Plant Quarantine Bureau

Hand illustrated journals, 1870-1903, containing a daily record of activities kept by officials of the former Entomology Division. 3 feet. Accession 1039.

Agricultural Research Administration. Experiment Stations Office

General correspondence files, 1888-1932, and records of the experiment stations in Alaska, 1897-1923, and in Guam, 1908-23. 180 feet. Accession 1058.

Agricultural Research Administration. Plant Industry Bureau

Administrative correspondence, project statements, budget data, and biochemical reports, 1914-30, and general correspondence, 1934-40, all pertaining to soil-fertility investigations of this Bureau and of the former Bureau of Chemistry and Soils; and administrative correspondence and reports of the Fixed Nitrogen Research Laboratory, 1919-35. 225 feet. Accessions 797 and 801.

Central files of the Division of Drug and Related Plants and predecessor units, 1908-29. 16 feet. Accession 883.

Additional correspondence and other records relating to pomology and horticulture, 1886-1920, including letter press books of the former Division of Botany, 1897-1910; also correspondence relative to the investigation of the citrus canker in the Philippine Islands, 1917-19. 120 feet. Accession 911.

Records of the Division of Irrigation Agriculture and its predecessors, including correspondence continuing files previously transferred, accounting

records, and reports from field stations, 1911-38. 54 feet. Accessions 970 and 1061.

Records of the Tobacco Investigations Division, consisting of additional correspondence, 1922-26, and records of the former Reidsville, N. C., station, 1907-33. 12 feet. Accession 1009.

Administrative and technical correspondence concerning the Arlington Experimental Farm, 1908-39; and records of the Sugar Plant Investigations Division, consisting of correspondence and reports of its technicians, 1914-25, and correspondence regarding its Cairo, Ga., station, 1913-23. 15 feet. Accessions 1040 and 1076.

Agricultural War Relations Office

Records of the former Division of Agriculture of the National Defense Advisory Commission, 1939-41, including correspondence, reports, and memoranda. 48 feet. Accession 922.

Commodity Credit Corporation

Central files, 1933-40, including records relating to special programs, claims, and litigation. 850 feet. Accession 1028.

Extension Service

Narrative and statistical reports of field agents, 1937-39. 640 feet. Accessions 830 and 841.

Inspection reports of cooperative extension work of State agricultural colleges under the Smith-Lever Act, with related correspondence, 1915-40. 14 feet. Accession 971.

Farm Credit Administration

Working papers of examiners, 1921-38; records of liquidated National Farm Loan Associations, 1916-41, and Federal Credit Unions, 1934-41; records of the former Grain Stabilization Corporation, 1930-33; and reports and correspondence of field supervisors and special investigators of the former Regional Agricultural Credit Corporations, 1933-37. 3,000 feet. Accession 981.

Minutes of the Cooperative Division, 1933-37; and records relating to the selection of directors and of locations for the Federal land banks, 1916-35, and monthly reports of the banks, 1928-38; and minutes of the former Federal Farm Board and records of its office at Portland, Oreg., 1929-33. 40 feet. Accession 1056.

Records of the main office of the former Cotton Stabilization Corporation, New Orleans, La., 1930-33, consisting of correspondence, accounting and auditing papers, and records of the Traffic, Sales, and Collateral Sections. 1,000 feet. Accession 1010.

Forest Service

General classified files of the Office of Information and Education, 1908-17, the Branch of Operations, 1909-30, and the Office of the Forester, 1909-30; reports of the Engineering Division, 1927-39; and additional official diaries kept by district rangers and other officers, 1930-40, preserved as samples for typical forest districts. 87 feet. Accessions 799, 818, and 913.

Records of the Forest Taxation Inquiry, 1926-32, consisting of schedules, tabulations, and related correspondence. 10 feet. Accession 863.

Additional reports, memoranda, correspondence, and other records of the Division of Forest Management Research, 1906-32. 88 feet. Accession 864.

Reports and related papers concerning protested and fraudulent homestead claims on national forest lands; forest fire card records; water shed studies and other research papers; and news clippings, regional bulletins, and news letters, 1905-41. 55 feet. Accession 996.

Solicitor's Office

General correspondence, 1905-39; files on cases now closed that arose under various acts of Congress, 1906-30, administered by the Department; and papers pertaining to hearings and investigations resulting from the program of the Agricultural Adjustment Administration, 1933-36. 1,900 feet. Accession 882.

DEPARTMENT OF COMMERCE

Office of the Secretary

Records of the Industrial Cooperation Service, 1919; records of the Waste Reclamation Service, 1919, including those of its predecessor, the War Prison Labor and National Waste-Reclamation Section of the Labor Division of the War Industries Board, 1917-18; and records of the Industrial Board, 1919. 16 feet. Accession 946.

Portions of the general files of the Office, 1903-41, consisting of correspondence and reports pertaining to the work of the Bureaus of Mines, Corporations, Lighthouses, and Fisheries when they were parts of the Department. 40 feet. Accession 1003.

