

## **PART II: RECORDS OF ORGANIZATIONAL UNITS**

Part II of this inventory describes records created and/or separately maintained within units of the Department of State or by individual officials with special assignments or duties. In some cases the records were kept by units with specialized functions, such as the Bureau of Rolls and Library, the Passport Division, and the Visa Division. In other cases the office files may duplicate records in the central files. However, because the records were maintained as reference or working papers, their arrangement differs from those in the central files, and the officials in the offices where these records were kept sometimes made notations on or attached memorandums to their copies. The records in this section are arranged alphabetically according to the name of the office or individual responsible for creating or maintaining them.

### **Records of the Office of American Republic Affairs (Later, the Bureau of Inter-American Affairs)**

The Division of Latin American Affairs was created in 1909. In 1937 the name was changed to the Division of American Republics. At the same time, the Division of Mexican Affairs, which had been established in 1915, was incorporated into the Division of American Republics. In 1944 the Division became the Office of American Republic Affairs. In 1950 the Office of American Republic Affairs became the Bureau of Inter-American Affairs. These records are office records maintained by the various administrative units.

#### **RECORDS OF THE OFFICE OF AMERICAN REPUBLIC AFFAIRS, ITS PREDECESSORS, AND ITS SUCCESSORS**

**209. MEMORANDUMS RELATING TO INDIVIDUAL COUNTRIES. Mar. 2, 1918-Dec. 31, 1947.  
6.1 m, 20 ft.**

Arranged alphabetically by name of country and thereunder chronologically.

Carbon copies of memorandums of the Division of Latin American Affairs, the Division of American Republics, and the Office of American Republic Affairs pertaining to U.S. relations with Latin American countries. The time span covered varies by country, with the longest being that for Paraguay, March 2, 1918-August 7, 1947, and the shortest that of Mexico, May 9, 1944-August 14, 1947. There are registers preceding the memorandums for each country.

**210. MEMORANDUMS OF CONVERSATIONS OF UNDER SECRETARY OF STATE SUMNER  
WELLES. June 23, 1937-Aug. 2, 1943. 10 cm, 4 in.**

Arranged chronologically.

Carbon copies of memorandums of conversations held by Welles with various foreign diplomats and Government officials. The memorandums relate to subjects of interest to the Division of American Republics and were sent to the Division for the information of its officials.

**211. MEMORANDUMS RELATING TO GENERAL LATIN AMERICAN AFFAIRS.  
Jan. 4, 1937-Dec. 31, 1947. 1.5 m, 5 ft.**

Arranged chronologically.

Carbon copies of memorandums pertaining to general Latin American affairs and matters of general concern to the Office. Memorandums relating to U.S. relations with specific countries were filed separately. Registers precede each chronological segment of memorandums.

**212. MEMORANDUMS RELATING TO ADMINISTRATIVE MATTERS. Jan. 6, 1938-June 29, 1943.  
13 cm, 5 in.**

Arranged chronologically.

Carbon copies of memorandums dealing with administrative matters, such as personnel. There are registers for the years 1938-40 and 1943. Administrative memorandums dated in 1937 were interfiled with the general memorandums described in entry 211.

**213. MEMORANDUMS OF THE DIVISION OF AMERICAN REPUBLIC ANALYSIS AND LIAISON. Nov. 25, 1942-Sept. 26, 1946. 30 cm, 1 ft.**

Arranged chronologically.

Carbon copies of memorandums of this Division of the Office of American Republic Affairs, which was charged with preparing reports and studies on Latin American countries, providing liaison with other agencies interested in Latin American affairs, and formulating policy concerning inter-American affairs. Before 1944 the memorandums were prepared by the Analysis and Materials Unit of the Division of American Republics. Registers precede each chronological segment of memorandums.

**214. MISCELLANEOUS MEMORANDUMS. Jan. 4, 1938-Sept. 12, 1947. 30 cm, 1 ft.**

Arranged alphabetically by subject and thereunder chronologically.

Carbon copies of memorandums relating to various subjects in the field of inter-American affairs. Included are memorandums on the Pan- American Highway, neutrality during World War II, economic relations, and international communications. There is a register for each subject.

**215. MISCELLANEOUS RECORDS RELATING TO INDIVIDUAL LATIN AMERICAN COUNTRIES. 1904-43. 1.2 m, 4 ft.**

Arranged alphabetically by name of country and thereunder randomly by subject.

Correspondence, telegrams, memorandums, press clippings, and miscellaneous materials relating to the Latin American countries. Included are records relating to United States intervention in the Dominican Republic, Haiti, and Nicaragua.

**216. MISCELLANEOUS RECORDS. 1916-44. 20 cm, 8 in.**

Arranged alphabetically by subject.

Memorandums, correspondence, agenda and minutes of meetings, studies prepared in connection with the work of the inquiry (a preparatory commission established by President Wilson in 1917 for a World War I peace settlement), and printed materials relating to various subjects of interest to the Office of American Republic Affairs and its predecessors. Included are folders on such varied topics as inter-American cultural programs, international communications, and Senator Hugh Butler's criticism of aid policy toward Latin America during World War II.

**217. MISCELLANEOUS RECORDS RELATING TO VICE PRESIDENT HENRY WALLACE'S TRIP TO LATIN AMERICA IN MARCH AND APRIL 1943. Jan.-Oct. 1943. 23 cm, 9 in.**

Arranged alphabetically by name of country and thereunder chronologically, except for one folder that pertains to the tour in general and is unarranged.

Correspondence, telegrams, memorandums, press clippings, and miscellaneous materials relating to Wallace's tour of Bolivia, Chile, Colombia, Costa Rica, Ecuador, Panama, and Peru. Included are records relating to planning of the trip, the itinerary, meetings and speeches while in Latin America, and reactions following his return to the United States.

**218. RECORDS RELATING TO THE CARIBBEAN LEGION. 1947-51. 8 cm, 3 in.**

Arranged by kind of record.

Photostatic copies of correspondence, telegrams, memorandums, maps, lists of members and arms, certificates of membership, organization charts, and miscellaneous materials apparently intercepted or captured from the Caribbean Legion, a revolutionary organization active in opposition to dictatorships in the Caribbean area. Identified only as "Photostats of Air Force Caribbean Legion Material," the documents are all in Spanish.

**219. STUDIES ON LATIN AMERICA. 1906-39. 2.4 m. 8 ft. 85 vols.**

Arranged alphabetically by name of country.

Studies labeled "DRA Confidential Book File" (DRA was the Division of American Republics). They include reports on boundary disputes, the Platt Amendment, and other Latin American political affairs or economic concerns.

**219.1 REPORT OF THE REGIONAL CONFERENCE OF UNITED STATES CHIEFS OF MISSION, RIO DE JANEIRO, MARCH 6-9, 1950. March 1950. 5 cm, 2 in.**

No arrangement.

The Regional Conference of United States Chiefs of Mission held in Rio De Janeiro, Brazil, March 6-9, 1950, has also been called the Rio Conference. It brought together the chief U.S. diplomatic representatives to the Latin American republics for the purpose of discussing U.S. economic assistance programs in the region. The conference was the second in a series, the first of which was held in Havana, Cuba, January 18-30, 1950.

The records consist of the official report of the conference, made up of orders of the day (agendas); summaries of what was said in the sessions; statements, a recommendation, and a resolution of the conference participants; and 11 conference documents. Topics discussed at the Rio Conference included Latin American political affairs, economic development and foreign investment problems in Latin America, and international trade and payments problems of the Latin American countries.

**RECORDS OF FRANCIS WHITE**

Francis White was designated Acting Chief of the Division of Latin American Affairs on June 5, 1922, and Chief on April 14, 1923. He held the latter post until August 4, 1926, when he was assigned to the Embassy in Paris. On February 26, 1927, he was appointed Assistant Secretary of State with responsibility for Latin American affairs and held that office until July 2, 1933. In addition, he was a member of the United States- Panama Commission in 1924, councillor to the American delegation to the Sixth International Conference of American States in Havana in 1928, chairman of the American delegation and of the Pan-American Trademark Conference in Washington in 1929, delegate to the Pan-American Session of the Sixth International Road Congress in Washington in 1930, delegate to the Fourth Pan-American Commercial Conference in Washington in 1931, and chairman of the Commission of Neutrals in the Bolivia-Paraguay dispute from 1929 to 1933. After White's death his widow allowed the Department of State to examine his personal papers and remove documents of an official character, which are the records described below.

**220. MEMORANDUMS OF CONVERSATIONS. 1927-33. 30 cm, 1 ft.**

Arranged alphabetically by country or subject and thereunder chronologically.

Carbon copies of memorandums of White's conversations with foreign diplomats, other State Department officers, representatives of other departments, and private individuals.

**221. MISCELLANEOUS LETTERS AND MEMORANDUMS SENT. 1927-33. 30 cm, 1 ft.**

Arranged alphabetically by name of correspondent. There are separate folders for names; others are filed only by the first letter of the surname. Carbon copies of letters and memorandums sent by White to American diplomats and State Department officials, officials of other departments, foreign diplomats, and private companies and individuals.

**222. INSTRUCTIONS TO U.S. CHIEFS OF MISSION IN LATIN AMERICAN COUNTRIES. 1927-32. 1 cm, 1/4 in.**

Arranged chronologically.

Carbon copies of instructions sent to American Chiefs of Mission in Latin American countries by White and Secretaries of State Frank Kellogg and Henry Stimson.

**223. NOTES AND LETTERS TO CHIEFS OF MISSION OF LATIN AMERICAN COUNTRIES. 1927-1933. 8 cm, 3 in.**

Arranged alphabetically by name of country.

Carbon copies of formal notes and informal letters sent to Latin American Chiefs of Mission in Washington by White and Secretaries of State Frank Kellogg and Henry Stimson.

**224. MISCELLANEOUS CORRESPONDENCE WITH U.S. DIPLOMATIC OFFICIALS, FOREIGN DIPLOMATIC OFFICIALS, AND PRIVATE INDIVIDUALS. 1927-33. 1.2 m, 4 ft.**

Arranged alphabetically by name of correspondent.

Correspondence received and carbon copies of correspondence sent by White.

**225. RECORDS RELATING TO INTERNATIONAL CONFERENCES. 1905-32. 61 cm, 2 ft.**

Arranged chronologically by conference.

A copy (in Spanish) of the published acts of the Commissions of the Fifth International Conference of American States, Santiago, 1923; copies of letters, memorandums, official documents, speeches, and miscellaneous materials relating to the Sixth International Conference of American States, Havana, 1928; copies of minutes, treaties, Senate hearings, and miscellaneous materials relating to the International Conference of American States on Conciliation and Arbitration, 1928-29; and memorandums, reports, drafts, speeches, and miscellaneous materials relating to the Fourth Pan- American Commercial Conference, 1931. There are records of the first three conferences in Record Group 43, Records of International Conferences, Commissions, and Expositions.

**226. RECORDS RELATING TO BILATERAL DISPUTES. 1919-33. 1.5 m, 5 ft.**

Arranged chronologically by date of dispute and thereunder by kind of record or subject.

Correspondence, memorandums, minutes, reports, drafts, speeches, press releases, and miscellaneous materials relating to arbitration of the Guatemala-Honduras boundary dispute, 1919-33; the Tacna-Arica arbitration and plebescite, 1922-30; the Commission of Inquiry and Conciliation between Bolivia and Paraguay, 1928-33; and the dispute between Peru and Colombia over Leticia, 1932 and 1933. There are records relating to the first three disputes in Record Group 76, Records of Boundary and Claims Commissions and Arbitrations.

**227. RECORDS RELATING TO U.S. RELATIONS WITH INDIVIDUAL COUNTRIES. 1901-1933. 91 cm, 3 ft.**

Arranged alphabetically by name of country.

Correspondence, memorandums, and miscellaneous materials relating to relations with Colombia, 1926-32; Cuba, 1901-33; the Dominican Republic, 1930 and 1931; Haiti, 1920-32; Mexico, 1925-32; Nicaragua, 1926-32; and Panama, 1913-30. Most of the material on Mexico relates to the Estrada doctrine of 1930, by which Mexico announced that it would discontinue the practice of extending formal recognition to other governments. The records relating to Nicaragua deal with the electoral missions sent there in 1928, 1930, and 1932.

**228. LECTURES AND ADDRESSES BY COLLEAGUES. 1925, 1926, and 1931. 3 cm, 1 in.**

Arranged alphabetically by title.

Copies of lectures before the Foreign Service School by White's colleagues. The titles include "American Policy and Problems in Central America," "Baltic States," "Canada," "France," "Raw Materials," and "The Rubber Situation." In addition, there are copies of a lecture at the Naval War College by Robert F. Kelley entitled "The Bolshevik Regime in Russia" and an address entitled "The United States and the Other American Republics," given by Henry L. Stimson before the Council on Foreign Relations.

**229. MISCELLANEOUS RECORDS. 1923-38. 25 cm, 10 in.**

Arranged chronologically.

Miscellaneous correspondence, telegrams, memorandums, reports, and printed materials relating primarily to various aspects of Latin American affairs. Included is a copy of a lengthy report on U.S. relations with Latin American countries between 1929 and 1933.

### **Records of the Office of Budget and Planning and Its Predecessors**

An appropriation act of 1797 (1 Stat. 494) made the first provision for a clerk to act as an accountant in the Department of State. This clerk and his successors apparently handled the accounts and disbursements until 1833, when the Disbursing and Superintending Bureau was established. That Bureau was superseded by a disbursing agent in 1834, and the agent was replaced in 1870 by the Bureau of Accounts. In 1938 the Bureau became the Division of Accounts, and in 1944 the accounting functions were transferred to the newly created Division of Budget and Finance of the Office of Departmental Administration. The following year the Division became the Office of Budget and Finance, and in 1948 it was replaced by the Office of Budget and Planning.

The Bureau of Accounts supervised all the Department's financial transactions, both in the United States and abroad; it accounted for all funds under the Department's control, including international indemnity and trust funds. It received and disbursed all moneys appropriated for the expenses of the Department and the Foreign Service and for international funds, and it recorded all accounts and examined accounts received from Foreign Service officers. It kept a record of the various appropriations, the allotment of them, and expenditures made thereunder. For these purposes, the Bureau conducted the necessary correspondence and kept such accounting records as billbooks, cashbooks, and ledgers showing disbursements under each appropriation and the balance available of moneys deposited to the credit of the Disbursing Clerk.

For the departmental service in Washington, the Bureau prepared payrolls and kept accounts of purchases of supplies and equipment, and of building and maintenance costs. For Foreign Service expenditures it kept a record of the service of diplomatic officers, including their appointment, leaves of absence and separation from the service, and a record of letters of credit issued to diplomatic officers. (It also recorded all drafts of diplomatic officers who had not received letters of credit upon the Department's fiscal agents in London and prepared requisitions on the Secretary of the Treasury to pay such drafts.) The Bureau also kept records of special allowances made to diplomatic and consular officers and of expenses and repayments in extradition cases, as well as of all consular fee stamps received from the Bureau of Engraving and Printing, of all such stamps issued to consular officers, and of accounts rendered by consuls showing the number of stamps canceled at each consular establishment. The Bureau transmitted to the Treasury Department moneys received as indemnities from foreign governments, and it kept a record of the receipts and disbursements on account of these funds, of information relating to trust funds, and of expenses of the International Union of the American Republics.

Among other activities, the Bureau of Accounts and its successors also made estimates for the Congress to use in making appropriations for the Department, and it prepared the annual reports on receipts and expenditures of the Department and the Foreign Service. The records in the National Archives document most of these activities and include many of the types of records mentioned above. The records described below consist chiefly of accounting records and related correspondence of the Bureau and its predecessors until about 1906.

### **CORRESPONDENCE**

#### **Letters Sent**

#### **230. MISCELLANEOUS LETTERS SENT. Jan. 1832-July 1916. 5.5 m, 18 ft. 221 vols.**

Arranged chronologically, with each volume containing an alphabetical index to the names of addressees. The volumes are numbered 1- 222, but 107 was omitted from the numbering sequence. There is no gap in the letters.

Mostly press copies of letters sent by the Bureau of Accounts to diplomatic and consular officers, foreign embassies and legations, the Treasury Department, other departments, despatch agents, newspaper publishers, and private individuals and firms regarding State Department appropriations, salary payments, the purchase of supplies and equipment, the publication of proposals and notices, the transmittal of checks and accounts, exceptions to accounts, and other fiscal subjects.

#### **231. LETTERS SENT TO RUFUS KING. 1802 and 1803. 1 cm, 1/4 in.**

Arranged chronologically.

Copies of letters sent by the Treasury Department to Rufus King, U.S. Minister to Great Britain, regarding bills of exchange.

**232. MISCELLANEOUS LETTERS RELATING TO BILLS OF EXCHANGE. 1815 and 1816.**

**Negligible.**

Arranged chronologically.

Letters and enclosures forwarded by holders of bills of exchange for acceptance and payment by the Department of State.

**233. LETTERS TO THE PRESIDENT REQUESTING AUTHORIZATION OF DISBURSEMENTS.**

**May 22, 1830-Mar. 28, 1861. 10 cm, 4 in. 2 vols.**

Arranged chronologically.

Letters to the President requesting that he authorize, under an act of January 31, 1823 (3 Stat. 723), advances from appropriated funds. Some letters are copies; others are originals. Many of them bear endorsements signed by the President authorizing the advances. The requests relate to such matters as obtaining the Florida archives from Spain; the payment of special commissioners, ministers, and consuls; and the expenses of U.S. district courts and marshals. Some related receipts for payments are included.

**234. REPORTS TO THE PRESIDENT REGARDING SEA RESCUES AND TESTIMONIALS.**

**Aug. 29, 1849-Mar. 8, 1861. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

Reports to the President on rescues of U.S. seamen and passengers by foreign seamen and recommendations for the presentation of medals or other testimonials to the rescuers. Medals were authorized in accordance with provisions of a joint resolution of March 3, 1847 (9 Stat. 208), and of later legislation that appropriated to the President money for suitable acknowledgement of the rescue services of masters and crews of foreign vessels. Some of these reports bear the President's signed approval.

**235. LETTERS SENT REGARDING THE NORTH EAST EXECUTIVE BUILDING.**

**Feb. 11, 1837-Nov. 1, 1854. 1 cm, 1/2 in. 1 vol.**

Arranged chronologically.

Press copies of letters sent to watchmen, express companies, the First Auditor, and private individuals and firms regarding regulations, supplies, equipment, services, and accounts for the North East Executive Building.

**236. LETTERS SENT REGARDING CONSTRUCTION OF THE STATE, WAR, AND NAVY BUILDING. July 21, 1871-Apr. 29, 1879. 5 cm, 2 in. 2 vols.**

Arranged chronologically.

Press copies of letters sent by the Bureau of Accounts to the Fifth Auditor of the Treasury Department, contractors, suppliers, the architect, and others regarding labor, contracts, payrolls, plans, and other matters connected with the construction of the State, War, and Navy Building. There is an alphabetical name index in each volume.

**237. LETTERS SENT BY THE ASSISTANT SECRETARY OF STATE. May 28, 1872-Feb. 3, 1873. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

Copies of letters sent by Assistant Secretary of State Charles Hale to the Congressional Printer, congressional committees, despatch agents, firms, publishers, and others regarding contracts, publication of the laws, letters of credit, and other subjects represented in the accounting records.

**238. TELEGRAMS SENT BY THE DEPARTMENT OF STATE. 1867-69. 61 cm, 2 ft. 1 vol. And unbound papers.**

Arranged chronologically.

Copies of telegrams sent by the Secretary and other Department officers relating to fiscal matters.

**239. REPORTS OF THE BUREAU OF ACCOUNTS. Jan. 15, 1896-Nov. 23, 1912. 5 cm, 2 in. 2 vols.**

Arranged chronologically.

Press copies of the Bureau's reports to the Secretary of State, Assistant Secretaries, and other officers regarding the status of various accounts, bills on hand and unpaid, appropriation estimates, regulations governing expenditures, the amounts disbursed under various appropriations, balances of appropriations, the cost of medals, allotments for "clerk hire" at embassies and consulates, the workload of the Passport Bureau, and other subjects relating to funds of the Department and to the Bureau's work. Each volume has an alphabetical name and subject index.

**240. INSTRUCTIONS TO LONDON BANKERS. 1869-87. 13 cm, 5 in.**

Arranged chronologically.

Instructions to Baring Brothers and Co., 1869-71; Clews, Habicht and Co., 1871-73; Morton, Rose and Co., 1873-85; and Brown, Shipley and Co., 1885-87, regarding drafts by Foreign Service officers, the transfer of funds from one appropriation account to another, the allowances of Foreign Service posts for rent, the form of accounts to be submitted, required statements of accounts, the appointment of banking firms as fiscal agents for the United States, the receipt of accounts, authorizations to Foreign Service officers to draw upon the banks for stated sums, and other matters.

#### Letters Received

**241. INDEX TO REGISTER OF MISCELLANEOUS LETTERS RECEIVED. N.d. 4 in. 4 vols.**

Arranged alphabetically within each volume by the first letter of the writer's surname.

Index to the register described in entry 242. Each entry in the index shows the name of the writer, the volume of the register in which the letter is recorded, and the page number. The four index volumes cover six of the register volumes, as follows: the unlabeled register volume, 1829-33; Volume A, 1833-40; Volumes B and C, 1840-55; and Volumes D and E, 1855-66.

**242. REGISTER OF MISCELLANEOUS LETTERS RECEIVED. 1829-71. 30 cm, 1 ft. 7 vols.**

Arranged chronologically.

Register of the miscellaneous letters received, described in entry 244, indicating for each the date of the letter, name of writer, date received, purport of message, date answered, and disposition. The registers consist of one unlabeled volume and six volumes labeled A-F, dated as follows: unlabeled volume, 1829-33; Volume A, 1833-40; Volume B, 1840-46; Volume C, 1847-55; Volume D, 1855-59; Volume E, 1859-66; and Volume F, 1867-71. An alphabetical name index to the letters registered in these volumes is described in entry 241.

**243. REGISTER OF LETTERS RECEIVED FROM FOREIGN SERVICE OFFICERS. Sept. 1872-Mar. 1873. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

This volume, labeled "Synopsis of Letters Received" on the backstrip and "Diplomatic and Consular Blotter" inside, registers some of the letters described in entry 244. The following information is given for each letter: name of writer, date of letter, date received at the Department of State, and subject.

**244. MISCELLANEOUS LETTERS RECEIVED. 1825-1908. 7.3 m, 24 ft. 110 vols. and unbound papers.**

Arranged chronologically.

Letters received by the Bureau of Accounts from all sources, including census enumerators, U.S. marshals, publishers of the laws, diplomatic and consular officers, despatch agents, and suppliers and contractors. The letters concern drafts, receipts, contracts, consular and diplomatic accounts, purchases of supplies and equipment, the deposit and transfer of funds, and other matters relating to Department funds and their expenditure. Letters written before January 16, 1829, and after December 31, 1904, are not bound. The letters are listed in the register described in entry 242.

**245. LETTERS RECEIVED FROM THE FIFTH AUDITOR AND THE COMPTROLLER.**

**June 24, 1829-Dec. 16, 1862. 1.2 m, 4 ft. 15 vols.**

Arranged chronologically.

Letters received in the Bureau of Accounts from the Fifth Auditor of the Treasury Department and from the Comptroller regarding accounts of the Department of State, the preparation of reports, and other fiscal subjects. These letters are listed in the register of miscellaneous letters received described in entry 242.

**246. LETTERS RECEIVED FROM OTHER DEPARTMENTS AND BUREAUS. Apr. 1829-Feb. 1861.**

**18 cm, 7 in. 3 vols.**

Arranged chronologically.

Letters received from the Attorney General; the Navy, War, Interior, and Treasury Departments; and other Government departments and bureaus regarding accounts, appropriations, rental of office space, procurement of furniture, and other fiscal matters. During 1829-54 most of these letters were received from the Patent Office. The letters are listed in the register of miscellaneous letters received described in entry 242.

**247. LETTERS AND ACCOUNTS FROM DESPATCH AGENTS AT NEW YORK AND BOSTON.**

**1840-1860. 61 cm, 2 ft. 5 vols. and unbound papers.**

Arranged chronologically.

Letters and accounts received by the Department of State from its despatch agents at New York and Boston dealing with activities of those agents in forwarding for the Department various items to Foreign Service posts. The accounts are periodic reports of items shipped to Foreign Service posts. Also included are letters from the Northeast Boundary Commission and from the U.S. Mission to China concerning supplies, equipment, appropriations, and accounts. These letters are listed in the register described in entry 242.

**248. LETTERS RECEIVED REGARDING CONSTRUCTION OF THE STATE, WAR, AND NAVY**

**BUILDING. May 27, 1871-Sept. 24, 1874. 20 cm, 8 in. 3 vols.**

Arranged chronologically.

Letters received by the Department of State from the supervising architect and others on such subjects as materials, bids, estimates of funds, contracts, labor, and expenditures connected with the construction of the State, War, and Navy Building. Each volume contains an alphabetical name index.

**249. LETTERS RECEIVED FROM PUBLISHERS OF THE LAWS. 1832-42. 30 cm, 1 ft. 9 vols.**

Arranged by session from the 22nd to the 27th Congress.

Letters acknowledging appointments as publishers and payments for publishing the laws, giving the names of publishers entitled to compensation, requesting payment of accounts submitted to the Department, and dealing with related matters. For other letters relating to publishers of the laws see entries 151-157.

**250. DESPATCHES AND ACCOUNTS OF ELBRIDGE GERRY. 1798 and 1799. 1 cm, 1/4 in.**

Unarranged.

Despatches and related enclosures from Elbridge Gerry, U.S. Commissioner to France, concerning his accounts and those of the brigantine Sophia sailing for Algiers.



**251. DESPATCHES AND ACCOUNTS OF J.M. FORBES. June 15, 1810-Feb. 26, 1816. Negligible.**

Unarranged.

Copies of despatches from J.M. Forbes, U.S. diplomatic agent in Denmark, to the Secretary of State regarding the effects of "non- intercourse," developments concerning British trade, the closing of the port of Tonningen to U.S. vessels, and events in Europe. Included are some accounts submitted by Forbes and a manuscript copy of the order of the King of Denmark, June 15, 1810, closing the port of Tonningen to U.S. vessels.

**252. LETTERS RECEIVED FROM EUROPEAN BANKERS. 1791-1848. 30 cm, 1 ft. 2 vols. and unbound papers.**

Arranged in part alphabetically by location of banking firm and thereunder chronologically, and in part chronologically without regard to firm.

Letters concerning bills of exchange, accounts current, balances of funds, and other accounting matters, particularly relating to funds for U.S. diplomatic representatives. Includes letters from Willink, Van Staphorst, and Hubbard of Amsterdam and their successors; John Bulkeley and Son of Lisbon; and Bird, Savage, and Bird, Baring Brothers and Co., and N.M. de Rothschild of London.

**253. LETTERS ON A CLAIM CONCERNING THE SHIP RESOURCE. Nov. 8, 1811-May 22, 1812. 1 cm, 1/4 in.**

Arranged chronologically.

Letters and related enclosures received by the Department of State from Henry Payson regarding the claim against the Department for demurrage and use of the cabin of the ship Resource, chartered by the Department for a voyage to Algiers on July 25, 1809. The enclosures include copies of the following documents: instructions of Capt. Samuel Nicholas of the ship Resource; a letter from Tobias Lear to Payson and Smith of Baltimore commending the conduct of Capt. Nicholas; an account of Tobias Lear, U.S. Agent and consul general to the Barbary Powers; a letter to Alex McKim from Henry Payson; and a list of these enclosures.

**GENERAL AND DEPARTMENTAL ACCOUNTS****Requisitions****254. INDEX TO REQUISITIONS FOR THE ISSUANCE OF WARRANTS. 1839-71. 10 cm, 4 in. 2 vols.**

Arranged alphabetically by name of payee.

Indexes to certain of the requisitions described in entry 256. Each index entry shows the name of the person in whose favor the requisition was issued and the requisition number and refers to the volume and page number in the series of requisitions.

**255. REGISTER OF REQUISITIONS FOR THE ISSUANCE OF WARRANTS. Mar. 15, 1829-Mar. 2, 1835. 3 cm, 1 in.**

Arranged chronologically.

Register of certain requisitions described in entry 256. Each entry shows the date, name of recipient, amount, and purpose of the requisition. There are no references in the register to volume or page numbers in entry 256.

**256. REQUISITIONS FOR THE ISSUANCE OF WARRANTS. 1818-71. 1.5 m, 5 ft. 27 vols.**

Arranged chronologically.

Copies of requisitions of the Department of State on the U.S. Treasury for the issuance of warrants for salaries, awards of claims commissions, and other obligations of the Department and the Foreign Service. The requisitions show the appropriation to be charged, the name of the disbursing officer, the name of the payee, the amount, and the date. Indexes to the requisitions are described in entry 254.

**Daybooks, Cashbooks, Journals, and Record Books****257. INDEXES TO DAYBOOKS. 1829-60. 6 vols.**

Arranged alphabetically by name of payee.  
Indexes to some of the daybooks described in entry 258.

**258. DAYBOOKS FOR MISCELLANEOUS AND CONTINGENT EXPENSES. 1798-1820 and 1824-67. 23 cm, 9 in. 7 vols.**

Arranged chronologically.  
Daybooks containing records of all expenditures of the Department of State for salaries, supplies, equipment, and miscellaneous items and services. Each entry shows the date, name of payee, items or services furnished, and the amount. The entries were posted to other accounting books of the Department described in entries 269 and 272. Indexes to some of these daybooks are described in entry 259.

**259. CASHBOOKS. 1785-95, 1799-1801, 1820-25, 1856-1918, and 1921-25. 91 cm, 3 ft. 21 vols.**

Arranged chronologically.  
Cashbooks in which are recorded cash on hand or on deposit with the U.S. Treasurer and the amount of each withdrawal or replenishment of cash. The cashbook for 1785-95 is particularly interesting because it records expenditures made by the Secretary of Foreign Affairs under the Continental Congress, including expenditures for rent of buildings in New York, Philadelphia, and Washington; for removing the office from one city to another; for salaries; and for furniture, equipment, supplies, and services. Recorded on the last 15 pages of this cashbook is information about passports issued to persons going to "St. Domingo" and other Caribbean areas. (1785-95; Microfilm Publication T904.)

**260. JOURNALS OF MISCELLANEOUS EXPENSES. 1820-24, 1829-41, 1875-92, and 1895-1906. 23 cm, 9 in. 5 vols.**

Arranged chronologically.  
The journals for 1820-24 and 1829-41 contain entries giving the date, voucher number, account charged, amount, and a detailed itemization of the total sum showing the payee and the nature or purpose for each expenditure. Among the accounts appearing in these volumes are those for the Foreign Service and "contingent expenses of foreign intercourse," the treaty with the Barbary States, the relief and protection of U.S. seamen, printing, taking the U.S. census, expenses of the Patent Office, and contingent expenses of the Northeast Boundary Survey. The volumes for 1875-92 and 1895-1906 contain only summary information regarding monthly debits and credits to the appropriations for salaries; publishing the laws; proofreading, books and maps, stationery, contingent expenses, editing and other work on the Revised Statutes; and lithographing, postage, and "foreign intercourse."

**261. REGISTERS AND JOURNALS OF CONTINGENT EXPENSES. 1831-53 and 1867-89. 18 cm, 7 in. 5 vols.**

Arranged chronologically by date of expenditure.  
Registers and journals of the Department's expenses for newspapers, books, maps, bookbinding, stationery, labor, office furniture, clerical service, postage, telegrams, advertising, publishing and printing the laws, care of horses, repairs and upkeep of buildings, care of grounds and clocks, and miscellaneous items and services. Each entry shows the date of expenditure, name of payee, amount paid, and nature or object of expenditure; and (for the years 1831-53) the page number of the daybooks described in entry 258 from which the entry was posted. The volumes for 1867-89 contain indexes of names of payees.

**262. RECORD OF EXPENSES FOR POSTAGE. 1830 and 1831. 1 cm, 1/2 in. 1 vol.**

Arranged chronologically.  
Record book entitled "Petty Expenses, Department of State," containing a record of each expenditure for postage during the time covered.

**263. INDEX TO NEWSPAPER SUBSCRIPTIONS AND EXTRA CLERKS. 1857-64. 1 cm, 1/2 in. 1 vol.**

Arranged alphabetically by name of payee.

An index to the volume for 1857-64 described in entry 264. Each index entry shows the date, reason for payment, page, and amount paid.

**264. RECORD OF NEWSPAPER SUBSCRIPTIONS AND EXPENSES FOR EXTRA CLERKS. 1828-64. 5 cm, 2 in. 3 vols.**

The first two volumes (1828-56) are arranged randomly by the State in which the newspaper was published; the third volume (1857-64) is arranged chronologically under the headings "Newspaper Subscriptions" and "Clerk Hire."

Account books showing expenditures of the Department of State for newspaper subscriptions. Each entry in the newspaper account shows the name of the person paid, the name of the newspaper, the number of copies ordered, the period covered by the account, and the amount paid. The volume for 1857-64 contains entries for pay of extra clerks, each showing the date of payment, the nature of the clerk's service, his name, and the amount paid him.

**265. INDEX TO RECORD OF EXPENSES. 1857-64. 1 cm, 1/2 in. 1 vol.**

Arranged alphabetically by name of payee.

Partial index to the account books described in entry 266. Each index entry shows the date of disbursement, name of payee, and nature or object of payment.

**266. RECORD OF EXPENSES FOR STATIONERY, COPPERPLATE PRINTING, BOOKS, AND MAPS. July 1857-Jan. 1890. 10 cm, 4 in. 2 vols.**

Arranged chronologically.

Account books containing entries (each showing date of expenditure, name of payee, nature of payment, and amount paid) for newspaper subscriptions, death notices in newspapers, photographs and portraits of Department of State personnel, stationery, books, and other items and services. The information for many items gives the names of photographers and portrait painters, titles of books, names of newspapers, size of photographs taken, and the exact nature of services.

**267. BILLBOOKS. 1890-1913. 1.5 m, 5 ft. 25 vols.**

Arranged sequentially by bill number under each appropriation heading.

Copies of bills of the Department of State. Each bill is numbered and shows the date of payment, date of bill, name of payee, character of the service or item covered, amount of payment, and appropriation to which it was charged. The classes of expenses or appropriations under which these bills are arranged are: "Emergencies Arising in the Diplomatic Service," contingent expenses of foreign missions, travel expense, compensation, office supplies, books, expressage, stamps for foreign missions, publication of consular and commercial reports, stationery, furniture, "Rent of Stable," care of horses, binding of papers, International Marine Conference, Venezuela and U.S. Claims Commission, Conference of South and Central American States, contingent expenses of U.S. consulates, and miscellaneous expenses. Each volume contains an alphabetical index of the headings.

### Ledgers

**268. REGISTER TO APPROPRIATION LEDGERS. 1879-81. 1 cm, 1/2 in. 1 vol.**

Arranged alphabetically by letter on the backstrip of the ledger and thereunder by appropriation title.

Register to some of the appropriation ledgers described in entry 269.

**269. APPROPRIATION LEDGERS. 1835-1910. 61 cm, 2 ft. 13 vols.**

Arranged chronologically by fiscal year, thereunder by appropriation title, and thereunder chronologically by date of entry.

Ledgers for appropriations made for the Department of State and the Foreign Service. Included in each ledger is an alphabetical index of appropriation titles showing the pages devoted to each. The entries under each appropriation title show expenditures, warrants on the Treasury Department, and balances of funds.

**270. QUARTERLY STATEMENTS OF APPROPRIATION BALANCES. 1836-61. 5 cm, 2 in. 2 vols.**

Arranged chronologically by date of statement.

Quarterly statements of balances of the Department's appropriations, including those for clerks and messengers, incidental and contingent expenses of the Department, and contingent expenses of foreign missions; and expenses for intercourse with the Barbary Powers, publication of the laws, and copperplate printing and binding. For each appropriation the entries show balance on hand, amount to be expended in the next quarter, amount required to finance the Department during the rest of the fiscal year, and amount not to be required during the fiscal year and therefore carried to the surplus fund.

**271. APPROPRIATION ESTIMATES. 1820-74. 3 cm, 1 in.**

Arranged chronologically.

Drafts of appropriation estimates for the Department of State for the years 1820, 1825, 1830-32, 1842, 1844-49, 1851, 1856-59, 1861, and 1874.

**272. GENERAL AND SPECIAL LEDGERS. 1820-74. 30 cm, 1 ft. 8 vols.**

Arranged chronologically under each account.

General and special ledgers for accounts of the Department of State. Among the accounts are those for salaries and for "Clerk Hire"; those for contingent expenses of the Department, of "Foreign Intercourse," and of "Intercourse With the Barbary Powers"; those for office rent of consulates, the preservation of consular archives, and the extradition of criminals; for expenses under the Neutrality Act; and those for expenses for the Treaty of Ghent, the treaty of 1819 with Spain, and the Northeast Boundary Survey. The domestic functions of the Department are represented by accounts for the Bank of the United States, U.S. marshals, the census, and the Patent Office; for indexing the Papers of the Continental Congress; for printing the laws, the journals of the Constitutional Convention, the Foreign Correspondence series, and the Biennial Register; for copperplate printing; for postage; and for the purchase of books and newspapers. Each account entry shows either the date, name of payee, and amount paid or the date and amount of the warrant on the Treasury. Some volumes contain alphabetical indexes to the account titles.

**273. LEDGERS FOR SUNDRY ACCOUNTS. 1829-41 and 1867-89. 15 cm, 6 in. 3 vols. and unbound papers.**

Accounts are grouped roughly by month (but not alphabetically within the month), and the expenditures are entered chronologically.

Ledger for sundry accounts showing the title of each account, the date, person or firm paid, nature or object of payment, and amount. Included are accounts for the Northeast Boundary Agency; the Census; the Mexican Claims Commission; the Tribunal of Arbitration at Geneva; the U.S. Claims Commission to Texas; international exhibitions at Paris, Sydney, Melbourne, and Vienna; the International Penitentiary Congress; relief and protection of seamen; and rescue of U.S. Citizens. There are also accounts for departmental operations - such expenses as salaries, postage, publication of commercial reports, and proofreading. Indexes to account titles and payees are included.

**Accounts for Printing and Distributing the U.S. Laws**

**274. RECORD OF PAYMENTS TO PUBLISHERS OF THE LAWS. 1820-75. 13 cm, 5 in. 2 vols.**

Arranged by Congress and session.

Record of payments, each entry showing the name of publisher, State and locality of publication, name of newspaper, date of payee's appointment as publisher of the laws, amount paid, and the Congress or session of the Congress during which the publisher was appointed.

**275. RECORD OF DISTRIBUTION OF STATUTES AT LARGE AND OF THE BIENNIAL REGISTER. 1849 and 1850. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Record of the distribution of the "Blue Book" (Biennial Register) and of the Statutes at Large to clerks of courts, colleges, State governments, and libraries indicating for each type of publication the recipient, the date sent, the State, and the number of copies sent.

**Contracts and Leases**

**276. MISCELLANEOUS CONTRACTS AND LEASES. 1866-96. 13 cm, 5 in.**

Arranged for the most part as listed below.

Contracts, bids, and leases, including those for the following services and equipment: granite for the new State Department Building (Nov. 16, 1871); a wire fence at Wakefield, the Virginia birthplace of Washington (Nov. 2, 1896); granite work at Monticello Cemetery (Aug. 5, 1882); binding 1,898 volumes of records of the Court of Commissioners for Alabama Claims (June 29, 1896); "French plates" for the State Department Building (Aug. 19, 1882); repairing carriages for the Department June 30, 1896); leasing quarters at 1016 Vermont Avenue for the first International Conference of American States (in 1899); stationery (Aug. 4, 1890); a bookseller's sale, on commission, of the Revised Statutes (July 3, 1886); charter of the steamboat City of Catskill for the centennial at Yorktown (Oct. 10, 1881); constructing a case for the Bureau of Indexes and Archives (Dec. 20, 1886); leasing No. 2 Lafayette Square (July 12, 1892) and a building at 1016 Vermont Avenue (Sept. 30, 1892); leasing quarters at 1801 I Street for use by the International Conference of American States (Sept. 20, 1889); building a carriage for the State Department (June 30, 1879); leasing the Washington City Orphan Asylum by W.H. Seward (July 28, 1866), with certificates (1873 and 1874) authorizing various persons to collect rent from the Department of State for the use of the building; and publishing the laws (May 28, 1866).

**Accounts for the North East Executive Building**

**277. INDEXES TO JOURNALS AND LEDGERS. 1831-64. 5 cm, 2 in. 4 vols.**

Arranged alphabetically by first letter of name of payee and thereunder chronologically.

The first volume (1831-42) partially indexes the first volume of entry 278 and the second volume of entry 279. The second volume (1843-57) indexes the third volume of entry 279. The last two volumes (1857-64) index part of the third volume of entry 278.

**278. JOURNALS OF THE SUPERINTENDENT OF THE BUILDING. May 1, 1830-July 3, 1849 and July 1857-June 1867. 5 cm, 2 in. 3 vols.**

Arranged chronologically.

Journal of charges against appropriations made for the upkeep of the North East Executive Building. Each entry shows the account title, name of payee, nature or object of disbursement, date, and amount.

**279. QUARTERLY ABSTRACTS OF CONTINGENT EXPENSES FOR THE BUILDING. Nov. 9, 1831-June 30, 1857. 3 cm, 1 in. 3 vols.**

Arranged chronologically.

Quarterly abstracts of charges against the appropriation for "Contingent Expenses of the North East Executive Building." Entries show the names of persons submitting claims and the amounts claimed; the abstracts show, for each quarter, the total charge against the appropriation.

**Accounts for Constructing the State, War, and Navy Building**

**280. LEDGER ON CONSTRUCTION. July 1871-Mar. 1883. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Ledger and abstracts of disbursements made for construction of the State, War, and Navy Building. The entries show the dates of disbursements, voucher numbers, purpose of payments, names of payees, and amounts paid. These disbursements were made for advertising; payment of architect, draftsmen, office workers, messengers, carpenters, and laborers; carriage hire, stationery, tools and machinery, cutting and inspecting granite, and transportation derricks; and gumwood, brick, lumber, hardware, coal, freight, travel expense, plumbing, and other services and materials.

**281. MONTHLY ESTIMATES FOR CONSTRUCTION. June 1871-Mar. 1872. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

The supervising architect's monthly estimates of expenditures for the construction of the State, War, and Navy Building. They show the amounts to be applied each month for labor, machinery, and materials; the total amounts estimated as needed for the completion of the building; the cost for each quarter; and the parts of the building on which labor and materials were to be used during each month.

**282. ACCOUNTS CURRENT AND RELATED VOUCHERS. 1870-80. 1.5 m, 5 ft.**

Unarranged.

Accounts current and copies of supporting documents (including payrolls, contracts, and deeds) concerning funds expended for constructing the State, War, and Navy Building.

**Receipts**

**283. RECEIPTS FOR MEDALS AND OTHER LIFESAVING AWARDS. 1875-79. 1 cm, 1/2 in. 1 vol.**

Arranged chronologically.

Receipts returned to the Chief of the Bureau of Accounts for medals, telescopes, and other awards that were purchased and engraved for presentation to foreign seamen who had rescued U.S. seamen and vessels. The receipts are signed by the Chiefs of the Department's Consular and Diplomatic Bureaus.

**Receipts and Registers of Despatch Agents**

**284. REGISTER OF PACKAGES FORWARDED TO THE DESPATCH AGENT IN NEW YORK.  
Feb. 1831-Sept. 1833. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Register of packages sent by the Department of State to William B. Taylor, Despatch Agent in New York City. Each entry shows the number of package or shipment, date forwarded, contents of package or shipment, name and address of recipient, name of vessel on which the shipment was forwarded, and port of destination.

**285. REGISTER OF DESPATCHES RECEIVED AND FORWARDED FOR THE DEPARTMENT.  
1846-1853. 13 cm, 5 in. 2 vols.**

Arranged chronologically.

Register of special despatches received by the Despatch Agent in New York and forwarded to U.S. diplomatic and consular officers abroad. Each entry shows the date of receipt of each package from the Department of State, number of the package, Foreign Service post to which it was sent, date forwarded, name of vessel on which it was shipped, and port of destination.

**286. RECEIPTS FROM ADAMS AND CO. 1847-51. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Form and other types of receipts from Adams and Co. for materials received from the Department of State for transmittal to U.S. legations and consulates.

