

Florence Richard

TENTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES
1943-1944



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(As of March 1, 1945)

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TENTH ANNUAL REPORT

OF THE

ARCHIVIST OF THE UNITED STATES

For the Fiscal Year Ending June 30

1944

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TENTH ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

LETTER OF TRANSMITTAL

The National Archives,
Washington, D. C., April 1, 1945.

To the Congress of the United States:

In compliance with section 9 of the National Archives Act, approved June 19, 1934 (44 U. S. C. 300-300k), 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 tenth annual report of the Archivist of the United States, which covers the fiscal year ending June 30, 1944.

In order to conserve paper and funds, this report will not be currently printed or published. A limited number of copies will be processed primarily for internal use, but copies will not be available for general distribution.

Respectfully,

Solon J. Buck, Archivist.

This is the tenth of the annual reports of the Archivist of the United States. Even in the scant time war allows for retrospection, the decade's end invites some pause to consider how far the National Archives has come in fulfilling the plans and hopes of its founders and in what direction the road ahead of it lies. Its course seemed placid enough 10 years ago when the National Archives Act was passed. A massive building was being readied, ample, it was thought, to house in permanent security all the valuable records of the Government then in existence and all that might be created for a long time to come. To find, to bring together in this building, to restore, to arrange, organize, and list, and to make available for use the archives of the Nation was a long task, to be sure, and one complex in its demands on professional skill, but nevertheless one on which sure and even progress could be made through the years.

This untroubled development was not to be. Even as the National Archives Act was passed, the rapid expansion of Government to cope with the economic difficulties of the thirties had begun. With every increase in the staff and activities of the Federal Government, the volume of records created was increased. By 1940, it had already become apparent that the records problem of the Federal Government was a very much larger and more difficult one than had been foreseen in 1934. But hardly had that larger problem been conceived when there came the war, upsetting every former calculation. Half of the young, predominantly male staff of the National Archives entered the armed services and dozens of others were called to war agencies as records officers and historical specialists. The demands on the agency doubled and tripled as a result of war needs. And in the war agencies and the armed services the volume of records being accumulated rose to a flood that would fill annually a building the size of the present National Archives Building. For the last

3 years all thought of evenly paced progress toward a known goal has had to be forgotten. While the depleted staff improvised means of meeting the growing load of "must" work, it also had to re-think the whole problem of fulfilling its basic purpose of selecting, preserving, and making available the permanent documentation of this Government's work and to plan for a new start on its solution.

Perhaps the most significant achievement of those 3 years has been the development of a clear realization, both within and without the National Archives, that the problem of caring adequately for the permanently valuable records of the Federal Government is insoluble without effective records management programs in the agencies that create the records and without the prompt and ruthless elimination of valueless papers. This point was painfully emphasized during the past fiscal year by the prospect of having to deal at the close of the war with the 2,000,000 or more cubic feet of records in process of accumulation by the emergency war agencies. Since the outbreak of the war an increasing proportion of the time of the National Archives has been devoted to working with other agencies in the development of their internal records management programs. During the past year special attention was given to the temporary war agencies, and detailed plans were completed for dealing with the records of each of the more important ones.

At the very beginning of the year (July 7, 1943) the President approved long-sought legislation, which by the use of tables and schedules made it possible for the first time for agencies of the Government to obtain continuing authority for the regular disposal of records of specified classes as they attain a specific age. This act provided a realistic basis for the regular elimination of valueless records, but shortages of personnel in the National Archives and wartime pressures in other agencies limited the effectiveness of its application, and even by the end of the year few agencies had taken full advantage of its provisions. Tables and schedules had been approved for 10,230 series of records, but the problem of records disposal was far from solved.

Meanwhile the war-accelerated pace of transfers to the National Archives continued, and there were accessioned 111,612 cubic feet of records—the equivalent of 15,945 four-drawer file cabinets—bringing the total holdings of the agency to over 600,000 cubic feet. In at least this phase of its original program the National Archives had made substantial progress. By the end of the fiscal year nearly all the permanently valuable records of the Federal Government through the first World War had been transferred to the National Archives Building except those of the House of Representatives, the courts, the General Accounting Office, the Patent Office, and the Post Office Department and the military and naval service records of the first World War. Even in the accessioning program, however, the National Archives was faced with the Alice-in-Wonderland necessity of running as fast as ever it could in order to stay in the same place: so rapidly were records being created that it was probable that for all the thousands of tons of records accessioned in the last 10 years, there were in existence in 1944 more permanently valuable records that should be transferred to the National Archives than there had been in 1934.

The magnitude of the accessions over the past several years brought acute problems of absorption of the transferred records. Even in the relatively simple task of boxing and shelving records the staff was forced to fall steadily behind, and by the end of the year 147,000 cubic feet of records remained in the file cabinets or shipping containers in which they were received. Repair and rehabilitation of documents throughout the war has been undertaken only in response to special needs, and a lifetime of work had accumulated in that activity. Even more serious, it had become obvious that the National Archives Building, however well designed in terms of the records problems of 1930, did not begin to afford adequate physical facilities for meeting those problems as they existed in 1944. During the year preliminary plans were completed for a special film storage and service building to be used jointly with the Library of Congress and planning was begun for a large but inexpensive building with a capacity approximately equal to that of the

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present National Archives Building for the housing of other types of Federal records.

More costly than any other consequence of the inadequacy of the resources of the National Archives to meet its enlarged responsibilities, however, has been the impossibility of making rapid progress on the task of arranging, analyzing, and comprehending the mass of records in custody in such a manner as to achieve effective control over them. The holdings of the National Archives are larger in physical bulk even than those of the Library of Congress, and the number of individual documents is many times greater than in any library in the world. For the first several years the National Archives gave much of its attention to the problem of devising some systematic yet flexible method, practical of application and capable of indefinite expansion, by which the almost inconceivably rich resources in the archives of the Government could be brought under control. Only on the eve of the war was a plan developed that appeared capable of meeting these needs. But the outbreak of war and the consequent diversion of effort to more immediately exigent tasks made it impossible to apply this plan effectively even to the records already in custody, and during the war period the quantity of records in the National Archives has doubled.

As year after year passes with the quantity of uncontrolled records in the National Archives swiftly growing, the consequences for effective reference service become increasingly serious. The whole reason for being of an archival agency is the concentration of records in the custody of a professional staff competent to apply specialized knowledge and thorough understanding to the service of the records. It is not the production of the naturalization folder for Mr. Schmidt or the service record of Private Jones that tests an archival agency; it is its competence to assist inquirers who want to know what information Federal records provide concerning the administration of seized cartel properties in World War I or the social and racial background of urban criminals or the organization of military supply services in the

Mexican War or the management of surplus property disposal after World War I. This kind of service, this peculiar advantage from having an archival agency, will be received by the Government, scholars, and the people generally only to the degree that the National Archives has funds and staff available to reduce the mass of records in its custody to order and to acquire understanding of and control over them.

In this phase of its work, crucial to the whole problem of utilizing the recorded experience of the Government, I have to report that the National Archives has gone not forward, but backward. The amount of time the staff has been able to devote during the war years to the analysis and description of the records has not been sufficient to replace the specialized knowledge of the records taken with them by departing employees, much less to digest new accessions. At the end of the fiscal year there had been completed the identification of some 200 "record groups" intended to serve as the basic units for the control of records in the National Archives. The average size of these groups is 3,000 cubic feet of records or the equivalent of the contents of 425 four-drawer filing cabinets. It was hoped that during the following year a brief description could be prepared of the whole body of records in each of these groups and that lists or inventories could be prepared for the records in those groups most likely to be used in connection with war and post-war problems. But without a radical increase in the appropriations to the National Archives, based on a realistic appraisal of the records problem of the Government as it now exists, there appeared at the end of the year to be no prospect of resuming progress or even of halting fully the retrogression in the National Archives' physical and intellectual control over its total holdings. So long as this condition continues the Government and the people will be in proportionate degree denied the benefits they have a right to expect from their archival agency, and the intentions of Congress in establishing the National Archives will be in proportionate degree frustrated.

Trends in the use of records in the National Archives demonstrate forcefully the necessity and the social importance of attaining the desired professional

mastery over the holdings of the agency. Not only has that use mounted rapidly in quantitative terms, but the nature of the uses made reflects increasingly a growing awareness of the importance of the critical analysis of past experience of the Government. As the problems of our civilization have become more grave over the past decade and a half and as we have tended increasingly to seek their solution through political instrumentalities, there has become apparent both to social scientists and to Government administrators the need for exact knowledge and understanding appraisal of the policies, the operations, the successes, and the failures of the Government.

The records of the Government are the primary source for that knowledge and the best means for that appraisal. In consequence, in the past year more than ever before, such agencies as the Navy and Labor Departments and such organizations of private scholarship as the American Council of Learned Societies have come to the National Archives to use its holdings and its professional services for broad studies bearing on fundamental questions of public policy.

This development foreshadows the ultimate function that an effective national archival agency should discharge. It is the focal point of the process of creating, selecting, and preserving on the one hand and organizing and exploiting on the other an effective documentation of the whole expanding range of the experience of the Federal Government. Whether the National Archives will have the resources and the competence to discharge that responsibility as the times require is a grave question and one to which its first 10 years have not yet provided an answer.

RECORDS ADMINISTRATION PROGRAM

The complicating hand of war reached farther into the records situation during the fiscal year 1944 and continued to add to the complexity of the problem. Even 10 years ago, when the National Archives was established and was faced with the accumulated result of 145 years of relative neglect of Government records,

the task of dealing with this problem did not seem as formidable as it now does. That it did not was partially due to ignorance—nobody really knew what records were where and in what condition. There is no such comforting lack of information today.

Surveys of Federal records in the District of Columbia, made by the National Archives, and of those in the States, made by a Work Projects Administration project sponsored by the National Archives, revealed that by 1937 there were in existence nearly 7,000,000 cubic feet of Government records, about equally divided between Washington and the field. Sample surveys made in the District of Columbia just prior to Pearl Harbor indicated that by then the figure had doubled. Today there are probably 17,000,000 cubic feet of Federal records and they are being created at the rate of 1,000,000 cubic feet a year. One emergency agency alone, the Office of Price Administration, is accumulating annually half again as many records as the entire Government in Washington was creating at the time the National Archives Building was being planned, and the OPA's rate of production is small compared with that of the War Department. This rate of production is not surprising, for more than one tenth of the entire population of the United States—about 3,000,000 as civil servants and about 11,000,000 as members of the armed forces—is working for the Government in the prosecution of the war. To mobilize these millions, to supply them, and to employ them all over the world to a victorious end naturally requires the creation of huge quantities of records.

Perhaps the impact of the concept "a million" no longer shocks the public consciousness, numbed by the astronomical billions of war, but 17,000,000 cubic feet of records is a lot of records. In 4-drawer file cabinets, placed side by side, they would stretch 575 miles. It costs an estimated \$300,000,000 a year to house and maintain these records. That is but little more than the cost of one day of war, it is true, but it amounts, for instance, to about 5 percent of the annual budget for the entire Government in the peacetime year of 1938. Thus the Federal records problem has assumed proportions undreamed of at the time the National

Archives was planned. Adding to its complexity is the fact that a large part of the records now being created are those of emergency war agencies that will be abolished entirely or drastically curtailed at the close of the war, with the result that the National Archives will be engulfed in a tidal wave of unselected records unless prompt and effective measures are taken for their control and retirement.

It did not require a crystal ball to see this situation developing. Soon after Pearl Harbor the National Archives instituted a records administration program designed to forestall its own future problems by the development throughout the Government of efficient records management and planned programs for the retirement of noncurrent records either by disposal or by transfer in good condition to the National Archives. A small central staff to plan and direct such work in the National Archives was assembled and foundations were laid for a really effective program. Before it was well under way, however, the agency sustained a 30 percent cut in staff through the effects of the overtime pay act and a reduced appropriation for 1944; the special staff for the most part, had to be disbanded and records administration had to be carried on as a part-time activity during the fiscal year under review.

The concern of the National Archives for the welfare of Federal records has many aspects. In the first place, the National Archives is the only agency of the Government that is charged by Congress with responsibility for all Federal records, and as such it must do over-all planning and promote economy and efficiency in records administration in every way it can. To insure the safe-keeping of Federal records, the act establishing the National Archives provides for the inspection of such records, "whatsoever and wheresoever located," by the Archivist personally or by deputy. The National Archives is also required by law to appraise records in the custody of other Government agencies that are covered by disposal lists and schedules and to report to Congress those that lack sufficient value to justify their preservation by the Government. And, finally, it is expected to accession such non-

current records as have lasting administrative, legal, research, or other value, preserve them, and make them available for use.

Effective performance of these duties depends to a great extent on what records are created, how they are filed, and how they are managed while they are still current. The National Archives, therefore, must make its influence felt as early as possible in the life cycle of a group of records. Thus it seeks to encourage the making of an adequate record of the activities of an agency—something that was not always done in World War I, for instance, particularly at the higher, policy-making levels, with the result that much experience that would have been pertinent to the present war effort is lost in the limbo of the unrecorded. At the same time the National Archives tries to discourage the making of superfluous records and unnecessary copies of necessary records, which not only waste paper and increase maintenance costs but by their very existence threaten to submerge valuable records beyond all hope of salvage.

All too frequently the National Archives finds upon examination of files proposed for disposal that scattered among masses of papers of only temporary value are documents of great importance. Then it faces an impasse: when a busy agency reaches the point of wanting to get rid of particular files it can seldom take time to segregate the records of value and the National Archives cannot approve their destruction. The same situation develops in reverse when an agency proposes the transfer to the National Archives of files consisting of intermingled valuable and worthless records. In the past it has frequently been necessary to compromise: the transferring agency has agreed to weed the files to some extent and the National Archives has agreed to take files having a rather low degree of concentrated value. That is unsatisfactory and uneconomical. To prevent this continued dilution of the cream of the records with the skim milk of ephemeral papers—and even its downright watering with nonrecord materials—the National Archives seeks to induce Government agencies to decide before records are filed whether they have lasting or only passing value, for

those who use them as current documents are obviously best qualified to say whether they reflect a significant activity of the agency or simply facilitate a routine operation, and to file them so that records of continuing value can easily be segregated from those of ephemeral value. This greatly facilitates the retirement of records.

Prompt retirement of records as soon as they are no longer needed for the current business of Federal agencies, either by transfer to the National Archives, if they have enduring value, or by disposal, if their value has been exhausted, is the main objective of the records administration program. Perhaps the most wasteful of all records practices is the retention of files by agencies for years after they have lost all usefulness. Untold millions in rentals, salaries, and equipment costs have been spent by the Government in the maintenance of records that were kept because nobody had time to examine the ever-growing, ever-encroaching avalanche of them, because no official was charged with responsibility for their disposition, or because clerks felt that they had a vested interest in them and that by disposing of them they would work themselves out of jobs—scarcely a well-founded apprehension in view of the rate at which records are created.

It is estimated that of the records in existence and being created today in any typical agency of the Federal Government 80 percent have no lasting value. These, of course, should be destroyed as soon as they have served their purpose, but their destruction cannot be left to chance, expediency, or the whim of a file clerk. It is the responsibility of each Federal agency to recommend for disposal records believed to have no continuing value. If the National Archives concurs and Congress approves, such records can then be disposed of. Formerly records could be reported for disposal only on lists, which could not be made applicable to future accumulations of records. But the Federal Disposal Act of July 7, 1943, which is discussed in the next section, provided for the submission of disposal schedules by Government agencies and allowed them to be applied not only to records that already have lost their value but also to similar

records as they become valueless in the future. This is an important step forward, for it expedites disposal and effects economies in reporting. An even more effective and economical device for controlling records, however, is the comprehensive, or retention and disposal, schedule, which covers all records of an agency and lists, series by series, how long records are to be kept and what is to be done with them at the end of that time. Hence the National Archives in the fiscal year 1944 centered its attention on the encouragement of programs leading to comprehensive scheduling, particularly in the war agencies.

This singling out of the emergency agencies does not mean that their records problems are any more serious than those of permanent agencies of the Government. They are more urgent, however, and the National Archives believed that it could save the Government money and forestall trouble for itself by concentrating its limited resources on them. Surveys made during the year in 27 emergency war agencies—out of about 80 such agencies, including administrations, commissions, and boards—indicate that there are about 2,000,000 cubic feet of records in the custody of those 27 agencies. It is estimated that the prompt retirement of their records when the functions of these agencies are curtailed or discontinued would in 1 year save the Government \$10,000,000 in the cost of equipment, space, and personnel that would otherwise be needed to care for them. To prepare now for that retirement would cost the merest fraction of that sum.

To implement a records administration program leading to prompt retirement, however, requires not only encouragement and assistance from the National Archives but a records organization of some kind in each Federal agency. The National Archives believes that a records officer on the policy-making level in each agency is as essential to its efficient and economical operation as is a personnel officer or a budget officer. This has been recognized by some agencies, for instance, the Navy Department, where "Records are the machine tools of management" is a slogan. Other agencies have to be sold on a records administration

program and, unfortunately, the National Archives does not have a sales staff large enough to cover the territory. Consequently its relation to other Government agencies and their records problems has been, perforce, somewhat that of a physician to a patient.

Three years ago when the records administration program was undertaken the National Archives hung out its shingle. Since then it has stood ready for consultation. Some agencies recognizing their ills come to Dr. NA for advice and treatment. Others wait until the doctor calls. Often the latter readily agree that there is an unfortunate epidemic of poor records management but pridefully assert that they are immune. Some are. Most of them, however, plainly have the symptoms of sluggish records systems, records deficiency or its opposite—records obesity, file confusion, atrophied files, or a combination of any or all of these ills caused by bad records habits. When an agency does not even recognize that there is something wrong, the approach of the National Archives must be that of a psychiatrist, who must tactfully bring the patient to an understanding of the realities of his case. Only then is the National Archives in a position to suggest remedies, which will be effective only if they are faithfully applied. The National Archives is not an excessively conservative practitioner, but there are in Federal agencies some vitamin-pill boys, who swallow whole any new remedy regardless of its applicability to their particular difficulties. (Microphotography, for instance, is a fine thing, but it is not a panacea for all records ills.) Consequently, the National Archives must sometimes counsel moderation. Its role, in short, in any case is to diagnose, run laboratory tests when possible, prescribe a course of treatment, and stand by to give moral support and as much practical assistance as possible.

This doctor-patient relationship is not always a satisfactory method of dealing with the records management difficulties of the Government. There is a lot to be said for the adage "An ounce of prevention is worth a pound of cure," but the National Archives in meeting current records problems in other agencies has repeatedly been impressed with the fact that an

ounce of practical assistance may be worth several pounds of advice. Since, however, the officials charged with coordinating the records administration program and the records divisions of the National Archives, to which the agencies of the Government are assigned for purposes of liaison, had to conduct the program as a part-time activity during 1944, assistance was limited largely to explaining the Disposal Act of July 1943, advising on the use of the scheduling device made possible by that law, and assembling information and making plans for dealing realistically with the records problems created by the war.

Effective records administration programs have been established in a few agencies. The War and Navy Departments, whose records offices are staffed largely by former employees of the National Archives, have the most comprehensive records management organizations. The dollars and cents value of such active programs is attested in the annual report of The Adjutant General of the War Department, who stated that in the Army Air Forces branch alone there were in the fiscal year 1944 known savings of \$927,000 (a sum nearly equal to the entire appropriation for the National Archives for that fiscal year). There are also well-established programs in the Agriculture and Treasury Departments and the Tennessee Valley Authority. Of the 27 major emergency agencies few have organized records administration programs, but significant appointments for records work were made during the year in the Office of Scientific Research and Development and the Office of the Alien Property Custodian; the War Production Board, the Office of Price Administration, the Selective Service System, the Office of the Alien Property Custodian, the Foreign Economic Administration, and the Office of Civilian Defense have personnel devoting full time to the retirement of records; the National Housing Agency and the Central Administrative Services have people giving it part time. In 17 of the agencies, however, no one is charged with special responsibility for records retirement. A few agencies, both emergency and permanent, borrowed National Archives employees on a reimbursable basis to investigate their records problems and to make recommendations for dealing with them, and as the year ended

these agencies and several others were considering the appointment of records officers.

Scheduling of records for retirement made little progress during the year. Only in the War, Navy, and Treasury Departments, the Tennessee Valley Authority, and the Central Administrative Services were comprehensive schedules prepared. Disposal tables, which carry out the provision of the 1943 Disposal Act that permits the Archivist to authorize the disposal of records of the same kind as those previously approved for disposal by Congress, were prepared for a considerable number of agencies. There was a tendency on the part of some agencies to rely on these tables and to postpone scheduling. This was unfortunate, for the tables are at best a stop-gap, neither comprehensive in scope nor geared to changing conditions. But many agencies felt that they lacked the competence to undertake comprehensive scheduling without active participation by the National Archives and the National Archives did not have the personnel to give assistance beyond advice, an occasional training program in the National Archives, and supervision of one or two pilot projects.

Lack of personnel also prevented the National Archives from dealing with the problem of Federal field records. Probably more than half the records of the Government are outside Washington. A much smaller proportion of field records than of departmental records has lasting value and a much higher proportion of them occupies rented space. Opportunities for economy, therefore, are even greater in the field than in Washington, and the need for action is more urgent, for thousands of field offices will be closed very shortly after the war ends and unless disposal schedules are worked out now masses of unselected records will be shipped to Washington or lost, the valuable with the useless. For a few months during the year the National Archives had a field representative in Chicago. Special surveys were also made in Cleveland, New England, and western New York by members of the staff acting as field representatives. Four State records officials were named as field consultants during the year and their advice was helpful. To deal

effectively with Federal field records, however, records retirement centers will be needed in several regions of the country.

