

GENERAL SERVICES ADMINISTRATION

*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, 1955



UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1956

## **NATIONAL ARCHIVES AND RECORDS MANAGEMENT**

The campaign being waged by GSA for better records management practices throughout the Government brought results in many Federal agencies. By furnishing technical assistance, participating in training programs, issuing records management handbooks and regulations, and arranging for private firms to survey records practices, GSA helped other agencies reduce the records costs in their daily operations. And by making it possible for other agencies to transfer their noncurrent records to Federal Records Centers GSA released costly office and storage space and filing equipment for reuse, and reduced personnel costs. Through these activities, GSA effected a saving of \$3.6 million during the year.

The National Archives took important steps to preserve and facilitate the use of the records in its custody. About half of its holdings have been arranged to bring related records together, place the most valuable ones in the safest parts of the building, and ensure the best utilization of space. More than 1.5 million running feet of nitrate motion-picture film, which was deteriorating, was copied on safety film.

Improved methods for printing agency rules, as recommended by the Federal Register Division, will save both time and money for many agencies. A remarkable increase in searchers at the Franklin D. Roosevelt Library indicates its growing importance as a research center. And the announcement of several significant documentary publication projects reflects the influence of the National Historical Publications Commission program.

### **RECORDS MANAGEMENT AND CENTERS**

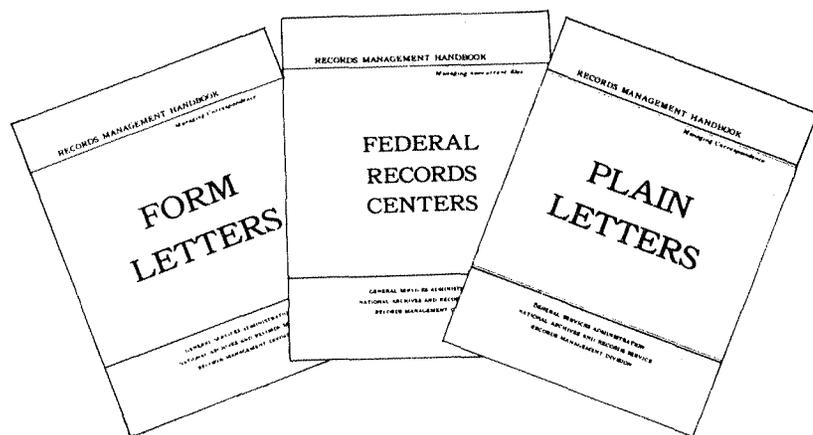
The second Commission on Organization of the Executive Branch of the Government had considerable effect on the records management program during the year. The Commission's task force on paperwork management, on which GSA was represented, and the Commission itself published separate reports in April 1955 on paperwork management in the Government. A second pair of reports by these bodies, covering paperwork required of private individuals and organizations by the Government, was prepared and scheduled for publication in July 1955.

After considering the task force report and other background studies, the full Commission unanimously endorsed GSA's records

management work and asked that it be expedited and expanded. The Commission recommended that GSA be given the authority and support necessary to supply staff guidance for a governmentwide paperwork management program and perform more than a dozen specific tasks in paperwork management.

Accordingly, GSA submitted to the Bureau of the Budget in May 1955 a proposed Executive order establishing a governmentwide paperwork management program, defining the responsibilities of GSA and the other executive agencies, and providing the authority needed to carry out the Commission's recommendations. GSA also began work promptly on recommendations for which it had authority and resources.

Draft chapters of Title 3, GSA Regulations, covering the creation of records and their organization, maintenance, and use, were referred to the Federal Records Council. A general records schedule, which is a part of these regulations, covering cartographic, photogrammetric, and related records was published, thus providing for the first time general standards for the retention and disposal of maps and related papers.



*For Better Records.*—To bring to Federal agencies and the public the know-how and know-what of records management, GSA issued three helpful new manuals during the year. Public purchases of "Plain Letters," handy guide book for letter-writers, quickly pushed it to a best-seller.

Supplementing these regulations was the publication of three records management handbooks. Two of these, *Form Letters* and *Plain Letters*, sought to improve the content and reduce the cost of the billion letters now written each year by the Federal Government. The third, *Federal Records Centers*, was prepared to facilitate the prompt transfer of records to these centers. A comprehensive records management bibliography was also published.

A listing of Federal requirements for the keeping of records by businesses, private individuals, and State and local governments was published in the Federal Register on April 8. This list was invaluable to the Commission's task force in preparing its second report on paperwork done for the Government and also provided a basis for the simplification, consolidation, and elimination of such requirements.

