

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, 1956



GENERAL SERVICES ADMINISTRATION

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UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1957

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NATIONAL ARCHIVES AND RECORDS MANAGEMENT

The National Archives and Records Service is responsible to the Administrator of General Services for promoting improved current records management and disposal practices in Federal agencies and for selecting, preserving, and making available to the Government and the public the permanently valuable noncurrent records of the Federal Government. It is also responsible for publishing the laws, Constitutional amendments, Presidential documents, and administrative regulations having general applicability and legal effect, and for the preservation, publication, and administration of the historical materials in the Franklin D. Roosevelt Library.

RECORDS MANAGEMENT AND CENTERS

Early in the year the President and the Bureau of the Budget acted on many of the recommendations of the second Commission on Organization of the Executive Branch of the Government (Hoover Commission) concerning paperwork management. The President, in lieu of issuing the Executive order proposed by the Commission, gave his support to the recommendations by asking the General Services Administration to assist and advise executive agencies in the solution of paperwork problems and by requesting department heads to cooperate with GSA in improving paperwork management.

At the direction of the President, the Bureau of the Budget requested GSA to proceed at once with some of the specific task-force recommendations endorsed in the Hoover Commission report. Among these were recommendations to reduce the amount of records designated as permanent, to establish a goal of having one-half instead of one-third of all records in center-type space, to close out uneconomical agency records centers and establish any needed staging areas, and to curtail the use of legal-size cabinets and documents. GSA also was asked to submit to the Bureau a plan setting forth the coverage and potential advantages of a governmentwide correspondence manual.

In December 1955 the Bureau requested GSA to develop new programs for assisting agencies in simplifying and improving their paperwork processes. Programs specifically mentioned were those concerned with improvement of correspondence and letter-writing practices, mailing systems, and control of forms, reports, directives, and

issuances. Assistance with business machines and electronic devices used to simplify paperwork procedures was also included.

To the extent permitted by its previous commitments and the size of its existing staff, GSA proceeded toward these objectives during the year. With the backing of the Bureau of the Budget, GSA made plans to accelerate its efforts. In June 1956 the Congress approved these plans by appropriating funds for additional records management specialists and continued expansion of the Federal Records Centers in fiscal year 1957.

Action on Hoover Commission Recommendations

To carry out the Hoover Commission recommendations on Government paperwork management, 2-day records management clinics were presented in the last quarter of the year in 19 key cities having large concentrations of Federal personnel. As a broad-scale move to stimulate action on a much wider, continuous basis, these clinics were designed particularly to increase executive interest in records management, set forth legal responsibilities placed on agencies by the Federal Records Act of 1950, and explain benefits deriving from joint GSA-agency cooperation. Approximately 2,000 persons attended, many of them heads of offices and their top staffs.

Tangible results were promptly evident in increased requests for GSA assistance, in training within agencies, and in steps taken by agencies to improve their operations. These clinics will be carried to additional cities in fiscal year 1957 and will be followed by intensive workshops for supervisory officials in such records management specialties as correspondence management, mailing systems, forms control, and filing practices and procedures.

Information on desirable records management practices was also disseminated through publications and training sessions. *Guide Letters*, a pamphlet describing how to improve, speed, and simplify the handling of large volumes of correspondence, was issued as a companion to the popular handbooks on *Plain Letters* and *Form Letters* published in the previous year. Another records management handbook, *Applying Records Schedules*, was issued to show how to dispose of noncurrent records promptly and systematically; it supplements the handbook on *Federal Records Centers* published in 1955.

Interagency Records Administration Conferences, designed to provide monthly or bimonthly forums for exchange of information among Government records management officers, were established in 3 additional cities, bringing these organizations to 12 in number. Other audiences were reached through records management courses given under GSA sponsorship at the American University in Washington, D. C., and the University of Kansas, and through numerous appear-

ances by members of the staff at meetings of professional and other organizations.

Specific recommendations of the Hoover Commission and its task force on paperwork management were not overlooked. As recommended, the program for protection of records indispensable to necessary Federal operations in a time of emergency was extended to areas outside of Washington and was given increased attention. Based on their experience during Operation Alert 1955, many agencies did a better job of concentrating at their relocation points records that would be needed immediately for emergency operations.

The plan for a governmentwide correspondence manual was prepared as requested by the Bureau of the Budget and, as indicated in a later section of this report, excellent progress was made on the Commission's recommendations on records centers.