#### **Records Relating to Disbursing Officers**

**287. PAPERS RELATING TO ACCOUNTS OF DISBURSING OFFICERS OF THE DEPARTMENT OF STATE. 1884-1904. 30 cm, 1 ft.**

Unarranged.

Treasury reports of the First Comptroller, statements of disbursing accounts with the Treasurer of the United States, deposit slips, bills of exchange, a report on trust funds (1885), and related papers of F.J. Kieckhoefer, Frank A. Branagan, and R.C. Morgan, disbursing officers of the Department of State.

#### **Salary Records**

**288. PAYROLL BOOKS. 1829-39 and 1855-1903. 61 cm, 2 ft. 21 vols. and unbound papers.**

Arranged chronologically.

Payrolls of the Department of State showing for each employee his name, title of position, time employed, annual salary, amount paid for the period, and signature acknowledging receipt of his pay.

**289. RECORD OF SALARIES OF SECRETARIES OF STATE AND CLERKS. 1850-64. 3 cm, 1 in. 1 vol.**

Arranged chronologically by fiscal year and thereunder by quarter.

A record of salaries of the Secretaries of State and clerks of the Department. Each entry shows the name of payee, the amount of his monthly salary, and his total salary for each quarter.

**290. LIST OF PERSONNEL OF THE DEPARTMENT OF STATE. Ca. 1861. Negligible.**

Arranged according to the organization of the Department, beginning with the Secretary of State.

A four-page list of personnel of the Department (under Secretary of State Seward) showing names of officers and clerks, positions held, and annual salaries.

#### **Miscellaneous Accounts**

**291. LETTERS, ACCOUNTS, AND CONTRACTS RELATING TO EUROPEAN LOANS. 1782-1797. 3 cm, 1 in.**

Arranged chronologically.

Printed copies (with English translations) of contracts between the United States and Dutch bankers, 1782-92; copies of the U.S. Auditor's reports on accounts of the French Government as finally adjusted, 1790-95 (including an account of provisions supplied the French Marine, July 1778- January 1781); a copy of an agreement between James Swan and Richard Harrison (as agents of the French Republic and the United States, respectively,) concerning prices charged in the accounts; copies of correspondence between Swan and Oliver Wolcott relating to the settlement of the U.S. foreign debt; a "Schedule of Remittances From Amsterdam and Antwerp to Paris" on account of the French loans, April 14, 1797; and other documents relating to European loans.

**292. BILLS OF EXCHANGE AND LOAN RATIFICATIONS. 1791-95. 1 cm, 1/4 in.**

Arranged as listed below.

Copies of ratifications of loans from the Bank of the United States, June 5, 1792, and June 17, 1793; ratification of a contract between William Short and certain money lenders in the Netherlands, September 1791; bills of exchange bought by Edmund Randolph from the Bank of the United States (Jan. 16, 1794), from Robert Morris (July 28, 1794), and from James Yard at London (1794-95); and other bills of exchange, 1794-95.

**293. ACCOUNTS OF THE U.S. "FACTORY" AT CHICKASAW BLUFFS. March 31, 1811. Negligible**

Unarranged.

Accounts of John B. Treat, factor of the "Trading House" at Chickasaw Bluffs, for the quarter ending March 31, 1811. The accounts cover merchandise, remittances made, contingencies, salary, debts due, cash, petty cash, and inventory.

**Accounting Forms**

**294. BLANK FORMS OF THE BUREAU OF ACCOUNTS. Ca. 1900. 3 cm, 1 in. 1 vol.**

Samples of various forms used by the Bureau of Accounts for telegrams, notices to newspaper publishers, requisitions for supplies, and accounts current.

**FOREIGN SERVICE ACCOUNTS**

**General Accounts**

**295. INDEX TO DAYBOOKS. 1833-61. 5 cm, 2 in. 2 vols.**

Arranged alphabetically by name of payee.

Partial index to the daybooks described in entry 296.

**296. DAYBOOKS FOR CONTINGENT EXPENSES OF FOREIGN INTERCOURSE. 1833-89. 15 cm, 6 in. 3 vols.**

Arranged chronologically.

Daybooks containing entries for expenditures made for contingent expenses of foreign missions. Each entry shows date of payment, name of payee, nature of service or items purchased, and amount paid. Daybook entries for 1851-53 are recorded in one of the ledgers described in entry 299.

**297. JOURNAL OF CONTINGENT EXPENSES OF FOREIGN INTERCOURSE. May 24, 1800-Feb. 27, 1801. 5 cm, 2 in. 2 vols.**

Arranged chronologically.

This volume, labeled "Journal. No. 2," contains entries for payments to seamen on the brigantine Sophia sailing to Algiers and payments to foreign bankers, consuls, and commissioners. Each entry shows the date of payment, person paid, nature or object of payment, amount paid, and page number of the ledger described in entry 299, to which it was posted.

**298. WASTEBOOK FOR CONTINGENT EXPENSES OF FOREIGN INTERCOURSE. May 24, 1800-June 12, 1801. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

This volume, labeled "Waste Book, No. 2," is similar to the journal described in entry 297. Only the first few pages contain entries. A notation opposite each entry indicates that it was posted to some other accounting book of the Department. The entries relate to payments to seamen and officers of the brigantine Sophia, sailing to Algiers; to foreign bankers; to U.S. consuls and envoys to France; to Andrew Ellicott; and to Rufus King. They show date of payment, person paid, nature or object of payment, and amount.

**299. LEDGER FOR CONTINGENT EXPENSES OF FOREIGN INTERCOURSE. 1795-1801, 1809-20, and 1833-61. 25 cm, 10 in. 5 vols.**

Arranged chronologically.



Ledger for the appropriation "Contingent Expenses of Foreign Intercourse" covering expenses for bearers of despatches, publication of death notices, telegrams, salaries of despatch agents and consuls, travel, reception of foreign dignitaries, postage for foreign missions, funeral expenses of consuls, care of mission archives, cases for treaties, and miscellaneous other items and services for Foreign Service officers. The typical entry shows the date, name and title of payee, and nature and amount of the expenditure. The volume for the period 1853-61 also contains the daybook entries for the period 1851-53. The volumes for 1800 and 1801 and 1809-20 contain indexes.

**300. MISCELLANEOUS ACCOUNTS AND RELATED PAPERS. 1814-88 and 1898-1911.  
30 cm, 1 ft.**

Arranged in rough chronological order.

Statements of accounts, vouchers, receipts, abstracts of disbursements, correspondence, memorandums, and related papers, including accounts for salaries and contingent expenses of U.S. embassies, legations, and consulates, 1814-60. Correspondence of the Bureau of Accounts with diplomatic and consular officers and other officials chiefly concerns the settlement of accounts. Included are a few accounting records dated after 1860. They consist of letters received transmitting enclosures to document claims against the Fiji Islands, 1863-88; copies of telegrams, 1877, received and sent by F.W. Seward, William M. Evarts, and others (chiefly personal messages apparently received in the Bureau of Accounts because they were charged to the Department of State); a record of State Department disbursements from the National Defense Fund, 1898 and 1899; accounts concerning the settlement of treaty obligations between the United States and Spain, 1900; accounts concerning the purchase of land in Panama for the construction of a canal, 1904; memorandums concerning the services of Chandler P. Anderson, 1909; letters received and memorandums describing the duties of U.S. despatch agents, 1910; and copies of letters exchanged between the President and the Secretary of State, 1911, concerning a subpoena from a subcommittee of the House Committee on Expenditures in the State Department directing the Secretary to present certain accounting records before that subcommittee.

**Diplomatic Accounts**

**301. MEMORANDUMS OF DRAFTS RECEIVED. 1798-1801 and 1834-53. 3 cm, 1 in. 2 vols.**

The first volume is arranged chronologically. The second volume is arranged alphabetically by first letter of the person's surname and thereunder chronologically.

Memorandums giving the name of the person presenting draft for payment, amount of draft, its due date and terms, the name of payee, and remarks concerning payment, nonacceptance, or other disposition.

**302. STATEMENT OF SUMS ALLOWED TO FOREIGN SERVICE OFFICERS. Ca. 1814.  
1 cm, 1/2 in. 1 vol.**

Arranged randomly by name of officer.

A comprehensive statement of the Register of the Treasury showing the amounts allowed to each officer in the diplomatic and consular service from 1789 to 1814. Each entry shows the name and title or rank of officer; the nature of the allowance and the period covered; and the amounts allowed for outfit and return, for salary, and for contingent expenses.

**303. ACCOUNTS OF N.M. DE ROTHSCHILD. 1834-49. 1 cm, 1/2 in. 1 vol.**

Arranged by class of account and thereunder chronologically. A record of requisitions for payment and of payments made by N.M. de Rothschild for salaries of U.S. Ministers and subordinate diplomatic officers, for expenses of U.S. missions abroad, pensions to French seamen, salaries of dragomen, a statue of George Washington, relief and protection of U.S. seamen, and indemnities for slaves. Each entry gives the date, nature of payment, number of related requisition, and remarks regarding the period covered by the account.

**304. ACCOUNTS WITH BARING BROTHERS AND CO. 1843-60. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

A record of accounts of the Department of State with Baring Brothers and Co. of London showing payments made by the firm for salaries and other expenses of U.S. foreign missions and indicating the date, nature, and object of each payment.

**305. LONDON BANKERS' ACCOUNTS. 1871-1908. 2.1 m, 7 ft. 25 vols.**

Arranged chronologically.

Accounts and related letters from London bankers concerning funds deposited with them by the Department of State for expenses of its foreign missions. These accounts were received from the following banking firms during the indicated periods: Clews, Habicht and Co., 1871-73; Morton, Rose and Co., 1873-85 and 1889-93; Brown, Shipley and Co., 1885-89 and 1893-97; and Seligman Brothers, 1897-1908.

**306. LETTERS OF CREDIT TO LONDON BANKERS. 1855-1917. 61 cm, 2 ft. 10 vols.**

Arranged chronologically.

Letters of credit to the London banking firms of Baring Brothers and Co.; Clews, Habicht and Co.; Morton, Rose and Co.; Brown, Shipley and Co.; Seligman Brothers; and Speyer Brothers. These letters notify the firms of the appointment of Foreign Service officers and of the authorization of these officers to draw upon the firms for salaries and for contingent expenses of their posts. Most of the volumes contain alphabetical name indexes.

**307. RECORDS OF WHEREABOUTS OF DIPLOMATIC OFFICERS. 1884-1922. 23 cm, 9 in. 4 vols. and unbound papers.**

Arranged in part alphabetically by name of officer, in part alphabetically by name of post, and thereunder chronologically.

For the period 1884-87 there is a list of diplomatic officers showing for each the post to which he was assigned and the dates when he was absent from his post. After 1887 there are memorandums of the Bureau of Accounts regarding the dates of appointment of diplomatic officers; the posts to which they were appointed; their rank; and the dates of oath of office, receipt of instructions, travel to and from their posts, their assumption of duty, any leaves of absence, their departure from their posts for the United States, time in transit, arrival in the United States, return to their posts, and occasional mishaps or delays.

**Consular Accounts**

**308. INDEX TO DAYBOOK OF MISCELLANEOUS EXPENDITURES. 1854-61. 3 cm, 1 in. 1 vol.**

Arranged alphabetically by name of consul.

Index to a part of the daybook described in entry 309. Each index entry gives the name of the consul, nature of the payment, amount paid, and page number references to the daybook.

**309. DAYBOOK OF MISCELLANEOUS EXPENDITURES OF CONSULATES. 1854-67. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

Record of the expenditures of U.S. consulates for flags, arms, postage, stationery, books, and other items. Each entry shows the date, name of purchaser, nature of expenditure, and amount.

**310. CONSULAR ACCOUNTS AND RETURNS. 1790-1820. 61 cm, 2 ft.**

Arranged randomly in bundles by name of consul.

Duplicate accounts submitted by consuls to the Department of State, together with related correspondence and supporting documents for such services as relief of seamen.

**311. RECORDS OF FEES RECEIVED AT CONSULATES. 1838-65. 5 cm, 2 in. 2 vols.**

Arranged alphabetically by name of consulate and thereunder chronologically.

The entries in the first volume, 1838-56, show the amount of fees received annually at U.S. consulates; those in the second volume, 1857-65, show the amount of fees received during each quarter.

**312. INDEX TO RECORD OF OFFICE RENT OF CONSULATES. 1857-62. 3 cm, 1 in. 2 vols.**

Arranged alphabetically by name of consulate and thereunder chronologically.

Partial index to the record described in entry 313. Each index entry gives the date, name of the consulate, period covered by the rent, amount paid, and page number references to the record.

**313. RECORD OF OFFICE RENT OF CONSULATES. 1857-69. 8 cm, 3 in. 2 vols.**

Arranged alphabetically by consular post and thereunder chronologically.

Record of monthly sums paid by U.S. consuls for office rent. Each entry shows the voucher or check number, consular post, and amount paid.

**314. RECORDS CONCERNING THE MURDER OF CAPT. BENJAMIN GOODWIN OF THE BRIG PHOEBE. Feb. 24-July 5, 1811. 1 cm, 1/4 in.**

Unarranged.

Among these papers are copies of letters exchanged, February 24- July 5, 1811, between the U.S. consul at San Salvador, Henry Hill, and the Captain General and Governor of the Province and city of Bahia; the succeeding master of the brig Phoebe, J.O. Evans, instructing him regarding prisoners to be sent aboard the brig; and Evans' receipt, July 3, 1811, for prisoners delivered to him for transfer to the United States.

#### INDEMNITY AND TRUST FUND ACCOUNTS

**315. ACCOUNTS AND VOUCHERS FOR MISCELLANEOUS TRUST FUNDS AND INDEMNITIES. 1834-1914. 3.1 m, 10 ft.**

Arranged in part by indemnity, arbitration, or claims commission; some records are unarranged.

Accounts current (with supporting receipts and check stubs), monthly statements, memorandums, and other papers relating to the Venezuelan Claims Commission of 1903, the Salvador Arbitration Commission of 1900-1902, the Mexican Claims Commission of 1868, the Venezuelan indemnity of 1881-94, the Spanish indemnity under the Convention of 1834, the Chinese (Boxer) indemnity of 1901, and other claims commissions and indemnities.

**316. MEMORANDUM ON MEXICAN AWARD PAYMENTS. Nov. 21, 1882. Negligible.**

Memorandum by Alvey A. Adee on Mexican award payments.

#### BUDGET FILES

**317. OFFICIAL BUDGET FILES. 1907-47. 16.5 m, 54 ft.**

Arranged chronologically.

These files, maintained by the Office of Budget and Planning and its predecessors, consist of annual budget statements; preliminary estimates of Department expenses (departmental salaries, Foreign Service expenditures, and international financial commitments and obligations); estimates submitted to the Federal Bureau of the Budget with supporting data; memorandums of action by the Bureau of the Budget on the estimates, revisions, records of apportionment, and control of funds; related correspondence, memorandums, and worksheets; material for "Congressional Justification"; and memorandums concerning annual and deficiency appropriation acts.

#### Records of the Office of the Chief Clerk

The Chief Clerk was the principal administrative officer of the Department of State from its establishment until 1942. (From 1926 to 1942 his title was Chief Clerk and Administrative Assistant.) At one time or another he supervised almost all the bureaus of the Department. As the volume of work of the bureaus increased, they were

removed from the Chief Clerk's immediate jurisdiction. The Chief Clerk at times acted for the Secretary of State in the Secretary's absence from Washington.

The records created by the many offices that functioned under the Chief Clerk are described in other sections of this inventory as records of those offices. The records described below consist of some of the letters sent and received by the Clerk. Other correspondence of the Chief Clerk is among the domestic and miscellaneous letters described in entries 100 and 113; and reports of the Chief Clerk are described in entry 744.

**318. PRESS COPIES OF MISCELLANEOUS LETTERS SENT BY THE CHIEF CLERK.  
1873-1906. 4.9 m, 16 ft. 153 vols.**

Arranged chronologically with an alphabetical name index in some volumes.

Press copies of letters sent to Government officials, private individuals and firms, members of Congress, and others. Some are signed by the Chief Clerk, others by Assistant or Acting Secretaries. The letters concern such subjects as Foreign Service personnel, publications of the Department, pouch service, printing, supplies, and administrative procedures. Included are some memorandums and reports to the Secretary of State on such matters as the Chinese boycott of U.S. goods, claims against foreign governments, clerks recommended for promotion, the Department's social register, and the provisions of treaties.

**319. MISCELLANEOUS CORRESPONDENCE OF THE CHIEF CLERK. 1909 and 1910. 8 cm, 3 in.**

Arranged randomly by subject and thereunder chronologically.

Letters received and copies of letters sent by the Chief Clerk concerning the passport work of the Bureau of Citizenship, installation of telephones, pouch service, tickets for admission of foreign diplomatic officers to the Senate gallery, translations, bills for printing, requests for publications, and other subjects.

**320. LETTERS SENT BY WILLIAM H. MICHAEL. Feb. 20, 1900-Apr. 30, 1901. 3 cm, 1 in. 1 vol.**

Arranged chronologically, with an alphabetical index at the front of the volume.

Press copies of personal letters sent by Michael, who was Chief Clerk from 1897-1905. Most of the letters were addressed to private individuals and relate to such matters as political affairs in his home state of Nebraska, employment applications, pensions, and property.

**321. REPORT OF THE CHIEF CLERK. Mar. 27, 1897. 1 cm, 1/2 in. 1 vol.**

A report of the Chief Clerk (with appended reports of bureau chiefs, the solicitor, the translator, and the appointment clerk) presenting a history of the establishment, personnel, organization, and operations of the Department of State.

**322. ANNUAL REPORTS OF THE CHIEF CLERK AND ADMINISTRATIVE ASSISTANT.  
1933-1936. 8 cm, 3 in. 4 vols.**

Arranged chronologically.

Typewritten copies of annual reports for the 4 fiscal years listed.

**323. REGISTER OF LETTERS RECEIVED FROM THE WHITE HOUSE. 1932-41. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

This register, probably kept in the office of the Chief Clerk, shows the name of the writer of each letter, its subject and date, and the name of the person to whom it was referred for reply.

### **Records of the Division of Commercial Affairs**

In connection with their activities in promoting trade with foreign countries, U.S. consuls have from a very early date submitted to the Department of State reports on the trade and economic affairs of their consular districts. Some of these reports have been submitted on a voluntary basis; that is, they have been prepared on the topics of the consul's own choosing and not in response to specific instructions from the Department. Reports prepared in

response to instructions and circulars of the Department are called required reports. In more recent years the reports have dealt with many aspects of economic life in the consular districts, including exports, imports, shipping, railways, resources, banking, vehicle registration, manufactures, prices, and trade restrictions. Commercial information from consular reports was compiled as early as 1826 and has been furnished to the Congress on request. From 1853 until 1903 the work of compiling statistical and other information on commercial relations of the United States was under the direction of the State Department's Superintendent of Statistics, the Statistical Bureau, Bureau of Statistics, and the Bureau of Foreign Commerce. The compilations for 1857 to 1903 were published annually as Commercial Relations of the United States, and from time to time special editions containing consular reports were published. Beginning in 1903 the responsibility for compiling and publishing commercial information from the consular reports was transferred to the Department of Commerce and Labor (later the Department of Commerce). The Department of State, however, retained responsibility for receiving, grading, critiquing, and distributing the reports to Government agencies and for compiling commercial information from the reports for its own use. Since 1903 the organizational units of the Department that have been successively responsible for these functions have been the Bureau of Trade Relations, the Foreign Service Advisers, the Consular Commercial Office, the Division of Commercial Affairs, and the Bureau of Economic Affairs. The originals of many required reports and of important voluntary reports that came to the Department during 1910-44 are in the Decimal File (entry 205). The originals of less important voluntary reports and one copy of every other report were retained by the receiving and distributing office and filed in the series of reports described below in entry 326. Consular reports on political affairs were occasionally received from areas far removed from any U.S. diplomatic post. Copies of some reports from diplomatic posts were also routed to the office of commercial reports. The records transferred to NARA consist for the most part of the papers retained after 1925. Similar files for the earlier years have been destroyed, but copies of some pre-1925 reports may be found among the consular despatches, 1789-1906 (entry 85); and after 1906 in the Numerical and Decimal Files (entries 192 and 205). Copies of many of these reports are also among the records of the Foreign Service Posts of the Department of State, Record Group 84.

**324. REGISTERS OF CONSULAR TRADE REPORTS RECEIVED. 1904-32. 16.2 m, 53 ft.**

Arranged alphabetically by post of origin (1904-26), by subject (1908-24), and by name of reporting officer (1925-32).

Card registers, in three sets, of the consular trade reports received in the Department of State showing the subject, name and location of reporting officer, dates of preparation and acknowledgment, and number and disposition of each report.

**325. REGISTER AND RATING CARDS FOR CONSULAR TRADE REPORTS. 1927-45.  
21.3 m, 70 ft.**

Arranged chronologically by year, thereunder alphabetically by name of consular post, and thereunder chronologically by date received. Cards, 8- by 14- inches, on which the following information is recorded regarding each consular trade report received by the Department of State: date prepared, title or subject of report, name of officer preparing report, and grade given the report by the Department.

**326. CONSULAR TRADE REPORTS. 1925-50. 210.6 m, 691 ft. and 680 rolls of microfilm.**

Arranged chronologically by year, thereunder alphabetically by name of consular post, and thereunder chronologically by date received.

Reports of U.S. consular officers covering many phases of economic and commercial activity in their consular districts. Included with some of the reports, 1925-31, are related papers, such as trade opportunity forms, grading slips and memorandums, annual export returns, annual reports on trade extension work, sample trade letters, and periodic shipping reports. Registers of many of these reports are described in entries 324 and 325. The trade reports for the years 1943-49 have been microfilmed, and the records, except for enclosed photographs and maps, have been destroyed. The enclosed maps are described in entry 328, and the enclosed photographs are described in entry 327.

**327. PHOTOGRAPHS ACCOMPANYING CONSULAR TRADE REPORTS. 1943-49.  
30 cm, 1 ft. 990 items.**

Arranged alphabetically by consular post.

Consular officers periodically sent home reports discussing economic and social conditions abroad. The photographs in this series were removed from consular trade reports despatched from Africa, Europe, India, and Latin America. They depict trade activities, transportation facilities, farming, living conditions, industries of all kinds, and buildings, bridges, and docks in the consular districts of London, Rio de Janeiro, Moscow, Havana, Monrovia, Rome, and other major cities. There are also two British World War II posters and several photographs of German POW's at work in Russia. The reports from which the photographs were taken are described in entry 326.

**328. MAP ENCLOSURES TO CONSULAR TRADE REPORTS. 1943-49. 200 items.**

Arranged alphabetically by name of post (Accra to Winnipeg).

Enclosures removed from the consular trade reports described in entry 326. Most of the items are maps, but several graphs and tables and a few map-illustrated textual publications are included. Among these records are air route maps of the world, Europe, Africa, and the Atlantic Ocean, and maps of foreign countries showing geology, topography, mineral deposits, mining areas, irrigated areas, electric power production and distribution systems, and transportation and communication networks.

**329. MONTHLY SHIPPING REPORTS. 1930 and 1931. 2.1 m, 7 ft.**

Arranged chronologically by year and thereunder alphabetically by name of consulate.  
An incomplete file of reports on shipping in consular districts.

**330. CONSULAR POLITICAL REPORTS. 1925-35. 15.2 m, 50 ft.**

Arranged chronologically by year, thereunder alphabetically by Foreign Service post, and thereunder chronologically.

Reports from consular officers on political developments in the countries to which they were accredited. The series also contains copies of some political reports from U.S. diplomatic missions, 1925-28; the copies were referred to the Consular Commercial Office for its information.

**331. SAMPLE TRADE LETTERS. 1900-1938. 30 cm, 1 ft.**

Arranged chronologically.

Carbon copies of some of the letters written by consular officers to private companies and individuals in the United States in reply to requests for trade information. Included are letters giving information on exports, imports, import duties, and foreign business houses - chiefly transmitting lists of firms or dealers in specified commodities.

**332. REPORTS ON COMMERCE AND INDUSTRIES. 1923-31. 30 cm, 1 ft.**

Arranged alphabetically by name of consular post and thereunder chronologically.

Quarterly and some annual reports of U.S. consuls on the commerce and industries of their consular districts. Incomplete.

**333. REPORTS ON RESULTS OF TRADE PROMOTION. 1924-28. 61 cm, 2 ft.**

Arranged by year and thereunder alphabetically by name of consular post.

Semiannual and annual reports of consular officers on the results of their work to promote trade.

**334. LETTERS COMMENTING ON DESPATCHES RECEIVED FROM CONSULS. 1928-30.  
3 cm, 1 in.**

Unarranged.

Monthly letters from the Consular Commercial Office to each reporting consulate commenting on despatches received from the consulate during the month. Each letter contains the despatch number, the subject, and comments.

## Records of the Division of Communications and Records

Maintaining and servicing the archives of the Department of State have been the responsibilities successively of the Bureau of Archives, Laws and Commissions, 1833; the Keeper of the Archives, 1834-39; the Home Bureau, 1840-45; the Clerk of Rolls and Archives, 1845-55; the Chief Clerk, 1855-73; and the Bureau of Indexes and Archives, 1873-1930. The name of the last unit was changed to Division of Communications and Records in 1931. In 1961 the management of the current records of the Department became the responsibility of the Division of Records Management.

### RECORDS OF THE BUREAU OF INDEXES AND ARCHIVES

**335. MISCELLANEOUS PAPERS CONCERNING THE BUREAU. 1894, 1895, and 1905-16. 3 cm, 1 in.**

Arranged chronologically.

Memorandums, orders, instructions, and reports relating to the organization, functions, personnel, and procedures of the Bureau of Indexes and Archives and to the record problems of the Bureau.

**336. INVENTORY OF RECORDS IN THE BUREAU. Ca. 1907. 5 cm, 2 in. 1 vol.**

Arranged in three sections: "Diplomatic Despatches," "Notes," and "Consulates." The first two of these sections are arranged alphabetically by name of country and the third is arranged alphabetically by name of consulate.

This is an inventory - volume by volume - of diplomatic despatches, notes from foreign legations, and consular despatches for the period 1789- 1906. Each entry shows the volume number and inclusive dates covered by the records in each volume.

**337. RECORD OF PACKAGES SENT TO THE BINDERY. Mar. 1, 1897-May 18, 1909. 3 cm, 1 in. 1 vol.**

Arranged chronologically by date sent.

A register showing the date each package was sent to the bindery, the title and number of the package or volume (diplomatic despatches, consular despatches, miscellaneous letters, registers, etc.), the inclusive dates of the records in the package or volume, and (occasionally) the date the package was returned from the bindery.

**338. LIST OF DOCUMENTS FOUND AFTER BINDING. N.d. 3 cm, 1 in. 1 vol.**

Arranged alphabetically by name of Foreign Service post and thereunder randomly by subject.

List of consular and diplomatic despatches, miscellaneous letters, and other papers found in the Department of State (apparently after series of related records had been bound). The list gives the series (consular despatches, diplomatic despatches, notes, miscellaneous letters, Civil War papers, and so forth) to which each document belongs, the volume in which it belongs, the date of the document, and occasionally a synopsis of its contents. Some entries show that the documents were sent to the State Department Library.

### RECORDS OF THE PEACE CONFERENCE SECTION

**339. RECORDS OF THE PEACE COMMISSION RECORDS PROJECT. 1930-37. 30 cm, 1 ft.**

Arranged randomly by subject or kind of record.

Memorandums, reports, administrative orders, instructions, and other material relating to the administration and work of this section, which was charged with the arrangement, classification, and binding of the materials that make up the Records of the American Commission to Negotiate Peace, Record Group 256. Included are some special reports, copies of treaties, a daily journal, classification manuals and instructions for indexing records, and telephone directories of the Department of State.

### **Records of the Office of Controls - Special War Problems Division**

Departmental Order 1218 of January 15, 1944, established the Special War Problems Division within the Office of Controls. The Division had a variety of duties relating to the activities and interests of Americans in foreign countries and of foreign citizens in the United States during World War II. Among these duties were responsibility for evacuation and repatriation of Americans from foreign countries; exchange of official and nonofficial American and Axis Powers Personnel, including civilian internees and prisoners of war; and participation in the inspection of prisoner-of-war and civilian internee camps.

#### **340. PHOTOGRAPHS OF REPATRIATION ACTIVITIES AND THE SS GRIPSHOLM. 1943-1944. 13 cm, 5 in. 385 items.**

Prints are arranged chronologically (September 2, 1943 to February 15, 1944); negatives are arranged numerically.

The SS Gripsholm was chartered from the Swedish-American Line by the U.S. Government in 1942 for use as a prisoner exchange vessel. In late 1943 the ship carried over 1,000 Japanese nationals to Marmagao, Portuguese India where they were exchanged for Canadian and U.S. nationals. The Gripsholm later participated in the repatriation of German nationals.

The photographs were taken by the Navy Department for the Special War Projects Division and consist of prints and negatives documenting the embarkation and debarkation of American, Canadian, Japanese, and German nationals; facilities and life aboard the Gripsholm; and the loading of American and Canadian Red Cross supplies onto the ship. There are also photographs showing the transfer of Japanese internees at Camp Kennedy, TX, a reception and holding center for enemy aliens shipped to the United States from allied South American countries.

### **Records of the Office of the Counselor and of the Chief Special Agent**

The Office of the Counselor of the Department of State was established in 1909. The duties of the Counselor embraced the study and treatment of legal and other questions referred to him. In 1916 Leland Harrison was assigned to this Office as Diplomatic Secretary, and the Department of State established liaison with the Justice, War, and Navy Departments to investigate organizations and individuals in the United States and abroad who were suspected of subversive activity. Harrison was put in charge of this kind of work for the Department of State. For the actual investigation of cases that were found to be the responsibility of the Department, the Office of the Chief Special Agent was established in 1918. In 1919 the Office of the Counselor became the Office of the Under Secretary of State, but the units in charge of intelligence and liaison work with other Government departments continued until their abolition in June 1927. Thereafter reports concerning subversive activities were routed to interested divisions of the Department. Shortly after the end of World War I the Office of the Chief Special Agent had the temporary duty to provide protection for foreign delegations and dignitaries visiting the United States. It made arrangements for transportation and hotel reservations and gave any other assistance needed to facilitate the visits.

#### **RECORDS OF THE OFFICE OF THE COUNSELOR**

##### **341. MICROFILM INDEX TO THE GENERAL RECORDS. 1916-28. 21 rolls.**

Arranged alphabetically by name or subject.

Microfilm copy (16 mm.) of an alphabetical index to names and subjects that appear in the records described in entry 343.

##### **342. LIST OF PAPERS IN THE GENERAL RECORDS. 1916-28. 61 cm, 2 ft.**

Arranged according to the decimal classification scheme used for the records themselves.

List of the papers described in entry 343 giving for each the date sent or received, name of sender or recipient, file number, and an abstract of contents.

##### **343. GENERAL RECORDS. 1916-28. 24.4 m, 80 ft.**



Arranged according to a decimal classification scheme.

Correspondence, memorandums, reports, newspaper clippings, and publications relating to the "Sisson documents" (see also entry 1120), congresses of the Communist International, revolutionary organizations and suspected subversives in foreign countries and in the United States, trade with the U.S.S.R., the activities of foreign diplomatic and consular officers, political and economic conditions in foreign countries, and the duties and personnel of the Office of the Counselor. Filed with the records are a copy of the decimal classification scheme, a list of file numbers showing the countries to which they relate, and a list of cross-references showing subjects and related file numbers. Finding aids for the papers in this file are described in entries 341 and 342.

**344. CLASSIFIED RECORDS OF THE OFFICE OF THE COUNSELOR. 1916-27. 1.5 m, 5 ft.**

Arranged sequentially in numbered folders.

Security-classified records (now declassified), consisting of correspondence, memorandums, reports, newspaper clippings, publications, and other papers concerning political and economic affairs in Latin America, German intrigues and agents in Latin America and the United States, peace moves, secret codes, and investigations of suspected subversive activities of various persons, groups, and firms. Included are photographic copies, English translations, and newspaper clippings of the "Albert Papers" published in the New York World in 1915 regarding German activities in the United States. The records described in entry 350 were once part of this file.

**345. GERMAN PROPAGANDA PHOTOGRAPHS. 1916. 5 cm, 2 in. 59 items.**

Arranged numerically.

The Office of the Counselor obtained from U.S. consulates abroad photographs the Germans used for propaganda. The photographs were designed to portray to the German public the quality of the soldiers' lives, the good relations existing between Germany and her allies, and glimpses of conquered territory and peoples. The photographic prints of propaganda releases show Montenegrin villagers, Balkan royalty, a meeting of the Kaiser with Bulgarian Tsar Ferdinand, the first train from Berlin to the Balkans (January 1916), captured British and French soldiers and materiel, a celebration in honor of the Kaiser's birthday, a German military canteen and headquarters, as well as German sailors, ships, and planes.

**RECORDS KEPT BY LELAND HARRISON**

**346. GENERAL CORRESPONDENCE. 1915-18. 91 cm, 3 ft.**

Arranged alphabetically by name of correspondent or individual discussed.

Correspondence of Leland Harrison of the Office of the Counselor with the War, Navy, Justice, and Treasury Departments, with diplomatic officers, and with persons outside the Government about the activities of suspected persons and firms in the United States and elsewhere, including Germans and German firms.

**347. LETTERS RECEIVED. 1916-18. 61 cm, 2 ft.**

Arranged alphabetically by name of country.

Letters received by Harrison from Edward Bell, First Secretary of the U.S. Embassy in London; from the Navy, War, and Justice Departments; and from other sources. The letters discuss economic and political conditions in foreign countries, German activities in those countries, and the activities of certain foreign consuls and diplomatic officers. Most of the records concern Latin American countries.

**348. CORRESPONDENCE OF HARRISON WITH EDWARD BELL. Dec. 14, 1916-July 8, 1918. 18 cm, 7 in.**

Arranged in part chronologically, in part numerically.

Original letters and reports received from Bell and copies of letters sent to him. Most of the letters and reports received transmit information or extracts of documents obtained by Bell regarding German activities, influence, firms, agents, propaganda, trade, and sympathizers in Latin America. Included are some reports on the Irish political situation, Irish organizations, Bulgarian activities in the United States, the sale of arms to Latin America by

Japan, and intelligence liaison with the British Government. With the records there is a folder list that covers most of entries 349, 350, and 352-54.

**349. CLASSIFIED CASE FILES. 1915-26. 1.8 m, 6 ft.**

Arranged according to the list that is filed with entry 348.

Correspondence, memorandums, reports, and other papers maintained by Leland Harrison as case files apart from the general file of the Office of the Counselor (entry 343). These records relate to investigations of firms and individuals, the publication of secret documents, peace moves, secret codes, alleged German spies, Japanese preparedness for war, the German- Japanese situation, German activities in the United States, German telegrams, the Zimmerman telegram to the German Embassy in Mexico, foreign intrigue in Mexico, German intrigue in the United States and Ireland, German passport frauds, and other matters that were at the time classified for security. Included are copies of intercepted German messages, 1915-17; reports on foreign activities in the United States, 1915 and 1916; miscellaneous correspondence on European shipments of merchandise to neutral countries, 1917 and 1918; and correspondence regarding the decoding of intercepted messages, 1917.

**RECORDS FROM THE LONDON EMBASSY**

**350. CLASSIFIED CASE FILES OF EDWARD BELL. 1917-19. 61 cm, 2 ft.**

Arranged in part chronologically and in part by the case file number.

Case files of correspondence, memorandums, reports, and telegrams of Edward Bell containing political information, chiefly on Latin America, as well as information on German intrigues and agents in the United States and elsewhere; suspected individuals and their activities; decoded German telegrams; and other subjects that were classified at the time. The records composing this file were at one time a part of the classified records of the Office of the Counselor described in entry 344. They are numbered 38 through 128. Included with each case file is a list of its contents. There is a partial folder list in entry 348.

**351. READING FILE OF LETTERS SENT BY THE U.S. EMBASSY IN LONDON. 1924-1928. 13 cm, 5 in. 3 vols.**

Arranged in reverse chronological order.

Copies of letters sent by Boylston A. Beal and Ray Atherton of the U.S. Embassy in London to the Office of the Counselor. The letters report or transmit information about suspected persons traveling to the United States, the activities of revolutionary organizations in the United Kingdom, anti-American organizations and their members, and related subjects.

**RECORDS OF THE CHIEF SPECIAL AGENT**

**352. GENERAL CORRESPONDENCE. 1918-20. 25 cm, 10 in.**

Arranged alphabetically by name of correspondent.

Correspondence of J.M. Nye, Chief Special Agent of the Department, with special agents of the Department, private individuals, and organizations. The correspondence includes requests for information, passports, mail service, accounts, records, checks, and travel. There is a partial folder list in entry 348.

**353. CORRESPONDENCE WITH SPECIAL AGENTS. 1918-21. 25 cm, 10 in.**

Arranged for the most part alphabetically by name of special agent; some of the correspondence is filed under "Commissions" and "Instructions."

Correspondence of Chief Special Agent J.M. Nye and his successor, R.C. Bannerman, with special agents of the Department regarding their commissions, accounts, reports, and investigative activities. There is a partial folder list in entry 348.

**354. CORRESPONDENCE CONCERNING VISITS OF FOREIGN DIGNITARIES. 1918-27. 91 cm, 3 ft.**

Arranged for the most part alphabetically by name of country, but in part alphabetically by name of conference and thereunder alphabetically by name of country.

Correspondence of the Chief Special Agent with special agents of the Department regarding their assignments to provide services or protection to visiting heads of states, members of foreign missions, foreign delegates to international conferences, and other foreign officials. Included are records concerning the visits of Prince Arthur of Connaught, 1918; Prince and Princess Asaka of Japan, 1925; the Austrian Prime Minister, 1927; the President of Brazil, 1919; the Prince of Wales, 1924; and Queen Marie of Rumania, 1926. There is a folder list in entry 348.

### **Records of the Division of Defense Materials**

The Division of Defense Materials was established on October 8, 1941, by Departmental Order 977 of October 7. A part of the Board of Economic Operations, it was under the general supervision of Assistant Secretary of State Dean Acheson and worked closely with the Office of the Adviser on International Economic Affairs. The purpose of the Division was to work with other agencies and other governments, especially the British, to ensure the supply of raw materials needed in the war effort. This involved collection of data, preparation of studies and reports, preclusive buying, stockpiling, and the regulation of shipping and distribution. The records of the Division are those created or accumulated in the execution of these functions. Departmental Order 1190 of August 27, 1943, abolished the Division. Its functions were transferred to the War Commodities Division and the Blockade and Supply Division of the Office of Foreign Economic Coordination. Included in the records are some documents that predate or postdate the existence of the Division but relate to the same topics.

#### **355. RECORDS RELATING TO INDIVIDUAL COMMODITIES. 1941-45. 2.1 m, 7 ft.**

Arranged by categories (drugs and chemicals, fats and oils, fertilizers, fibers, food, rubber, forest products, and metals and minerals) and thereunder randomly by individual commodity, country, or subject. Correspondence, memorandums, reports, and miscellaneous records relating to the attempts to procure and utilize vital raw materials for the war effort. Includes correspondence with other agencies, other governments, and private companies, as well as intradepartmental memorandums. There is a copy of a study entitled "Strategic Materials Record" at the end of the commodity folders.

#### **356. RECORDS RELATING TO SHIPPING. 1941-45. 13 cm, 5 in.**

Arranged alphabetically by subject and thereunder by geographical area.

Correspondence, memorandums, reports, and miscellaneous materials relating to the shipping of raw materials considered to be vital to the war effort. Includes correspondence with other agencies and other governments.

#### **357. RECORDS RELATING TO OVERALL TRADE RELATIONS. 1941-46. 61 cm, 2 ft.**

Arranged alphabetically by name of country or geographical area and thereunder, in some cases, alphabetically by subject.

Correspondence, memorandums, telegrams, reports, and miscellaneous materials relating to overall trade relations - not just strategic materials - during World War II. Includes records relating to such things as trade agreements, financial relations, and trading with the enemy. There is correspondence with other agencies, other governments, and private firms, as well as intradepartmental correspondence.

#### **358. RECORDS RELATING TO PARTICIPATION ON INTERAGENCY AND INTERGOVERNMENTAL COMMITTEES. 1941-45. 13 cm, 5 in.**

Arranged alphabetically by name of committee.

Correspondence, memorandums, reports, and miscellaneous materials relating to participation on various committees and boards involved in coordinating supplies for the war effort. Includes correspondence with or relating to the Board of Economic Warfare and the Foreign Economic Administration, the Combined Agency for Middle East Supplies, the Combined Raw Materials Board, the United Kingdom Commercial Company and the United States Commercial Company, the Cross Trade Committee (Iberian Peninsula- North Africa), the Iberian Peninsula Operating Committee, and the Middle East Supply Center Committee.

**359. MISCELLANEOUS RECORDS. 1939-46. 25 cm, 10 in.**

Arranged randomly by subject.

Correspondence, memorandums, reports, studies, and miscellaneous materials relating to various wartime economic problems. Included are folders on the lend-lease program, relief and rehabilitation in war areas, and other postwar plans. There is correspondence with other agencies, other governments, and private institutions, as well as intradepartmental correspondence.

**Records of the Office of Departmental Administration, 1944-47.**

The Office of Departmental Administration was established on January 15, 1944, by Departmental Order 1218. The Office was created to handle matters pertaining to Department of State administration and organization, including budget development and fiscal management, personnel, communications and records, geographic and cartographic research, protocol, administrative aspects of international conferences, and liaison with other administrative agencies of the U.S. Government.

During the next several years, various administrative changes occurred. By June 1947 the specified mission of the Office was to develop and implement policies to improve the management of the Department, except those concerning organization, security, the budget, and fiscal matters.

**RECORDS OF THE DIVISION OF INTERNATIONAL CONFERENCES, 1944-47**

The Division of International Conferences, under the Office of Departmental Administration, was established on January 15, 1944, by Departmental Order 1218. The Division had the responsibilities of planning and administering arrangements for U.S. participation in international organizations, conferences, and expositions at home and abroad; fulfilling U.S. obligations with regard to membership in and expenditures for international treaty commissions and other official institutions; collaborating in executing agreements and resolutions of international meetings; supervising appropriations for conference activities; and being a liaison, within the scope of its functions, with permanent international organizations.

On March 3, 1947, the purpose of the Division was redefined to provide for the effective planning and conducting of international conferences for which the United States was host and to provide an efficient mechanism by which U.S. participation at international conferences, U.S. membership on international commissions, and U.S. representation at international expositions could be effected. To carry out this mandate, the Division was organized into three branches: the first handled the technical aspects of U.S. participation in international conferences, the second dealt with international expositions, and the third exercised administrative control over personnel and fiscal matters.

**359.1. RECORDS RELATING TO THE SAN FRANCISCO CONFERENCE. 1944-46. 52 cm, 1 ft.**

Arranged alphabetically by subject and thereunder chronologically.

Correspondence, memorandums, lists, photographs, press releases, Government publications, and telegrams dealing with the preparations for the San Francisco Conference, 1945. This is primarily an administrative file concerned with such matters as the arrival and departure schedules of foreign delegations, the credentials of individual delegates, hotel and transportation facilities in the San Francisco vicinity, personnel, the press, and security measures. Also included are detailed plans for the signing and printing of the U.N. Charter and reports that describe the activities and accomplishments of specific U.S. Government groups attending the Conference.

**359.2. RECORDS RELATING TO THE U.N. PREPARATORY COMMISSION.**

**June 18, 1945-Apr. 18, 1946. 7 cm, 2 in.**

Arranged by subject and thereunder chronologically.

Correspondence, memorandums, lists, press releases, and telegrams relating to the meeting of the U.N. Preparatory Commission held in London in August 1946. The records pertain primarily to the composition of the U.S. delegation and the credentials of all U.S. and foreign representatives to the Commission.

**359.3. RECORDS RELATING TO THE U.N. SITE INSPECTION COMMITTEE.****Oct. 1, 1945-Apr. 10, 1947. 6 cm, 2 in.**

Arranged chronologically.

Correspondence, memorandums, press releases, radio bulletins, and telegrams concerning the work of the U.N. Site Inspection Committees and negotiations between the United States and the U.N. regarding the location of the permanent headquarters of the organization in this country. Included are records describing the role of the Division of International Conferences in the planning of the January 1946 visit of the Site Inspection Committee to Washington, DC, and New York.

