

*Twelfth*  
ANNUAL REPORT  
*of the* ARCHIVIST  
OF THE  
UNITED STATES  
*1945-1946*

THE NATIONAL ARCHIVES

*Twelfth*

ANNUAL REPORT

*of the* ARCHIVIST

OF THE

UNITED STATES

FOR THE YEAR ENDING JUNE 30, 1946



UNITED STATES GOVERNMENT PRINTING OFFICE

WASHINGTON: 1947

PUBLICATION No. 47-4

## CONTENTS

	Page
Officers and staff . . . . .	iv
Letter of transmittal . . . . .	v
Report of the Archivist, 1945-46 . . . . .	1
Records administration program . . . . .	7
Disposal of records . . . . .	12
Accessioning of records . . . . .	16
Preservation of records . . . . .	23
Analysis and description of records . . . . .	25
Reference service . . . . .	29
Other services . . . . .	34
The Federal Register . . . . .	39
Administrative activities . . . . .	41
Appendixes:	
I. Recent legislation concerning the National Archives . . . . .	53
II. Executive order providing for the more efficient use and for the transfer and other disposition of Government records, issued September 25, 1946 . . . . .	58
III. Report of the secretary of the National Archives Council for the fiscal year ending June 30, 1946 . . . . .	60
IV. Regulations of the National Archives Council concerning the disposal of records, promulgated on August 15, 1945 . . . . .	61
V. Report of the National Archives Trust Fund Board for the fiscal year ending June 30, 1946 . . . . .	63
VI. Report of the secretary of the National Historical Publications Commission for the fiscal year ending June 30, 1946 . . . . .	64
VII. List of record groups in the National Archives as of October 31, 1946 . . . . .	66
VIII. Accessions of the National Archives during the fiscal year ending June 30, 1946 . . . . .	71
Index . . . . .	93

## OFFICERS AND STAFF

(As of November 15, 1946)

### GENERAL ADMINISTRATION

SOLON J. BUCK—Archivist of the United States.  
ARTHUR E. YOUNG—Management Officer.  
THAD PAGE—Administrative Secretary.  
OLIVER W. HOLMES—Program Adviser.  
STUART PORTNER—Budget Officer.  
DAN LACY—Director of Operations.  
MARCUS W. PRICE—Deputy Director of Operations.  
PHILIP C. BROOKS—Records Appraisal Officer.  
PHILIP M. HAMER—Records Control Officer.  
FAYE K. GEESLIN—Secretary to the Archivist.

### RECORDS DIVISIONS AND OFFICES

*Agriculture Department Archives*—Herman Kahn, Acting Chief.  
*Commerce Department Archives*—Arthur H. Leavitt, Chief.  
*Interior Department Archives*—Herman Kahn, Chief.  
*Justice Department Archives*—Gerald J. Davis, Chief.  
*Labor Department Archives*—Paul Lewinson, Chief.  
*Legislative Archives*—Thad Page, Chief.  
*Maps and Charts*—W. L. G. Joerg, Chief.  
*Photographic Records*—Vernon D. Tate, Director.  
*Post Office Department Archives*—Arthur H. Leavitt, Acting Chief.  
*State Department Archives*—Roscoe R. Hill, Chief.  
*Treasury Department Archives*—Westel R. Willoughby, Chief.  
*Veterans' Records*—Thomas M. Owen, Jr., Chief.  
*War Records*—Edward G. Campbell, Director.

### OTHER DIVISIONS AND SECTIONS

*Cleaning and Rehabilitation*—Arthur E. Kimberly, Chief.  
*Exhibits and Publications*—Elizabeth E. Hamer, Head.  
*Federal Register*—Bernard R. Kennedy, Director.  
*Finance and Accounts*—Lottie N. Sanders, Chief.  
*General Reference*—W. Neil Franklin, Chief.  
*Labor and Traffic*—William Thompson, Head.  
*Library*—Lester W. Smith, Librarian.  
*Personnel Management*—Ruth A. Henderson, Chief.  
*Printing and Processing*—Harry M. Forker, Chief.  
*Property*—Frank P. Wilson, Chief.  
*Records and Communications*—Virginia M. Wolfe, Chief.  
*World War II Records Project*—Philip M. Hamer, Director.

## LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,

Washington, D. C., November 15, 1946.

*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 twelfth annual report of the Archivist of the United States, which covers the fiscal year ending June 30, 1946.

Respectfully,

SOLON J. BUCK, *Archivist.*

## *Twelfth*

### ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES



When the fiscal year 1946 began the Nazi Government and armies had disintegrated but a few weeks before. In a few weeks more the Japanese Empire followed Hitler's Reich into collapse, and the war, unbelievably, was over. Though the war was over, peace was not yet come. Millions of the men and women of the United States were overseas and in arms and had to be brought home and aided in returning to their normal lives. The disciplined war economy erected in the previous 5 years could not overnight, or over a year, be re-directed to peacetime production and freed of Government control. Among the nations war had been followed by truce; an old order had ended; peace and a new order had yet to be built.

The structure of the Government reflected the gradual nature of the transition from war to peace. Even before the war's end, after the power of the enemy to threaten the American homeland had been beaten back, the liquidation of the Office of Civilian Defense had been begun. Censorship was discontinued immediately after VJ-day and the Office of Censorship was liquidated promptly thereafter, as were several other relatively small emergency agencies. A number of other wartime agencies, such as the Foreign Economic Administration and the Office of War Information, were soon discontinued, but some of their functions, much of their personnel, and many of their records were transferred to permanent agencies, such as the State Department, in order that essential activities might be continued. Other agencies, such as the War Production Board, which became the Civilian Production Administration, sustained reductions of programs and changes of names but continued as organizations. Still others, such as the Office of Price Administration and the Selective Service System, remained administratively unchanged, though with reduced staffs and activities.

Insofar as the orderly retirement of the records of the war period is concerned, it was fortunate that complete demobilization did not

follow immediately on the end of hostilities. Although the National Archives had prepared itself by careful study of the records of war agencies and by detailed negotiations with their records officers, it did not have at the close of the war either the staff or the space to handle the enormous accumulation of records of enduring value that had been created during the war. Nor had a number of the largest agencies, oppressed with heavy loads of current work and uncertain of the postwar responsibilities that would be placed on them, been able to complete the detailed planning of their own records retirement programs. In this category were the Office of Price Administration and the Selective Service System, the two temporary war agencies with the largest accumulations of records. Nevertheless remarkable progress was made in records retirement throughout the Government, and, despite the limitations of the resources available to it, the National Archives was able to handle adequately its share of this work.

It is perhaps now possible to make some generalizations concerning the documentation of the war just ended. In the first place, the character of the body of documentation that will exist for future users has been largely determined by the record-keeping practices that produced it. The war agencies were large, sprawling, and hurriedly organized. The orderly processes of Government functioning were unfamiliar to most of their newly recruited staffs and would have been inapplicable in any case to wartime operations. Moreover, the staffs of the war agencies understandably were more concerned with winning the war than with recording it. An expected consequence is that the future will often have to rely on poorly organized and inadequately maintained files; that many crucial decisions made orally can only be guessed at in times to come; and that many records of great importance will have been lost or taken away in personal files. To have hoped that the hurried and chaotic elements in our vast and sudden mobilization for war would not affect the quality of its records would have been chimerical.

But there can be no doubt that in every aspect this war was incomparably better recorded than any previous war. The very inadequacy of the records of the last war, on which administrators in this conflict had often to rely for guidance, made them aware of the future utility of well-kept records. The persuasive efforts of the Committee on Records of War Administration set up by the Director of the Bureau of the Budget and of the National Archives provided a further stimulus to sound record-keeping. Supplementing in a most valuable way the basic records were the current historical studies of administration and operations prepared by special historical units in almost every war agency. Very special efforts were made to record adequately the major acts and policy decisions of the war agencies. However under-

standably sparse, incomplete, or ill-organized in places, the documentation of the war was in existence.

It existed, in fact, in such quantity that the Government had before it two major problems, in both of which the National Archives was especially involved. In the first place, probably more than 10,000,000 cubic feet of records were accumulated during the war. Buildings to house them permanently would cost at least \$75,000,000 and would create a whole new "Federal Triangle" in Washington. Moreover the most diligent work could not make so gargantuan a mass usable. It was obvious, then, that only a small fraction of the records could or should be preserved. In the second place, to handle even the perhaps 1,000,000 cubic feet that would be worth preserving indefinitely presented major problems both of storage and of organization and control of the materials for future use.

The problem of selecting the fraction of records to be preserved was an exceedingly difficult one, to which 2 years of preparatory study and planning had been devoted by the National Archives as well as by the agencies concerned. To generalize concerning the decisions reached is difficult, but some indication of the bases for them may be given. The records of any agency may be roughly divided into three groups: those that record its general management and policies at high levels, usually very small in quantity; those that record the routines of its internal administration (fiscal, personnel, procurement, and the like); and those that record its operations. It may be said in general that the "policy" records of all war agencies will be kept and that their "housekeeping" records, the second group referred to, will be disposed of with the exception of certain fiscal and personnel records required for legal and administrative purposes.

It is the "operating" records—individual registrants' folders of Selective Service, case files of the War Labor Board, individual reports, questionnaires, and directives of the War Production Board, local price and rationing board records of the Office of Price Administration—that have presented the major problems in evaluation. On the one hand, they are the source of detailed information on the actual operation of the war program and an incalculably rich mine of data relating to many aspects of American life. On the other hand, they constitute the great bulk of the 10,000,000 cubic feet of war records, and the preservation of all or even the major part of them is impossible.

The appraisal of operating records has been attempted individually, in each case on the basis of a number of criteria: their legal importance, the significance of the operations recorded, the availability of the same information in other records in complete or in summary form, the arrangement and practical usability of the records, their confiden-

tiality, and their volume in relation to their assumed value. By and large, statistical raw data will not be retained indefinitely. This was a decision hard come by, but for it there are compelling reasons. Statutes prohibit the use of such records in any case to obtain data about particular persons or companies; elaborate statistical analyses were made in the course of operations and these will be preserved; certain bodies of statistical data were turned over to other agencies for even further exploitation; and, finally, their volume is so great that no future investigator could hope to make effective use of them unless he came armed with a formidable grant and batteries of clerks and punch-card machines.

Of the masses of files accumulated on individual persons, Army and Navy service records will be kept for legal reasons, as will most Federal civilian personnel records. But Selective Service registrants' folders, although they contain even fuller personal data, probably will not be retained indefinitely. Because of their special sociological and anthropological significance, War Relocation Authority files on individual evacuees of Japanese descent will be retained.

The records of the Office of Price Administration local boards will be destroyed, but OPA industrial and price analyses will be retained, as will files on disputed War Labor Board cases and case files of the Fair Employment Practice Committee. Legal reasons require the keeping of a rather detailed record of operations of the Foreign Economic Administration; the relatively more routine and more easily summarized operations of the Office of Defense Transportation will be documented in less detail in the records selected for indefinite retention. Often a sample, selected with a view to its statistical validity, will be retained instead of an entire operational file.

The foregoing examples indicate the range and complexity of the evaluation problems faced by the National Archives and some of the solutions reached. Members of the staff cannot pretend to such omniscient foresight as would have enabled them to decide all these problems wisely; but, working in the closest collaboration with the agency records officers, they have been able to devise a pattern of selection that should make possible the reduction of the volume of the records of the war period by 80 to 90 percent without serious loss to the future administrator or scholar.

The thoughtful selection of the core of records of the war to be preserved, however, by no means ends the problem. There is at present no suitable place in which to keep even that core permanently. The National Archives Building is nearly full and, though the retention for some years by the War and Navy Departments of their valuable records of the war period will defer the most critical aspects of the storage problem, the need for additional space for the National Archives

is exigent. Plans for increasing the capacity of the present building and for constructing a new building are discussed later in this report.

Even more difficult is the problem of organizing, listing, and explaining the documentation of the war period in such a way that it can be effectively used. This is a task that could be accomplished with the normal resources of the National Archives only over a span of decades and far too slowly to permit the fullest use of the records in serving the practical needs of the Government or the people. Some hope for more rapid progress in the solution of this problem was afforded, however, at the very end of the fiscal year by the receipt from the President of a letter asking the Archivist to submit plans for a comprehensive project to prepare a series of guides to the whole documentation of the American Government's participation in World War II.

It is also possible now to assess some of the lasting consequences of the war upon the work of the National Archives. Undoubtedly, war-created pressures for space, equipment, and personnel led to the transfer of some valuable records of the Government sooner than would otherwise have been the case. By the end of the fiscal year the National Archives held, with few exceptions, substantially all the records of the Government of enduring value up to the 1920's, and many records even of the 1940's had been received. Thus we had the satisfaction of knowing that the initial program for the concentration of the older records of the Federal Government was being brought substantially to completion some years ahead of the time when such completion could normally have been anticipated.

Moreover, the acute character of the records problem existing during the war led to the adoption of an active records administration program and a very much improved procedure for the prompt disposal of useless records. The National Archives became not merely a passive recipient of records no longer wanted in the operating agencies of the Government but an active participant in the solution of the Government's records problems. The long-run consequences of this war-stimulated expansion of the interests of the National Archives will, it seems likely, be highly significant in the future development of the agency.

The demands of agencies of the Federal Government for information in the records in the National Archives that would be helpful in the planning and the prosecution of the war greatly increased the reference-service load and stimulated the development of improved techniques of reference service. One device for furnishing information needed by a number of offices was the publication of *Reference Information Circulars*, which attempt to describe in an expository and analytical fashion the materials in the National Archives, from what-

ever agency received, bearing on particular subjects. Such circulars proved to be highly useful during the war, and their application to the normal peacetime needs of scholars, as well as of Government agencies, is of obvious importance.

Although the National Archives emerged from the war with greatly enriched holdings and with improved procedures, in other ways the consequences of the war on its work were exceedingly grave. The great increase in its "must" workload was accompanied not by a corresponding increase but by a drastic reduction of its staff—a reduction, in fact, of more than a third. The induction into the armed services and the transfer to war agencies of many of the most able and experienced members of the staff, coupled with the difficulty of obtaining trained replacements during the war, made the effects of this reduction even more serious. The lasting consequences were felt principally in two ways: in the inadequacy of the physical care of the records in the custody of the Archivist and in the inadequacy of the control over those records.

During the whole war period, records were accessioned far more rapidly than it was possible to box and shelve them, with the consequence that they took up far more space than was necessary and were difficult, if not impossible, to service. This problem of unpacked and unshelved records, however serious, can in time be solved without lasting ill effect. Much more serious is the fact that only pitifully inadequate funds could be devoted during the war years to the repair of worn, crumbling, and otherwise deteriorating records. At the end of the war, the deterioration of paper and bindings was proceeding at a rate several times as great as the countervailing program of rehabilitation. This deterioration in the physical condition of records in the custody of the Archivist naturally affected most the older and more historically important records, no small part of which by the end of the war had reached the point where they had to be withdrawn from reference service. No more grave problem faces the National Archives than to reverse this process by a vigorous program for the rehabilitation of records that otherwise face a danger of total loss, but such a program cannot be undertaken without greatly increased appropriations for the purpose.

The problem of establishing adequate control over records by means of checklists, inventories, and other finding aids so that the holdings can be fully known and promptly and effectively used is a major concern of every archival agency. It is peculiarly acute in the National Archives, for no other archival agency in the world has a comparable volume of records covering a comparably wide diversity of governmental activities. The cataloging procedures of libraries are inapplicable to archival holdings and the experience of European archival agencies and of other American archival agencies, with much smaller

holdings, are almost equally inapplicable. It early proved to be necessary for the National Archives to devise a simpler and more flexible procedure for control than any previously in use. Such a procedure had been carefully planned and was put into operation just before the outbreak of war, but shortages in staff and the pressure of wartime work made it impossible throughout the war to make any significant progress in the work. At the same time, the holdings of the National Archives tripled. The consequence was a steady retrogression throughout the war in the agency's knowledge of its holdings and in the effectiveness with which they could be used. Advantage was taken of the immediate postwar lull in accessioning to press the records-control program vigorously, and during the year under review, for the first time in the history of the National Archives, more records were checklisted, series by series, than were accessioned. The net reduction in the backlog of work to be done in bringing the holdings of the agency under control was, however, very slight. It was so slight that even if it were possible to continue to effect a similar reduction every year, it would still be decades before all the records in the custody of the Archivist would be under even preliminary control.

It was possible during the year, however, to make two very significant contributions to the knowledge of records in the National Archives. A brief guide, *Your Government's Records in the National Archives*, was completed and came off the press a few days after the close of the fiscal year, and copy for a more ambitious guide to the holdings of the agency as of December 31, 1945, was almost completed. Its publication will furnish the public with the first reasonably comprehensive description of the records in the National Archives since 1940. Although the descriptions are necessarily in general terms, it is believed that this guide will constitute a significant addition to the research tools available to the administrator and the scholar.

The fiscal year also brought the beginnings of an anticipated revival of normal scholarly research and a consequent increase in the use of the older records. Although such research imposes severe demands upon the limited staff of the agency, its renewal is a matter of deep gratification. For in providing facilities for the private, independent study and evaluation of the experience of the Government and the people of the United States as embodied in Federal records, the National Archives performs its part in one of the most significant contributions that scholarship can make to the planning and conduct of our national affairs.

#### RECORDS ADMINISTRATION PROGRAM

Although the records administration program of the National Archives was undertaken 5 years ago, just about the time the war started, it was not a wartime activity that could cease with the end of

hostilities. So long as records are created by Federal agencies there will be a need for managing them efficiently. Undoubtedly fewer records came into being during the fiscal year 1946 than in the preceding war years, for many war-inspired controls were removed and many war-engendered activities were eliminated entirely, as was censorship, or were drastically curtailed, as was selective service. Nevertheless there remained the basic necessity for sound administration of current records, intelligent selection of a core of valuable records for permanent preservation in the National Archives, and the prompt, space-saving, time-saving, and money-saving disposal of other records as soon as they lost their value.

For 5 years the National Archives has urged the adoption by Federal agencies of programs embodying these aims and has furnished information and assistance toward this end. At first there were few who could see the advantages of such action. When early in the war such important agencies as the War and Navy Departments took the time and the money to establish large-scale records administration offices and demonstrated that twentieth-century, rather than early nineteenth-century, methods of records management paid, the way of the National Archives was considerably smoothed. Before that our evangelism was somewhat suspect: the gospel was all right for us, some seemed to feel, but they themselves did not stand in the need of grace. Now, however, there is fairly widespread realization that the National Archives was not preaching a course of action that would benefit itself only, that it was not foisting its problems onto other agencies, but that efficient records administration is as much a part of sound management as is competent budgeting or personnel administration.

During the war, the National Archives concentrated chiefly on the emergency agencies in its efforts to induce the adoption of records retirement programs. This was expedient because these were the agencies most likely to be terminated abruptly. When VJ-day arrived, therefore, the success of the efforts of the National Archives and of the planning of the emergency agencies could begin to be measured.

The morning after the receipt of the news of Japan's surrender, orders to stop all censorship activities went out and the Office of Censorship began to liquidate itself. Convinced that it had only a war-time job to do, that Office had already drawn up a plan for the retirement of its records. With help from the National Archives, its records were segregated, valueless ones were disposed of, and those worthy of permanent preservation were boxed and labeled. About 35,000 cubic feet of records were reduced by disposal and in some cases by microfilming to about 1,700 cubic feet of records, of which amount 666 cubic feet were transferred to the National Archives and the rest were

turned over to the Treasury Department's Bureau of Accounts for use in winding up Censorship's fiscal affairs. And all this was done within the 90 days allotted for closing the agency.

It was not to be expected that the records of all the emergency agencies could be reduced so greatly as were the files of the Office of Censorship, but the accomplishments in that case were an indication of what could be achieved by advance planning and the will to finish a job with all the odds and ends of administration neatly tied up. Especially good jobs were also done with the records of the War Relocation Authority, the Petroleum Administration for War, and other agencies that were abolished outright. The Fair Employment Practice Committee, however, was terminated so abruptly that it had no chance to prepare its records for retirement, although plans had been made, and had the National Archives not been prepared to take over, valuable records might have been lost or dispersed.

It was a far more complicated problem to deal with those agencies the functions of which, at least in part, were parceled out to permanent agencies. The functions of the Foreign Economic Administration were divided among four agencies—the State, Commerce, and Agriculture Departments, and the Reconstruction Finance Corporation. Under the circumstances, the FEA itself could not govern the fate of its records, and the successor agencies, unfamiliar with the records and uncertain of how great their need for them would be, were reluctant to sanction disposal or transfer to the National Archives even when plans for such retirement had been made. Some records were transferred to the National Archives, but it seemed likely that the identity of many FEA records would be lost by their being incorporated into the files of the successor agencies. Practically the same situation existed with respect to the Office of Strategic Services, the Office of War Information, the Office of Inter-American Affairs, the War Manpower Commission, and the Smaller War Plants Corporation; some of their records were transferred to the National Archives but many went to agencies that were charged with carrying on parts of their activities.

Although uncertainty as to their future hampered other emergency agencies in retiring their records, some heartening progress was made. The Office of Price Administration appointed a member of the staff of the National Archives to head its records office, and by the end of the year under review a comprehensive survey of the agency's 1,250,000 cubic feet of records was well under way and disposal schedules covering about two-thirds of them had been prepared. The Civilian Production Administration (successor to the War Production Board), Selective Service, and the Office of Scientific Research and Development also listed or scheduled many records for disposal or for eventual transfer to the National Archives.

Efforts of the National Archives to facilitate the retirement of the records of the emergency agencies received support from several quarters during the year. In July 1945 the Budget Bureau issued a guide for agency liquidation or reduction, which outlined the proper procedure for records disposal or transfer to the National Archives. To further his policy of economizing by reducing the size of the war-swollen Government, President Truman in September appointed George E. Allen to study liquidation problems and to make recommendations to him. Mr. Allen's report stressed, among other things, the importance of records retirement. It urged support for agency records officials, careful selection of records for preservation, particularly of high-level policy files, prompt disposal of material of no further value, maintenance of the integrity of files transferred from one agency to another, and close cooperation with the National Archives. It also recommended the appointment of a Director of Liquidation to further the winding up of the affairs of the emergency war agencies. In January such a Director, Robert L. McKeever, who had been the administrative officer of the Office of Censorship, was appointed, and the National Archives was represented in the membership of the Liquidation Advisory Committee. It worked closely with Mr. McKeever and his assistant, Elliott Thompson, and the resulting impetus given to records retirement was gratifying.

About two-thirds of the Government records in existence at the end of the war were held, however, by half a dozen war agencies that are either permanent or are likely to remain in existence for some time. They are the War and Navy Departments, the Veterans' Administration, the War Shipping Administration-Maritime Commission, the Alien Property Custodian, and the War Assets Administration. All except the War Assets Administration have well-established records administration offices and even that new agency has begun a records program. The War and Navy Departments, the War Shipping Administration, and the Alien Property Custodian have established intermediate depositories, where records are segregated for eventual disposal in accordance with schedules already prepared or under way. All six of these agencies have their records problems under control and no immediate crises are likely, for it will probably be some time before they will begin to transfer large quantities of World War II records to the National Archives.

There were several important developments in the records work of the nonwar agencies. The Bureau of the Budget appointed a records officer, Miss Helen Chatfield, former Archivist of the Treasury Department, who launched a simultaneous attack on the Bureau's accumulations of older records and on the control of its current records. The Bureau's position in relation to administration throughout the Government made this program especially significant. Records

officers, without whom adequate records programs can scarcely be carried on, were also appointed for the Federal Security Agency and the Labor Department. The General Accounting Office for the first time transferred records to the National Archives and sought disposal authorization; one body of pension-payment files that amounted to 35,000 cubic feet was discarded. Among other agencies that, with the assistance of the National Archives, made progress on retirement plans were the Treasury, Agriculture, and Justice Departments, and a beginning was made in inaugurating a records control and retirement program for the district courts of the country. By the end of the year very few of the older records of the Government were still outside the National Archives. Among them, however, were the important noncurrent records of the House of Representatives, but there was a bill pending before Congress providing for their transfer to the National Archives.<sup>1</sup>

Late in the year records retirement throughout the entire Government was stimulated by a drive, instigated by President Truman, to release as much Government-rented space as possible for the use of private business. Noncurrent records in storage were natural targets, and on April 22 the Public Buildings Administration asked all agencies to reduce by 50 percent the space occupied by such records and called attention to the assistance the National Archives could render. As a result there was a flood of calls for help with transfer and disposal jobs and the National Archives was able to be of real service to a number of agencies.

Definition during the year of accession policy and evaluation standards as well as an amendment to the Federal Disposal Act of 1943 helped to put records retirement on a sounder basis. The amendment, approved by the President on July 6, 1945, permitted the National Archives to prepare general schedules applicable to records, such as those relating to personnel, that are common to all or many agencies of the Government.<sup>2</sup> Such schedules provide uniform and far better control of records than can be achieved by separate schedules for each agency and are obviously more economical in their application.

Although records management work is certainly not yet out of the pioneer stage of its development, there were many signs during the year that new frontiers had been established. Participation in the Interagency Records Administration Conference, the sponsorship of which the National Archives took over from the Civil Service Com-

<sup>1</sup> The Legislative Reorganization Act of 1946, which includes a provision for the transfer to the National Archives of the noncurrent records of the First to the Seventy-sixth Congresses, inclusive, was approved on August 2, 1946. The text of this provision is contained in appendix I.

<sup>2</sup> The text of the Disposal Act as amended is contained in appendix I.

mission, was much broader than in previous years. More than 300 persons were active members, and the monthly sessions of the Conference provided useful forums for the discussion of records problems. Further evidence of professionalization was the ever-increasing body of literature on records administration. Besides the reports on the meetings of the Interagency Records Administration Conference, which were processed, several agencies issued publications in the field of records management; among them were the War Department's manual on the microfilming of records and the National Archives' manual on *How To Dispose of Records*, which was revised during the year.

The influence of records administrators has broadened to the point where they are accepted as members of the general management staffs of Federal agencies. Concrete recognition of the importance of records administration in the efficient internal management of the Government was embodied in an Executive order drafted during the year by the Bureau of the Budget with the advice of the National Archives. This order,<sup>3</sup> which was issued after the close of the fiscal year under review, places primary responsibility for records administration in the individual Federal agencies and requires the conduct of an active, continuing records retirement program in each of them. It establishes the policy that agencies in the Executive branch of the Government shall retain only current records, that useless records shall be disposed of promptly, and that valuable ones shall be transferred to the National Archives so they may be made available to the whole Government. The Director of the Bureau of the Budget is authorized "with the advice and assistance of the National Archives" to conduct inspections, require reports, and issue directives needed to carry out the order. If this Executive order is conscientiously observed, records administration in the Government will come of age.

