

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, 1954



GENERAL SERVICES ADMINISTRATION

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CONTENTS

National Archives and Records Management.....	Page 1
Records Management and Centers.....	3
The National Archives.....	12
The Federal Register and Other Publications.....	22
The Franklin D. Roosevelt Library.....	24
The National Historical Publications Commission.....	27

II

NATIONAL ARCHIVES AND RECORDS MANAGEMENT

The General Services Administration advanced a major step toward the goal of establishing an economical and efficient system for the management of Federal records when, during fiscal year 1954, it activated the last of the planned Federal Records Centers—at Kansas City and at Seattle. For the first time each of the 10 GSA regions had a center ready to accept records offered for transfer by any Federal agency in the region. These centers experienced their largest year in terms of the volume of records received and the number of reference services furnished.

GSA is responsible not only for developing and implementing an economical, efficient system for the management of Federal records, but for selecting and preserving those of enduring value. The National Archives and Records Service provides the staff leadership necessary to accomplish these ends.

Records management and centers.—Emphasis in the provision of technical assistance shifted from the solution of specific problems to more general measures which aim to prevent problems from occurring. For the first time on-the-spot aid was provided outside the continental limits of the United States to agencies in Alaska, Hawaii, and Puerto Rico. The goal of having substantially all Federal records scheduled by June 1954 was met. Although there was some reduction in the percentage of records reported by agencies as “permanent,” further reduction is necessary and this problem will require considerable attention for the next several years. Progress was made in setting up specifications for filing equipment and standards for microfilming. The task force on paperwork management of the second Commission on the Organization of the Executive Branch of the Government (Hoover Commission) promises to furnish a blueprint for records management comparable to that provided by the first Commission in 1949.

In bringing the quantity of records in their custody to more than 2 million cubic feet, the Federal Records Centers neared the time when the records received and disposed of annually would be about equal.

During the year space and equipment worth almost \$3.4 million were released through the transfer of records to the 10 Federal Records Centers and to the Civilian Personnel Records Center in St. Louis, and through disposal of records by GSA.

The National Archives.—The Exhibition Hall in the National Archives is the repository of the three most important documents in American history—the Declaration of Independence, the Constitution of the United States, and the Bill of Rights. Significant steps were taken during the year not only to perfect the techniques of preservation and display of these and other exhibited documentary treasures but also to enhance the beauty and dignity of the hall itself.

Appraisal of the General Accounting Office records, 1776–1900, was completed, and one-fourth of the 12,000 cubic feet finally recommended for deposit were transferred to the National Archives. Special attention was given during the year to recommendations for the disposal of Federal records not warranting further retention by the Government. The 9,850 items that were reviewed and reported to Congress for final action were almost double the number processed in fiscal year 1953.

Work was continued on copying onto safety-base film selected motion pictures that were originally received by the National Archives on nitrate film. Notable progress also was made in the major task of putting all records now on deposit in the National Archives in a final, logical order in accordance with accepted archival principles.

The Federal Register.—Work on all its publications was kept current and sales of the publications increased. An estimated saving of nearly \$50,000 was made through arranging with the Government Printing Office and the Joint Committee on Printing to have printed in a single process the bulky Internal Revenue Code of 1954 both in its slip law form and as a separate volume of the Statutes at Large.

Franklin D. Roosevelt Library.—The papers, 1910–53, of Morris Llewellyn Cooke are probably the most important single accession of the year. About 4,500 photographs, many of them of scenes and personages at Hyde Park between 1880 and 1920, were added to the library's collection. Not only was there a measurable increase in the use of the records and in requests for information from them but also a noticeable increase in the number of books and magazine articles appearing during the year that bore the marks of research in the library.

The National Historical Publications Commission.—The Commission reported progress on several projects under its general program

of encouraging other organizations in the publication of historical documents, probably the most outstanding of which was an undertaking by Yale University and the American Philosophical Society to publish the papers of Benjamin Franklin.

RECORDS MANAGEMENT AND CENTERS

Records management regulations of the General Services Administration, applicable to all Federal agencies, were modified during the year to clarify several points. The regulations established general records schedules as minimum standards for the disposition of records covered by them; provided for the mandatory and exclusive use of disposal procedures prescribed in accordance with the Records Disposal Act of 1943; prescribed procedures for the withdrawal by the Administrator, under certain circumstances, of disposal authorizations contained in disposal schedules approved by the Congress; and provided for the disposition of records that become a menace to life or property.

The Federal Records Center manual was revised substantially. Although it has no regulatory effect outside the General Services Administration, it is influential in standardizing the operation of Federal, State, municipal, and business records centers.

Of the 16 general schedules covering the disposition of records common to many or all Government agencies, those applying to civilian personnel records, procurement and supply records, and accountable officers' accounts were revised. Revisions of other schedules and a seventeenth general schedule for cartographic, photogrammetric, and related records had been completed and were being readied for congressional approval at the end of the year.

A pamphlet on the use of form letters was prepared, reviewed, and tested in several agencies. It will be published as part of a records management handbook for the guidance of Federal agencies. Other pamphlets in preparation will be issued concurrently with additional records management regulations on subjects to which they pertain. A records management bibliography was in press at the end of the year.

In collaboration with the Federal Supply Service and other agencies, interim Federal specifications were developed for filing equipment for security classified documents. Information was assembled from other Government agencies and from commercial firms with a view to incorporating improvements in design and reducing the variety, and therefore the quantities, of filing cabinets procured and maintained in stock by GSA. Studies of the appropriate use of shelf filing are being carried on in cooperation with the Department of the Navy.

Microfilm standards are expected to result from the project and equipment criteria developed during the survey of Government microfilm operations, which is discussed under the topic of records management surveys. Such standards will be geared closely to any developed by the American Standards Association Sectional Committee on Photographic Reproduction of Documents, with which the National Archives and Records Service maintains liaison for GSA.

Other Federal standards may develop from a project undertaken for listing Federal requirements for the retention of records by business firms and individuals. The results of the project will be published as soon as possible and steps will be taken to encourage the reduction and simplification of Federal requirements for records retention.

The present records management program of the Federal Government is based in large part on the recommendations of the task force on records management of the first Hoover Commission. GSA has therefore accepted the invitation of the second Hoover Commission to be represented on its task force on paperwork management. The work of this task force will have a direct bearing on the governmentwide records management program now under GSA guidance and will also be concerned with the reporting and records requirements imposed on business by the Federal Government.

Technical Assistance

Ever since the GSA records management program was established in 1950, there has been a steady demand from agencies for assistance with specific records management problems. During the early phases of the Korean War this demand was paralleled by the need to assist defense agencies in setting up their own records management programs. In fiscal year 1954, however, the emphasis began to shift from the solution of specific problems, which can never be completely eliminated, to measures that will prevent many of those problems from arising.

Significant governmentwide improvements will come only through the continued training of officials and employees at all levels. Therefore Interagency Records Administration Conferences, modeled on the parent conference in Washington, were established in four GSA regions. Monthly meetings are attended by representatives of 40 to 50 agencies and have proved to be useful in bringing helpful and stimulating information to agency records personnel. These conferences have been supplemented by training programs in individual field offices.

Classes in records management at Northwestern University and the University of California have visited Federal Records Centers and have studied Federal records practices. Officials of American Uni-

versity were assisted in planning and presenting its first Institute on Records Management, an intensive 2-week training course.