GSA established regular continuing interagency training conferences in 8 of its 10 regions. It also cooperated with American University, New York University, and Seattle University in providing training in records management and assisted Federal agencies in conducting training courses.

Collaboration with the GSA procurement officers produced new specifications for an improved 5-drawer file cabinet that provided more file space and greater ease of operation and for a security-type cabinet that provided the greatest degree of security for classified records ever built into such a cabinet.

### *Records Management Surveys by Private Consultants*

Through the initiative of the Senate Committee on Appropriations of the 83d Congress, \$300,000 was provided in the supplemental appropriation bill for fiscal year 1955 for studies by private consultants of Government records-management practices. Accordingly, five contracts were let between November 1954 and March 1955 for surveys in the following areas:

1. The creation and retention of records in the Veterans' Administration.
2. Paperwork management in the Interstate Commerce Commission.
3. The reporting system and related records and procedures of the Bureau of Indian Affairs.
4. Paperwork activities in four insurance-type agencies: the Bureau of Employees' Compensation, the Retirement Division of the Civil Service Commission, the Railroad Retirement Board, and the Bureau of Old-Age and Survivors Insurance.
5. Records centers maintained by the General Services Administration and the Department of Defense.

Most of the surveys had not been completed by the end of the year, but the contractors estimated that the recommendations made, if adopted, would result in savings of several million dollars. While the agencies had not completed their review of these recommendations, they estimated they would save \$624,000 from those already adopted.

### ***Technical Assistance and Program Promotion***

GSA continued to assist many agencies in dealing with records management problems. The United States Senate was assisted in solving mail, correspondence, filing, and other paperwork problems in the Office of the Sergeant at Arms, the Post Office and Civil Service Committee, and the Antitrust and Monopoly Subcommittee.

Assistance to the Internal Revenue Service expanded in scope. Improvements to increase correspondence production, cut copy making, reduce costs, and eliminate backlogs, patterned after those installed in the Baltimore District Office in 1954, were installed in 19 other district offices, with GSA regional or headquarters staff giving direct aid in 11 of them. The Service was also assisted in converting to open-shelf filing, preparing a correspondence manual, and eliminating the microfilming of index cards at an estimated annual saving of \$200,000.

In the Bureau of Public Roads, improvements were made in mail, records, and telecommunications systems, in reduction of copy making, in space, equipment, and personnel utilization, in establishment of official file stations, and in records disposition, all of which produced savings estimated at \$185,000.

Classification and filing manuals were developed for the Civil Aeronautics Administration and the Fire Protection Section of the Bureau of Standards. Of special importance was the assistance given the Business and Defense Services Administration, which will provide for the proper organization not only of records now being created, but also of the large quantities that would be created in a national emergency.

Toward the end of the fiscal year a comprehensive paperwork management project was undertaken in the Passport Office of the Department of State, and plans were developed for a detailed records management survey in the Department of Justice.

Technical assistance was given to field offices of a dozen departments and agencies throughout the continental United States and in Hawaii and Alaska. This assistance took the form of developing and installing correspondence manuals, form letters, and classification and filing manuals; reviewing and improving mail and files operations, instructions systems, and microfilm programs; and advising on specific records management problems.

The second Hoover Commission recommended the strengthening of a GSA governmentwide service to ensure the availability in a time of emergency of records vital to the continuation of essential governmental activities. An emergency records program was tested in November 1954 and May 1955. As a result, many agencies reconsidered the selection of records to be protected and the availability of security copies at assigned relocation areas.

Another Commission recommendation called for reduction in the percentage of records (24 percent in 1955) reported by agencies as having "permanent" value or such long-term value that no disposal date could be set. A detailed survey of one group of such records, the World War II records of the Selective Service System, resulted in the decision to destroy about 90 percent of them. By the end of the fiscal year most of the files, amounting to about 250,000 cubic feet, had been destroyed.

More than 50,000 cubic feet of War Production Board records in the Federal Records Centers were also destroyed during the year. A proposal was drafted that would establish definite disposal standards for the nearly 500,000 cubic feet of official personnel folders and related records hitherto designated as permanent.

For the second consecutive year more records were destroyed than were created by Federal agencies. Government holdings decreased from 24.6 million cubic feet on July 1, 1954, to 23.8 million cubic feet on June 30, 1955, as a result of the destruction of 3.9 million cubic feet while 3.1 million cubic feet were being added to current files. Transfers of records to records storage areas resulted in a reduction of the volume of records in operating space from 15.9 million cubic feet to 15.0 million cubic feet.

### ***Records Centers***

After commending the Federal Records Centers for the progress made since their establishment, the Hoover Commission and its task force on paperwork management made two recommendations—to aim at having one-half instead of one-third of all records in center-type space, and to close out uneconomical agency records centers.

