

Annual Report on the
NATIONAL ARCHIVES AND RECORDS SERVICE

From the Annual Report of the
ADMINISTRATOR OF GENERAL SERVICES

For the Year Ending June 30, 1951



GENERAL SERVICES ADMINISTRATION

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NATIONAL ARCHIVES AND RECORDS MANAGEMENT

Progress toward achievement of an economical and efficient system for the management of the records of the Federal Government was substantial during fiscal year 1951.

An important development, basic to accomplishments in this area, was the passage of the Federal Records Act of 1950 (Title V, Public Law 152, 81st Cong., as amended). This act defines the responsibilities of the Administrator of General Services and of other agency heads in the fields of records management and archival administration. The Administrator is directed to develop standards, procedures, and techniques to improve the management of records. He is also authorized to inspect and survey the records and the records-management practices of the Federal agencies and to establish records centers for the storage, processing, and servicing of records. Agency heads are required to establish and maintain active and continuing programs that provide for controls over the creation, maintenance, and use of records, and to cooperate with the General Services Administration in applying improved records-management practices. Agency heads are also directed to utilize records centers operated by the Administrator (or by the agency when approved by the Administrator) whenever economy or efficiency in the administration of records can be achieved thereby.

The Federal Records Act authorizes the Administrator to accept for deposit with the National Archives of the United States records of Federal agencies and of the Congress that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation. Under the same conditions the Administrator is authorized to accept for deposit the personal papers and other personal documentary materials of the President, the heads of executive departments, and other officials of the Government designated by the President. Use of the latter materials may be restricted by the depositors.

In place of the former National Archives Council the act provides for a Federal Records Council, representative of the three branches of the Government, as an advisory body to the Administrator. The act provides also for continuation of the National Historical Publications Commission with a different and enlarged membership and with expanded functions.

A second important development during the year under review was the completion of the organization of the records-management activity in the General Services Administration and the establishment of four Federal records centers, located in Washington, D. C., New York City, Chicago, and San Francisco. Fiscal year 1951 was the first full year of operation of the records-management program and although funds appropriated specifically for the program were not available until after the beginning of the year, and recruiting of personnel presented certain difficulties, satisfactory progress was made in surveys of and staff assistance to Federal agencies, in training, and in scheduling records for disposal.

The establishment of the Federal records centers, the application of rigid standards of selection and the reevaluation of records previously accessioned made possible for the first time a reduction in the volume of records in the National Archives. The volume declined over 36,000 cubic feet during the year and on June 30, 1951, the total holdings of the National Archives amounted to approximately 872,000 cubic feet.

The accelerated defense program and the national emergency had their effect on the activities of the National Archives and Records Service. Records of World War II agencies and information from them were furnished to the new emergency agencies, and the inventorying and listing of these records were expedited. Steps were taken to compile and publish quarterly a *Handbook of Emergency Defense Activities* and a new title, "National Defense," was added to the *Code of Federal Regulations* to accommodate the increasing number of documents received from the emergency agencies for filing and publication. New agencies were assisted in the establishment of filing systems and records-management programs; and the Federal records centers, to assist in relieving the tight space situation, exceeded goals which had been set for the transfer of records from office and other needed space.

RECORDS MANAGEMENT AND CENTERS

A comprehensive records-management program for the Federal Government was authorized by the Federal Property and Administrative Services Act of 1949 and was defined in greater detail in the Federal Records Act of 1950. This program is directed toward creating fewer and better Federal records; maintaining the records in the most efficient and economical manner while they are needed in current business; and retiring the records from office space and equipment as soon as possible by transfer to the National Archives (for permanently valuable records), by outright disposal as waste paper, or by transfer

to a records center until the records are ready for the Archives or for destruction.

Between January 1950, when the Administrator of General Services actually launched the program, and the following June, major effort was devoted to planning for full-scale operations in the fiscal year 1951. Surveys disclosed that there was no consistent pattern as to what constituted records management in Government agencies, that over 20 million cubic feet of Federal records were still in existence, and that, of these, only half were controlled by inventories and disposal schedules. It was also found that over 6 million square feet of space were occupied by noncurrent records in more than 300 widely scattered agency records centers and storage depots.

Several detailed surveys of records and records-management practices were undertaken in individual agencies during the same period, the most extensive being in the General Services Administration itself. A beginning was made in developing records standards by the issuance of a general schedule for the retirement of records of health units in Government agencies, and preliminary work was begun on revising a similar schedule for the retirement of civilian personnel records. A pilot Federal records center, established in New York, demonstrated in only a few months that a records center operated on a Government-wide basis could achieve significant savings.

Federal Records Act

With this preliminary work done, it was possible to move ahead early in the new fiscal year when funds appropriated specifically for records management became available for the first time. Immediate attention was given to building up a records-management staff, first in the central office and later in the 10 regional offices. A minimum staff had been recruited and trained by the end of the fiscal year.

Meanwhile, on September 5, 1950, the President approved the Federal Records Act of 1950, which spelled out in detail the general authority granted the Administrator of General Services by the Federal Property and Administrative Services Act of 1949 and also placed on operating agencies certain responsibilities in the field of records management. The law likewise defined records management for the first time in any Federal statute, using the same broad terms recommended in the Task Force Report prepared for the Commission on Organization of the Executive Branch of the Government, which covered not only records retirement but records creation and maintenance as well.

Thus the new act charged the Administrator with responsibility for improving standards, procedures, and techniques with respect to the creation of records; the organization, maintenance, and use of current records; and the disposition of records when no longer needed for

current operations. He was also specifically authorized to establish and operate records centers. Heads of agencies were directed to make and preserve adequate records of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, such as those needed to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities. They were also directed to establish and maintain effective records-management programs to ensure proper control of the creation of records, efficient management of current records, and the prompt and orderly retirement of records when no longer needed.

Records-Management Surveys

Under the new law, this Administration continued its surveys of records and records-management practices. Surveys were undertaken in the Federal Security Agency, the Veterans' Administration, the Civil Service Commission, and the Smithsonian Institution. These surveys concentrated chiefly on an evaluation of the records-retirement programs and practices of the agencies, with particular emphasis on the conservation of critical materials, such as metal filing cabinets, and the saving of space. The surveys were one part of general examinations of real and personal-property management, records-management, and property-accounting systems conducted in Federal agencies by the General Services Administration.

In the course of these surveys, about 500,000 cubic feet of records were inventoried in preparation for the development of records-retirement schedules, and another 450,000 cubic feet, already inventoried, were reviewed for disposable material. In all, about 240,000 cubic feet of records were found eligible for transfer to Federal records centers. Toward the end of the fiscal year steps were taken to initiate a similar survey in the Post Office Department.