Real progress was made in planning for the handling of Government records, particularly but not exclusively those in the emergency agencies. Basic surveys in a few old-line agencies were continued. Of especial importance among these surveys were those of the records of the White House and General Accounting Office. Early in the fiscal year under review there was initiated a series of programs for dealing with the records of each of the emergency war agencies and of those permanent agencies whose activities have been greatly expanded during the war. Special studies of about 50 such agencies were undertaken and about 30 of the most important were completed. These studies included surveys made or directed by National Archives personnel. As a result of them and of the lessons learned from handling the records of such liquidated agencies as the Work Projects Administration, National Youth Administration, Civilian Conservation Corps, and National Resources Planning Board, to say nothing of agencies of World War I, a procedure was formulated for the effective retirement of records of emergency agencies. This plan was tested experimentally with the records of regional offices of the Office of Civilian Defense.

Studies of special types of records were also made. Routine housekeeping records, for instance, are common to all agencies, and since they bulk very large their maintenance imposes an enormous expense on the Government. Studies of such records led to the compilation of sample schedules for the retention or retirement of fiscal and personnel records, and these schedules were made available during the year in preliminary form. To determine what types or groups of Government records are essential for future medical research and therefore ought to be preserved, a survey financed by the John and Mary R. Markle Foundation was conducted as a joint venture of the National Archives and the Division of Medical Sciences of the National Research Council and a report of recommendations was made. A general plan for handling military

and naval service records was developed and is under consideration by the Veterans' Administration. And, finally, a comprehensive plan for dealing with motion-picture film in the custody of the Government was worked out with the Library of Congress and was approved by the President.

To make available information on records management problems and activities several publications were issued. A general weighing of the records situation in the Government was contained in The National Archives Faces the Future, reprinted from the American Historical Review. Three papers were published in the series of Records Administration Circulars; one dealt with the records problems and policies involved in the dismantling of the United States Fuel Administration of World War I; another, designed to assist military authorities, related to the administration of current records in Italian public agencies; and the third considered whether Government war history projects could contribute to the solution of Federal records problems. Also made and available for consultation in manuscript were reports of studies of the liquidation of the War Industries Board, the Food Administration, and the emergency functions of the Navy Department following World War I and of the records of inter-Allied and international agencies of the period of the first World War. A manual on how to dispose of Federal records was being prepared but could not be completed during the year.

As the year closed and the National Archives looked back at the records administration program it found scant cause for cheering. Measured against the neglect of the past, the achievements of the program in the fiscal year 1944 were not insignificant. But the resources made available to the National Archives, when measured against an informed appreciation of the magnitude of the records problem of the Government and what ought to be done about it, permitted little more than a few hopeful preparations for a task that, however urgent, can be realistically begun only when funds and manpower are provided to do it.

DISPOSAL OF RECORDS

In disposing of records the chief reason for destroying is to save. By weeding out useless papers—or better still by segregating them when they are filed—and eliminating them promptly, the recognition and preservation of valuable records is fostered and an important step in saving the information in them for the use of the Government and citizens of the country is taken. Prompt disposal of records that have ceased to serve also saves the Government huge sums that would otherwise have to go for their maintenance. And, finally, that elusive and imponderable thing known as efficiency of operation, with its attendant economies, is promoted by clearing out the clutter of years and keeping it cleared out.

Streamlining the disposal procedure and sound planning for the future of all Federal records were made legally possible by a new Federal Disposal Act, which was approved at the beginning of the fiscal year. Drafted by National Archives officials in cooperation with the Bureau of the Budget and the House Committee on the Disposition of Executive Papers, it was signed by the President on July 7, 1943.¹ The most significant feature of the act is the provision for the submission by Federal agencies of schedules proposing the disposal, after a specified period, of records, either in existence or expected to accumulate, that have or will have no permanent value and for the appraisal by the Archivist and approval by Congress of these schedules. This incorporates into law a principle of records administration that has evolved in the last few years and the advantages of which have already been mentioned—the principle that the disposition of records should be determined before they become noncurrent. Furthermore the scheduling of records contemplated by the act obviates wasteful, repetitious reporting of successive accumulations of records of the same type.

¹The text of the act is contained in appendix I of this report.

A more realistic appraisal of records, particularly as to their value in relation to the cost of further preservation, can now be made as a result of the inclusion in the new act of a clearer specification of what records are appropriate for disposal. In specifying the types of records to be authorized for disposal, it uses the phrase "do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government" instead of the phrase "not needed or useful in the transaction of the current business of the agency . . . and have no permanent value or historical interest to the Federal Government," which was used in previous legislation. The new law prohibits the disposal of records pertaining to claims and accounts in which the Government is concerned before they have been settled by the General Accounting Office unless the permission of the Comptroller General has been obtained. It gives the Archivist authority to empower the head of an agency to dispose, after the lapse of a specified period, of records of the same form and character as records of the agency previously authorized for disposal by Congress. It extends the Archivist's power to deal with records constituting a menace to human health, life, or property from those on disposal lists to all records, but it specifies that the head of the agency having custody of the records must join with him in determining that such a menace exists. The act also permits the emergency disposal of records outside the United States in wartime but requires that reports on all such destruction be made to the Archivist within 6 months.

Provision is made in the act for greater utilization of the experience and judgment of the National Archives Council. Detailed regulations, particularly those setting standards for the photographic reproduction of records with a view to the disposal of the originals, contained in previous laws are eliminated. Instead the Council is charged with issuing, with the approval of the President, resolutions in regard to such standards as well as to procedures for the compiling and submitting to the Archivist of lists and schedules and for the disposal of records authorized

for disposal. In short the act is admirably tailored to fit the present records situation and because it simplifies procedure it should result not only in more expeditious disposal but in substantial economies in the records costs of Federal agencies.

The National Archives Council moved at once to implement the act. On July 14, 1943, the necessary regulations were adopted. On July 20 they were approved by the President, and on July 28 they were promulgated by notification to the heads of all agencies of the Government.²

Since, as has already been pointed out, particular emphasis in records administration work was placed on encouraging programs that would eventually lead to comprehensive scheduling, with all its long-range benefits, it is not surprising that less than half as many items were listed or scheduled for disposal in the fiscal year 1944 as were listed in the previous fiscal year. This drop was more apparent than real, however, for an item may vary greatly in size, and the tendency is toward reporting larger and larger units as one item. For instance, two items reported recently covered perhaps 35 different forms at each of some 6,000 local offices, whereas formerly those records would probably have been reported for appraisal as about 200,000 separate items. About 2,000 items were pending on lists at the beginning of the year and new submissions on lists and schedules, less withdrawals, brought the total number of items to be worked on to approximately 12,500. Of these nearly 10,000 were authorized for disposal by Congress, leaving about 2,500 items pending at the end of the year.

To facilitate the carrying out of the provision of the 1943 act that allows the Archivist to authorize the disposal of records of the same form or character as those previously authorized for disposal by Congress, the National Archives made tables of such records for the various agencies of the Government.

²These regulations constitute appendix III of this report.

This was a major undertaking. Over 150 tables, constituting authorization to dispose of the records listed after specified periods, were issued during the year covering more than 6,000 items. Tabling, of course, also served to reduce the number of items reported on disposal lists.

Although the new law formalized a program the National Archives had long desired, the agency did not have a large enough staff to put it fully into effect. Only about two-thirds as many man-years were available for disposal work in the fiscal year 1944 as in the fiscal year 1943, yet new appraisal techniques had to be applied, disposal tables had to be prepared, and new procedures had to be explained to other agencies. As a consequence the National Archives could do little to assist the agencies to put scheduling into active operation. Only 25 agencies submitted schedules during the year and broad scheduling programs, as already noted, were undertaken in but a handful of agencies. Only 2,666 items were placed on schedules by agencies other than the War and Navy Departments. This represented, of course, only a small fraction of the records appropriate for scheduling.

The introduction of master retention and disposal schedules was given much thought by the National Archives during the year. These schedules, as was pointed out in the previous section, would cover certain voluminous types of records, such as those relating to personnel and accounting, that are common to all agencies of the Government, and they would be prepared by the National Archives. The savings in the cost of disposal work that will result from the use of such schedules, when and if their application throughout the Government is authorized by legislation, will be very great.

Appraisal of records does not end with their transfer to the National Archives. The value of accessioned records in terms of the information in them is constantly being weighed against the cost of maintenance and the need for space in the National Archives. This continuous reappraisal enabled the

National Archives to segregate for disposal nearly 8,000 cubic feet of records during the year under review.

There will always be some useless papers among accessioned records, but most of those with which the National Archives has had to contend are among records of World War I agencies, such as the Food Administration, Grain Corporation, and Alien Property Custodian. The files of the last-named agency in the National Archives, for instance, included records of many enemy insurance companies seized during the first World War, which presented a particularly difficult appraisal problem because of their technical nature. It was decided to call in an authority on insurance records, Dr. Alfred Manes, professor of insurance research in the School of Business of the University of Indiana, to make recommendations as to which of these records were worthy of further preservation. Only in exceptional cases, of course, is it practical or necessary to employ specialists. Experience with these and other unselected records of World War I, however, has strengthened the conviction of the National Archives that, if an intelligent and economical job of appraising records of the present war is to be done, it must be done while the persons who created and filed them are still available for consultation.

ACCESSIONING OF RECORDS

Congress created the National Archives in order that the records of the Federal Government of enduring value might be preserved and be available for use after they become noncurrent. These records constitute the protection of the Government against unwarranted claims, the evidence of its property rights and of the personal and property rights of millions of its citizens, the continuing record of its experience, and the principal source of its history. To insure the preservation and availability of such records, they must be concentrated in the custody of the Archivist.

A decade ago when the National Archives was established, it was not possible for the agency to

have a well-defined policy on accessioning. In the first place, the agency was not "established," except in the legal sense. No one doubted that the fine new archives building was adequately equipped for the physical care of records but the agencies had also to be convinced that their records would be not only as available as they were when in their own custody but more so. In the second place, and linked with the first, the real initiative in regard to transfers rested with the agencies, for although the Archivist had the power to requisition certain classes of records as defined by the National Archives Council, that power was limited except in the case of records of discontinued agencies. Even if the Archivist had had unlimited power with respect to records, he would not have chosen to exercise it in preference to gaining the voluntary cooperation of the agencies. But inevitably the National Archives was used at first as a dumping ground for those records that, although of lasting value, constituted a burden either because of their condition or the fact that the space they occupied was needed for other purposes. Time and continued accessions, however, enabled the National Archives to demonstrate by the prompt furnishing of needed information to the agencies, sometimes from the records of other agencies, that it was more than a safety vault, that the concentration of permanently valuable noncurrent Federal records under one jurisdiction was not only economical but highly productive of useful service, and that as the records office of the Government the National Archives could be an invaluable adjunct to administration.

Just before the war the National Archives began an accessioning program aimed at filling in the many gaps in groups of records that resulted from the catch-as-catch-can accessions of earlier years. To facilitate this effort, the National Archives Council in 1942 authorized the Archivist to requisition records that have been in existence more than 50 years unless the head of the agency having them in custody certifies in writing that they must be kept for use in the current business of the agency. This expression of policy on the part of the Council aided in bringing about the transfer of some of the older noncurrent

records, and all the principal bodies of such records of departments and independent establishments in Washington except those of the Post Office Department, the General Accounting Office, and the Patent Office are now in the National Archives.

In the last year emphasis in accessioning has been upon the encouragement of regular transfers through comprehensive scheduling and on the development of appraisal standards. In order to select records judiciously for continued preservation, knowledge acquired through experience in analyzing and using those already appraised must be focused on the development of standards of evaluation. This is by no means a simple undertaking. The long-range needs of future administrators, scholars, and veterans, for instance, must be taken into account. It is imperative that standards be set now so that in the closing stages of the war they may be applied expeditiously to records of the emergency agencies.

There was a marked increase in the amount of records transferred to the National Archives during the fiscal year 1944. Of the 632,572 cubic feet of records in the custody of the Archivist on June 30, 1944, 111,612 cubic feet were transferred during the year as compared with 86,767 cubic feet in the previous fiscal year. The increase in transfers was caused by the accelerating rate of accumulation of records, war-time pressure for space, and active records administration programs especially in the War and Navy Departments.

War Department records accounted for more than 60 percent of all the records received during the year. Of particular genealogical and historical interest among them are record cards, prepared by The Adjutant General's Office, containing data relative to the military service and medical history of regulars and volunteers in the Continental and United States Armies, 1775-1912, and in the Army of the Confederate States of America, 1861-65. Substantial documentation for the military history of the World War I period is contained in records, 1912-22, which include general Departmental files; records of the American

section of the Supreme War Council; records of the American Expeditionary Forces; and records of the Polish Relief, the North Russia, and the Mexican Punitive Expeditions. In addition records of several arsenals, such as the Springfield (Mass.) Arsenal and Armory, 1794-1911, and of numerous field commands, such as the Departments of the Platte and the Missouri and of the Fort Omaha Quartermaster, 1866-1919, were received. Transfers made by the Navy Department, although considerably smaller than those received from the War Department, practically completed the concentration in the National Archives of its permanently valuable noncurrent records to 1940. As a result of these and other transfers from the War and Navy Departments, more than a third of the records in the National Archives at the end of the fiscal year related to military affairs.

Records of the Spanish regime in Puerto Rico, 1750-1898, transferred from the Library of Congress, include the oldest records received during the year. Other significant transfers comprise records of the Office of the Secretary of the Treasury, 1789-1926, among which are the so-called "Old Files" and other invaluable materials for the study of fiscal policy; records of the Collectors of Customs at Baltimore, 1783-1919, and at Washington (Georgetown), D. C., 1807-1900; additions to the central files of the Department of Justice that complete those files in the National Archives to 1912; records of the Food and Drug Administration, 1900-1943; headquarters and field records of the War Risk Litigation Bureau relating to about 24,000 closed cases; and records of the National Resources Planning Board, which were transferred to the National Archives by act of Congress.

A turn of events has on several occasions transformed relatively inactive files to extremely active ones. When this is only a temporary situation the additional demands for service can be handled by the National Archives. The war, however, made several series of records in the National Archives essential to the current operations of the agencies from which they came, and they have in consequence been permanently withdrawn from the custody of the Archivist.

Thus Navy Department records relating to naval and civilian personnel, Marine enlistment files, and a few other series amounting in all to 13,484 cubic feet were withdrawn during the year.

Brief descriptions of all records accessioned during the fiscal year are contained in appendix VIII of this report. The volume of all accessions made during the year is shown in the following table:

Statistical Summary of Accessions, Fiscal Year 1944

Sources ¹	Cubic feet ²
<i>Congress</i>	64
Senate	64
<i>Executive Office of the President</i>	2,123
Emergency Management Office	
Foreign Economic Administration	3
War Information Office	552
War Production Board	1
National Resources Planning Board	1,567
<i>Executive Departments</i>	87,832
Department of State	661
Department of the Treasury	2,311
Department of War	70,037
Department of Justice	7,099
Post Office Department	119
Department of the Navy	4,996
Department of the Interior	304
Department of Agriculture	1,879
Department of Commerce	428
<i>Other agencies</i>	21,542
Civil Service Commission	11
Federal Communications Commission	335
Federal Security Agency	1,955
Federal Trade Commission	335

¹The agencies of the Federal Government listed are the agencies from which the records were received. The sources of private gifts of motion pictures and sound recordings during the year are given in appendix VIII.

²All types of material are covered, including maps and atlases, motion pictures and sound recordings, still pictures, and microfilms; each of these special types of material is further analyzed in the other tables below.

Statistical Summary of Accessions—Continued

Sources	Cubic feet
<i>Other agencies—Continued</i>	
Federal Works Agency	3,708
Library of Congress	360
Maritime Commission	3,216
National Housing Agency	57
National Labor Relations Board	650
National Research Council	29
President's Committee on Civil Service Improvement	10
Price Administration Office	4
Railroad Retirement Board	3
Selective Service	11
Veterans' Administration	10,880
	111,561
Private gifts	51
	111,612

Maps and atlases.—The collection of archival maps and atlases in the National Archives nearly doubled during the year under review. The 167,916 items received brought the total to 352,342 maps and 763 atlases in the custody of the Archivist. About half of the maps, or more than 180,000, are manuscript or annotated maps, and they constitute the largest collection of such maps in the United States.

Three-fourths of the maps received during the year came from the War and Navy Departments and they reflect the use of such material in military planning and operations. Many of them are War Department General Staff maps relating to World War I. Of particular historical interest are large-scale American and captured German maps relating to the Western Front. From the Navy Department came Naval Intelligence maps 1875-1935, of countries throughout the world and the entire body of Hydrographic Office manuscript maps (hydrographic charts), 1855-1936, of the coastal waters of all parts of the world. Other notable items

received include manuscript maps of the United States Geographical Surveys West of the One Hundredth Meridian or the Wheeler Survey (1869-79), one of the four major surveys of the West in the period following the Civil War, and maps assembled by the National Resources Planning Board and its predecessors, 1931-43, which probably constitute the most comprehensive present-day map representation of the physical and human resources of the United States and their geographical interrelationships.

The additions to the map and atlas collection in the National Archives during the fiscal year, classified according to character and agencies of derivation, are shown in the table that follows:

*Additions to the Map and Atlas Collection
Fiscal Year 1944*

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Atlases	Total items
National Resources					
Planning Board	1,979	5,987	5,661		13,627
Department of War	6,142	6,304	68,370	3	80,819
Post Office Department	5,823		90		5,913
Department of the Navy	18,331	408	27,398	9	46,146
Department of the Interior	14,590	537	101		15,228
Department of Agriculture	226				226
Department of Commerce	2,787				2,787
Federal Works Agency	2,218	863	89		3,170
Total	52,096	14,099	101,709	12	167,916

Motion pictures and sound recordings.—Only about half as much film was received during the fiscal year 1944 as during the previous year but the collection of sound recordings in the National Archives increased nearly sevenfold. More than 30,000 disks of recordings and more than 988,000 running feet of film were received, bringing the total quantity of such material in the custody of the Archivist to about 35,000 disks and 6,000,000 running feet of film. All except 2 of

the recordings received during the year came from Federal agencies. They consist for the most part of enemy-sponsored broadcasts that were recorded by the Foreign Broadcast Intelligence Service of the Federal Communications Commission. Two-thirds of the film came from Government sources. Included are motion pictures, 1918-35, transferred by the Department of Agriculture, that relate to soils, crops, markets, and forestry and are of significance for the study of social and economic history, and informational films, such as "The Nazis Strike" and "Divide and Conquer," which came from the War Department. The gifts from private sources, which are described briefly at the end of appendix VIII of this report, consist chiefly of motion pictures, such as "Confessions of a Nazi Spy," that were studied by the subcommittee of the Interstate Commerce Committee of the Senate that investigated the alleged dissemination of war propaganda, and of news reels and recordings of interviews with air combat service veterans of World War II.

The quantities of motion-picture film and sound recordings received during the fiscal year 1944, classified according to the sources from which they came, are shown in the two tables that follow:

*Additions to the Motion-Picture Collection
Fiscal Year 1944*

Sources	Running feet
Senate	3,226
Emergency Management Office	
War Information Office.	9,030
War Production Board.	324
Department of War.	25,748
Department of the Navy	2,988
Department of Agriculture.	570,000
Federal Security Agency.	70,341
	681,657
Private gifts.	306,959
	988,616
Duplications for purposes of preservation	13,973
Total.	1,002,589

*Additions to the Collection of Sound Recordings
Fiscal Year 1944*

Sources	Number of disks
Department of the Interior	6
Federal Communications Commission.	30,108
	30,114
Private gifts.	2
Total.	30,116

Still pictures.—There are more than a million items in the collection of still photographs in the National Archives as a result of the transfer during the year of 223,638 glass-plate and film negatives, paper prints, stereoscopic views, and color transparencies. More than half of them came from the Navy Department. Among them are photographs of portraits of certain Secretaries of the Navy, 1798-1939; the coast of Lower California made by the U. S. S. Ranger in its surveys, 1882-90; naval operations in the Spanish-American War and vessels of the Spanish fleet; equipment, buildings, and construction and testing activities at the Naval Aircraft Factory, Philadelphia, 1918-41; and activities of the Navy, 1939-43. From the Department of Agriculture came a group of pictures relating to soil-conservation operations and dry-land agriculture. A large number of Civilian Conservation Corps and National Youth Administration photographs, 1933-44, were also received; these relate to such activities as vocational guidance, adult education, medical care, rehabilitation of the physically handicapped, and conservation of natural resources, all subjects likely to be of importance in post-war readjustment.