Accordingly, the accessioning program for the year was stepped up, and renewed efforts were made to close out agency records centers. The Veterans' Administration began the demobilization of its Columbus, Ohio, records center, and the Selective Service System began the disestablishment of 42 records centers and 12 smaller holding areas. The Internal Revenue Service center at Muirkirk, Md., also was liquidated. Thus Government records centers, other than the 11 operated by GSA, would decrease by 44—from 78 to 34—shortly after June 30, 1955. Of the remaining 34 centers, nearly all were in the military departments or related agencies such as the Atomic Energy Commission.

Against a budgeted goal of 433,000 cubic feet of records, the centers were able, instead, to receive 710,000 cubic feet. Through these transfers, 325,000 square feet of office space were released, of which 270,000 were in blocks larger than 100 square feet and were therefore reassignable. Similarly 212,000 square feet of storage space were given

up, of which 195,000 were reassignable. At an average cost of \$2 per square foot for rent and maintenance of office space and \$0.85 for storage space, the savings are estimated at \$540,000 for office space and \$165,750 for storage space.

The Federal Records Centers also released 52,000 filing cabinets by transfers of records in 1955. Buying new cabinets instead of reusing these cabinets would have cost \$2,600,000. Some 21,000 usable transfer cases were also freed for reuse, saving \$105,000 in purchase of new cases.



*Economy and Speed.*—GSA's Federal Records Centers score \$3.6-million saving. Chief economies flow from the use of paper boxes instead of steel cabinets, low-cost warehousing instead of office space. Average of only nine minutes is needed to find papers in plainly labeled boxes on ten-tiered shelving.

During the year the Federal Records Centers destroyed 251,000 cubic feet of records as having outlived their usefulness, more than in any other year since the center program began in 1950. The volume would have been much larger if it had not been for the issuance of Executive orders holding up the destruction of certain Internal Revenue Service tax returns and Federal Housing Administration case files until certain congressional investigations could be completed.

Holdings of the Federal Records Centers increased from 2,439,000 cubic feet on July 1, 1954, to 2,886,000 cubic feet on June 30, 1955. At the same time the number of agencies and bureaus served by the centers increased from 178 to 183.

The center at Kansas City moved from leased quarters to a new warehouse of one-story design, with unlimited floor load and excellent receiving facilities.

The centers provided 900,000 reference services from records in their custody as compared with 698,000 in 1954. This count excludes 601,000 inquiries handled by the civilian personnel records center in St. Louis. Because of carefully prepared transfer documents, the centers needed only 9 minutes to answer the average inquiry and were thus able to provide 24-hour service.

Besides handling the reference inquiries mentioned above relating to former and present employees of all Federal agencies, the St. Louis center had its activity and importance increased during the year by two new developments.

The first was the abolition of the Service Records Division of the United States Civil Service Commission and the forwarding of its voluminous files to St. Louis. This action released 4,500 filing cabinets and 40,000 square feet of space and permitted personnel savings of approximately \$235,000. The liquidation of the division gave to the St. Louis center the function of maintaining a locator file for all persons currently employed by the Government, a function of great assistance to investigative agencies. It also resulted in the St. Louis center maintaining the basic records from which the Civil Service Commission administers the apportionment laws.

The second development was the agreement early in the year by all Federal agencies that the agency copies of payroll records be centralized at the center. There were very few pay records of this type not in the center by the end of the year.

### THE NATIONAL ARCHIVES

On the evening of August 29, 1954, the National Archives Building, shrine of the great charters of American freedom, was illuminated for the first time. Floodlights will illuminate the building and the flags that fly before it until 10 p. m. each night as a sign that the Declaration of Independence, the Constitution of the United States, and the Bill of Rights are on public display.

Lighting the building carried out the plans of architect John Russell Pope, who had made provision for floodlights at three levels as a means of focusing public attention on the importance of the building and the documents to be preserved there.

#### *Accessioning and Disposal*

During fiscal year 1955 about 7,400 cubic feet of records having continuing value were accepted for deposit. This was 3,600 cubic feet

more than were accessioned in 1954, but about 19,000 cubic feet less than were received in 1950, the first year that the present strict standards of appraisal were applied.

Significant additions to the cartographic holdings are published record sets of aeronautical charts for civil aviation in the United States and its Territories and possessions, 1927-54, and of nautical charts of the shore lines and coastal areas of the United States, prepared by the Coast and Geodetic Survey. Basic maps prepared by the Federal Power Commission showing the power facilities of the United States, 1930-53, also were received.

Of particular interest among photographic records accepted for deposit are 10,000 lantern slides assembled by the Commission of Fine Arts, 1910-50, illustrating the influence of the art and architecture of the past on the development of the Nation's capital, and 4,000 glass negatives showing chiefly monuments, buildings, and sites in Washington.

