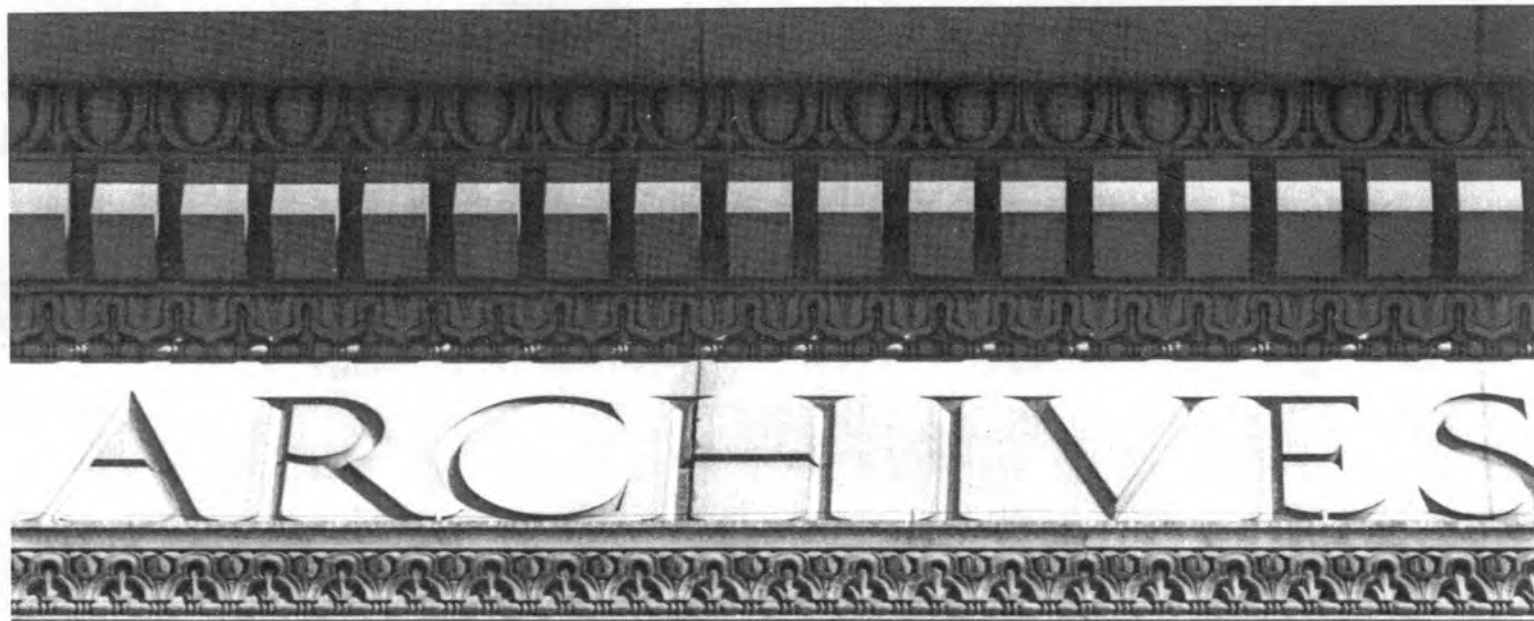


THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



Annual Report
for the Year Ended
September 30, 1985

W A S H I N G T O N , D. C. 2 0 4 0 8

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Edited by Jill Merrill

Designed by Blair, Inc.

The
National Archives
and
Records Administration

Annual Report
for the Year Ended
September 30, 1985

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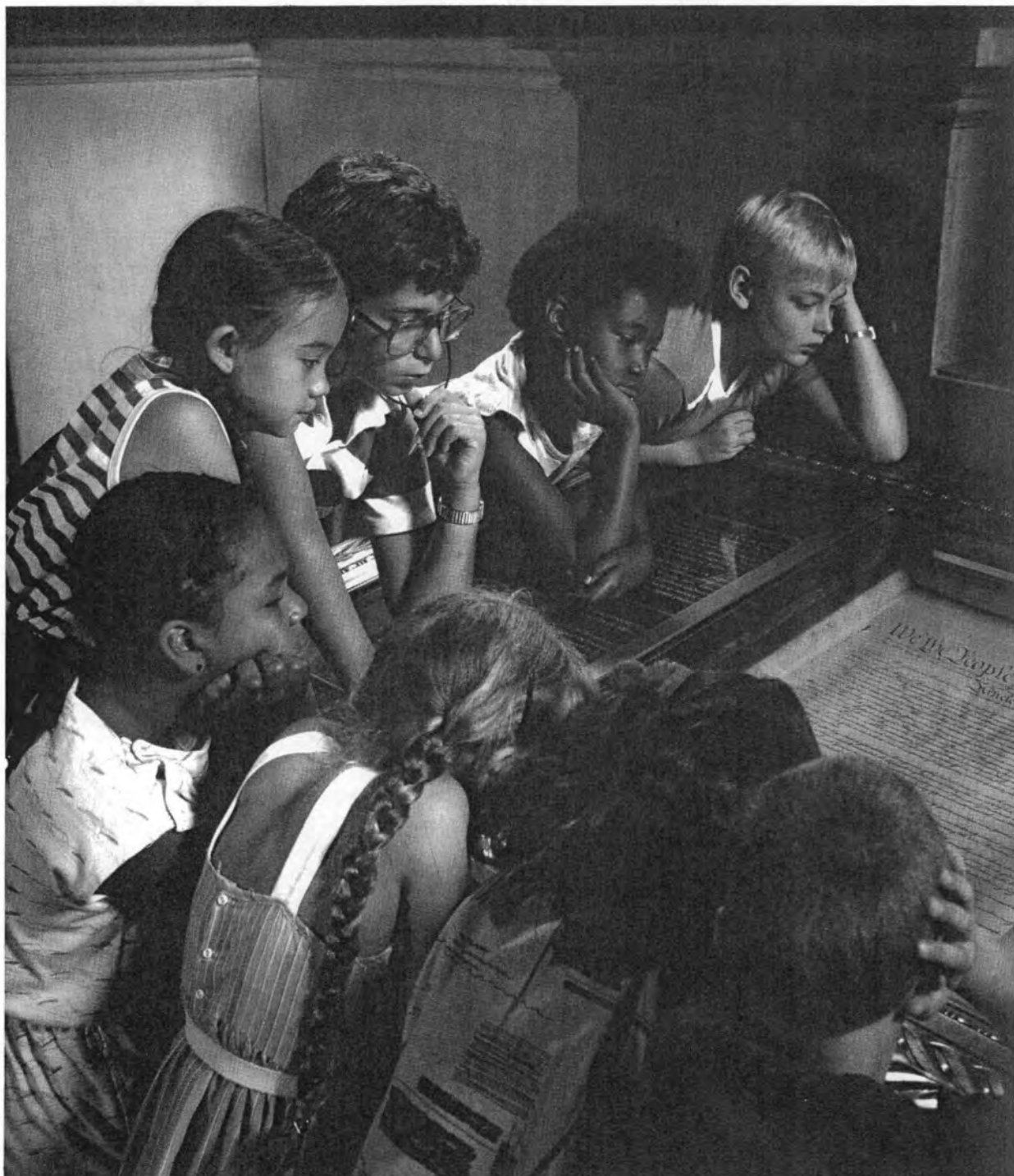
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Archivist's Overview

On the following pages appears the first annual report of an independent National Archives since 1949. The National Archives was established as an independent agency in the executive branch in 1934; it issued an annual report for the next 15 years.

In 1949 the Archives became a part of the newly established General Services Administration (GSA); it was renamed the National Archives and Records Service and its annual report was incorporated into that of the parent agency. That report provided only a minimal recitation of archival projects accomplished and economies realized, in keeping with the tone of an agency that offered general service to the rest of the Federal Government. During those 35 years under GSA, the research community was anxious for fuller information about research opportunities, technological processes, and other matters of professional interest.

In October 1984 President Reagan signed the bill that created the National Archives and Records Administration as, once again, an independent agency within the executive branch. The separation from GSA became effective on April 1, 1985. Independence provides an opportunity for the Archivist of the United States to establish program priorities and resource allocation to meet the needs of the Archives and its clientele. As part of a larger agency, with disparate service functions within the Government, the Archives often found itself responding to the priorities established by the parent agency, many of which were irrelevant to the mission of the Archives, and therefore drained resources that could have been better used. It is also significant that, as the head of an independent agency, the Archivist now has direct access to the Office of Management and Budget and Congressional committees and, as a Presidential appointee, the White House. This position lends considerable weight to the authority of the Archivist to direct the archival program as he sees fit.

One of the first things decided within the newly independent agency was to prepare an annual report that would document fully the research, educational, and archival services of the National Archives to the Congress, the public, and the Government. What follows is the product of that decision.

Fiscal year 1985 (October 1, 1984, to September 30, 1985) was a pleasantly tumultuous year for the National Archives. Following the passage of the independence legislation, the agency prepared for the complex process of transition. Every activity had to be analyzed, including the authority to contract and purchase; the transfer of all equipment, supplies, and furniture from the GSA accounts to those of the National Archives; and the establishment of a payroll system separate from that of GSA. Some of the details of this challenge are noted in the section on transition.

Other changes were already underway and would have proceeded regardless of the independence movement. The National Archives established and published a 20-year plan for the preservation of the billions of documents in its care nationwide. Implementation of that plan was begun in 1985 and is discussed in some detail in the report. Concurrently, the Archives was in the final stage of developing a modern automated system for accessing records in its Presidential libraries and the divisions of the National Archives itself. An office automation system designed to benefit the management of the

agency was in the process of being installed and expanded throughout the year. The combination of these automation initiatives promises to make the National Archives the most highly automated archives in the world.

During this exciting period the Archives also undertook a number of research and development projects, mainly in the automation field, that have resulted in the use of the most advanced techniques and equipment for accessing and copying documents and sharing information about its holdings with the research community. Optical disks, lasers, expert systems, light-links, and networking became common phrases among the staff and in the daily correspondence of the agency. Chapter 7 of this report reviews the extent to which the National Archives has moved into the use of modern technology.

On July 26, the *Federal Register* celebrated its 50th anniversary. In his congratulatory message to the staff, President Reagan cited its "truly vital functions" and its "key role in enabling the public to participate in government."

Around these milestones, the daily life of the Archives continued. The Archives brought records into its records centers in greater numbers than before; it accessioned permanently valuable records into its holdings; it launched new records administration initiatives through a new Office of Records Administration; it published the daily *Federal Register*, the *Code of Federal Regulations*, and the *Government Manual*; it mounted exhibitions, conducted tours, and sponsored lectures, seminars, and colloquia; it awarded grants, through the National Historical Publications and Records Commission, for worthy publication and archival projects; it oversaw the construction of a new Presidential library and administered seven others; and it welcomed more than one million visitors to the Exhibition Hall containing the Declaration of Independence, the Constitution, and the Bill of Rights. Additional staff was hired, and the researcher public was served. It was, in short, a good year. I invite the reader to look at the progress, and problems, described in the following pages.

FRANK G. BURKE

Acting Archivist of the United States

CHAPTER 1

Establishing A New Agency

Independence: A Brief Legislative History

Many advocates of independence believe that the effort to reestablish the National Archives as an independent agency in the executive branch began with the creation of the General Services Administration (GSA) in 1949. To a large extent they are correct: none of the recent events would have happened without the pioneering work done by those who supported and fostered the Archives during the three decades beginning in 1950. During those years, many studies and reports, from both official and unofficial groups, recommended the reestablishment of the National Archives to its former status as an independent entity. It was not until June 19, 1980, however, that legislative recognition was given to the problem of the placement of the National Archives within the Government. On that date Senator Robert Morgan (D-NC) introduced the first bill to make the Archives independent of GSA.

The Morgan bill, which was never acted upon by the Senate, was followed in 1981 by S. 1421, introduced by Senators Thomas F. Eagleton (D-MO) and Charles McC. Mathias (R-MD), and by S. 905, introduced by the same Senators on March 23, 1983.

Although hearings had been held in 1981 on S. 1421, additional hearings were held by the Senate Committee on Governmental Affairs on S. 905 in late June 1983. Among those testifying were Pulitzer Prize-winning historian Barbara Tuchman, Archivist of New York State Larry Hackman, and former Archivist of the United States James B. Rhoads.

During the next 4 months, a number of groups representing users of the National Archives worked hard to garner nationwide support. Chief among these were the National Coordinating Committee for the Promotion of History and the Coalition to Save Our Documentary Heritage, both of which represent a broad cross-section of the user community. Other advocates included the American Association for State and Local History, the Society of American Archivists, the American Historical Association, the American Library Association, the Federation of Genealogical Societies, the National Association of State Archives and Records Administrators, the National Genealogical Society, the Organization of American Historians, and the Society for History in the Federal Government.



Photographed at the November 8 Independence Ceremony were these hard-working advocates. Standing, left to right: Samuel Gammon, Executive Director, American Historical Association; Edward Gleiman, U.S. House of Representatives, Subcommittee on Government Information, Justice and Agriculture; Stephen M. Daniels, House Committee on Government Operations; Ira S. Shapiro, U.S. Senate, Committee on Governmental Affairs; Robert M. Warner, Archivist of the United States; Richard A. Baker, Historian, U.S. Senate; Robert Brink, House Committee on Government Operations; John Parisi, House Committee on Government Operations; Stanley Falk, former Air Force Chief Historian; Raymond W. Smock, Historian, U.S. House of Representatives, Office for the Bicentennial. Seated, left to right: Carol C. Henderson, Associate Director, American Library Association, Washington Office; Charlene Bickford, Coalition to Save Our Documentary Heritage; Page Putnam Miller, Director, National Coordinating Committee for the Promotion of History; Eileen D. Cooke, Director, American Library Association, Washington Office; Maygene F. Daniels, Archivist, National Gallery of Art. Missing: Marion Morris, Senate Subcommittee on Governmental Efficiency and the District of Columbia.

On September 27, 1983, H.R. 3987 was introduced by Representatives Jack Brooks (D-TX) and Glenn English (D-OK). Congressman Brooks chairs the House Committee on Government Operations; Congressman English chairs the subcommittee that oversees the National Archives, among other agencies. That bill, which contained substantially the same provisions as S. 905, the Senate's independence bill, also included several significant differences and new sections giving additional authorities to the National Archives. These included dividing records management responsibilities between the Archives and GSA, granting to the Archivist the authority to initiate litigation for the recovery of records, and giving the Archives the authority to determine what constitutes a record.

On November 16, 1983, the Senate Committee on Governmental Affairs voted favorably on S. 905, clearing the way for passage by the Senate.

On March 7, 1984, hearings were held on H.R. 3987, the House bill, with testimony by many witnesses including former Archivist Rhoads, Executive Director of the American Historical Association Dr. Samuel Gammon, and the presidents of the Society of American Archivists and the Society for History in the Federal Government. The House bill was approved by the Government Operations Committee on April 10 and cosponsored by Frank Horton (R-NY), the ranking Republican member of the committee.

On June 21, 1984, 2 days after the 50th anniversary of the National Archives, the Senate approved S. 905. By August 2, the House had approved its version in spite of the administration's opposition to the sections that expanded archival authorities. After much activity, the conferees were finally named and the Conference Committee met on October 1. The staff members on both the Senate and House sides had prepared thoroughly, and 24 differences between the two versions of the bill were identified. The conference ended with most of the provisions of the House bill intact, except for those extending archival authorities in inspection, rulemaking, or the definition of a record. On October 3, the Senate approved the conference report, and the House followed the next day.

Two weeks later, on October 19, the President signed the conference bill into law as Public Law 98-497, saying . . . "many believe [the National Archives] has suffered as a result of its placement. . . . I concur in this assessment."

The Archivist of the United States Robert M. Warner called the law "a milestone which the American academic community has long sought. This law represents the culmination of the cooperative efforts of many constituencies. Historians, archivists, state records officials, librarians, genealogists, and other users of the National Archives have worked tirelessly over the years to express their concerns about the need for independence."

But perhaps the final word should be left to New York Representative Frank Horton, who, when he announced his support for independence for the National Archives, said: "The 'shotgun marriage' of housekeeping functions with a cultural activity has never worked, and the wonder to me in retrospect is why we have taken so long to recognize it."



Nearly 500 Archives employees pose on the Constitution Avenue steps on April 1 to commemorate the reestablishment of the National Archives as an independent executive agency.

Reflections on Transition

The transition to an independent agency was accomplished smoothly and enthusiastically. Some months before the independence bill was passed by the Congress and signed into law by the President, National Archives staff began identifying actions that would be necessary to operate as an independent agency. Because GSA performed many administrative functions on its behalf, the National Archives had to determine which of them must be undertaken and how to organize to carry them out most effectively.

The staff used as models certain agencies that had become independent in the past 5 to 10 years and agencies of similar size and organizational structures. Agencies with comparable functions were also contacted to find out how they carried out a variety of activities.

The administrative staff also began discussions with GSA to identify the number of work years in the central office and regions providing support to the National Archives which would have to be transferred if the National Archives separated from GSA.

The National Archives decided to secure payroll and accounting services from GSA on a reimbursable basis but otherwise set up its own systems. An agreement was reached between the National Archives and GSA and specific funds and positions to be transferred from GSA were incorporated into the congressional report on the National Archives legislation.

April 1, 1985, had been set in PL 98-497 as the effective date for the National Archives' independence. For most Archives employees, and the constituent groups that had worked so hard for independence, 6 months seemed a long time. However, when the administrative staff compared the long list of actions that had to be accomplished to enable the agency to function on its own, 6 months seemed an appropriate period of final transition.

One of the first priorities was to change the organizational structure of the agency. Under GSA, the National Archives had been divided into the Central Office (including the Presidential libraries), which reported to the Archivist, and 10 regions that included the Federal records centers, the National Personnel Records Center, and the regional Archives branches that were located in the Federal records centers. These regional branches reported to a GSA Assistant Regional Administrator for the Office of Information Resources Management, who, in turn reported to a GSA Regional Administrator. Thus the Archivist of the United States had no direct operational responsibility for programs in the regions.

Because the National Archives is a relatively small agency with programs that are fairly well defined and uniform, the Archivist determined that the agency would function more effectively if field operations reported directly to the head of the corresponding program office located in Washington. Thus, the separate supervisory regional structure and its attendant costs were eliminated.

The independence law also reflected the division of records management responsibilities, which had occurred within GSA several years before: the National Archives is charged with assisting and evaluating agency records management programs to ensure both proper records disposition and the creation and maintenance of adequate and proper documentation of the policies and transactions of the Federal Government. GSA is responsible for promoting economy and efficiency in records management in such areas as forms and reports, correspondence control, copying, micrographics, and office automation.

To carry out the records management responsibilities, the Archivist consolidated most programs for managing the life cycle of records into a new Office of Records Administration. To promote cooperation between the National

Archives and GSA in carrying out the Government's records management activities, the Archivist and the Administrator signed an agreement committing both agencies to coordination of records management activities.

In the interest of overall efficiency, the Archivist sought approval from the Administrator of General Services to put the new organizational structure in place while the National Archives was still part of GSA rather than waiting until after April 1, 1985. Reorganization authority was delegated to the Archivist by Ray Kline, the Acting GSA Administrator.

The Office of Management and Administration, which had performed all administrative functions for the agency before independence, was expanded to carry out additional administrative functions. GSA resources that had been carrying out these functions were transferred to this Office.

Some of the resources transferred from GSA were used to create a new position of administrative officer in each Federal records center and the Archives branch located in the same facility. The small personnel staff in St. Louis was expanded to provide personnel services to all Federal records centers and National Archives field branches.

In order to assure a smoother transition, personnel and their accompanying furniture and equipment were moved to the National Archives Building, rented space, and the Federal records centers by mid-January.

In addition to countless tasks, such as establishing new accounts with the Government Printing Office and the U.S. Postal Service, designing and printing stationery and envelopes for each National Archives facility, and conducting a nationwide property inventory, much time and effort was devoted to writing new regulations and revising existing regulations. By July all of the National Archives regulations had been moved from Title 41 of the *Code of Federal Regulations* to Title 36 in time to be included in the Federal Register's annual codification of Title 36.

By April 1, the National Archives was functioning smoothly as an independent agency. The cooperative spirit between GSA and the Archives, often absent in the past, was notably present during the transition.

The New National Archives and Records Administration

In anticipation of independence, the Archivist directed a reorganization of certain offices and functions. The purpose of these changes was to enhance the opportunities afforded by independence for wider public recognition of the National Archives as a nationwide cultural institution and for increased liaison with the Federal and research communities.

Office of the Archivist

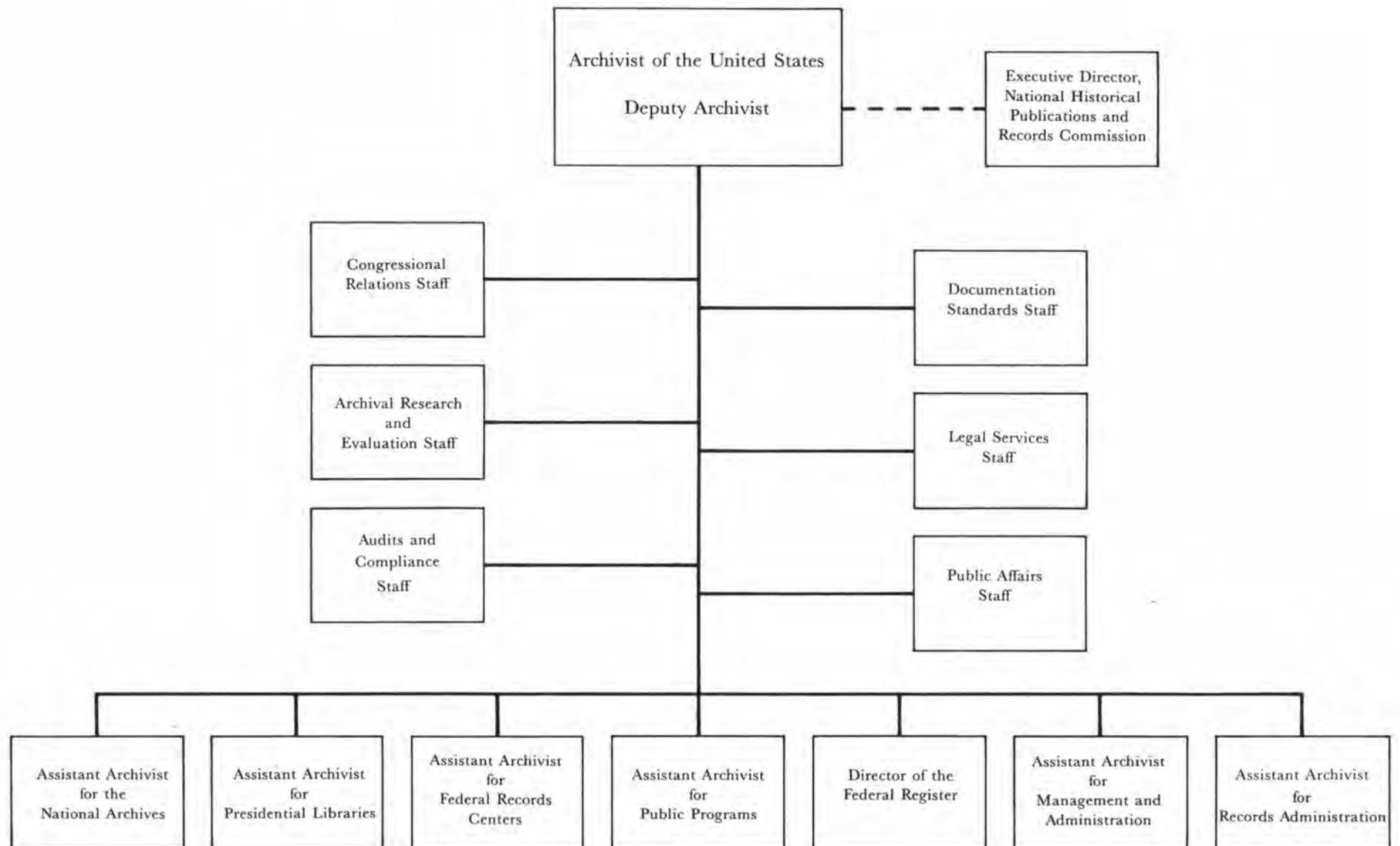
Since the retirement of the Deputy Archivist, George Scaboo, on April 3 and the resignation of the Archivist on April 15, the agency has been headed on an acting basis by Dr. Frank G. Burke, Executive Director of the National Historical Publications and Records Commission.

The following staff offices were created within, or moved to, the Archivist's Office during this fiscal year:

Audits and Compliance

The staff reviews all programs and administrative activities to ensure compliance with Federal laws and regulations and to identify deficiencies. Established in January by transferring personnel and audit files from GSA, the office is now headed by George Henderson, formerly an audit manager with the Inspector General's Office in the Department of Housing and Urban Development.

National Archives and Records Administration



Congressional Relations

The staff is charged with coordinating legislative liaison activities with the Congress, which includes commenting on bills affecting the National Archives and ensuring responses to requests from congressional committees. As no director was named during this fiscal year, the functions were performed by other staff members.

Documentation Standards

Created in 1983 to ensure the adequate and proper documentation of the organization, policies, and activities of the Federal Government, this unit was moved to the Archivist's Office this fiscal year from the Office of Records Administration. The staff is developing written standards for the documentation of certain functions common to many agencies, identifying the impact of automated technologies upon documentation, and providing guidance to senior Federal officials concerning their documentation requirements. The director is Patricia Aronsson.

Legal Services

This unit acts as legal and ethical counsel to the agency and as liaison with other Federal agencies on legal matters; in addition, it ensures proper implementation of the statutory responsibilities of the agency. The acting director, Gary Brooks, was formerly with GSA.

Public Affairs

This unit, formerly part of the Deputy Archivist's Office, publishes several periodicals about the programs and holdings of the National Archives as well as coordinates the nationwide public information program. The Acting Public Affairs Officer is Jill Merrill.

Archival Research and Evaluation

This unit has been part of the Office of the Archivist since its creation in 1983. The staff evaluates the applicability of currently available and emerging technologies to archival programs and processes. In chapter 7, the redoubled efforts of the National Archives to improve productivity, public service, and preservation through new technologies are discussed. William Holmes is the staff director.

Office of Federal Records Centers

This Office provides economical storage in records centers of noncurrent Federal records, still under the control of Federal agencies, as well as reference service on the records for agencies and the public. Major users of the services provided by records centers are the Department of the Treasury, primarily the Internal Revenue Service (IRS), and the Department of Defense. This fiscal year, the centers responded to 22.8 million reference requests.

Late in 1984 the Office of Federal Records Centers reorganized, establishing the Policy and Systems Division, in charge of overall policy and systems development, and the Field Operations Division, in charge of supervising and supporting the 14 records centers nationwide. The centers now report to the Assistant Archivist for Federal Records Centers, David Peterson, rather than through the GSA regional administrators as they had in the past.

Assistant Archivist	David F. Peterson	653-8450
Deputy Assistant Archivist	Raymond A. Mosley	653-8377
Director (Acting), Field		
Operations Division	Raymond A. Mosley	653-8377
Director, Policy and Systems Division	Linda Schrier	653-8376



Acting Archivist Frank G. Burke, left, and John E. Byrne, Director of the Federal Register, viewing the small exhibition commemorating the 50th anniversary of the Federal Register, July 26, 1985.

Office of the Federal Register

This Office, which celebrated its 50th anniversary in 1985, publishes laws, administrative regulations, and Presidential documents. Among its publications are the *Federal Register*, the *Code of Federal Regulations*, the *United States Government Manual*, the *Weekly Compilation of Presidential Documents*, and the *Public Papers of the Presidents*.

In addition, the Office performs the Archivist's responsibilities for ensuring the accuracy of the official count of electoral college votes for President and Vice President.

Director	John E. Byrne	523-5240
Director, Executive Agencies Division	Martha Girard	523-5240
Director, Presidential Documents and Legislative Division	Robert E. Lewis	523-5240

Office of Management and Administration

This Office oversees the daily operations of the National Archives, including the budget, property, personnel, and security and safety management. In this capacity, it serves as the agency's representative to OMB and the Congress on budgetary policies and procedures.

Assistant Archivist	Claudine Weiher	523-3170
Deputy Assistant Archivist	James Megronigle	523-3076
Director, Program Policy and Evaluation Division	Adrienne Thomas	523-3214
Director, Budget and Finance Division	Patricia Dews	523-3035
Director, Personnel Services Division	Wilma Kriviski	724-1513
Director, Administrative Services Division ...	Lawrence Oberg	523-3111
Secretary, National Archives Trust Fund Board	Charles Bender	523-3047

Office of the National Archives

This Office oversees the reference and maintenance of permanently valuable records in the National Archives in Washington, DC, and in 11 field branches across the country. The 656-person staff is responsible for identifying, accessioning, declassifying, preserving, and making available records of enduring value.

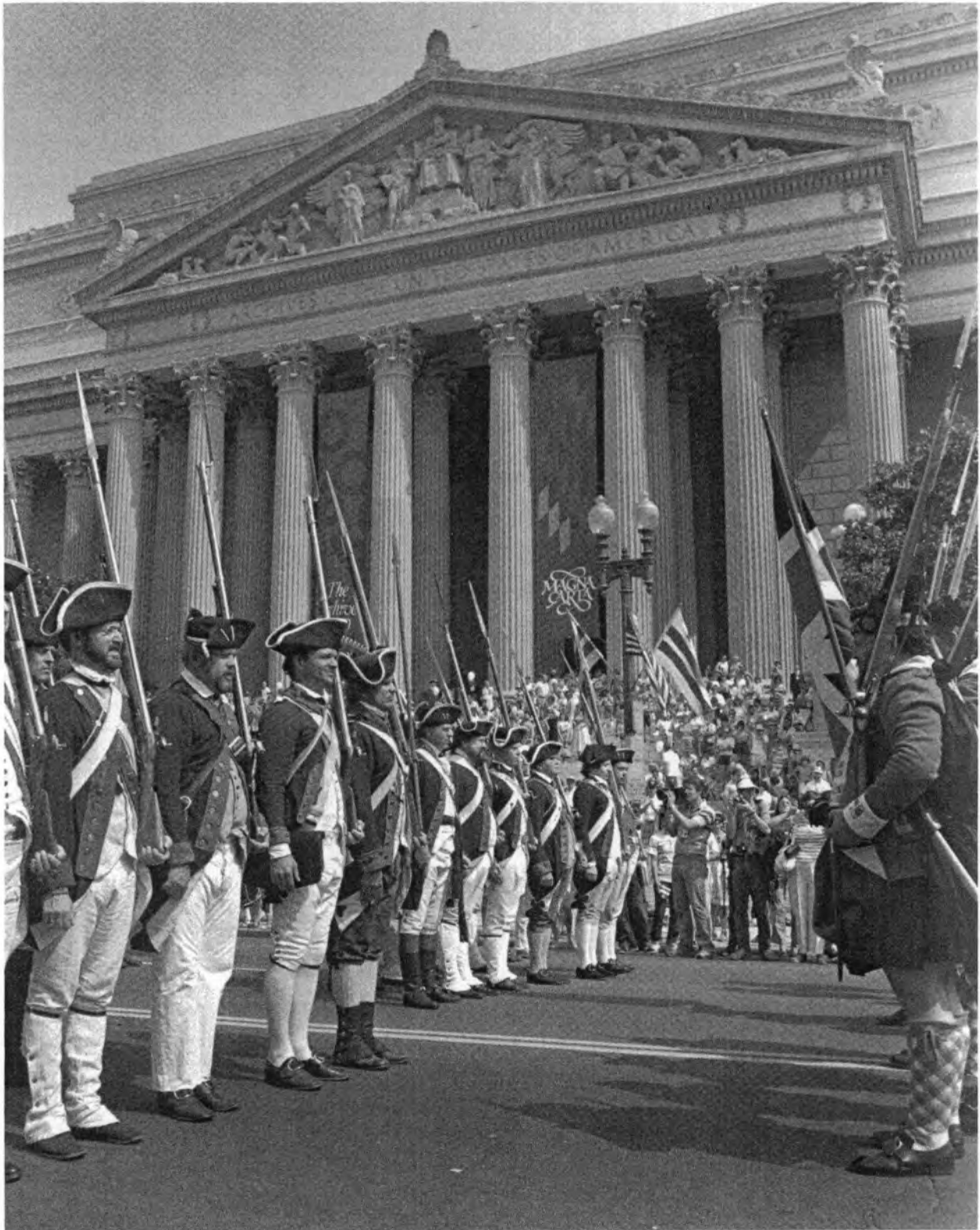
In January, the 11 field branches were moved from the supervision of the Office of Federal Records Centers to a newly created Field Archives Division in the Office of the National Archives. In addition to administering the field branches, the Division includes an agency liaison officer responsible for advising agencies, primarily through their historical offices, of National Archives' holdings and procedures. [See APPENDIX G for listing of field branches.]