#### DISPOSAL OF RECORDS

Until 1934 the main attack made on the records problems of the Government was through legislation governing disposal. The chief feature of this legislation was the authority granted to destroy records. The first Federal act to deal comprehensively and positively with Government records was the act creating the National Archives. In it disposal was relegated to its proper place as only one aspect of the larger and more important problem of preserving valuable records. Experience has convinced the National Archives that this is the proper perspective on disposal. As more has been learned about Government records problems, however, ways to improve the machinery of

<sup>3</sup>The text of the order constitutes appendix II of this report.

disposal have been discovered and several desirable changes have been incorporated into law.

Authorization for scheduling, obtained in the Disposal Act of 1943, was a major step toward making disposal a tool for the long-range control of records, for schedules may propose the disposal, after a specified length of time, of records, either in existence or yet to accumulate, that lack enduring value. To establish control over the whole of records retirement, agencies may use the comprehensive or retention and disposal schedule, which covers all records of an agency or of one of its units and specifies for each series whether it is to be disposed of, held temporarily in an agency depository, or transferred to the National Archives.

A year's experience in the review and application of disposal and comprehensive schedules covering records of single agencies showed that general schedules covering records of certain types held by all or most agencies of the Government would be desirable. Congressional authorization for the Archivist to submit such schedules was therefore sought, and on July 6, 1945, an act amending the Disposal Act to permit this was signed by the President.<sup>4</sup> In addition this act provides for the disposal by the agencies having them in custody of records authorized for disposal regardless of the fact that the lists or schedules covering them may have been submitted to the Archivist by other agencies. This is an important provision, for many records listed or scheduled for disposal have been transferred to successor agencies, which now have the responsibility of effecting the authorized disposals.

On August 15, 1945, regulations of the National Archives Council implementing the amended act were promulgated.<sup>5</sup> They established standards for the photographic reproduction of records when the original records are to be destroyed and prescribed the procedure for submitting lists and schedules and for the actual disposal of records. They also broadened the authority of the agencies to transfer records authorized for disposal. Such transfers may now be made, with the approval of the Archivist, to any government, organization, institution, corporation, or person that makes application for the records. Many applications were made during the year and a number of them were approved. For example, records relating to Brazilian, Chinese, and French soldiers trained by the Army Air Forces during World War II were transferred to the governments concerned.

During the year five general schedules were prepared by the National Archives. Two dealt with the very voluminous mail records and fiscal and accounting records and had not been put into effect

<sup>4</sup>The text of the Disposal Act as amended is contained in appendix I.

<sup>5</sup>The text of the regulations comprises appendix IV of this report.

by the end of the year under review. The other three, covering personnel, draft-deferment, and information-service records, were approved by Congress and promulgated by the Archivist. These general schedules, the wide distribution of the manual *How To Dispose of Records* (revised 1946), the issuance of several policy statements on such subjects as the scheduling of records for disposal on the grounds that they have been microphotographed, and the campaign of the Public Buildings Administration to clear space in Government-rented buildings gave impetus to disposal activities throughout the Government.

More than three-fourths of the 9,631 items submitted by Federal agencies for disposal during the year were on schedules. This is a much larger proportion than in the preceding fiscal year. This wider use of schedules, which provide a method of long-range control of records, rather than of lists, which can apply only to records already accumulated, shows that real progress is being made by Federal agencies in the effective management of their files. Although the number of items submitted for disposal was less than in the preceding year, a much larger quantity of records was covered by them because of the increasing tendency to include many file units in one "item." There was, for instance, wider use of "functional" schedules, which may cover, for example, all records of specified offices of an agency relating to the inspection of machinery. One such schedule approved during the year covered by only one item the records of Coast Guard separation centers throughout the country.

Progress in scheduling their records made by a number of agencies, particularly the emergency war agencies, has already been reviewed, but it should be noted that during the year the War Department virtually completed schedules for all disposable field records. The Navy Department also submitted schedules covering almost all its field activities, and one of its approved schedules authorized the disposal of practically all supply and accounting records of only temporary value throughout the Naval Establishment. Schedules of fiscal and accounting records in the Office of Price Administration and the Department of Agriculture were also approved.

There is reason to believe that the listing and scheduling of Government records for disposal has progressed to such a point that more records are now being disposed of each year than are being created. During the war it was estimated that records were being created at the rate of 1,000,000 cubic feet a year; that rate has undoubtedly decreased since the end of hostilities. Meanwhile, in the year under review, the War Department alone reported the disposal of about 860,000 cubic feet of records. In the same period the Navy Department disposed of more than 100,000 cubic feet, Selective Service more than 90,000 cubic feet,

the Justice Department about 20,000 cubic feet,\* and the General Accounting Office about 100,000 cubic feet. The National Archives itself after reevaluating some of its accessioned records released 8,500 cubic feet of them for sale as waste paper. Thus these few agencies disposed of about 1,200,000 cubic feet of records that had lost their value. Admittedly some of these agencies are among those with the most active records administration programs, but many other agencies also submitted disposal lists and schedules during the same period and actually disposed of vast quantities of records that had outlived their usefulness.

The seemingly endless pyramiding of Government records, then, has come to a stop. Furthermore, it is not too much to expect that the efficient management of current records, promoted by records administration programs such as the National Archives has been advocating for the last 5 years, and a continued aggressive attack on the accumulations of noncurrent Federal records can in a reasonable length of time—perhaps 10 years—practically wipe out the backlog. That, of course, is one of the long-range objectives of the National Archives, but in our efforts to attain it we are faced with a real challenge. The appraisal of records, the burden of which rests upon the National Archives, becomes more and more complex as obviously useless material is eliminated and borderline and then valuable records must be appraised. This process of evaluation demands the highest professional competency. It requires knowledge of the Government and its functions and the imagination to foresee what uses Federal agencies may make of Government records, an understanding of the rights of United States citizens and of the records that must be kept to protect those rights, and a broad appreciation of the place of the Nation's archives in the totality of materials for research that is the cultural heritage of America. Now that the mechanics of disposal have been greatly improved, the attention of the National Archives must be centered on this all-important problem of evaluation.

Careful examination by the National Archives of records proposed for disposal may seem unnecessarily cautious and costly, but it is not. Sometimes Federal agencies, pressed for space, propose the disposal of records they no longer need without considering the possibility of their use by others. The National Archives, then, as the watchdog for the Government and people of the United States, steps in to protect the records that should be preserved. The retention in this way of just one item later needed by the Government, for instance to defend itself against an unfounded claim, may save more than the cost of the agency's appraisal activities for many years.

It is true that the National Archives approves most items on disposal lists and schedules, but during the year under review the Archi-

vist refused to submit a number of them to Congress for disposal authorization. That such refusal was justified was repeatedly demonstrated. Shortly after the National Archives withheld approval of the disposal of a series of unaccepted bids the Justice Department used similar records in a case involving the recapture for the Government of \$8,500,000. During the Congressional Pearl Harbor Investigation, the National Archives had cause to be glad that it had refused to approve the disposal of intercepts and other records of listening posts. It has been conservative in approving the disposal of records relating to war contracts or to procurement. Such records are voluminous and costly to maintain, but they document the expenditure of so large a portion of the national wealth that the use by the Government of a mere fraction of them in legal action may save far more than the cost of their preservation.

#### ACCESSIONING OF RECORDS

The end of hostilities had long been anticipated by the National Archives as our D-day, the beginning of the movement of the records of the war agencies into our building. The "invasion," however, was not in as great force as we had expected. A number of emergency agencies, among them such large ones as the Office of Price Administration, the Civilian Production Administration (successor to the War Production Board), and the Selective Service, were continued, or, as in the cases of the Foreign Economic Administration, the Office of War Information, and the Office of Strategic Services, their functions, at least in part, were transferred to continuing agencies. Hence many of their records remained in active use. In other cases the effectiveness of the records administration work greatly reduced the bulk of the records that had to be preserved. For these and other reasons the quantity of records transferred to the National Archives during the year amounted to only 44,951 cubic feet, less than in any other year since the outbreak of the war.

Substantial quantities of valuable World War II records were nevertheless received by the National Archives during the fiscal year 1946. Many of them came from agencies that were terminated outright, and all of them are significant, for in a time of crisis such as war the Government's relations with industry, labor, and private citizens as well as with other governments are in sharp focus and the documentation of these interrelationships is especially valuable for research. For instance, the whole story of censorship, which in time of peace would be an invasion of private rights but which in war was necessary for the country's security, is told in records transferred by the Office of Censorship. Other aspects of the war effort are pictured in central records of the Fair Employment Practice Committee, War

Relocation Authority records of relocation centers and of the Fort Ontario Refugee Shelter, files of the War Refugee Board, transcripts and other records of the Foreign Broadcast Intelligence Service, export license files of the Foreign Economic Administration, files of the Office of Strategic Services, and records of the Domestic and Overseas Branches of the Office of War Information, all of which were received during the year.

Some World War II records were received under terms of a resolution of the National Archives Council of November 9, 1944, which permits the Archivist to take possession of any Federal records not in the custody of another Government agency. The files of the President's Committee to Report on the Rubber Situation, the President's Soviet Protocol Committee, and the United States War Ballot Commission, which in each case were in the personal possession of a former official of the agency, were taken over by the National Archives. Thus the loss or dispersion that in the past has been the fate of the records of many such small but important agencies was prevented in these cases.

A number of individual documents of exceptional interest were among the World War II records received during the year. Of special significance are World War II surrender documents signed in Europe and in the Pacific, which were transferred by the Joint Chiefs of Staff and the War Department General Staff. The main Japanese surrender documents of September 2, 1945, have not yet been placed in the legal custody of the Archivist but they have been on display in the National Archives, on loan from the State Department, since September 12, 1945. The most sensational papers to be received were Hitler's marriage certificate, private will, and last political testament, signed April 29, 1945, the day before he is believed to have died. These documents, which the Federal Bureau of Investigation examined and declared to be genuine, were captured by American Military Intelligence and were transferred to the National Archives by the White House Office.

Although World War II records predominated among the year's accessions, the War and Navy Departments continued to transfer their valuable noncurrent records of the pre-World War II period and several groups of older records were received from them and from other agencies. Included are Post Office Department records relating to the establishment of post offices and the appointment of postmasters, 1790-1930; records from the Office of the Judge Advocate General relating to the acquisition and disposal of real estate by the War Department, 1818-1940; Coast Guard logs and journals, 1820-1941, and original executed contracts of the War and Navy Departments, 1894-1926, the first records to be received from the

General Accounting Office. Nearly all the valuable older records of the Government in Washington will be in the National Archives when plans for the transfer of other General Accounting Office and Post Office Department records are realized and when the transfer of the records of the House of Representatives, provided for in an act passed soon after the end of the year under review,<sup>6</sup> takes place.

The records received during the year brought the total in the National Archives on June 30, 1946, to 732,473 cubic feet of records. Brief descriptions of all the year's accessions are contained in appendix VIII of this report. The quantity of records accessioned during the year and the sources from which they were received are shown in the following table:

*Statistical summary of accessions, fiscal year 1946*

Sources <sup>1</sup>	Cubic feet <sup>2</sup>
<i>Congress</i> . . . . .	578
Senate . . . . .	578
<i>Judiciary</i> . . . . .	350
Court of Claims . . . . .	350
<i>Executive Office of the President</i> . . . . .	1,974
Emergency Management Office:	
Foreign Economic Administration . . . . .	903
National War Labor Board . . . . .	95
War Information Office . . . . .	935
War Production Board . . . . .	1
War Refugee Board . . . . .	40
White House Office . . . . .	(3)
<i>Executive departments</i> . . . . .	32,058
Department of State . . . . .	2,588
Department of the Treasury . . . . .	3,846
Department of War . . . . .	6,871
Department of Justice . . . . .	931
Post Office Department . . . . .	255
Department of the Navy . . . . .	6,125
Department of the Interior . . . . .	3,578
Department of Agriculture . . . . .	3,608
Department of Commerce . . . . .	3,982
Department of Labor . . . . .	274

See footnotes at end of table.

<sup>6</sup>The pertinent terms of the Legislative Reorganization Act of 1946 are contained in appendix I.

*Statistical summary of accessions, fiscal year 1946—Continued*

Sources <sup>1</sup>	Cubic feet <sup>2</sup>
<i>Other agencies</i> . . . . .	9,938
Alien Property Custodian's Office . . . . .	52
American Battle Monuments Commission . . . . .	67
Censorship Office . . . . .	666
Fair Employment Practice Committee . . . . .	205
Federal Communications Commission . . . . .	38
Federal Security Agency . . . . .	518
Federal Works Agency . . . . .	2,556
General Accounting Office . . . . .	2,578
Government Printing Office . . . . .	234
Interstate Commerce Commission . . . . .	1,668
Joint Chiefs of Staff . . . . .	(4)
Maritime Commission . . . . .	568
National Archives . . . . .	314
National Labor Relations Board . . . . .	395
Selective Service System . . . . .	6
Soldiers' Home, Washington, D. C. . . . .	5
Tariff Commission . . . . .	67
Veterans' Administration . . . . .	1
<i>Records not in the custody of Federal agencies</i> . . . . .	13
President's Committee to Report on the Rubber Situation . . . . .	3
President's Soviet Protocol Committee . . . . .	4
United States War Ballot Commission . . . . .	6
	44,911
Private gifts . . . . .	40
<b>Total</b> . . . . .	<b>44,951</b>

<sup>1</sup>The agencies of the Federal Government listed are the agencies from which the records were received except in the case of records not in the custody of Federal agencies. The sources of private gifts of motion pictures and sound recordings during the year are given in appendix VIII.

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

<sup>3</sup>The accession from the White House Office consists of 9 documents, amounting to less than half a cubic foot.

<sup>4</sup>The accession from the Joint Chiefs of Staff consists of 16 documents, amounting to less than half a cubic foot.

*Maps and atlases.*—There was a substantial addition during the year to the body of archival maps and atlases in the National Archives. The 42,800 maps and 1 atlas received brought the total to 447,255 maps and 786 atlases in the custody of the Archivist. About half of these maps are manuscript or annotated and are therefore presumably unique.

Most of the maps received came from the War Department. The Office of the Chief of Engineers transferred an important collection of about 22,000 maps of surveys made throughout the United States by Army Engineers, 1800-1926. For the most part, they relate to the civil works activities of the Engineer Corps. From the St. Paul District Engineer Office came manuscript maps of rivers and reservoirs in Minnesota and western Wisconsin, 1866-95, including the F. V. Farquhar survey of 1874 of the lower Minnesota River and the upper Mississippi River below the Falls of St. Anthony. The Army Map Service continued to transfer maps relating to various countries and areas throughout the world, 1880-1943, and additional American Expeditionary Forces maps, 1917-18, were received. Other transfers include American Battle Monuments Commission maps of the Western Front during World War I, the 1943-44 manuscript topographic sheets of the Geological Survey, and an atlas of Texas map exhibits used in the Supreme Court of the United States in the Red River boundary dispute between Texas and Oklahoma in 1922.

The additions to the map and atlas collection in the National Archives during the 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 1946*

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Atlases	Total items
Department of War . . . . .	12, 859	5, 051	18, 233	-----	36, 143
Department of the Interior . . .	4, 804	141	256	1	5, 202
American Battle Monuments Commission . . . . .	420	155	880	-----	1, 455
Total . . . . .	18, 083	5, 347	19, 369	1	42, 800

*Motion pictures and sound recordings.*—More than four times as much motion-picture film and twice as many sound recordings were received in the fiscal year 1946 as in the previous year. The accessions amounted to about 6,100,000 running feet of film and about 131,000 disks of sound recordings and brought the total quantity of such material in the custody of the Archivist to approximately 13,600,000 running feet, or the equivalent of 18,000 reels, of film, and 226,000 disks. All except 350 of the sound recordings came from Government agencies. They consist chiefly of Foreign Broadcast Intelligence Service recordings of enemy broadcasts and of Office of War Information recordings of broadcasts by Presidents Roosevelt and Truman and

other United Nations leaders, by Navy Captain E. M. Zacharias to Japan, and by the Office of War Information itself to foreign countries. Practically all the motion-picture film received also came from the Government. It includes enemy motion pictures captured in Europe and the Pacific, War Relocation Authority films, such as "Go for Broke" about the famous Nisei regiment, training and incentive films, Office of War Information pictures relating to the war, and films used by the Office of Strategic Services for intelligence purposes. Among the gifts from private sources, which are described briefly at the end of appendix VIII of this report, are recordings of speeches by the late President Roosevelt and by President Truman, presented by the National Broadcasting Co., and news reels presented by Paramount News.

The quantities of motion-picture film and sound recordings received during the year, 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 1946*

Sources	Running feet
Department of State . . . . .	1, 586, 397
Department of War . . . . .	4, 405, 650
Department of the Interior . . . . .	10, 155
Department of Labor . . . . .	10, 500
Censorship Office . . . . .	10
Federal Security Agency . . . . .	46, 509
National Archives . . . . .	750
Private gifts . . . . .	6, 059, 971
	119, 650
Duplications for purposes of preservation . . . . .	6, 179, 621
	77, 825
Total . . . . .	6, 257, 446

*Additions to the collection of sound recordings, fiscal year 1946*

Sources	Number of disks
Department of State . . . . .	119, 684
Department of War . . . . .	11, 054
Department of the Navy . . . . .	54
Censorship Office . . . . .	4
	130, 796
Private gifts . . . . .	349
Total . . . . .	131, 145

*Still pictures.*—To the more than 1,200,000 items in the still-picture collection of the National Archives, 78,592 items were added during the year. Two-thirds of them came from the Navy Department and consisted largely of photographs of installations at Pearl Harbor, 1912–42, and of ships and naval personnel, 1870–1945. Another interesting group of pictures pertaining to Indian wars, the Spanish-American War, the Philippine Insurrection, the China Relief Expedition, and the Mexican Punitive Expedition was received from the War Department. The National Archives now has practically all the pictorial documentation to be found in Federal records of military activities of the United States from the Civil War through World War I. More than 3,500 photographs, including pictures of the National Archives Building and photographic facsimiles of historic documents in the custody of the Archivist, were accessioned from the National Archives' own records.

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

*Additions to the still-picture collection, fiscal year 1946*

Sources	Items
Emergency Management Office:	
War Information Office . . . . .	600
Department of the Treasury . . . . .	776
Department of War . . . . .	6, 200
Department of the Navy . . . . .	50, 996
Department of the Interior . . . . .	16, 400
National Archives . . . . .	3, 620
Total . . . . .	78, 592

*Microfilmed records.*—Five times as many rolls of microfilmed records were received during the fiscal year 1946 as in the preceding year, 5,770 rolls as compared with 1,012 rolls. They consist mainly of microfilmed copies of 13,000,000 pages of the so-called intercepts and other records of the Office of Censorship. These and other transfers brought the total quantity of microfilmed records in the National Archives to 22,277 rolls.

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

*Additions to microfilmed records, fiscal year 1946*

Sources	Rolls
Department of War . . . . .	1, 313
Department of Agriculture . . . . .	113
Censorship Office . . . . .	4, 344
Total . . . . .	5, 770

## PRESERVATION OF RECORDS

One of the main responsibilities of the National Archives is for the physical well-being of the valuable records of the Government in its custody. So far as steel and concrete can protect anything in this atomic age, the modern structure of the National Archives Building provides excellent conditions of storage. Equipment, such as air-conditioning and burglar and fire alarm apparatus, also contributes its part toward the protection of the records. Fumigation of all records that come into the building prevents further contamination by mold and kills any insects or rodents that may lurk among the documents. Those records that need it, now about 80 percent of all received, are cleaned with compressed air to remove loose dust. In these phases of preservation the National Archives has been able to keep its work up to standard, but beyond them it has to report that limitations of staff have seriously handicapped its preservation activities.

Unfortunately the great influx of materials into the National Archives that followed the entry of the United States into the war coincided with a serious reduction, about 35 percent, in the staff of the National Archives. Valuable records occupying space urgently needed by the war agencies had to be given a haven in the Archives Building. Had we closed our doors at that time—and of course we could not have done so even figuratively—we would have forfeited the confidence of other agencies, laboriously built up in the first 5 pioneer-

ing years of the National Archives. The situation required concentrating our meager forces largely on helping other agencies with their records problems and on getting records into the building. Consequently we fell behind with much of our other work.

Records must be properly labeled and packed before they can be used without damage to them and without too great expenditure of labor, and they must be stored in such a way that space is conserved. For space in the National Archives, like everywhere else, is a matter of concern. To reclaim every square foot of storage area possible, much shifting and consolidating of records, repacking of those received earlier, packing of those currently received, and double-shelving of the inexpensive cardboard boxes used as containers was done during the year. More than 230,000 cubic feet of records were so handled, and about 210,000 of the more than 700,000 boxes now in use were filled. In spite of these efforts, however, there was not sufficient labor to eliminate the backlog of unpacked records in the National Archives. In fact this backlog grew from 102,000 to 114,000 cubic feet of records. Late in the year a Packing and Shelving Unit to attack this problem was organized in the Office of the Director of Operations, and it made excellent headway, but the need for additional personnel, chiefly unskilled labor, remains.

As serious as the situation in regard to packing is, the necessity of giving more attention to the rehabilitation of records is even more acute. When early in the war the staff of the National Archives was drastically reduced the agency analyzed its work and decided what could be postponed with the least damage to the preservation and servicing of records in the building. One of the things that could be put off for a while was the repair of paper records. Formerly, as records were accessioned they were examined and those most in need of rehabilitation were treated promptly, but for the last 5 years it has been the policy, of necessity, to repair only the most valuable records and those likely to be needed at once for reference. As a result the volume of records needing repair has grown to the point where it is dangerous. Irreparable damage to priceless records will result unless a more adequate staff can be made available for repair work. Highly skilled, expensive labor is not needed in the main. The process of lamination, which is used to rehabilitate papers, has been broken down into simple steps so that anyone with a dextrous hand and a sense of responsibility can be taught to do the work.

An indication of the condition of records in the building is the fact that in the fiscal year 1945 only 17 percent of the papers that were flattened needed lamination while in the fiscal year 1946, 66 percent of them had to be laminated. The need for more extensive rehabilitation cut down the amount of material that could be treated. Only 69,000 sheets were flattened and 45,000 laminated in the fiscal year

1946 as compared with more than 400,000 sheets flattened and 74,000 sheets laminated in the previous year. There was little increase in the number of bound volumes that were repaired, about 1,750 as compared with 1,550.

New matte-finished plates, which when used with a waxing solution produce a dull finish on laminated documents, were perfected during the year. Records laminated by this process have no gloss and retain much of the texture and feel of the original paper. An improved method of laminating passenger lists, fastening them together, and covering them in one press operation was devised. This was largely responsible for the fact that twice as many lists were repaired as in the previous year, 2,100 as compared with 1,100.

Photographic records and sound recordings, of course, require special methods of storage and repair. In physical form they include nitrate and acetate films in rolls contained in cans, glass or acetate base disks and wire sound recordings, cut sheet film, photographic glass plates, microfilm, and paper prints. All such materials received during the year were packed and shelved, but the National Archives has insufficient equipment for the proper storage of such records. Nitrate film, which is unstable and explosive and gives off poisonous gas, cannot with safety be stored in the only kinds of vaults that were available during most of the year. In April 1946, 3 temporary film-storage buildings, constructed by the Public Buildings Administration at Suitland, Md., were completed and 2 of them were made available to the National Archives. Each of these buildings contains a work room and 27 vaults, each of which has a capacity of about 1,000,000 running feet of motion-picture film, or more than 1,000 reels. By the end of the year, 29 of these vaults had been filled. Some film, however, still remained in the excessively damp vaults at Fort Hunt, Va.

Proper storage is only one aspect of the preservation of photographic records. A yearly inspection, which has not been possible since 1942, should be made of all films, dirty ones should be cleaned to prevent deterioration, and damaged ones should be duplicated. During the year under review, however, it was possible to reproduce less than 100 reels of film. The records on film produced during World War II alone cost millions of dollars. This valuable source of information should receive better care. The National Archives has the know-how, but it lacks the resources and some of the facilities needed to do the job.

#### ANALYSIS AND DESCRIPTION OF RECORDS

During its first 6 years, from 1934 to 1940, the National Archives was principally occupied with surveying the records of the United States Government and with transferring to the National Archives

Building the older part of the previous century and a half's accumulation of Federal records. At the same time it had to develop experimentally methods for controlling the mass of records being accessioned, for no other archival agency had ever had to deal with such quantities of records or with such diversified materials. Only on the eve of American entry into World War II were satisfactory plans completed for the internal management of the records in the custody of the Archivist. They provided for the identification and description in one or two page registration sheets of the record groups in the National Archives and for the preliminary identification and listing of the thousands of series of records in these record groups. Definitive inventories were to be prepared later and, as need for them arose, special finding aids, such as indexes and calendars.

These plans, however, were not realized during the war. The flood of records coming into the building, doubling within 2 years the holdings of the National Archives, the fourfold increase in the demand for reference service, the necessity that steps be taken to effect an orderly records retirement program for the Government as a whole, and a serious reduction in staff combined to squeeze out such deferrable though necessary work as records analysis and description. For 4 years it received only such odds and ends of attention as could be spared, with the result that there was built up a tremendous backlog of records for which not even preliminary checklists had been prepared by the National Archives.

At the beginning of the year under review there were 635,000 cubic feet of records, or about 90 percent of the holdings of the National Archives, for which preliminary checklists as planned in 1941 had not been compiled. This did not mean, of course, that the unlisted records could not be used. There were some indexes, registers, and other tools for the use of records that had been prepared in the agencies that created the files, and there were a number of finding aids of various kinds and of varying degrees of utility that had been prepared by the National Archives in the experimental period before 1941. Indeed one of the year's accomplishments of the analysis and description program was the compilation of a list of more than a thousand finding aids that had been prepared by these agencies or by the National Archives. To be able to provide prompt and economical reference service, however, the National Archives needs systematically to assemble and record information about all its holdings.

Excellent progress in this direction was made in the past year. For the first time in the history of the agency more records—over 90,000 cubic feet of them—were checklisted than were received during the year. This was nearly twice the quantity that it had been possible to checklist in the preceding 4 years. Since checklists are designed

to be used chiefly in the National Archives Building and to serve only until more complete descriptions can be compiled, they are not published. Most of the 57 prepared during the year were only typed but 20 were reproduced by photo-offset in order to obtain enough copies to meet the need for them by the staff and by other Government officials. Among the checklists processed were those describing records of the Office of the Secretary of War, 1800–1942; general records of the Department of the Navy, 1804–1944; the Naval Records Collection of the Office of Naval Records and Library, 1775–1910; general records of the Department of Labor, 1907–42; and records of the Division of Insolvent National Banks of the Bureau of the Comptroller of the Currency, 1865–1945.