The additions to the still-picture collection during the fiscal year 1944, classified according to the agencies from which they were received, are shown in the following table:

*Additions to the Still-Picture Collection
Fiscal Year 1944*

Sources	Items
Emergency Management Office	
War Information Office	3
War Production Board	123
Department of State	37
Department of War	2
Department of the Navy.	134,497
Department of the Interior.	11,131
Department of Agriculture	3,000
Federal Security Agency	65,400
Federal Works Agency.	9,445
Total	223,638

Microfilmed records.—Although microfilming was used increasingly throughout the Government to reduce the bulk of records, to provide security copies, and otherwise as an administrative tool, little more than half as many rolls of microfilm were received by the National Archives this fiscal year as in the preceding year—5,250 as compared with 10,180. Most of this material came from the Navy Department and consists of microfilm copies of correspondence and other records of the Bureau of Yards and Docks, 1920-42. Of particular historical interest among the microfilmed material received is a copy of a calendar prepared by the Historical Branch of the Army War College of some 30,000 documents among War Department files relating to World War I. These and other transfers of the year brought the total number of microfilmed records in the National Archives to 15,495 rolls, which, it is estimated, contain reproductions of 20,000,000 documents.

The additions to the microfilmed records in the National Archives, listed according to the agencies of derivation, are shown in the table that follows:

Additions to Microfilmed Records, Fiscal Year 1944

Sources	Rolls
Department of War	36
Department of the Navy.	3,700
Civil Service Commission.	1,207
Federal Works Agency.	10
Railroad Retirement Board	297
Total	5,250

PRESERVATION OF RECORDS

Until the National Archives was established and a haven was provided for noncurrent Government records of enduring value, the physical character of the material played a large part in determining which of the records would survive. Fortunately our ancestors were addicted to consigning much of the account of their activities to rag paper bound in stout volumes, which resisted the onslaughts of time and neglect. Nevertheless many significant documents and even whole files and bound volumes were permitted to disintegrate or were deliberately or inadvertently destroyed, and many others passed from official custody into private possession. Today, however, none need be lost. At least those records that are deposited in the National Archives because they have enduring value are protected from loss or further deterioration, and such of them as have suffered damage in the past are rehabilitated as promptly as the available resources will permit.

The National Archives Building itself was designed primarily for the preservation and protection of records. Air-conditioning, which eliminates harmful gases from the outside air and controls temperature and humidity, insures an atmosphere suited for preserving paper. Steel and concrete stack areas, where the sunlight never pierces, and fire and burglar alarm systems afford protection against bombs, fire, and thieves and that less spectacular but more ubiquitous menace, the sun's heat and light.

Before records are admitted to this inner sanctum, however, they are fumigated to kill fungi and various crawling wildlife common to books and paper. This step cannot be omitted or postponed, because the smallest group of infested records could carry mold and insects to entire sections of the building and years of preservation work could thus be undone. Blasts of compressed air from airbrushes next blow away all loose dust and dirt. Some records, such as those stained by oil in ship disasters, also require special dry cleaning, but happily they are few.

The most pressing problem in the preservation of records in the National Archives is their packing and shelving. This is an essential first step in the assimilation of records, for adequate analysis and description is impossible and servicing is very nearly so until records have been packed, labeled, and shelved. The size of the problem and the inadequacy of the resources of the agency for meeting it may be gaged by the fact that since America entered the war the holdings of the National Archives have more than doubled, more than a third of a million cubic feet of records have been received, while the staff of the agency has been reduced by about a third. Consequently, although every effort was made to reduce the backlog of un-packed and unshelved records that existed at the beginning of the fiscal year 1944, it continued to grow until by the end of the year more than 147,000 cubic feet of records still remained in the containers in which they were received from the agencies.

The use of cardboard boxes for the storage of records was continued during the year. When steel went to war and it was no longer possible to obtain further supplies of the steel equipment with which part of the building had been furnished, the use of cardboard boxes on the steel shelves already installed was tried. These inexpensive boxes have proved so adaptable because of their light weight, convenient size (letter or legal), and flexibility for filing either vertically or horizontally that it is unlikely that the agency will ever go back to the more expensive, unwieldy, and space-wasting steel containers except for the storage of certain materials for which

they are peculiarly adapted. Nearly 118,000 boxes were packed and shelved during the year, bringing the total number of such boxes in use to about 300,000 and the total quantity of records packed in such boxes to nearly 100,000 cubic feet.

In the halcyon days before the war damaged or worn records were noted as they came into the building and were scheduled for repair. The pressure of other work since the beginning of the war has dictated the policy of rehabilitating only those records in need of repair that are likely to be used immediately. Material shortages and a reduced staff also affected the amount and kind of rehabilitation work done on records in the custody of the Archivist. Only about half as many sheets were laminated with cellulose acetate foil, which is now a priority item, in the fiscal year 1944 as in the previous fiscal year, 39,235 as compared with 76,119; the number of sheets unfolded and pressed flat dropped from 707,416 to 324,884; and because muslin could no longer be obtained the number of maps mounted plunged from 4,821 to 620. Personnel formerly employed on map repairing turned their attention to the strengthening of bound volumes so that expensive rebinding could be postponed for several years. As a result the number of volumes repaired rose from 1,316 in 1943 to 2,389 in 1944.

To preserve motion pictures, still photographs, and sound recordings different methods of storage and repair from those used for paper records are necessary. There are specially constructed vaults in the National Archives for the storage of nitrate film, which is relatively unstable and highly inflammable, but as a protection against the hazards of war all such film was removed in 1942 to a depository just outside Washington. As additional photographic materials on a nitrate base were received, they too were stored there. At the end of the fiscal year 1944, 1,283 cubic feet of motion-picture film and 417 cubic feet of other film in the custody of the Archivist were in this depository and space there had been made available to other Government agencies for the storage of about 4,000 cubic feet of film. Some film received is so damaged or has deteriorated so much and some sound

recordings are so worn that to preserve them they must be reproduced. During the fiscal year 1944 only 14,000 running feet of film were reproduced for purposes of preservation, as compared with 36,000 feet in the previous year, because certain necessary materials were scarce and the photographic laboratories were being utilized almost constantly for special war projects.

Information about the preservation of records is constantly in demand. To make the experience of the National Archives in this field and the technical knowledge of its staff more generally available, two Bulletins were published in the fiscal year 1944. The Repair and Preservation of Records, which is a handbook of the methods used at the National Archives, was prepared by the Chief of the Cleaning and Rehabilitation Section in the previous fiscal year but it was not available until the year under review. Larger aspects of the preservation problem are dealt with in Buildings and Equipment for Archives, which consists of three papers read at the seventh annual meeting of the Society of American Archivists.

ANALYSIS AND DESCRIPTION OF RECORDS

Immediately after the occupation of the National Archives Building in November 1935, valuable noncurrent records of the Government began to trickle in. Soon this small stream swelled to a torrent. Today the National Archives holds more records than any other archival agency in the world. Never before have such holdings been so rapidly assembled. Never before has an archival agency had to deal with so many modern records of the period of the typewriter, the carbon copy, and the decimal file. The experiences of European archivists in handling medieval parchments and of American State archivists in dealing with colonial and Revolutionary records and small bodies of more recent materials have been only remotely applicable. The cataloging and classification methods of libraries were not adaptable to the special needs of the situation. Thus, largely without precedent, the National

Archives has had to work out for itself methods of bringing the records in its custody under control.

It was not until 1941 that a comprehensive plan for the compilation of finding aids was evolved, a plan that was at once systematic, flexible, and capable of indefinite development. This plan provided for the basic control of the holdings of the National Archives by dividing them into "record groups," each to consist usually of the records of a single autonomous record-keeping agency, and by describing them briefly on registration sheets. Temporary finding aids in the form of "preliminary checklists" of parts of groups and of "preliminary inventories" of fairly complete groups were to be prepared. "Final inventories" were to be compiled only after all records in a group had been received, or at least all records up to a given date, and their arrangement had been completed. Special lists, reports, indexes, and other specialized finding aids were to be undertaken when needed.

With the experimental period in the past, the National Archives was ready to launch an effective arrangement and description program. Then came Pearl Harbor. The needs of the Nation at war had to be met. The National Archives could serve best by releasing scarce space, equipment, and personnel through the prompt transfer of records and by furnishing information pertinent to the war from records in the building. The finding aids program was therefore modified; no final inventories were to be undertaken for the duration of the war and descriptive work was to be centered on records of value in the prosecution of the war, the continued effective functioning of the Government, or the development of plans for the post-war adjustment of the Government and the people to peace conditions.

Records of agencies of the first World War, practically all of which are in the National Archives, naturally embody significant experience of the Government in mobilizing the resources of the Nation for war. To make that experience available, the National Archives began immediately after Pearl Harbor to

compile a Handbook of Federal World War Agencies and Their Records, 1917-1921. This 666-page handbook, which contains brief descriptions of the organization, functions, and records—both in and outside the National Archives—of over 2,400 units of the Federal Government, was a large undertaking. It was completed in the fiscal year 1943 but it did not come off the press until July of the fiscal year under review. Likewise a preliminary inventory of the records of the headquarters offices of the United States Food Administration of the first World War prepared in the previous year was published early in the fiscal year 1944. The importance of labor problems in relation to production led to the publication of a preliminary inventory of the records of the National War Labor Board, which was largely responsible for the stabilization of labor relations in 1918-19. Two other preliminary inventories, based on previously prepared classification schemes, were completed but will not be published until after the war. They cover the records of the State Food Administrations and of the United States Grain Corporation.

Preliminary checklists, which can be prepared quickly because they cover only parts of record groups and are less detailed than preliminary inventories, are well adapted to the hurly-burly of war. During the fiscal year 1944, however, it was possible to complete only 19 as compared with 37 completed in the previous fiscal year, though many others were in process of preparation at the end of the year. They were designed chiefly to assist the staff in rendering services on records pertinent to the war effort, but 6 of the completed checklists, including those of records of the Federal Fuel Distributor (1922-23) and of the War Minerals Relief Commission (1919-41), were in such demand that copies of them were hectographed for distribution to interested Government officials.

A number of other finding aids were prepared or were in progress. The quarterly lists of National Archives Accessions were issued as usual. More Reference Information Circulars were published than finding aids of any other type, but since they are designed primarily to meet reference requests they are discussed

in the next section. The handbook for the sound recordings of Indian music in the Smithsonian-Densmore Collection in the National Archives, begun in the previous year, was completed but not published. This work, financed with funds made available through the National Archives Trust Fund Board,³ was done under the supervision of the Director of Research and Records Description by Miss Frances Densmore, who had made most of the recordings in the collection.

Notable progress was made during the year in bringing under control the large motion-picture collection in the National Archives. More than 1,000 pictures or units of motion-picture film were cataloged by means of "reference summaries," which are prepared on 5 x 8 cards and then reduced photographically to standard library card catalog size. By this procedure basic control was established over such important groups of motion pictures as the Byrd collection, the Agriculture Department collection, and the Signal Corps miscellaneous collection. Analysis and description of other special records were also carried on as time permitted. A special list of maps of the Philippine Islands in the National Archives was completed in draft form, and the consolidation and enlargement of the indexes received with Army War College and Signal Corps photographs, begun the previous year, was continued.

Records that are disarranged, as many are when they are received, have to be put in order not only before they are described but also before they can be used effectively even by the staff. Much analysis and rearrangement are necessary, therefore, as a matter of routine even though no description of the records is immediately contemplated. As with the tasks of packing and shelving records, however, a large backlog of such work has piled up and until additional personnel is available this backlog will continue to grow.

The file microcopy program, which will be discussed in the next section, also involves analysis and

³See appendix V for the annual report of the Chairman of the Board.

description. Most of the records photographed during the year were in bound volumes, for it would have been impossible to undertake to analyze and arrange in definitive order large amounts of loose papers, and only brief descriptive introductions and explanatory annotations were supplied.

Basic to all analysis and description work is the identification and registration of record groups. A tentative list of such groups was made in the fiscal year 1943 and during the year under review each entry on that list was carefully analyzed and a revised list identifying 191 record groups was compiled.⁴ Meanwhile a number of one-page "registrations" of the groups were prepared. Each contains a brief description of the history and functions of the agency, of its records in the National Archives, with their inclusive dates and quantity, and of known records belonging to the group but not yet transferred to the National Archives. Since records are constantly being accessioned, however, many of these registrations must be revised frequently. Priority in description work in the coming year will be given to the revision of these registrations and to the preparation of others in order to complete the over-all description of the holdings of the National Archives that is so badly needed.

The fiscal year 1944 was a lean one for analysis and description of records. Records of enduring value had to be brought into the building lest in the pressure for space they be lost. Records of no further use had to be reported for disposal so that the space and equipment they occupied could be utilized to better advantage. Information from records in the National Archives had to be furnished to the Nation at war and in support of individual rights. Since the manpower available was strictly limited, these activities could be carried on only by neglecting the analysis and description of records. Such work can be postponed—perforce, it has been—but it cannot be postponed economically. Failure to develop effective controls over

⁴For a list of 209 record groups as of December 30, 1944, see appendix VII.

records means not only excessive expenditures of time in rendering services on them but also lack of knowledge of the existence of, and therefore access to, much of the information and experience embodied in them.

REFERENCE SERVICE

The records of a people's government belong to the people. It is in their service that the records are created and it is in their service that those of importance are retained. They are a symbol of our national being and an evidence of our culture. That is sufficient reason for keeping them, but their practical utility dictates even more forcefully their preservation. They protect the rights and privileges of citizens, they furnish precedents and working data for Government officials, and they provide a major source for the study of the development of the country and its institutions. To these ends the National Archives makes available records or information from records in the custody of the Archivist.

In a crisis such as war, when political, social, and economic problems beset the Nation, the Government and the people turn for guidance and assistance even more urgently than in normal times to the record of their successes and failures in attempting to solve similar problems in earlier periods. That this is true is evidenced by the character of the reference service the National Archives has been called upon to render since the war began. But in the fiscal year 1944 the National Archives had considerably less manpower available for reference-service work than it had in the preceding year. Consequently it had to refuse to furnish certain kinds of information, it had to give less time than is desirable to some requests, and it had to restrain its desire to embark on projects for which, however worthwhile, it did not have the personnel.

Because of these circumstances and also because it was the Archivist's policy not to accession records

on which the reference-service load would be heavy, the volume of reference service as shown by several of the various units of measurement employed in determining accomplishments was considerably smaller than it had been for some years. Chiefly as a result of requests received from agencies engaged directly in war activities, there was a large increase in the number of photographs, particularly those of foreign scenes, that were loaned or made available for search-room use. There was a substantial increase also, from 53,000 to 61,000, in the number of items other than photographic that were used by searchers in the several search rooms. There was a substantial decrease, however, from 29,000 to 25,000 in the number of occasions on which reference service information was given to inquirers by phone, by letter, or in personal conferences. There was a decrease, from about 100,000 to some 94,000, in the number of items other than photographic that were loaned to Government officials. Preoccupation with war work probably accounts for the fact that there were fewer requests for cards of admission to the search rooms, where authorized persons use records, than in the preceding year, 2,200 as compared with 2,500, and the number of visits made to these rooms decreased from 16,000 to about 14,200. Far fewer pages of documentary material were reproduced photographically than in the previous year because of the shortage of labor and materials and the fact that the photographic laboratories were occupied almost constantly by agencies doing confidential war work.

Matters of vital concern were involved in the Government's quest for information from the National Archives. Proper clothing for winter fighting and for those who hold America's outposts in the North may well be a matter of life and death. Food supplies, distribution, transportation, war production, and labor relations are more than subjects for antiquarian research when the Nation is at war. There was continued interest in military administration of occupied territory and in Government control of enemy property in wartime. Extensive studies were made of United States military policy, 1898-1934, and of such subjects as the suppression by cartels of technological developments. Demands for photographs, maps, and any infor-

mation about enemy or enemy-held territory that will aid the fighting forces will, of course, continue so long as the war lasts. The National Archives, however, does not wait for requests for such material. When, for instance, a chart of the coastal waters of an obscure Pacific island is discovered, even though it was made half a century ago by a fishing schooner, no time is lost in getting it to the proper authorities for it may be the only such chart in existence. Details of services to the military must, of course, remain confidential for the time being.

The problems that peace will bring loomed larger and larger in Government requests for information. Trial of war criminals, restitution of property to its rightful owners, and relief to war-torn areas were all studied with the aid of data from the National Archives. Much information pertinent to the solution of such problems as the cancelation of war contracts, the settlement of claims, and the disposition of surplus property was also supplied from records of agencies concerned with such problems in the period of the first World War. Facts in regard to the Government's plans for and experience in the demobilization of the armed forces following the first World War, and the assimilation of the veterans of that war in a peacetime economy were in wide demand.

Many of these requests for information resulted in the making of substantial reports to Government agencies. Nine of these, as compared with twelve in the previous fiscal year, that dealt with subjects of wide current interest were processed as Reference Information Circulars. They described personnel records in the National Archives and materials in the National Archives relating to rubber; the basic iron, steel, and tin industries; military government by the United States in the Caribbean area, 1898-1934; the disposition of surplus property after the first World War; the dehydration of foods; nutrition and food conservation by consumers, 1917-41; the termination or modification of contracts following World War I; and the demobilization of the armed forces and the relief, rehabilitation, and employment of veterans following the first World War.

The effective functioning of Government in fields not directly related to the war effort makes heavy demands on the National Archives for the furnishing of information, records, or copies of records needed to facilitate the operations of Federal agencies. To the Civil Service Commission, for example, the National Archives provided information needed to clear the appointment of former Government employees to new jobs; to the General Land Office it loaned records necessary to the determination of land titles; and to the Veterans' Administration it sent records and data essential in the administration of veterans' benefits.

Information service to the public, as already noted, was restricted, and as a rule it was impossible to undertake extensive searches for information desired by non-Government inquirers. One comprehensive report, on records of the Government of value for the study of the administration of Federal-State relationships, a report that members of the staff were obviously peculiarly fitted to make, was prepared for the Committee on Public Administration of the Social Science Research Council with funds it made available to the National Archives through the National Archives Trust Fund Board. Only a limited amount of genealogical data was sent to inquirers. Information about persons that was needed to establish citizenship or to protect other rights and interests, however, was furnished promptly. And no limitations were placed on the use of records in the search rooms, all of which were open on weekdays from 8:45 a. m. to 5:15 p. m. In addition the Central Search Rooms continued to be kept open until 10 p. m. Mondays through Fridays.

Non-Government searchers used records for studies ranging all the way from the personal finances of Abraham Lincoln to the effect of barometric pressure on the birthrate. As the photographic collections in the National Archives became better known there was a sharp rise in their use for purposes of illustration and documentation. The producers of the moving picture "Wilson," for instance, found invaluable materials in the National Archives. Not only were scores of photographs of Wilson and persons associated with him and of the Versailles Conference and other scenes of his activities carefully studied and details in them

faithfully copied, but Signal Corps newsreels in the National Archives were actually interpolated in the film. Writers continued to draw upon records in the National Archives for background and for incident. Margaret Landon, for example, used consular reports and other records in the National Archives in writing her best-seller, Anna and the King of Siam.

As compared with the previous fiscal year there was an increase in the search-room use of records for scholarly research, but such usage was still considerably smaller than it had been before the war. Several books whose authors utilized material in the National Archives were published during the year. They included Judah P. Benjamin, Confederate Statesman, by Robert D. Meade, The St. Johns, a Parade of Diversities, a volume in the Rivers of America series, by Branch Cabell and A. J. Hanna, God, Mammon, and the Japanese by Fred Harvey Harrington, Walter Reed, Doctor in Uniform, by Laura N. Wood, and Report on Demobilization by James H. Mock and Evangeline Thurber, a member of the staff. Large-scale research projects that were continued during the year included the study of the Work Projects Administration arts projects sponsored by the American Council of Learned Societies and the State Department's project for the publication of territorial papers.

Exhibits.—Records in the custody of the Archivist are also made available to the public through the medium of exhibits. Visitors to the Exhibition Hall, where selected materials of historical or timely interest are always on display, exceeded 64,000 during the year as compared with 40,000 in the fiscal year 1943. Three major exhibits were on view during the year. The Jefferson Bicentennial exhibit, which featured the ideas and activities of the man whose democratic ideals are as inspiring today as they were provocative when he served as Ambassador to France, Secretary of State, and third President of the United States, was on view from April to October 1943. It was followed by an exhibition of materials from the Franklin D. Roosevelt Library at Hyde Park. Featured in this display were family and Presidential papers, historical manuscripts, ship models including the

President's famous model of the Constitution, rare prints and engravings, art objects, and gifts to the President such as the jeweled sword of Damascus steel presented by King Ibn Saud of Saudi Arabia. The third exhibit presented during the year was a general one of historical materials dating from the Revolutionary War to the present war. Designed to remain on display for the duration of the war, it includes the 1783 treaty of peace with Great Britain, the Bill of Rights, Brady Civil War photographs, the Emancipation Proclamation, and records of the first and second World Wars. These three exhibits were supplemented from time to time with smaller exhibits in the Pennsylvania Avenue lobby of the building.

File microcopies.—Pressure of other work and scarcity of materials and trained personnel resulted this year in a sharp drop in the production of file microcopies. As the likelihood of bombing became more remote, there was less need to rush the filming of important records in order that insurance copies of them might be available. The microcopying of records became, then, chiefly a form of subpublication in which the National Archives produces on microfilm negative copies of records from which positive prints are made as orders are received. During the year file microcopies of only 65,000 pages were prepared as compared with some 400,000 pages in the previous fiscal year, and positive prints of about 34,000 pages were made as compared with 175,000 pages in the fiscal year 1943.

