

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, 1952



GENERAL SERVICES ADMINISTRATION

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NATIONAL ARCHIVES AND RECORDS MANAGEMENT

The General Services Administration is responsible for providing staff leadership and central services to all Federal agencies in the management of the records of the Federal Government. This responsibility is assigned to the National Archives and Records Service.

The National Archives is responsible for the selection and preservation of the permanently valuable records accumulated by Federal agencies, and one of its major functions is to make these records available for use by Government agencies and the public. Particularly important aspects of this function are the exhibition and facsimile reproduction of those significant documents that record the progress of American democracy. In this manner the educational services of the National Archives are extended beyond the mature research scholar to reach the school children and general citizenry of the Nation. By the agreement with the Librarian of Congress reached during fiscal year 1952 for the transfer of the original engrossed copies of the Declaration of Independence and the Constitution of the United States to the National Archives the exhibit and facsimile program will be greatly strengthened.

In laying the cornerstone of the National Archives Building on February 20, 1933, President Herbert Hoover declared that here would be assembled "the most sacred documents of our history, the originals of the Declaration of Independence and of the Constitution of the United States." To provide for the appropriate housing of these documents the architects incorporated in the main Exhibition Hall an imposing shrine, flanked on either side by commemorative murals—one depicting Jefferson and his committee presenting the Declaration of Independence to John Hancock, presiding officer of the Continental Congress; and the other showing James Madison submitting the Constitution to George Washington and the Constitutional Convention. The Constitution and the Declaration, together with the Bill of Rights, will be placed on exhibit in the Exhibition Hall. In view of the prospect of continuing tension in world affairs and the development of modern methods and instruments of warfare, measures are being taken to give these vital documents maximum protection against the hazards of war. A special bombproof and fire-proof vault is being constructed under the shrine, where the documents, in their helium-filled cases, will be stored when they are not on display.

In the field of records management and records centers, emphasis during fiscal year 1952 was continued on the programs to accelerate the disposal of valueless records, to remove noncurrent files from operating offices to less costly space and equipment in records centers, and to reduce the purchase of new filing equipment by Federal agencies. During the year three additional Federal records centers were established and the four previously established expanded their operations. An eighth records center, specialized in nature, was established in October 1951, to receive the records of former civilian employees of Federal agencies. On June 30, 1952, the combined holdings of the records centers and depositories approximated 1.3 million cubic feet.

During the fiscal year 47,200 filing cabinets were released by the records centers for reuse and 195,000 square feet of office space and 588,000 square feet of storage space were released by the transfer of files to the records centers and depositories. The decrease in purchases of filing cabinets by executive agencies from the General Services Administration from 97,000 units in fiscal year 1951 to 32,000 in 1952 is an indication of the effectiveness of the records management program.

RECORDS MANAGEMENT AND CENTERS

During fiscal year 1951, the first full year of its operation, a good beginning was made in developing and installing a comprehensive records management program for the Federal Government. As noted in previous reports, 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.

Among the most important developments of fiscal year 1951 was the enactment of the Federal Records Act of 1950 (64 Stat. 583), which prescribed in detail the general authority granted the Administrator of General Services by the Federal Property and Administrative Services Act of 1949, and placed on operating agencies certain responsibilities in the field of records management. Technical assistance and training in records management were provided to various Government agencies, as authorized by the Federal Records Act. Surveys of records and records management practices were made in several agencies, concentrating chiefly on evaluation of records retirement programs and practices.

The pilot Federal records center established in New York in 1950 was enlarged during fiscal year 1951, and new centers were set up in Washington, D. C., Chicago, and San Francisco. These centers were supplemented by similar but much smaller establishments, designated as GSA records depositories, which were provided in each of the other regions of the General Services Administration to receive the inactive records of that Administration and its predecessors and the records of any disestablished Federal agencies.

Development of Standards

The provisions of the Federal Records Act of 1950 were supplemented during fiscal year 1952 by the issuance of a number of regulations on records management as part of title 3 of the Regulations of the General Services Administration. These regulations were drafted for the most part during the previous fiscal year with the advice of the Federal Records Council established under authority of the Federal Records Act. Although they contain a few other provisions, the regulations are mostly concerned with the disposition of Federal records. They include sections on agency records management programs, agency records centers, records control schedules, general retention and disposal schedules, reproduction of permanently valuable records, agency records disposal authority, emergency authorization for the disposal of records, methods of records disposal, transfer of records from the custody of one executive agency to that of another, transfer of records to Federal records centers, and transfer of records to the National Archives.

Many sections of the regulations restate and supersede similar regulations issued by the National Archives Council during the period when the National Archives was an independent agency. A few requirements, however, are entirely new. One of these defines in greater detail than the Federal Records Act the various elements to be included in agency programs for control of the creation of records. It also requires agencies to designate liaison offices to deal with the National Archives and Records Service and prescribes the submission of an annual statistical summary of records holdings.

Several new provisions are made with respect to records scheduling. Federal agencies in existence on June 30, 1951, are directed to compile not later than June 30, 1954, records control schedules for all major groups of records in their custody having importance in terms of content, bulk, or space and equipment occupied. For agencies created after June 30, 1951, such schedules are required within one year after the creation of the agency. No significant changes are made in the standards to be followed by agencies in making photographic or other reproductions of permanently valuable records in order to dispose of

the originals, but preclearance of projects of this nature with the National Archives and Records Service is now required in order to assure compliance with the standards which have been established. Finally, with respect to records disposal, the regulations make it clear that agencies may, in case of emergency or in the interest of economy, retain records authorized for disposal beyond the date specified for their disposal.

The new regulations prescribe the procedures for transferring agency records to Federal records centers. They also lay down the policy that permanently valuable records normally will be transferred to the National Archives by way of a Federal records center or an approved agency records center. Records of special types or value, however, are authorized for direct transfer to the National Archives. The regulations provisionally approve existing agency records centers pending their inspection by the General Services Administration and provide procedures for obtaining approval for the establishment or relocation of agency centers. They also require an annual statistical report on the operations of each such center.

The next step in providing records management standards will be the issuance of a series of instructional pamphlets designed to amplify the regulations still further and furnish the necessary technical guidance for carrying them out. Several of these pamphlets have been completed in draft form, including some in the areas of records creation and records organization, maintenance, and use. A number of them will be published during 1953.

Another kind of standard is supplied through general records control schedules, each of which covers some type of record found in more than one agency, or, more often, throughout the entire Government. These schedules contain appropriate instructions for the retirement of records of enduring value, as well as for the disposal of records of relatively short-term value. They also include suggestions for filing the records so as to facilitate their use and disposition, and discuss the nature and value of each item listed in the schedule.

The revised general schedule for Government personnel records, drafted during the previous year, was published during fiscal year 1952. Twelve other general schedules were prepared, were approved by the Congress in the closing days of its session, and will be published during the coming year. These schedules cover such common types of records as those dealing with payrolling and pay administration; procurement and supply; disposal of property; budget preparation, presentation, and apportionment; accountable officers' accounts; expenditure accounting; stores, plant, and cost accounting; travel and transportation; motor-vehicle maintenance and operation; space and building maintenance; communications (messenger, wire, radio, and

mail); and printing, binding, duplication, and distribution. Other general schedules will be completed as rapidly as possible in 1953. Present plans are for all such schedules to be published as chapters in a volume which will be given Government-wide distribution.

Records Management Surveys

One of the most useful forms of staff guidance furnished by the General Services Administration is the records management survey. Such surveys usually are undertaken to help agencies establish and maintain economical and effective records management programs and thereby comply with the Federal Records Act and the regulations issued thereunder. They are also beneficial in that they help to determine the effectiveness of the regulations and develop information about successful records management practices of use to other agencies and to GSA in developing records management standards.