As a governmentwide service, GSA reviews each agency request for the purchase of filing equipment 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 before new equipment is purchased. Table 1 not only shows that less equipment is now purchased than before the Korean War but also points up the part played by the Federal Records Centers in releasing cabinets to supply Government needs.

TABLE 1.—*Sources of filing cabinets supplied Federal agencies, fiscal years 1949-54*

Fiscal year	Cabinets purchased	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
1954.....	11,000	49,000	60,000

The program to assure the availability in an emergency of records vital to the operation of the Federal Government continued throughout the year. Assistance was furnished to agencies that felt their programs were not adequate. In March the Office of Defense Mobilization made provision for continuing review by the National Archives and Records Service of the status of the program in each nonmilitary agency.

GSA helped to solve a variety of specific records management problems in Washington, D. C. For the United States Senate, for example, assistance in solving correspondence, filing, and other paperwork problems was given to the Committee on the District of Columbia, the Judiciary Committee's Subcommittee to Investigate Juvenile Delinquency, the Labor Committee's Subcommittee on Welfare and Pensions, and the Office of the Deputy Sergeant at Arms. General assistance was given to the Commission on Intergovernmental Relations. A classification and filing manual was developed for one of the offices in the Post Office Department. A study of mail operations was completed for the National Bureau of Standards.

Similar assistance was given to field offices of the Treasury, Justice, Interior, Agriculture, Commerce, and Health, Education, and Welfare Departments, the United States Civil Service Commission, the Federal Power Commission, and the Housing and Home Finance Agency.

Of particular importance was the assistance given the Baltimore District Office of the Internal Revenue Service. The annual correspondence workload of its Collection Division, estimated in 1953 to be 500,000 letters, had caused acute paperwork problems, which in turn caused many complaints from taxpayers. A cooperative GSA-IRS survey resulted in improvements that increased correspondence production, cut copy-making, reduced costs, and eliminated backlogs. Similar improvements will be extended to other Internal Revenue field offices in 1955.

Help in liquidating their records was provided to the National Security Resources Board, the National Production Authority, the Office of Rent Stabilization, and the Reconstruction Finance Corporation.

Technical assistance in records management was given in a few cases outside the continental limits of the United States. GSA regional officials surveyed Federal records, arranged for their transfer or disposal, and gave other assistance to agencies in Alaska, Hawaii, and Puerto Rico. The chief of the Federal Records Center in San Francisco was detailed to the Foreign Operations Administration for 6 months to assist the Government of Panama in establishing an archives and records management program.

Two members of a British commission charged with recommending improvements in methods for preserving and disposing of Government records in England and Wales spent some time studying the practices prescribed by the General Services Administration for Federal agencies.

Records Management Surveys

During the year the volume of Federal records in existence decreased from 25.3 million cubic feet on July 1, 1953, to a little less than 24.7 million cubic feet on June 30, 1954, reversing the long-established trend toward ever-larger records accumulations. The Federal Government created 2.9 million cubic feet, but 3.5 million cubic feet were destroyed during the year. The volume of records in operating space was reduced from 17.3 million cubic feet to 15.9 million cubic feet.

As required by GSA regulations, most agencies by June 30, 1954, had completed records control schedules for the orderly retirement of substantially all their records. Altogether, they had scheduled 95 percent of their records, and six agencies reported that they had scheduled all of them. Each schedule provides for the retirement from operating space and equipment of files as they become noncurrent, and for the ultimate disposal of those records not of permanent value.

The agencies report that more than 25 percent of their records are of "permanent" value, or at least without definite disposal dates. This is a decline from the 29 percent so reported in 1953. The efforts begun in 1954 to urge on the agencies a more careful evaluation of their so-called permanent records will be still further intensified in 1955 in order to reduce the percentage of long-term records.

Surveys were made to assist agencies in completing schedules, particularly the Treasury, Interior, Commerce, and Labor Departments, the Federal Power Commission, the National Science Foundation, the Reconstruction Finance Corporation, and the United States Tariff Commission.

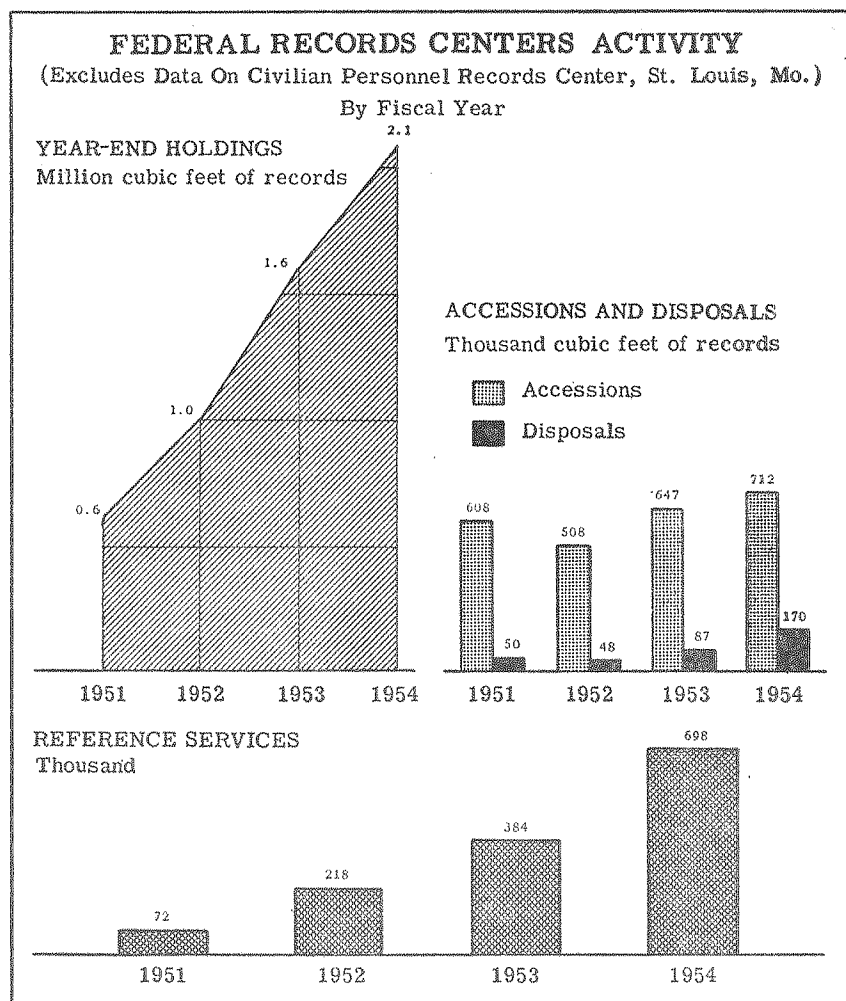
As a result of these and similar surveys made in previous years, the quantity of records held by the agencies in operating space was reduced and the quantity of records destroyed or transferred to Federal Records Centers was increased. In the agencies surveyed by the GSA Records Management Service, the quantity of records dropped during the year from 7.2 million to 6.6 million cubic feet. While 1.0 million cubic feet of new records were created, 1.1 million cubic feet of records were disposed of outright, and 0.5 million cubic feet were transferred to Federal Records Centers.