**Records of U.S. Government Despatch Agents**

In the early period of the Republic, instructions from the Department of State to diplomatic and consular officers abroad and their replies to the Department were sent through various shipping houses in New York and through the postmaster and collector of customs of that city. This procedure eventually proved unsatisfactory. On November 18, 1830, William B. Taylor was appointed the first U.S. Despatch Agent at New York, with the duties of transmitting instructions abroad by sending them on the fastest ships and of receiving despatches from abroad and sending them to the Department of State. From time to time the duties of despatch agents were enlarged. The agents assisted in booking passage for Foreign Service officers and their families, in receiving important foreign dignitaries, in extending import courtesies to foreign countries for articles to be displayed at international exhibitions in the United States, in forwarding mail to U.S. naval vessels, in executing passport applications, and in administering oaths. Despatch agencies were opened also at Boston and San Francisco.

Despatch agencies were also established at certain Foreign Service posts. The earliest was established at London in 1817, where the agent received the despatches from diplomatic and consular posts in Europe and transmitted them on the fastest ships to the United States. Agencies were also operated at Bremen, Hamburg, Le Havre, and Liverpool.

The records described in entries 360-362 were maintained at the U.S. Despatch Agency at New York. Records relating to this agency and to others are described in entries 297 and 284-286. Instructions to agents and their replies are among the domestic and miscellaneous letters prior to 1906 (entries 100 and 113); and after 1906 in the Numerical and Decimal Files (entries 192 and 205).

**360. PAPERS OF ISAAC P. ROOSA. 1864-1928. 10 cm, 4 in. 2 vols.**

Arranged in rough chronological order.

Letters, 1892-1928, received by Isaac P. Roosa, U.S. Despatch Agent in New York, 1890-1930. The letters are from various sources, such as the despatch agent in London, diplomatic and consular officials, the Department of State, and private citizens, usually asking for Roosa's help in arranging passage or transmitting goods, thanking him for his services, or answering his requests for autographs. Also included are newspaper clippings and letters, 1864-79, received by Col. Frank E. Howe, who served as a special agent for the Treasury Department in New York, 1869-76. Roosa apparently acquired these letters to add to his autograph collection.

**361. RECORDS CONCERNING THE FORWARDING OF MAIL TO U.S. NAVAL VESSELS.****1898-1899. 5 cm, 2 in. 1 vol.**

Arranged in reverse chronological order.

Letters and telegrams received by Isaac P. Roosa from commanders of U.S. naval vessels and from the Bureau of Navigation informing the agent of the location of certain vessels and of the procedure for forwarding mail to them. Also included are lists of U.S. naval vessels and their locations. The letters, telegrams, and lists are interfiled.

**362. RECORDS RELATING TO CUBAN RELIEF. 1898 and 1899. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

Letters and telegrams, largely from the Central Cuban Relief Committee, the State Department, the American National Red Cross, and U.S. consuls in Cuba, to Isaac P. Roosa, who was instructed by the Department to help the Central Cuban Relief Committee (appointed by the President of the United States) in purchasing supplies and providing for their shipment to Cuba. Some of the communications relate to the kinds of supplies needed, condition

of the poor in Cuba, problems encountered with Spanish customs officials, difficulties in transporting supplies inland from the ports, and methods of distributing supplies. Also included are copies of a few letters sent by Roosa to the American National Red Cross and the final report of the Central Cuban Relief Committee to the Secretary of State.

### **Records of the Office of the Economic Adviser**

The Office of the Economic Adviser was established in the Department of State by order of the Secretary on December 21, 1921. The Office assumed certain functions that during 1903-21 had been successively the responsibility of the Bureau of Trade Relations, the Office of Foreign Trade Advisers, the Office of the Foreign Trade Adviser, the Adviser on Commercial Treaties, and (again) the Office of the Foreign Trade Adviser. Before March 1921 most of the Department's economic reporting, planning, and drafting was centralized in this Office, which included 12 regional specialists. After March 1921 the economic work of the Department was reorganized and most of the regional economists were distributed among the geographical divisions of the Department. The main functions of the reorganized Office were to unify and coordinate the handling of economic questions in the Department; to advise on economic foreign policy; to establish and maintain liaison on economic subjects with other departments of the Government, especially through representation on an interdepartmental Economic Liaison Committee; and to draft correspondence on economic questions of broad, technical, and nonregional natures.

**363. MEMORANDUMS ON THE HISTORY AND ORGANIZATION OF THE OFFICE. 1911-29. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Memorandums on the history, organization, and functions of the Office of the Economic Adviser and predecessor offices.

**364. RECORDS CONCERNING THE ECONOMIC LIAISON COMMITTEE. 1919-26. 30 cm, 1 ft.**

Arranged in part chronologically and in part unarranged.

Correspondence, memorandums, reports, minutes of meetings, directories, and other papers of the State Department's representative on the Economic Liaison Committee. This committee was organized in March 1919, under the auspices of the Department of State, to bring about cooperation among the Government departments and independent agencies in their investigations of the foreign economic relations of the United States. Specifically, it assisted the Department of State in obtaining economic information and advice from other Government agencies, and it served as an informal medium to prevent duplication of effort and to speed up the handling of questions calling for interdepartmental consultation. In 1922 the Committee was comprised of representatives of 16 departments, commissions, and boards. Included with the records are lists of their contents.

**365. ECONOMIC REPORTS. 1919 and 1920. 3 cm, 1 in.**

Arranged alphabetically by name of country.

Reports of the Economic Intelligence Section of the Office of the Foreign Trade Adviser on foreign commercial aviation and air service, economic resources and conditions, trade concessions, and trade treaties.

**366. STUDY ENTITLED "THE BRITISH RUBBER RESTRICTION." 1928. 1 cm, 1/2 in.**

This is a study of causes leading to the British restriction, 1922- 28, on the export of crude rubber, particularly from Malaya and Ceylon.

### **Records of the Assistant Secretary of State for Economic Affairs**

Departmental Order 1301 of December 20, 1944, established the Office of the Assistant Secretary of State for Economic Affairs. The Assistant Secretary was Chairman of the Executive Committee on Economic Foreign Policy and had jurisdiction over the Office of Economic Affairs, the Office of Wartime Economic Affairs, and the Office of Transportation and Communications. William L. Clayton held the position of Assistant Secretary in

1944-46. In addition, he held the office of Under Secretary of State for Economic Affairs from 1946 until the position was abolished in 1947. Willard L. Thorp was appointed Deputy to the Assistant Secretary on June 26, 1945, and became Assistant Secretary on November 15, 1945. He served until 1953. The records described below are the office files of Clayton and Thorp.

**367. LETTERS SENT. 1944-50. 91 cm, 3 ft.**

Arranged chronologically.

Copies of letters sent by William L. Clayton and Willard L. Thorp relating to various aspects of economic foreign policy.

**368. SUBJECT FILE. 1944-47. 61 cm, 2 ft.**

Arranged alphabetically by subject.

Correspondence, memorandums, notes, and reports relating to various aspects of economic foreign policy and international economic affairs.

**369. MISCELLANEOUS CORRESPONDENCE. 1947 and 1948. 30 cm, 1 ft.**

Arranged alphabetically by name of correspondent.

Correspondence, memorandums, notes, and reports relating to various aspects of economic foreign policy.

### **Records of the Office of Economic Security Policy, 1945-47**

The Office of Economic Security Policy was established in October 1945. Its mission was to initiate, formulate, and coordinate State Department policies and activities aimed at economic security and at economic aspects of the occupation of Germany, Austria, Japan, and Korea. German and Japanese reparations negotiations were specifically charged to this office in 1946. The office absorbed the Division of Economic Security Controls, the Office of the Advisor on German Economic Affairs, and the Office of the Advisor on Far Eastern Economic Affairs. The reparations, industrial, and financial responsibilities of the Division of Financial Affairs and the Division of Foreign Economic Development pertaining to the prospective peace treaties involving Germany, Austria, Japan, and Korea were transferred to this office when those divisions were abolished in 1946.

The three units of the Office of Economic Security Policy -- the Division of Economic Security Controls, the Division of German and Austrian Economic Affairs, and the Division of Japanese and Korean Economic Affairs -- were ordered to cooperate in fulfilling the Safehaven program of tracing and stopping the flow of enemy assets into neutral countries. The office administered Safehaven missions until March 1947.

The Office of Economic Security Policy was abolished in July 1947. Its functions, personnel, and records were transferred to the Office of Financial and Development Policy.

### **Records of the Division of Economic Security Controls, 1945-1947**

The Division of Economic Security Controls was established in March 1945. It assumed the functions of the former Division of World Trade Intelligence, such as responsibility for American controls over foreign funds and properties mandated by Executive Order 8389 (The Proclaimed List of Certain Blocked Nationals). The new division was responsible for preventing concealment or flight of enemy assets and looted property and for providing for the continued protection of allied patents and copyrights. Concern over the disposition of enemy assets resulted in the Safehaven program.

The Safehaven program began with the joint declaration of February 22, 1944, in which the United States, Great Britain, and the Soviet Union declared their intention to oppose all attempts to secrete enemy assets and looted art treasures in neutral countries. Allied foreign service personnel accredited to such countries were instructed to identify Axis assets and report on enemy individuals and their actions. This declaration was reaffirmed by Resolution VI of the Bretton Woods Conference.

The Division of Economic Security Controls was administered by the Office of Financial and Development Policy until October 1945, when it was placed under the Office of Economic Security Policy. The Safehaven program having been completed, the functions and personnel of the division were returned to the Office of Financial

and Development Policy in July 1947 and assigned to the newly-established Division of Occupied Areas Economic Affairs.

**369.1 SAFEHAVEN COUNTRY FILE. 1945-1947. 24 cm, 9 in.**

Arranged alphabetically by country, thereunder chronologically.

The records consist of copies of correspondence, lists, and memorandums relating to Safehaven programs and policies in the country in question.

**369.2 SAFEHAVEN SUBJECT FILE. 1945-1947. 13 cm, 5 in.**

Arranged alphabetically by subject, thereunder chronologically.

The records consist of copies of correspondence and memorandums relating to the Safehaven program.

### **Records of the Bureau of Educational and Cultural Affairs**

#### **RECORDS OF THE U.S. ADVISORY COMMISSION ON INTERNATIONAL EDUCATIONAL AND CULTURAL AFFAIRS**

The United States Advisory Commission on International Educational and Cultural Affairs was established to replace the United States Advisory Commission on Educational Exchange in accordance with the provisions of the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256; 75 Stat. 527-38). The Commission was to formulate and recommend to the President policies for exercising his authority under this Act, and to appraise the effectiveness of programs carried out pursuant to it. The Commission held 93 meetings over the years 1962-78, as well as several joint meetings with other educational and cultural bodies. Originally under the auspices of the Department of State's Bureau of Educational and Cultural Affairs, the Commission was consolidated into the USICA by Reorganization Plan No. 2 of 1977, which also provided for the merger of the Commission and the U.S. Advisory Commission on Information into the U.S. Advisory Commission on Public Diplomacy, which may be considered its successor organization.

**369.3. TRANSCRIPT OF MEETINGS OF THE U.S. ADVISORY COMMISSION ON INTERNATIONAL EDUCATIONAL AND CULTURAL AFFAIRS. 1962-1978. 17 cm, 6 in.**

Arranged chronologically by date of meeting. Transcripts of Commission meetings 1-93 and of joint meetings with other educational and cultural bodies. Note that transcripts of Commission meetings 30, 31, 43, 46, 55-56, 61-69, 75, 77, 81, and 88 are missing. Transcripts of joint meetings are as follows: (1) U.S. Advisory Commission on Educational Exchange (predecessor organization) and the U.S. Advisory Committee on the Arts, February 28, 1961; (2) U.S. Advisory Commission on Educational Exchange, U.S. Advisory Commission on the Arts, and the Board of Foreign Scholarships, February 28, 1961; (3) the Commission and the Interagency Council on International Educational Affairs, February 4 and March 29, 1966; (4) the Commission, the Board of Foreign Scholarships, and the Commission on International Education of the American Council on Education, September 12, 1969; (5) the Commission and the Board of Foreign Scholarships Executive and Planning Committee, April 19, 1976; and (6) the Commission and the Government Advisory Committee on International Book and Library Programs, February 17, 1977.

These verbatim transcripts are primarily a record of discussions relating to the activities and responsibilities of the Commission, including academic and cultural exchange programs. Among those present at Commission meetings were Edward R. Murrow and Congressmen Wayne Hayes and Dante B. Fascell. Projects discussed included the Center for East-West Relations in Hawaii and a proposed Western Hemisphere Cultural Center in Florida. All meetings were held in the Department of State. The Staff Director of the Commission was James A. Donovan.

### **Records of the Office of European Affairs**

The Office of European Affairs was preceded by several offices concerned with relations with various parts of Europe. The Division of Western European Affairs was established in 1909. A Russian Section was established in



1917 in the Division of Near Eastern Affairs, but it was replaced in 1919 by a Division of Russian Affairs that became the Division of Eastern European Affairs in 1922. The Western and Eastern European Affairs Divisions were combined into the Division of European Affairs in 1937. The Division became an Office in 1944, with geographical subdivisions under it. In 1949 the Office became a bureau and the geographical subdivisions became Offices.

### **RECORDS OF THE DIVISION OF EASTERN EUROPEAN AFFAIRS**

In 1919 the Department of State established the Division of Russian Affairs for the general supervision of matters pertaining to Russia. This had previously been the responsibility of the Russian Section of the Division of Near Eastern Affairs. The Division of Russian Affairs was changed to the Division of Eastern European Affairs by Departmental Order No. 269 of October 10, 1922. It continued to deal with Russian affairs and was assigned also the responsibility to supervise diplomatic, consular, political, and economic relations with Estonia, Finland, Latvia, Lithuania, and Poland. In 1937 the Divisions of Eastern and Western European Affairs were consolidated into one Division of European Affairs. Departmental Order No. 1218 of January 15, 1944, raised that Division to an Office and provided within it once more a Division of Eastern European Affairs. This Division continued to supervise matters relating to the U.S.S.R., Poland, and other Eastern European countries. The records described below consist only of files relating to the U.S.S.R.

#### **370. GENERAL RECORDS. 1917-40. 61 cm, 2 ft.**

Arranged randomly by subject.

Correspondence, reports, memorandums, a few maps, and some articles concerning internal political and economic conditions in the U.S.S.R. and relations of the Soviet Union with the United States and other countries.

#### **371. POLICY BOOKS. 1918-32. 30 cm, 1 ft.**

Arranged chronologically in seven binders.

Copies of memorandums, telegrams, instructions, press releases, and published materials documenting U.S. official policy toward the U.S.S.R. A subject index is included.

#### **372. STAFF STUDIES, MEMORANDUMS, AND DESPATCHES. 1917-41. 1.5 m, 5 ft.**

Arranged randomly by subject in binders.

Staff studies, memorandums, and despatches on subjects relating to Russia, including commerce and industry, trade agreements and commercial treaties, consular treaties, interference by Soviet representatives in the internal affairs of other countries, Soviet military policy, patent law and practice, and the attitude of the U.S.S.R. toward its foreign obligations.

#### **373. COPIES OF DESPATCHES. 1923-36. 30 cm, 1 ft.**

Arranged randomly by subject.

Copies of despatches, chiefly from the U.S. Legation at Riga, reporting on economic and political developments in Russia.

#### **373.1. CORRESPONDENCE RELATING TO THE SOVIET UNION. 1920-33. 72 cm, 2 ft.**

Arranged by subject and thereunder chronologically in 19 spring binders numbered 2-20. A table of contents and an alphabetically arranged index for the series are in binder number 2.

Included are copies of letters sent (usually showing the State Department decimal filing designation), incoming correspondence, and memorandums exchanged with other Department units, Federal agencies, Members of Congress, businesses, organizations, and private individuals regarding diplomatic relations and representation; Soviet organizations, officials, and nationals in the United States; U.S. citizens in the U.S.S.R.; commercial and financial relations; Communist propaganda; Soviet governmental organization, policies, and laws; and historical information. A few pieces of correspondence are dated as late as 1936.

**373.2. SOVIET PRECEDENT FILE. 1933-38. 51 cm, 1 ft.**

Arranged by subject and thereunder chronologically in nine spring binders labeled 1-8 and "Current Correspondence, U.S.S.R."

This is essentially a continuation of entry 373.1 under a different subject filing system. Included are carbon and true copies of letters sent (usually showing the State Department decimal filing designation), incoming correspondence, and memorandums exchanged with other Department units, Federal agencies, businesses, organizations, and private individuals regarding claims against the Soviet government; U.S. - U.S.S.R. cultural and political relations, U.S.-U.S.S.R. commercial relations (imports, exports, tariffs, regulations, and financing), U.S. citizens in the U.S.S.R., Communist propaganda, and Soviet laws and regulations. A few pieces of correspondence are dated as early as 1917.

**373.3. SOVIET IMPORTS FILE. 1932-36. 4 cm, 1 in.**

Arranged chronologically.

Copies of letters, memorandums, printed diplomatic serials (numbered), published decisions of various courts and of the Department of the Treasury, newspaper clippings, and other records regarding Soviet imports into the United States.

**373.4. BALTIC STATES PRECEDENT FILES. 1926-41. 4 cm, 1 in.**

Arranged by subject in five spring binders: binder titled "Precedent Letters, Baltic States" is arranged by country (Poland, Lithuania, Latvia, Estonia), thereunder by subject code, and thereunder chronologically; binders titled "Baltic Precedent Books," numbered 1-4, are arranged by subject.

Included are copies of letters sent (usually showing the State Department decimal filing designation), incoming correspondence, and memorandums exchanged with other Department units, U.S. Embassies, Federal agencies, businesses, organizations, and private individuals regarding trade (imports, exports, tariff duties, loans), seizure of U.S. property and arrest and detention of U.S. citizens in the Baltic States, assistance rendered to U.S. businesses and citizens in the Baltic States, foreign laws, and foreign bond issues in the U.S.

**373.5. EASTERN EUROPE SUBJECT FILES. Mar. 20, 1926-Dec. 9, 1933. 5 cm, 2 in.**

Arranged alphabetically by name of State in one binder. Copies of memorandums, letters, despatches, lists, statistical compilations, and excerpts from foreign publications dealing with the political organization, economic composition, and American interests in the area of jurisdiction of the Eastern European Division. Included are documents relating to the Free City of Danzig, Estonia, Finland, Latvia, Lithuania, Poland, and the U.S.S.R.

**373.6. RECORDS CONCERNING THE POSSIBILITY OF ESTABLISHING DIPLOMATIC RELATIONS WITH THE SOVIET UNION. Feb. 28, 1933-Aug. 14, 1934. 4 cm, 1 in.**

Arranged chronologically.

Memorandums and letters from State Department officers, including the Economic Advisor, the Legal Advisor, Counsellor of the London Embassy, and others, concerning the problems and implications of recognition of the Soviet Union by the United States. There are also two letters from prominent private citizens giving their opinions on the matter and draft copies of statements and agreements concerning recognition. Some of the letters and memorandums deal with clarification of financial aspects of the understanding of November 16, 1933, normalizing relations between the United States and the Soviet Union.

**373.7. RECORDS DOCUMENTING THE ESTABLISHMENT OF DIPLOMATIC RELATIONS WITH THE SOVIET UNION. Aug. 25, 1933-Dec. 23, 1935. 4 cm, 1 in.**

Arranged chronologically.

Copies of the notes exchanged between President Franklin D. Roosevelt and Maxim Litvinoff, Soviet Foreign Minister, normalizing relations between the United States and the Soviet Union, November 16, 1933. Subjects mentioned in these notes include propaganda, religious liberty, the rights of Americans in the U.S.S.R., consular conventions, legal protection, economic espionage, litigation, and military claims arising from the Siberian

intervention. There is also a joint statement on claims and indebtedness. Two letters dated February 8 and 12, 1934, from the Soviet Ambassador in Washington to the U.S. Ambassador in Moscow concern lease of land for the U.S. Embassy. Finally, a letter dated August 25, 1933, transferred all U.S. property and claims belonging to the Imperial Russian and Provisional Russian Governments to the U.S. Government. This letter was signed by Serge Ughet, Russian Financial Attache and Property Custodian.

**373.8. RECORDS RELATING TO W. AVERELL HARRIMAN'S MISSION TO MOSCOW.**

**Aug. 15, 1941-Dec. 3, 1941. 5 cm, 2 in.**

Arranged chronologically.

Copies of telegrams, memorandums, and letters relating to the Special Mission to the U.S.S.R. of W. Averell Harriman, Special Representative of the President, during September 1941. Harriman headed the U.S. delegation to the Anglo-American-Soviet Three Power Conference on material aid for the U.S.S.R. Press releases, summaries, and clippings are also included. There is one telegram dated May 16, 1917, listing the members of a Special Diplomatic Mission to the Russian Government led by Ambassador Extraordinary Elihu Root. There is also a memorandum of a conversation between Harriman and Ray Atherton, Acting Chief of the Division of European Affairs, January 22, 1942, in which Harriman presented his views on joint U.S., British, and Soviet policy; the future course of the war; and the character of Joseph Stalin.

**RECORDS OF JOHN D. HICKERSON AND H. FREEMAN MATTHEWS**

These records were maintained primarily by John D. Hickerson and H. Freeman Matthews during their tenure in the Office of European Affairs and the organizational units that preceded it. Hickerson was Assistant Chief of the Division of Western European Affairs from 1931 until 1937, when he became Assistant Chief of the Division of European Affairs. With the reorganization of January 1944, he became Chief of the Division of British Commonwealth Affairs under the new Office of European Affairs. In December 1944 he became Deputy Director of that Office and held the position until he succeeded Matthews as Director in 1947. Matthews, a Foreign Service officer, became Chief of the Division of European Affairs in August 1943. In January 1944 he became Deputy Director of the Office of European Affairs under James C. Dunn. Matthews succeeded Dunn in December 1944 and was in turn succeeded by Hickerson in August 1947.

**374. CORRESPONDENCE OF JOHN D. HICKERSON. 1934-47. 30 cm, 1 ft.**

Arranged alphabetically by name of correspondent and thereunder chronologically.

Copies of letters sent, letters received, and occasional drafts of letters sent. Includes correspondence of Hickerson with various colleagues and associates of an official, semiofficial, and private nature.

**375. MEMORANDUMS OF JOHN D. HICKERSON. 1936-47. 30 cm, 1 ft.**

Arranged chronologically.

Carbon copies of memorandums sent, memorandums of conversations, and memorandums for the file.

**376. MISCELLANEOUS SUBJECT FILE OF JOHN D. HICKERSON. 1937-47. 15 cm, 6 in.**

Arranged randomly by subject.

Memorandums, correspondence, reports, and miscellaneous materials. Included are records relating to the meetings of the Council of Foreign Ministers and to United States-Canadian relations. There is also a category of personal correspondence.

**377. CORRESPONDENCE OF H. FREEMAN MATTHEWS. 1943-47. 3 cm, 1 in.**

Arranged alphabetically by name of correspondent.

Copies of letters sent and letters received by Matthews. Includes official, semiofficial, and private correspondence.

**378. MEMORANDUMS OF H. FREEMAN MATTHEWS. 1943-47. 10 cm, 4 in.**

Arranged by kind of memorandum and thereunder chronologically.

Carbon copies of memorandums for the Secretary and the President, memorandums of conversations, and miscellaneous memorandums.

**379. MISCELLANEOUS RECORDS OF H. FREEMAN MATTHEWS. 1942-47. 3 cm, 1 in.**

Arranged by kind of record.

Telegrams, aides memoire, invitations, reports, drafts, a copy of Matthews' diary of the mission to London in 1944, and miscellaneous materials.

**380. REFERENCE SUBJECT FILES. 1940-47. 61 cm, 2 ft.**

Arranged alphabetically by subject.

Letters, telegrams, memorandums, reports, studies, and miscellaneous materials relating to all phases of the work of the Office of European Affairs and its predecessors. Includes records maintained for reference by Dunn and Matthews as Directors of the Office, as well as records of Hickerson as Assistant Chief and Deputy Director. In addition there are records maintained by Hickerson as Chief of the Division of British Commonwealth Affairs. The subject folders include country files for the various countries within the broad scope of European affairs.

**RECORDS RELATING TO ITALY**

The records described below were maintained primarily by the Division of Western European Affairs and continued by the Office of Western European Affairs following the 1949 change of status.

**381. RECORDS RELATING TO ITALY. 1943-51. 1.2 m, 4 ft.**

Arranged alphabetically by subject (1943-49) and by a numerical filing system (1950 and 1951).

Reports, memorandums, telegrams, correspondence, and statistical information relating to Italy.

**RECORDS OF THE DIVISION OF CENTRAL EUROPEAN AFFAIRS**

The Division of Central European Affairs was formed in January 1944 to handle U.S. relations with Germany, Austria, and Czechoslovakia. As part of the Office of European Affairs, the Division consisted of a German Branch and an Austrian-Czechoslovakian Branch. The mission of the Central European Affairs Division was to direct the day-to-day conduct of relations with these countries. In order to fulfill its assignment, the Division prepared and received studies, evaluated information, tried to anticipate major problems, coordinated U.S. policy with other agencies, and worked with Allied and Occupation authorities.

**381.1. GENERAL RECORDS. 1944-53. 13 cm, 5 in.**

Arranged chronologically, with some subject folders interspersed.

These records include memorandums, correspondence, memorandums of conversations, studies, and miscellaneous reports. The bulk of this material is in chronological order and deals primarily with the occupation of Germany, problems of Austria, and relations of the Allies. Some administrative and personal material is also included.

**381.2. SUBJECT FILES. 1944-49. 65 cm, 2 ft.**

Arranged in a modified State Department decimal file system using G.\*\*\*numbers; primarily chronological within each folder.

The files, numbered from G.400 through G.800's, contain memorandums, correspondence, and reports on international relations, inter-Allied conferences, reparations, prisoners of war, war criminals, politics, relief, displaced persons, economic questions, currency, finance, industry, communications, and territorial problems in the Rhineland, Ruhr, and Saar regions. The Brewster H. Morris reports concerning Communism in Germany in 1945-46 are filed under G.800 and occupy several folders.

**381.3. OCCUPATION STATUTES. 1951. 13 cm, 5 in.**

Arranged by subject.

Copies of statutes prepared by the Office of the High Commissioner for Germany (HICOG) in 1951. Each folder also contains suggestions and proposals by various countries and conclusions with summaries of their final positions on each issue. Many of the documents outline the proposed relationships between the newly formed West German government and the Allied powers.

**Records of the Board of Examiners**

Examinations for clerkships in the Department of State were held as early as 1853, and for clerkships in U.S. consulates as early as 1864. The Secretary of State usually appointed a Board of Examiners to conduct such examinations and report to him its evaluation of the applicants' qualifications for those positions. A departmental order of 1866 and Executive orders of April 16, 1872, March 14, 1873, and September 20, 1895, required that all applicants for consular positions pass examinations before appointment. These orders, however, were eventually forgotten or were entirely ignored.

An act approved April 5, 1906 (34 Stat. 99), reorganized the consular service and classified and graded its offices. On June 27, 1906, President Theodore Roosevelt issued an Executive order to regulate consular appointments and promotions. The order required that all initial appointments as consul, with certain exceptions, must be made to one of the two lowest classes of consulates and made only after the appointee had passed a prescribed examination before the Board of Examiners (three officials of the Department and the Chief Examiner of the Civil Service Commission). The first consular examination in accordance with this order was held in March 1907, and since then examinations have been held whenever the eligible list has needed replenishing.

The application of civil service criteria to the diplomatic service began with President Theodore Roosevelt's Executive order of November 10, 1905, which provided that appointment as secretary in the diplomatic service should be made either by transfer or promotion from some branch of the Foreign Service or by the passing of an examination. President William Howard Taft's Executive order of November 26, 1909, laid down regulations to cover not only initial appointments but also promotions in the service. His order prescribed an entrance examination, the keeping of efficiency records, rules for transfers and reinstatements, and the establishment of a permanent Board of Examiners. As far as practicable, appointments were to be allocated so that each State and Territory might receive its share. These reforms were embodied in an act of February 5, 1915 (38 Stat. 805). Other reforms were included in an act of May 24, 1924 (43 Stat. 140) that combined the diplomatic and consular services in one Foreign Service. President Calvin Coolidge's Executive order of June 7, 1924, carrying out provisions of the act of May 24, established a Board of Examiners for the Foreign Service to formulate rules for the examination of candidates and specified that appointments should be made from eligible lists of those who had passed examinations. More recent acts have further reinforced the career and merit system in the Foreign Service.

The general records of the Board are described below first, followed by the records concerning diplomatic, consular, and subordinate officers, in that order.

**382. GENERAL RECORDS OF THE BOARD OF EXAMINERS. 1907-25. 20 cm, 8 in.**

Arranged randomly by subject and thereunder chronologically.

Correspondence, minutes of meetings, reports, memorandums, and copies of Executive orders dealing with the organization of the Board, examination questions, grading systems, lectures, examination averages, physical examinations, supplies, equipment, and related matters. The series also includes some printed materials.

**383. REPORTS ON DIPLOMATIC SERVICE ENTRANCE EXAMINATIONS. 1909-12.  
3 cm, 1 in. 1 vol.**

Arranged chronologically by date of examination.

Original reports to the Secretary of State by the Board of Examiners for the Diplomatic Service regarding the results of examinations, ratings of candidates, and candidates' qualifications and experience. Included are specimen examination questions and a recapitulation of the examination for the service held under the terms of President Taft's Executive order of 1909, showing the number of candidates examined, the number passed, and the number failed. There is also a list of candidates showing examination grades for each.

**384. EXAMINATION QUESTIONS FOR THE DIPLOMATIC AND CONSULAR SERVICES. 1913-24. 3 cm, 1 in. 2 vols.**

Arranged by service and thereunder chronologically.  
Specimen examination questions for diplomatic and consular candidates.

**385. REPORTS OF CONSULAR SERVICE ENTRANCE EXAMINATIONS. 1907-12. 3 cm, 1 in. 1 vol.**

Arranged chronologically by date of examination.  
Reports of the Board of Examiners regarding the results of consular examinations, ratings of candidates, and candidates' qualifications and experience. Included are specimen examination questions and a recapitulation showing the number of candidates from the North and the South, the number passed, and the number appointed in the Theodore Roosevelt and Taft administrations.

**386. EXAMINATION QUESTIONS FOR CONSULS AND CONSULAR CLERKS. 1873-95. 10 cm, 4 in.**

Arranged chronologically.  
Questions prepared for examinations held at some Foreign Service posts.

**387. EXAMINATION PAPERS AND REPORTS OF EXAMINERS FOR CLERKS AND CONSULS. 1871 and 1874. 3 cm, 1 in.**

Arranged chronologically.  
Reports of boards of examiners, together with examination questions and answers of candidates for clerkships in the Department and for consul at Quebec and consul on Barbados.

**388. EXAMINATION PAPERS OF CANDIDATES FOR CONSULAR CLERKSHIPS. 1855-97. 1.2 m, 4 ft.**

Examinations dated before 1864 are arranged chronologically. Those dated 1864-97 are arranged in nine chronological periods (with the years 1868-70 missing) and thereunder alphabetically by name of candidate.

**389. TABULATIONS OF CONSULAR EXAMINATIONS AND SCORES OF CANDIDATES. 1907-24. 30 cm, 1 ft. 6 vols.**

Scores are arranged alphabetically by name; tabulations are arranged by type and thereunder chronologically.  
Forms on which are recorded the grades of each candidate on each part of a given examination for the consular service. The first volume of the series contains tabulations of the number of candidates, the number who passed, the number from different States, the names of successful candidates, the territorial distribution of candidates examined, and other tabulations.

**390. REPORTS OF BOARDS REGARDING EXAMINATION OF CLERKS. 1855-63. Negligible.**

Arranged chronologically.  
Reports of boards on the examination of clerks for the Department of State. Included are some examination papers, examination questions, and a memorandum of the Chief Clerk, October 3, 1863, entitled "Suggestion as to the Appointment of Clerks in the Department of State."

### **Records of the Executive Secretariat**

The Executive Secretariat assumed responsibility for administration of the Office of the Secretary and the Under Secretary on February 17, 1947. Three organizational units - the Central Secretariat, the Division of Coordination and Review, and the Division of Protocol - were abolished and superseded by the Executive

Secretariat in April 1947. The records described below relate to earlier activities of the Office of Coordination and Review and to certain functions of the Executive Secretariat. Records of the Office of Protocol are described elsewhere in this inventory (see entries 559-568).

### **RECORDS OF THE OFFICE OF COORDINATION AND REVIEW**

The Office of Coordination and Review was established on January 31, 1924, to coordinate and review all outgoing diplomatic, consular, and miscellaneous correspondence. In addition the office maintained a reference file of correspondence, kept all offices informed of current forms of address, and handled Departmental mailing. Prior to 1924 these functions were under the supervision of the Second Assistant Secretary of State, who also supervised the drafting of treaties and conventions. From 1918 to 1920 there was a Correspondence Bureau within the Office of the Second Assistant Secretary that performed the functions later assigned to the Office of Coordination and Review.

#### **391. MISCELLANEOUS RECORDS. 1892-1942. 10 cm, 4 in.**

Arranged chronologically.

Drafts, memorandums, copies of despatches and instructions, notes, and reports, many of which were accumulated to serve as examples of proper correspondence procedures. Among the topics are the Monroe Doctrine, the Spanish-American War, the Chinese Indemnity, and relations with various countries. Included are records of Alvey A. Adee, Mary Margaret Hanna, and Blanche Rule Halla.

### **GENERAL RECORDS OF THE OFFICE OF THE EXECUTIVE SECRETARIAT**

One of the major functions of the Executive Secretariat was to maintain a comprehensive record of policy decisions based upon committee meetings, conferences, and directives of officers of the Department. As part of this file, the Executive Secretariat maintained records of the Secretary's daily meetings and of the Under Secretary's meetings, memorandums of conversations of the Secretary, and appointment and agenda information. The Secretariat also prepared narrative summaries of major foreign policy developments.

#### **392. MEMORANDUMS FROM THE SECRETARY AND ACTING SECRETARY TO THE PRESIDENT. 1947-48. 26 cm, 10 in.**

Arranged chronologically.

Copies of Secretary Marshall's and Acting Secretary Lovett's memorandums to President Truman from April 1947 to December 1948. Included are recommendations for the appointment or promotion of Foreign Service officers, frequently accompanied by biographical profiles, and for the compositions of U.S. delegations to various international conferences and commissions. Also included are drafts of suggested policy statements for delivery by the President.

##### **392.1. MISCELLANEOUS DEPARTMENTAL MEMORANDUMS. 1947-48. 3 cm, 1 in.**

Arranged chronologically.

Interdepartmental and intradepartmental memorandums and memorandums to the President concerning such subjects as personnel actions, congressional relations, and Asian and European affairs.

##### **392.2. MISCELLANEOUS CORRESPONDENCE. 1947-48. 10 cm, 4 in.**

Arranged alphabetically by surname of addressee.

Mostly copies of letters from Secretary Marshall, Acting Secretary Lovett, and their deputies on a wide range of matters, including acknowledgments of communications, notifications of appointments to delegations, and expressions of appreciation. An alphabetical list of addressees precedes the correspondence.

#### **393. SUMMARIES OF THE SECRETARY'S DAILY MEETINGS. 1949-52. 25 cm, 10 in.**

Arranged chronologically.

Summary memorandums of the proceedings of the Secretary's daily meetings. Each summary includes a list of the State Department officers meeting with the Secretary; the topics discussed; a brief summary of the discussions; and, for the year 1949, the names of individuals assigned to take action on subjects discussed. The summaries deal with both routine and administrative matters and with major crisis of the period, such as the Korean conflict, the German problem, the Communists in China, the situation in Iran, the formation of NATO, the development of atomic energy, and Senator Joseph McCarthy's charges against the Department.

**394. MEMORANDUMS OF CONVERSATIONS WITH THE PRESIDENT. 1949-1952. 10 cm, 4 in.**

Arranged chronologically.

Secretary of State Dean Acheson's memorandums of conversations with President Truman and lists of discussion items prepared for the Secretary prior to his meetings with the President. Topics cover a wide range of foreign policy issues. Copies of the memorandums of conversations were forwarded for information or action to the members of the Executive Secretariat and other senior State Department officials.

**394.1. MEMORANDUMS OF CONVERSATIONS WITH SENATOR TOM CONNALLY.**

**Apr. 1950-Sept. 1950. 3 cm, 1 in.**

Arranged chronologically by date of meeting and thereunder randomly by topic.

Short summaries of topics discussed by Undersecretary of State James E. Webb and Senator Tom Connally, Chairman of the Senate Foreign Relations Committee, during the course of six meetings, for dissemination to interested State Department officials. The topics include State Department appointments, European and Asian affairs, foreign aid, and petroleum supplies. Included also is a summary of an April 27, 1950 meeting of the President, the Secretary of State, and Senator Connally on Congressional involvement in foreign affairs matters.

**394.2. MEMORANDUMS OF THE SECRETARY AND UNDER SECRETARY. 1951-52. 10 cm, 4 in.**

Arranged chronologically.

Chiefly copies of memorandums by and for the Secretary of State and Undersecretaries James E. Webb and David K. E. Bruce on a wide range of foreign policy, domestic political, and administrative matters. Most of the memorandums are signed by Special Assistant to the Secretary Lucius D. Battle and Jeffrey C. Kitchen of the Executive Secretariat's Policy Reports Staff. These documents consist of memorandums of telephone conversations, summaries of the Secretary's conversations with the President, reports of meetings, and notes regarding appointments and speaking engagements.

**395. AGENDA FOR THE UNDER SECRETARY'S MEETINGS. 1949-52. 13 cm, 5 in.**

Arranged chronologically in numerical sequence, UM A1 - UM A448.

Brief agendas that provide the date and time of each meeting and the topics scheduled for discussion. The meetings dealt with a wide range of subjects, such as military aid, interdepartmental cooperation, congressional hearings, psychological warfare, and the Department's position on legislative programs and on internal administrative matters. The meetings were usually attended by the division heads.

**396. INDEX TO RECORDS OF THE UNDER SECRETARY'S MEETINGS. 1949-52. 1 cm, 1/4 in.**

Arranged alphabetically by subject.

A list, by subject, of the documents (entry 396.2), action summaries (entry 396.4), and minutes (entry 396.3) of the Under Secretary's meetings.

**396.1. INDEX TO PROBLEMS CONSIDERED AT THE UNDER SECRETARY'S MEETINGS.**

**Feb. 1949-Apr. 1949. 1 cm, 1/4 in.**

Arranged chronologically.



A list of problems discussed, the action summaries and documents involved, decisions reached, and the names of persons given assignments.

**396.2. POSITION PAPERS AND REPORTS OF THE UNDER SECRETARY'S MEETINGS. 1949-1952. 38 cm, 15 in.**

Arranged chronologically in numerical sequence, UM D1 - UM D152.

Documents introduced at the Under Secretary's meetings, including position papers, reports, and memorandums. Among the major topics covered are U.S. policy toward Asia, military aid to Latin America, and the situation in Guatemala.

**396.3. MINUTES OF THE UNDER SECRETARY'S MEETINGS. Feb. 3, 1949-Jan. 25, 1952. 25 cm, 10 in.**

Arranged chronologically in numerical sequence (1-447).

Summary memorandums of the discussions and actions taken at the Under Secretary's meetings. They are not verbatim accounts of the proceedings. Also included are lists of persons who attended each meeting.

**396.4. ACTION SUMMARIES OF THE UNDER SECRETARY'S MEETINGS. Feb. 1949-Mar. 1951. 8 cm, 3 in.**

Arranged chronologically in numerical sequence, UM S1 - UM S315.

The action summaries provide the date and time of each meeting, the topics discussed, a brief summary of the actions taken, and a list of the documents presented.

**396.5. NOTES ON THE UNDER SECRETARY'S MEETINGS. March 1951-Jan. 1952. 5 cm, 2 in.**

Arranged chronologically in numerical sequence, UM N321 - UM N447.

Similar to the action summaries, these notes on the Under Secretary's meetings include the date, time, actions taken, and a brief statement concerning the proceedings of each meeting. There are no notes for some meetings.

**396.6. WHITE HOUSE DAILY SUMMARY. 1946-50. 13 cm, 5 in.**

Arranged chronologically.

Summary prepared for the White House of top-secret telegrams received and sent by the Department. Many of the summaries for 1949 and 1950 are keyed to the telegrams from which the information came.

**396.7. SECRETARY'S WEEKLY SUMMARY. 1947-49. 13 cm, 5 in.**

Arranged chronologically.

Narrative summary prepared for the Secretary of State of major developments, current policy positions, and decisions. Includes assessments of the policies and possible actions of foreign governments.

**396.8 DAILY SECRET SUMMARY. 1945-1954. 3.5 m, 11 ft. 3 in.**

Arranged chronologically.

Narrative summary of major foreign policy decisions and related developments prepared by various State Department policy reports officers from telegrams, despatches, memoranda of conversation, correspondence, and other documents up to a secret classification for use by officers of the Assistant Secretary, Office Director, and Deputy Director level. The summaries are generally divided into five sections: General - United Nations; American Republics; Europe and the British Commonwealth; Far East; and Near East and Africa. Within each section topics are listed numerically. Source information is indicated at the end of each subject.

**396.9 DAILY STAFF OFFICERS SUMMARY. 1944-1954. 3.0 m, 5 ft., 5 in.**

Arranged chronologically.

Narrative summary of major foreign policy developments, compiled by various State Department policy reports officers. The summaries are divided into general subject and geographical headings and, beginning in April 1952, are annotated to include source information. Summaries dated after 1947 include a "signature records," a daily list of secret correspondence signed by the Secretary, Acting Secretary, and the Under Secretary. A list of the Secretary's scheduled appointments is attached to many of the earlier summaries and, beginning in August 1953, a summary of major policy decisions by the Secretary is included.

**396.10. CURRENT FOREIGN RELATIONS. 1946-50. 51 cm, 20 in.**

Arranged chronologically.

Weekly reviews, compiled for general departmental use, of policy decisions, significant events, and statements by foreign governments.

**Records of the Office of Far Eastern Affairs**

The Division of Far Eastern Affairs, predecessor of the Office of Far Eastern Affairs, originated in 1908. In 1944, when the office was created, various divisions were set up, including those for Chinese Affairs, Northeast Asian Affairs, Southeast Asian Affairs, and Philippine Affairs.

**RECORDS OF THE DIVISION OF FAR EASTERN AFFAIRS**

The records described below were maintained by the Division of Far Eastern Affairs. Many of the documents are duplicates of records in the Decimal Files. However, these records are arranged as reference files and document, in part, the role of the Division during the Manchurian conflict and the last few months before the attack on Pearl Harbor.

**397. RECORDS RELATING TO UNITED STATES RELATIONS WITH CHINA AND JAPAN DURING THE MANCHURIAN CONFLICT. 1931-34. 18 cm, 7 in.**

Arranged randomly by subject and thereunder chronologically.

Memorandums, correspondence, reports, and chronologies relating to the policy of the United States towards the Sino-Japanese conflict in Manchuria.

**398. RECORDS RELATING TO UNITED STATES-JAPANESE CONVERSATIONS. Feb. 5, 1941-Dec. 7, 1941. 30 cm, 1 ft.**

Arranged chronologically.

Copies of memorandums, correspondence, and reports relating to conversations between the United States and Japan in the months prior to the entry of the United States into World War II. Included are memorandums on negotiations held in Washington as well as copies of notes exchanged by the two governments. There is a copy of the note handed to Secretary of State Cordell Hull by the Japanese Ambassador on December 7, 1941.

**RECORDS OF THE DIVISION OF CHINESE AFFAIRS**

The Division of Chinese Affairs was established on January 25, 1944, under the Office of Far Eastern Affairs to direct the execution of United States policy toward China. The division also maintained subject files relating to the Marshall Mission to China (see entry 1104). During a departmental reorganization in 1950, the Division of Chinese Affairs became the Office of Chinese Affairs under the Bureau of Far Eastern Affairs.

**399. SUBJECT FILE. 1944-47. 1.2 m, 4 ft.**

Arranged randomly by subject.

Memorandums, correspondence, reports, maps, and photographs relating to internal political conditions, relations with other nations, economics, education, law, military operations, and the activities of Foreign Service personnel and Chinese officials. Included is background material on Communism and relations between the

Communist Party and the Kuomintang. Part of the files appears to have been maintained in accordance with the Classification of Correspondence manual for Foreign Service posts.

**399.1. TOP SECRET SUBJECT FILE. 1944-50. 2.4 m, 8 ft.**

Arranged chronologically by year and thereunder by a modified State Department decimal filing system.