Assistant Archivist	Vacant	523-3130
Deputy Assistant Archivist	Trudy H. Peterson	523-3130
Director, Field Archives Division	John Scroggins	523-3032
Director, Records Declassification Division	Edwin A. Thompson	523-3165
Director, Civil Archives Division	Daniel Goggin	523-3108
Director, Central Information Division	Patricia Andrews	523-3141
Director Legislative Records Division	R. Michael McReynolds	523-4185
Director, Military Archives Division	Garry Ryan	523-3230
Director, Preservation and Technical Services Division	Carlton Brown	523-3159
Director, Special Archives Division	William Cunliffe	523-3277

Office of Presidential Libraries

This Office administers the seven Presidential libraries as well as the Nixon and Carter Presidential Materials Projects. The collections of Presidential records and personal papers that it oversees is vast: 199.3 million pages; 12.5 million feet of motion picture film; 3.4 million photographs; 194,000 museum objects; and 175,000 pages of oral history interviews. The Office solicits, accessions, preserves, declassifies, and makes available those records and papers that document the official activities of Presidents Hoover, Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, Ford, and Carter.

Assistant Archivist	James E. O'Neill	523-3212
Director, Herbert Hoover Library	Robert S. Wood	(319) 643-5301
Director, Franklin D. Roosevelt Library	William R. Emerson	(914) 229-8114
Director, Harry S. Truman Library ..	Benedict K. Zobrist	(816) 833-1400
Director, Dwight D. Eisenhower Library	John E. Wickman	(913) 263-4751
Director, John F. Kennedy Library ..	Dan H. Fenn, Jr.	(617) 929-4500
Director, Lyndon B. Johnson Library ..	Harry J. Middleton	(512) 482-5137
Deputy Director, Nixon Presidential Materials Project Staff	James Hastings	(703) 756-6498
Director, Gerald R. Ford Library	Don W. Wilson	(313) 668-2218
Director, Carter Presidential Materials Project Staff	Donald B. Schewe	(404) 331-3942



July 4 celebration in front of the Constitution Avenue entrance. This traditional ceremony includes a public reading of the Declaration of Independence and a cannon and musket fire demonstration by Revolutionary War "Regiments."

Office of Public Programs

This Office oversees the public outreach programs of the National Archives, which include publications, distribution of audiovisual materials through the National Audiovisual Center, workshops, lectures, exhibitions, volunteers, and ceremonial events. The quarterly journal of the National Archives, *Prologue*, is one of the many publications, both popular and scholarly, produced by this Office.

The Office also sponsors several training courses. The Modern Archives Institute, now in its 40th year, is offered twice a year to interested professionals around the Nation and the world seeking archival training. This institute, offered in January and June of each year, is sponsored in cooperation with the Library of Congress.

Training in archival theory and practice is offered to the staff. During this first year as an independent agency, the training program was expanded to include a larger number of employees who are neither archivists nor archives technicians.

Assistant Archivist	Linda Brown	523-3216
Director, National Audiovisual Center	John McLean	763-1872
Director, Exhibits and Educational Programs Division	Edith James	523-3097
Training Coordinator	Linda Henry	523-3892
Director (Acting), Publications Division	Charles Bender	523-3221
Coordinator, Volunteer and Tour Program	Pat Eames	523-3183

Office of Records Administration

This Office was created in November of this fiscal year to consolidate those programs related to the retention, appraisal, and disposition of all Federal records. An Agency Services Division was established within the Office to evaluate the records administration programs of Federal agencies and assist them through publications, consultation, seminars, and training programs. A fuller description of the Office's work is discussed in chapter 5.

Assistant Archivist	James Moore	724-1453
Deputy Assistant Archivist	Frank Evans	724-1453
Director, Agency Services Division	Mary Ann Wallace	724-1460
Director, Records Appraisal and Disposition Division	Kenneth Rossman	724-1461

National Historical Publications and Records Commission

The 17-member Commission is composed of members appointed by, and representing, the President, the Congress, the Supreme Court, executive agencies, and historical and archival societies. The Commission reviews and recommends project grants for historical publications and records programs of Federal, State, and local governments and private nonprofit institutions. Grant funds are provided by Federal appropriations and private donations. A system of State Historical Records Advisory Boards, appointed by State Governors, reviews grants for statewide records projects.

Acting Executive Director	Richard Jacobs	523-5384
Director, Publications Program	Roger Bruns	523-3092
Director, Records Program	George Vogt	523-5386

CHAPTER 2

Financial Summary

Sources of Operating Funds

The National Archives and Records Administration is funded through Federal appropriations, reimbursable income from agencies, and the National Archives Trust and Gift Funds.

The Trust Fund generates income through the sale of publications, reproductions, and services to other Government agencies and to the public. The Gift Fund arises from donations, bequests, and gifts. A fuller description of these activities is offered in chapter 10.

In addition to the direct appropriations, the National Archives receives significant reimbursable funding for services performed for other agencies. The largest reimbursable program is the servicing of other agencies' records in the custody of the Federal records centers, predominantly those of the Internal Revenue Service and the Social Security Administration.

Fiscal Year 1985 Summary

Funding available to the National Archives in FY 1985 for direct operating expenses was \$91,426,000. In addition, \$4,451,000 was available for grants, \$441,000 for the preservation of House and Senate records, \$500,000 (of \$5,200,000) for the design of improved access and archival storage space at the Kennedy Library, and \$2 million remaining in supplemental funds carried forward from previous years. This provided a total of \$98,818,000 for program operation.

Of the funds available, \$37,836,000 was allocated to the records centers for the accessioning, storage, reference service, and disposal of records of the Federal Government; \$52,119,000 to the central office and archives branches, the Office of Presidential Libraries, the National Audiovisual Center, and the Office of the Federal Register; and \$5,183,000 to the National Historical



Publications and Records Commission for the award, review, and administration of records and publications grants.

The following table summarizes funds available and actual obligations for FY 1985:

<i>Fund</i>	<i>Availability</i>	<i>Obligated</i>
Operating Expenses, Direct	\$91,426,000	\$90,605,000
Grants	4,451,000	4,345,000 [1]
Preservation, House and Senate Records	441,000	178,000 [1]
Kennedy Library	500,000	10,000 [1]
Supplemental	2,000,000	0 [1]
TOTAL	\$98,818,000	\$95,138,000

[1] No-year funds. The balances at the end of the fiscal year carry over and are available for obligation in succeeding fiscal years.

During FY 1985, the National Archives received \$15,671,000 for reimbursable services provided to other Federal agencies. The major activity was the records centers program at a level of \$13,423,000. The Office of the National Archives, Presidential libraries, and declassification activities provided the balance of \$2,284,000.

The National Archives Trust Fund earned \$8,022,000 in operating income. Actual expenses were \$7,942,000 for a net gain on operations of \$80,000. The Gift Fund had \$2,148,000 available in FY 1985. Expenditures of \$413,000 left a balance at the end of the year of \$1,735,000.

The National Historical Publications and Records Commission (NHPRC) awarded grants totalling \$4,345,000. A list of grantees is included in chapter 9.

As a result of becoming an independent agency, the National Archives received at mid-year resources from the General Services Administration (GSA) for administrative and management functions formerly provided by GSA. The annualized cost of GSA's support was \$5,551,000 and 116 full-time equivalent (FTE) positions. In 1985, \$2,760,000 was transferred.

Of the \$5,200,000 appropriated in 1985 for improvements to the Kennedy Library, \$500,000 was made available in FY 1985 and \$4,700,000 was deferred until FY 1986. Of the total \$5,200,000, \$4,000,000 is planned for improved archival storage and educational space and the balance of \$1,200,000 is for construction of a boat dock to provide increased access to the library. In FY 1985, \$10,000 was obligated for GSA's Public Buildings Service to contract for architectural and engineering services to design improved archival space. After the design is completed, the balance of \$4,000,000 will be awarded for construction. In FY 1986, \$120,000 will be obligated for a feasibility and preliminary design study by the Army Corps of Engineers for the boat dock. Design and construction of the boat dock will proceed if the study concludes this is feasible.

CHAPTER 3

Services to Congress

During the first 6 months as an independent agency, the National Archives took steps to expand services to Members of the Congress and their constituents. These include the establishment of a Legislative Archives Division and extended information and tour services to congressional offices and constituents.

Legislative Archives Division

In January 1985 the Legislative Archives Division was established to accept, arrange, describe, preserve, and provide reference on records generated by the Congress and its committees. The creation of this Division within the Office of the National Archives reflects the unique nature of legislative records, which are arranged according to distinctive filing patterns and are covered by restrictions on access that differ from those governing access to other Federal records. The separate Legislative Archives Division will enable the National Archives to provide more efficient service to the Congress and give greater visibility to this important effort.

In the spring of 1985 the Legislative Archives Division became fully operational with the appointment of R. Michael McReynolds as Division director. He is an experienced archivist who has been with the National Archives for 16 years and was an assistant branch chief in the Judicial, Fiscal, and Social Branch at the time of his appointment as director of the new Division.

One of the functions of the Legislative Archives Division is to respond to reference requests from

the Congress by lending original documents, sending copies to congressional committees and their staffs, and providing information from the records. To enhance the effectiveness of its reference service, the Division has expanded contacts with congressional offices and has begun the development of specialized records request forms geared to specific types of records, such as bill files and claims files.

In 1985, the Office of the National Archives provided information from or about archival records in response to 553 reference requests made by individual Members of the Congress on behalf of their constituents. Many of these requests related to pre-World War I military records, sought for genealogical purposes, while other requests were for records needed for historical research projects or to establish eligibility for Government benefits. In 1985, a large number of requests were for information concerning Vietnam war casualties, sought by local groups in connection with the erection of monuments and other commemorative activities.

Work continued in 1985 on projects for the 1989 publication of comprehensive guides to records of the House and Senate in the National Archives. Legislative Archives Division staff are working closely with the Senate Historical Office and the House of Representatives Office for the Bicentennial on these projects. In addition, work has begun on the automation of descriptive information about House records.

Efforts are continuing on the preservation of House and Senate records predating 1890, with funds appropriated for this purpose in 1982. In FY 1985, holdings maintenance activities, such as flattening and foldering, and additional conservation treatments, such as cleaning, mending, and deacidification, were performed on a total of 467,000 pages; approximately 9,750 pages were filmed.

Publications

Publications of the Office of the Federal Register are distributed to Members of the Congress and congressional committees. Five copies of the daily issue of the *Federal Register* are available to each Member of the Congress. These copies may be delivered to congressional offices each morning or to constituents, libraries, or other institutions in the congressional district. In all, 3,000 copies of the *Federal Register* are provided to the Congress daily.

Another publication of the Office of the Federal Register useful to the Congress is the *United States Government Manual*. Each Member of the Congress receives 12 complimentary copies; congressional committees receive copies as needed. Approximately 7,500 copies of the *Manual* are printed for congressional distribution. Copies of the *Weekly Compilation of Presidential Documents* and the *Public Papers of the Presidents* are also available to the Congress on request.

In April 1985 the Office of the Federal Register compiled and submitted to the Senate Committee on Governmental Affairs a report entitled "Agencies and Functions Established, Continued, Abolished, Transferred or Changed in Name by Legislative or Executive Action during Calendar Year 1984." This report, prepared annually by the Office of the Federal Register, is printed by the committee as a *Supplement to 1985 Organization of Federal Executive Departments and Agencies*.

In 1985, the Office of Federal Records Centers issued a pamphlet, "Services Available to Members of Congress," that describes in detail services of particular use to Members of the Congress, their staffs, and their constituents. The pamphlet provides information on courtesy storage of records, files management assistance, constituent inquiries concerning military or civil service records, legislative branch records holdings, Presidential libraries, audiovisual holdings, publications and records grants programs, research procedures, and public tours and outreach programs at the National Archives Building. The National Archives has distributed this pamphlet to all Members' offices, both in Washington and around the Nation.

The centers respond to many inquiries from Members of the Congress on behalf of their constituents every year. Nearly all of these reference requests are related to constituents' military or civilian service and are processed by the National Personnel Records Center in St. Louis. During 1985, this Center handled 10,287 such requests. Because of this large volume, the Center has recently created a separate staff to respond to these inquiries more expeditiously. This staff is under the immediate direction of the Center's Assistant Director for Military Records.

Tours

The Office of Public Programs offers special tours for Members of the Congress, their constituents, and staff. Tours are conducted by experienced docents in the volunteer program and can be tailored to fit the specific interests of school or other groups, using records relating to historic events in the constituent's State. Programs focusing on special periods or themes in American history can also be arranged. In 1985, an average of 15 constituents per day took reserved tours.

Monthly orientation tours are offered for congressional staffs to acquaint them with the programs and holdings of the National Archives. This fiscal year, more than 400 staff members went "behind the scenes" at the National Archives. Information about all these services can be obtained through the Volunteer Office at 523-3183.

Federal Register and Electoral College

The Office of the Federal Register has responsibility for ensuring that the Congress has received the required documentation from the States when it officially canvasses the vote for President and Vice President. Thus, in October 1984, instructions were sent to each Governor and the Mayor of Washington, DC, on how to fulfill their electoral college responsibilities. The States and the District of Columbia are required to submit Certificates of Ascertainment which list Presidential electors and the popular vote received by each, and Certificates of Vote, which list the persons voted for by the electors as President and Vice President. To ensure that the instructions were understood, contacts were established with officials in each State and the District of Columbia. This enabled the Office of the Federal Register later to solve problems with individual States relating to the documentation and its transmittal.

The electors met, as prescribed by law, on the first Monday after the second Wednesday in December—December 17, 1984. The States then had 9 days to deliver the Certificates of Vote to Washington. During the first week of January 1985, the Office of the Federal Register provided a complete set of the Certificates of Ascertainment to each House of the Congress and sets of two Certificates of Vote—which the Vice President

had not received directly—to the Vice President's Office in the Capitol. The Office of the Federal Register placed a complete set of Certificates of Ascertainment and Vote on file for public inspection throughout 1985. At year's end, they became part of the National Archives' permanent holdings.

On January 7, 1985, with all the documentation in order, the Congress met in joint session and canvassed the 538 electoral college ballots officially declaring President Reagan and Vice President Bush reelected.

Courtesy Storage

The Federal records centers provide courtesy storage of Members' inactive papers, both at the Washington National Records Center and at the centers in the field. These centers offer secure, economical storage of personal papers during Members' terms of office, thus helping Members and their staffs in the management and disposition of voluminous office files. The centers also provide prompt retrieval of these papers on request. Because these papers are the personal property of the individual legislator, they must be removed from the centers when a Member leaves office. However, Office of Federal Records Centers staff members are available to advise on the process of transferring these papers to the permanent repository of the Member's choice. Nationwide, courtesy storage is provided for more than 21,500 cubic feet of papers for 49 Senators and nearly 32,500 cubic feet of papers for 150 Representatives.



Canisters of aerial film, Cartographic Branch of the Special Archives Division. Photograph by William J. Heynen.



Dr. Frank G. Burke greets Ronnie Swartz and his grandparents from Minnetonka, Minnesota. Ronnie was the 1,000,000 visitor to the Exhibition Hall during Fiscal Year 1985.

CHAPTER 4

Services to the Public

Outreach activities of the National Archives during 1985 included exhibitions, educational programs and tours, public events, reference services, and publications.

Exhibitions

In the Circular Gallery surrounding the Rotunda of the National Archives Building in Washington, "Recent America: 1934-84" informed and delighted thousands of tourists. This exhibition of more than 400 items celebrated the first 50 years of the National Archives and the most recent 50 years in American history. Highlighting the diversity of records held by the Archives, including audiovisual materials through the use of videodiscs, the exhibition received widespread recognition and critical acclaim. Special activities relating to the exhibition included an evening lecture series on America since 1934 by scholars and journalists, cosponsored with the Smithsonian Associates, as well as workshops and special tours for teachers and students. "Recent America" was on

display from June 19, 1984, through December 1985.

At the start of 1985 visitors tested their memories on "Presidential Trivia," an exhibition mounted for the Presidential inauguration.

Currently they can learn how to use Federal census records to trace their ancestors and social and economic changes as they view "Reflections of a Nation's People," on display outside the Central Research Room.

Smaller exhibitions during the year included "Adventures in Flight: 1915 to NASA," on display at the Washington National Records Center in Suitland, MD, and 50th anniversary exhibitions for the Soil Conservation Service and the Social Security Administration in the East Foyer of the Archives Building. These are of special interest to the agencies whose records the National Archives holds and to their constituents. These special displays have been enhanced by film showings, lectures, and oral history projects.



Ronald Reagan in a training film made by the Army Air Force, on display in the "Recent America" exhibition.

On May 2, 1985, the National Archives opened to the public a year-long exhibition featuring the 1297 version of the Magna Carta. The document is displayed in the Rotunda near the Declaration of Independence, the Constitution, and the Bill of Rights. Purchased in 1984 by Dallas businessman Ross Perot, it is the only privately owned Magna Carta and the only one permanently residing in the United States. Following its display in the National Archives, it will travel to educational and cultural institutions across the country, including several Presidential libraries.

The public opening was preceded by an evening reception in the Rotunda on May 1 to celebrate Law Day and the opening of the exhibition. Speakers at the ceremony included the president-elect of the American Bar Association, William Falsgraf; Attorney General Edwin Meese III; Supreme Court Justice Sandra Day O'Connor; and Ross Perot.

The exhibition program reaches beyond Washington by serving major cultural institutions nationwide through loans of original maps, photographs, and documents from the National Archives. Loans

have been made to many institutions, including the New York Historical Society, the U. S. Senate Commission on Arts and Antiquities, and the National Building Museum. In addition, facsimile exhibitions, such as "The Long Road Up the Hill: Blacks in the U.S. Congress," travel to many locations and smaller facsimile exhibition packets can be purchased.

Each of the Presidential libraries offers permanent exhibitions relating to the President's life and times and to major events of American history. On display at each library are significant documents, photographs, Presidential memorabilia, and other materials from the library's holdings. Libraries also develop changing exhibitions and display traveling exhibitions from other institutions.

Three exhibitions at Presidential libraries in 1985 depicted the Presidency from the perspective of the First Lady. At the Johnson Library, "A White House Diary: The Exhibit," which opened May 1, correlated documents, photographs, paintings, clothing, and china with events described in the diary that Mrs. Johnson kept between 1963 and 1969.



Ross Perot with the 1297 Magna Carta which he purchased for display at the National Archives and around the nation.



Peter Bunce and Congressman Marty Russo at National Archives-Chicago Branch.

An exhibition that opened at the Truman Library on February 13, the 100th anniversary of the birth of Bess Wallace Truman, featured mementos of Mrs. Truman's White House years. On August 10, the Hoover Library celebrated the opening of the Lou Henry Hoover papers with a First Ladies exhibition. Objects that the Ford Museum had displayed the previous year at a First Ladies conference made up the core of this exhibition, to which photographs and artifacts associated with Mrs. Hoover were added.

Extensive use has been made of Presidential gifts in exhibitions at the Kennedy Library and Ford Museum. "The Art of Diplomacy," exhibited at the Kennedy Library from May to December, featured head of state gifts and souvenirs of the President's trips abroad. The Ford Museum displayed a selection of 14 quilts that were given to President and Mrs. Ford at the time of the 1976 bicentennial celebration. Made by scouting, school, and senior citizen groups, the quilts depict landmark events in the Nation's history.

In this fiscal year, the National Archives field branches expanded their exhibition program. Exhibitions included:

- * "Gum San: Land of Opportunity," an exhibition at the National Archives—Philadelphia Branch relating to Chinese immigration to Philadelphia;

- * "Come See What We're Saving for You," an exhibition at the National Archives—Fort Worth Branch that displays Branch documents in a viewer-interactive format;

- * "The Circus in America: Ringling Brothers & Barnum & Bailey," an exhibition at the Philadelphia Branch of circus-related Branch records supplemented by privately owned circus memorabilia;

- * "Finding Answers in Archives," an exhibition in the National Archives—Chicago Branch in which historically interesting questions are posed and answered using Branch records; it was formally



Lou Henry Hoover in China in 1899. The Hoovers arrived there on their honeymoon a few months before the Boxer Rebellion of 1900. Trapped with 800 Americans and Europeans in Tientsin, the Hoovers helped build barricades and tend the wounded. In this photograph from the Hoover Presidential Library collection, Mrs. Hoover inspects a hastily improvised defense position.

opened by Congressman Marty Russo, in whose district the Chicago Branch is located.

Educational Programs

In addition to increased efforts to highlight historical records through exhibitions, the National Archives also expanded its education program. In 1985 the focus of the Office of Public Programs in Washington was on the development of curriculum materials and workshops that train teachers to use documents that form the basis for the Constitution. The seventh in a series of documentary teaching units, *The Constitution: Evolution of a Government*, which contains a teacher's guide and facsimile

documents from the National Archives, is now available. This learning package is designed to meet the current interest of educators in improving citizenship education, to disseminate to students examples of the rich primary sources in the National Archives, and to enliven the teaching of history.

Another supplementary teaching tool produced by the Office of Public Programs is the "Document of the Month" series in *Social Education*, the journal of the National Council of the Social Studies, in which National Archives education specialists introduce teachers to records in the National Archives. Among the documents featured this year was a plea to President Truman to investigate the disappearance of human rights activist Raoul Wallenberg.

Serving professional educators both in Washington and across the Nation, education specialists from the National Archives make presentations at local and national professional conferences. They also conduct teacher workshops in Washington and, for the first time this year, in the Midwest, training educators to use primary resources in the classroom.

The National Audiovisual Center in Capitol Heights, MD, offers more than 4,000 videotapes, films, and audiotapes to the public for purchase or rental at reasonable prices. The Center is the central distributor for all federally produced audiovisual programs and offers a wide range of topics, including public health, industrial safety, and foreign-language instruction.

Regional outreach activities included a broad spectrum of events that reflect the wide diversity of resources in the field branches:

- * A Legal History Symposium cosponsored by the National Archives—Atlanta Branch and the 11th Circuit Historical Society at which Supreme Court Justice Harry Blackmun was a featured speaker;

- * A group presentation at the annual meeting of the American Association for State and Local History in September in Topeka, KS, at which the directors of all the field branches spoke concerning branch holdings and outreach activities;

- * A film and discussion series concerning the Vietnam war cosponsored by the National Archives—Kansas City Branch and the University of Missouri—Kansas City;

- * Workshops, lectures, and tours for genealogists, teachers, and students designed to acquaint the public with the records and encourage research in all the branches.

Governor John Carlin of Kansas at the American Association of State and Local History meeting in Topeka. The Governor, who was the keynote speaker, is wearing a button presented to him by the Director of the Kansas City Branch, Reed Whitaker.



Senator Thomas Eagleton (D-MO) speaking from the steps of the Truman Presidential Library in Independence, Missouri. The Senator received the Harry S. Truman Public Service Award on May 10.

Public Events

Public educational programs are also available through the Archives' interpretive programs. This year's lunchtime and evening film series marked the 40th anniversary of the end of World War II. The series explored war in the 20th century through the eyes of some of the world's greatest documentary and fiction filmmakers. The wartime footage was drawn extensively from the holdings of the National Archives.



In the lecture and special events series, developed by the Education Branch of the Office of Public Programs, speakers have included researchers, archivists, historians, and journalists working with Archives records.

Presidential libraries also encourage local civic groups and educational institutions to use their facilities for cultural and educational purposes. During "Truman Week," held at the Truman Library each year in early May, the Harry S. Truman Public Service Award was presented by the City of Independence, MO, to retiring U.S. Senator Thomas F. Eagleton. The Hoover Library's annual commemoration of Herbert Hoover's birthday on August 10 featured Rep. Thomas J. Tauke (R-IA) as the keynote speaker.

Recent educational offerings by the Kennedy Library included a workshop for high school teachers on the effect of Presidential decisions on U.S. nuclear policy; a seminar for secondary school teachers on the history of the 1950's, for which they received academic credit from the University of Massachusetts at Boston; a conference for undergraduate students on U.S. policies in Latin America; and a program for 35 retired citizens participating in an Elderhostel program on U.S. foreign aid.

Conferences

One of the most important ways in which Presidential libraries serve the national public and the local community is through conferences on subjects of broad interest. In March the Kennedy Library was host to the Third Presidential Library Conference on "The Public and Public Policy." The conference marked the culmination of nationwide citizen forums conducted the previous fall by the Domestic Policy Association, an organization of universities, public libraries, and adult education groups interested in public affairs. Representatives of the citizen forums met with prominent public officials to discuss health care costs, unemployment, and environmental policies. Preparations are underway for the fourth such Presidential Library Conference, to be held in March 1986 at the Ford Library.

Major conferences took place at two Presidential libraries in April. The Johnson Library, in collaboration with the Lyndon Baines Johnson School of Public Affairs at the University of Texas, held a 20-year retrospective on the Great Society. Individuals formerly associated with the Johnson administration, as well as educators, public affairs analysts, and Members of the Congress, offered their assessment of the anti-poverty, health care, educational, and civil rights measures that made up the Great Society.

The Ford Library joined with the Gerald R. Ford Foundation, the University of Michigan, and the American Enterprise Institute to sponsor a conference on the process of Presidential primaries. Thirty experts on the American election process met at the library at President Ford's invitation to debate several issues relating to Presidential primaries, including campaign financing, media coverage, and the

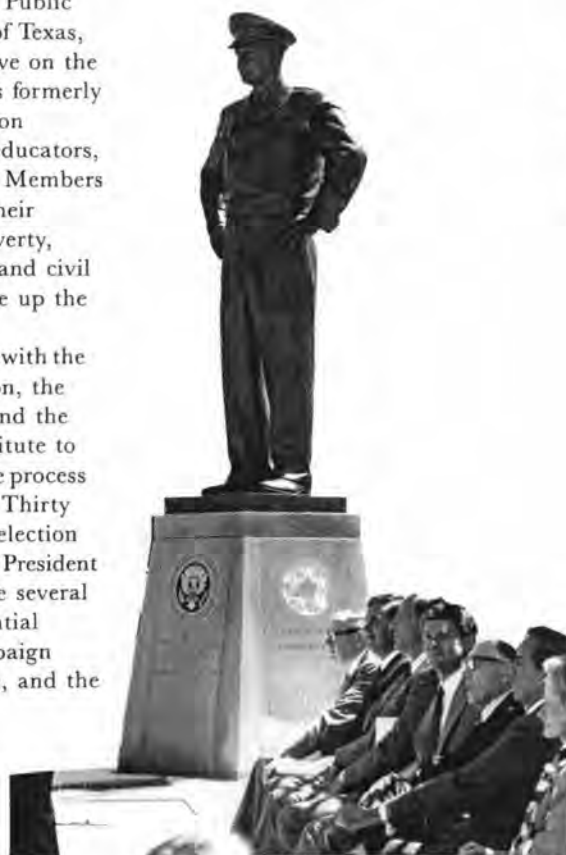
role of political party organizations. After having identified some of the problems, the participants suggested ways of improving the means by which Presidential candidates are selected.

In addition to organizing conferences, the Presidential libraries invite the involvement of the local community with ceremonies to commemorate significant events in recent American history. These ceremonies focus attention on the libraries as sources for the study of American history, particularly the history of the Presidency. Three Presidential libraries held public observances recently to mark the 40th anniversary of the end of World War II. On May 7, the Roosevelt Library held a wreath-laying ceremony at President Roosevelt's grave, attended by both German and American statesmen and scholars. V-E Day was celebrated at the

Eisenhower Library on May 7, and V-J Day at the Truman Library on August 6, with a display of the "Flag of Liberation" that was flown in the capital cities of each of the defeated nations at the conclusion of the war. In another ceremony connected with the 40th anniversary of the end of World War II, the Eisenhower Library dedicated an 11-foot bronze statue of General Eisenhower on June 15. The statue was a gift of former U.S. Senator Harry Darby of Kansas, a longtime friend and supporter of President Eisenhower.



Hon. Claude Pepper speaks on the 50th anniversary of the Social Security Act, August 14, 1985. He addressed the gathering from the steps of Franklin Roosevelt's home in Hyde Park, New York.



At a ceremony dedicating this bronze statue of Dwight D. Eisenhower on June 15 are, from foreground: Kansas Senators Nancy Kassebaum and Robert Dole, former Senator Harry Darby who donated the statue to the Eisenhower Library, Martin Teasley, Assistant Director of the library, Major John Eisenhower, Governor John Carlin, and James O'Neill, Assistant Archivist for Presidential Libraries.

Reference Services and Accessions

The National Archives provides reference service on its archival holdings by making original records available to researchers in its facilities in the Washington, DC, area and in research rooms in the Presidential libraries and 11 National Archives field branches; providing researchers with reproductions of records; responding in person, by telephone, and in writing to requests for information from or about records; and preparing microform publications of heavily

used series of records, which researchers may purchase from the National Archives or use in National Archives research rooms.

(Researchers also may, for a fee, borrow certain microfilm publications through a contractor for use in a library.)

During this fiscal year the National Archives performed approximately 2,723,414 reference services and provided approximately 4,534,786 reproductions. At the Presidential libraries, there were 9,819 research visits and 391,356 reproductions were purchased during the year.

The Office of the National Archives accessioned (accepted for permanent retention) approximately 42,000 cubic feet of records this fiscal year. Significant accessions included:

- * 1,200 videotapes depicting proceedings on the floor of the House of Representatives during the 98th Congress, the first Congress in which the proceedings of the House were systematically recorded on videotape;

- * The "Philippine Archives," a collection of more than 600 cubic feet of records accumulated by the U.S. Army during and immediately after World War II that relate to the Japanese invasion and conquest of the Philippines, Philippine resistance activities against Japan, the internment of U.S. and Philippine personnel during the Japanese occupation, and the liberation of the Philippine Islands;

- * Records of the Office of Strategic Services (OSS), including intelligence reports, captured enemy documents, propaganda materials, and organization studies, that relate to a wide variety of subjects, such as OSS support of resistance movements, the rescue of downed U.S. airmen, psychological warfare activities, and the organization and administration of OSS offices around the world;

- * Records of the Argonne Laboratory in Chicago that pertain to the development of the atomic bomb;

- * Approximately 900 glass plate photographic negatives depicting early experiments involving radio, accumulated by the Radio Propagation Laboratory of the National Bureau of Standards (NBS);



John Taylor, an archivist in the Military Reference Branch, with one of the thousands of researchers he has helped since he came to the National Archives in 1946.

* The records of the 1985 Presidential Inaugural Committee consisting of correspondence, reports, maps, drawings, and memorabilia relating to all aspects of the second inauguration of President Ronald Reagan, including the inaugural balls and other special events;

* The files accumulated by the President's Private Sector Survey on Cost Control (popularly known as the Grace Commission) in connection with its efforts to identify ways of reducing Federal spending and improving governmental efficiency, including the Commission's published reports, unpublished studies and other background material, correspondence with the public, and sound recordings of Commission hearings.

As of the end of FY 1985, the National Archives holdings consisted of 1.5 million cubic feet of records, including 3.1 billion pages of textual (paper) documents, 96 million feet of motion picture film, 146,000 video and sound recordings, 1.6 million maps, 9.7 million aerial photographs, and 4,000 reels of automated data processing tape.

The Office of Presidential Libraries accessioned 1,400 cubic feet of records this fiscal year. Significant accessions and openings included:

* The Roosevelt Library recently accessioned the papers of economist Alexander Sachs (120 cubic feet), who served as chief economic adviser to several wartime agencies. He was instrumental in President Roosevelt's decision in 1939 to initiate a feasibility study of an atomic bomb.

* Among the important accessions of the Kennedy Library in 1985 were the papers of Lawrence F. O'Brien (72 cubic feet). These materials contain information on O'Brien's activities as national director of the Kennedy Presidential campaign in 1960 and as chairman of the Democratic National Committee from 1968 to 1972.

* The Dwight D. Eisenhower Library acquired from the Army Surgeon General's Office the medical records of President Eisenhower for the period 1955-69 (4 cubic feet).

* The papers of Lou Henry (Mrs. Herbert) Hoover (130 cubic feet) were opened this year at the Hoover Library. They deal with Mrs. Hoover's experiences as First Lady from 1929 to 1933 and her life in China at the turn of the century and in Europe following World War I. Correspondence on Mrs. Hoover's activities with women's organizations, in particular the Girl Scouts, forms a significant part of the collection.

* The Truman Library made available for research the papers of Charles Sawyer (60 cubic feet), Secretary of Commerce from 1948 to 1953. The Sawyer papers provide details on economic and commercial policy decisions taken by the Truman administration, including the President's seizure of the steel mills in 1952.

* At the Johnson Library, the papers of Paul C. Warnke (4 cubic feet), Assistant Secretary of Defense for International Security Affairs, became available this year. The Warnke papers describe not only Warnke's role in the strategic conduct of the Vietnam war, but also that of his predecessor, John T. McNaughton, who was killed in a plane crash in 1967.

* Two series of the papers of Arthur Burns (53 cubic feet), former Chairman of the Federal Reserve Board, were opened for research at the Ford Library. The materials concern domestic and international money issues during the Nixon and Ford administrations and part of the Carter administration (1969-78).

Records Description and Archival Publications

Access to the vast accumulation of records held by the National Archives is facilitated by the creation of various indexes, guides, and inventories that describe records (and are known collectively as "finding aids") and the publication in microform of certain heavily used series of records. Both of these functions are coordinated within the Office of the National Archives by the Archival Publications Staff, created during this fiscal year.

By far the major part of the National Archives finding aids program consists of preparing descriptions of the records of each Federal agency as they are accessioned. These descriptions are published in printed inventories, which are available without charge to other agencies of the Government and to the public. The creation of inventories is now done manually by the archivists who have custody of the records. Inventories are sent to the Archival Publications Staff for review and are keyed into a computer at a central point. In the coming year, terminals will be placed in records holdings units so that archivists can key in descriptions as they write them and send them electronically to the Archival Publications Staff for review and input, thus substantially speeding their publication.