Development of Standards

As another type of staff guidance to Government agencies, a number of records-management standards were developed. These took the form of records-management regulations and Government-wide schedules for the retirement of records. The regulations, drafted with the advice of the Federal Records Council established under authority of the Federal Records Act, covered standards for agency records-management programs; transfers of records from the custody of one Federal agency to that of another; approval of agency records centers; formulation and application of records retirement schedules; records disposal procedures; transfers of records to Federal records centers and to the National Archives; standards for the reproduction of valuable records by photographic, microphotographic, or other processes;

and agency reports on records management. These regulations are to be issued in fiscal year 1952.

One Government-wide general schedule, authorizing the disposal of personnel records, was revised, and another covering fiscal and related records was near completion at the end of the fiscal year. The general schedule covering personnel and related pay records throughout the Government, which total at least 1 million cubic feet, or 5 percent of all Government records, included appropriate instructions for the retirement of records of enduring value, as well as for the disposal of records of relatively short-term value. In addition, the schedule included suggestions for filing personnel records so as to facilitate their use and disposition. The revision of the general schedule for personnel records came largely as a by-product of a survey of the records of separated civilian employees, begun during fiscal year 1950. This survey, conducted under the combined auspices of the General Services Administration, the Bureau of the Budget, the Civil Service Commission, and the General Accounting Office, was in its final stages at the end of the fiscal year. When completed, it is expected to indicate further improvements in the handling of personnel records.

The schedule covering fiscal records, when completed, will resemble the personnel records schedule in many respects. Still another general schedule may be developed as a result of a Government-wide survey of the handling of X-ray records, which was begun toward the end of the year.

Establishment of Agency Records Programs

Technical assistance and training in records management were provided to various Government agencies. A number of newly created defense agencies were assisted in the establishment of full-scale records-management programs as a means of expediting current defense activities and avoiding future inefficiency and waste with respect to records. Assistance took the form of providing trained records-management specialists, who helped in such matters as the development of directives and manuals setting forth records policies and procedures; the development and installation of uniform filing systems; the development of commodity indexes; the development of mail, telecommunications, and correspondence procedures; the procurement and training of a records staff; the procurement of equipment and supplies; the establishment of liaison arrangements with the National Archives, the Federal Register Division, and other sources of information; the establishment of forms control systems; the development of administrative issuance systems; and the coordination of the

records-management program with other management programs of the agency.

Among the offices assisted in these ways were the Office of Price Stabilization, the Wage Stabilization Board, the National Production Authority, the Federal Civil Defense Administration, the Defense Transportation Administration, the Petroleum Administration for Defense, the Solid Fuels Administration for Defense, the Defense Fisheries Administration, the Defense Electric Power Administration, and the Defense Minerals Administration. Assistance was usually given to the central offices in Washington, but in the case of the Office of Price Stabilization, records-management specialists from each of the General Services Administration regions were brought to Washington, instructed in the records-management procedures of the Office of Price Stabilization, and sent back to help establish regional and district records-management programs in that agency.

Other Federal agencies confronted with specific records-management problems were likewise aided. In the area of records creation, for example, advice and assistance were given to the Civil Aeronautics Board on the improvement of correspondence practices and to the Federal Security Agency and the Bureau of Land Management, Department of the Interior, on the improvement of administrative issuance systems. Help was provided in other agencies on problems connected with records organization, maintenance, and use. In cooperation with the agencies themselves, file systems were reorganized, file classification manuals were developed, filing methods were improved, and records personnel were trained. Recipients of such help included the Senate Committee to Investigate Organized Crime in Interstate Commerce (Kefauver Committee), several bureaus of the Interior Department, the National Science Foundation, and the Civil Aeronautics Board, not all of which, of course, required assistance in all the areas mentioned.

While helping other agencies, the internal records-management program in the General Services Administration was not neglected. Recommendations for improvements made in the survey during the previous fiscal year were carefully carried out.

Protection of Vital Records

At the request of the National Security Resources Board, agencies were assisted in developing plans for assuring the availability of records of the Federal Government essential for its operation in an emergency. For the guidance of the agencies, there was published in October 1950 an *Outline of Minimum Standards for an Agency's Documentary Protection Program*. To protect security copies of vital records such methods were employed as (1) earmarking certain records

at field stations for future emergency use, (2) assembling paper duplicates and storing them at selected field stations of the agency or the General Services Administration, (3) microfilming items not otherwise duplicated and providing safe storage for the film, and (4) revising procedures to keep up to date the initial selection of security copies. The progress of emergency protective measures was periodically reviewed, and estimates of funds required for protective measures, over and above those already available, were obtained. These estimates, amounting to more than \$7 million, were closely reviewed, and alternative measures or other available funds were found, so that only \$364,000 was finally requested of Congress for this purpose in June 1951. Most of this amount, if appropriated, will be used for microfilming and other forms of reproduction.

Closely related to this project was a request by the Librarian of Congress, as chairman of an informal committee representing Government agencies possessing cultural and scientific materials, that the General Services Administration take the leadership in developing plans for the protection of such materials. This request was fulfilled. Requirements of each agency concerned were reviewed, and items or categories of items of outstanding value were identified. Protective programs were developed in collaboration with the agencies, mostly providing for evacuation if and when necessary.

Records Inventorying and Scheduling

A good start was made in bringing under control the estimated 10 million cubic feet of Federal records for which no records-retirement schedules exist. The preparation of general retirement schedules and the compilation of records inventories made in the course of records-management surveys, which will form the basis for schedules, have been mentioned earlier in this report. In addition, at the request of the agencies involved, records-retirement schedules were developed for 75,000 cubic feet of records of the Census Bureau, the Economic Cooperation Administration, and the Civil Aeronautics Administration. In cooperation with the Administrative Office of the United States Courts, records-retirement schedules were also being developed for District Courts and Circuit Courts of Appeals, with completion expected during fiscal year 1952.

Housecleaning campaigns, involving the elimination of records covered by disposal schedules and the transfer to the Federal records centers of records not yet covered by schedules, were conducted in the Interior Department and in the General Services Administration itself. Some 20,000 cubic feet of records were eliminated from the former, and 68,000 cubic feet, largely created by predecessor agencies, were removed from the latter.

In connection with contract settlement activities an inventory was compiled of the records of war contracts retained at the Baltimore plant of the Glenn L. Martin Co. in accordance with the provisions of the Contract Settlement Act of 1944 and regulations issued under its provisions. From this inventory and several others which are being taken it is hoped that regulations can be devised which will enable war contractors to distinguish readily between records that must be kept to meet the purposes of the act and those that are not necessary. To the extent that this distinction can be drawn and records can be eliminated, contractors will be freed from the expensive burden of maintaining records that are of no further value.

Records Centers

The funds provided by Congress for the fiscal year 1951 made it possible to expand records-center operations. The pilot Federal records center in New York was enlarged and new centers were set up in Washington, D. C., Chicago, and San Francisco.