Efforts to reduce the percentage of records reported by agencies as having "permanent" or indefinite value, as distinct from those scheduled for disposal at a specific date, resulted in a decrease from 24 percent at the start of the year to 22 percent at the end.

After 2 consecutive years in which substantially more Federal records were destroyed than were created, the balance swung slightly the other way in 1956. Government holdings increased from 23.8 million cubic feet on June 30, 1955, to 24 million cubic feet on June 30, 1956. The Government destroyed 3.5 million cubic feet of records while agencies added 3.7 million cubic feet to their current files. The volume of records in operating space continued to decline, however, from 15 million cubic feet to 14.8 million cubic feet, resulting from the transfer of records to Federal Records Centers and other storage areas.

Surveys and Technical Assistance

With its own staff of analysts in the Central Office and the regions and with private consultants employed under a special appropriation, GSA conducted an extensive program of surveys and technical assistance in individual agencies.

In Washington the GSA staff was principally involved in assisting the Passport Office of the Department of State, the Department of Justice, and the Department of Agriculture. Simplification of paperwork activities in the Passport Office resulted in the elimination of a filing backlog of 1 million pieces, the adoption of form letters for 80 percent of the correspondence, the redesign of passports and passport applications, and many other improvements which enabled the existing staff to handle a 20-percent increase in workload during the peak of the travel season. This project was described in detail by

the Senate Committee on Government Operations in Senate Report No. 1604 (84th Cong., 2d sess.).

Studies in the Department of Justice are covering correspondence, reporting, filing, and other paperwork processes at the departmental level and in the offices of the United States Attorneys throughout the country. In the Department of Agriculture, reports on the twin areas of correspondence management and forms control at the departmental level and on forms control in the personnel administration area had been completed by the end of the year. The Justice and Agriculture surveys are continuing into fiscal year 1957.

Both in Washington and in the field, GSA records management analysts assisted other agencies in a variety of ways. They conducted surveys of paperwork processes, developed classification and filing manuals, reorganized defective filing systems and installed new ones, advised on microfilm projects, and did some actual filming on a reimbursable basis. In addition to the clinics, training courses on such subjects as correspondence management and records transfer and disposal were given to representatives of individual agencies. Special training programs were also worked out for records personnel from Canada, Costa Rica, Egypt, Mexico, Nicaragua, Paraguay, the Philippines, and Southern Rhodesia.

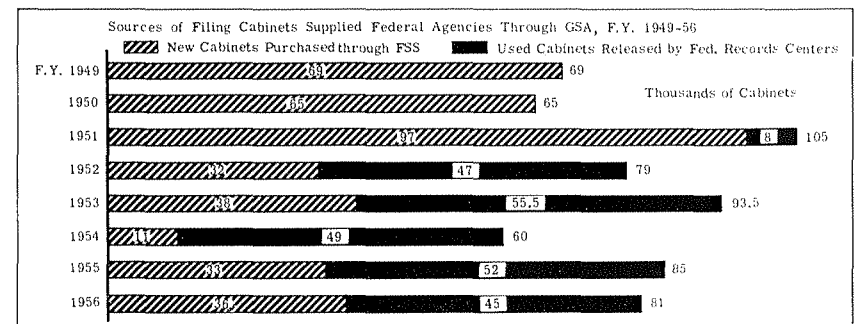
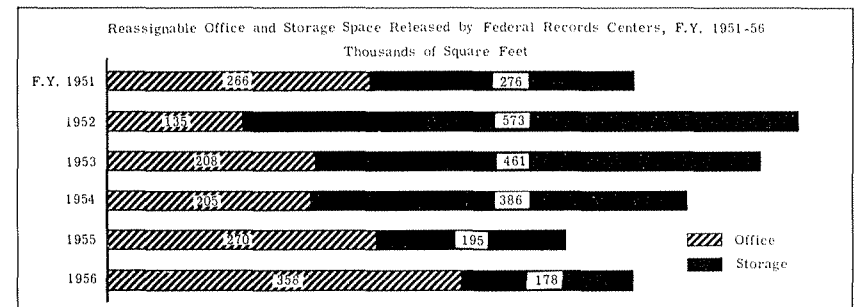
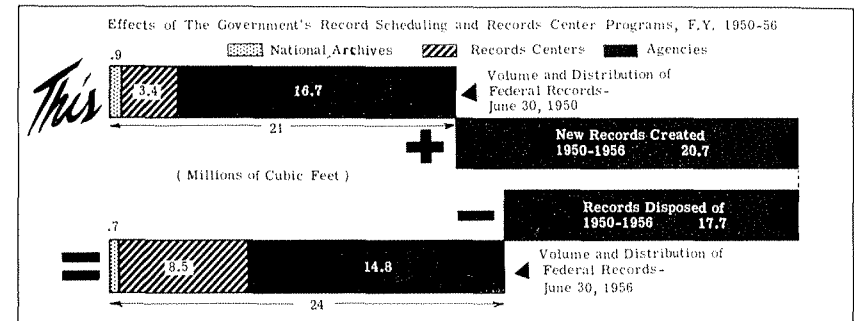
All surveys of Government records management practices conducted by private consultants with funds appropriated by Public Law 663 (83d Cong.), approved August 26, 1954, were completed during the year. Monitored and followed up by GSA personnel, these surveys in nine departments and agencies have resulted in estimated savings of about \$4.3 million with only a few recommendations still under consideration by the various agencies concerned. Of this amount, about \$0.5 million represents savings in personnel costs, chiefly in the agencies surveyed, and \$3.8 million represents savings in space and equipment, mostly through transfer or disposal of records.