In recent years, the National Archives has placed increased emphasis on the preparation of subject-oriented guides that describe all records in the National Archives that relate to topics of particular significance. When the Archival Publications Staff was established, archivists already working on such guides were brought into it. Early in the fiscal year, *Black History: A Guide to Civilian Records in the National Archives*, compiled by Debra L. Newman, was published.

Projects currently underway include guides to records of both military and civilian agencies that relate to women's history and a guide to records in the National Archives that document the period between 1776 and the adoption of the U.S. Constitution that is being prepared in connection with the bicentenary of the Constitution.

Scheduled for completion in 1989 is a new edition of the *Guide to the National Archives of the United States*, which contains descriptions of all of the holdings of the National Archives. The Archival Publications Staff has sought suggestions from principal users of the National Archives in this fiscal year, such as Federal historians, in an effort to

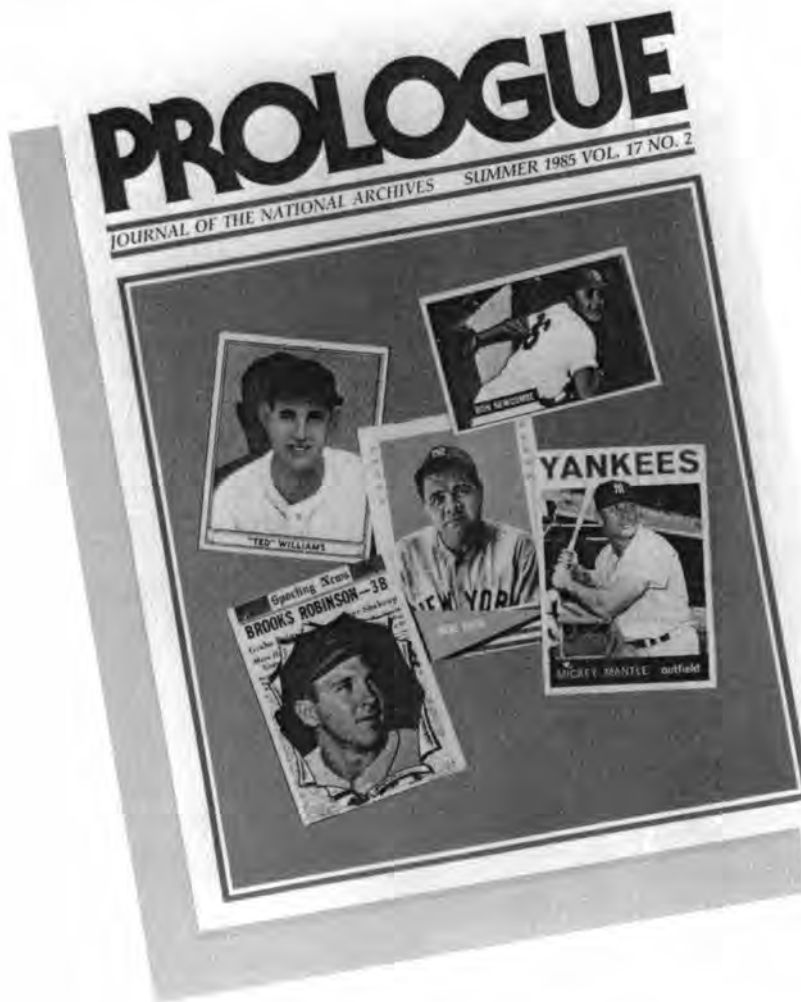
make this important finding aid as useful as possible. It will be a comprehensive description of the records of each Federal agency whose records are in the National Archives, preceded by a brief history of the agency. Elaborate indexes are planned to provide broad subject access.

During 1985, *Prologue: Journal of the National Archives* was transformed from a strictly scholarly publication to a journal with wider appeal. Issues now include an expanded variety of essays and features, including pictorial essays and special guidance for genealogical researchers, that better serve the interests of the Archives' diverse constituency.

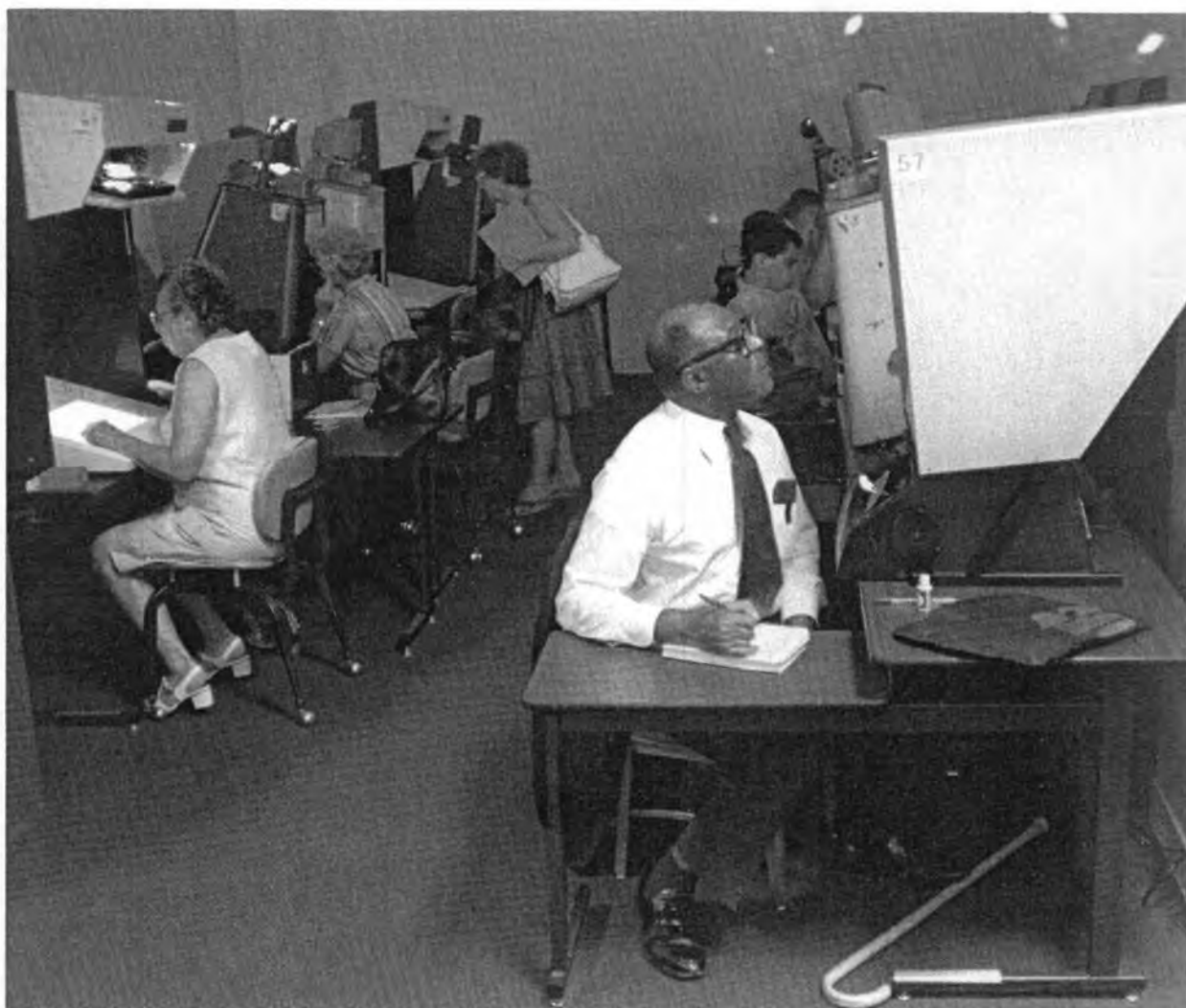
Microform

Since the 1940's, the National Archives has been filming and issuing as microform publications historically important records in order to preserve often-used records and make them more readily available to the public. To assist researchers in using the film, microform publications include title pages, tables of contents, and, in many instances, introductions and roll notes. In this fiscal year, the records published as microform publications included journals of Senate proceedings, 1789-1817; Army intelligence records relating to Japan, 1918-41; State Department records concerning the internal affairs of Central America, 1930-49; and certain heavily used Navy pension files.

Archivists and members of the Census Bureau staff have compiled an updated special list of those institutions in the United States that hold copies of National Archives microfilm publications of census records, 1790-1910, which are heavily used for genealogical research. The publication of this Special List 24 will enable researchers to determine which institutions near to them have copies of these records.



Summer Issue of Prologue, the Journal of the National Archives.



Researchers in the Microfilm Reading Room at the National Archives. This year 57,618 people came here to do genealogical or historical research.

The Publications Division of the Office of Public Programs, in conjunction with the Office of the National Archives, publishes numerous guides, catalogs, lists, general information leaflets, and other descriptive materials. During 1985 five regional microfilm catalogs were introduced and more than 80 preliminary inventories and special lists of records as diverse as the cartographic records of the U.S. Marine Corps and the National Park Service were reprinted.

Declassification

Under Executive Order No. 12356, security classified records and donated historical material in the custody of the National Archives and in the Presidential libraries are reviewed systematically by National Archives personnel using guidelines prepared by the Federal agencies originating or having jurisdiction over the information. These guidelines provide the National Archives with the authority to declassify agency records more than 30 years old, except for certain designated categories of information that are exempt from automatic declassification.

In 1985, the National Archives' systematic review program centered on State Department records from

the period 1950-54 (both central files and records accumulated at Foreign Service posts). The review of these records was carried out in accordance with a 4-year agreement under which the State Department reimburses the National Archives for a portion of the cost of the program. Since this 4-year cooperative project began in 1982, all files relating to East Asia, Latin America, Africa, and the Middle East have been reviewed. Work in 1985 concentrated on records relating to Canada, Eastern Europe, Western Europe, and certain broad topical areas, such as cultural affairs. In FY 1985, 754 cubic feet were reviewed and released, bringing the total volume of State Department records reviewed and released to 1,939 cubic feet.

In May 1985, the National Archives entered into an agreement with the Agency for International Development (AID), similar to the one with the State Department, that establishes a 4-year project for the systematic declassification review of the records created between 1946 and 1954 by AID's predecessor agencies. Work on this project began in July 1985, and by the end of FY 1985, 58 cubic feet of records had been reviewed and made available.

Systematic reviews were also carried out this year on OSS records that were recently transferred to the National Archives by the Central Intelligence Agency, records of the

Office of the Secretary of Defense, and certain Air Force materials. In addition, the National Archives developed formal guidelines this year for determining which records should be given high priority for systematic declassification review. In 1986 these proposals will be circulated for comment to interested organizations, such as historical societies.

At the end of 1985, 11 archivists and archives technicians were working on the declassification of security-classified materials in the Presidential libraries. The principal declassification activity at the Presidential libraries is the review of individual classified documents at

the specific request of scholars, journalists, Government historians, congressional committees, parties in litigation, and other researchers. The Presidential libraries submitted 17,825 pages of classified documents this year for review by the original classifying authorities; of these 15,400 pages have been entirely or partially declassified.

Barbara Jensen, a docent with the Volunteer Program, escorts Barbara Bush on a tour of "Recent America."





Chief Justice Warren Burger addresses the Bicentennial Symposium in the Rotunda on March 14.

Volunteer Services

Volunteers across the Nation extend the public service of the National Archives in many ways. They provide tours, offer outreach programs for students and senior citizens, pursue research projects for records holdings units, and provide information to genealogical and other researchers.

In Washington, they staff the information desk in the Rotunda and escort visitors behind the scenes to see the staff at work. Visitors enjoying these tours include school children, families visiting the capital city, constituents referred from

congressional offices, and congressional staff. Special visitors this year included National History Day finalists and members of the 4-H Council summer program.

Volunteer staff aides assisted archivists in preparing indexes and finding aids, answering reference requests, and researching materials for projects such as a history of U.S. Foreign Service posts in India and a catalog of U.S. Information Agency photographs dating from 1948 to 1968.

Since 1982, the National Archives Volunteers Constitution Study Group has offered public lectures in celebration of the bicentenary of the

Constitution. Speakers for the series this year, which was made possible by grants from the D.C. Community Humanities Council, the American Bar Association, and the American Newspaper Publishers Association, have included Professor Albert Blaustein, the Honorable Stephen H. Sachs, the Honorable William Colby, and distinguished historians and jurists. The Study Group, chaired by volunteer Ralph Pollock, also sponsored a special all-day symposium, "The Constitution: Past, Present, and Future" in March. Featured speakers were Professors James MacGregor Burns, Michael Kammen, and A. E. Dick Howard. The Chief Justice of the United States, Warren Burger, made concluding remarks.

During the year 15,868 visitors took part in tours and programs presented by volunteers in Washington. A total of 118 volunteers contributed 18,093 hours to the National Archives.

At the National Archives field branches across the country, 202 volunteers donated 9,032 hours of service. Most of them provided assistance to genealogical researchers in branch research rooms, while some assisted in preservation work on branch records. Volunteers also occasionally taught genealogical workshops.

One hundred and sixty-nine volunteers donated 11,000 hours of service to Presidential libraries from April 1 through September 30. They led groups on tours and assisted visitors who stopped at reception desks for information. In the archival and museum work areas, volunteers did basic archival tasks, typed finding aids, transcribed oral history interviews, and indexed museum catalog cards.



Several noteworthy projects were accomplished solely by volunteers this year. Two volunteers translated the general information leaflet for visitors to the Exhibition Hall into Italian and Japanese. At the Johnson Library in Austin, TX, volunteers translated the museum brochure into Spanish for use by the many Hispanic visitors there. A computerized index to White House personnel during the Carter administration, developed by a volunteer at the Carter Presidential Materials Project, will enable archivists to identify the office in which a staff member worked at any given time.

Federal Register

The daily *Federal Register* contained 52,182 pages of rules, proposed rules, and official notices in FY 1985, reflecting a stabilization in the number of pages after a period of steady decline. Five nights a week about 35,000 copies of the *Federal Register* are printed for distribution the following day to Federal agencies, the Congress, the courts, depository libraries, and about 22,000 subscribers.

The *Code of Federal Regulations* (CFR), which is updated by the daily *Federal Register*, stood at 112,000 pages in 186 books. The CFR is a main reference source for the legal profession, Government contractors, trade associations, and consumer organizations. Its importance is reflected in the 1.6 million individual copies sold annually. To assist users not familiar with these publications, a public workshop program was reestablished this year after a hiatus of several years. The first sessions were held in New York City and Chicago with more than 100 participants in attendance in each place; two were given in Washington, DC, in September. More have been scheduled in Washington and elsewhere in the country to meet public demands for this popular information service.

Fifty-two issues of the *Weekly Compilation of Presidential Documents* were published, as was the first volume of the 1983 *Public Papers of the Presidents*. The second 1983 volume of this series was in process. The Office of the Federal Register also published 3,412 pages of "slip laws," legislation passed in the second session of the 98th Congress, and was working on the hardback volume for 1983 of the *United States Statutes at Large*.

The *Privacy Act Compilation*, which contains descriptions of systems of records maintained on individuals by Federal agencies, was brought up to date in its publication schedule during FY 1985. Distribution was completed on the seven volumes of the combined 1982-83 edition of the *Compilation* during the first quarter of the fiscal year.

The five volumes of the 1984 *Compilation* has set a production record. The first volume was distributed in May 1985 and production of all volumes was completed by the end of the fiscal year.



Production of a new edition of the *Codification of Presidential Proclamations and Executive Orders*, covering the period January 1961 (beginning of Kennedy administration) through January 1985 (end of Reagan's first term), was completed. The *Codification* provides one convenient reference source for Executive orders and proclamations with general applicability and continuing effect. The previous edition was published in 1981, and there has been a continuing interest by the Office of Management and Budget for a revised edition.

Plans for the Bicentenary of the Constitution

Preliminary plans for the bicentennial celebration of the signing of the U.S. Constitution were announced this fiscal year. The Constitution has been on display at the National Archives since 1952.

Programs will include exhibitions, films, conferences, and publications.

Among the special events planned for 1987 is an 87-hour vigil beginning on September 13 and ending on September 17, the day the Constitution was signed. During this period, all four pages of the Constitution will be on display. Only the first and last pages are on display throughout the year. The vigil will begin with a major address by a distinguished public official and end with our traditional naturalization ceremony for new citizens of the United States. In addition, the National Archives will sponsor simultaneous public readings of the Constitution at Presidential libraries and field branches across the country on September 17.

Exhibitions will be a major aspect of the Archives celebration plans. In October 1986, "The American Experiment" a documentary exhibition on the origins of the Federal Government, will open in the Rotunda of the Exhibition Hall.



Traditional naturalization ceremony at the National Archives on Constitution Day, September 17.

A second exhibition that will explore some of the changes in, and interpretations of, the Constitution since its adoption will open in the Circular Gallery of the Exhibition Hall in May 1987. Facsimile displays will be mounted in each of the 14 records centers across the country during the bicentennial year, and facsimiles will be available for sale to the public.

Films will be another important part of the Archives' celebration. A specially commissioned slide show on the Constitution will be shown together with a film festival which will feature documentary films and popular motion pictures on the Constitution or constitutional issues. Similar film festivals also will be held at several of the field branches across the country.

The Archives is also planning a series of conferences on constitutional issues to be held in the field and at the Presidential

libraries. Among the topics will be the influence of the Constitution on particular regions of the country, constitutional holdings of the Archives field branches, women's rights and the Constitution, Harry S. Truman and the Constitution, the Civil Rights Act of 1957, and Gerald Ford and the Constitution.

In 1986 the Archives will publish a facsimile edition of *The Story of the Constitution*, the popular and still useful booklet of the U.S. Constitution Sesquicentennial Commission. Other books in preparation are a biographical directory of the delegates to the Constitutional Convention, a four-volume documentary history of the foreign relations of the United States, 1783-89, and a guide to noncongressional pre-Federal records in the National Archives.

The Archives celebration of the 200th anniversary of the Constitution will be the first of many celebrations honoring the formation of our Federal Government. The celebrations will extend from 1987 through 1991, the bicentenary of the ratification of the Bill of Rights.



Federal Records Center in San Bruno, California. Tax returns are stored in open boxes on first seven shelves to facilitate access by staff responding to requests by the Internal Revenue Service.

CHAPTER 5

Services to Federal Agencies

Records Management

One of the major contributions of the National Archives to Federal agencies is the development and implementation of records management based on the concept of the life cycle of records. According to this concept, records pass through three distinct phases: creation, active maintenance and use, and final disposition, either by destruction or transfer to an archival institution. Archival involvement in all three phases of the life cycle is essential if the National Archives is to fulfill its responsibility of protecting the rights and interests of the Government and the people. Only by preserving an adequate, usable record of the organization, policies, and activities of the U. S. Government can the National Archives "guarantee the integrity of the life cycle of records, which is the crucial concept in archival management," as stated in the Senate Report to S. 905.

Consolidation of Records Management Programs

The Office of Records Administration was created in November 1984, to consolidate programs for managing the life cycle of records.

The Office issues regulations on the maintenance and disposition of records and offers a variety of services to agencies; ultimately, the success of the National Archives' records appraisal and disposition activities depends upon the effectiveness of the records

management programs in each agency. The Office also provides training courses, evaluations of agency records management programs, and guidance in the form of handbooks, bulletins, conferences, on-site consultation, and other forms of regular communication with records officers and program officials.

Appraisal and Disposition Activities

The Office of Records Administration has responsibility for determining the appropriate disposition of all Federal records, whether they are records of archival value that should be transferred into the National Archives or records of temporary value that can eventually be destroyed. This task includes reviewing the retention periods proposed by the agencies for each type of record, determining which records may be destroyed after the retention periods have expired, advising agencies on the use of Federal records centers, and determining when records should be offered to the National Archives.

Judicious and timely appraisal of records through the scheduling process is the cornerstone of the records management programs of the National Archives and all Federal agencies. Schedules enable agencies to control their records by retaining in office space only those that are needed for current business, retiring those that still may be needed for administrative, fiscal, or legal purposes to a storage facility such as

a Federal records center, and discarding those no longer needed. In addition, the scheduling and appraisal process identifies the small percentage of Government records that must be saved permanently in the National Archives because they document the organization, policies, and activities of the Federal Government or contain information of high research interest. The determination of which records warrant preservation in the National Archives is one of the most complex and important responsibilities assigned to archivists.

Some of the more important appraisal and disposition activities in 1985 warrant special mention in the sections which follow.

Significant Agency Developments

- * The Merit Systems Protection Board prepared a comprehensive records control schedule in response to a National Archives inspection report recommendation. The schedule provides disposition standards for these records for the first time since the agency's establishment in 1980.

- * Four records disposition schedules for the predecessor agencies of the Agency for International Development were approved by the Archivist in 1985. These schedules identify the permanent and temporary segments of a collection of nearly 8,000 cubic feet of records stored at the Washington National Records Center.

- * Since the documentation created or acquired by the Bureau of Labor Statistics in the Department of Labor is largely in machine-readable form, the records have presented a substantial scheduling challenge for many years. In 1985, the BLS submitted two records disposition schedules developed under contract. The first schedule has been approved by the Archivist and will be a prototype for other machine-readable program records.

- * In July 1985, the Navy Department issued a revised Navy and Marine Corps Records Disposition Manual. This edition, which replaced parts of the 1961 manual, contains departmental records management procedures and scheduling authority for medical and dental, general material, and decommissioned ship records. The remaining sections of the manual covering other functional areas of the Navy's responsibilities are in various stages of development by the Navy, which expects to make significant progress in FY 1986.

NASA Research & Development Records

This year, a team of four archivists completed an extensive study of research and development records of the National Aeronautics and Space Administration (NASA) to develop appraisal criteria for those records. Most of NASA's program records, its most important substantive documentation, relate to research and development projects; currently, about 65 percent of NASA records stored in Federal records centers relate to research and development projects. The archivists examined records at the Goddard Space Flight Center in Greenbelt, MD, the Jet Propulsion Laboratory in Pasadena, CA, and the Johnson Space Center in Houston, TX, and at the Federal records centers in those vicinities.

The team concluded that the records at the sites visited are being maintained in fairly good order, but that the records disposition schedules for NASA research and development records need to be expanded to provide more specific guidance. Their report on the project, which was sent to NASA, includes an analysis of the records and recommendations for improving the schedules.

Justice Department Litigation Case Files

The National Archives continued a comprehensive long-term appraisal project to establish effective disposition standards for Department of Justice litigation case files. Currently, 115,000 cubic feet of these case files are stored in a Federal records center on an indefinite basis. The volume is growing at the rate of 5,000 cubic feet per year. The case files are organized into nearly 200 classifications relating to particular statutes or subjects. During FY 1985 the project staff completed the evaluation of case files relating to criminal and national security matters, which make up fully one-third of the classifications.

General Records Schedule for Inspector General Records

The National Archives issues general records schedules that provide mandatory disposition authority (44 USC 3303a(d)) for records common to all or most agencies. This centralized records scheduling is an effective and efficient technique for controlling nearly one-third of all Federal records. In 1985 the National Archives issued a new general records schedule for most audit and investigation records of agencies with an Office of Inspector General. Before approval by the Archivist, the schedule was reviewed by various Inspectors General and the President's Council on Integrity and Efficiency.

Older Army and Navy Records

The projects to appraise older Army and Navy records stored in various Federal records centers continued to progress. Archivists at the National Personnel Records Center have completed the appraisal of about 37,000 cubic feet of Army organizational records dating from the 1950's. This represents

approximately 70 percent of the total volume of records covered by the project. Staff members at the Kansas City, MO, records center continued to develop finding aids for 6,000 cubic feet of World War II Corps of Engineers records stored there.

Several appraisal projects on older Navy records at the Washington National Records Center were completed this year: Bureau of Ships, 1885-1966 (24,000 cubic feet); Office of Naval Intelligence, 1900-56 (2,900 cubic feet); and Bureau of Supplies and Accounts, 1897-1966 (3,300 cubic feet).

Unscheduled Records in Federal Records Centers

An effort to appraise unscheduled records in the Federal records centers has been underway for several years. The proportion of unscheduled holdings in records centers has been greatly reduced, 4.12 percent now as compared to 23 percent in 1980. The records remaining to be appraised are for the most part numerous small series of noncurrent records that present difficult appraisal challenges. In FY 1985, 66,727 cubic feet of such records were scheduled for final disposition. The effort will continue until all of the unscheduled holdings are under proper disposition control.

Other Significant Appraisals

Small collections or single series of records that were appraised during FY 1985 include:

- * All extant records of the Office of Economic Opportunity, an agency that carried out some of the most ambitious of the Great Society programs of the Johnson administration.

- * Interstate Commerce Commission railroad annual reports and related indexes which contain unique information on the financial expenditures, property, and equipment of individual railroads.

- * Records of the Chrysler Loan Guarantee Board, Department of the Treasury, which document the rare direct involvement of the Federal Government in restoring financial health to a major private corporation.

- * Records of the Air Force Board for Correction of Military Records, which were approved for disposal after a lengthy retention designed to protect the rights of servicemen.

- * Records of the President's Private Sector Survey on Cost Control in the Federal Government (Grace Commission), whose far-reaching recommendations for reducing the costs and improving the efficiency of Government operations proved very controversial.

Public Notice of Records Disposals

The National Archives and Records Administration Act of 1984 required the National Archives to give public notice in the *Federal Register* of all proposed records disposals so that interested citizens would have the opportunity to comment. The procedures developed for permitting public comment minimize the paperwork burden and avoid unreasonable delays, as the Congress intended. The first notice was published on April 1, and in the first 6 months of this program, 8 notices describing 94 proposed records schedules were published in the *Federal Register*. Brief comments were made on four items.

Adequate and Proper Documentation

In FY 1985 the National Archives continued to focus attention on the statutory provision (44 U.S.C. 3101) requiring agency heads to create and preserve records containing adequate documentation of agency activities. The Documentation Standards Division was created to assist agencies in meeting these requirements.

Research was undertaken regarding functions that are common to many

Federal agencies, such as rulemaking, legal affairs, research and development, and investigations. The objective was to determine the need for specific guidelines regarding documentation in these areas.

As part of this project, rulemaking documentation was examined at the Departments of Interior and Energy. National Archives staff briefed officials of these agencies and the staff of the Subcommittee on Environment, Energy, and Natural Resources of the House Government Operations Committee on the results of the examination at the Department of Interior.

A brochure entitled "For the Record: Guidelines for Official Records and Personal Papers" was prepared to heighten senior officials' awareness of their records management responsibilities and to alert them to the likely impact of automation on their activities. In an effort to reach top level officials who are crucial to the success of any records management effort, 18,000 copies were distributed within the first 6 months of publication.

Electronic Recordkeeping

In March 1985 the Committee on the Records of Government issued its *Report on the status of records management in government*, particularly in the Federal Government. The Committee was sponsored by the American Council of Learned Societies, the Social Science Research Council, and the Council on Library Resources. One of the Committee's major conclusions was that "the danger of losing historically valuable records is greatly increased by the changeover to electronic recordkeeping." The National Archives took a number of steps in 1985 to anticipate the opportunities and problems of the new computer technology.

Guidelines

In June a bulletin entitled "Electronic Recordkeeping" was issued to all agency heads; it provides detailed guidelines for managing records created, stored, or transmitted using personal computers, word processors, or other electronic office equipment. Significantly, these guidelines were developed by an interagency committee and issued simultaneously by the National Archives and the General Services Administration (GSA). The preparation of this bulletin (No. 852) demonstrates the cooperation of the two agencies in exercising their joint records management responsibilities as instructed by the Congress in the National Archives and Records Administration Act of 1984.

Electronic Records Working Group

The Office of Records Administration has established a working group to monitor developments throughout the Government in electronic recordkeeping and to recommend needed programs. The group's first major effort is to coordinate the National Archives participation in a 2-year study of electronic recordkeeping by GSA's Office of Information Resources Management. This survey will examine electronic recordkeeping operations at 61 agencies and result in the joint issuance of GSA and National Archives regulations, handbooks, and self-inspection guides.

Foreign Agricultural Service Project

The Foreign Agricultural Service (FAS) invited the National Archives "to join in a collaborative effort to experiment with innovative techniques and procedures for dealing with electronic information." The FAS is in the

process of upgrading and converting its electronic recordkeeping systems. A team of archivists will work with the FAS to ensure the proper disposition of their electronic records. It is anticipated that this joint effort will improve our ability to advise other agencies about how to preserve electronic information that has archival value.

Office Automation Conference

On July 19 a National Archives seminar called "The Impact of Office Automation on Records Management and Archives" attracted an overflow audience of more than 250 records officers, information resources managers, historians, and archivists to the National Archives Theater. The keynote speaker, John McDonald of the Public Archives of Canada, discussed the results of an experimental office automation project in the Canadian Government. Panelists James Burrows, Director of the Institute for Computer Sciences and Technology, National Bureau of Standards, and Kenneth Thibodeau, Chief of the Records Management Division, National Institutes of Health, commended the Archives for helping to break down the traditional isolation of records managers, historians, archivists, and others who must work together to preserve the electronic record.

"Paperless Office" Experiment

In August, National Archives staff examined an experimental "paperless office" at Scott Air Force Base to determine how satisfactorily the Air Force provides for the retention and disposition of archival information. By closely monitoring the Air Force project, the Archives will be able to develop more specific guidelines for application throughout the Government.

Department of Commerce Project

The Office of Records Administration launched a pilot project at the Department of Commerce to develop a new methodology for scheduling and appraising information in electronic form. One purpose of the experiment is to determine whether the substantial amount of information about computer systems already compiled by agencies for GSA, the Office of Management and Budget (OMB), and the General Accounting Office (GAO) can be used effectively to establish archival control over these complex systems.

Agency Services Division

One of the reasons for establishing the Office of Records Administration was to highlight the new emphasis of the National Archives on providing services to other agencies. The Agency Services Division of this Office has undertaken thorough reviews, with officials of other agencies, of traditional National Archives training programs and agency inspections. In addition, this division is establishing a records administration information center, which will operate as a clearinghouse for published and unpublished information about records management activities throughout the Government and the private sector.

Training

Two workshops, "Files Improvement" and "Records Disposition," are offered regularly to train agency personnel to establish and implement effective records maintenance and disposition programs. Approximately 200 participants attended these workshops in Washington in 1985. Similar workshops, attended by 2,200 participants, were offered across the country.

An informal group of 15 agency representatives is helping the staff evaluate possible new courses and training techniques to reach a broader audience within the Government. The staff has also distributed to all agencies the first edition of a comprehensive training directory of more than 60 records management courses offered in the Washington, DC, area by Government agencies, commercial firms, and universities.

Evaluations

The National Archives periodically examines the records management programs of individual agencies to evaluate their compliance with current regulations and guidelines. In a review of this inspection responsibility, several new approaches emerged: involving personnel from the agency being evaluated as well as other agencies, involving audits and compliance staff from the National Archives and/or the agency, increasing the use of self-inspections, and ways of monitoring the implementation of recommended changes in an agency's records management program.

Traditionally, the emphasis of inspections has been to identify what is wrong with agency records management programs. In order to focus the responsibility for inspection in a more positive way, the Office has launched a pilot project at the U. S. Air Force, which has one of the better records management programs in the Government. By examining the Air Force's program in detail, the staff can identify many of the ingredients of a successful records management program for use by others.

Records Administration Information Center

Planning for a records administration information center is now completed, in cooperation with

a committee of representatives from other agencies that endorses its establishment. The center will open on January 2, 1986. Initially, the staff will concentrate on collecting information about agency programs that may serve as models for other agencies and organizations with relevant concerns, developing bibliographic aids, building a collection of useful resource materials, and responding to information requests from agencies.

Program Assistance

The Office responds to requests for advice and assistance on a wide variety of records management issues. In 1985, for example, the Agency Services Division reviewed and made extensive comments on an audiovisual records management handbook drafted by the AID; a records management study prepared on contract for the Environmental Protection Agency (EPA), which recommended several improvements in the management of the records of Superfund and other programs of the Hazardous Waste Management Division; and recommended to NASA officials several improvements in the storage of about 100,000 drawings of satellite tracking stations maintained by a contractor.

The Future of Records Management

The March 1985 *Report of the Committee on the Records of Government* reflects the most exhaustive investigation of records management in the Federal Government in recent years. The Committee identified three fundamental problems: the massive quantity of poorly managed paper records, increasing complications resulting from the transition to electronic recordkeeping, and the fragmentation of Government-wide responsibility for records management.

The efforts to improve the management of paper and electronic records, begun in this fiscal year, will continue in the future. As an independent agency, the National Archives anticipates opportunities to play a wider role in coordinating its activities with those of OMB, GSA, and the GAO—the three other agencies charged with providing government-wide records management guidance.

Federal Records Centers

The centers offer economical storage of noncurrent records to Federal agencies; in 1985 this amounted to an average savings of \$12.36 per cubic foot over the cost of storing those records in agency office space. The centers store records that are infrequently used by agencies but that must be maintained to comply with legal, fiscal, or other administrative requirements.

In FY 1985, agencies transferred 1.34 million cubic feet of records to the Federal records centers, at an estimated savings of \$16.6 million.

Records centers also destroy records no longer needed by agencies or transfer permanently valuable records to the National Archives according to records schedules. In FY 1985, the centers disposed of more than 1 million cubic feet of records, helping significantly to stem the growth of the "paper mountain."

