

administrator's

ANNUAL REPORT



GENERAL SERVICES ADMINISTRATION
FISCAL YEAR 1966

Records Management

Among the General Services Administration's responsibilities is the improvement of current records management and paperwork practices in Federal agencies. It also is charged with selecting, preserving, and making available, both to the Government and to the public, the permanently valuable noncurrent records of the Federal Government. It expedites disposal of unneeded records.

The Administrator of General Services is required to issue implementing and interpretative standards and to promote records management practices and techniques. This is done by promulgating regulations, providing training through workshops, and giving requested technical assistance. Major emphasis is placed on modernizing management reports, especially through the use of automation.

Critical evaluations of paperwork control programs are made. The paperwork programs of seven representative groups of agencies were reviewed during the year with attention being given to the development of staff capability to undertake major improvement projects.

Technical assistance was furnished agencies requesting this service. Fifty-six major and 49 lesser assignments of this type were completed. Agencies reported significant savings in manpower, space, and equipment as a result.

Records Centers

The holdings of GSA's 15 records centers climbed to a record high of well over 8 million cubic feet. At another alltime high were reference services performed by the centers, over 5 million.

Thirteen regional records centers received 750,300 cubic feet of records; 555,500 cubic feet of unneeded records were destroyed. The total number of inquiries answered during the year was 3,597,100.



The Extraordinary Congress of the International Council on Archives met in Washington from May 9-14, 1966.

Expansion of the Armed Forces, increased veterans' benefits, and an increase in Federal employment were largely responsible for the increased workload at the two national centers for military and civilian personnel records. About 1,859,600 inquiries were received, 5,529,000 items were processed.

Transfers of records to all the centers cleared considerable space. Had this space been leased, the cost would have amounted to in excess of \$1 million.

The new records center building in Waltham, Mass., which has a capacity of 250,000 cubic feet of records and replaces substandard space in three widely separated locations, has been completed and occupied. Completion of a much larger building serving the Washington, D.C. area is scheduled for March of 1967.

The National Archives

The total holdings of records in the National Archives amounted to 898,895 cubic feet at the end of the year. In addition to the hundreds of millions of textual documents, there were 3,534,000 still pictures, 1,502,000 maps and charts, 62,000 reels of motion picture film, and 34,000 sound recordings.

Reference service, a basic function of the National Archives and one of the end products of archival activity, rose to 599,738 or better than 10 percent over the previous year.

For the third year in succession, production of negative microfilm exceeded 6,000 rolls. Pamphlets describing the contents of 67 microfilm publications were issued while sales of microfilm publications, primarily to research institutions and libraries, exceeded 76,000 rolls, 57 percent over last year. Since 1940, the equivalent of 317,260,000 documentary pages of the most valuable holdings of our Nation have been distributed to scholars and research institutions.

More than 1,200,000 people visited the National Archives to see the originals of the Declaration of Independence, the Constitution, the Bill of Rights, and exhibits of other historic documents. Especially popular were exhibits on the States of the Union, the Countries of the World, the Voting Rights Act of 1965, the Test Ban Treaty, and the United Nations Charter.

From May 9 through 14 the National Archives and the Society of American Archivists were hosts in Washington to an extraordinary congress of the international council on archives, an affiliate of UNESCO. The theme of the congress was "Archives for Scholarship—Encouraging Greater Ease of Access." During the five working sessions, delegates and observers representing six continents examined the problems of freedom of access to archival source materials. Specific topics discussed included programs to liberalize restrictions on archival material, expand documentary publication including microfilming, and improve ways in which international cooperation may serve to promote easier access to archives.

Mrs. Lyndon B. Johnson signs the guest register during her visit to the Franklin D. Roosevelt Library on July 1. Elizabeth Drewry, Director of the library, looks on.



Presidential Libraries

The University of Texas is providing to the United States a Presidential archival depository to be known as the Lyndon Baines Johnson Library. President Johnson has already signed an instrument of gift presenting his papers and other materials to the United States for ultimate deposit in the library.

The Governor of Massachusetts has signed an act authorizing the Massachusetts Bay Transportation Authority (MBTA) to convey to the United States without compensation an area near Harvard Square for use as a site for the John Fitzgerald Kennedy Library.

Both Presidential Libraries will be operated by the General Services Administration.

The Herbert Hoover Library was officially opened for research in March. Preliminary inventorying and processing of the materials in the library have now been completed, and more than 90 percent of the holdings are open to researchers. Among papers received by the Franklin D. Roosevelt Library were those of Herbert E. Gaston and Henry Field. The holdings now include over 20 million pages of manuscripts and 90,000 still pictures. Accessions of the Harry S Truman Library included papers of Tom L. Evans, Thomas C. Blaisdell, Jr., Harold L. Enarson, and Gerhard Colm. Additions to the holdings of the Dwight D. Eisenhower Library included papers of Arthur F. Burns, Lt. Gen. Willard S. Paul, and Thomas E. Stephens.

The Federal Register and Other Publication Activity

During the year, the Federal Register Office processed 179,000 (11 percent more than last year) manuscript pages of laws, rules, and related Federal documents.

A new publication entitled "Weekly Compilation of Presidential Documents," containing statements, messages, and other Presidential materials released by the White House, was begun. Work was also started on refining reference aids to Presidential documents published during the first 30 years, 1936-65, of the Federal Register Act. The 1951 Truman volume and the 1963-64 Johnson volume in the "Public Papers of the Presidents" series were published.

National Historical Publications Commission

Twenty-six grants and 1 allocation were made to 25 universities, historical societies, and other nonprofit organizations to help support 14 letterpress and 13 microfilm publication projects. Three grants were also made from Ford Foundation funds to help support the Adams family, Alexander Hamilton, and Thomas Jefferson letterpress publication projects. A catalog of microfilm publications was issued that lists the national publications produced through June 1966.