

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, 1953



GENERAL SERVICES ADMINISTRATION

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CONTENTS

| | |
|--|-----------|
| National Archives and Records Management..... | Page 1 |
| Records Management and Centers..... | 3 |
| The National Archives..... | 11 |
| The Federal Register and Other Publications..... | 19 |
| The Franklin D. Roosevelt Library..... | 21 |
| The National Historical Publications Commission..... | 24 |

ii

NATIONAL ARCHIVES AND RECORDS MANAGEMENT

The General Services Administration brought its management of Federal records, including those which are preserved for their enduring historical value, measurably nearer in fiscal year 1953 to the goal of a full-fledged, efficient, and economical system.

The goal has been implicit in the Federal Property and Administrative Services Act since it was written in 1949, and the elements of the system were clearly established by the Federal Records Act a year later.

The year's outstanding event was the transfer of the Declaration of Independence and the Constitution of the United States to the National Archives. With their preservation safeguarded by every practical means, the documents were placed on permanent display in Exhibition Hall.

The transfer symbolized the fact that virtually all the valuable older papers of the Government have been deposited in the National Archives. The General Accounting Office records for 1776 to 1900, largest unaccessioned collection, was offered during the year.

With respect to the management of later records, emphasis has been on their orderly retirement. During the year, civilian agency records were retired for the first time faster than they were accumulated.

In furnishing staff leadership, GSA has directed the program toward the creation of fewer and better records, their economical and efficient management during their file life, systematic and prompt elimination of valueless papers, economical storage of noncurrent records, and lastly preservation of the permanently valuable in the National Archives.

Major achievements of the year, in various areas of records management and archival operations, included:

Records management and centers.—Space and equipment worth in excess of \$4 million were released by the transfer of 695,000 cubic feet of records to GSA centers and depositories. At the end of the year, GSA had in operation 9 Federal Records Centers and 2 depositories. They held 1,881,000 cubic feet of records.

Within agencies, retirement schedules had been prepared for 92 percent of the records. In all, Federal records, in spite of a decrease in civilian agency holdings, increased in volume to 25.2 million cubic feet, up 1.2 million cubic feet during the year.

Government microfilm operations, estimated to cost several million dollars a year, became the subject of a special survey to be completed in the ensuing year.

The National Archives.—The transfer of the Declaration of Independence and the Constitution of the United States was carried out in December 1952. The great American charters, with an original engrossed copy of the Bill of Rights, were at the focus of displays which encompassed historic papers connected with the formation of the Federal Union and the contributions of all the States to the Nation's history.

In the National Archives, holdings at the year's end were 788,700 cubic feet, a small decrease from the year before. More rigorous standards were applied to the papers accessioned and retained.

Again in 1953 the records of the National Archives were probably used for more reference service than the archives of any other central government.

The Federal Register.—The year saw a marked decrease in the size of and the number of subscribers to the Federal Register. Both subscription income and pages were reduced by about 30 percent. The declines reflected a diminution in emergency agencies and economic controls.

In the Presidential election of 1952, GSA performed for the first time newly transferred electoral duties.

Franklin D. Roosevelt Library.—Again in 1953 the Library increased its holdings in a wide range of documents, from personal papers to scarce printed items. The acquisition of unpublished doctoral dissertations was undertaken.

A discernible trend was an increase in requests for microfilmed material and a decrease in personal visits.

The National Historical Publications Commission.—The Commission approved a revised report which expanded its plans for the publication of historical documents. Plans for two documentary histories—one of the ratification of the Constitution, the other of the proceedings of the First Congress (1789-91)—were set forth in the approved report.

During the year, progress was made in five publishing projects in the Commission program. These are the publication of the papers of John C. Calhoun, Henry Clay, Archbishop John Carroll, James Madison, and John Wesley Powell. Work was initiated for the eventual publication of the papers of Francis Asbury, James Monroe, and Benjamin Franklin and for the microfilm publication of the papers of the Continental Congress.

RECORDS MANAGEMENT AND CENTERS

As in previous years, emphasis in records management was placed on records retirement, though the areas of records creation and records maintenance were not neglected.

The records management survey program, aimed at developing records control schedules and clearing out accumulations of old records, made gratifying progress. The Federal Records Centers, by expanding nearly 50 percent, freed large quantities of space and filing equipment. Technical assistance was provided in all areas of records management, but special attention was given to the liquidation of records of defense and emergency agencies created as a result of the Korean war. In the development of standards, principal attention was paid to new or revised general records control schedules and to instructional pamphlets intended for early publication.

Development of Standards

Records management regulations of the General Services Administration, applicable to all Federal agencies, were expanded during the year. The principal changes consisted of additions to the chapter on records disposition, drafted as usual with the advice of the Federal Records Council.

Two new general records control schedules, covering administrative management records and certain housing records, were developed and were approved by the Congress. Minor revisions in schedules prepared during the preceding year were also approved by Congress. Together the 16 schedules now approved provide minimum disposition standards for about 20 percent of all Federal records. Additional general records schedules, patterned after those already published, are planned for 1954.

Drafts of instructional pamphlets neared completion on managing correspondence, developing and using form letters, issuing policies and procedures, placing file stations, developing classification and filing manuals, getting papers into files, inventorying and scheduling records, and transferring them to records centers. A bibliography and glossary on records management and other pamphlets were begun. All these materials are designed to amplify regulations and provide guidance to all agencies.

Work continued on proposed standards for filing equipment and supplies, including collaboration with Federal Supply Service, other agencies, and commercial sources.

Near the end of the fiscal year, a management consulting firm was engaged to study the microfilm operations of the Government, which

cost several million dollars annually. A principal objective is the development of standards for approving and conducting microfilm projects and for utilizing microfilm equipment. This study, scheduled for completion during fiscal year 1954, is expected to result in better control of expenditures for microfilm operations, Government-wide standardized procedures, and more effective use of existing microfilm equipment, all of which should be reflected in lower expenditures for these operations.

Records Management Surveys

The records management survey program continued to emphasize records retirement in civilian agencies and gave them valuable assistance in their efforts to remove large quantities of old records. Civilian agencies created 1,400,000 cubic feet during the year and destroyed exactly the same volume. Their records, however, were decreased during the year by the transfer of approximately 700,000 cubic feet to Federal Records Centers. This marked the first year in which the removal of records from civilian agencies exceeded accumulations.