The reaction of interested persons to this program to make the records resources of the Government more available was expressed in a letter from a former judge, now president of the National Association of Broadcasters. In commenting on the Preliminary Checklist of the Records of the Attorney General's Committee on Crime, 1934–38, a committee of which he had been a member, he said: "I am delighted to know that you have prepared this checklist and that you will have this material available for research purposes. My greatest fear at the time we closed up the work of the Advisory Committee was that all the fine material would be lost."

In spite of the accelerated pace of the records description program, by the end of the year there was still a backlog of about 589,000 cubic feet of records in the building that had not been checklisted. Present plans call for the elimination of this backlog by 1950, but they depend on the availability of personnel. Although the emphasis during the year was on basic preliminary description, top-level control in the form of registration of record groups was also maintained. To the 215 record groups in the custody of the Archivist at the beginning of the fiscal year, 16 new groups were added.<sup>7</sup> All these were described in registration sheets, and 118 previous registrations were revised to take into account changes in the groups resulting from accessioning and other activities.

A major accomplishment in the over-all control of the holdings of the National Archives was the completion of summary descriptions of all the record groups. Designed to provide a bird's-eye view of the records in the custody of the Archivist, these descriptions were published shortly after the end of the year in an 81-page booklet, *Your Government's Records in the National Archives*. Copy for another important reference tool for administrative and historical research, a comprehensive guide to replace the *Guide to the Material in the National Archives* published in 1940, was also nearly completed.

<sup>7</sup> Appendix VII contains a list of record groups as of October 31, 1946.

The quantity of records in the National Archives has about tripled since 1940, and an up-to-date guide has been much needed for several years.

A number of special finding aids needed to facilitate reference service were also prepared during the year. One such aid was an index to the abandoned military reservations file of the General Land Office. Another was a cross-sectional study of the materials in the National Archives of use in the statistical analysis of economic problems, which was published as a *Reference Information Circular*. Of even wider interest, especially to those engaged in postwar planning, was a preliminary list of some two thousand published and unpublished reports of the National Resources Planning Board on a wide variety of subjects, which was processed for limited distribution.

*File microcopies.*—One of the principal means by which the holdings of the National Archives that have the greatest importance for research are made available to scholars is through the sale of microfilm copies of them. The program to reproduce such bodies of records on microfilm was begun in 1940. It is in effect a sub-publication program, to which the analysis and arrangement of records and the preparation of title pages and short introductory notes are necessary preliminaries. Master negative microcopies are made of series of records in which there is general interest, and when orders are received for reproductions of these records positive prints are made from the negatives and are sold at cost. In the last 6 years, in spite of wartime shortages of materials and personnel, file microcopies of about 1,500 volumes of records and of a smaller quantity of unbound materials in the National Archives have been made on some 1,600 rolls. Nearly twice as many rolls were filmed in the fiscal year 1946 as in the preceding year, 316 as compared with 164, but this was far from enough to meet the demand for microcopies. A backlog of orders for 800 rolls was on hand at the close of the year.

Among the file microcopies completed during the year were despatches from United States ministers to Great Britain, 1842-70 (60 rolls), to France, 1826-57, 1865-69 (25 rolls), to the Italian States, 1832-60 (3 rolls), and to the Dominican Republic, 1883-92 (2 rolls); instructions from the Department of State to diplomatic representatives in various countries, 1801-1906 (126 rolls); records relating to the United States Military Academy, 1826-50 (16 rolls); records of the Southern Claims Commission, 1871-80 (13 rolls); correspondence, deeds, and contracts pertaining to lighthouses, 1798-1807 (4 rolls); and population schedules of the census of 1830 for Georgia (6 rolls), Illinois (4 rolls), Indiana (4 rolls), Kentucky (10 rolls), Louisiana (4 rolls), Maryland (3 rolls), North Carolina (8 rolls), South Carolina (5 rolls), Tennessee (9 rolls), and Virginia (13 rolls).

## REFERENCE SERVICE

The incredibly rich resources of the Nation's archives have only just begun to be tapped. Before the establishment of the National Archives the greater part of the Government's noncurrent records were inaccessible to Federal officials as well as to scholars. Research uses made of them were chiefly in the study of diplomatic or political history, and administrators as a rule had recourse only to their own records. During the first few years of the National Archives' existence relatively few of the Government's permanently valuable noncurrent records were in its custody. By the time war came in 1941, however, both Federal officials and scholars had learned to turn to the National Archives when in search of precedents or information on almost any phase of the history of the American Government and the American people.

During the war the Government, seeking data on how the United States had previously met such a crisis, used records in the National Archives to a greater extent than ever before, but the world of scholarship was disrupted. Instead of wooing the cloistered muse, economists wrote priority orders, art experts and archivists gave advice and carried out measures for the protection and utilization of cultural resources in war areas, and historians recorded the current activities of the air corps, the ground forces, and the Navy throughout the world. It was just as well that private scholars were largely otherwise occupied during that period, because with our reduced staff and four times as many demands for reference services as in the pre-war years we could not give non-Government requests much attention.

The end of the fighting war, however, brought a change in the reference-service picture. No longer was the Government faced with the feverish necessity of finding overnight solutions to problems. Furthermore a number of war-related projects, involving the extensive use of such bodies of records as those of the Weather Bureau, the Coast Guard, and the Coast and Geodetic Survey, were terminated. As a result, the number of requests for services by Government agencies during the fiscal year 1946 dropped about 15 percent as compared with the number for the previous year. Nevertheless, the Government remained the chief user of the records in the National Archives. More than half of the nearly 238,000 services rendered during the year were to Federal agencies.

With the operational phase of the war over, the Government's interest shifted to problems of occupation of former enemy territory, the punishment of war criminals, reconstruction abroad, and reconversion at home. Information on all these subjects was furnished from the records. Some traitors and war criminals might have escaped just retribution but for evidence against them produced from records in

the National Archives. Sound recordings of broadcasts made from enemy countries by Ezra Pound, Tokyo Rose, and others of their ilk were located among records in the Archivist's custody and were used in their trials. The life history of a ship—the *U. S. S. New York*, which was used in the Bikini atomic bomb test—was documented with photographs for the Navy's Bureau of Ships. The Office of Scientific Research and Development was furnished with information on research work on steam boilers done for the Government in the 1830's. Studies were made for Congress on the development of particular German industries as related to the activities of the Office of the Alien Property Custodian.

As usual a great deal of information and frequently the records themselves were furnished for use by the Government in legal cases. The General Accounting Office, for instance, asked the National Archives to produce evidence that the United States had never been reimbursed for over half a million dollars in coin and bullion that had been seized when a United States Branch Mint had been taken over by a Southern State at the beginning of the Civil War. That meant digging into many series of records, but the necessary data were located in journals of the Bureau of Accounts of the Treasury Department. Indian claims are always with us. A long-standing one, the Sioux Indian "Pony Claims," was finally settled during the year. Back in the 1870's when Sitting Bull's braves went on the warpath, the Army seized the guns and horses of the Sioux, some of whom were friendly. Later claims for reimbursement were made against the Government, and several years ago Congress authorized payment to those Indians who had not been hostile. To determine which claims should be honored the Office of Indian Affairs used tribal rolls, Army reports, and records of Indian agents in the National Archives. Few of the original claimants are still alive, but three of them, Daniel Grass Rope, Bear With Black Body, and the Reverend Ben Brave, are now being paid for their ponies and so are the heirs of other friendly Sioux long since gone to the Happy Hunting Grounds. Without the records in the National Archives, an Indian Office official declared, a proper readjustment of the Sioux claims would not have been possible.

A return to the normal pursuits of peacetime was evident during the year in the increased use made of records in the National Archives by scholars and other private searchers. The number of services rendered them rose 16 percent over the preceding year. One of their main interests was in information about persons either for family history or for biography. They were concerned with their sometimes obscure ancestors and with such outstanding figures in the history of the country as Tom Paine, Walt Whitman, General Pershing, and Franklin D. Roosevelt. Many inquiries showed the shattering effects

of war on the lives of people all over the world. From Liverpool, England, came an appeal for information to establish a birth date that could not otherwise be proved because the necessary papers had been destroyed in the blitz. American citizenship became more than a prerequisite for a job. To many in war-torn Europe it was a passport to liberty and safety and enough to eat when half the world was starving. Census schedules and other records in the National Archives helped people who had lost proof of their citizenship in the upheaval of war to establish their right to enter the United States.

Business and industry, which turned to the National Archives during the war for information on substitutes for strategic materials and other subjects of immediate concern, continued to use records in the custody of the Archivist. An official of the National Slag Association examined records on slag freight rates, aviation experts studied logs of planes, a safety engineer collected data on fire engines, and an air-brakes company consulted records on the use of such brakes by the Government. Business began to utilize photographs in the National Archives in marketing materials and for other purposes. For instance we furnished illustrations of the successful use of plywood under unfavorable climatic conditions. Pictures of glass manufacturing in Czechoslovakia were used by one company in exploring the possibilities of establishing glass industries in Puerto Rico and the Philippine Islands. To insure historical accuracy in their productions, motion-picture studios used photographs of military posts in California made about a hundred years ago, pictures of Civil War balloons, and recordings of Cherokee Indian chants.

It was a pleasure to have college professors, representatives of learned institutions, and other scholars, to say nothing of graduate students in large numbers, using the resources of the National Archives once more for private research. Their interests were as varied as are the records themselves. The California gold rush, the history of the Oklahoma Panhandle, Boston traders and the sea-otter trade to the Orient, the Winchester Repeating Arms Co., Thomas Jefferson and the National Capital, the history of the Confederacy, the Navy and air power, and the Resettlement Administration were just a few of the subjects of their research. The necessity for scholars to consult Federal records was underlined during the year by the fact that they were engaged on about 200 large-scale research projects at the National Archives and also by book review after book review that commented on the use of materials in the Archivist's custody, or, as sometimes happened, condemned: "There is evidence in every chapter that the author has made little use of the basic manuscript materials in the National Archives."

There is an ever-increasing demand by non-Government searchers for reproductions of photographic materials in the National Archives.

They are used for integral parts of serious studies as well as for window-dressing for texts. During the year an official of the Metropolitan Museum of Art obtained copies of pictures showing the development of railroads, aviation, and many other subjects for a pictorial history of civilization. Photographs, especially of Indians and frontiersmen, were selected for a new volume of the *Album of American History*. Portraits made by the famous Mathew Brady were used extensively for a history of the Thirty-seventh Congress. Pictures dealing with many phases of American life between World War I and World War II were chosen by an editor of *Harper's* for a companion volume to *Only Yesterday* and *Since Yesterday*. Educational institutions utilized both still and motion pictures in the National Archives in their instruction. Wellesley College, for instance, obtained pictorial materials from records of the United States Antarctic Service to illustrate for classes in geology the formation of icebergs.

Photographic reproductions of manuscript material were also in much demand. Full-size photofacsimiles of the World War II surrender documents, for example, were "best sellers." The University of Washington, following a policy that many colleges, historical societies, and libraries will probably adopt, sent a representative to the National Archives to select for its research collection and to have microfilmed, if not already filmed in our file microcopy program, important materials on the political, economic, and social life of the region in which the university is located.

Obviously an almost endless variety of requests spices our reference-service work. Some people who have heard that information is available at the National Archives write: "Send me everything you have on the history of the Navy." Others are more modest in their wishes. One person only wanted us to tell him the name of a horse in a picture painted about a hundred years ago. He would be glad, he said, to send us a photograph of the painting if that would help us. Most requests, of course, are reasonable, although many require great perseverance on the part of the National Archives staff. It is tedious, for instance, to find one name on a passenger list of a ship whose name is not known and whose time of arrival in New York—"or maybe it was Philadelphia"—is given as "about the time Garfield was assassinated" or "when P. T. Barnum's circus troupe came over from England." Long searches are often rewarded, however, by the knowledge that the information produced is of great importance in the lives of the people it concerns. Many heart-warming letters are received such as one thanking us for our prompt service and ending with "It inspires faith in Wash, D. C."

*Exhibits.*—The Nation's archives belong to the people. It was the operation of the Government "of the people, by the people, and for the

people" that created the records now in the National Archives, and the thousands upon thousands who live in Washington or visit the National Capital want to see documents important in their history. It is well that they do, for only on an understanding of our past can a sound future be built. For the people, then, the National Archives makes available in its Exhibition Hall documents that record such dramatic events as Great Britain's recognition of our independence, evidences of our unceasing struggle for liberty and democracy such as the Bill of Rights, or papers that illustrate such vital services of the Government as national defense. Public interest and pride in this documentation of our history continue to grow. There was a 100 percent increase in the number of visitors to the Exhibition Hall during the year, nearly 154,000 as compared with 77,000 in the previous year.

For the last 2 years an effort has been made to make outstanding documents in the winning of the war and of the peace available to the public promptly by placing them on display in the Exhibition Hall. Such documents would ordinarily not come to the National Archives for a decade, perhaps, and in the meantime, while interest in them is at its height, they would remain locked away in some agency's files. Through the cooperation of the White House and the State, War, and Navy Departments, however, the National Archives has been able to obtain excellent current material for exhibition.

The first exhibit presented under this program was one of Federal records and of materials from the White House and the Franklin D. Roosevelt Library entitled "President Roosevelt and International Cooperation for War and Peace." This exhibit included such items as the Normandy invasion agreement, the Teheran and Yalta Declarations, and President Roosevelt's last address to Congress; it remained on view from May 1945 until February 1946. The insurance copy and a facsimile of the signed United Nations Charter as well as the original German surrender documents were placed on display in the summer of 1945 and were still attracting much attention at the close of the fiscal year 1946.

On September 12, 1945, a few days after they were flown to the United States from General MacArthur's headquarters, the Japanese surrender documents were placed on view in the National Archives. Gen. Jonathan M. Wainwright opened the exhibition in a colorful ceremony witnessed by diplomatic and military representatives of the United Nations. Speaker of the House Sam Rayburn presided and the Archivist of the United States spoke on behalf of the National Archives and read a message from President Truman. Shortly afterwards the surrender documents signed in the Philippines, at Singapore, in southern Korea, and on Saishu-To were transferred to the National Archives, and they too were placed on display. These documents remained on exhibit at the National Archives all year except

for a 6 weeks' period, November 1 to December 15, when they were taken on a Victory Loan Tour and were viewed by nearly a quarter of a million people and for a few days in the spring during which they were displayed at the United States Capitol.

Other documents relating to the war exhibited during the year included Hitler's marriage certificate, private will, and last political testament signed April 29, 1945, the day before he is believed to have died. On May 8, the first anniversary of VE-day, the order of battle map in use at General Eisenhower's headquarters at Rheims on the day the Germans surrendered was placed on display, and a special showing of the motion picture on the European campaigns, "The True Glory," was held. In addition to these materials, the surrender documents, and several small topical exhibits, such as that commemorating the one hundredth anniversary of the United States Naval Academy, a general exhibit highlighting American history was installed in February 1946. Several small exhibits, chiefly of reproductions of documents, photographs of the National Archives Building, and National Archives publications, were prepared for professional meetings in this country and in Latin America. The National Archives also cooperated with the Library of Congress in the presentation of an exhibit on Tennessee in honor of the State's sesquicentennial.

#### OTHER SERVICES

The program for the protection of archives and records in war areas, which the National Archives helped to initiate in 1943 when the invasion of Europe was imminent and which it has since fostered in an advisory capacity to the War Department, became, after fighting ceased, a function of military government in occupied territory. The National Archives continued to recommend qualified personnel, to give appointees informational and policy briefing, and to keep in touch with archives officers abroad. In connection with this activity close liaison was maintained with the War Department's Civil Affairs Division and with the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas.

Credit for the really substantial accomplishments in the field belongs to the individual officers and men who carried on the program to locate, protect, collect, arrange, and make available the scattered records. The National Archives' role was to give the program direction, to define its objectives, and to advise and encourage the men, who often worked under great difficulties. It is too soon to assess accurately the value of the program, but without it many more irreplaceable older records of great value to scholars and modern records essential for current administration and of potential value to future historians would have been seriously damaged or lost.

In Italy, the program was carried on during the year by Capt. William D. McCain, the American archives officer who had been assigned during the preceding year to the Monuments, Fine Arts, and Archives Subcommittee of the Allied Control Commission, and British archives officers, with the invaluable assistance of Dr. Emilio Re, head of the Italian state archives administration. Their most noteworthy accomplishment was the return to Rome and to the Italian Government of 11 trainloads, of some 35 cars each, of ministerial records that the Germans and Mussolini had moved to northern Italy. In April 1946, after submitting a 92-page final report, the Subcommittee ended its work.

In Germany the situation was naturally much less settled than in Italy. At the beginning of the year under review, Sargent B. Child was in Frankfurt as Archives Adviser to the United States Group, Control Commission for Germany. It was his difficult task to build up an organization, to supervise the carrying out of surveys of archival agencies and of emergency repositories of records, and to establish a number of collection centers to which records could be taken as they were located. Mr. Child obtained Jesse E. Boell, a member of the staff of the National Archives, as his assistant in Berlin, to which city the Control Group moved in September 1945. He assigned the three districts into which the United States zone of occupation is divided as follows: Bavaria to Harold J. Clem, Greater Hesse to Edgar Breitenbach, and Baden-Württemberg to Capt. Seymour J. Pomrenze, a member of the staff of the National Archives on military leave. He placed Capt. Lester K. Born in charge of the first collection center to be established, that at Kassel, where the records of the former German ministries were being concentrated. For lack of a parallel organization for libraries, this staff was also made responsible for handling books at the collection centers, and in November Mr. Child's title was changed to Adviser on Archives and Libraries.

In spite of many complications, such as loss of personnel and the closing of several centers for lack of fuel, remarkable progress was made. In March 1946 Captain Pomrenze completed a survey of records repositories in Baden-Württemberg, the smallest of the three districts, and his reports were useful in convincing the military authorities that restitution of looted material, which they tended to emphasize rather than the preservation aspects of the program, could not proceed systematically until surveys had been made and all caches of looted material had been located. Captain Pomrenze was then placed in charge of the archival depot at Offenbach, which became the main center for the identification and restitution of looted archival, manuscript, and library material. By June 30, 1946,

this center alone had been instrumental in restoring more than a million items to their rightful owners.

During the year over 2,000 tons of the important ministerial records were collected at Kassel, where Captain Born, later advanced to the rank of major, remained in charge until April 1946, when he supervised the removal of these records to Berlin. There they were placed in the custody of the Allied Documents Center. At the end of the year, surveys were still in progress in Bavaria and in Greater Hesse, where Mr. Boell had succeeded Mr. Breitenbach, who transferred to the fine-arts program. Mr. Boell's place in Berlin was taken by Paul Vanderbilt, formerly of the Monuments, Fine Arts, and Archives office at Frankfurt.

Mr. Child returned to the United States late in the year under review. He will be succeeded by Major Born, who spent 2 weeks in June at the National Archives reviewing the work and discussing the future program. The restitution of looted material to countries invaded by the Nazis will continue but the bulk of it has already been returned. The return of material taken from German owners, however, will be a major problem of the coming year. Such restitution is complicated by the fact that many German archival institutions and libraries are not properly staffed because of the inroads of old age, death, and denazification, nor are their buildings in sufficiently good condition to house restored materials. Rehabilitation, then, and the training of a whole new generation of archivists should be a part of the future program.

No effective archival program appears to have been established by the occupation authorities in Austria. For a brief period an officer attached to the Monuments, Fine Arts, and Archives office in Vienna was charged with responsibility for archives and libraries, but the National Archives had no immediate contact with him. The MFAA office closed in April 1946 and its functions were taken over by the Austrian Government.

Since the archives and current records of the Philippines are of administrative and historical value to the United States as well as to the Islands, the National Archives was particularly concerned over their fate. The Archivist's recommendation of February 1945 that Major Arthur E. Kimberly, on military leave from the National Archives where he had been Chief of the Division of Repair and Preservation, be assigned to survey Philippine records and to take steps to preserve them was subsequently approved. At the close of that fiscal year Major Kimberly had just arrived in Manila. He immediately undertook a survey, which revealed that major losses had been suffered during the Japanese occupation. Probably as much as half of the archival material in Manila was destroyed or irretrievably

dispersed. Many of the more important records survived, however, including the old records of the Spanish regime. Major Kimberly made a number of recommendations for the protection of the records, but no evidence has been received that anything substantial has been done to remedy their deplorable condition. The Army has withdrawn and the new Philippine Government apparently is not yet in a position to deal with the matter.

As for other parts of the Far East, the National Archives has been in contact with the archival situation in Japan through Captain, later Major, Collas G. Harris, a member of the staff of the National Archives on military leave. He participated in the drafting of directives covering archives and other cultural resources for a manual of military government for Japan, and he has himself been in Japan since October 1945. As Chief of the Research and Information Division of the Civil Information and Education Section of the Supreme Command, Allied Powers, Major Harris had surveys made of the records of the leading agencies of the Japanese Government and of the holdings of the more important cultural institutions. These surveys revealed that the older records of many Japanese ministries were destroyed in the 1923 earthquake and that many of those that survived were lost in the bombing raids on Tokyo. Such older records of former Government agencies as still exist are in the hands of private institutions. The National Archives had no part in the protection of Chinese archives other than to prepare for the military authorities a list of archival repositories in Japanese-occupied China, but without outside assistance the Chinese themselves were remarkably successful in preserving their own archives and other cultural treasures in the face of the invading Japanese.

The interest of American archivists in this work has been keen. A session of the November 1945 meeting of the Society of American Archivists was devoted to the subject, "The Protection of Records in War Areas." Captain McCain reported on his work in Italy and Oliver W. Holmes, Program Adviser of the National Archives, who maintains liaison with those concerned with this program, read a paper on "The National Archives and the Protection of Records in War Areas," which was published in the April 1946 issue of the *American Archivist*.

There were many other ways in which the influence of the National Archives was extended to foreign countries. With the end of hostilities, visitors from all over the world came to the National Archives to study the building and the equipment and methods used. Extensive correspondence was carried on with others who were concerned with rebuilding their repositories or training their staffs. To make available to Spanish-speaking countries information on the repair and

preservation of records, which is especially in demand, the Interdepartmental Committee on Scientific and Cultural Cooperation had *Bulletin* No. 5 of the National Archives translated and published as *Restauración y Conservación de Documentos* (56 p.). It was widely distributed throughout Latin America.

Training in the theory and practice of archives administration was given to several interns. Three trainees—from Mexico, Chile, and Argentina—who received grants through the Interdepartmental Committee on Scientific and Cultural Cooperation, each spent several months at the National Archives. An archivist from Cuba, under the same sponsorship, and a Chinese student, on a grant made available by the American Library Association, began training shortly before the close of the year. Arrangements had been completed for the arrival in the coming year of trainees from certain other Latin American countries, their expenses to be met by funds provided through the Interdepartmental Committee. That Committee also sponsored, under its "Exchange of Leaders Program," the extended visit to the National Archives of one of the leading Latin American archivists, Dr. Enrique Ortega Ricuarte, Director of the National Archives of Colombia.

For the seventh consecutive year the National Archives cooperated with the American University 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 Management of Special Types of Government Records" and "The Organization and Procedure for the Handling of Government Records," by Helen Chatfield, Record Officer of the Bureau of the Budget; and on "Historiography" and "Materials for Research in Modern History," by Dr. Posner. An intensive summer course in the preservation and administration of archives was presented for the second time by the American University in conjunction with the National Archives and the Maryland Hall of Records. Lectures and reading were combined with laboratory work in the two cooperating institutions. Students had the option of working an additional week after the conclusion of the formal part of the course, which was given from June 17 to July 6, 1946.

In addition to cooperating with the several committees and organizations already mentioned in this report, representatives of the National Archives participated in the work of a number of others. Among them are the United States Board on Geographical Names, the United States Advisory Committee on American Cartography, the Division of Geology and Geography of the National Research Council, the Security Advisory Board, the Committee on Records of War Ad-

ministration, the Federal Interdepartmental Safety Council, the Federal Fire Council, the National Fire Protection Association, the Paper and Paper Products Committee of the Federal Specifications Board, and the Council of Personnel Administration. The lifting of travel restrictions and the shortening of the work week permitted increased participation by staff members in the work of professional associations; many of them served on committees, contributed papers, and attended meetings.

As in previous years the Archivist served 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 Records Control Officer was chosen to be secretary of the latter at its meeting in April. Reports of the secretaries on the activities of these agencies comprise appendixes III 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 is presented separately.

#### THE FEDERAL REGISTER

Characterized by the National Association of Manufacturers' *News* as "one of the most important of all governmental publications in these days of the frequent issuance of regulations restricting or expanding commercial operations," the *Federal Register* serves as a useful tool for the Government itself and for the general public. In accordance with an act of Congress passed in 1935, rules and regulations of Federal agencies that have general applicability and legal effect are not binding until they are filed with the Division of the Federal Register, created by the act as a part of the National Archives Establishment, and are made available to the public. Without the machinery of the *Federal Register*, both the administration of and the compliance with the plethora of Government orders during the war and the reconversion period would have been next to impossible.

Besides publishing the daily *Federal Register*, the duties of the Division include 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 such documents available for public inspection and codifying and publishing in the *Code of Federal Regulations* and its supplements those that remain effective. Through the Administrative Procedure Act, approved June 11, 1946, Congress gave the Division the additional duty of publishing for each agency of the Government, with certain exceptions, descriptions of its organization and procedure, including delegations of final authority. The act also

provides for the publication of notices of proposed rule making and of statements of general policy or interpretations formulated for the guidance of the public. The public is thus informed through the *Federal Register* not only of the rules and regulations made by Executive agencies but of the processes by which they are made, the procedures incident to their application, and the agencies or officials responsible for their administration.

In the first year of converting the Government to a peacetime basis more documents were filed with the Division and published in the *Federal Register* than in any year of the war. About 76,700 were filed, of which nearly one-third were published in full in the *Federal Register*. The others consisted almost entirely of Office of Price Administration community ceiling price orders, which in accordance with legislation approved April 1, 1944, were entered in abbreviated form. The value of the publication was increased this year by incorporating in each issue a "codification guide," showing what Presidential documents or *Code* sections are affected by documents appearing in that issue. This feature is of service to Government agencies as well as to the general public. President Truman's plans 2 and 3 for the reorganization of the Government affected many parts of the *Code*, and at least one agency planned to issue a series of documents changing its parts of the *Code* to reflect the changes made by the plans. This step, costly in both time and printing charges, was made unnecessary by the cross references in the codification guide appearing in the issue of the *Federal Register* in which the reorganization plans were published. The sudden termination of war contracts after VJ-day resulted in the number of paid subscriptions falling from 13,631 on June 30, 1945, to 11,298 one year later. Income from regular subscribers, covered into the Treasury by the Superintendent of Documents, consequently fell from \$206,124 in the fiscal year 1945 to \$168,111 in the fiscal year 1946.