Until the war is over and a carefully planned file microcopy program can be undertaken, reference service requests for copies of records will largely determine what materials are reproduced in this program. Among the file microcopies completed during the year were foreign letters of the Continental Congress and the Department of State, 1785-90; despatches from United States ministers to Denmark, 1811-12, Argentina, 1817-26, and Turkey, 1818-29; letters sent by the Topographic Bureau and successor divisions of the Office of the Chief of Engineers, War Department, 1824-70; population schedules of the census of 1830 for Alabama, Arkansas, Mississippi, and New York; a

letterbook of Tench Coxe, Commissioner of the Revenue, relating to the procurement of military, naval, and Indian supplies, 1794-96; letters sent by the Office of Indian Affairs, 1861-69; and instructions and reports of the Oregon Superintendency of Indian Affairs, 1850-55.

OTHER SERVICES

Although the National Archives has direct responsibility only for records of the Federal Government, it cannot, as a leading institution in a professional field of growing importance, well evade a certain responsibility for furnishing advice and assistance when requested to State and local archival agencies in this country and to archivists in friendly countries abroad. The number of requests for such services is constantly increasing. They relate chiefly to such subjects as the organization of an archives establishment, laws governing the maintenance of records and the disposition of useless papers, the training of archivists and the staffing of archives agencies, the planning and erection of archives buildings, technical processes and equipment for repair and preservation of archives, and microfilming and other forms of reproduction. States planning the erection of archives buildings as part of their post-war building programs, including Iowa, Michigan, New York, Pennsylvania, Ohio, and Vermont, have turned to the National Archives for advice. There are many close relationships between Federal and State or local records, and there must be increasing cooperation between archival agencies at the different levels of government if the archival heritage of the future is to be completed and overlapping and waste are to be avoided.

Similarly, we are learning that in archival matters, countries do not live to themselves alone. In a larger sense, the records of all countries are interrelated. A loss on the part of one country is a loss to all, and the saving of records of one country is the gain of all. There are few fields of cultural cooperation between nations where interchange of experience is of greater benefit. The Latin American

republics in particular have looked to the United States more and more for advice and assistance, especially in the field of technical methods and equipment. Each year for several years past the National Archives has been a host to interns sent by their own governments for several months of study and observation. In the fiscal year 1945, for the first time, funds will be made available to the National Archives through the Interdepartmental Committee on Cooperation With the American Republics for the granting of fellowships in archives administration to a properly qualified candidate from each of three Latin American countries.

What is happening to archives in war-ravaged countries of Europe is of primary concern to the armed services, public administrators, and scholars. The archivists of England, France, Italy, and the Holy See are actively engaged under the sponsorship of their respective states in preserving and protecting their own records and those of the enemy. In the heyday of her power, Germany also formed a commission headed by one of her leading archivists to oversee the archives of occupied countries. With America playing a leading role in Europe and administering large sections under military government, the Archivist of the United States is bound to lend his support to efforts to preserve records in war areas, records that constitute not only an irreplaceable source for the history of the civilization they mirror but also an indispensable tool for current administration. Thus during the year under review the Archivist has placed at the disposal of the military all the technical knowledge at his command.

The National Archives was not alone in the United States in its concern for the cultural treasures of Europe. At the beginning of the fiscal year 1944 the American Council of Learned Societies' Committee on the Protection of Cultural Treasures in War Areas, of which the Archivist of the United States was a member and Dr. William Bell Dinsmoor was the chairman, was already active. Its purpose was to supply the military authorities with information about such things as archaeological remains, monuments of architecture and art, art collections, libraries, and archives with

the view to protecting them, if possible, during military operations and after they came under Allied control.

The National Archives welcomed the opportunity the Committee afforded for funneling pertinent data to the armed services. Under the supervision of the Director of Research and Records Description of the National Archives information was compiled as to the name, location, official head, holdings, and buildings of some 1,600 European archival repositories, beginning with Italy. This information was sent to Committee headquarters in New York, where maps showing the location of cultural treasures, including the principal archival repositories, were prepared and forwarded to the War Department, which in turn reproduced them in quantity and sent them to the appropriate theaters of operation.

Much of the information assembled concerning archives could not be incorporated in these maps and the accompanying lists. Believing this information also to be of value, the National Archives as an experiment in August 1943 processed 150 copies of its compilation on Italian archives. Requests for copies from military government officials in overseas theaters soon made it necessary to process additional copies of this document. Thereafter, similar information on other occupied and enemy countries was made available in like fashion and the documents were distributed largely by the Military Government Division of the Provost Marshal General's Office. Additional reports of a confidential nature were produced for this Division and for other agencies that had found the work of the National Archives in this field useful. Most of these reports were concerned with modern records, which have a dual character in that they are at once cultural resources and aids to administration.

All these activities were on the informational rather than the operational level. Although a Monuments, Fine Arts, and Archives Subcommittee had been set up under the Allied Control Commission for Italy to coordinate the work of the many "monuments officers" being sent to the Mediterranean theater by the British and Americans, the National Archives at first had no

direct contact with the theater. Nor were there any professional archivists among the American monuments officers. Nevertheless, their reports pointed to the need for special measures with respect to archives and current administrative records. Accordingly, when a request for an adviser on archival matters was received from the theater, the Archivist recommended that Fred W. Shipman, Director of the Franklin D. Roosevelt Library, be sent as temporary archives adviser to the Subcommittee on Monuments, Fine Arts, and Archives. The recommendation was accepted and Mr. Shipman spent 3 months in the theater. He surveyed major archival depositories, interviewed officials concerned, and, with Hilary Jenkinson, Secretary of the British Public Records Office, worked out procedures for the protection and use of records in areas that came under Allied control, procedures that are now in wide use. Mr. Shipman also recommended that an American archivist be added to the staff of the Subcommittee, and in due course Capt. William D. McCain, a former member of the staff of the National Archives and Director of the Mississippi Department of Archives and History on military leave, was assigned to that duty. As Allied arms pushed farther into Europe the prospect seemed bright for the appointment of records officers in each army and for an extension of the systems of control over records that had been developed in Italy.

The special facilities of the National Archives and the technical competencies of the many experts on the staff were frequently utilized by other Federal agencies during the year. When large projects were undertaken funds to finance them were made available by the agencies seeking assistance. A noteworthy service in the field of preserving records essential for the documentation of the rights of American citizens was performed for the Immigration and Naturalization Service. To conserve storage space occupied by more than 14,000 large volumes of ships' manifests at New York, which contain records of persons entering the country through that port, it was decided to microfilm the records and then destroy the originals. Many of them, however, were in such bad shape that they could not be microfilmed nor, in fact, used as

they were. The National Archives made all the necessary repairs of these records, which included laminating 60,000 sheets, so they could be microfilmed. The photographic laboratories were made available for many war-related projects, and War and Navy Department personnel were trained in the use of special photographic equipment.

Representatives of the National Archives participated in work of the United States Board on Geographical Names, the Committee on Cartography of the Pan American Institute of Geography and History, the National Research Council, the United Nations Central Training Film Committee, the Interdepartmental Committee on Cooperation With the American Republics, the Inter-agency Records Administration Conference, the Federal Fire Council, and the Council of Personnel Administration. Although war work and travel restrictions limited the participation of members of the staff in activities of associations of archivists, historians, political scientists, geographers, librarians, motion-picture engineers, public administrators, lawyers, and the like, many nevertheless served on committees, contributed papers, and were otherwise active in such organizations.

During the year the Archivist continued to serve as Chairman of the National Archives Council and of the National Historical Publications Commission; the Administrative Secretary served as Secretary of the former body and the Director of Research and Records Description as Acting Secretary of the latter. Reports of the secretaries on the activities of these agencies comprise appendixes II and VI of this report. The Archivist is also charged with the administration of the Franklin D. Roosevelt Library; his annual report as to the Library has been presented separately.

Recently the Federal Register was described as "an undecorative periodical designed, primarily, to give bureaucracy's right hand a rough idea of what its

left hand is doing." The Register certainly makes no pretensions to beauty. It is purely utilitarian. Its purpose, however, is to furnish information, the life blood of democracy, not primarily to Government officials but to the public.

Recognizing the complexity of modern government and the fact that there must be an agency for informing the public of Government orders with which it is expected to comply, Congress in 1935 provided for the creation within the National Archives Establishment of a Division of the Federal Register. To it were assigned the duties of examining and editing Presidential proclamations and Executive orders before they are sent to the President for signature, receiving, filing, and registering Presidential proclamations, Executive orders, and rules, regulations, and other orders of Federal agencies, making them available for public inspection, publishing those that have general applicability and legal effect in the Federal Register, and codifying and publishing at regular intervals such documents as remain in effect. It is fortunate that this machinery was well established before war came, for it caused an enormous increase in the number, importance, and complexity of administrative regulations.

The Federal Register has played an indispensable part in the mobilization of the resources of the country for war. Its importance to corporations and citizens is indicated by the fact that between July 1, 1941, and July 1, 1944, the number of paid subscriptions to it rose from 3,016 to 14,273. During the same period the number of documents filed with the Division jumped from less than 8,500 to more than 44,500 a year. The Division like the rest of the National Archives Establishment has been forced to deal with a greatly increased work load without anything approaching a proportionate increase in staff. The functions of the Division are mandatory, however, and admit of no postponement. To keep the work current, therefore, much overtime has been necessary and every shortcut possible has been taken.

To effect economies in the publication of the Federal Register documents and parts of documents of

dubious general applicability were excluded or reduced to summaries when such treatment was deemed proper. Even so, the number of documents printed during the year amounted to 20,165 as compared with 18,569 in the previous fiscal year. The number of copies distributed to Government officials remained at slightly over 8,000, and the sum received from subscribers by the Superintendent of Documents and covered into the Treasury increased from \$191,900 in the fiscal year 1943 to \$202,814 in the fiscal year 1944.

A major undertaking of the year was the publication of the cumulative supplement 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. This supplement had been authorized by Congress instead of a comprehensive code of regulations in effect on June 1, 1943, because many of the regulations then in effect were of an emergency nature and would cease to be applicable soon after the war was over. The cumulative supplement, covering the period from June 2, 1938, to June 1, 1943, consists of 10 volumes, of which 5 came from the press during the fiscal year under review. The sale of the Code and of the regular and cumulative supplements amounted to 7,667 volumes, for which \$22,089.75 was received by the Superintendent of Documents. Considerable work on the regular 1943 supplement to the Code was also done during the year.

In addition to its publication activities, the Division performed many other services for Government agencies, some on a working fund or reimbursable basis. It continued, for instance, to edit and print copies of the regulations of the Office of Price Administration and of the War Production Board before their formal filing with the Division. These advance copies are sent to the field offices so that the regulations can be administered from the moment they become effective. This saved the agencies so much time and money in communication and distribution costs that the War Food Administration and the Office of Defense Transportation also requested the same service. The Division also furnished these four agencies with codifications that bring together series of amendments to

regulations formerly available only in piecemeal form. Similar consolidations were prepared for the voluminous renegotiation regulations of the War Contracts Price Adjustment Board, the Army regulations, and the Army procurement regulations.

ADMINISTRATIVE ACTIVITIES

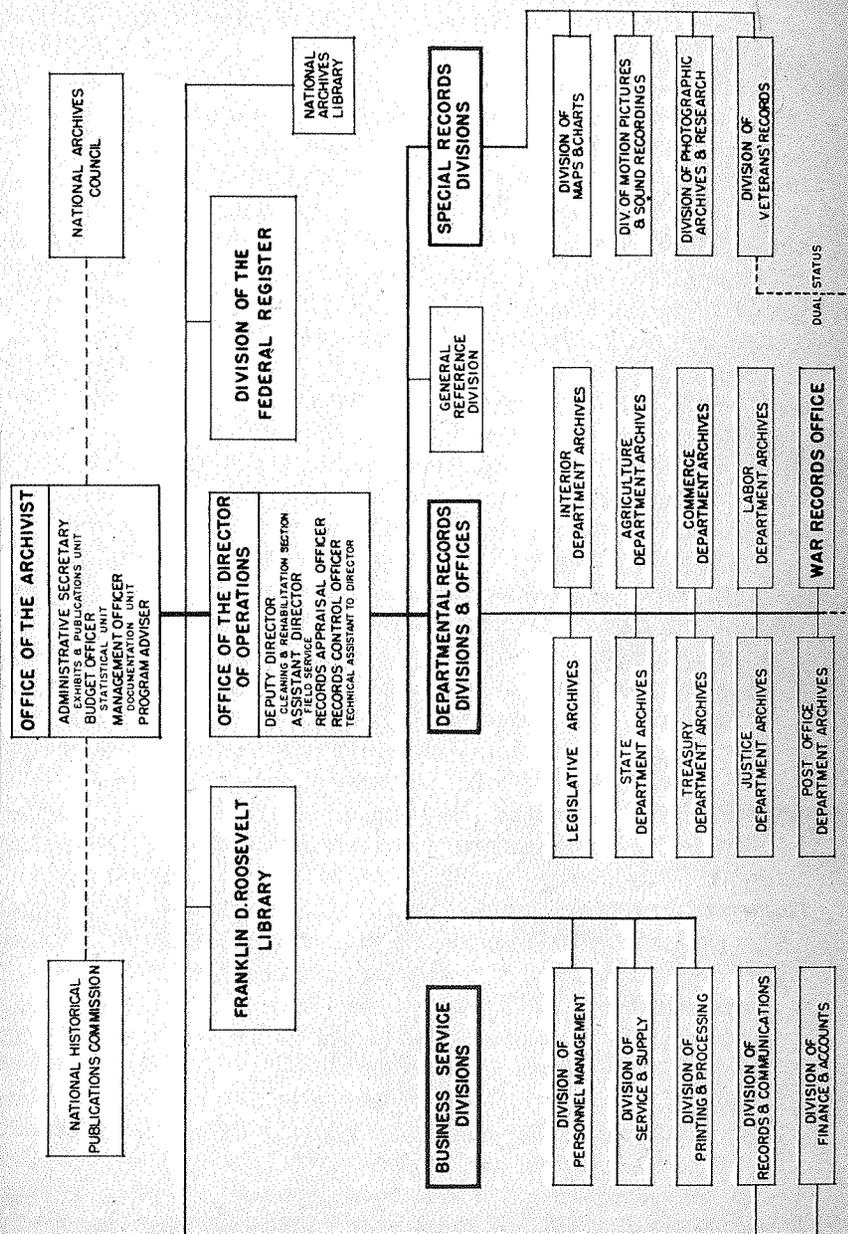
Organizational changes.—The past decade has been one of rapid social, economic, and political change climaxed by war. The National Archives, like the rest of the Government and the country itself, has obviously been affected by this. It has been faced with unprecedented records problems of increasing magnitude, which have had to be dealt with during the last few years with diminished resources of funds and experienced personnel. The original organizational structure of the National Archives was necessarily tentative and changes in it have been made whenever increased experience or changed conditions have indicated that such changes would facilitate effective and economical operation.

During the fiscal year 1944 a new organization for over-all management was introduced in several stages. The objective of this reorganization was a more effective division of labor in accomplishing the programmatic and procedural planning needed in anticipation of having to deal at the end of the war with record problems of enormous scope and great difficulty. To this end the Archivist freed himself from much operational detail by appointing a Director of Operations on November 9, 1943, and from much detail involved in coordinating the formulation of plans in directives and regulations by the designation of a Management Officer on April 17, 1944. A few days before the end of the fiscal year announcement was made of the final step in the reorganization plan, to be effective July 1, 1944, by which responsibility for the business service activities as well as the professional operations of the agency was largely centered in the Director of Operations. The staff officers assigned to assist him and their major fields or responsibility are: the Deputy

GENERAL ORGANIZATION CHART

THE NATIONAL ARCHIVES

APPROVED OCTOBER 25, 1944



Director of Operations, records preservation; the Assistant Director of Operations, records administration activities; the Records Appraisal Officer, accessioning and disposal of records; and the Records Control Officer, reference service and records description. Provision was also made for a Technical Assistant to the Director, to assist him in matters involving records of special types. The Office of the Archivist was reorganized to include the Management Officer, the Budget Officer, the Administrative Secretary, and the newly created position of Program Adviser. The positions of Administrative Assistant to the Archivist, Director of Records Accessioning and Preservation, Assistant Director of Records Accessioning and Preservation, Director of Research and Records Description, and Director of Reference Service were discontinued.

As a part of the reorganization effective July 1, 1944, immediate responsibility for services on records, which had been centered in the Office of the Director of Reference Service, was placed upon the chiefs of the records divisions and a General Reference Division was established to perform reference work not within the province of any records division. The Division of Veterans' Administration Archives was redesignated the Division of Veterans' Records, with a view to concentrating in its custody service records of veterans as well as records of the Veterans' Administration, and the Divisions of War Department Archives and Navy Department Archives were consolidated into a War Records Office under the supervision of a Director. Other changes in organization during the fiscal year included discontinuance of the Divisions of Information and Publications and of Repair and Preservation on November 9, 1943, and transfer of their functions, records, and personnel to the office of the Administrative Secretary, in the one case, and to the former Office of the Director of Records Accessioning and Preservation in the other. At the same time the Stenographic Pool was made a section of the Division of Personnel Management. The organization of the National Archives on July 1, 1944, is shown by the chart on the preceding page.

Personnel.—The National Archives was fortunate in having a smaller turnover in personnel during the

fiscal year 1944 than in the preceding year. Excluding members of the staff in the armed services who were technically on leave without pay, the number employed at the beginning of the fiscal year was 345, of whom 9 were employed at the Franklin D. Roosevelt Library. Because the number of persons on the staff eligible for military service had been materially reduced, only 36 persons entered the armed forces, as contrasted with 95 the previous year. Other members of the staff, however, left to do records administration, war history, or related work in other agencies. In all there were 141 separations, which resulted in a turnover rate, based upon the average number of persons employed, of 41 percent. The departure of experienced workers, always a loss to an agency, was this year even more serious than usual because of the pressure of work and the difficulty of obtaining trained replacements. Typists, stenographers, and other clerical personnel as well as laborers were especially scarce. Nevertheless 150 appointments were made, resulting in a staff of 354 persons at the end of the year. Largely to fill vacancies caused by separations, 128 persons were promoted to a higher grade; in addition 110 persons received within-grade salary increases in accordance with the provisions of the Mead-Ramspeck salary advancement act.

Separations and organizational changes resulted in a number of personnel changes during the year. On July 12, 1943, Stuart Portner, a former staff member, was appointed Chief of the Division of War Department Archives to replace Dallas D. Irvine, who had been temporarily serving as Chief after Edward G. Campbell had been called into military service the previous month. When Mr. Campbell received an honorable discharge from the Army he was made Assistant to the Archivist, effective September 15, and Philip C. Brooks, who had been detailed to that position, resumed his duties as Assistant Director of Records Accessioning and Preservation. The transfer of Robert H. Bahmer, Chief of the Division of Navy Department Archives, to the Records Management Branch of The Adjutant General's Office left a vacancy that was filled on August 17, 1943, by detailing W. Neil Franklin to be Chief of the Division, a position to which he was appointed on January 26, 1944. On September 9, the assignment of

Thad Page, Administrative Secretary, as Acting Chief of the Division of Justice Department Archives was terminated and Gerald J. Davis was appointed Chief. Vernon D. Tate, who had been Chief of the Division of Photographic Archives and Research since October 18, 1938, accepted a commission in the Navy, and Josephine Cobb was made Acting Chief of that Division on March 28, 1944.

In the reorganization of November 8, 1943, Dan Lacy, formerly Assistant to the Archivist, was appointed to fill the new position of Director of Operations. Philip C. Brooks, who had been Assistant Director of Records Accessioning and Preservation, was appointed Assistant Director of Operations. Thad Page, Administrative Secretary, who had served as Acting Chief of the Division of Legislative Archives since October 15, 1942, was made Chief of that Division in addition to his duties as Administrative Secretary. Elizabeth E. Hamer, who had been serving as Acting Chief of the Division of Information and Publications, was made Assistant Administrative Secretary, and Adelaide E. Minogue, who had been serving as Acting Chief of the Division of Repair and Preservation, was placed in charge of the Cleaning and Rehabilitation Section. The assignment of Allen F. Jones, Assistant Budget Officer, to serve as Acting Chief of the Division of Finance and Accounts was terminated and Lottie M. Nichols, a member of the staff since 1935, was appointed Chief. On March 18, 1944, Karl L. Trever, the Librarian, was transferred to the Office of the Director of Research and Records Description and Matilda F. Hanson, Head Cataloger since 1936, became Librarian. Dallas D. Irvine and Edward G. Campbell, both of whom had been serving as Assistants to the Archivist, were designated Management Officer and Assistant Management Officer, respectively, when those positions were created on April 17, 1944.

Coincident with the reorganization effective July 1, 1944, the following personnel changes were made: Oliver W. Holmes, formerly Director of Research and Records Description, was appointed Program Adviser; John L. Wells, formerly Administrative Assistant to the Archivist, was appointed Budget Officer; Marcus

W. Price, formerly Director of Records Accessioning and Preservation, was appointed Deputy Director of Operations; Stuart Portner, formerly Chief of the Division of War Department Archives, was appointed Assistant Director of Operations in the place of Philip C. Brooks, who then became Records Appraisal Officer; Philip M. Hamer, formerly Director of Reference Service, was appointed Records Control Officer; James W. Cummings, Jr., formerly an assistant to the Director of Records Accessioning and Preservation, was appointed Technical Assistant to the Director of Operations; W. Neil Franklin, formerly Chief of the Division of Navy Department Archives, was appointed Chief of the General Reference Division; and Edward G. Campbell, formerly Assistant Management Officer, was appointed Director of the War Records Office.