Records centers provide reference service for every agency's records as required. This year, the centers responded to 22.8 million reference requests from agencies, of which 18.7 million pertained to Internal Revenue Service tax returns.

In addition, records centers provide micrographic services to Federal agencies on a reimbursable basis; they microfilmed some 13.7 million images in FY 1985. Centers



Cartographic and Architectural Branch, 841 South Pickett Street, Alexandria, Virginia. Photograph by William J. Heynen.

also provide advice and technical assistance to agencies' field offices in establishing and conducting files maintenance programs and conduct program inspections and surveys of agencies' records disposition, files management, and vital records programs, making recommendations to the agencies to correct problems.

The National Personnel Records Center, housed in two separate locations in St. Louis, MO, stores the personnel records of former members of the U.S. Armed Forces and former Federal civilian employees. The military records amount to more than 1.5 million

cubic feet of veterans' personnel and medical files. The personnel and pay records of former civilian employees fill nearly 550,000 cubic feet. The center answers thousands of requests for information from former servicemen and servicewomen, former civil servants, and their families each year; these inquiries are often for the purpose of establishing claims for benefits or for genealogical research.

The Federal records centers provide outreach services to Federal agencies through special studies of agency records problems. In addition, the centers have been offering files improvement and records disposition workshops, as well as agency briefings, to agencies' professional and clerical staffs around the Nation. In 1985, 2,336 Federal employees attended these workshops and agency briefings.

All Federal records center directors are members of the Federal Executive Boards in their geographic areas. The directors have used their memberships well to educate other regional Federal agency heads about National Archives programs and services available to them.

Federal Register

The Office of the Federal Register not only helps inexperienced researchers learn about the Federal Register system through its public workshops program, but assists document drafters as well. In addition, workshops in preparing documents for publication in the system are held on a "time available" basis for agencies needing specialized training. Sessions were held during the year for staff members of the Federal Communications Commission, the EPA, and the Securities and Exchange Commission. Fulfillment of similar requests from other agencies had to be deferred because of the lack of staff time for workshops.



Staff member Rich Claypoole with a participant at a Federal Register workshop in Washington, D.C.

A task force has completed the study "Federal Register Publication: The Potential for Machine-Readable Documents," which explores the possibilities of receiving documents into the Federal Register system from agencies in machine-readable form. The Administrative Committee of the Federal Register directed that the Federal Register and the Government Printing Office prepare a plan for implementing the recommendations of the task force. The plan, which included provisions for the Office of the Federal Register to receive machine-readable documents from designated agencies as part of a pilot program, was approved. GPO has obtained and tested the necessary equipment preparatory to initiation of the pilot program.

National Audiovisual Center

The National Archives' National Audiovisual Center, located in Capitol Heights, MD, is the Federal Government's central distributor for all federally produced audiovisual programs. Operating as a self-supporting entity, the Center sells or rents more than 4,000 videotapes, films, slide-tapes, and audiotapes on topics as diverse as public health, aviation, and industrial safety.

In 1985, the Center served an increasing demand for public health and safety videotapes and foreign-language instructional materials and provided that service faster and

less expensively through a newly installed microcomputer system. The public has been informed about the Center's services and holdings through the distribution of more than one million brochures and catalogs in the past year.

The National Audiovisual Center also provides Government-wide assistance in the area of Federal audiovisual management policy. It contributed significantly to the revision of the OMB circular dealing with all phases of audiovisual management. It also published the 7th annual Federal Audiovisual Activity Report for the public, the Congress, and the executive branch and assisted the GAO in a review of the effectiveness of Government-wide audiovisual policies.



Conservator Jerri Reynolds treating a musical score and letter to Harry S. Truman from songwriters Noble Sissle and Eubie Blake. The score is "I'm Just Wild About Harry."

CHAPTER 6

Preservation and Conservation

Twenty-Year Plan

In January, the National Archives published a 20-year plan for the preservation of the records in its custody. The plan, which involves the care of more than three billion pages as well as millions of feet of motion pictures, photographs, maps, and computer tapes, will cost \$209 million by the year 2005 if fully implemented.

Dr. Robert M. Warner, then Archivist of the United States, said in announcing the preservation plan that it is predicated on the necessities of preserving documents with limited resources while continuing to serve researchers from the public and the Federal Government.

In his announcement, the Archivist said: "When the National Archives began operation in 1934, it received documents in varying states of disrepair, some nearly irreparable, some 150 years old. In spite of our best efforts, we have never been able to catch up with the past. We feel that the time to launch a comprehensive and systematic preservation project is now.

"By the year 2005, the National Archives will have added several billion more pieces of paper and several million more nontextual items—sound and video recordings, photographs, and computer tapes, for example—to its collection. The knowledge, techniques, and materials for conservation of historical materials have greatly improved in recent years and we can look forward to revolutionary technologies as well. Our plan calls

for essential, not grandiose, measures which will allow tomorrow's historians and genealogists to enjoy what we take for granted today."

Dr. Norbert Baer, Chairman of the National Archives' Advisory Commission on Preservation and professor at the Conservation Center of the Institute of Fine Arts at New York University, said the plan would identify new approaches and challenges and, if implemented, would assure the continued preservation of the record of our Nation's history. "The Archivist and his staff," Baer continued, "have made an important contribution in defining the scope of the Archives' preservation needs and providing a cost-effective plan to meet those needs."

The plan is the result of several studies begun in 1981 and conducted jointly by the National Archives and the National Bureau of Standards' (NBS) Center for Applied Mathematics. Following a statistical survey of the condition of paper records at the National Archives, a comprehensive preservation plan was developed. Among the recommendations were improved environmental controls, including the redesign of the heating, ventilation, and air-conditioning system (HVAC) in the National Archives Building; reproduction of 97 million pages of frequently used documents; and relatively simple

preventive maintenance measures to slow the rate of deterioration of the holdings, which could preclude the need for more costly conservation measures at a later date.

Holdings Maintenance

One aspect of the preservation plan, termed holdings maintenance, calls for placing records in acid-free file folders and boxes, removing rusted staples and other damaging fasteners from records, flattening folded records, placing selected records in protective polyester sleeves, preservation copying of unstable media (such as Thermofax copies), and boxing or tying bound volumes with weakened bindings.

In 1985, holdings maintenance actions were carried out on approximately 50,000 cubic feet of records, a major increase over similar work accomplished in past years. Also, the Office of the National Archives developed a 5-year holdings maintenance plan to govern holdings maintenance activities in FY 1986 through FY 1990. In general terms, the plan sets out the types of holdings maintenance projects that will be undertaken during these years and establishes procedural guidelines for custodial units.

Project Intercept

The 20-year plan also proposed that the National Archives staff examine records requested by researchers in order to identify those that required preservation action. In the spring of 1985, the National Archives implemented a 90-day pilot project — called Project Intercept — in the Central Research Room. During the pilot project, Archives personnel examined all records before they were given to researchers in the Central Research Room. Information concerning the condition of each body of records examined was recorded on a special form. In a few instances, Project Intercept personnel took immediate

action to preserve endangered records by placing deteriorated documents in protective polyester sleeves or withholding documents for conservation treatment.

Analysis of the results of the experiment indicated that Project Intercept was an effective way of identifying the condition of heavily used records and performing basic preservation procedures and was not an inconvenience to researchers. Accordingly, after completion of the 90-day project, it was decided to implement Project Intercept as a continuing element of the overall preservation effort.

Conservation Treatment

In accordance with the 20-year plan, the National Archives is expanding the program to provide professional laboratory conservation treatment for historically valuable documents. In 1985 four experienced professional conservators were added to the staff of the Document Conservation Branch. This brought the total number of staff working on the preservation of textual records to 32. Their capabilities were further enhanced by the installation of additional modern conservation and analytical equipment.

Work in 1985 has concentrated on the intensive treatment of materials of the highest value, such as the Papers of the Continental Congress and the early records of the U.S. Senate and House of Representatives. In addition, the professional conservation staff has assumed a more active role in the review of archival materials before exhibition, both at the National Archives and on loan to other institutions, in order to ensure their safe display.

Nontextual Preservation

Efforts to ensure the preservation of nontextual holdings continued in 1985. Significant activities in this area included:

- * Inspection by a commercial contractor of approximately 14 million feet of motion picture film, continuing a project begun several years ago, to guard against deterioration;

- * Transfer to cold storage vaults at the Pickett Street Annex in Alexandria, VA, of color motion picture film and other materials whose preservation is enhanced by storage in such an environment;

- * Implementation of an automated location and inventory control system for audiovisual records that makes use of bar code technology and also will be used to develop preservation priorities;

- * Initiation of construction of an environmentally controlled storage area in the National Archives Building for valuable collodion glass plate negatives and photographic prints of high intrinsic value.

- * In addition, re-recording systems have been developed for transferring dual system optical sound tracks from 35mm motion picture film dating from the 1940's to 16mm magnetic tape that is free of distortion. Approximately 14,000 unique memobelt audio recordings that contain pretrial interrogations and court proceedings relating to the Nuremberg war crimes trials, 1946-49, will also be copied.

Exploration of Alternative Media and Methods

In the quest for alternative means of preserving historical records more efficiently, the National Archives has supported a number of studies. Through the Archival Research and Evaluation staff, established in 1983, information is collected and evaluated and made available to other institutions with preservation concerns.

Image Analysis and Monitoring System for the Charters of Freedom

Through the National Aeronautics and Space Administration (NASA), the National Archives has contracted with the Jet Propulsion Laboratory (JPL), at the California Institute of Technology, to design a system for long-term monitoring of the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights.

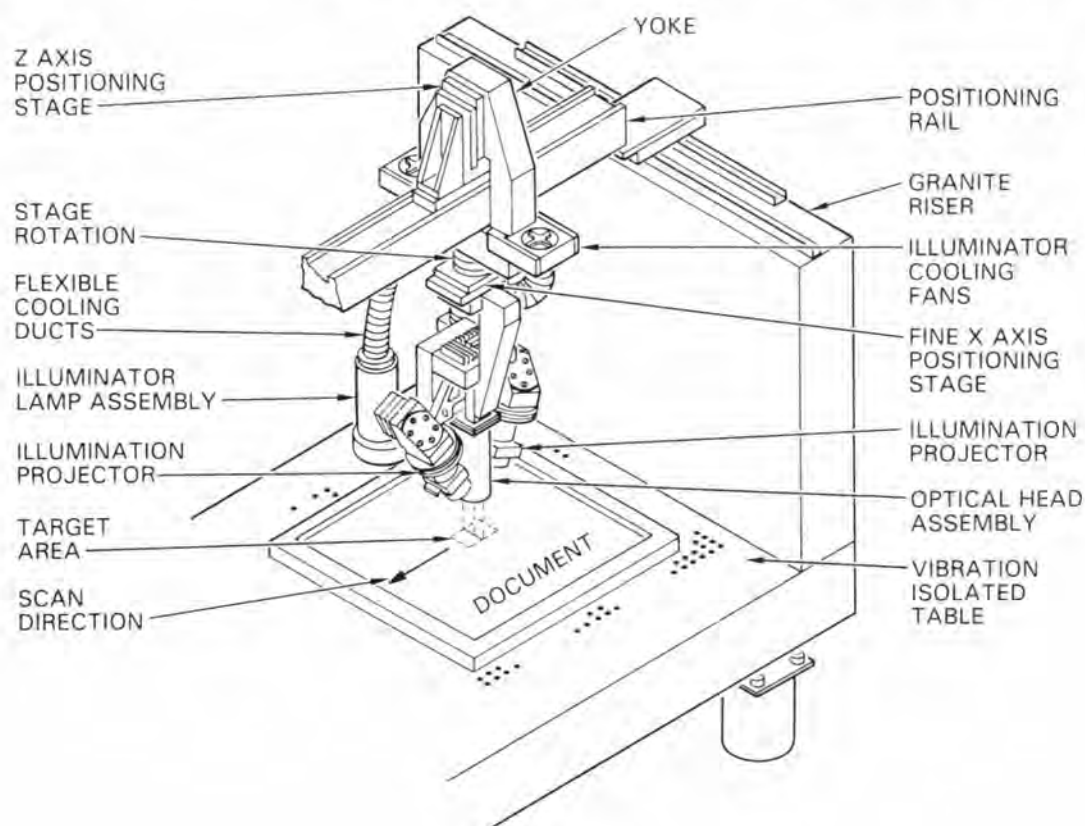
The objective of the monitoring system is to assess the state of preservation of the Charters, with specific attention to changes in readability from ink flaking, ink fading, off-setting of ink to glass, changes in document dimensions, and enlargement of existing tears and holes in the parchment.

JPL's conceptual design for the Charters monitoring system includes the application of electronic imaging by a charge-couple device (similar to one designed for NASA's space

telescope) and computer analysis of image data (similar to the analysis of the space probe data of Jupiter, Saturn, and their moons that was telecommunicated back to earth from Voyagers 1 and 2).

JPL subcontracted the engineering design and fabrication of the system to the Perkin-Elmer Corporation of Danbury, CT. The installation and operation of the system will be completed by the bicentenary of the Constitution in 1987.

JPL CHARTERS OF FREEDOM MONITORING SYSTEM





Conservation Laboratory

Although specifically designed for the Charters of Freedom, which must be viewed through glass, the Charters monitoring system may also be used to record image data on other valuable documents. This should be especially useful in keeping track of the condition of frequently displayed documents and those loaned to other institutions.

The amount of detail that the system can record will produce a unique "signature" or "finger-print" record of a manuscript or work of art. Subsequent comparisons of images taken in the same area could be used to verify the authenticity of the manuscript or work of art. In addition, controlled experiments may be carried out to understand more fully the aging characteristics of paper and parchment. For example, disposable samples of paper may be recorded before and after accelerated aging to see what kinds of changes take place under adverse conditions. Therefore, the experiment may be repeated with paper deacidified by various processes to see what improvements, if any, may take place in the condition of the paper.

Environmental Standards for the Storage of Paper-Based Archival Documents

Since sponsoring basic work by the NBS in 1983 on the development of air quality criteria for storage of paper-based archival records, the preservation staff has since been promoting the publication of "Standard Practice for Storage of Paper-Based Library and Archival Documents" by the American National Standards Institute (ANSI). Working through the National Information Standards Organization, a standard has been drafted and is in the process of being adopted by ANSI.

The standard—the first of its type for paper records—specifies limits for temperature, relative humidity, particulates, and pollutant gases. The standard will be part of the design criteria for the renovation of the HVAC system of the National Archives Building.

National Academy of Sciences/ National Research Council Study on the Preservation of Historical Records

The National Academy of Sciences has been called on by the National Archives to study certain aspects of the options for preserving information on a variety of media, such as paper, film, magnetic tape, and optical disk. The Academy has convened a panel of scientists and technical experts to evaluate the relative longevity of various recording media and the prospects for converting information from one medium to another (for example, from paper to optical digital data disk).

The purpose of the study is to provide a forum for presenting and discussing the progress and unresolved questions surrounding the preservation of original paper documents and reproduced copies on various media. The study will bring together archivists, historians, scientists, and conservators.

The published proceedings, planned for 1986, will provide an assessment of the technical aspects of preserving records and strategies for solving specific preservation problems, technical information on document disposal, and an outline of technical areas to be investigated in the future.

Measurements of the Useful Lifetime of Magnetic Video, Audio, and Computer Tapes

A 5-year study of the aging characteristics of polyester, funded by the National Archives and conducted by NBS, was concluded

in 1985. NBS reported that polyester film, which supports the information-bearing material on photographic film and magnetic tape, will last about 1,000 years if stored at 70 degrees Fahrenheit and 50 percent relative humidity.

Many years of actual experience with silver-gelatin film and the predicted stability of the polyester substrate lead to the conclusion that photographic film, such as microfilm, has an expected lifetime of hundreds of years, provided the film is maintained and handled carefully. Unfortunately, the same cannot be said of magnetic tapes (video, audio, or digital) because the recording layer on top of the polyester base contains an unstable polymer: polyurethane. When magnetic tape degrades, the recording layer tends to separate from the base layer; this causes a sticky substance to collect on the tape-drive's reading head and results in the illegibility of the data. Further research is needed to provide the National Archives (and the rest of the Federal Government) with improved product specifications and a method of determining when to copy tapes before this problem arises.

Therefore, the National Archives is sponsoring further work at NBS to develop a test method for evaluating tape degradation and monitoring actual performance of tapes being aged under mild conditions.

Initiatives at Presidential Libraries

Presidential libraries hold archival materials of significant intrinsic and historical value. Archivists and curators at the seven libraries and the Carter and Nixon Projects pay close attention to the physical state of papers, audiovisual materials, and museum objects in

order to preserve them for future generations. In keeping with this concern, the libraries initiated several programs in 1985 to conserve the collections in a comprehensive and systematic manner.

A pioneering program to preserve 321,000 of the most important color photographic negatives, created by White House photographers during the Kennedy through Carter administrations, was completed during the second half of FY 1985. A new color duplication process, perfected by Eastman Kodak at the National Archives' request, was used to duplicate color negatives at a cost of \$.75 each. Previous duplication costs were \$20 per negative, which would have meant a prohibitively high cost of \$6 million for the project. The duplicates are now available for research use. The original negatives will be preserved in cold storage to prevent wear and color deterioration.

In an effort to set priorities among future preservation needs, the libraries surveyed the condition of their museum holdings and identified those objects most in need of attention. Of the nearly 200,000 objects in the libraries' holdings, 18,245 have been identified as needing some preservation attention. 1,862 of these require attention from a conservator in the near future. This most urgent work has been scheduled for completion over the next 5 years at an estimated cost of \$369,734.

The papers of the Presidents and their staffs and associates are the largest and most historically valuable of the libraries' holdings. The creation of these materials over more than a half century means that they have a variety of preservation needs depending on the characteristics of the media (paper, ink, copying technologies) at the time they were created.

From June to September 1985, a preservation survey of all paper holdings of the libraries was undertaken to assess the state of the approximately 200 million pages. The survey consisted of a scientific sampling based on a system developed for the Archives by NBS. An analysis and recommendations for action will be completed during FY 1986.

This survey of paper holdings is the last step in the development of a plan for preserving Presidential materials. The results of the survey will be combined with the reports on the state of the audiovisual and museum holdings to form the basis for a long-range plan to meet the preservation needs of Presidential materials for the remainder of the 20th century and beyond.

President Kennedy with his children in Hyannis, Massachusetts. The color negative of this photograph is one of 321,000 being preserved and duplicated by the Presidential libraries. Photograph by Cecil Stoughton (ST-C281-23-63).



CHAPTER 7

Automation: A New Era Begins

The National Archives had, by the end of 1985, the basis for a national network of computers, with compatible equipment in each of its facilities—field archives, records centers, and Presidential libraries. This interdepartmental system will permit electronic mail, scheduling, word processing, and access to budget documents and other financial materials of common interest.

In pursuit of its goal to make its resources more readily available to the research public, the Archives is undertaking two systems studies that are reported in the following pages. One is for the analysis of the holdings of the Presidential libraries, which now include some 4,000 collections of papers and other materials related to Presidential administrations. The other is a larger study of the system used to gain access to the vast holdings of the National Archives; this latter study is tied to an eventual plan to link the researcher with source materials, no matter where the researcher is located.

The National Archives is also studying new techniques for recording information through laser disks and new developments in machine transcription of handwritten or printed text into typed computer output. Other experiments involve technical applications of computer software to archival operations and the possibilities of linkage between the National Archives network and other bibliographic and archival networks.

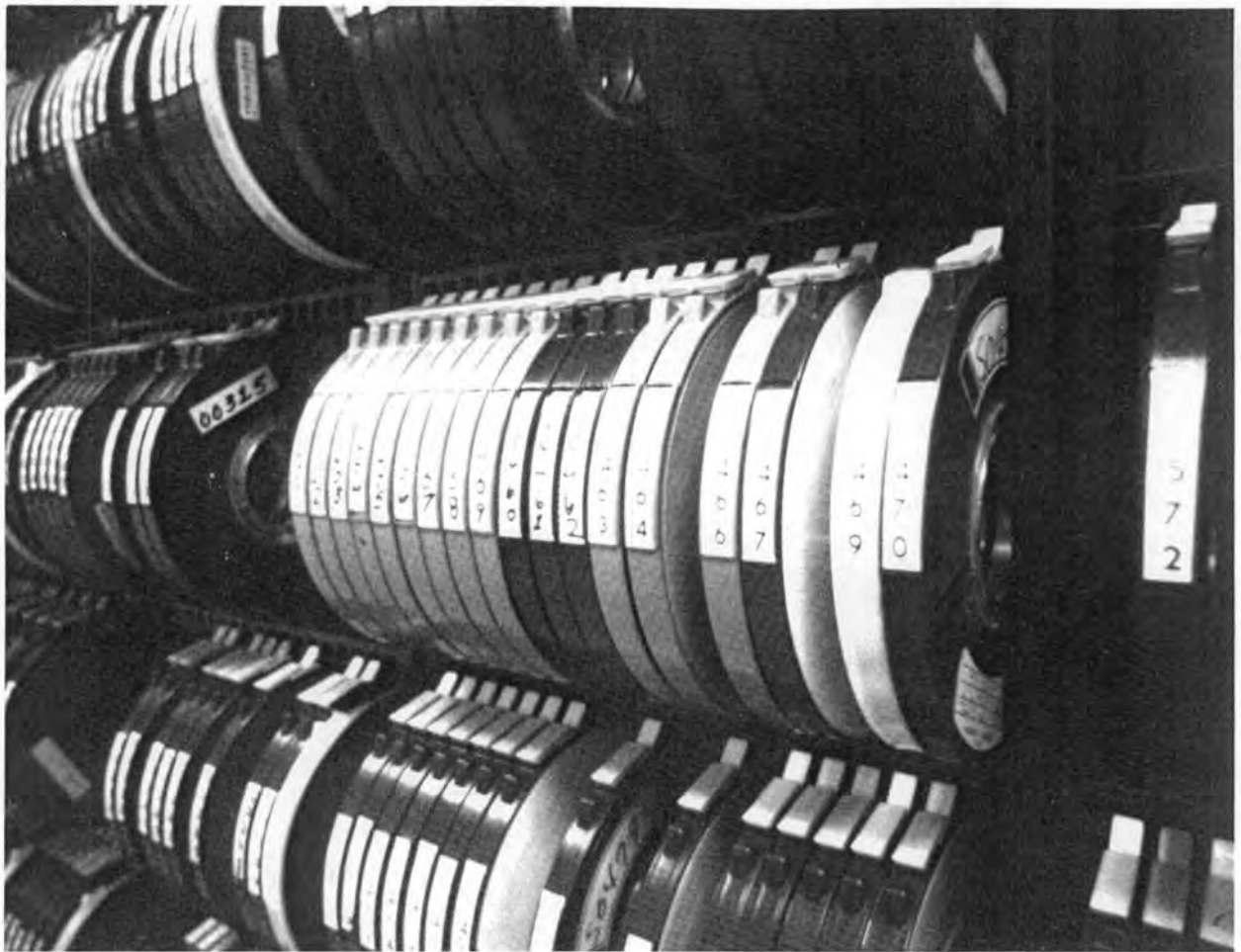
During fiscal year 1986, the National Archives will become the most automated archival institution in the world.

Office of the National Archives

The Office of the National Archives, which has custody of most archival material in our nationwide facilities, makes extensive use of automation in managing its archival holdings. Automated systems are used for tracking the status of offers of records tendered to the National Archives by Federal agencies; listing security classified documents withheld from release to the public; recording the location of original microfilm maintained in a special offsite underground storage facility; maintaining inventory control over motion picture film; and indexing several key collections of records, such as certain military pension files. Since the early 1970's, basic descriptive information concerning small segments of records (usually the archival unit designated as the "series") has been maintained in an automated text-editing system that is used to produce hard copy publications and microfiche.

In 1985 the National Archives contracted for a study of the automated data processing requirements of the Office of the National Archives. The study has been completed and preliminary design alternatives and costs have been developed.

The next phase of the study, already underway, is the design of systems to meet the needs identified in the first phase. The result will be the implementation of a National Archives information system that will replace the current data base describing National Archives holdings and permit ready access to this information. In addition, the system will be able to monitor a variety of basic administrative



Computer tapes

activities, such as the allocation of funds and personnel resources, space management, and work measurement.

Office of Presidential Libraries

During the year the Office of Presidential Libraries made significant progress toward developing an automated system for processing manuscript collections and reference service. The system will help archivists solicit, accession, process, and retrieve archival materials, thus providing greatly enhanced management of the

manuscript holdings. Additional systems to support processing and reference activities in audiovisual and museum materials will be developed in the future.

A prototype of this manuscript processing and reference system will be tested at the Gerald R. Ford Library in Ann Arbor, MI, during fiscal year 1986. If this test is successful, the system will be expanded to all Presidential libraries in following years.

The system has been designed with three objectives in mind: to improve reference service, increase productivity, and heighten public awareness of the rich holdings of the Presidential libraries. Automated reference service will eliminate the tedious and repetitious manual

searching of library finding aids and will greatly reduce the time spent responding to reference requests. The productivity of the archival staff will be improved because the life-cycle structure of the system will eliminate repetitious entry of information about the archival materials during the successive stages of archival processing. Increased scholarly and public awareness of the libraries and their holdings will be achieved by linkage with existing automated archival information networks.

Office of Federal Records Centers

Since 1968, the Office of Federal Records Centers has developed several automated data systems for better management of the records centers and their holdings. The nationwide network of 14 records centers stores 14.4 million cubic feet of records at an annual cost savings to Federal agencies of \$178.1 million.

The automated inventory system provides control of agency records, by series and box number, throughout the records centers. It is constantly being improved and enhanced and has proven to be an effective records management tool.

A space information system (SIS) uses each center's numbering system and shelving configurations to indicate exact amounts of space available within a center. This information allows centers to determine long-range space availability and needs as well as to process incoming records more efficiently. SIS is being implemented throughout the records center system and will be fully operational in fiscal year 1986.

The employee and unit productivity measurement system, known as TASK, collects information on production and hours worked by employees at the centers. Reports are used to determine employees' performance ratings, evaluate centers' effectiveness in functional areas, and upgrade statistical reporting data. TASK will be fully operational throughout the center system in fiscal year 1986. Together, SIS and TASK provide significant control over a large and complex records and personnel operation.

Archival Research and Evaluation Staff

In 1983 the Archivist established the Archival Research and Evaluation Staff to assess the promise of technology, study archival problems and the application of technological solutions, and serve as technical

consultant to the other Archives offices and staffs.

Early in 1985 the staff completed a year-long research study of three technologies: digital imaging, optical character recognition, and voice recognition. These innovations may offer significant potential for conversion of paper finding aids to machine-readable media. The study report, written for the nontechnical reader is entitled *Technology Assessment*. It is available without charge through William L. Hooton, Archival Research and Evaluation Staff, Room 14N, National Archives and Records Administration, Washington, DC 20408.

The National Archives has also undertaken a pilot project to test the feasibility and usefulness of digital imaging and storage systems. Initial findings have indicated that automated image enhancement techniques offer the promise of reference copies that greatly exceed the legibility of the original documents. In addition to facilitating research and reference of the more frequently used series of records, digital imaging and storage would aid in the preservation of the records by eliminating the necessity of handling them by researchers or staff. Other agencies, including the Library of Congress and the Internal Revenue Service, are also conducting digital imaging pilot projects. Further research is necessary to answer many of the questions posed by the uniqueness of our holdings.

In an effort to share technical information, the National Archives organized the Digital Imaging Applications Group (DIAG). This group, which has a membership of more than 400 agencies and vendors, provides a forum for information exchange about digital imaging technology, product availability, and actual and potential usage of digital imaging systems in Federal agencies. DIAG meets regularly under the sponsorship of the National Archives.

Other pilot research efforts include the investigation of the potential for conversion of printed and typed finding aids to machine processable indexes through the use of optical

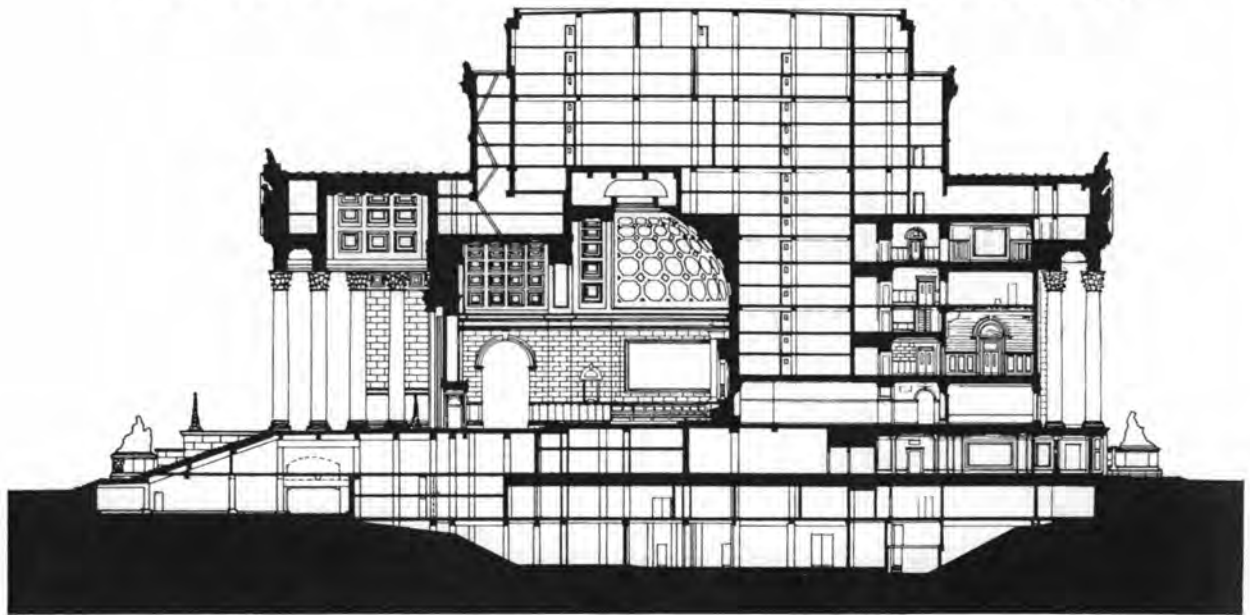
character recognition (OCR) scanners and experimentation with the use of bar code scanners for records inventory, tracking, and management.

The Archival Research and Evaluation Staff is also conducting research on life-cycle tracking of records from their creation in an agency to their being accessioned into the National Archives and made available for research. The present tracking system permits considerable redundancy and uncertain control. The study includes an evaluation of the Archives and Manuscripts Control of the Library of Congress Machine Readable Cataloging (MARC) format, using the Research Libraries Information Network (RLIN) as a test vehicle. In addition, an evaluation will be made of the feasibility of using a national database network, such as RLIN, for National Archives holdings.

Through a contract with American Management Systems, the staff is exploring the capability of artificial intelligence, or "expert" systems, to emulate the thought processes of professional archivists who assist researchers. Because information provided by an archivist is generally as good as his or her personal knowledge of a record group, that knowledge is typically stronger in the archivist's area of specialization. The objective of a computer-based expert system would be to amass the collective knowledge of the National Archives' professional archivists and make it accessible to users of the system regardless of the availability of particular archivists.

NATIONAL ARCHIVES

BUILDING SURVEY AND RENOVATION STUDY



SHEPLEY BULFINCH RICHARDSON & ABBOTT INC.

*Cross-section of the National Archives
Building as it exists today.*

Growth and Change

Master Plan for the Renovation of the National Archives Building

During 1985 the National Archives took the first steps toward a major renovation of the main building in Washington, DC. In December 1984 the General Services Administration, acting on behalf of the National Archives, awarded a contract to the architectural firm of Shepley, Bulfinch, Richardson, and Abbott of Boston, MA, to conduct a comprehensive building condition survey and renovation study.

After 50 years, problems with the original design and mechanical systems of the building led the National Archives to the conclusion that major shortcomings and problems could no longer be addressed individually. What was needed was an overall study that would result in a master plan for the National Archives Building.

The problems over the years resulted from the fact that the building had been designed and constructed before there was an organization and staff to operate it. The storage space was found to be inadequate almost immediately upon the building's opening in 1935 and a planned inner court area had to be filled in to provide more records storage areas. In addition, the environmental control system, although repaired and upgraded several times over the last 50 years, never provided the consistent temperature and humidity control so critical to the long-term preservation of the records. Filtration systems have proved inadequate over the years to deal with the harmful gases and

particulate matter that threaten the longevity of the documents.

The study to develop the master plan had two primary objectives. First, it was essential that the building's environmental control system (heating, ventilation, and air conditioning-HVAC) be upgraded to try to meet the archival storage criteria developed as a result of a 1983 National Bureau of Standards (NBS) report on environmental conditions in the National Archives Building. The study was commissioned by the National Archives and included the opinions of a nationwide committee of experts advising the NBS. This NBS effort is now being slightly modified and expanded to become an American National Standards Institute standard.

Second, public use areas in the building should be expanded to include additional exhibition preparation and display areas, tour group facilities, a center for genealogical research (including an expanded microfilm research room, a genealogical reference library, classrooms, and orientation rooms), a new and larger theater and conference rooms, and improved access to the exhibition and other public areas from Pennsylvania Avenue. Problems attributable to space limitations have become extremely frustrating as the National Archives has tried to increase its outreach activities to fulfill its legislatively mandated role of making the records of the Nation readily available to the American people.