Census Bureau

Schedules for banking and other financial institutions, advertising agencies, insurance and real-estate agents, bus-transportation and motor-trucking firms, public warehouses, and miscellaneous enterprises, 1936, taken as part of the census of business of 1935. 158 feet. Accessions 858 and 877.

Original population schedules of the censuses of 1790 through 1870, and a few schedules for Illinois, 1890; records of various censuses, 1800-1930, including those of manufactures, 1820, and of mines, agriculture, horticulture, commerce, fisheries, forest products, and manufactures, 1840; miscellaneous digests and schedules; papers pertaining to special projects; indexes of marshals and of census districts; registers of returns received; and administrative correspondence and personnel lists. 838 feet. Accessions 947 and 1005.

Schedules of the 1935 census of agriculture. 3,800 feet. Accession 1032.

Coast and Geodetic Survey

Additional field data on observations and surveys, consisting of astronomical chronograph tape, 1851-1915, and local adjustment abstracts of horizontal measure, 1884-1906. 3 feet. Accession 835.

Additional records relating to tidal bench marks and geographic positions, 1841-1912. 2 feet. Accession 869.

Seismological registers, related to records previously transferred, containing technical data on the time, strength, duration, and other characteristics of earthquakes as recorded on seismographs, 1899-1939. 27 feet. Accession 997.

Additional automatic tide gage records (marigrams), 1930-38. 234 feet. Accession 1042.

Coast and Geodetic Survey. Nautical Charts Section

Tracings and annotated and corrected large-scale charts, chiefly of the coastal waters of the United States, the Hawaiian Islands, and Alaska, and a few of the Philippine Islands, 1900-1925. 2 inches. Accession 1041.

Foreign and Domestic Commerce Bureau

Photographs received by the Bureau from American commercial attachés and trade commissioners, illustrating conditions in shipping, fisheries, mining, and other industries abroad, chiefly during the years 1928-33. 7,000 items. Accession 867.

Marine Inspection and Navigation Bureau

Applications for seamen's protection certificates, with supporting papers and card indexes, 1916-40. 840 feet. Accessions 820 and 943.

Additional general correspondence of the former Bureau of Navigation, 1905-35. 1,750 feet. Accession 905.

Additional records of the former Shipping Board Recruiting Service, 1918-22. 695 feet. Accession 999.

See the Coast Guard, Department of the Navy, for accessions 1048, 1069, and 1070; and the Customs Bureau, Department of the Treasury, for accession 1072.

Weather Bureau

Additional daily wind, rainfall, and sunshine observations taken at various field stations, 1890-1936. 37 feet. Accession 609 (addition).

Inspection reports and related correspondence pertaining to individual field stations, 1889-1940. 16 feet. Accession 875.

Additional records of the Bureau and its predecessors, 1860-1940, including anemometer trace sheets, 1860-70; ships' meteorological observations, 1878-1939; transcriptions, tabulations, and compilations concerning gales, fogs, and winds during the period 1878-1940; synoptic charts of ocean currents and winds, 1904-40; and technical and administrative papers, 1917-30. 620 feet. Accession 942.

DEPARTMENT OF LABOR

Children's Bureau

Film strips illustrating child care and surgical cleanliness, 1918. 4 units. Accession 978.

Wage and Hour Division

Records of the Division, 1938-42, consisting of industry committee files including transcripts of hearings on minimum wage rates, recommendations, findings and opinions of the Administrator, and wage orders; and transcripts of hearings by the Hearings Branch relating to the employment of apprentices and others at wages less than the minimum. 56 feet. Accession 941.

War Labor Administration

Additional records of the War Labor Policies Board, 1918-19, including correspondence of the Chairman and the Executive Secretary, pertaining chiefly to industrial housing, strikes, alien enemies, priorities, price control, and living conditions; minutes of the Board's meetings; and reports and memoranda of various committees set up by the Board. 10 feet. Accessions 3 (addition) and 832.

OTHER AGENCIES

Advisory Committee on Education

Administrative and research files, including correspondence, personnel records, minutes of hearings, working papers, and reports of Committee and staff members, 1936-39. 11 feet. Accessions 814 and 992.

Civil Service Commission

Press copies of letters sent, minutes, certifications, and other papers, 1884-1921. 108 feet. Accession 845.

Federal Coordinator of Transportation

Additional records, 1933-37, consisting of files of the Coordinator and of other officials; questionnaires answered by carriers; records of the Sections of Car Pooling, Labor Relations, Property and Equipment, Research, and Transportation Service; and records of regional offices in Atlanta, Ga., Chicago, Ill., and New York City. 1,067 feet. Accession 843.

Federal Security Agency. Civilian Conservation Corps

Additional monthly progress reports, 1938-41. 113 feet. Accession 944.

Federal Security Agency. Education Office

Additional records of the Educational Radio Project conducted in conjunction with the Work Projects Administration, 1936-40. 5 feet. Accession 849.