Interdepartmental and intradepartmental memorandums, reports, position papers, summaries, and despatches (from U.S. Foreign Service officers and military personnel) relating to the internal political affairs of China and U.S. foreign policy toward China. The material focuses primarily on military and political aspects of the Chinese civil war and U.S. intervention in that conflict. Included is background material on U.S. efforts to negotiate a settlement between the Chinese Nationalist and Communist, Sino-Soviet relations, U.S. military operations in China, the activities of Chinese officials, U.S. financial assistance to the Nationalist Government, and the question of recognition of a Chinese communist regime. In addition, there is briefing material on the 1949 China White Paper and information relating to the Far East, Southeast Asia, Hong Kong, Korea, and Formosa.

**RECORDS OF THE PHILIPPINE AND SOUTHEAST ASIA DIVISIONS 1929-1953**

Under the Office of Far Eastern Affairs, the Philippine Affairs Division and the Division of Southeast Asia Affairs were responsible for the conduct of U.S. relations with the Republic of the Philippines, Thailand, all American-controlled islands in the Pacific, and, jointly with the appropriate divisions in the Office of European Affairs, all British, Dutch, French, and Portuguese possessions (including those which subsequently became independent) in Southeast Asia. The two Divisions were consolidated into the Philippine and Southeast Asia Division in 1950. The primary function of the Division was to implement, through long-range and day-to-day action, the plans and overall policies formulated by the Office of Far Eastern Affairs.

**399.2 SUBJECT FILES. 1929-53. 78 cm, 2 ft.**

Arranged alphabetically by subject.

Memorandums, notes of conversations, draft addresses, correspondence, position papers, policy statements, aides memoire, draft instructions, telegrams, and staff studies. Included are files covering a wide range of subject matter pertaining to Thailand, the Philippines, American possessions, and European dependencies in the Far East (including those which subsequently became independent). There is a considerable amount of material relating to nationalist and anticolonial resistance movements, as well as to Communist activities in Indochina, Indonesia, and Malaya.

**399.3. COUNTRY FILES. 1.8 m, 5 ft.**

Arranged alphabetically by country or territorial dependency and thereunder by subject.

These files contain memorandums, notes of conversations, draft addresses, correspondence, position papers, policy statements, aides memoire, draft instructions, telegrams, staff studies, reports, and organizational charts. Included is material covering a wide range of subjects relating to Thailand, the Philippines, American-controlled islands, and areas that were European colonial possessions before World War II. The material concentrates on economic matters, but there is also documentation relating to nationalist aspirations and internal political activities as well as Communist campaigns of opposition and subversion. Of particular interest are the items pertaining to Ho Chi Minh and North Vietnam. Most of the records are in the 1944-53 period, but there are a few scattered documents dated as early as 1929.

**Records of the Office of the Foreign Liquidation Commissioner**

Executive Order No. 9630 of September 27, 1945, made the Department of State responsible for the disposal of surplus U.S. property overseas, a duty formerly assigned to the Foreign Economic Administration, the Army- Navy Liquidation Commission, and the Maritime Commission. Departmental Order No. 1345, October 20, 1945, established within the Department the Office of the Foreign Liquidation Commissioner (OFLC), which had the duty to make and establish a uniform policy for the disposal of surplus property overseas and to protect U.S. economic interests in the disposal. The Office was terminated on June 30, 1949.

**400. GENERAL RECORDS. 1945-49. 9.5 m, 31 ft.**

Arranged according to a decimal classification system.

Correspondence, memorandums, reports, agreements, and processed and printed materials concerning the organization, procedures, policies, and operations of the OFLC and of predecessor agencies in disposing U.S. surplus property abroad.

**401. HISTORICAL FILES. 1945-49. 4.0 m, 13 ft.**

Arranged alphabetically by subject or geographic area.

Monthly historical reports, copies of monthly sales reports, quarterly reports to the Congress, and special studies.

**402. STAFF MEMORANDUMS. 1945-48. 15 cm, 6 in.**

Arranged numerically.

Copies of staff memorandums on administrative matters within the central and field offices of the OFLC.

**403. PRESS RELEASES. 1945-49. 15 cm, 6 in.**

Arranged alphabetically by subject or geographic area. Copies of press releases and related correspondence concerning OFLC's operations and activities.

**404. NEWSPAPER CLIPPINGS. 1945-49. 61 cm, 2 ft. 10 vols. and unbound papers.**

The unbound papers are arranged alphabetically by subject or geographic area. The volumes are arranged chronologically.

Newspaper clippings and reproductions of clippings from newspapers and magazines of the United States and foreign countries concerning OFLC's operations and activities. Included are translations of articles from newspapers of Belgium, Denmark, Finland, Italy, Norway, Sweden, and Switzerland, and a few press releases of the Army-Navy Liquidation Commission (issued by the War Department) and its successor, the OFLC.

**405. PHOTOGRAPHS OF WAR SURPLUS AND LEND-LEASE MATERIALS. 1945-49. 2.1 m, 7 ft. 3,000 items.**

Arranged as follows: Prints, alphabetically by OFLC geographic or subject designation symbols; negatives, alphabetically by designation symbols and thereunder numerically.

Photographs of equipment, supplies, facilities, supply depots, planes, trucks, and materials sold or distributed to various countries, individuals, and organizations; personnel of various OFLC offices; surplus disposal transactions; the Kiangnan Dockyards in China; a tour of Northern China by OFLC personnel; and members of the Mead Senate Subcommittee investigating the National Defense Program. The photographs were prepared by the OFLC Public Relations Division.

**406. "SWORDS INTO PLOWSHARES." 1946. 1 motion picture reel.**

A documentary film (35 mm) on the work of the Foreign Liquidation Commissioner in Italy showing cities and towns devastated during World War II and postwar reconstruction in industry, transportation, and electric power.

### **Records of the Foreign Permits Office**

The Foreign Permits Office was established by Departmental Order No. 115 of August 13, 1918, to administer the provisions of an act of May 22, 1918 (40 Stat. 559), regulating departure from and entry into the United States in time of war. Under this act no alien might leave the United States without permission of the Secretary of State. In practice, the alien filed with the Foreign Permits Office an application for permission to depart, to be acted upon by that Office. After the war the Office was abolished by Departmental Order No. 170 of June 15, 1920, effective June 30, 1920.

**407. GENERAL RECORDS OF THE OFFICE. 1918-20. 2.1 m, 7 ft.**

Arranged according to a subject-numeric filing scheme.

Correspondence, memorandums, reports, circulars, instructions, and printed matter concerning the administration of the Foreign Permits Office and the issuance of departure permits to aliens. Many of the records deal with rules, regulations, orders, and procedures for administering the law.

**Records of the Foreign Service Buildings Office**

By the Foreign Service Buildings Act, 1926 (44 Stat., pt. 2, p. 403), the Congress established the Foreign Service Buildings Commission. The Commission's members were the Secretaries of State, Commerce, and the Treasury, the chairman and ranking minority member of the Foreign Affairs Committee of the House, and the chairman and ranking minority member of the Foreign Relations Committee of the Senate. Section 2(b) of the act empowered the Commission "to approve plans and proposals for the acquisition and utilization of sites and buildings" in foreign countries for U.S. diplomatic and consular establishments. The first meeting of the Commission was held on July 15, 1926. Its records are among the Records of Interdepartmental and Intradepartmental Committees (State Department), Record Group 353.

To carry out certain functions required by the Foreign Service Buildings Act, 1926, the Secretary of State created the Foreign Service Buildings Office by Departmental Order No. 378-C of June 23, 1926. The duties of this Office were to collect information on property available for acquisition by the United States, on the needs for Government buildings abroad, and to make plans for their acquisition, construction, alteration, and maintenance. The same order transferred to the Office those files of the Division of Foreign Service Administration that related to property abroad owned and managed by the United States. The records of the Foreign Service Buildings Office are described below.

**408. GENERAL RECORDS OF THE OFFICE. 1911-47. 91 cm, 3 ft.**

Arranged alphabetically by subject and thereunder chronologically.

These records, which include some created by the Division of Foreign Service Administration, consist of correspondence, memorandums, reports, budget estimates, and other papers concerning authorizations, appropriations, real estate, taxes, maintenance, and other matters connected with construction, maintenance, and furnishing of buildings for U.S. diplomatic and consular establishments in foreign countries.

**409. RECORDS REGARDING APPROPRIATIONS FOR FOREIGN SERVICE BUILDINGS. 1900-1948. 61 cm, 2 ft.**

Arranged chronologically.

Correspondence, memorandums, reports, budget estimates, and other papers relating to the appropriation of funds for the Foreign Service buildings program.

**410. CORRESPONDENCE ON BUILDING PROJECTS. 1927-37. 1.8 m, 6 ft.**

Arranged alphabetically by name of Foreign Service post.

Correspondence with contractors, architects, Foreign Service officers, and others regarding contracts, plans, leases, materials, specifications, and furnishings of buildings under construction or to be constructed at Lima, London, Moscow, Ottawa, Paris, and Tokyo.

**411. REFERENCE FILE ON FOREIGN SERVICE BUILDINGS. 1914-43. 30 cm, 1 ft.**

Arranged alphabetically by name of post, except for one folder on buildings in the Orient.

Memorandums, plans, reports, specifications, and copies of despatches regarding buildings at Foreign Service posts.

**412. MISCELLANEOUS PAPERS RELATING TO BUILDINGS IN JAPAN AND CHINA. 1903-1937. 13 cm, 5 in.**

Arranged in two sections: China and Japan.

Copies of letters, memorandums, reports, and other papers relating to the premises and buildings of U.S. diplomatic and consular posts in China and Japan.

### **Records of the Board of Review of Foreign Service Personnel**

The Board of Review was first established in 1921 by the Director of the Consular Bureau to examine the efficiency ratings of all consular officers. A Departmental order of January 6, 1926, gave similar duties to a new Board with regard to diplomatic as well as consular officers. The new Board of Review reported to the Foreign Service Personnel Board.

#### **413. REPORTS OF THE BOARD OF REVIEW, DIPLOMATIC BRANCH. 1925-27. 8 cm, 3 in. 3 vols.**

Arranged chronologically and thereunder by classification in the service.

Reports of the Board of Review on the efficiency ratings and relative standings of officers and employees of the diplomatic service.

#### **414. REPORTS OF THE BOARD OF REVIEW, CONSULAR BRANCH. 1921-23 and 1925-27. 30 cm, 1 ft. 8 vols.**

Arranged chronologically and thereunder by classification in the service.

Reports of the Board of Review on the efficiency ratings and relative standings of officers and employees of the consular service.

### **Records of the Foreign Service Personnel Board**

The Foreign Service Personnel Board was established by an Executive order of June 7, 1924, to examine the character, efficiency, and general ability of all secretaries in the diplomatic service and of consular officers and to make recommendations to the Secretary of State concerning the promotion, assignment, transfer, retirement, and release of these officers. Its name was changed to the Board of the Foreign Service, effective November 13, 1946.

#### **415. MINUTES OF MEETINGS. June 19, 1924-Nov. 12, 1946. 61 cm, 2 ft. 6 vols.**

Arranged chronologically.

Minutes of meetings 1-894. Included are the minutes of two meetings of the Foreign Service School Board in 1925. There are two copies of the minutes of the first 64 meetings.

#### **416. MEMORANDUMS TO THE SECRETARY OF STATE AND THE PRESIDENT. 1924-29. 3 cm, 1 in.**

Arranged chronologically.

Memorandums from Under Secretary Joseph Grew, Chairman of the Foreign Service Personnel Board, containing recommendations for appointments, promotions, resignations, and transfers; procedures to be followed; and communications from the Secretary of State to the President regarding appointments and promotions.

#### **417. REPLIES TO CIRCULARS REGARDING THE WORK OF THE BOARD. Sept. 1925-Feb. 1926. 13 cm, 5 in.**

Arranged numerically from 1 to 85.

Replies of Foreign Service officers to the circular letters of September 8 and October 8, 1925, sent by Joseph C. Grew. The circular letters invited the Foreign Service officers to give their suggestions and criticisms of the work of the Board.

**418. REPORTS OF THE FOREIGN SERVICE INSPECTORS. 1930-39. 25 cm, 10 in.**

One set of reports, concerning inspections of U.S. consulates in Latin America, is arranged by name of inspector. A second set is arranged alphabetically by name of consular post.

Reports of Foreign Service inspectors, chiefly concerning personnel and including some related memorandums and letters of instruction.

**419. APPORTIONMENT LISTS FOR DIPLOMATIC AND CONSULAR OFFICERS. 1905-18. 3 cm, 1 in. 1 vol.**

Arranged alphabetically by name of State.

Lists showing the apportionment of diplomatic and consular officers by State of residence.

**420. CONGRESSIONAL CORRESPONDENCE REGARDING THE ADMINISTRATION OF THE FOREIGN SERVICE. 1927 and 1928. 1 cm, 1/2 in.**

Unarranged.

Correspondence with Congressmen on the administration of the Foreign Service. Most of the correspondence is with Charles Gordon Edwards of Georgia.

**421. MISCELLANEOUS RECORDS. 1913, 1914, and 1927-38. 30 cm, 1 ft.**

Arranged mainly alphabetically by name of officer.

Correspondence, memorandums, reports, depositions, transcripts of hearings, newspaper clippings, and other materials relating to various cases involving members of the Foreign Service. Included are records relating to the cases of Post Wheeler, of the embassy in Rome, 1913 and 1914; Henry M. Lakin, Consul at Montreal, 1929 and 1930; Christian Channing Gross, of the legation in Ottawa, 1931 and 1932; and Virginia Hall, of the consulate in Venice, 1938. There is also correspondence of Julian E. Gillespie, Commercial Attache in Turkey, 1934 and 1935.

### **Records of the Foreign Service School**

The Foreign Service School was established by an Executive order of June 7, 1924, to provide systematic training for newly appointed Foreign Service officers.

**422. LECTURES BEFORE CONSULAR OFFICERS. July 1-29, 1909. 5 cm, 2 in. 2 vols.**

Arranged chronologically.

Copies of lectures by officers of the Department of State and other executive departments before U.S. consular officers, discussing various phases of consular work. The volumes are labeled "Consular Instruction Work, 1910."

**423. LECTURES BEFORE THE FOREIGN SERVICE SCHOOL. 1922-27. 61 cm, 2 ft. 12 vols.**

Arranged in part chronologically, in part alphabetically by name of lecturer, and in part by subject.

Processed and carbon copies of lectures by high officials of the State Department before the Foreign Service School. Also includes a set of lectures before the Naval War College, 1922-25.

**424. ARTICLES PREPARED FOR THE FOREIGN SERVICE SCHOOL. 1926. 3 cm, 1 in. 1 vol.**

Arranged randomly by subject.

Processed copies of articles prepared by U.S. consuls for use by the Foreign Service School. Included are articles on the geography of the Pacific area, an outline of Chinese history before 1840, and discussions of the Philippine Islands, the Chinese customs tariff, the growth of nationalism in the Far East, and the last years of the Manchu Dynasty.

### Records of the Geographer

The first Geographer of the Department of State was appointed as the head of the Geographic Section of the Division of Political and Economic Information on October 1, 1924. His duties were to verify all important geographic statements received or made by the Department; to furnish geographic information to other offices of the Department on boards, committees, or congresses dealing with geographic subjects; and to assemble and maintain a collection of maps and other geographic material. Between 1925 and 1941 the Geographer was assigned successively to the Division of Publications, the Office of the Historical Advisor, and the Division of Research and Publication. Departmental Order No. 972 of October 7, 1941, established the Office of the Geographer as an independent unit. It was abolished in 1944 and its functions were transferred to the Division of Geography and Cartography; the Geographer was designated chief of the division.

Since then, reorganizations of the Department have changed these increasingly expanded and technical functions several times. Effective January 1, 1946, the name of the Division was changed to the Division of Map Intelligence and Cartography, and its functions were transferred to the Office of Research and Intelligence. In 1947 the Office of Research and Intelligence was renamed the Office of Intelligence Research, and the Division of Map Intelligence and Cartography became the Division of Map Intelligence. The Geographer took the title of Special Adviser on Geography in the Office of Intelligence Research. In December 1947 some of the Geographer's functions were transferred to the Central Intelligence Agency. Most of the Geographer's duties, however, remained in the Department of State under the office that later became the Bureau of Intelligence and Research.

From 1924 to 1954 the Geographer of the Department of State was Samuel Whittemore Boggs, and most of the textual records described below document his official activities. Some of the earlier correspondence is signed by Lawrence Martin.

#### **425. GENERAL CORRESPONDENCE FILES. 1920-51. 2.4 m, 8 ft.**

Arranged for the most part alphabetically by agency, office, committee, individual, geographic area, mapping project, or other subject and thereunder in rough chronological order; arranged in part by several alpha-numeric filing schemes in use by the office.

Letters received and sent, memorandums, reports, and a few related map enclosures concerning the activities of Samuel Whittemore Boggs. Some of the early correspondence refers to related units of the Department of State, such as the Office of the Historical Advisor and the Division of Publications. Subjects include verifications of geographic and boundary information, treaty maps, the American Geographical Society, and mapping projects undertaken during World War II.

#### **426. RECORDS OF THE WORK PROJECTS ADMINISTRATION (WPA) RESEARCH PROJECTS. 1939-43. 1.2 m, 4 ft.**

Arranged for the most part by project as listed below; records relating to the "Central Pacific Islands Study" project are arranged roughly by report number.

Research reports and correspondence relating to projects of employees of the WPA, sponsored in part by the Department of State, and for which the Geographer served as adviser. Most of the material relates to the "Central Pacific Island Study" and consists largely of typed information ("reports") extracted from 19th-century publications relating to island sightings. Also included is a small amount of correspondence relating to bibliographical projects on international boundaries, American possessions, and Polar exploration.

#### **427. WORLD WAR II SHIP SINKING DATA. 1939-41. 15 cm, 6 in.**

Arranged in part by assigned sheet number, from 53 to 875, and in part unnumbered and unarranged.

Approximately 1,500 carbon copies of "Ship Sinking Data" on forms originally supplied by the U.S. Maritime Commission, Division of Research, Statistical Section, Vessel Unit. Each sheet lists statistics about one ship and the date and circumstances of its sinking. Also included are typed sheets showing "changes and corrections to war losses" and typed sheets and small maps prepared by the Office of the Geographer of the State Department relating to locations of American vessels in combat areas of Europe on certain days in 1939.

#### **428. RECORDS OF SAMUEL WHITTEMORE BOGGS. 1938-58. 23 cm, 9 in.**

Arranged by kind of record, and thereunder for the most part chronologically.



Diaries and notebooks, mostly in shorthand, 1942-44 and 1948-54; a folder of biographical data, 1943-54; and reprints of professional articles by Boggs, 1938-58.

**429. MISCELLANEOUS MAPS. 1923-42. 18 items.**

Arranged chronologically.

Miscellaneous unnumbered maps prepared before the initiation of the numbered map series described in entry 430. Some are identified as "Map Series" publications. Included are a boundary map of Central America prepared by the Geographic Section of the Division of Political and Economic Information, 1923; a world map showing U.S. Foreign Service posts and passport and despatch agencies, 1932; two maps of China and Manchuria showing railways, caravan routes, cities, and provinces, 1932 and 1933; maps of the world showing U.S. immigration quotas and countries with which the United States had trade agreements, 1938; maps and related photographs of maps showing foreign interests as represented at U.S. Foreign Service posts in the world and in Europe, 1941; a map of Liberia with insets showing tribal distributions, physiography, and boundary history, including an index to geographic names, 1941; and outline maps of the world on various projections.

**430. NUMERICAL MAP FILE. 1942-58. 924 items.**

Arranged numerically according to numbers printed on the maps, beginning with 604.

An incomplete set of maps, graphs, charts, and cartograms published under the direction of the Geographer of the Department of State. Most of the items were prepared during World War II and the postwar years (1942-47) and carry the imprint of several State Department mapping units successively directed by the Geographer - Office of the Geographer, 1941-43; Division of Geography and Cartography, 1944-46; and Division of Map Intelligence and Cartography, 1946-47. Coverage extends to most regions of the world, with an emphasis on Europe, the Middle East, and Asia. Features shown include political boundaries and subdivisions, territorial changes and claims, mineral resources, industrial and agricultural development, trade, transportation facilities, population distribution and density, and ethnic and religious groups. Included are a number of maps of Germany illustrating distribution of National Socialist votes, origins of foreign workers, and Allied occupation zones after World War II. In addition there are maps showing U.S. Foreign Service posts and organization charts relating to international agencies and the State Department. The few maps dating from the 1950's show such features as ocean boundary claims, U.S. immigration quota areas, Foreign Service posts, consular districts, and visa issuing agencies.

A number of these maps and charts are duplicated and supplemented by the World War II Map Studies described in entry 431, which are arranged by area rather than by map number.

**431. WORLD WAR II MAP STUDIES. 1942-45. 1,090 items.**

Arranged in 10 looseleaf volumes geographically by region and country. Because the volumes were compiled at different times, regional categories and maps are repeated in several of them.

The records consist of small published maps, graphs, charts, and cartograms (often duplicating or filling gaps in the numerical map file described in entry 430), chiefly published under the direction of the Geographer of the Department of State. A few maps collected from sources identified as "Map studies made in GE [Division of Geography and Cartography] during World War II chiefly for the use of the committee headed by Dr. Leo Pasvolsky in preparation for a peace conference after the war." They illustrate mineral resources, population, ethnic and religious groups, boundaries and territorial changes and claims, political subdivisions, industrial and agricultural development, transportation facilities, U.S. Foreign Service posts, and administrative jurisdiction of the State Department; one of these volumes, marked "Miscellaneous," consists mainly of graphs and charts showing the organization or proposed organization of the inter-Allied agencies after World War I and the United Nations during World War II. The seventh volume, which duplicates many of the maps described above, is entitled "A Selection of the Maps Prepared by the Division of Geography and Cartography" and contains an index. The remaining three volumes, marked "Department of State - American Delegation - Mr. Bowman," also largely duplicate the maps described above; these were selected for use by Geographer Isaiah Bowman, a member of the American Group at the Dumbarton Oaks Conversations on International Organization in 1944 and an adviser to the U.S. Delegation to the United Nations Conference on International Organization in 1945.

**432. ATLAS AND POPULATION GAZETEER OF THE ADMINISTRATIVE SUBDIVISIONS OF JAPAN. 1946 and 1947. 2 items.**

A published atlas of 47 prefectural maps and an accompanying gazeteer listing locations and populations of prefects, cities, counties, and townships in Japan. These items, identified as Publication No. 2749, Far Eastern Series No. 19, were prepared cooperatively by the Division of Research for the Far East and the Division of Map Intelligence and Cartography.

**433. INTELLIGENCE REPORTS ON CARTOGRAPHY WITH RELATED MAPS. 1946 and 1947. 10 items.**

Unarranged.

Mimeographed intelligence reports, primarily based on evaluations of maps, with map enclosures. Subjects covered by the reports include a list of political and administrative maps of Germany in the map collection of the Department of State; evaluations of maps relating to Turkey, Spain, and the borderlands of Hungary and Czechoslovakia; boundaries in the Arabian peninsula; and German cartographic and map collection agencies, the laws and regulatory statutes governing them, and the geodetic bases of German cartography. Many of the maps illustrating these reports were prepared by the Division of Map Intelligence and Cartography. They contain numbers that correspond to the numbered map series described in entry 430.

**434. MAP TRANSPARENCIES, GLASS SLIDES, AND GLOBES. 1938-47. 65 items.**

Unarranged.

Glass slides and transparencies (in color and black and white) copied from maps used or collected by Geographer S.W. Boggs, including maps relating to the boundaries of Honduras. Slides and transparencies also illustrate types of map projections; world transportation; rates of travel in the United States in 1804, 1857, and 1940; world wheat trade; equal costs of trade from St. Louis, Shanghai, and Buenos Aires; and locations of Chinese cultural ties in the world. Some of the slides have no captions and are unidentified. Also included are two globes and a transparent plastic hemisphere for measuring distances and areas on globes.

**435. INTERNATIONAL BOUNDARY STUDIES AND GEOGRAPHIC NOTES, REPORTS, AND BULLETINS. 1961-74. 200 items.**

Arranged numerically by serial number.

Record copies of map-illustrated serials published by the Office of the Geographer. The most voluminous are the International Boundary Studies, each of which details the location and background of a boundary between two countries. The geographic notes, reports, and bulletins include information on provinces, boundary concepts, the status of newly independent nations, and recent changes in names of countries.

**435.1. NUMERICAL MAP FILE OF THE OFFICE OF THE GEOGRAPHER. 1942-1946. 7 cm, 2 in. 1,000 items.**

Arrangement is numerical by map number, 600E through 2134. A map list, also arranged by map number, serves as a finding aid.

Published thematic maps and charts of world regions and countries relating to strategies employed by the Allies in World War II. They show such information as boundary locations, population centers, areas of ethnic concentration, and distribution of religions. Most cover areas involved in the war. About 500 maps are missing. Most of the items are small scale and page size.

### **Records of the Division of Historical Policy Research and Its Predecessors**

The Division of Historical Policy Research was the successor to various organizational units within the Department, including the Office of the Historical Advisor, which was established in 1929. In 1933 the latter office was divided into the Office of the Historical Advisor and the Division of Research and Publication. In 1946 the Division of Research and Publication was abolished and the Division of Historical Policy Research was established within the Office of Public Affairs. The new Division took over many of the functions formerly performed by the Division of Research and Publication, including the preparation of documentary publications and historical studies,

advising policy officers on the history of American foreign policy, and maintaining liaison with the National Archives.

**436. SPECIAL STUDIES AND REPORTS. 1944-50. 2.1 m, 6 ft., 8 in. 16 items.**

Arranged according to alpha-numeric and numeric filing systems, except for a few miscellaneous studies.

Copies and originals of special studies and research reports prepared by the Foreign Policy Studies Branch primarily for internal departmental use. Most of the studies deal with U.S. relations with individual countries, but some are for specific regions, such as the Middle East.

**437. PORTRAITS OF AMERICAN STATESMEN. 1774-Ca. 1912. 91 cm, 3 ft. 257 items.**

Arranged alphabetically by initial letter of surname.

Steel engravings, lithographs, and photographic prints of individuals prominent in the history of the United States. These portraits were made or acquired over the years by various divisions of the State Department for purposes of exhibition. The collection includes portraits of James G. Blaine, Montgomery Blair, Hamilton Fish, Albert Gallatin, Reverdy Johnson, Gouverneur Morris, Hoke Smith, signers of the Declaration of Independence, and members of the Continental and Confederation Congresses.

**438. PHOTOGRAPHIC COPIES OF PORTRAITS OF PRE-FEDERAL LEGISLATORS. 1774-1789. 25 cm, 10 in. 81 items.**

Arranged alphabetically by surname.

This collection contains photographic copies of engravings of colonial legislators; signers of the Declaration of Independence; members of the Continental and Confederation Congresses; and various soldiers, attorneys, and financiers associated with the American Revolution and the Confederation period. Individuals portrayed include Francis Dana, John Dickinson, Elbridge Gerry, Button Gwinnett, Richard Henry Lee, Henry Marchant, Robert Morris, Charles Pinckney, Oliver Wolcott, and George Wythe.

**439. PORTRAITS OF PRESIDENTS OF THE UNITED STATES. 1789-1932. 13 cm, 5 in. 29 items.**

Arranged numerically, roughly in order of administration.

Portrait prints of U.S. Presidents from George Washington to Herbert Hoover.

**440. PORTRAITS OF PRESIDING OFFICERS OF THE U.S. SENATE. 1789-1901. 1789-1901. 13 cm, 5 in. 40 items.**

Arranged chronologically by dates of tenure.

Portrait prints of Vice Presidents of the U.S. and Presidents Pro Tempore of the Senate. Included are pictures of John C. Breckinridge, Aaron Burr, John C. Calhoun, Lewis Cass, Schuyler Colfax, David Davis, Elbridge Gerry, and Hannibal Hamlin.

**441. PHOTOGRAPHS OF HISTORIC BUILDINGS IN THE UNITED STATES AND CANADA. Ca. 1870-1880. 8 cm, 3 in. 24 items.**

Arranged numerically.

This is a collection of gold-tone albumen photographic prints of buildings in Washington, DC, including the Capitol, the White House, the Soldiers' Home, the Orphans' Asylum, the Patent Office, and structures formerly occupied by the State, Treasury, and War Departments. There are also views of the cities of Quebec, St. Louis, and Chicago (following the fire of 1871); the City Hospital in Cincinnati; a suspension bridge over the Ohio River; Carpenters' Hall in Philadelphia; the interior of a Palace car of the Ohio Railroad; and the Andrew Jackson statue in Washington, DC.

**442. PHOTOGRAPHS RECEIVED FROM U.S. CONSULAR AND DIPLOMATIC REPRESENTATIVES OR PRESENTED TO THE STATE DEPARTMENT BY FOREIGN GOVERNMENTS. 1915-43. 25 cm, 10 in. 370 items.**

Arranged randomly by country.

Photographs of various subjects, including the American consulate in Mexico (1925), scenes in European and South American countries, American commercial enterprise abroad (such as mining in Ecuador and railroading in Panama), the inauguration of Gutierrez Guerra as President of Bolivia, and visits of foreign dignitaries to the United States. There are also several photographs of the German battleship Graf Spee and an album of photographs (showing the construction of the Chiriqui Railroad in Panama) that was presented to Secretary of State Robert Lansing by Dr. Eusebio A. Morales, Minister of Panama.

**443. PORTRAITS OF PRESIDENT HARDING, HIS CABINET MEMBERS, VICE PRESIDENT COOLIDGE, AND THEIR WIVES. Ca. 1921. 8 cm, 3 in. 19 items.**

Arranged numerically.

This collection of portrait prints of Harding's cabinet members and their wives include pictures of Albert Fall, Edwin Denby, and Harry Daugherty, who were associated with the Teapot Dome Scandal. There are also photographs of President and Mrs. Harding and Vice President and Mrs. Calvin Coolidge.

**444. PHOTOGRAPHS RELATING TO DIPLOMATIC AFFAIRS AND INTERNATIONAL RELATIONS. 1783-1955. 61 cm, 2 ft. 250 items.**

Arranged numerically.

This collection consists of generally unrelated photographic prints depicting Department officials, officials of foreign governments, U.S. consulates, exhibits, boundary markers, statues, ceremonies, and conferences. Included are 24 prints of colonial American leaders from portraits by Du Simetiere (1783); 12 Chinese water colors illustrating the intricacies of punishment and torture; a series of drawings of the design for the official dress of U.S. diplomatic officers in 1815; the ruins of Rheims and Nancy after World War I; and a portfolio of photographs showing the excavation of the remains of John Paul Jones in Paris in 1905 with an illustrated report, prepared in 1955, concerning pathological materials removed during the necropsy performed on the remains following the excavation.

### **Records of the Office of the Commissioner of Immigration**

The Office of the Commissioner of Immigration was established within the Department of State by an act of July 4, 1864 (13 Stat. 385). It was the responsibility of the Commissioner to institute regulations concerning contracts made by immigrants who pledged their wages to pay for their transportation to the United States. Under the Commissioner's direction, a Superintendent of Immigration was appointed in New York City; he was responsible for making contracts between immigrants and transportation companies in order to protect the immigrants against fraud and for furnishing immigrants with travel information and facilities. The office of the Commissioner was abolished by section 4 of an act of March 30, 1868 (15 Stat. 58).

Records related to those described below are interfiled with the series of domestic and miscellaneous letters described in entries 100 and 113. Consular reports on immigration during this period are among the consular despatches described in entry 85.

**445. INDEX TO LETTERS SENT. 1864-67. 3 cm, 1 in. 1 vol.**

Arranged alphabetically by name of addressee or subject.

A name and subject index to the letters described in entry 446.

**446. LETTERS SENT. 1864-67. 8 cm, 3 in. 1 vol.**

Arranged chronologically.

Copies of letters sent by the Commissioner of Immigration and by State Department officials to the Superintendent of Immigration at New York, to other agencies, and to private persons regarding the duties of the Superintendent, the arrival of immigrants, immigration regulations, and related matters.

**447. INDEX TO LETTERS RECEIVED. 1864-67. 10 cm, 4 in. 1 vol.**

Arranged alphabetically by name of writer.

An index giving the date of each letter received, the name of its writer, and a brief synopsis of its content. The letters themselves are not among the State Department records.

### **Records of the Bureau of Intelligence and Research**

When the President disbanded the Office of Strategic Services (OSS) by Executive Order 9621 of September 20, 1945, the Research and Analysis Branch of that organization became part of the State Department. The Branch continued the preparation of reports and studies that had begun under the predecessor of the OSS, the Office of the Coordinator of Information (established July 11, 1941). Various organizational units were responsible for preparing intelligence reports over the next 16 years, including the Interim Research and Intelligence Service, the Office of Intelligence Coordination and Liaison, the Office of Research and Intelligence, the Office of Intelligence Research, and the Bureau of Intelligence and Research, which discontinued intelligence reports in 1961. Other records of the OSS are in Records of the Office of Strategic Services, Record Group 226.

#### **448. CARD INDEX TO NUMBERED INTELLIGENCE REPORTS. 1941-61. 2.4 m, 8 ft.**

Arranged alphabetically by subject or name of country and thereunder by report number.

Cards, 3- by 5-inch, listing the number, title, and date of each report in entry 449. There are some cards for reports that are not in the file.

#### **449. NUMBERED INTELLIGENCE REPORTS ("R AND A REPORTS"). Oct. 1941-Sept. 1961. 47.2 m, 155 ft.**

Arranged numerically from 1-8518.2, with various office symbols preceding the numbers.

Reports, studies, and surveys prepared initially by the Office of the Coordinator of Information and the Research and Analysis Branch of the Office of Strategic Services; continued by various State Department offices from 1945-61. The reports vary from short memorandums to detailed, documented studies. The topics also vary from individual commodities or countries to the economic and political characteristics of whole regions. Entry 448 is a card index to the reports.

#### **450. INTELLIGENCE BRIEFS. Oct. 3, 1951-Jan. 14, 1954 and July 21-Sept. 17, 1958. 10 cm, 4 in.**

Arranged numerically.

Mimeographed copies of brief summaries of world developments, with emphasis on the Soviet Union, prepared by the Office of Intelligence Research and the Bureau of Intelligence and Research. The briefs dated 1951-54 include a set numbered 1001.134-1001.247 that are entitled "Trends in Soviet-Communist Tactics." Those dated in 1958 are numbered 2320-2342 and relate to a variety of topics.

#### **451. MISCELLANEOUS INTELLIGENCE REPORTS. Jan. 1944-June 1961. 13 cm, 5 in.**

Arranged by kind of report as listed below.

Copies of miscellaneous intelligence reports prepared by various offices, including the Interim Research and Intelligence Service, the Office of Intelligence Research, and the Bureau of Intelligence and Research. There are biographic directories, field reports, external research reports, intelligence estimates, chronologies, and miscellaneous reports. Some of the reports are fragmentary, with pages missing.

### **RECORDS OF THE DIVISION OF RESEARCH FOR AMERICAN REPUBLICS**

This division planned and implemented a program of research and analysis for the Latin American countries. Its duties included providing evaluated intelligence on Latin America for the formulation of U.S. foreign policy toward the area and preparing intelligence reports, studies, and estimates for the Office of American Republic Affairs as well as for additional geographic divisions of the Department and other Government agencies. The Division consisted of a Chief and Associate Chief; the Mexico, Central American, and Antilles Branch; the North and West Coasts of Latin America Branch; and the River Plata and Brazil Branch.

**451.1. COUNTRY FILES. 1940-49. 78 cm, 2 ft.**

Arranged by country and thereunder by subject.

Background studies prepared by various Government and private agencies on internal conditions in various Latin American countries deal with economic and political conditions, boundary disputes, Axis and Communist penetration, and European possessions in the Caribbean.

**451.2. MISCELLANEOUS RECORDS. 1941-48. 1.4 m, 4 ft.**

No discernable arrangement.

Reports, studies, working papers, and internal memorandums prepared by the Division of Research for American Republics and other Government and private agencies on economic, cultural, and social problems in Latin American countries. Included are reports prepared by a special section of the Division of American Republics working on the activities of Nazi, Communist, Falangist, and other foreign groups in Latin America, as well as two CIA reports on the Soviet Union.

### **Records of the Office of International Information and Its Predecessors**

The Office of International Information and Cultural Affairs was established on August 31, 1945. It had responsibility for coordination and direction of policy and action in the field of international information and cultural affairs; development of policies and programs promoting freedom of information; furtherance of international interchanges of persons, knowledge, and skills; and coordination of programs and activities of other Federal agencies in the area of international exchange. On August 15, 1947, the name was changed to the Office of Information and Educational Exchange. Then, on April 22, 1948, the office was abolished and two new ones were created - the Office of International Information and the Office of Educational Exchange. The new Office of International Information continued the information programs of its predecessors. Among the units under these successive offices were the Division of International Press and Publications, the Division of International Motion Pictures, and the Division of International Broadcasting.

#### **RECORDS OF THE DIVISION OF INTERNATIONAL PRESS AND PUBLICATIONS**

**452. "PICTURE PAGES" AND TWO "FOTO POSTERS" OF FAMOUS AMERICANS AND LIFE IN THE UNITED STATES. 1946-51. 30 cm, 1 ft. 500 items.**

Arranged by folder number (1 to 65) and thereunder numerically.

The Photo Display Section of the Division's Photographic Branch produced this series of posters portraying well-known past American leaders and industry, agriculture, and culture as they were in the United States in the mid-20th century. These posters were printed in five languages and distributed to foreign information centers. As a means of demonstrating to foreigners the high standard of living and comparative sophistication of life in the United States, the posters described such subjects as soil conservation, road-building, libraries, schools, student government in colleges, education for women, housing, farming, modern household appliances, disease control, the wide variety of health services available, various geographic regions of the United States and life in them, free elections, town meetings, and the U.S. government at work. Montage photographs of George Washington, Thomas Jefferson, and Abraham Lincoln combining portraits of each man with familiar scenes of his life are also a part of the collection.

**453. PHOTOGRAPHS USED IN A STUDY COLLECTION ON HOUSING PLANNING AND CONSTRUCTION TECHNIQUES, 1936-48. 91 cm, 3 ft. 1,600 items.**

Arranged as follows: prints are in folders arranged numerically (1- 252) with gaps; negatives are arranged numerically.

The photographs were collected under the direction of Harold Sandbank, State Department Housing Consultant, for distribution to a limited number of foreign information centers. They were used in the publication Guide to a Study Collection on Housing Planning and Construction Techniques, which was prepared under Mr. Sandbank's direction. The photographs show the interiors and exteriors of different types of homes; planned communities; community recreational facilities; housing projects in cities such as Los Angeles, Cleveland,

Richmond, New York, and Detroit; designs for private residences by well-known architects; building techniques; and housing developments, including several in Arlington, VA, and Silver Spring, MD.

#### **RECORDS OF THE DIVISION OF INTERNATIONAL MOTION PICTURES**

**454. OFFICE OF WAR INFORMATION (OWI) MOTION PICTURES. 1942-45. 60 motion picture reels.**

Arranged numerically.

These films were made by the OWI for viewing overseas. The majority are documentaries about American life that show Americans at work and at play in both urban and rural settings. A number of films concern various war-related activities in the United States and around the world and include productions depicting the manufacture of armaments and aircraft. Some of the films are in foreign languages. These films were acquired by the State Department in 1945 when foreign information activities were transferred from OWI to the Department.

#### **RECORDS OF THE DIVISION OF INTERNATIONAL BROADCASTING**

**455. DAILY BROADCAST SCHEDULES. Oct. 1949-Sept. 1950. 1.5 m, 5 ft.**

Arranged chronologically.

These schedules, prepared by the Network Operations Section of the Facilities Branch of the Division, are for some of the overseas broadcasts recorded on discs and described in entry 456. The schedules identify the program, its length, and the network over which it was transmitted. Attached to the broadcast schedules are network schedules listing the stations that make up the overseas network, their hours of operation, and their transmission frequencies.

**456. SOUND RECORDINGS OF OVERSEAS BROADCASTS. 1946-52. 31,509 sound recordings.**

Arranged and numbered in chronological order.

Memovox 16-inch disc recordings of broadcasts from the United States to foreign countries, including educational, informational, entertainment, and news programs in various languages. Schedules for some of the broadcasts are described in entry 455.

#### **Records of the Office of International Trade Policy, 1940-49**

Formerly the Office of Commercial Policy, the Office of International Trade Policy was officially established by departmental order on March 1, 1945. It was charged with responsibility for the adoption and continuing application of principles and methods by which the United States could expand the production, exchange, and consumption of goods throughout the world; for the improvement of labor, social, and health standards; and for otherwise promoting the interests of the United States in matters pertaining to international economic, trade, and commercial affairs. It directed and coordinated the work and programs of the Commercial Policy Division, the International Resources Division, the Petroleum Division, and the Division of International Labor, Social, and Health Affairs.

#### **RECORDS OF THE PETROLEUM DIVISION, 1940-49**

Established on March 24, 1944, the Petroleum Division had responsibility for the initiation, development, and coordination of policy and action in all matters pertaining to petroleum products. It was also responsible for liaison with other departments and intergovernmental agencies concerned with international problems in this field. Its major functions included initiating and participating in the formulation of international agreements and treaties involving petroleum and conducting discussions and negotiating with foreign governments about international cooperation in the orderly development, production, and distribution of petroleum resources. It advised and assisted American nationals in the petroleum trade and assisted in the protection of U.S. property rights abroad and in the development of U.S. petroleum interests.

**456.1. SUBJECT FILE. 1943-49. 1.2 m, 3 ft.**

Arranged alphabetically by subject.

Correspondence, memorandums, reports, summary minutes and verbatim transcripts of meetings, telegrams, position papers, histories, newspaper clippings, and press releases relating to U.S. oil policy. The records cover a broad range of subjects pertaining to petroleum and petroleum problems encountered by the United States during the 1943-49 period. The material relates to the development of a U.S. foreign oil policy, the proposed Anglo-American Agreement, petroleum interests in the United States and abroad, oil policy in Latin America, and oversight of allocation and transportation of bunker petroleum supplies and tankers through the Bunker Control Committee. There are also some situation reports on the Near East for 1946 prepared by the Office of Intelligence Coordination and Liaison.

**456.2. COUNTRY FILE. 1940-47. 1.2 m, 3 ft.**

Arranged alphabetically by country and/or geographic region.

Reports, memorandums, correspondence, statistics, summary minutes, transcripts of meetings, and copies of agreements. The records reflect the development of U.S. foreign oil policy. They contain information on the petroleum policies of foreign nations, the operation of U.S. interests overseas, foreign oil requirements and supplies, development and utilization of pipelines, and foreign petroleum operations, production, concession, and agreements. There is, for example, documentation relating to German assets in Austria, the Standard Vacuum Oil Company operations in China, the position of U.S. oil interests in Italy, construction of oil refineries in the Persian Gulf, the Rumanian-Soviet-American Oil Commission, and U.S.- Mexican oil negotiation.

**456.3. RECORDS OF COMMITTEES. 1942-47. 1.5 m, 4 ft.**

Arranged by committee.

Summary minutes, verbatim transcripts of meetings, agenda, correspondence, foreign press abstracts, and personnel lists. The records cover an extensive range of subjects relating to the activities of such petroleum oriented organizations as the International Petroleum Policy Committee, the Petroleum Administration for War, the Petroleum Industry War Council, the Enemy Oil Committee, the Enemy Oil Intelligence Committee, the Petroleum Reserves Corporation, the Essential Requirements Committee, the European Petroleum Committee, the Foreign Operations Committee, the Foreign Petroleum Policy Committee, the Foreign Petroleum Committee, the Foreign Petroleum Materials Committee, the Special Committee on Post-War Petroleum, and the Petroleum Facility Coordinating Committee.

### **Records of the U.S. Mission for Economic Affairs, 1943-45**

The U.S. Mission for Economic Affairs in London succeeded the Harriman economic mission pursuant to a Presidential letter of October 19, 1943. Working with the British Government to solve vital wartime supply problems, the mission consisted of a small staff of U.S. specialists from economic agencies. The Petroleum Section of the mission represented all civilian agencies in Washington substantially involved in petroleum supply and worked very closely with the Petroleum Division of the State Department. After completion of the mission, these records were transferred to the Petroleum Division to be integrated with its files.

**456.4. GENERAL RECORDS. 1943-45. 71 cm, 2 ft.**

Arranged by subject.