Other noteworthy records received are top level administrative and policy records of the Department of Labor and the former Reconstruction Finance Corporation, documenting recent years of economic and social change brought about by depression and war. Among these are subject and correspondence files of successive Secretaries of Labor, 1933-52, and the minutes of the Board of Directors of the Reconstruction Finance Corporation, 1932-51.

Also to be noted are the records of two recent commissions: the President's Water Resources Policy Commission, January 1950-March 1951, and the Commission on Intergovernmental Relations, September 1953-June 1955.

Although 7,400 cubic feet of records were added during the fiscal year, the total holdings of the National Archives were reduced from 758,500 cubic feet in 1954 to 749,500 cubic feet on June 30, 1955. This reduction was brought about chiefly by the transfer of some 10,000 cubic feet of materials of temporary value to Federal Records Centers and the disposal of nearly 5,000 cubic feet more which, upon re-appraisal, were found not to warrant further retention by the Government.

Among the records disposed of, for example, were some 2,450 reels, or about 2 million running feet, of motion pictures on nitrate film which, having been reproduced on safety-base film for preservation, were no longer needed. Likewise, the very bulky schedules for the population census of 1880 having been microfilmed and the microcopies made available for research use, authorization was obtained from the Congress to dispose of the originals. Because of the local interest in these disposable materials, the National Archives offered them to historical societies and libraries in the several States with the

understanding that the cost of packing and shipping the schedules would be borne by the State institutions requesting them. As of June 30 more than half of the States had arranged for the transfer of the schedules relating to their populations.

Appraisal of records proposed for accession or disposal is a basic function of the professional archivist. Occasionally, however, because of the quantity, long date span, wide scope, or technical nature of the records involved, the National Archives may wish to supplement appraisal by its staff with independent appraisals made by non-Government experts. In 1955, correspondence and discussions were carried on with a number of professional organizations in regard to the appraisal of the very large body of patent files of the Patent Office and the extensive case files of the Federal Mediation and Conciliation Service.

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 fiscal year 1955, lists and schedules covering 5,905 items—1,676 less than in fiscal year 1954—were appraised and reported to the Congress for final action. The decrease in agency disposal requests results chiefly from the fact that virtually all Federal records have now been covered by general or comprehensive schedules developed by agency records officers in cooperation with the National Archives and Records Service.

### *Preservation and Arrangement*

Progress was made during the fiscal year toward putting records in their final locations in the National Archives Building. The purposes of the rearrangement 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 the vacant space in the building. More than 231,000 cubic feet of materials were moved to their final locations during the fiscal year.

With respect to those records that have now been moved and consolidated—about half of the holdings have been placed in their final locations since the program began in September 1953—it has been clearly demonstrated that the efficiency and economy of archival operations, especially of the reference work, have been greatly enhanced.

Outstanding progress also was made in a preservation program, begun in fiscal year 1954, for the copying of historically valuable Government motion pictures from rapidly deteriorating and dangerous nitrate film to new triacetate film. During fiscal year 1955 the National Archives converted 1,970 reels, or about 1.5 million running feet,

of motion pictures from nitrate to safety film, bringing the total number of reels copied by or for the National Archives since the program began to almost 4,400.

The backlog of records in the National Archives badly in need of repair continues to grow each year. A recent survey revealed that 8,000 volumes and approximately 13,000,000 sheets of paper are in such bad condition that they must be repaired or reproduced.

As the cost of repairing documents is high, it is proposed when possible to substitute microfilming for the more expensive processes of lamination, silking, or rebinding and to reserve these processes for documents that cannot be adequately microfilmed and documents whose special values depend on preservation in their original physical form. A 10-year program to eliminate the rehabilitation backlog has been developed, and increased funds have been requested for this activity.

Under an agreement with the National Archives and other agencies, the National Bureau of Standards began an investigation during the fiscal year of methods and materials used in laminating documents. The first phase of the investigation involved the quality of the laminants now in use. In 1956 the Bureau will undertake to develop specifications for the most suitable type of laminating foil, appraise the desirability of deacidifying papers before lamination, and determine the relative merits of the two commonest types of laminating presses.

### ***Description and Publication of Records***

A preliminary inventory of the records of the House of Representatives, which will cover the papers of 79 Congresses, was completed through the first 67 Congresses. Preliminary inventories were also prepared for the records of two committees of the House—the Select Committee to Investigate the Federal Communications Commission, 1948, and the Select Committee of Inquiry Into Operations of the United States Air Services, 1924–25.