Considerable difficulty was experienced in obtaining records storage equipment for the records centers. Because of the steel shortage, only a few units of steel shelving could be obtained. Wood shelving, which is somewhat less satisfactory and less flexible than steel, was therefore purchased and installed in the Washington, Chicago, and San Francisco centers.

Significant savings are brought about by use of the records centers. Office and storage space are released for other use. The records are stored more economically, frequently in half the space they formerly occupied. They are so controlled that they will be disposed of at the earliest possible moment, and reference service on the records is being provided efficiently and economically, usually within 24 hours after reference requests are received.

During the fiscal year, over 550,000 cubic feet of records had been transferred to these centers. In accepting these records, the centers released about 245,000 square feet of office space and 275,000 square feet of storage space. They also released about 8,000 wood and metal file cabinets and will release 29,000 more as shelving becomes available. Although these centers concentrated on bringing in records to ease critical space situations, approximately 45,000 cubic feet of the records received were disposed of after screening, and 69,000 reference services, mostly to Government agencies, were provided on the records in custody.

Another accomplishment of the Federal records center in Washington was the microfilming of vital records for several agencies as a protective measure against possible disaster and the microfilming of selected permanent records in the National Archives to save space.

Similar but much smaller establishments, designated as GSA records depositories, were provided in each of the other regions of the General Services Administration to receive the inactive records of that Administration and its predecessors, which averaged about 8,000 cubic feet per region, and the records of any disestablished Federal agencies in the region. The conversion of these depositories into full-scale Federal records centers is planned when funds become available. Meanwhile, in each of these regions, surveys were undertaken to determine the quantity of records likely to be transferred to any records centers established.

A specialized Federal records center was in the process of establishment in St. Louis, as a result of a request from the Secretary of Defense to take over approximately 190,000 cubic feet of records of separated civilian employees of the Department of Defense now being administered in records centers operated by that Department in St. Louis and in Mechanicsburg, Pa. This transfer is planned for fiscal year 1952.

It is difficult to prepare a statement of profit and loss for records-center operations because there are so many variables and intangibles. In the first year of operation of the four Federal records centers, however, certain figures are significant. On the assumption that the 245,000 square feet of office space released would normally cost \$2.29 a year per square foot for rent and maintenance, a gross saving of \$561,000 per year is indicated. The 275,000 square feet of storage space released, based on an assumed average cost of \$1.25 a year per square foot for rent and maintenance, would yield an annual gross saving of \$344,000. The 8,000 file cabinets already released for reuse are estimated to have a replacement value in today's market of \$400,000.

THE NATIONAL ARCHIVES

Reference Service

It is a primary function of an archival agency to make records or the information in them available for use, and one measure of its value is the extent to which it successfully fulfills this obligation. It is the policy, therefore, to make the holdings and information in the National Archives available to all persons having a serious purpose in consulting them. This policy, however, is limited by budgetary resources and by certain restrictions imposed on the use of records by statute, by administrative action on the part of agencies from which the records have been accessioned, or by the Archivist.

There has been a general rise in the number of reference requests handled over the years, with sharp increases notable in the years 1941-44, 1946-48, and 1951. An increase in reference service commen-

surate with the increase of the agency's holdings is to be expected, of course, but the increase in reference service has been relatively far greater than the increase in holdings. Thus, since 1940, the holdings have increased only 250 percent but reference services have increased over 440 percent.

In order to meet this rapidly expanding reference load, the National Archives has had to place priorities on certain classes of service and limitations on the amount of information that will be furnished in response to certain types of inquiries and on the amount of time that will be devoted to the handling of any given search. It has at the same time sought to reduce the time and personnel required to answer inquiries by the development of systems of abstracting information, the adoption of numerous form letters, and the application of a newly available, inexpensive, mechanical device for making reproductions of documents or parts of them in lieu of abstracts of information or formal reference letters. Yet the percentage of this agency's resources which must be devoted to the reference function has continued to rise. As the nature and significance of the materials in the National Archives have become better known to Government officials and the public, the demand for service on records has increased. More complete control of the records through inventories, lists, guides, and indexes, while increasing the efficiency of service, also has stimulated the demand for service.

During the year the National Archives was required to expend approximately 45 percent of its personnel resources in meeting the demands placed upon it for reference service. The number of documents and reproductions of them furnished increased from the 286,000 items supplied in the previous year to 333,000 items, and the number of information services rendered increased from about 88,000 to nearly 108,000.

Priority in reference service is given, of course, to Federal Government needs. About 60 percent of the requests received during the year came from Government sources. Almost 180,000 documents or reproductions of them were made available and 76,000 information services were handled for Government officials. Defense agencies continued to examine records of World War II for data in regard to industrial mobilization, administration of emergency programs, decentralization of Federal activities, and other subjects pertinent to national security. Attorneys for the Justice Department examined thousands of documents in the preparation of the Government's cases before the Indian Claims Commission. More than 16,000 questions pertaining to past administration of the public domain were answered for the Bureau of Land Management during the year. The National Park Service de-

veloped from the records in the National Archives the facts pertaining to the historical and archaeological features of the Upper Missouri Valley region in order to preserve a record of the landscape in that area. Records in the National Archives also were used in the Government's defense of its interests in the tidelands oil dispute.

Service is given to inquiries coming from persons seeking information for use in establishing or maintaining their legal rights. Hundreds of requests are received each year from persons who need to establish from the records their citizenship, age, or residence. Others seek to obtain evidence in support of private claims or legal title to real or personal property. Census records, passenger lists, pension files, claims cases, personnel folders, land entry papers, and numerous other sources of information must be searched to supply the information needed by these persons. State and local governments and industry seek evidence of their legal rights and privileges in the National Archives.

Scholars and other private searchers were supplied during the year with answers to over 31,500 requests for information by letter, telephone, or conference, and 116,000 items were made available for their use. Teachers, graduate students, writers, and others came in person to the National Archives during the year from nearly every State in the Union, from the Territories and possessions, and from many foreign countries. Over 22,000 visits were made to the search rooms by nongovernment researchers. Their interests varied from the history of the administration of Federal procurement to the life of Zachary Taylor, from the disposition of Confederate property in England after the Civil War to the nature and extent of private plantations in the Virgin Islands during the eighteenth century.

A large percentage of the inquiries reaching the National Archives are for information about individuals, for use in the study of either family history, biography, or local history. To give more direct aid and guidance to persons interested in these matters the National Archives has provided the services of a specialist in the field of genealogy and local history. The widespread interest in materials relating to local history in the National Archives has been particularly pointed up this year in the number of requests received from local libraries for copies of the microfilm publications of Federal census schedules and for copies of the recently issued special list, *Population Schedules, 1800-1870: Volume Index to Counties and Major Cities*.

In connection with the servicing of audio-visual materials, 1,100 information services were rendered from motion pictures and sound recordings. A total of 371 reels of motion pictures were projected for searchers, and 175,500 linear feet of film and 58 sound recordings were reproduced for them.