During the year the formal training program of the National Archives was limited to a series of meetings and tours of the building for new employees, at which the activities of the National Archives were explained, and training sessions for employees concerned with the new procedures established as a result of the passage of the disposal act in July 1943. The National Archives continued to cooperate with the American University, however, in a program for the training of archivists. This program included courses on "The History and Administration of Archives," conducted by Ernst Posner of the university staff and members of the staff of the National Archives; on "The Arrangement, Classification, and Indexing of Government Records" and "The Organization and Procedure for the Handling of Government Records," conducted by Dr. Posner and Helen L. Chatfield, Treasury Department Archivist; and on "The Development of Federal Administrative Institutions," conducted by Louis C. Hunter of the university staff.

The Library.—The National Archives maintains a small working and reference Library. Over half its holdings are Federal documents, for which it is a depository by law, and the remainder consists of technical and reference materials on archives administration, American history, particularly the history of Government agencies, American biography, and political

science. During the fiscal year 1,861 books and 2,064 pamphlets were acquired, most of them by transfer from other Government agencies, by exchange, or by gift. Among the materials added to the Library's holdings were papers of the Committee on Public Administration of the Social Science Research Council that relate to the administrative development of the Federal Work Relief Program. A number of items no longer needed were turned over to the Superintendent of Documents or otherwise disposed of; more than 800 items previously declared surplus were selected by a representative of the Hispanic Foundation of the Library of Congress for the Peruvian National Library, whose holdings were recently destroyed by fire. At the end of the year the holdings of the Library consisted of 51,693 books and 33,825 pamphlets, exclusive of several thousands of Congressional bills, laws, resolutions, calendars, and similar items.

Although the cataloging of non-Government material was kept current during the year, the small staff of the Library could not cope with the accumulating backlog of Government documents that need to be cataloged and otherwise brought under control. There is also a very considerable body of printed material among accessioned records to which catalog reference should be made in the Library so that this material can be more effectively used to supplement the resources of the Library, but it was not possible to undertake this project.

Public relations.—As a service agency in a democratic Government, it is necessary for the National Archives to make known its resources if it is to achieve its maximum usefulness to the Government and the people of the United States. Knowledge of the nature and possible uses of records in the custody of the Archivist and of the services the staff can perform is made available by providing those who seek help from the National Archives with all possible assistance, by publishing and disseminating information about the agency and its holdings, and by issuing occasional press releases.

With its limited funds and personnel, the National Archives concentrated its attention on publishing in-

formation of immediate use in the war effort. For the most part this took the form of information about records. The Handbook, the preliminary inventories, the Reference Information Circulars, and the quarterly lists of accessions have already been mentioned as have the Records Administration Circulars, which dealt with problems in records management rather than with the records themselves. Bulletin No. 5, The Repair and Preservation of Records, furnished information of immediate practical interest and Bulletin No. 6, Buildings and Equipment for Archives, is an indispensable guide for those who are now planning post-war construction programs. An article on the use of records by manufacturers, industrialists, lawyers, and others entitled "The National Archives Aids Businessmen" was reprinted from Domestic Commerce. A short description of the agency and its activities, The National Archives—What It Is and What It Does, was also published and "The National Archives Faces the Future" was reprinted from the American Historical Review.

No general press releases were issued during the fiscal year, but 10 notices, mainly about exhibits, were sent to Washington newspapers. Officials of the agency, of course, were available at all times to the press, and numerous articles about the National Archives appeared during the year. Quarterly summaries of outstanding accessions and notices of publications were sent as usual to professional journals.

Exhibits, which have been described in the section on reference service, and the catalogs of them are another way of reaching the public. They are a means not only of making available well-known documents in general demand but of bringing to the public a realization and a knowledge of the democratic heritage of the United States that is embodied in the Nation's archives. Those who created the National Archives and built the building to house the valuable records of the Government intended that the display of such documents should be an important part of the agency's work, and it is hoped that more consideration can be given to the public, its needs, education, and entertainment, when the restrictions imposed by war can once again be lifted.

Buildings and equipment.—As Winston Churchill has remarked: "We shape our buildings and afterwards our buildings shape us." Certainly the size and nature of the National Archives Building are more and more shaping the agency's policy and actions. When the building was planned, it was thought that it would be large enough to hold the Government's records of enduring value for generations to come. The accelerating effect of depression and war on the creation of records was not then anticipated, and there is also reason to think that there was some confusion about the quantity of records the building would hold. The Advisory Committee on the National Archives Building estimated in 1930, on the basis of surveys: "that the total bulk of all of the records of the Government worthy of permanent preservation up to January 1, 1917, exceeds slightly 1,000,000 cubic feet" and "that the files of the Government which accumulated between January 1, 1917, and January 1, 1930, form approximately twice the bulk of all files for the earlier period." The committee also estimated that 1,000,000 cubic feet of records would require "3,500,000 cubic feet of stack space," and it assumed that the building would provide about 10,000,000 cubic feet of such space. Actually the building provides less than 5,300,000 cubic feet of space for the housing of records and that space will house less than 1,000,000 cubic feet of records.

At the end of the fiscal year 1944 there was very little free space left in the building. Records in the custody of the Archivist and those stored as a courtesy to other agencies amounted to about 635,000 cubic feet. This did not mean, however, that over 300,000 cubic feet of storage capacity was still available, because the estimate of 975,000 cubic feet of storage capacity presupposes the best possible use of space, a goal impossible to attain while materials and labor are scarce. Areas that were not equipped before the war because they were not needed could not be equipped during the year because the necessary steel was not obtainable. Consequently these areas cannot be used to the best advantage because records can be stored in them only in the space-wasting containers in which they are transferred from other agencies. Much of the remaining space that figures in

the estimated total capacity can be made available only if records are double-shelved, if they are re-packed, and if extra shelves are placed on top of present equipment. All this requires a great deal of labor, however, and in a year when the agency did not even have sufficient personnel to pack and shelve current accessions it was useless to expect that much headway could be made in thus tackling the space problem.

Even with labor to achieve space-saving, it will not be more than 2 or 3 years before the storage space in the National Archives Building is exhausted. Consequently, thought was given during the year to what kind of a new records building will best serve the needs of the Government. Many of the records of the present war, for instance, that may not be of permanent value will have to be kept for many years for legal, administrative, or other uses. Plans for a new public records building must take into consideration the fact that such records as well as those of enduring value will have to be properly stored and serviced.

There is even more immediate need for a central depository where motion-picture film, particularly the unstable and highly inflammable nitrate film, can be stored. As long ago as 1935 steps were taken to provide such a depository but the war temporarily sidetracked the project. In the meantime the amount of film in the custody of Government agencies, which consisted of approximately 60,000,000 running feet in 1940, had leaped to approximately 280,000,000 running feet in 1943. At the same time the Library of Congress was building up a great collection of commercial film through the exercise of its copyright function. Existing facilities for the storage of films of lasting value, much less of those that need to be kept temporarily, were totally inadequate. In 1943 the President requested the Librarian of Congress and the Archivist to consider the problem of the storage of these huge quantities of film. Plans were accordingly drawn up in consultation with the Public Buildings Administration for the construction of a Federal film depository, which would serve other Federal agencies

as well as the Library of Congress and the National Archives.

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

Funds available for the fiscal year ending
June 30, 1944

The Independent Offices Appropriation Act, 1944, approved June 26, 1943 (57 Stat. 183), provided for the National Archives \$885,000 for salaries and expenses and \$7,000 for printing and binding for the fiscal year ending June 30, 1944, and the First Deficiency Appropriation Act, 1944, approved April 1, 1944 (58 Stat. 165), provided \$49,400 for the payment of overtime compensation authorized by the Act of May 7, 1943 (57 Stat. 75). Funds amounting to \$39,060 were made available for salaries and expenses by transfer from other Government agencies as reimbursement for the costs of special services performed for them. There was thus available for obligation and expenditure by the National Archives \$973,460 for salaries and expenses and \$7,000 for printing and binding.

Obligations and expenditures for the fiscal year
ending June 30, 1944

Salaries and expenses:

Personal services	\$911,330	
Travel expense	1,089	
Transportation of things ...	95	
Communication services	8,553	
Rents and utility services .	60	
Other contractual services .	2,742	
Supplies and materials	12,867	
Equipment		
Miscellaneous .. \$	305	
Document con-		
tainers	34,698	35,003
Total obligations and		
 expenditures	\$971,739	
Unobligated balance	1,721	

\$973,460

Printing and binding:

Total obligations and		
expenditures	\$ 6,666	
Unobligated balance	334	
		<u>7,000</u>
		\$980,460

The total obligations, including \$39,060 of reimbursable services performed for other agencies, amounted to \$978,405, leaving unobligated balances totaling \$2,055.

Several Government agencies requested the National Archives to perform certain services for them for which they transferred to the National Archives working funds, to which the costs of rendering such services could be charged. The amounts so transferred, the total obligations against each working fund, and the unobligated balances were as follows:

	Amount Trans- ferred	Total Obliga- tions	Unobli- gated Balance
Department of War	\$ 3,000	\$ 473	\$2,527 ⁵
Department of Justice	30,500	30,465	35
Department of the Navy	10,800	10,566	234 ⁵
Price Administration Office	4,986	4,970	16
War Production Board	7,178	7,148	30
Total	56,464	53,622	2,842

The sum of \$9,250 was allocated to the National Archives from the appropriation "Emergency Fund for the President, National Defense" for planning the construction, in cooperation with the Library of Congress, of a national film depository. Of this sum, \$5,285 was obligated, \$1,465 was refunded to the general appropriation, and \$2,500 was reallocated for obligation in the fiscal year 1945.

⁵These balances were reallocated for obligation in the fiscal year 1945.

Miscellaneous receipts covered into the Treasury

Photographic duplications and authentications	\$2,889
Lamination of documents	3
Sale of Government property	48
Projection of motion pictures	7
	<u>\$2,947</u>

The Independent Offices Appropriation Act, 1945, approved June 27, 1944 (58 Stat. 374), provided for the National Archives \$1,042,340 for salaries and expenses and \$7,000 for printing and binding for the fiscal year ending June 30, 1945.

The National Archives Trust Fund Board, which was established by an act approved July 9, 1941, accepted a gift amounting to \$2,000 during the year and deposited it with the Treasury in the National Archives Trust Fund as required by law. A gift of \$500 received in 1941 was returned to the donor because it was not possible to use it for the purpose intended, and other disbursements from the Trust Fund amounted to \$2,290, leaving \$28,822 in this fund on June 30. The annual report of the Board comprises appendix V of this report.

APPENDIX I

RECENT LEGISLATION CONCERNING THE NATIONAL ARCHIVES¹

ACT CONCERNING THE DISPOSAL OF RECORDS, APPROVED JULY 7, 1943

[44 U. S. C. 366-380]

An Act to provide for the disposal 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 when used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.

Sec. 2. The National Archives Council shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

Sec. 3. The head of each agency of the United States Government shall submit to the Archivist of the United States, in accordance with regulations promulgated as provided in section 2 of this Act (1) lists of any records in the custody of the agency that have been photographed or microphotographed in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their preservation by the Government; (2) lists of any

¹Other legislation still in force concerning the National Archives, including the National Archives Act, as amended (44 U. S. C. 300-300k), the Federal Register Act (44 U. S. C. 301-314), 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, 55-66, the act providing for the printing and distribution of Government publications to the National Archives (44 U. S. C. 215a) is printed in the First Annual Report, 46, and the act establishing the National Archives Trust Fund Board (44 U. S. C. 300aa-300jj) and the act suspending for the duration of the war certain requirements of the Federal Register Act (44 U. S. C. 311a) are printed in the Eighth Annual Report, 51, 55.

other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government; and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

Sec. 4. The Archivist shall submit to Congress, at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of section 3 of this Act, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government; Provided, That the Archivist shall not submit to Congress lists or schedules of records of any existing agency of the Government in his legal custody without first having obtained the written consent of the head of such agency.

Sec. 5. Whenever the Archivist shall submit lists or schedules to Congress, 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 all such lists or schedules shall be referred, and the joint committee shall examine such lists or schedules and submit to the Senate and House of Representatives, respectively, a report of such examination and its recommendations.

Sec. 6. If the joint committee reports that any of the records listed in a list or schedule referred to it do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government, the Archivist shall notify the head of the agency by which the list or schedule was submitted of the action of the joint committee and the head of such agency shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

Sec. 7. If the joint committee fails to make a report during any regular or special session of Congress on any list or schedule submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the head of the agency who submitted the list or schedule to cause the records listed therein to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.

Sec. 8. Whenever it shall appear to the Archivist that any agency has in its custody, or is accumulating, records of the same form or character as any records of the same agency previously authorized by Congress to be disposed of, he may empower the head of such agency to dispose of such records, after they have been in existence a specified period of time, in accordance with regulations promulgated as provided in section 2 of this Act and without listing or scheduling them.

Sec. 9. Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorizations granted pursuant to the provisions of sections 6, 7, and 8 of this Act, until such claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon the written approval of the Comptroller General of the United States.

Sec. 10. Whenever the Archivist and the head of the agency that has custody of them shall jointly determine that any records in the custody of any agency of the United States Government are a continuing menace to human health or life or to property, the Archivist shall cause such menace to be eliminated immediately by whatever method he may deem necessary. If any records in the custody of the Archivist are disposed of under this section, the Archivist shall report the disposal thereof to the agency from which they were transferred.

Sec. 11. At any time during the existence of a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, the head of any agency of the United States Government may authorize the destruction of any records in his legal custody situated in any military or naval establishment, ship, or other depository outside the territorial limits of continental United States (1) the retention of which would be prejudicial to the interests of the United States or (2) which occupy space urgently needed for military purposes and are, in his opinion, without sufficient administrative, legal, research, or other value to warrant their continued preservation; Provided, That within six months after the disposal of any such records, the official who directed the disposal thereof shall submit a written report thereon to the Archivist in which he shall describe the character of such records and state when and where the disposal thereof was accomplished.

Sec. 12. The Archivist shall transmit to Congress at the beginning of each regular session reports as to the records authorized for disposal under the provisions of section 7 of this Act and as to the records disposed of under the provisions of sections 9 and 10 of this Act.

Sec. 13. Photographs or microphotographs of any records made in compliance with regulations promulgated as provided in section 2 of this Act shall have the same force and effect as the originals thereof would have and shall be treated as originals for the purpose of their admissibility in evidence. Duly certified or authenticated reproductions of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

Sec. 14. All moneys derived by agencies of the Government from the sale of records authorized for disposal under the provisions of this Act shall be paid into the Treasury of the United States unless otherwise required by existing law applicable to the agency.

Sec. 15. The procedures herein prescribed are exclusive and no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of this Act.

Sec. 16. The Act entitled "An Act to provide for the disposition of certain records of the United States Government", approved August 5, 1939 (53 Stat. 1219), the Act entitled "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes", approved September 24, 1940 (54 Stat. 958), and all other Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

Approved July 7, 1943.

EXTRACT FROM THE FIRST DEFICIENCY APPROPRIATION ACT, 1944

APPROVED APRIL 1, 1944

[58 Stat. 165]

For additional amounts for appropriations for the fiscal year 1944, for the payment of overtime and additional compensation authorized by the Act of April 1, 1943 (Public Law 22, Seventy-eighth Congress), and May 7, 1943 (Public Law 49, Seventy-eighth Congress), as follows:

* * * * *
For "Salaries and expenses, National Archives, 10/41 \$10,000

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1945

APPROVED JUNE 27, 1944

[58 Stat. 374]

National Archives

Salaries and expenses: For salaries and expenses of the Archivist and the National Archives; including personal services in the District of Columbia; scientific, technical, first-aid, protective, and other apparatus and materials for the arrangement, titling, scoring, repair, processing, editing, duplication, reproduction, and authentication of photographic and other records (including motion-picture and other films and sound recordings) in the custody of the Archivist; purchase and exchange of books, including lawbooks, books of reference, maps, and charts; contract stenographic reporting services; purchase of newspapers and periodicals; not to exceed \$100 for payment in advance when authorized by the Archivist for library membership in societies whose publications are available to members only or to members at a price lower than to the general public; travel expenses; exchange of scientific and technical apparatus; and maintenance, operation, and repair of one passenger-carrying motor vehicle, \$1,042,340.

Printing and binding: For all printing and binding, \$7,000.

APPENDIX II

REPORT OF THE SECRETARY OF THE NATIONAL ARCHIVES COUNCIL
FOR THE FISCAL YEAR ENDING JUNE 30, 1944

The National Archives Council, created by an act approved June 19, 1934 (44 U. S. C. 300-300k), 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 two changes occurred in the membership of the Council: one when Colonel Thomas M. Spaulding, alternate for the Secretary of War, retired and Major Wayne C. Grover was designated by the Secretary of War as his alternate, and the other when Newman A. Townsend, alternate for the Attorney General of the United States, resigned from the Department of Justice. By the end 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, alternate for the Secretary of the Treasury; Major Wayne C. Grover, Chief of the Records Management Branch, Adjutant General's Office, designated August 1, 1943, alternate for the Secretary of War; Francis Biddle, Attorney General of the United States; Roscoe E. Mague, General Superintendent, Office of the Chief Inspector, Post Office Department, alternate for the Postmaster General; Lieutenant Commander Emmett J. Leahy, Director of Records Administration, Department of the Navy, alternate for the Secretary of the Navy; S. K. Padover, Assistant to the Secretary of the Interior, alternate for the Secretary of the Interior; Linwood E. Donaldson, Chief of the Division of Communications, Office of Plant and Operations, Department of Agriculture, alternate for the Secretary of Agriculture; Malcolm Kerlin, Administrative Assistant to the Secretary of Commerce, alternate for the Secretary of Commerce; James E. Dodson, Chief Clerk, Department of Labor, alternate for the Secretary of Labor; Alben W. Barkley, Chairman of the Senate Committee on the Library; Donald L. O'Toole, 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.

At a meeting of the Council on July 14, 1943, the Council, in accordance with provisions of the act concerning the disposal of records approved July 7, 1943, unanimously adopted regulations establishing procedures for compiling and submitting to the Archivist lists and schedules of records proposed for disposal, procedures for the disposal of records authorized for disposal, and standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of original records. The regulations were approved by the President on July 20, 1943, and were promulgated by the Council on July 28, 1943, by being sent to the head of every agency of the United States Government.¹

Thad Page.

¹See appendix III for the text of the regulations.

APPENDIX III

REGULATIONS CONCERNING THE DISPOSAL OF RECORDS ADOPTED
BY THE NATIONAL ARCHIVES COUNCIL ON JULY 14, 1943

Whereas Sec. 2 of "An Act to provide for the disposal of certain records of the United States Government" approved July 7, 1943 (Public, No. 115, 78th Cong., 1st Sess.), requires that the National Archives Council promulgate regulations, not inconsistent with the provisions of the said Act, "establishing procedures for the compiling and submitting of lists and schedules of records proposed for disposal, procedures for the disposal of records authorized for disposal, and standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records," which regulations, when approved by the President, shall be binding on all agencies of the United States Government; Therefore be it resolved, that the following regulations be promulgated:

I. All lists or schedules of records submitted to the Archivist of the United States in compliance with the provisions of Sec. 3 of the above-mentioned Act, shall be submitted on forms supplied or approved by the Archivist in the number of copies required by him and shall contain such information as may be called for by the said forms and by instructions issued by the Archivist. The said lists or schedules shall be accompanied by samples of the several items proposed therein for disposal unless the Archivist shall have waived this requirement.

II. Whenever the head of any agency shall have been authorized to dispose of any records in his custody in accordance with the provisions of Secs. 6, 7, or 8 of the above-mentioned Act and whenever any records in his custody of types that have been proposed for disposal in schedules approved in accordance with the provisions of Sec. 6 of the said Act have been in existence for the periods specified in such schedules, he shall, subject to the provisions of Sec. 9 of the said Act, (a) cause the said records to be sold as waste paper; Provided that, unless the said records shall have been treated in such a manner as to destroy their record content, any contract for sale of them shall prohibit their resale as records or documents; (b) cause them to be destroyed, if they cannot advantageously be sold or if, in the opinion of the head of the said agency, destruction is necessary to avoid the disclosure of information that might be prejudicial to the interests of the Government or of individuals; or (c) cause them to be transferred, without cost to the United States Government, to any State, dependency, or former dependency of the United States or to any appropriate educational institution, library, museum, or historical, research, or patriotic organization that has made application for them through the Archivist of the United States.

III. The standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records shall be as follows:

- (a) The records shall be photographed in such order that the integrity of the files will be preserved.
- (b) All photographic film or paper used and the processing thereof shall comply with the minimum standards approved by the National Bureau of Standards for permanent photographic reproduction of records or for temporary photographic reproduction of records authorized for disposal after the lapse of a specified time.

(c) The reproductions shall be placed in conveniently accessible files and adequate provisions shall be made for preserving, examining, and using them.

IV. Lists of records reported to the Archivist of the United States prior to the approval of the above-mentioned Act, under the terms of the Acts of Congress repealed by specific mention in that Act, shall not be required to be resubmitted to the Archivist of the United States before being considered subject to action by him under the terms of that Act, but shall be considered to have the same status as lists of records submitted to him under the terms of that Act after the promulgation of these regulations.

I hereby certify that the above regulations were unanimously adopted by the National Archives Council on July 14, 1943.