On a Government-wide basis, the decrease in the civilian agencies was more than offset by an increase of 1,300,000 cubic feet in the holdings of the Department of Defense. This increase represented the difference between the 2,800,000 cubic feet created and the 1,500,000 destroyed.

There were 25.2 million cubic feet of Federal records in existence at the end of the year, as compared to 24.0 million at the beginning, including those in the National Archives and Federal Records Centers. Agency holdings, military and civilian, increased from 21.9 million cubic feet on June 30, 1952, to 22.5 million on June 30, 1953.

Agency reports showed that good progress had been made in bringing records under control through the completion of retirement schedules. Where 44 percent of Government records were unscheduled in June 1951, only 8 percent lacked disposition plans in June 1953. It seemed likely, therefore, that the goal of having substantially all records scheduled by June 1954, as required by GSA regulations, would be achieved.

On the other hand, the reports also indicated that agencies considered 29 percent of their records as permanent or at least without definite disposal dates. Unless this percentage can be reduced, it will mean that permanent quarters will have to be found eventually for 7 million cubic feet of records, enough to fill 7 additional buildings as large as the National Archives Building. As some agencies had been able to reduce the core of their permanent records to 10 percent or

less, a more careful evaluation of the so-called permanent records would be profitable and should be undertaken as soon as possible.

Meanwhile, attention was focused in 1953 on reducing the percentage of records still not scheduled. To accomplish this, almost every survey had two major objectives: to develop control schedules covering all the agency's records and, in the course of reviewing the holdings for that purpose, to complete on-the-spot transfer of noncurrent records to Federal Records Centers or to destroy them.

Control schedules developed on the basis of the information obtained in each survey constitute plans for the orderly retirement of all the agency's records. They identify records of permanent value and indicate a timetable for their retirement to centers and to the National Archives. At the same time, they identify the records that are not of permanent value and establish a timetable for their transfer to centers and for their ultimate destruction. These schedules are basically plans for future action, and their cumulative effect will become evident in the future.

Results of surveys conducted thus far by GSA, however, began to manifest themselves with the transfer to Federal Records Centers during the year of about 300,000 cubic feet of records from agencies that have been surveyed. At the same time, in the course of surveys conducted during the year, on-the-spot disposal resulted in the destruction of more than 100,000 cubic feet of records.

Technical Assistance

With fewer requests from defense agencies for technical assistance in fiscal year 1953, increased attention was given to the basic records problems of the Federal Government.

Increased emphasis was accorded training of records personnel. In some cases individuals from other agencies, including the Office of Air Adjutant General and the Bureau of Agricultural Economics, were detailed to GSA for on-the-job training. Through GSA cooperation, formal instruction in records management was given in field offices of the Bureau of Indian Affairs in Oklahoma and Oregon, headquarters offices of the Internal Revenue Service, and the Central Intelligence Agency. GSA gave similar courses to its own employees in two regions. In accord with a request of the Federal Records Council, some expansion of training work is planned for 1954.

The Interagency Records Administration Conference, established in 1941, held 9 meetings during the year under GSA sponsorship. Attendance averaged about 125 persons, representing nearly all agencies and bureaus in the Washington, D. C., area. To provide elsewhere for a similar exchange of information about records management

problems, regional conferences were organized in Atlanta, Ga., and Dallas, Tex. They proved to be useful mediums for bringing helpful and stimulating information to records personnel in the agencies in those areas. In view of the participation by representatives of 53 agencies in Atlanta and 42 in Dallas, similar conferences will be undertaken in other regions during the next fiscal year.

Direct assistance, as distinguished from indirect training and educational aids, consisted largely of developing filing manuals and filing systems. Comprehensive studies helped the Office of the Secretary of Defense and the Internal Revenue Service with such problems as duplication in paperwork, separate maintenance of security-classified and unclassified records, mail control, filing methods, file locations, and records retirement. New classification and filing systems were developed for the Office of the Secretary of the Interior, the South-eastern Power Administration, the Communicable Disease Center in Atlanta, Ga., and other offices. Help in improving file maintenance was given the Investigating Subcommittee of the Senate Interstate and Foreign Commerce Committee (Tobey Committee), the Office of the Treasurer of the United States, and regional offices of the Bureau of Mines.

In order to assist agencies in utilizing Government-owned filing equipment to the maximum, GSA reviews each agency request for the purchase of additional equipment. The purpose of the review is to assure that all possible records have been destroyed or transferred to records centers before additional equipment is obtained and that used filing equipment is utilized instead of purchasing new equipment. The decline in the purchase of new cabinets and the increase in the number of used cabinets released by Federal Records Centers are shown in table 7.

TABLE 7.—*Sources of filing cabinets supplied Federal agencies, 1949-53, inclusive*

| Fiscal year | Cabinet purchases | Cabinets released by Federal Records Centers | Total |
|-------------|-------------------|--|---------|
| 1949..... | 69,000 | ----- | 69,000 |
| 1950..... | 65,000 | ----- | 65,000 |
| 1951..... | 97,000 | 8,000 | 105,000 |
| 1952..... | 32,000 | 47,000 | 79,000 |
| 1953..... | 38,000 | 55,500 | 93,500 |

Throughout the last half of the year, defense and emergency agencies created as a result of the Korean war once again required assistance, this time, however, in liquidation. Earlier the Motor Carrier Claims Commission, the Displaced Persons Commission, and the Pres-

ident's Commission on Immigration and Naturalization, each with relatively small records holdings, had been assisted.

The Office of Price Stabilization and the Wage Stabilization Board had offices throughout the country, and all GSA regions participated in scheduling their records and then in carrying out the schedules. By the end of the year all records of these agencies not eligible for disposal and not required for final liquidation activities had been retired to Federal Record Centers. Concurrently, a start had been made on a similar liquidation of the records of the Office of Rent Stabilization.

One other defense project requiring attention was the program assuring the availability in an emergency of the records vital to the operations of the Federal Government. The program was well established at the start of the fiscal year. Activities thereafter consisted of advising agencies on emerging problems and encouraging a few agencies to improve or revise their programs in order to keep them current.