Records of the National Survey of Vocational Education and Guidance of Negroes, conducted in cooperation with the Works Progress Administration, 1936-37, including correspondence, instructions, statistical material, and minutes of the Advisory Committee for the Survey. 3 feet. Accession 984.

Appropriation ledgers, 1916-29, 1931, 1933-34; and records of the Project in Research in Universities, conducted in cooperation with the Works Progress Administration, 1936-37, including correspondence, final reports, manuscripts of studies, memoranda, tabulations, circular letters, and printed and processed material. 16 feet. Accessions 985 and 1068.

Miscellaneous and State correspondence of regional and special agents for vocational education, 1933-37, continuing records of the former Board for Vocational Education. 48 feet. Accession 1067.

Federal Security Agency. Food and Drug Administration

Files on cases, now closed, involving individuals and firms charged with violations of the Food and Drugs Act, 1922-32, including papers of later date. 70 feet. Accession 800.

Federal Security Agency. National Youth Administration

Sound recordings of two radio programs pertaining to NYA activities, January 20 and June 3, 1939. Accession 891.

Motion pictures in color depicting the inauguration of President Franklin D. Roosevelt on January 20, 1941. 2 units. Accession 892.

Federal Security Agency. Public Health Service

Records of the Service and its predecessors, 1833-1939, including records of the National Board of Health, 1880-83, and of the General Inspection Service, 1920-23, consisting of central office correspondence; files of certain closed stations; prescription, case, and diet books; registers of patients treated; hospital

returns; clinical reports and medical relief reports; papers concerning the sanitating of Army cantonments during World War I; and miscellaneous material relating to personnel and fiscal matters. 1,248 feet. Accessions 945 and 1052.

Federal Trade Commission

Records of the former Bureau of Corporations, 1903-16, including correspondence, reports of investigations, memoranda, and printed material submitted in connection with investigations; and records of the Capital Issues Committee, 1918-21, consisting of correspondence, minutes, applications for permits and copies of permits issued, a few maps and charts, and other records. 900 feet. Accession 973.

Correspondence, reports of field agents, investigational files, statistical compilations, tabulations, miscellaneous maps and charts, and printed and processed material, 1915-38; maps and charts relating to activities of corporations whose practices the Commission investigated, 1915-38; and records of the Docket Section, 1915-32. 5,172 feet. Accession 1053.

Federal Works Agency

A master recording and a pressing of a speech on Government housing for defense workers made by the Federal Works Agency Administrator for radio broadcast, 1940. 2 units. Accession 1036.

Federal Works Agency. Public Buildings Administration

Architectural drawings of Government buildings, 1830-89, related to records previously transferred. 3 feet. Accession 1014.

Records of the former Office of the Supervising Architect, consisting of correspondence on the construction, repair, and maintenance of public buildings, 1926-33, continuing files previously transferred; correspondence, memoranda, and related printed matter of the former Board of Consultants on Hospitalization (the "White Committee"), 1921-23; and claims papers filed in accordance with an act of August 25, 1919, that provided for reimbursement for increased costs of work on public buildings due to the World War. 1,603 feet. Accession 1031.

Federal Works Agency. Work Projects Administration

Scrapbooks containing materials illustrating nonconstruction projects of the WPA, assembled for the Nation-wide exhibit entitled "This Work Pays Your Community Week," May 20-25, 1940. 33 feet. Accession 806.

Photographic prints relating to projects of the former Civil Works Administration in Milwaukee County, Wis., 1934-36. 450 items. Accession 808.

Photographic prints relating to WPA projects in New York City, 1935-38. 733 items. Accession 817.

About 250 organizational charts of the former Federal Emergency Relief Administration, the former Works Progress Administration, and the Work Projects Administration, 1935-40. 1 foot. Accession 840.

Central office records of the Research and Records Projects (including the Historical Records Survey) and predecessor projects, 1934-42, consisting of correspondence, memoranda, progress reports, studies, statistical compilations, and miscellaneous printed and processed informational material. 808 feet. Accession 1035.

Fine Arts Commission

Correspondence of the Secretary with members of the Commission, 1912-40; correspondence, copies of minutes, and other records pertaining to meetings of the Commission, 1934-40; and other records, including miscellaneous maps,

photographs, plans, sketches, and scrapbooks pertaining to completed projects, 1910-35. 12 feet. Accession 678 (addition).

Government Printing Office

General correspondence, records pertaining to the procurement of materials and services, personnel records, and other records, 1847-1939; and "white jackets," or job histories, for printing, binding, or other work for agencies of the Government, 1878-1915. 2,310 feet. Accessions 829 and 831.

Housing Corporation

Additional records, consisting of administrative correspondence, releases of mortgages and deeds to property, and other records, 1918-39, transferred by the Department of Labor. 2 feet. Accession 788.

Maritime Commission

Additional records of the former Shipping Board, the former Fleet Corporation, and the Maritime Commission, including records of the San Francisco office of the Construction Organization, 1917-22; records of the Shipping Control Committee and of the Chartering Committee, 1917-21; records of the Cleveland office of the Division of Operations, 1917-20; agreement and inventory files of the Contract Bureau of that Division, 1917-35; files on insurance claims now closed, 1923-34; and cargo and vessel-movement reports, 1936-37. 995 feet. Accession 899.