Solon J. Buck
Solon J. Buck, Chairman

Approved:

Franklin D. Roosevelt
Franklin D. Roosevelt
President of the United States

Date

July 20 1943

By direction of the National Archives Council the promulgation of the above regulations is accomplished on July 28, 1943, by the transmittal of copies thereof to the heads of all agencies of the United States Government.

Thad Page
Thad Page
Secretary of the Council

APPENDIX IV

RESOLUTION CONCERNING THE TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES
ADOPTED BY THE NATIONAL ARCHIVES COUNCIL ON NOVEMBER 9, 1944

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

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

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

I. Any archives or records that the head of the agency that has the custody of them may offer for transfer to the National Archives.

II. Any archives or records that have been in existence for more than fifty years unless the head of the agency that has the custody of them certifies in writing to the Archivist that they must be retained in his custody for use in the conduct of the regular current business of the said agency.

III. Any archives or records of any Federal agency that has gone out of existence unless the head of the agency that has the custody of them certifies in writing to the Archivist that they must be retained in his custody for use in performing transferred functions of the discontinued agency or in liquidating its affairs.

IV. Any other archives or records that the National Archives Council by special resolution may authorize to be transferred to the National Archives.

Resolved further, (1) That when the Archivist shall issue his requisition for any archives or records he shall furnish to a duly authorized representative of the agency that has the custody of them an inventory of the material covered by such requisition; (2) That when, and not until, this inventory shall have been certified to by the signatures of the representatives of said agency and of the Archivist, respectively, and the said archives or records shall have been delivered by the representative of the said agency to the representative of the Archivist either at the depository in which they are stored or at a depository under the control of the Archivist, the said archives or records shall pass into the legal custody of the Archivist of the United States; Provided, That records of the Federal Government that are not in the legal custody of any other agency of the Government shall be deemed to be in the legal custody of the Archivist and may be transferred by him to a depository under his

APPENDIX V

REPORT OF THE NATIONAL ARCHIVES TRUST FUND BOARD
FOR THE FISCAL YEAR ENDING JUNE 30, 1944

The National Archives Trust Fund Board was created by an act of July 9, 1941 (44 U. S. C. 300aa-300jj), 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. Throughout the year the members of the Board were Solon J. Buck, Representative Donald L. O'Toole, and Senator Alben W. Barkley.

At the beginning of the fiscal year the National Archives Trust Fund contained the sum of \$29,612. Of this amount, \$28,566 was the balance remaining of a gift of \$30,000 received 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; \$500 was a discretionary grant from a donor who prefers to remain anonymous, for the purpose of cataloging a collection of Brady Civil War photographs in private hands and of taking an option to purchase the collection; and \$546 was the balance remaining of a gift of \$1,000 received from the Social Science Research Council for the purpose of compiling information about Federal records pertaining to federalism and particularly to Federal-State and Federal-local administrative relations.

Because protracted negotiations had not succeeded in establishing the legal title to the Brady photographs so that work for which the grant had been made could start, the Board returned the \$500 to the donor on September 30, 1943. On March 11, 1944, the Board agreed to accept a gift of \$2,000 made available by The John and Mary R. Markle Foundation through the National Research Council for a survey of medical records of the Federal Government designed to determine what types or groups of records are essential to future medical research and accordingly what should be preserved. The survey was a joint undertaking of the Division of Medical Sciences of the National Research Council and the National Archives and was conducted by personnel of the National Archives under the general direction of the Archivist. Before the end of the fiscal year, \$1,344 of this gift had been expended, leaving \$656 available for use. The balance of \$546 remaining from the grant by the Social Science Research Council was expended during the year. The work of transferring the Smithsonian-Densmore Collection to a permanent base again had to be deferred because the material for the permanent dies was not available. During the year, however, \$400 was expended for work preliminary to the reproduction of the recordings, leaving the sum of \$28,166 of the Clovises' gift unexpended. On June 30, 1944, therefore, the National Archives Trust Fund contained the sum of \$28,822.

Solon J. Buck, Chairman.

APPENDIX VI

REPORT OF THE ACTING SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS
COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 1944

Through another year of war the National Historical Publications Commission remained dormant. No meetings of the Commission were held, nor were any proposals or projects submitted to the Commission for its consideration. The membership of the Commission remained unchanged and was as follows:

The Archivist of the United States (Chairman)—Solon J. Buck
Historical Adviser, Department of State—E. Wilder Spaulding
Chief, Historical Section, Army War College, War Department—Brigadier General Oliver L. Spaulding
Officer in Charge, Naval Records and Library, Navy Department—
Captain Dudley W. Knox *Resigned by Commodore Oct 1945*
Chief, Division of Manuscripts, Library of Congress—St. George L. Sicoussat
Members of the American Historical Association—Dumas Malone and
Charles A. Beard

Oliver W. Holmes.

APPENDIX VII

LIST OF RECORD GROUPS IN THE NATIONAL ARCHIVES
AS OF DECEMBER 30, 1944¹

Title	Number
Records of the War Labor Policies Board	1
Records of the National War Labor Board, 1918-1919	2
Records of the United States Housing Corporation	3
Records of the United States Food Administration	4
Records of the United States Grain Corporation	5
Records of the United States Sugar Equalization Board, Inc.	6
Records of the Bureau of Entomology and Plant Quarantine	7
Records of the Bureau of Agricultural Engineering	8
Records of the National Recovery Administration	9
Records of the National Commission on Law Observance and Enforcement	10
General Records of the United States Government	11
Records of the Office of Education	12
Records of Railroad Labor Boards	13
Records of the United States Railroad Administration	14
Records of the Veterans' Administration	15
General Records of the Department of Agriculture	16
Records of the Bureau of Animal Industry	17
Records of the Army Air Forces	18
Records of the Bureau of Ships	19
Records of the Office of the Special Adviser to the President on Foreign Trade	20
Records of District Courts of the United States	21
Records of the Fish and Wildlife Service	22
Records of the United States Coast and Geodetic Survey	23
Records of the Bureau of Naval Personnel	24
Records of the National Labor Relations Board	25
Records of the United States Coast Guard	26
Records of the Weather Bureau	27
Records of the Post Office Department	28
Records of the Bureau of the Census	29
Records of the Public Roads Administration	30
Records of the Federal Housing Administration	31
Records of the United States Shipping Board	32
Records of the Extension Service	33
Records of the Federal Deposit Insurance Corporation	34
Records of the Civilian Conservation Corps	35
Records of the Bureau of Customs	36
Records of the Hydrographic Office	37
Records of the Office of the Chief of Naval Operations	38
Records of the Bureau of Accounts (Treasury)	39
General Records of the Department of Commerce	40

¹All records in the National Archives are assigned to record groups, each of which consists as a rule of the records of a single autonomous agency. These groups are numbered in the approximate order in which the first transfer of records in each group was received.

Title	Number
Records of the Bureau of Marine Inspection and Navigation . . .	41
Records of the Office of Public Buildings and Public Parks of the National Capital	42
Records of United States Participation in International Conferences, Commissions, and Expositions	43
Records of the Office of Government Reports	44
Naval Records Collection of the Office of Naval Records and Library	45
Records of the United States Senate	46
Records of the Social Security Board	47
General Records of the Department of the Interior	48
Records of the General Land Office	49
Records of the Treasurer of the United States	50
Records of the Bureau of the Budget	51
Records of the Bureau of Medicine and Surgery	52
Records of the Bureau of the Public Debt	53
Records of the Bureau of Plant Industry, Soils, and Agricul- tural Engineering	54
Records of the Danish Government of the Virgin Islands	55
General Records of the Department of the Treasury	56
Records of the Geological Survey	57
Records of the Bureau of Internal Revenue	58
General Records of the Department of State	59
General Records of the Department of Justice	60
Records of the War Industries Board	61
Records of the Council of National Defense	62
Records of the Committee on Public Information	63
Records of the National Archives	64
Records of the Federal Bureau of Investigation	65
Records of the Commission of Fine Arts	66
Records of the United States Fuel Administration	67
Records of the United States Coal Commission	68
Records of the Work Projects Administration	69
Records of the Bureau of Mines	70
Records of the Bureau of Yards and Docks	71
Records of the Bureau of Aeronautics	72
Records of the President's Organization on Unemployment Relief	73
Records of the Bureau of Ordnance	74
Records of the Office of Indian Affairs	75
Records of Boundary and Claims Commissions and Arbitrations	76
Records of the Office of the Chief of Engineers	77
Records of the Naval Observatory	78
Records of the National Park Service	79
General Records of the Department of the Navy	80
Records of the United States Tariff Commission	81
Records of the Federal Reserve System	82
Records of the Bureau of Agricultural Economics	83
Records of the Foreign Service Posts of the Department of State	84
Records of the Immigration and Naturalization Service	85
Records of the Women's Bureau	86
Records of the United States Secret Service	87
Records of the Food and Drug Administration	88
Records of the Federal Fuel Distributor	89
Records of the Public Health Service	90
Records of the Inland Waterways Corporation	91
Records of the Office of the Quartermaster General	92
War Department Collection of Revolutionary War Records	93
Records of The Adjutant General's Office	94
Records of the Forest Service	95

Title	Number
Records of the Farm Security Administration	96
Records of the Bureau of Agricultural and Industrial Chemistry	97
Records of United States Army Commands	98
Records of the Office of the Paymaster General	99
Records of the Division of Labor Standards	100
Records of the Bureau of the Comptroller of the Currency	101
Records of the Children's Bureau	102
Records of the Farm Credit Administration	103
Records of the Bureau of the Mint	104
Records of the Bureau* of Refugees, Freedmen, and Abandoned Lands	105
Records of the Smithsonian Institution	106
Records of the Office of the Secretary of War	107
Records of the Headquarters of the Army	108
War Department Collection of Confederate Records	109
Records of the Provost Marshal General's Bureau, 1863-1866	110
Records of the Office of the Chief Signal Officer	111
Records of the Office of the Surgeon General (War)	112
Records of the Allied Purchasing Commission	113
Records of the Soil Conservation Service	114
Records of the Bureau of Reclamation	115
Records of the Administrative Office of the United States Courts	116
Records of the American Battle Monuments Commission	117
Records of United States Attorneys and Marshals	118
Records of the National Youth Administration	119
Records of the American Expeditionary Forces, 1917-1921	120
Records of the Public Buildings Administration	121
Records of the Federal Trade Commission	122
Records of the United States Court of Claims	123
Records of the Federal Surplus Commodities Corporation	124
Records of the Office of the Judge Advocate General (Navy)	125
Records of the Division of Territories and Island Possessions	126
Records of the United States Marine Corps	127
Records of Joint Committees of Congress	128
Records of the Bureau of Prisons	129
Records of the White House Office	130
Records of the Alien Property Custodian	131
Records of the Rent Commission of the District of Columbia	132
Records of the Federal Coordinator of Transportation	133
Records of the Interstate Commerce Commission	134
Records of the Public Works Administration	135
Records of the Office of Distribution	136
Records of the Procurement Division	137
Records of the Federal Power Commission	138
Records of the Dominican Customs Receivership	139
Records of the Military Government of Cuba	140
Records of the Military Government of Veracruz	141
Records of the Tennessee Valley Authority	142
Records of the Bureau of Supplies and Accounts (Navy)	143
Records of the Temporary National Economic Committee	144
Records of the Agricultural Adjustment Agency	145
Records of the United States Civil Service Commission	146
Records of the Selective Service System, 1940-	147
Records of Exposition, Anniversary, and Memorial Commissions of Congress	148
Records of the Government Printing Office	149
Records of the National Bituminous Coal Commission	150
Records of the Bureau of Foreign and Domestic Commerce	151

<u>Title</u>	<u>Number</u>
Records of the Bureau of Dairy Industry	152
Records of the Office of the Judge Advocate General (War) . . .	153
Records of the War Finance Corporation	154
Records of the Wage and Hour and Public Contracts Divisions . .	155
Records of the Office of the Chief of Ordnance	156
Records of the Maritime Labor Board	157
Records of the Capital Issues Committee	158
Records of the Office of the Inspector General	159
Records of the Headquarters, Army Service Forces	160
Records of the Commodity Credit Corporation	161
General Records of the Federal Works Agency	162
Records of the Selective Service System, 1917-1919	163
Records of the Office of Experiment Stations	164
Records of the War Department General Staff	165
Records of the Office of Foreign Agricultural Relations	166
Records of the National Bureau of Standards	167
Records of the National Guard Bureau	168
Records of the Foreign Economic Administration	169
Records of the Bureau of Narcotics	170
Records of the Office of Civilian Defense	171
Records of the United States Commerce Court	172
Records of the Federal Communications Commission	173
General Records of the Department of Labor	174
Records of the Chemical Warfare Service	175
Records of the Bureau of Human Nutrition and Home Economics . .	176
Records of the Office of the Chief of Coast Artillery	177
Records of the United States Maritime Commission	178
Records of the War Production Board	179
Records of the Commodity Exchange Administration	180
Records of Naval Districts and Shore Establishments	181
Records of the War Trade Board	182
Records of the United States Employment Service	183
Records of the Railroad Retirement Board (records withdrawn) . .	184
Records of The Panama Canal	185
Records of the Spanish Governors of Puerto Rico	186
Records of the National Resources Planning Board	187
Records of the Office of Price Administration	188
Records of the National Academy of Sciences	189
Records of the Bureau of War Risk Litigation	190
Records of the War Department Claims Board	191
Records of the Office of the Commissary-General of Subsistence . .	192
Records of the Commissioner of Railroads	193
Records of the War Minerals Relief Commission	194
Records of the Home Owners' Loan Corporation	195
Records of the Federal Public Housing Authority	196
Records of the Civil Aeronautics Board	197
Records of the Board of Investigation and Research—Transportation	198
Records of the Provisional Government of Cuba	199
Gift Motion Pictures of the National Archives	200
Gift Sound Recordings of the National Archives	201
Records of the National War Labor Board, 1942-	202
Records of the Office of the Chief of Finance (War)	203
Records of the Office of the Pardon Attorney	204
Records of the Court of Claims Section (Justice)	205
Records of the Solicitor of the Treasury	206
General Records of the National Housing Agency	207
Records of the Office of War Information	208
Records of the Prison Industries Reorganization Administration . .	209

APPENDIX VIII

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL YEAR
ENDING JUNE 30, 1944¹

CONGRESS

Senate

Records of the Senate Committee on Privileges and Elections relating to the investigation of the qualifications of Senator William Langer of North Dakota, 1941-42. 7 feet. Acc. 1384. RG 46.

Additional records of the Senate from the Forty-second to the Seventy-fourth Congress, inclusive, 1871-1936, consisting of bills and resolutions, petitions and memorials, and committee papers. 53 feet. Acc. 1436. RG 46.

News reels of events connected with the San Francisco maritime strike (1936), the Republic Steel strike in Chicago (Memorial Day 1937), and the strike of cannery workers at Stockton, Calif. (1937), acquired by the subcommittee of the Senate Committee on Education and Labor investigating violations of free speech and the rights of labor. 4 units. Acc. 1519. RG 46.

Records of the Thomas Jefferson Bicentennial Commission, 1941-44, consisting of correspondence, financial records, and reports. 3 feet. Acc. 1550. RG 148.

EXECUTIVE OFFICE OF THE PRESIDENT

Emergency Management Office. Foreign Economic Administration

Records of the former Office of the Deputy Administrator of the Lend-Lease Administration, consisting of copies of documents showing the development of policy and of organization of lend-lease operations by the President's Liaison Committee, 1939-41, the Division of Defense Aid Reports of the Office for Emergency Management, 1941, and the Lend-Lease Administration, 1941-43. 3 feet. Acc. 1506. RG 169.

Emergency Management Office. War Information Office

General files of a number of State directors of the former National Emergency Council and of the corresponding State offices of its successor, the former Office of Government Reports, 1935-42. 147 feet. Acc. 1381, 1387, and 1401. RG 44.

¹Accessions of archival material are arranged first according to agency of transfer and thereunder by accession number except when accessions have been combined. After each entry is entered the number of the record group, as listed in appendix VII, to which the records belong. In the present report measurements are given for the first time in terms of cubic rather than linear footage. 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 Material in the National Archives (Washington, 1940).

Records of the Office and its predecessor, the Office of Facts and Figures, consisting of abstracts of editorial comment on the war effort in selected American newspapers, February 1942-April 1943. 40 feet. Acc. 1385. RG 208.

Records of the former Bureau of Overseas Publications and of 11 former regional and 36 former branch offices of the Office of War Information, 1942-43; general files of the News Bureau of the Domestic Branch, 1942; and records of the Office's predecessors, consisting of general files of the Office of Facts and Figures, 1941-42, and general files, special reports, memoranda, press releases, and a few fiscal and personnel records of the former Division of Information of the Office for Emergency Management, together with records of the Division's field offices in California, Minnesota, Texas, and Virginia, 1941-42. 256 feet. Acc. 1408 and 1492. RG 208.

Records of the Overseas Operations Branch, consisting of teletype messages to and from representatives of the Office of War Information in North Africa, January 1943-March 1944. 39 feet. Acc. 1430 and 1570. RG 208.

Records of former branch offices of the Office of War Information and its predecessors including the Office of Government Reports in Little Rock, Ark., Albuquerque, N. Mex., and San Antonio, Tex., and of the former regional office in Chicago, 1935-43. 18 feet. Acc. 1471. RG 44 and 208.

Prints produced and distributed by the Bureau of Overseas Motion Pictures of the Overseas Operations Branch of United Newsreel No. 57 in five languages (Afrikaans, Arabic, Chinese, French, and Portuguese), 1943. 10 units. Acc. 1490. RG 208.

Records of the Bureau of Field Operations of the Domestic Branch, July 1942-June 1943, consisting of general files, administrative orders, field press releases, memoranda and reports, regional radio broadcast schedules, accounting records, and correspondence with field offices. 50 feet. Acc. 1549. RG 208.

Emergency Management Office. War Production Board

Glass lantern slides (122) and about 10 feet of slide film used by the External Speaking Unit of the Controlled Materials Plan Division for employee-training and public-relations purposes, 1942. Acc. 1432. RG 179.

A 1-reel sound motion picture entitled "Subcontracting for Defense," produced by the Division of Information of the Office for Emergency Management, 1941. Acc. 1599. RG 179.

National Resources Planning Board

Records of the Washington office and the 11 regional offices of the former National Resources Planning Board, 1939-43, and of its predecessors, 1931-39, consisting of correspondence, memoranda, minutes, administrative files, reports, maps, and charts relating to the planning, conservation, use, and development of the natural and human resources of the Nation. 1,567 feet. Acc. 1497. RG 187.

DEPARTMENT OF STATE

Additional records of the Special Mexican Claims Commission, 1935-38, consisting of docket books, minutes, and decisions. 5 feet. Acc. 1405. RG 76.

Photographic negatives of the Paraguayan original of the unperfected naturalization convention of July 22, 1909, between the United States and Paraguay. 5 items. Acc. 1565. RG 11.

Departmental Personnel Division

Records relating to Departmental and Foreign Service personnel and other governmental officials and to foreign diplomatic officials in the United States, 1774-1910, consisting of registers and indexes of commissions, suspensions, and oaths of allegiance and correspondence and memoranda concerning consular bonds, pardons, and extradition proceedings. 20 feet. Acc. 1440. RG 59.

Foreign Service

Records of the former American Consulate General at Boma, Belgian Congo (1907-20), and of the American Consular Agencies at Dunedin (1863-1940) and Christchurch (1880-1936), New Zealand. 12 feet. Acc. 1468 and 1582. RG 84.

Passport Division

Domestic passport applications, 1880-1906, applications submitted to Foreign Service representatives abroad, 1877-1907, and special and insular passports, 1894-1911; lists of foreign passports and visas, certificates of naturalization with correspondence, receipts, drafts, and other material relating to passports, 1865-1911; undated and incomplete passports; and indexes to passports, 1870-1906. 200 feet. Acc. 1517. RG 59.

Visa Division

Correspondence concerning applications for visas, 1933-40. 420 feet. Acc. 1581. RG 59.

DEPARTMENT OF THE TREASURY

Office of the Secretary

Correspondence, consisting of letters received, 1794-1912, and fair copies, 1789-1878, and press copies, 1856-1926 (with gaps), of letters sent, and registers and indexes, 1833-1913; journals, ledgers, reports, and other records, chiefly 1834-1912, relating to accounts and deposits, receipts and expenditures, public monies, public lands, national banks and other depositories, claims against the United States, including files relating to cases adjudicated in the Court of Claims, and appeals under tariff, customs, and internal revenue acts; records relating to the Committee on Department Methods (Keep Commission), 1905; and records of the Division of Personnel and predecessor units, 1791-1909, except for personnel case files. 2,010 feet. Acc. 1486, 1559, and 1566. RG 56.

Customs Bureau

Marine documents of the Division of Tariff and Marine Administration and of predecessor agencies in the Commerce Department, 1917-42, consisting of applications and correspondence relating to official numbers and original or duplicate certificates of registry, enrollment, and license issued for American vessels not now documented. 76 feet. Acc. 1480. RG 41.