Other surveys in 1954 were directed toward the reevaluation of large bodies of records that have hitherto been deemed of permanent value, such as the official personnel folders of Federal employees, records of World War II registrants of the Selective Service System, case files relating to patent applications, retired Government securities, X-rays, and military pay records. None of these surveys was completed during the fiscal year, but enough progress was made to justify hope for substantial reductions in quantities and establishment of disposition dates for these records.

The survey of Government microfilming practices and policies, started in 1953, was completed by the management consulting firm engaged for this purpose. Reports on this survey, which were sent in summary form to all Federal agencies, disclosed the existence of many uneconomical microfilming projects, an excessive inventory of both Government-owned and rented microfilm equipment, and poor utilization of this equipment. The final report on the survey recommended the establishment of governmentwide control over microfilm projects and equipment. At the end of the fiscal year, methods of carrying out the recommendations were being worked out with the Bureau of the Budget.

Records Centers

An increased use of Federal Records Centers in fiscal year 1954 manifested itself in every phase of operations—the establishment of two new centers and one annex, the number of new record groups received, the volume of records brought into the centers, the volume of records approved for disposal, the number of reference inquiries handled, the decreased number of agency records centers, the amount of space released by transfers, and the filing equipment turned back to the agencies for their reuse.



On July 1, 1953, the records holdings of all Federal Records Centers, including the specialized center at St. Louis, were computed at 1,881,000 cubic feet. On June 30, 1954, the holdings increased to 2,439,000 cubic feet. The number of documents borrowed from and informational requests directed to the centers amounted in fiscal year 1953 to 902,000; in fiscal year 1954, however, the files were consulted 1,280,000 times, increasingly for the Congress and the courts. The centers continued to handle inquiries within 24 hours after receipt.

TABLE 2.—Federal Records Centers activity, fiscal year 1954

[Thousand cubic feet]

Activity	10 regional records centers	Civilian Personnel Records Center (St. Louis)	Total
Records holdings, July 1, 1953.....	1,564	317	1,881
Accessions.....	712	27	739
Disposals.....	170	5	175
Other increases.....		17	17
Other reductions.....	23		23
Records holdings, June 30, 1954.....	2,083	356	2,439

GSA records depositories in Kansas City and Seattle, which had been limited as to the records they could receive, were converted into Federal Records Centers in August 1953 in conformance with congressional intent. In January 1954 an annex to the center in San Francisco was established at Honolulu in space at Hickam Air Force Base. This annex can save shipping costs and provide better service to agencies in Hawaii than facilities on the mainland.

During the year there was a general improvement in the character of the space occupied by records centers. Inadequate space in Chicago, New Orleans, and Portland, Oreg., was given up for space more suitable from the standpoint of size, lighting, and safety from fire. The annex at Washington and the center at Atlanta were moved from leased space into Government-owned space with subsequent reduction in cost.

The goal set in the 1954 budget of 640,000 cubic feet of records to be accessioned by the 10 regional centers, exclusive of the specialized center at St. Louis, was exceeded by 72,000 cubic feet. The quantity of records transferred increased from 45,000 cubic feet in fiscal year 1950 to 608,000 cubic feet in 1951, dropped to 508,000 cubic feet in 1952, and increased to 647,000 cubic feet in 1953. The largest quantities of records in the centers came from the Internal Revenue Service (376,000 cubic feet), the General Accounting Office (177,000 cubic feet), the Maritime Commission (157,000 cubic feet), and the Reconstruction Finance Corporation (121,000 cubic feet). Agencies which

made their initial transfers during fiscal year 1954 were the Atomic Energy Commission, the United States Secret Service, the Post Office Department, the National Science Foundation, the Bureau of Reclamation, the Veterans' Administration, and the Bureau of Medicine and Surgery, Department of the Navy.

One of the aims of the Federal Records Act of 1950 was to reduce the number of agency records centers, since small centers are relatively uneconomical. Before fiscal year 1954 the number of agency records centers had been reduced from 115 to 84, and in fiscal year 1954 the number dropped to 78. The six that were discontinued were those maintained by the Office of Price Stabilization at Washington, D. C.; the Post Office Department at Washington, D. C., and Asheville, N. C.; the General Accounting Office at Aurora, Ill.; the Bureau of Reclamation at Denver, Colo.; and the Alien Property Custodian at New York City, N. Y.

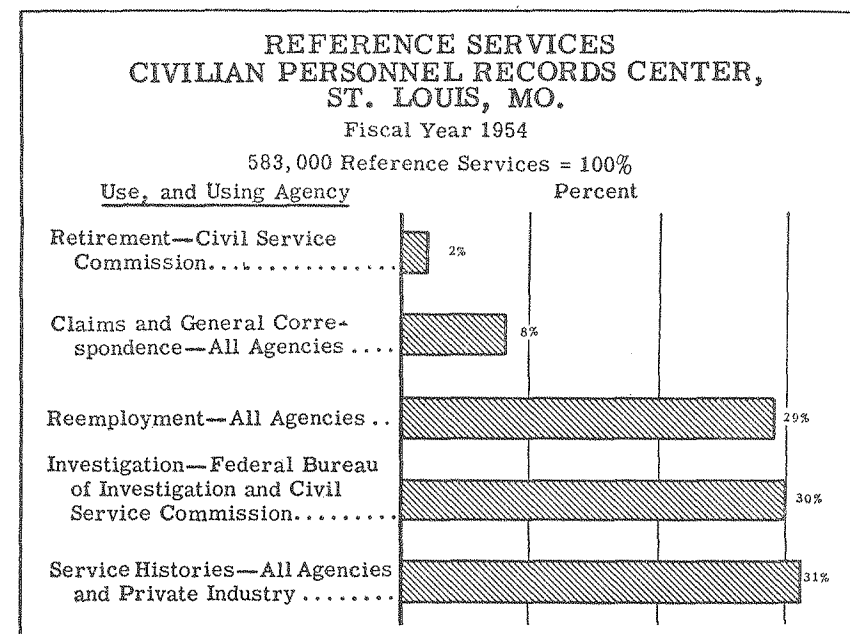
As a result of transfers during the year to all Federal Records Centers, including the specialized center at St. Louis, 266,000 square feet of office space were released, of which 205,000 were in blocks larger than 100 square feet and were therefore reassignable. At the same time 398,000 square feet of storage space were freed for reuse, of which 386,000 were reassignable. At an average of \$2 per square foot for rent and maintenance, the annual cost of leasing the reassignable office space would equal \$410,000. Likewise, at an average of \$0.85 for storage space, the annual cost of leasing the reassignable storage space would amount to \$328,000.

As a further result of the acceptance of records in the centers, 49,000 filing cabinets and 35,000 transfer cases were made available for reuse in the agencies during the year. On the basis of their replacement value, expenditures for new cabinets were reduced by \$2,450,000 and for transfer cases, by \$175,000.

One of the main aims of the Federal Records Centers is to keep files in their custody no longer than the national interest requires. It had been estimated that 155,000 cubic feet of records would be destroyed in fiscal 1954 but the centers were able to exceed this by 20,000 cubic feet.

By June 30, 1954, the specialized Federal Records Center at St. Louis, Mo., maintained for the personnel records of all former Federal civilian employees, contained 356,000 cubic feet of records—40 million separate personnel files. Every Federal agency except those exempted from complying with Civil Service Commission regulations transmits records to this center. The last of the agencies not previously using the center—the Post Office Department—in April 1954 directed its components to do so.