Maritime Commission. Gulf District Office

Records of the New Orleans, La., Operations Division Office of the former Shipping Board Emergency Fleet Corporation and its successors, 1917-37, including records of the agent, of the auditor, and of the Laid-up Fleet Section, Mobile, Ala., of the agent and of the auditor, Galveston, Tex.; of the agent at Pensacola, Fla.; and of the auditor at Houston, Tex. 1,040 feet. Accession 1044.

Maritime Commission. South Atlantic District Office

Records of the Norfolk, Va., Operations Division Office of the former Shipping Board Emergency Fleet Corporation and its successors, 1918-36, including files of the Baltimore, Md., Charleston, S. C., and Savannah, Ga., agents. 500 feet. Accession 1062.

Maritime Labor Board

All known records of the Board, 1938-42, consisting of mediation case records and labor agreements; fiscal, personnel, and other administrative papers; general correspondence; drafts of studies by the Research Division, some of which have been published in part; and orders, press releases, circulars, and publications of other Government agencies, maritime unions, and employer associations. 152 feet. Accession 966.

National Adjustment Commission

Correspondence, transcripts of hearings, reports, memoranda, and copies of awards pertaining to the adjustment of wages, hours, and working conditions of dock workers, 1917-20. 54 feet. Accession 900.

National Archives. Federal Register Division

Originals of Presidential proclamations and Executive orders, drafts of such documents examined and edited in the Division before being signed by the President, and originals of rules, regulations, notices, and similar documents of Federal administrative agencies having general applicability and legal effect,

July 1940-June 1941, all continuing files previously transferred. 21 feet. Accessions 871 and 887.

National Bituminous Coal Commission

Records of the first National Bituminous Coal Commission (1935-37), transferred by the Interior Department, consisting of general correspondence, correspondence with producers and with district boards, "code acceptances" or agreements with producers, transcripts of hearings, related exhibits, and other records. 205 feet. Accession 842.

National Labor Relations Board

All known records of the regional offices of the former National Labor Board and the first National Labor Relations Board, 1933-35, consisting of case files and administrative and general files. 241 feet. Accession 991.

National Power Policy Committee

Records of the former American National Committee of the Third World Power Conference and the Second Congress on Large Dams, 1936. 83 feet. Accession 824.

National Steel Labor Relations Board

Case files, consisting of petitions, transcripts of hearings, respondents' briefs, decisions of the Board, and related correspondence and other papers, 1934-35. 8 feet. Accession 790.

Northwest Territory Celebration Commission

Records of the Commission, consisting of records of the Chairman, the Executive Director, the Publicity Director, the Historian, and the Treasurer, 1935-39. 18 feet. Accession 796.

Selective Service System

Master lists and original numbered slips of the Puerto Rican, the Alaskan, and the first, second, and third national draft lotteries, and additional microfilm constituting the original records of the order and time of drawing of the serial numbers of the second and third lotteries, 1940-42. 5 units. Accessions 935-937 and 1018.

Smithsonian Institution. American Ethnology Bureau

Sound recordings of the Chumashan Indian dialect, 1912-14, and of the ancient type of Creek dialect, 1920. 8 units. Accessions 885, 930, and 1024.

Glass-plate negatives of portraits of American Indians, Indian dwellings in Mexico, and geological explorations, including 15 reproductions of early maps of Central and South America, 1871-1900. 200 items. Accession 998.

Glass-plate negatives of the Geographical Surveys West of the 100th Meridian, 1871-74, otherwise known as the Wheeler Survey, including scenic views and pictures of equipment, personnel, and Indian dwellings. 539 items. Accession 1057.

Temporary National Economic Committee

Additional records of the Committee, 1938-41, consisting of replies to questionnaires, reports, exhibits, correspondence, copies of contracts, and other material relating to the investigations of insurance and investments and of motor fuel and motor lubricant products. 573 feet. Accession 748 (additions).

Textile Labor Relations Board

Case files, consisting of transcripts of hearings, investigators' reports, decisions of the Board, and related correspondence and other papers, and personnel records. 1934-37. 74 feet. Accession 789.

Veterans' Administration

Orders, instructions, and circulars concerning pension matters issued by the Commissioner of Pensions, the Secretary of the Interior, and other officials, 1866-1930; and other records, 1843-1921. 19 feet. Accession 833.

Roll books of pension agencies showing payments to pensioners, 1817-1912, and other financial records of the former Bureau of Pensions, 1799-1931. 923 feet. Accession 861.

Records of the former Bureau of War Risk Insurance relating to the insuring of hulls and cargoes of United States merchant vessels subject to war risks, 1914-19, and officers and crews thereof, 1917-19; and records of the former Bureau of War Risk Insurance and the former Veterans' Bureau relating to the protection against lapse for nonpayment of premiums of private life insurance policies of persons in the armed forces, 1918-22. 367 feet. Accession 932.