Records Centers

The 10 regional Federal Records Centers, together with the large national civilian personnel records center at St. Louis, on June 30, 1956, held a total of 3,337,000 cubic feet of records transferred from the files of 187 different agencies and bureaus. Largest patrons of the centers are the Internal Revenue Service (670,000 cubic feet), Veterans' Administration (304,000 cubic feet), General Accounting Office (277,000 cubic feet), Immigration and Naturalization Service (99,000 cubic feet), and the Bureau of the Census (98,000 cubic feet).

The regional centers occupied 1,294,000 square feet of space and had erected shelving with a capacity of 3,232,000 cubic feet, or a ratio

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of 2.5 cubic feet for each square foot of space. The centers are aiming to increase the ratio to 3 cubic feet for each square foot, as rapidly as the height of the shelving can be increased. Records in office space normally require 1 square foot for each cubic foot of records.

All budgeted goals for the regional centers were exceeded in fiscal year 1956, and in every case the figures exceeded those for any previous year. Records amounting to 733,000 cubic feet were transferred to the centers, 285,000 cubic feet of records were disposed of, and 1,226,000 reference inquiries were handled.

As a result of transfers during the year to all Federal Records Centers, including the specialized St. Louis operation, 419,000 square feet of office space were released, of which 358,000 were in blocks larger than 100 square feet and were therefore reassignable. At the same time 200,000 square feet of storage space were freed for reuse, of which 178,000 were reassignable. At an average of \$2 per square foot for rent and maintenance, the annual cost of leasing the reassignable office space would have been \$716,000. Likewise, at an average of \$0.85 for storage space, the annual cost of leasing the reassignable storage space would amount to \$151,000.

As a further result of the acceptance of records in the centers, including St. Louis, 45,000 filing cabinets and 70,800 transfer cases were made available for reuse in the agencies during the year. On the basis of their replacement value, expenditures by the Government for new cabinets were curtailed by \$2,250,000, and for transfer cases by \$354,000.

The operation of regional centers has been accompanied by a reduction in unit costs and an increase in employee production as shown in table 7.

TABLE 7.—Unit costs and employee production in regional records centers, fiscal years 1953–56

Fiscal year—	Cost per cubic foot of records administered	Cubic feet received by each accessioning employee	Number of services per reference employee
1953	\$0.82	4,946	4,608
1954	.80	6,730	6,370
1955	.67	7,142	6,375
1956	.64	8,040	8,333

Like the regional centers, the St. Louis center experienced its best year, answering 642,000 inquiries and processing 2,352,000 official personnel folders, personnel action forms, pay folders, health folders, and other items into the files during the year.

As a result of the efforts of GSA, Department of Defense, and General Accounting Office—the principal agencies with records centers—

about 42 percent of all Federal records were in center or other storage space on June 30, 1956, a figure well along toward the 50-percent goal set by the Hoover Commission.

THE NATIONAL ARCHIVES

Significant progress was made during the year toward ensuring the preservation of permanently valuable records on deposit in the National Archives and at the same time increasing the efficiency and economy of archival operations.