The chief service provided by the St. Louis center is complying with requests for personnel service histories, proofs of age and citizenship, and copies of documents needed for processing claims and security checks. In fiscal year 1954 the number of such requests was 583,000, or an average of 2,242 per working day. There is widespread agreement that the centralization of the Government's personnel records from many locations into one has greatly simplified the problem of persons needing information from the records.



During the year a joint committee representing GSA, the Bureau of the Budget, and the United States Civil Service Commission studied the functions of the Service Records Division of the United States Civil Service Commission and the St. Louis center. On November 30, 1953, the committee submitted a report calling for limiting the Service Records Division's master file to a locator file for persons currently employed in the Federal Government and sending the rest of the file to St. Louis, thus eliminating duplication between the two huge personnel files. If the main recommendations of the report are adopted, annual personnel savings of \$200,000 and one-time space and equipment savings of about \$250,000 were indicated as possible.

THE NATIONAL ARCHIVES

On June 30, 1954, the records holdings of the National Archives amounted to 758,500 cubic feet. Although more than 3,800 cubic feet of permanently valuable records were accepted for deposit during the year, the current holdings are 30,000 cubic feet less than a year ago. The reduction is accounted for chiefly by the transfer of some non-permanent materials to Federal Records Centers and the disposal of additional records which, upon reevaluation, were found not to warrant further retention by the Government.

One of the oldest documents of unusual value accessioned during the year was a letter signed by President Washington on March 15, 1791, directing Secretary of the Treasury Hamilton to appoint tax collectors to carry out certain duties prescribed in the Internal Revenue Act of March 3, 1791. This letter was discovered among other papers that relate to the enforcement of internal revenue laws from 1789 to 1938.

Large additions to groups of records already in the National Archives, each spanning a century or more, were foreign post records, 1795-1950; records of the Government of the Danish West Indies, now the Virgin Islands of the United States, 1814-1917; and records of the Post Office Department, 1855-1952.

Among the audiovisual records received are over 1,900 negatives made by William H. Jackson, John K. Hillers, and other photographers of scenes taken principally on geological and geographical surveys of the Territories and the Rocky Mountain region, 1869-78. Most of these negatives came from the United States Geological Survey, but a few came as a gift from a private source.

The cartographic records received include a large number of maps and plans produced or used either by the two French companies organized to build a canal across the Isthmus of Panama or by the first Isthmian Canal Commission, a United States Commission, 1881-1900.

Recent events are reflected in the records of the 1953 Inaugural Committee and in the United States copies of the Korean armistice agreement of June 8, 1953, which also were received during the year.

The older records of the General Accounting Office, 1776-1900, were offered for deposit in fiscal year 1953. The transfer offer covered some 65,600 cubic feet of records representing the fiscal transactions of practically all agencies of the executive branch of the Government, of the Congress, and of the judicial branch. During the year under review these records were being appraised with a view to accessioning the permanently valuable parts of them.

National Archives officials who are specialists in the several subject-matter areas with which GAO records deal were given the oppor-

tunity of inspecting, studying, and analyzing the records. Their judgments were given appropriate consideration in the appraisal report, which recommended that only some 9,000 cubic feet of the materials offered should be accepted for deposit in the National Archives.

In view of the great quantity, long date-span, and wide scope of the records involved, however, the National Archives felt that it would be wise and proper to supplement the appraisal by its staff with independent appraisals made by non-Government experts. Consequently three consultants from the academic world were invited to survey and report on the records in question: Dr. Charles M. Gates, professor of history, University of Washington; Dr. Leonard D. White, professor of political science, University of Chicago; and Dr. Bell I. Wiley, professor of history, Emory University.

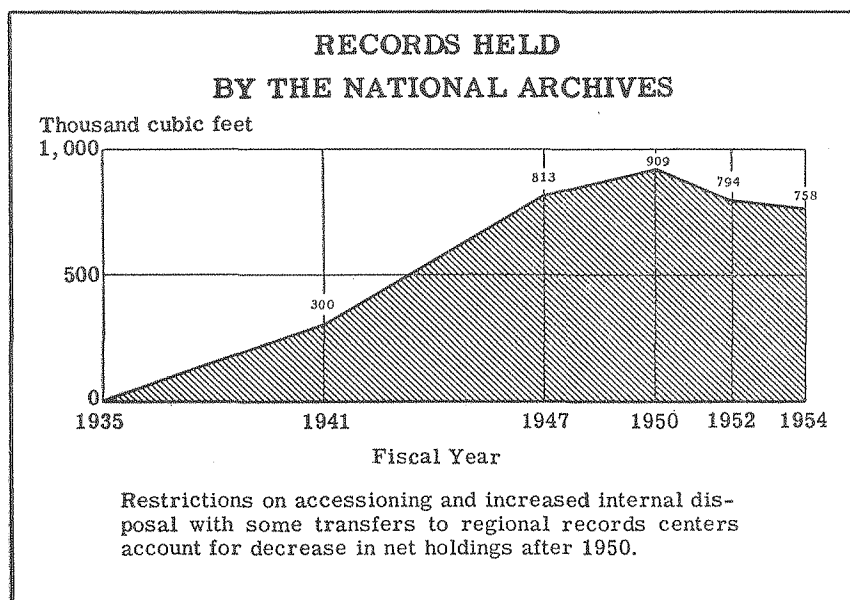
The findings of these consultants were in substantial agreement with the recommendations of the National Archives appraisers, although the consultants suggested the retention of a few additional series. In consequence, the total quantity of General Accounting Office records proposed for deposit in the National Archives is approximately 12,000 cubic feet. By June 30, 1954, about 3,000 cubic feet of the older records had been transferred to the National Archives Building.

With the exception of certain older military accounts that are to be screened by the National Archives, the General Accounting Office materials not scheduled for preservation in the National Archives were authorized for disposal shortly after the close of the fiscal year. This screening is being done to insure adequate documentation of military fiscal activities which were not fully recorded in extant War Department records.

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 7,581 items, 2,595 more than in fiscal year 1953, were reviewed and reported to the Congress for final action. The increase in agency disposal requests resulted chiefly from the efforts of records officers to meet the June 30, 1954, deadline for the scheduling of all Federal records.

In order to eliminate records of only temporary value, the staff is continuously engaged in the reappraisal of the agency's holdings. Immediately before and during World War II it was not possible adequately to appraise records offered for deposit in the National Archives, and every effort now is being made to identify and eliminate those series not warranting further retention. In carrying out the general relocation of accessioned records, discussed under the topic

of preservation and arrangement, many disposable records are identified and removed. As a result, 2,269 items were reviewed and reported to the Congress for final action, an increase of 1,604 over the preceding year.



Reference Service

To make records and the information in them available for use by Government officials and the general public is a fundamental obligation of the National Archives. Searchers consulted or were furnished reproductions of 359,000 documents during the year, and 85,000 requests for information about records were received and answered. To present an adequate picture of the reference demands on the staff would require a detailed analysis that is impossible in a report of this kind. Brief mention of a few services rendered during the year must suffice, therefore, to illustrate the ways in which the National Archives serves the Government and the people.