Personnel files ("A" through "O") of former employees of the Veterans' Administration and predecessor agencies who were separated from the service from about 1870 through December 31, 1940; and other personnel records of the former Bureau of Pensions and National Home for Disabled Volunteer Soldiers, including correspondence, reports of investigations, and registers, 1862-1931. 5,119 feet. Accession 993.

Veterans' Administration. National Homes Service

Records of the Marion, Ind., Branch, National Home for Disabled Volunteer Soldiers (now a Veterans' Administration Facility), consisting of "members' jackets," or case files, 1888-1920; "historical registers" of members, 1890-1931; and hospital records of patients, 1906-20. 179 feet. Accession 933.

War Finance Corporation

Records of the Corporation, including those of the Agricultural Loan Agencies in the field and of the committee in charge of liquidating the Corporation, consisting of correspondence, minutes of meetings, applications for loans and loan history cards, accounting records, and personnel papers, 1918-39, transferred by the Department of the Treasury. 4,450 feet. Accession 931.

War Minerals Relief Commission

All known records of the former Commission, 1919-41, transferred by the Interior Department. 295 feet. Accession 826.

PRIVATE GIFTS

MOTION PICTURES

Early silent motion pictures. 1910-17. Prints of productions entitled "Birth of a Nation," "Overland Bound," and "Big Game Hunt"; pictures of the funeral of King Edward VII of England in May 1910; and a collection of scenes behind the German lines during World War I. Presented by the Moviola Co. 53 units. Accession 894.

Warren G. Harding. 1923. One silent news reel on the funeral ceremonies for President Harding, August 1923. Presented by John Q. Slye. Accession 834.

Telephone development. 1926-42. A collection of sound motion pictures, of silent ones synchronized with sound, and of separate sound recordings dramatizing some stages of development of the telephone and showing the production of "Vitaphone" sound pictures. Presented by Bell Telephone Laboratories, Inc. 28 units. Accession 1026.

Educational films. 1927-36. Silent pictures pertaining to natural resources, industries, sports, travel, and other phases of American life. Presented by the Eastman Kodak Co. 20 units. Accession 822.

Matthew Fontaine Maury. 1939. A 1-reel sound picture entitled "Prophet Without Honor," dramatizing the life of Maury, 1806-73, particularly his contributions to oceanography. Presented by Loew's Inc. Accession 803.

"Singing Wheels." 1940. A double-reel sound picture depicting phases of the motor truck industry. Presented by the Automobile Manufacturers Association. Accession 791.

"The Biscuit Eater." 1940. An 8-reel sound picture of a story of a boy and his dog, including scenes at certain renowned bird-dog kennels near Albany, Ga. Presented by Paramount Pictures, Inc. Accession 886.

"London Fire Raids" and *"Stop That Fire."* 1940. Two 2-reel sound pictures: "London Fire Raids," showing the London fire department in action after German planes had dropped incendiary bombs on the nights of December 29 and 30, 1940; and "Stop That Fire," showing methods of combating fires caused by incendiary bombs by the use of the stirrup pump. Presented by the British Library of Information. Accession 1030.

Current events. 1940-42. A series of 174 news reels on current events. Presented by Paramount News. Accessions 792, 844, 904, and 1013.

"I Wanted Wings." 1941. A 13-reel sound picture dramatizing the cadet training program of the United States Army Air Corps. Included are scenes at Randolph, Kelly, and March Fields. Presented by Paramount Pictures, Inc. Accession 793.

"Here Comes the Cavalry," "The Tanks Are Coming," and *"Wings of Steel."* 1941. Three 2-reel sound pictures produced in cooperation with and approved by the War Department as representative of Army activities. Presented by Warner Bros. Pictures, Inc. Accession 974.

Sosua. 1941. A 1-reel sound picture giving a history and description of the experimental refugee settlement established at Sosua in the Dominican Republic, January 1940. Presented by the Dominican Republic Settlement Association, Inc. Accession 980.

"The World in Flames." April 1941. A 7-reel sound picture, compiled from old Paramount news reels, that traces events leading to the present war, with particular emphasis on the growth of Nazism. Presented by Paramount Pictures, Inc. Accession 918.

News-reel sequences. 1941-42. Sound pictures covering addresses and statements on the national emergency by President Franklin D. Roosevelt, Secretary of War Stimson, and Secretary of the Navy Knox; the invasion of Soviet Russia by Germany and a subsequent statement on American policy by Undersecretary of State Welles; the dedication ceremonies at the Franklin D. Roosevelt Library; the President's naming of a day to honor the Bill of Rights and his Navy Day speech; the war in the Pacific; and Prime Minister Churchill's return to the United States from Canada and his address to Congress. Presented by Movietone News, Inc. 12 units. Accessions 794, 807, 855, 962, and 1060.