The Federal Register Act of 1935 provided for a codification of all documents having general applicability and legal effect on June 1, 1938, and every 5 years thereafter. Because of the unsettled situation during the war, Congress authorized the publication of a cumulative supplement as of June 1, 1943, instead of a complete new code. During the fiscal year 1946 the two concluding volumes of the 1944 supplement and the first two volumes of the 1945 supplement were issued. A new feature of the 1945 supplement was the inclusion of a list of Presidential documents affected by documents included in the supplement. The usefulness of both these supplements was enhanced by the promptness with which they appeared. The 1944 supplement was completed before the end of the calendar year 1945, and it was anticipated that the 1945 supplement would be completed in the fall

of 1946. During the fiscal year 7,408 books of the *Code* and supplements were sold, yielding an income of \$21,542 to be covered into the Treasury.

During the year under review, as during the war, the Division saved much time and money for emergency agencies by editing and printing their regulations in advance of their formal filing. The preprints were distributed to their field offices, which were thus fully informed of the regulations at the time they became effective. During this year the National Housing Agency used this service for the first time and the Office of Price Administration, the Civilian Production Administration, the War Assets Administration, and others continued to use it. The Division also performed an important service to the public and the Government by answering thousands of inquiries about documents on file.

#### ADMINISTRATIVE ACTIVITIES

*Organizational changes.*—Few changes were made in the organizational structure of the National Archives during the year. On November 7, 1945, the Divisions of Photographic Archives and Research and of Motion Pictures and Sound Recordings were consolidated in a Photographic Records Office, headed by a Director of Photography. On January 14, 1946, the Cleaning and Rehabilitation Section was set up as a Division under the line supervision of the Director of Operations. On June 3 a Packing and Shelving Unit was set up in the Office of the Director of Operations to be available for detail to records divisions or offices to perform work indicated by its name. The Deputy Director of Operations was designated on June 24 to serve as extra-duty staff officer to the Archivist with respect to the formulation and enforcement of a safety program for the National Archives.

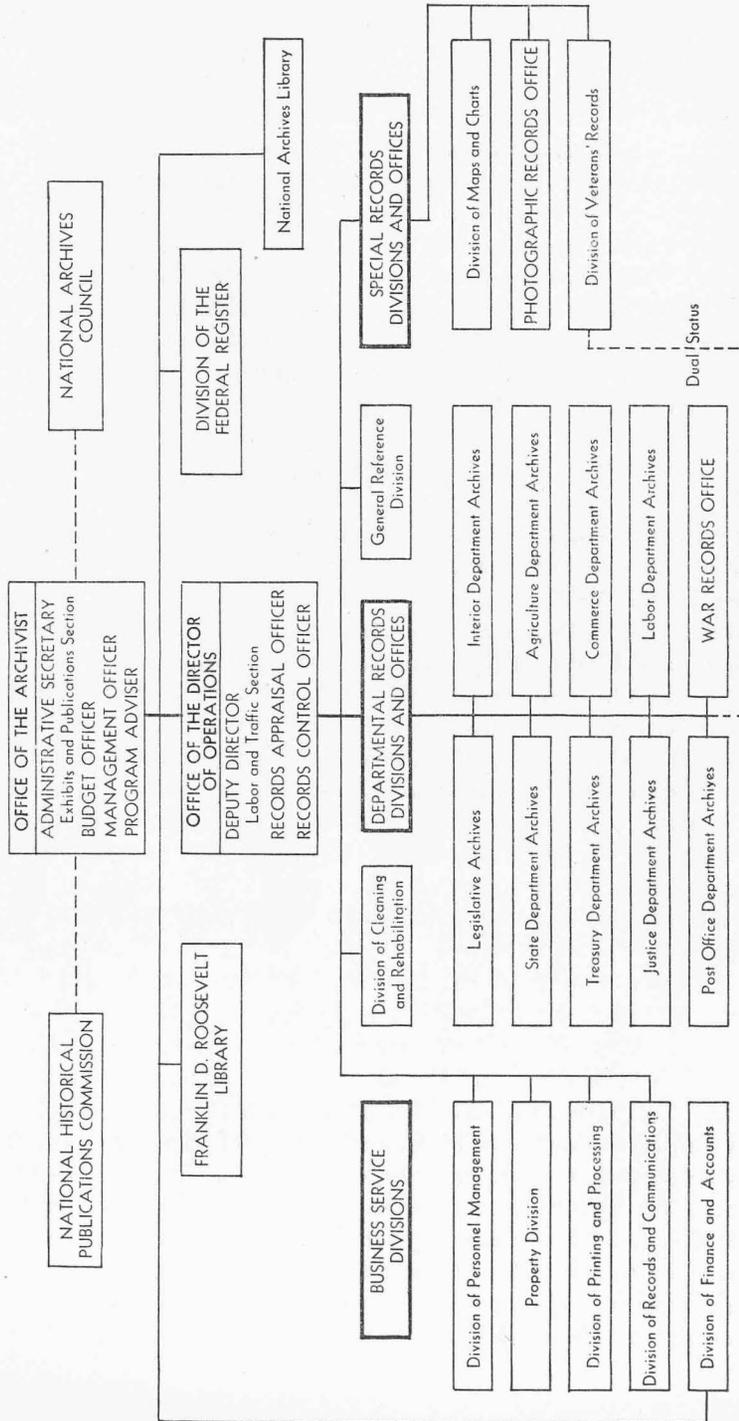
The organization of the National Archives on June 30, 1946, is shown by the chart on the following page.

*Personnel.*—Personnel administration at the National Archives was affected by the efforts of the Government to return to a peacetime basis. No registers of eligibles from which the agency might choose new employees were available, and during most of the year it hired new employees without prior approval of the Civil Service Commission. The agency was restricted, however, by the fact that 187 persons who had left for military service held reemployment rights, and vacancies were filled by veterans whenever possible. Procedures were established for releasing war-service appointees when that step was necessary in order to make positions available for veterans who wanted to return. In accordance with an Executive order issued in February, Government agencies began making appointments on a temporary-

JUNE 30, 1946

## THE NATIONAL ARCHIVES

GENERAL ORGANIZATION CHART



indefinite rather than a war-service basis. This order also provided for the establishment of a committee of expert examiners for the National Archives to determine qualifications, hold examinations, and rate applicants for archivist positions. Plans for the appointment of such a committee were being made at the end of the year.

As might be expected in a year of readjustment, the turnover in personnel was larger than in the previous year, 36 percent as compared with 30 percent. One hundred and fifty-four persons, including 78 returning veterans, were added to the staff and 128 left it. At the end of the year the staff numbered 363, including 9 persons at the Franklin D. Roosevelt Library but not including persons on leave without pay for long periods. Although only 5 employees were separated involuntarily to make places for veterans, 14 were demoted, and others left in anticipation of being replaced. Only 2 left for service with the armed forces. Of the 61 persons promoted to a higher grade, more than half were veterans. Automatic salary advances were received by 278 employees in addition to the 121 advances that accrued to veterans while they were in the service. Salary advances as rewards for superior accomplishment were given to 13 employees.

Several personnel changes resulted from transfers or organizational changes during the year. John G. Bradley, Chief of the Division of Motion Pictures and Sound Recordings for 10 years, resigned on July 5, 1945, to become Director of the Motion Picture Project of the Library of Congress. Marcus W. Price, Deputy Director of Operations, served as Acting Chief of the Division and Josephine Cobb continued to serve as Acting Chief of the Division of Photographic Archives and Research until these two Divisions were combined in the Photographic Records Office on November 7, 1945. At that time Lt. Vernon D. Tate, USNR, former Chief of the Division of Photographic Archives and Research, was detailed by the Navy Department to the National Archives and became Acting Director of Photography. Upon his release from the Navy on March 1, 1946, he became Director. Theodore R. Schellenberg, Chief of the Division of Agriculture Department Archives since 1938, transferred on July 21, 1945, to the Office of Price Administration to supervise its records administration program. Herman Kahn, Chief of the Division of Interior Department Archives, was designated to serve also as Acting Chief of the Division of Agriculture Department Archives. Arthur E. Young, Assistant to the Records Appraisal Officer, was appointed Assistant Management Officer on July 30, 1945. When Jesse E. Boell, the Assistant Director of the War Records Office, transferred to the War Department to serve as an archives officer in the American zone of occupation in Germany, and Dallas D. Irvine, the Management Officer, took his place on October 21, Mr. Young became Management Officer.

Thomas M. Owen, Jr., who had been engaged in historical work for the American Legion, resumed his duties as Chief of the Division of Veterans' Records on August 20, 1945. Arthur E. Kimberly, who had returned from military service, was appointed Chief of the Division of Cleaning and Rehabilitation on January 14, 1946.

To further the training of staff members a number of meetings of the Open Conference on Administration were held. Such subjects as problems in the preparation of checklists and inventories, the file microcopy program, the National Archives Building, and the outlook for reference service were discussed by members of the staff.

*The Library.*—The National Archives has a highly specialized Library, which contained 53,872 books and 38,507 pamphlets at the end of the year. It is designed to assist staff members in planning and carrying on their work and searchers in using the records in the custody of the Archivist, and its contents deal mainly with American history, particularly the history of Government agencies, American biography, political science, and archives administration. The Library acquired 1,892 books and 3,292 pamphlets during the year and disposed of others that were no longer needed. Among the acquisitions were 65 bound volumes of photostatic copies of documents in the custody of the National Archives of Cuba, presented by the Director, Capt. Joaquín Llaverías. The documents, which relate to the history of the United States, are chiefly selections from two series, "Asuntos Politicos" and "Floridas." They are accompanied by an inventory in Spanish.

*Public relations.*—Since the National Archives exists to serve the Government and the public, most of its activities are, in a way, in the field of public relations. In the narrow sense of the term, however, the National Archives has no real public relations program. It does not have a single employee who devotes full time to publicity work. Only nine press releases were issued during the year. For the most part they were concerned with the opening of exhibits of general interest or with keeping the central search rooms open on Saturdays or holidays for the convenience of the public. To keep scholars informed of publications and of important bodies of records received, quarterly notices were sent to professional journals. Major attention in informational activities was directed, as always, toward informing Government agencies and the public of the services the agency can render and of the records in its custody. The records in the National Archives cannot be used and their preservation cannot be justified unless there is knowledge of their existence and possible utility.

Within the bounds of a limited program, several publications were issued. To help other Federal agencies with their records problems,

*How To Dispose of Records* was revised as already mentioned and a *Records Administration Circular, Putting PAW to Bed, the Records Retirement Program of the Petroleum Administration for War*, was issued. Demands for reproductions of the German and Japanese surrender documents were so great that they were published in facsimile in *Germany Surrenders Unconditionally* and *The End of the War in the Pacific*. To facilitate answering the many questions about special records-repair problems received from State archivists, county clerks, and others in the United States and archivists and librarians abroad, an article by Adelaide E. Minogue, Head of the Cleaning and Rehabilitation Section, on "The Treatment of Fire and Water Damaged Records" was reprinted from the *American Archivist*. Exhibit catalogs, a circular on the history and functions of the National Archives, and a leaflet on rules and regulations for the use of records are badly needed, but even if time had been available for their compilation during the year, printing funds could not have been stretched to cover their publication.

*Buildings and equipment.*—Plans made in the fiscal year 1945 for increasing the records-storage capacity of the National Archives Building were carried out insofar as possible in the year under review. In 1944 it had been estimated that space could be made in the building for 975,000 cubic feet of records provided they could be double-shelved and the unequipped stack areas could be equipped. It was obvious, however, that this much storage space would be inadequate even to begin to house the permanently valuable records of the war period that would come to the National Archives. In 1945 further study of the building indicated that by converting certain corridors and work spaces and a part of the moat into stack areas it would theoretically be possible to stretch the storage capacity to about 1,100,000 cubic feet.

The makeshift creation of these new stack areas occupied the year under review. Corridors, freight rooms, and some offices that had been in use by the Office of Strategic Services were converted into storage areas by transferring to them steel tray cases, which can be used without uprights to support them. Instead of equipping the 43 stack areas in the building that remained unequipped, tray cases were also moved to them; this saved about \$500,000 it would have cost to install regular stack equipment as originally planned. Additional space was obtained by using available steel shelves and cardboard containers on the uprights in the areas from which the cases were removed. Although it was planned to enclose part of the moat, this construction had not been undertaken by the end of the year.

There are now more than 732,000 cubic feet of records in the building and scarcely a beginning has been made on the transfer of records

of the war period. The records-storage area of the building has been expanded by various devices, but the point has been reached where no amount of study is likely to reveal ways of accomplishing further miracles in the reclamation of space. It is plain, however, that additional space will soon be needed. Consequently the fate of the recommendation made last year to the Commissioner of Public Buildings that a structure for the housing of public records be included in his next building program was of the utmost importance.

It was proposed that an unpretentious fireproof building, to cost about half as much as the National Archives Building did but to house about the same amount of records, be constructed at Suitland, Md., or elsewhere nearby. This building would not be used exclusively by the National Archives. Space in it would be made available to other Federal agencies for the safe but inexpensive storage of records that must be retained for a while before they are destroyed or transferred to the National Archives—records that are now often housed in space for which the Government must pay high rentals. The building would be about eight floors high and of such construction that each floor could bear a full load of records. Specially designed moveable equipment, which could easily be shifted as needed from one part of the building to another, would be used. Provision for the construction of such a building, to cost not more than \$6,500,000, was included in the omnibus public buildings bill introduced in the House of Representatives in October 1945.

The omnibus bill also provided for a building in which the valuable motion-picture, aerial-mapping, and other film acquired by the Government, especially during World War II, could be stored, cataloged, processed, and exhibited. Plans for such a building had been worked out at the request of the late President Roosevelt by the Librarian of Congress and the Archivist of the United States in cooperation with the Public Buildings Administration. The film facility, which would cost about \$5,000,000 and would provide space for 100,000 reels of motion-picture film, would be used by the Library and the National Archives and, insofar as their needs required, by other Federal agencies. There is urgent necessity for such a building. Films, especially those on a nitrate base, which is highly unstable and inflammable, require controlled temperature and humidity and storage in specially constructed vaults. There are some such vaults in the present National Archives Building but they can house only about 5,000 reels of motion-picture film. More than 3 times that many reels are already in the custody of the National Archives and 10 times that many are in the process of being transferred to the agency. The powder magazines at Ft. Hunt, Va., to which nitrate films in the

custody of the Archivist were evacuated during the war, are excessively damp and are therefore very unsatisfactory.

A hearing on the omnibus bill, which included provision for the public records building and the film facility, was held before the Public Buildings and Grounds Committee of the House soon after the bill was introduced. Although there seemed to be favorable reaction to the proposals in which the National Archives is concerned, the bill had not been reported out of the committee by the end of the year. The National Archives was assured, however, that the film facility would be given priority in the Government building program in Washington and the immediate vicinity.

Even if authorization for a new film facility had been obtained during the year, it would be at least 2 or 3 years before such a building could be ready for occupancy. Meanwhile the absolute necessity for film-storage space remained. Consequently the Public Buildings Administration constructed at Suitland three temporary film-storage buildings for the use of the National Archives and the Library of Congress. They were completed in April 1946, and two of them were allocated to the National Archives. One of them had been completely filled and the other was rapidly being filled by the end of the year. The need for a permanent building, in which there would be facilities for processing and using as well as for storing film, remains acute.

*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.

The Independent Offices Appropriation Act, 1946, approved May 3, 1945 (59 Stat. 121), provided for the National Archives \$913,934 for salaries and expenses and \$7,000 for printing and binding for the fiscal year ending June 30, 1946, and the Second Urgent Deficiency Appropriation Act, 1946, approved March 28, 1946 (60 Stat. 82), provided \$157,000 additional to cover excess expenditures caused by the new salary scale in effect at the beginning of the year and by the return of veterans. Funds amounting to \$30,604 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 \$1,101,538 for salaries and expenses and \$7,000 for printing and binding.

*Obligations and expenditures for the fiscal year ending June 30, 1946*

## Salaries and expenses:

Personal services . . . . .	\$1,000,832	
Travel expense . . . . .	1,322	
Transportation of things . . . . .	835	
Communication service . . . . .	8,490	
Penalty mail . . . . .	492	
Rents and utility services . . . . .	60	
Other contractual services . . . . .	3,007	
Supplies and materials . . . . .	24,327	
Equipment . . . . .	57,042	
		\$1,101,538
Total obligations and expenditures . . . . .	\$1,096,407	
Unobligated balance . . . . .	5,131	
		\$1,101,538

## Printing and binding:

Total obligations and expenditures . . . . .	\$6,605	
Unobligated balance . . . . .	395	
		7,000
		\$1,108,538

The total obligations, including \$30,604 of reimbursable services performed for other agencies, amounted to \$1,103,012, leaving unobligated balances totaling \$5,526.

Several Government agencies requested the National Archives to perform services for them for which they advanced funds to the National Archives, which were used to cover the costs of rendering such services. The amounts so advanced, the total obligations against each, and the unobligated balances were as follows:

*Funds advanced to the National Archives during the fiscal year ending June 30, 1946*

Source	Amount received	Total obligations	Unobligated balance
Department of State . . . . .	\$11,300	\$6,650	\$4,650
Department of War . . . . .	1,433	435	998
Civilian Production Administration . . . . .	7,878	7,140	738
Office of Price Administration . . . . .	5,482	4,992	490
Petroleum Administration for War . . . . .	12,500	10,478	2,022
Total . . . . .	\$38,593	\$29,695	\$8,898

Of an original amount of \$9,250 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, \$933 was un-

obligated at the beginning of the fiscal year 1946. During the year \$2 was obligated and the balance of \$931 was refunded to the general appropriation.

The sum of \$4,498 was received for photographic reproductions of documents and for authentications and was covered into the Treasury as miscellaneous receipts.

The National Archives Trust Fund Board, which was established by an act approved July 9, 1941, received no additional funds and obligated no funds during the year. The Trust Fund balance therefore remained \$28,166 on June 30. The annual report of the Board comprises appendix V of this report.

The Independent Offices Appropriation Act, 1947, approved March 28, 1946 (60 Stat. 72), provided for the National Archives \$1,047,935 for salaries and expenses and \$15,000 for printing and binding for the fiscal year ending June 30, 1947.

APPENDIXES

## APPENDIX I

### RECENT LEGISLATION CONCERNING THE NATIONAL ARCHIVES<sup>1</sup>

ACT CONCERNING THE DISPOSAL OF RECORDS, APPROVED JULY 7, 1943, AS  
AMENDED JULY 6, 1945

[57 Stat. 380-383; 59 Stat. 434]

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 further preservation by the

<sup>1</sup> Other 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 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.

Government; (2) lists of any 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.

The Archivist may also submit to Congress, together with recommendations of the National Archives Council with respect thereto, and at such times as he may deem expedient, schedules proposing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies that either have accumulated or may accumulate in such agencies and that apparently will not, after the lapse of the periods specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the United States Government.<sup>2</sup>

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 agency or agencies having such records in their custody of the action of the joint committee and such agency or agencies shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act: *Provided*, That authorizations granted pursuant to schedules submitted under the last paragraph of section 4 of this Act shall be permissive and not mandatory.<sup>2</sup>

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 agency or agencies having in their custody records covered by such lists or schedules to cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.<sup>2</sup>

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 10 and 11 of this Act.<sup>3</sup>

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.

<sup>2</sup> As amended July 6, 1945.

<sup>3</sup> As amended July 6, 1945.

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.

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1947,  
APPROVED MARCH 28, 1946

[60 Stat. 72]

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; not to exceed \$750 for deposit in the general fund of the Treasury for cost of penalty mail as required by section 2 of the Act of June 28, 1944 (Public Law 364); travel expenses; exchange of scientific and technical apparatus; and maintenance, operation, and repair of one passenger-carrying motor vehicle, \$1,047,935.

Printing and binding: For all printing and binding, \$15,000.

EXTRACT FROM THE SECOND URGENT DEFICIENCY APPROPRIATION ACT, 1946,  
APPROVED MARCH 28, 1946

[60 Stat. 82]

For additional amounts for appropriations for the fiscal year 1946, to meet increased pay costs authorized by the Acts of June 30, 1945 (Public Law 106), and July 6, 1945 (Public Law 134), as follows:

\* \* \* \* \*  
National Archives: "Salaries and expenses," \$157,000.

EXTRACTS FROM THE ADMINISTRATIVE PROCEDURE ACT, APPROVED JUNE 11, 1946

[60 Stat. 237]

PUBLIC INFORMATION

SEC. 3. Except to the extent that there is involved (1) any function of the United States requiring secrecy in the public interest or (2) any matter relating solely to the internal management of an agency—

(a) RULES.—Every agency shall separately state and currently publish in the Federal Register (1) descriptions of its central and field organization including

delegations by the agency of final authority and the established places at which, and methods whereby, the public may secure information or make submittals or requests; (2) statements of the general course and method by which its functions are channeled and determined, including the nature and requirements of all formal or informal procedures available as well as forms and instructions as to the scope and contents of all papers, reports, or examinations; and (3) substantive rules adopted as authorized by law and statements of general policy or interpretations formulated and adopted by the agency for the guidance of the public, but not rules addressed to and served upon named persons in accordance with law. No person shall in any manner be required to resort to organization or procedure not so published.

(b) OPINIONS AND ORDERS.—Every agency shall publish or, in accordance with published rule, make available to public inspection all final opinions or orders in the adjudication of cases (except those required for good cause to be held confidential and not cited as precedents) and all rules.

RULE MAKING

SEC. 4. Except to the extent that there is involved (1) any military, naval, or foreign affairs function of the United States or (2) any matter relating to agency management or personnel or to public property, loans, grants, benefits, or contracts—

(a) NOTICE.—General notice of proposed rule making shall be published in the Federal Register (unless all persons subject thereto are named and either personally served or otherwise have actual notice thereof in accordance with law) and shall include (1) a statement of the time, place, and nature of public rule making proceedings; (2) reference to the authority under which the rule is proposed; and (3) either the terms or substance of the proposed rule or a description of the subjects and issues involved. Except where notice or hearing is required by statute, this subsection shall not apply to interpretative rules, general statements of policy, rules of agency organization, procedure, or practice, or in any situation in which the agency for good cause finds (and incorporates the finding and a brief statement of the reasons therefor in the rules issued) that notice and public procedure thereon are impracticable, unnecessary, or contrary to the public interest.

EXTRACT FROM THE LEGISLATIVE REORGANIZATION ACT OF 1946, APPROVED  
AUGUST 2, 1946

[60 Stat. 833]

RECORDS OF CONGRESS

SEC. 140. (a) The Secretary of the Senate and the Clerk of the House of Representatives are authorized and directed, acting jointly, to obtain at the close of each Congress all of the noncurrent records of the Congress and of each committee thereof and transfer them to the National Archives for preservation, subject to the orders of the Senate or the House, respectively.

(b) The Clerk of the House of Representatives is authorized and directed to collect all of the noncurrent records of the House of Representatives from the First to the Seventy-sixth Congress, inclusive, and transfer such records to the National Archives for preservation, subject to the orders of the Senate or the House, respectively.

## APPENDIX II

## EXECUTIVE ORDER PROVIDING FOR THE MORE EFFICIENT USE AND FOR THE TRANSFER AND OTHER DISPOSITION OF GOVERNMENT RECORDS, ISSUED SEPTEMBER 25, 1946

[No. 9784]

By virtue of the authority conferred on me by the Constitution and statutes, in order to provide that Government records may be utilized to maximum advantage and disposed of expeditiously when no longer needed and in the interest of more efficient internal management of the Government, it is hereby ordered as follows:

1. The head of each agency shall establish and maintain an active continuing program for the effective management and disposition of its records. Agencies shall retain in their custody only those records that are needed in the conduct of their current business, and except as herein otherwise provided, shall promptly cause all other records to be offered for transfer to the National Archives or proposed for other disposition in accordance with law.

2. No records shall be transferred by one agency to the custody of another agency without the approval of the Director of the Bureau of the Budget except for their retirement to the National Archives, as a temporary loan for official use, or as may be otherwise required by statute or Executive order. Any records in the custody of any agency which, in the judgment of the Director of the Bureau of the Budget, are not needed in the conduct of its current business and are needed in the current business of another agency shall be transferred to the latter agency if, in the opinion of the Director, the public interest will be best served by such transfer, provided that any portion of such records deemed to have enduring value may be accessioned by the National Archives and placed on loan to the agency to which the records are physically transferred. In making determinations concerning the transfer of records the Director shall give due regard to the importance of having Government records which are not confidential made generally available to Government agencies and to the public.

3. The Civil Service Commission, with the approval of the Director of the Bureau of the Budget, is authorized to promulgate regulations, not inconsistent with law and regulations of the National Archives Council, requiring and governing the establishment, content, transfer among agencies, and other disposition of personnel records, provided that no agency shall be required to release or transfer confidential material affecting any of its employees.

4. Except as provided in the preceding paragraph 3, the Director of the Bureau of the Budget with the advice and assistance of the National Archives shall conduct such inspections, require such reports, and issue such directives and regulations as he may deem necessary to carry out the provisions of this order.

5. No transfer of records (except in connection with a termination or transfer of functions) shall be made hereunder when the head of the agency having custody of the records shall certify that such records contained confidential information, a disclosure of which would endanger the national interest or the lives of individuals. Whenever any records are transferred which contain information procured under conditions restricting its use, the use of such records shall

continue to be limited by such conditions. The provisions of this order shall not be deemed to require the transfer or other disposition of records or authorize access to records in contravention of law or of regulations of the National Archives Council.

## 6. Definitions.

(a) The term "agency" as used herein shall be deemed to mean any executive department or independent establishment, including any government corporation that is operated as an instrumentality of the Federal Government.

(b) The term "records" as used herein shall apply to 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 or organizational business and preserved or appropriate for preservation by that agency as evidence of or because of its informational value in relation to its organization, functions, policies, personnel, operations, decisions, procedures, financial transactions, and all other activities of an administrative, management, or program nature.

HARRY S. TRUMAN.

THE WHITE HOUSE.

*September 25, 1946.*

### APPENDIX III

#### REPORT OF THE SECRETARY OF THE NATIONAL ARCHIVES COUNCIL FOR THE FISCAL YEAR ENDING JUNE 30, 1946

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 there were four changes in the membership of the Council, as follows: (1) Gerald Ryan, Administrative Officer, was designated by the Secretary of Commerce as his alternate to succeed Malcolm Kerlin; (2) Margaret B. Choppin, Treasury Archivist, was designated by the Secretary of the Treasury as his alternate to succeed Helen L. Chatfield; (3) Lt. Comdr. Herbert E. Angel, Director of Office Methods, was designated by the Secretary of the Navy as his alternate to succeed Lt. Comdr. Emmett J. Leahy; and (4) Floyd E. Dotson, Chief Clerk, was designated by the Secretary of the Interior as his alternate to succeed Wesley C. Clark.