Preliminary inventories were prepared describing the records of two World War I agencies—the War Trade Board and the American Commission to Negotiate Peace—and a special list of Signal Corps motion-picture films relating to World War I was compiled. An inventory was also completed of the records of the American Agency of the Tripartite Claims Commission.

Among other preliminary inventories prepared were those for records of the Commission of Fine Arts, the Office of the Pardon Attorney, the Price Department of the Office of Price Administration, the Bureau of Entomology and Plant Quarantine, the Federal Communications Commission, the Central Bureau of Planning and Statistics, the Third Auditor of the Treasury, 1817–87, the United States

Antarctic Service, 1939–43, the Patent Office, and the Collectors of Customs at Duluth, San Francisco, and New Bedford.

A special list of some 1,600 cartographic items created by the Railroad Division of the Reconstruction Finance Corporation in connection with loans to railroads was prepared, and a reference information paper on materials in the National Archives relating to the Middle East was compiled and published. Substantial progress also was made in the preparation of a reference information paper relating to the records of the Continental Congress, in the compilation of guides to materials relating to Latin America in the National Archives and to the cartographic holdings of the agency, and in the development of an inventory of still picture holdings. More than 1,500 motion-picture subjects, or about 2,500 reels, were cataloged during the year. Approximately 11,000 unit catalog cards had been filed in the motion picture catalog as of June 30.

“Archival Principles: Selections From the Writings of Waldo Gifford Leland,” was the title of a staff information paper issued in March 1955 for the information of National Archives employees and other archivists. A glossary of archival and records management terms was also carried well toward completion.

*Microfilm publications.*—Since 1940 the National Archives has been publishing on microfilm selected series of records of high research value. Negative microfilms are prepared and retained by the National Archives and positive prints, called microfilm publications, are sold at moderate cost to research institutions and scholars.

This program was placed on a sound financial basis in 1948, when a revolving fund was established. Since then more than 25,000 rolls of microfilm publications have been sold and the proceeds, above cost of production, have been used to accelerate the production of new master negative. In fiscal year 1955 it was possible to add 920 rolls of master negative to the microfilm-publication stockpile, which on June 30 amounted to 5,800 rolls.

Among the more significant microfilm publications completed during 1955 were the letters received by the Secretary of War, 1803–60 (124 rolls); the letters received by the Secretary of the Navy from Commanders, 1808–86 (124 rolls); and the dockets of the Supreme Court of the United States, 1789–1950 (27 rolls).

Twelve pamphlets designed to supply essential data about films to prospective users of microfilm publications were issued during the year, six more than were released last year. A 73-page price list of microfilm copies of the original schedules of the Federal population censuses, 1840–80, also was made available.

*The Territorial Papers of the United States.*—Volume XXI, which is the final volume relating to Arkansas Territory, was scheduled for

delivery early in fiscal year 1956. Work continued on volumes for the Territories of Florida and Wisconsin.

These highly selective printed documentary publications, prepared with detailed editorial notes, are given wide distribution and suffice for most research purposes. Present-day printing costs make it impracticable, of course, to publish all documents relating to the Territories. Beginning with Wisconsin Territory, the National Archives will issue supplementary publications on microfilm, without detailed editorial notes, for sale to the relatively few specialized research institutions that desire copies of all documents, regardless of their relative importance.

### *Reference Service*

This function continues to require about one-half of the staff's time. Searchers consulted or were furnished with reproductions of 341,000 documents during the fiscal year, and 75,500 requests for information about records were received and answered. The nature, scope, and significance of the service provided on records by the National Archives have been outlined in previous reports and will not be discussed here. Certain noticeable trends should be mentioned, however.

In recent years the National Archives has noted a steadily increasing use of its holdings by scholars. This trend is reflected not only in the popularity of the microfilm publication program, discussed above, but also in the demand for other kinds of reproduction services, most of which comes from research institutions and scholars.

The number of service orders for reproductions handled by the photoscience laboratory increased from 5,500 in 1954 to over 6,200 in fiscal year 1955. During the same period the number of photostats ordered rose from about 48,000 to almost 53,000, and the number of photoprints requested increased from 11,000 to nearly 31,000.