Records Centers

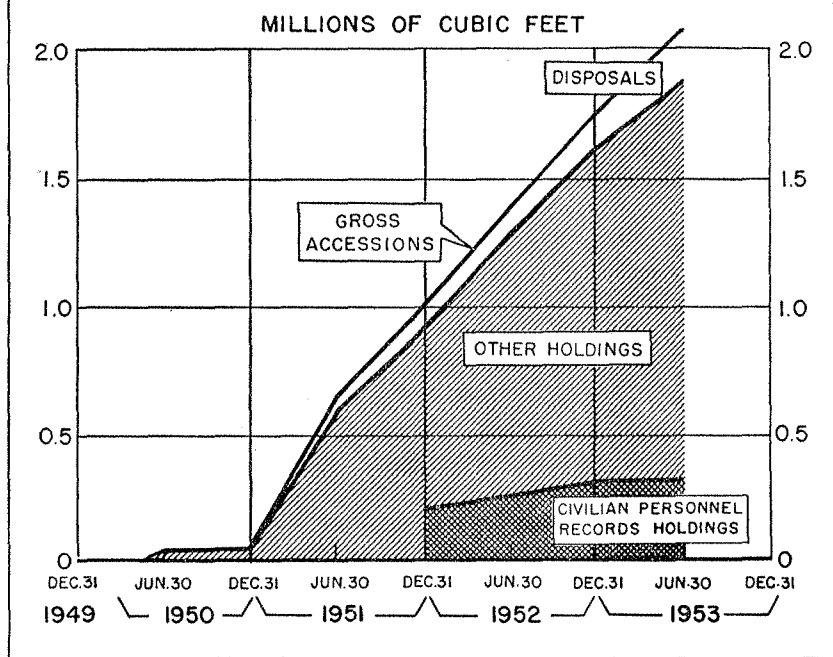
Fiscal year 1953 was one of steady growth for the 9 records centers and 2 records depositories operated by the General Services Administration. The volume of records in their custody on July 1, 1952, stood at 1,293,000 cubic feet; a year later it had increased to 1,881,000 cubic feet.

The rise in the number of inquiries was even more notable. Centers and depositories received 556,000 requests for documents or information in fiscal year 1952; there were 902,000, nearly two-thirds more, in fiscal year 1953. Similar increases were evident in other operations—filing equipment released for reuse, space freed for other use, records disposed of, and the number of transfers effected.

During the year the centers and depositories received records in the orderly liquidation of the Salary Stabilization Board, the Wage Stabilization Board, the Office of Price Stabilization, and various field offices of the Reconstruction Finance Corporation, the Civil Service Commission, the Internal Revenue Service, the Civil Aeronautics Authority, and the Department of Agriculture. During the year 15 Government bureaus entered into agreements with the General Accounting Office, in accordance with General Regulation No. 115 of the Comptroller General, to store their audited fiscal returns in Federal Records Centers.

On July 1, 1952, there were 8 Federal Records Centers, in New York, Washington, Atlanta, Chicago, St. Louis, Dallas, Denver, and San Francisco. GSA records depositories, in Boston, Kansas City,

RECORDS HELD BY FEDERAL RECORDS CENTERS AND DEPOSITORIES



and Seattle, were 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. On September 25, 1952, the records depository at Boston was expanded and converted into a Federal Records Center. In order to help agencies needing more space and filing equipment, however, the Kansas City and Seattle depositories were permitted to accept records transferred in accordance with nationwide arrangements.

In order to accommodate the increasing quantities of records received in 1953 and expected in 1954, larger quarters were required at several points. The Seattle depository moved into a new building in December 1952. In the following March the Federal Records Center in New York acquired additional space at its same location, enabling it to centralize its operations and to give up space originally occupied in Brooklyn. Toward the end of the year arrangements were made to acquire additional space for the center in Washington in September 1953, to obtain a new building in Chicago not later than March 1954, and to construct a building to house the Kansas City center. This

latter structure, specially authorized by the Third Supplemental Appropriation Act, 1952, should be ready by June 1954, when most of the centers should be in their permanent quarters.

Transfers of records to the centers and depositories amounted to 695,000 cubic feet during the year, a substantial increase over the 608,000 cubic feet received in 1951 although somewhat less than the 741,000 cubic feet received in 1952. The largest transfers were received by the centers in Washington (197,000 cubic feet), New York (129,000 cubic feet including records received in Philadelphia), Chicago (76,000 cubic feet), and San Francisco (70,000 cubic feet including records received at Los Angeles).

Through these transfers, the centers and depositories released 55,500 cabinets in fiscal year 1953, an increase of 8,300 above the quantity for 1952. On the basis of their replacement value, expenditures for new cabinets were reduced by \$2,775,000. Some 66,700 usable transfer cases were also released for utilization. Purchase of the same quantity of cases would have cost \$334,000. At the end of the year, 17,480 filing cabinets and 24,200 transfer cases on hand at the centers and depositories were earmarked for early release.

In accepting transfers, the centers and depositories released nearly 208,000 square feet of reassignable office space and more than 461,000 square feet of reassignable storage space. If a cost of \$2.30 per square foot for rent and maintenance is assumed, the annual cost of leasing the office space released would exceed \$478,000. Similarly, on an average cost of \$1.25 per square foot for rental and maintenance, the storage space released would cost more than \$576,000 annually.

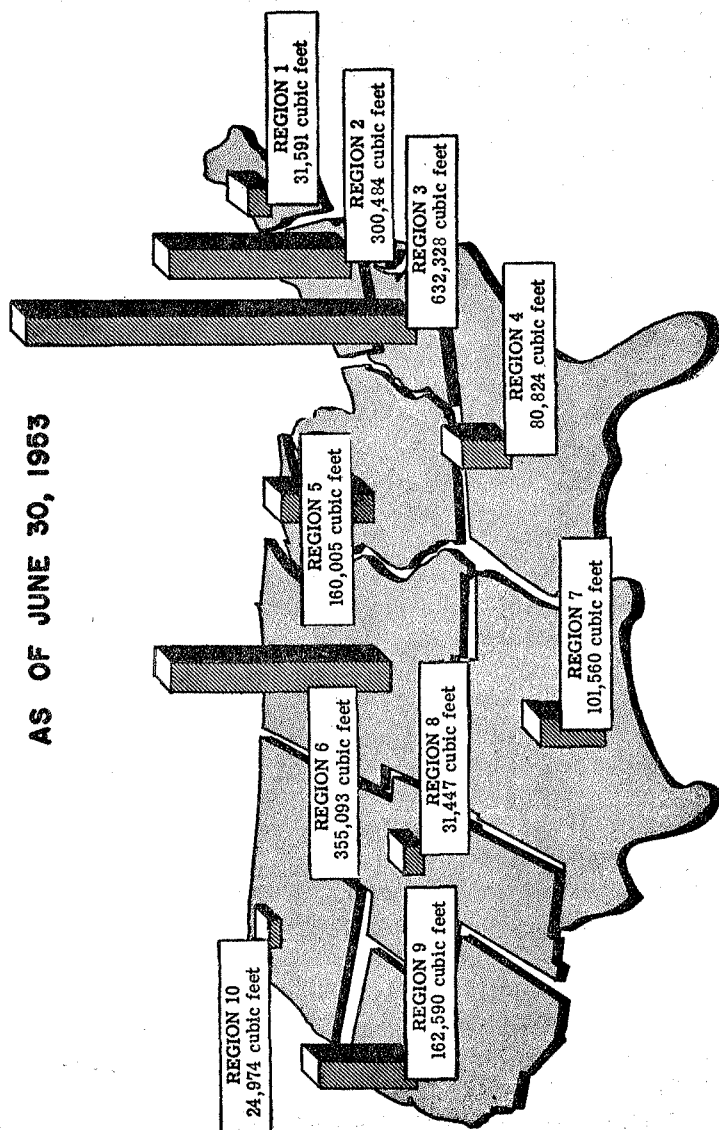
In addition to the reassignable space there were 72,000 square feet of office space and 10,000 square feet of storage space released in blocks of less than 100 square feet. Although this space can be used, it is not considered reassignable.