Memorandums, correspondence, reports, statistics, and minutes. The records relate to the oil positions of the United Kingdom and the Axis powers and to the various Anglo-American committees, boards, and working groups, such as the Tanker Advisory Committee, the Oil Control Board, the Overseas Supply (Trade Control) Committee, and the Coordination and Development Committee.

### **Records of the Bureau of Near Eastern, South Asian, and African Affairs**

In 1949 the Bureau of Near Eastern, South Asian, and African Affairs succeeded the Office of Near Eastern and African Affairs, which had been established in 1944. David R. Robertson, Special Assistant to the Director of



the Office from 1947 to 1949 and politico-military adviser from 1949 to 1950, was a State Department Representative on several interdepartmental committees. The records described below were maintained in his office.

**457. RECORDS OF THE MILITARY ADVISER. 1945-50. 61 cm, 2 ft.**

Arranged randomly by name of committee or program.

Reports, minutes of meetings, agenda, briefing papers, country studies, memorandums, and background material accumulated as a result of participation by the Military Adviser on the State-War-Navy Coordinating Committee, the State-Army-Navy-Air Force Coordinating Committee, the Foreign Military Assistance Coordinating Committee, and the Foreign Assistance Correlation Committee. Also included are reports and informational material on the Military Assistance Program and the Mutual Defense Assistance Program.

**RECORDS OF THE OFFICE OF AFRICAN AFFAIRS, 1943-49**

The Office of African Affairs was originally established to implement, through long-range and day-to-day action, plans and overall policies for the conduct of U.S. relations with independent countries of Ethiopia and Liberia and with all other parts of Africa, including the colonies, protectorates, trusteeships, and mandated territories excepting Union of South Africa, Algeria, Egypt, and the Anglo-Egyptian Sudan. These are consolidated files from the Economic Branch, the Independent and International Areas Branch, and the Dependent Areas Branch of the African Affairs Office. They deal primarily with Ethiopia, Eritrea, the Somalilands, Libya, Tangier, and the trusteeship territories.

**457.1. OPINIONS OF OTHER GOVERNMENTS REGARDING DISPOSITION OF FORMER ITALIAN COLONIES. 1947-1949. 26 cm, 10 in.**

Arranged alphabetically by country and thereunder chronologically.

These are copies of telegrams and memorandums of conversations between members of the U.S. delegation to the United Nations and foreign representatives regarding disposition of the former Italian colonies. Included are the views of the British, French, and Soviet governments.

**457.2. SUBJECT FILE REGARDING DISPOSITION OF FORMER ITALIAN COLONIES. 1944-49. 54 cm, 1 ft.**

Arranged by subject.

This file contains memorandums, draft addresses, memorandums of conversations, correspondence, position papers, aides memoire, draft instructions, telegrams, notes, reports, and maps. The material pertains to the former Italian colonies of Somaliland, Eritrea, Cyrenaica, and Tripoli. Included in the file is information relating to the Four Power Commission of Investigation (appointed by the deputies of the Foreign Ministers, the Commission was instructed to obtain data for the disposal of the former Italian territorial possessions in Africa), the United Nations consideration of the question, the views of other governments, and the position of the United States.

**457.3. COUNTRY FILE. 1943-49. 39 cm, 1 ft.**

Arranged alphabetically by country and thereunder by subject.

These files consist of memorandums, reports, memorandums of conversations, newspaper clippings, correspondence, draft telegrams, transcripts of proceedings, and background information on British East and West Africa, Tangier, Morocco, Tunisia, Ethiopia, and Nigeria. Most of the material is on economic matters, but there is also some information relating to nationalist aspirations and political activity in these areas.

**RECORDS OF THE OFFICE OF NEAR EASTERN AFFAIRS, 1946-49**

The Office of Near Eastern Affairs was established to implement, through long-range and day-to-day action, plans and overall policies for the conduct of U.S. relations with Egypt, the Anglo-Egyptian Sudan, Greece, Iraq, Lebanon, Palestine, Transjordan, Saudi Arabia and other countries of the Arabian Peninsula, Syria, and Turkey.

**457.4. SUBJECT FILE - PALESTINE. 1946-49. 26 cm, 10 in.**

Arranged by subject.

These records consist of memorandums, draft telegrams, correspondence, aides memoire, memorandums of conversations, reviews, position papers, maps, and charts. They relate entirely to the Palestine question from 1946 to 1949 and possible solutions. Included is information pertaining to the President's Cabinet Committee on Palestine and the Anglo- American Committee of Inquiry.

### **Records of the Office of News and Its Predecessors**

The Division of Information was established by Departmental Order No. 15 of July 28, 1909, to prepare and distribute to the Foreign Service copies of despatches, commercial reports, and other correspondence and documents containing important information concerning the foreign relations of the United States. The Division's work consisted principally of preparing and issuing to diplomatic officers the printed and processed "Information Series" of documents, reviewing U.S. and foreign newspapers, publishing the Foreign Relations series, and gathering and compiling confidential information. The Division's name was changed to the Division of Foreign Intelligence by Departmental Order No. 82 of May 7, 1917; its duties were enlarged to include the preparation of press releases, the control of information released abroad by the Foreign Service, and the distribution of daily press summaries and other information to private organizations and individuals. The name of the Division of Foreign Intelligence was changed to the Division of Foreign Information by Departmental Order No. 201 of May 5, 1921, and to the Division of Current Information by Departmental Order No. 208 of May 24, 1921. When the Division of Current Information was established, the responsibility for publishing Foreign Relations was transferred to the Division of Publications. Departmental Order No. 1229 of February 22, 1944, abolished the Division of Current Information and transferred its functions to the Special Assistant to the Secretary for Press Relations. In 1953 the News Division was established under the Assistant Secretary for Public Affairs. It became the Office of News in 1960.

### **INFORMATION REPORTS FOR FOREIGN SERVICE POSTS**

**458. INDEX TO INFORMATION SERIES, 1909-24. Ca. 1925. 3 cm, 1 in.**

Arranged alphabetically by subseries designation (A, B, C, D, and M). Each subseries is divided into three parts arranged as follows: numerically by issue number, alphabetically by name of country to which the issue relates, and alphabetically by subject.

Index to the publications in the confidential Information Series described in entry 461.

**459. "GUIDE TO INFORMATION SERIES." N.d. 3 cm, 1 in. 1 vol.**

Arranged as described below.

A brief guide to the publications in the confidential Information Series described in entry 461. The first part of the guide contains a list of issues, with their titles, under each of the alphabetical subseries A, B, C, D, and M. The second part, an alphabetical subject index, indicates for each subject the subseries and the issue in which the subject is discussed.

**460. RECORD OF DISTRIBUTION, INFORMATION SERIES A. Nov. 1909-Nov. 1911. 3 cm, 1 in. 1 vol.**

Arranged numerically.

A record of the distribution of copies of Information Series A, numbers 1-78, showing the offices to which copies of the publications were sent, the dates of acknowledgement, and, if returned, the dates of return.

**461. ALPHABETICAL SERIES OF CONFIDENTIAL PUBLICATIONS. 1909-28. 1.2 m, 4 ft. 12 vols. and unbound papers.**

Arranged numerically within the following subseries: Information Series A (Latin America), September 8, 1909-October 10, 1923, Nos. 1-129; Information Series B (Western Europe), 1909-28, Nos. 1-15 and Second Series B, No. 1; Information Series C (Near East), October 7, 1909-May 12, 1926, Nos. 1-55; Information Series D (Far

East), August 28, 1909-February 1926, Nos. 1-84; and Information Series M (Miscellaneous), November 26, 1909-April 1, 1925, Nos. 1-169.

Copies of "confidential" issuances of the Department of State prepared from information received in the Department from its Foreign Service officers and other sources. Among the topics discussed for each area are political conditions, disorders, anti-American activities, boundary disputes, relations with other countries, recognition of governments, revolutions, alliances and agreements, claims, loans, reforms, and concessions. One subseries of issuances, "Series M," does not relate to any particular area but covers such subjects as citizenship, Departmental orders, speeches, conferences, the Department of State, and the Monroe Doctrine. The guide and indexes to the alphabetical subseries are described in entries 459 and 458 respectively.

**462. WEEKLY REPORTS. 1917-20. 2.1 m, 7 ft.**

Arranged numerically within the subject areas described below.

Weekly reports that review the political, economic, and military developments in and occasionally summarize related press comments on the following areas: "Weekly Reports on Matters Relating to Latin American Affairs," February 28, 1918-January 29, 1920, Nos. 8-108.; "Weekly Reports On Mexican Affairs," September 24, 1919-April 17, 1920, Nos. 1-30; "Weekly Reports on Matters Relating to Western Europe," April 5, 1919-April 17, 1920, Nos. 1-55; "Weekly Reports on Matters Relating to the Central Powers," June 4, 1917-December 28, 1918, Nos. 1-76; "Weekly Reports on Matters Relating to Near Eastern Affairs," January 10, 1918-December 30, 1919, Nos. 1-60; and "Weekly Reports on Matters Relating to Far Eastern Affairs," December 26, 1917-October 16, 1918, Nos. 1-40.

**463. MONTHLY POLITICAL REPORTS. Apr. 1923-Aug. 1929. 30 cm, 1 ft.**

Arranged numerically, 1-77.

Monthly political reports prepared by the Department of State from consular and diplomatic despatches and reports. Each political report contains a table of contents.

**464. CONFIDENTIAL INFORMATION SERIES FOR USE OF MISSIONS ONLY. 1919-1920. 15 cm, 6 in.**

Arranged numerically within the following subseries: "Confidential Information Series, Division of Far Eastern Affairs," January 4, 1919-June 1920, Nos. 1-226; "Confidential Information Series, Division of Western European Affairs," January 3-April 2, 1919, Nos. 1-294; and "Confidential Information Series, Near Eastern Affairs, Russia," March 4-19, 1919, Nos. 1-10.

Processed copies of reports on topics of current interest in U.S. foreign relations. These reports are less detailed than those described in entries 461, 465, and 468, and they were used more frequently.

**465. MISCELLANEOUS REPORTS. 1895-1919. 61 cm, 2 ft.**

Arranged numerically or randomly by subject.

Printed and processed copies of reports, diplomatic notes, correspondence, and despatches relating to such subjects as arbitrations, commissions, conferences, and World War I. Includes a set of numbered reports (1-149, with gaps), a report on the Special War Mission to Europe in 1917, a group of reports on the Far East in 1908 and 1909, and a report on conditions in Germany in 1917 and 1918.

**466. WAR SERIES ON WESTERN EUROPE. May 17-Dec. 28, 1918. 15 cm, 6 in.**

Arranged numerically, 1-25.

Processed copies of weekly reports on conditions in Western European countries during World War I. Each report is subdivided by country.

**467. WAR SERIES ON RUSSIA. Sept. 13, 1917-Nov. 27, 1918. 15 cm, 6 in. 2 vols.**

Arranged numerically within two series, 1-5 and 1-23.

Processed copies of periodic reports on conditions in Russia during World War I. Duplicated in part in entry 468.

**468. PERIODIC REPORTS ON MATTERS RELATING TO RUSSIA. Sept. 13, 1917-Mar. 6, 1920. 18 cm, 7 in.**

Arranged chronologically and thereunder numerically.

Reports reviewing economic, political, and military affairs relating to Russia. Issued in three numbered series as follows: Sept. 13, 1917- Nov. 27, 1918, Nos. 1-23; Apr. 24-June 23, 1919, Nos. 1-9; and Feb. 21- Mar. 6, 1920, Nos. 1-2.

**469. "RUSSIAN SERIES." 1918 and 1919. Negligible.**

Arranged numerically, 1-5.

Printed copies of diplomatic notes, correspondence, and other documents pertaining to U.S. relations with Russia. Included are some later State Department memorandums, 1933-35, dealing with the question of whether these documents should be released to persons outside of the Department.

**470. "RUSSIAN PRESS." Sept. 10, 1919-Jan. 1, 1920. 1 cm, 1/4 in.**

Arranged chronologically.

Processed copies of translations of Russian newspaper editorials, radio broadcasts, and messages.

**471. NOTES ON ECONOMIC CONDITIONS IN PRINCIPAL COUNTRIES. Aug. 1919-Apr. 1920. 18 cm, 7 in.**

Arranged numerically, 1-36.

A series of weekly reports, prepared in the Foreign Trade Adviser's Office, summarizing information on economic conditions in principal countries.

**472. DOMESTIC INFORMATION SERIES. July 3, 1934-July 20, 1943. 18 cm, 7 in.**

Arranged numerically, 1-150.

Processed copies of reports issued periodically for the use of Foreign Service personnel. They consist chiefly of scripts of speeches by department officials and information on appropriations for the Department of State, domestic affairs, and the defense effort.

**473. INTERNATIONAL INFORMATION SERIES. Oct. 5, 1934-Oct. 4, 1944. 91 cm, 3 ft.**

Arranged numerically, 1A-145A.

Processed copies of monthly reports summarizing significant international political and economic subjects. They deal with such matters as diplomatic relations between countries, international disputes, political and economic developments within countries, the League of Nations, and military and political events during World War II. The reports were issued weekly after December 1943.

**474. TRANSCRIPTS OF RADIO BULLETINS. March 30, 1935-Feb. 7, 1946. 1.8 m, 6 ft. 24 vols.**

Arranged chronologically. The bulletins are also numbered within each year.

Mimeographed copies of transcripts of news summaries transmitted to key embassies, legations, and consulates through naval radio facilities. The bulletins were begun at the request of President Roosevelt and were designed to provide diplomatic and consular officials with up-to-date summaries of current developments in the United States. The Division of Current Information prepared the bulletins from 1935 to 1943. Beginning in 1944 they originated in the Office of the Special Assistant to the Secretary for Press Relations. Copies of the transcripts were also distributed to embassies, legations, and consulates.

**475. PRESS CLIPPINGS AND SUMMARIES REGARDING FOREIGN RELATIONS. 1900 and 1911-13. 20 cm, 8 in.**

Arranged chronologically.

Clippings from U.S. and foreign newspapers regarding such topics as the Balkan situation, foreign opinion on Anglo-German and on Franco-Italian relations, the appointment of Secretary Bryan and his peace policy, the reversal of the Chinese loan policy, and Chinese territorial integrity. Also included are some summary reports of newspaper comment on foreign relations prepared by the Division of Information.

**NEWS SUMMARIES**

**Daily News Summaries**

**476. DAILY NEWS SUMMARY. Dec. 13, 1909-March 21, 1938. 3.1 m, 10 ft. 59 vols.**

Arranged chronologically.

Typewritten and mimeographed summaries of morning newspapers prepared for departmental use. The summaries were prepared by the Division of Information, 1909-16; the Division of Foreign Intelligence, 1917-20; and the Division of Current Information, 1921-38. A notice in volume 29 (1921) states: "No 'Summary of the Morning Newspapers' was made between June 12, 1920, and April 30, 1921." Thus there is a gap for that period. In addition, volumes 5-7 (January 1912-June 1913) are missing. Volumes 52-59 (June 19, 1934-March 21, 1938) carry a backstrip title, "Press Summaries" rather than "Daily News Summary."

**477. DAILY NEWS DIGESTS. Oct. 22, 1943-Dec. 31, 1952. 1.8 m, 6 ft.**

Arranged chronologically.

Carbon and mimeographed copies of digests of the daily news prepared for departmental use. The digests, taken from major newspapers, were compiled by the Division of Current Information until April 1944 and then by the Office of the Special Assistant to the Secretary for Press Relations. The digests for April-June 1951 are missing. Similar in format to the News Roundup described in entry 478.

**478. DAILY NEWS ROUNDUP. Apr. 8, 1953-Sept. 30, 1955. 30 cm, 1 ft.**

Arranged chronologically.

Typewritten copies of daily news summaries prepared for departmental use. Similar in format to the "News Digests" described in entry 477, they were prepared from articles in major newspapers.

**News Summaries Regarding International Conferences**

**479. PRESS SUMMARIES RELATING TO THE GENOA CONFERENCE OF 1922. Apr. 11-May 19, 1922. 1 cm, 1/2 in. 1 vol.**

Arranged in reverse chronological order, with some summaries bound out of order.

Typewritten summaries of newspaper accounts of the economic conference at Genoa and related developments. Prepared by the Division of Current Information for Departmental use.

**480. NEWSPAPER SUMMARIES RELATING TO THE LAUSANNE CONFERENCE, 1922 and 1923. Nov. 21, 1922-Feb. 13, 1923. 3 cm, 1 in. 1 vol.**

Arranged in reverse chronological order.

Mimeographed copies of daily news summaries prepared by the Division of Current Information during the first phase of the Lausanne Conference.

**PRESS RELEASES, 1906-1970**

**481. PRESS NOTICES. July 3, 1906-Jan. 29, 1909. 5 cm, 2 in.**

Arranged chronologically.

Copies of notices (releases) to the press. Compiled by the Office of the Chief Clerk. Included are copies of Presidential proclamations, despatches, and other types of documents given to the press.

**481.1. INDEX TO PRESS RELEASES. 19.1 m, 62 ft.**

Arranged alphabetically by subject.

Card index to the record set of Press Releases, 1912-70. Each card contains subject (personal name, place name, or topic), date of press release, press release number (for those dated 1938 and later), and a synopsis of the text.

**481.2. PRESS RELEASES. Mar. 1912-Dec. 1970 11.36 m, 37 ft. 141 vols.**

Arranged chronologically, and numbered sequentially for each year beginning with 1938.

Record set of press releases, consisting primarily of typed releases distributed to the press. Carbon and letterpress copies and drafts plus related materials such as telegrams and texts of addresses and departmental Orders are included with some of the releases. The press releases provide the official State Department interpretation of international events, background data on proposals and actions by the Department in its development and conduct of U.S. foreign policy, and information about significant appointments and reorganizations within the Department.

**482. "O.K." COPIES OF DEPARTMENT OF STATE PRESS RELEASES. 1922-63. 11.9 m, 39 ft. 135 vols.**

Arranged chronologically. Beginning with 1940, the releases are numbered consecutively within each year.

Original final drafts of press releases showing corrections and changes made by drafting and clearing offices. There are also occasional background documents, such as memorandums and correspondence, bound with related press releases. In some cases the approved copy is a copy of a letter, telegram, or address approved for publication. These records were maintained by the Division of Current Information, 1922-43; the Office of the Special Assistant to the Secretary for Press Relations, 1944-53; the News Division, 1953-60; and the Office of News, 1960-63. A subject card index is still in the custody of the Department of State.

**483. PRESS RELEASES RELATING TO THE CONFERENCE ON LIMITATION OF ARMAMENTS, WASHINGTON, 1921 AND 1922. Nov. 12, 1921-Feb. 6, 1922. 13 cm, 5 in. 2 vols.**

Arranged chronologically.

Mimeographed copies of press releases issued by the American delegation. There is a table of contents at the end of volume 2. Additional press materials are in Record Group 43, Records of International Conferences, Commissions, and Expositions.

**484. PRESS RELEASES OF THE INTERNATIONAL RADIOTELEGRAPH CONFERENCE, WASHINGTON, 1927. Sept. 9-Oct. 24, 1927. 1 cm, 1/2 in. 1 vol.**

Arranged in reverse chronological order. The releases are also numbered 1-27.

Mimeographed copies of press releases issued by the news service of the conference. There are also press releases in Record Group 43, Records of International Conferences, Commissions, and Expositions.

**485. PRESS RELEASES RELATING TO THE INTERNATIONAL CONFERENCE OF AMERICAN STATES ON CONCILIATION AND ARBITRATION, WASHINGTON, 1928 AND 1929. Dec. 10, 1928-Jan. 5, 1929. 8 cm, 3 in. 1 vol.**

Arranged chronologically except for some undated material bound at the beginning of the volume.

Copies of releases issued to the press during the Conference, including biographical information on delegates, speeches, minutes, and communiqués. There is also a printed copy of the final act of the conference. A partial table of contents is bound at the beginning of the volume. The volume was compiled by the Division of Current Information.

**RECORDS RELATING TO PRESS CONFERENCES****486. PRESS CONFERENCE RECORD. Jan. 4, 1929-Dec. 29, 1944. 1.5 m, 5 ft. 24 vols.**

Arranged chronologically and, beginning with 1934, numerically within each year.

Drafts of memorandums summarizing the statements of the Secretary or Acting Secretary at press conferences. Also included are occasional summaries of Presidential press conferences relating to foreign affairs. The draft memorandums include corrections and changes approved by the Secretary before stenciling for internal distribution. The memorandums were not distributed to the press. These are drafts of many of the memorandums described in entry 487 for the years 1935-44.

**487. MEMORANDUMS OF PRESS CONFERENCES. Apr. 1935-Dec. 1955. 91 cm, 3 ft. 18 vols.**

Arranged chronologically and, within each year, numerically.

Mimeographed copies of memorandums summarizing the statements of the Secretary or Acting Secretary of State at press conferences. Prepared for Departmental use and not for distribution to the press. The memorandums were prepared by the Division of Current Information, 1935-43; the Office of the Special Assistant to the Secretary for Press Relations, 1944-53; and the News Division, 1953-55. Drafts of these memorandums for the years 1935-44 are in the Press Conference Record described in entry 486.

**487.1. TRANSCRIPTS OF THE SECRETARY'S PRESS CONFERENCES. May 1929-Dec. 1969.  
2.1 m, 6 ft. 30 vols.**

Arranged chronologically.

Verbatim transcripts of the press conferences of the Secretary or the Acting Secretary of State. Often included are prepared press releases. The transcripts were for Department use only and were not distributed to the press.

**487.2. TRANSCRIPTS OF DAILY NEWS CONFERENCES OF THE DEPARTMENT OF STATE.  
Jan. 1946-Dec. 1970. 5.2 m, 17 ft. 56 vols. 4.6 m, 15 ft. 51 vols.**

Arranged chronologically.

Verbatim transcripts of daily news conferences held by the Department of State. The conferences were originated by the Office of the Special Assistant in Charge of Press Relations in 1946 to supplement the press conferences held by the Secretary. Included are some prepared press releases. The transcripts were for Department use only and were not distributed to the press. In 1969 the Office of Press Relations, which had taken over the function of preparing the transcripts, changed the official title to "Press, Radio, and Television News Briefings." Volumes for the 1952-55 period (vols. VII-XI) are missing.

**STILL PICTURES****488. PHOTOGRAPHS OF OFFICIALS OF THE STATE DEPARTMENT, OFFICIALS AND  
DIPLOMATS OF FOREIGN GOVERNMENTS, AND CEREMONIES AND CONFERENCES.  
1943-1956. 1.5 m, 5 ft. 1,600 items.**

Arranged in three subseries as follows: State Department officials, alphabetically by surname; foreign officials and diplomats, alphabetically by name of country; and ceremonies and conferences, randomly by subject.

This is a collection of photographic prints and negatives of State Department staff members during the secretaryships of Cordell Hull, Edward Stettinius, James Byrnes, Dean Acheson, and John Foster Dulles. There are also pictures of foreign governmental officials and diplomats, buildings used by the State Department, departmental award ceremonies, conferences such as the Tropical Medicine and Malaria Conference, diplomatic ceremonies, banquets, parties, and training classes. Included in the collection are photographs of Secretaries of State Acheson, Byrnes, Dulles, and Hull, Konrad Adenauer, Chester Bowles, Ellsworth Bunker, Jefferson Caffery, Lucius Clay, William "Wild Bill" Donovan, John Kenneth Galbraith, Joseph C. Grew, Alger Hiss, Walter H. Judd, George F. Kennan, Breckenridge Long, Robert Lovett, Archibald MacLeish, Sam Rayburn, Dean Rusk, Marshal Josip Broz Tito, and President Harry S. Truman.

**489. PHOTOGRAPHS OF VICE-PRESIDENT RICHARD M. NIXON'S TRIP TO THE FAR EAST. 1953. 61 cm, 2 ft. 1,620 items.**

Arranged as follows: prints, by size and thereunder numerically; color slides, randomly by country; and negatives, numerically.

From November 2 to December 13, 1953, Vice-President and Mrs. Nixon visited 11 Far Eastern, South Asian, and Mid-Eastern countries during a good-will tour arranged by the State Department. Photographs taken during the trip show the Nixons and the staff, government officials and citizens of the countries visited, and countrysides, cities, and famous sites in those countries. There are also photographs of troops and military facilities in Korea at the end of the Korean War.

**MISCELLANEOUS RECORDS**

**490. PRESS SUMMARIES AND COPIES OF SPEECHES RELATING TO DOLLAR DIPLOMACY. 1910 and 1911. 3 cm, 1 in. 1 vol.**

Arranged chronologically, although some documents are bound out of order.

Mimeographed copies of press summaries and speeches by President William Howard Taft and State Department officials on the policy known as dollar diplomacy. The backstrip indicates that they were bound for the Division of Current Information, which was established in 1921, but the date of the binding is unknown.

**491. RECORDS RELATING TO RADIO AND TELEVISION APPEARANCES BY STATE DEPARTMENT OFFICIALS. 1953-59. 13 cm, 5 in.**

Arranged alphabetically by name of official and thereunder chronologically.

Correspondence, memorandums, transcripts, and miscellaneous materials relating to appearances by Secretary of State John Foster Dulles, Under Secretaries Robert Murphy and Walter Bedell Smith, and Assistant Secretary J. Graham Parsons. Most of the material relates to Dulles.

**492. RECORDS RELATING TO NATIONAL RADIO AND TELEVISION NETWORK PROGRAMS. 1946 and 1955-59. 61 cm, 2 ft.**

Arranged by network (CBS, ABC, and NBC) and thereunder chronologically by program.

Transcripts, correspondence, and miscellaneous materials relating to network programs on topics involving or of interest to the State Department. Included are materials relating to such programs as CBS' "Face the Nation" and NBC's "Meet the Press." There are also materials relating to special reports.

**493. COPIES OF THE LISTENER. Nov. 14-Dec. 19, 1957. 3 cm, 1 in.**

Arranged chronologically.

Copies of The Listener, a weekly publication of the British Broadcasting Company, containing a series of six articles by George F. Kennan, formerly of the State Department, on the Soviet Union and its foreign policy. The articles were printed from lectures delivered by Kennan while he was a visiting professor at Oxford University.

**494. RECORDS RELATING TO THE VISITS OF FOREIGN DIGNITARIES. 1957 and 1959. 13 cm, 5 in.**

Arranged chronologically by date of visit.

Correspondence, memorandums, press releases, and miscellaneous materials relating to the visits to the United States of Queen Elizabeth II of the United Kingdom in 1957, King Mohammed V of Morocco in 1957, and President Adolpho Lopez Mateos of Mexico in 1959. Most of the material relates to the visit of Elizabeth II.



### **Records of Harley A. Notter, Advisor for United Nations Affairs**

Harley A. Notter entered the State Department in 1937 as a research associate. During World War II he held various positions within offices and committees engaged in postwar planning. He became Assistant Chief of the Division of Special Research in 1942, Chief of the Division of Political Studies in 1943, and Chief of the Division of International Security and Organization in 1944. In addition he served as executive Secretary of the Advisory Committee on Post-War Foreign Policy, as a member of the Committee on Special Studies, and as a member of the Committee on Post-War Programs. After serving as an adviser at the Dumbarton Oaks Conversations, Notter became an adviser in the Office of Special Political Affairs in November 1944. He continued in that position under the successor Office of United Nations Affairs in 1948. He was also an adviser at the San Francisco Conference in 1945 and became Adviser to the Assistant Secretary for United Nations Affairs in 1949.

The records of many World War II Committees became part of the office files of Notter during his compilation of Postwar Foreign Policy Preparation, 1939-1945, published by the Department in 1949. In 1960 the records relating to the various policy and planning committees, the Dumbarton Oaks Conversations on International Organization (August-October 1944), the San Francisco Conference on International Organization (April- June 1945), the United Nations Preparatory Commission (August 1945- February 1946), and miscellaneous material relating to postwar planning assembled by Notter during the preparation of his book, were consolidated by the Department of State into a single lot file, which was accessioned by NARA as the Notter File.

Other records relating to the formation of the United Nations are among the Records of the Office of United Nations Affairs described in entries 681 and 696.

#### **495. DRAFTS OF POSTWAR FOREIGN POLICY PREPARATION, 1939-1945. 1946-50. 91 cm, 3 ft.**

Arranged by chapter and by kind of record.

Drafts and page proofs of the book, with editorial comments and corrections. Also included are memorandums, correspondence, outlines, notes, prepublication reviewers' comments, and miscellaneous materials relating to the publication of the book.

#### **496. MISCELLANEOUS SUBJECT FILES. 1939-50. 3.1 m, 10 ft.**

Arranged randomly by subject or name of organization.

Copies of memorandums, reports, and draft documents accumulated by Notter relating to general postwar planning, international organization, international conferences, and the work of various divisions within the Department of State. Includes Notter's chronological file and recollections in a document file of the Division of Dependent Areas, and memorandums on the activities of various interdepartmental groups involved in political and economic planning.

#### **497. RECORDS OF ECONOMIC COMMITTEES. 1940-46. 2.7 m, 9 ft.**

Arranged randomly by committee and thereunder by kind of document as listed below.

Copies of minutes, agenda, and working documents of committees involved in formulating economic policy. Includes miscellaneous memorandums and reports on activities of various committees.

#### **498. RECORDS OF THE ADVISORY COMMITTEE ON POSTWAR FOREIGN POLICY. 1942-1945. 7.0 m, 23 ft.**

Arranged randomly by name of subcommittee and thereunder by kind of document as listed below.

Copies of agenda, minutes, working documents, and drafts prepared for review by the Advisory Committee on Postwar Foreign Policy and its subcommittees. Many of the drafts were prepared by the Division of Special Research and its successors.

#### **499. RECORDS RELATING TO MISCELLANEOUS POLICY COMMITTEES. 1940-45. 5.5 m, 18 ft.**

Arranged alphabetically by name of committee and thereunder by kind of document as listed below.

Copies of agenda, minutes, and document files of several intradepartmental and interdepartmental committees involved with postwar policy formulation. Includes files of the State Department Policy Committee, the Committee on Postwar Programs, the Working Committee on Dependent Areas, and various interdivisional country and area committees.

**500. POLICY SUMMARIES. 1943 and 1944. 91 cm, 3 ft.**

Arranged numerically with the letter H preceding each number.

Master file of policy summaries prepared by the Division of Political Studies for review by policy planning committees. The policy summaries define problems, discuss background information, and identify principal considerations and alternative solutions.

**501. RECORDS OF THE DIVISION OF INTERNATIONAL SECURITY AND ORGANIZATION (ISO). 1944 and 1945. 1.5 m, 5 ft.**

Arranged numerically by ISO number.

Master file of documents prepared by the Division of International Security and Organization on general policy problems and proposals for establishment of international organizations. Documents were used by various policy committees within the Department of State and American delegations to the Dumbarton Oaks Conversations and to the United Nations Conference on International Organization.

**502. RECORDS RELATING TO THE DUMBARTON OAKS CONVERSATIONS. 1944. 2.7 m, 9 ft.**

Arranged randomly by subject.

Copies of background studies and working papers of the Informal Agenda Group and its successor, the American Group; minutes of meetings of the American Group; drafts of proposals presented during the conversations; and minutes of the plenary sessions and meetings of various subcommittees. Included are photostatic copies of signed documents and pictures of delegations.

**503. RECORDS OF THE U.S. DELEGATION TO THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION. 1944 and 1945. 3.4 m, 11 ft.**

Arranged randomly by subject.

Copies of working papers and draft proposals prepared by the U.S. delegation, and miscellaneous material relating to the formulation of American policy on questions on international organization. Includes minutes of meetings of the U.S. delegation, official document files, drafts of the Charter as proposed by the United States, interdepartmental correspondence relating to the Conference, and reports on progress.

**504. RECORDS RELATING TO THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION. 1945. 6.1 m, 20 ft.**

Arranged randomly by subject.

Copies of minutes of plenary sessions and meetings of various official committees, working documents and official files, and miscellaneous material relating to preparations for the conference. Includes minutes of meetings of the Big Four and Big Five, the Four Power Deputies, and U.S.- U.S.S.R. conversations of June 4, 1945. Also includes copies of press releases, newspaper clippings, photographs concerning the conference, and drafts of Bernadotte E. Schmitt's "History of the United Nations Conference," which was sponsored by the State Department but never published.

**505. RECORDS RELATING TO THE UNITED NATIONS PREPARATORY COMMISSION. 1945. 5.2 m, 17 ft.**

Arranged by the filing system adopted by the Commission.

Copies of minutes and official documents of the U.S. Delegation to the Preparatory Commission and documents of the Commission and the Executive Committee. Included are miscellaneous material on the work of the U.S. Delegation.

## **Records of the Bureau of Oceans and International Environmental and Scientific Affairs**

The Bureau of Oceans and International Environmental and Scientific Affairs was established in the fall of 1974 through a departmental reorganization that expanded the powers and functions of the predecessor office, the Bureau of International Scientific and Technical Affairs. The Bureau formulates and implements policies and proposals concerning U.S. international scientific and technological programs, advises the Secretary of State in the development of foreign policy, represents the Department in international negotiations in the fields of science and technology, provides policy guidance to the U.S. scientific community on activities affecting international relations, and ensures coordination of policy responsibilities between the State Department and other U.S. agencies. It supervises the Department's scientific attache program.

### **RECORDS OF THE SECRETARY OF STATE'S ADVISORY COMMITTEE ON THE 1972 UNITED NATIONS CONFERENCE ON THE HUMAN ENVIRONMENT, 1971-72**

Sweden proposed a U.N. International Conference on the Human Environment during the spring 1968 session of the U.N. Economic and Social Council. The U.N. General Assembly approved the proposal in Resolution 2398, adopted December 3, 1969.

Sponsored by 55 member nations, the Conference focused the attention of governments and world public opinion on urgent physical and social conditions produced by technology, industrialization, and population. Planners anticipated the action-oriented Conference would produce drafts of international agreements dealing with major environmental problems. Acknowledged as the first environmental conference of worldwide significance, all member states were expected to send delegations.

Christian A. Herter, Jr., Special Assistant to the Secretary of State for Environmental Affairs, served as Chief U.S. Delegate to the Conference's Preparatory Committee. The U.S. Government was active in preparations for the Conference from the beginning. Secretary of State William P. Rogers announced on January 26, 1971, his intention to create a committee to advise him on aspects of U.S. participation in the Conference. On February 19, 1971, he announced the appointment of Senator Howard H. Baker, Jr., of Tennessee as Chairman of the Secretary of State's Advisory Committee on the 1972 U.N. Conference on the Human Environment scheduled to be held in Stockholm, Sweden, from June 5 to 16, 1972. Baker, who worked closely with Herter, toured several European, African, and Asiatic nations from August 20 to September 6, 1971, to determine the status of their preparation for the Conference.

The Advisory Committee consisted of 28 members representing a wide spectrum of the U.S. public interested in environmental affairs as well as representatives of the executive branch of the U.S. Government. It served as the principal channel for determining public reactions to proposals on environmental subjects. The Rockefeller, McClellan, and Ford Foundations provided funding, and the University of Georgia Law School and U.S. Environmental Protection Agency detailed staff to the Advisory Committee. Preparatory teams within the U.S. Government, aided by the recommendations and contributions of members of the Advisory Committee and the public, prepared papers on pertinent issues, such as marine pollution and the conservation of soil resources. Regional public hearings were held in six U.S. cities in order to give individuals and organizations an opportunity to present opinions and recommendations.

The final meeting of the Secretary of State's Advisory Committee on the U.N. Conference on the Human Environment was held at Washington, DC, April 12-13, 1972. The report was submitted to the Secretary of State in May 1972.

#### **505.1. TRANSCRIPTS OF PROCEEDINGS. May 19, 1971-Apr. 13, 1972. 13 cm, 5 in.**

Arranged chronologically.

Unpublished transcripts of proceedings of meetings of the Advisory Committee, held in Washington, DC, and Miami, FL. Comments by Advisory Committee members and invited participants dealt with the full range of environmental problems under consideration by the Committee, as well as the organizational structure of the hearings.

#### **505.2. INDEX AND LISTS OF WITNESSES TESTIFYING AT HEARINGS. Mar. 2, 1972-Mar. 22, 1972. 1 cm, 1/4 in.**

Index arranged alphabetically by name of witness; lists arranged alphabetically by name of city.

The manuscript index includes alphabetically-keyed references to the names of cities in which witnesses testified and the page number in the official transcript of the pertinent hearing. The attached lists give the names of witnesses in the order in which they testified at each hearing and the organizations that they represented.

**505.3. TRANSCRIPTS OF HEARINGS. Mar. 2-22, 1972. 38 cm, 1 ft.**

Arranged chronologically.

Unpublished transcripts of hearings held in New York, Denver, San Francisco, Chicago, and Washington, DC. Transcripts of the hearings held at Houston, March 16-17, 1972, are missing. Witnesses discussed environmental problems concerning ocean dumpings, biostimulation from sewage sludge, responsibility for damages caused by oil spills, the international nature of and responsibility for the oceans, forest depletion, environmental education, the impact of urbanization, and other ecological problems.

**Records of the Office of the Assistant Secretary of State for Occupied Areas**

The Secretary of State created the position of Assistant Secretary of State for Occupied Areas in February 1946 in order to coordinate State Department policy on all occupation matters. The occupied areas were Germany, Austria, Japan, and Korea. The Assistant Secretary represented the Department on the State-War-Navy Coordinating Committee and later became the permanent chairman of that Committee.

The Assistant Secretary submitted matters of concern to the appropriate bureaus for action and was the means by which all policy matters relating to occupied areas were presented to agencies outside the Department. He served as the only channel of communication between the Far Eastern Commission and U.S. Government agencies. Major issues of concern to the Assistant Secretary were government of the four occupied countries, disarmament and security, economic and financial questions, and, with the aid of the Advisor on Refugees and Displaced Persons, relief and relocation of war victims.

As the Assistant Secretary for Occupied Areas had no large staff, he depended on the personnel and facilities of other offices. The Office of the Assistant Secretary consisted of two Secretariats: the German-Austrian Secretariat under the Chairmanship of the Chief of the Division of European Affairs, and the Japanese-Korean Secretariat under the Director of the Office of Far Eastern Affairs.

**505.4. SUBJECT FILE. 1946-49. 26 cm, 10 in.**

Arranged by subject.

This file deals primarily with Austrian and German affairs. There is material pertaining to bizonal and trizonal matters, the Council of Foreign Ministers, the Berlin crisis, and plans for reorganization of the Office of the Assistant Secretary.

**505.5. DECIMAL FILE. 1946-49. 65 cm, 2 ft.**

Arranged by the War Department's decimal file system.

This file covers occupation matters concerning Germany, Austria, Japan, and Korea. Among the subjects included are currency reform, military government, immigration and emigration, foreign technicians, censorship, war crimes, American policy for the areas, intelligence, control of German assets, trizonal fusion, and the European Recovery Program. There is also an extensive general correspondence file under decimal number 201, which is arranged alphabetically by surname of sender.

**Records of the Passport Division and Field Offices**

Since 1789 the Department of State has issued passports to U.S. citizens traveling abroad. The Department did not, however, have sole authority to do so until section 23 of an act of August 18, 1856 (11 Stat. 60), for the first time regulated the issuance of passports. Before the passage of this act several units within the Department had successively been responsible for the issuance of passports. The Chief Clerk's office issued passports until 1833, when the duty was transferred to the Translating and Miscellaneous Bureau. From then until 1870 the passport function was transferred from one bureau to another. The Passport Bureau was established in 1870, but it ceased to

exist three years later when its duties were transferred to a passport clerk. In 1895 the Bureau of Accounts was assigned the responsibility for issuing passports and on July 3, 1902, the duties were transferred to the newly established Passport Bureau. From that date to the present the duties assigned to the Passport Bureau have remained the same, for the most part, although the Bureau's name has been changed several times: Bureau of Citizenship, 1907; Division of Passport Control, 1918; Passport Division, 1926; and Passport Office, 1952.

The duties usually assigned to the units responsible for the passport work of the Department of State have included issuing passports to U.S. citizens and determining such related questions as eligibility to receive passports or to be registered in U.S. consulates, acquisition and loss of citizenship, and rights to the protection of the United States. In addition to its domestic function of issuing passports, the Department of State also supervises the passport work done by its Foreign Service officers and formulates policies and safeguards to prevent the fraudulent procurement of U.S. passports.

On occasion the Department of State has assigned additional duties to the units handling passport matters. Such was the case from August 13, 1918, to June 15, 1929, when the Foreign Permits Office was established to administer the provisions of the Presidential proclamation and Executive order of August 8, 1918, and the confidential instruction of the Secretary of State of the same date, concerning the issuance to aliens of permits to leave the United States.

Except for a brief period during the Civil War, August 19, 1861- March 17, 1862, passports were not required for U.S. citizens to travel abroad until President Wilson issued Executive Order No. 2285 of December 15, 1915, which stated that "all persons leaving the United States for foreign countries should be provided with passports of the Governments of which they are citizens." Section 2 of an act of May 22, 1918 (40 Stat. 559), made it unlawful for any citizen of the United States to depart from or enter or attempt to depart from or enter the United States unless he bears a valid passport." From that date onward, U.S. citizens traveling abroad have been required to have passports.

Passport applications and most of the related records have long been filed apart from other records of the Department of State. When the Central Decimal File (entry 205) was set up in 1910, class 130 of this file was designated for passport records, but the records continued to be maintained separately from the rest of the Decimal File. Those dated 1910-25 are described under the 1906-25 section below (entries 532-553). Records other than those described below that relate to the passport work of the Department are among the correspondence of diplomatic officers (entries 5 and 13), of consular officers (entries 59 and 85), in the miscellaneous correspondence (entries 100 and 113), and in the Numerical and Decimal Files (entries 192 and 205). Such correspondence includes letters relating to protection of U.S. citizens and their rights in foreign countries, and reports on U.S. citizens residing in foreign countries.

Because the passport functions of the Department of State have been transferred from one bureau to another it has been impossible to describe the passport records originating in any one bureau (except for the records of the Foreign Permits Office, which are separately described in entry 407). All other passport records held by NARA were transferred by the Passport Division; therefore, the records described in this section of the inventory have been arbitrarily classified as records of that Division. Those described in the 1906-25 section were transferred separately and are maintained apart from those in the 1790-1917 section.

#### **RECORDS OF THE PASSPORT DIVISION, 1790-1917**

##### **506. REGISTERS AND INDEXES FOR PASSPORT APPLICATIONS. 1810-17 and 1810-1906. 1.5 m, 5 ft. 23 vols.**

In some volumes the entries are arranged chronologically; in others, alphabetically by first letter of applicant's surname and thereunder chronologically.

Registers and indexes for the passport applications described in entry 508. The usual entry shows the date and number of application, the name of the applicant, and (for 1834-49) the applicant's age and physical characteristics. Some of the registers have overlapping dates and duplication of entries. A special register covers the Civil War passports, 1861-65.

##### **507. REGISTER OF SUSPENDED PASSPORT APPLICATIONS. 1866-75. 5 cm, 2 in. 1 vol.**

Arranged alphabetically by name and thereunder chronologically by date of suspension.

Register of suspended passport applications, showing for each the date and passport number, name of applicant, reason for the suspension, amount enclosed, and disposition of the case.

**508. PASSPORT APPLICATIONS. Oct. 27, 1795-Nov. 30, 1812; Feb. 22, 1830-Nov. 15, 1831; May 13, 1833-Dec. 31, 1905. 77.7 m, 255 ft. 1,084 vols.**

Arranged chronologically and, within some periods, numbered serially.

Letters and form applications for passports. Included with the typical application are supporting letters and affidavits from friends and relatives concerning the applicant's citizenship, residence, and character. The typical letter or application also contains information regarding the applicant's immediate family, his date and place of birth and (if foreign) of naturalization, his occupation or business, and his physical characteristics. From 1795 through 1867 the volumes are labeled "Passport Letters"; from 1868 through 1905, "Passport Applications."

A 3- by 5-inch card index to passport applications, 1850-52 and 1860-81, arranged by name of applicant, has been prepared by NARA. This index shows for each applicant his date and place of birth, application number and date, and gives references to the date and place of naturalization (if a former alien) and to other passport applications upon which he had received passports. The State Department's indexes and registers for these applications are described in entry 506.

**509. LETTERS REQUESTING PASSPORTS. 1791-1910. 13.1 m, 43 ft.**

Arranged chronologically.

Letters and related enclosures received in the Department of State from persons requesting issuance or renewal of passports. Included are some passport application forms and suspended passport applications. A register of part of the suspended applications, 1866-75, is described in entry 507.