The need for such surveys is pointed up by reports from Government agencies, made in accordance with the new regulations, which show that the total quantity of Federal records increased from 24.2 million cubic feet to 24.8 million cubic feet in the fiscal year ended June 30, 1952. This increase occurred in spite of the disposal of 2.6 million cubic feet of records during the year, and it showed that Federal records are being created at the rate of 3.2 million cubic feet a year. Fortunately, the Federal records centers were able to absorb the equivalent of the entire increase by accepting 741,000 cubic feet of records during the year. This prevented what would otherwise have been a most difficult space situation.

If the present situation continues unchecked, over half a million cubic feet of records—enough to fill more than 100,000 filing cabinets—will be added to Government holdings each year. Such an increase would necessitate large additional expenditures for equipment, space, and personnel.

To reverse this trend and decrease the quantity of Federal records, thereby avoiding these additional costs, and also to help agencies meet the June 1954 deadline for having their records covered by schedules, the emphasis of the records-management survey program was shifted in two respects during the year. First, unless the agencies being surveyed specifically requested a broader coverage, the surveys were limited to the area of records retirement. And second, the usual practice of concluding a survey with a report presenting findings and recommendations for future improvements was abandoned in favor of actually working with agency personnel to install the improvements agreed upon and summarizing the accomplishments in a final survey report.

Surveys of the new type were initiated in the Federal Housing Administration, in a number of bureaus of the Treasury and Interior Departments, and in several United States District Courts and Courts of Appeals. In these surveys, analysts from the agency involved and from the General Services Administration reviewed existing records control schedules applicable to the agency's records. Whenever necessary, these schedules were revised or supplemented with new schedules to assure adequate coverage. The effectiveness of the schedules and the extent to which they were being carried out were studied. Finally, the agency was assisted in clearing out unneeded records by disposing immediately of any already authorized for disposal and by transferring to Federal records centers any records not currently needed by the agency but not yet disposable. These surveys included not only records in the central office or headquarters of the agency but also records in certain field offices, selected because of their size, special problems, or representative character.

Full-scale records management surveys, which included in addition to records disposal matters a review of the agency's practices with respect to records creation and records organization, maintenance, and use, were undertaken in the central offices of the Federal Trade Commission, the National Labor Relations Board, and the Post Office Department. The survey of the Federal Security Agency, conducted in its central office during the previous year, was extended to its regional offices and field installations. Other surveys, on a somewhat smaller scale, were made at the request of local offices of a number of agencies by records management specialists from the regional offices of the General Services Administration.

In the course of all these surveys, about 270,000 cubic feet of records were inventoried in preparation for the development of records control schedules, and draft schedules were prepared for 940,000 cubic feet.

Technical Assistance

There was a steady demand, during fiscal year 1952, for technical assistance in all phases of records management. As in the previous year, priority was given to defense agencies in assigning the trained records management specialists available for this work, although these agencies needed less help than in 1951. Other agencies were also given assistance to the extent that the staff permitted. The records management specialists, working with personnel of the agencies concerned, established new records management programs and prepared procedures and instructions for existing programs. In the area of records creation, they developed correspondence manuals and similar

guides and developed or revised systems for issuing directives and orders. They were still more active in the area of records organization, maintenance, and use, where they developed or revised systems for handling mail and communications, developed classification and filing manuals, installed or revised filing systems, and gave additional training to records personnel. Most of the work done in the area of records disposition was accomplished in connection with records management surveys, as indicated earlier in this report.

Receiving assistance for the first time this year were the Small Defense Plants Administration, the Defense Air Transportation Administration, the Defense Manpower Administration, the Munitions Board, the Mutual Security Agency, the Bureau of Mines, the Public Health Service, the Office of the Special Assistant to the Attorney General, and the House Judiciary Committee's Subcommittee to Investigate the Department of Justice.

In connection with efforts to insure that existing filing equipment is being effectively utilized and that good management practices are followed, the regional office staffs, beginning in November 1951, have carefully reviewed agency requests for additional filing equipment. This review, coupled with improved utilization practices in the agencies, contributed to the reduction in purchases of filing equipment by executive agencies from the General Services Administration. Procurement which amounted to 69,000 file cabinets in fiscal year 1949; 65,000 in 1950; and 97,000 in 1951; dropped off to 32,000 in 1952, a reduction of 67 percent in one year.

One technical assistance project affecting all Government agencies was the project, begun during the previous year, for assuring the availability in an emergency of those records essential for operation of the Federal Government. Discussions of problems and progress on this project were held with many agencies during the year. In addition, standards for the protection of personnel and fiscal records common to all agencies were developed with the assistance of representatives of the Bureau of the Budget, the Civil Service Commission, and the General Accounting Office. Funds amounting to \$364,000 were appropriated by the Congress to the General Services Administration for the purpose of assuring the protection of vital records held by agencies without sufficient resources of their own to complete their programs. The Bureau of the Census, the Patent Office, the Bureau of Land Management, the National Archives, and the Library of Congress were all given substantial aid from these funds. Almost every agency of the Government has now sent duplicate copies of its vital records to more safe locations. In cases where an agency had no appropriate field stations of its own, Federal records centers have provided storage for the records.

Records Centers

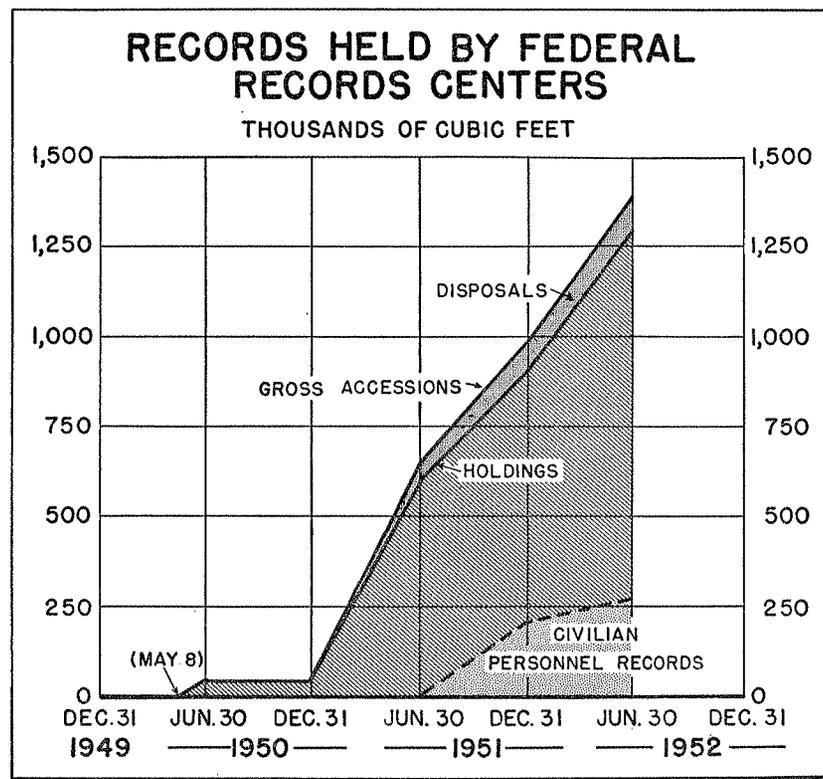
The records centers operations of the General Services Administration doubled in size during the fiscal year. In July 1951, Federal records centers were in operation in New York, Washington, D. C., Chicago, and San Francisco, for the economical storage, processing, and servicing of Federal records which did not need to be retained in more expensive agency space but which were not yet ready for either transfer to the National Archives or disposal. These four centers, located in areas containing the largest accumulations of Federal records, were obliged to expand greatly during the year to care for the records offered to them. GSA records depositories in Atlanta, Dallas, and Denver, previously responsible for the inactive records of the General Services Administration and its predecessors and the records of any disestablished Federal agencies in their respective regions, were also expanded and converted into Federal records centers. An eighth Federal records center was established in St. Louis to receive the records of former civilian employees of the Department of Defense and similar personnel records from other Federal agencies.