Exhibits.—This year marked the dismantling of the Freedom Train Exhibit, which since September 1949 had been on display in the Exhibition Hall, and the placing on display of several new exhibits. On the fifth anniversary of the Japanese surrender a small exhibit on Korea and the thirty-eighth parallel was opened and the Japanese surrender documents were shown. When the treaty exhibit was removed in December 1950 all of the World War II surrender documents were displayed. In honor of the one hundred and seventy-fifth anniversary of the Declaration of Independence an extensive exhibit on the Revolutionary War, featuring Washington's contribution to the fight for freedom as Commander in Chief, was opened on his birthday and will remain on display throughout the year. In March 1951, in honor of the first visit to this country by the President of France, treaties of alliance and of amity and commerce signed by the United States and France in 1778 were added to this exhibit. Another exhibit arousing widespread interest was that of Civil War photographs from the large Brady collection in the National Archives. A display of foreign-affairs records relating to Brazil and Portugal honored the Luso-Brazilian Colloquium.

Several exhibits were prepared for use outside the National Archives. At the request of the Society of Architectural Historians an exhibit was prepared for its annual meeting at the Library of Congress, and photographs and copies of documents and drawings relating to Daniel Chester French's work on the Lincoln Memorial were exhibited at a meeting of architects in Boston. A display of materials relating to the microfilm publication program was prepared for the annual meeting of the American Documentation Institute, at the Library of Congress. The National Archives participated in exhibits celebrating the two hundredth anniversary of the University of Pennsylvania Library, and the observance of Detroit's two hundred and fiftieth birthday.

Analysis and Description of Records

The main purposes of this activity are to establish internal control over records in the National Archives, to make known to persons outside the agency what records are in the National Archives, and to make selected parts of those records more widely available in the form of microfilm, facsimile, or other documentary publication.

Comprehensive guides and handbooks covering the records of many agencies have been developed. These include analyses by archival units—record group registration statements, series inventories, and detailed lists of particular record items; reference information papers; and subject-matter guides.

The effort of the National Archives to make available to national defense agencies a guide to the Government's experience in World War II culminated during the year in the publication of the two-volume guide, *Federal Records of World War II*, described in the last annual report. Among the more detailed inventories completed during the year were those of the records of the Accounting Department of the Office of Price Administration, the Office of Government Reports, the Office of War Information, the Office of Strategic Services, the Combined Production and Resources Board, the Solid Fuels Administration for War, the Special Committee of the Senate to Investigate the Pearl Harbor Attack, the Joint Army and Navy Munitions Board, the Retraining and Reemployment Administration, the War Ballot Commission, and the American Commission for the Protection and Salvage of Historic Monuments in War Areas. Special lists of important documents among some of these records have been compiled and issued separately or as appendices to inventories.

A few necessary finding aids were prepared for records other than those of World War II. The revision of *Your Government's Records in the National Archives*, which was described in the last annual report and which serves as a brief over-all guide to the 266 record groups in the National Archives as they were in March 1950, was published early in the fiscal year. A *List of Documents Relating to Special Agents of the Department of State, 1789-1906*, which was published this year, is an especially valuable research tool for students of diplomatic history. Useful to the same group is a recently completed list of foreign service posts, both diplomatic and consular, showing the dates for which the records of each post have been transferred to the National Archives. Students of local history and genealogy were served by the publication entitled *Population Schedules, 1800-1870: Volume Index to Counties and Major Cities*. Work on a guide to materials in the National Archives relating to Latin America was continued. Largely in connection with the conduct of the analysis and description function, 822,000 record items were arranged.

The Territorial Papers of the United States.—The compilation and publication of this series of documents continued during the year. Volume XV, the third and final volume of documents relating to the Louisiana-Missouri Territory (1815-21), was published. At the end of the year work had advanced to various stages of completion—from making preliminary surveys and copying manuscripts to reading proofs—on the volumes for the Territories of Alabama, Arkansas, and Florida.

Microfilm publications.—Under its microfilm publication program the National Archives makes negative microfilm reproductions of

selected series of records having especially high research value. Positive prints of these negatives are then supplied at a moderate price to scholars and research institutions who request them. In this way the records are made available for use throughout the Nation, and at the same time security copies are provided in case the records themselves should be destroyed.

The accomplishments of this program during the year included the publication of a revised edition of the *List of File Microcopies*; the production of 510 rolls of master negatives, bringing the total produced during the 10 years that the program has been in operation to nearly 4,000 rolls and over 2,500,000 pages; and the sale of 2,982 rolls of positive prints, more than in any other year since the start of the program. Among the more significant microfilm publications completed during the fiscal year were those of records documenting United States diplomatic relations with Brazil, 1809-1906 (87 rolls), and Italy, 1832-1906 (75 rolls), and the microfilm edition of the *Federal Register*, 1936-50 (57 rolls).

Facsimiles.—To meet the demand of educational institutions and the general public for copies of historic documents, the National Archives continued its program of reproducing such materials in facsimile. A facsimile of the *Declaration of Independence*, based on the copperplates that were made by direction of the State Department and are now in the National Archives, was the most important facsimile produced during the year. To date most of the facsimiles have been single-page items, but a portfolio of facsimile reproductions of significant documents pertaining to the American Revolution is now being prepared as a more satisfactory vehicle for the presentation of historical source materials in the schools.

Appraisal and Accessioning of Records

One of the basic functions of the National Archives is to determine what records of the Federal Government are of permanent value and should be preserved. In performing this function it must review, before they are submitted to Congress for approval, all lists and schedules of useless papers recommended by various agencies for disposal. During the fiscal year which ended June 30, 1951, it had thus appraised and recommended to Congress for disposal 1,036 items on lists (which cover records already accumulated) and 4,112 items on schedules (which provide for the periodic disposal of records that are currently created). This was approximately the same number of items as was acted on last year. Toward the close of the year, however, the effect of the operations of the records-management program and the Federal records centers began to be reflected in an increased number of lists and schedules submitted. It is likely, therefore, that the coming year will

see a considerable increase in the number of disposal transactions, particularly in the form of schedules. The other agencies of the Government, now supplied with instructions in a manual entitled *The Disposition of Federal Records*, issued last year, are in a better position than ever before to perform their part in the process of segregating and disposing of records of only temporary value.

In accordance with current policy only records of continuing historical or other value are accepted for deposit with the National Archives. In carrying out this policy, the National Archives this year accessioned only 14,000 cubic feet of records. This was approximately 12,000 cubic feet less than the number taken in during the fiscal year 1950 and represents the smallest yearly accretion in the history of the agency. This sharp decline in the quantity of records accessioned resulted not only from the rigorous application of high standards of selection, defined in 1949, but also from the fact that with the establishment of Federal records centers it was possible for Federal agencies to transfer noncurrent records that do not have permanent value to those depositories rather than to the National Archives. Under procedures defined in a newly prepared National Archives *Handbook of Procedures*, virtually all records that are not currently disposed of will pass first to the records centers; and records of permanent value will later be transferred from those centers to the National Archives. Transfers to the National Archives can thus be scheduled at times when space, equipment, and personnel are available for handling them, and transfers of records that are too recent in date or too frequently used for administrative purposes can be avoided.