The study began in January 1985 and was planned in three phases. The first phase was devoted to providing a complete and thorough building condition survey to determine the current state of the facility's architectural features,

security systems, vertical transportation systems, fire and life safety systems, structural integrity, and mechanical and electrical systems. The first phase also called for the preparation of an historic structures report to document precisely the history of the building, changes that have occurred over the years, and its present condition. This report would serve as a guide for the preservation, rehabilitation, and renovation of the building itself. Also required in phase 1 was an archival records storage study to examine how the staff operates within the building, how problems are space-related, and which types and configurations of space are required to ensure a smooth and efficient operation.

Phase 1 was completed in April 1985 and carefully documented the current building condition. It was clear that major repairs and alterations were needed just to deal with immediate needs relating to the building's HVAC, mechanical, electrical, fire safety, and security systems. The most significant finding was that it was not possible to upgrade the HVAC system to meet the NBS criteria for storing archival materials within the existing building structure. In short, a major renovation would be required to provide the space needed for new mechanical systems and the required air distribution system. The new filtration systems alone would require a significant portion of the building to house them, far beyond the current space devoted to mechanical systems and equipment. In order to meet current fire and life safety standards, developed in recent years, major structural changes would be required including the addition of stairwells and exits.

Phase 2 of the study was devoted to examining the requirements that the National Archives had developed as well as those that had evolved from phase 1 of the study. Phase 2 provided a summary survey and evaluation

report on the building and its support systems, along with cost estimates, calculations, photographs, analyses of existing conditions, and recommendations for solutions to existing deficiencies. The report included four complete conceptual design alternatives to determine the most feasible alternatives for meeting the present and future needs of the National Archives.

Phase 2 was completed in June 1985 and provided several space configurations to meet the need for expanded public use space, research rooms, tour areas, and a theater. A problem for all these designs was the placement of a new, larger theater (400-600 seats) to provide an adequate facility for the numerous film showings, scholarly conferences, and meetings sponsored by, or held at, the National Archives. Three schemes place the theater within the present structure; one places it outside and underground, beneath the Pennsylvania Avenue side of the building. All the schemes had innovative solutions for more exhibition, research, tour, and other space and closely united the Pennsylvania and Constitution Avenue sides of the building with a two-or three-story escalator hall.

The various alternatives also addressed the need for major changes to the records storage areas to separate work areas from storage areas, improve the circulation of staff and records, make maximum use of remaining storage areas, and provide the necessary environmental controls, equipment, and space. The primary solution was to replace the existing interior records storage structure. Each floor would have work areas on the perimeter and records storage areas in the center, with appropriate corridors to connect them. The sub-basement and top three floors would contain mechanical equipment; the basement would contain administrative support offices and laboratories; the ground and main floors would house public use and exhibition areas; and the upper

floors through stack level 18 would house records storage and work areas. In this way the building would be divided according to major functions. The increased space for mechanical equipment and higher stack ceilings would allow for the necessary equipment and air distribution systems to meet the new air quality criteria. The use of all new compact shelving for storing records would minimize the loss of record storage capacity under the new configuration. Separate HVAC systems would be devoted to records storage areas and public and office areas.

Fortunately, the various alternatives were not exclusive, making it possible for the National Archives to select the best features of the various schemes. In July the National Archives decided to proceed with the version that placed the theater outside the building to permit the greatest amount of public use and exhibition areas on the ground and main floors. Schemes placing the theater within the building posed many structural problems that made the proposed renovations more risky and costly. The National Archives also opted for the completely new stack configuration using compact storage units. The architectural firm has now completed phase 3, which provides conceptual drawings for the selected option, a cost estimate, and the scope of work for a detailed design.

The National Archives will be evaluating the final report in fiscal year 1986 to determine the best way to proceed. The renovation of the building is inseparable from the construction of a National Archives annex in suburban Washington. Both essential projects must move forward together. In fiscal year 1986 the National Archives plans to proceed with a similar study of the annex requirements and begin discussions with the Office of Management and Budget on the funding and scheduling of both projects.

Presidential Libraries

Modern Presidents add to the historical record of the United States at the rate of 10 million pages per year. These documents reflect in detail the policies, events, controversies, and decisions of each Presidential administration. This written record is supplemented by thousands of hours of video and audio tape and motion picture film, by hundreds of thousands of still photographs, by three-dimensional objects, and by computerized records.

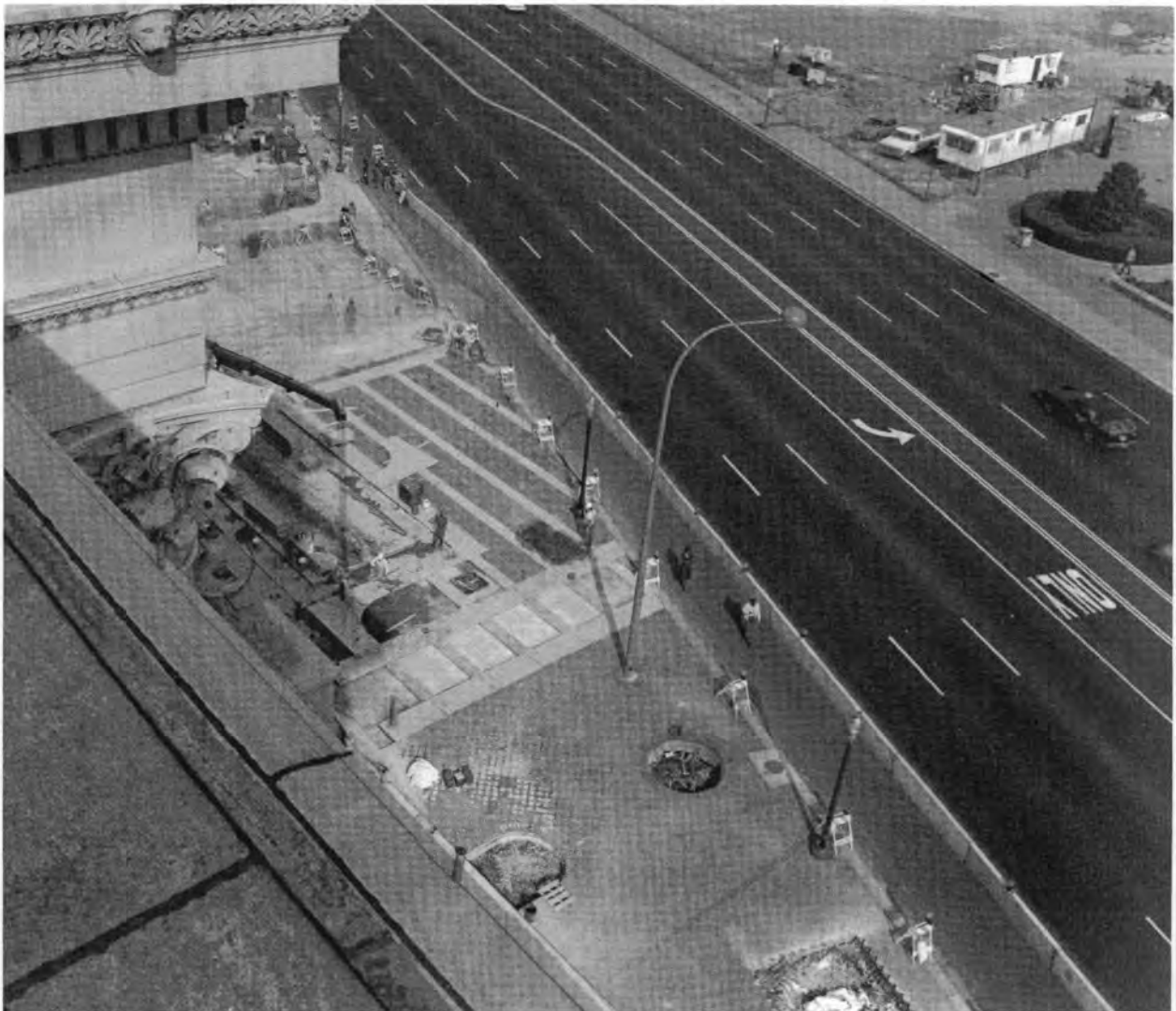
When a President leaves office, the National Archives assumes custody of this important body of historical evidence and moves to open the

record to the American people at the earliest possible date. The historical record of the Presidency, beginning with Herbert Hoover, has been made available to the public in Presidential libraries, which are built by private funds and donated to the United States for operation by the National Archives.

The National Archives now operates seven libraries, which hold the historical materials of Presidents Hoover, Roosevelt, Truman, Eisenhower, Kennedy, Johnson, and Ford. Three future libraries, for the material of Presidents Nixon, Carter, and Reagan, are in various states of planning or construction.

The Nixon Presidential Archives Foundation has announced its intention to establish a library at San Clemente, CA. The National

Pennsylvania Avenue Development Corporation construction in front of the National Archives' Pennsylvania Avenue entrance. This aerial view looking northwest was taken September 18 by M.G. Stewart, Stewart Bros. Inc.



Archives holds the Nixon materials under special legislation passed by the Congress in 1974 and hopes to reach an agreement with the former President to establish a library comparable to the others in the National Archives system.

During this fiscal year progress was made toward reissuing public access regulations that provide for administration of the materials in a manner comparable to that accorded the materials of other previous Presidents. The National Archives published a proposed set of public access regulations on March 29, 1985, in the *Federal Register*. These regulations had not been approved as of September 30, 1985. During the fiscal year, the Nixon Project staff continued to process the archival materials of the Nixon administration to ensure that as much information as possible will be made available to the public when the regulations become effective.

Shortly after he left office, President Carter donated his Presidential materials to the Nation for preservation in a Carter library. The library, which is to be donated by the Carter Presidential Library, Inc., is now under construction in Atlanta. It will be associated with a public policy center operated by Emory University. A 1986 completion date is anticipated. Archivists have been working with the Carter materials to prepare significant portions of them for

public access when the library opens.

President Reagan's White House materials are the first covered by legislation passed in 1978 that makes official Presidential records Government property. Despite this significant change in the legal status of the records of the Presidency, the means of preserving and administering the materials will remain the same with the cooperation of private donors and the National Archives.

A site for the Ronald Reagan library has been selected at Stanford University. The university will provide the land and a private foundation will raise funds for the building.

Openings and Closings

The National Archives - Philadelphia Branch move from the Philadelphia Federal Records Center, located in suburban Philadelphia, to a downtown site in the city's Old Post Office Building was completed this year. The relocation increased storage, processing, research, and exhibition space as well as made the Branch more accessible and attractive to the public and potential researchers. The move also facilitated cooperative programs with nearby cultural institutions.

Since its relocation, the Philadelphia Branch has prepared two major exhibitions and several smaller ones, each attracting local media attention and public interest. In addition, the Branch has undertaken several cooperative ventures in conjunction with the local Chinese community, the Balch Institute, the District Court Historical Society, and other local groups. Most important of all, the use of the Branch by researchers has increased by more than 60 percent since its relocation to a more central location.

The success of the Philadelphia Branch relocation has encouraged the National Archives to begin planning for the relocation of certain other field branches. Relocation sites for the Kansas City Branch are being investigated in the Kansas City area and an active effort is also underway to relocate the National Archives New York Branch, currently located in Bayonne, NJ, to a more attractive site in a metropolitan area more accessible by public transportation.

The Federal Records Center in Mechanicsburg, PA, was closed in September 1985. Holdings in this center have been moved to other records centers or destroyed according to records control schedules. Shelving from this center was sent to other centers for reuse. The space was turned back to the Navy Department, from whom it had been leased.

National
Historical
Publications
and Records
Commission

Chairman's Preface

Recently, President Reagan, writing in *Parade* magazine, expressed his "great hope for the children of America, that they too will read the works of Madison and Monroe and Washington and Jefferson and Adams and Hamilton." We were pleased to read these words because it is the mandate of the Commission to preserve and publish such important American historical documents through its records and publications programs.

Since the first NHPRC grant in 1965, the Commission's publications program has sponsored more than 225 documentary projects. One hundred and seventy-five books and microfilm editions have been completed, and more than 50 are in progress. Typical of the major book projects is the new edition of George Washington's letters, which is the subject of a special feature elsewhere in this report. From the Founding Fathers to the "Founding Mothers" (Susan B. Anthony and Elizabeth Cady Stanton), from early linguistic records of Indian tribes to 20th-century records of the Society of American Indians, from papers of colonial scientists to the writings of nuclear physicists, the Commission's publications program is helping to find and publish some of the most interesting and instructive historical materials in the United States.

From time to time, the Commission reevaluates its publications program. In the 1970's, two NHPRC task forces suggested the creation of numerous documentary projects in women's history and black history, many of which were then begun. In 1986 the Commission will sponsor a major evaluation and planning conference for the publications program. The purpose of the meeting is to set goals and priorities for future publications activities.

In 1985 the records program celebrated its 10th birthday by reexamining the role of its State Historical Records Advisory Boards and charting new paths of leadership for the Commission. Originally established to review grant applications from within their States, the boards rapidly assumed more active and important roles. Many began and administered projects to assess the conditions of records and records programs; some launched major projects to address local needs. In reviewing the functions of the State boards, the Commission unanimously endorsed the concept of State boards as active agents of change and leadership.

Concurrently, the Commission decided to reemphasize its own national leadership functions through the development of an integrated national historical records program, one that involves funding agencies, State and local officials, and leading corporate and private foundations and repositories. The object of the program is to make Americans more aware of the value of historical records and records programs and to secure the resources necessary for their care and use. Planning and organizing the new program will continue through 1986.

The NHPRC has long supported the training of young documentary editors. For several years the Commission, in conjunction with the Andrew W. Mellon Foundation, has provided three annual fellowships in documentary editing and, with the State Historical Society of Wisconsin and the University of Wisconsin, has sponsored an annual Institute for the Editing of Historical Documents. Beginning in FY 1985, the Commission and the Mellon Foundation initiated a new program of fellowships in archival administration and funded three projects designed to provide varying levels of training for archivists and local government records personnel. In coming years, the Commission intends to play a major role in providing midcareer training to archivists.

These varied activities hold great promise for the Commission's next half-century. In all these areas, the Commission reaffirms its role as something more than a funding agency and strives to exert national leadership in a period of crisis for our historical records. The pages that follow report on the Commission's progress toward these goals.

Frank G. Burke
Chairman *pro tempore*

The Commission and Its Work

In 1934, the Congress established the National Historical Publications Commission to make plans, estimates, and recommendations for the publication of important historical documents and to work with various public and private institutions in gathering, annotating, and publishing papers and records of national historical significance.

The Commission was largely inactive from 1939 until 1950, when, at the urging of President Truman, the Congress provided funds for a small professional staff. In 1951 the Commission made a preliminary report to the President, formally published in 1954, proposing a national program for the publication of the papers of U.S. leaders. The report recommended that the Commission encourage organizations to undertake projects, assist existing projects in assembling copies of documents, establish editorial standards, and cooperate with State and local agencies and organizations in securing necessary funding.

In 1964 the program was strengthened by the enactment of Public Law 88-383, which allows the Commission to make allocations to Federal agencies and grants to State and local agencies, as well as to nonprofit organizations and institutions, for collecting, editing, and publishing significant historical documents.

In the first two decades of funding, the Commission and its staff have subsidized and assisted printed publication series, such as the papers of Thomas Jefferson, Benjamin Franklin, Woodrow Wilson, and Booker T. Washington, and numerous microfilm publications, including the papers of diplomats, politicians, reformers, scientists, and labor figures as well as corporate and organizational records.

The Commission also provides subvention grants to nonprofit presses to help support publication costs of sponsored editions. To assist editorial projects in locating documents, the Commission maintains a small research staff at the National Archives. In addition, the Commission conducts an educational program, funded primarily from private sources, to help train persons in the fields of documentary editing and archival administration.

In December 1974, the passage of Public Law 93-536 changed the Commission's name to the National Historical Publications and Records Commission and increased its funding level. The added records program provides grants to State and local governments, historical societies, archives, libraries, and associations for the preservation, arrangement, and description of historical records and for a broad range of archival training and development programs. The Commission's grants, for both the publications and records programs, usually require the contribution of non-Federal funds in a matching or cost-sharing plan.

Since 1981, the status of the Commission's program to assist historical publications and preservation projects through modest grants has been in question. The executive branch has consistently disallowed any funding for grants in the President's budget; yet the Congress each year has inserted an amount in the appropriation (or continuing resolution) for the National Archives and Records Administration, usually \$4 million, to continue the grants program.



Jack Campbell (City Clerk), Judy McCarthy (City Registrar), and Jim Hart (Director of Public Facilities) examine 17th-century Boston birth records.

Representation on the Commission is fixed by law to include a member of the Federal judiciary, one Member from each House of Congress, two Presidential appointees, the Librarian of Congress, the Secretary of State, and the Secretary of Defense or their designated alternates, and two representatives each from the American Historical Association, the Organization of American Historians, the Society of American Archivists, and the American Association for State and Local History. The Archivist of the United States serves as Chairman.

The Commission is required by law to meet at least once annually and on the call of the Chairman. In practice the Commission meets three times a year to review and make recommendations on grant proposals and to consider plans, program standards, and policy statements that aid in the promotion of historical preservation and use of the documentation of our national history.

Commission Membership

During 1985, Robert M. Warner resigned as Archivist of the United States, and ex-officio chairman of the Commission, to become Dean of the School of Library Science at the University of Michigan. Frank G. Burke, Executive Director of the Commission since 1975, was appointed Acting Archivist. Richard A. Jacobs was appointed Acting Executive Director in his absence. The Speaker of the House of Representatives appointed Corinne C. "Lindy" Boggs of Louisiana to replace Jim Bates of California. Ronald P. Formisano, Edward C. Papenfuse, and Louis R. Harlan replaced Richard Schlatter, David B. Gracy, II, and Betty Miller Unterberger, whose terms expired.

National Archives and Records Administration

Frank G. Burke, Acting Archivist of the United States, ex officio chairman (*pro tempore*)

U.S. Supreme Court

William H. Rehnquist, Associate Justice

U.S. Senate

Mark O. Hatfield of Oregon

House of Representatives

Corinne C. Boggs of Louisiana

Department of State

William Z. Slany, Director, Historical Office

Department of Defense

Alfred Goldberg, Historian, Office of the Secretary

Library of Congress

James Hutson, Chief, Manuscript Division

Presidential Appointments

Albert J. Ossman, Jr., Professor of Political Science/
Public Policy, Bethany College
William A. Schambra, American Enterprise Institute

American Historical Association

Carol Bleser, Professor of History, Clemson University
Ronald P. Formisano, Professor of History, Clark University

Organization of American Historians

Richard L. Watson, Jr., Professor of History, Duke University
Louis R. Harlan, Professor of History, University of Maryland

Society of American Archivists

Helen W. Samuels, Archivist, Massachusetts Institute of Technology
Edward C. Papenfuse, Maryland State Archivist

American Association for State and Local History

H. G. Jones, Curator of the North Carolina Collection, University of North Carolina

Larry E. Tise, Executive Director, Pennsylvania Historical and Museum Commission

Commission Staff

Executive Director (Acting)
..... Richard Jacobs 523-5384

Records Program Director:
..... George Vogt 523-5386

Publications Program Director:
..... Roger Bruns 523-3092

Records Program

Introduction

In 1985 the records program celebrated an important birthday. Established 10 years ago in legislation signed by President Gerald R. Ford, the records program has brought a new dimension to the Commission's programs and to the membership of the Commission itself. The founding legislation expanded the Commission's mandate to include grantmaking and leadership in the area of historical records and created four additional seats on the Commission for representatives of the American Association for State and Local History and the Society of American Archivists.

In the ensuing 10 years the Commission has created a system of State Historical Records Advisory Boards to help administer the program, encouraged most boards to undertake detailed assessments of historical record conditions and record programs in their States, devised guidelines and priorities for grant funding, and awarded more than \$14 million in grant funds appropriated by the Congress for the preservation of historical records and improvement of historical record programs.

In observing the 10th anniversary, the Commission thought it appropriate to review the records program. Accordingly, much of the past year was devoted to discussions of the program and its future with coordinators of State boards and representatives of archival and historical organizations. The immediate results of these discussions were numerous procedural changes in the grant program, creation of new guidelines of program emphases to encourage proposals of particular importance, and an affirmation of the need for a national historical records program that transcends grantmaking and provides active leadership to the Nation.

Of particular importance were the actions leading to the recommended procedural changes and call for national leadership. At the October 1984 Commission meeting, the chairman appointed a committee of four members to work with the staff and 12 State coordinators in addressing various problems of the grant program and other issues of continuing concern to the Commission.

Meeting in June of 1985, the committee, staff members, and coordinators discussed a wide-ranging agenda, the focus of which became the need for national coordination of efforts to publicize the existence of records problems and to issue statements of needs and priorities. The conferees believed that the development of such coordination should take advantage of the recent independence of the National Archives and the coming celebration of the Constitution bicentenary.

In the wake of the meeting, the Commission committee prepared a report and series of recommendations to the full Commission. These recommendations, together with a final draft of the new program emphases guidelines, were scheduled for action at the first Commission meeting in fiscal year 1986.

Profile: The Boston Archives Project

In its February 1985 grant offer of \$115,000 to the city of Boston to begin planning for a municipal archives and records management program, the Commission followed a well-developed pattern of support for cities seeking to preserve valuable historical records. Earlier, the Commission had funded the beginning or expansion of archival programs in Providence, RI, Baltimore, MD, Portland, OR, Los Angeles, CA, and Birmingham, AL, to name a few of the grantees. In each instance, the grants have stimulated community and administration support for archival programs and for making records more accessible to the public.

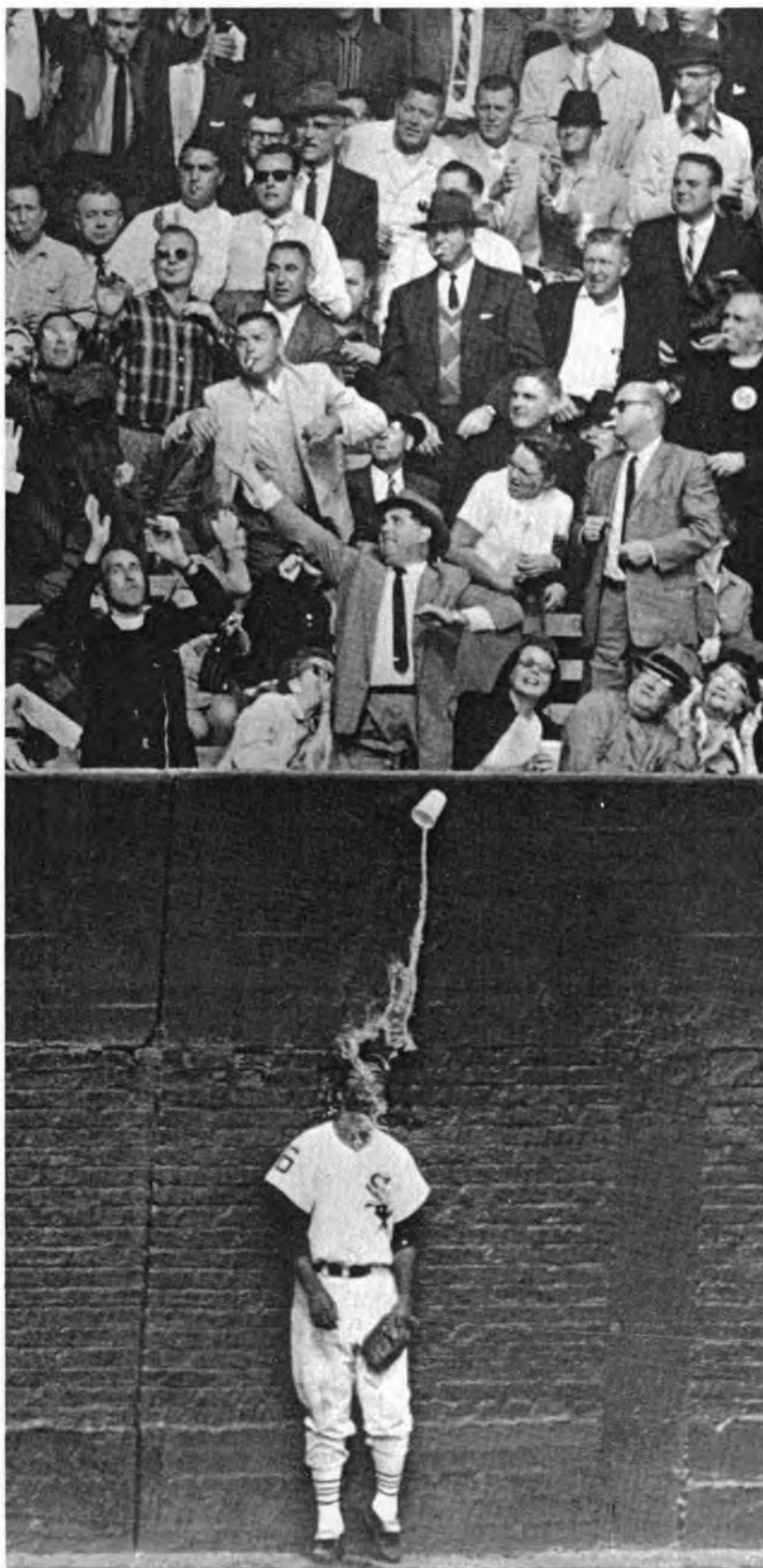
Boston, unlike most of this country's oldest cities, has never had a municipal archives program. Over the centuries, major groups of records have been lost or misplaced; others have been destroyed to make space for new ones; some have been saved from destruction by area repositories, including Harvard University, the Boston Public Library, and the Massachusetts Historical Society. Currently, the Boston Public Library provides safe storage for a vast collection of city architectural plans that was only hours away from the shredder when rescued from oblivion.

Recently, friends and associates of the new mayor, Raymond Flynn, circulated a proposal to involve the mayor's office in planning a city archival program. Concurrently, the City of Boston Public Facilities Department, which has begun a substantial records management program, proposed to the NHPRC a 1-year project to locate, arrange, accession, and describe valuable historical records in all city departments. Finally, the Boston Public Library submitted a proposal to tackle the problem of the city's architectural records.

Commission members were impressed by the Public Facilities Department's initiative and the Boston Public Library's concern for its architectural records, and they were encouraged by the broad range of support from key city and State officials. At the same time, the members felt that any plans to accession, arrange, describe, and microfilm city records were premature. Major questions needed to be answered and long-range plans laid before any institution or department began rearranging or microfilming files. Accordingly, they proposed a conditional grant of \$75,000 outright and \$40,000 matching funds for a 2-year project. As defined in the grant offer, the funds would be used to establish the post of city archivist, survey records, lay plans for action, and publish a report of findings and recommendations that might generate broad citizen support. The

Commission encouraged the mayor to appoint an appropriately constituted advisory board to work with the city archivist. It also requested that the published report address the question of city records held in area institutions, specifically the architectural records at the Boston Public Library.

No one is certain what lies in the basements of Boston's public buildings. Could there be bundles of Samuel Adams' letters? With a little luck and the continued support of influential Bostonians, we will soon find out.



"Beer Shower," photographed by Raymond Jora of the Chicago Tribune, placed second in the 1959 sports picture category of the Picture-of-the-Year Contest, University of Missouri.

Profile: The University Of Missouri Photo Collection

Famous photos—some 20,000 of them—documenting American life over the past half-century, are among the award-winning news photographs in the University of Missouri's Pictures-of-the-Year Collection. Each year the university receives tens of thousands of entries in its annual news photograph contest, and each year approximately 750 of the best are added to the permanent collection. As an archives of American photojournalism, the collection is unique. A 1985 grant from the Commission is enabling the university to preserve this collection as well as make it more accessible.

The collection documents a myriad of topics of social and historical significance, including the Allied landing on D-Day, the Korean war, racial segregation, Cuban refugees, the space program, and the eruption of Mount St. Helens.

1985 Records Grants

State Agencies

* Connecticut State Library, Hartford: \$99,595 for a 2-year project to plan and develop an archival program for the State's judicial records.

* Georgia Department of Archives and History, Atlanta: \$40,592 to plan and coordinate a State-based program for local public records and to monitor individual programs at the local level.

* Office of Hawaiian Affairs, Honolulu: \$5,000 for consultation on the survey and accessioning of Hawaiian historical and genealogical records.

* Illinois State Archives, Springfield: \$40,000 to describe Chicago City Council records dating from 1833 to 1940, many of which were considered lost in the Chicago fire of 1871.

* Kentucky Department for Libraries and Archives, Frankfort: \$143,869 to develop an archives and records management program for machine-readable records in the State government.

* Louisiana State Historical Records Advisory Board, Baton Rouge: a \$2,500 supplement to the State historical records assessment and reporting grant.

* Archives of the Commonwealth of Massachusetts, Boston: \$18,000 for a fellowship in archival administration.

* Michigan State Archives, Lansing: \$13,200 to generate a reference microfilm of photographic prints showing almost every aspect of Michigan life, with emphasis on the period from 1850 to 1950.

* Minnesota Department of Administration, Saint Paul: \$81,833 for the first year of a 2-year program to establish a statewide program to preserve and make available local government records.

* Nevada State Library, Carson City: \$1,067 for a supplemental grant to assist in the statewide assessment and reporting project.

* New Jersey Division of Archives & Records Management, Trenton: \$19,238 to encourage development of municipal records programs throughout the State. The project will prepare and distribute a manual for local officials and conduct seminars on the administration of municipal records.

* New York Historical Records Advisory Board, Albany: \$94,425 for a 2-year project to develop a statewide records program to implement key recommendations of the board's 1984 report, *Toward a Usable Past*.

Local Governments

* City of Mobile, AL: \$33,700 to arrange and describe archival records, dating from 1815 to the present, held in the Mobile Municipal Archives.

* County of Orange, Santa Ana, CA: \$34,651 for the second year of a project to establish an archival component in its county government records management system.

* City of Tampa, FL: \$3,000 for consulting services to establish a city archives.

* Troup County Archives, LaGrange, GA: \$20,125 to develop an archival program for the permanently valuable records of Troup County and the city of LaGrange.

* Floyd County Board of Education, Rome, GA: \$20,500 to develop a cooperative archives and records management program for the records of four local government units in the Rome/Floyd County area.

* City of Boise, Office of the City Clerk, Boise, ID: \$33,850 to establish a records management and archival program for the city of Boise, Idaho's capital and largest city.

* City of Boston, Public Facilities Commission, Boston, MA: \$75,000 to establish a municipal archives, covering 350 years of city government.

* Reno-Sparks Indian Colony, Reno, NV: \$28,911 for the first year of a project to develop a records management system, produce a program manual applicable to the 24 tribes of Nevada, provide assistance to tribes wishing to replicate the system, survey records of the Inter-Tribal Council of Nevada, and develop a plan for an inter-tribal archives center.

* County of Montgomery, NY: \$2,750 for consultation to plan an integrated archival and records management system and a program to preserve historical records.

* New York City Municipal Archives, New York, NY: \$27,203 to produce a reference microfilm of photographic images of the city dating from 1900 to the 1940's.

* City of Rochester, NY: \$55,000 to develop a plan for a public records and archives program for the Rochester-Monroe County area. The project is a joint undertaking of the city, the county, and the State University of New York at Brockport.

* Westchester County Clerk's Office, White Plains, NY: \$36,900 for a 2-year project to survey records in the county records center and to initiate an archival program for those of historical value.

* Fort Sill Apache Tribe, Apache, OK: \$3,475 for consultation on the procedures for microfilming Apache tribal records in the litigation files of the Washington, DC, law firm of Weissbrodt and Weissbrodt.

* City of Seattle, WA: \$36,151 to survey city records and establish an archival facility for those of historical value.

* City of Charleston, WV: \$2,933 for consultation on establishing a city archives.

Colleges and Universities

* University of Alaska, Fairbanks, AK: \$12,855 for a training workshop on local government records.

* Colorado School of Mines, Golden, CO: \$2,135 for a consultant to plan for the care of mining reports, company records, photographs, and other materials related to the history of mining in the school's possession.

* Gallaudet College, Washington, DC: \$37,469 for the second year of a historic sources survey of schools for the deaf in the United States.

* George Washington University, Washington, DC: \$25,313 to arrange and describe the historical records of the Greater Washington Board of Trade and to initiate a records management program for active board records.

* University of Florida, Gainesville, FL: \$50,126 to establish a university archives and records management program. Founded in 1853, the University of Florida is the oldest university in the State and the largest in the Southeast.

* Aurora University, Aurora, IL: \$2,850 for a consultant to plan for the care of manuscripts and special collections at the university. The collections include information on the Millerite Movement and the Adventist Movement.

* Iowa State University, Ames, IA: \$5,478 to preserve and make available the papers of Hugh Hammond Bennett and other American soil scientists, dating from 1935 to 1960. The flood-damaged papers were frozen to prevent further deterioration, and a thermal vacuum drying process will be used to restore them to a usable condition.

* Asbury Theological Seminary, Wilmore, KY: \$28,149 to develop an archives and records management program for its institutional records and to continue to develop its collection of manuscripts. Asbury is one of the 10 largest theological institutions in the United States.

* The Johns Hopkins University School of Medicine, Baltimore, MD: \$41,862 for the first year of a 3-year project, in cooperation with the university's Alan Mason Chesney Medical Archives, to initiate a records management program for the four major Johns Hopkins medical institutions.

