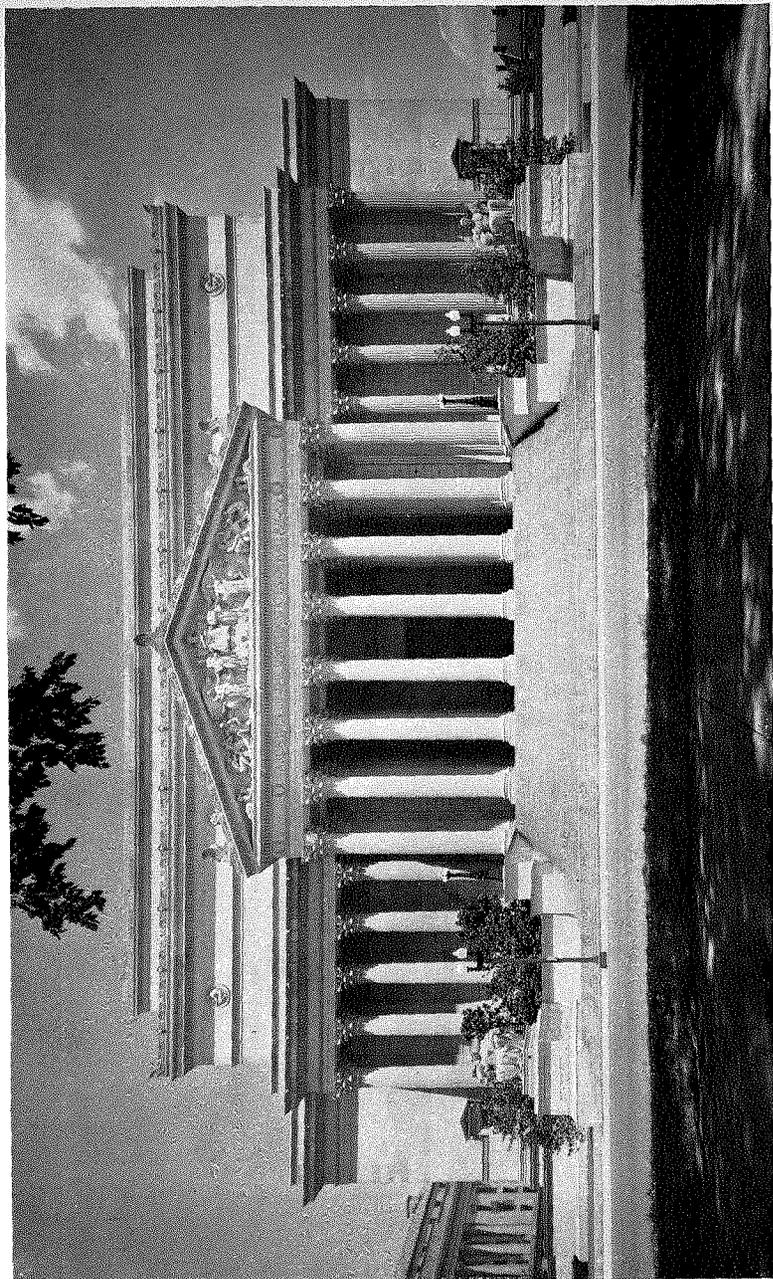


FIFTH ANNUAL REPORT  
OF THE  
ARCHIVIST  
OF THE UNITED STATES  
1938-1939



THE NATIONAL ARCHIVES BUILDING FROM CONSTITUTION AVENUE

THE NATIONAL ARCHIVES

FIFTH ANNUAL REPORT  
OF THE  
ARCHIVIST  
OF THE UNITED STATES

*For the Fiscal Year Ending June 30*

1939



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## OFFICERS AND STAFF

(As of December 1, 1939)

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R. D. W. CONNOR—Archivist of the United States.  
 DORSEY W. HYDE, Jr.—Director of Archival Service.  
 SOLON J. BUCK—Director of Publications.  
 COLLAS G. HARRIS—Executive Officer.  
 HEAD PAGE—Administrative Secretary.  
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 MARCUS W. PRICE—Assistant Director of Archival Service.  
 JAMES D. PRESTON—Assistant Administrative Secretary.  
 MARJORY B. TERRELL—Secretary to the Archivist.