Disposal of records in the centers increased appreciably, from 49,000 cubic feet in 1952 to 88,000 cubic feet in 1953. In addition, some 200,300 cubic feet were disposed of in the agencies by GSA records management personnel, including records destroyed during surveys and records screened out in the course of transfers to Federal Records Centers. The Washington center brought to a temporary conclusion the program, begun in 1951, of microfilming selected permanent records in the National Archives to save space. It also assisted several agencies by microfilming vital records as a protective measure against possible disaster. During 1953, 7,668,000 16-mm. images and 738,000 35-mm. images were reproduced.

The specialized Federal Records Center in St. Louis was designated by a Civil Service Commission regulation issued in April 1953 as the

RECORDS OF FEDERAL AGENCIES HELD BY GSA RECORDS CENTERS AND DEPOSITORIES

AS OF JUNE 30, 1953



mandatory repository for the records of all former employees of the Federal Government. By the end of fiscal year 1952 a total of 267,000 cubic feet of records had been received at this center. On June 30, 1953, with the effect of the Commission's regulation beginning to be felt, the center held 317,000 cubic feet of records.

The center received 518,000 inquiries during the year. These ranged from requests for folders of employees rehired by various agencies, such as the Department of Defense, to examination of the records by investigative agencies, particularly the Federal Bureau of Investigation and the Civil Service Commission, in connection with the Government's security program.

THE NATIONAL ARCHIVES

A most dramatic and significant transfer of documents was completed on December 13, 1952, when the Declaration of Independence and the Constitution of the United States were formally transferred from the Library of Congress to the National Archives. The transfer, which carried out the purpose expressed by President Hoover when he laid the cornerstone of the National Archives Building in 1933, was made at the direction of the Joint Congressional Committee on the Library and with the cooperation of the Librarian of Congress.

With the acquisition of these documents and the main body of the papers of the Continental Congress from the Library of Congress, virtually all the valuable older papers of the executive departments and agencies, the Congress, and many of the Federal courts are now in the National Archives. The older records of the General Accounting Office, 1776-1900, constituting the largest collection still unaccessioned, were offered for deposit during the year. At the end of the year these were being appraised with a view to accessioning the permanently valuable parts of them.

On June 30, 1953, the records holdings of the National Archives amounted to 788,700 cubic feet (see table 8). Although 12,800 cubic feet of permanently valuable records were accepted for deposit during the year, the current holdings are 4,800 cubic feet less than a year ago.

The volume of records accepted during each of the past 3 years has been much less than in 1950 and earlier years. This has resulted chiefly from the establishment of Federal Records Centers and depositories for temporary storage of noncurrent records needed for occasional administrative use.

The National Archives is now able to enforce more rigorous standards of appraisal and limit acceptance to records of permanent his-

TABLE 8.—*Records accessioning and disposal activities of the National Archives, fiscal years 1950–53*

[Thousands of cubic feet]

| Activity | During fiscal year— | | | |
|---|---------------------|-------|-------|-------|
| | 1950 | 1951 | 1952 | 1953 |
| Holdings, July 1, 1949..... | 894.9 | | | |
| Gross accessions..... | 26.0 | 13.8 | 10.2 | 12.8 |
| Transfers to Federal Records Centers..... | 0 | 16.4 | 54.0 | 6.9 |
| Disposals..... | 10.9 | 29.4 | 7.5 | 8.6 |
| Other reductions..... | 1.2 | 20.8 | 11.2 | 2.1 |
| Holdings, June 30..... | 908.8 | 856.0 | 793.5 | 788.7 |

torical significance. The previous congestion in the National Archives Building moreover, has been relieved by the removal or disposal of records of no permanent value.

One of the oldest items accessioned during the year was the first volume of the "Proceedings of the Board of President and Directors of the Potowmack Canal Company, 1785–1807," which had been missing for many years from the records of the company in the National Archives. Some early maps, field notes, and cartographic materials, 1775–1947, pertaining to surveys within the Public Land States were received from the Bureau of Land Management. Papers concerning the administration of the United States Naval Academy, 1845–1915, were received from the Department of the Navy; and the original signed treaties entered into by the United States between 1937 and 1945 were received from the Department of State.

One of the largest accessions consisted of records of the Bureau of Indian Affairs, including the central files, 1933–39, and program records, 1933–49. Records of the Commission on Renovation of the Executive Mansion, 1949–52, were among those of recent date to be received. The audio-visual records accessioned included an important photographic collection made for the Office of War Information during the years 1942–46, motion pictures of the inauguration of President Eisenhower, and a sound recording of eye-witness accounts of an atomic explosion at Yucca Flats, Nevada, on March 17, 1953. These last two were gifts.