* Peabody Institute of The Johns Hopkins University, Baltimore, MD: \$27,618 to arrange and describe institute records dating from 1857 to 1977. The Peabody Institute is one of the Nation's oldest art institutions and offers a variety of cultural programs, including a music conservatory and an art gallery.

* Harvard University, Cambridge, MA: \$67,215 for the second year of its project to conduct a comprehensive survey of the university's archives and manuscript materials in more than 50 separate repositories and to enter survey data into the Research Libraries Information Network (RLIN), the national on-line computer system of the Research Libraries Group.

* Wayne State University, Detroit, MI: \$23,533 to arrange and describe the records of the Merrill-Palmer Institute, as well as other papers collected by the institute.

* University of Minnesota, St. Paul, MN: \$25,083 for the Immigration History Research Center to conduct mail and onsite surveys to locate records of the Order of the Sons of Italy in America. The Sons of Italy is a fraternal organization of Americans of Italian descent with approximately 1,200 active local lodges.

* Bentley Historical Library, University of Michigan, Ann Arbor, MI: \$18,000 to support a fellowship in archival administration.

* University of Missouri-Columbia, Columbia, MO: \$30,640 to preserve microfilm and catalog photoprints representing the best American photojournalism from 1943 to the present. The photos are winners of the Pictures-of-the-Year competition, sponsored by the School of Journalism and the National Press Photographers Association.

* Montana State University, Bozeman, MT: \$1,148 for a supplemental grant for its project to preserve and make available the M. L. Wilson photographic collection, showing agricultural and rural life in Montana in the 1920's.

* Institute for Advanced Study, Princeton, NJ: \$3,634 for consultation to survey the institute's historical documents and to plan an archival program. Since its founding in 1930, the institute has sponsored major research in the social sciences, natural sciences, and mathematics.

* Antioch University, Yellow Springs, OH: \$2,473 for a consultant to make recommendations for the development of an archival and records management program for the university's records holdings at its Yellow Springs campus and its five centers throughout the United States.

* Heidelberg College, Tiffin, OH: \$3,000 for consultation to plan for an archives and records management program for the college. Founded in 1850, the school is affiliated with the United Church of Christ.

* Philadelphia College of Pharmacy and Science, Philadelphia, PA: \$1,850 for a consultant to advise on the creation of an archives and records management program for the college. Founded in 1821, the institution is the oldest college of pharmacy in the United States.

* Clemson University, Clemson, SC: \$49,960 for a 2-year project to begin a records management and archival program for the university. Clemson is one of two State-supported universities in South Carolina and a center for research in agriculture and textile technology.

* Sinte Gleska College, Rosebud, SD: \$43,360 for a 2-year project to develop the college archives and an archival program for the Rosebud Sioux tribe.

* University of Tennessee at Martin, TN: \$3,000 for consultation on the development of an archives and records management program for the university.

* LeTourneau College, Longview, TX: \$26,000 for the first year of a 2-year project to arrange and describe the records of LeTourneau College and the personal and business papers of the late R. G. Tourneau, a leader in the field of industrial equipment development.

* University of Utah, Utah Museum of Natural History, Salt Lake City, UT: \$4,785 to microfilm the university's anthropological records, which document the prehistory of the American West and the development of field work.

* Vermont Technical College, Randolph Center, VT: \$3,000 for consultation on developing an archival and records management program for the college. The school has been Vermont's principal institution for post-secondary vocational training since its founding in 1910.

* Eastern Washington University, Cheney, WA: \$40,245 to appraise and process the historical records of the city of Spokane, microfilm selected records series, and enter archival series information in the statewide records data base.

* University of Wisconsin, Madison, WI: \$35,118 to preserve and describe still photographs that document nationwide television, film, and theater productions of historical significance.

Public and Special Libraries

* Southern California Library for Social Studies and Research, Los Angeles, CA: \$23,513 to arrange and describe records relating to social movements, political and labor activities, and civil rights activism in southern California.

* Denver Public Library, Denver, CO: \$47,330 to improve research access to the collections in its Western History Department through entry of information into the OCLC national on-line catalog system and to create a microfiche guide.

* Davenport Public Library, Davenport, IA: \$31,048 to develop an archives and records management program for the city's records.

* Grand Rapids Public Library, Grand Rapids, MI: \$20,000 for the first year of a 2-year project to

process historical manuscript, photograph, and map materials held by the Public Library and the Public Museum and to merge the materials into one collection.

* St. Louis Mercantile Library, St. Louis, MO: a supplemental grant of \$26,150 for its project to arrange and describe the Barriger Railroad Papers Collection.

Historical Societies, Museums, and Archives

* Arizona Historical Foundation, Tempe, AZ: \$4,848 to preserve and make available glass photographic negatives taken by Dane Collidge, a naturalist and writer of western novels. The negatives show Arizona and the southwestern United States from 1900 to 1920.

* Wadsworth Atheneum, Hartford, CT: \$17,950 to organize its archives. Founded in 1842, the atheneum is the Nation's oldest public art museum.

* The Henry Francis du Pont Winterthur Museum, Winterthur, DE: \$14,520 to inventory records of the Nation's leading decorative arts museum. The project will lay the groundwork for a comprehensive records management and archival program for the museum.

* The Art Institute of Chicago, Chicago, IL: \$35,743 to develop an archives and records management program for its institutional records.

* The Edison Institute, Dearborn, MI: \$20,000 to create an institutional archives and to develop a continuing records management program. Founded in 1926, the institute comprises Greenfield Village and the Henry Ford Museum.

* Minnesota Historical Society, St. Paul, MN: \$28,755 to gather and analyze data about current standards of practice of State and local governments in creating archival-quality microfilm and in maintaining quality assurance programs.

* The Brooklyn Museum, Brooklyn, NY: \$30,078 to initiate an

archival program. The Brooklyn Museum, one of the Nation's largest art museums, traces its beginnings to the founding of the Brooklyn Apprentice's Library Association in 1823.

* Long Island Historical Society, Brooklyn, NY: \$42,673 to establish an archives and to process the most significant parts of the society's holdings. Founded in 1863, the society holds significant early records pertaining to the Brooklyn city government and the history of the area.

* Manchester Historic Association, Manchester, NH: \$28,500 to arrange and describe material in its Industrial Collection. Included are the records of the Amoskeag Manufacturing Company (1831-1936), for almost 75 years the largest producer of cotton cloth in the world.

* Ohio Historical Society, Columbus, OH: \$46,164 to survey, inventory, acquire, process, microfilm, and make available for use architectural records relating to Columbus and central Ohio.

* Rutherford B. Hayes Presidential Center, Fremont, OH: \$2,350 for an institutional self-evaluation and for consulting assistance.

* Cherokee National Historical Society, Tahlequah, OK: \$18,102 for the first year of a 2-year project to implement an ongoing records administration program for the Cherokee Nation of Oklahoma.

* Oregon Historical Society, Portland, OR: \$13,920 for the first year of a 2-year project to catalog and properly store documentary films in the society's Pacific Northwest Film Archives.

* Academy of Natural Sciences, Philadelphia, PA: \$20,890 to plan for the preservation and management of the archives of the Associated Natural Science Institutions.

Other Nonprofit Organizations

* Research Libraries Group, Inc., Stanford, CA: \$120,000 for the first

year of a 2-year project to create a national data base of public records information. The project will involve seven State archives: Alabama, California, Minnesota, New York, Pennsylvania, Utah, and Wisconsin.

* Dirksen Congressional Center, Pekin, IL: \$5,000 for a conference on the preservation of congressional papers.

* Society of American Archivists, Chicago, IL: \$34,000 for the first year of a 3-year project by the SAA education office to sponsor continuing education for midcareer archivists.

* United Society of Shakers, Poland Springs, ME: \$2,365 for consultation to evaluate the historical collections of the Sabbathday Lake community and to recommend preservation and access measures.

* Educational Testing Service, Princeton, NJ: \$5,510 to process the papers of psychologist and educator Gertrude Hildreth. The project will evaluate the Massachusetts Institute of Technology publication *Appraising the Records of Science and Technology: A Guide* for use in appraising social science collections.

* American Field Service International/Intercultural Programs, New York, NY: \$2,500 for consultation on establishing an archival program. Founded as a volunteer ambulance and transport service in World War I, the American Field Service since 1947 has sponsored cultural exchange programs for students, educators, lawyers, and young leaders.

* The Salvation Army, New York: \$18,000 for an archival fellowship in administering archives in religious institutions (in conjunction with the YMCA of Greater New York and the Friars of the Atonement Archives).

* Social Science Research Council, New York, NY: \$2,965 for consultation to plan an archives for this 60-year-old research institution, founded in 1923 to advance research in the social sciences.

* Young Men's Christian Association, Greater New York, New York, NY: \$52,564 to arrange and describe its historical records and to make them available for research and more efficient internal use.

* National Federation of Abstracting and Information Services, Philadelphia, PA: \$8,795 for a cooperative project of the NFAIS and Temple University Libraries to process historically valuable federation records, deposit them at Temple, and produce a handbook describing a model arrangement between a donor institution and an accessioning repository.

* Austin Chapter, American Institute of Architects, Austin, TX: \$23,510 to develop an archival program for architectural records of the Austin area. The records will be deposited at the Austin History Center of the Austin Public Library.

* American Alliance for Health, Physical Education, Recreation and Dance, Reston, VA: \$33,249 for the first year of a 2-year project to create an archival program in its central office and its State and regional affiliates.

* National Association of State Archives and Records Administrators: \$16,500 to prepare a systematic study of the preservation needs of the Nation's State archives and to prepare a report on these needs that can be used as the basis for further planning and national action.

* National Association of State Archives and Records Administrators: \$27,806 to study the feasibility of establishing a national archival information clearinghouse.

* National Association of Government Archives and Records Administrators: \$10,000 for a conference of State Coordinators' Steering Committee members and NHPRC members to reevaluate the functions of the State Historical Records Coordinators and State Historical Records Advisory Boards.

* National Association of Government Archives and Records Administrators: \$14,450 to revise

and expand *State Archives and Records Management Terminology, Measurement and Reporting Standards*.

Publications Program

"I have a great hope for the children of America, that they too will read the works of Madison and Monroe and Washington and Jefferson and Adams and Hamilton. For in their letters to each other and in their essays, in their arguments and in their opinions, all so passionately stated, the image of an age can be discerned. It is the image of our great nation, the United States of America."

—President Ronald Reagan, *Parade*, September 15, 1985

Introduction

Thirty-five years have now passed since Professor Julian P. Boyd presented to President Truman a copy of the first volume of *The Papers of Thomas Jefferson*. Impressed by the scholarship of the Jefferson volume, President Truman encouraged the Commission to inaugurate a comprehensive program for the publication of the public and private writings of individuals who contributed significantly to the development of the United States.

Since that White House ceremony in 1950, the Commission's publications program has promoted those projects it considers the most authoritative and lasting, editions such as the Papers of the Adams family, James Madison, and Benjamin Franklin. The carefully annotated, comprehensive editions set a new standard of scholarly achievement. Historians and genealogists and all those interested in American history now began to have access to these important documentary materials in book and microform series, collected from many sources and central to understanding many aspects of the American experience—from the founding of the constitutional system to the work of reformers, from the burdens and challenges facing American presidents and statesmen to the creative genius

of scientists, architects, and artists. The historical materials range from 20th-century women's organizations to architectural drawings of the U.S. Capitol and rare linguistic documents on the Navajo.

Although its role as a grantmaking agency has been important through the years, the Commission's publications program has also assisted the field of historical editing in other ways. It has sponsored conferences—in Iowa, Georgia, Louisiana, New York, Pennsylvania, and the District of Columbia—on a variety of subjects from editing techniques to microfilm publication, has offered fellowships and directed an institute for the training of editors (most recently at the State Historical Society of Wisconsin and the University of Wisconsin), and has assisted editors in research at the National Archives, the Library of Congress, and other institutions. In its book and microform programs, the Commission has developed production guidelines widely accepted by libraries and publishers. During the past year, the Commission issued a report on automation and documentary editing projects, which discusses the advances made in the use of new technology during the editing process.

In 1975 the Commission began making small grants (none exceeding \$10,000 per volume) to university presses and other nonprofit publishers to defray expenses of publishing the documentary editions sponsored by the NHPRC. The effect of this program has been to encourage presses to publish volumes that are frequently more difficult, time-consuming, and expensive to print than the ordinary book. A condition of each subvention grant is that the press must adhere to stringent paper and binding standards set by the Commission. These NHPRC standards have become widely recognized within the publishing industry as the most practicable guidelines for ensuring book longevity. In FY 1985 the Commission awarded nine subvention grants totaling \$49,386.

To date \$1,448,465 has been granted to 28 publishers in 17 States and the District of Columbia under the subvention program.

In all of its work since the early 1950's, the Commission has sought to preserve the Nation's documentary heritage, not only by publishing the papers of the Founding Fathers mentioned by President Reagan, but also by publishing papers significant to other aspects and periods of our history. As it looks ahead to the celebration of the Constitution's 200th anniversary and beyond, the publications program will continue to assess the needs for new projects and new directions. Of the approximately 50 editing projects now sponsored by the Commission, nearly one-half are scheduled for completion by 1990. In the coming months the Commission will solicit the advice of historical societies and associations, archival and library organizations, and others as it marks out new areas of support.

In 1985 the Commission provided support for a project at the Martin Luther King Center in Atlanta for a selected edition of Dr. King's correspondence, writings, and sermons from his earliest student days at Morehouse College to his last speech in Memphis. Along with other documentary editions supported by the Commission, the King Papers will feature materials never before made available, much of it secured from private individuals.

In addition, the Commission recently launched a special initiative inviting proposals in Native American history. There will be other such initiatives in the years ahead. From projects in business history to studies of social protests, important subjects remain to be examined. The Commission will consider projects geared to make documentary materials available to a wider audience, even to high school students. It will explore projects using the latest advancements in technology not yet applied to the field of historical editing.

The Commission has always emphasized that its program is a cooperative one. The numerous

editorial projects around the country combine the energies of the editors and their colleagues as well as the support of university officials, foundations, and archival institutions. The dimension and importance of the work are great; the dedication of those involved admirable. The program continues to reach for the excellence envisioned for it by Julian Boyd in its early years. In 1963, Boyd, then a member of the Commission, wrote in the *NHPRC Report to the President*: "History is profoundly important because it enriches life. Of all creation man alone has devised for himself the means of transcending space and time. The written record accomplishes this, and it endures."

Automation and Documentary Editing: Looking Ahead

"Automation and Documentary Editing Projects," a report on the use of automated techniques by NHPRC-sponsored documentary editing projects, by staff member Dr. Nancy Sahli, was approved by the Commission at its February 1985 meeting. The report's findings and recommendations are based on information gathered from a wide range of sources, including the 1983 high-tech survey, site visits to projects and university presses, technical publications, and Commission files.

The Commission endorsed the following recommendations contained in the report.

1. The NHPRC should continue to provide grant support for automation-related activities for its documentary editing projects, but should limit its support in certain categories.

2. The Commission staff should adopt more standardized procedures for the review and approval of funding requests for the automation of documentary editing.

3. The Commission should develop an automated data base of information about the application of computer technology by its documentary editing projects.

4. The Commission staff should undertake educational activities relating to the use of automation by documentary editing projects, including preparation of general, introductory automation guidelines.

5. The Commission staff, working with the documentary editing projects, should continue to investigate areas such as interproject data communications, the development of standards for automated document control and indexing, the use of optical disks for document storage and retrieval, and alternative publishing techniques, such as high-speed laser printing.

The full report was distributed to all Commission-sponsored documentary editing projects and their publishers.

Profile: The Papers of George Washington

Two hundred years ago George Washington's life was in midcourse. He had been a soldier in the French and Indian War and a respected Virginia politician. He had ensured a place in history as the leader of America's fight for independence. He was to accomplish still more as the presiding officer of the Constitutional Convention and as the first U.S. President.

Today the editing of *The Papers of George Washington* at the University of Virginia is in midcourse. Begun in 1968, the project has already amassed 135,000 documents pertaining to Washington and has published 11 volumes. While the collecting of documents is virtually finished, the editors envision the publication of another 60 to 70 volumes. The completion date is sometime beyond the active worklife of the present editorial staff. Truly, the George Washington project has a life of its own.

Several editors have previously published George Washington's papers. The first was Jared Sparks, who produced a 12-volume series between 1833 and 1837. A more recent project was John C. Fitzpatrick's 39-volume *Writings of*

George Washington (1931-44), commissioned in honor of the 200th anniversary of the first President's birth. The earlier ventures were not as thorough as the present one. For example, Fitzpatrick did not include letters received by Washington, and he provided almost no annotation.

The ultimate value of the University of Virginia project is its contribution to the knowledge of Washington's times and environment. The painstaking identification of people and activities referred to in the papers will benefit the study of 18th-century economic, social, and political history. Thus Washington's interest in agriculture and horticulture produces historical perspective on these subjects. The editors tell us, however, that the scrutiny of Washington's writings will lead to only a subtle—not a dramatic—reevaluation of the man.

The editors decided to print Washington's diaries before publishing his correspondence. They could thus provide a comprehensive view of Washington's career while continuing to collect and sort out his voluminous correspondence. The University Press of Virginia published the first volume of the diaries in 1976 and the sixth and last in 1979. *The Journal of the Proceedings of the President, 1793-1797* followed in 1981. This single volume, described as "a daily account of Washington's official activities and correspondence written in the first person but kept by his secretaries," compensates for the sparseness of diary entries extant from those years. It also details for scholars the functioning of the first administration. During 1983-84 the first four volumes of correspondence appeared. These books are part of the Colonial Series and cover the period from 1748 through October 1757.

The production of volumes will accelerate in the next 3 years. The project will also move ahead on several fronts. In addition to the Colonial Series, which will eventually comprise 8 volumes and extend to 1775, there will be the Revolutionary War Series (30 to 40 volumes, 1775-83), the Confederation Series (8 to 10 volumes, 1784-88), and the

Presidential Series (approximately 20 volumes, 1788-99). Volumes 5 and 6 of the Colonial Series, volumes 1 and 2 of the Revolutionary War Series, and volumes 1-3 of the Presidential Series are scheduled to appear between now and the end of 1987.

In addition to funding from the University of Virginia and the Mount Vernon Ladies Association of the Union, the Washington Papers project has received financial support from the National Endowment for the Humanities, the Founding Fathers Papers, Inc., the Farish Foundation, and the NHPRC.

1985 Publications Grants

Book Editions

* Massachusetts Historical Society, Boston: \$75,000 for *The Adams Papers*.

* Duke University, Durham, NC: \$42,235 for *The Jane Addams Papers*.

* Florida State University, Tallahassee: \$24,738 for *The Black Abolitionist Papers*.

* Pennsylvania Historical Museum Commission, Harrisburg: \$3,000 for *The Papers of Henry Bouquet*.

* University of South Carolina, Columbia: \$21,226 for *The Papers of John C. Calhoun*.

* Claremont Graduate School, Claremont, CA: \$60,717 for *The Papers of Salmon P. Chase*.

* Jefferson Davis Association, Houston, TX: \$42,426 for *The Papers of Jefferson Davis*.

* Indiana State University, Terre Haute: \$44,093 for *The Papers of Eugene Debs*.

* University of Wisconsin Research Foundation, Madison: \$115,000 for *The Documentary History of the Ratification of the Constitution* and *The Documentary History of the First Federal Elections*.

* Yale University, New Haven, CT: \$61,308 for 2 years for *The Frederick Douglass Papers*.

* Fordham University, New York, NY: \$24,201 for The Diary of Elizabeth Drinker.

* Yale University, New Haven, CT: \$75,000 for The Papers of Benjamin Franklin.

* University of Maryland, College Park: \$69,000 for Freedom: A Documentary History of Emancipation, 1861-1867.

* Baruch College, New York, NY: \$43,408 for The Papers of Albert Gallatin.

* University of California at Los Angeles: \$37,608 for The Marcus Garvey and Universal Negro Improvement Association Papers.

* University of California, Berkeley: \$44,000 for The Papers of Emma Goldman.

* University of Maryland, College Park: \$65,000 for The Samuel Gompers Papers.

* Southern Illinois University, Carbondale: \$46,758 for The Papers of Ulysses S. Grant.

* Rhode Island Historical Society, Providence: \$57,988 for The Papers of Nathanael Greene.

* Clark University, Worcester, MA: \$44,480 for The Documentary History of George Rapp's Harmony Society.

* University of Tennessee, Nashville: \$51,220 for The Papers of Andrew Jackson.

* American Historical Association, Washington, DC: \$60,000 for John Franklin Jameson and the Development of Humanistic Scholarship in America.

* Columbia University, New York, NY: \$15,763 for The Papers of John Jay.

* Princeton University, Princeton, NJ: \$75,000 for The Papers of Thomas Jefferson.

* University of Tennessee, Knoxville: \$66,003 for The Papers of Andrew Johnson.

* Texas A & M University, College Station: \$28,875 for The Papers of John Paul Jones.

* Maryland Historical Society, Baltimore: \$32,763 for The Papers of Benjamin Henry Latrobe.

* South Carolina Historical Society, Charleston: \$39,327 for The Papers of Henry Laurens.

* New Jersey Historical Commission, Trenton: \$29,000 for The Papers of William Livingston.

* University of Virginia, Charlottesville: \$75,000 for The Papers of James Madison.

* George C. Marshall Research Foundation, Lexington, VA: \$62,875 for The Papers of General George Catlett Marshall.

* College of William and Mary, Williamsburg, VA: \$16,500 for The Papers of John Marshall.

* Queens College, New York, NY: \$29,716 for The Papers of Robert Morris, 1781-84.

* Vanderbilt University, Nashville, TN: \$34,153 for The Correspondence of James K. Polk.

* Transylvania University, Lexington, KY: \$24,300 for The Papers of the Documentary History of the Supreme Court of the United States, 1789-1800.

* University of Arizona, Tucson: \$30,151 for the Documentary Relations of the Southwest.

* Supreme Court Historical Society, Washington, DC: \$70,000 for the Documentary History of the Supreme Court of the United States, 1789-1800.

* American Institute of Architects Foundation, Washington, DC: \$10,000 for The Papers of William Thornton.

* University of New Mexico, Albuquerque: \$34,476 for The Journals of Diego de Vargas.

* Dartmouth College, Hanover, NH: \$15,000 for The Papers of Daniel Webster.

Microform Editions

* Smithsonian Institution, Washington, DC: \$5,000 for The Papers of John Peabody Harrington in the Smithsonian Institution, 1907-1957.

* University of the Pacific, Stockton, CA: \$6,933 for The John Muir Papers.

* Gonzaga University, Spokane, WA: \$56,800 for The Oregon Province Archives Pacific Northwest Indian Mission Collection.

* Juniata College, Huntingdon, PA: \$18,000 for The Papers of the Society of American Indians, 1909-1924.

* Pitzer College, Claremont, CA: \$39,848 for The Correspondence of Charles Sumner.

* Pennsylvania State University, University Park: \$1,181 for The Martin Van Buren Papers.

* Western Carolina University, Cullowhee, NC: \$31,000 for The Zebulon Vance Papers.

Educational Activities and Scholarly Services

The Commission's educational program comprises an annual 2-week editing institute, fellowships in advanced historical editing, fellowships in archival administration, a periodic newsletter, and occasional conferences on issues of concern to the Commission. The editing institute is supported largely from gift funds donated by the Andrew W. Mellon Foundation. The Mellon Foundation also provides approximately one-third of the costs of the fellowships. Both the institute and the fellowships are supplemented by cost-sharing arrangements with cosponsoring institutions.

The Commission's scholarly services include a research center, which assists grant recipients in their work to produce documentary

publications. The center maintains space for grantees to perform research while at the National Archives and provides for their use a large reference library, including archives and manuscript repository guides and inventories. The research center staff assists these grant projects in numerous ways, especially by conducting historical research at the National Archives, the Library of Congress, and other nearby repositories of historical documents. Other scholarly services currently underway are projects to update the 1978 *Directory of Archives and Manuscript Repositories in the United States* and the 1976 *Publications Catalog*, which lists all Commission-supported documentary editions.

Staff Expenses

Personnel	\$534,200
Travel of Commission members and staff	25,300
ADP equipment and services	50,000
Other operating expenses	37,000
Total	\$646,500

Financial Statement

	<u>Publications</u>	<u>Records</u>	<u>Total</u>
Balance forward, October 1, 1984	\$ 46,081	\$ 410,977	\$ 457,058
FY 1985 Continuing Resolution	2,000,000	2,000,000	4,000,000
Refunds of unexpended grant funds	19,019	19,158	38,177
Total grant funds available, FY 1985	2,065,100	2,430,135	4,495,235
Grants recommended, FY 1985	2,037,494	2,428,315	4,465,809
Balance as of September 30, 1985	\$ 27,606	\$ 1,820	\$ 29,426

Funding for Records and Publications Projects by State, FY 1985¹

Northeast

Connecticut	\$ 192,545
Maine	2,365
Massachusetts	261,695
New Hampshire	51,545
New Jersey	132,382
New York	440,617
Pennsylvania	63,365
Rhode Island	75,113
Vermont	3,000

North Central

Illinois	134,187
Indiana	44,093
Iowa	36,526
Michigan	94,733
Minnesota	81,833
Missouri	56,790
Ohio	53,987
South Dakota	43,360
Wisconsin	158,618

South

Alabama	33,700
Delaware	14,520
District of Columbia	235,098
Florida	77,864
Georgia	131,217

Kentucky	196,901
Louisiana	2,500
Maryland	203,480
North Carolina	42,235
Oklahoma	21,577
South Carolina	118,013
Tennessee	173,507
Texas	120,811
Virginia	205,624
West Virginia	2,933

West

Alaska	12,855
Arizona	34,999
California	240,337
Colorado	49,465
Hawaii	5,000
Idaho	33,850
Montana	1,148
Nevada	29,978
New Mexico	34,476
Oregon	13,920
Utah	4,785
Washington	76,393

National Projects 351,323

TOTAL \$4,395,266

¹ Does not include grants made through the National Archives Trust Fund Board.

National Archives Trust Fund

Overview

The National Archives Trust Fund reports a net gain of \$80,000 from current operations during the 1985 fiscal year. This was the third consecutive year in which a modest gain was reflected. Net income, after adding investment and miscellaneous income and providing for a write-off of prior year income, amounted to \$142,000 in FY 1985.

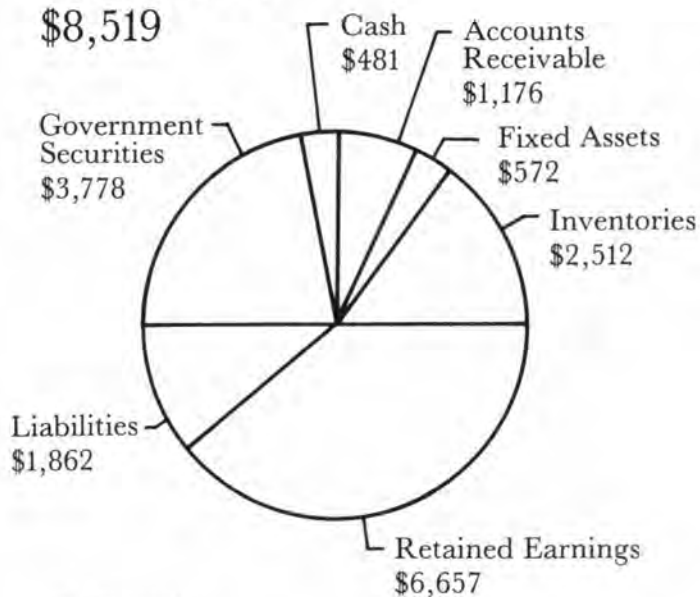
Total Trust Fund (In Thousands)

	FY 85*	FY 84
Gross Sales	\$ 8,022	\$ 8,162
Total Expense	7,942	8,005
Net Operating Income	\$ 80	\$ 157
Investment/Other Income	350	370
Prior Year Income (Expense)	(288)	12
Net Income	\$ 142	\$ 539

*Preliminary Report

Total Assets

\$8,519



(In Thousands)

Financial Condition

Assets decreased by \$60,000 in FY 1985 from the previous year. Liabilities were reduced by \$180,000, thereby increasing retained earnings by \$120,000.

Income and Expenses

Revenue from operations decreased slightly from FY 1984, due primarily to a reduction in orders for microfilm publications. Expenses also decreased slightly from FY 1984; the cost of providing reproductions increased and expenses in the audiovisual and microfilm areas decreased.

Payments were made to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff in the following areas:

Office of the National Archives

* Reproduction laboratory services \$ 564,664
* Archival handling and reproduction services 286,012

Office of Public Programs

* National Audiovisual Center 612,426
* Publication development and fulfillment services 258,974

Office of Federal Records Centers

* Reproduction services 105,498

Office of Presidential Libraries

* Reproduction and museum sales related services 145,887

Office of Management and Administration

* Administrative services 69,367
..... \$2,042,828

Sources of Income (In Thousands) \$8,372	
Presidential Libraries \$1,620	
Reproduction Services \$2,267	
National Audiovisual Center \$2,365	
Publications \$1,447	
Investment \$348	
Exhibit Hall Gift Shop \$323	
Miscellaneous \$2	

Items of Expense (In Thousands) \$8,230	
Salaries & Fringe Benefits \$1,633	
Commercial Contractors \$1,180	
Inventory Consumed, Printing, Supplies & Materials \$1,741	
Payments to Other Funds/ Agencies \$2,264	
Equipment Rental, Electrostatic Copying \$554	
Postage, Telephone, Depreciation & Misc. \$570	
Prior Year \$288	

The National Archives appropriated funds reimbursed the Trust Fund \$309,502 to cover its costs to produce electrostatic copies for administrative use.

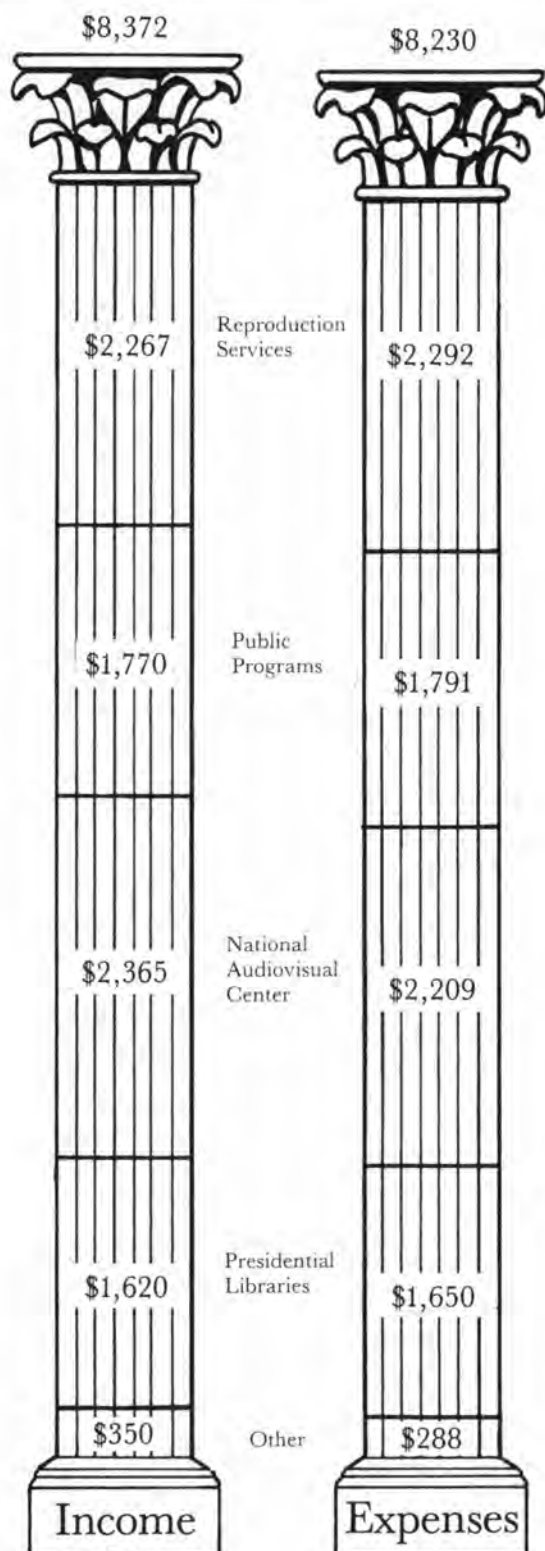
Program Highlights

Requests for reproduction copies of the various textual, photographic, cartographic, motion picture, sound recording, and machine-readable holdings leveled off during FY 1985. These requests ranged from a single reproduction to the microfilming of the records of the Supreme Command Allied Powers for the Diet Library of Japan.

The installation of an order entry system at the National Audiovisual Center was instrumental in a \$100,000 turnaround in this program in 1 year. A software package was purchased and modified by Wolf Data Services Inc. to operate on Datapoint equipment. This enabled the Center to eliminate outside computer and data-entry services and to discontinue the use of a mainframe computer that had proved to be no longer cost effective. A change in the product distribution effort also contributed significantly to this program's fiscal improvement.

During this year, the Publications Division of the Office of Public Programs published five regional microfilm catalogs. The *Guide to Genealogical Research in the National Archives* went into its third printing. Nearly 45,000 copies of this guide have been distributed to date.