Official use of records reflected to a large extent the problems and projects with which the agencies of the Government had to deal. Federal lawyers continued to seek from records in the National Archives extensive data in support of the Government's cases before the Indian Claims Commission and in the Federal courts. The Weather Bureau, in connection with its long-range forecasting and other research programs, obtained abstracts of pertinent meteorological data from the logbooks of World War II naval vessels.

A military agency was enabled to make a study of the legal aspects of United States Air Force round-the-world flights, 1919-38, and officials responsible for the preservation of the U. S. S. *Constitution*, the U. S. S. *Constellation*, and other historic naval vessels were provided with useful records. Representatives of many agencies turned to the National Archives for records helpful in establishing legal or administrative precedents. Members of Congress frequently called upon the staff to produce records or information needed in connection with committee or other legislative activities. Perhaps one of the most interesting reference services performed by the agency was the furnishing of copies of certain maps and plans to military and civil installations in the Philippines to replace copies that had been lost or destroyed during World War II.

State and local governments also were served. One State used copies of records to support its claims to offshore petroleum rights, and another found that maps in the National Archives were very useful in planning and conducting a resurvey of the State's coastal and inland waters. A city government was furnished data of prime importance in a legal case involving the municipality's right to water supplies originating in adjacent areas.

A number of comprehensive surveys of materials in the agency's custody were made by representatives of public and private institutions. A national foundation was supplied with a series of reports on records relating to Carl Schurz; a professor from a west coast educational institution was assisted in identifying groups of records bearing on the history of "the inland empire of the Northwest"; and a representative of the Archives of South Africa was enabled to complete a 2-year project involving the assembling of data on the relations between his country and the United States.

Scholars and professional writers sought information and materials on almost every conceivable subject: The geology of the Antarctic, literary figures in diplomacy, the vertical integration of the steel industry, loyalty oaths during the Civil War, American commercial relations with Thailand, the activities of the American Congo Co., and the impact of the New Deal on Puerto Rican political movements. Census records were consulted for data on foreign immigration to the antebellum South. Department of Labor records were produced for a British professor engaged in preparing a monograph on the interrelationships between English and American labor organizations. Records of many Government agencies were used by authors seeking biographical data about such American figures as

Robert M. La Follette, Edwin M. Stanton, Harvey W. Wiley, Father Gabriel Richard, and James Fenimore Cooper.

Sometimes the National Archives is asked to locate records on unusual topics. One feature writer was aided in finding materials on the lives of assassins of American Presidents. Another requested and obtained pictures showing the body of John Paul Jones, naval hero of the American Revolution, being exhumed at Paris in 1906. A New York firm obtained help in locating records relating to the cargoes of certain wrecked ships in order to search for salvageable sunken treasure. A request was received for information on a resolution introduced by John Quincy Adams in the House of Representatives in 1840 relating to the pensioning of bloodhounds serving in the United States Army.

Many reference services are rendered to private individuals and organizations who hope to defend or establish some legal right. Hundreds of persons this year found evidence in land records, passenger lists, census records, and seamen's service records which constitutes proof of their age, place of birth, date of entry into the United States, or citizenship. An association of manufacturers found records of the Office of Price Administration highly useful in supporting a right claimed by the association. A labor union obtained copies of National War Labor Board records that shed light on a wartime wage agreement affecting current collective bargaining negotiations.

Publishing houses and the television and motion-picture industries make heavy use of the Government's photographic records in the National Archives. One publisher selected more than 600 photographs for possible reproduction in a multivolume pictorial history of the United States. The major television networks and several motion-picture producers ordered extensive film footage for incorporation in their productions. Interest in the audiovisual records led the American Society of Motion Picture and Television Engineers to hold one session of its 1954 convention at the National Archives Building.

Exhibits

The Declaration of Independence, the Constitution of the United States, and the Bill of Rights continued to attract thousands of Washington visitors and residents to the National Archives Building. More than 25,000 school children from 32 States and the District of Columbia, with their teachers or other leaders, viewed these charters of American liberty during the year. Public interest in the Formation of the Union and States of the Union exhibits, which are displayed in company with the great documents, continued at such a high level that these presentations probably will become permanent.

The beauty of the shrine in the Archives Building and the significance of its contents naturally arouse in visitors a desire to photograph the scene, and many commercial photographers want to take pictures of it for publication. While the National Archives recognizes the merit of these demands, it must at the same time recognize its responsibility to preserve the legibility of the precious documents for future generations of Americans. The Declaration of Independence is already badly faded, partly as a result of improper protection from damaging light in the years prior to 1921. Special filters now control the injurious effects of natural and low-intensity light. When studies conducted by the National Bureau of Standards indicated that continuous exposure of the parchments, especially the Declaration, to flash, flood, and other high-intensity types of photolighting might cause them to fade further, the National Archives was obliged to prohibit the use of photolighting devices except under special conditions.

Every effort is being exerted to make the Exhibition Hall one of the most modern, attractive, and scientifically equipped display areas in the world. During the year special filters were installed in all display cases, a program for continuing inspection and refurbishing of exhibit panels was set up, special problems in the preservation of exhibited documents were investigated, and plans were laid for the more effective lighting of some areas of the hall. Eight large exhibit cases were constructed and installed in the Constitution Avenue foyer.

The first exhibit to be presented in the new cases consisted of some 60 prints of selected Civil War photographs from the Mathew B. Brady collection in the National Archives. Large-scale reproductions of several of Brady's most famous pictures also were placed on the walls near the Pennsylvania Avenue entrance of the Exhibition Hall. These include portraits of Abraham Lincoln, 1864, and Robert E. Lee, 1865; a scene showing the dedication ceremonies at Gettysburg Cemetery, 1863; and photographs of the Capitol, the White House, and the Smithsonian Institution as they looked in Lincoln's day.

To illustrate the nature and importance of the records deposited in the National Archives by the Commissioner of Internal Revenue on March 15, 1954, selected items relating to the early history of the Internal Revenue Service were placed on display. Among them were the Washington letter of March 15, 1791, mentioned above; a draft contract with Paul Revere, 1794; and documents relating to the Whisky Rebellion, 1791-95.

The United States official copies of the Korean armistice agreement in English, Chinese, and Korean and the folio of maps showing the

negotiated demarcation line between North and South Korea were placed on public view in the Exhibition Hall in February.

During the year the National Archives lent to the Army Engineer School Library at Fort Belvoir, Va., more than 200 documents relating to the history of the Corps of Engineers for use in an exhibit designed to inspire the officers and men assigned to that post. Reproductions of numerous documents were supplied to several public and private institutions for exhibit purposes, and a number of original documents were lent to the Library of Congress, as in years past, for display in that agency's series of State exhibits.

Description and Publication of Records

Considerable progress was made in establishing internal controls over records deposited with the agency, in making known what records are in its care, and in making selected parts of them more widely available in the form of microfilm, facsimile, or other documentary publication.

By June 30, 1954, inventories were completed for the records of United States participation in international conferences, commissions, and expositions and for the records of the United States Military Government of Cuba, 1899-1903; the regional offices of the National Resources Planning Board; the Bureau of Plant Industry, Soils, and Agricultural Engineering; the Extension Service of the Agriculture Department; the Second Assistant Postmaster General; the President's Committee on Migratory Labor, 1950-51; the United States Shipping Board of World War I; and the following World War II agencies: The National War Labor Board, the War Relocation Authority, the Office for Emergency Management, and the American War Production Mission in China.