Funds were not available to convert the remaining GSA records depositories in Boston, Kansas City, and Seattle into Federal records centers. In order to help agencies needing more space and filing equipment, however, these depositories were permitted to expand slightly by accepting records transferred in accordance with Nationwide arrangements made with agencies by the central office in Washington. In a few other large cities, need was also found for limited amounts of space for the storage of records which could be removed from more costly agency space and filing equipment but which could be maintained most economically in those cities because of the short time the records were to be retained, the reference activity of the records, or the cost of shipping to records centers. With funds already available to the parent Federal records centers, small annexes were therefore provided in Government-owned space in Philadelphia, New Orleans, Los Angeles, and Portland, Oreg., all large centers for Federal agencies and records.

The lack of sufficient space and equipment for the centers and depositories was also a problem during the fiscal year. The space problem was that of finding suitable warehouse-type space in large blocks at reasonable cost. No Government-owned space of this character was available. It was found necessary, therefore, to rent space to house all or part of seven centers and depositories. Moreover, in order to accommodate the increasing quantities of records received in 1952 and expected in 1953, all or part of eight centers and depositories were obliged to move to larger quarters, with a corresponding temporary disruption of operations. In the interest of better and more

economical operations, steps will be taken as rapidly as possible to permanently house all centers and depositories in Government-owned space.

The equipment problem was primarily one of obtaining enough shelving. Steel shelving was installed whenever possible, but wood shelving was erected when priorities or deliveries of steel could not be arranged. At the beginning of the year the shelving capacity in the centers and depositories amounted to 210,000 cubic feet, barely enough to hold one-third of the records then on hand. Despite extended delays in deliveries, shelving in place had been increased by the end of the year to 1.2 million cubic feet, still not quite enough to hold all records on hand. The situation for fiscal year 1953 looked brighter, assuming normal deliveries of steel, as shelving having a capacity of 479,000 cubic feet was on hand and in the process of erection, and an additional amount having a capacity of another 429,000 cubic feet was on order and scheduled for delivery during the year.



Transfers of records to the centers and depositories amounted to 741,000 cubic feet during the year, a substantial increase over the 608,000 cubic feet transferred in fiscal year 1951. The largest quantities of these records were received by the centers in St. Louis (233,000

cubic feet directly and 34,000 cubic feet via other centers), Washington, D. C. (179,000 cubic feet), New York (90,000 cubic feet, including the records received in Philadelphia), San Francisco (67,000 cubic feet, including the records received in Los Angeles), and Chicago (50,000 cubic feet).

By receiving these records, the centers and depositories released 195,000 square feet of office space and 588,000 square feet of storage space (including 250,000 square feet in the St. Louis Ordnance Plant). This was about 80,000 square feet less than the office space released in the previous year but about 300,000 square feet more than the storage space released during the same period. All but 75,000 square feet of the total space released in fiscal year 1952 was in blocks of 100 square feet or more and is therefore considered reassignable for other purposes.

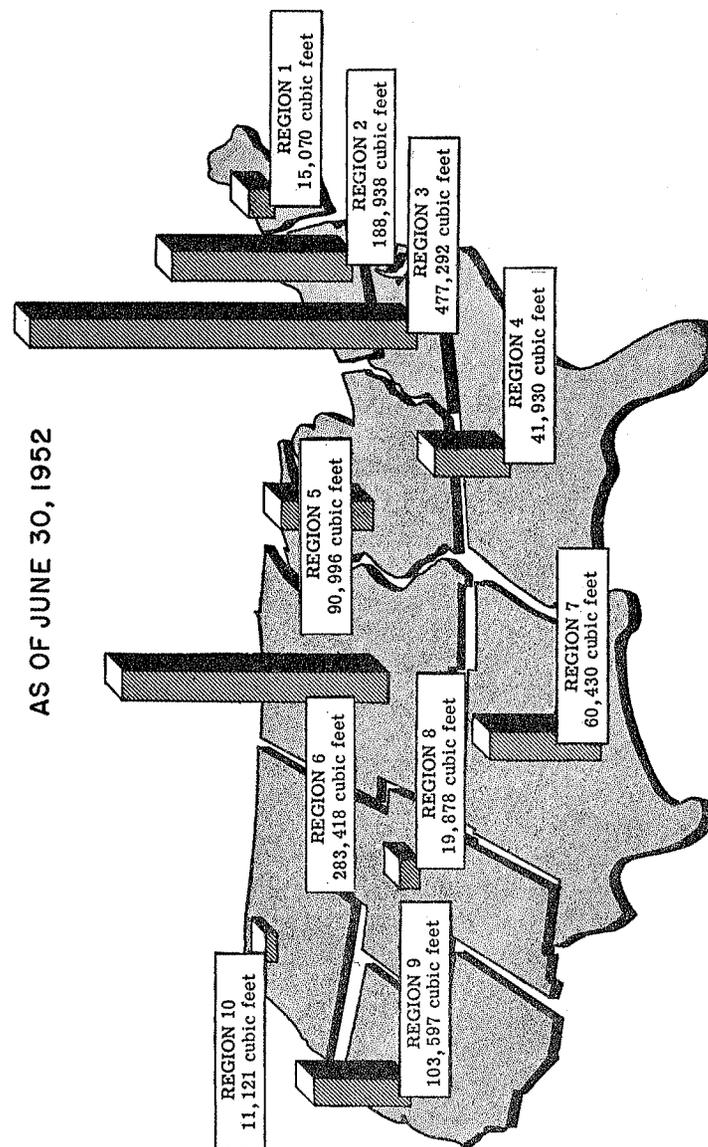
The record in releasing filing equipment is even more impressive. Because of the rapidity with which records were received in fiscal year 1951 in order to free critically needed space, and also because there was very little shelving to hold the records received, only 8,200 wood and steel file cabinets and 10,000 transfer cases could be released that year. During fiscal year 1952, however, with more shelving available, 47,200 usable file cabinets and 68,300 usable transfer cases were released. Another 8,800 usable cabinets and 37,100 usable transfer cases, on hand at the end of the year, will be released as rapidly as shelving can be obtained. Over and above this immediately usable equipment, 4,100 file cabinets and 4,600 transfer cases worth repairing for reuse were also released in 1952.

Important as it may be to receive records, because of the space and filing equipment released, the centers have other significant responsibilities. They must screen the records received for eventual disposal, and meanwhile they must provide any reference service that may be necessary. During fiscal 1952, some 49,000 cubic feet of the records received were screened and disposed of, slightly more than the 48,000 eliminated in 1951. The reference services rose sharply from 72,000 in 1951 to a total of 218,214 in 1952 for centers and depositories exclusive of St. Louis. The center in Washington also continued the program, begun in the previous year, for microfilming selected permanent records in the National Archives to save space and render assistance to several agencies by microfilming vital records as a protective measure against possible disaster. Microfilming was also done by the center in Dallas, which duplicated records in Freeport, Tex., for use in a defense plant in Cuba.

All the centers and depositories held a total of 1,293,000 cubic feet of Federal records on June 30, 1952, an increase of 690,000 cubic feet over the quantity on hand 1 year earlier.