At the close of the fiscal year the Council consisted of E. Wilder Spaulding, Chief of the Division of Research and Publication, alternate for the Secretary of State; Margaret B. Choppin, Treasury Archivist, alternate for the Secretary of the Treasury; Wayne C. Grover, Chief of the Records Management Section, Adjutant General's Office, alternate for the Secretary of War; W. O. Burtner, Office of the Assistant Solicitor General, alternate for the Attorney General; Roscoe E. Mague, General Superintendent, Office of the Chief Inspector, alternate for the Postmaster General; Commander Herbert E. Angel, Director of Office Methods, alternate for the Secretary of the Navy; Floyd E. Dotson, Chief Clerk, alternate for the Secretary of the Interior; Linwood E. Donaldson, Division of Communications, Office of Plant and Operations, alternate for the Secretary of Agriculture; Gerald Ryan, Administrative Officer, alternate for the Secretary of Commerce; James E. Dodson, Chief Clerk and Budget Officer, 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; Luther Evans, Librarian of Congress; Alexander Wetmore, Secretary of the Smithsonian Institution; and Solon J. Buck, Archivist of the United States, who serves as chairman.

The only meeting of the Council during the fiscal year was held on July 30, 1945. At this meeting the regulations of the Council adopted July 14, 1943, were amended in conformity with the act amending the Disposal Act, approved July 6, 1945 (59 Stat. 434). The regulations as amended were approved by the President on August 8, 1945, and were promulgated by the Council on August 15, 1945.<sup>1</sup>

During the fiscal year the Council recommended to Congress that the records described in three general schedules reported to Congress by the Archivist be authorized for disposal as proposed.

THAD PAGE.

<sup>1</sup> See appendix I for the text of the disposal act as amended and appendix IV for the text of the regulations.

### APPENDIX IV

#### REGULATIONS OF THE NATIONAL ARCHIVES COUNCIL CONCERNING THE DISPOSAL OF RECORDS, PROMULGATED ON AUGUST 15, 1945

Whereas section 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.), as amended by the act approved July 6, 1945 (Public, No. 133, 79th 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 micro-photographic 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 section 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 any records shall have been authorized for disposal in accordance with the provisions of sections 6, 7, or 8 of the above-mentioned act and whenever any records of types that have been proposed for disposal in schedules approved in accordance with the provisions of section 6 of the said act have been in existence for the periods specified in such schedules, the agency or agencies having the custody of such records shall, subject to the proviso in section 6 and the provisions of section 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 agency having custody of said records, 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, with the approval of the Archivist of the United States and without cost to the United States Government, to any government, organization, institution, corporation, or person that has made application for them.

III. The standards for the reproduction of records by photographic or micro-photographic 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 Stand-

ards 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.

I hereby certify that the above regulations were unanimously adopted by the National Archives Council on July 30, 1945.

SOLON J. BUCK, *Chairman.*

Approved:

HARRY S. TRUMAN, *President of the United States.*

AUGUST 8, 1945.

By direction of the National Archives Council the promulgation of the above regulations is accomplished on August 15, 1945, by transmittal of copies thereof to the heads of all agencies of the United States Government.

THAD PAGE, *Secretary of the Council.*

## APPENDIX V

### REPORT OF THE NATIONAL ARCHIVES TRUST FUND BOARD FOR THE FISCAL YEAR ENDING JUNE 30, 1946

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 \$28,166, the balance 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. For still another year this work had to be postponed because the materials and the personnel were not available. The balance in the fund on June 30, 1946, therefore remained \$28,166.

SOLON J. BUCK, *Chairman.*

## APPENDIX VI

REPORT OF THE SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS  
COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 1946

The National Historical Publications Commission was established by the National Archives Act, approved June 19, 1934, to "make plans, estimates and recommendations for such historical works and collections of sources as seem appropriate for publication and/or otherwise recording at the public expense." Before the entrance of the United States into World War II the Commission recommended that Congress authorize two documentary publications. The first was to consist of documents relating to the ratification of the Constitution and the first 10 amendments thereto, and the second was to consist of documents relating to the explorations of Zebulon M. Pike. No final action on the Commission's recommendations was taken by the Seventy-sixth Congress, to which they were submitted; and the entrance of the United States into the war made it undesirable to renew the recommendations.

During the war the Commission was inactive. For almost 6 years after its meeting of April 27, 1940, the Commission did not meet. Its first postwar meeting, the only one for the fiscal year 1946, was held on April 2, 1946. Its membership at this time was as follows: Solon J. Buck, Archivist of the United States, chairman; E. Wilder Spaulding, Historical Adviser and Chief of the Division of Research and Publication, Department of State; Major General E. F. Harding, Director of the Historical Division, War Department Special Staff; Commodore Dudley W. Knox, Officer in Charge of Naval Records and Library, Department of the Navy; St. George L. Sioussat, Chief of the Division of Manuscripts, Library of Congress; Dumas Malone, professor of American history, Columbia University; and Guy Stanton Ford, Executive Secretary of the American Historical Association and Managing Editor of the *American Historical Review*.

At its April meeting the Commission chose Philip M. Hamer, Records Control Officer of the National Archives, to be its secretary, thus filling the vacancy caused by the appointment in 1941 of its former secretary, Solon J. Buck, to be Archivist of the United States and *ex officio* chairman of the Commission. It took action on five projects. It decided not to renew its recommendation that the Pike exploration documents be published. It reaffirmed its interest in the publication of documents relating to the ratification of the Constitution and the first 10 amendments thereto and recommended that the Archivist make arrangements to have reintroduced into Congress a bill providing congressional authorization for the project. At the request of the Librarian of Congress it approved a recommendation to Congress that authorization be given and the necessary appropriations be made for the compilation and publication by the Library of Congress of a comprehensive edition of the papers of Abraham Lincoln, provided the Librarian of Congress should wish to have such a recommendation submitted after he had undertaken an investigation of recently announced plans for the publication of an edition of Lincoln's writings by the Abraham Lincoln Association. It requested its secretary to study and report at a later meeting on the advisability of recommending to Congress that authorization be given for the publication by the National Archives of State Department diplomatic records for the period

1828-61 and for an expansion by the National Archives of its program of making edited file microcopies of selected materials in the custody of the Archivist.

A few weeks after the committee's meeting the Librarian of Congress informed the secretary that the plans of the Abraham Lincoln Association were of such character that he did not wish to proceed further with the Library of Congress project for the publication of the papers of Abraham Lincoln. Accordingly, the committee's endorsement of this project will not be submitted to Congress.

In view of the anticipated early adjournment of Congress it was decided not to seek the introduction of a bill authorizing the project for a documentary publication on the ratification of the Constitution until after the Eightieth Congress should meet in January 1947.

PHILIP M. HAMER.

## APPENDIX VII

### LIST OF RECORD GROUPS IN THE NATIONAL ARCHIVES AS OF OCTOBER 31, 1946

All 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 approximately in the order in which the first transfer of records in each group was received. Brief descriptions of the records in each group are contained in *Your Government's Records in the National Archives* (Washington, 1946), which includes an index by names of agencies.

No.	Title
1	Records of the War Labor Policies Board.
2	Records of the National War Labor Board, 1918-19.
3	Records of the United States Housing Corporation.
4	Records of the United States Food Administration.
5	Records of the United States Grain Corporation.
6	Records of the United States Sugar Equalization Board, Inc.
7	Records of the Bureau of Entomology and Plant Quarantine.
8	Records of the Bureau of Agricultural Engineering.
9	Records of the National Recovery Administration.
10	Records of the National Commission on Law Observance and Enforcement.
11	General Records of the United States Government.
12	Records of the Office of Education.
13	Records of Railroad Labor Boards.
14	Records of the United States Railroad Administration.
15	Records of the Veterans' Administration.
16	General Records of the Department of Agriculture.
17	Records of the Bureau of Animal Industry.
18	Records of the Army Air Forces.
19	Records of the Bureau of Ships.
20	Records of the Office of the Special Adviser to the President on Foreign Trade.
21	Records of District Courts of the United States.
22	Records of the Fish and Wildlife Service.
23	Records of the Coast and Geodetic Survey.
24	Records of the Bureau of Naval Personnel.
25	Records of the National Labor Relations Boards.
26	Records of the United States Coast Guard.
27	Records of the Weather Bureau.
28	Records of the Post Office Department.
29	Records of the Bureau of the Census.
30	Records of the Public Roads Administration.
31	Records of the Federal Housing Administration.
32	Records of the United States Shipping Board.
33	Records of the Extension Service.
34	Records of the Federal Deposit Insurance Corporation.
35	Records of the Civilian Conservation Corps.
36	Records of the Bureau of Customs.

No.	Title
37	Records of the Hydrographic Office.
38	Records of the Office of the Chief of Naval Operations.
39	Records of the Bureau of Accounts (Treasury).
40	General Records of the Department of Commerce.
41	Records of the Bureau of Marine Inspection and Navigation.
42	Records of the Office of Public Buildings and Public Parks of the National Capital.
43	Records of United States Participation in International Conferences, Commissions, and Expositions.
44	Records of the Office of Government Reports.
45	Naval Records Collection of the Office of Naval Records and Library.
46	Records of the United States Senate.
47	Records of the Social Security Board.
48	General Records of the Department of the Interior.
49	Records of the General Land Office.
50	Records of the Treasurer of the United States.
51	Records of the Bureau of the Budget.
52	Records of the Bureau of Medicine and Surgery.
53	Records of the Bureau of the Public Debt.
54	Records of the Bureau of Plant Industry, Soils, and Agricultural Engineering.
55	Records of the Danish Government of the Virgin Islands.
56	General Records of the Department of the Treasury.
57	Records of the Geological Survey.
58	Records of the Bureau of Internal Revenue.
59	General Records of the Department of State.
60	General Records of the Department of Justice.
61	Records of the War Industries Board.
62	Records of the Council of National Defense.
63	Records of the Committee on Public Information.
64	Records of the National Archives.
65	Records of the Federal Bureau of Investigation.
66	Records of the Commission of Fine Arts.
67	Records of the United States Fuel Administration.
68	Records of the United States Coal Commission.
69	Records of the Work Projects Administration.
70	Records of the Bureau of Mines.
71	Records of the Bureau of Yards and Docks.
72	Records of the Bureau of Aeronautics.
73	Records of the President's Organization on Unemployment Relief.
74	Records of the Bureau of Ordnance.
75	Records of the Office of Indian Affairs.
76	Records of Boundary and Claims Commissions and Arbitrations.
77	Records of the Office of the Chief of Engineers.
78	Records of the Naval Observatory.
79	Records of the National Park Service.
80	General Records of the Department of the Navy.
81	Records of the United States Tariff Commission.
82	Records of the Federal Reserve System.
83	Records of the Bureau of Agricultural Economics.
84	Records of the Foreign Service Posts of the Department of State.
85	Records of the Immigration and Naturalization Service.

<i>No.</i>	<i>Title</i>
86	Records of the Women's Bureau.
87	Records of the United States Secret Service.
88	Records of the Food and Drug Administration.
89	Records of the Federal Fuel Distributor.
90	Records of the Public Health Service.
91	Records of the Inland Waterways Corporation.
92	Records of the Office of the Quartermaster General.
93	War Department Collection of Revolutionary War Records.
94	Records of The Adjutant General's Office.
95	Records of the Forest Service.
96	Records of the Farm Security Administration.
97	Records of the Bureau of Agricultural and Industrial Chemistry.
98	Records of the United States Army Commands.
99	Records of the Office of the Paymaster General.
100	Records of the Division of Labor Standards.
101	Records of the Bureau of the Comptroller of the Currency.
102	Records of the Children's Bureau.
103	Records of the Farm Credit Administration.
104	Records of the Bureau of the Mint.
105	Records of the Bureau of Refugees, Freedmen, and Abandoned Lands.
106	Records of the Smithsonian Institution.
107	Records of the Office of the Secretary of War.
108	Records of the Headquarters of the Army.
109	War Department Collection of Confederate Records.
110	Records of the Provost Marshal General's Bureau, 1863-66.
111	Records of the Office of the Chief Signal Officer.
112	Records of the Office of the Surgeon General (War).
113	Records of the Allied Purchasing Commission.
114	Records of the Soil Conservation Service.
115	Records of the Bureau of Reclamation.
116	Records of the Administrative Office of the United States Courts.
117	Records of the American Battle Monuments Commission.
118	Records of United States Attorneys and Marshals.
119	Records of the National Youth Administration.
120	Records of the American Expeditionary Forces, 1917-21.
121	Records of the Public Buildings Administration.
122	Records of the Federal Trade Commission.
123	Records of the United States Court of Claims.
124	Records of the Surplus Marketing Administration.
125	Records of the Office of the Judge Advocate General (Navy).
126	Records of the Division of Territories and Island Possessions.
127	Records of the United States Marine Corps.
128	Records of Joint Committees of Congress.
129	Records of the Bureau of Prisons.
130	Records of the White House Office.
131	Records of the Office of Alien Property Custodian.
132	Records of the Rent Commission of the District of Columbia.
133	Records of the Federal Coordinator of Transportation.
134	Records of the Interstate Commerce Commission.
135	Records of the Public Works Administration.
136	Records of the Office of Marketing Services.
137	Records of the Procurement Division (Treasury).

<i>No.</i>	<i>Title</i>
138	Records of the Federal Power Commission.
139	Records of the Dominican Customs Receivership.
140	Records of the Military Government of Cuba.
141	Records of the Military Government of Veracruz.
142	Records of the Tennessee Valley Authority.
143	Records of the Bureau of Supplies and Accounts (Navy).
144	Records of the Temporary National Economic Committee.
145	Records of the Agricultural Adjustment Agency.
146	Records of the United States Civil Service Commission.
147	Records of the Selective Service System, 1940-.
148	Records of Exposition, Anniversary, and Memorial Commissions of Congress.
149	Records of the Government Printing Office.
150	Records of the National Bituminous Coal Commission, 1935-36.
151	Records of the Bureau of Foreign and Domestic Commerce.
152	Records of the Bureau of Dairy Industry.
153	Records of the Office of the Judge Advocate General (War).
154	Records of the War Finance Corporation.
155	Records of the Wage and Hour and Public Contracts Divisions.
156	Records of the Office of the Chief of Ordnance.
157	Records of the Maritime Labor Board.
158	Records of the Capital Issues Committee.
159	Records of the Office of the Inspector General.
160	Records of the Headquarters, Army Service Forces.
161	Records of the Commodity Credit Corporation.
162	General Records of the Federal Works Agency.
163	Records of the Selective Service System, 1917-19.
164	Records of the Office of Experiment Stations.
165	Records of the War Department General Staff.
166	Records of the Office of Foreign Agricultural Relations.
167	Records of the National Bureau of Standards.
168	Records of the National Guard Bureau.
169	Records of the Foreign Economic Administration.
170	Records of the Bureau of Narcotics.
171	Records of the Office of Civilian Defense.
172	Records of the United States Commerce Court.
173	Records of the Federal Communications Commission.
174	General Records of the Department of Labor.
175	Records of the Chemical Warfare Service.
176	Records of the Bureau of Human Nutrition and Home Economics.
177	Records of the Office of the Chief of Coast Artillery.
178	Records of the United States Maritime Commission.
179	Records of the War Production Board.
180	Records of the Commodity Exchange Administration.
181	Records of Naval Districts and Shore Establishments.
182	Records of the War Trade Board.
183	Records of the United States Employment Service.
184	Records of the Railroad Retirement Board [records withdrawn].
185	Records of the Panama Canal.
186	Records of the Spanish Governors of Puerto Rico.
187	Records of the National Resources Planning Board.
188	Records of the Office of Price Administration.

<i>No.</i>	<i>Title</i>
189	Records of the National Academy of Sciences.
190	Records of the Bureau of War Risk Litigation.
191	Records of the War Department Claims Board.
192	Records of the Office of the Commissary-General of Subsistence.
193	Records of the Commissioner of Railroads.
194	Records of the War Minerals Relief Commission.
195	Records of the Home Owners' Loan Corporation.
196	Records of the Federal Public Housing Authority.
197	Records of the Civil Aeronautics Board.
198	Records of the Board of Investigation and Research—Transportation.
199	Records of the Provisional Government of Cuba.
200	Gift Motion Pictures of the National Archives.
201	Gift Sound Recordings of the National Archives.
202	Records of the National War Labor Board, 1942—.
203	Records of the Office of the Chief of Finance (War).
204	Records of the Office of the Pardon Attorney.
205	Records of the Court of Claims Section (Justice).
206	Records of the Solicitor of the Treasury.
207	General Records of the National Housing Agency.
208	Records of the Office of War Information.
209	Records of the Prison Industries Reorganization Administration.
210	Records of the War Relocation Authority.
211	Records of the War Manpower Commission.
212	Records of the Committee for Congested Production Areas.
213	Records of the Foreign Claims Section (War).
214	Records of the Office for Emergency Management.
215	Records of the Office of Community War Services.
216	Records of the Office of Censorship.
217	Records of the General Accounting Office.
218	Records of the United States Joint Chiefs of Staff.
219	Records of the Office of Defense Transportation.
220	Records of Presidential Committees, Commissions, and Boards.
221	Records of the Rural Electrification Administration.
222	Records of the Bituminous Coal Division.
223	Records of the Office of the Bituminous Coal Consumers' Counsel.
224	Records of the Office of Labor (War Food Administration).
225	Records of Joint Army and Navy Boards and Committees.
226	Records of the Office of Strategic Services.
227	Records of the Office of Scientific Research and Development.
228	Records of the Committee on Fair Employment Practice.
229	Records of the Office of Inter-American Affairs.
230	Records of the United States War Ballot Commission.
231	Records of the United States Soldiers' Home.
232	Records of the Petroleum Administrative Board.
233	Records of the United States House of Representatives.
234	Records of the Reconstruction Finance Corporation.
235	General Records of the Federal Security Agency.
236	Records of the Wage Adjustment Board.

## APPENDIX VIII

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL YEAR ENDING  
JUNE 30, 1946

Accessions of archival material are arranged first according to agency of transfer and thereunder by accession number except when accessions have been combined. Accessions of records not in the custody of Federal agencies at the time of transfer are listed in a separate section according to the name of the agency that created them. After each entry is entered the number of the record group, as listed in appendix VII, to which the records belong. Measurements are in terms of cubic feet. Accessions of private gifts of motion pictures and sound recordings are grouped separately at the end of the list by physical form and within each group are arranged chronologically according to the dates on which the films or recordings were made. Restrictions on the use of records vary as explained on page xv of the *Guide to the Material in the National Archives* (Washington, 1940).

## CONGRESS

*Senate*

Records of the Committee on Appropriations, consisting of files of the subcommittee appointed to investigate the utilization of manpower by Government agencies, 1942. 25 feet. Acc. 1950. RG 46.

Additional records of the Special Committee to Investigate the National Defense Program, 1941-45; and records of the Special Committee to Investigate Presidential, Vice Presidential, and Senatorial Campaign Expenditures in 1944, 1944-45. 49 feet. Acc. 2036, 2037, 2150, and 2151. RG 46.

Records of the Committee on Interstate Commerce, consisting of files of the subcommittee appointed to investigate interstate railroads and their affiliates, 1935-43. 500 feet. Acc. 2189. RG 46.

Additional records of the Temporary National Economic Committee, 1938-41. 4 feet. Acc. 2190. RG 144.

## JUDICIARY

*Court of Claims*

Case files for general jurisdiction cases commenced between January 1932 and June 1938, and closed since January 1942, with a few general and congressional jurisdiction cases of earlier date. 350 feet. Acc. 2165. RG 123.

## EXECUTIVE OFFICE OF THE PRESIDENT

*Emergency Management Office. Foreign Economic Administration*

Applications for export licenses for materials other than arms, ammunition, implements of war, tin-plate scrap, helium, gold, and narcotics, January 1942-May 1943. 903 feet. Acc. 1933. RG 169.

*Emergency Management Office. National War Labor Board*

Dispute case files and voluntary wage adjustment "control" case files, 1943-44; national jurisdiction dispute and voluntary case files, 1942-44; and transcripts of hearings before the Board, 1942-44. 95 feet. Acc. 1920 and 1940. RG 202.

*Emergency Management Office. War Information Office*

Records of the Overseas Operations Branch, consisting of radio scripts and program logs of the San Francisco office, 1941-44, and sound recordings (2,000 disks) of broadcasts from the New York office, 1944-45. 310 feet. Acc. 1922 and 1926. RG 208.

Records of the Overseas Operations Branch, consisting of sound recordings of the broadcast of statements by the chairmen of delegations to the United Nations Conference on International Organization upon the signing of the United Nations Charter, June 26, 1945. 7 disks. Acc. 1970. RG 208.

Records of the Office of the Director and of the Book and Magazine, Foreign News, Graphics, Motion Picture, News, and Radio Bureaus of the Domestic Operations Branch, 1941-45. 443 feet. Acc. 1993-1996, 2040, and 2041. RG 208.

Records of the Radio Bureau, Domestic Operations Branch, consisting of sound recordings (943 disks) and scripts of radio programs sponsored by the Office of War Information, 1942-43. 26 feet. Acc. 1997 and 2029. RG 208.

Records of the News Bureau, Domestic Operations Branch, consisting of photographs taken by OWI photographers for use in promoting programs sponsored by the Government, 1942-45. 600 items. Acc. 2002. RG 208.

Records of the Foreign Language Section of the News Bureau, Domestic Operations Branch, 1942-44, consisting of sound recordings (176 disks) and scripts of programs released to radio stations sponsoring foreign broadcasts and two motion pictures showing defenses in the Mexican Gulf region. 2 feet. Acc. 2025. RG 208.

Records of the Motion Picture Bureau, Domestic Operations Branch, consisting of 867 reels of motion pictures produced or sponsored by the Bureau, 1941-45. 144 feet. Acc. 2028. RG 208.

Personnel records of employees of the National Emergency Council, 1933-39. 10 feet. Acc. 2038. RG 44.

*Emergency Management Office. War Production Board*

Newspaper clippings, 1941-45, describing the activities of the District of Columbia Salvage Committee. 1 foot. Acc. 1974. RG 179.

*War Refugee Board*

Records relating to the policies, program, and operations of the Board, January 1944-September 1945. 40 feet. Acc. 1949. RG 220.

*White House Office*

Captured German documents, with English translations, consisting of the marriage certificate, private will, and "political will" of Adolf Hitler, and a letter from Martin Bormann to Admiral Doenitz transmitting the "political will," all dated April 29, 1945. 9 documents. Acc. 2141. RG 130.

## DEPARTMENT OF STATE

Sound recording of a speech made by Secretary of State Cordell Hull on February 19, 1938, entitled "Trade, Prosperity, and Peace." 2 disks. Acc. 1982. RG 59.

Additional parts of the central files, 1910-29. 410 feet. Acc. 2043. RG 59.

Records of the Office of War Information, consisting of sound recordings of broadcasts made by President Franklin D. Roosevelt, sound recordings pertaining to his death, and sound recordings of tributes paid him, January 1942-April 1945 (200 disks). 4 feet. Acc. 2062. RG 208.

Records of the Security Office of the OWI relating to its dealings with other Government agencies on security matters, 1942-45. 3 feet. Acc. 2143. RG 208.

Records of the Motion Picture Bureau, Domestic Operations Branch, OWI, pertaining to the organization and functions of the Non-Theatrical Division, 1942-45. 75 feet. Acc. 2144. RG 208.

Records of American participation on the United States-Panama Claims Commission, 1933; and records of the American delegations at the Fifth, Sixth, Seventh, and Eighth Pan-American Conferences held at Santiago, Habana, Montevideo, and Lima in 1923, 1928, 1933, and 1938; at the Conference of American States on Conciliation and Arbitration, Washington, 1928-29; at the Inter-American Conference for Maintenance of Peace, Buenos Aires, 1936; at the Geneva Disarmament Conference, 1928; at the London Naval Conference, 1930; at the Cairo Radio Conference, 1938; at the Conference for Codification of International Law, The Hague, 1930; and at the Monetary and Economic Conference, London, 1933. 210 feet. Acc. 2229. RG 43.

*Foreign Reporting Services Division*

Consular reports on economic, industrial, commercial, and related subjects, 1943-44, and record cards, 1943-45. 138 feet. Acc. 2102. RG 59.

*Foreign Service*

Records of the American Consulate at Maracaibo, Venezuela, 1910-31; the American Consulate General at St. John's, Newfoundland, 1912-30; the American Consulates at Nice, 1909-30, and Marseille, France, 1858-1930; and the closed American Consular Agencies at Toulon, 1908-14, and at Sète, France, 1875-1921. 36 feet. Acc. 2157 and 2166. RG 84.

*Foreign Service Administration Division*

Records relating to the Consular Courts of posts in the Near East and Far East, 1907-29. 3 feet. Acc. 2228. RG 59.

*Intelligence Collection and Dissemination Office*

Records of the Office of Strategic Services, 1942-45, consisting of economic and military intelligence documents in a file known as "Order of Battle," and correspondence and other records of the field offices at Stockholm and New Delhi. 16 feet. Acc. 2158 and 2159. RG 226.

Approximately 200 German-produced motion pictures, chiefly with Portuguese sound tracks, obtained and used by the Office of Strategic Services for intelligence purposes, together with English translations and caption sheets, 1942-45. 1,140 units. Acc. 2172. RG 226.

*Interim International Information Service and the International Information and Cultural Affairs Office*

Sound recordings of the Overseas Operations Branch of the Office of War Information and its successors, consisting of sound recordings of broadcasts from the United States to foreign countries, September 1944-February 1946 (116,800 disks), with related scripts and log cards; and sound recordings of OWI broadcasts during the period of negotiations for the Japanese surrender, August 11-14, 1945 (17 disks). 1,175 feet. Acc. 1984, 1985, 2063, 2136, and 2230. RG 208.

A motion picture, presented to the Chinese Section of the Overseas Operations Branch, OWI, of the memorial services held by the Chinese in Chungking in commemorating the death of President Roosevelt, April 1945. 1 unit. Acc. 2026. RG 208.

Records of the Publications Bureau of the Overseas Operations Branch, OWI, consisting of record copies of publications compiled and issued by the OWI for distribution abroad, 1941-45. 2 feet. Acc. 2039. RG 208.

Records of the Los Angeles office of the OWI, 1942-45, consisting of records of the Chief of the Overseas and Administrative Office and correspondence of the

Motion Picture Division, the Domestic Radio Bureau, and the predecessor Office of Facts and Figures. 12 feet. Acc. 2116. RG 208.

Records of the Overseas Operations Branch of the OWI, consisting of teletype and writers' copies of cables transmitted to outposts from the News and Features Bureau, 1943-45; reports, photographs, and other records of the Book Division, Photo Review, and Picture Service, and the office of the Chief of the Publications Bureau, 1942-45; and program scripts and correspondence with and concerning speakers for overseas broadcasts from the Pacific Operations Bureau, 1942-45. 75 feet. Acc. 2142. RG 208.