Inventories were also prepared for the records of the House of Representatives Committee on Military Affairs dealing with an investigation of the War Department, 1934-36; of the House Committee on War Claims, 1871-81, dealing with the Southern Claims Commission; and of several select committees of the House—those investigating real-estate bondholders' reorganizations, 1934-38; the disposal of surplus property, 1946-48; and commodity transactions, 1947-48.

The cartographic records of the Marine Corps, the American Commission to Negotiate Peace, 1917-19, the Forest Service, the Panama Canal, and the Office of the Secretary of the Interior were described in separate inventories.

Special lists were prepared of the cartographic records of the National Recovery Administration and the Office of Naval Intelligence; the photographic records of the Bureau of Reclamation; the

classified files of the Office of the Secretary of the Interior; and the rolls of annuity payments to Indians, which are a part of the records of the Bureau of Indian Affairs. Numerous lists, indexes, and catalogs, such as a list of indexes to diplomatic post records and an index to the cartographic records of the Office of Public Buildings and Public Parks of the National Capital, also were prepared for staff use. Progress likewise was made toward the development of a comprehensive catalog of National Archives motion-picture holdings.

Since 1940 a quarterly list entitled *National Archives Accessions* has been issued as a supplement to the *Guide to the Records in the National Archives*. With the change in accessioning procedures made possible by the establishment of Federal Record Centers, it became impractical to continue this issuance on a quarterly basis. It was decided, therefore, to publish it henceforth at irregular intervals and to add to it articles, notes, and other information about records that could not be released appropriately in other publications of the agency. The first issue, No. 51, of the *National Archives Accessions* to appear in the new format was distributed at the end of the year. It included a comprehensive and informative article on the history of the papers of the Continental Congress.

A 4-page leaflet describing in general fashion the cartographic holdings of the National Archives and a popular illustrated folder describing the Archives Building and the exhibits there also were prepared.

Microfilm publications.—The ever-increasing demand from scholars and research institutions for microfilm reproductions of selected series of records of high research value is shown in the sales record for this fiscal year. Over 4,700 rolls of microfilm publications were sold—more than in any year since the inception of the program and nearly 25 percent more than in the previous high year of 1952. This notable increase resulted, in part, from the distribution during the year of the revised *List of National Archives Microfilm Publications* prepared in fiscal year 1953.

Master negatives produced under the microfilm publication program during the year amounted to 230 rolls, bringing the total produced since the program has been in operation to nearly 5,000 rolls. Among the more significant microfilm publications completed in 1954 were the dispatches from United States Ministers to Great Britain, 1871-99 (50 rolls); dispatches from United States Ministers to the German States and Germany, 1874-1906 (85 rolls); the Department of State Territorial Papers for Kansas, 1854-61 (2 rolls); and the minutes of the Supreme Court of the United States, 1790-1950 (41 rolls).

To enable the prospective user of microfilm publications to know the essential facts about the film in which he is interested, and to give research centers detailed information about individual microcopies that are available, the National Archives in 1953 decided to issue brief pamphlets to accompany the more significant microcopies. By June 30, 1954, six of these useful publications had been prepared.

Facsimiles.—In recognition of the continuing demand from schools and the general public for copies of the Nation's more historic documents, the National Archives some years ago started a program of reproducing such materials in facsimile. Full-size facsimiles of more than 15 items, such as Washington's Inaugural Address of 1789 and the Emancipation Proclamation, now are available at low cost. Readable reduced-size facsimiles of the Declaration of Independence, the Constitution, and the Bill of Rights were published in *Charters of Freedom* in 1952, and reproductions of 8 documents relating to the formation of the Union were included in an exhibit catalog issued in that year.

While the National Archives will continue from time to time to produce facsimiles of important individual documents, emphasis will be placed on the production of portfolios of documents, maps, and pictures relating to a single historic event or topic that is studied in the secondary schools. Progress was made during the year toward the preparation of portfolios of documents relating to the adoption of the Declaration of Independence, of photographs by Mathew B. Brady illustrating important aspects of the Civil War, and of photographic likenesses of the Presidents of the United States.

The Territorial Papers of the United States.—Volumes XIX and XX, relating to Arkansas Territory, were issued during the fiscal year, and the final volume on that Territory was being printed at the end of the year. Work continued on volumes for the Territories of Florida and Wisconsin.

Preservation and Arrangement

As noted in the 1953 report, a major task confronting the National Archives is the arrangement, in accordance with accepted archival principles, of the records received from Federal agencies. Rapid accessioning, unavailability of stack space and equipment, and personnel shortages in recent years have prevented the agency from arranging its holdings in logical order as they were brought in. Now that the annual intake of the older records of the Government has been reduced, it is desirable from the standpoint of efficiency, economy, and safety that a comprehensive arrangement scheme be put into effect. The purposes of this program are (1) to give the highest possible degree of protection

to the most valuable records in the building, (2) to consolidate and arrange the holdings according to approved archival principles, and (3) to consolidate vacant space in the stacks.

In September 1953 the actual shifting of records was begun; by June 30, 1954, records totaling 82,000 cubic feet had been arranged in final order. The new arrangement has resulted in greatly increased efficiency and economy of operation.

Since 1935 the National Archives has acquired a great quantity of motion pictures, most of which are on nitrate film. In 1953 the Congress appropriated \$200,000 to finance the copying of the more valuable of these from the rapidly deteriorating and dangerous nitrate film onto a new and more permanent safety triacetate base. By June 30, 1954, about 2,100 reels or approximately 1,500,000 running feet of film had been selected and approved for copying in accordance with appraisal standards developed for the project, and over 1,200 reels had been copied on triacetate film. Approximately 2,500,000 running feet of film will be copied in fiscal year 1955—about 1,400,000 to be processed by the National Archives Photo-science Laboratory, and 1,100,000 by the Department of Agriculture Motion Picture Service.

More than 5,300 still pictures were reproduced to assure their preservation, among them valuable negatives of the Bureau of American Ethnology of the Smithsonian Institution and the Office of the Chief of Engineers, Department of the Army. Consideration was given during the year to the feasibility of copying on microfilm the Mathew B. Brady collection of photographs in the National Archives, thus protecting the original negatives and prints from deterioration resulting from frequent reference use.

Serious problems face the National Archives with respect to the paper records it has acquired in the nearly 20 years of its existence. At first an effort was made to rehabilitate the most damaged documents as they came into the building, but limited resources have prevented such action in recent years, so that a great backlog of repair work exists. A recent survey revealed that over 8,000,000 items are in critical need of repair and that an additional 11,000,000 items should be repaired in the next few years.

During fiscal year 1954, more than 836,000 sheets were laminated or flattened. More than 1,600 bound volumes were repaired at the National Archives, and many more were prepared for rebinding at the Government Printing Office. In general, it was not possible to treat documents and volumes other than those needed for immediate reference or those so badly worn that they could not be handled without danger of permanent damage.

In cooperation with the National Bureau of Standards and other Federal and State agencies, a project was launched during the year to review the problems involved in modern repair and preservation processes.

Archival Training

A major problem in the utilization of personnel is the training of new employees in the principles and techniques of the archival profession. In September 1953, in accordance with plans developed during the previous fiscal year, all archivist-trainees on the staff were enrolled in an intensive course of weekly lectures and panel discussions, required readings, finding-aid projects, and objective and subjective tests. Of the total of 37 persons who attended the course, 26 completed it satisfactorily, and the other 11 persons either did not complete the course, failed to pass, or resigned from the National Archives. An opportunity will be given individuals to repeat the tests next year.