**510. LETTERS CONCERNING ISSUED PASSPORTS. 1874-80. 1.8 m, 6 ft.**

Arranged chronologically and thereunder numerically.

Letters and related enclosures received from persons to whom passports were issued. These papers were detached from passport application forms but bear the corresponding passport application numbers.

**511. INSULAR PASSPORT APPLICATIONS. 1901-11. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Applications for passports by natives or residents of insular possessions of the United States. Many of the applications were filed at American consulates.

**512. CORRESPONDENCE REGARDING PASSPORTS FOR PUERTO RICANS. 1900-1901. 1 cm, 1/4 in.**

Correspondence and related memorandums about granting passports to residents of Puerto Rico.

**513. INDEX TO EMERGENCY PASSPORT APPLICATIONS. 1874-1905. 30 cm, 1 ft. 4 vols.**

Arranged alphabetically by name of applicant.

Index to the emergency passport applications described in entry 515. Each application shows its date and number and the name and location of the U.S. Foreign Service post that received it.

**514. CARD INDEX TO EMERGENCY PASSPORT APPLICATIONS, BERLIN. 1895-1902. 1.5 m, 5 ft.**

Arranged alphabetically by name of applicant.

Index, on 3- by 5-inch cards, to passport applications received by the U.S. Embassy in Berlin (part of the applications described in entry 515). Each card shows the applicant's name and the number and date of application.

**515. EMERGENCY PASSPORT APPLICATIONS. 1877-1907. 10.1 m, 33 ft. 109 vols.**

Arranged by chronological periods, thereunder alphabetically by name of country, and thereunder numerically by application number.

Passport applications submitted by U.S. citizens to their consular and diplomatic officers abroad. Indexes, lists, and registers of some of these applications are described in entries 513 and 514.

**516. REPORTS ON PASSPORTS ISSUED ABROAD. 1896-1913. 10 cm, 4 in.**

Arrange in rough chronological order.

Reports on forms entitled "Abstract of the Names and Description of Persons to Whom Passports Have Been Issued or Visaed at the Consulate of ...." 1896-1900; and "Statement of Passports Visaed," 1900-13. These form reports were submitted to the Department of State by U.S. consular and diplomatic officers. The reports show the name of the reporting Foreign Service post and the period covered by the report and list the passports issued. Each entry gives names of persons to whom and by whom the passport was issued, date of issue, date of visa, and fee charged.

**517. REGISTER OF PASSPORTS ISSUED BY U.S. MINISTERS IN LONDON.**

**Aug. 14, 1796-June 12, 1812. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Register of early passports granted by the U.S. Minister in London. Each entry shows the date and duration of the passport, the name of applicant, and the kind of evidence submitted as proof of his citizenship. Some of these passports are in the series described in entry 518.

**518. ORIGINALS AND COPIES OF PASSPORTS. 1794-1901. 2.1 m, 7 ft. 16 vols. and unbound papers.**

Arranged chronologically.

Original passports (most of which were unclaimed by applicants) issued by the Department of State, U.S. Ministers and consuls, mayors of cities, Governors of States and Territories, and other officials. Many of the earlier passports were issued by the U.S. Minister in London. Some of the passports give, besides applicant's name, their descriptions, dates of passports, and purpose of visits abroad. For 1817-34 there are also bound record copies of passports.

**519. PASSPORTS SURRENDERED TO U.S. CUSTOMS OFFICIALS. 1917. 8 cm, 3 in.**

Unarranged.

Passports issued to men going to France on a construction project in 1917 and surrendered to customs officials upon their return. Included with the passports are French visas.

**520. LETTERS CONCERNING PASSPORTS RETURNED. May-Oct. 1916. 3 cm, 1 in.**

Arranged chronologically.

Letters from the Treasury Department listing passports returned to customs officers. The passports are not included. Filed with the letters is a book listing alphabetically passports returned for the period February- October 1916.

**521. INDEX TO SPECIAL PASSPORTS. 1829-94. 8 cm, 3 in. 4 vols.**

Arranged alphabetically by name of recipient.

Index to the special passports described in entry 525. Each index entry shows the name of the recipient, the date of the passport, and the volume and page number where it can be found.

**522. REGISTERS OF MISCELLANEOUS SPECIAL PASSPORTS. 1836-69. 5 cm, 2 in. 1 vol.**

Arranged chronologically within each section.

Contained in this volume are: a register of special passports issued at New York, 1862-69, each entry showing the name and address of the recipient, the passport number, the fee paid, and the date of payment; a register of "Special Passports Granted by John Forsyth, Secretary of State," and by his successor Secretaries of State, 1836-64, showing the name and destination of the passport and the number and date of the passport; a register of "Special

Courier Passports," 1865-69; "Passport Account of J.B. Nones," a record of fees received for passports, 1867; and "Passport Account of George F. Baker," 1864-69. Pasted on the inside front cover and first page of the volume are some newspaper clippings and a printed message of the President to the Congress concerning the passport requirements of various foreign countries.

**523. REGISTER OF SPECIAL PASSPORTS ISSUED. Aug. 21, 1894-May 1, 1897. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

Register of special passports issued by the Department of State showing the name and official title of each person to whom a passport was issued and the number and date of the application.

**524. REQUISITIONS FOR SPECIAL PASSPORTS. 1861-91. 61 cm, 2 ft.**

Arranged chronologically.

Memorandums received by the Passport Bureau of the Department of State, mainly from the Consular Bureau, asking for special passports for Foreign Service officers and other U.S. officials.

**525. SPECIAL PASSPORTS. 1829-94. 61 cm, 2 ft. 12 vols.**

Arranged chronologically.

Copies of special passports for U.S. Foreign Service officers, military attaches, secretaries of legations, other Government officers, and foreign diplomatic officials. An index is described in entry 521.

**526. CARD FILE OF PASSPORTS REFUSED. 1904-1907. 15 cm, 6 in.**

Arranged in part alphabetically by name of applicant.

Cards showing the reasons for refusal of passports. The cards also record date and place of birth, occupation, and residence of the applicant.

**527. CERTIFICATES OF NATURALIZATION AND PROOFS OF CITIZENSHIP. 1790-1901. 20 cm, 8 in.**

Arranged chronologically.

Certificates of naturalization, other proofs of citizenship, and related affidavits and correspondence pertaining to the citizenship of applicants and to their requests for passports.

**528. LISTS OF REVOKED, FRAUDULENT, AND VOID CERTIFICATES OF NATURALIZATION. 1902-1905. 1 cm, 1/2 in.**

Arranged by location of court involved and thereunder alphabetically by name of alien.

In addition to the lists of certificates, lists of aliens unlawfully admitted into the United States are included. Included are lists for Missouri, New York, and Utah.

**529. SEA LETTERS AND SHIPS' PASSPORTS. 1796-1816. 5 cm, 2 in.**

Unarranged.

Sea letters and ships' passports issued to U.S. vessels under an act of December 31, 1792 (1 Stat. 287), entitled "An Act concerning the registering and recording of ships or vessels." Each passport shows the names of the vessel, master, and owner; the number of the certificate of registry; the date the ship was built; the ship's measurements; and other pertinent information. Included are some "Registers of vessels."

**530. SEAMEN'S CERTIFICATES AND PROOFS OF CITIZENSHIP. 1793-1814. 5 cm, 2 in.**

Arranged in rough chronological order.

Seamen's certificates, affidavits, and other papers documenting their citizenship.



**531. PASSPORT ACCOUNT BOOKS. Aug. 1895 and Jan. 1897-Mar. 1906. 61 cm, 2 ft. 7 vols.**

Arranged chronologically except for the unbound papers, which cover August 1895 and are arranged alphabetically by name of bearer.

These books contain a record of fees received by the Department of State for passports. They show the number and date of each passport issued, the name of bearer, and the fee received (usually \$1). As a rule a single page covers one day's receipts, and at the bottom of the page is a receipt for funds received and a statement regarding their deposit in the U.S. Treasury.

**RECORDS OF THE PASSPORT DIVISION, 1906-25****532. INDEX TO PASSPORT APPLICATIONS. 1906-23. 29.9 m, 98 ft.**

Arranged alphabetically by the first two or three letters of the applicant's surname and thereunder chronologically. Certain common surnames are indexed separately and placed after all other surnames beginning with the same two or three letters.

The 3- by 5-inch cards show the applicant's name, date of application, and application number. Notations preceding the application number are used to identify the series of passports.

**533. INDEX TO PASSPORT EXTENSIONS. 1910-17. 5.2 m, 17 ft.**

Arranged for the most part alphabetically by the first two to four letters of the applicant's surname. Certain common surnames are indexed separately from other surnames beginning with the same two to four letters. The 3- by 5-inch cards show the individual's name, passport number, original date of issue of passport, reason for extension, consulate where extension was executed, and date of extension.

**534. PASSPORT APPLICATIONS. 1906-25. 449.3 m, 1,474 ft. 4,122 vols.**

Arranged chronologically and numerically.

A continuation of entry 508. Applications for original passports and extensions by native born-citizens, naturalized citizens, and persons claiming citizenship through naturalization of husband or parent(s). Each application includes name of applicant; date and place of birth; name, date, and place of birth of spouse or children (when applicable); applicant's residence and occupation at time of application; his immediate travel plans; a physical description; and a photograph. Often accompanying the applications are transmittal letters and letters from employers, relatives, and others attesting to the applicant's purpose for travel abroad and his relationship to the attester. Indexes to applications through 1923 and extensions through 1917 are described in entries 532 and 533.

**534.1. APPLICATIONS FOR EXTENSION OR AMENDMENT. 1918-1925. 3.7 m, 12 ft.**

The majority of the applications are arranged numerically according to the passport number of the applicant. Approximately one-third of the applications are arranged.

Original forms used to apply to extend a passport or to amend it to include additional countries or which were submitted both in the United States and abroad. The form of the application varies; but it usually includes the name of the applicant, the applicant's home address, the passport number and date of issue, a description of the amendment or extension requested and the reason for it, the date of the application, the signatures of applicant and the official taking the application, and the State Department's decision in the matter.

A few applications are included for the period July 2- December 31, 1917. Other applications for extension are with the main series of passport applications (entry 534).

**535. PASSPORT APPLICATIONS--SPECIAL SERIES. 1914-25. 9.5 m, 31 ft. 67 vols.**

Arranged by city as listed below, and thereunder by application number assigned in chronological order. There are two successive series of application numbers for each city, with the exception of New York for which there are seven.

Applications submitted at passport offices in Chicago, New York City, New Orleans, San Francisco, and Seattle. The forms used were the same as those described in entry 534, and correspondence of the same nature is also included. An index to applications through 1923 is described in entry 532.

**536. SPECIAL PASSPORT APPLICATIONS. 1914-25. 4.0 m, 13 ft. 29 vols.**

Arranged chronologically and numerically. There are six successive numerical series of these applications.

Applications for passports issued to military personnel, civilian Government employees (with the exception of Foreign Service personnel), and their dependents. The forms are the same as those used for the regular passport applications described in entry 534, but "Special" is written in the upper right corner. An index to applications through 1923 is described in entry 532.

**537. SPECIAL DIPLOMATIC PASSPORT APPLICATIONS. 1916-25. 1.8 m, 6 ft. 12 vols.**

Arranged chronologically and numerically. There are five successive series of these applications for this period.

Applications filed by Foreign Service personnel and dependents. The forms are the same as those used for the regular passport applications described in entry 534, but "Special Diplomatique" or "Diplomatique" is written in the upper right corner. An index to applications through 1923 is described in entry 532.

**538. PASSPORT APPLICATIONS - DECLARANT. 1907-11 and 1914-20. 61 cm, 2 ft. 3 vols.**

Arranged chronologically and numerically. There are three successive series of these applications for this period.

Applications filed by aliens who had filed their "Declaration of Intention" to become naturalized citizens of the United States. The regular form for naturalized citizens was used, but the word "Declarant" was written in the upper right corner. An index to this series is described in entry 532.

**539. PASSPORT APPLICATIONS - INSULAR. 1913-25. 91 cm, 3 ft. 6 vols.**

Arranged chronologically and numerically. There are four successive series of these applications for this period.

Applications for residents of the Philippine Islands and Puerto Rico who applied for passports at one of the offices in the continental United States or at U.S. consulates abroad. Correspondence and other supporting documents similar to those found in the regular passport applications are also often included. An index to applications through 1923 is described in entry 532.

**540. PASSPORT APPLICATIONS - CHINESE. 1915-25. 7.9 m, 26 ft. 58 vols.**

Arranged chronologically and numerically. There are five successive series of these applications for this period.

Applications made in the United States for persons intending to travel to China. The forms are the same as those used in the regular passport applications described in entry 534, but "Chinese" is written in the upper right corner. An index to applications through 1923 is described in entry 532.

**541. INDEX TO PASSPORTS ISSUED ABROAD. 1906-18. 3.1 m, 10 ft.**

Arranged alphabetically by the first two, three, or four letters of the surname and thereunder chronologically. Certain common surnames are indexed separately following all other surnames beginning with the same two, three, or four letters. Entries for these common surnames are arranged alphabetically by first letter of first name and thereunder chronologically.

Index, on 3- by 5-inch cards, to applications filed in U.S. territories and possessions (entry 542), and to emergency passport applications (entries 543 and 544). Each entry shows applicant's name, date of application, country or other legal jurisdiction where it was filed, and application number.

**542. PASSPORT APPLICATIONS - U.S. TERRITORIES AND POSSESSIONS. 1907-25. 12.8 m, 42 ft. 107 vols.**

Arranged by location and thereunder chronologically and numerically. There is one numerical series for each office.

Applications filed at passport offices in Honolulu, the Philippine Islands, and Puerto Rico. The forms are the same as those filed at Washington, DC (see entry 534), and correspondence of the same nature is also included. An index to applications through 1918 is described in entry 541.

**543. MISCELLANEOUS EMERGENCY PASSPORT APPLICATIONS (PASSPORTS ISSUED ABROAD). 1907-23. 2.1 m, 7 ft. 23 vols.**

Arranged chronologically by year or several years grouped together, thereunder alphabetically by name of city or county, and thereunder sequentially by application number. For many cities and countries there are more than one numerical series of applications within a single year or group of years.

Applications filed at U.S. diplomatic posts abroad. Until 1912 the forms were the same as those filed at Washington, DC (see entry 534). After that date special blue forms were used requiring the same information, with the title "Emergency Passport Application" printed at the top. This is the companion series to the emergency passport applications described in entry 544, and is composed largely of applications made before 1915. An index to applications through 1918 is described in entry 541.

**544. EMERGENCY PASSPORT APPLICATIONS (PASSPORTS ISSUED ABROAD). 1906-25. 56.1 m, 184 ft. 421 vols.**

Arranged for the most part alphabetically by name of country or other similar political unit and thereunder chronologically and numerically. There are two exceptions to this arrangement. First, beginning in 1915 applications made in China are filed by the city in the following order: Harbin, Hong Kong, Peking, and Shanghai. Second, applications filed in the following cities are filed by the name of the city rather than the country: Constantinople (Turkey), Santo Domingo (Dominican Republic), and Smyrna (Turkey).

An index to applications through 1918 is described in entry 541.

**545. APPLICATIONS OF WIVES OF MEMBERS OF THE AMERICAN EXPEDITIONARY FORCES IN EUROPE. Ca. 1919 and 1920. 1.2 m, 4 ft. 8 vols.**

Arranged alphabetically by name of applicant.

Applications for certificates allowing foreign women who married U.S. servicemen to depart for the United States after World War I. Each application gives names of applicant and any minor children, dates and places of birth of applicant and her husband, emigration information on the husband if applicable, date and place of marriage, military service data on the husband, names and places of birth of the parents of the applicant, applicant's places of residence outside the United States and intended place of residence in the United States, and a physical description of the applicant.

**546. APPLICATIONS FOR CERTIFICATES OF IDENTIFICATION - GERMANY. 1920 and 1921. 30 cm, 1 ft. 2 vols.**

Arranged chronologically and numerically.

Applications for certificates identifying U.S. citizens who were residents of Germany, especially persons of long-term residence abroad who resided in Germany during World War I. The form used was the same as that used for emergency passport applications (see entries 543 and 544), but "Certificate of Identity" was usually written at the top of the form. An "Affidavit to Explain Protracted Foreign Residence and to Overcome Presumption of Expatriation" is often included with the application.

**547. INDEX TO CONSULAR REGISTRATIONS. 1907-21. 4.3 m, 14 ft.**

Arranged alphabetically by the first two or three letters of the surname and thereunder chronologically.

Index, on 3- by 5-inch cards, to the consular registration certificates and consular registration applications described in entries 548 and 549. Each index entry shows name of registrant, date of registration, consulate at which he registered, and registration number.

**548. CONSULAR REGISTRATION CERTIFICATES. 1907-18. 19.5 m, 64 ft. 158 vols.**

Arranged by certificate number assigned in rough chronological order.

Certificates filed at U.S. consulates and legations by U.S. citizens intending to stay in a particular country for a considerable period of time. Each certificate contains the name of registrant, consulate at which he registered, his date and place of birth, general travel data, names and places of birth and residence of his spouse and children, and the registrant's current place of residence. An "Affidavit to Explain Protracted Foreign Residence and to Overcome Presumption of Expatriation" is part of the file for registrants who had resided outside of the United States for a long period of time. An index to this series is described in entry 547.

**549. CONSULAR REGISTRATION APPLICATIONS. 1916-25. 14.0 m, 46 ft. 147 vols.**

Arranged by application number assigned in rough chronological order.

Two types of applications for registration filed at U.S. consulates and legations - one for native-born and one for naturalized citizens of the United States intending to remain in a particular country for an extended period of time. These applications contain the same kinds of information as the certificates described in entry 548, except that this series includes emigration and naturalization information on the registrant or his father when applicable. An "Affidavit to Explain Protracted Foreign Residence and to Overcome Presumption of Expatriation" is included with the applications of persons who had resided outside the United States for a long period of time. An index to applications through 1921 is described in entry 547.

**550. INDEX TO REGISTRATION CERTIFICATES - WIDOWS, DIVORCED WOMEN, AND MINORS. 1907-17. 10 cm, 4 in.**

Arranged alphabetically by first two or three letters of surname and thereunder chronologically.

Index, on 3- by 5-inch cards, to the certificates described in entry 551. Each entry shows the name of the registrant, date of registration, consulate at which he registered, and registration number.

**551. REGISTRATION CERTIFICATES - WIDOWS, DIVORCED WOMEN, AND MINORS. 1907-14. 10 cm, 4 in. 1 vol.**

Arranged by certificate number assigned in rough chronological order.

Certificates of registration filed by minors born abroad to parents of U.S. citizenship and by widows and divorced women. For widows and divorced women there were different forms - one form for those whose U.S. citizenship was derived from their marriage and one for those who were citizens before marriage. An index to this series is described in entry 550.

**552. PASSPORT CORRESPONDENCE (CUTTER FILE). Ca. 1910-25. 39.6 m, 130 ft.**

Arranged according to the Cutter filing system, in which the decimal number 130 is followed by a letter and a number designating the surname, and thereunder chronologically.

Decimal File class 130 (U.S. citizenship), consisting of correspondence between U.S. consular and diplomatic officers and the Department of State concerning citizenship and passport matters. The records were kept in the Passport Office apart from the main Decimal File series described in entry 205. After 1925 files removed by the Department for administrative use were filed with current records and were not returned to this series unless they related to more than one person. For that reason, a given file may not be present although there is an index entry for it, and files that were returned usually contain correspondence and other documents dated later than 1925. Indexed with the main Decimal File index described in entry 199.

**553. CORRESPONDENCE RELATING TO CHILDREN BORN TO PARENTS TEMPORARILY RESIDING ABROAD. 1910-22. 2.4 m, 8 ft. 16 vols.**

Arranged numerically within class 131 by numbers assigned when the reports were received.

Decimal File class 131 consists of reports of birth registrations at U.S. consulates and diplomatic posts. Until 1919 the report consisted of a letter attesting to the registration of the child, usually with a copy of the birth certificate. However, beginning in 1919 a form entitled "Report of Birth of Children to American Parents" was used. In most cases, no transmittal letter or other correspondence was filed with the report. The report contains the name of the child; date and place of birth; names, ages, occupations, residence, places of birth, naturalization information, and passport and consular registration information for the parents; and date and consulate where the child was registered. The records were kept in the Passport Office apart from the main Decimal File series described in entry 205. Indexed with the main Decimal File series index described in entry 199.

## RECORDS OF FIELD OFFICES

### Records of the New York Passport Office

**554. INDEX TO PASSPORT APPLICATIONS. 1861 and 1862. 5 cm, 2 in. 1 vol.**

Arranged alphabetically by first letter of applicant's surname and thereunder chronologically.

Index to passport applications received by the New York office described in entry 555. Each index entry shows the date, name of applicant, and number of application or passport.

**555. LETTERS RECEIVED. Aug. 24, 1861-Feb. 24, 1862. 61 cm, 2 ft. 7 vols.**

Arranged by application number, 1-2761.

Letters of application received by the passport office of the Department of State in New York, similar to the letters described in entry 508.

### Records of the Boston Passport Office

**556. LETTERS RECEIVED. Jan. 1-Feb. 15, 1862. 5 cm, 2 in. 1 vol.**

Arranged by application number, 416-647.

Letters of application received by the passport office of the Department of State in Boston; similar to those described in entry 508.

**557. NOTARIZED CERTIFICATES OF CITIZENSHIP. 1860 and 1861. 10 cm, 4 in. 2 vols.**

Arranged chronologically and numerically.

Certificates of citizenship issued at Boston. Each certificate shows the name, age, and physical characteristics of the person taking the oath, and the name of the notary. Each volume contains an alphabetical name index.

### Records of Leo Pasvolsky, Special Assistant to the Secretary of State

Leo Pasvolsky was a Special Assistant to the Secretary of State from 1936 to 1946. During that period he held numerous other positions of a research and advisory nature. A professional economist, he served on various boards and committees dealing with economic policy, such as the Board of Economic Operations. He was on many of the committees engaged in postwar planning during World War II, and was a member of or adviser to U.S. delegations to several international conferences in 1944 and 1945.

**558. RECORDS OF LEO PASVOLSKY. 1938-45. 91 cm, 3 ft.**

Arranged chronologically, except for one folder of undated material.

Correspondence, memorandums, studies, reports, and miscellaneous materials created or maintained by Pasvolsky. When Pasvolsky resigned in 1946 his office files were dispersed, with many of the records being sent to offices concerned with their subject matter. The records considered noncurrent were retired and constitute the records described here. They relate to various aspects of World War II diplomacy and postwar planning, with the

heaviest emphasis on economic matters. The correspondence is between Pasvolsky and other State Department officials, representatives of other Government agencies, and foreign diplomats. In addition there is considerable correspondence with private individuals, especially scholars and representatives of institutions or organizations interested in foreign policy.

### **Records of the Policy Planning Staff, 1947-1952**

By the direction of the Under Secretary of State, the Policy Planning Staff was organized in May 1947 to ensure the development within the Department of long-range foreign policies that would serve as a framework for program planning and as a guide for current policy decisions and operations. In carrying out its advisory function, the Policy Planning Staff submitted to the Under Secretary and/or to the Secretary reports covering basic policy problems. Although the Staff had no operational responsibilities, it maintained a close liaison with the operational units in the Department in order to ensure coordinated planning. In fact, the conduct of liaison with the Armed Forces and the National Security Council became an important Staff function. George F. Kennan was the director of the Staff during the period 1947-49.

#### **558.1. NUMBERED STAFF STUDIES. 1947-49. 52 cm, 1 ft.**

Arranged in numerical sequence.

In carrying out its advisory function, the Policy Planning Staff submitted studies to the Under Secretary and/or the Secretary covering basic policy problems relating to U.S. foreign policy. The Staff's aim was to clarify and crystallize U.S. policy by providing an orderly and integrated approach to problems that could not be adequately treated by any single geographic or functional office of the Department. During the period 1947-49 the Policy Planning Staff submitted 62 studies on various aspects of U.S. foreign policy. These reports covered such topics as the European Recovery Program, the atomic bomb and the Soviet Union, the Palestine problem, U.S. policy toward Japan, and the U.S. position with regard to the situation in China.

#### **558.2. SUBJECT FILES. 1947-49. 26 cm, 10 in.**

Arranged alphabetically by subject.

These files consist of Staff memorandums, position papers, draft studies, background material, copies of telegrams, correspondence, and other Government agency studies, reports, and memorandums on a variety of subjects considered by the Policy Planning Staff. They include material relating to atomic energy, national security, political and psychological warfare, and strategic materials.

#### **558.3. COUNTRY AND AREA FILES. 1947-49. 65 cm, 2 ft.**

Arranged alphabetically by country and area.

These files consist of Staff memorandums, memorandums of conversations, draft studies, reports, correspondence, copies of telegrams, and other Government agency and private studies and reports. The files cover every region of the world, but the concentration of material is on China, Korea, the Far East, Russia, and Europe.

#### **558.4. CHRONOLOGICAL FILE. 1947-49. 13 cm, 5 in.**

Arranged chronologically.

This file consists of copies of Policy Planning Staff memorandums, correspondence, transmittal letters, informational guidelines, draft studies, memorandums of conversations, and reports.

#### **558.5. RECORD COPY FILE. 1947-49. 13 cm, 5 in.**

Arranged by year and thereunder by subject.

Contains record copies of most correspondence, memorandums, drafts, reports, and studies prepared by the Staff.

#### **558.6. PERSONAL FILES OF MEMBERS OF THE POLICY PLANNING STAFF. 1947-49.**

13 cm, 5 in.

Arranged alphabetically by name of individual and thereunder chronologically.

These files consist of copies of signed memorandums, drafts, studies, speeches, reports, and correspondence prepared by individual Staff members. The files of C. Burton Marshall relate primarily to the China situation and U.S. policy while those of Paul Nitze pertain basically to national security planning. The personal file of George F. Kennan contains mostly drafts of speeches and addresses rather than copies of his memorandums and correspondence.

**558.7. WORKING PAPERS. 1947-1949. 39 cm, 1 ft.**

Arranged by subject.

These files consist of Staff memorandums, draft reports, memorandums of conversations, comments, studies, recommendations, copies of other Government agency reports and studies, and private studies used by the staff in preparing its recommendations. Although the records pertain to a wide variety of subjects, the bulk of the material centers on National Security Council plans and objectives for national security. Copies of various National Security Council reports with Staff comments and recommendations are interfiled in these records.

**558.8. MINUTES OF POLICY PLANNING STAFF MEETINGS. 1947-52. 13 cm, 5 in.**

Arranged in numerical/chronological order.

For the period 1947-48 the minutes consist of brief summaries of the topics discussed at each meeting; for the years 1949 to 1952 they frequently include not only the brief summaries but also detailed minutes of the actual discussions or memorandums containing the substance of the discussions. The minutes are incomplete for the 1950-52 period.

### **Records of the Chief of Protocol**

The Division of Protocol was established by Departmental Order 434 on February 4, 1928, with responsibility for questions of ceremony and precedence. Such matters had traditionally been handled by the Diplomatic Bureau and, beginning in 1919, by the Ceremonial Section of the Office of the Third Assistant Secretary.

One of the functions taken over by the division in 1928 was that of handling decorations and gifts received by U.S. officials from foreign governments. An Act of January 31, 1881, required the Department of State to hold all decorations and gifts presented by foreign governments to officials of the U.S. Government pending the necessary authority of Congress for their acceptance under the provisions of Article I, Section 9 of the Constitution. Lists, inventories, and receipts for such articles were maintained by the Chief Clerk until 1928, when they were turned over to the Division of Protocol.

At various times the Division of Protocol was combined with the Division of International Conferences, but in 1944 it became a separate division of the Office of Departmental Administration. In 1947 the division was abolished. Its functions were continued by the Chief of Protocol and his staff, initially under the Executive Secretariat and later under the Undersecretary of State.

#### **INVENTORIES AND RECEIPTS FOR DECORATIONS AND GIFTS RECEIVED BY OFFICIALS OF THE U.S. GOVERNMENT**

**559. LIST OF RECEIPTS FOR DECORATIONS AND GIFTS RECEIVED BY U.S. GOVERNMENT  
OFFICIALS. 1902-27. 15 cm, 6 in.**

Arranged alphabetically by name of recipient.

A list of receipts for decorations and gifts deposited with the Department. Included on the list are the name of the recipient, the decoration, the government from which it was received, the date received by the Department, and the number and date of any covering despatches.

**560. INVENTORIES OF DECORATIONS AND GIFTS RECEIVED BY U.S. GOVERNMENT  
OFFICIALS. 1907-25. 10 cm, 4 in.**

Arranged chronologically.

Inventories of decorations and gifts on deposit in the Department of State at various times. Includes inventories of 1907 and 1909, in which the articles are listed by storage drawer; inventories of 1923 and 1925, in which they are listed alphabetically by name of recipient; and an undated list of articles turned over by the Chief Clerk to the Protocol Division.

**561. RECEIPTS FOR DECORATIONS AND GIFTS RETURNED TO ORIGINAL RECIPIENTS. 1898-1935. 8 cm, 3 in.**

Arranged chronologically.

Receipts signed by the original recipients of decorations and gifts from foreign governments when they were returned by the Department of State under congressional authorization.

**RECORDS RELATING TO SOCIAL FUNCTIONS**

**562. RECORDS RELATING TO LUNCHEONS, DINNERS, AND RECEPTIONS FOR FOREIGN DIGNITARIES. June 11, 1942-Oct. 22, 1963. 3.4 m, 11 ft.**

Arranged chronologically by date of event.

Guest lists, seating arrangement plans, and memorandums relating to luncheons, dinners, and receptions hosted by State Department or White House officials in honor of visiting dignitaries. Also includes occasional sample invitations and replies. There are monthly or bimonthly calendars of events for the years 1958-61. For records relating to the visits of Prince Henry of Prussia and to French guests at the unveiling of a statue of Rochambeau, both events occurring in 1902, see entries 183-187.

**563. RECORDS RELATING TO SOCIAL FUNCTIONS. 1950-57. 1.8 m, 6 ft.**

Arranged chronologically.

Copies of intradepartmental memorandums; seating charts; menus; proposed guest lists; and invitations and replies for receptions, luncheons, and dinners given by Presidents, Secretaries of State, and officers of the State Department for foreign dignitaries. The records parallel but do not duplicate those in entry 562. The reason for the separate file is unknown.

**564. RECORDS RELATING TO SOCIAL FUNCTIONS GIVEN BY SECRETARY OF STATE HENRY STIMSON. 1929-32. 30 cm, 1 ft.**

Arranged chronologically.

Copies of intradepartmental memorandums; seating charts; menus; proposed guest lists; and invitations and replies for receptions, luncheons, and dinners given by Secretary of State Stimson or State Department officers for foreign dignitaries.

**565. RECORDS RELATING TO SOCIAL FUNCTIONS GIVEN BY SECRETARY OF STATE CORDELL HULL. 1933-44. 91 cm, 3 ft.**

Arranged by kind of function and thereunder chronologically.

Copies of intradepartmental memorandums; seating charts; menus; proposed guest lists; and invitations and replies for receptions, luncheons, dinners, and miscellaneous social functions given by Secretary of State Cordell Hull and officers of the State Department for foreign dignitaries.

**566. RECORDS RELATING TO SOCIAL FUNCTIONS HELD AT BLAIR-LEE HOUSE. 1944-48. 30 cm, 1 ft.**

Arranged chronologically.

Copies of intradepartmental memorandums, seating charts, menus, and proposed guest lists for receptions and dinners given by the Secretary of State and other State Department officials at Blair-Lee House.

**567. RECORDS RELATING TO SOCIAL FUNCTIONS HELD AT HOTELS. 1944-49. 20 cm, 8 in.**



Arranged chronologically.

Copies of intradepartmental memorandums, seating charts, menus, proposed guest lists, and itemized bills for receptions and dinners given by the Secretary of State and other State Department officials at various hotels in Washington.

**568. RECORDS RELATING TO CANCELED OR DISALLOWED LUNCHEONS, DINNERS, AND RECEPTIONS FOR FOREIGN DIGNITARIES. Apr. 29, 1946-Feb. 21, 1961. 13 cm, 5 in.**

Arranged chronologically by date of proposed or planned event.

Guest lists, seating arrangement plans, and memorandums relating to events proposed but disallowed or planned but canceled.

### MUSEUM OBJECTS

**568.1. GOLD MEDAL MADE FOR UMBERTO NOBILE. Ca. 1928. 1 artifact.**

A gold medal that U.S. President Calvin Coolidge was authorized to present to Italian aviator Umberto Nobile by an act of Congress of May 29, 1928. The medal was withheld at the request of the American Ambassador in Rome and, because it was never presented, kept in the Division of Protocol of the Department of State.

**568.2. LEGION OF MERIT MEDAL AND CERTIFICATE AWARDED POSTHUMOUSLY TO GENERAL DRAGOLJUB MIHAILOVICH. Mar. 29, 1948. 1 cm, 1/4 in. 3 artifacts.**

A bronze Legion of Merit medal, Degree of Chief Commander, and accompanying certificate that were to have been awarded to Yugoslavian General Mihailovich for meritorious service to the Allied forces from December 1941 to December 1944. The Department of State requested that the award be kept confidential; the Department of the Army, therefore, made the announcement only in its confidential orders. The Department of the Army transmitted the medal, the certificate, and an exact copy of the confidential orders to the Department of State in April 1948. Two related pins are in the case with the medal.

### Records of the Bureau of Public Affairs

The Division of Special Research began the systematic gathering of public opinion data within the State Department in the spring of 1942 when it studied popular attitudes toward the potential postwar settlement. The Office of Special Consultant to the Secretary of State formally assumed this responsibility in September 1943; the functions of the Office were expanded in January 1944 and delegated to the newly created Office of Public Information. During the following month a Division of Public Liaison was established in the Office to coordinate the Department's relations with private groups and organizations and to collect and analyze materials relating to public attitudes on current foreign policy questions.

The Office of Public Information was redesignated the Office of Public Affairs on December 20, 1944. The Office was under the general direction of Archibald MacLeish, a newly authorized Assistant Secretary of State for public and cultural relations.

The Office of Public Affairs was responsible for the formulation and coordination of policy and action concerning public aspects of U.S. foreign relations. More specifically, it maintained communication between the American public and the Department regarding foreign affairs; wrote historical research studies on related subjects; coordinated the Department's publication and public information programs; and prepared informational material on foreign policy in the form of speeches, pamphlets, opinion summaries, outlines, and policy statements. The Office became the Bureau of Public Affairs in 1957.

### RECORDS OF THE ASSISTANT SECRETARY OF STATE FOR PUBLIC AFFAIRS

These records delineate the evolution of the Department of State's public information policy and programs between 1945 and 1950. The Assistant Secretary of State for Public Affairs was charged with advising and assisting the Secretary of State in the areas of international information; educational, cultural, and scientific exchanges; and domestic programs to inform the American public on foreign relations. In carrying out this mission, the Assistant

Secretary planned and developed policies, coordinated the State Department's relations with other Government agencies, ensured that the recommendations of advisory boards were considered, and fulfilled the Secretary's obligations to the National Commission for the United Nations Educational, Scientific, and Cultural Organization (UNESCO) and other commissions. The Assistant Secretary worked closely with the Office of Public Affairs (PA) and with the Office of Information and Educational Exchange (OIE). William Benton was Chairman of the Board of Encyclopedia Britannica when, in 1945, he became the first to hold this position. He resigned in 1948 to run for the Senate. His successor, George V. Allen (P), was a career Foreign Service officer. Allen was replaced by Edward W. Bennett in 1950.

**568.3 "OFFICE SYMBOL" SUBJECT FILE. 1945-50. 65 cm, 2 ft.**

Arranged alphabetically by office symbol.

Correspondence, reports, and memorandums relating to the State Department's information program, both foreign and domestic. Subjects covered include overseas shortwave broadcasting, educational exchange programs, legislation, improving the image of the Department, and UNESCO activities.

**568.4. GENERAL SUBJECT FILE. 1945-50. 52 cm, 1 ft.**

Arranged alphabetically by subject.

Memorandums and correspondence. Among the subjects included are a controversy with the Associated Press over the use of press copy, the purchase of American modern art for overseas exhibition, attacks on the Department by Senator Joseph McCarthy, congressional relations, and public information policy formation.

**568.5. GENERAL CORRESPONDENCE. 1945-50. 8 cm, 3 in.**

Arranged alphabetically by surname of correspondent.

Correspondence and memorandums to and from those in the State Department responsible for public affairs programs, those in other Government agencies with related interests, and interested individuals outside the Government.

**568.6. CONGRESSIONAL CORRESPONDENCE. 1945-50. 5 cm, 2 in.**

Arranged alphabetically by surname of Member of Congress.

This file consists of requests for information or recommendations for employment from Members of Congress, responses from the Assistant Secretary's office, and memorandums and correspondence concerning legislation related to public affairs.

**Office Files of Assistant Secretary of State William Benton**

**568.7. CORRESPONDENCE FILE. 1945-48. 30 cm, 11 in.**

Arranged chronologically by year and thereunder alphabetically by surname of correspondent.

Telegrams, memorandums, letters, reports, and drafts or correspondence involving the wide range of issues and activities that concerned Assistant Secretary Benton. Included is correspondence concerning public information and education policy, controversial issues, pending legislation, personnel problems, cultural affairs, and social activities.

**568.8. SUBJECT FILE. 1945-48. 9 cm, 3 in.**

Arranged alphabetically by subject.

Memorandums, reports, and correspondence concerning subjects of particular interest to Assistant Secretary Benton. Some of this material relates to appearances by Benton and his staff before congressional committees. Also included is material on intelligence gatherings, dealing with the press, and information programs.

**568.9. MEMORANDUMS. 1945-1947. 26 cm, 10 in.**

Arranged chronologically.

Memorandums to and from William Benton, with some letters, press releases, and speeches. They relate primarily to personnel matters and budget considerations. Also included are materials dealing with relations between information activities and the intelligence services, reeducation of Japan, the responsibilities of the office, United Press and Associated Press relations, and programs designed for Europe and Russia which project "a fair and full picture of American life."

### **RECORDS OF THE DIVISION OF PUBLIC STUDIES**

In 1946 the Department established the Division of Public Studies within the Office of Public Affairs to study public attitudes toward important phases of foreign relations and to foster public understanding of foreign policy questions. The Division was initially headed by Samuel Shepard Jones. H. Schuyler Foster became its chief in 1951. It performed functions that had been handled since 1943 by the Division of Public Liaison. The Division of Public Studies was renamed the Public Opinion Studies Staff late in 1959. The staff analyzed comments from the press, radio, and magazines; statements by outstanding public leaders; views of organizations; various public opinion surveys; and correspondence received by the President and the Secretary of State regarding foreign affairs. This data was circulated within the Department in the form of periodical and special analytical summaries and reports. The staff prepared reports concerning European, African, Asian, and Latin American regional issues as well as international topics including the United Nations, foreign aid, and disarmament until budget cuts and reorganizations reduced the staff from 23 in 1953 to one full-time person (Foster) in 1965. After 1965, Foster wrote only weekly analytical reports of opinion on Vietnam and a few other special subjects.

#### **568.10. REPORTS ON PUBLIC ATTITUDES TOWARD FOREIGN POLICY. 1943-65. 13 cm, 5 in.**

Arranged chronologically.

Copies of analytical reports providing information on public opinion relating to important foreign policy issues, such as the spread of communism and the Nuclear Test Ban Treaty. The reports illustrate general trends in the development of American opinion.

#### **568.11. DAILY SUMMARIES OF PUBLIC OPINION ON INTERNATIONAL TOPICS AND FOREIGN POLICY. 1943-63. 1.2 m, 3 ft.**

Arranged chronologically and numbered consecutively 1-4721 and 1-159.

Copies of daily summaries constitute a record of American public opinion on international current events. Information was primarily drawn from newspaper editorials, the Congressional Record, and polling services.

#### **568.12. BIWEEKLY AND MONTHLY SUMMARIES OF PUBLIC OPINION ON INTERNATIONAL AFFAIRS. 1944-75. 39 cm, 1 ft.**

Arranged chronologically; numbered consecutively, 1-260, from April 1943 through March 1963.

Copies of monthly and semimonthly analytical summaries interpreting the broad trends in American opinion regarding international topics such as the Arab-Israeli confrontations in the Middle East and NATO's Mutual Security Program. Data compiled and analyzed for this series was derived from 100 representative newspapers, 60 periodicals, the American Institution of Public Opinion (Gallup), and the National Opinion Research Center.

#### **568.13. REPORTS ON OPINIONS OF AMERICAN PRIVATE ORGANIZATIONS AND GROUPS. 1945-64. 78 cm, 2 ft.**

Arranged chronologically.

Monthly and special reports recording the attitudes of a number of American professional societies, interest groups, and labor unions toward foreign affairs topics. Newsletters and periodicals from organizations such as the U.S. Chamber of Commerce, League of Women Voters, B'nai B'rith, and the AFL-CIO were reviewed to determine their bias on a number of issues including disarmament, immigration, and Russian-American relations.

#### **568.14. REPORTS ON PUBLIC OPINION TOWARD THE STATE DEPARTMENT AND ITS POLICIES. 1944-63. 13 cm, 5 in.**

Arranged chronologically.

Copies of special reports prepared to analyze American public opinion regarding the effectiveness of the State Department and the efficiency of the Foreign Service. Included are many studies of opinion during the McCarthy era on such topics as the John Carter Vincent case of 1953 and the popular stereotype of a diplomat.

**568.15. REPORTS ON PUBLIC OPINION TOWARD THE FUNCTIONS AND ORGANIZATION OF THE UNITED NATIONS ORGANIZATION. 1944-65. 52 cm, 1 ft.**

Arranged chronologically.

Copies of monthly and special reports on American opinion regarding the establishment and activities of the United Nations organization and its agencies. Subjects examined include collective security, multilateral disarmament, and the International Labor Organization (ILO).

**568.16. REPORTS ON PUBLIC OPINION TOWARD FOREIGN COUNTRIES AND REGIONS. 1943-1969. 2.9 m, 9 ft.**

Arranged alphabetically by region or country and thereunder chronologically.

Copies of chronological and special reports recording American public opinion regarding continental and regional issues. These reports examine American relations with and the internal political affairs of Africa, China and the Far East, Germany, Japan and Korea, Latin America, the Near and Middle East, Southeast Asia, the Soviet Union and Eastern Europe, and Western Europe.

**568.17. REPORTS ON PUBLIC OPINION ON INTERNATIONAL TOPICS. 1943-68. 65 cm, 2 ft.**

Arranged by subject and thereunder chronologically.

Reports on international problems, including American immigration and trade policies, European recovery and security, and disarmament and atomic energy. Topics examined include the Chinese exclusion policy and the European Recovery Plan.

**568.18. MEMORANDUMS ON PUBLIC OPINION TOWARD AMERICAN FOREIGN POLICY. 1967-1974. 13 cm, 5 in.**

Arranged alphabetically by topic or region and thereunder chronologically.

These briefing and information memorandums prepared for the Secretary of State are frequently supplemented by attached copies of special reports. They provide analysis of American media comment on major foreign policy addresses and diplomatic moves, including President Nixon's September 1969 speech before the United Nations and the mining of the port of Haiphong, North Vietnam, in 1972.

### **Records of the Bureau of Rolls and Library**

The Bureau of Rolls and Library was established in the Department of State on July 1, 1874. Its Rolls Division kept the records of the Continental Congress, the laws and treaties of the United States, Presidential orders and proclamations, records of international conferences and commissions, and private collections of papers acquired by purchase. The Division was responsible for research and correspondence relating to all these records and for publishing the laws and treaties of the United States. The Library Division of the Bureau had charge of the Department's library and was responsible for storing and distributing the many State Department publications and the publications of the Congress that were apportioned to the Department. The Bureau was abolished on May 13, 1921, by Departmental Order No. 203, and most of its functions were transferred to the Division of Publications. In 1929 this Division became the Office of the Historical Advisor, and some of the records described below were created by that Office.

The archival series formerly kept by the Bureau are now in several record groups established by NARA: Records of the Continental and Confederation Congresses and the Constitutional Convention, Record Group 360; laws, treaties, executive orders, and proclamations are part of the General Records of the U.S. Government, Record Group 11; Records of Boundary and Claims Commissions and Arbitrations, Record Group 76; and Records of International Conferences, Commissions, and Expositions, Record Group 43. Most of the collections of private papers bought by the Department of State were transferred to the Library of Congress.