Preservation and Arrangement

Rapid accessioning of the large volume of valuable Federal records that had accumulated since 1789 and, during the war years, lack of space, equipment, and personnel prevented the National Archives from arranging its holdings in logical order as they were brought in. By 1953 it had become imperative from a standpoint of safety, efficiency, and economy to rearrange them, and especially to place the most valuable records in areas of the building that would be most secure.

In September 1953 the actual shifting of records was begun. Between that date and June 30, 1956, the job was completed. It involved moving 555,000 cubic feet of records, about 242,000 of them in fiscal year 1956. It is already obvious that the arrangement has made every phase of archival activity, especially reference service, more efficient.

The refinement of the internal arrangement of individual record series, however, will require many more years to complete. In 1956 about 1,255,000 textual items, 5,900 reels of motion pictures, 465 sound recordings, 36,000 still pictures, and 51,000 maps were placed in proper order.

For many years the National Archives was faced with the problem of how to preserve its large holdings of historically valuable Federal motion pictures that were on rapidly deteriorating, dangerous nitrate film. In 1953 Congress appropriated funds for copying such pictures on more enduring acetate or safety-base film. The copying of more than 2 million running feet during fiscal year 1956 virtually completed this program, which involved the reproduction of more than 5.6 million running feet of film.

The more than 3.8 million still pictures in the National Archives pose an additional preservation problem. More than 46,700 items, including 45,700 nitrate negatives, were copied in 1956 to guarantee their preservation. Techniques for microfilming still picture negatives have been perfected which not only provide an economical method

for copying the negatives but will reduce the space required to house them and facilitate their use.

Another major problem has been how to preserve damaged textual records. For much of its history the National Archives has been able to repair only the most seriously damaged items. In a sense, therefore, it is faced with a 175-year backlog of repair work, for many records were in bad condition when accessioned and others have deteriorated through use. At least 10 percent of the paper records cannot be used in their present condition without risk of damaging them still further.

Heretofore the National Archives has placed its main reliance on lamination to repair paper records. But this process, while an advance over older methods, is still too costly to solve the problem entirely. More emphasis is therefore being placed on the substitution of microfilm for the original records where the latter are in danger of disintegration and their content can be preserved adequately on film.

Microfilming for preservation will at the same time achieve other desirable results. First, since records must be properly arranged before filming, the program will speed up records arrangement. Second, it will enable the National Archives to dispose of the originals of many filmed records and thereby save storage space. Third, it will make possible the preservation of security copies of the records in depositories away from Washington. Finally, it will enable research institutions throughout the country to obtain at nominal cost positive copies of the filmed records, thus saving users the cost and inconvenience of coming to Washington.

A 10-year program of microfilming for preservation was outlined in 1956, and an initial project for microfilming the large 19th century series of ship's passenger lists was begun. These records are important not only for broad studies of immigration during the 19th century but also for documenting the age and citizenship of many persons. Furthermore, many of the lists are on poor quality paper typical of the period when woodpulp was replacing rags in the manufacture of paper. More than 125,000 pages of these documents had been filmed by June 30, 1956.

The investigation of lamination by the National Bureau of Standards, referred to in the 1955 report, continued under the sponsorship of the National Archives and other agencies.

Accessioning and Disposal

Fiscal year 1956 was the first since 1950 that saw a net increase in the total records holdings of the National Archives. Roughly 19,500

cubic feet of records having continuing value were accepted for deposit at the same time that some 12,000 cubic feet of records were transferred to Federal Records Centers or disposed of. The net gain—approximately 7,000 cubic feet—raised the total holdings of the agency to 756,600 cubic feet as of June 30, 1956.

Perhaps the most significant accession of the year was that of the appellate cases of the Supreme Court of the United States, 1792–1831. These records, which include such notable cases as *McCulloch v. Maryland*, reflect the early development of the Court as interpreter of the Constitution. They are of especial significance to the National Archives because they constitute the first accession of original records from that body.

Among other early records received are letters and accounts sent by factors at trading posts to the Superintendent of Indian Trade, 1810–22; and a substantial addition to the records of the Government of the Danish West Indies, 1790–1917, already received.

Records that reflect the development of various Government activities since the middle of the 19th century include those of the Office of the Chief of Engineers pertaining to the operation of the Sault Ste. Marie Canals, Mich., 1855–1936; the most complete known set of War Department general orders, bulletins, circulars, field and technical manuals, and regulations issued by the Adjutant General's Office, 1860–1944; internal-revenue assessment lists of enterprises subject to excise tax, 1862–1915; correspondence of the Bureau of Engraving and Printing, 1862–1912; records of Fort Riley, Kans., 1864–1901, documenting its years as an Army frontier post and, after 1891, as a cavalry school; and budget and accounting records of the Department of Agriculture, 1868–1921.