Records of the Office of Inter-American Affairs and its predecessors, the Office for Coordination of Commercial and Cultural Relations Between the American Republics and the Office of the Coordinator of Inter-American Affairs, and the successor agency, the Interim International Information Service, consisting of records of the Office of the Director and of the Field Operations Section of the Press Department, 1941-46. 12 feet. Acc. 2160. RG 229.

Records of the San Francisco office, Overseas Operations Branch of the OWI, 1943-45, consisting of sound recordings of broadcasts made by President Harry S. Truman, Winston Churchill, King George VI of England, and Captain E. M. Zacharias (in the Japanese language) pertaining to the surrender in Italy, the surrender at Rheims, the Potsdam Declaration, and related events. 39 disks. Acc. 2194. RG 208.

Records of the San Francisco office, Overseas Operations Branch of the OWI, 1943-45, consisting of correspondence, memoranda, and reports of the Office of the Director, records of the administrative officer of the Regional Executive Office, and selected letters and memoranda on the operations and functions of the Office of Control. 13 feet. Acc. 2201 and 2202. RG 208.

Records of the Communications Control Office, Overseas Operations Branch of the OWI, consisting of classified and "clear" cables received and copies of such cables sent and correspondence, memoranda, and reports on the operations of the Office, 1941-45. 185 feet. Acc. 2226. RG 208.

Records of the Special Promotion Division, Outpost Service Bureau, Overseas Operations Branch of the OWI, consisting of correspondence, reports, promotional booklets, exhibit materials, posters, and a record set of the monthly *Outpost Report*, 1942-45. 35 feet. Acc. 2227. RG 208.

## DEPARTMENT OF THE TREASURY

### *Office of the Secretary*

Correspondence of the Offices of the Secretary, Under Secretary, Assistant Secretaries, and Assistants to the Secretary and of the former section of Financial and Economic Research; 1917-32, and copies of letters sent by Secretary David F. Houston, 1920-21. 95 feet. Acc. 2147. RG 56.

### *Accounts Bureau*

Records of the former Bureau of War Risk Insurance relating to the licensing, supervision, and liquidation of foreign insurance companies transacting business in the United States, 1917-20. 10 feet. Acc. 2003. RG 56.

Records, 1918-39, relating to the settling of claims filed under section 9 of the Trading With the Enemy Act of October 6, 1917, upon order of the Alien Property Custodian. 107 feet. Acc. 2133. RG 39.

### *Coast Guard*

Correspondence files of the Bering Sea Patrol, 1927-39. 15 feet. Acc. 1936. RG 26.

Additional journals of lighthouses, logs of Life-Saving and Coast Guard stations, and deck logs of Lighthouse Service and Coast Guard vessels, 1820-1941. 750 feet. Acc. 1942. RG 26.

Personnel records, 1903-42, of employees of the Bureau of Marine Inspection and Navigation who were transferred to the Coast Guard. 30 feet. Acc. 2034. RG 40.

Journals of light stations and logs of vessels, stations, bases with operational responsibilities, beach patrol and coastal lookout units, and Captains of the Ports, 1943. 425 feet. Acc. 2083. RG 26.

Drawings and paintings of lighthouses and lanterns and photographs of lighthouses, 1852-1900. 40 items. Acc. 2111. RG 26.

Photographic prints collected by the Public Relations Division, May 1945-April 1946, depicting military operations and other activities of the Coast Guard. 346 items. Acc. 2193. RG 26.

### *Coast Guard. Merchant Marine Inspection Division*

Records of the Steamboat-Inspection Service and the Bureau of Marine Inspection and Navigation, consisting of logs of motor vessels used in enforcing the navigation laws, 1933-37; records of local and supervising inspectors of steam vessels at Louisville, 1862-64, 1885, 1911-37, and of local inspectors at Pittsburgh, Dubuque, and Cincinnati, 1911-38; records of hull and boiler inspections and stubs of lifeboatmen's and able-bodied seamen's certificates issued by the Office of Local Inspectors at New Orleans, 1905-11, 1923-34, and stubs of able-bodied seamen's certificates issued at New York, 1916-30; and minutes of meetings of the Board of Supervising Inspectors of Steam Vessels, 1935-42. 39 feet. Acc. 2033. RG 41.

### *Comptroller of the Currency Bureau. Examining Division*

Reports on examinations of national banks and of nonnational banks, building and loan associations, and credit unions in the District of Columbia, with related correspondence, 1931-35. 715 feet. Acc. 2082. RG 101.

### *Comptroller of the Currency Bureau. Insolvent National Banks Division*

Records, 1930-44, relating to the administration of insolvent national banks liquidated in 1943 and 1944; copies of letters sent, 1934-43; and additional records of the Finance-Audit Section relating to cash transactions of insolvent banks, 1933-43. 925 feet. Acc. 2137. RG 101.

Records relating to the administration of insolvent national banks, 1865-1945, including records of the Office of the General Receiver in Washington and records relating to Reconstruction Finance Corporation loans and to the reconciliation of accounts of the Office of the Special Liquidator of Securities, New York City; records relating to the liquidation of five Japanese-owned banks in Honolulu and Seattle, 1941-43; and correspondence of the former Conservator Division of the Bureau, 1933-35, relating chiefly to the licensing of national banks for the resumption of business after the 1933 bank holiday. 115 feet. Acc. 2138. RG 101.

### *Comptroller of the Currency Bureau. Organization Division*

Records relating to the establishment and administration of national banks that have gone into voluntary liquidation upon expiration of their corporate existence, of national banks consolidated with other banks, and of national banks placed in receivership, 1863-1940. 320 feet. Acc. 1934. RG 101.

### *Customs Bureau. Publications and Marine Documentation Section*

Additional certificates of registry, enrollment, and license issued for American vessels not now documented, with interfiled applications for official numbers and related correspondence, 1917-44. 32 feet. Acc. 1931 and 2088. RG 41.

*Federal Reserve Banks as Fiscal Agents*

Records resulting from promotional activities of the Federal Reserve Banks at New York and Chicago in conducting Liberty Loan campaigns, consisting of paintings and drawings, copies of posters and drawings, and photographs, 1917-18. 190 items. Acc. 2042. RG 53.

*Internal Revenue Bureau*

Sample of individual income-tax returns on incomes under \$5,000 from salaries, wages, dividends, interest, and annuities for the tax years 1935-39. 250 feet. Acc. 2112. RG 58.

*Secret Service*

Records of field offices, consisting of agents' daily reports, 1886-1912; reports of special investigations, mainly during World War I, 1900-1924; records of arrests, 1877-1930; correspondence with headquarters, 1886-1904; and copies of general orders, circular letters, and warning circulars, 1874-1938. 12 feet. Acc. 2120. RG 87.

## DEPARTMENT OF WAR

*General Staff*

Duplicate originals of the instrument of surrender of the Japanese and Japanese-controlled forces in the Philippine Islands, September 3, 1945. 2 documents. Acc. 1968. RG 165.

Sound recordings of a part of the testimony before the Select Committee on Post-War Military Policy of the House of Representatives, May-June, 1945. 9 disks. Acc. 2173. RG 165.

*General Staff. Military Intelligence Division*

Records of the Foreign Broadcast Intelligence Service consisting of daily, August 8-December 4, 1945, and fortnightly, August 25 and October 14, 1945, reports on broadcasts, with related finding aids, news schedules, and program notes; and sound recordings of news and commentary broadcasts sponsored by enemy and enemy-controlled stations abroad and recorded by monitoring stations of the Service, November 1942-June 1945. 2 feet of paper records and 11,000 disks of sound recordings. Acc. 2145 and 2168. RG 173.

*Army Air Forces*

Sound recordings of the Army Air Forces radio program known during the war as "The Fighting AAF" and after VJ-day as "Your AAF," June-November, 1945. 45 disks. Acc. 1978 and 2051. RG 18.

Records of the Office of the Chief Signal Officer pertaining to aviation and of the Division of Military Aeronautics, the Bureau of Aircraft Production, the Air Service, and the Air Corps, 1909-39. 695 feet. Acc. 2204. RG 18.

*Army Service Forces. Adjutant General's Office*

Microfilm copies of the "cover sheets" and contents for Selective Service registrants in World War I who were inducted into the armed services or who were delinquent and whose last names began with the letters A, B, C, and D, 1917-19. 1,313 rolls. Acc. 1943. RG 163.

Records of various Army Commands, 1838-1928, including records of geographical commands, camps, posts, and stations in the United States and of regiments, brigades, and divisions. 270 feet. Acc. 1966, 2023, 2044, 2061, 2126, and 2207. RG 98.

Records of the Office of the Inspector General, consisting of reports of annual general inspections, 1912-39; and central correspondence files, 1917-34. 541 feet. Acc. 2091. RG 159.

Correspondence of the Priorities Allocation Branch of the Joint Army and Navy Munitions Board, 1943-45. 2 feet. Acc. 2092. RG 225.

Records of the Office of the Secretary of War, consisting of ledgers, building plans and leases, bids, contracts, and correspondence of the Supply Division, 1883-1918; and correspondence of the Chief Disbursing Officer, 1912-36. 62 feet. Acc. 2121. RG 107.

*Army Service Forces. Chemical Warfare Service*

Central correspondence files, 1939-42, with card index-briefs, 1918-42. 197 feet. Acc. 2205. RG 175.

*Army Service Forces. Chief Signal Officer's Office*

Photographic prints pertaining to Indian wars, the Spanish-American War, the China Relief Expedition, the Philippine Insurrection, and the Mexican Punitive Expedition, 1898-1914, with a few as early as 1870. 6,000 items. Acc. 1921. RG 111.

Military training motion-picture films received by exchange from Great Britain during World War II, consisting of Canadian, Australian, and British productions, 1940-45. 1,965 units. Acc. 2169. RG 111.

Motion-picture films captured from the Axis Powers, showing their campaigns in the Pacific and European areas, 1936-45. 3,826 units. Acc. 2191. RG 111.

*Army Service Forces. Engineer Chief's Office*

Correspondence, reports, maps, and other records of the District Engineer Offices at Jacksonville, 1865-1935; New Orleans, 1883; Pittsburgh, 1886-1939; Rock Island, 1877-96; St. Paul, 1866-1917; and San Francisco, 1911-28. 169 feet. Acc. 1965, 2055, 2124, 2127, and 2210. RG 77.

Maps of military departments in the West, about 1872-1909; atlas of the Wheeler Survey ("West of the 100th Meridian"), 1869-79; and maps of the Rainy Lake portion of the United States-Canadian boundary prepared by the International Joint Commission, 1926-28. 1 foot. Acc. 2070. RG 77.

Maps of surveys made throughout the United States by Army engineers, 1800-1926, the majority relating to the civil-works program, especially to rivers and harbors. 800 feet. Acc. 2122. RG 77.

Additional records of the Army Map Service, including parts of the General Staff map collection, consisting of file copies of maps of various countries and areas throughout the world, 1880-1943. 26 feet. Acc. 2123. RG 77.

Records relating to construction and maintenance of civil-works projects, 1923-42. 2,275 feet. Acc. 2125. RG 77.

*Army Service Forces. Finance Chief's Office*

Accounting records, 1926-40. 15 feet. Acc. 2024. RG 203.

General correspondence of the Office of the Director of Finance, 1918-19; records of the Budget Officer of the War Department, 1901-42; copies of fiscal reports sent to the Comptroller General in 1933 by Corps Areas concerning operations of various units; and records of the American Forces in Germany, consisting of reports of finance officers at Coblenz on the cost of occupation and other expenses, 1919-23. 135 feet. Acc. 2218. RG 203.

*Army Service Forces. Fiscal Director's Office*

Additional records of the United States Liquidation Commission; and records of the General Sales Agent, American Expeditionary Forces, of the United States Liquidation Mission in London, and of the Special Representative of the Secretary of War, 1919-20. 640 feet. Acc. 2206. RG 213.

*Army Service Forces. Judge Advocate General's Office*

Records relating to the acquisition and disposal of real estate by the War Department, 1818-1940. 42 feet. Acc. 1923 and 2031. RG 153.

Records of the Litigation Division relating to settled Court of Claims cases, 1922-41; and of the Patents Division, 1921-39, consisting of precedent files and of records relating to Muscle Shoals, German and Austrian claims, and patent prosecutions. 126 feet. Acc. 1924. RG 153.

*Army Service Forces. Ordnance Chief's Office*

Correspondence and other records of the Champlain (N. Y.) Arsenal, 1848-65; the Rock Island (Ill.) Arsenal, 1863-1926; the Watervliet (N. Y.) Arsenal, 1819-1918; and the Aberdeen (Md.) Proving Grounds, 1819-20. 92 feet. Acc. 2093, 2208, and 2209. RG 156.

*Army War College*

Photographic prints, including panorama photographs of military personnel at Army camps in the 1st, 2d, 3d, and 4th Army Areas and the Hawaiian, Philippine, and Panama Departments, 1936-38. 200 items. Acc. 2050. RG 165.

Copies of reports in the French and German archives on campaigns and battles in World War I, made for use by the Historical Section of the Army War College, 1920-37. 47 feet. Acc. 2148. RG 165.

## DEPARTMENT OF JUSTICE

*Administrative Division. Statistical Section*

Docket card reports of criminal cases in the Federal district courts for the fiscal year 1943. 12 feet. Acc. 1983. RG 60.

*Claims Division. Court of Claims Section*

Correspondence concerning Court of Claims general and congressional jurisdiction cases now closed, 1932-44, and a few general jurisdiction cases of earlier date. 95 feet. Acc. 2187. RG 205.

*Claims Division. Veterans' Affairs Section*

Case files of the Section, formerly the Bureau of War Risk Litigation, relating to war-risk litigation cases arising from World War I and closed in the period 1943-46. 65 feet. Acc. 2188. RG 190.

*Immigration and Naturalization Service*

Case files relating to the general administration of immigration laws regulating the entry of Chinese into and their residence in the United States, 1882-1938. 12 feet. Acc. 1927. RG 85.

Letters received by the Office of the Secretary of the Treasury, 1882-90, and by the former Bureau of Immigration, 1891-1906, relating to the administration of immigration laws and regulations; and correspondence of the Division of Naturalization of the former Bureau of Immigration and Naturalization, 1906-13, with some papers as late as 1940. 470 feet. Acc. 1928. RG 85.

Records of the Department of State, consisting of applications for pardon and executive clemency, 1800-1850. 7 feet. Acc. 2223. RG 59.

Records, chiefly of the Gloucester City, N. J., suboffice of the Service and its predecessors, consisting of special manifests of aliens deported to England from the port of Philadelphia, 1911-15; reports from masters of vessels concerning alien deserting seamen, 1909-16; reports of action taken with respect to alien seamen who were discharged, admitted, or hospitalized or who had deserted, 1904-11; case files relating to the importation of aliens under the contract labor

laws, 1890-1940; correspondence relating to immigration matters, including the enforcement of the Chinese Exclusion Act, 1888-1912; and central files of the Gloucester City station, 1942-44. 50 feet. Acc. 2224. RG 85.

Philadelphia field office records of the Service's predecessors relating to the relief of destitute aliens in the Eastern District of Pennsylvania by the State Board of Charities, 1883-93. 6 feet. Acc. 2225. RG 85.

*Immigration and Naturalization Service. Administrative Services Division*

Personal-history folders of former employees of the Service and of the former Bureau of Naturalization, 1905-42. 130 feet. Acc. 2059. RG 85.

*United States Attorney for the Eastern District of Missouri*

Copies of outgoing correspondence, 1853-1912, and records relating to fiscal matters, 1869-87; and records of the Federal grand jury for the Eastern District of Missouri, consisting of docket books, 1887-1932, and minute books, 1876-1917. 10 feet. Acc. 2113. RG 118.

*United States Attorney for the Western District of Arkansas*

Records of the Federal grand jury for the Western District of Arkansas, 1895-1935, consisting of docket and minute books. 4 feet. Acc. 1930. RG 118.

## POST OFFICE DEPARTMENT

Records of the Office of the Solicitor, consisting of records relating to the compensation of postmasters for losses, 1867-1929, and a transcript of a trial involving Department personnel in 1904; records of the Bureau of the First Assistant Postmaster General, consisting of volumes showing periods of service of postmasters and dates of establishment of post offices, 1790-1930, correspondence and business statements concerning contract stations, 1923-35, appointment and service records of first-class postmasters, 1937, and fragmentary records of the Division of Post Office Service, 1914-39; records of the Bureau of the Second Assistant Postmaster General, consisting of correspondence regarding private express statutes and their enforcement, 1895-1933, correspondence regarding franked matter, mail sent by freight and mis-sent mail, 1911-24, records of payments to railroad companies for the transportation of mail, 1915-29, and various records of the Division of Air Mail Service, 1925-41, the International Postal Service, 1917-37, and the Railway Mail Service, 1917-25; records of the Bureau of the Third Assistant Postmaster General, consisting of volumes showing the quantity and value of stamps and stamped paper furnished postmasters for public sale, 1870-97; records of the Bureau of the Fourth Assistant Postmaster General, consisting of reports of surveys of Federal building needs, 1930; and records of the Bureau of the Chief Inspector, consisting of lists of official travel commissions and correspondence relating to such commissions, 1901-39, lists of commissions destroyed, 1872-1912, lists of commissions canceled, 1914-16, rosters of inspectors and clerks, 1898-1909, bonds of inspectors and clerks, 1875-1931, and correspondence relating to the postal service in Puerto Rico, 1899-1900, and the Philippine Islands, 1900-1901. 255 feet. Acc. 2103-2105. RG 28.

## DEPARTMENT OF THE NAVY

*Executive Office of the Secretary*

Correspondence, reports, and organization charts relating to the Joint Army and Navy Munitions Board, 1930-42. 17 feet. Acc. 1939. RG 80.

Correspondence of the Deputy Chief of Naval Operations relating to fleet training, 1914-41. 400 feet. Acc. 2114. RG 38.

Correspondence of the Executive Office of the Secretary, including correspondence of the Office of the Chief of Naval Operations and the Office of the Judge Advocate General, July 1940–June 1942; correspondence of the Office of the Chief of Naval Operations, July 1942–June 1943; and record and index cards pertaining to the correspondence of the Executive Office of the Secretary, 1930–42. 806 feet. Acc. 2115. RG 38 and 80.

*Executive Office of the Secretary. Industrial Incentive Division*

Records of the Washington office, 1941–45, consisting of correspondence concerning the efforts of the Division to promote industrial production during the war and files of the Executive Officer. 240 feet. Acc. 1961. RG 80.

*Executive Office of the Secretary. Industry Cooperation Division*

Correspondence of the Material Division, formerly the Office of Procurement and Material, including correspondence of the Washington field office, 1943–45. 110 feet. Acc. 2077. RG 80.

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

Proceedings of general courts martial, boards of investigation, and courts of inquiry, 1941–42. 100 feet. Acc. 2016. RG 125.

*Executive Office of the Secretary. Procurement and Material Office*

Records of the Special Assistant to the Director, consisting of his correspondence as Navy Representative on the Requirements Committee of the War Production Board, 1943–44. 15 feet. Acc. 1945. RG 80.

Correspondence and other records relating to the development of sites and facilities for the national defense program, 1941. 6 feet. Acc. 1951. RG 80.

Correspondence of the Industry Cooperation Division, 1940–43, including correspondence of its Washington field office. 38 feet. Acc. 1953. RG 80.

*Executive Office of the Secretary. Production Awards Board*

Records of the Board, consisting of correspondence, card records of actions taken, and news clippings on awarding ceremonies, 1941–45. 58 feet. Acc. 2011. RG 80.

*Executive Office of the Secretary. Public Relations Office*

Press releases, 1937–41. 7 feet. Acc. 1962. RG 80.

*Assistant Secretary's Office. Material Division*

Records of the Inspection Administration Branch relating to the consolidation of the administration of the inspection activities of bureaus of the Navy, 1942–43. 15 feet. Acc. 2012. RG 80.

*Aeronautics Bureau. Engineering Division*

Materials submitted by aircraft manufacturers relating to unaccepted proposals for the manufacture of aircraft, 1931–41. 25 feet. Acc. 2013. RG 72.

*Aeronautics Bureau. Production Division*

Records of the Materials and Resources Group, consisting of correspondence and record copies of printed materials, 1942–45. 3 feet. Acc. 2017. RG 72.

*Marine Corps*

Records of the Commandant, consisting of correspondence relating to the administration of the Marine Corps and related logbooks, 1926–41. 25 feet. Acc. 2095. RG 127.

General correspondence files of the Quartermaster's Department, Marine Corps Headquarters, 1940. 76 feet. Acc. 2184. RG 127.

*Marine Corps. Personnel Department*

Records of the Historical Division, consisting of a subject index to various records, 1798–1918. 5 feet. Acc. 1938. RG 127.

Card records of casualties for the period 1790–1941. 7 feet. Acc. 1955. RG 127.

Records pertaining to the recruitment of personnel, 1921–39. 3 feet. Acc. 1956. RG 127.

*Marine Corps. Plans and Policies Division*

Records of disbanded field units as follows: Air South Pacific, 1943–44; 1st Provisional Anti-Aircraft Artillery Group, 1943–44; 1st Seacoast Artillery Battalion, 1941–44; Service Command (Provisional), 9th Marine Air Wing, 1944; 2d Marine Brigade, 1941–42; Training Center (Forward Echelon), Fleet Marine Force, Pacific, 1944; and Samoan Defense Group, 1944. 23 feet. Acc. 1957. RG 127.

*Marine Corps. Quartermaster Department*

Correspondence relating to the construction of buildings and the procurement of supplies and equipment, 1918–27. 6 feet. Acc. 1952. RG 127.

*Medicine and Surgery Bureau*

Case files of patients at Naval Hospitals at Bethesda, Md., 1914–40, and Chelsea, Mass., 1919–31. 1,402 feet. Acc. 1964 and 2019. RG 52.

Monthly sanitation reports prepared by medical officers attached to naval vessels and to shore establishments inside and outside the continental limits of the United States, 1926–43. 36 feet. Acc. 2186. RG 52.

*Naval Operations Office*

Records of the Industrial Design Section, Pearl Harbor Navy Yard, consisting of photographic negatives and prints, 1912–42. 44,500 items. Acc. 1971. RG 181.

Records of the Naval Air Facilities at La Fe, Cuba; Iceland; and Grand Cayman Island, British West Indies, 1942–44. 12 feet. Acc. 2007. RG 181.

Records of the U. S. S. *Augusta* relating to administration, personnel, communications, construction and repair, engineering, aircraft, gunnery, radar, navigation, and ship's service and wardroom mess, 1935–44. 150 feet. Acc. 2008. RG 38.

Correspondence of the Commandant, Norfolk Navy Yard, 1871–1925. 40 feet. Acc. 2020. RG 181.

General correspondence files of the naval operating bases at Londonderry, North Ireland, 1942–44, and at Auckland, New Zealand, 1943–44. 58 feet. Acc. 2064 and 2066. RG 181.

Records of the Commandant, Mare Island Navy Yard, 1917–25, and of the Director of Distribution, 11th Naval District, 1926–42. 236 feet. Acc. 2156. RG 181.

Photographic negatives and prints of personnel, physical plant, and operational activities of the Naval Advance Amphibious Base, Falmouth, England, 1944–45. 550 items. Acc. 2167. RG 181.

Sound recordings made under the auspices of the Navy Department primarily in the South Pacific area, 1942–45, including broadcasts by Admirals Spruance and Nimitz. 54 disks. Acc. 2192. RG 38.

Records of the Naval District and Activities Control Section relating to the standardization of terminology for naval activities, 1943–45. 8 feet. Acc. 2217. RG 38.

*Naval Operations Office. Base Maintenance Division*

Charts relating to the deployment of naval aircraft, aviation personnel, and aviation maintenance material, 1944; training manuals of the Acorn Training Detachment, 1943, and of the Advance Base Development and Maintenance, 1945; photograph albums of units Lion 2 and Lion 4, 1944-45; minutes of meetings of the Home Base Development Council, 1944-45; photographs of net installations, equipment, and special moorings projects, 1941-45; and charts and graphs relating to personnel and development of advanced bases, 1944-45. 15 feet, including 500 photographic items. Acc. 2182. RG 38.

*Naval Operations Office. Hydrographic Office*

Aerial films constituting air-photographic map coverage of the coastal and marine navigational areas of Central America, the Galapagos Islands, and the Aleutian area, 1934-43. 22 feet. Acc. 2098. RG 37.

*Naval Operations Office. Naval Intelligence Division*

General correspondence, 1929-42; chronological file of outgoing letters, 1929-43; and records of the Foreign Trade Section relating to enemy blockade runners and raiders, 1941-45. 151 feet. Acc. 1960. RG 38.

All known records of the former Coastal Information Section, consisting of correspondence and reports of investigations from field officers relating to enemy submarine activity in the coastal waters of the United States, 1939-43. 12 feet. Acc. 2096. RG 38.

*Naval Personnel Bureau*

Deck logs of naval vessels, 1943. 1,470 feet. Acc. 2048. RG 24.  
Records of the amphibious training bases at Port Lyautey, Morocco; Bennisof, Cherchel, Mastagnen, Nemours, and Tenes, Algeria; and Salerno, Italy, 1943-44. 28 feet. Acc. 2065. RG 181.

General files of the 30th and 31st Divisions, U. S. Naval Reserve, Rock Island, Ill., 1924-40. 9 feet. Acc. 2076. RG 181.

Regulations issued in regard to the Women's Reserve from July 30, 1942, to November 1, 1945, that were in effect on the latter date. 2 binders. Acc. 2181. RG 24.

*Ordnance Bureau*

Records of the Naval Ammunition Depot, Fort Mifflin, Pa., consisting of log-books, 1870-82 and 1903-19; receipt and correspondence books, 1863 and 1868; purchase record books, 1874-91; muster requisition books, 1898-1903; and requisition and order book, 1863-65. 5 feet. Acc. 2018. RG 74.

*Ordnance Bureau. Financial Division*

License and royalty agreements, consisting of correspondence and other records relating to payments for use of patents, 1896-1926. 1 foot. Acc. 2107. RG 74.

*Ordnance Bureau. Production Division*

Project files relating to the development of various types of ordnance equipment, 1939-42. 9 feet. Acc. 2015. RG 74.

*Ordnance Bureau. Research and Development Division*

Blueprints, drawings, reports, comments and notes, correspondence, and calculations on design, interior ballistics, resistance, shrinkage, strength, pressure, velocity curves, and powder-chamber capacity for naval guns, 1900-1941. 9 feet. Acc. 1937. RG 74.

*Ships Bureau*

Additional electrical installation books for naval vessels except submarines, 1918-44. 108 feet. Acc. 1963. RG 19.