SOUND RECORDINGS

Radio interviews. 1936-41. Recordings of interviews with James R. Angell, Jack Dempsey, William O. Douglas, Father Flanagan, Strickland Gillilan, Sonja Henie, George W. Norris, Lily Pons, Manuel Quezon, Mari Sandoz, Gene Tunney, and others. Presented by the Woodmen of the World Life Insurance Society. 7 units. Accession 862.

Radio broadcasts on the world crisis. 1940. Recordings of talks by President Franklin D. Roosevelt, May 26, Prime Minister Winston Churchill, May 19, King George VI, May 24, and Charles A. Lindbergh, May 19, 1940. Presented by the Columbia Broadcasting System, Inc. 5 units. Accession 823.

Matthew Fontaine Maury. 1940. A Dupont "Cavalcade of America" dramatization of the life of Maury. Presented by the National Broadcasting Co., Inc. 2 units. Accession 914.

"Salute to Labor" and *"Cavalcade of Music Concert."* 1940-41. The labor program records the voices, among others, of President Franklin D. Roosevelt, Philip Murray, William Green, and Sidney Hillman; the concert recorded was presented by the American Society of Composers, Authors, and Publishers during its controversy with the National Association of Broadcasters. Presented by the Allied Record Manufacturing Co. 16 units. Accession 934.

NBC broadcasts. December 7-8, 1941. Recordings of news broadcasts during a 24-hour period beginning at 2:30 p. m. (EST), December 7, 1941, the day of the Japanese attack on Pearl Harbor, and of 34 hours of continuous broadcasts from 2 p. m., December 7, until midnight, December 8, 1941. Presented by the National Broadcasting Co., Inc. 167 units. Accessions 987 and 1034.

Message to Joint Session of Congress. December 8, 1941. Recording of the address by President Franklin D. Roosevelt that requested Congress to declare that a state of war existed between the United States and the Japanese Empire. Presented by John G. Bradley. 1 unit. Accession 915.

British children's broadcast. December 25, 1941. A recording of a radio program during which British refugee children in the United States talked with their parents in England. Presented by the National Broadcasting Co., Inc. 2 units. Accession 1029.

Fireside chat. April 28, 1942. Recording of a broadcast by President Franklin D. Roosevelt in which he reviewed the war situation and outlined a seven-point national wartime economic policy. Presented by Station WJSV, Washington, D. C. 2 units. Accession 1066.

APPENDIX III

REPORT OF THE SECRETARY OF THE NATIONAL ARCHIVES COUNCIL FOR THE FISCAL YEAR ENDING JUNE 30, 1942

Under the terms of section 6 of the National Archives Act, the National Archives Council is "composed of the Secretaries of each of the executive departments of the Government (or an alternate from each department to be named by the Secretary thereof), the Chairman of the Senate Committee on the Library, the Chairman of the House Committee on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States." During the year there were four changes in the membership of the Council, two occasioned by the appointment of a new Attorney General of the United States and a new Archivist of the United States and the other two by the designation of alternates by the Secretaries of War and of the Navy. At the close of the year the Council consisted of E. Wilder Spaulding, Chief of the Division of Research and Publication, Department of State, alternate for the Secretary of State; Helen L. Chatfield, Treasury Archivist, Department of the Treasury, alternate for the Secretary of the Treasury; Colonel Thomas M. Spaulding, Director of Records, Office of the Adjutant General, Services of Supply, Department of War, designated September 24, 1941, as alternate for the Secretary of War; Francis Biddle, Attorney General of the United States, who succeeded Robert H. Jackson in that post and as a member of the Council on September 5, 1941; Frank C. Walker, Postmaster General; Emmett J. Leahy, Director of Records Coordination, Department of the Navy, designated September 29, 1941, as alternate for the Secretary of the Navy; E. K. Burlew, First Assistant Secretary of the Interior, alternate for the Secretary of the Interior; Claude L. Wickard, Secretary of Agriculture; Jesse H. Jones, Secretary of Commerce; Frances Perkins, Secretary of Labor; Alben W. Barkley, Chairman of the Senate Committee on the Library; Robert T. Secrest, Chairman of the House Committee on the Library; Archibald MacLeish, Librarian of Congress; C. G. Abbot, Secretary of the Smithsonian Institution; and Solon J. Buck, Archivist of the United States, who succeeded R. D. W. Connor in that post and as a member of the Council on September 18, 1941. Thad Page, Administrative Secretary of The National Archives, continued to serve as Secretary of the Council.

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.

During the fiscal year reports on 420 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 IV

REPORT OF THE ACTING SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 1942

The National Archives Act provides that the Archivist of the United States shall serve as Chairman of the National Historical Publications Commission. Accordingly, R. D. W. Connor, who as the first Archivist had served also as the Commission's first Chairman, was succeeded in this position by Solon J. Buck upon the latter's appointment as Archivist on September 18, 1941. There were no other changes during the year in the Commission's membership. Dr. Buck, formerly Director of Research and Publications in The National Archives, had previously served the Commission from the beginning as its Secretary. Herbert E. Angel, Acting Director of Research and Publications from September 19 to December 31, 1941, was Acting Secretary of the Commission for the same period. From January 1, 1942, to the end of the fiscal year, Oliver W. Holmes, Director of Research and Records Description in The National Archives, served as Acting Secretary.