### PROFESSIONAL DIVISIONS

*Repair and Preservation*—Arthur E. Kimberly, Chief.  
*Classification*—Roscoe R. Hill, Chief.  
*Cataloging*—John R. Russell, Chief.  
*Reference*—Philip M. Hamer, Chief.  
*Legislative Archives*—Frank D. McAlister, Acting Chief.  
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*Treasury Department Archives*—Westel R. Willoughby, Chief.  
*War Department Archives*—Dallas D. Irvine, Chief.  
*Justice Department Archives*—Frank D. McAlister, Chief.  
*Post Office Department Archives*—Arthur H. Leavitt, Acting Chief.  
*Navy Department Archives*—Nelson M. Blake, Chief.  
*Interior Department Archives*—Oliver W. Holmes, Chief.  
*Agriculture Department Archives*—Theodore R. Schellenberg, Chief.  
*Commerce Department Archives*—Arthur H. Leavitt, Chief.  
*Labor Department Archives*—Paul Lewinson, Chief.  
*Independent Agencies Archives*—Percy S. Flippin, Chief.  
*Veterans' Administration Archives*—Thomas M. Owen, Jr., Chief.  
*Motion Pictures and Sound Recordings*—John G. Bradley, Chief.  
*Maps and Charts*—W. L. G. Joerg, Chief.  
*Photographic Archives and Research*—Vernon D. Tate, Chief.

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*Finance and Accounts*—Allen F. Jones, Chief.  
*Purchase and Supply*—Frank P. Wilson, Chief.  
*Printing and Processing*—Harry M. Forker, Chief.  
*Central Files*—Virginia M. Wolfe, Chief.

LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,  
*Washington, D. C., November 15, 1939.*

*To the Congress of the United States:*

In compliance with section 9 of the National Archives Act, approved June 19, 1934 (48 Stat. 1122-1124), which requires the Archivist of the United States to make to Congress "at the beginning of each regular session, a report for the preceding fiscal year as to the National Archives, the said report including a detailed statement of all accessions and of all receipts and expenditures on account of the said establishment," I have the honor to submit herewith the fifth annual report of the Archivist of the United States, which covers the fiscal year ending June 30, 1939.

Respectfully,

R. D. W. CONNOR, *Archivist.*

## FIFTH ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

The National Archives has three major objectives. The first of these is the concentration and preservation in the National Archives Building of all noncurrent records of the Government of the United States of such administrative value or historical interest that they must be preserved over a long period of years or permanently. Progress toward this objective has been made during the year by the maintenance and further equipment of the National Archives Building as a repository where the records are safe from fire, theft, and deleterious atmospheric conditions; by the continuance of surveys begun in preceding years to ascertain the location, nature, volume, and condition of storage of Federal records; by the appraisal of thousands of cubic feet of Government records reported as having no value; by the transfer to the National Archives Building of large quantities of Government records having administrative value or historical interest, including maps and atlases, motion pictures and sound recordings, and still pictures; and by the fumigation, cleaning, and repair of records received.

Obviously the mere preservation of Government records is not enough, and hence the second major objective of The National Archives is the administration of the records received so as to facilitate their use in the business of the Government and in the service of scholarship. Great strides have been made toward the attainment of this objective during the year. Numerous important groups of records have been studied, arranged, and described in such a fashion that they may be used readily, and increasing numbers of officials and scholars have used more and more bodies of records for a surprisingly wide variety of purposes.