The remaining records of the Bureau are principally of two kinds: correspondence, memorandums, indexes, and other records received or created by the Bureau in the course of its work, and miscellaneous manuscript and printed items that the Bureau received as gifts from officers of the Department or from private donors. The Bureau's research reports are bound with the series of reports of Bureau officers described in entry 744.

## CORRESPONDENCE

### Communications Sent

**569. LETTERS SENT. June 10, 1875-Apr. 21, 1906. 1.2 m, 4 ft. 42 vols.**

Arranged chronologically; one volume, covering the period June 1892- May 1899, is filed separately from the remaining volumes.

Press copies of letters sent by the Bureau of Rolls and Library transmitting publications and copies of documents, acknowledging receipt of books for the library, ordering books, answering inquiries concerning the Department's archives, and supplying information from the archives. The volumes are labeled "Library Letters."

**570. CIRCULARS. Apr. 15, 1896-Mar. 21, 1906. 1.2 m, 4 ft. 34 vols.**

Arranged chronologically.

Press copies of form letters and circulars sent by the Bureau in reply to requests for publications, documents, or information. Each volume is alphabetically indexed by name of addressee.

**571. ORDERS FOR BOOKS AND MAPS. May 27, 1892-Apr. 15, 1895. 3 cm, 1 in. 1 vol.**

Arranged chronologically.

Press copies of book and map orders of the Bureau of Rolls and Library. Included in the volumes are an alphabetical name index and a memorandum on the restoration, mounting, and rebinding of the Continental Congress Papers.

### Communications Received

**572. LETTERS ASKING PERMISSION TO USE THE LIBRARY. 1833 and 1834. Negligible.**

Arranged chronologically.

Letters received in the Department of State from Peter Force, R.R. Gurley, Elijah Hayward, Virgil Marcy, and the Reverend Mr. Collins requesting permission to use books in the Department's library.

**573. LETTERS RECEIVED RELATING TO THE LIBRARY. Jan. 3, 1866-Dec. 26, 1868. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

Letters addressed to the Secretary and to the Assistant Secretary of State from the U.S. Government Despatch Agency in London, the Library of Congress, other Government departments, State governments, and private societies regarding the acquisition of books, magazines, and newspapers for the Department of State Library and the Library of Congress and regarding the operation of the London Despatch Agency.

**574. MISCELLANEOUS LETTERS RECEIVED. 1833 and 1834. Negligible.**

Arranged chronologically.

Letters received by the library regarding the use of books and the presentation to the library of Pownall's map of New York, Pennsylvania, and New Jersey.

**575. LETTERS TRANSMITTING STATE LAWS. 1833. Negligible.**

Arranged chronologically.

Five letters from State secretaries of state transmitting copies of State laws for deposit in the State Department library.

**576. PROMISSORY NOTES FOR THE RETURN OF LIBRARY BOOKS. 1833-1834. Negligible.**

Arranged chronologically.

Six notes from persons who borrowed books from the library, promising to return the books in good condition or to pay from \$50 to \$100 for their loss.

**Miscellaneous Communications**

**577. MISCELLANEOUS CORRESPONDENCE. 1880-1918. 1 cm, 1/2 in.**

Unarranged.

Miscellaneous drafts and copies of letters sent, and miscellaneous letters received. The letters deal with various functions of the Bureau, including distribution of publications and the preservation of manuscripts. Also includes some postcards received.

**MEMORANDUMS**

**578. MEMORANDUMS OF THE BUREAU OF ROLLS AND LIBRARY. 1888-1918. 5 cm, 2 in.**

Arranged randomly by subject.

Memorandums regarding the bulletins of the Bureau, the transfer of the Kohl collection of maps to the Library of Congress, the preservation of the historical archives of the Department, the preparation of the Department's exhibit for the World's Columbian Exposition, the preparation of books, the publication of the Revolutionary Archives, the purchase of the Stevens transcripts of Benjamin Franklin's papers, the preservation of the Declaration of Independence, the distribution of documents, the translation of books, the certification of copies of laws, the assignment of Bureau personnel, and other matters pertaining to the Bureau's activities.

**579. MEMORANDUMS REGARDING ARCHIVES OF THE DEPARTMENT. N.d. 3 cm, 1 in. 1 vol.**

Arranged as listed below.

One volume, labeled "Facts Relative to the History of the United States - From Archives," containing three pages of memorandums regarding certain archives in the Department of State. Included are an entry under the letter "L" listing certain papers of George Washington and Alexander Hamilton relating to Army officers, an entry under the letter "M" regarding the disposition of the Medallion Portrait of Madison, and an entry under the letter "W" regarding a memorandum in the Department concerning Washington's diaries. Other pages are blank.

**580. MEMORANDUMS ON THE HISTORICAL ARCHIVES OF THE DEPARTMENT OF STATE. 1895. 1 cm, 1/4 in.**

Two memorandums: a press copy of a draft of "The Historical Archives of the Department of State" by Andrew H. Allen, Chief of the Bureau of Rolls and Library (1895), and an undated manuscript by Herbert Friedenwald, of Philadelphia, concerning the records of the Continental Congress.

**581. MEMORANDUM ON THE COMMAND OF WASHINGTON'S "LIFE GUARD." 1876. 1 cm, 1/4 in.**

Memorandum regarding the results of a search to find out who commanded Washington's bodyguard. The search was undertaken by the Bureau of Rolls and Library after a request of June 7, 1876. Included is a copy of a letter of April 24, 1789 (signed E(?) B.), containing information pertinent to the search.

**582. PAPERS CONCERNING THE TRANSFER OF CERTAIN RECORDS TO OTHER DEPARTMENTS. 1893-1933. 1 cm, 1/4 in.**

Arranged chronologically.

Memorandums, copies of congressional bills, and receipts relating primarily to the transfer of Revolutionary War records to the War and Navy Departments and to the publication of some of these records by the Department of State.

**INDEXES, LISTS, AND CATALOGS**

**583. LIST OF EDITIONS OF COLONIAL AND STATE LAWS. N.d. 1 cm, 1/4 in. 1 vol.**

Arranged by State as listed below.

List of editions of laws published by New Hampshire, Massachusetts, and Rhode Island, 1649-1818.

**584. CALENDAR OF DOCUMENTS IN AMERICAN STATE PAPERS: FOREIGN RELATIONS, VOLS. 1 AND 2. Jan. 1, 1782-Sept. 20, 1814. 30 cm, 1 ft. 2 vols.**

Arranged chronologically.

Calendar, on 4- by 6-inch cards, each entry giving the writer, date, addressee, volume and page number, and a precis of the document. The cards cover volume 1 and most of volume 2 of American State Papers: Foreign Relations (Washington: Gales and Seaton, 1832).

**585. INDEXES TO LETTERS RECEIVED BY THE CONTINENTAL CONGRESS FROM BENJAMIN FRANKLIN AND JOHN ADAMS, 1776-84. N.d. cm, 1/2 in. 2 vols.**

Arranged alphabetically by first letter of the word indexed, thereunder by volume number, and thereunder chronologically.

Name and subject indexes to letters and enclosures received by the Continental Congress from Franklin, 1776-84, and Adams, 1780 and 1781. The Franklin letters are in volumes I and II of Item No. 100, the Adams letters in volumes II and III of Item No. 104 of the Records of the Continental and Confederation Congresses and the Constitutional Convention, Record Group 360.

**586. LISTS OF PAPERS OF THE DEPARTMENT OF STATE. N.d. 1 cm, 1/2 in.**

Arranged by number of the box or container in which the papers were stored.

Lists of State Department archives, prepared in the Department .

**587. CATALOGS OF THE LIBRARY. 1825 and 1837. 8 cm, 3 in. 2 vols.**

Arranged in the order described below.

A printed catalog of 1825 listing lawbooks, geographies, histories, grammars, newspapers, maps and charts, and other items in the State Department library. Also included is an 1837 manuscript catalog listing books alphabetically without regard to category.

**588. CATALOG OF MANUSCRIPT BOOKS OF THE CONTINENTAL CONGRESS. 1855. 1 cm, 1/2 in. 1 vol.**

The entries are arranged numerically, 1-194.

A catalog, printed in 1855, of the Continental Congress records that were transferred to the Department of State under an act of September 15, 1789 (1 Stat. 68).

**589. CATALOG OF LETTER WRITTEN BY, FOR, OR IN THE NAME OF GEORGE WASHINGTON. 1896. 3 cm, 1 in.**

Arranged chronologically.

Catalog of Washington letters, 1782-97, in the series of miscellaneous letters of the Department of State described in entry 113. For each letter the catalog indicates the name of the addressee, the purport of the letter, and its date.

**590. INDEX TO CONGRESSIONAL DOCUMENTS. 1829-31. Negligible. 1 vol.**

Arranged alphabetically by subject.

Index to congressional documents relating to foreign affairs of the United States. Each entry shows the document number, subject, and date. Part of this volume was also used to index applications and recommendations for public office in the Territories.

**591. INDEX TO DIPLOMATIC MATTERS CONSIDERED IN CONGRESS. 1850-52. 1850-1852. 5 cm, 2 in. 1 vol.**

Arranged alphabetically by subject.

Index to diplomatic matters considered in Congress, with references to bill or document numbers.

**592. INDEX TO SEARCHES IN THE CONTINENTAL CONGRESS PAPERS FOR INFORMATION ON INDIVIDUALS. 1848-78. 1 cm, 1/2 in. 1 vol.**

Arranged alphabetically by first letter of surname of the person inquired about, and thereunder chronologically by date of request or search.

Index to searches made in the Department of State among the Continental Congress Papers in response to requests for information on individuals. The typical entry gives the name of the person about whom information was requested, a citation to the letter sent in reply to a request, and a citation to the record of the Continental Congress in which the information was found.

**593. INDEX TO MISCELLANEOUS LETTERS RECEIVED AND ANSWERED BY STANISLAUS M. HAMILTON. 1870-96. 3 cm, 1 in. 1 vol.**

Arranged alphabetically by first letter of inquirer's surname and thereunder chronologically.

An index to letters received in the Bureau of Rolls and Library and answered by Stanislaus M. Hamilton, a clerk of the Bureau. The volume is labeled "Memo or Day-Book, Hamilton." Each entry shows the name of the inquirer, the date of his letter, the subject of his request, and the date of the reply. Many of the letters indexed relate to requests for information from or copies of records in the Bureau.

**594. INDEX TO ROLLS AND MANUSCRIPTS. N.d. 5 cm, 2 in. 1 vol.**

Arranged alphabetically by titles and subjects.

An index to the archives in the care of the Bureau of Rolls and Library, showing the nature of the records and their location in the Bureau.

**595. LISTS OF PAPERS REGARDING THE WAR OF THE PACIFIC. 1882. 3 cm, 1 in.**

Arranged randomly by country and thereunder chronologically.

Lists of diplomatic correspondence of the Department of State relating to the War of the Pacific in South America and attempts to bring about peace. These lists were submitted by the President to the U.S. Senate on January 26, 1882, in reply to a Senate resolution of December 13, 1881. They indicate for each paper the names of sender and addressee and the date and purport of the message. Papers covered by these lists are dated 1879-81.

**596. CATALOG OF PORTRAITS IN THE DEPARTMENT OF STATE. 1900. 1 cm, 1/4 in.**

Unarranged.

A printed catalog of portraits of Secretaries of State giving under each Secretary's name the name of the painter, the date the portrait was purchased, and in some cases biographical information on the painter. The



pamphlet is entitled Descriptive Catalogue of the Collection of Portraits in the Department of State. A penciled note on the cover indicates that it was printed in 1900.

**597. INVENTORY OF STATE DEPARTMENT RECORDS. Ca. 1906. 13 cm, 5 in.**

Arranged in rough alphabetical order by subject.

Inventory, on 4- by 6-inch cards, containing descriptions of documents in the Department of State. The cards, presumably compiled by Claude H. Van Tyne and Waldo G. Leland for their revised Guide to the Archives of the Government of the United States in Washington, were received by the Department of State as a gift from the Library of Congress.

**598. INDEX TO ARCHIVES TRANSFERRED TO THE LIBRARY OF CONGRESS. Ca. 1930. 30 cm, 1 ft.**

Arranged alphabetically by name or subject.

A subject index, on 3- by 5-inch cards, to archives transferred from the Bureau of Rolls and Library to the Library of Congress.

**599. INDEX TO RECORDS RETAINED BY THE DEPARTMENT OF STATE. Ca. 1930. 8 cm, 3 in.**

Arranged alphabetically by subject.

Index, on 3- by 5-inch cards, to records retained in the Department of State after some collections had been transferred to the Library of Congress and elsewhere.

**600. INDEX TO ARCHIVES IN THE ARCHIVES SECTION. Ca. 1930. 18 cm, 7 in.**

Arranged alphabetically by subject.

Index, on 3- by 5-inch cards, to archives that were in the Archives Section, Office of the Historical Advisor, Department of State, about 1930. The cards contain descriptions of the archives, show their physical location, give cross-references to related material, and serve as a record of these holdings.

**601. RECORD OF THE DISTRIBUTION OF BOOKS AND DOCUMENTS. Jan.-Dec. 1857. 3 cm, 1 in. 1 vol.**

Arranged alphabetically by name of recipient and thereunder chronologically.

A record of the Department's distribution of publications (U.S. laws, the Annals of Congress, the Works of John Adams, Howard's Reports, and other books and documents) to judges, Governors of States, and U.S. universities, colleges, and historical societies. Each entry shows the date sent, title or description of book or document sent, name of the person acknowledging receipt, and date of acknowledgment.

#### BLANK FORMS

**602. BLANK FORMS OF THE LIBRARY. 1870-92. 3 cm, 1 in. 1 vol.**

Unarranged.

Blank forms for requisitions of printing, for requests to State Governors for State statutes, for acknowledgment of bills received, and for rules of the library.

#### RECORDS ON THE PURCHASE OF PRIVATE PAPERS

**603. RECORDS CONCERNING THE PURCHASE OF THE WASHINGTON PAPERS. 1827-80. 2 cm, 1 in.**

Arranged chronologically.

Correspondence, lists of papers, a copy of a contract for purchase, and other records relating to the Government's purchase of the papers of George Washington.

**604. RECORDS CONCERNING THE PURCHASE OF THE FRANKLIN PAPERS. 1881-84. 5 cm, 2 in.**

Arranged as listed below.

These papers include a printed report (47 Cong., 1st sess., S. Misc. Doc. 21) by Theodore F. Dwight on transcripts of Benjamin Franklin papers offered for sale by Henry Stevens and on their possible purchase by the Congress; a draft of Dwight's final report on the Franklin manuscripts, November 30, 1881, with a list of the manuscripts; memorandums concerning the receipt of the manuscripts at the Department of State, January 30-February 6, 1883: a "classified" synopsis of works printed by Benjamin Franklin, 1727-48, and by Franklin and Hall, 1749-67, A Catalogue of Works relating to Benjamin Franklin in the Boston Public Library (1883); letters from the Government Despatch Agency in London, January 6, 19, 31, and February 1, 1883, regarding the receipt of the transcripts and their transmittal to the Department; a copy of the New York Tribune, February 12, 1883, containing an article on the arrival of the transcripts at the State Department; rubbings, April 28, 1883, from a mark stamped in the corner of the metal plate on which Franklin made press copies of his papers; a despatch from the U.S. Legation in London, January 6, 1883, regarding negotiations for the purchase of the Franklin manuscripts; a copy of a letter from the Secretary of State to the Senate Committee on the Library, December 17, 1881; and a letter from the Secretary of State to the Senate regarding B.F. Stevens' plan to supply, from the archives in Europe, copies of certain unpublished papers bearing on U.S. history (printed as 48 Cong., 1st sess., S. Misc. Doc. 84; April 16, 1884).

**MANUSCRIPT COLLECTIONS****605. HISTORY OF THE FRENCH IN LOUISIANA, 1700-24. N.d. 8 cm, 3 in. 2 vols.**

Two manuscript copies, in French, of a history of French colonization in Louisiana compiled by Bernard de la Harpe, commandant at the Bay of St. Bernard, from his own journal and from memoirs of Pierre le Moyne d'Iberville, founder of Louisiana, and from the memoirs of Jean Baptiste de Bienville, second French governor of Louisiana. The Department of State used the copies in discussions with Spain about the western boundary of Louisiana. One copy of the manuscript is bound and contains some related letters of 1805 and 1806. A printed copy of this history (1831) is in the Library of Congress.

**606. STEVENS' TRANSCRIPTS OF FRANKLIN PAPERS. N.d. 1.5 m, 5 ft. 24 vols.**

Arranged by volume number, as listed below.

Transcripts of papers of Benjamin Franklin, 1726-90, purchased by the Department of State from Henry Stevens in 1883. The transcripts were bound by Stevens as follows: "Miscellaneous, 1726-90", (vols. 1-7); "Miscellaneous, n.d." (vol. 8); "Miscellaneous, in French, 1774-88" (vols. 9, 10); "Letter Book No. 2, 1779" (vols. 11, 12); "Letter Book No. 3, 1779-80" (vol. 13); "Letter Book No. 4, 1780" (vols. 14, 15); "Letter Book No. 5, 1781" (vol. 16); "Letter Books Nos. 6 and 7, 1781 and 1782" (vol. 17); "Peace Commissioners, 1779-83" (vol. 18); "Commissioner to France, 1776-79" (vol. 19); "Craven Street Letter Book, 1772 and 1773" (vol. 20); "Oswald's Journal, Peace Commissioners, 1782" (vols. 21, 22); "The Hartley Correspondence, 1775-81" (vol. 23); and "Chronological Index to Franklin's Letters in the Diplomatic Correspondence" (vol. 24).

**607. REGISTER OF TRANSCRIPTS OF FRANKLIN PAPERS. N.d. 61 cm, 2 ft.**

Arranged chronologically.

Register, on 4- by 8-inch slips, of Stevens' transcripts of the Franklin Papers that are dated from 1740 to 1789. For each transcript the register shows the document and its date, its page number, and the volume in which it is bound.

**608. JOURNAL OF MASON AND DIXON. 1763-68. 5 cm, 2 in. 1 vol.**

The original journal of Charles Mason and Jeremiah Dixon, surveyors appointed to determine the boundary between Pennsylvania and Maryland. The volume consists for the most part of technical surveyor's notes but contains also some descriptions and correspondence. A few letters (dated 1876 and 1877) relating to the journal are bound at the front of the volume.

**609. FISCAL RECORDS OF THE TREASURY OF THE VICEROYALTY OF NEW SPAIN. 1772.  
3 cm, 1 in.**

Unarranged.

Statements showing payments made by administrators of institutions in Mexico City, "Tepozotlan," and Zacatecas, and of California missions, for purchases of livestock and provisions. There are some references to dates between 1772 and 1784, as well as two documents dated 1828 and 1840.

**610. REVOLUTIONARY WAR ACCOUNT BOOK ("NORTH CAROLINA LINE"). 1782-84.  
3 cm, 1 in. 1 vol.**

Arranged randomly by name of officer.

A book containing accounts for North Carolina officers' clothing, subsistence, rations, and other expenses. This volume was presented to the Department of State in 1883 by Daniel Goodloe. There is an alphabetical index at the beginning of the volume.

**611. STATEMENTS OF ACCOUNTS CURRENT OF THE UNITED STATES WITH PAYMASTERS  
AND OTHER MILITARY OFFICERS. 1776-79. 3 cm, 1 in. 1 vol.**

Arranged alphabetically by name of account, thereunder by debit or credit, and thereunder chronologically.

Statements of accounts primarily for paymasters of Maryland, Pennsylvania, and Virginia regiments. Approximately one-half of each page is missing. This volume was also presented to the Department of State in 1883 by Daniel Goodloe.

**612. REVOLUTIONARY WAR JOURNAL. 1779-83 and 1793-1831. 3 cm, 1 in. 1 vol.**

Original manuscript journal of the travels of Alexander Church, Richard Ramsey, and Zephaniah Halsey, members of the New York Quartermaster Department during the Revolution, and of Halsey in later years.

**613. MANUSCRIPT COPY OF U.S. DIPLOMATIC CORRESPONDENCE, 1783-89. Ca. 1832.  
30 cm, 1 ft.**

The copy is arranged as it was later printed, in three volumes.

Manuscript copy for volumes 1-3 of the planned publication Diplomatic Correspondence of the United States from the Treaty of Peace, 1783, to the Adoption of the Constitution, 1789. This copy was apparently prepared by William A. Weaver, who was given the task by the Secretary of State under an act of May 5, 1832 (4 Stat. 513).

**614. TRANSCRIPTS OF THE JOURNAL OF EXECUTIVE PROCEEDINGS OF THE SENATE.  
(May 25, 1789-Mar. 10, 1837). N.d. 61 cm, 2 ft. 10 vols.**

Arranged chronologically.

Transcripts of the journal of the executive proceedings of the U.S. Senate made for the President pursuant to an order of the Senate dated January 27, 1792.

**615. PHOTOSTATS OF NAVAL DOCUMENTS DATED 1798-1800. N.d. 3 cm, 1 in.**

Arranged chronologically.

Photostats of correspondence in the Massachusetts Historical Society regarding captured ships and other U.S. naval matters. These photostats were given to the Department of State by the Navy Department.

**616. MISCELLANEOUS LETTERS ADDRESSED TO THE TREASURY DEPARTMENT.  
1797-1820. 3 cm, 1 in.**

Unarranged.

Letters regarding commissions of officers on revenue cutters, reappointment of U.S. marshals, terms on which London bankers agreed to transact business for the State Department, delinquent taxes, the enlistment of U.S. sailors

on privateers, the collection of debts owed the Government by individuals, the case of the Danish brig Nordberg, and other topics.

**617. EXTRACTS FROM DIPLOMATIC CORRESPONDENCE ON WASHINGTON'S DEATH. N.d. 1/4 in.**

Unarranged.

Typed copies of extracts of diplomatic despatches and instructions (Dec. 20, 1799-Feb. 12, 1800) concerning the death of George Washington. A note with the extracts states that these excerpts appeared in *The Washingtonian*, privately printed in 1865.

**618. FULTON PAPERS. 1804-6. 3 cm, 1 in.**

Arranged chronologically.

Twenty-six letters exchanged between Robert Fulton and the British Admiralty concerning Fulton's steamboat invention and negotiations for its purchase by the British Government. These letters were received by the State Department from the U.S. Embassy in London in 1945.

**619. ABSTRACTS OF WAR AND NAVY DEPARTMENT WARRANTS ON THE TREASURY. 1801-1807. 20 cm, 8 in.**

Arranged by Department and thereunder chronologically.

Abstracts of warrants of the War and Navy Departments on the Treasury Department showing the balance on hand for each week and entering for each warrant its date and purpose, the payee, and the amount. The abstracts for the Navy Department cover 1801-3; those for the War Department, 1801-7.

**620. JOURNAL OF LEWIS SEEGER. 1817-24. 3 cm, 1 in. 1 vol.**

Journal of Lewis Seeger, self-styled "ramble at large," containing an account of his experiences with the U.S. Navy on a voyage to suppress the slave trade and another voyage to convoy vessels to the West Indies, his visit to Philadelphia, his experiences in the Mexican Navy, and other events in his life.

**621. MANUSCRIPT COPY FOR JOHN QUINCY ADAMS' EDITION OF THE JOURNAL, ACTS, AND PROCEEDINGS OF CONVENTION ASSEMBLED AT PHILADELPHIA, MAY 14, AND DISSOLVED SEPTEMBER 17, 1787, WHICH FORMED CONSTITUTION OF UNITED STATES; CONFORMABLY TO RESOLUTION OF MARCH 27, 1818. 1818 and 1819. 5 cm, 2 in.**

Fair copies of documents of the Constitutional Convention of 1787, prepared for publication as authorized by a joint resolution of March 27, 1818 (3 Stat. 475). Includes some correspondence.

**622. LETTER BOOK OF CAPT. P.F. VOORHEES OF THE U.S.S. CONGRESS, OFF MONTEVIDEO. 1844. 3 cm, 1 in. 1 vol.**

Arranged in rough chronological order.

Letter book containing copies of letters sent by Capt. P.F. Voorhees of the U.S.S. Congress to the commander of the U.S. Naval Forces (Brazil Station), the U.S. consul at Montevideo, the commander of the Argentine blockading squadron, and others regarding the controversy with the Argentine squadron because of an attack on U.S. vessels. The volume also contains copies of some notes exchanged between U.S. Consul R.M. Hamilton and the Argentine Ministry of Foreign Affairs, apparently enclosures to letters of Captain Voorhees. A note inside the cover indicates that the volume was received from Captain Voorhees on March 31, 1845.

**623. CORRESPONDENCE OF GENERAL ROSECRANS ON THE INTEROCEANIC RAILWAY. 1871-1873. 8 cm, 3 in. 1 vol.**

Arranged chronologically.

Correspondence of Gen. W.S. Rosecrans with Mexican Government officials and others regarding a concession to build an interoceanic railway across Mexico. A list of 114 papers and some newspapers, maps, and other related papers are included.

This volume was sent to the Department of State by the U.S. consul at San Luis Potosi, Mexico, under cover of a despatch of August 13, 1935, which is in the Decimal File (125.8352/147) described in entry 205.

**624. CORRESPONDENCE REGARDING HOSTILITIES IN CUBA. 1875-78. 1 vol.**

Arranged by country in the order listed below and thereunder chronologically.

Copies of instructions to and despatches and related enclosures from the U.S. Ministers to Spain, Great Britain, France, Germany, Russia, Austria, Italy, and Portugal regarding the Cuban revolution and relations between the United States and Spain. This volume is part 2 of a compilation entitled "War in Cuba, 1868-78." Included is a table of contents and a list of papers; the latter shows the number of each communication, the names of the sender and receiver, the date, and the page number at which the document appears.

**625. ESTANISLAO REYES PAPERS. 1898-1903. 8 cm, 3 in.**

Unarranged.

Letters, photographs, petitions, circulars, instructions, printed regulations, and other documents that were apparently once the property of Estanislao Reyes, an officer in the Philippine Insurgent Army.

**626. HISTORICAL NOTES ON THE U.S. DIPLOMATIC SERVICE. Ca. 1899. Ca. 1899. 15 cm, 6 in.**

Unarranged.

Historical notes, chiefly concerning personnel in the U.S. diplomatic service, prepared by Edwin V. Morgan, U.S. Ambassador to Brazil. The notes were sent by Morgan to J. Franklin Jameson and given by Jameson to the Department of State in 1922. A memorandum among the notes indicates that Morgan was working in 1899 on a history of the diplomatic service.

**627. RECORDS ON THE BOWEN-LOOMIS CONTROVERSY. 1904 and 1905. 30 cm, 1 ft.**

Unarranged.

Records documenting the controversy between Herbert F. Bowen, U.S. Minister to Venezuela, and Francis B. Loomis, Assistant Secretary of State, resulting from a charge by Bowen that Loomis had accepted bribes, that he had a personal interest in certain claims against Venezuela, and that he had used his official position for personal gain while Minister to Venezuela. Most of these records are copies of documents and testimony edited for the publication *In the Matter of the Charges of Mr. Robert W. Bowen, United States Minister to Venezuela, Against Mr. Francis B. Loomis, First Assistant Secretary of State, and the counter charges of Mr. Loomis Against Mr. Bowen* (Washington, 1905).

**628. EXTRACTS FROM PUBLISHED MATERIALS ON SPAIN. 1924. 3 cm, 1 in. 1 vol.**

Arranged as listed below.

Extracts from published sources concerning the Spanish Government, citizenship, political parties and groups, the Foreign Office, and Spain's economy, language, religion, and colonies. Each extract contains a citation to the source of the information.

**629. DIARY OF JOSEPH C. GREW. 1927-32. 30 cm, 1 ft. 9 vols.**

Arranged chronologically.

Typed copy of the diary kept by Joseph C. Grew while Ambassador to Turkey. The first 16 pages of the 2,973-page diary are missing.

**630. MISCELLANEOUS MANUSCRIPTS. Ca. 1756-1918. 30 cm, 1 ft.**

Arranged as listed below.

Most of the following originals and copies of documents were presented to the Department of State: blank warrant of Governor Robert Dinwiddie of Virginia for the arrest of mutinous and seditious militiamen, 1756; agreement signed by Louis de Kerlerec, Governor of Louisiana, appointing Okana-Stote, Chief of the Cherokee, as a captain in the service of the French, 1761; photostat of a petition from Indian traders of Pittsburgh to George Croghan protesting against unlawful trade with the Indians, 1767; receipts of Lord Fairfax for land rents from George Washington and Fielding Lewis, 1769; photograph of a petition of London merchants to King George III concerning the Boston Tea Party, 1774; photograph of a memorial of the Association of Freemen of Maryland approving armed opposition to the British, 1775; two facsimilies of the Declaration of Independence; photograph of a letter from Commissioners Benjamin Franklin, Silas Deane, and Arthur Lee requesting an audience with Vergennes, 1776; copy of Maurier d'Univille's record of service in the Revolutionary War; copies of records of the Superior Court of Connecticut dealing with suits against English bondholders, 1784-88; petition, with related papers, of James Boyd, concerning lands along the Saint Croix River lost to the British (at the beginning of the Revolutionary War), 1789; copy (in French) of regulations for Prussian consular officers, 1796; typed copy of the proclamation of General Victor after his appointment by Napoleon Bonaparte as Governor of Louisiana, ca. 1800; copy of a New York State law (Apr. 10, 1800) complying with an act of Congress (Feb. 15, 1799; 1 Stat. 616) "respecting Balances reported against certain States, by the Commissioners appointed to settle the Accounts between the United States and the several States," 1800; copy of a list of British representatives in Persia (Iran) with related memoranda of the Department of State, 1800-1934; duplicate of a letter from John A. Morton of Bordeaux to Richard H. Douglas of Baltimore regarding the U.S.S. Decatur, 1815; copies (with related papers) of the Haitian constitutions of 1806 and 1816; memorandum on a military appropriation act (3 Stat. 359), March 3, 1817; copies of protocols of a conference at Aix-la-Chapelle on the slave trade, 1818; photostat of a letter from the Marquis de Lafayette to William Lee discussing international affairs, 1823; photostat of a note from A. de Letamerdi, Spanish consul in East Florida, to the President of the United States enclosing a statement of "the late occurrences to Spanish subjects in East Florida," 1825; copy of an act of the Belgian Government for relief of sufferers from Dutch aggression, with related committee reports and newspaper excerpts, ca. 1830-35; transcripts from the Annamese archives regarding the special mission of Edmund Roberts, 1832-36; transcript of a statement charging Nicholas P. Trist, U.S. consul at Havana, with secretly encouraging Spanish authorities to condemn and imprison U.S. ship captains and seamen for alleged offenses, 1840; photographic copy of a trade treaty made by Lt. Charles Wilkes with the Sultan of Sulu, February 5, 1842; a list showing (item by item) reductions of U.S. duties on French imports between 1846 and 1857; English translation of a circular instruction of the French Foreign Office to consular officers regarding accountability and accounting procedures of French consulates, 1862; a facsimile of the Emancipation Proclamation, 1863; photostats of the congressional resolution (13 Stat. 567) proposing the constitutional amendment abolishing slavery, with related papers, 1864; a book of land certificates for colonists at "Santo Christo," Brazil, 1869; field notes, map, and description of the survey of Rancho Laguna in Baja California, 1870; part of a memorandum on the arbitration of a dispute concerning ownership of the Estaca mines in Bolivia, 1874; photostat of a letter from Secretary of State Hamilton Fish to his daughter Sarah, 1875; commission of the Commonwealth of Massachusetts to Sally Wolffson appointing him its commissioner in British Honduras, 1882; documents presenting and accepting the Statue of Liberty as a gift from the French people, 1884 (enclosed in a despatch from Levi P. Morton, Minister to France, July 5, 1884); record of electrical experiments undertaken by A.E. Dallman, 1894; unsigned typewritten memorandum, 1905, with a related letter, on the causes of the Cuban revolution against Spain; copy of the receipt for transportation of the Russian Imperial family to Ekaterinburg, 1918; and a Russian manuscript discussing the problems of aerial navigation and their solution, n.d.

#### PRINTED COLLECTIONS

##### **631. JOURNALS OF THE HOUSE AND SENATE. 1789-95. 30 cm, 1 ft. 9 vols.**

Arranged chronologically.

George Washington's printed copies of the journals of the House of Representatives and of the Senate. Five of the volumes are autographed by Washington. The journals cover proceedings of the House of Representatives, 1789-93, and of the Senate, 1789-95.

##### **632. PUBLICATIONS ON THE INDEPENDENCE OF HAITI. 1807-15. 3 cm, 1 in.**

Unarranged.

Printed broadsides and pamphlets of the Government of Haiti, including addresses of the Haitian Senate and proclamations, decrees, and orders of the President pertaining to meetings of the general council, a presidential reception, and the celebration of the 12th year of Haiti's independence.

**633. SKETCHES OF CANADA. 1813-15.**

Printed sketches and maps from Joseph Bouchette, *A Topographical Description of the Province of Lower Canada, With Remarks Upon Upper Canada and on the Relative Connexion of Both Provinces With the United States of America* (London, 1815).

**634. PUBLICATIONS OF ARGENTINA AND CHILE. 1817-21. 1 cm, 1/2 in.**

Arranged as listed below.

Printed material consisting of copies of a manifesto setting forth the reasons for declaring the independence of the Provincias Unidas del Rio de la Plata, October 25, 1817; fragment of Bulletin No. 16, announcing the defeat and death of Remvier, July 10, 1821; copies of the *Gazeta Ministerial de Chile*, November 7, 1818-January 2, 1819, containing editorials and local information; a proclamation of the procedure to be followed in the election of city officials of Buenos Aires, 1820; and a manifesto of Juan Martin de Pueyrredon, Supreme Commander of the United Provinces of South America, March 2, 1817.

**635. NEWSPAPER CLIPPINGS OF ARTICLES PUBLISHED BY THE DEPARTMENT OF STATE. Jan. 1832-Feb. 1863. 5 cm, 2 in. 1 vol.**

Arranged chronologically.

These clippings include consular reports on cholera and on trade, notices to mariners, exequaturs issued by the President to foreign consuls in the United States, Presidential proclamations and notices of appointments, quarantine notices, and articles on the reception of the diplomatic corps by the President.

**636. DECREES OF THE PRESIDENT OF GUATEMALA. 1843. 1 cm, 1/4 in.**

Unarranged.

Copies of printed decrees (nos. 52, 162-167, and 170-173), June 29- September 9, 1843; and copies of the printed *Gaceta Oficial* (Nos. 123- 133), September 29-November 28, 1843. Filed with these publications are a printed report giving statistics on kinds of crime and their distribution by department in Guatemala, 1842 and 1843, and two pamphlets on the reorganization and unification of the Central American states, 1843.

**637. NEWSPAPER CLIPPINGS ON FOREIGN AND DOMESTIC AFFAIRS. May 1849-Nov. 1863. 18 cm, 7 in. 2 vols.**

Arranged chronologically.

Mounted newspaper clippings, chiefly from newspapers of Baltimore, New York, Philadelphia, Pittsburgh, and Washington. The topics covered by these clippings include, for the year 1849, U.S. transcontinental railroads, affairs in Hungary, the Nicaraguan canal route, the tobacco trade, U.S. affairs in the Black Sea region, the San Francisco Railway, passports for non-Caucasians, and relations with France; for the year 1851, the address of Kossuth to the United States; and, for the Civil War years 1861 and 1862, blockades and privateering, secession, French and British attitudes toward the Confederacy, acts of the Confederate Congress, suspension of the writ of habeas corpus, Federal prisoners, national defense, the Mason and Slidell incident, the Russians at New York, the Russo-American alliance, the ironclads, foreign relations of the Confederacy, the invasion of Maryland, finances of the Confederacy and the depreciation of Confederate currency, the New York draft riots, the French in Mexico, British discussion of U.S. affairs, intercepted correspondence, the war in Poland, President Lincoln, "rebel correspondence," and Presidential messages.

**638. BLANK FORMS FOR REGISTERING BRITISH SEAMEN AND VESSELS. 1855-63. 5 cm, 2 in. 1 vol.**

Blank registration forms of the British Government for fees for services to British seamen and ships. Some printed notices are included.

**639. TRANSLATIONS FROM FOREIGN-LANGUAGE NEWSPAPERS. 1857-71. 10 cm, 4 in.**

The two sets of these translations are both arranged chronologically.

Translations from newspapers published in Belgium, Colombia, Cuba, France, Germany, Mexico, Nicaragua, Spain, Turkey, and the United States. The news items concern the appointment of Schreiner as Austria's consul general and diplomatic agent in Egypt, 1858; England and war, 1858; delay in reception of the Spanish Minister in France, 1858; United States-Spanish relations with respect to Cuba, 1857-71; the arrival of the U.S.S. Wabash at Constantinople, 1858; United States recognition of the Mexican Government, 1859; representation of France in foreign countries, n.d.; contract entered into between the Government of Nicaragua and Felix Belly, 1859; Anton Lizardo, 1860; political parties in Spain, 1869; and other topics.

**640. PUBLICATIONS ON U.S.-BRITISH RELATIONS DURING THE CIVIL WAR. 1860-1870. 20 cm, 8 in.**

Arranged in rough chronological order.

Publications of the British Government, several U.S. publications, and issues of some Boston newspapers, collected by George Bemis of Boston, possibly for use by the United States at the Tribunal of Arbitration in Geneva. Included are some rough notes, an outline of subject headings, and a letter of May 17, 1868, from Bemis to Secretary of State Seward regarding the papers. This material was sent to the Department of State by Jonathan W. Bemis with a letter of June 23, 1891.

**641. CLIPPINGS FROM ENGLISH NEWSPAPERS. 1871-73. 3 cm, 1 in.**

Arranged chronologically.

Clippings from nine British newspapers concerning the International and its cargo, economic affairs and foreign relations, the Geneva Arbitration, the protectorate of Fiji, the San Juan Boundary, international arbitration, appropriations for embassies, the capture of the Deerhound by a Spanish corvette, and the capture of the Virginus and execution of her crew by Spanish authorities. More than half the clippings deal with the last topic.

**642. THANKSGIVING PROCLAMATIONS OF STATES AND DEPENDENCIES. 1896-1910. 1 cm, 1/4 in.**

Arranged alphabetically.

Printed copies, with seals, of Thanksgiving proclamations of Alaska, 1900, 1903, and 1904; Arizona, 1910; Florida, 1900; New Mexico, 1902 and 1905; Oregon, 1896; and Puerto Rico, 1902.

**643. ORDERS OF THE SECRETARY OF WAR RELATING TO THE PANAMA CANAL. 1904-1905. Negligible.**

Arranged chronologically.

Printed copies of orders.

**644. ORDERS OF THE GOVERNOR OF THE PANAMA CANAL. 1914-21. 1 cm, 1/2 in.**

Arranged chronologically.

Printed copies of orders.

**645. HISTORY AND DRAWINGS OF THE OCTAGON HOUSE. Ca. 1916. 1 cm, 1/4 in. 1 vol.**

History and drawings of the Octagon House in Washington, DC, prepared for the American Institute of Architects. A biographical sketch of the architect, William Thornton, is included.



**646. MISCELLANEOUS DOCUMENTS, 1206-1932, PRINTED. Ca. 1780-1932. 30 cm, 1 ft.**

Arranged chronologically.

Printed documents, chiefly gifts to the Department of State: letters of the Popes, 1206-1532; pamphlet entitled Documents Relative to Louisiana and Florida, 1770-1806; a facsimile letter from George Washington to the Governor of Maryland announcing the surrender of Cornwallis, 1781; "A Bill to Enable His Majesty to conclude a Peace, or Truce with the revolted colonies in North America," 1782; a pamphlet entitled "Some Observations on the Constitution, &c.," written by James Monroe as representative to the Virginia convention for the ratification of the Constitution, with annotations in Monroe's hand, 1788; a public notice authorizing Col. Henry Emanuel Lutterloh to promote a lottery in North Carolina to raise money for bringing artisans into the State, 1791; the constitution of the Society for the Information and Assistance of Emigrants, 1795; "Introductory Report to the Code of Evidence of the State of Louisiana," by Edward Livingston, 1803; extracts from James Briggs, The History of Don Francisco de Miranda's Attempt to Effect a Revolution in South America, 1808; a statistical report by Osgood Muzzy on the tariff and trade of the United States, 1831-42; prospectus on the proposed Birmingham, Bristol, Thames Junction Railway, 1834; extract from a letter received by Ferdinand Freilingrath from Henry W. Longfellow commenting on the poet's trip to Bristol, England, 1842; the Congressional Directory, 1850; a pamphlet entitled "Argument of John A. Logan . . . on the Impeachment of Andrew Johnson, President of the United States . . .," 1868; printed statement of Secretary of War George W. McCrary to the House Committee on Military Affairs entitled "Texas Border Troubles," 1877; report of Maj. G.S. Clarke to the Director of Intelligence of the British Government entitled "Notes on a Tour in the United States in September and October, 1888"; a Nicaraguan memorial entitled "Informes sobre la cuestion de la mosquitia," 1894, with an English translation; "The Hamilton Facsimiles of Manuscripts: The Monroe Doctrine, Its Origin and Intent," 1896; report of J.T. Norton entitled "Proposed Railway Lines in the Island of Luzon," 1903; circulars of the Copyright Office of the Library of Congress, 1905; Liberty Loan Posters, 1918; galley proofs of part of the book Hall J. Kelley on Oregon, 1932; table of postage rates for materials sent to U.S. consulates and legations, n.d.; and a handbill proposing to print a digest of the laws of Maryland, n.d.

**647. MISCELLANEOUS PERIODICALS. 1776-1934. 5 cm, 2 in.**

Arranged chronologically.

Most of the following periodicals, newspapers, and clippings were presented as gifts to the Department of State or were enclosed with despatches from Foreign Service officers: the New England Chronicle (Boston), April 25, 1776; the Journal Politique (Leyden), January 16, 1816; the Diario de Veracruz (Mexico), April 1 and 2, 1822; the Japan Punch (Yokohama), 1861; clippings from the Boston Advertiser, July 9, 1866, on the question of the sale of U.S. ships to European belligerents; the Continental Gazette (Paris), May 9, 1868; the Journal des Tribunaux (Brussels), October 25 and November 1, 1888; the Moniteur Belge (Brussels), July 21, 1889; the El Paso Times, June 8, 1893; La Voy Catolica (Caracas, Venezuela), December 15, 1898; El Sol (Venezuela), December 21, 1898; El Pregonero (Caracas), April 10 and 17, 1899; the Venezuelan Herald (Caracas), December 15, 1899; the Evening Star (Washington, DC), April 1, 1910, on gifts to U.S. Presidents; the Neues Wiener Tagblatt (Vienna), August 27, 1943, regarding conflicting policies in the State Department (a photographed clipping); and the Pekin Gazette (China), n.d.

**ENGRAVINGS, PRINTING PLATES, AND MEDALS****648. PRINTING PLATES OF JEFFERSON'S PLAN FOR GOVERNMENT OF THE WESTERN TERRITORY. Mar. 1, 1784. 8 cm, 3 in.**

Three printing plates for the committee report of Thomas Jefferson, Samuel Chase, and David Howell on a plan for the temporary government of the Western Territory.

**649. PLATES AND FACSIMILIES OF THE DECLARATION OF INDEPENDENCE. 1823, 1895, and 1951. 15 cm, 6 in.**

Arranged as described below.

William J. Stone's copperplate engraving of the Declaration of Independence made on the order of Secretary of State John Quincy Adams in 1823; an electrotype alto, a printing basso, facsimile prints of the Declaration prepared by the Coast and Geodetic Survey in 1895, and the letter of transmittal from W.W. Duffield, Superintendent of the

Survey; a proof made from the 1895 basso in 1951; a 5- by 8-inch printing plate made from the Stone engraving, n.d.; an 11 1/2- by 14-inch engraving labeled "Present Appearance of the Declaration" and a full-size engraving of the Declaration.

**650. PLATES OF THE CONSTITUTION. N.d. 5 cm, 2 in.**

Copperplate engravings of the first and last pages of the Constitution.

**651. PLATES OF A CALENDAR OF JAMES MONROE PAPERS. N.d. 10 cm, 4 in.**

Printing plates of the calendar of letters of James Monroe from the collection of Mrs. S.M. Gouverneur.