Other textual records of unusual research value accepted for deposit include the general files and many special files of the Geological Survey, 1912–48; central files of the Social Security Board, 1934–41, with records of its Chairman and its Executive Director; and records of the Western Defense Command and the Fourth Army relating to the exclusion of enemy aliens and Americans of Japanese descent from military areas on the west coast, 1942–46.

Records received from recently terminated agencies include most of the records of the second Commission on Organization of the Executive Branch of the Government, known as the Hoover Commission, 1953–55; and top-level administrative records of the Small Defense Plants Administration, 1951–53.

Among photographic accessions are 558,000 news photographs purchased by the Government from the Paris office of the *New York Times*, illustrating events between 1900 and 1950, especially before and during World War I; a few reels of silent motion-picture film

taken by the Rodman Wanamaker Historical Expeditions, 1908-20, showing customs and ceremonies of North American Indians; and almost 1,500 reels of film used in briefing Air Transport Command pilots during World War II, showing terrain, flight routes, and landing facilities.

Noteworthy cartographic records received include published topographic maps of the Geological Survey, 1869-1956; field records of the Division of Soil Survey of the former Bureau of Plant Industry, Soils, and Agricultural Engineering, 1930-48; and State and county maps prepared by State highway agencies in cooperation with the Bureau of Public Roads, 1937-55.

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 1956, lists and schedules covering 5,189 items—716 less than in fiscal year 1955—were appraised and reported to Congress for final action. The continuing decline in agency disposal requests results chiefly from the fact that most Federal records now are covered by general or comprehensive schedules developed cooperatively by agency records officers and the National Archives and Records Service.

Description and Publication of Records

The preliminary inventory of the records of the House of Representatives for the first 79 Congresses, referred to in the 1955 report, was completed during the year. Preliminary inventories were also prepared for the records of two committees of the House—the Appropriations Committee's Subcommittee on the Works Progress Administration, 1939-40, and the Select Committee on Foreign Aid, 1947-48.

Among other preliminary inventories completed were those for the records of the Puerto Rican Reconstruction Administration, the Bureau of Animal Industry, the Office of the Postmaster General, the Bureaus of the 3d and 4th Assistant Postmasters General, the Rationing Department of the Office of Price Administration, and the District Court for the Southern District of New York.

Cartographic records of the Bureau of the Census, the Bureau of Reclamation, the Federal Power Commission, and the Interstate Commerce Commission also were described in inventories. An inventory of the still-picture holdings of the National Archives was completed, and an inventory of its cartographic holdings and a guide to records relating to Latin America were far advanced.

Approximately 1,750 motion-picture subjects, or about 2,975 reels, were cataloged during the year. Over 31,000 unit catalog cards had been filed in the motion-picture catalog as of June 30, 1956.

Publications of general professional interest issued during the year include a 31-page *Glossary of Records Terminology* and *The Archivist's Code*, a thoughtful statement of the obligation of archivists to the records, to their employers, and to the public.

Microfilm publications.—The 1956 microfilm publication sales record reveals the continuing interest of scholars and research institutions in acquiring these reproductions of selected series of records in the National Archives that have high research value. Nearly 6,000 rolls of microfilm publications were sold during the year—about 25 percent more than in the previous high year of 1954—bringing the total number of rolls sold since 1948 to about 31,000.

Master negatives produced under the program during the year amounted to almost 600 rolls, so that the microfilm publication stockpile amounted to about 6,400 rolls. Among the more significant microfilm publications completed during 1956 were the despatches from United States Ministers to Great Britain, 1823-1906 (200 rolls), and to Mexico, 1823-1906 (179 rolls); records of the 10th Military Department, 1846-51 (7 rolls); and the Document Series of the National Recovery Administration, 1933-36 (186 rolls). Twelve new pamphlets were completed in the series designed to tell prospective users of microfilm publications the essential facts about each film.

Territorial Papers of the United States.—Volume XXI, the final volume of selected documents relating to Arkansas Territory, was published during the year. Work continued on projected volumes for Florida and Wisconsin Territories, and one Florida volume is scheduled for publication in fiscal year 1957.