No meetings of the National Historical Publications Commission were held during the year, nor were any projects submitted for its consideration. Although there are matters that should come before it, the preoccupation of the Archivist and of most of the other members with duties arising out of emergency and war conditions has necessarily caused their postponement.

OLIVER W. HOLMES.

APPENDIX V

REPORT ON THE WORK OF THE SURVEY OF FEDERAL ARCHIVES FOR THE FISCAL YEAR ENDING JUNE 30, 1942, BY THE ASSISTANT DIRECTOR OF THE HISTORICAL RECORDS SURVEY PROJECTS IN CHARGE OF THE INVENTORY OF FEDERAL ARCHIVES IN THE STATES

On January 1, 1936, the Survey of Federal Archives began operations as a Works Progress Administration Federal project sponsored by The National Archives. It was established to survey records of the Federal Government in the forty-eight States and thereby to provide The National Archives with such information about those records as would be useful to its purposes. A year and a half later the Survey ceased to exist as a separate unit of the WPA and became a group of State projects. Some of these were concerned only with a continuation of the work with records of the Government of the United States; some of them were State units of the Historical Records Survey that added Federal records to the other groups of records on which they were at work. By June 30, 1942, war had compelled a termination of the Historical Records Survey projects and other projects of the Work Projects Administration engaged in surveying and inventorying Federal records. One project, the National Archives Project of Maine, was continued in order that it might bring to completion publication of abstracts, already compiled, of ship registers and enrollments issued at Maine ports.

During the past year 72 volumes of the *Inventory of Federal Archives in the States* were published in mimeographed form by such projects as continued in existence. This brought the total of published volumes to 506. Of those that it had been planned to publish, only 81 remained unpublished; finally edited or unedited copies of most of these, however, were in the files of the central office of the Survey of Federal Archives. These files were turned over to The National Archives for use in connection with its records administration program, which is concerned in part with records of the Federal Government outside the District of Columbia. Some information of assistance in this program was obtained from the Survey of Federal Archives files, and the Survey's form for recording information about records was adapted for use in the program almost without change.

In addition to volumes of the *Inventory of Federal Archives in the States*, published volumes of abstracts of ship registers and enrollments were issued for the following ports: Machias, Maine, 1780-1930; Saco, Maine, 1791-1915; Boston and Charlestown, Mass., 1789-95; Providence, R. I., 1773-1939; New Orleans, La., 1804-50; Eureka, Calif., 1859-1920; Marshfield, Oreg., 1873-1941; Portland, Oreg., 1869-1941. The Oregon project published also a *Guide to Federal Agencies Maintained and Operating in the State of Oregon*.

PHILIP M. HAMER.

APPENDIX VI

REPORT OF THE NATIONAL ARCHIVES TRUST FUND BOARD FOR THE FISCAL YEAR ENDING JUNE 30, 1942

The National Archives Trust Fund Board was created by an act of July 9, 1941 (55 Stat. 581), which 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." The same act requires it to "submit to the Congress an annual report of the moneys, securities, and other personal property received and held by it and of its operations." The Board is composed of the Archivist of the United States, as Chairman, the Chairman of the House Committee on the Library, and the Chairman of the Senate Committee on the Library; and its original members were R. D. W. Connor, Senator Alben W. Barkley, and Representative Robert T. Secrest. Dr. Connor resigned as Archivist of the United States effective September 15 and was succeeded on September 18 by Solon J. Buck, who thereupon became Chairman of the Board.

The Board held its only meeting of the year on July 24, at which time it agreed to accept a gift of \$30,000 from Mr. and Mrs. Hall Clovis of Greenwich, Conn., for the purpose of transferring the Smithsonian-Densmore Collection of Indian sound recordings to a permanent base, and a discretionary grant of \$500 from a donor who prefers for the present to remain anonymous, for the purpose of cataloging a collection of Brady Civil War photographs now in private hands and of taking an option to purchase the collection. The Chairman of the Board was authorized to take the necessary steps involved in completing each of these transactions, and the gifts in the amounts indicated were received on August 4 and July 31, respectively, and were deposited with the Treasury in the National Archives Trust Fund as required by law.

On September 15 the Board authorized the Archivist to take the necessary steps for the reproduction of the Smithsonian-Densmore Collection "including employment of suitable personnel, the purchase of necessary materials, and any other necessary acts." Frances Densmore, who had collected about two-thirds of the 3,500 recordings, was employed for a part of the year to assemble background material, prepare descriptive matter, and perform related work preliminary to the reproduction of the recordings; but, because copper was not available for the permanent dies to which the original recordings on wax are to be transferred, plans for the immediate duplication of the recordings had to be abandoned. At the end of the year, \$834 had been spent on this preliminary work, leaving the sum of \$29,166 of the Clovises' gift available for use. Circumstances did not permit action in connection with the Brady photographs during the year, and the entire gift of \$500 was left intact. On June 30, therefore, the National Archives Trust Fund contained the sum of \$29,666.