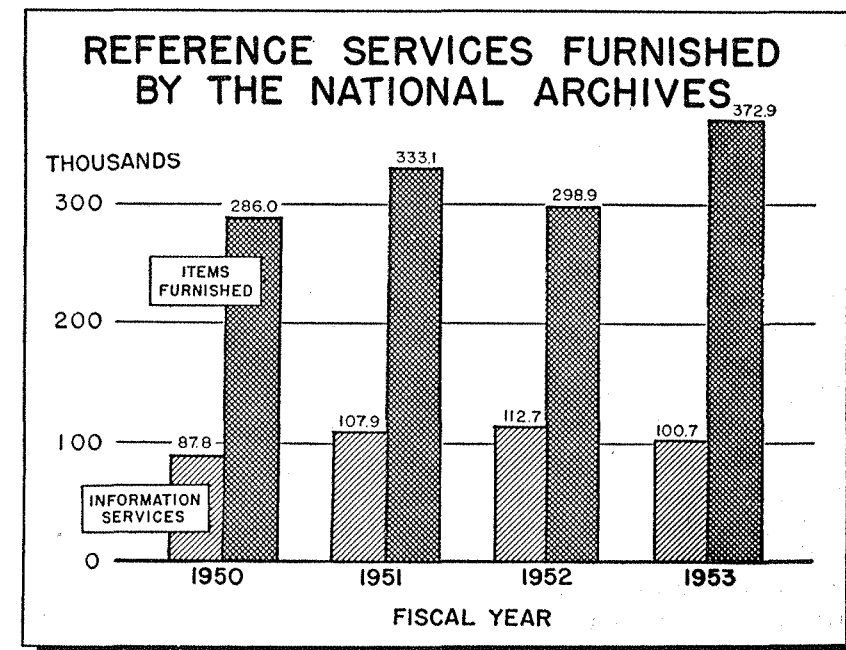
In addition to selecting and preserving the permanently valuable records of the Government, the National Archives is required by law to review all lists and schedules of records recommended for disposal by Federal agencies. During the fiscal year, lists and schedules covering 4,986 items were reviewed and reported to the Congress for final action.

Reference Service

The records in the National Archives are probably used more than the archives of any other central government in the world.

Consulted frequently by Federal officials—more than half of the reference services rendered last year were for the Congress, the courts, and executive agencies—the archives are also used each year by thousands of private citizens. Approximately one-half of the staff's time is devoted to reference service, and much of its remaining time to improving facilities for using the records.

Requests for reference services arise mostly from the needs of Government officials, industry, and private individuals confronted with important problems. Government requests usually stem from official considerations of national policy, agency operating programs, and administrative problems. In considering statehood for Alaska and Hawaii, for example, Members of Congress studied records of procedures followed in the admission of States to the Union. A defense agency examined the records of certain World War II agencies for data on the impact of military procurement on strategic industries. The Inaugural Committee of 1953 consulted the records of earlier committees while planning for the inauguration of President Eisenhower. The off-shore oil issue stimulated a flood of requests from both official and private interests.



Research workers in the social sciences recognize the value of archives, and each year brings scholars and graduate students to the National Archives Building in increasing numbers. A French historian surveyed data on the history of France, 1814-30; a British political scientist obtained information on the regulation of the food and drug industry in the United States; and an author gathered extensive material for a book on the Confederate Congress.

Scholars engaged in writing biographies of Theodore Roosevelt, Elihu Root, Jack London, Booker T. Washington, and other notables, were frequent visitors to search rooms. Others were engaged in the preparation of monographs on such subjects as the Soviet railway system, slavery in the Old South, costs and prices in the apple processing industry, Swedish immigration to the United States, early Canadian-American relations, and the history of dentistry in Virginia.

As in former years hundreds of persons sought documentation in the National Archives which would constitute proof of their age, place of birth, date of entry into the United States, or citizenship.

Research staffs of the television and motion picture industries have been furnished visual and other materials with increasing frequency. During 1953 material from original records, photographic reproductions, and film footage were supplied for nationally prominent programs. The motion picture industry continued to order film footage for incorporation in forthcoming productions. Many films were also viewed in the search rooms by Government officials and private groups in connection with specific research projects.

Exhibits

Enshrinement of the Declaration of Independence, the Constitution, and the Bill of Rights in Exhibition Hall established the National Archives Building at once as a place of first interest to thousands of Americans who visit Washington each year. On a single day visitors to the Shrine numbered 3,400; during the last 4 months of the fiscal year more than 27,000 school children from 32 States and the District of Columbia, with their teachers or other leaders, were among the visitors.

To provide an exhibit program of educational and patriotic value, two major exhibits were opened on December 15, 1952.

The first, displayed in bronze-framed cases on either side of the Shrine, consisted of documents reflecting events leading to American independence and the Federal Union. Among the oldest in the National Archives, most of them have been selected from the papers of the Continental Congress. They include such historic items as the Articles of Association, 1774; George Washington's acceptance of the

command of the Revolutionary Army and his Revolutionary War account book; Richard Henry Lee's resolution in Congress moving for independence, and the vote of Congress adopting it; and the Articles of Confederation.

The second exhibit offered visitors from each State an opportunity to see significant documents, maps, and photographs illustrating the contributions of their State to the Nation's history. Entitled "States of the Union," this exhibit is displayed in the Circular Gallery, adjacent to the main Exhibition Hall. Among the documents that have attracted particular attention are colored drawings of Eli Whitney's cotton gin, patented in 1774; the log of the U. S. S. *Constitution* (Old Ironsides), which describes the battle with the *Guerrière*; the Louisiana Purchase Treaty, signed by Napoleon I; and Andrew Jackson's report on his victory over the British at New Orleans. The exhibit contained a total of 220 items.

Several special exhibits were presented during the year. On July 27, 1952, an exhibit, 175 Years of Geographical Exploration and Topographic Mapping by the United States Government, was opened in the presence of delegates to the Third Pan American Consultation on Geography and History. This exhibit presented more than 200 of the Government's most treasured maps, charts, sketches, and related papers. Smaller exhibits included materials relating to Presidential inaugurations, the election of President Eisenhower, the interest of early Congresses in religion, the purchase of the Territory of Louisiana, and certain prominent Americans whose papers have been recommended for publication by the National Historical Publications Commission. The exhibit of two enlargements of Brady photographs of the Civil War aroused public interest because many Lincoln scholars believe they revealed hitherto unrecognized likenesses of President Lincoln.

The National Archives continued to cooperate with the Library of Congress during the year in the presentation by that agency of a series of State exhibits. Twenty-eight important original documents and maps were sent to the Louisiana State Museum for display in its Louisiana Purchase Sesquicentennial Exhibit, opened April 30, 1953. Arrangements were made during the year for the display of Brady photographs in two Pennsylvania cities and in London, England.