Records of the former Bureau of Construction and Repair, consisting of specifications, drawings, blueprints, and designs of naval vessels, 1914-27; of the former Bureau of Engineering relating to radio equipment and to wages paid by manufacturing firms, 1906-30; of the Radio Officer, Department of Engineering, Washington Navy Yard, concerning radio material, tests, research, and maintenance at radio stations, 1916-28; of the Fitting-Out Section, Naval District Base, New London, Conn., relating to the fitting-out of subchasers and to the administration of the Section, 1917-19; and of the Radio Division, Bureau of Ships, 1920-42. 20 feet. Acc. 2009. RG 19.

Records of the Electronics (formerly Radio) Division, consisting of correspondence relating to radio, radar, and sonar with respect to design, procurement, installation, and maintenance at naval radio, radar, and direction-finder stations, 1944. 114 feet. Acc. 2078. RG 19.

Photographic prints and photographic copies of drawings of ships, showing views of ship construction, restoration, and salvaging and of naval personnel and training, 1870-1939. 3,800 items. Acc. 2146. RG 19.

*Ships Bureau. Shipbuilding Division*

Fuel-oil testing plant reports and related correspondence, 1912-25. 1 foot. Acc. 1958. RG 19.

Records of the former Bureau of Construction and Repair, 1909-40, consisting of technical records pertaining to the weight and stability of ships. 18 feet. Acc. 1959. RG 19.

Test reports on lubricating oil and fuel oil, inspection reports on fuel oil, and related correspondence, 1937-41. 3 feet. Acc. 2010. RG 19.

*Supplies and Accounts Bureau. Accounting Division*

Records of the Sales Section, consisting of materials relating to royalties on oil obtained from Naval Petroleum Reserves, 1927-41. 4 feet. Acc. 2183. RG 143.

*Supplies and Accounts Bureau. Controlled Material Branch*

Records of the Stock Division relating to the allocation within the Navy Department of the Department's allotments, granted by the War Production Board, of controlled basic materials, 1943-45. 3 feet. Acc. 2185. RG 143.

*Supplies and Accounts Bureau. Planning Division*

Records of the Advance Base Section, consisting of "confidential" and "restricted" war planning and logistic reports, 1920-40, and related statistical summaries of progress, 1940-42. 15 feet. Acc. 2014. RG 143.

*Yards and Docks Bureau*

Records relating to naval bases in the British Isles sent to the Bureau from those bases for its information, 1942-43. 4 feet. Acc. 1954. RG 71.

Completed contract files, 1941-44. 130 feet. Acc. 2047. RG 71.

*Yards and Docks Bureau. Planning and Design Department*

Photographic prints showing aerial and other views of work in progress at and installations in various shore establishments, 1923-40 (with a few as early as 1906 and as recent as 1944). 1,450 items. Acc. 1948. RG 71.

## DEPARTMENT OF THE INTERIOR

*Office of the Secretary*

Correspondence of the Secretary pertaining to the Office of Education, 1907-39. 14 feet. Acc. 2106. RG 48.

*Office of the Secretary. Oil and Gas Division*

Records of the Petroleum Administrative Board relating to the administration and enforcement of the National Recovery Administration's Code of Fair Competition for the Petroleum Industry and the Connally "Hot Oil" Act, 1933-36; records maintained by the NRA relating to the preparation of the Code, 1933; records of the Federal Oil Conservation Board, 1924-29, the Petroleum Labor Policy Board, 1934-35, and the Oil Enforcement Section, Division of Investigations, Department of the Interior, 1933-35; and an information file begun by the Petroleum Administrative Board and maintained by the Petroleum Conservation Division of the Interior Department, consisting of copies of outgoing letters and reports of hearings of the Federal Tender Board and its successor, Federal Tender Board No. 1, 1934-42. 603 feet. Acc. 2171. RG 232.

*Geological Survey. Topographic Branch*

Atlas of Texas map exhibits used in a Supreme Court case arising from the Red River boundary dispute between Texas and Oklahoma, 1922. 2 feet. Acc. 1947. RG 57.

Original drawings of completed quadrangles of the topographic map of the United States, 1943-44. 26 feet. Acc. 2030. RG 57.

*Mines Bureau*

Tabulation sheets relating chiefly to coal production, 1900-1937; maps showing the distribution of coal and other mineral deposits, 1900-1940; blueprints and drawings relating to early developments with regard to helium; reports of War Gas Investigations, 1917-18; records relating to potash investigations, New Mexico, 1926-30; correspondence and informational files of the Coal Economics Division, 1930-40; press releases and processed materials of the United States Coal Commission, 1922-23; correspondence from the classified files of the Bureau concerning the establishment of experiment stations, 1915-20; and informational files concerning petroleum, 1915-30, coal, 1926-33, and mineral resources, 1924-27. 159 feet. Acc. 2199. RG 70.

*National Park Service. National Capital Parks*

Drawings for a proposed memorial bridge at Arlington, 1899-1901. 2 feet. Acc. 1977. RG 42.

*Reclamation Bureau*

Correspondence and other records, 1903-35, of several private agencies associated with the movement to establish the Bureau of Reclamation and with the development of Federal reclamation and land conservation and utilization programs, including the National Reclamation Association, the National Flood Prevention and River Regulation Commission, and the National Irrigation Association. 50 feet. Acc. 2170. RG 115.

Records relating to the administration of Civilian Conservation Corps camps by the Bureau of Reclamation, consisting of central files of the Supervising Engineer of the Bureau of Reclamation, Denver, in charge of CCC work, 1934-37; central files of the Washington office of the Bureau relating to CCC work, 1937-43; personnel files, 1934-43; 6,400 photographs of CCC activities, 1935-42; and work programs, "estimates and authorities," completion reports, and other records. 150 feet. Acc. 2214. RG 115.

*Solid Fuels Administration for War*

Minutes and other records of the first National Bituminous Coal Commission, 1935-37; correspondence and other records of the second National Bituminous Coal Commission and its successor, the Bituminous Coal Division of the Department of the Interior, 1937-43, including docket files, and records of the Statistical Department, the Marketing Branch, the compliance sections, and the district production boards; and records of the Office of the Bituminous Coal Consumers' Counsel, 1935-42. 2,502 feet. Acc. 1992, 2071, and 2164. RG 150, 222, and 223.

Motion pictures entitled "Coal for Victory" and "Know Your Coal," produced at the direction of the Bituminous Coal Consumers' Counsel, 1943. 3 units. Acc. 2099. RG 223.

*War Relocation Authority*

Three motion pictures produced by the Authority entitled "Go for Broke," "The Way Ahead," and "A Challenge to Democracy," and one film strip entitled "The Wrong Ancestors"; and two motion pictures produced by the Office of War Information and the Signal Corps entitled "Japanese Relocation" and "Nisei Soldier Newsreel," 1942-43. 11 units. Acc. 2081. RG 210.

Records of the Fort Ontario, N. Y., Emergency Refugee Shelter, June 1944-March 1946. 12 feet. Acc. 2177. RG 210.

General files of the Central Utah, Colorado River, Gila River, Granada, Heart Mountain, Manzanar, Minidoka, Rohwer, and Tule Lake Relocation Centers, March 1942-June 1946, excluding fiscal, property, and personnel records and records relating to individual evacuees. 40 feet. Acc. 2178. RG 210.

Engineering records of the headquarters office, 1942-46, consisting of basic plats and construction plans and specifications for all Relocation Centers; and all the engineering and architectural plans, specifications, and plats of the Jerome Center, Denson, Ark. 2 feet. Acc. 2195. RG 210.

Photographic prints and negatives constituting a pictorial documentation of the activities of the Authority, 1942-45, consisting of the central photographic file maintained at Denver, and prints and negatives from eight Relocation Centers throughout the country and from the Fort Ontario, N. Y., Emergency Refugee Shelter. 10,000 items. Acc. 2200. RG 210.

## DEPARTMENT OF AGRICULTURE

*Office of the Secretary*

Correspondence, memoranda, reports, and administrative records, 1940. 130 feet. Acc. 2139. RG 16.

*Extension Service*

Annual and narrative reports of field agents, 1940-42. 600 feet. Acc. 2027. RG 33.

General correspondence for the fiscal years 1936-39. 145 feet. Acc. 2140. RG 33.

*Farm Credit Administration*

Records of the Section of History and Statistics of the Cooperative Research and Service Division, consisting of a microfilm copy of record cards compiled from 1913 to 1942 giving information about farmers' marketing and purchasing cooperatives, 1862-1942. 38 rolls. Acc. 2161. RG 103.

*Farm Credit Administration. Land Bank Division*

Reappraisal reports submitted to the Division by FCA appraisers giving evaluations of farms acquired as a result of forfeited mortgages or under consideration for a Federal farm mortgage loan, 1917-39. 30 feet. Acc. 2058. RG 103.

*Farm Security Administration*

Correspondence of the Resettlement Administration and the Farm Security Administration pertaining to the rural rehabilitation loan program, 1935-42. 350 feet. Acc. 2032. RG 96.

Rural rehabilitation family progress reports showing yearly progress of rural families after obtaining Farm Security Administration loans, January 1938-June 1943. 37 feet. Acc. 2176. RG 96.

*Foreign Agricultural Relations Office*

Cables exchanged by the Office with its representatives abroad, relating to foreign agricultural production, market trends, prices, and consumption, 1941-43. 24 feet. Acc. 2005. RG 166.

*Human Nutrition and Home Economics Bureau*

Central correspondence files, 1938-41. 60 feet. Acc. 2079. RG 176.

*Production and Marketing Administration*

Central files of the Commodity Credit Corporation, 1941-43, consisting of general correspondence, dockets, claims and litigation files, and other documents relating to agricultural production and price-supporting programs. 500 feet. Acc. 2131 and 2132. RG 161.

Case files of the former Warehouse Division of the Bureau of Agricultural Economics and the Agricultural Marketing Administration, 1922-40, relating to the licensing of public warehouses under the Warehouse Act of 1916. 250 feet. Acc. 2162. RG 136.

Records of the former Packers and Stockyards Division of the Bureau of Animal Industry, 1928-34, relating to the enforcement of the Packers and Stockyards Act of 1921. 12 feet. Acc. 2163. RG 136.

Receiving-point certificates issued in New York City by inspectors of the former Fruit and Vegetable Division of the Bureau of Agricultural Economics and the Agricultural Marketing Service, 1938-43. 70 feet. Acc. 2175. RG 136.

*Production and Marketing Administration. Agricultural Adjustment Agency*

Records of the Division of Marketing and Marketing Agreements relating to the shipment of oranges under marketing agreements, 1935-37. 4 feet. Acc. 2004. RG 145.

*Production and Marketing Administration. Labor Branch*

Central files of the Office of Labor of the War Food Administration, March-August 1943. 28 feet. Acc. 2022. RG 224.

Records of the Office of Labor of the War Food Administration, consisting of annotated copies of minutes of meetings of the Production Urgency Committees of the War Production Board and of the Manpower Priorities Committees of the War Manpower Commission, 1943-45; correspondence with farmers and civic leaders regarding the effects of Selective Service upon food production, 1943; and letters from rural areas regarding farm problems, 1943. 16 feet. Acc. 2046 and 2068. RG 224.

*Rural Electrification Administration*

Microfilm copies of correspondence relating to the initiating and operating of rural electrification projects, 1935-37. 75 rolls. Acc. 2080. RG 221.

Records pertaining to rural electrification projects initiated by the Public Works Administration and completed by the Rural Electrification Administration, 1934-35. 5 feet. Acc. 2174. RG 221.

*Soil Conservation Service*

Records of the regional offices at Spartanburg, S. C., Milwaukee, and Albuquerque, consisting of folders relating to inactive cooperative agreements between the Service and individual farmers, 1935-42. 400 feet. Acc. 2197. RG 114.

Selected correspondence and related records of discontinued area offices of the Service in Regions 2, 3, and 6, relating to operational and research activities, information, publicity and promotional programs, and labor and management problems, 1938-42. 62 feet. Acc. 2198. RG 114.

*Solicitor's Office*

Case files of the regional office in Portland, Oreg., resulting from legal cases that arose in connection with rural rehabilitation loans and Resettlement Administration projects, 1936-43. 10 feet. Acc. 2006. RG 16.

Case files relating to closed litigations arising from the execution of the Department's regulatory functions, 1920-43. 500 feet. Acc. 2222. RG 16.

*War Food Administration. Labor Office*

Records of the Farm Security Administration and its predecessor, the Resettlement Administration, consisting of correspondence and other records dealing with the establishment and operation of migratory labor camps, 1935-43. 28 feet. Acc. 1929. RG 96.

## DEPARTMENT OF COMMERCE

*Coast and Geodetic Survey*

Tide leveling records, 1930-39; tide records, 1930-39; magnetic field observations and computations, 1833-1930; automatic tide-gage records (flat marigrams), 1924-39; astronomical chronograph records, 1907-39; and pendulum chronograph records, 1883-1939. 140 feet. Acc. 2084 and 2087. RG 23.

Monthly and annual reports of the Washington office divisions, 1926, 1930-40, and of field survey parties, 1936-40; and record books covering services of personnel from 1853 to 1915. 9 feet. Acc. 2085. RG 23.

Personnel records, 1903-45, of temporary and non-civil-service employees of the Survey and members of the crews of Survey vessels who have died or retired or who were born prior to December 1, 1880, and have been out of the service more than 5 years as of December 1, 1945. 33 feet. Acc. 2086. RG 23.

*Foreign and Domestic Commerce Bureau*

Unpublished research material of the Marketing Laws Survey of the Work Projects Administration, 1938-41, and the Marketing Laws Unit of the Bureau, 1941-43; and reports of foreign commerce officers to the Bureau, 1931-39. 302 feet. Acc. 1987. RG 151.

All known records of the National Committee on Wood Utilization, 1925-33, and of the Timber Conservation Board, 1930-33. 38 feet. Acc. 1988. RG 151.

Correspondence and other records relating to surveys of retail credit and installment trends, 1930-42, a proposed Industrial Film Project, 1938-40, a Forest Industries Conference, 1939-41, and the marketing of forest products, 1932-41; records of the Metals and Minerals Division, 1936-41; records of the District Office at San Juan, P. R., 1940-43; a card index to material in various publications of the Bureau, 1910-26; answers to questionnaires sent out by the Interdepartmental Shipping Policy Committee in 1934; and exhibits and related correspondence received from foreign commerce officers, 1931-39. 110 feet. Acc. 1989. RG 151.

Appropriation and voucher distribution ledgers, 1916-28, and register of travel encumbrances, 1925-32; correspondence, reports, questionnaires, and reference

material pertaining to the National Drug Store Survey, 1930-33, and various other informational activities, 1930-40; record copies of the *Survey of Current Business*, 1920-38; tables, charts, and graphs, 1913-38; and miscellaneous records, 1906-39. 120 feet. Acc. 2109. RG 151.

General files, 1912-30, with card indexes, 1912-19. 350 feet. Acc. 2110. RG 151.

#### *International Trade Office*

Records of the Foreign Economic Administration, consisting of applications for export licenses for materials other than arms, munitions, implements of war, tin-plate scrap, helium, gold, and narcotics, 1943-44; statistical registers of individual licenses for export, registers of exports segregated by country and commodities, and registers of the allocation of commodities, relating chiefly to steel, copper, and aluminum, 1941-45; and correspondence with exporters concerning export licenses, 1941-45. 2,450 feet. Acc. 2045, 2060, 2090, 2117-2119, and 2196. RG 169.

Records of the Foreign Economic Administration, consisting of certificates of necessity submitted in support of applications for export licenses by agencies in Argentina, 1941-45, and in other Latin American countries, January 1942-May 1943. 40 feet. Acc. 2152. RG 169.

#### *Weather Bureau*

Monthly records of weather observations made at first-order stations, 1893-1938. 330 feet. Acc. 2021. RG 27.

Pilot balloon data sheets and graphs submitted by first-order Weather Bureau stations, 1942, and by scattered observation stations, 1932-41. 55 feet. Acc. 2069. RG 27.

Records of the Marine Section of the Division of Climate and Crops, consisting of ships' meteorological observations, 1932, August-November 1933, and March-November 1934, and ships' logs containing meteorological observations, 1923-27, 1930-41. 5 feet. Acc. 2216. RG 27.

### DEPARTMENT OF LABOR

#### *National Wage Stabilization Board*

Records of the National War Labor Board, consisting of dispute case files, national jurisdiction dispute and voluntary case files, and transcripts of case hearings before the Board, 1945; and prime dispute and voluntary wage adjustment case files of the National War Labor Board Trucking Commission, 1942-45. 160 feet. Acc. 2073 and 2101. RG 202.

#### *United States Employment Service*

Headquarters records of the Training Within Industry Service of the War Manpower Commission, 1940-45. 110 feet. Acc. 2072. RG 211.

Seven motion pictures sponsored by the War Manpower Commission to show the need for civilians to work in war industries, 1941-44. 14 units. Acc. 2100. RG 211.

### OTHER AGENCIES

#### *Alien Property Custodian's Office*

Docket record of enterprises under the supervision of the Corporation Management Department, 1918-20, and miscellaneous records relating to claims, 1923-38. 8 feet. Acc. 2128. RG 131.

Additional records of the first Office of the Alien Property Custodian and its successors, 1918-45, including files relating to claims cases resulting from World War I. 44 feet. Acc. 2219. RG 131.

#### *American Battle Monuments Commission*

Correspondence with line officers relating to daily operations at the front during World War I, maps of the American sectors, and drafts of historical studies and related material, 1923-38. 67 feet. Acc. 2089. RG 117.

#### *Censorship Office*

All known records of the Office, except those relating to "housekeeping" functions, 1941-45. 666 feet, including 4,344 rolls of microfilm. Acc. 1999 and 2000. RG 216.

#### *Fair Employment Practice Committee*

All known records of the Committee, except personnel, fiscal, and property records, 1941-46. 205 feet. Acc. 2153 and 2154. RG 228.

#### *Federal Communications Commission. Foreign Broadcast Intelligence Service*

Transcripts of foreign short-wave broadcasts and edited abstracts of broadcasts received at various monitoring stations and transmitted to other Government agencies, and daily and special reports, summaries, and interpretations of such broadcasts, chiefly January-September 1945, but with edited transcripts of intercepted prisoner-of-war messages from December 1943. 38 feet. Acc. 1925 and 1979. RG 173.

#### *Federal Security Agency*

Records of the Civilian Conservation Corps, consisting chiefly of general correspondence and investigation material, 1939-43; and records of the National Youth Administration, consisting of ledgers and registers, 1935-42, and headquarters pay rolls, 1940-42. 133 feet. Acc. 1967. RG 35 and 119.

#### *Federal Security Agency. Education Office*

Records relating to the engineering, science, and management war-training activities of the Office, 1940-45, consisting of central correspondence files, field-coordination records, and proposals and related correspondence on the various programs and courses offered throughout the country under the sponsorship of the Office. 362 feet. Acc. 2067. RG 12.

#### *Federal Security Agency. Food and Drug Administration*

Indexes to closed cases under the Food and Drug Act, 1937-42, handled by the Office of the Solicitor of the Department of Agriculture. 15 feet. Acc. 2129. RG 88.

#### *Federal Security Agency. Public Health Service*

Fourteen motion-picture films dealing with social diseases, cancer, and obstetrics, 1940-45. 55 units. Acc. 1981. RG 90.

#### *Federal Works Agency. Administrator's Office*

Records of the Work Projects Administration, 1935-43, consisting of fragmentary records of the Office of the Administrator and of the Finance and Statistics Division. 48 feet. Acc. 2057. RG 69.

#### *Federal Works Agency. Federal Fire Council*

General files, 1930-41, including correspondence and minutes; and records of standing committees, 1932-44. 25 feet. Acc. 2108. RG 162.

#### *Federal Works Agency. Public Buildings Administration*

Records of the Public Buildings Branch of the Procurement Division, Treasury Department, consisting of all known records, with the exception of certain photographic materials, of the Public Works of Art Project, 1933-34, and the Treasury Relief Art Project, 1934-39; and records of the Section of Painting and Sculpture

and its successor, the Section of Fine Arts, 1934-39. 150 feet. Acc. 1986. RG 121.

Correspondence relating to the construction, repair, and maintenance of public buildings, 1934-39. 2,300 feet. Acc. 2213. RG 121.

Records relating to the acquisition and disposal of land acquired in payment of debt, 1805-1946; plans, photographs, and assignment charts of buildings sold, traded, or demolished, 1870-1945; correspondence relating to the administration of the Federal Real Estate Inventory, 1936-37; and additional records of the Federal Employment Stabilization Board, 1931-39. 33 feet. Acc. 2215. RG 121 and 187.

*General Accounting Office. Reconciliation and Clearance Division*

Original executed contracts of the War and Navy Departments, 1894-1926, and of other agencies of the Government, 1913-26. 2,578 feet. Acc. 2035 and 2155. RG 217.

*Government Printing Office. Accounts Division*

Allotment and pay-roll ledgers, appointment jackets, propositions and contracts, vouchers, deposit receipts, Treasury balances, and other financial records, 1861-1935. 234 feet. Acc. 1944. RG 149.

*Interstate Commerce Commission. Docket Section*

Formal case files relating chiefly to controversies between carriers and shippers over rates and conditions of service, 1917-24; investigation and suspense case files relating to suspensions of carriers' tariffs, 1925-34; and valuation case files relating to the initial valuation, under an act of 1913, of common carrier property, 1916-26. 1,668 feet. Acc. 1980. RG 134.

*Joint Chiefs of Staff*

Official United States originals of the German surrender documents, World War II, May 1945. 10 documents. Acc. 1946. RG 218.

Official United States originals of the instruments of surrender of Japanese forces in southern Korea, South East Asia, Ocean and Nauru Islands, the Ryukyus, and Saishu-To. September 1945. 6 documents. Acc. 1976, 1990, and 1991. RG 218.

*Maritime Commission*

Records of the Commission and its predecessors, consisting of deck logs of the New Orleans office, 1920-36, reports relating to the American merchant marine, 1937, pay rolls of laid-up vessels, 1918-31, trial trip reports of the Construction Organization, 1918-21, and records relating to rates and assignments, 1918-36, to construction loans, 1931-36, to the Black Committee investigation, 1933-36, to foreign ocean mail contracts, 1928-35, and to the codification of the navigation laws of the United States, 1920-28. 250 feet. Acc. 2130. RG 32 and 178.

*Maritime Commission. Division of Insurance*

General files of the Division of Insurance of the United States Shipping Board, 1918-36; records of the Emergency Fleet Corporation and Merchant Fleet Corporation relating to major insurance claims cases arising from marine disasters, 1918-39; insurance records relating to the "Pioneer Purchasers," 1919-39, and to the United States Transport Co. receiverships, 1918-39; and "particular" and "general average" insurance statements itemizing insurance losses as they relate to freight charges, cargoes, or vessels, 1919-39. 318 feet. Acc. 1998. RG 32.

*National Archives*

A motion picture of the ceremonies held in the Exhibition Hall of the National Archives Building in connection with the opening of the exhibit of the Japanese surrender documents, September 12, 1945. 1 unit. Acc. 2074. RG 64.

Photographs of the interior and exterior of the National Archives Building, 1935-45, and of the construction of the building, 1932-42; photographs of records in Federal, State, and foreign archival depositories, 1936-45; and photographic facsimiles of historic documents in the National Archives. 3,620 items. Acc. 2094. RG 64.

*National Archives. Federal Register Division*

Originals of Presidential proclamations and Executive orders, 1941-42, and certified copies, 1936-43; originals of rules, regulations, and similar documents of Federal administrative agencies, 1942-45, and certified copies, 1941-45; and photostatic copies of registers of *Federal Register* documents, 1936-39. 305 feet. Acc. 1975. RG 11.

*National Labor Relations Board*

Case files closed in 1941 covering the period 1937-41; and transcripts of hearings held by trial examiners in the field, with related exhibits, and of oral arguments heard by the Board in Washington, July 1941-June 1942. 395 feet. Acc. 2075. RG 25.

*Selective Service System*

Records of National Headquarters, consisting of bound sets of memoranda, opinions, bulletins, regulations, and annual reports of the Director, 1940-45. 3 feet. Acc. 2097. RG 147.

Cumulative illiteracy reports, October 1940-September 1941, compiled by the local boards in connection with a survey conducted by the National Headquarters to ascertain the extent of illiteracy among registrants. 3 feet. Acc. 2203. RG 147.

*Soldiers' Home, Washington, D. C.*

Hospital records of the United States Soldiers' Home, consisting of registers of letters received and copies of letters sent, morning reports, registers of the sick, registers of deaths, copies of certificates of death, and records relating to enlisted men assigned to the hospital, 1852-1943. 5 feet. Acc. 2211. RG 231.

*Tariff Commission*

Sections of the general files relating to administration, 1921-39, and reports and related questionnaires and correspondence pertaining to commodities included in the tariff information surveys, 1918-21, made under the Tariff Act of 1913. 67 feet. Acc. 2179 and 2180. RG 81.

*Veterans' Administration*

Additional records relating to the title of the Government to certain properties of 12 field stations under the jurisdiction of the Administrator of Veterans' Affairs, 1919-45. 1 foot. Acc. 1973. RG 15.

RECORDS NOT IN THE CUSTODY OF FEDERAL AGENCIES

*President's Committee to Report on the Rubber Situation.* All known records of the Committee, 1942-45. Received from the former Chairman of the Committee. 3 feet. Acc. 2001. RG 220.

*President's Soviet Protocol Committee.* All known records of the Committee, 1942-45. Received from the former Executive of the Committee. 4 feet. Acc. 1969. RG 220.

*United States War Ballot Commission.* All known records of the Commission, 1944-46. Received from the former Secretary of the Commission. 6 feet. Acc. 2149. RG 230.

#### PRIVATE GIFTS

##### Motion Pictures

*Current events.* December 1944-June 1946. A series of 159 news reels. Presented by Paramount News. Acc. 2056, 2134, and 2221. RG 200.

*German surrender documents exhibit.* 1945. A motion-picture film made by the Army Air Forces showing the ceremony held on June 6, 1945, in the National Archives Exhibition Hall when the German surrender documents of World War II were placed on exhibit. Presented by Alfred L. Chaudet. Acc. 1932. RG 200.

#### PRIVATE GIFTS

##### Sound Recordings

*Entertainment of military personnel.* 1941. Sound recordings of a broadcast of Kay Kyser's program, "College of Musical Knowledge," from the Marine Corps Base at San Diego on February 26, 1941. Presented by Kay Kyser. 2 units. Acc. 2052. RG 201.

*Speeches by Presidents.* 1943-46. Sound recordings of speeches made by and ceremonies participated in by Presidents Franklin D. Roosevelt and Harry S. Truman from May 2, 1943, to June 4, 1946. Presented by the National Broadcasting Co., Inc. 93 units. Acc. 2053, 2135, and 2220. RG 201.

*Addresses by Senator Capper.* 1945. Sound recordings of addresses entitled "Post War Problems" and "Reconversion Problems" delivered on March 25 and April 26, 1945. Presented by Senator Arthur Capper. 2 units. Acc. 1935. RG 201.