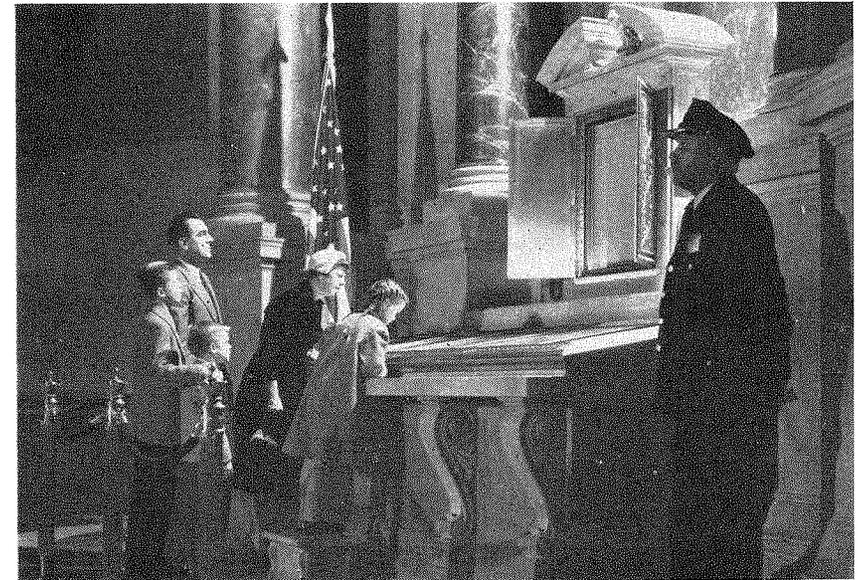
The increasing interest of scholars in records in the National Archives also is illustrated by the extraordinary growth in reference activity in the cartographic records field. The number of cartographic items furnished rose from 20,500 in 1954 to 33,400 in 1955. About 1,500 inquiries concerning maps were received and answered in 1955 in comparison with 900 in 1954. This increase clearly demonstrates a fact that has always been apparent to the National Archives—namely, that as records become more thoroughly organized, analyzed, and described their use increases proportionately.

A trend toward increased demand for service on materials in the National Archives of interest to genealogists has also been noted. The number of reference requests on this type of records has risen about 15 percent each year for the past 3 years, and a sizable backlog of inquiries had developed by the end of fiscal year 1954.

In order to cope with the situation, it became necessary to substitute photoreproductions of documents for the costly and time-consuming summaries of records formerly provided. By streamlining reference procedures in other ways and by temporarily assigning additional personnel to handle genealogical inquiries, the backlog was eliminated as of June 30, 1955.

### *Exhibits*

Public interest in the Declaration of Independence, the Constitution, the Bill of Rights, and other historic documents displayed at the National Archives increases each year. Since 1952 the number of visitors to the exhibition hall has increased by about 20 percent annually.



*Shrine of Liberty*.—GSA offers Americans chance to see the charters of freedom at the National Archives Building. Every possible scientific and human safeguard assures the preservation of the three great documents of the Nation's birth—Declaration of Independence, Constitution, and Bill of Rights.

The permanent exhibits on the Formation of the Union and the States of the Union were supplemented during the year by several temporary exhibits of a timely nature. World Wars I and II were the theme of a large display of pictures, maps, and documents during the 1955 American Legion convention in Washington. "Builders of the Nation" was the subject of an equally impressive exhibit of pictures and documents installed on the occasion of the submission

to the President of a report of the National Historical Publications Commission on a program for the publication of papers of great Americans. The flag of the United States, Thanksgiving Day, the 10th anniversary of the United Nations, and genealogical research materials in the National Archives were treated in smaller but popular displays.

### *Archival Training*

The basic instructional program for archivist-trainees in the National Archives was continued with some modification during fiscal year 1955. Of the 8 employees who attended the course, 5 completed it satisfactorily, 1 resigned, and 2 entered too late to complete some essential assignments. In fiscal year 1956, the basic training course of the National Archives will be given in collaboration with American University, so that members who register at the university can receive academic credit.

To provide in-service training for persons in the higher professional grades, a program of seminar conferences will be conducted once a month during fiscal years 1956-57. From seminar discussions it is expected that material for some 20 staff information papers will be developed for the technical and professional instruction of National Archives employees.

Foreign archivists and records personnel from some 20 countries came to the National Archives for consultation and training during the year. While most of these visitors stayed but a few days archivists from the Gold Coast, New Zealand, and Panama remained for 6 or more months of training and observation.

## **THE FEDERAL REGISTER AND RELATED PUBLICATIONS**

The upward trend in the volume of rules submitted to the Federal Register continued throughout the year. There was also an increase in the volume of legislation, resulting in the publication of three books of Statutes instead of the usual single volume. A reduced staff, operating with maximum efficiency, was able to keep all operations, covering both the laws and regulations, on a current basis.

### *Statutes at Large and Slip Laws*

The longest law enacted since the Revised Statutes of 1874—the Internal Revenue Code of 1954—was approved on August 16, 1954. Slip copies of this 929-page law, plus 95 pages of contents and appendixes, were available immediately, and the bound copy, volume 68A of the United States Statutes at Large, was available within 5 weeks.