The third major objective is the filing and preservation of all current Presidential proclamations and Executive orders, and rules, regulations, and the like issued by Federal agencies, the immediate publication of all those having general applicability and legal effect, and the publication of codes of all such documents remaining in effect. Current documents of this character have been published in the daily issues of the *Federal Register*, and a codification of those in effect on June 1, 1938, has been compiled in preparation for publication.

## THE NATIONAL ARCHIVES BUILDING

On June 30, 1938, stack areas in the National Archives Building containing 752,747 cubic feet of document area (that is, space for records and the stack equipment in which they are stored) were equipped either with containers or shelves for the storage of records and were ready for use, and additional areas containing 163,818 cubic feet of document area were partially equipped and available for restricted use. During the fiscal year ending June 30, 1939, the status of the partially equipped areas remained unchanged; other areas, containing 191,892 cubic feet of document area, of which 148,994 cubic feet were equipped with shelves and 42,898 cubic feet with cases for the storage of maps and charts, were turned over to The National Archives. Thus, at the close of the year a total of 1,108,457 cubic feet of document area, or 55 percent of the total storage space in the building, had been made available for use. In addition, substantial progress had been made by the contractor in providing all the remaining unequipped stack areas with shelving, a process that is to be completed by the end of the calendar year 1939. Considerable attention was also given during the year to studying the nature, size, and number of containers that would be needed for the storage of records in the stack areas equipped only with shelves. The steady progress in the equipment of the building made it possible for the operating units in The National Archives to plan their work so that records could be received in an orderly and business-like manner and at the same time an efficient and regular service could be extended to all agencies of the Government.

Several "tenant changes" were made to the building during the year. Certain stack areas, designed originally for the storage of records, were converted temporarily into workrooms and a humidifying vault in order to facilitate the project for flattening pension records, which will be described below; a superfluous vault was made into an office; and plans and specifications were drawn up for the conversion of certain areas into storage space for various types of still photographic archives and into workrooms for the copying of motion-picture films in order to promote their preservation. The installation of the alarm system, which protects the records against fire and theft, was continued, and methods were worked out for the further elimination of fire hazards in the building and for the efficient fighting of any fire that might occur. As a further aid in the provision of optimum storage conditions, constant tests were made, with a view to regulation and to possible improvement, of the workings of the air-conditioning system, which controls the temperature, humidity, and chemical and dust content of the air in the building.

## SURVEYS OF FEDERAL ARCHIVES

The year under review saw the virtual completion of the survey of Federal records in the District of Columbia, which was begun by The National Archives in 1935 in order to obtain information about their volume, the depositories in which they were stored, the state of their preservation and arrangement, the hazards to which they were exposed, the impediments to work in the depositories, and, as far as possible, the volume that would probably be transferred from time to time to The National Archives. This survey has extended over a 5-year period, though the bulk of the work was done during the fiscal year 1936, and has covered the records of the legislative branch of the Government, all the executive departments, the majority of the independent agencies, and most of the courts. About 30,000 cubic feet of records were surveyed during the fiscal year just ended, bringing the total quantity of records surveyed to 2,729,393 cubic feet of paper records, 17,737,879 running feet of motion-picture film, 2,346,598 still-picture negatives, and 5,495 sound recordings, which were found in 6,570 different depositories or rooms. At the time they were surveyed, more than a third of all the records were found to be exposed to danger from fire; nearly half to damage from dust, grit, and filth; and smaller proportions to damage from rain, excessive sunlight, theft, mold, vermin, and other hazards. Approximately half of the records surveyed could not be readily used because of inaccessibility, poor lighting, lack of ventilation, inadequate equipment, or disorderly arrangement. Many were so badly worn by constant use or so weakened by age or other causes that they could not be used without danger of further damage.