As noted in the 1955 report, the National Archives will issue, beginning with Wisconsin Territory, microfilm supplements to the printed volumes in order to make available to specialized research institutions copies of all Territorial documents, regardless of their relative importance. During the year all document series in the National Archives relating to Wisconsin Territory were identified, and all the pertinent State Department records and about half the War Department records were filmed.

Reference Service

Most of the records preserved in the National Archives are open for use by anyone having a legitimate reason to consult them. For this reason and because these records are source materials for a great variety of topics, the National Archives has become known throughout the world as a major research institution. As its holdings become more thoroughly organized, analyzed, described, and made known, their use increases. In 1956 searchers consulted or were furnished reproductions of more than 334,000 documents, and about 79,700 requests for informa-

tion about records were answered. About half the staff's time is required to meet this demand for reference service.

Government agencies at all levels and private business use the records to facilitate their work. The Coast Guard used logs of vessels that plied Arctic waters between 1900 and 1941 in its analysis of air and ice conditions that threaten navigation in the Bering and Beaufort Seas. The Illinois State Water Division reviewed Soil Conservation Service project files of the 1930's for pertinent water supply data for that State. A representative of a foreign government studied Office of Price Administration records in anticipation of the establishment of price controls in his country. A union official pressing for a collective-bargaining agreement used records of Federal labor agencies. The counsel for a railway supported an important right-of-way case with reproductions of General Land Office maps. And television and motion-picture producers obtained reproductions of more than 121,000 running feet of motion-picture film for use in current productions.

Records provide the source material for a wide variety of writing. An economist preparing a 4-volume history of American economic thought used records of several Federal labor agencies, and a Chinese historian writing of the 1911 revolution in China used State Department records. Graduate students used records in their studies of the free Negro in antebellum Georgia, land-use patterns in the District of Columbia in the 1860's, and the influence of the clergy in the framing and adoption of the Federal Constitution. A writer obtained information from 19th century War Department files for a feature story on the first soldiers buried in Arlington Cemetery, and a Hollywood script writer found materials in the Archives on the Confederate raid on St. Albans, Vt.

Accommodations for searchers were much improved during the year by relocating the Still Pictures Section in more accessible, commodious quarters, by providing additional search room space near certain stack areas, and by making several new passageways through the stacks to records branch offices.

Exhibits

Since the Declaration of Independence, the Constitution, and the Bill of Rights were placed on exhibit in the National Archives in 1953, the number of persons visiting the exhibition hall has increased each year by 20 to 25 percent, and the trend should continue upward as this great Hall of Archives becomes better known. Nearly 420,000 persons were counted in fiscal year 1956 at the shrine where the three Charters of Freedom are displayed.

The permanent exhibits on the Formation of the Union and the States of the Union were supplemented during the year by a major display on the Presidents of the United States. Historic documents illustrating the functions of the office and events associated with each President were shown with photographs of the Presidents.

Major assistance was given to the Library of Congress and the Departments of State and Defense in preparing special exhibits on Michigan Territory, the seal of the United States, and the beginnings of the Military Establishment. Display copies of documents were furnished to other Government agencies, historical societies and libraries, and television stations.

A 20-minute color-sound motion picture entitled "Your National Archives" was completed during the year. Arrangements are being worked out for it to be shown by interested organizations.

Archival Training

The benefits realized by the National Archives from the 1955 basic instructional program for archivist-trainees led the agency to require all grade GS-7 archivists who had not taken the course to enroll for the 1956 sessions. Monthly seminar conferences for persons in the lower and middle supervisory grades were begun. The papers presented at these sessions, when published, will result in a substantial contribution to the literature of the profession. The whole training program provides a basis by which supervisors may measure the relative competence of individual employees and encourages intensive study of archival problems and detailed records analysis, both of which are essential to the development of a professional staff.

The many American and foreign archivists who call on the National Archives for professional advice are encouraged to enroll in the basic training program mentioned above or in summer institutes on archives administration that are jointly sponsored by the agency and the American University.

The first manual on archives administration by an American archivist was published during the year in Australia. Written by T. R. Schellenberg, Director of Archival Management at the National Archives, and entitled *Modern Archives: Principles and Techniques*, this work will be available to American readers through the University of Chicago Press.

THE FEDERAL REGISTER AND RELATED PUBLICATIONS

The volume of rules and laws submitted to the Federal Register remained steady in contrast to the upward trend noted last year. This

relief from growing pressure enabled the staff to make unusual progress in the continuous program to make annual publications available earlier in the year and to improve the quality and usability of all publications.