This remarkable speed, plus a saving of about \$50,000, resulted from using a smaller format and printing the slip law pages and Statutes pages from the same plates in one continuous run. Other laws of the session were so voluminous as to require volume 68 proper to be printed in two parts.

### *Rules and Regulations*

The daily Federal Register carried 637 more documents and 1,456 more pages than in the preceding year. A new type of finding aid was developed by GSA and published in the issue of April 8, 1955. Entitled "Guide to Record Retention Requirements," it represents the first effort to cut across all of the titles of the United States Code and the Code of Federal Regulations in order to digest and present all of the Federal requirements in a given functional area. At the end of the fiscal year well over 10,000 copies of the April 8 issue in addition to subscriptions had been sold by the Superintendent of Documents.

Rules issued by the Department of the Treasury under the new Internal Revenue Code required the addition of a temporary new title to the Code of Federal Regulations. This evolving new title (designated Title 26—Internal Revenue, 1954) is being separately codified and separately bound in paper during the period of transition between the old and new Internal Revenue Codes. This arrangement, adopted to help clarify the complex revenue requirements, incidentally will yield an appreciable saving in binding costs.

Recommendations presented by GSA before the President's Conference on Administrative Procedure last year were adopted by the Conference at its final plenary session on November 9, 1954. These recommendations involved the uniform numbering, citation, and method of printing of agency rules. In addition to major procedural benefits, as pointed out on page 86 of the Conference report, savings in printing costs ranging between 52 and 97 percent may be achieved.

Agency rules of organization, submitted under section 3 of the Administrative Procedure Act, were revised and digested in the annual United States Government Organization Manual. This publication continues to be a Government "best seller." The 1954-55 edition, delivered early in August 1954, sold 25,463 copies.

### *Income From Subscribers*

Income for the fiscal year from subscriptions to publications of the Federal Register Division is shown below. These figures do not include over-the-counter sales of the Federal Register and the slip laws made by the Superintendent of Documents.

Federal Register.....	\$95, 661. 91
Code of Federal Regulations.....	60, 988. 30
Government Organization Manual.....	25, 890. 00
Statutes at Large.....	7, 716. 25
Slip laws (84th Cong., 1st sess.).....	4, 472. 00
Total.....	194, 728. 46

### THE FRANKLIN D. ROOSEVELT LIBRARY

During the year the library acquired 233 cubic feet of new manuscript materials. Its manuscript holdings now total 7,059 cubic feet.

Mrs. Franklin D. Roosevelt and the five Roosevelt children lent to the library several thousand Roosevelt "family letters" that were not included in the original gift of Roosevelt papers. Of especial interest are several letters written by President Theodore Roosevelt to Franklin D. Roosevelt and Mrs. Roosevelt during the early years of their marriage. Most of these letters are now available for research use only upon authorization by the Roosevelt family.

The Office of the Governor of the State of New York and the New York State Library placed in the Franklin D. Roosevelt Library on an extended-loan basis the official correspondence of Franklin D. Roosevelt as Governor of New York and of Herbert Lehman as Lieutenant Governor.

Myron Taylor gave to the library parts of his personal papers relating to his mission to the Vatican and his work on international refugee problems. The Vatican mission papers are not now available for research purposes.

From the heirs of Miss Ellen Roosevelt the library received several hundred letters, mostly on microfilm, of John A. Roosevelt, Isaac Roosevelt, and other members of the Roosevelt family. They date from the late 18th century to the beginning of the 20th century and relate chiefly to business activities.

The library acquired 637 books and 42 microfilm copies of unpublished doctoral dissertations during the year. It now has 27,698 books and 38,712 other printed items.

The photograph collection was augmented by 3,729 new photographs, making a total of 59,628 photographs.

Mrs. Franklin D. Roosevelt presented to the library the original portrait of Franklin D. Roosevelt painted in 1935 by the noted British artist, Frank O. Salisbury. A copy done by the same artist hangs in the White House. The library has received permission from Mr. Salisbury to sell photographic copies of the original portrait. Mrs. Anna Roosevelt Halsted placed in the library on indefinite loan the first bronze casting of the famous bust of Franklin D. Roosevelt made from life in 1933 by the sculptor Jo Davidson. One hundred

forty-seven other museum objects were accessioned during the year, bringing the museum holdings of the library to a total of 18,612 items.

### Arrangement and Description of Material

The detailed subject index to transcripts of all of President Roosevelt's press conferences, started in 1953, was completed through the year 1937. The subject index to the library's projected publication on Roosevelt and the conservation of natural resources was completed. Work progressed on putting the huge "alphabetical file" into correct order. Calendars of important unpublished speeches of Franklin D. Roosevelt, 1910-28, of his collection of "historical manuscripts" and autographs, and of papers concerning Norman Davis also were prepared.