*Franklin D. Roosevelt memorial broadcasts.* 1945. Sound recordings of NBC broadcasts for a 3-day period following the death of President Roosevelt on April 12, 1945. Presented by the National Broadcasting Co., Inc. 240 units. Acc. 1941. RG 201.

*Japanese surrender programs.* 1945. Sound recordings of NBC broadcasts of the Japanese surrender ceremonies and of a program in celebration of VJ-day, September 2, 1945. Presented by the National Broadcasting Co., Inc. 7 units. Acc. 1972. RG 201.

*Victory Loan Train.* 1945. Sound recordings of four broadcasts made aboard the Army Ground Forces Victory Loan Train No. 1 on November 5 and 28 and December 1, 1945, relating to the German and Japanese surrender documents. Presented by Thad Page. 4 units. Acc. 2049. RG 201.

*Speech by Cardinal Glennon.* 1946. A sound recording of a broadcast by John Cardinal Glennon from his titular church in Rome, February 28, 1946. Presented by the *St. Louis Globe-Democrat*. 1 unit. Acc. 2212. RG 201.

## INDEX

- Accessions, 5, 16-23, 71-92  
 Accounts Bureau records, 74  
 Adjutant General's Office records, 76  
 Administration, Open Conference on, 44  
 Administrative organization and activities, 41-49  
 Administrative Procedure Act, 39, 56  
 Administrative Secretary, 39, 60, 62, 92  
 Advisory Committee on American Cartography, 38  
 Aerial mapping film, 46, 82  
 Aeronautics Bureau records, 80  
 Agricultural Adjustment Agency records, 86  
 Agricultural Economics Bureau records, 86  
 Agricultural Marketing Administration records, 86  
 Agriculture Department, 9; records, 11, 14, 18, 23, 85-87  
 Agriculture Department Archives Division, Chief, 43  
 Air-conditioning, 23, 46  
 Air Corps records, 76  
 Air Mail Service Division records, 79  
 Air Service records, 76  
 Aircraft Production Bureau records, 76  
 Alien Property Custodian's Office, 10, 30; records, 19, 88  
 Allen, George E., 10  
 Allied Control Commission, 35  
 "American Archivist," 37, 45  
 American Archivists Society, 37  
 American Battle Monuments Commission records, 19, 20, 89  
 American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas, 34  
 American Expeditionary Forces records, 20, 77  
 American Legion, 44  
 American University, 38  
 Analysis and description of records, 5, 25-28  
 Animal Industry Bureau records, 86  
 Antarctic Service records, 32  
 Appointments to staff, 41, 43  
 Appraisal of records, 3, 11, 15  
 Appropriations, 47, 49, 56  
 Archival administration, training in, 45  
 Archives in war areas, 34-37  
 Archivist of the United States, 33, 46; powers and duties, 39, 53, 60, 61, 63, 64  
 Argentina, intern from, 38  
 Army Air Forces records, 76  
 Army Map Service records, 20, 77  
 Army records, 20, 76-78  
 Army Service Forces records, 76  
 Army War College records, 78  
 Assistant Management Officer, 43  
 Atlases. *See* Maps and atlases.  
 Attorney General's Committee on Crime, records, 27  
 Baden-Württemberg, records repositories, 35  
 Bavaria, records repositories, 35  
 Bill of Rights, 33  
 Bituminous Coal Division records, 85  
 Boell, Jesse E., 35, 36, 43  
 Born, Capt. Lester K., 35, 36  
 Bradley, John G., 43  
 Brady, Mathew, 32  
 Breitenbach, Edgar, 35  
 Buck, Solon J. *See* Archivist of the United States.  
 Budget Bureau: Director, 2, 12, 58; records officer, 10  
 Building. *See* National Archives Building.  
 Buildings, plans for, 46  
 Bulletins of the National Archives, 38  
 Calendars of documents, 26  
 California gold rush, 31  
 Capper, Arthur, 92  
 Cartography, Advisory Committee on American, 38  
 Censorship Office, 1; records, 8, 16, 19, 21, 22, 23, 89  
 Census Bureau records, 28, 31  
 Chatfield, Helen, 10  
 Chaudet, Alfred L., 92  
 Checklists of records, 6, 26  
 Chemical Warfare Service records, 77  
 Chief Signal Officer's Office records, 76, 77  
 Child, Sargent B., 35  
 Chile, intern from, 38  
 China, intern from, 38  
 China Relief Expedition, records relating to, 22  
 Chinese archives, 37  
 Churchill, Winston, recordings of broadcasts made by, 74  
 Citizenship, records substantiating, 31  
 Civil Affairs Division, War Department, 34

- Civil Service Commission, 41, 58  
 Civilian Conservation Corps; records relating to, 84; records, 89  
 Civilian Defense Office, 1  
 Civilian Production Administration, 1, 16, 41, 48; records, 9  
 Claims, use of records in defending, 15  
 Claims Court: records, 18, 71; records relating to, 78  
 Claims Division records, 78  
 Cleaning and Rehabilitation Division, Chief, 44  
 Cleaning and Rehabilitation Section, 41; Head, 45  
 Cleaning records, 23  
 Clem, Harold J., 35  
 Climate and Crops Division records, 88  
 Clovis, Mr. and Mrs. Hall, 63  
 Coal Commission, National Bituminous, records, 85  
 Coal Economics Division records, 84  
 Coast and Geodetic Survey records, 29, 87  
 Coast Guard records, 14, 17, 29, 74  
 Cobb, Josephine, 43  
 "Code of Federal Regulations," 39-41  
 Commerce Department, 9; records, 18, 87  
 Committee on Records of War Administration, 2  
 Commodity Credit Corporation records, 86  
 Comptroller General of the United States, 55  
 Comptroller of the Currency Bureau records, 27, 75  
 Congress: authorization for disposal of records, 13, 14, 54, 60; records, 18, 57, 71; history of the Thirty-seventh, 32. *See also* House of Representatives, Legislation, and Senate.  
 Constitution, documents relating to ratification of, 64, 65  
 Construction and Repair Bureau records, 83  
 Consular posts records, 73  
 Contracts, records relating to, 16  
 Control Commission for Germany, 35  
 Cost of maintaining Federal records, 3  
 Court of Claims Section records, 78  
 Court records, 11, 18, 71  
 Cuba: intern from, 38; copies of documents in the National Archives of, 44  
 Customs Bureau records, 75  
 Defense Transportation Office, records, 4  
 Definition of records, 53, 59  
 Deputy Director of Operations, 43  
 Description of records, 5, 6, 25-28  
 Disposal Act, 11, 13, 53-55  
 Disposal manual, 12, 14, 45  
 Disposal of records, 5, 8-11, 12-16, 53-55, 58, 60, 61; in the National Archives, 15  
 Disposition of Executive Papers Committee, 54  
 District courts, records relating to, 78  
 District of Columbia Salvage Committee, records relating to, 72  
 Documentation of activities, 2  
 Duplication of film, 21, 25  
 Education Office records, 89  
 Emergency Fleet Corporation records, 90  
 Emergency Management Office records, 18, 22, 71  
 Emergency Refugee Shelter records, 85  
 Employment Service records, 88  
 Employment Stabilization Board, Federal, records, 90  
 "End of the War in the Pacific," 45  
 Engineer Chief's Office records, 20, 77  
 Engineering Bureau, Navy Department, records, 83  
 Engineering Division, Aeronautics Bureau, records, 80  
 Equipment, 23, 37, 45-47  
 Examinations for archivist positions, 43  
 Executive Office of the President records, 18, 71  
 Executive orders, 39; concerning Federal records, 12, 58  
 Exhibit catalogs, 45  
 Exhibition Hall, 33  
 Exhibits, 32-34  
 Expenditures, 47-49  
 Extension Service records, 85  
 Fair Employment Practice Committee records, 9, 17, 19, 89  
 Farm Credit Administration records, 85  
 Farm Security Administration records, 86, 87  
 Farquhar, F. V., survey records, 20  
 Federal Bureau of Investigation, 17  
 Federal Communications Commission records, 19, 89  
 Federal Disposal Act, 11, 13, 53-55  
 Federal Fire Council, 39; records, 89  
 Federal Interdepartmental Safety Council, 39  
 Federal Register, 39-41, 56; Act, 39, 40, 53; Division, 39-41; records filed with Division, 91  
 Federal Reserve Banks as Fiscal Agents, records, 76  
 Federal Security Agency records, 11, 19, 21, 89  
 Federal Specifications Board, 39  
 Federal Tender Board, records relating to, 84  
 Federal Works Agency records, 19, 89  
 File microcopies, 28, 32, 65

- Film storage, 25, 46. *See also* Micro-filming of records, Motion pictures, and Photographs.  
 Finance Chief's Office records, 77  
 Finding aids to records, 6, 26-28  
 Fire Council, Federal, 39  
 Fiscal affairs, 47-49  
 Fiscal Director's Office records, 77  
 Flattening records, 24  
 Food and Drug Administration records, 89  
 Foreign Agricultural Relations Office records, 86  
 Foreign and Domestic Commerce Bureau records, 87  
 Foreign Broadcast Intelligence Service records, 17, 21, 89  
 Foreign Economic Administration records, 1, 4, 9, 16, 17, 18, 71, 88  
 Foreign Reporting Services Division records, 73  
 Fort Hunt storage vaults, 25, 46  
 Fort Ontario, N. Y., Emergency Refugee Shelter records, 17, 85  
 Franklin D. Roosevelt Library, 33, 39, 43, 53  
 Fruit and Vegetable Division records, 86  
 Fumigation of records, 23  
 General Accounting Office, 30; records, 11, 15, 18, 19, 90  
 General Land Office records, 28  
 General Staff: records, 17, 76; map collection, 77  
 Geographical Names Board, 38  
 Geological Survey maps, 20, 84  
 George VI of England, recordings of broadcasts made by, 74  
 Germany: Control Commission for, 35; records, 35  
 "Germany Surrenders Unconditionally," 45  
 Gifts, 19, 21, 22, 44, 92  
 Glass manufacturing, 31  
 Government Printing Office records, 19, 90  
 Greater Hesse, 35  
 Guide to records in the National Archives, 7, 27  
 Hamer, Philip M. *See* Records Control Officer.  
 Harris, Maj. Collas G., 37  
 Historical officers, 2  
 Hitler, last documents signed by, 17, 34, 72  
 Holmes, Oliver W., 37  
 House of Representatives: records, 11, 18, 57; Public Buildings and Grounds Committee, 47; Disposition of Executive Papers Committee, 54; Library Committee, 60, 63; records relating to, 76  
 "How to Dispose of Records," 12, 14, 45  
 Hull, Cordell, recording of a speech, 72  
 Human Nutrition and Home Economics Bureau records, 86  
 Hydrographic Office records, 82  
 Immigration and Naturalization Service records, 78  
 Indexes to records, 26, 28  
 Indian Affairs Office records, 30  
 Indian "Pony Claims," 30  
 Indian wars, records relating to, 22  
 Indians: sound recordings of languages and music, 31, 63; photographs, 32  
 Industrial Incentive Division records, 80  
 Industry Cooperation Division records, 80  
 Information: derived from records, 29-32; about the National Archives, 44  
 Insolvent National Banks Division records, 27, 75  
 Inspector General's Office records, 76  
 Insurance Division, Maritime Commission, records, 90  
 Intelligence Collection and Dissemination Office records, 73  
 Interagency Records Administration Conference, 11  
 Inter-American Affairs Office records, 9  
 Interdepartmental Committee on Scientific and Cultural Cooperation, 38  
 Interdepartmental Safety Council, Federal, 39  
 Interim International Information Service records, 73  
 Interior Department Archives Division, Chief, 43  
 Interior Department records, 18, 20, 21, 22, 84  
 Internal Revenue Bureau records, 76  
 International conferences, records of American delegations, 73  
 International Information and Cultural Affairs Office records, 73  
 International Postal Service records, 79  
 International Trade Office records, 88  
 Interstate Commerce Commission records, 19, 90  
 Inventories of records, 6, 26  
 Irvine, Dallas D., 43  
 Italian records, 35  
 Japanese records, 37  
 Jefferson, Thomas, records relating to, 31  
 Joint Army and Navy Munitions Board: records, 77; records relating to, 79  
 Joint Chiefs of Staff records, 17, 19, 90

- Judge Advocate General's Office (Navy), records, 80  
 Judge Advocate General's Office (War), records, 17, 78  
 Judiciary records, 18, 71  
 Justice Department, 16; records, 11, 15, 18, 27, 78
- Kahn, Herman, 43  
 Kassel records collection center, 35, 36  
 Kimberly, Arthur E., 36, 44
- Labor Department records, 11, 18, 21, 27, 88  
 Labor Office, War Food Administration, records, 86, 87  
 Lamination of records, 24  
 Land Bank Division records, 85  
 Latin America, cooperation with, 38  
 Legislation: disposal of records, 11, 13, 53-55; Omnibus Public Buildings Bill, 46; Administrative Procedure Act, 56; appropriations, 56; Legislative Reorganization Act, 57  
 Library, 44  
 Library, Franklin D. Roosevelt, 33, 39, 43, 53  
 Library committees, House and Senate, 60, 63  
 Library of Congress, 34; Motion Picture Project, Director, 43; Librarian, 46, 60, 64, 65; film depository, 46, 48  
 Life-Saving Service records, 75  
 Lighthouse Service records, 75  
 Lincoln, Abraham, publication of papers of, 64, 65  
 Liquidation Advisory Committee, 10  
 Liquidation Director, 10  
 Liquidation of Federal agencies, 8-10  
 Llaverfas, Capt. Joaquín, 44
- McCain, Capt. William D., 35, 37  
 McKeever, Robert L., 10  
 Management Officer, 43  
 Maps and atlases: accessions, 19, 77, 84, 89; produced by aerial photography, 46, 82  
 Marine Corps records, 80, 81  
 Marine Inspection and Navigation Bureau records, 75  
 Maritime Commission records, 10, 19, 90  
 Marketing and Marketing Agreements Division records, 86  
 Marketing Laws Survey records, 87  
 Maryland Hall of Records, 38  
 Material Division, Navy Department, records, 80  
 Medicine and Surgery Bureau records, 81  
 Merchant Fleet Corporation records, 90  
 Merchant Marine Inspection Division records, 75
- Metropolitan Museum of Art, 32  
 Mexican Punitive Expedition, photographs relating to, 22  
 Mexico, intern from, 38  
 Microfilming of records, 12, 14, 28, 32, 65; accessions of microfilmed records, 23, 76, 85, 86, 89; file microcopies, 28, 32, 65  
 Military Academy, records relating to, 28  
 Military Aeronautics Division records, 76  
 Military Intelligence Division records, 76  
 Mines Bureau records, 84  
 Minogue, Adelaide E., 45  
 Monuments, Fine Arts, and Archives Subcommittee of the Allied Control Commission, 35  
 Motion Picture Project, Library of Congress, Director, 43  
 Motion pictures, accessions, 19, 20, 73, 77, 85, 89, 91, 92; use of, 32; storage of film, 46  
 Motion Pictures and Sound Recordings Division, 41; Chief, 43
- National Archives Act, 12, 53, 60, 64  
 National Archives Building, 4, 23, 37, 45-47; photographs of, 22, 34, 91; temporary film vaults, 25; proposed records storage building, 46; proposed film depository, 46  
 National Archives Council, 13, 17, 39, 53, 59, 60, 61  
 National Archives records, 19, 21, 22, 91  
 National Archives Trust Fund Board, 49, 53, 63  
 National Association of Manufacturers, 39  
 National Bituminous Coal Commission records, 85  
 National Broadcasting Co., Inc., 21, 92  
 National Bureau of Standards, 61  
 National Capital Parks records, 84  
 National Fire Protection Association, 39  
 National Historical Publications Commission, 39, 64  
 National Housing Agency, 41  
 National Labor Relations Board records, 19, 91  
 National Park Service records, 84  
 National Recovery Administration, records relating to, 84  
 National Research Council, 38  
 National Resources Planning Board records, 28  
 National Slag Association, 31  
 National Wage Stabilization Board records, 88  
 National War Labor Board records, 3, 4, 18, 71, 88  
 National Youth Administration records, 89

- Naval Academy, 34  
 Naval Intelligence Division records, 82  
 Naval Operations Office records, 80, 81  
 Naval Personnel Bureau records, 82  
 Naval Records and Library Office, records, 27  
 Navy Department, 8, 33, 43; records, 4, 10, 14, 17, 18, 22, 27, 79-83  
 Navy yard records, 81  
 Nimitz, Admiral Chester W., recordings of broadcasts made by, 81  
 Nitrate film, storage, 25, 46  
 Normandy invasion agreement, 33
- Obligations and expenditures, 47-49  
 Occupation of enemy territory, records relating to, 29  
 Oil and Gas Division records, 84  
 Oklahoma Panhandle, 31  
 Operations: Director, 41; Deputy Director, 43  
 Ordnance Bureau records, 82  
 Ordnance Chief's Office records, 78  
 Organization, changes in, 41  
 Organization chart, 42  
 Ortega Ricuarte, Dr. Enrique, 38  
 Owen, Thomas M., Jr., 44
- Packers and Stockyards Division records, 86  
 Packing and Shelving Unit, 41  
 Packing records, 24  
 Page, Thad, 39, 60, 62, 92  
 Paine, Tom, 30  
 Paper and Paper Products Committee, 39  
 Paramount News, 21, 92  
 Pearl Harbor, records relating to, 22  
 Pearl Harbor Investigation, 16  
 Pershing, Gen. John J., 30  
 Personnel, 6, 23, 41-44  
 Personnel Administration Council, 39  
 Petroleum Administration for War, 48; records, 9, 45  
 Petroleum Administrative Board records, 84  
 Philippine Islands: photographs, 22; records, 33  
 Photographic Archives and Research Division, 41; Chief, 43  
 Photographic Records Office, 41, 43  
 Photographic standards, 61  
 Photographs: accessions, 22, 72-85 *passim*, 90, 91; preservation, 25; services on, 31, 32, 49; of records to be disposed of, 53, 55, 61. *See also* Microfilming of records *and* Motion pictures.  
 Photography, Director of, 41, 43  
 Pictures. *See* Microfilming of records, Motion pictures, and Photographs.  
 Pike, Zebulon M., documents relating to the explorations of, 64
- Pomrenze, Capt. Seymour J., 35  
 Posner, Ernst, 38  
 Post Office Department records, 17, 18, 79  
 Pound, Ezra, recordings of broadcasts by, 30  
 Preservation of records, 6, 23-25, 37  
 President of the United States: proclamations and orders, 39, 58, 91; reorganization plans, 40; Executive Office records, 71; recordings of broadcasts, 92  
 President's Committee to Report on the Rubber Situation, records, 17, 19, 92  
 President's Soviet Protocol Committee, records, 17, 19, 92  
 Press releases, 44  
 Price, Marcus W., 43  
 Price Administration Office, 1, 43, 48; records, 2, 3, 4, 9, 14, 16; orders, 40, 41  
 Printing and binding appropriations, 47, 49, 56  
 Proclamations, Presidential, 39, 58, 91  
 Procurement and Material Office records, 80  
 Procurement Division records, 90  
 Production and Marketing Administration records, 86  
 Production Awards Board records, 80  
 Production Division, Aeronautics Bureau, 80  
 Program Adviser, 37  
 Protection of records in war areas, 34  
 Protective system, 23  
 Public Buildings Administration, 11, 14, 25, 46; records, 90  
 Public Buildings and Grounds Committee of the House of Representatives, 47  
 Public Health Service records, 89  
 Public relations, 44  
 Public Relations Office, Navy Department, records, 80  
 Public Works Administration, records relating to, 86  
 Publications, 44
- Quartermaster Department, Marine Corps, records, 80, 81
- Railway Mail Service records, 79  
 Rayburn, Sam, 33  
 Re, Dr. Emilio, 35  
 Real Estate Inventory, Federal, records, 90  
 Reclamation Bureau records, 84  
 Reconciliation and Clearance Division records, 90  
 Reconstruction, records relating to, 29  
 Reconstruction Finance Corporation, 9; records relating to, 75  
 Reconversion, records relating to, 29

- Record groups, 27, 66-70  
 "Records Administration Circulars," 45  
 Records administration program, 2-5, 7-12, 16, 58  
 Records Appraisal Officer, Assistant to, 43  
 Records Control Officer, 39, 64  
 Records of War Administration Committee, 38  
 Records officers, 8, 9, 10, 12, 38  
 "Reference Information Circulars," 5, 28  
 Reference service, 5, 7, 15, 28, 29-34  
 Refugee Shelter, Emergency, records, 17, 85  
 Registrations of record groups, 27  
 Regulations, publication of Federal administrative, 39  
 Rehabilitation of records, 6, 24, 37, 45  
 Reimbursable services, 47  
 Relocation Center records, 85  
 Reorganization plans, President Truman's, 40  
 Repair and Preservation Division, Chief, 36  
 Repair of records, 6, 24, 37, 45  
 Reproduction of records, 31, 49, 91; originals to be disposed of, 13, 53, 55, 61  
 Resettlement Administration records, 31, 86, 87  
 Restrictions on the use of records, 71  
 Roosevelt, Franklin D., 30; recordings of broadcasts made by, 21, 72, 92  
 Roosevelt, Franklin D., Library, 33, 39, 43, 53  
 Rural Electrification Administration, records, 86  
 Safety Council, Federal Interdepartmental, 39  
 Safety program, 41  
 St. Louis Globe-Democrat, 92  
 St. Paul District Engineer Office maps, 20  
 Schedules, general: 11, 13, 54, 60; comprehensive, 13; disposal, 13, 14, 53, 54; functional, 14  
 Schellenberg, Theodore R., 43  
 Scientific and Cultural Cooperation, Interdepartmental Committee on, 38  
 Scientific Research and Development Office, 30; records, 9  
 Secret Service records, 76  
 Security Advisory Board, 38  
 Selective Service System, 1, 16; records, 2, 3, 4, 9, 14, 19, 91; World War I Selective Service records, 76  
 Senate: records, 18, 57, 71; Library Committee, 60, 63; special committees, 71  
 Services: on records, 5, 7, 15, 28, 29-34; other, 34-39, 40, 41  
 Shipbuilding Division records, 83  
 Shipping Board records, 90  
 Ships Bureau, 30; records, 83  
 Signal Corps, records relating to, 85  
 Sioux Indian "Pony Claims," 30  
 Smaller War Plants Corporation records, 9  
 Smithsonian-Densmore collection, 63  
 Smithsonian Institution, Secretary, 60  
 Society of American Archivists, 37  
 Soil Conservation Service records, 87  
 Soldiers' Home, Washington, D. C., records, 19, 91  
 Solid Fuels Administration for War, records, 85  
 Sound recordings, accessions, 19, 20-22, 72, 73, 74, 76, 81, 92; preservation, 25; use, 30, 31; Smithsonian-Densmore collection, 63  
 Southern Claims Commission records, 28  
 Space occupied by records, 3, 11, 14, 15, 23, 45-47  
 Spanish-American War, records relating to, 22  
 Special committees of the House, records relating to, 76  
 Special committees of the Senate, records, 71  
 Spruance, Admiral Raymond A., recordings of broadcasts made by, 81  
 Stacks, 45  
 Standards for photography, 61  
 State Department, 1, 9, 33, 48; records, 18, 21, 22, 28, 64, 72-74, 78  
 Statistical records, 4  
 Storage of records, 4, 45-47  
 Strategic Services Office, 16, 45; records, 9, 17, 21, 73  
 Supplies and Accounts Bureau records, 83  
 Surrender documents, 17, 32, 33, 45, 76, 90, 91, 92  
 Tariff Commission records, 19, 91  
 Tate, Vernon D., 43  
 Teheran Declaration, 33  
 Tennessee, exhibit in honor of sesquicentennial, 34  
 Thompson, Elliott, 10  
 Timber Conservation Board records, 87  
 Tokyo Rose, recordings of broadcasts, 30  
 Topographic Branch records, 84  
 Trading with the Orient, 31  
 Training of archivists, 38, 45  
 Training Within Industry Service records, 88  
 Transfer of records: to National Archives (*see* Accessions); to other institutions, 13  
 Translations of National Archives publications, 38

- Treasury Department: Archivist, 10; records, 11, 18, 22, 30, 74-76, 90  
 Treaties, 33  
 Truman, Harry S., 33, 40, 59; recordings of broadcasts made by, 21, 74, 92  
 Trust Fund Board, National Archives, 49, 53, 63  
 United Nations Charter, 33  
 United Nations Conference on International Organization, records relating to, 72  
 United States Attorney for the Eastern District of Missouri, records, 79  
 United States Attorney for the Western District of Arkansas, records, 79  
 United States War Ballot Commission, records, 17, 19, 92  
 Vanderbilt, Paul, 36  
 Veterans', reinstatement on staff, 41-43, 47  
 Veterans' Administration records, 10, 19, 91  
 Veterans' Affairs Section records, 78  
 Veterans' Records Division, Chief, 44  
 Victory Loan Tour, 34  
 Visitors, 33  
 Volume of Federal records, 3, 14; in National Archives, 16, 18  
 Wainwright, Gen. Jonathan M., 33  
 War Assets Administration, 10, 41  
 War Ballot Commission records, 17, 19, 92  
 War criminals, records relating to, 29  
 War Department, 8, 33, 34, 43, 48; records, 4, 10, 14, 17-23 *passim*, 27, 30, 76-78; manual on microfilming records, 12  
 War Department General Staff, 17; records, 76  
 War Food Administration records, 86  
 War Information Office, 1, 16; records, 9, 17, 18, 21, 72-74; records relating to, 85  
 War Labor Board. *See* National War Labor Board.  
 War Manpower Commission: records, 9, 88; records relating to, 86  
 War Production Board, 1, 16; records, 3, 9, 18, 72; records relating to, 80, 86  
 War Records Office, Assistant Director, 43  
 War Refugee Board records, 17, 18, 72  
 War Relocation Authority records, 4, 9, 17, 21, 85  
 War Risk Litigation Bureau records, 78  
 War Shipping Administration records, 10  
 Warehouse Division records, 86  
 Washington, University of, 32  
 Weather Bureau records, 29, 88  
 Wellesley College, 32  
 White House Office, 17, 33; records, 18, 72  
 Whitman, Walt, 30  
 Winchester Repeating Arms Co., 31  
 Women's Naval Reserve records, 82  
 Wood Utilization, National Committee, records, 87  
 Work Projects Administration records, 87, 89  
 World War I records, 20, 77, 78  
 World War II records, 1, 8, 16, 17, 25, 32, 45, 46. *See also* names of Federal agencies.  
 World War II Records Project, 5  
 Yalta Declaration, 33  
 Yards and Docks Bureau records, 83  
 Young, Arthur E., 43  
 "Your Government's Records in the National Archives," 7, 27, 66  
 Zacharias, Capt. E. M., recordings of broadcasts made by, 21, 74