Statutes at Large and Slip Laws

Two major changes were worked out for the Statutes at Large under an improvement program. The first of these, to be effective with Volume 70, consists of a new numerical finding aid, in tabular form, designed to show the relationship of the contents of the current volume to all prior legislation. This device, supplementing the traditional subject index, is amenable to periodic consolidation and hence will become more and more valuable as its coverage increases. The second change involves a reduction in page size in the Statutes at Large to be effective with Volume 71. This action, designed to make the permanent books easier to use, will also reduce printing and binding costs by about \$3,000 per volume.

Rules and Regulations

The entire "Federal Register System," i.e., the daily Federal Register, the Code of Federal Regulations, and the United States Government Organization Manual, was subjected to a reemphasized review by the staff throughout the year.

In the daily Federal Register this program had several noteworthy results. More than in any other recent year, the staff was successful in eliminating unnecessary documents and repetitious language and in improving the drafting of documents amending the Code of Federal Regulations. In addition, the requirement that documents be submitted to the Federal Register on legal-size paper was eliminated in accordance with Part I, Recommendation 12, of the task force on paperwork management of the Hoover Commission.

In the Code of Federal Regulations, production was stepped up so that for the first time all annual pocket supplements and revised books were delivered before the end of the fiscal year. This improvement in service to the public and the Government was made possible by sending "advance copy" to the Government Printing Office during the October-December lull in its workload.

In certain areas, Federal procedural requirements, imposed by law and regulation, are so buried and so voluminous as to defy ready discovery even by experts. As reported last year, one such area was successfully explored and charted by the "Guide to Record Retention Requirements" first published in the Federal Register of April 8, 1955.

Two similar guides were planned and are scheduled for publication during the coming fiscal year. The first of these—a "Guide to Reporting Requirements"—will cover the reporting field much as the original guide covered the records field. The second—"Index-Digest of Delegations of Final Authority"—is designed to fill the legal and practical need of the businessman and his counsel to know with certainty what Federal official is authorized to deal with him in any given situation.

Income From Subscribers

Income from subscriptions to publications of the Federal Register Division was up \$24,093 over last fiscal year. Although the Government Organization Manual is one of the five "best sellers" published by the Government, this increase was due entirely to the earlier availability of revised books and pocket supplements to the Code of Federal Regulations. The figures shown below do not include over-the-counter sales of the Federal Register, or of the slip laws, made by the Superintendent of Documents.

Federal Register.....	\$90,277.34
Code of Federal Regulations.....	92,402.90
Government Organization Manual.....	25,107.00
Statutes at Large.....	5,754.00
Slip Laws (84th Cong., 2d sess.).....	5,280.00
Total.....	218,821.24

THE FRANKLIN D. ROOSEVELT LIBRARY

Although the manuscript collection of the library increased during the year by only about 30 cubic feet, some important commitments for future gifts were made. The total manuscript holdings at the close of the year comprised 7,089 cubic feet.

The library's book collection increased by 390 volumes purchased and 50 received as gifts. Microfilm copies of 21 unpublished dissertations were received, bringing to 86 the total number in the library's collection. Printed materials in the library now total 28,138 books and 39,463 other printed items.

Among the photographs received were 775 presented by James A. Farley, covering political events in the 1930's, 50 photographs of Franklin D. Roosevelt presented by Don Wharton, and about 1,000 photographs of members of the Roosevelt family received from the estate of the late Miss Ellen Roosevelt. There are now 63,052 still photographs in the library.

The museum received from Olin Dows of Rhinebeck, N. Y., 193 original wash drawings, water colors, and sketches of Dutchess County

scenes and events, many of which were made by him to illustrate his *Franklin Roosevelt at Hyde Park*. The Rotary Club of the Republic of Panama presented to the library a scale model of the Franklin D. Roosevelt monument that was unveiled in Panama City in April 1955. The 246 museum objects accessioned during the year brought the library's museum holdings to 18,858 items.

Arrangement and Description of Material

Calendars of the correspondence of Henry L. Stimson, Joseph P. Kennedy, Edward A. O'Neal, and A. P. Giannini with Franklin D. Roosevelt were prepared. The subject indexing of President Roosevelt's press conference transcripts was completed through the year 1940. The arrangement of the "alphabetical file" continued and 135 boxes of it were microfilmed. The 85 boxes of Budget Bureau and departmental reports on proposed legislation in the 1933-45 period were rearranged to make the reports on public bills easier to use.