RECORDS OF FEDERAL AGENCIES HELD BY GSA RECORDS CENTERS AND DEPOSITORIES

AS OF JUNE 30, 1952



Exclusive of the personnel records received in St. Louis, where nearly every Government agency is represented, some of the records of 140 different agencies or major Government units have now been received. Among those represented by the largest quantities of records, also exclusive of the personnel records in St. Louis, are the War Assets Administration (112,000 cubic feet), the Reconstruction Finance Corporation (97,000 cubic feet), the United States Maritime Commission (78,000 cubic feet), the War Production Board (60,000 cubic feet), the Bureau of Internal Revenue (51,000 cubic feet), the Bureau of the Census (41,000 cubic feet), the Immigration and Naturalization Service (41,000 cubic feet), the Federal Supply Service (40,000 cubic feet), the General Accounting Office (39,000 cubic feet), the War Shipping Administration (36,000 cubic feet), the Production and Marketing Administration (30,000 cubic feet), and the United States Coast Guard (30,000 cubic feet).

The establishment of a specialized Federal records center in St. Louis for agency records of former civilian employees is particularly significant. The center began its operations at the end of October 1951 with the receipt of 131,289 cubic feet of such records from the Department of the Army and the Department of the Air Force. Within a few weeks an additional 60,101 cubic feet of personnel records were received from the Department of the Navy. From then until the end of the fiscal year, the St. Louis center accepted records of former personnel amounting to 76,430 cubic feet from most of the other agencies of the Federal Government, either directly from the agencies themselves or from the National Archives or other Federal records centers to which they had previously been transferred. On June 30, 1952, after disposing of a few hundred cubic feet of records without further value, the center held 267,000 cubic feet of records.

This collection consists of some 19 million official personnel folders, supplemented by other personnel records on microfilm and substantial quantities of payroll and related fiscal records. The original transfers from the Army and Air Force and a few other agencies were large, well-alphabetized blocks of folders previously maintained in centralized collections. Folders received from some individual agencies, however, had been maintained in as many as 80 separate collections throughout the country and had to be brought together to speed reference service. Each agency sending records to the center also added to the material to be interfiled as it transferred periodically to the center the records of recently separated employees, usually a year after the date of separation.

Assimilating all this material was a tremendous task, but by the end of the year 456,000 folders had been interfiled among the 14.4 million folders previously received, and 2.7 million other folders had

been grouped alphabetically so as to be serviceable. Another 1.4 million folders were in the process of being interfiled but were so arranged as to be fully usable at all times. It is expected that all folders now on hand, as well as all others to be received during the year, will be completely grouped or interfiled by the end of 1953, by which time the St. Louis center should contain records of former Federal employees of all agencies with the possible exception of the Post Office Department.

Centralization of such a large portion of Government personnel records from many locations has greatly simplified the problem of persons seeking information from the records. Naturally, it has placed a heavy reference load on the St. Louis center. Over 337,000 reference requests were handled in the first eight months of its operations. This workload will undoubtedly increase, but as it does it will reduce to a greater degree the burden of personnel offices throughout the Federal Government.

To facilitate reference service in the future by reducing the number of groups of records to be consulted, all personnel records currently being received in St. Louis for employees separated on or after January 1, 1952, are being filed in a single alphabet. With the passage of time most of the reference service will shift from the older records, now in many separate files, to the more recent records in a single file, with a corresponding improvement in the speed, accuracy, and ease of service.

Although records centers have many advantages which cannot be expressed in dollars and cents, such as better reference service and better control over the records, some estimates can be made of the value of the space and filing equipment which they release as a result of their operations. Assuming a cost of \$2.29 per square foot for rent and maintenance, the cost of leasing the 195,000 square feet of office space released by GSA records centers and depositories during fiscal year 1952 would be \$447,000 per year. The 588,000 square feet of storage space released, based on an average cost of \$1.25 a year per square foot for rent and maintenance, would cost \$735,000 annually. On the basis of their replacement value, the 47,200 file cabinets released during the year would cost approximately \$2.4 million and the 68,300 transfer cases would cost \$341,500.

THE NATIONAL ARCHIVES

Appraisal and Accessioning of Records

The most important single event of the year for the National Archives was the agreement reached with the Librarian of Congress for the transfer from the Library of Congress of the original engrossed

copies of the Declaration of Independence and the Constitution of the United States, along with other records of the Continental Congress and the Constitutional Convention. Early in 1952, the Librarian requested the advice of the Joint Congressional Committee on the Library with respect to the transfer of the Declaration and the Constitution; and this Committee, on April 30, 1952, ordered that the transfer should take place.

It was agreed that the transfer of the main body of the records of the Congress and Convention (about 190 cubic feet) should take place immediately, and these records were moved prior to the end of the fiscal year. The transfer of the Declaration and the Constitution was postponed until December 15, 1952, in order to allow time for necessary alterations in the central Exhibition Hall of the National Archives and for the encasement of the Bill of Rights (already a part of the National Archives holdings) in helium so that it can be safely and permanently displayed with the other two great documents.

The acquisition of the documents marks an epoch in the history of the National Archives as an institution, rounding out a period of 17 years of notable effort and achievement. Organized in 1935 to receive and preserve the permanently valuable records of the Federal Government, the newly selected staff of the National Archives was confronted by an enormous task. Its first undertaking was to make a general survey of all the Government's records in order to arrive at some rough estimate of their quantity and relative value. Upon completing this survey it accessioned the records of a few defunct agencies and set about studying them intensively. Its initial attitude was conservative, but during the years of World War II, under pressure from all agencies of the Government, who needed the space occupied by their older records, it took in records at a rate far too fast to permit a searching appraisal of their lasting value. This unavoidable policy of making its empty space immediately available had the good effect of bringing into the building more quickly than might otherwise have been possible nearly all of the records of the Government of earlier date than 1900 that were worth preserving. The recent transfer from the Library of Congress and the acquisition, soon to be effected, of the early records held by the General Accounting Office will fill in two of the most important gaps remaining in the holdings. All executive departments and agencies, the Congress, and many Federal Courts have now transferred their valuable older records to the National Archives.

The completion of the transfer of older records together with certain other recent events has transformed the National Archives into what its name implies and what it was originally intended to be—a repository of all historically significant records of the national Gov-

ernment and one of the important national centers of historical research. Recognition of its transformation is already evident by the increasing number of scholars who come from all parts of the world to study the rich resources in its charge or to learn its archival techniques.

As a secondary consequence, the wartime accessioning policy of the National Archives has imposed upon it the necessity of a continual reevaluation of its holdings and the elimination of records whose value has been or soon will be spent. The establishment of Federal records centers has facilitated its labors in this regard by providing an outlet for records of continuing administrative utility but of no permanent historical significance. During fiscal year 1952, the process of re-appraisal was carried on at an especially rapid pace, with the result that more than 88,000 cubic feet of accessioned records were either disposed of under congressional authorization or transferred out of the building to records centers or to the agencies in which they had originated. To offset this removal of records only 10,189 cubic feet of new accessions were taken in. By the end of the year the building's contents were reduced from 872,417 cubic feet to 793,509 cubic feet.

Although the records accessioned during the year were not great in volume, they contained a high concentration of value. One small body of Senate records, for example, included a number of newly found Presidential messages and other documents of several Congresses that had been misplaced for many years. Another highly significant acquisition was the so-called fortifications map file from the Office of the Chief of Engineers. This file contains the official manuscript, annotated, and printed maps and plans of most of the military reservations, cantonments, camps, posts, and fortified sites that were maintained in the United States and its Territories at various times between 1775 and 1939. These large-scale topographic maps, some of which describe areas which later became cities, are of unusual interest for legal and historical purposes. Their transfer to the National Archives makes them for the first time available to persons outside the Government. A third acquisition deserving special notice was that of some 5,000 cubic feet of the Department of State foreign post records. This acquisition nearly completes the job, begun 14 years ago, of assembling in the National Archives from all parts of the world the records of foreign posts up to January 1, 1936. These records have unusual value for the detailed information many of them contain about the social, economic, and political conditions in the countries where the posts were situated.