Description and Publication of Records

The principal activity of the National Archives in describing and publishing records is directed toward establishing internal control over records in its charge, making known what records are held, and

making selected parts of them more widely available in the form of microfilm, facsimile, or other documentary publication.

The most important publication of the year, "Charters of Freedom," was issued on the occasion of the enshrining of the Declaration of Independence, the Constitution, and the Bill of Rights in the National Archives. Printed in two colors, the booklet offered for the first time in one publication readable facsimiles of the three great charters. It included historical notes, an account of the travels of the documents, and reproductions of the murals in the National Archives Building.

A 30-page exhibit catalog, *The Formation of the Union*, was also published at the time of the December 15 ceremonies.

Inventories were completed during the year for the records of the Bureau of Agricultural Engineering, the Office of Labor of the War Food Administration, the Panama Canal, the Wage Adjustment Board, the Foreign Funds Control, the United States Court of Claims, the Ordnance Department, and the Federal Writers' Project of the Work Projects Administration; for the legal records of the Bureau of Pensions and the Veterans' Administration; and for the records of certain Foreign Service posts of the Department of State. Inventories were also completed for the records of the Joint Congressional Aviation Policy Board; the Special Committee of the Senate to Investigate the National Defense Program, 1942-48; the Senate Subcommittee to Investigate Railroads; the House Select Committee on Post-war Military Policy, Seventy-eighth and Seventy-ninth Congresses; the Select Committee of the House to Investigate Acts of Executive Agencies Beyond the Scope of Their Authority, 1943-46; the House Select Committee on Conservation of Wild-Life Resources, Seventy-third through Seventy-ninth Congresses; and certain committees of the Senate investigating the disposal of surplus property, 1945-48.

Special lists were prepared of the cartographic records of the Bureau of Indian Affairs, the patent files of the Patent Office, the photographs taken by the Office of War Information at the United Nations Conference on International Organization at San Francisco, 1945, and select documents prepared by or used by the National Recovery Administration.

A reference information paper on materials relating to certain Mexican states was published in October 1952, and an article, prepared by the Latin American specialist of the National Archives, on the archives of United States diplomatic and consular posts in Latin America, was reprinted from the *Hispanic American Historical Review* for February 1953.

Microfilm publications.—Under the microfilm publication program, negative reproductions are made of selected series of records having especially high research value. Positive prints are supplied at a moderate price to scholars and research institutions who request them.

The accomplishments of this program during the year included the sale of 3,780 rolls of positive prints and the production of 415 rolls of master negatives, bringing the total produced during the 12 years that the program has been in operation to over 4,600 rolls. Among the significant microcopies completed during the year were the despatches from United States Ministers to Russia, 1808-1906, and to Turkey, 1818-1906; letters received by the Secretary of the Navy from commanding officers of naval squadrons, 1841-86; and letters received by the Secretary of the Treasury from collectors of customs, 1813-69.

The list of microfilm publications (formerly called file microcopies) issued in 1950 was brought up to date, and a series of pamphlets to accompany microfilm publications was begun. These pamphlets are designed to enable the prospective user to know the essential facts about the film in which he is interested, and to give research centers detailed information about individual microcopies.

The Territorial Papers of the United States.—Volume XIX of the series, relating to Arkansas Territory, was ready for press before the end of the fiscal year; volume XX was in galley proof. Progress also was made during the year on several other volumes relating to Florida and Wisconsin Territories.

Preservation and Arrangement

At no time since the establishment of the National Archives in 1935 has it been possible to reduce substantially the backlog of repair and rehabilitation work on the records that require such attention. The rate at which records were transferred during World War II and the immediate post-war years complicated the development of a preservation program. Repairs to documents and bound volumes have been made only when there was an urgent reference need for them or when they could not be handled without danger of permanent damage. During the past year a survey revealed that over 8 million items were in critical need of repair and that an additional 11 million items should be repaired within the next few years.

During the year nearly 550,000 sheets were laminated or flattened and 800 old and significant maps were laminated. The large Battle Situation Map (17 by 19 feet), used by General Eisenhower at Supreme Allied Headquarters during World War II, was removed from its original mounting, laminated, and remounted for display on the east wall of the grand staircase in the Pennsylvania Avenue lobby

of the National Archives Building. Over 1,000 bound volumes were repaired and many others, especially from the records of the Danish Government of the Virgin Islands, were sent to the Government Printing Office for rebinding.

Special measures of preservation are employed to protect the Declaration of Independence, the Constitution of the United States, and the Bill of Rights. The separate leaves of these documents are encased in helium-filled cases to prevent deterioration, and laminated glass filters shield them from the fading effects of ultraviolet rays. A vault which affords maximum protection was constructed beneath the Shrine to house the documents when they are not on display or in times of special danger.

The National Archives has acquired a great quantity of motion pictures, most of which are on nitrate film. By copying the more valuable of these from the rapidly deteriorating and highly inflammable nitrate film onto a new safety stock, it is now possible to assure them a much longer life and largely to eliminate storage hazards. At the close of the fiscal year Congress appropriated \$200,000 to finance the beginning of such a copying program.

A major task of the National Archives is to arrange the records received from Federal agencies in proper relationship to each other and in accordance with accepted archival principles. In its initial years, the National Archives was concerned with bringing into its custody the large volume of records that had accumulated in the Federal Government since its establishment. In the decade beginning with fiscal year 1940 an average of 78,000 cubic feet of records were received each year. Rapid accessioning and the unavailability of stack space and equipment, made it difficult to arrange records in a completely logical order as they were brought in. Now that the annual intake of records has been reduced, a comprehensive arrangement has been planned, with a primary view to efficiency and security, and will be executed during fiscal year 1954.

Archival Training

One major problem in the utilization of personnel in the National Archives is the training of newly appointed personnel in the principles and techniques of the archival profession. Plans were developed during the year for a program of training that will include lectures, readings, and written work, practice assignments involving the principal archival techniques, and a series of tests to determine whether trainees have acquired skill and knowledge justifying professional status. Materials for the program will be incorporated in a training manual.

The National Archives, as in years past, cooperated with the American University, the Library of Congress, and the Maryland Hall of Records in the sponsorship of special training courses in archives administration.