SOLON J. BUCK, *Chairman*.

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*Annual Report of the Archivist of the United States, first, 1934/35-eighth, 1941/42. 1936-43.

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*These items may be obtained free, as long as the supply lasts, from the Division of Information and Publications, The National Archives. Priced items may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C.

**Staff information circulars*

- No. 1. Archival Training in Prussia, by Albert Brackmann. Translated from *Archivalische Zeitschrift*, 40:1-16 (1931), by Andrew C. Albrecht. Dec. 1938. 21 p.
- No. 2. Report on a Scientific Mission to German, Austrian, and Swiss Archives, by Joseph Cuvelier. Translated from *Les Archives de l'Etat en Belgique*, 1914, p. 437-470, by Lillie A. Bontz. Feb. 1939. 32 p.
- No. 3. Answers to Some Questions Most Frequently Asked About The National Archives. Apr. 1939. 15 p. Out of print.
- No. 4. Repair and Preservation in The National Archives, by Arthur E. Kimberly. June 1939. 10 p.
- No. 5. European Archival Practices in Arranging Records, by Theodore R. Schellenberg. July 1939. 18 p.
- No. 6. Selected References on Phases of Archival Economy, compiled by Solon J. Buck. Oct. 1939. 15 p. Superseded by no. 12.
- No. 7. Personnel Administration at The National Archives, by Collas G. Harris. Oct. 1939. 15 p.
- No. 8. Microphotography in Archives, by Vernon D. Tate. Apr. 1940. 10 p.
- No. 9. What Records Shall We Preserve, by Philip C. Brooks. June 1940. 14 p.
- No. 10. Schedule of Internal Work in Modern Archives, by Ryszard Przelaskowski. Translated from the Polish by Wanda Fernand and Olga V. Paul. Sept. 1940. 39 p.
- No. 11. The Role of Records in Administration: In German Administration, by Ernst Posner; in the Administration of the Federal Government of the United States, by Helen L. Chatfield; in American Business Administration, by Edna B. Poeppel. July 1941. 19 p.
- No. 12. Selected References on Phases of Archival Administration, compiled by Solon J. Buck and Ernst Posner. May 1942. 27 p.

**Miscellaneous processed documents*

- Select Bibliography on the History, Organization, and Activities of Archival Agencies. Oct. 1941. 11 p.
- Manual of Information About The National Archives for Government Officials. Dec. 1941. 100 p.
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- The Role of the Archivist in Public Administration, by Helen L. Chatfield. May 1942. 6 p.
- The Story of The National Archives, reprinted from the *Congressional Record*, May 5, 1942. 2 p.
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- Preliminary Reports of Subcommittees on Records Administration, issued by the Interdepartmental Committee on Records Administration sponsored by the United States Civil Service Commission and reissued by The National Archives. Oct. 1942. 77 p.
- The Problem of Federal Field Office Records: Planning a Permanent Program for Federal Records in the States, by Oliver W. Holmes; The Interests of the States in Federal Field Office Records, by William D. McCain; Army Field Records, by Jesse S. Douglas; The Need for Regional Depositories for Federal Records, by Richard B. Morris. Jan. 1943. 31 p.

*See note on first page of list.

FINDING MEDIUMS

Guide to the Material in The National Archives. 1940. 303 p. Paper, 40¢; cloth, 70¢.

**National Archives Accessions. Quarterly, Jan. 1940-date.

**Preliminary inventories*

- No. 1. Preliminary Inventory of the War Industries Board Records. May 1941. xvii, 134 p.
- No. 2. Preliminary Inventory of the Council of National Defense Records, 1916-1921. Dec. 1942. xvii, 75 p.
- No. 3. Preliminary Inventory of the Records of the Headquarters Offices of the Food Administration. In press.

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- Nos. 1-17. Materials in The National Archives Relating to:
1. The Philippine Islands. Apr. 1942. 6 p.
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 4. The Balkan States. Apr. 1942. 4 p.
 5. The Scandinavian Countries. May 1942. 5 p.
 6. Alaska. June 1942. 10 p.
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- No. 1. List of Climatological Records in The National Archives. Mar. 1942. lxii, 160 p.
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Federal Register [bound ed.], Mar. 14, 1936-June 3, 1938. 1937-38. 3 vols. in 5. Discontinued; supersedes the daily edition for the period covered. Cloth, \$17.50. Vol. 1, pts. 1 and 2, \$7.00; vol. 2, pts. 1 and 2, \$7.00; vol. 3, \$3.50.

*See note on first page of list.

**Available for distribution to officials of the Federal Government.

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

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

Code of Federal Regulations, Supplement. 1938, 1596 p., cloth, \$2.25; 1939, 3386 p., books 1 and 2, \$3.00 each; 1940, 5712 p., books 1, 2, 3 pt. 1, and 3 pt. 2, \$3.00 each.