It should be emphasized, however, that the status of Government records changes from day to day and that it has not been possible to keep most of these surveys up to date. The volume of records in the custody of the Government agencies surveyed has diminished as thousands of cubic feet of them have been transferred to The National Archives or have been disposed of as useless papers; and it has increased as records have been accumulated by the agencies in the regular course of their business. Similarly, the storage conditions of the records have changed as agencies have been moved from building to building, have been reorganized and consolidated, or have been abolished. Moreover, new agencies have sprung up whose records it has not been possible to survey as yet. Nevertheless, with all its limitations, this survey has presented the first comprehensive picture of Federal records in the District of Columbia; and to make more generally available the facts it has uncovered, summary reports concern-

ing the records of many of the major units surveyed have been made and filed.

Another survey with similar objectives was begun in 1936 by the Works Progress Administration at the request and with the co-operating sponsorship of The National Archives. This Survey of Federal Archives, as it was called, was operated as a WPA Federal project until June 30, 1937, and since that time its work has been carried on by State projects and by units of the WPA Historical Records Survey. The first phase of the work of the Survey was the collection of data concerning Federal records outside the District of Columbia. Relatively little remained to be done during the year in connection with this portion of the work, and the greater part of the time of those engaged on the Survey was spent on compiling from these data a descriptive work known as the *Inventory of Federal Archives in the States*. The publication of this *Inventory* in mimeographed form was begun during the year, and, of the estimated 80,000 pages that it will contain, approximately 44,000 pages were either mimeographed or edited for mimeographing. A more complete account of the work of the Survey during the fiscal year 1939, as well as descriptions of special projects undertaken, is contained in the report of Philip M. Hamer, National Director of the Survey during its existence as a separate project, who is now supervising the work as Associate National Director of the Historical Records Survey in charge of the project. His report is printed as appendix IV to this report.

#### APPRAISAL AND DISPOSAL OF RECORDS

Government records, most of which are routine and temporary in character, accumulate at the rate of thousands of cubic feet a year. To preserve and store this mass of material would be as expensive as it would be impractical and unnecessary. Yet care must be taken to avoid the destruction of records possessing administrative value to the agency creating them, usefulness to other Government agencies, or interest to historians, economists, sociologists, statisticians, political scientists, or other students. Consequently, Federal officials and agencies may destroy or otherwise dispose of public records only in accordance with existing legislation. From the establishment of The National Archives to the close of the fiscal year 1939, authorization to dispose of useless papers was obtained by the agencies submitting to the Archivist lists and descriptions of records believed to be useless and by his transmitting to Congress, with the approval of the National Archives Council, lists of such records as appeared, after careful examination and appraisal, to have no further value.

The task of appraising records reported to the Archivist as useless was especially heavy during the year just closed. It is difficult to

show statistically the rate of increase from year to year, for, although the quantity of records may grow at a steady rate, the agencies report records for disposal at irregular intervals and thus make the number of items reported in any single year an unreliable index; moreover, comparison of the number of individual items contained in lists from year to year is not entirely satisfactory, for an item may refer to a simple file of identical forms or to a complex and diversified group of records, it may refer to few records or to many. The statistics for 1938-39 are nevertheless worthy of note. At the beginning of the year 6,464 items on disposal lists were pending for appraisal, and 73,639 additional items—over six times the number reported in 1938—were submitted during the year. Of these 80,103 items, 73,268 were appraised during the year, as compared with 25,424 during the year 1938. Only 6,835 items, approximately the same number that was on hand at the beginning of the year, remained to be appraised on June 30, 1939.

The percentage of items determined to be useless among those appraised rose from 97 percent in 1938 to 99 percent in 1939, and it seems likely that the percentage will not decrease as the agencies, The National Archives, and the Congress reach an even better understanding as to which records are to be preserved and which discarded. The value of the appraisal process should not be minimized, however, whether only 1 percent or even a fraction of 1 percent of the records are preserved. The 1 percent saved in 1939, for instance, contained 113 items that the agencies themselves, on second thought, requested the Archivist to withdraw from the lists already submitted to him. It also contained 190 other items that the Archivist deemed important enough to preserve for the Government or for scholars.