Customs Bureau. Collector of Customs, Baltimore

Customhouse records relating to the documentation of vessels at Baltimore, 1783-1912, Chester, Md., 1789-1822, and (for vessels under

20 tons) Havre de Grace, Md., 1815-22, 1857-85; and records of the Collector at Baltimore, consisting of correspondence, 1806-1912 (with gaps), passenger lists, 1820-1919, wreck reports, 1874-1911, and records relating to the entrance and clearance of vessels, 1780-85, 1803-1934, accounts, 1785-1809, ship personnel and cargoes, 1789-1835, the collection of internal revenue, 1794-1802, marine hospital relief, 1830-85, revenue cutters, 1837-1902, and the inspection of vessels for the Steamboat Inspection Service, 1867-68, 1900-1914. 200 feet. Acc. 1579. RG 36 and 41.

Customs Bureau. Collector of Customs, Washington (Georgetown), D. C.

Customhouse records relating to the documentation of vessels, 1807-99, and to the enforcement of customs laws, 1809-1900 (with some records of later date). 25 feet. Acc. 1575. RG 36 and 41.

Fiscal Service. Accounts Bureau

A sample of each type of book of food and cotton order stamps used in the surplus-disposal programs administered by the Federal Surplus Commodities Corporation and the Surplus Marketing Administration, 1939-43. 1 foot. Acc. 1552. RG 124.

DEPARTMENT OF WAR

Army Air Forces

Motion pictures showing the Arkansas flood of February 1938. 6 units. Acc. 1598. RG 18.

Army Service Forces

Records of the Headquarters of the Departments of the Platte and the Missouri and records of the Fort Omaha Quartermaster, including correspondence, registers of letters received, statements of ordnance and ordnance stores, orders, reports, and records relating to audits and accounts, 1866-1919. 1,950 feet. Acc. 1483 and 1512. RG 98.

Correspondence, morning reports, and returns of the 1st and 20th Infantry Regiments, 1857-1917. 85 feet. Acc. 1484. RG 98.

Records of Fort Stevens, Oreg., and Fort Canby (formerly Fort Cape Disappointment), Wash., 1867-1928, consisting of correspondence, morning reports, records of summary courts, lists of deserters, cash and account books, correspondence of the post hospitals, and other records. 75 feet. Acc. 1521. RG 98.

Records of territorial commands of the United States Army, including correspondence of the Judge Advocate and the Quartermaster, Department of Dakota, 1874-1904, and Department of Texas, 1879-1916; records of the Adjutant General, Commissary General, Inspector General, and Medical Officer, Department of Missouri, 1875-1910; records of Headquarters, Department of the Lakes, 1898-1910; and correspondence and other records of Headquarters, Central Department, 1916-20. 500 feet. Acc. 1537. RG 98.

Records consisting chiefly of correspondence (with gaps) and personnel files of Camp Shelby, Miss., 1917-22, and Camp Pike, Ark., 1918-22, and correspondence (with gaps) of Camp Beauregard, La., 1917-19, Park Field, Tenn., 1917-22, and Fort Logan H. Root, Ark., 1917-21. 50 feet. Acc. 1539. RG 98.

Army Service Forces. Adjutant General's Office.

Civil War draft enrollment records and military telegrams, 1863; additional Confederate military records; additional records of Army

posts in the United States and the Philippines, 1857-1907; and records of discontinued departmental commands, 1870-1910. 1,700 feet. Acc. 1437. RG 98, 109, and 110.

Record cards and indexes prepared in The Adjutant General's Office, 1886-1912, containing data (derived from original muster rolls, returns, and other records) relating to the military service and medical history of regulars and volunteers in the Continental and the United States Armies, 1775-1912, and the Army of the Confederate States of America, 1861-65; photographic copies of Revolutionary War records in certain States; records of the Army of Cuban Pacification and of the United States Army in the Philippine Insurrection, 1898-1902; and correspondence of the Office, 1923-43, in answer to requests for information to be found in these records. 21,163 feet. Acc. 1448. RG 94 and 109.

Records relating to the Military Academy at West Point, N. Y., 1867-1904, consisting of correspondence, applications and nominations for appointment as cadets, records of the Board of Visitors and reports of the Board of Medical Examiners, orders and regulations, and other records; and registers of cadet warrants, 1901-18. 75 feet. Acc. 1458. RG 94.

Records of the War Department and the Army, 1912-22, primarily for the period of the first World War, consisting of general departmental files, cable files, records assembled as "historical files," and records of the Construction Division; records of the American Section of the Supreme War Council; correspondence, war diaries, operation orders, "historical files," maps, and other records of the American Expeditionary Forces, including those of AEF General Headquarters, AEF Services of Supply Headquarters (Paris and Tours) and the Base, Intermediate, and Advance Sections, the First, the Second, and the Third (Occupation) Army and Army corps and other Army organizations and the various arms and services; records of the Polish Relief, North Russia, and Mexican Punitive Expeditions; records of the Eastern Department and the First Corps Area; and other records, including files relating to industrial fur-loughs, prisoners, training-camp activities, and the American Red Cross. 35,000 feet. Acc. 1498. RG 120.

Senate rolls confirming the appointment of officers to the United States Army, 1861-67. 6 feet. Acc. 1499. RG 94.

Two stereoscopic photographic prints of Lookout Mountain, Tenn., 1866. Acc. 1526. RG 94.

Final report of the Commanding General of the Western Defense Command relating to the evacuation of Japanese-Americans from the West Coast, 1942, with exhibits consisting of reports of other participating Federal agencies and other materials. 5 feet. Acc. 1541. RG 94.

Records of demobilized medical organizations, 1912-22, including various units of the American Expeditionary Forces and hospitals in the United States, the Philippine Islands, Hawaii, Alaska, Canada, the Canal Zone, and Tientsin, China. 2,600 feet. Acc. 1605. RG 94 and 120.

Army Service Forces. Chief Signal Officer's Office

Index to the central files, 1886-1942. 30 feet. Acc. 1442. RG 111.

Army Service Forces. Engineer Chief's Office

Records of the Army Map Service, consisting of file copies of maps of various countries and areas throughout the world, 1870-1943, and a card catalog of the General Staff map collection, 1904-29. 364 feet. Acc. 1406, 1465, 1501, 1543, and 1596. RG 77.

Additional correspondence of the Office, 1894-1923; records of the Board of Engineers on reconnaissance survey of the coast of Texas, Mississippi, and other States, 1846-1900; records created jointly by members of the Office and the War Industries Board, relating to the

distribution of American and Canadian electric power on the Niagara frontier, 1917-18; and correspondence, field notes, and accounts of the Nicaraguan Canal Survey, 1929-31. 120 feet. Acc. 1481. RG 77.

Army Service Forces. Judge Advocate General's Office

Records of general courts martial, 1917-38. 2,875 feet. Acc. 1409 and 1457. RG 153.

Copies of letters sent, 1842-1912, and letters received, with record cards, 1894-1912, and records relating to foreign claims, including Insular, Mexican, and Netherlands claims cases, 1916-40. 120 feet. Acc. 1438. RG 153.

Army Service Forces. Ordnance Chief's Office

Correspondence and other records of the Springfield (Mass.) Arsenal and Armory, 1794-1911, the Watervliet (N. Y.) Arsenal, 1814-1919, the Frankford (Pa.) Arsenal, 1816-1935, the San Antonio (Tex.) Arsenal, 1871-1912, the Sandy Hook (N. J.) Proving Grounds, 1901-18, the Watertown (Mass.) Arsenal, 1902-17, the Edgewood (Md.) Arsenal (a Chemical Warfare installation), 1918-20, and the Air Nitrates Corporation, 1917-19, which acted as an agent of the Government for the construction and operation of a plant at Muscle Shoals, Ala., to produce nitrogen by the cyanamid process. 1,973 feet. Acc. 1508, 1509, 1510, 1511, and 1604. RG 156.

Army Service Forces. Personnel Director's Office. Special Services Division

Four motion pictures distributed by the Overseas Motion Picture Service entitled "Prelude to War," "The Nazis Strike," "Divide and Conquer," and "Battle of Britain." 1942-43. 23 reels. Acc. 1473. RG 160.

Records of the Morale Branch, War Plans Division of the General Staff, 1918-21, consisting of correspondence, training instructions, and reports from officers relating to morale programs at Army organizations at home and abroad. 35 feet. Acc. 1520. RG 165.

"Know Your Ally Britain," a sound motion picture produced by the Division, 1943. 3 units. Acc. 1569. RG 160.

Army Service Forces. Quartermaster General's Office

Records of the Office of the Quartermaster General, consisting of Maj. Gen. Harry L. Rogers' confidential file, 1917-20, of reports and other records of the several branches of the Quartermaster Corps, including photographs, maps, blueprints, and data relating to the revision of Quartermaster training courses; and completion reports of construction at Army posts and camps, 1917-19, with photographs, blueprints, plans, and construction reports. 470 feet. Acc. 1540. RG 92.

Army Service Forces. Surgeon General's Office

Correspondence with individual field stations, 1928-37. 30 feet. Acc. 1459. RG 112.

Annual consolidated reports of the sick and wounded at posts and stations of the United States Army, 1877-1915. 60 feet. Acc. 1460. RG 112.

Army War College

A microfilm copy (16 mm.) of a calendar prepared by the Historical Branch of the Army War College of some 30,000 documents in the files

of the War Department relating to the first World War, 1917-19. 36 rolls. Acc. 1470. RG 165.

Studies on operational, technical, administrative, and other problems, 1903-19. 280 feet. Acc. 1538. RG 165.

General Staff

Daily and weekly intelligence summaries prepared by the Military Intelligence Division of the General Staff, 1917-21, and notes relating to Cuba and Mexico, 1909-20. 60 feet. Acc. 1482. RG 165.

Panama Canal

Records of the Washington office, consisting of records, 1897-1901, of the Nicaragua Canal Commission and the Isthmian Canal Commission, including maps, tracings, drawings, blueprints, profiles, cross-sections, designs and estimates of locks and dams, and hydrographic and boring records; correspondence, accounts, maps, and other records of the Chief Engineer's office at Greytown, Nicaragua; and materials relating to the New Panama Co. 400 feet. Acc. 1469. RG 185.

DEPARTMENT OF JUSTICE

Additional "enclosures" (separately filed oversized documents) to the central correspondence files, 1904-37, and correspondence, with "enclosures," comprising the antitrust sections of the central files of the Department, 1920-33, continuing records previously transferred. 1425 feet. Acc. 1389 and 1439. RG 60.

Administrative Division

Statistical form reports pertaining to litigation in the Federal courts, consisting of annual reports on bankruptcy proceedings, 1932-37, and civil and criminal proceedings, 1930-34; summary work sheets on bankruptcy proceedings, 1938-39; docket card reports on criminal proceedings, 1940-41; and monthly reports on criminal cases terminated in preliminary proceedings, 1935-40. 30 feet. Acc. 1578. RG 60.

Claims Division

Correspondence and "enclosures" (separately filed oversized documents) concerning additional Court of Claims cases now closed, 1924-42, and "enclosures" to correspondence concerning cases against the United States arising from the rescinding of air-mail contracts, 1935-42; and record copies of materials required to be printed relating to cases tried before the Court of Claims, 1871-1929. 163 feet. Acc. 1396 and 1571. RG 205.

Claims Division. War Risk Litigation Bureau

Headquarters and field-office records relating to about 24,000 closed war-risk insurance litigation cases, 1919-42. 2,250 feet. Acc. 1567. RG 190.

Prisons Bureau

General files of the Bureau, 1914-37, and related sections of the central files of the Department, 1930-37; case files relating to Federal prisoners and parolees, 1910-37; correspondence and related papers pertaining to Federal prisoners in non-Federal institutions, 1914-38; general files of Federal Prison Industries, Inc. 1930-39, and correspondence

clearances for purchases in commercial markets of items temporarily not available from Federal Prison Industries, 1938-43; and other records, 1931-40, including budget estimates, applications for positions, and records created in connection with the Attorney General's Survey of Release Procedures. 3,231 feet. Acc. 1491. RG 129 and 60.

POST OFFICE DEPARTMENT

Records of the Bureaus of the First, Second, and Third Assistant Postmasters General, 1925-38, consisting of small quantities of records of the Divisions of Postmasters, Post Office Service, International Postal Service, and Classification; and of the Bureau of the Fourth Assistant Postmaster General, consisting of 5,743 maps of the Division of Topography showing rural delivery routes, 1927-38, and 91 additional postal route State maps, 1928-42. 44 feet. Acc. 1399 and 1489. RG 28.

Chief Inspector's Bureau

Correspondence and reports of inspectors relating to the prosecution of violators of the postal laws and regulations, 1893-1903. 75 feet. Acc. 1400. RG 28.

DEPARTMENT OF THE NAVY

Office of the Secretary

Records of the Submarine Board, 1928-29, consisting of minutes of meetings, correspondence, and reports relating to methods and appliances for the safety and salvage of submarines. 3 feet. Acc. 1560. RG 80.

Additional general correspondence, 1926-40. 12 feet. Acc. 1584. RG 80.

Executive Office of the Secretary. Administrative Office

Gelatin color transparencies of portraits of certain Secretaries of the Navy, 1798-1939. 37 items. Acc. 1435. RG 80.

Executive Office of the Secretary. Judge Advocate General's Office

Closed "Department contracts," with related correspondence, for propelling machinery and for the construction of naval vessels, 1923-42. 5 feet. Acc. 1419. RG 125.

Records relating to the appraisal and purchase of privately owned vessels by the Department, 1917-26. 6 feet. Acc. 1420. RG 125.

Additional general correspondence of the Office of the Judge Advocate General, 1892-1940. 26 feet. Acc. 1536. RG 80.

Additional proceedings of general courts martial, courts of inquiry, and boards of investigation, 1918-35. 65 feet. Acc. 1548. RG 125.

Opinions of the Attorney General on questions submitted by the Secretary of the Navy, 1857-1903, and Navy Department orders and internal directives of the Judge Advocate General's Office, 1893-1910. 1 foot. Acc. 1563. RG 125.

Executive Office of the Secretary. Public Relations Office

Photographic negatives and prints showing activities of the United States Navy, 1939-43. 1,335 items. Acc. 1554. RG 80.

"The Battle of Midway," 1942, a 2-reel sound motion picture in color. Acc. 1562. RG 80.

Executive Office of the Secretary. Shore Establishments and Civilian Personnel Division

Correspondence, memoranda, and reports pertaining chiefly to labor relations in navy yards and private shipbuilding companies, 1933-40. 1 foot. Acc. 1407. RG 80.

Aeronautics Bureau

Blueprints, photographic prints, charts, tables, and reports relating to construction and performance tests of the Shenandoah, the Los Angeles, the Akron, the Macon, and other rigid airships, 1920-40. 4 feet. Acc. 1416. RG 72.

Identification photographs of personnel in training at naval aviation stations for photographic work, 1917-18, photographic negatives showing the construction of airplanes, 1936-38, and lantern slides used in training Navy and Marine Corps aviators and photographers, 1916-26. 1,184 items. Acc. 1422. RG 72.

Aeronautics Bureau. Naval Air Material Center (Philadelphia)

About 60,000 photographic negatives with corresponding prints made at the Naval Aircraft Factory, Philadelphia, 1918-41, showing equipment and buildings, aircraft in process of construction and testing, and civilian and naval personnel. Acc. 1524. RG 72.

Coast Guard

Records of the Merchant Marine Inspection Division, consisting of records of the former Steamboat-Inspection Service and the Marine Inspection and Navigation Bureau, Commerce Department, including general correspondence of the Steamboat-Inspection Service, 1923-34, and indexes thereto, 1905-23, correspondence, with enclosures and exhibits, of the Board of Supervising Inspectors of Steam Vessels, 1911-41, and manuscript journals of the annual meetings of the Board, 1935, 1939-41, and of its Executive Committee, 1936-38, 1941; manuscript annual reports of local and supervising inspectors, 1911-37; annual statistical statements of work accomplished, 1928-39, and reports of vessels inspected, 1932-39; papers in investigations, now closed, of marine casualties and of minor offenses by licensed personnel, 1938-41; and additional card records of marine casualties (particularly steamship), 1852-1937. 436 feet. Acc. 1441 and 1487. RG 41.

"Task Force," a 1-reel motion picture in technicolor produced and distributed by the Public Relations Division, showing activities of the Coast Guard in escorting convoys and in landing invasion forces. 2 units. Acc. 1525. RG 26.

Records of substantially all the Shipping Commissioners (formerly under the Bureau of Marine Inspection and Navigation, Commerce Department), consisting of shipping articles (those from Baltimore, Md., Mobile, Ala., Portland, Oreg., and Seattle, Wash., to 1915 only) and official logbooks of vessels, 1873-1932. 1,579 feet. Acc. 1532. RG 41.

Marine Corps

Records of Corps headquarters, consisting of muster rolls, 1893-1909, and register of deserters, 1910-25. 74 feet. Acc. 1434 and 1472. RG 127.

Headquarters correspondence of the Office of the Paymaster, 1909-35; records of the Marine barracks in Boston, Mass., consisting of a muster roll, 1843, and copies of letters sent by the Post Commander, 1863-64, and by the Post Quartermaster, 1907-11; and copies of letters

sent by the Commanding Officer of the barracks in Norfolk, Va., 1906-7. 8 feet. Acc. 1477. RG 127.

General files of the Personnel Department (formerly the Adjutant and Inspector's Department), 1913-32. 81 feet. Acc. 1527 and 1542. RG 127.

Medicine and Surgery Bureau

General correspondence of the Bureau, 1912-25, and indexes, 1898-1925; 18 lantern slides showing combat scenes and equipment in gas warfare, 1918-19; and records of the Bureau's field organization, consisting of correspondence of the Medical Aide to the Commander of United States Forces Operating in European Waters and correspondence files of various base hospitals and stations, 1918-19. 148 feet. Acc. 1455. RG 52.

Naval Operations Office. Hydrographic Office

Records of hydrographic surveys, consisting of surveyor's field notebooks and "boat" and "smooth" sheets (manuscript maps), 1855-1939, and logbooks, sketches, glass-plate photographic negatives, and other records of naval surveying expeditions, 1811-1939, including the United States Exploring Expedition under Lt. Charles Wilkes, 1838-42, and the United States North Pacific Exploring Expedition, 1853-55. 372 feet. Acc. 1433. RG 37.

Official file set of hydrographic charts published by the Office, 1869-1934, showing coastal waters throughout the world exclusive of the United States and its possessions. About 30,500 items. Acc. 1514 and 1522. RG 37.

Naval Operations Office. Inspection and Survey Board

Additional records of the Joint Merchant Vessel Board, 1916-21, consisting of reports of inspections and surveys of privately owned vessels, with related correspondence, photographs, and blueprints. 18 feet. Acc. 1456. RG 38.

Naval Operations Office. Naval Intelligence Division

Maps of various countries and areas throughout the world, with some emphasis on Mexico, other parts of Latin America, and the Far East, 1905-35, with a few maps of earlier and later date, and other records, consisting of graphs and diagrams relating to ship design and the comparative strength of different navies, 1905-30. 30 feet. Acc. 1447. RG 38.

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

Maps of Vladivostok and vicinity, including Russian Island, 1916, and a map of the Murman Coast, about 1899. 8 items. Acc. 1425. RG 38.

Naval Operations Office. Naval Observatory

General correspondence, 1909-29, relating chiefly to astronomical observations and navigational instruments. 92 feet. Acc. 1393. RG 78.

Naval Personnel Bureau

Lists showing the composition of the crews of individual vessels of the United States Navy, 1905-12. 1 foot. Acc. 1392. RG 24.

Muster rolls of naval ships and stations, 1934-38. 75 feet. Acc. 1421. RG 24.

Records of the Navigation Bureau, 1918-25 (and a few, 1932-40), consisting of general correspondence and financial records of the Sixth (Morale) Division and its contemporary and successor, the Training Division, including records of the Commission on Training Camp Activities. 60 feet. Acc. 1423. RG 24.

Correspondence files of the Commander in Chief, North Atlantic Squadron, United States Fleet, 1897-99, with related photographic prints showing naval operations in the Spanish-American War and vessels of the Spanish fleet; and cable correspondence of the Navy Department with naval attachés, 1898-1900. 5 feet. Acc. 1475. RG 24.

Records of the former Naval Auxiliary Service (originally the Navy Collier Service), 1901-17, consisting of personnel records of officers and enlisted men; correspondence of the Supervisor of Naval Auxiliaries, Norfolk, Va., concerning personnel matters, 1915-17; and summary service records of Naval Auxiliary personnel, 1901-17, prepared in the former Navigation Bureau between 1931 and 1936. 16 feet. Acc. 1529. RG 24.

General correspondence, 1924-40, except for secret, confidential, and restricted correspondence. 425 feet. Acc. 1576. RG 24.

Deck logs of naval vessels, 1940-41. 102 feet. Acc. 1592. RG 24.

Ordnance Bureau

Records of the Armament Maintenance Section relating to heat and surveillance tests of powder and armament detail cards for merchant vessels, subchasers, and destroyers, 1895-1928. 5 feet. Acc. 1424. RG 74.

General correspondence, 1926-39, except for secret correspondence; registers of letters received, 1904-26; and card index to general correspondence, 1914-26. 552 feet. Acc. 1587 and 1603. RG 74.

Pacific Fleet Headquarters. Amphibious Corps

Maps of the northern and southern halves of San Clemente Island, Los Angeles County, Calif., 1939. 2 items. Acc. 1426. RG 38.

Ships Bureau

Records of the former Engineering Bureau, consisting of specifications for propelling machinery and electrical apparatus for naval vessels, 1886-1916. 2 feet. Acc. 1417. RG 19.