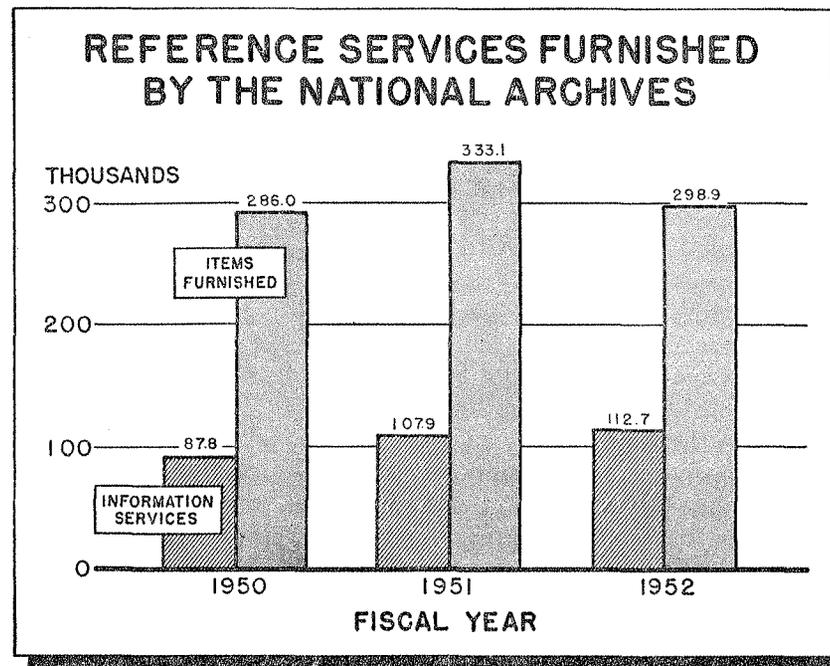
As a phase of its responsibility for selecting and preserving the permanently valuable records of the Government, the National Archives is required by law to review all lists and schedules of records

proposed by the various agencies for disposal. During the fiscal year, it thus reviewed and reported to Congress for final action lists and schedules covering 5,350 record items which had accumulated or were in process of accumulation. This was an increase of 200 over the number of items appraised for disposal in the previous year.

Reference Service

The importance of reference service as an end product of archival activity needs no new emphasis. Approximately half of the time of the National Archives staff is spent directly on reference service, and much of the rest of its time is devoted to work primarily intended to facilitate reference service and the use of records by researchers, both official and unofficial. One of the major problems of the National Archives in recent years has been that of meeting the steadily increasing demand for reference service while the number of its budgeted positions was diminishing. During the fiscal year 1952, however, the increase of reference-service demands, which had persisted from the establishment of the National Archives to 1951, was temporarily arrested by the transfer of personnel records, with their attendant reference load, to the St. Louis records center. As a result of this transfer the number of record items furnished for use in the National Archives search rooms or on loan to other Government agencies dropped 10 percent to about 299,000, although the number of reference information services rendered increased by 5 percent to about 113,000. More than half of the reference services were rendered to other agencies of the Federal Government and to committees of Congress. The defense agencies made considerable use of the records of their counterparts in World War II, both for precedents and for substantive information; and other agencies used not only the records that they themselves transferred but also the records of agencies having related functions.

The number of persons outside the Government who come to the National Archives to do research continues to grow as the value of its holdings become known. During the past fiscal year many eminent scholars in the fields of history, economics, political science, business administration, and law have used the source materials that are concentrated in the building. Many books published during the year were based in some part at least upon these materials; and one in particular, Leonard D. White's *The Jeffersonians, a Study in Administrative History, 1801-1829*, relied very heavily on them. A suggestion of the range and diversity of interests that have brought persons to the National Archives may be given by a simple enumeration of a few of the thousands of requests or inquiries received during the year. One in-



vestigator came for information about the laying of the Pacific cable, another for information about Admiral Dewey's preparations for the battle of Manila Bay. One came for material to be used in the preparation of a television program on the contribution of women to the work of the Army in the Revolutionary War, another for material relating to the issue of equal pay for women in industry. Students from the Harvard School of Business Administration came to see what light might be shed by the records of the Office of Price Administration on the opportunities that exist for new business enterprise; a consultant of the Board on Geographical Names requested and received assistance in determining the precise location of Mount Sickel near the Wordie Shelf Ice of Antarctica; the Deputy Counsel of Los Angeles wanted information about Federal activities during the San Francisco fire of 1906 and claims filed for property commandeered by the Army or other agencies at that time; the Commission of Fine Arts wanted information regarding source materials relating to the Federal Government's interest in art.

Exhibits

Because of its continued popularity, the exhibit of Civil War photographs from the large Brady collection in the National Archives remained on display throughout the fiscal year. The Department of State requested reproductions of this exhibit and installed them in the

United States display at the Festival of Britain, where they were seen by thousands of visitors. This set of reproductions is now being shown on tour throughout the British Commonwealth and will eventually go to Iceland where, under an arrangement made by the Department of State, it will become a permanent exhibit. The Revolutionary War exhibit, which was installed in observance of the one hundred and seventy-fifth anniversary of the Declaration of Independence in 1951, was replaced on March 16, 1952, with a large exhibit honoring the sesquicentennial of the founding of the United States Military Academy at West Point. This exhibit, which was opened with suitable ceremonies attended by many friends of the Academy, included materials from the West Point Museum as well as from the Franklin D. Roosevelt Library and the National Archives. It was replaced at the close of the fiscal year by a large exhibit illustrating one hundred and seventy-five years of exploration and topographic mapping by the United States Government. Smaller exhibits were installed from time to time in observance of particular events. Among these exhibits were a Netherlands exhibit, prepared in honor of the recent visit of the Dutch royal family to Washington; a United Nations exhibit, installed in observance of United Nations Week; a Walter Reed exhibit, opened on the anniversary of the birth of the famous discoverer of the cause of yellow fever; and an exhibit illustrating the program and projects of the National Historical Publications Commission. Small exhibits, illustrating by photographic reproductions and publications the work of the National Archives, were placed on display at the annual meetings of the Society of American Archivists, the Mississippi Valley Historical Association, the Pacific Coast Branch of the American Historical Association, and the Second Annual Conference on the Caribbean, held at the University of Florida. As in the past, the National Archives cooperated with the Library of Congress by lending unique items for inclusion in the State anniversary exhibits installed by that agency.

Description and Publication of Records

All activity under this head is intended to contribute to making records in the National Archives useful to the Government and to scholars throughout the country. The description of records is analogous to the cataloging of books in a large library; the publication of records makes possible the extension of service beyond the walls of the Archives Building and the limits of the Capital City. Guides and inventories describing the various record groups which are held by the National Archives are distributed to the agencies of the Government and the principal libraries and universities of the world so that persons who are likely to have need for consulting the records

may know what is available before they spend the time and money necessary to come and examine them. The publication of certain highly selected documents obviates for many scholars the necessity of traveling great distances to consult the records.

Detailed inventories were prepared during the year for the World War II records of the Naval Establishment; the climatological and hydrological records of the Weather Bureau; the cartographic records of the Federal Housing Administration; the "Old Loans" records of the Bureau of Public Debt; the miscellaneous records of the Veterans' Administration and its predecessors; and the records of the following offices: the Price Decontrol Board, the Office of Censorship, the central office of the National Resources Planning Board, the President's Air Policy Commission, the Court of Claims Section of the Department of Justice, the Office for Agricultural War Relations, the Hydrographic Office, the National Recovery Administration, the Office of Inter-American Affairs, the War Refugee Board, the United States Mint at Philadelphia, and the Subcommittee on Wartime Health and Education (1943-46) of the Senate Committee on Education and Labor. A special list was prepared of the case files of the National War Labor Board. An extensive and detailed reference information paper was prepared covering all significant records in the National Archives that deal with either the Russian Empire or the Soviet Union.