Among the bodies of records transferred to the Archives during the year were several that were created or begun early in the Nation's history. They include a manuscript volume of George Washington's account of expenses as Commander in Chief of the Continental Army; documents relating to the Louisiana Purchase; district court records created largely during the nineteenth century, but with some dated as early as 1789, from Pennsylvania, Rhode Island, North Carolina, Louisiana, and Ohio, and microfilm copies of such records from California; and papers transferred from the Department of State pertaining to its administration of the Territories of Alabama, Arizona, Illinois, Indiana, Louisiana, Michigan, Minnesota, and Missouri, and the Indian Territory, which supplement papers previously transferred relating to territorial administration. The records of the Office of the Secretary, the General Land Office, and the Grazing Service of the Department of the Interior which have been deposited with the National Archives in years past were materially supplemented during the year, and records of two recently terminated commissions, the

Philippine War Damage Commission, 1946-51, and the President's Commission on Migratory Labor, 1950-51, were also received.

The segregated collection of maps was increased during the year by 26,000 maps and 5 atlases, which brought the total of such materials in the National Archives, exclusive of the large number of maps that are attached to or interleaved with textual records, to 876,000 maps and 861 atlases. About 69 percent of the maps in this collection are either in manuscript or annotated. They constitute by far the largest body of maps of such character in the United States. Outstanding among the cartographic materials accessioned during the year were 8,300 manuscript and annotated maps, with related descriptive information, pertaining to the land-classification survey of national forests in the United States, 1912-20; approximately 4,000 maps and related records of the Federal Housing Administration showing selected subjects with respect to the real-property survey and similar activities of some 350 urban communities in the United States, 1935-40; and townsite plats showing the original subdivision into blocks, lots, and streets of some 500 towns and cities throughout the public domain, 1825-1915.

Fourteen thousand rolls of microfilmed records were accessioned during the year, bringing the total of such materials in the National Archives to over 46,000 rolls. About 21,000 reels of motion pictures, 23,000 sound recordings, and 200 still pictures were also accessioned. These included some 18,000 additional reels of motion-picture film made or received by the Signal Corps, 1941-49, showing Army combat and training activities in the United States and overseas; 150 recordings of broadcasts of foreign radio stations, 1949-50, transferred from the Central Intelligence Agency; approximately 22,800 discs representing a record of broadcasts to foreign countries by the State Department's International Broadcasting Division (Voice of America); and a wire-tape recording describing the farewell ceremonies held in honor of Gen. Douglas MacArthur at Hanneda Airport, Tokyo, Japan, April 16, 1951. On June 30, 1951, the audio-visual collections of the National Archives amounted to approximately 75,000 reels of motion pictures, 530,000 sound recordings, and 4,935,000 still pictures.

All records transferred during the year are described briefly in the quarterly list, *National Archives Accessions*, copies of which are available upon request.

During the year under review the National Archives gave particular attention to the reappraisal of the great mass of records transferred to its custody during the years 1939-46, a period when neither the agencies of the Government nor the National Archives had the funds,

personnel, or time to screen or properly appraise the tons of documents that had to be moved almost overnight from Federal offices in order to provide space for the expanding operations of a wartime Government. As a result of such reappraisal it was possible to dispose of more than 29,000 cubic feet of accessioned records, a total of approximately 18,000 cubic feet more than was disposed of in this manner during the previous year. The holdings of the National Archives on June 30, 1951, were approximately 872,000 cubic feet.

Preservation of Records

It is the duty of an archivist to see that records deposited in his care are kept secure and in the best possible physical condition and that they are arranged in a manner that will conserve space without rendering them inaccessible. Records in the National Archives are protected from fire, theft, light, heat, and contaminated air. All records received are fumigated to prevent the accidental introduction of insects and rodents into the stack areas, and records are cleaned by air pressure before they are packed away.

This year additional personnel and resources were devoted to the preservation activity with the result that more than 461,500 sheets were repaired, of which nearly 324,000 were flattened and 137,500 were laminated with acetate foil. This represents an increase of 293,500 sheets over last year's production. Almost 1,300 passenger lists were assembled and covered in contrast to 500 so treated in 1950. Some 1,300 volumes were repaired, and 430 older and more valuable volumes were sent to the Government Printing Office for rebinding. These included many of the important record books, 1747-84, of the former Danish Government of the Virgin Islands. All records brought into the building were fumigated, about 13,500 cubic feet of them were cleaned, and 22,600 cubic feet were initially packed and shelved. In order to provide additional space for the storage of records, over 110,000 cubic feet of documents were consolidated; and a pilot microfilm project was undertaken which, when completed, will result in the disposal of about 3,000 cubic feet of accessioned Agricultural Extension Service records. Plans for other projects of similar character were being developed before the end of the fiscal year.

Special methods of storage and rehabilitation are required for motion pictures and sound recordings. Such materials include nitrate and acetate film, cut sheet film, photographic plates, microfilm, paper prints, and sound recordings on wire and glass or acetate base discs. All photographic materials received during the year were packed and shelved, but the National Archives, lacking adequate space and proper equipment for the storage of nitrate motion-picture film, must store some of its film holdings in temporary outlying depositories.

Cellulose-nitrate motion-picture film decomposes rapidly if it is stored under unfavorable conditions of heat or dampness. Each year, therefore, the older film must be inspected to determine the degree of deterioration and to segregate the film that should be reproduced if it is to be preserved. About 3,300 reels were thus inspected and nearly 49,500 feet of film were reproduced for preservation during the year. Since nitrate film is unstable and explosive, an annual emergency safety inspection is made of the motion-picture films stored in vaults outside the National Archives building. Approximately 60,000 reels were examined in this connection between April 18 and June 19 of the fiscal year.

The National Archives cooperated with the Hazardous Chemicals and Explosives Committee of the National Fire Protection Association in its program for the development of revised standards for the storage and handling of cellulose-nitrate motion-picture film. It cooperated with the National Bureau of Standards and the Army Engineer Corps in a study of the qualities of high-acetyl-acetate film and the best methods of preserving it. Studies were begun to determine the permanence of photographic images as distinguished from the lasting quality of the base upon which the photographic emulsion is mounted.