Records relating to electrical appliances installed in various types of vessels, 1900-1917. 25 feet. Acc. 1418. RG 19.

Records of the Shipbuilding Division, consisting of reference files maintained by the Division of Logs and Records of the former Engineering Bureau, 1890-1935, relating to technical and historical aspects of naval engineering and including about 1,950 photographic prints. 77 feet. Acc. 1476. RG 19.

Plans of naval auxiliary vessels and armed merchantmen acquired for temporary use during the first World War, 1915-18. 13 feet. Acc. 1588. RG 19.

Yards and Docks Bureau

General correspondence files, 1925-40, excepting files relating to contracts and specifications. 340 feet. Acc. 1427. RG 71.

Microfilm copies of certain records of the Bureau, including general correspondence, 1920-42, daily correspondence, 1942-43, correspondence concerning yards and stations, 1920-42, "confidential" correspondence, 1918-43, contracts and related correspondence, 1925-39, blueprints, tracings, maps, and sketches showing layouts of air stations, 1940-42, and shore establishments ("plan files"), 1876-1941, correspondence and

memoranda concerning the Construction Battalion, February-June 1942, and certain records of the War Plans Division, 1940-42, the Progress Division, 1942, and the Advance Base Division, 1942. 3,700 rolls (16 and 35 mm.). Acc. 1488 and 1561. RG 71.

Additional photographs of construction work at various shore establishments, 1935-43. 6,100 items. Acc. 1553. RG 71.

DEPARTMENT OF THE INTERIOR

Office of the Secretary

A sound recording of the remarks at the opening meeting in Washington, July 19, 1943, of the President's Committee on Revision of the Organic Act of Puerto Rico. 6 units. Acc. 1464. RG 48.

Office of the Secretary. Solicitor's Office

Papers in cases under the War Minerals Relief Act appealed by claimants from the decision of the Secretary of the Interior to the Federal courts, 1919-43. 16 feet. Acc. 1515. RG 48.

Geological Survey. Geologic Branch

General correspondence, 1900-1916, with some correspondence to 1936; additional field notebooks and sketch books of geologists, 1879-1940; and accounting records, 1902-17. 60 feet. Acc. 1586. RG 57.

Geological Survey. Topographic Branch

Additional original drawings, with contributory field maps and related materials, of completed "quadrangles" of the topographic map of the United States, 1930-42, and other large-scale topographic and planimetric maps, 1903-41. 160 feet. Acc. 1395 and 1583. RG 57.

Mines Bureau

Tabulations of employment and accidents in quarries and mines and in the metallurgical industry, 1911-36. 35 feet. Acc. 1555. RG 70.

National Park Service. National Capital Parks

Nine water-color paintings of the proposed Thomas Jefferson Memorial submitted to the Thomas Jefferson Memorial Commission by Otto R. Eggers, associate and successor of John Russell Pope as architect of the Memorial, 1938-43. Acc. 1495. RG 42.

Territories and Island Possessions Division

Administrative correspondence of the former United States Antarctic Service, 1939-43. 26 feet. Acc. 1397. RG 126.

DEPARTMENT OF AGRICULTURE

Office of the Secretary

Correspondence and other records, including leases, 1938-39; administrative records relating to building construction, maintenance, and space assignments, 1926-39; record copies, with supporting memoranda, of regulations and orders published in the Federal Register, 1936-39; authorizations, commodity regulations, agreements, and codes issued under the Agricultural Adjustment Act of 1933 and later acts, 1933-39; and

correspondence of various divisions and offices, 1913-39, supplementing files previously transferred. 350 feet. Acc. 1573. RG 16.

Agricultural Economics Bureau

Schedules of the annual Farm Returns Inquiry, conducted by the Division of Farm Management and Costs, 1922-41, containing data on farm income. 100 feet. Acc. 1572. RG 83.

General ledgers, 1928-33. 5 feet. Acc. 1589. RG 83.

Records of the Division of Agricultural Statistics, consisting of monthly narrative reports and comments on crop and farm conditions in each State, 1930-34. 10 feet. Acc. 1590. RG 83.

Agricultural Research Administration. Dairy Industry Bureau

General correspondence, 1924-34. 110 feet. Acc. 1556. RG 152.

Agricultural Research Administration. Plant Industry, Soils, and Agricultural Engineering Bureau

Additional correspondence of the Division of Sugar Plant Investigations, 1914-32. 6 feet. Acc. 1496. RG 54.

Correspondence of the Office of Cotton, Rubber, and Other Tropical Plants, 1930-34, and copies of letters sent by the Office and its predecessors, 1904-34. 60 feet. Acc. 1551. RG 54.

Reports of investigations relating to the effects of sulphur fumes on crops in the upper Columbia River Valley, 1927-40, records relating to corn breeding, 1927-32, and "miscellaneous" correspondence, including correspondence with State experiment stations, of the Division of Cereal Crops and Diseases, 1919-36. 70 feet. Acc. 1580. RG 54.

Farm Credit Administration

Records of liquidated National Farm Loan Associations, 1916-38, consisting of organization papers, by-laws, resolutions, minutes of meetings, and related records; and work papers of auditors of the Examination Section of the Administration relating to 35 liquidated National Farm Loan Associations. 85 feet. Acc. 1585. RG 103.

Foreign Agricultural Relations Office

Cable reports of American agricultural attachés and special agents, 1939-41, containing information on foreign agricultural production, market trends, prices, and consumption. 10 feet. Acc. 1535. RG 166.

Forest Service

Correspondence relating to the South Platte Forest Reserve, 1898-1905, and the Black Hills National Forest, 1899-1901; newspaper clippings relating to the Service, 1906-9; and additional official diaries kept by district rangers, 1930-32. 5 feet. Acc. 1413. RG 95.

General files of the Grazing Division, 1920-37, and additional records of the Research Division, consisting of tables of western range land areas, 1936. 40 feet. Acc. 1414. RG 95.

Information Office

About 570 reels (570,000 feet) of motion-picture film, 1918-35, illustrating agricultural problems and processes, with emphasis on soils, crops, livestock, and markets, and including a few films relating to forestry, national parks. Civilian Conservation Corps activities and

War Food Administration. Distribution Office

Correspondence of the former Consumers' Counsel Division of the Agricultural Adjustment Administration and the Agricultural Marketing Administration, 1933-41. 175 feet. Acc. 1404. RG 145.

Records of the former Surplus Marketing Administration and its predecessors, consisting of correspondence and reports of field representatives, January-April 1940, narrative reports of State directors of relief, 1936-40, and correspondence of the Direct Distribution Section, 1933-41, relating to the distribution of surplus commodities by State relief agencies. 38 feet. Acc. 1451 and 1452. RG 124.

Central files of the Bureau of Agricultural Economics, 1936-40, including records relating to the wheat and flour programs; records relating to the licensing of public warehouses under the Warehouse Act (1916), 1916-38; and record copies of daily reports of the Market News Service, Food Distribution Administration, 1942-43. 230 feet. Acc. 1534 and 1557. RG 136.

Records of the former Division of Fruits and Vegetables of the Agricultural Economics Bureau and its predecessors, 1916-27, consisting of ledgers showing carlot shipments by commodities, counties, stations, and months. 32 feet. Acc. 1545. RG 136.

War Food Administration. Soil Conservation Service

Records of Civilian Conservation Corps camps operated in conjunction with the Service at Safford, Ariz., Leeds, Utah, Monticello, Iowa, New Madrid, Mo., and Memphis, Tex., 1933-42, selected as typical of the drainage-system and erosion-control projects of the Corps. 25 feet. Acc. 1394 and 1474. RG 114.

Monthly progress reports of research activities, 1942, and records assembled as a "historical file" by the various agencies successively concerned with the land-utilization program of the Department, 1933-42. 30 feet. Acc. 1415. RG 114.

Selected correspondence of area, project, and State coordinators' offices (now closed), 1935-42, in Nebraska, South Dakota, North Dakota, Wyoming, and Montana relating to information and education, camp operations, States relations, agronomy, biology, cartography, forestry, land management, and programs and policies; and additional records of the regional offices at Rapid City, S. Dak., and at Spartanburg, S. C., and of the Civilian Conservation Corps Administrator at Lincoln, Nebr. 120 feet. Acc. 1533 and 1558. RG 114.

About 2,000 charts showing the organization and functions of the various offices and projects of the Service, 1935-39. 16 feet. Acc. 1547. RG 114.

Photographs made or accumulated by the Division of Information of the regional office at Rapid City, S. Dak., 1935-39, illustrative of soil-conservation operations and dry-land agriculture. 3,000 items. Acc. 1593. RG 114.

Additional central correspondence, 1933-41; records of the Office of the Chief of Research, including correspondence, reports, and work plans; and records relating to lands and title to lands acquired by the Service, 1933-39. 255 feet. Acc. 1597. RG 114.

DEPARTMENT OF COMMERCE

Office of the Secretary. Personnel Management and Supervision Division

Personnel records of former employees of the Department who were born before 1878 and of those who died or retired, 1937-43. 54 feet. Acc. 1528. RG 40.

Coast and Geodetic Survey

Printed maps, with dated manuscript annotations that are not individually identifiable in later printed editions, of the coastal waters of the United States, 1908-32. 2,787 items. Acc. 1485. RG 23.

Seismograms from United States stations and seismological registers from stations in all parts of the world, 1940-41. 27 feet. Acc. 1544. RG 23.

Foreign and Domestic Commerce Bureau

Pay-roll vouchers, 1936-37, of the Division of Industrial Economics. 1 foot. Acc. 1577. RG 151.

Weather Bureau

Additional monthly weather reports from cooperative observers, 1893-1938; miscellaneous records of meteorological observations prior to 1935, supplementing files previously transferred; and solar and sky radiation data recorded at Madison, Wis., 1911-39. 330 feet. Acc. 1446. RG 27.

OTHER AGENCIES

Civil Service Commission

Microfilmed records (16 mm.), comprising the Civil Service Retirement "accrued annuity files" relating to about 50,000 deceased annuitants, 1920-39, and "accumulated deduction files" relating to about 54,000 employees who died before reaching retirement age, 1922-42. 1,207 rolls. Acc. 1530. RG 146.

Federal Communications Commission. Foreign Broadcast Intelligence Service

Transcripts of news and commentary broadcasts sponsored by Axis, neutral, and United Nations governments abroad and recorded by the Service, together with edited abstracts, daily and special reports, summaries, evaluations, and interpretations, 1943; and sound recordings of such broadcasts, April 1941-December 1942. 108 feet and about 30,100 units. Acc. 1402, 1523, 1568, and 1595. RG 173.

Sound recordings of radio broadcasts from Berlin, consisting of speeches by Goebbels, April 19, 1943, and by Goebbels and Hitler, May 7, 1943, with transcripts in English, and by Gauleiter Bohle, June 26, 1943, with a transcript in German. 8 units. Acc. 1463. RG 173.

Federal Security Agency. Civilian Conservation Corps

Records of the Office of the Director, consisting of general correspondence, 1933-39, monthly work progress reports, 1941-42, about 14,400 photographic negatives, prints, and color transparencies showing activities in Corps Areas I-IX, 1933-42, and records of the Divisions of Investigation and Public Relations, 1933-43. 920 feet. Acc. 1398. RG 35.

Federal Security Agency. Education Office

Records of the Federal Board for Vocational Education, 1917-27, consisting of additional correspondence and reports relating to State vocational education programs; additional records of the Radio Education Project conducted in conjunction with the Work Projects Administration, 1936-40, consisting of general correspondence, memoranda and reports

concerning network programs and projects conducted in educational institutions, and budget estimates; and records relating to the weekly broadcast of "Education in the News," 1934-42. 75 feet. Acc. 1403. RG 12.

Federal Security Agency. Food and Drug Administration

Manuscripts of published and unpublished studies, with basic data and related correspondence, conducted by deceased or retired staff members of the Administration and its predecessors, 1900-1943. 12 feet. Acc. 1591. RG 83.

Federal Security Agency. National Youth Administration Liquidation Division

Records of certain headquarters units of the National Youth Administration, 1935-43, consisting of instructions to and reports from field offices and projects, project specifications, statistical reports, budget data, correspondence with other Government agencies, and about 51,000 photographic negatives and prints showing job-training projects. 900 feet. Acc. 1516. RG 119.

Twenty-four edited silent and sound motion pictures, including several in technicolor, and about 40,000 feet of "library shots," which were not used in the release copies, produced by the National Youth Administration, 1938-42, to illustrate its program and activities. 421 units. Acc. 1518. RG 119.

Federal Trade Commission

Records of investigations conducted by the Commission, including the Fertilizer Investigation, 1922, the Tobacco Investigation, 1925, the Cottonseed Investigation, 1927, and the Steel Code Investigation, 1934; and a card index to the files of the Docket Section, 1915-32. 10 feet. Acc. 1462. RG 122.

Correspondence files, 1932-36, for dockets 2000-2999, except for files relating to cases still pending. 325 feet. Acc. 1494. RG 122.

Federal Works Agency. Work Projects Administration. Liquidation Division

A 16 mm. microfilm copy (10 rolls) of a bibliography, compiled by a New York City Work Projects Administration project between 1935 and 1942, of materials relating to territories and outlying possessions of the United States. Acc. 1383. RG 69.

Records of the Division of Airways and Airports, Work Projects Administration, 1934-41, consisting of correspondence, memoranda, reports, and maps relating to airway and airport projects, including projects on which construction was never undertaken, and additional maps and related papers of the Division of Project Control, 1939-42. 74 feet. Acc. 1390. RG 69.

All general and divisional files not previously transferred of the Washington Office of the Work Projects Administration and its predecessors, 1933-43, including records of the Division of Investigations, except files relating to currently active cases. 2,700 feet. Acc. 1391. RG 69.

Compilation maps used by New York City Work Projects Administration Project 665-97-3-27 in preparing a large-scale relief model of the United States. 1,927 items. Acc. 1444. RG 69.

Records of the Work Projects Administration Survey of Federal Archives, 1936-42, consisting of administrative correspondence of the national office and some of the State offices, 1936-40, field reports on Federal records in the States, unpublished volumes of the Inventory of

Federal Archives in the States and of abstracts of ship registers and enrollments, and lists and indexes of Federal records, agencies, and depositories in the States. 850 feet. Acc. 1479. RG 69.

Library of Congress. Manuscripts Division

Records of the Spanish Governors of Puerto Rico, 1750-1898. 360 feet. Acc. 1478. RG 186.

Maritime Commission

Records of various administrative units and officials of the predecessor agencies of the Commission, 1917-36, consisting of records of the Insurance, Maintenance and Repair, Passenger Transportation and Housing, Purchase and Supply, Ship Sales, and Central Records and Information Divisions and the Operating and Advertising Departments of the Emergency Fleet Corporation and of the Field Information, Finance, Legal, and Regulations Divisions and the Research Bureau of the Shipping Board and its successor, the Shipping Board Bureau of the Commerce Department. 1,475 feet. Acc. 1382. RG 32.

Financial and accounting records of the former Emergency Fleet Corporation, 1917-36, comprising all such records not previously transferred except those relating to contractual obligations not terminated by the latter date, consisting of records of the General Comptroller's Department, the General Comptroller for Construction, the General Comptroller for Operations, the Office of the Treasurer, the Division of Finance, the Chief Cost and Budget Accountant, and additional files relating to claims cases. 1,555 feet. Acc. 1386. RG 32.

Papers in closed litigation cases (5155-5211), 1917-43. 9 feet. Acc. 1443. RG 178.

Personnel records of deck officers, stewards, and engineers who served on vessels owned or operated by or for the Shipping Board and its Emergency Fleet Corporation, 1917-36, with cards showing officer complements of vessels. 177 feet. Acc. 1504. RG 32.

National Housing Agency

Records of the former Central Housing Committee, 1935-42, consisting of minutes of meetings, correspondence, and reports. 57 feet. Acc. 1531. RG 207.

National Labor Relations Board

Transcripts, with exhibits, of hearings held by trial examiners in the field and by the Board in Washington, 1935-41. 650 feet. Acc. 1594. RG 25.

National Research Council

General files of the headquarters office of the Research Information Committee, 1917-21, relating to the interchange of scientific, technical, and industrial research information among the Allied Governments. 29 feet. Acc. 1503. RG 139.

President's Committee on Civil Service Improvement

Records of the Committee, 1939-41, consisting of reports and minutes of proceedings, final and other reports, hearings, press releases, statistical and other special studies, and reports of various advisory committees to the Committee concerning particular professions. 10 feet. Acc. 1502. RG 146.

Price Administration Office

Histories of local war price and rationing boards, January 5, 1942-January 5, 1944, prepared by the boards at the request of the headquarters office to commemorate their second anniversary. 4 feet. Acc. 1500. RG 188.

Railroad Retirement Board

Records of the Bureau of Wage and Service Records, consisting of a 16 mm. microfilm copy of carrier-employee registration cards for account numbers under the system of retirement benefits, 1937-43. 297 rolls. Acc. 1453. RG 184.

Selective Service System

Correspondence with private persons concerning the administration, policies, and personnel of the System, 1940-42. 11 feet. Acc. 1461. RG 147.

Veterans' Administration

Additional personnel files of former employees of the Administration and predecessor agencies who were separated from the service between April 5, 1907, and December 31, 1940. 2 feet. Acc. 1449. RG 15.

Papers concerning additional closed pension claims of veterans, their widows, and dependents, 1861-1943, based on military and naval service during the years 1817-1917. 5 feet. Acc. 1450. RG 15.

Papers relating to over 250,000 noncurrent cases, 1918-42, pertaining to claims for disability and death benefits based on service in the first World War, with card indexes. 10,340 feet. Acc. 1454. RG 15.

Register of authorizations by the Secretaries of War and the Navy to the Commissioner of Pensions, 1916-24, placing the names of veterans on the Medal of Honor Roll under the Act of April 27, 1916, and an inventory of marriage and vital-statistics records and their custodians in the municipalities of the Philippine Islands, received by the Commissioner in 1930. 3 feet. Acc. 1466. RG 15.

Pension award cards showing quarterly or monthly payments to veterans and their dependents, 1908-33, administrative and policy files of the Personnel Division of the Bureau of Pensions, 1895-1930, correspondence with and concerning the local boards of examining surgeons of the Medical Division of the Bureau of Pensions, 1893-1930, and decisions, instructions, and circular orders and correspondence relating to veterans' affairs, 1894-1932. 510 feet. Acc. 1493 and 1574. RG 15.

PRIVATE GIFTS

Motion Pictures

History and treatment of venereal diseases. 1918-42. "The End of the Road," produced under the supervision of the Surgeon General of the Army, 1918, and four educational sound motion pictures, produced or sponsored by the donor, entitled "Health Is a Victory," "In Defense of the Nation," "Plain Facts," and "With These Weapons." Presented by the American Social Hygiene Association, Inc. 11 units. Acc. 1507. RG 200.

East African expedition. 1924. Motion pictures taken by the donor as a representative of the Bureau of Plant Industry, Department of Agriculture, on the expedition of the Phelps-Stokes Educational Commission across East Africa, showing the agricultural and commercial pursuits of the region, with some emphasis on plants suitable for cultivation in the

United States. Presented by Dr. H. L. Shantz. 18 units. Acc. 1505. RG 200.

Motion pictures and war propaganda. 1939-40. Eight sound motion pictures, studied by the subcommittee of the Interstate Commerce Committee of the Senate that investigated the alleged dissemination of war propaganda, entitled "Man Hunt," "The Man I Married," and "Night Train," presented by Twentieth Century-Fox Film Corporation; "They Dare Not Love," presented by Columbia Pictures Corporation; "Confessions of a Nazi Spy," "Dispatch from Reuter's," and "Underground," presented by Warner Bros. Pictures, Inc.; and "Foreign Correspondent," presented by United Artists Corporation. 81 units. Acc. 1410-1412 and 1429. RG 200.

"The March of Time." 1939-43. Fifty-four sound motion pictures produced by the donor. Presented by the March of Time. Acc. 1388 and 1602. RG 200.

"Precision Naval Machinery for Victory." 1942. A 2-reel sound motion picture produced by Scientific Films, Inc., under the sponsorship of the donor with the approval and cooperation of the United States Navy. Presented by the Northern Pump Co., Minneapolis, Minn. Acc. 1445. RG 200.

Wartime motion pictures. 1942-43. Nine 1-reel sound motion pictures, chiefly in technicolor, produced by the donor. Presented by Warner Bros. Pictures, Inc. Acc. 1601. RG 200.

"Hidden Hunger." 1943. A 2-reel sound motion picture distributed by the Federal Security Agency in its National Nutrition Program to promote the conservation of vitamins in cooking. Presented by Swift and Co. Acc. 1428. RG 200.

"Mission to Moscow." 1943. A 12-reel sound motion picture based on Joseph E. Davies' service as Ambassador to Russia, 1936-38. Presented by Warner Bros. Pictures, Inc. Acc. 1467. RG 200.

Current events. April 1943-June 1944. A series of 134 news reels. Presented by Paramount News. Acc. 1513, 1564, and 1600. RG 200.

Sound Recordings

Radio interviews. 1942-43. Sound recordings of interviews with Capts. Charles Malec and Robert Storz, Jr., and Lt. Hiram Messmore, air combat service veterans from the Omaha, Nebr., area. Presented by Radio Station WOW, Inc., Omaha, Nebr. 3 units. Acc. 1546. RG 201.