The Territorial Papers of the United States.—Press work on volume XVIII of this series, relating to the Territory of Alabama was practically completed by the end of the fiscal year and most of volume XIX relating to Arkansas was in galley proof. Progress was also made during the year on other volumes relating to Florida, Iowa, and Wisconsin.

Microfilm publications.—The accomplishment of this program during the year included the production of 372 rolls of master negatives, bringing the total produced during the 11 years that the program has been in operation to over 4,250 rolls; and the sale of 3,849 rolls of positive prints, an increase of nearly 30 percent over last year's previous high. Among the more significant microcopies completed during the year were records documenting United States diplomatic relations with Argentina, 1817-1906 (73 rolls); letters received by the Secretary of the Navy from commanding officers of the East India Squadron, 1841-61 (13 rolls), the Brazil Squadron, 1841-61 (17 rolls), the African Squadron, 1843-61 (12 rolls), and the Asiatic Squadron, 1865-85 (21 rolls); and the records of the Cherokee Indian Agency in Tennessee, 1801-35 (14 rolls).

A staff information paper (No. 19) entitled "The Preparation of Records for Publication on Microfilm" was issued for the guidance

of staff members engaged in work on the program, and initial steps were taken toward the preparation of small descriptive pamphlets to accompany individual microfilm publications. The accompanying pamphlets will serve two purposes: (1) They will enable the prospective user of a microfilm publication to know the essential facts about the film in which he is interested; and (2) they will give research centers descriptive information about individual microcopies in greater detail than is possible in the published list of National Archives microfilm publications. In consequence the centers will be able to more readily determine if such microcopies are suitable for inclusion in their collections.

Preservation and Arrangement

Substantial progress was made during the year in reducing the backlog of work on repairing damaged records. Advantage was taken of the slight recession in reference activity to devote more time than would otherwise have been available to activities contributing to the preservation and physical arrangement of records. A total of 774,337 sheets (about 300,000 more than the total for fiscal year 1951) were flattened or laminated; and 1,510 bound volumes were repaired.

A major accomplishment of the year was the completion of a methodical survey of the motion-picture holdings of the National Archives to obtain accurate and up-to-date information with respect to their volume, type (original negative, duplicating negative, or master positive, etc.), physical condition, and value. This survey disclosed that there are 65,008 cans of nitrate film and 16,066 cans of acetate film in the custody of the National Archives. Because of the hazards that attend keeping nitrate film in a building occupied by many people or in which valuable paper records are stored such film is located mostly in outlying depositories. The survey brought to light those films in early stages of deterioration that could be saved by copying and those that were so far deteriorated that they had to be destroyed as a menace to life and property. It also supplied the basic information essential for the development of a general program of copying the valuable nitrate films onto acetate stock.

Planning was begun for the better arrangement of records groups within the building. In order to insure that uniform principles of arrangement would be followed, a staff information paper (No. 18) entitled "Principles of Arrangement" was prepared and issued.

Other Activities

The Executive Board of the International Council on Archives held its annual meeting at the National Archives Building on April

9-11, 1952. This meeting was attended by M. Charles Braibant, Director of the Archives of France and President of the International Council; Dr. Lester K. Born, Special Assistant on Microfilm Program at the Library of Congress and Council Secretary General; Dr. Purnendu Basu, on leave from the National Archives of India to serve as Assistant Archivist of the United Nations in New York; Dr. Wayne C. Grover, Archivist of the United States and Council Vice President for the Western Hemisphere; and Dr. Solon J. Buck, Assistant Librarian of Congress.

FEDERAL REGISTER AND OTHER PUBLICATIONS

During fiscal year 1952, the defense mobilization program resulted in the filing and publication in the Federal Register of a considerable number of documents issued by emergency agencies created pursuant to the Defense Production Act of 1950, as amended, in addition to the volume normally received from the older agencies. Also during the year, this Administration was given responsibility for the publication of a new periodical, Abstracts of Defense Regulations, issued on a monthly, cumulative basis. New procedures for the printing of slip laws and the Statutes at Large were perfected.

Statutes at Large and Slip Laws

The backlog of work on the Statutes at Large was eliminated early in calendar year 1952, less than 2 years after this activity was transferred from the Department of State. Volume 64, which contains the laws of 1950 and which is the last of the letterpress volumes requiring proofreading, was released early in the year, and delivery was scheduled by the Government Printing Office to occur during the summer. Editorial operations on volume 65, with an estimated publication date of November 1, 1952, were nearly completed by the end of June. With work on volume 66 being maintained on a current basis, it is believed that publication of this volume will be possible early in calendar year 1953.

The use of offset lithography in the printing of the laws has proved successful. All slip-law work on the laws of 1952 was kept current on an overnight basis of production, with all public laws containing complete marginal annotations and permanent Statutes pagination. The laws were then indexed and released as Statutes manuscript, usually within a week after receipt from the White House.

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, as amended, including those arising from the continued 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, reestablished during the preceding year, continued 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. Agencies using this service benefit by a saving 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 166 million copies of defense agency documents were obtained through the preprint service.

Interest in the Federal Register arising out of the publication of emergency regulations continued throughout fiscal year 1952 at the high level demonstrated during the previous fiscal year when the number of subscribers was more than doubled. A total of \$135,981.41 was covered into the Treasury from fiscal year 1952 subscription sales.

Code of Federal Regulations

All editorial work on the titles of the pocket supplements for 1951 was completed during the fiscal year, and 43 supplements were placed on sale before the end of this period. Because of the cumulative feature of the supplements, the 1951 supplements contain 6,214 more pages than those for 1950. It is expected that the increase in size will level off during fiscal year 1954 or 1955. The dollar volume of sales of the 1949 edition continues to exceed by far that of the original edition of 1938, indicating the public's support of the new format and of the speed with which the supplements are published. More than 38,000 Code volumes and pocket supplements were sold during fiscal year 1952, from which \$39,532.35 was covered into the Treasury.

The large quantity of emergency defense regulations was reflected in the 1951 revision of title 32A—National Defense, Appendix, which contains 2,800 pages and is one of the largest single volumes ever printed by the Government Printing Office.

United States Government Organization Manual

The 1951-52 edition was published early in August 1951, reflecting Government organization and functions at the beginning of the fiscal year. Because of the number of new emergency agencies, this edition

required unusual effort to produce in such a limited time. Its value to the public is attested to by the fact that previous sales records were exceeded; by the end of the fiscal year 25,489 copies had been sold at \$1 per copy.

Certifications of Presidential Electors

A thoroughgoing study of the problems incident to the handling of the certifications of electors in the 1952 Presidential election has been completed. This function was transferred from the Department of State under Reorganizations Plan No. 20 of 1950. Provision was made for binding the certifications to be received from the various States for permanent retention in the National Archives. A pamphlet containing the codified text of all laws relating to the activities of Presidential electors was prepared for distribution to the electors and other State officials.

Interstate Compacts

A question concerning the handling of interstate compacts was raised by an inquiry from the Federal Civil Defense Administration as to whether compacts entered into under clause 3 of section 10 of article I of the Constitution should be filed with the General Services Administration or with the Department of State. Considerable study of the question was made but no action is to be taken pending completion by the Bureau of the Budget of a study of all problems connected with interstate compacts. In the meantime five compacts were accepted for filing.

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 through 1951, was prepared but not published during fiscal year 1952.

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 1952, drafts of 82 proclamations and Executive orders were examined and forwarded to the White House for signature.