### Reference Service

A steady increase in the library's reference activities indicates the growing tendency of scholarship to concentrate attention on recent history. Readers made 835 visits to the reading room, twice as many as in the preceding year, and used 5,108 items of books and papers. Personnel of the library replied in writing to 636 requests for information and furnished to various institutions and persons 1,430 photostats and photographs and 13,628 pages of manuscript on microfilm.

Noteworthy publications that appeared during the year which were based in considerable part on research in the Franklin D. Roosevelt Library include: *The End of Innocence*, by Jonathan Daniels; *Roosevelt y la Buena Vecindad*, by Francisco Cuevas Cancino; *The Roosevelt Leadership, 1933-1945*, by Edgar E. Robinson; *Prejudice, War and the Constitution*, by Jacobus ten Broek, et al.; *Franklin D. Roosevelt as Governor of New York*, by Bernard Bellush; and *The Army Flies the Mails*, by Paul Tillett.

Materials in the library were used during the year for studies on such varying topics as the presidential press conference as an instrument of executive leadership; the automobile industry under the NRA; the Polish-American press and the New Deal; United States policy toward the Russo-Finnish war; the wildlife conservation movement, 1933-45; and Herbert Lehman as Governor of New York. Two new full-scale studies of Franklin D. Roosevelt were also begun.

### The Museum

Photographs and letters commemorating the 10th anniversary of the death of Franklin D. Roosevelt were exhibited in the museum in April, and Winston Churchill documents were displayed on the oc-

casation of his retirement as Prime Minister. Almost 192,000 persons visited the museum during the year. Admission fees amounting to \$37,091 were deposited in the Franklin D. Roosevelt Library Fund.

### NATIONAL HISTORICAL PUBLICATIONS COMMISSION

There were several changes in the Commission's membership during the year. The Librarian of Congress designated David C. Mearns, Chief of the Library's Manuscripts Division, to serve as successor to Solon J. Buck, who had retired. The Speaker of the House of Representatives appointed George P. Miller, Congressman from California, to succeed Congresswoman Katharine St. George, whose term had expired. The President of the Senate appointed Senator Wallace F. Bennett of Utah to succeed the late Senator Clyde R. Hoey as the Senate's member on the Commission. The following members were reappointed for terms of 4 years each: Rudolph A. Winnacker, to represent the Department of Defense; Justice Felix Frankfurter, to represent the judicial branch; and G. Bernard Nobel, to represent the Department of State.

The Commission held two meetings during the fiscal year. At the November 16, 1954, meeting the chief business was the Commission's presentation to the President at the White House of a copy of its printed report, *A National Program for the Publication of Historical Documents*. The Administrator of General Services also was present on this occasion. A few days later the President addressed a letter to the Commission commenting favorably on its program. The American Historical Association adopted a formal resolution endorsing the program and urging that it be supported. Elsewhere the program received favorable attention as the report was widely distributed to libraries, historical societies, and interested individuals.

At the meeting on May 20, 1955, progress on publications of papers of some of the "Founding Fathers," previously recommended by the Commission, was noted; it was decided to endorse and encourage also the collection and publication of the papers of John Marshall; and plans were made to have a congressional resolution endorsing the Commission's general program introduced by its two congressional members.

Substantial progress was made on several projects for which the Commission's staff has chief responsibility. The volume of *Writings on American History* for 1950 was published and distributed in the spring of 1955; compilation of the 1951 volume was completed in June; and work on the 1952 volume was begun. Much information for the one-volume guide to archives and manuscripts was assembled. Copies of material for the documentary histories on the ratification of the Constitution and Bill of Rights and on the First Federal Congress

were obtained from several depositories in Massachusetts, Rhode Island, Connecticut, New York, Georgia, and California; and very encouraging progress in making typed transcripts of the appropriate portions of these and related documents was realized. About one-half of the shorthand notes of the debates in the House of Representatives, made by Thomas Lloyd in 1789-90, were transcribed.

An important function of the Commission is to encourage and assist other organizations in collecting and publishing historical documents. Progress continued on projects previously established to publish papers of Francis Asbury, John C. Calhoun, John Carroll, Henry Clay, and Benjamin Franklin, and to collect for future publication copies of the papers of James Madison and James Monroe. In the fall of 1954 plans to publish extensively the papers of John, John Quincy, and Charles Francis Adams as a joint enterprise of the Adams Manuscript Trust, Massachusetts Historical Society, Harvard University, and Time, Inc., were announced. In June 1955 Columbia University announced its plans to publish the papers of Alexander Hamilton. At the end of the year plans to publish the papers of James Madison were being developed.

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