In cooperation with the American University, the Library of Congress, and the Maryland Hall of Records, the National Archives again sponsored special training courses in archives administration. A large number of archivists, both American and foreign, were given an opportunity to study techniques and equipment during the year. Among them were archivists from Canada, Denmark, Finland, Germany, Great Britain, Ireland, Pakistan, Puerto Rico, South Africa, Thailand, Turkey, and Venezuela.

THE FEDERAL REGISTER AND OTHER PUBLICATIONS

Except for the Code of Federal Regulations, which continued to expand, the amount of publication work was comparable to that for 1953. This work was performed by a substantially smaller staff operating with a maximum of efficiency. The workload is beyond the control of GSA, as it results from the volume and complexity of the laws enacted by the Congress and the regulations issued by agencies pursuant to law.

Statutes at Large and Slip Laws

Publication of the laws remained on a current basis. Slip laws were published overnight, and volume 67 of the Statutes at Large, containing the laws of 1953, was distributed before the opening of the 1954 session of Congress, several months before these laws became available in the United States Code.

Arrangements were completed with the Government Printing Office and the Joint Committee on Printing for the Internal Revenue Code

of 1954 to be printed as a slip law and as volume 68A of the Statutes at Large from the same plates and in one continuous press run. Savings in printing funds resulting from this procedure and from a reduction in the size of the Statutes volume are estimated to amount to nearly \$50,000.

Marginal notations and permanent Statutes pagination on slip copies of public laws, introduced in fiscal year 1953, continued to evoke favorable comments from many users.

Federal Register

The size of the daily Federal Register remained constant despite the decline of material issued under the Defense Production Act of 1950, as amended. Income from subscriptions amounted to \$100,251, a slight increase over the preceding year.

The Internal Revenue Service submitted revised income tax regulations which constituted the largest single document ever published in the Federal Register—429 printed pages. In handling this document GSA made a noteworthy contribution in the field of uniformity and economy in printing. Previous income tax regulations had been printed twice, once in the Federal Register, then, in larger type, for agency use. GSA persuaded the Internal Revenue Service to accept for agency use reprints that were identical page-for-page with the official text published in the Federal Register.

During World War II and the Korean period, emergency agencies realized large savings and obtained overnight distribution of prints by using reproductions from Federal Register type, but, heretofore, permanent agencies have been reluctant to adopt this system.

During the year GSA presented before the Uniform Rules Committee of the President's Conference on Administrative Procedure the case for the uniform numbering, citation, and method of printing of agency rules. It is hoped that the Conference will adopt the committee's recommendations and suggest measures designed to curtail the widespread duplicate typesetting of agency regulations.

The importance attached to the publication of rules in the Federal Register was emphasized by a decision in the case of *Hotch v. The United States* (March 22, 1954, No. 13621, (C. A. 9th)). The rule involved a 24-hour change in the closed period during a salmon run in Taku Inlet, Alaska. The court held that the rule could not be enforced, even against a party having actual notice thereof, because it had not been published in the Federal Register. This decision is expected to increase the number of local, *ad hoc* regulatory announcements filed for publication.

Code of Federal Regulations

When the cumulative pocket-supplement format of the code was adopted, it was estimated that a plateau of activity would be reached when the annual increase in pages resulting from cumulation would be offset by the exclusion of superseded text when books are revised. This estimate failed to take into account the slow but steady increase in the volume of regulations. The increase is particularly evident in the case of agencies the functions of which involve the relatively new fields of aeronautics and wireless communication, but it may also be observed in older agencies, such as the Department of Defense, which required one book in the 1949 edition and will require four at the end of 1954.

Public support of the 1949 edition of the code continued to be evidenced by rising sales. More than 44,000 code volumes and pocket supplements were sold, from which \$76,232 was covered into the Treasury, an increase of \$17,422 over the preceding year.

United States Government Organization Manual

The 1953-54 edition of the Manual was published early in August 1953, reflecting Government organization and functions at the beginning of the fiscal year. Because of the many changes resulting from reorganization plans effective in 1953, this edition required unusual effort to produce in such a limited time. Its value to the public is attested to by the fact that the preceding year's sales were exceeded; by the end of the year 25,222 copies had been sold at \$1 per copy.

Presidential Documents

Pursuant to Executive Order 10006 drafts of Presidential proclamations and Executive orders are reviewed immediately prior to Presidential signature. During the year drafts of 54 such documents were reviewed, corrected, and forwarded to the White House for signature.

THE FRANKLIN D. ROOSEVELT LIBRARY

To facilitate public use of both the research services and the museum at the library, improvements were made in the physical plant. Fluorescent ceiling lights were installed in the reading room, and floors were re-covered with linoleum and walls were painted in parts of the museum rooms.

Acquisitions

The library acquired 182 cubic feet of manuscripts during the year, bringing its manuscript holdings to 6,826 cubic feet. Possibly the

most important single accession is the papers, 1910-53, of Morris Llewellyn Cooke, which contain, among other things, his correspondence with scores of public officials and leading citizens on questions of public policy. The papers also reflect his pioneer work in the fields of public power and management improvement, including his activities as a leading member and president of the Taylor Society.

Another important acquisition is the collection of unpublished interviews, memoirs, and reminiscences gathered by the staff of the Franklin D. Roosevelt Foundation from some 70 associates and contemporaries of Franklin D. Roosevelt. Other manuscript materials acquired during the year include certain papers of Frederic A. Delano and other members of the Delano family, 1838-1945; correspondence of Augustus L. Richards; additional papers of Mrs. Franklin D. Roosevelt; and additional papers of Henry Morgenthau, Jr.

New books on American life and politics in the period 1910-45 and on World War II continued to pour from the presses during the year. The library sought to obtain the most important of these, as well as to fill gaps in its holdings of books and other printed materials. During the year 671 books were acquired, of which 554 were purchased and 117 were received as gifts. Microfilm copies of 19 unpublished doctoral dissertations were obtained. At the end of the fiscal year the library had 27,016 books and 37,997 other printed items in its collection.

About 4,500 new photographs were received during the year, chiefly as gifts. Of these more than 2,000 were presented by Mrs. J. L. Houghteling, and several hundred by Mrs. Franklin D. Roosevelt. Many of the photographs are of Hyde Park scenes and personages in the years 1880-1920. At the close of the fiscal year the library had 55,899 photographs in its collection.

Fifty-seven new museum objects were accessioned. These included a gift by Mrs. Roosevelt of a small radio, a cigarette holder, and a wrist watch, all of which had been used for many years by Franklin D. Roosevelt. The library was also given a handsome bronze bust of Warren Delano, grandfather of Franklin D. Roosevelt. On June 30, 1954, there were 18,464 museum items in the library's collection.

Arrangement and Description of Material

The major task confronting the library in this field is to increase the usability of its manuscript collections by preparing guides to the subject content of the papers, and by reorganizing those that are disarranged. Certain projects mentioned in earlier reports were continued, including the preparation of a subject index to transcripts of

Franklin D. Roosevelt's press conferences and the correction of filing errors in the huge series known as the "alphabetical file."