Many groups of papers were moved to bring the most frequently used series of papers closer to the reading room.

Transcripts of Franklin D. Roosevelt's press conferences for the years 1933-38, less than 10 percent of which had been published, were microfilmed. Each year's transcripts, with index, have been placed on a roll of film, and positive copies of these six rolls are now available to libraries and individuals.

The manuscript of the library's edited and indexed volume of documents on Franklin D. Roosevelt and the conservation of natural resources was ready for the printer at the end of the year.

Reference Service

The steady increase in the reference services performed by the library reflects not only continued interest in the history of the recent past but an increase in the number of graduate students doing research. Microfilm copies of over 18,000 pages of manuscript material were furnished, including materials relative to Henry L. Stimson for use in a biography; a large selection of Franklin D. Roosevelt's own writings, for use in a "Roosevelt reader"; all materials relating to the history of the United States Military Academy for its archives; and materials reflecting the relationship of the Government to scientific research, for the use of the American Academy of Arts and Sciences. Orders were filled for 5,348 photostats and photographs, including selections from the library's file of political cartoons. Searchers made 485 visits to the reading room and used 6,005 items of books and papers. Written inquiries for information from or about the collections were answered in 703 letters.

Among books based to a significant extent on research in the library appearing during the year were Daniel R. Fusfeld's *The Economic Thought of Franklin D. Roosevelt and the Origins of the New Deal*; Donald F. Drummond's *The Passing of American Neutrality, 1937-1941*; John and Alice Durant's *Pictorial History of American Presidents*; Jeanette Eaton's *Story of Eleanor Roosevelt*; *Three Presidents and Their Books*, by Arthur Bestor, David Mearns, and Jonathan Daniels; *A History and Criticism of American Public Address*, edited by Marie K. Hochmuth; and *The Conferences at Malta and Yalta*, issued by the Department of State as a part of its *Foreign Relations* series.

Research was also conducted at the library for three separate historical studies of organized labor in the 1930's; a life of Senator Herbert Lehman; and histories of the Democratic party, 1937-40, the Passamaquoddy project, and Russel and Company in the China trade.

The Museum

Among the new exhibits installed were a model of the clipper ship *Surprise*, on which the Delano family sailed to Hong Kong in 1862; an oil portrait of Franklin D. Roosevelt by David Immerman; and correspondence between Franklin D. Roosevelt and King George VI relating to the visit of the British royal family to Hyde Park in 1939.

Over 158,000 persons visited the museum during the year. Admission fees of over \$29 thousand were collected and deposited in the Franklin D. Roosevelt Library Fund.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

The only change in the Commission's membership during the year was the appointment by the President of the United States of Tracy E. Strevey, dean of the College of Letters, Arts, and Sciences, University of Southern California, for the term expiring December 26, 1959, to succeed Arthur M. Schlesinger of Harvard University. The Commission held its only meeting during the fiscal year on January 10, 1956.

Progress was made in projects for which the Commission's staff is chiefly responsible. The volume of *Writings on American History* for 1951 was published in February 1956; compilation of the volume for 1952, exclusive of the index, was completed in June 1956; and work on the volume for 1953 was begun.

Materials for the documentary histories of the ratification of the Constitution and the Bill of Rights and the First Federal Congress were located in the libraries of the New Hampshire Historical Society

and the American Antiquarian Society; records of the First Congress were sought among the records of later Congresses in the National Archives; and the making of typed manuscripts of copies of correspondence, 1787-91, collected outside Washington was nearly completed. Transcription of the shorthand notes of debates in the House of Representatives made by Thomas Lloyd, 1789-90, totaling some 350,000 words, was completed, and a comparison of the notes with contemporary newspaper reports of the debates was begun. Work was also continued on the Commission's guide to depositories of archives and manuscripts, which was nearing completion.

The Commission continued to encourage and assist other organizations in collecting and publishing historical documents. A meeting of the editors of the papers of Jefferson, Franklin, the Adams family, and Hamilton was sponsored by the Commission in December 1955 and was found so profitable that plans were made for future meetings. Assistance was given to groups interested in the publication of the papers of John Marshall and Woodrow Wilson, and to projects currently under way on the papers of Henry Clay and John C. Calhoun.