The role of the National Archives as one of the important archival agencies of the world is evidenced by the increasing number of archivists, both American and foreign, who come to Washington to study techniques and equipment. The countries represented by these visitors this year were Austria, Brazil, Chile, Denmark, Ecuador, Egypt, Great Britain, Germany, India, Pakistan, the Philippines, Puerto Rico, Switzerland, Turkey, and Uruguay.

THE FEDERAL REGISTER AND OTHER PUBLICATIONS

Rapid dismantling of emergency economic controls, begun in February 1953, and a consequent decrease in the volume of regulations to be published, led to a period of retrenchment. The change of administration and extension of the Reorganization Act of 1949 made compilation of the 1953-54 edition of the United States Government Organization Manual more difficult than usual. During the year the General Services Administration performed for the first time its functions with respect to certification of Presidential electors. These functions were transferred to the Administrator by Reorganization Plan 20 of 1950.

Curtailement of Emergency Activities

A substantial reduction in force was made possible through a combination of factors. The announcement in February of the Government's price and wage decontrol policy was immediately reflected by a reduced flow of documents to the Federal Register. The monthly Abstracts of Defense Regulations had already been discontinued with the issue dated July 31, 1952, as a result of diminished interest in this periodical. The semiannual Handbook of Emergency Defense Activities was discontinued with the issue dated October 1952-March 1953.

The problem of carrying obsolete price regulations in the Code of Federal Regulations was solved by advancing the cutoff date for emergency title 32A from December 31, 1952, to March 31, 1953, thereby reducing the size of that title from 3,500 to 982 pages. Three other factors also helped make the reduction in force possible: (1) an unusually light volume of slip laws, (2) the probability that the long-awaited plateau of activity on the Code had been reached a year earlier than anticipated, and (3) improved techniques and procedures.

United States Government Organization Manual

The 1952-53 edition was placed on sale early in August 1952. Nearly 25,000 copies of this edition were sold through the Government Printing Office at \$1 per copy. After the change in administration, interest in the early publication of a new edition was unusually high. However, changes in organization, many of them the result of reorganization plans effective after June 30 prevented an advancement of the publication date of the 1953-54 edition. But to keep Government agencies and the public informed of changes in key personnel, two editions of a pamphlet, *Principal Officials in the Executive Branch*, were prepared. More than 13,000 copies were sold at 10 cents per copy through the Government Printing Office.

Certifications of Presidential Electors

In the 1952 Presidential election, GSA performed for the first time the functions previously assigned to the Department of State in connection with the certification of electors.

Among the specific duties performed were the preparation of a pamphlet containing the text of all laws governing Presidential elections, its distribution to electors and State officials, transmission of letters to State Governors outlining their obligations, receipt and review of certificates of ascertainment of electors forwarded by the Governors, and receipt and review of certificates of the votes of the electors from each State.

Conferences were held in the Office of the Vice President with respect to discrepancies discovered in electors' certificates, follow-up correspondence was prepared with respect to delayed certificates from 12 States, and numerous inquiries relative to the electoral vote principally from press and radio services were answered. The method of electing the President of the United States was described by the Administrator in a "Voice of America" broadcast.

Statutes at Large and Slip Laws

With the elimination of an 18 months' backlog of work on the *Statutes at Large*, all slip-law work was maintained on a current basis with overnight production of copies.

Some technical problems resulting from the adoption of offset lithography had remained to be solved before maximum speed, accuracy, and economy of production could be attained. These were overcome in fiscal year 1953. As a result volume 65, containing the laws of 1951, was distributed on November 4, 1952, and volume 66, covering the 1952 laws, was distributed early in April of 1953. With the new

system now working smoothly, it is anticipated that volume 67 will be produced even more expeditiously.

Marginal notations and permanent Statutes pagination on slip copies of public laws, made possible under the new system, evoked favorable comment from many users.

Federal Register

The size of the daily Federal Register and the number of subscribers vary directly with the degree of economic control in effect during a given period. During fiscal year 1953 the size of the Register decreased 30 percent from the previous year, and income from subscribers dropped from \$135,981 to \$97,969. The decline in the volume of Defense Production Act material was partly offset by the passage of the McCarran Act which led to a complete revision of immigration and naturalization regulations and by the decision of the United States Coast Guard to publish a complete revision of the voluminous marine inspection and navigation regulations.

Code of Federal Regulations

When the cumulative pocket supplement format of the Code was decided upon in 1948, it was foreseen that an annual increase in pages resulting from cumulation would ultimately be offset by a decrease resulting from the exclusion of superseded material when books are revised. Thus the workload would level off, probably during fiscal year 1954. It now appears that the plateau may have been reached during fiscal year 1953 with the publication of 16,210 pages.

Public support of the 1949 edition continued to be evidenced by rising sales. More than 42,000 Code volumes and pocket supplements were sold, from which \$58,810 was covered into the Treasury. This represents an increase of about 4,000 copies and \$19,000 over the preceding year.

Presidential Documents

Pursuant to Executive Order 10006 drafts of Presidential proclamations and Executive orders are reviewed immediately prior to Presidential signature. During the fiscal year 1953 drafts of 76 such documents were reviewed, corrected, and forwarded to the White House for signature.

THE FRANKLIN D. ROOSEVELT LIBRARY

Substantial progress was made during fiscal year 1953 in removal of surplus or valueless books from the Library. This project is releasing

space now needed for other purposes. Important new installations were made in the physical plant, including a modern microfilm camera, dehumidifiers for basement storage rooms, ventilating fans for museum rooms, and improved overhead lighting in the museum.

Acquisitions

Acquisitions of manuscript materials during the year totaled 224 cubic feet, increasing the Library's holdings to 6,644 cubic feet. Among the materials acquired are the personal working papers of William H. McReynolds for the period 1939-45, when he was administrative assistant to the President; personal papers of Frederic A. Delano and other members of the Delano family; additional correspondence of Mrs. Franklin D. Roosevelt, 1949-52, and the personal correspondence of Henry Morgenthau, Jr., 1932-45. Personal papers deposited in the Library ordinarily may be used only with permission of the donor.

Both the Republican and Democratic National Committees added to earlier contributions.

At the end of the year the Library had 26,345 volumes in its book collection and 37,242 other printed items. In all, 509 books were bought and 97 were received as gifts. A special effort was made during the year to obtain books published abroad that were missing from the Library's collection. The Library also acquired 604 other printed items, including a large number of political leaflets, broadsides, folders, and other scarce items. A program was also begun to acquire microfilm copies of unpublished doctoral dissertations within the sphere of the Library's interests.