Other Activities

The General Services Administration continued to cooperate with international, National, State, and local archival organizations, particularly with the International Council on Archives and the Society of American Archivists, in their efforts to encourage the proper preservation, arrangement, and description of archival materials and to make them as freely accessible as possible to the citizens of every land. The National Archives was represented at the Paris meeting of the International Council on Archives, August 21-22, 1950, and at the International Congress on Archives, sponsored by the Council, also held in Paris, August 23-26, 1950. Among the topics discussed were records management, microfilming, institutional and business records, and bibliography and publication programs.

The National Archives also was represented at an inter-American conference on archives held in Havana, Cuba, September 17-23, 1950. The meeting was the first session of the Committee on Archives of the Commission on History of the Pan American Institute of History and Geography. Plans were made for the interchange of information on archival theory and practices, an inter-American institute for training in archives work, and cooperative microfilming of records in Spain pertaining to the history of the Americas.

FEDERAL REGISTER AND OTHER PUBLICATIONS

During the fiscal year 1951, there were received for filing and publication a considerable number of documents issued by emergency agencies created pursuant to the Defense Production Act of 1950, in addition to the volume normally received from the older agencies. During 1951 also, this Administration was made responsible for the publication of a new periodical, the quarterly *Handbook of Emergency Defense Activities*, and it put into effect new procedures for the printing of slip laws and the *Statutes at Large*, and handled the certification and publication of the twenty-second amendment to the Constitution. Changes in publication methods resulted in savings estimated at \$133,000.

Statutes at Large and Slip Laws

On July 28, 1950, the Chairman of the Joint Committee on Printing approved a proposal for standardizing type, line-spacing and page-depth of the enrolled bills, the slip laws, and the *Statutes at Large*, and for the use of new photographic techniques in printing the slip laws and *Statutes*. Public Law 1, Eighty-second Congress, was the first law in which these proposals were incorporated. Immediate savings in time and money have resulted, and the work of editing and printing the laws has proceeded at a faster pace.

Slip laws are published more promptly under the new method of printing, usually within 24 hours after signature by the President. However, at the end of the fiscal year a backlog still existed as to the publication in the *Statutes at Large* of the laws of the second session of the Eighty-first Congress, because of the impracticability of applying the new techniques to these laws. The laws of the second session of the Eighty-first Congress will be released for printing shortly after the end of the calendar year 1951, and the *Statutes at Large* covering the first session of the Eighty-second Congress will appear a few months after the close of the session. Thus the new photographic techniques of reproduction will measurably reduce the time interval between the end of a session of Congress, and the publication of the *Statutes* for that session.

In connection with the publication of slip laws, marginal notations were introduced on several public laws on an experimental basis. These marginal notes, heretofore used only in the *Statutes at Large*, include the permanent *Statutes* citation of any portion of the laws. It is planned to incorporate such marginal notes and citations in all of the public laws, if the work can be undertaken without delaying publication.

Constitutional Amendments

Under the provisions of Reorganization Plan 20 of 1950, effective May 24, 1950, the function of the Secretary of State relating to the certification and publication of Constitutional Amendments was transferred to the Administrator of General Services. The twenty-second amendment to the Constitution was processed under this authority.

Federal Register

During the fiscal year numerous publication problems arose as a result of activities of Federal agencies under the Defense Production Act of 1950, including those arising from the great increase in the number of documents and pages and the necessity for close cooperation with issuing agencies in order to speed up the distribution of separate prints of emergency regulations to the public. In this connection the offset preprint service, developed during World War II, again proved to be of real value.

Under the offset preprint service, the regulations of emergency agencies are edited, printed overnight by the Government Printing Office, and distributed by the various agencies to their field offices in order that copies may reach the public simultaneously with publication in the *Federal Register*. Thus the manufacturer, the businessman, and other persons affected are enabled to keep abreast of the emergency regulations as they become effective. For example, the General Ceiling Price Regulation was edited on Friday, January 26, 1951, and on the following Tuesday, its effective date, it was published in the *Federal Register*. During the intervening week end, 3.5 million copies of the regulation were printed and distributed for public consumption.

Agencies using this preprint service are enabled to effect a savings of as much as 40 percent of the initial printing cost, because of the fact that type is set only once and the cost of composition is borne by the *Federal Register*. During the year, over 114 million copies were obtained through the preprint service.

Increased interest in the *Federal Register* arising out of the publication of emergency regulations was reflected in the fact that the number of subscribers was more than doubled. A total of \$139,398.50 was covered into the Treasury, a sum exceeded only during the war years 1943-46.

Code of Federal Regulations

A new Title 32A, *National Defense, Appendix*, designed to include rules and regulations issued pursuant to the Defense Production Act and supplementary legislation, was added to the *Code* system. This new title is an outgrowth of World War II experience as to the location of emergency regulations in the *Code*. At that time such regula-

tions were carried under various titles. It became apparent, however, that the greatest convenience to the user would result if emergency regulations were placed under one *Code* title and separately bound. In addition to convenience, economy of publication is foreseeable because the peacetime structure of the *Code* is not disturbed. Inasmuch as only a single volume will be affected when emergency regulations are no longer in force, it will be unnecessary to revise and republish other volumes of the present *Code*.

By the end of the fiscal year all of the editorial work was completed on the second set of pocket supplements to the *Code*, containing the changes and additions issued during the calendar year 1950. Thirty-nine supplements and one revised book were placed on sale before June 30. The new edition continues to outsell the predecessor 1938 edition. More than 43,000 volumes and pocket part supplements were sold during fiscal year 1951, from which \$39,818.60 was covered into the Treasury.

United States Government Organization Manual

The *United States Government Organization Manual*, 1950-51 edition, was completely redesigned as to format and typography in order to present a more compact and highly readable publication. This operation combined with more efficient methods of printing and binding has resulted in considerable savings in the cost of the publication.

Sales of the 1950-51 edition, designed to reflect the structure of the Government as of July 1 and published August 2, 1950, increased by approximately 7,000 copies over the 1949 edition sales of 17,000 copies. During the year a total of \$24,143 was covered into the Treasury from the sales of the *Manual*.

Handbook of Emergency Defense Activities

The rapid increase in mobilization activities resulting from the Defense Production Act led to the publication, at the request of the Bureau of the Budget, of the quarterly *Handbook of Emergency Defense Activities* beginning with the March 1951 issue. The *Handbook* is a guide to Federal agencies all or part of whose functions are devoted to mobilization or to other related phases of the defense program. It includes brief organizational outlines and the names and addresses of defense officials. Designed to assist the public in attaining the services it needs in connection with the defense program, the *Handbook* fills the gap between issuances of the *United States Government Organization Manual*.

The demand for the *Handbook* is reflected in the sale of 11,337 copies of the March 1951 edition, from which the sum of \$2,834.25 was covered into the Treasury.

Indexes and Ancillaries

Monthly, quarterly, and annual indexes are published covering all documents published in the *Federal Register*. Each book of the 1949 *Code of Federal Regulations* contains a short separate index and there is a general index volume for the entire set. A pocket supplement to the general index, covering the major changes in the *Code* during 1949 and 1950, was prepared but not published during fiscal year 1951.