Defense Mobilization Activities

The increased activity in the programs resulting from the Defense Production Act of 1950 leveled off during the year and is expected to remain fairly constant during the period in which the 1952 amendments to the act remain in effect. Besides the activities already discussed in connection with publication of the Federal Register and the pocket supplements to the Code of Federal Regulations, two other periodicals were issued as a result of the defense program, the Abstracts of Defense Regulations and the Handbook of Emergency Defense Activities.

Abstracts of Defense Regulations.—The Director of the Office of Defense Mobilization requested the publication, on a monthly, cumulative basis, of a periodical which would present for the information of the public brief digests of regulations, orders, and delegations of authority issued under the Defense Production Act, together with related recordkeeping and reporting requirements. The new periodical was introduced at the beginning of the fiscal year. It has failed to attract sufficient public support, however, and its discontinuance was under consideration at the end of the year.

Handbook of Emergency Defense Activities.—The rapid increase in mobilization activities led to the publication, during the previous year, of the semiannual Handbook of Emergency Defense Activities. 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 issues of the United States Government Organization Manual.

A considerable increase in the demand for the handbook during fiscal year 1952 was reflected in the sale of 18,291 copies of all editions available during the year, from which the sum of \$5,130.80 was covered into the Treasury.

THE FRANKLIN D. ROOSEVELT LIBRARY

During the year the Library installed improved methods of accounting for and maintaining control over the widely varying classes

of material in its custody. Each book, photograph, and museum object in the Library was counted and a new accessioning procedure was adopted which makes it possible to know at all times the total holdings of the Library in each of these fields. The remeasurement and redescription of the Library's manuscript holdings were also begun, but completion of these tasks will take more time.

Special attention was given to the condition of all protective and security devices in the building. The automatic fire-warning and alarm systems in the building were inspected and studied and various changes were made to improve their effectiveness.

Acquisitions

Acquisitions of new manuscript material during the year, although comparatively small in volume (80 cubic feet), were high in historical and research value. By far the most important accession consists of the material known as the White House Map Room Papers, which contain the papers of Franklin D. Roosevelt relating to the conduct of World War II. This file, which had been retained by the White House after President Roosevelt's death, was by direction of President Truman transferred to the Franklin D. Roosevelt Library in November 1951. Because of the high percentage of security-classified materials they contain, the papers cannot be made available for general research purposes.

Other significant manuscript accessions consist of a detailed diary kept by Dr. Rexford G. Tugwell in the period December 1932–May 1933; files of Samuel I. Rosenman containing drafts and other papers relating to assistance given by him to Franklin D. Roosevelt in the preparation of speeches; microfilm copies of all bills introduced by Franklin D. Roosevelt in the New York State Senate, 1911–13; additional correspondence of Mrs. Franklin D. Roosevelt, 1949–50; and photostatic copies from the files of the Harvard Crimson for the period when Franklin D. Roosevelt, as a Harvard undergraduate, was associated with that paper. The Library's manuscript holdings totaled 6,420 cubic feet at the close of the fiscal year.

The Library purchased 296 books during the year and 216 were acquired as gifts. Of the latter, 56 are books once belonging to Franklin D. Roosevelt which were only recently discovered in the White House. There were also acquired 770 other printed items, including a valuable group of 59 scrapbooks of newspaper clippings concerning Franklin D. Roosevelt that were given to the Library by the Republican National Committee.

At the end of the year, the Library's holdings of printed materials numbered 26,009 books and 36,638 pamphlets, periodicals, and other miscellaneous printed items. A counting of the Library's unshelved

books during the year revealed that it had some 8,000 volumes that had not hitherto been included in its figures on book holdings. Many of these volumes, however, consist of duplicate copies or books that are irrelevant to the functions and purposes of the Library. These items are now being weeded out for disposal.

The Library accessioned 3,773 photographs during the year, bringing the total number of photographs in its custody to 47,234. Included among the year's accessions were some early photographs of the Roosevelt family at Campobello and at the family home in Hyde Park, as well as a large number of miscellaneous photographs of persons and events of historical interest.

The Library continued to receive many gifts for the museum, and 40 museum items, all of which have some direct relationship to the life or career of Franklin D. Roosevelt, were accessioned during the year. Of great interest were the extraordinary and beautiful objects received by Mrs. Franklin D. Roosevelt during her trips abroad, many of which she has given or loaned to the Library. Among these are a seven-piece silver coffee set from Indonesia; a chased silver model of a Kashmiri houseboat; a piece of wood carving from the Igorots of the Philippines; a gold map of the State of Israel; and many other objects of handicraft workmanship, such as dolls, fans, bowls, mats, and garments.

At the close of the fiscal year there were 18,353 "museum objects" in the Library.

Arrangement and Description of Material

At the close of the year the Library issued its first published guide to some of its research materials—a Calendar of the Speeches and Other Published Statements of Franklin D. Roosevelt, 1910–20. Reproduced by multilith, the calendar consists of a chronologically arranged list of abstracts of 830 published utterances by Franklin D. Roosevelt in the earliest period of his public life, together with a detailed subject index. In accordance with the provision of the Joint Resolution establishing the Library (53 Stat. 1062) which authorized the Archivist of the United States to sell the Library's publications "at a price which will cover their cost and 10 per centum added," this publication has been placed on sale at \$1.25 per copy.

Work is also far advanced on a more ambitious publication—a selection of edited documents from the papers of Franklin D. Roosevelt that reflect his relationship to the movement for the conservation of natural resources, 1910–45.

The preparation of an index to make readily available the subject content of certain large series of correspondence was continued. Its value to scholars was demonstrated by the daily use made of it.

An important long-range project begun during the year was the processing of the so-called "alphabetical file." This file, consisting of some 13,000 boxes of letters, at present has only a very rough alphabetical arrangement by name of writer, and hence is practically impossible to use. It has been discovered that the file contains a significant number of letters of research importance. The process of reading the entire mass to discover and segregate the important material has now been undertaken. Important letters, when found, are placed in proper subject or name folders where they can be easily used as the need arises. The letters of lesser importance are being arranged in correct alphabetical order as the reading of the file progresses. This will eventually make possible the consideration of microfilming this vast residue and disposing of the original letters, as a means of saving shelf space.

During the year, consideration was given to the general problem of maintaining effective control over all of the historical materials in the Library. The inclusive boundaries of some of the "groups" into which the materials had been organized were changed in order to reduce their number, and new descriptions of the general content and character of each of these groups are now being prepared.

Reference Service

The use of materials in the Library for research purposes continued at a high level, though there appears to have been a slight falling off from the intense interest displayed during the first year after the opening of most of the Roosevelt papers. There were 576 visits to the reading room during the year by researchers who were furnished with 9,097 items of books and papers. The Library prepared written replies to 637 letters requesting information from or concerning its collections. Photographic reproductions of 7,295 pages of documents and 437 photographs in the Library's collections were furnished to scholars, Government agencies, and the general public.

A comparison of reference service records for the fiscal year 1952 with those of the preceding year reveals that although a somewhat smaller number of individuals visited the reading room, those who came stayed longer and used more material. This change is accounted for by the decline in the number of persons who come to the Library for help in preparing newspaper and magazine articles as compared with the number working on full-length books or dissertations.

The Library's materials were used during the year in connection with the preparation of studies of widely varying character, of which the following are representative: A life of Hamilton Holt; a study of the influence of the Federal Council of Churches of Christ in

America on foreign policy; a history of the genesis of the Tennessee Valley Authority; a history of United States policy on the Palestine question; a legislative history of the Wagner Housing Act of 1937; a study of interventionism in the United States, 1914-17; a study of the role of the National Party Chairman in American politics; a history of the Farm Security Administration; a history of the Judiciary Reorganization Bill of 1937; a study of the Presidential campaign of 1928; a study of the World Monetary and Economic Conference of 1933; a history of the St. Lawrence Seaway project; a study of the Navy League; and two histories of the Woodrow Wilson administration. Work was continued on six separate full-length studies devoted entirely to the life or certain aspects of the career of Franklin D. Roosevelt.