Photographic holdings were increased during the year by 4,171 photographs, of which approximately 2,300 were from the photographic files of the Democratic National Committee for 1932-45. Important collections of photographs were also received from Mrs. J. L. Houghteling and the Franklin D. Roosevelt Library, Inc. At the close of the year there were 51,405 still pictures in the collection.

Few new museum items were received during the year. Approximately 1,200 prints and paintings previously received from the estate of Franklin D. Roosevelt were formally recorded. At the close of the year the museum collection totaled 18,407 items.

Arrangement and Description of Material

Progress was made on projects designed to make the Library's holdings more readily available for research purposes.

A "telegram file," chronologically arranged copies of most telegrams originating in the White House, 1933-45, was broken up and each message was filed with other correspondence on the same subject. A

subject index was completed for a file of 9,000 correspondence folders arranged alphabetically by name, and a similar index to transcripts of Franklin D. Roosevelt's press conferences was begun.

A variety of other similar tasks were completed. These included the arrangement, listing, or indexing of newscutting scrapbooks, historical manuscripts and autographs, Map Room Papers, imprints antedating 1910 in the Library, and the papers of Charles W. Taussig. Work continued on processing the "alphabetical file" of Roosevelt papers.

By the close of the year editorial work was almost completed on a volume, to be published by the Library, that will contain selected documents reflecting the interest of Franklin D. Roosevelt in the conservation of natural resources.

Reference Service

The most noticeable change in the type of reference services stemmed from an increasing number of written requests for microfilm copies of all papers bearing on a particular subject.

During the year, 8,354 selected pages of material were microfilmed. Government agencies, the visiting public, and students were furnished with 1,131 photostats and photographs. There were 328 visits to the Library reading room, representing a decline in reading room activity proportional to the increase in the amount of microfilm furnished. Letters were written to 575 persons who had requested information concerning the historical materials in the Library.

Research scholars continued to use the resources of the Library for the study of many different subjects, such as: Conservative and business community reactions to the New Deal; the relations of Franklin D. Roosevelt and MacKenzie King; the Presidential campaign of 1932; American naval policy, 1913-21; the attitude of the "man in the street" who writes letters to the President; the Supreme Court reorganization controversy of 1937; the United States policy toward Cuba in 1933 and toward China, 1933-39; the Leislerian Rebellion in New York, 1689-91; women in politics, 1933-45; the fur trade in colonial New York; the lives of William B. Bankhead, Bernard Baruch, and Josephus Daniels; the New Deal in Texas; isolationism, 1918-29; the Great Lakes-St. Lawrence Seaway, and the removal of the Japanese to relocation centers during World War II.

The Museum

During the year over 210,000 persons visited the museum, including as in the preceding year, many foreign dignitaries. Admission fees and taxes on admissions totaled \$44,039, of which \$36,993 was de-

posited into the Franklin D. Roosevelt Library Fund and \$7,046 was paid into the Treasury.

THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

The National Historical Publications Commission, at its meeting on December 23, 1952, approved in principle a revised report on plans for the publication of historical documents. It approved plans for the publication of two documentary histories and reviewed accomplishments of its staff, including progress in preparing the annual volumes of Writings on American History.

One change occurred in the membership of the Commission during fiscal year 1953. The Speaker of the United States House of Representatives appointed Katharine St. George, Congresswoman from New York, to the vacancy created in January by expiration of the term of Howard W. Smith, Congressman from Virginia.

The revised report, A National Program for the Publication of Historical Documents, represented a considerable expansion of the Commission's earlier report, A National Program for the Publication of the Papers of American Leaders, which had been widely distributed for comment in 1951. As a result of information and suggestions and a survey of documentary publication practices in the Federal Government, the proposed program was broadened by increasing the list of American leaders whose papers ought to be published and by providing for publication of documentary materials selected for their subject matter as well as authorship. After further circulation and modification, the report was sent to the Government Printing Office and plans were initiated for its extensive distribution.

Detailed plans to compile and publish two documentary histories also were approved by the Commission. One is to deal with the ratification of the Constitution of the United States and the Bill of Rights; the other will document the debates and proceedings of the First Congress under the Constitution, 1789-91. Statements describing these projected publications are contained in the report cited above.

Considerable progress was made toward publication of the annual volumes of Writings on American History. Printing of the volume for 1948 was completed in November 1952. By the end of fiscal year 1953, galley proof of the volume for 1949 had been corrected and returned to the printer, most of the printer's copy for the 1950 volume had been completed, and a small amount of work had been done on the 1951 volume.

During fiscal year 1953 progress was made on five projects which reflect the Commission's policy to encourage and assist other organizations and individuals in publishing historical documents. They had been established within the Commission's general program in the preceding year.

(1) Work on the John C. Calhoun papers was sufficiently advanced to schedule publication in 12 volumes by the University of South Carolina Press, with the first volume in the fall of 1954.

(2) At the University of Kentucky photographic copies of letters and other papers were assembled for use in publishing the Henry Clay papers. Near the end of the year the Commission arranged with the Library of Congress for microfilm copies of its holdings of more than 6,000 Clay papers, the largest collection of its kind.

(3) The project to publish the papers of Archbishop John Carroll, with headquarters in the Department of Archives and Manuscripts of the Catholic University of America, assembled copies of more than 2,500 papers from the Archives of the Archdiocese of Baltimore and other depositories in United States and England.

(4) Work preparatory to publication of the James Madison papers continued at the University of Virginia. Progress was made in preparing a checklist of all known Madison papers and in obtaining photographic copies of them.

(5) Some progress was made in the National Archives on plans for publication of the papers of John Wesley Powell.

Work was begun during the year on three additional projects under the general program of the Commission. Preliminary steps were taken by the Association of Methodist Historical Societies toward publication of the journal and correspondence of Francis Asbury. At the University of Virginia the assembling of copies of the papers of James Monroe was undertaken, and the National Archives began a microfilm publication of the complete papers of the Continental Congress.

With a view toward eventual publication of the papers of Benjamin Franklin, the Commission's staff surveyed the size and location of the major collections of Franklin papers and compiled a list of some 1,200 Franklin items among the papers of the Continental Congress.

The Commission has been continually aware of the great need for a detailed directory listing and describing unpublished archives and historical manuscripts in depositories throughout the United States. Until such a directory can be published, a card file of depositories and their holdings will be maintained to collect basic information for publication and to furnish limited service.