The more important ancillaries consist of the following: (1) the *Codification Guide*, a numerically arranged finding aid for locating amendments to the *Code* contained in documents published in the *Federal Register*; (2) a table of sections of the *United States Code*, cited as authority for, or interpreted or applied by, various portions of the *Code of Federal Regulations*; and (3) a table of Presidential documents codified, cited, or otherwise noted in the *Code of Federal Regulations*.

Presidential Documents

Drafts of Presidential proclamations and Executive orders are examined pursuant to Executive Order 10006. During the fiscal year 1951, drafts of 90 proclamations and Executive orders were examined and forwarded to the White House for signature.

THE FRANKLIN D. ROOSEVELT LIBRARY

General Accomplishments

The fiscal year 1951 was the first full year during which the Franklin D. Roosevelt Library operated on what could be considered a normal basis—that is with almost all parts of all collections open and available for normal research, reference, and museum activities. Practically all papers in the Library have now been uncrated and shelved or otherwise made physically accessible. During the year just passed a vigorous effort was also made to improve the general facilities and physical appearance of the Library.

Acquisitions

Important additions of new materials were made to the Library's collections during the year, including 435 cubic feet of manuscript materials. In this category the most significant acquisitions were the papers of former Senator Elbert D. Thomas, 1908–50; the papers of Charles W. Taussig, 1929–49; additional correspondence of Mrs. Franklin D. Roosevelt, 1945–50; additional correspondence and scrap books of Mary W. Dewson, former Director, Woman's Division, Democratic National Committee, 1928–51; and additional papers of Franklin D. Roosevelt, comprising reports received from the Budget Bureau, Department of Justice, and other executive agencies recom-

mending the signing or vetoing of legislation passed by the Congress, 1933–45. The Library also continued its program of searching for newspaper accounts of early speeches and public statements by Franklin D. Roosevelt of which it has no copies. During the year it acquired photostats covering 128 such speeches and statements. The Library's holdings of manuscripts totaled 6,340 cubic feet at the end of the year.

In the field of printed materials, 472 books and 663 other printed items were acquired, to bring the Library's total holdings in this field to about 52,800 items. Six hundred and fifty photographs were also added to the Library's collections.

Arrangement and Description of Material

As the uncrating and shelving of materials were completed, large parts of the manuscript collections were shifted to new locations in the stack areas, to make more effective use of available space and to bring related groups of papers into closer physical proximity to each other. Much material was refiled, and the two largest series of Presidential papers were rechecked.

An outstanding accomplishment was the completion of a calendar of Franklin D. Roosevelt's speeches and other published utterances in the period 1910–20. Equipped with a subject index, this calendar has already proved itself a valuable tool for scholars studying the history of the United States for those years, and it is hoped that publication will make it widely available.

The preparation of a subject index to certain important but hitherto completely unindexed portions of the Roosevelt correspondence was continued. At the close of the year the project was 50 percent completed, furnishing a key that has opened up important but hitherto all but unusable research materials.

The most significant long-range editorial undertaking begun during the year was a project to select, edit, and prepare for publication documents from the papers of Franklin D. Roosevelt bearing on his interest in the conservation of natural resources. At the close of the year, the first big step in the process, selection of the documents, had been completed.

Reference Service

The Library's services in the field of reference work on its historical materials increased by approximately 50 percent over the volume of such work in the preceding year. There were 826 visits to the reading room during the year by researchers, who were furnished with 6,920 items of books and papers; over 10,000 photographs were also examined by users of the photographic collection. Information and re-

search assistance in writing were given in each case in response to 648 written inquiries that were received. Photographic reproductions of over 5,000 pages of documents and 450 pictures were furnished.

The Museum

The museum was visited by well over a quarter of a million persons, although there was a slight decline in attendance from the preceding fiscal year.

Admission fees and taxes on admissions collected during the year totaled \$55,484. Of this sum \$8,846 was paid into the Treasury as taxes on admissions, and \$46,638 was deposited into the Library's special account.

The increasing recognition of the unique and extraordinary character of the Library's museum holdings is evidenced by the many requests that are received from other agencies for permission to borrow some of the Library's possessions for display elsewhere. During the past year these requests were granted in certain cases. The Corcoran Gallery of Art in Washington, D. C., was permitted to borrow some historic paintings in connection with its American Processional exhibit (July–December 1950); the museum of the Franklin D. Roosevelt Warm Springs Memorial Commission at Warm Springs, Ga., was loaned some personal possessions of Franklin D. Roosevelt for display; the University of Pennsylvania was permitted to use some books, manuscripts, and museum items for its Franklin-Churchill Exhibition (May–June 1951); and the Economic Cooperation Administration was loaned 12 items to be used in Paris for the celebration in June 1951 of the founding of Paris and "150 Years of Franco-American Friendship."

Distinguished foreign visitors during the year included the Crown Prince and Princess of Norway; President Vincent Auriol and Foreign Minister Robert Schuman of France; the President of Chile; the Foreign Minister of India; the Duchess of Windsor; Sir Campbell Stuart; Rene Cassin, Vice President of the Council of State of France; and Harold White, National Librarian of Australia. Large numbers of foreign students and delegations from the United Nations continued to visit the Library.

THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

With other units of the National Archives Establishment the National Historical Publications Commission was transferred to the General Services Administration by the Federal Property and Administrative Services Act of 1949. The Commission's membership was

reconstituted and its functions were expanded by the Federal Records Act, approved September 5, 1950.

The Archivist of the United States continued to serve as ex officio Chairman of the Commission, and the following members were appointed and the "new" Commission thus formally constituted by the end of December 1950: Julian P. Boyd, Librarian of Princeton University and editor of the Papers of Thomas Jefferson, appointed by the Council of the American Historical Association; Solon J. Buck, Chief of the Manuscripts Division (later Assistant Librarian), Library of Congress, designated by the Librarian of Congress; George M. Elsey, Administrative Assistant to the President, appointed by the President of the United States; Guy Stanton Ford, Executive Secretary of the American Historical Association, appointed by the Council of the American Historical Association; Felix Frankfurter, Associate Justice of the Supreme Court of the United States, appointed by the Chief Justice of the United States; Clyde R. Hoey, United States Senator from North Carolina, appointed by the President of the United States Senate; G. Bernard Noble, Chief of the Division of Historical Policy Research, Department of State, appointed by the Secretary of State; Richard H. Shryock, Director of the Institute of the History of Medicine, Johns Hopkins University, appointed by the President of the United States; Howard W. Smith, Member of the United States House of Representatives from Virginia, appointed by the Speaker of the House; and Rudolph A. Winnacker, Historian for the Office of the Secretary of Defense, appointed by the Secretary of Defense.