The Museum

For the first time since Franklin D. Roosevelt's death in 1945, the number of persons visiting the museum fell slightly below a quarter of a million persons. In many respects this slight decline is to be welcomed, as the crush of visitors on busy days in the comparatively small exhibit rooms has in the past often made it impossible for the public to view the displays to advantage.

Admission fees and taxes on admissions to the museum collected during the year totaled \$48,257. Of this sum, \$5,561 was paid into the Treasury as taxes on admissions, and \$42,696 was deposited into the Library's special account.

Important changes were made in the museum exhibit rooms during the year, especially in connection with improvement of lighting. The new lighting has for the first time made wall exhibits readily visible, and the general attractiveness of all displays has been greatly enhanced. Four new museum cases furnished with interior fluorescent lights were also installed. A new and more attractive leaflet was issued for distribution to museum visitors.

Distinguished foreign visitors during the year included Anastasio Somoza, President of Nicaragua; Leopold Figl, Chancellor of Austria; Franz Jonas, Mayor of Vienna; the Ambassadors to the United States from India, Lebanon, Thailand, Austria, and Nicaragua; and Dr. Alberto Gainza Paz, former publisher of *La Prensa*, of Buenos Aires, Argentina. The Library continued to act frequently as host to visiting groups of foreign students, delegates to the United Nations and members of its secretariat, and groups of delegates to the conventions of professional and scientific organizations meeting in New York City or vicinity.

THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

At the beginning of the fiscal year the National Historical Publications Commission, as provided by the Federal Records Act of 1950, had recently been reorganized and was chiefly concerned with the earlier stages of planning a comprehensive program for the collection and preservation and especially for the publication of manuscripts important for an understanding of the history of the United States. During the fiscal year 1952 substantial progress was made in working out plans and putting them into operation.

The Commission held one meeting during the year. This was a day-long session on December 12, 1951. At this meeting the Commission discussed plans for completing the report that President Truman had requested some time earlier on a program for publishing the papers of persons in various walks of life who have made outstanding contributions to the development of the United States; it took action to encourage the establishment of several projects as parts of this program; it assumed responsibility for the preparation of the annual volumes of *Writings on American History*; and it directed its staff to begin work looking into the publication by the Commission of certain early documents pertaining to the establishment of the Government of the United States under the Constitution.

On February 27, 1952, President Truman appointed Prof. Arthur M. Schlesinger of Harvard University to be a member of the Commission in the place of Mr. George M. Elsey, whose term had expired.

A major activity of the Commission's staff during the year was continued work on the report that President Truman asked the Commission to prepare on "what can be done—and should be done—to make available to our people the public and private writings of men whose contributions to our history are now inadequately represented by published works." A preliminary version of this report had been transmitted to the President near the end of the preceding year and during fiscal year 1952 multilithed copies were widely distributed to historians and other interested persons for the purpose of obtaining from specialists in many different fields suggestions for improving the program tentatively set forth in the preliminary report. Much interest was aroused and many helpful suggestions were submitted. Especially helpful were two special committees that were established to assist in making the report properly representative of the Nation as a whole. One was appointed by the President of the Pacific Coast Branch of the American Historical Association and the other by the President of the Mississippi Valley Historical Association. A revision of the report to the President was nearing completion at the end

of the fiscal year and was expected to be published before the end of calendar year 1952.

It is the Commission's belief, as set forth in its preliminary report to President Truman, that a program for the publication of the papers of American leaders should be a cooperative enterprise and that major responsibility for editing and publishing the papers of particular individuals should be the responsibility, with assistance from the Commission, of other Government agencies and of universities, historical societies, and other non-Federal organizations. Even though the Commission had not completely formulated a recommended program, work on five projects was begun during the year and serious consideration was given to the possibility of undertaking others. A project to publish the papers of Henry Clay was established at the University of Kentucky. Work on the publication of the papers of John C. Calhoun was begun as a joint enterprise of the University of South Carolina and Clemson College. The American Catholic Historical Association set up a project to publish the papers of Archbishop John Carroll. Work preparatory to the publication of the papers of James Madison was begun at the University of Virginia. Preliminary work on plans for publishing the papers of John Wesley Powell was undertaken in the National Archives. Serious consideration was given to the possibility of publishing the papers of Andrew Carnegie, Benjamin Franklin, Alexander Hamilton, James K. Polk, and others.

The Commission believes that the publication of documents should be undertaken not solely in terms of the papers of individuals but also in terms of information provided about events of outstanding importance or developments of national significance in the history of the United States. With this in mind, a general survey of past documentary publication activities of the Federal Government was made during the year. The information thus provided is expected to be used during the coming year in the development of a recommended program designed to fill major gaps that now exist in the published documentation of the Nation's history.

At its meeting in December, the Commission decided that its small staff should begin work on two closely related documentary publications. One is to consist of documents pertaining to the ratification of the Constitution and the first 10 amendments, while the other will make available in several volumes documents from official records, contemporary newspapers, and personal papers that provide information about the work of the first Congress under the Constitution. By the end of the year general plans for these two publications had been worked out.

It is important for the work of the National Historical Publications Commission, as well as for the efficient conduct of research in American history generally, that information about the existence and location of historical manuscripts be much more readily available than it is at present. With this in mind, the Commission's staff assembled during the year the names and addresses of some 1,800 libraries, archival agencies, historical societies, and other depositories of archives and manuscripts. It is planned that during the coming year a guide to depositories of archives and manuscripts in the United States will be compiled and published.

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, required an annual statement of the Library's receipts and expenditures. This requirement was repealed by Public Law 247 of the Eighty-second Congress, approved October 31, 1951 (65 Stat. 701), in view of the general requirement contained in the Federal Property and Administrative Services Act of 1949, as amended, that the Administrator of General Services report at least annually to the Congress on operations under the act.

The obligations and expenditures of the Library charged to appropriated funds were as follows:

Operating expenses appropriation

Personal services.....	\$57,936
Travel.....	600
Transportation of things.....	14
Communication services.....	1,272
Rents and utilities.....	49
Printing and reproduction.....	15
Contractual services.....	97
Supplies and materials.....	876
Taxes and assessments.....	124
	<hr/>
Total.....	\$60,983

Special account (trust fund).—During the fiscal year admission fees of \$42,696 were collected from visitors to the Franklin D. Roosevelt Library and deposited into the Library's special account in the Treasury, as provided by law. Receipts from the sale of photographic reproductions in the amount of \$580 were also deposited in the special account. Expenditures charged to the special account during the year totaled \$30,928. Cash on hand at the end of the fiscal year amounted to \$189,603. This balance with other net assets results in a net worth of \$200,259 in the account.

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

APPENDIX II

REPORT OF THE NATIONAL ARCHIVES TRUST FUND BOARD FOR THE FISCAL YEAR ENDING JUNE 30, 1952

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 required 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." This requirement was repealed by Public Law 247 of the Eighty-second Congress, approved October 31, 1951 (65 Stat. 701), in view of the general requirement contained in the Federal Property and Administrative Services Act of 1949, as amended, that the Administrator of General Services report at least annually to the Congress on operations under the act.

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.

Fees from reproduction services totaled \$36,690 and expenditures totaled \$29,307 during the year. Cash on hand in the amount of \$41,035, offset by a reserve of \$8,145 for recovery of the cost of negatives produced for the microfilm publication program, results in a net worth of \$33,839 in this account at the end of the fiscal year.

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