Total Income and Expenses by Program Area (In Thousands)



Awards continue to accrue for Trust Fund publications. The most recent was the Society of American Archivists' C.F.W. Coker Prize to Debra L. Newman for her work on *Black History: A Guide to Civilian Records in the National Archives*.

Sales of memorabilia and gifts to researchers, genealogists, and visitors to the Exhibition Hall increased from \$195,426 in FY 1984 to \$323,238 in FY 1985, an increase of 66 percent. This increase was due to a rise in the number of visitors and an expanded selection of publications and mementos relating to the National Archives and its holdings. Development has begun on items relating to the bicentenary of the Constitution, including a high quality facsimile of the four pages of the Constitution.

Public Outreach

The Trust Fund continues to provide funding for a variety of public awareness and educational programs. The most prominent are:

- * The Calendar of Events, with a circulation of 12,000, provides information about lectures, workshops, films, exhibit openings, recent accessions, new publications, and other items concerning the National Archives.

- * *Prologue: Journal of the National Archives*, with a circulation of 5,500, is published quarterly to inform researchers and visitors about the documentary and audiovisual resources of the National Archives.

- * Supplementary school units are marketed on behalf of the National Archives by Social Issues Resources Series, Inc. These consist of a teacher's guide and reproductions of textual and audiovisual material from the holdings of the National Archives, packaged in a format appropriate for classroom or media center use. The most recent kit to be developed is entitled *The Constitution: Evolution of a Government*. The Trust Fund received royalty payments of \$13,441 during FY 1985 from the sale of these kits.

New Investment Program

On June 13, 1985, the National Archives Trust Fund Board contracted with ASB Capital Management Inc. (American Security Bank), Washington, DC, to act as the Board's investment portfolio manager. ASB was selected over four other bidders on the basis of their investment philosophy and strategy, performance results, and management fees. Their 5 year performance record has been consistently equal to, or better than, the Shearson/Lehman Government/Corporate Bond Index. ASB was also first among 231 bank and insurance company commingled, fixed-income funds for a 10 year period, as reported in the Pensions & Investments' Performance Evaluation Report.

Independence

The National Archives and Records Administration independence legislation, which became effective on April 1, 1985, affected the Trust Fund in the following areas:

- * Reports to Congress. An annual report must be submitted to Congress in January of each year.

- * Copying and Authenticating Charges. The Trust Fund has removed the 10 percent profit margin from fees charged for reproductions.

- * Hiring Authority. The Board now makes its appointments subject to the laws and regulations governing appointments in the civil service.

- * Solicitation of Gifts. The Trust Fund has been granted the authority to seek contributions, for the purpose of benefiting or in connection with national archival and records activities administered by the National Archives.

Operational Improvements

After an extensive study of the responsiveness and effectiveness of the reproduction service order system, a "Request for Proposal" for an integrated turnkey system for service order control was answered by 151 companies. A contract will be awarded in early FY 1986 with implementation to begin during the second quarter of FY 1986.

In an effort to reduce the cost of providing electrostatic copies of archival materials to researchers, self-service copiers were installed in research rooms in the National Archives Building and at the Washington National Records Center in Suitland, Maryland. This was accomplished without jeopardizing the condition or security of the records.

National Archives Trust Fund

Balance Sheet As of
September 30

	1985*	1984
ASSETS		
Current Assets:		
Cash	\$ 481,411	\$ 278,608
U.S. Government Securities	3,777,813	3,733,473
Accounts Receivable, Net of Allowance for Uncollectable		
Accounts of \$84,632, and \$131,643	908,057	842,018
Accrued Interest Receivable	0	1,333
Advances to Other Agencies or Funds	244,876	369,225
Advances to Employees	1,102	1,965
Inventories:		
Held for Sale	1,517,535	1,417,806
Operating Supplies	994,646	994,646
Prepaid Expenses	1,992	98,869
Total Current Assets	7,927,432	7,737,943
Property and Equipment, At Cost Less Accumulated Depreciation of \$2,248,527, and \$2,044,594	571,857	581,869
Long-Term Investments—Bonds	0	230,000
Long-Term Accounts Receivable	19,970	29,959
Total Assets	\$ 8,519,259	\$ 8,579,771

*Preliminary Report

National Archives Trust Fund

Balance Sheet

As of
September 30

	1985*	1984
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 369,746	\$ 760,361
Advances from Other Agencies	54,343	88,309
Deferred Income	344,141	261,098
Total Current Liabilities	768,230	1,109,768
Long-Term Liabilities:		
Annual Leave Liability	515,153	500,780
Deferred Credits	578,163	430,581
Total Long-Term Liabilities	1,093,316	931,361
Total Liabilities	1,861,546	2,041,129
INVESTMENT OF U.S. GOVERNMENT		
Retained Earnings (Deficit)	7,144,506	7,019,071
Provision for Unamortized		
Annual Leave Liability	(515,153)	(500,780)
Total Retained Earnings (Deficit)	6,629,353	6,518,291
Appropriated Capital	2,000	2,000
Donated Capital	26,360	18,351
Total Investment of U.S. Government	6,657,713	6,538,642
Total Liabilities and Investment of U.S. Government	\$ 8,519,259	\$ 8,579,771

*Preliminary Report

National Archives Trust Fund

Income Statement For Period Ended
September 30

	1985*	1984
Revenues:		
Reproduction Services	\$ 2,709,461	\$ 1,985,623
Over the Counter Sales	1,692,422	1,509,674
Publications	881,793	1,759,795
NAC Sales and Rentals	2,364,536	2,310,544
Reimbursable Income	33,213	42,702
Other Revenues	340,584	554,249
Total Revenues	8,022,009	8,162,587
Cost:		
Cost of Goods and Services	7,941,277	8,005,724
Income or (Loss) for Operations	80,732	156,863
Other Incomes:		
Prior Year Income	(211,186)	108,328
Interest Income	348,048	353,366
Other Income	1,629	16,706
Total Other Income	138,491	478,400
Other Expenses:		
Prior Year Expenses	73,612	96,208
Other Expenses	3,046	505
Total Other Expenses	76,658	96,713
Net Income or (Loss)	\$ 142,565	\$ 538,550

*Preliminary Report

Gift Fund

The National Archives Gift Fund includes a grants program administered by the National Historical Publications and Records Commission, cultural and archival programs sponsored by the National Archives, and cultural and archival programs sponsored by the Presidential libraries. Highlights of these programs during FY 1985 follow.

Cultural and Archival Programs

The Modern Archives Institute course, "Introduction to Modern Archives Administration," continues to be held twice each year. Each session is attended by 40 to 50 people from both the public and private sectors, who are holding or preparing for positions of responsibility in the fields of archives, manuscripts, records management, and the management of special collections. These 2 week (80-hour) sessions consist of lectures, discussions, and workshops concerning all phases of modern archives administration. The emphasis is on public records and archives, but the Institute deals with all aspects of work with both public and private archives and manuscripts. There are visits to various units of the National Archives and Records Administration and the Manuscript Division of the Library of Congress, plus optional tours of other archival repositories. Fees totaling \$21,192 were collected for this course.

Individual donors contributed \$5,046 to the former Archivist of the United States James B. Rhoads portrait fund during FY 1985. Undesignated gifts totaling \$2,024 were also received during this period.

Presidential Libraries

A final payment of \$2,599.34 from the Estate of Almeda C. Tucker of California was received by the John F. Kennedy Gift Fund. This brought the total bequest to \$587,855.20.

The annual income of \$5,540 from the bequest of the late Professor George Beeke-Levy, of Pittsburgh, PA, to the Franklin D. Roosevelt Library Gift Fund was paid to the Franklin D. Roosevelt Four Freedoms Foundation for support of that part of the foundation's grants-in-aid programs denominated, by its Grants Award Committee, as Beeke-Levy Fellowships. An additional \$18,000 bequest was received from the Beeke-Levy Estate.

A bequest of \$70,000 was received from the James Weldon Jones Estate by the Harry S. Truman Library during FY 1985. Individual donations accumulated by each library amounted to less than \$10,000 per library.

National Historical Publications and Records Commission

During FY 1985, major foundation grants were received and administered by NHPRC. They include:

The Rockefeller Foundation	\$ 60,182
The Ford Foundation	400,000
	<hr/>
	\$460,182

- * Consortium for Documentary Projects in Women's History
- * Afro-American Editing Consortium

Grants were made by NHPRC for scholarly projects at the following universities:

University of California	\$ 20,000
* The Marcus Garvey and Universal Negro Improvement Association Papers	
University of Massachusetts	20,000
* Papers of Elizabeth Cady Stanton and Susan B. Anthony	
Yale University	20,000
* Frederick Douglass Papers	
University of Maryland	20,000
* Freedmen and Southern Society Project	
Florida State University	20,000
* The Black Abolitionist Papers	
Duke University	73,000
* Jane Addams Papers	
University of California	45,369
* Emma Goldman Papers	
City University of New York	18,000
* Papers of Robert Morris;	
Fellowship in Historical Editing	
Office of Massachusetts Secretary of State,	
Archives Division	18,000
* Fellowship in Archives Administration	

\$254,369

National Archives Gift Fund

Balance Sheet As of
September 30

	1985*	1984
ASSETS		
Current Assets:		
Cash	\$ 397,923	\$ 251,085
U.S. Government Securities	1,339,507	1,160,121
Accounts Receivable	(359)	841
Accrued Interest Receivable	2,275	2,291
Advances	0	0
Prepaid Expenses	0	62
Total Current Assets	<u>1,739,346</u>	<u>1,414,400</u>
Total Assets	<u>\$ 1,739,346</u>	<u>\$ 1,414,400</u>
LIABILITIES	1985	1984
Current Liabilities:		
Accounts Payable—Trade	\$ 2,991	\$ 11,958
Total Liabilities	<u>2,991</u>	<u>11,958</u>
FUND		
Fund Balance	1,736,355	1,402,442
Total Liabilities and Fund Balance	<u>\$ 1,739,346</u>	<u>\$ 1,414,400</u>

*Preliminary Report

National Archives Gift Fund

Statement of Availability As of
September 30

	<u>1985*</u>	<u>1984</u>
Balances Available October 1	\$ 1,402,442	\$ 570,287
Increases of Availability:		
Grants	602,789	1,109,206
Interest on U.S. Securities	121,952	63,775
Donations	21,138	63,234
Total Available	<u>2,148,321</u>	<u>1,806,502</u>
Decrease of Availability:		
Travel and Transportation	8,235	8,811
Supplies and Materials	11,306	6,943
Equipment Rental	1,152	100
Printing and Reproduction	1,435	2,680
Payments to Commercial Contractors	383,793	494,992
Payments to Other Agencies or Funds	6,716	5,495
Commercial Telephone and Toll	59	27
Grants Issued	0	2,000
Total Decrease	<u>412,696</u>	<u>521,048</u>
Adjustments to Prior Years Operations	<u>1,029</u>	<u>116,988</u>
Ending Balances Available	<u>\$ 1,736,654</u>	<u>\$ 1,402,442</u>

*Preliminary Report

Members of the Board

Frank G. Burke
Acting Archivist of the United States,
Chairman

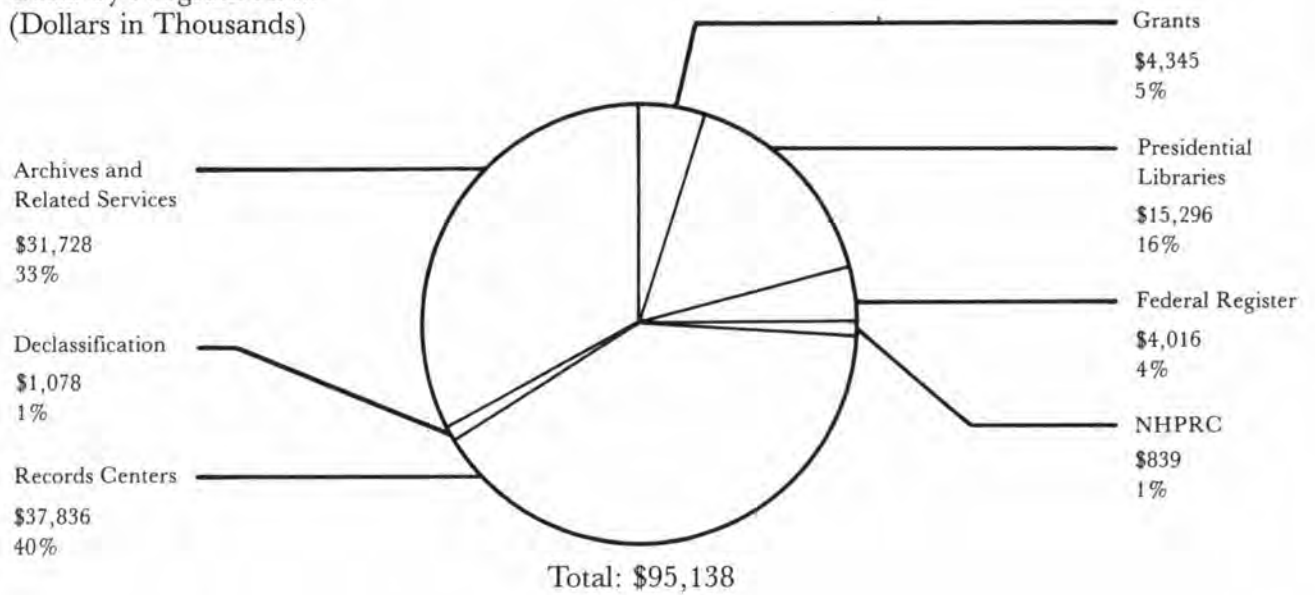
James A. Baker III
Secretary of the Treasury

John Agresto
Acting Chairman,
National Endowment for the Humanities

Appendices

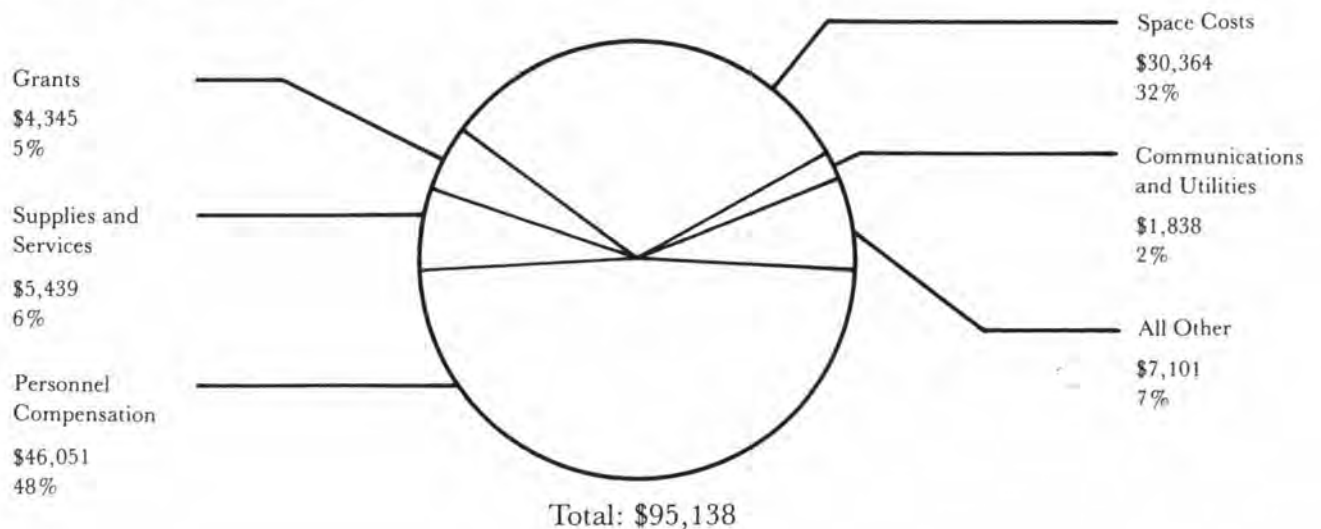
Appendix A

FY 1985 Obligations
Costs By Program Area
(Dollars in Thousands)



Appendix B

FY 1985 Obligations
By Major Cost Element
(Dollars in Thousands)



Appendix C

Office of Public Programs

NATIONAL AUDIOVISUAL CENTER

Income (Sales & Rental of Audiovisual Materials) \$2,356,242

EDUCATION AND EXHIBITS DIVISION

Exhibitions Opened: 8

NASA

Soil Conservation

Presidential Trivia

Eleanor Roosevelt

Social Security

Census Records

Federal Register 50th

Magna Carta

Number of Documents Loaned: 141

Public Events:

(Number/ 292

Attendance) 18,322

PUBLICATIONS DIVISION

Publications Issued (Copies printed in FY 1985)

Brochures/Leaflets 1,300,000

Books 31,000

Periodicals 43,000

Pamphlets 19,000

Catalogs/Directories 9,000

Reports 7,000

Inventories 41,000

Microfilm Sales 63,718

Rolls 3,008

Income \$ 996,787

Museum Store Income \$ 323,238

VOLUNTEER PROGRAM

Volunteers 118

Volunteer Hours 18,090

Tours:

(Number/ 835

Attendance) 9,700

Outreach Programs:

(Number/ 71

Attendance) 2,534

Genealogy Orientation: Number Assisted 6,168

Appendix D

Direct Operating Expenses

FY 1985 Obligations by Object Classification (Dollars in Thousands)

Full-time Permanent Employees' Salaries	\$36,103
Other Than Full-time Permanent Employees' Salaries	3,832
Other Personnel Compensation	<u>857</u>
Total Personnel Compensation	40,792
Personnel Benefits (Civilian)	5,259
Travel and Transportation of Persons	277
Motor Pool Travel	64
Transportation of Things	144
Standard Level User Charges	20,096
Communications, Utilities, & Maintenance	2,288
Printing & Reproduction	2,108
NARA Building Operations & Other Rent	6,783
Presidential Libraries' Operations & Maintenance	2,243
Recurring Reimbursable Space Costs	562
Preservation Services	1,244
Other Services:	
Commerical Contracts	2,544
ADP Studies & ADP Maintenance	
Services	1,068
Accounting & Payroll Services	640
Non-ADP Consulting Services	62
Supplies & Materials	2,511
Equipment	1,359
Land & Structures	749
Grants, Subsidies, & Contributions	4,345
Insurance Claims & Indemnities	<u>0</u>
TOTAL, Direct Obligations	\$95,138

Appendix E

Presidential Libraries

FY 1985 Actual Costs
(Dollars in Thousands)

<u>LIBRARY</u>	<u>Program Costs</u>	<u>Operations & Maintenance Costs</u>	<u>Repair & Alteration Costs</u>	<u>Recurring Reimbursables*</u>	<u>Common Distributable†</u>	<u>Standard Level User Charge (SLUC)</u>	<u>Total Costs</u>
Hoover	\$ 477	\$ 358	\$ 10	---	---	---	\$ 845
Roosevelt	569	619	3	---	---	---	1,191
Truman	738	783	10	---	---	---	1,531
Eisenhower	708	765	160	---	---	---	1,633
Kennedy	871	1,094	369	---	---	27	2,361
Johnson	920	1,342	134	---	---	---	2,396
Nixon	706	---	---	14	---	57	777
Ford	633	1,094	26	---	---	---	1,753
Carter	405	---	16	13	---	129	563
Central Office, Planning & Direction, & White House Liaison	992	57	---	---	224	313	1,586
TOTALS	\$7,019	\$6,112	\$728	\$27	\$224	\$526	\$14,636
Less:							
NARA Operations & Maintenance		- 57					
		<u>\$6,055</u>					

*Building services in addition to SLUC

†Proportionate share of central office support services

Appendix F

Personnel On-Board
All Funds
As of September 30, 1985

PROGRAMS:	WASHINGTON, DC, AREA			FIELD OFFICES			NATIONWIDE TOTAL		
	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	157	66	223	726	873	1,599	883	939	1,822
Archives & Related	522	75	597	58	35	93	580	110	690
Public Programs	83	9	92	0	0	0	83	9	92
Records Administration	36	2	38	0	0	0	36	2	38
Presidential Libraries	53	6	59	160	63	223	213	69	282
Federal Register	85	2	87	0	0	0	85	2	87
Records Declassification	46	13	59	8	0	8	54	13	67
National Historical Publications & Records Commission	16	2	18	0	0	0	16	2	18
TOTALS	998	175	1,173	952	971	1,923	1,950	1,146	3,096

Appendix G

Field Branches

National Archives — Boston Branch
380 Trapelo Road
Waltham, MA 02154
(617) 647-8100

Serves Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, and Vermont.

National Archives — New York Branch
Building 22 — Military Ocean Terminal
Bayonne, NJ 07002-5388
(201) 823-7252

Serves New Jersey, New York, Puerto
Rico, and the Virgin Islands.

National Archives — Philadelphia Branch
9th and Market Streets, Room 1350
Philadelphia, PA 19107
(215) 597-3000

Serves Delaware, Pennsylvania,
Maryland, Virginia, and West
Virginia

National Archives — Atlanta Branch
1557 St. Joseph Avenue
East Point, GA 30344
(404) 763-7477

National Archives — Chicago Branch
7358 South Pulaski Road
Chicago, IL 60629
(312) 581-7816

National Archives — Kansas City Branch
2312 East Bannister Road
Kansas City, MO 64131
(816) 926-7271

National Archives — Fort Worth Branch
501 West Felix Street
P.O. Box 6216
Fort Worth, TX 76115
(817) 334-5525

National Archives — Denver Branch
Building 48, Denver Federal Center
Denver, CO 80225
(303) 236-0818

National Archives — Los Angeles Branch
24000 Avila Road
P.O. Box 6719
Laguna Niguel, CA 92677-6719
(714) 643-4220

National Archives — San Francisco Branch
1000 Commodore Drive
San Bruno, CA 94066
(415) 876-9009

National Archives — Seattle Branch
6125 Sand Point Way N.E.
Seattle, WA 98115
(206) 526-6507

Serves Alabama, Georgia, Florida,
Kentucky, Mississippi, North
Carolina, South Carolina, and
Tennessee.

Serves Illinois, Indiana, Michigan,
Minnesota, Ohio, and Wisconsin.

Serves Iowa, Kansas, Missouri, and
Nebraska.

Serves Arkansas, Louisiana, New
Mexico, Oklahoma and Texas.

Serves Colorado, Montana, North
Dakota, South Dakota, Utah, and
Wyoming.

Serves Arizona; the southern
California counties of Imperial,
Inyo, Kern, Los Angeles, Orange,
Riverside, San Bernardino, San
Diego, San Luis Obispo, Santa
Barbara, and Ventura; and Clark
County, Nevada.

Serves California except southern
California, Hawaii, Nevada except
Clark County, and the Pacific
Ocean area.

Serves Alaska, Idaho, Oregon, and
Washington.

Appendix H

Archival Holdings by Number of Items

Total Holdings (Number of Items)*

Transaction	Still Pictures	Motion Pictures	Sound Recording	Video Recording
Balance, 9/30/84	5,057,991	107,512	122,105	9,775
Accession	7,342	422	19,460	16
Accretion		27,258	69	
Transfer In	1,648	5	31,536	
Other Increase	11	10	43	
Total Increase	9,001	27,695	51,108	16
Disposal		6,882		
Perm Withdrawal				
Transfer Out		2	31,536	
Other Decrease		5		
Total Decrease		6,889	31,536	
Balance, 9/30/85	5,066,992	128,318	141,677	9,791
Transaction	16mmNEG Microfilm	16mmPOS Microfilm	35mmNEG Microfilm	35mmPOS Microfilm
Balance, 9/30/84	92,650	16,139	95,779	27,282
Accession	400		1,682	
Accretion				
Transfer In				
Other Increase	112		1,179	1
Total Increase	512		2,861	1
Disposal				
Perm Withdrawal				
Transfer Out				
Other Decrease			1	
Total Decrease			1	
Balance, 9/30/85	93,162	16,139	98,639	27,283

*Does not include Presidential Libraries

<u>Film-</u> <u>strips</u>	<u>Machine</u> <u>Read Items</u>	<u>Maps &</u> <u>Charts</u>	<u>Arch & Eng</u> <u>Plans</u>	<u>Aerial</u> <u>Photos</u>	<u>Artifacts</u>
71	1,053	1,591,702	285,164	9,743,680	1,383
	125	1,319	2,691	4,900	28
	84		19		
	7	71			
	1	79	1,348		
	<u>217</u>	<u>1,469</u>	<u>4,058</u>	<u>4,900</u>	<u>28</u>
	7	71			
	<u>7</u>	<u>71</u>			
<u>71</u>	<u>1,263</u>	<u>1,593,158</u>	<u>289,222</u>	<u>9,748,580</u>	<u>1,411</u>
<u>Other</u> <u>Microforms</u>					<u>Total</u> <u>Items</u>
25,147					17,177,433
15,450					
194					
<u>15,644</u>					
<u>40,791</u>					<u>17,256,497</u>

Appendix I

Archival Holdings by Unit

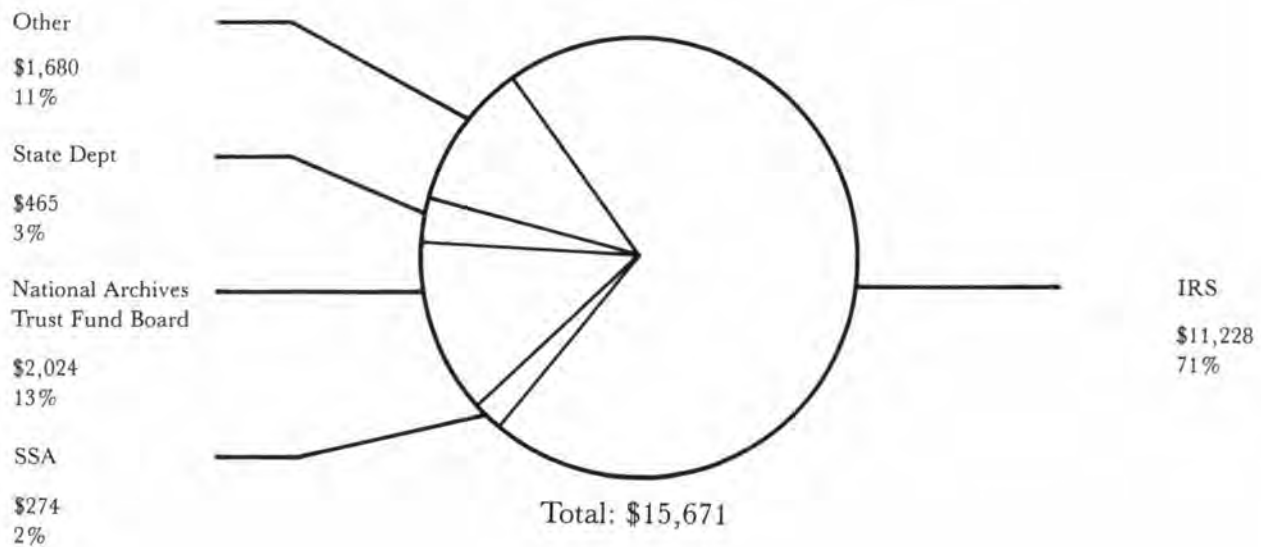
Total Holdings (Cubic Feet)

UNIT	BALANCE 9/30/84	ACCESSION	ACCRETION	TRANSFER IN
Diplomatic Branch	92,350	716	93	1
General Branch	214,757	1,307	83	
Judicial, Fiscal, and Social Branch	115,219	1,504	71	
Scientific, Economic, & Nat. Resources Branch	132,830	2,736	4,397	5
Library and Printed Archives Branch	19,794		8	183
Modern Military Field Branch	182,999	4,517	2	
Modern Military Headquarters Branch	53,657	759	1	
Navy and Old Army Branch	75,917			
Military Service Branch	181,114	611		
Cartographic and Architectural Branch	22,419	31		
Motion Picture and Sound and Video Branch	31,488	1,276	5,075	140
Still Pictures Branch	11,860	10		12
Machine Readable Branch	188	20	15	1
CENTRAL OFFICE TOTAL	1,134,590	13,487	9,744	342
Waltham Branch	14,203	43	417	
New York (Bayonne) Branch	53,686	2,817	685	
Philadelphia Branch	31,959	113	806	110
Atlanta Branch	37,318			15
Chicago Branch	44,389	606	1,302	
Kansas City Branch	27,611	61	100	
Fort Worth Branch	32,900	3,668	170	73
Denver Branch	11,632	724		44
San Francisco (San Bruno) Branch	11,552	1,824	37	5
Laguna Niguel Branch	17,446	569	22	33
Seattle Branch	17,248	4,597		12
FIELD BRANCH TOTAL	299,943	15,022	3,539	291
Hoover Library	14			2
Roosevelt Library	341			
Truman Library	213			
Eisenhower Library	202	35		97
Kennedy Library	291			
Johnson Library	710			
Nixon Library	207			
Ford Library	71			
Carter Library	90			
PRESIDENTIAL LIBRARY TOTAL	2,140	35		99
GRAND TOTAL	1,436,673	28,544	13,283	732

OTHER INCREASE	TOTAL INCREASE	DISPOSAL	TRANSFER OUT	OTHER DECREASE	TOTAL DECREASE	BALANCE 9/30/85
	809	6	38		44	93,153
	1,390		139	93	232	215,916
1	1,575	3,429	261	221	3,911	112,883
	7,138		129		129	139,839
	191					19,985
	4,519	1,037	12		1,049	186,468
22	782	538	183		721	53,718
						75,917
606	1,217	931			931	181,400
	31					22,451
	6,491	1,792			1,792	36,187
	22					11,882
	37		1	4	5	219
629	24,201	7,733	763	317	8,812	1,150,016
8	468	23	1	254	278	14,393
224	3,726			118	118	57,294
54	1,083					33,042
	15		30		30	37,303
	1,908					46,297
26	186					27,797
	3,911			230	230	36,581
	768					12,400
103	1,968	7		629	636	12,884
	625					18,071
2	4,611					21,859
417	19,269	30	31	1,232	1,293	317,919
	2					16
						341
						213
33	165	20			20	347
						291
						710
						207
						71
						90
33	167	20			20	2,287
1,079	43,637	7,783	794	1,548	10,125	1,470,222

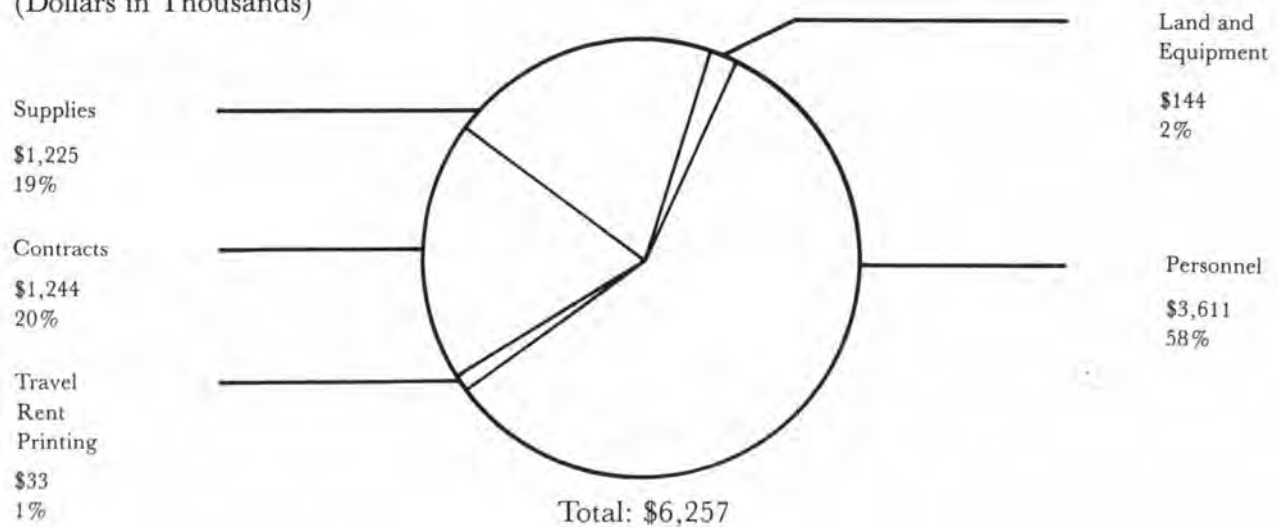
Appendix J

FY 1985 Reimbursable Customers
(Dollars in Thousands)



Appendix K

FY 1985 Preservation Obligations
by Object Classification
(Dollars in Thousands)



Appendix L

Office of the Federal Register Publications FY 1985

Federal Register
250 issues
52,182 pages



Public Papers
of the Presidents
Ronald Reagan 1983 Vol. 1
1,008 pages



Code of Federal
Regulations
186 books
112,000 pages



Slip Laws
2nd Session, 98th Congress
3,412 pages



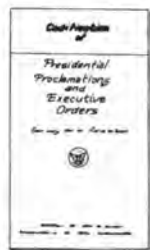
United States
Government Manual
1985/1986
933 pages



Privacy Act Issuances
5 books
3,546 pages



Codification
of Presidential Proclamations
and Executive Orders
January 20, 1961-January 20, 1985
967 pages



Finding Aids
27 issues
5,944 pages



Weekly Compilation
of Presidential
Documents
53 issues
1,728 pages



Appendix M

Ninety-eighth Congress of the United States of America

AT THE SECOND SESSION

*Begun and held at the City of Washington on Monday, the twenty-third day of January,
one thousand nine hundred and eighty-four*

An Act

To establish the National Archives and Records Administration, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "National Archives and Records Administration Act of 1984".