The duties of the Commission are set forth in two sentences of the Federal Records Act. The first provides that the Commission "shall make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for printing or otherwise recording at the public expense." This is essentially the language of the act of 1934. New responsibilities are defined in the second sentence, which provides that the Commission "shall also cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States."

At its meeting on February 17, 1951, the Commission decided that it should operate primarily as a staff agency of the Federal Government, responsible for planning and recommending national programs

for collecting, preserving, and publishing archival and other manuscript materials and for encouraging and facilitating the execution of those programs by appropriate public and private institutions. At this meeting the Commission took action looking to the establishment of a small staff to do essential work for the Commission, and it approved a program of work for its staff that included promotional activities designed to encourage the deposit of valuable papers in appropriate depositories; the planning and establishment of a centrally maintained register of the many groups of manuscripts that are scattered throughout the country; and the preparation of a manual setting forth recommended policies, standards, and techniques to be observed in editing documentary historical publications.

The most important activity with which the Commission was concerned during the year was that of planning a national program for the publication of the papers of American leaders. Shortly before the beginning of the year, inspired by the publication of the first volume of *The Papers of Thomas Jefferson*, the President of the United States had expressed his belief that the papers of other persons important in the development of American democracy ought also to be published, and he had called upon the Commission to study the problem and make recommendations to him as to what needed to be done and how it should be done. Work upon a comprehensive plan along the lines suggested by the President occupied much of the time of the Commission's staff throughout the year. A draft of a plan was discussed by the Commission at its February meeting, and in April a preliminary report of the Commission was presented to the President by the Administrator of General Services. This report set forth tentative statements of general policies to be followed in the development and execution of a comprehensive national program for the publication of the papers of leaders in many varied fields of activity. It recommended specifically that the papers of Benjamin Franklin, Alexander Hamilton, James Madison, and John and John Quincy Adams be published in comprehensive scholarly fashion, and it presented the names of 60 others whose papers it thought should be given careful consideration for publication, possibly on a selective basis and utilizing near-print or microfilming processes of publication. The Commission requested that it be authorized to continue its consultations with scholars and other interested persons with a view to the preparation of a final and more definitive report, especially as regards the names of leaders whose papers should be included in a national program. The President approved the Commission's proposals and said that he particularly hoped that the Commission's interest in the papers of James Madison and Benjamin Franklin would result in definite

plans for their early publication. This preliminary report was issued from the White House to the press late in the fiscal year and attracted favorable attention in many quarters. Encouraging progress was made in planning several publication projects that were under consideration at the end of the fiscal year.

The Commission believes that plans for the publication of the papers of individual American leaders should be coordinated with plans for the publication of other types of historical documents in order that a unified national documentary publication program may be undertaken. This would involve the publication of documentary materials that relate to particular subjects as well as to particular persons. In order to make plans in this field, the Commission at its February meeting directed that its staff resume work on and carry to completion plans of the old Commission for a survey of documentary historical publications at the national level that have been undertaken in the past, chiefly by the Federal Government. The purpose of this survey is to determine the major gaps in the published documentation of the Nation's important activities in order that the Commission may recommend a program for filling these gaps. The Commission considered the possible publication of the papers of the Continental Congress, a documentary history of the ratification of the Constitution and the American Bill of Rights, documents pertaining to the work of the first Federal Congress, and the diplomatic papers of the Department of State for the period 1830-60. It postponed action on these and other proposed projects, however, until further information can be made available and they can be considered in terms of a comprehensive program.

For the coming fiscal year, it is expected that a definite report on a national program for the publication of the papers of American leaders will be completed. This will be based on comments and advice obtained from scholars in many fields as the result of the distribution to them of the preliminary report on this subject. Continued progress is looked for in getting under way plans for the eventual publication of the papers of James Madison, Alexander Hamilton, Benjamin Franklin, Andrew Carnegie, John C. Calhoun, and others. It is hoped that a preliminary survey of documentary publications of the Federal Government will be completed, that a directory of depositories of archives and manuscripts throughout the United States can be made ready for publication, and that considerable progress can be made on the preparation of a manual on editing documentary historical publications.

APPENDIX I

RECEIPTS AND EXPENDITURES OF THE
FRANKLIN D. ROOSEVELT LIBRARY

The Joint Resolution of July 18, 1939 (53 Stat. 1062), establishing the Franklin D. Roosevelt Library, requires an annual statement of the Library's receipts and expenditures. Insofar as it is possible to segregate the receipts and the obligations and expenditures of the Library from those of the Administration as a whole, they were as follows:

Operating Expenses Appropriation:

Personal services.....	\$51, 679
Travel.....	575
Transportation of things.....	247
Communication services.....	1, 225
Printing and reproduction.....	1, 720
Contractual services.....	9, 571
Supplies and materials.....	330
Taxes and assessments.....	24
Total.....	<u>\$65, 371</u>

During the fiscal year, admission fees of \$55,484 were collected by the National Park Service from visitors to the Franklin D. Roosevelt Library and were covered into the Treasury by warrant. Of the total amount collected, \$46,638 was deposited into the Library's special account in the Treasury, as provided by law, and \$8,846 was paid into the Treasury as taxes collected on admission fees. Receipts from the sale of photographic reproductions, in the amount of \$720 were also deposited in the special account. No other funds were received for deposit in this account. Obligations and expenditures during the year against the account totaled \$28,440, as shown in the following statement:

Income Trust Account:

Personal services.....	\$17, 038
Printing and reproduction.....	4, 410
Other contractual services.....	97
Supplies and materials.....	1, 749
Equipment.....	5, 146
Total.....	<u>\$28, 440</u>

The balance in the account after all funds received during the year had been deposited was \$164,100.

There were no obligations or expenditures during the fiscal year from the Library Gift Fund, which is administered by the Board of Trustees of the Franklin D. Roosevelt Library. At the end of the year, therefore, there was a balance of \$500 in this fund.

APPENDIX II

REPORT OF THE NATIONAL ARCHIVES TRUST FUND BOARD FOR THE FISCAL YEAR ENDING JUNE 30, 1951

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 Wayne C. Grover, Archivist of the United States, as chairman; Senator Olin D. Johnston, chairman of the Senate Committee on Post Office and Civil Service; and Representative Tom Murray, chairman of the House Committee on Post Office and Civil Service. No change in membership occurred during the fiscal year.

The National Archives Trust Fund contained \$19,932 at the beginning of the fiscal year. During the year fees collected for reproduction services by the National Archives and paid into the fund, pursuant to the Act approved July 9, 1941 (44 U. S. C. 300ee), totaled \$24,461.

Obligations and expenditures during the year totaled \$13,887, covering the cost of reproduction services rendered by the National Archives pursuant to said act approved July 9, 1941.

At the close of the fiscal year there was a balance of \$30,506 in the National Archives Trust Fund.

WAYNE C. GROVER,
Chairman.