**652. FRANKLIN BICENTENNIAL MEDALS. 1906. 3 cm, 1 in.**

Two bronze medals made for the Department of State by Tiffany & Co., New York, after a clause in a deficiency appropriation act of April 27, 1904 (33 Stat. 394), authorized the Secretary of State to have a medal designed to commemorate the 200th anniversary of Benjamin Franklin's birth. The design was the work of Louis and Augustus Saint-Gaudens. The medals were to be distributed in connection with the bicentennial celebration, January 17, 1906. The act provided that one medal in gold should be presented to the Republic of France and that 150 bronze impressions should be made. At Philadelphia on April 20, 1906, the gold medal was presented by Secretary of State Root to Jean J. Jusserand, French Ambassador. Filed with the medals are framed copies of the speeches of presentation and acceptance. Related correspondence is filed as case 669 of the Numerical File (entry 192).

**653. PLATE OF LETTER OF TRANSMITTAL. 1906.**

Metal plate for the letter transmitting each bronze Franklin bicentennial medal. A print of the transmittal letter is filed with the plate.

**654. STEEL DIE FOR THE FRANKLIN BICENTENNIAL MEDAL. 1906. 3 cm, 1 in.**

Steel die for the reverse side of the medals described in entry 652.

### MUSEUM OBJECTS

**655. MISCELLANEOUS MUSEUM PIECES. Ca. 1610-1895. 1.2 m, 4 ft.**

Arranged chronologically.

Museum objects, some of which were ceremonial gifts: a colored tile from a house in Amsterdam allegedly occupied by Pilgrims during their sojourn in Holland before 1620; the U.S. flag flown by the brig *Cyprus*, 1844; two Japanese ceremonial swords, apparently gifts to the President from the Japanese mission of 1861; (transferred to the Smithsonian Institution); a ceremonial sword sent to the President by the King of Siam, 1861; a case of 89 medallions, each of which depicts a member of the House of Savoy (with a history of the House entitled *Storia politica, civile, militare della Dinastia di Savoia*, 1865; a whale's tooth presented to President Grant by King Thakeban of Fiji, 1870, as a token of the King's desire to make a treat of friendship, union, and protection with the United States; a Samoan mat that accompanied the United States-Samoan treaty of friendship and commerce, 1878; the death mask of Secretary of State Walter Q. Gresham, 1896; a tapa cloth apparently from one of the Pacific islands, n.d.; assorted Argentine, Oriental, and unidentified coins, n.d.; a set of seven troy weights, n.d.; a Malay kris, n.d.; an elephant tusk, n.d.; a stone from the Great Wall of China, n.d.; an album of Japanese postage stamps, n.d.; and wall charts used in Japanese schools in teaching mathematics, art, and the Japanese language, n.d.

### AUDIOVISUAL RECORDS

**656. MISCELLANEOUS PORTRAITS, GROUP PHOTOGRAPHS, AND SCENES. 1620-1930.  
61 cm, 2 ft. 462 items.**

Arranged numerically.

This diverse collection of pictorial items contains prints, lithographs, drawings, original charcoal portraits, and daguerreotypes. There are portraits of many U.S. Presidents by L.P. Spinner and H.R. Burdick; Secretaries of State, including William Jennings Bryan and his staff in 1914; members of arbitration boards; pictures of commissions and conferences; scenes in expositions; U.S. consular residences; antislavery legislators; Abraham Lincoln and the 38th Congress; Mead's design for the Washington Monument (1877); Spanish Treaty negotiators (1898); construction of the Panama Canal; the Old State Department Building; the Alert during a scientific expedition; the obelisk, Cleopatra's Needle; and four daguerreotypes by Mathew Brady.

**657. LIBERTY LOAN POSTERS. 1918. 3 cm, 1 in. 20 items.**

Arranged numerically.

These oversized color posters were produced by the Treasury Department and acquired by the Bureau of Rolls and Library. They were displayed during the second and third Liberty Loan drives of World War I. They duplicate posters located among the Records of the Bureau of the Public Debt, Record Group 53.

### **Miscellaneous Records of the Secretary and Undersecretary of State**

Described below are several series of correspondence and memorandums of the Secretary of State that were apparently maintained in the immediate office of the Secretary and were not sent to the central files unit to be interfiled with other series (see Part one of the inventory) and indexed.

#### **CORRESPONDENCE AND MEMORANDUMS OF THE SECRETARY OF STATE**

**658. DRAFTS OF LETTERS AND MEMORANDUMS OF JAMES MONROE. 1818-24. 3 cm, 1 in.**

Arranged chronologically.

Drafts of letters and memorandums mainly concerning routine requests and other departmental business. Included is a letter of Monroe dated March 24, 1819, regarding South American affairs.

**659. UNOFFICIAL LETTERS OF HENRY CLAY. 1825-29. 5 cm, 2 in. 1 vol.**

Arranged chronologically, with an alphabetical name index.

Letter book containing copies of letters written by Henry Clay to the President, Senators, collectors of customs, and private individuals. The letters concern requests for assistance, trade with the British colonies, adjudication of claims, negotiations regarding the Northwestern boundary, and other matters. Included are copies of two letters written by Martin Van Buren.

**660. LETTERS OF INTRODUCTION TO THE SECRETARY OF STATE. Jan. 11, 1820-March 19, 1849. 5 cm, 2 in.**

Arranged alphabetically by name of person introduced.

Letters of introduction to the Secretary of State, giving the nature of the callers' business with the Secretary. Included is an alphabetical list of names of persons for whom the letters were written.

**661. MISCELLANEOUS MEMORANDUMS OF CONVERSATIONS OF THE SECRETARY OF STATE. 1893-98. 1 cm, 1/2 in. 1 vol.**

Arranged chronologically.

Memorandums of conversations of the Secretary of State with the Hawaiian Commissioners, the Japanese Minister, the British Ambassador, the Russian Minister, and the Minister of the Provisional Government of Hawaii regarding the annexation of Hawaii to the United States; memorandums of conversations with the U.S. Charge d'Affaires ad interim for Korea, the French and British Ambassadors, and the Chinese, Russian, and Japanese Ministers, regarding intervention in Korea; a memorandum of a conversation with the Brazilian Minister regarding a British loan to Mexico and Mexican- Guatemalan relations; and a memorandum of a statement of Lord Aldenham

on the plan of the Colonial Government in India for a gold standard. These memorandums are bound as part of a volume labeled "Miscellaneous Archives."

**662. MISCELLANEOUS LETTERS SENT BY THE SECRETARY OF STATE. Jan. 24, 1911-Apr. 23, 1918. 30 cm, 1 ft. 10 vols.**

Arranged chronologically.

Press copies of letters sent by Secretaries of State Philander C. Knox, William Jennings Bryan, and Robert Lansing to Members of Congress, the President, Cabinet members, Ministers and Ambassadors of foreign nations, and others. The letters concern claims, legislation, treaties, appointments in the Foreign Service, and other subjects involved in U.S. foreign relations and State Department administration. Each volume contains an index to names of addressees.

**663. CORRESPONDENCE OF SECRETARY BRYAN WITH PRESIDENT WILSON. 1913-15. 20 cm, 8 in. 4 vols.**

Arranged chronologically.

Letters received from President Woodrow Wilson and copies of letters sent to him by Secretary of State Bryan. They concern appointments to the U.S. diplomatic service, the drafting of treaties with foreign nations, and questions arising in the diplomatic relations of the United States. Many of the Secretary's letters refer diplomatic despatches and notes to the President for his information, comment, or approval. The letters received from the President contain his comments on the matters thus referred.

**664. PERSONAL AND CONFIDENTIAL LETTERS TO THE PRESIDENT. Aug. 6, 1915-July 9, 1918. 3 cm, 1 in. 1 vol.**

Arranged chronologically, with an alphabetical subject index.

Press copies of personal and confidential letters sent by Secretary of State Lansing to President Wilson. The letters report on conversations with ministers of foreign nations, despatches received from U.S. diplomatic and consular officers, proposed treaties, notes to foreign governments, applications for appointment in the Department, and other matters concerning departmental administration and U.S. foreign relations.

**665. MEMORANDUMS OF CONVERSATIONS OF THE SECRETARY OF STATE. 1921-23. 25 cm, 10 in.**

Arranged for the most part alphabetically by name of country represented by the second party to the conversation and thereunder chronologically. Memorandums of conversations with U.S. citizens and companies are filed separately in chronological order.

Memorandums of conversations of Secretary of State Charles E. Hughes with delegations of U.S. citizens, representatives of U.S. firms, the Secretary of Commerce, ambassadors of foreign nations, the Prime Minister of Canada, General Gomez of Cuba, the Commissioner of Australia, and others regarding aspects of U.S. diplomatic and commercial relations with other countries.

**666. APPOINTMENT BOOKS OF THE SECRETARY OF STATE. 1925-32. 20 cm, 8 in. 8 vols.**

Arranged chronologically.

Books kept for Secretaries Frank B. Kellogg and Henry L. Stimson, showing the names of persons with whom appointments were made, the nature of their business, and the dates and hours of the appointments.

**667. RECORD OF SECRETARY OF STATE EDWARD R. STETTINIUS, Jr. Feb. 1, 1944-Jan. 23, 1945, Mar. 11-Apr. 23, 1945, and June 26-July 3, 1945. 20 cm, 8 in.**

Arranged chronologically and thereunder randomly by topic.

Periodic summaries of events with which Stettinius was concerned as Secretary of State. The summaries each cover approximately one week. They were compiled from various records, including memorandums, summaries of correspondence and telegrams, and press summaries. The record was kept only for the periods when Stettinius was

in Washington. Copies of his diary during the Dumbarton Oaks Conversations and the San Francisco Conference are with the records of those meetings. There is a table of contents at the beginning.

**668. MEMORANDUMS SENT TO THE PRESIDENT. 1947 and 1948. 15 cm, 6 in.**

Arranged chronologically.

Carbon copies of memorandums sent by the Secretary of State and Assistant Secretary of State to the President.

**669. MISCELLANEOUS MEMORANDUMS SIGNED BY THE SECRETARY AND UNDERSECRETARY OF STATE. 1947 and 1948. 8 cm, 3 in.**

Unarranged.

Carbon copies of memorandums sent by the Secretary and Undersecretary of State to Congressmen, heads of other agencies, and private individuals.

**RECORDS OF UNDERSECRETARY OF STATE DEAN ACHESON**

Dean Acheson was Assistant Secretary of State from 1941 to 1945 and Undersecretary from 1945 to 1947. He was, in addition, a member of various departmental and interdepartmental committees engaged in economic aspects of the war effort and in planning for postwar relief and recovery. The records of his office relate primarily to those subjects.

**670. RECORDS RELATING TO ECONOMIC WARFARE. 1941-44. 61 cm, 2 ft.**

Arranged alphabetically by subject.

Memorandums, correspondence, reports, drafts, copies of agenda and minutes, and miscellaneous materials relating to various aspects of the economic side of the war effort. Included are records relating to the Board of Economic Warfare, the Board of Economic Operations, the Economic Defense Board, and the Lend-Lease program.

**671. RECORDS RELATING TO WARTIME RELIEF, POSTWAR REHABILITATION, AND INTERNATIONAL MONETARY STABILIZATION. 1941-45. 30 cm, 1 ft.**

Arranged by subject as listed below.

Correspondence, memorandums, studies, reports, minutes of meetings, and miscellaneous materials relating to relief programs during World War II and planning for economic recovery and stability after the war. Included are records relating to the Inter-Allied Committee on Post-War Requirements (the Leith-Ross Committee), the United Nations Relief Council, Anglo-American discussions regarding the implementation of Article 7 of the Lend-Lease agreement, and the United Nations Monetary and Financial Conference at Bretton Woods, New Hampshire.

**672. RECORDS RELATING TO ACCOUNTS OF BLOCKED NATIONALS. 1941-44. 5 cm, 2 in.**

Arranged alphabetically by name of firm or country.

Correspondence, memorandums, reports, and miscellaneous materials relating to individuals and firms on or considered for placement on the Proclaimed List of Certain Blocked Nationals because of suspected trade with Axis countries. The record set of the Proclaimed List is among Records of Interdepartmental and Intradepartmental Committees (State Department), Record Group 353.

**673. RECORDS RELATING TO THE FAR EAST. 1941-47. 30 cm, 1 ft.**

Arranged alphabetically by name of country or subject and thereunder numerically.

Studies, reports, and memorandums relating to various Far Eastern questions during and after World War II. Consists primarily of three sets of materials: studies prepared for the Eighth Conference of the Institute of Pacific Relations at Mont Tremblant, Quebec, Canada, in December 1942; reports on Japan prepared in the Far East Section of the Division of Territorial Studies in 1943 and 1944; and reports on Korea prepared in the Office of Far Eastern Affairs in 1945.

**674. RECORDS RELATING TO THE SOUTH PACIFIC COMMISSION. 1947 and 1948. 10 cm, 4 in.**

Arranged chronologically.

Materials relating to U.S. participation in this Commission, including: documents prepared for the use of State Department representatives in congressional hearings on the Commission, 1947; documents relating to the Preparatory Meeting of the Commission, 1947; studies and reports prepared for the use of the U.S. delegation to the first session, 1948; copies of the program, agenda, and information papers of the meeting of the U.S. Commissioners, September 1948; and studies and reports prepared for the use of the U.S. delegation to the second session, 1948. Records of the Commission are among the Records of International Conferences, Commissions, and Expositions, Record Group 43.

**675. MISCELLANEOUS SUBJECT FILES. 1940-47 and 1950. 20 cm, 8 in.**

Arranged alphabetically by subject.

Memorandums, correspondence, reports, and studies on miscellaneous subjects with which Acheson was concerned. The subjects range from international science to the Technical Industrial Disarmament Committee. The material dated 1950 consists of copies of records of colonial talks with Belgium, France, and Great Britain.

### **Records of the Shipping Division**

The Shipping Division and the Office of Transportation and Communications of which it was a part were established on January 15, 1944. It was responsible, under Jesse E. Saugstad, for initiating and coordinating policy and action pertaining to the economic, commercial, and political aspects of international shipping. It was abolished on July 1, 1948, and its functions were assumed by a small staff in the Office of Transport and Communications Policy.

#### **SHIPPING POLICY FILES**

**676. SUBJECT FILES. 1940-48. 91 cm, 3 ft.**

Arranged alphabetically by subject.

Correspondence, interdepartmental and intradepartmental memorandums, reports, drafts, working papers, and statistics on shipping policy, the shipping activities of other nations, reparations, and the postwar distribution of ships.

**677. COMMITTEE RECORDS. 1943-48. 30 cm, 1 ft.**

Arranged randomly by name of committee.

Copies of agenda, minutes, and working papers of the Interdepartmental Shipping Priorities Advisory Committee, the Cargo Forwarding Committee, Export Tonnage Committee, Shipping Requirements Committee, Passenger Shipping Committee, and various interdivisional country and area committees involved with questions of shipping policy.

#### **RECORDS RELATING TO THE TRIPARTITE NAVAL COMMISSION**

**678. RECORDS RELATING TO THE TRIPARTITE NAVAL COMMISSION. 1945-47. 5 cm, 2 in.**

Arranged randomly by subject.

Copies of minutes of meetings, notes from foreign governments and interdepartmental and intradepartmental memorandums regarding the disposal of ships, and the original signed report of the Commission, which was established under Section IV of the Potsdam Protocol of July 1945. The Commission, consisting of representatives from the U.K., U.S., and the U.S.S.R., met from August to December 1945 to develop recommendations for the allocation of captured German naval vessels.

### **Records of the Office of the Solicitor**

In 1848 the first clerk in charge of claims in the Department of State was appointed, and in 1866 the claims clerk was redesignated as Examiner of Claims. By section 3 of an act of June 22, 1870 (16 Stat. 162), the Examiner was assigned to the new Department of Justice, although he still worked on affairs of the Department of State. The Office of the Solicitor was established by the Department of State in 1887, but the Solicitor was still paid by the Department of Justice. In 1931, however, section 30 of an act of February 23 (46 Stat. 1214) created the Office of the Legal Adviser within the Department of State. Besides handling international claims, the Solicitor (1887-1931) was concerned with drafting and interpreting treaties and dealing with questions relating to citizenship, extradition, boundary disputes, recognition of new foreign governments, and other legal matters involving the Department.

**679. MEMORANDUMS OF THE SOLICITOR REGARDING U.S.-SPANISH CLAIMS. 1927-1931. 18 cm, 7 in.**

Arranged in rough chronological order.

Memorandums, drafted by the Solicitor, on pending individual claims of U.S. citizens against the Spanish Government. Included are memorandums of the Solicitor's conversations with the Spanish representative, a few studies with lists of claims pending against both countries, and some related papers. These records were created in the Office of the Solicitor after Spain, in 1929, accepted a 1927 proposal by the United States that the two countries examine jointly all claims pending between them.

### **Records of the State Department Representative on the Federal Traffic Board**

The establishment of the Federal Traffic Board was announced by the Director of the Treasury Department's Bureau of the Budget in the Bureau's Circular No. 41 of October 10, 1921. The purpose of the board was to effect economies, to improve administration in the handling of Government passenger and freight shipments, to use available carriers more practically, and to find ways to settle transportation accounts more promptly. Specifically, the board was to study the transportation problems of the Government and establish uniform classifications for all commodities shipped by the Government so that shipments could be made at the lowest rates. It was also to draw up plans for the prompt settlement of accounts. The Board, under the supervision of the Chief Coordinator of the Federal Coordinating Service, was composed of members from several Government departments and agencies. The State Department's representative on the Board was J.D. Johnson. The records of the Federal Traffic Board itself are in the Records of the Federal Supply Service, Record Group 137.

**680. RECORDS OF THE STATE DEPARTMENT REPRESENTATIVE. 1921-26. 20 cm, 8 in.**

Unarranged.

Included in the records of J.D. Johnson are copies of bulletins, circulars, and questionnaires of the Board; copies of minutes of Board meetings; State Department memorandums and reports on transportation regulations; notices of Board meetings and of appointments of members; and some correspondence between Johnson and the Chairman of the Board.

### **Records of the Office of United Nations Affairs**

One of the offices created by the departmental reorganization of January 1944 was the Office of Special Political Affairs. With the further reorganization of December 1944 the Office assumed responsibility for international organization, international security, and related affairs. It was made up of four divisions: International Organization Affairs, International Security Affairs, Dependent Area Affairs, and Territorial Studies.

In January 1948 the name of the Office was changed to Office of United Nations Affairs. Most of the responsibilities of the Office remained the same, although in June of the same year it was reorganized into the Divisions of Dependent Area Affairs, United Nations Economic and Social Affairs, United Nations Political Affairs, and International Security Affairs. Other records relating to the United Nations are among the records of Harley A. Notter described in entries 495-505.

**RECORDS COMPILED BY THE OFFICIAL VIEWS SECTION OF THE DIVISION OF INTERNATIONAL ORGANIZATION AFFAIRS AND ITS PREDECESSORS**

The Division of Special Research came into being on February 3, 1941, with Leo Pasvolsky as Chief and was charged with the task of preparing studies in the field of postwar problems. Beginning in 1942, one aspect of the Division's work involved keeping a record of all official commitments or statements regarding the postwar settlement issued by Allied or neutral governments, whether made publicly or confidentially. This function was performed initially by the Commitments Unit under Virginia Fox Hartley. When the Division of Special Research was replaced by the Divisions of Political Studies and Economic Studies on January 1, 1943, the functions were continued under the Political Studies Division. With the reorganization of January 15, 1944, the Office of Special Political Affairs replaced the Political Studies Division. One of the newly created Divisions of that Office was International Security and Organization. The Official Views Section of that Division continued the work of the Commitments Unit and did so under the Division of International Organization Affairs after the further reorganization of December 20, 1944.

**681. OFFICIAL COMMITMENTS NUMERICAL FILE. 1940-45. 10.7 m, 35 ft.**

Arranged according to a numerical filing scheme and thereunder alphabetically by name of country involved. Newspaper clippings, press releases, press summaries, copies of correspondence and telegrams, and reports recording the official views of Allied and neutral governments during World War II regarding the postwar settlement. Included are both public and confidential statements. The views of the U.S. Government as well as those of other governments are represented. Each folder contains a list of the documents contained therein. There are numerous cross-references to other numerical files, the country file described in entry 682 and the confidential file described in entry 683.

**682. OFFICIAL COMMITMENTS COUNTRY FILE. 1940-45. 2.7 m, 9 ft.**

Arranged alphabetically by name of country and thereunder numerically. Newspaper clippings, press releases, press summaries, copies of correspondence and telegrams, and reports recording the official views of Allied and neutral governments during World War II regarding the postwar settlement. Included are both public and confidential statements. The views of the U.S. Government as well as those of other governments are represented. Each folder contains a list of the documents contained therein. There are numerous cross-references to other country files, the numerical file described in entry 681, and the confidential file described in entry 683.

**683. OFFICIAL COMMITMENTS CONFIDENTIAL FILE. 1941-45. 25 cm, 10 in.**

Arranged randomly by subject and thereunder chronologically. Copies and paraphrases of correspondence, memorandums, and telegrams expressing the official views of various governments on the postwar settlement. In addition, there are copies of various studies on this subject and copies of U.S. Delegation documents at the United Nations Conference on International Organization (UNCIO). These records are similar to those in the numerical file described in entry 681 and the country file described in entry 682, but were kept separate because of their classification.

**RECORDS OF ALGER HISS**

Alger Hiss joined the Department of State on September 1, 1936, as an assistant to Francis B. Sayre, Assistant Secretary of State for Financial, Tariff, and Trade Problems. In 1939 Hiss became a special assistant to Stanley Hornbeck, the Secretary of State's political adviser on the Far East. On May 1, 1944, Hiss was appointed Special Assistant to the Director of the Office of Special Political Affairs and subsequently became Deputy Director on November 1, 1944, and Director of that Office on March 19, 1945. In addition to those duties, Hiss served as the Executive Secretary of both the Dumbarton Oaks Conversations (August-October 1944) and the United Nations Conference on International Organization at San Francisco (April-July 1945). He was the principal adviser to the U.S. delegation to the first session of the U.N. General Assembly in London in January 1946.



**Subject Files****684. SUBJECT FILES OF THE OFFICE OF SPECIAL POLITICAL AFFAIRS. 1940-46. 61 cm, 2 ft.**

Arranged alphabetically by subject.

Memorandums, telegrams, correspondence, reports of committees, press releases, newspaper clippings, printed bulletins and pamphlets, and handwritten notes maintained in the files of the Office of Special Political Affairs. Many of the records relate to the Dumbarton Oaks Conversations.

**Records Relating to International Conferences****685. RECORDS RELATING TO DUMBARTON OAKS. 1944. 10 cm, 4 in.**

Arranged randomly by subject.

Penciled notes on meetings of the American delegation to the Conversations, communiqués, memorandums to President Roosevelt on progress, and minutes of various meetings. The handwritten notes were apparently made by Hiss, who served as the Executive Secretary.

**686. UNCIO SUBJECT FILES OF ALGER HISS. 1945. 30 cm, 1 ft.**

Arranged alphabetically by subject.

Memorandums, telegrams, correspondence, press releases, newspaper clippings, drafts, charts, and handwritten notes relating to the organization and work of the San Francisco Conference. Many of the memorandums and incoming letters are original signed copies.

**687. PRE-UNCIO SUBJECT FILES OF JOHN C. ROSS. 1945. 20 cm, 8 in.**

Arranged alphabetically by subject.

Originals and carbon copies of intradepartmental and interdepartmental memorandums, memorandums of conversations, drafts, telegrams, press releases, news summaries, lists of delegates, and correspondence relating to administrative arrangements for the San Francisco Conference. These files were maintained by John C. Ross, who was detailed from the Office of Departmental Administration to assist with conference organization and who later served as the Deputy Secretary General of the UNCIO.

**688. UNCIO SUBJECT FILES OF JOHN C. ROSS. 1945. 30 cm, 1 ft.**

Arranged alphabetically by subject.

Originals and copies of intradepartmental and interdepartmental memorandums, drafts, correspondence, newspaper clippings, press releases, telegrams, diagrams, floor plans, maps, processed copies of official conference documents, and handwritten notes relating to the organization and conduct of the UNCIO. The files were maintained in the office of John C. Ross, Deputy Secretary General.

**689. UNCIO SUBJECT FILES OF CABOT COVILLE. 1945. 30 cm, 1 ft.**

Arranged alphabetically by subject.

Originals and copies of memorandums, correspondence, telegrams, memorandums of conversations, press releases, news summaries, charts, tickets, press passes, and handwritten notes relating to the organization and conduct of the UNCIO. The files were maintained in the Office of Cabot Coville, Executive Assistant to Alger Hiss during the San Francisco Conference.

**690. UNCIO SUBJECT FILES OF C. EASTON ROTHWELL. 1945. 10 cm, 4 in.**

Arranged alphabetically by subject.

Originals and copies of memorandums, drafts, telegrams, memorandums of conversations, correspondence, minutes of meetings, charts, and notes relating to the organization and conduct of the UNCIO. The files were maintained in the Office of C. Easton Rothwell, Executive Secretary of the Conference.

**691. REPORT ON THE ACTIVITIES OF THE ARMY-NAVY COORDINATION GROUP. 1945.  
5 cm, 2 in.**

A copy of the report of the Army-Navy Coordination Group that was established to provide administrative support for the UNCIO. The report includes charts, floor plans, photographs, sample passes and tickets, statistical summaries, and a chronological summary of activities.

**692. RECORDS RELATING TO THE U.N. PREPARATORY COMMISSION. 1945 and 1946.  
30 cm, 1 ft.**

Arranged alphabetically by subject.

Originals and copies of intradepartmental and interdepartmental memorandums, telegrams, handwritten notes, memorandums of conversations, draft statements, press releases, newspaper clippings, correspondence, legislation, processed copies of delegation and commission documents, and biographic information on delegates. The files were maintained in the Office of Special Political Affairs.

**693. RECORDS RELATING TO THE FIRST SESSION OF THE U.N. GENERAL ASSEMBLY.  
1945-1946. 20 cm, 8 in.**

Arranged alphabetically by subject.

Originals and copies of correspondence, drafts, memorandums, notes, memorandums of conversations, printed and processed conference documents, telegrams, agenda and minutes of meetings, and press releases. The files were maintained in the Office of Special Political Affairs.

#### Miscellaneous Records

**694. MISCELLANEOUS RECORDS RELATING TO THE FAR EAST. 1937-1944. 10 cm, 4 in.**

Arranged alphabetically by subject.

Copies of interdepartmental and intradepartmental memorandums, reports, maps, despatches from Foreign Service posts, excerpts from magazine and newspaper articles, correspondence, and statistics accumulated by Hiss while Special Assistant to the Political Adviser on the Far East. Many of the memorandums and reports relate to trade with Japan.

**695. RECORDS RELATING TO POSTWAR REPARATIONS AND PROPERTY RIGHTS. 1943 and  
1944. 30 cm, 1 ft.**

Arranged randomly by subject.

Originals and copies of memorandums, drafts, notes, committee reports, processed documents of the Interdivisional Committee on Restitution and Property Rights, press releases, newspaper clippings, and excerpts from despatches. The files were maintained by members of the Division of Political Studies who served on the Interdivisional Committee.

**696. MISCELLANEOUS FILES OF THE OFFICE OF SPECIAL POLITICAL AFFAIRS. 1945 and 1946.  
10 cm, 4 in.**

Arranged randomly by subject.

Originals and copies of memorandums, organizational charts, work programs, and numbered documents that were kept in the files of the Office of Special Political Affairs and its predecessor, the Division of Political Studies. The files relate primarily to organization and administration.

#### RECORDS OF HERBERT A. FIERST

Herbert A. Fierst was appointed as a foreign affairs specialist on September 24, 1946. He became Special Assistant to the Director of the Office of United Nations Affairs on April 11, 1949. Later the same year he became

Special Assistant to the Assistant Secretary for United Nations Affairs. The records described below were maintained in his office.

**697. MISCELLANEOUS SUBJECT FILES. 1946-54. 91 cm, 3 ft.**

Arranged randomly by subject.

Copies of cables, press releases, reports, policy summaries, committee minutes, and memorandums assembled by Fierst. The records relate primarily to the Korean War, psychological warfare, Korean refugees, immigration of Jews to Palestine, and charges of conducting biological warfare made against the United States and the United Nations.

**RECORDS RELATING TO PALESTINE (RUSK-McCLINTOCK FILES)**

Certain records relating to the Palestine question were maintained in the offices of Dean Rusk and Robert McClintock. Rusk was Director of the Office of Special Political Affairs (March 1947-January 1948), Director of the Office of United Nations Affairs (January 1948-February 1949), and Assistant Secretary for United Nations Affairs (February-April 1949). McClintock was Special Assistant to the Director of the Offices of Special Political Affairs and United Nations Affairs during 1947 and 1948.

**698. PALESTINE REFERENCE BOOK OF DEAN RUSK. Oct. 1947-Apr. 1949. 91 cm, 3 ft.**

Arranged chronologically.

Correspondence, memorandums, telegrams, drafts and copies of position papers, and other miscellaneous records relating to the Palestine question. The records were compiled in part to serve as a reference file on Palestine for possible use by the U.S. delegate on the Security Council.

**699. PALESTINE REFERENCE FILE OF ROBERT McCLINTOCK. Jan. 1947-Dec. 1948. 61 cm, 2 ft.**

Arranged chronologically. There are no records for August 1947.

Correspondence, memorandums, telegrams, drafts and copies of position papers, and other miscellaneous records relating to the Palestine question. Also included is a separate folder relating to an international police force for Jerusalem (October 1948-January 1949).

**Records of the UNESCO Relations Staff**

The United Nations Educational, Scientific, and Cultural Organization (UNESCO) was founded in 1945 to promote collaboration among nations in education, science, and culture. The UNESCO Relations Staff was established under the Assistant Secretary of State for Public Affairs on June 27, 1947, to develop policies, provide planning and coordination, and perform other operations related to U.S. participation in UNESCO.

**700. PHOTOGRAPHS OF UNESCO ACTIVITIES. 1945-51. 61 cm, 2 ft. 1,800 items.**

Arranged randomly by subject.

Included in this file are prints and negatives of UNESCO officials and guests and scenes at general UNESCO conferences; national conferences in the United States; and international conferences such as those held in Paris, London, Florence, Mexico City, and Washington, DC. There are also photographs of committee meetings and "Meetings of Experts" held all over the world; portraits of winners of the American Association of University Women fellowships; pictures of participants in UNESCO seminars; and photographs taken during the summer of 1948 on board the SS Marine Tiger the ship used to transport American students on study trips to Europe. The series includes photographs of Julian Huxley, Reinhold Niebuhr, Norman Cousins, Archibald MacLeish, Margaret Chase Smith, Perle Mesta, George V. Allen, Milton Eisenhower, and Trygve Lie.

### Records of the Visa Division

Before World War I, aliens did not need visas or passports in order to enter the United States, except for a brief time during the Civil War. Special passports were, however, occasionally issued to noncitizens for travel in this country, and U.S. consuls abroad had some part in the control of immigration under the Chinese exclusion laws. The practice of requiring all aliens to obtain visas from U.S. consular officers abroad before their departure for this country was begun as a war measure in 1917 and was continued under an act of May 22, 1918 (40 Stat. 559), amended in 1921 (41 Stat. 1217). Consuls were directed to refuse visas to aliens whose entrance might threaten the public safety and were required to warn applicants for visas who were liable to be legally excluded from the United States upon their arrival at ports of entry. After the passage of the Immigration Act of 1924 (43 Stat. 153), which continued the quota system established in 1921, consuls were responsible for denying visas to applicants inadmissible under the quota system. This act greatly increased the visa work of the Department of State.

The Department's visa operations were at first handled by the Visa Office, established as part of the Division of Passport Control by Departmental Order No. 115 of August 13, 1918. Departmental Order No. 150 of November 1, 1919, made the Visa Office a separate unit, and 11 years later, by Departmental Order No. 509 of February 4, 1931 (effective January 1, 1931), the Visa Office became the Visa Division. Section 104 (b) and (c) of the Immigration and Nationality Act, June 27, 1952 (66 Stat. 174), established in the Department of State the Bureau of Security and Consular Affairs and raised the Visa Division to the status of an Office within this Bureau. The Visa Office is responsible for coordinating and supervising all affairs pertaining to immigration quotas and the control of alien visas.

Records of the Visa Division are classified under Decimal File numbers 150, 151, and 811.111. These numbers were assigned for the exclusive use of the Visa Division, and its records have been kept apart from the main series of Decimal File correspondence described in entry 205. The records described below, although originated at different times and by several units within the Department of State, are grouped together as records of the Visa Division because before their transfer to NARA they had been in the care of that Division.

#### **701. LISTS OF PAPERS (PURPORT LISTS) REGARDING IMMIGRATION. 1910-39. 1.8 m, 6 ft.**

Arranged by Decimal File number and thereunder chronologically or alphabetically by name of alien.

Lists of papers for part of the series described in entries 702 and 711. Each list entry gives the subject of the paper, its file number and date, the names of sender and recipient, and a summary of its contents.

#### **702. CORRESPONDENCE REGARDING IMMIGRATION. 1910-1959. 75.6 m, 248 ft.**

Divided in four chronological periods: 1910-39, 1940-44, 1945-49, and 1955-59. Thereunder arranged by subject according to decimal file numbers 150.00 to 165.99 and thereunder chronologically or by name of alien.

Correspondence of the Visa Division and predecessor organization with other Government agencies, U.S. consular and diplomatic officers, private individuals, and foreign governments, regarding the administration of U.S. immigration laws. Lists of papers in this file for the period 1910-39 are described in the previous entry. The subjects covered by the correspondence include statistics, laws and regulations, certification of alien manifests, fees, head taxes, complaints, inspections, medical examinations, deportations, and Chinese immigration.

#### **703. LISTS OF PAPERS (PURPORT LISTS) IN THE GENERAL VISA CORRESPONDENCE. 1914-40. 2.7 m, 9 ft.**

Arranged by Decimal File number and thereunder chronologically or alphabetically by subject.

Lists of papers in the series of records described in entry 704. Each list entry shows the subject, file number, date, sender, and recipient of the document and gives a summary of its contents.

#### **704. GENERAL VISA CORRESPONDENCE 1914-49. 130.4 m, 428 ft.**

Arranged under Decimal File numbers 800.111-811G.55, and thereunder chronologically or alphabetically by subject.

Correspondence, reports, and memorandums of the Visa Division dealing with such subjects as regulations, quotas, crew visas, student visas, identification cards, visas for foreign diplomatic officers, visas for delegates to

international conferences, and visas for alien employees of U.S. firms. The individual visa case files, entry 705, may be used as an index to those papers in the general visa correspondence that relate to individuals.

**705. VISA CASE FILES. 1914-40. 219.2 m, 719 ft.**

These case files are arranged in three chronological groupings (1914-23, 1924-32, 1933-40) and thereunder alphabetically by name of alien.

Correspondence of the Department of State with applicants for visas, their relatives and attorneys, Members of Congress, Foreign Service officers, organizations, and firms regarding the granting of visas for individual aliens to enter the United States. Included are some application forms and form notices of deportation. There are many references in this series to records in the general visa correspondence (entry 704) that relate to individuals. For the years 1914-23 the A-K part consists only of case files selected because they were precedent cases, they contained policy material, or they related to well-known persons.

**706. LISTS OF PROCEDURAL CORRESPONDENCE (PURPORT LISTS) CONCERNING VISAS. Dec. 2, 1914-Oct. 12, 1931. 61 cm, 2 ft. 18 vols.**

Arranged numerically under Decimal File number 811.111.

Lists of the papers described in entry 707, giving for each paper the name and address of sender or recipient, the date, and a summary of its contents.

**707. PROCEDURAL CORRESPONDENCE CONCERNING VISAS. Dec. 2, 1914-Aug. 31, 1931. 14.6 m, 48 ft.**

Arranged numerically under Decimal File number 811.111.

Correspondence of the Visa Division with foreign embassies and legations, U.S. Foreign Service officers, executive agencies, and the general public regarding visa laws and regulations and their administration. Many of the records concerning individual visa cases, previously part of this series, were withdrawn and filed with the series described in entries 704 and 705.

**708. LISTS OF VISAS REFUSED AND GRANTED AT FOREIGN SERVICE POSTS IN EUROPE. 1917-19. 8 cm, 3 in.**

Arranged by post as listed below and thereunder chronologically.

Lists of persons to whom visas were granted or refused by the Consulate General in Paris, the U.S. Legation in the Netherlands, the U.S. Embassy in Spain, and the U.S. Legation in Switzerland. Most of the lists were compiled weekly.

**709. WEEKLY REPORTS ON VISAS GRANTED. 1914-24. 91 cm, 3 ft.**

Arranged numerically under Decimal File number 811.111.

Weekly reports from U.S. Foreign Service officers on visas granted.

**710. WEEKLY REPORTS ON VISAS REFUSED. 1914-24. 8 cm, 3 in.**

Arranged numerically under Decimal File number 811.111.

Weekly reports of U.S. Foreign Service officers on visas refused.

**711. CORRESPONDENCE ON THE DEPORTATION OF ALIENS. 1922-27. 30 cm, 1 ft.**

Arranged according to a decimal classification scheme by country and thereunder alphabetically by name of deportee.

Correspondence of the Department of State with foreign missions, the Department of Labor, and U.S. Foreign Service officers concerning the deportation of undesirable aliens from the United States. Much of the correspondence relates to obtaining from foreign governments the passports needed for deportation. For lists of the

papers in this series, see entry 701. Most of this file has been disposed of; only records consisting of precedent cases and policy materials have been retained.

**712. PETITIONS OF THE JEWISH PEOPLES' COMMITTEE. 1938. Negligible.**

Unarranged.

A sampling of petitions circulated by the Jewish Peoples' Committee of New York and sent to the President and to the Congress (with signers' names and addresses), urging the passage of House Joint Resolution 637, which provided for the admission of refugees into the United States.

**Records of the War History Branch**

The War History Branch came into being as the result of a suggestion by Franklin D. Roosevelt in March 1942. In a letter to the Director of the Bureau of the Budget, Roosevelt proposed the establishment of a committee to oversee the orderly preservation of Federal records documenting the American war effort. The Committee of Records of War Administration was formed and made recommendations to the agencies. In response Secretary of State Cordell Hull issued Departmental Order 1214 on December 15, 1943, announcing establishment of a war history project under Dr. Graham Stuart. Begun by the War Records Unit of the Division of Research and Publication, the work was continued by the War History Branch. Most of the studies were concerned with the work of the various organizational units within the Department, but some were topical in approach. There was to be an overall history based upon the individual studies. The project was never completed, however, and the studies were left at various stages. Some were finished; others were only in the planning stage when the program was abandoned.

**713. INDEX TO WAR HISTORY BRANCH STUDIES. N.d. 8 cm, 3 in.**

Arranged alphabetically by subject.

Cards, 4- by 6-inch, listing the title, author, and page of the history where the subject can be found.

**714. DRAFTS OF CHAPTERS FOR AN OVERALL HISTORY OF THE DEPARTMENT OF STATE DURING WORLD WAR II. 1945-50. 61 cm, 2 ft.**

Arranged by chapter number from 1 to 54. The chapters are grouped as follows: 1-8, Secretary, Undersecretary, and relations with Congress; 9- 20, Departmental Administration; 21-30, the Foreign Service; 31-36, Geographic Desks; 37-47, Economic Activities; 48-54, Information Activities.

Drafts, both ribbon and carbon copies, of chapters prepared for a projected overall history of the Department during the war years. There are editorial corrections on many of the chapters, as well as attached memorandums with the comments of Departmental officials asked to review them. Most of the drafts are complete, but some are only preliminary sketches. Appendixes consisting of documents used as source materials are included.

**715. DRAFTS OF HISTORIES OF STATE DEPARTMENT ORGANIZATIONAL UNITS AND FUNCTIONS DURING WORLD WAR II. 1943-49. 3.1 m, 10 ft.**

Arranged alphabetically by office symbol or subject of study.

Drafts, in various stages of preparation, of histories of individual Departmental divisions during the war and the impact of the war on those divisions. Also included are topical studies on such subjects as United States relations with Finland and the Lend-Lease program. Most of the studies have appendixes consisting of documents used as source materials. Attached to many of the studies are memorandums containing the comments of Department officials asked to review them.

**716. HISTORIES OF CERTAIN FOREIGN SERVICE POSTS DURING WORLD WAR II. 1943-47. 30 cm, 1 ft.**

Arranged alphabetically by name of post.

Histories of the activities of, and the impact of the war on, selected Foreign Service posts. The posts chosen were those considered particularly significant in the conduct of the war effort. A circular instruction of September 25, 1945, directed the selected posts to submit histories by February 1, 1946. Some had already been written; others

were not ready until well after the deadline. One, from London, was submitted incomplete. There are also related miscellaneous memorandums filed with the reports.

**717. ADMINISTRATIVE RECORDS OF THE WAR HISTORY BRANCH. 1942-50. 8 cm, 3 in.**

Arranged randomly by subject or kind of record.

Correspondence, memorandums, and miscellaneous records relating to the War History project. Included are schedules, progress reports, and outlines of studies.

**718. WORKING PAPERS AND SOURCE MATERIALS FOR HISTORIES OF ORGANIZATIONAL UNITS. 1938-49. 3.7 m, 12 ft.**

Arranged alphabetically by organizational unit and thereunder alphabetically by subject.

Records created or compiled by the War History Branch in the course of preparing histories of Department offices or divisions. Included are memorandums, correspondence, chronologies, lists of documents, notes, galleys, drafts, reports, copies of departmental orders, copies of minutes and agenda, copies of records in the central files, and cross-reference sheets to other records. In addition to copies, there are occasional original records filed with this series.

**719. WORKING PAPERS AND SOURCE MATERIALS FOR MISCELLANEOUS WAR HISTORIES. 1941-1950. 1.2 m, 4 ft.**

Arranged alphabetically by subject.

Records created or compiled by the War History Branch in the course of preparing histories of special wartime activities by the State Department. These relate to topical studies as well as to the functions of special committees or groups. The records consist of memorandums, correspondence, telegrams, minutes, charts, drafts, notes, reports, cross-reference sheets, and miscellaneous materials. In addition to copies of records in Department files, there are occasional originals included in this series.

### **Records of G. Mennen Williams**

G. Mennen Williams, a former Democratic Governor of Michigan, served under Presidents Kennedy and Johnson as Assistant Secretary of State for African Affairs. He held that post from 1961 until he resigned in March 1966. His records include correspondence of both a personal and official nature, reports, memorandums, speeches, published documents, and other material dealing with U.S. relations with the various nations of Africa.

**719.1. CHRONOLOGICAL FILE OF G. MENNEN WILLIAMS. 1961-66. 61 cm, 2 ft.**

Arranged chronologically.

Contains letters, both personal and official, sent by G. Mennen Williams for the period he was Assistant Secretary of State; it covers a wide range of subjects. Mainly replies to letters received by Williams, including some telegrams.

**719.2. CHRONOLOGICAL FILE OF BUREAU OF AFRICAN AFFAIRS. 1961-66. 61 cm, 2 ft.**

Arranged chronologically.

Includes both incoming and outgoing correspondence for the Bureau of African Affairs. Contains some letters signed by G. Mennen Williams, but also includes letters signed by other officials of the Bureau. Covers a broad range of subjects.

**719.3. SIGNATURE AND CLEARANCE FILE. 1961-66. 91 cm, 3 ft.**

Arranged chronologically.

Contains correspondence sent out under the signature of G. Mennen Williams on a broad range of matters relating to the Bureau of African Affairs. Also included are some incoming letters sent to the Bureau.

**719.4. SUBJECT FILE. 1961-66. 91 cm, 3 ft.**

Arranged alphabetically by subject.

Includes a variety of topics, with large files on civil rights, congressional relations, personnel and appointments, educational programs, and trips by American officials to Africa. Contains incoming and outgoing correspondence, memorandums, press releases, clippings, published documents, articles, and other material.

**719.5. TRIP FILES. 1961-66. 91 cm, 3 ft.**

Arranged chronologically by date of trip.

Material relating to G. Mennen Williams' numerous trips to Africa. Includes correspondence, briefings, reports, itineraries, transcripts of conversations, clippings, and other material.

**719.6. COUNTRY FILES. 1961-66. 15 cm, 6 in.**

Arranged alphabetically by country.

Contains incoming and outgoing correspondence relating to the individual countries of Africa.

**719.7. MISCELLANEOUS FILE. 1961-66. 15 cm, 6 in.**

Arranged randomly by subject.

Contains incoming and outgoing correspondence with other Government agencies and offices, including the Secretary of State and the White House, as well as correspondence, reports, memorandums, and other material on policy questions, and on administrative functions and problems.