TITLE I—ESTABLISHMENT OF AN INDEPENDENT NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

ESTABLISHMENT

SEC. 101. Section 2102 of title 44, United States Code, is amended to read as follows:

"§ 2102. Establishment

"There shall be an independent establishment in the executive branch of the Government to be known as the National Archives and Records Administration. The Administration shall be administered under the supervision and direction of the Archivist."

ORGANIZATION AND GENERAL AUTHORITY

SEC. 102. (a) Chapter 21 of title 44, United States Code, is amended—

- (1) by redesignating sections 2103 through 2114 as sections 2107 through 2118, respectively; and
- (2) by inserting after section 2102 the following new sections:

"§ 2103. Officers

"(a) The Archivist of the United States shall be appointed by the President by and with the advice and consent of the Senate. The Archivist shall be appointed without regard to political affiliations and solely on the basis of the professional qualifications required to perform the duties and responsibilities of the office of Archivist. The Archivist may be removed from office by the President. The President shall communicate the reasons for any such removal to each House of the Congress.

"(b) The Archivist shall be compensated at the rate provided for level III of the Executive Schedule under section 5314 of title 5.

"(c) There shall be in the Administration a Deputy Archivist of the United States, who shall be appointed by and who shall serve at the pleasure of the Archivist. The Deputy Archivist shall be established as a career reserved position in the Senior Executive Service within the meaning of section 3132(a)(8) of title 5. The Deputy Archivist shall perform such functions as the Archivist shall designate. During any absence or disability of the Archivist, the Deputy Archivist shall act as Archivist. In the event of a vacancy in the

office of the Archivist, the Deputy Archivist shall act as Archivist until an Archivist is appointed under subsection (a).

"§ 2104. Administrative provisions

"(a) The Archivist shall prescribe such regulations as the Archivist deems necessary to effectuate the functions of the Archivist, and the head of each executive agency shall cause to be issued such orders and directives as such agency head deems necessary, to carry out such regulations.

"(b) Except as otherwise expressly provided by law, the Archivist may delegate any of the functions of the Archivist to such officers and employees of the Administration as the Archivist may designate, and may authorize such successive redelegations of such functions as the Archivist may deem to be necessary or appropriate. A delegation of functions by the Archivist shall not relieve the Archivist of responsibility for the administration of such functions.

"(c) The Archivist may organize the Administration as the Archivist finds necessary or appropriate.

"(d) The Archivist is authorized to establish, maintain, alter, or discontinue such regional, local, or other field offices as the Archivist finds necessary or appropriate to perform the functions of the Archivist or the Administration.

"(e) The Archivist shall cause a seal of office to be made for the Administration of such design as the Archivist shall approve. Judicial notice shall be taken of such seal.

"(f) The Archivist may establish advisory committees to provide advice with respect to any function of the Archivist or the Administration. Members of any such committee shall serve without compensation but shall be entitled to transportation expenses and per diem in lieu of subsistence in accordance with section 5703 of title 5.

"(g) The Archivist shall advise and consult with interested Federal agencies with a view to obtaining their advice and assistance in carrying out the purposes of this chapter.

"(h) If authorized by the Archivist, officers and employees of the Administration having investigatory functions are empowered, while engaged in the performance of their duties in conducting investigations, to administer oaths.

"§ 2105. Personnel and services

"(a) The Archivist is authorized to select, appoint, employ, and fix the compensation of such officers and employees, pursuant to part III of title 5, as are necessary to perform the functions of the Archivist and the Administration.

"(b) The Archivist is authorized to obtain the services of experts and consultants under section 3109 of title 5.

"(c) Notwithstanding the provisions of section 973 of title 10 or any other provision of law, the Archivist, in carrying out the functions of the Archivist or the Administration, is authorized to utilize in the Administration the services of officials, officers, and other personnel in other Federal agencies, including personnel of the armed services, with the consent of the head of the agency concerned.

"(d) Notwithstanding section 1342 of title 31, United States Code, the Archivist is authorized to accept and utilize voluntary and uncompensated services.

"§ 2106. Reports to Congress

"The Archivist shall submit to the Congress, in January of each year and at such other times as the Archivist finds appropriate, a report concerning the administration of functions of the Archivist, the Administration, the National Historical Publications and Records Commission, and the National Archives Trust Fund. Such report shall describe—

"(1) program administration and expenditures of funds, both appropriated and nonappropriated, by the Administration, the Commission, and the Trust Fund Board;

"(2) research projects and publications undertaken by Commission grantees, and by Trust Fund grantees, including detailed information concerning the receipt and use of all appropriated and nonappropriated funds;

"(3) by account, the moneys, securities, and other personal property received and held by the National Archives Trust Fund Board, and of its operations, including a listing of the purposes for which funds are transferred to the National Archives and Records Administration for expenditure to other Federal agencies; and

"(4) the matters specified in section 2904(c)(8) of this title."

(b) Section 2101 of title 44, United States Code, is amended—

(1) by designating the two indented paragraphs as paragraphs (1) and (2), respectively;

(2) by striking out "sections 2103-2113 of this title" in the matter preceding the first such paragraph and inserting in lieu thereof "this chapter";

(3) by striking out the period at the end and inserting in lieu thereof a semicolon; and

(4) by adding at the end thereof the following new paragraphs:

"(3) 'Archivist' means the Archivist of the United States appointed under section 2103 of this title; and

"(4) 'Administration' means the National Archives and Records Administration established under section 2102 of this title."

(c)(1) The table of sections for chapter 21 of title 44, United States Code, is amended to read as follows:

**"CHAPTER 21—NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION**

"Sec.

"2101. Definitions.

"2102. Establishment.

"2103. Officers.

"2104. Administrative provisions.

"2105. Personnel and services.

"2106. Reports to Congress.

"2107. Acceptance of records for historical preservation.

"2108. Responsibility for custody, use, and withdrawal of records.

"2109. Preservation, arrangement, duplication, exhibition of records.

"2110. Servicing records.

"2111. Material accepted for deposit.

"2112. Presidential archival depository.

"2113. Depository for agreements between States.

"2114. Preservation of motion-picture films, still pictures, and sound recordings.

"2115. Reports; correction of violations.

"2116. Legal status of reproductions; official seal; fees for copies and reproductions.

"2117. Limitation on liability.

"2118. Records of Congress."

(2) The item relating to chapter 21 in the table of chapters for title 44, United States Code, is amended to read as follows:

"21. National Archives and Records Administration..... 2101".

TRANSFERS

SEC. 103. (a) The National Archives and Records Service of the General Services Administration is transferred to the National Archives and Records Administration.

(b)(1) All functions which were assigned to the Administrator of General Services by section 6 of Executive Order No. 10530 of May 11, 1954 (19 Fed. Reg. 2709; relating to documents and the Administrative Committee of the Federal Register), and by Executive Order Numbered 11440 of December 11, 1968 (33 Fed. Reg. 18475; relating to supplemental use of Federal exhibits and displays), shall be exercised by the Archivist of the United States.

(2) All functions pertaining to the maintenance, operation, and protection of a Presidential archival depository which were assigned to the Administrator of General Services by the Act of September 6, 1965 (Public Law 89-169, 79 Stat. 648), relating to the Lyndon Baines Johnson Presidential Archival Depository, and by the Act of August 27, 1966 (Public Law 89-547, 80 Stat. 370) and the Act of May 26, 1977 (Public Law 95-34, 91 Stat. 174), relating to the John Fitzgerald Kennedy Library, shall be exercised by the Archivist of the United States.

(c) In the exercise of the functions transferred by this Act and the amendments made by this Act, the Archivist shall have the same authority as had the Administrator of General Services prior to the transfer of such functions, and the actions of the Archivist shall have the same force and effect as when exercised by such Administrator.

(d) Prior to the appointment and confirmation of an individual to serve as Archivist of the United States under section 2103 of title 44, United States Code, the individual holding the office of Archivist of the United States on the day before the effective date of this Act may serve as Archivist under such section, and while so serving shall be compensated at the rate provided under subsection (b) of such section.

TRANSFER OF PERSONNEL

SEC. 104. (a) Except as otherwise provided in this Act, the personnel employed in connection with, and the assets, liabilities, contracts, property, records, and unexpended balances of appropriations, authorizations, allocations, and other funds employed, held, used, arising from, available to or to be made available in connection with the functions and agencies transferred by this Act and the amendments made by this Act, subject to section 1531 of title 31, United States Code, are transferred to the Archivist for appropriate allocation. Pursuant to the preceding sentence, there shall be transferred to the Archivist for appropriate allocation (1) for the remainder of fiscal year 1985, an amount equal to not less than \$2,760,000 (adjusted to reflect actual salaries and benefits of transferred employees and other costs) from the unexpended balances of the fiscal year 1985 funds and appropriations available to the General Services Administration, and (2) 115.5 full-time equivalent employee positions, of which not less than 30 percent shall be vacant. Unexpended funds transferred pursuant to this subsection shall be used

only for the purposes for which the funds were originally authorized and appropriated.

(b) The transfer pursuant to this title of full-time personnel (except special Government employees) and part-time personnel holding permanent positions shall not cause any such employees to be separated or reduced in grade or compensation for one year after such transfer or after the effective date of this Act, whichever is later.

SAVINGS PROVISIONS

SEC. 105. (a) All orders, determinations, rules, regulations, grants, contracts, agreements, permits, licenses, privileges, and other actions which have been issued, granted, made, undertaken, or entered into in the performance of any function transferred by this Act or the amendments made by this Act shall continue in effect according to their terms until modified, terminated, superseded, set aside, or revoked in accordance with law by any authorized official, a court of competent jurisdiction, or by operation of law.

(b)(1) The transfer of functions by this Act and by the amendments made by this Act shall not affect any proceedings, including notices of proposed rulemaking, or any application for any license, permit, certificate, or financial assistance pending on the effective date of this Act before the General Services Administration; but such proceedings and applications, to the extent that they relate to the functions so transferred, shall be continued. Orders shall be issued in such proceedings, appeals shall be taken therefrom, and payments shall be made pursuant to such orders, as if this Act had not been enacted; and orders issued in any such proceedings shall continue in effect until modified, terminated, superseded, or revoked by the Archivist, by a court of competent jurisdiction, or by operation of law. Nothing in this subsection shall be deemed to prohibit the discontinuance or modification of any such proceeding under the same terms and conditions and to the same extent that such proceeding could have been discontinued or modified if this Act had not been enacted.

(2) The Archivist is authorized to promulgate regulations providing for the orderly transfer of proceedings continued under paragraph (1) from the General Services Administration to the Administration.

(c) Except as provided in subsection (e)—

(1) the provisions of this Act and of the amendments made by this Act shall not affect actions commenced prior to the effective date of this Act, and

(2) in all such actions, proceedings shall be had, appeals taken, and judgments rendered in the same manner and effect as if this Act had not been enacted.

(d) No action or other proceeding lawfully commenced by or against any officer of the United States acting in the official capacity of such officer shall abate by reason of any transfer of functions by this Act or by an amendment made by this Act. No cause of action by or against the General Services Administration or by or against any officer thereof in the official capacity of such officer shall abate by reason of any such transfer of functions.

(e) If, before the date on which this Act takes effect, the General Services Administration or any officer thereof in the official capacity of such officer, is a party to an action, and under this Act or the amendments made by this Act any function in connection with such

action is transferred to the Archivist or any other official of the Administration, then such action shall be continued with the Archivist or other appropriate official of the Administration substituted or added as a party.

(f) Orders and actions of the Archivist in the exercise of functions transferred by this Act or by amendments made by this Act shall be subject to judicial review to the same extent and in the same manner as if such orders and actions had been by the individual holding the office of Archivist of the United States on the day before the effective date of this Act or the Administrator of General Services in the exercise of such functions immediately preceding their transfer. Any statutory requirements relating to notice, hearings, action upon the record, or administrative review that apply to any function transferred by this Act or by any amendment made by this Act shall apply to the exercise of such function by the Archivist.

REFERENCE

SEC. 106. With respect to any functions transferred by this Act or by an amendment made by this Act and exercised after the effective date of this Act, reference in any other Federal law to the office of the Archivist of the United States as in existence on the date before the effective date of this Act, or the National Archives and Records Service of the General Services Administration, or any office or officer thereof, shall be deemed to refer to the Archivist or the Administration.

CONFORMING AMENDMENTS

SEC. 107. (a)(1) Section 2107 of title 44, United States Code, as redesignated by section 102(a)(1), is amended—

(A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist";

(B) by striking out "or of the Congress" in paragraph (1) and inserting in lieu thereof ", the Congress, the Architect of the Capitol, or the Supreme Court";

(C) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist"; and

(D) by striking out "section 2107" in paragraph (4) and inserting in lieu thereof "section 2111".

(2) Section 2108 of such title, as redesignated by section 102(a)(1), is amended—

(A) by striking out "the Administrator, the Archivist of the United States, and to the employees of the General Services Administration" in subsection (a) and inserting in lieu thereof "the Archivist and to the employees of the National Archives and Records Administration";

(B) by striking out "and in consultation with the Archivist of the United States" in such subsection;

(C) by striking out "the Archivist and" in the fifth sentence of such subsection;

(D) by striking out "Administrator of General Services" each place it appears and inserting in lieu thereof "Archivist"; and

(E) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist".

(3) Section 2109 of such title, as redesignated by section 102(a)(1), is amended—

- (A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist"; and
- (B) by inserting "and Records" immediately following "National Historical Publications".

(4) Section 2110 of such title, as redesignated by section 102(a)(1), is amended by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist".

(5) Section 2111 of such title, as redesignated by section 102(a)(1), is amended—

- (A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist"; and
- (B) by striking out "Administrator" and inserting in lieu thereof "Archivist".

(6) Section 2112 of such title, as redesignated by section 102(a)(1), is amended—

- (A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist";
- (B) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist"; and
- (C) by striking out "section 2107" each place it appears and inserting in lieu thereof "section 2111".

(7) Sections 2113, 2114, and 2117 of such title, as redesignated by section 102(a)(1), are amended by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist".

(8) Section 2115 of such title, as redesignated by section 102(a)(1), is amended to read as follows:

"§ 2115. Reports; correction of violations

"(a) In carrying out their respective duties and responsibilities under chapters 21, 25, 29, 31, and 33 of this title, the Archivist and the Administrator may each obtain reports from any Federal agency on such agency's activities under such chapters.

"(b) When either the Archivist or the Administrator finds that a provision of any such chapter has been or is being violated, the Archivist or the Administrator shall (1) inform in writing the head of the agency concerned of the violation and make recommendations for its correction; and (2) unless satisfactory corrective measures are inaugurated within a reasonable time, submit a written report of the matter to the President and the Congress."

(9) Section 2116 of such title, as redesignated by section 102(a)(1), is amended—

- (A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist"; and
- (B) by striking out "Administrator" and inserting in lieu thereof "Archivist".

(10) Section 2118 of such title, as redesignated by section 102(a)(1), is amended by striking out "General Services Administration" and inserting in lieu thereof "National Archives and Records Administration".

(b)(1) Sections 710, 711, and 729 of title 44, United States Code, are amended by striking out "Administrator of General Services" each place it appears and inserting in lieu thereof "Archivist of the United States".

(2) Section 1501 of such title is amended—

- (A) by striking out the period at the end of the last paragraph and inserting in lieu thereof a semicolon and "and"; and
- (B) by adding at the end thereof the following new paragraph:

- "National Archives of the United States" has the same meaning as in section 2901(11) of this title."
- (3) Section 1502 of such title is amended by striking out "Administrator of General Services" each place it appears and inserting in lieu thereof "Archivist of the United States".
- (4) Section 1503 of such title is amended—
- (A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist of the United States";
 - (B) by striking out "General Services Administration" and inserting in lieu thereof "National Archives and Records Administration"; and
 - (C) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist".
- (5) Section 1506 of such title is amended by striking out the third sentence.
- (6) Section 1714 of such title is amended by striking out "General Services Administration" and inserting in lieu thereof "National Archives and Records Administration".
- (7) Sections 2204(c)(1) and 2205 of such title are amended by striking out "National Archives and Records Service of the General Services Administration" and inserting in lieu thereof "National Archives and Records Administration".
- (8) Section 2301 of such title is amended by striking out the second sentence thereof.
- (9) Section 2501 of such title is amended by striking out the last sentence thereof.
- (10) Section 2504 of such title is amended—
- (A) by striking out "Administrator of General Services" in the third sentence of subsection (a) and inserting in lieu thereof "Archivist of the United States";
 - (B) by inserting "and Records" after "Historical Publications" in the fourth sentence of such subsection;
 - (C) by striking out "Administrator" in the fourth sentence of such subsection and inserting in lieu thereof "Archivist";
 - (D) by striking out "transmit to the Administrator" in the last sentence of such subsection and inserting in lieu thereof "transmit to the President and the Congress"; and
 - (E) by striking out "General Services Administration" in subsection (b) and inserting in lieu thereof "National Archives and Records Administration".
- (11) Section 2506 of such title is amended—
- (A) by striking out "Administrator of General Services" in subsection (a) and inserting in lieu thereof "Archivist of the United States"; and
 - (B) by striking out "Administrator" in subsection (b) and inserting in lieu thereof "Archivist".
- (12)(A) Section 2507 of such title is repealed.
- (B) The table of sections for chapter 25 of such title is amended by striking out the item relating to section 2507.
- (13) Section 2901 of such title is amended—
- (A) by striking out "27," in the matter preceding paragraph (1);
 - (B) by inserting before the semicolon at the end of paragraph (2) the following: "in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations";

(C) by striking out "Administrator" each place it appears in paragraphs (6), (9), and (11) and inserting in lieu thereof "Archivist"; and

(D) by striking out paragraphs (12) and (13) and inserting in lieu thereof the following:

"(12) the term 'Archivist' means the Archivist of the United States;

"(13) the term 'executive agency' shall have the meaning given such term by section 3(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 472(a));

"(14) the term 'Federal agency' means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Supreme Court, the Senate, the House of Representatives, and the Architect of the Capitol and any activities under the direction of the Architect of the Capitol); and

"(15) the term 'Administrator' means the Administrator of General Services."

(14) Section 2902(7) of such title is amended by inserting "or the Archivist" after "Administrator".

(15)(A) Sections 2903 and 2907 of such title are amended by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist".

(B) Sections 2905, 2908, and 2909 of such title are amended by striking out "Administrator of General Services" each place it appears and inserting in lieu thereof "Archivist".

(16) Section 2904 of such title is amended to read as follows:

"§ 2904. General responsibilities for records management

"(a) The Archivist shall provide guidance and assistance to Federal agencies with respect to ensuring adequate and proper documentation of the policies and transactions of the Federal Government and ensuring proper records disposition.

"(b) The Administrator shall provide guidance and assistance to Federal agencies to ensure economical and effective records management by such agencies.

"(c) In carrying out their responsibilities under subsection (a) or (b), respectively, the Archivist and the Administrator shall each have the responsibility—

"(1) to promulgate standards, procedures, and guidelines with respect to records management and the conduct of records management studies;

"(2) to conduct research with respect to the improvement of records management practices and programs;

"(3) to collect and disseminate information on training programs, technological developments, and other activities relating to records management;

"(4) to establish such interagency committees and boards as may be necessary to provide an exchange of information among Federal agencies with respect to records management;

"(5) to direct the continuing attention of Federal agencies and the Congress on the need for adequate policies governing records management;

"(6) to conduct records management studies and, in his discretion, designate the heads of executive agencies to conduct records management studies with respect to establishing sys-

terms and techniques designed to save time and effort in records management;

"(7) to conduct inspections or surveys of the records and the records management programs and practices within and between Federal agencies;

"(8) to report to the appropriate oversight and appropriations committees of the Congress and to the Director of the Office of Management and Budget in January of each year and at such other times as the Archivist or the Administrator (as the case may be) deems desirable—

"(A) on the results of activities conducted pursuant to paragraphs (1) through (7) of this section,

"(B) on evaluations of responses by Federal agencies to any recommendations resulting from inspections or studies conducted under paragraphs (6) and (7) of this section, and

"(C) to the extent practicable, estimates of costs to the Federal Government resulting from the failure of agencies to implement such recommendations.

"(d) In addition, the Administrator, in carrying out subsection (b), shall have the responsibility to promote economy and efficiency in the selection and utilization of space, staff, equipment, and supplies for records management."

(17) Section 2906 of such title is amended to read as follows:

"§ 2906. Inspection of agency records

"(a)(1) In carrying out their respective duties and responsibilities under this chapter, the Administrator of General Services and the Archivist (or the designee of either) may inspect the records or the records management practices and programs of any Federal agency solely for the purpose of rendering recommendations for the improvement of records management practices and programs. Officers and employees of such agencies shall cooperate fully in such inspections, subject to the provisions of paragraphs (2) and (3) of this subsection.

"(2) Records, the use of which is restricted by law or for reasons of national security or the public interest, shall be inspected, in accordance with regulations promulgated by the Administrator and the Archivist, subject to the approval of the head of the agency concerned or of the President. The regulations promulgated by the Administrator and the Archivist under this paragraph shall, to the extent practicable, be identical.

"(3) If the Administrator or the Archivist (or the designee of either) inspects a record, as provided in this subsection, which is contained in a system of records which is subject to section 552a of title 5, such record shall be—

"(A) maintained by the Administrator, the Archivist, or such designee as a record contained in a system of records; or

"(B) deemed to be a record contained in a system of records for purposes of subsections (b), (c), and (i) of section 552a of title 5.

"(b) In conducting the inspection of agency records provided for in subsection (a) of this section, the Administrator and the Archivist (or the designee of either) shall, in addition to complying with the provisions of law cited in subsection (a)(3), comply with all other Federal laws and be subject to the sanctions provided therein."

(18)(A) The heading of chapter 29 of title 44, United States Code, is amended to read as follows:

"CHAPTER 29—RECORDS MANAGEMENT BY THE ARCHIVIST OF THE UNITED STATES AND BY THE ADMINISTRATOR OF GENERAL SERVICES".

(B) The item relating to chapter 29 in the table of chapters for title 44, United States Code, is amended to read as follows:

"29. Records Management by the Archivist of the United States and by the Administrator of General Services..... 2901".

(19) Section 3102 of such title is amended—

(A) by inserting "and the Archivist" after "Administrator of General Services" in paragraph (2);

(B) by striking out "sections 2101-2113" and inserting in lieu thereof "sections 2101-2117"; and

(C) by striking out "2701,".

(20) Section 3103 of such title is amended by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist".

(21) Sections 3104 and 3106 of such title are amended—

(A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist"; and

(B) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist".

(22) Section 3105 of such title is amended by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist".

(23) Sections 3302, 3303, 3308, and 3311 of such title are amended by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist".

(24) Sections 3303a and 3310 of such title are amended—

(A) by striking out "Administrator of General Services" and inserting in lieu thereof "Archivist"; and

(B) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist".

(25)(A) The heading of section 3303 of such title is amended to read as follows:

"§ 3303. Lists and schedules of records to be submitted to the Archivist by head of each Government agency".

(B) The heading of section 3303a of such title is amended to read as follows:

"§ 3303a. Examination by Archivist of lists and schedules of records lacking preservation value; disposal of records".

(C) The heading of section 3311 of such title is amended to read as follows:

"§ 3311. Destruction of records outside continental United States in time of war or when hostile action seems imminent; written report to Archivist".

(D) The table of sections for chapter 33 of such title is amended by striking out "Administrator of General Services" in the items pertaining to sections 3303, 3303a, and 3311 and inserting in lieu thereof "Archivist".

(26) Section 3504(e) of such title is amended by inserting "the Archivist of the United States and" before "the Administrator of General Services" each place it appears in paragraphs (1) and (2).

(27) Section 3513 of such title is amended by inserting "and the Archivist of the United States" after "Administrator of General Services".

(c)(1) Section 101 of the Presidential Recordings and Materials Preservation Act is amended—

(A) by striking out "section 2107" each place it appears and inserting in lieu thereof "section 2111";

(B) by striking out "Administrator of General Services (hereinafter in this title referred to as the 'Administrator') and inserting in lieu thereof "Archivist of the United States (hereinafter referred to as the 'Archivist')"; and

(C) by striking out "Administrator" and inserting in lieu thereof "Archivist".

(2) Section 102 of such Act is amended—

(A) by striking out "section 2107" and inserting in lieu thereof "section 2111", and

(B) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist".

(3) Section 103 of such Act is amended by striking out "Administrator" and inserting in lieu thereof "Archivist".

(4) Section 104 of such Act is amended—

(A) by striking out "Administrator" each place it appears and inserting in lieu thereof "Archivist"; and

(B) by striking out subsection (b) and inserting in lieu thereof the following:

"(b) The regulations proposed by the Archivist in the report required by subsection (a) shall not take effect until the expiration of the first period of 60 calendar days of continuous session of the Congress after the date of the submission of such regulations to each House of the Congress. For the purposes of this subsection, continuity of session is broken only by an adjournment of Congress sine die, but the days on which either House is not in session because of an adjournment of more than three days to a day certain are excluded."

(d) Sections 106a, 106b, 112, 113, and 201 of title 1, United States Code, are amended by striking out "Administrator of General Services" and "General Services Administration" each place they appear and inserting in lieu thereof "Archivist of the United States" and "National Archives and Records Administration", respectively.

(e)(1) Sections 6 and 11 through 13 of title 3, United States Code, are amended by striking out "Administrator of General Services" and "General Services Administration" each place they appear and inserting in lieu thereof "Archivist of the United States," and "National Archives and Records Administration", respectively.

(2)(A) The heading of section 6 of such title is amended to read as follows:

"§ 6. Credentials of electors; transmission to Archivist of the United States and to Congress; public inspection".

(B) The heading of section 12 of such title is amended to read as follows:

"§ 12. Failure of certificates of electors to reach President of the Senate or Archivist of the United States; demand on State for certificate".

(3) The table of sections for chapter 1 of such title is amended by striking out "Administrator of General Services" in the items pertaining to sections 6 and 12 and inserting in lieu thereof "Archivist of the United States".

(f) Sections 141 through 145 of title 4, United States Code, are amended by striking out "Administrator of General Services", "Administrator", and "General Services Administration" each place they appear and inserting in lieu thereof "Archivist of the United States", "Archivist", and "National Archives and Records Administration", respectively.

(g) Section 552a of title 5, United States Code, is amended—

(1) by striking out subsection (b)(6) and inserting in lieu thereof the following:

"(6) to the National Archives and Records Administration as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Archivist of the United States or the designee of the Archivist to determine whether the record has such value;" and

(2) by striking out "Administrator of General Services" each place it appears in subsection (l)(1) and inserting in lieu thereof "Archivist of the United States".

(h) Section 5314 of title 5, United States Code, is amended by adding at the end thereof the following:

"Archivist of the United States".

(i) Section 4(5) of the Act of October 25, 1951 (25 U.S.C. 199a) is amended by striking out "Administrator of General Services" each place it appears and inserting in lieu thereof "Archivist of the United States".

DEFINITIONS

SEC. 108. For purposes of sections 103 through 106—

(1) the term "Archivist" means the Archivist of the United States appointed under section 2103 of title 44, United States Code, as added by section 102(a)(2) of this Act;

(2) the term "Administration" means the National Archives and Records Administration established under section 2102 of such title (as amended by section 101 of this Act); and

(3) the term "function" includes any duty, obligation, power, authority, responsibility, right, privilege, activity, or program.

TITLE II—ADMINISTRATIVE PROVISIONS

COPYING AND AUTHENTICATING CHARGES

SEC. 201. Section 2116(c) of title 44, United States Code (as redesignated by section 102(a)), is amended to read as follows:

"(c) The Archivist may charge a fee set to recover the costs for making or authenticating copies or reproductions of materials transferred to his custody. Such fee shall be fixed by the Archivist at a level which will recover, so far as practicable, all elements of such costs, and may, in the Archivist's discretion, include increments for the estimated replacement cost of equipment. Such fees shall be paid into, administered, and expended as a part of the National

Archives Trust Fund. The Archivist may not charge for making or authenticating copies or reproductions of materials for official use by the United States Government unless appropriations available to the Archivist for this purpose are insufficient to cover the cost of performing the work."

NATIONAL ARCHIVES TRUST FUND BOARD

SEC. 202. (a) Chapter 23 of title 44, United States Code, is amended by striking out sections 2302 through 2305 and inserting in lieu thereof the following:

"§ 2302. Authority of the Board; seal; services; bylaws; rules; regulations; employees

"In carrying out the purposes of this chapter, the Board—

"(1) may adopt an official seal, which shall be judicially noticed;

"(2) may utilize on a reimbursable basis the services and personnel of the National Archives and Records Administration necessary (as determined by the Archivist) to assist the Board in the administration of the trust fund, and in the preparation and publication of special works and collections of sources and preparation, duplication, editing, and release of historical photographic materials and sound recordings, and may utilize on a reimbursable basis the services and personnel of other Federal agencies for such purposes;

"(3) may adopt bylaws, rules, and regulations necessary for the administration of its functions under this chapter; and

"(4) may, subject to the laws and regulations governing appointments in the civil service, appoint and fix the compensation of such personnel as may be necessary to carry out its functions.

"§ 2303. Powers and obligations of the Board; liability of members

"Except as otherwise provided by this chapter, the Board shall have all the usual powers and obligations of a trustee with respect to property and funds administered by it, but the members of the Board are not personally liable, except for malfeasance.

"§ 2304. Compensation of members; availability of trust funds for expenses of the Board

"Compensation may not be paid to the members of the Board for their services as members. Costs incurred by the Board in carrying out its duties under this chapter, including the obligations necessarily incurred by the members of the Board in the performance of their duties and the compensation of persons employed by the Board, shall be paid by the Archivist of the United States from trust funds available to the Board for this purpose. The Board, by resolution, may authorize the transfer of funds (including the principal or interest of a gift or bequest) to the National Archives and Records Administration to be expended on an archival or records activity approved by the Board or to accomplish the purpose of a gift or bequest.

"§ 2305. Acceptance of gifts

"The Board may solicit and accept gifts or bequests of money, securities, or other personal property, for the benefit of or in connec-

tion with the national archival and records activities administered by the National Archives and Records Administration. Moneys that are for deposit into the trust fund shall be deposited within 10 working days of the receipt thereof."

(b) Section 2307 of title 44, United States Code, is amended to read as follows:

"§ 2307. Trust fund account; disbursements; sales of publications and releases

"The income from trust funds held by the Board and the proceeds from the sale of securities and other personal property, as and when collected, shall be covered into the Treasury of the United States in a trust fund account to be known as the National Archives Trust Fund, subject to disbursement on the basis of certified vouchers of the Archivist of the United States (or his designee) for activities approved by the Board and in the interest of the national archival and records activities administered by the National Archives and Records Administration, including but not restricted to the preparation and publication of special works, and collections of sources and the preparation, duplication, editing, and release of historical photographic materials and sound recordings. The Archivist may sell publications and releases authorized by this section and paid for out of the income derived from trust funds at a price which will cover their cost, plus 10 percent, and moneys received from these sales shall be paid into, administered, and expended as part of the National Archives Trust Fund."

(c) The table of sections for chapter 23 of title 44, United States Code, is amended by striking out the item pertaining to section 2302 and inserting in lieu thereof the following:

"2302. Authority of the Board; seal; services; bylaws; rules; regulations; employees."

SECURITY OF RECORDS

SEC. 203. (a) Section 2905(a) of title 44, United States Code, is amended by adding at the end thereof the following new sentence: "In any case in which the head of the agency does not initiate an action for such recovery or other redress within a reasonable period of time after being notified of any such unlawful action, the Archivist shall request the Attorney General to initiate such an action, and shall notify the Congress when such a request has been made."

(b) Section 3106 of title 44, United States Code, is amended by adding at the end thereof the following new sentence: "In any case in which the head of the agency does not initiate an action for such recovery or other redress within a reasonable period of time after being notified of any such unlawful action, the Archivist shall request the Attorney General to initiate such an action, and shall notify the Congress when such a request has been made."

PUBLIC NOTICE

SEC. 204. Section 3303a(a) of title 44, United States Code, is amended by inserting ", after publication of notice in the Federal Register and an opportunity for interested persons to submit comment thereon" immediately after "may" in the second sentence thereof.

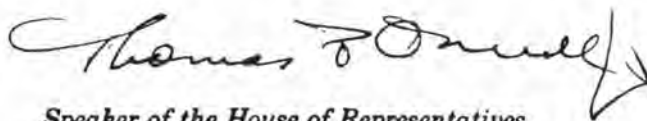
TITLE III—GENERAL PROVISIONS


EFFECTIVE DATE

SEC. 301. The provisions of this Act (including the amendments made by this Act) shall be effective on April 1, 1985.

SPENDING AUTHORITY

SEC. 302. Any new spending authority (within the meaning of section 401 of the Congressional Budget Act of 1974) which is provided under this Act shall be effective for any fiscal year only to the extent or in such amounts as provided in appropriations Acts.


Speaker of the House of Representatives.


~~Vice President of the United States~~
President of the Senate *Pro Tempore*.

APPROVED

OCT 19 1984