Smaller projects undertaken and completed during the year include the assembling in one series of the widely scattered rough drafts and similar papers bearing on the preparation and delivery of each of Franklin D. Roosevelt's major speeches; and the refiling under pertinent subject headings of hundreds of letters previously kept in so-called "miscellaneous" folders.

The library has 35 separate groups of manuscript materials. General descriptions of 30 of these groups have been prepared in rough draft for the use of the staff and researchers. Shelf lists were completed of the papers of John G. Winant and Morris L. Cooke.

A detailed subject index to the projected volume of selected documents reflecting Franklin D. Roosevelt's interest in conservation of natural resources was about half complete at the close of the year.

Cataloging of new books was kept current during the year, and the backlog of uncataloged books was reduced by approximately 1,000 volumes. Some 14,000 books were still uncataloged at the end of the year.

Reference Service

There was an appreciable increase in every phase of reference activity during the year, which is probably a reflection of the steadily growing interest in this country in the history of the immediate past. The library prepared and furnished 8,059 pages of material in microfilm form, as well as 2,031 photostats and photographs. There were 403 visits to the reading room, almost one-fourth more than the preceding year. Visitors used 4,092 items of books and papers, and the library replied to 603 written requests for information.

Results of research at the library are beginning to appear more and more frequently in printed form. Many of these are in the form of magazine articles, such as William Hassett's series of eight articles in the *Saturday Evening Post* entitled "The President Was My Boss," which were illustrated with many photographs from the library. Books published during the year which were based to a significant extent on research in the library included several volumes of the State Department's *Foreign Relations* series; *The Diplomats*, edited by Gordon Craig; *The Undeclared War, 1940-41*, by William Langer and Everett Gleason; *Flood Control Politics*, by William Leuchtenberg; *The China Tangle*, by Herbert Feis; *George N. Peek and the Fight for Farm Security*, by Gilbert Fite; *Franklin D. Roosevelt—The Ordeal*, by Frank Friedel; and *The Man Behind Roosevelt*, by Lela Stiles.

Important studies conducted at the library during the year included

research for the official biography of the late King George VI of Great Britain, authorized by Queen Elizabeth II; a study of the background of and circumstances involved in the 1934 cancellation of Government mail contracts with private airlines; research in connection with the official biography of Francis Cardinal Spellman, Archbishop of New York; a history of modern Cuba; a biography of the late Senator Pat Harrison; a study of Japanese-American relations in the pre-Pearl Harbor decade; a biography of the late Frank Knox; a history of the National Foundation for Infantile Paralysis; a study of Franklin D. Roosevelt as a campaign orator; a study of recent United States diplomatic relations with the Vatican; a study of the origins of the Social Security Act; a biography of Robert Livingston; a study of the effects of the New Deal on Puerto Rican politics; a biography of A. Mitchell Palmer; a study of the origins and history of the "M-day" plan; a study of the election of 1944; a biography of Henry Morgenthau, Jr.; and five separate biographies of Franklin D. Roosevelt.

The Museum

The exhibits were rearranged and new captions were prepared for them to bring out their significance. Special exhibits were prepared for visiting dignitaries. Collections of caricatures and extremist political broadsides were exhibited temporarily.

Over 204,000 persons visited the museum during the year, including Emperor Haile Selassie of Ethiopia, King Paul and Queen Frederika of Greece, and Prince Akihito of Japan. A total of \$41,136 in admission fees and taxes was collected. Under a provision of the Internal Revenue Code of 1954, no tax was levied on the admission fees after March 31, 1954. As a result, only \$5,117 was paid into the Treasury as taxes. Deposits in the Franklin D. Roosevelt Library Fund amounted to \$36,019.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

At its meeting on March 1, 1954, the Commission again considered and made some revisions in the text of its report to the President entitled "A National Program for the Publication of Historical Documents," which is scheduled for release in fiscal year 1955. It also reviewed the work of its staff and approved in principle the plans for two documentary histories, the annual volumes of *Writings on American History*, and a one-volume guide to depositories of archives and manuscripts in the United States. The Commission decided that in the future it will meet at least twice a year.

Two changes occurred in the membership of the Commission during the year. The President of the United States appointed Dr. Wilfred E. Binkley, professor of history and political science at Ohio Northern University, to succeed Dr. Richard H. Shryock, whose term expired. Senator Clyde R. Hoey, representing the United States Senate on the Commission, died on May 12; the vacancy was not filled before the end of the fiscal year. Dr. Guy Stanton Ford was reelected by the Council of the American Historical Association for a term of 4 years.

The Commission plans the compilation and publication of two closely related documentary histories. One deals with the ratification of the Constitution and the Bill of Rights and the other with the work of the First Federal Congress. Typing of the journal of the Senate was completed during the year, and so was the preliminary editing of that journal and the other official records of the Senate that are in the National Archives. Arrangements were made to have an expert in 18th-century shorthand, which differs radically from that now in use, transcribe the shorthand notes of debates in the House of Representatives that were made by Thomas Lloyd in 1789-90. Many of these debates have never been published and the record of them exists only in Lloyd's notebooks. Microfilm copies of pertinent letters in various depositories were obtained and filed.

The volume of *Writings on American History* for 1949 was published in April 1954. In order to reduce publication costs, the 1950 volume will be reproduced from typewritten copy by a photolithographic process. By the end of the year work on this volume at the Government Printing Office was sufficiently advanced to indicate that the volume will be ready for distribution during fiscal year 1955. By June 30, 1954, entries for 2,453 titles of books and articles had been drafted for the 1951 volume, which is scheduled to be ready for the printer about April 1955.

Substantial progress was made on two projects for the microfilm publication, on behalf of the National Historical Publications Commission, of certain manuscripts in the Library of Congress. All known papers of John C. Calhoun in the Library were filmed on 6 rolls and a substantial part of the papers of Henry Clay were filmed on 10 rolls. As soon as the filming of the Clay papers is complete and the necessary indexes have been prepared and filmed, microfilm positives will be made available for sale to libraries and individuals by the National Archives at a reasonable cost.

During the latter part of the year much of the time of the Commission's staff was given to work on the projected one-volume guide to depositories of archives and manuscripts in the United States.

Draft entries for 1,167 depositories were prepared, and requests for cooperation in perfecting these drafts and preparing additional ones were sent to 1,029 libraries, museums, and historical societies. It is expected that copy for the guide will be completed during fiscal year 1955.

Progress was made on several projects that relate to the Commission's general program of encouraging and assisting other organizations in publishing historical documents. Perhaps the most important development was the completion of arrangements by Yale University and the American Philosophical Society to undertake the comprehensive publication, in some 25 volumes, at an estimated cost of \$600,000, of the papers of Benjamin Franklin. Steady and substantial progress was made by Clemson College and the University of South Carolina on the John C. Calhoun papers, which are to be published by the University of South Carolina Press; a special appropriation to finance editorial costs was made by the South Carolina Legislature. The work of assembling copies of the Henry Clay papers was continued at the University of Kentucky, and similar work on the James Madison papers and the James Monroe papers was continued at the University of Virginia. Additional copies of papers of Archbishop John Carroll were obtained by the Department of Archives and Manuscripts of the Catholic University of America, and the work of preparing some of the copy for the printer was begun. The Association of Methodist Historical Societies moved forward rapidly with its plans to publish the journal and correspondence of Francis Asbury.