In determining whether Government records have administrative value or historical interest, The National Archives takes into account a number of factors, among them questions of duplication and physical bulk. One of the first of these factors is the extent to which specific items are duplicated physically, that is, whether the original records or copies of them exist in other department or bureau files or in Washington or field offices. Closely akin to this first factor is the extent to which the information contained in specific items is duplicated elsewhere; many Government records, for example, are designed to serve only until summaries intended for permanent preservation can be made from them to cover longer periods of time or broader fields of investigation. A third factor is the extent to which records are routine and recurrent; obviously it would be undesirable to preserve indefinitely such items as requests for publications, letters of transmittal, and applications of employees for leave

of absence. Another all-important factor that cannot be forgotten at any stage of the appraisal process is that of the physical bulk of the records. The desirability of retaining groups of records must always be weighed against the existence and value of the space required in which to store them; therefore, in the case of bulky groups of records an increasing effort is being made to preserve only representative samples of the material when such samples seem adequate for the use of the administrator and the research scholar.

It is obvious, therefore, that records proposed for disposal cannot be appraised hastily. It is unreasonable, however, to ask agencies to provide storage for months for records that are clearly useless while the disposal lists move slowly through the necessary channels. Every possible effort has therefore been made to expedite the appraisal and disposal process. In the past, disposal lists have sometimes been accumulated for weeks in department and bureau offices and have then been transmitted to The National Archives at the worst possible time for expeditious handling. This situation has been remedied by arranging for the regular and well-timed submission of lists. Many of the early lists received were unnecessarily long, complicated, and repetitious and represented merely the assembling of numerous lists from subdivisions of agencies. Now many agencies have agreed to consolidate their lists so that a single item on a list may refer to all forms in the possession of all subdivisions of an agency that have a given number and fall between certain dates.

Within The National Archives the process has been speeded by the assignment to the Divisions of Department Archives of the function of appraising the lists from the agencies whose transferred records are in their custody, thus concentrating knowledge concerning the records of each agency in a single division. These divisions maintain files of sample documents, information about authorizations for disposal given in the past, and other material useful in making a quick and thorough appraisal. Some of the divisions, with the cooperation of the agencies concerned, have been able to go even further and make comprehensive studies of the record-keeping systems of the agencies. From these studies they have been able to prepare schedules for various administrative units of the agencies whereby records of value are systematically preserved and the others are regularly eliminated, much in the same fashion as such preservation and elimination functions are performed in European registry offices. Even mechanical factors have not been overlooked in hastening the appraisal work. Items on disposal lists that the Archivist wished to report to Congress as without permanent value or historical interest were formerly copied from the agency lists into new and usually shorter lists before they

were transmitted. During the past year, however, agency lists were submitted on standard forms, and the practice was begun of photographing these lists, of eliminating from the photographic negative any items selected for retention by the Archivist, and of reproducing the remaining items by the offset printing process. This practice simplified and speeded up the preparation of lists for transmittal to Congress and at the same time eliminated the possibility of error in copying.

Despite all these measures, if a disposal list reached Congress too near to adjournment for Congressional action thereon or if it was completed and made ready for submission during the recess of Congress, no records referred to on the list could be disposed of until Congress met again, perhaps some months later. To cope with this situation and at the same time to clarify the procedure for the disposal of Government records, Representative Alfred J. Elliott, of California, chairman of the Committee on the Disposition of Executive Papers, introduced in the House of Representatives on May 31, 1939, a bill "To provide for the disposition of certain records of the United States Government." A hearing was held on the bill on June 12, it was reported favorably to the House, with amendments, on June 14 (H. Rept. 838), and it was awaiting further action at the end of the year.<sup>1</sup>

In general the bill provides for the continuation of the present disposition procedure, but proposes two important changes in order to expedite action. The first of these provides that, if the Congressional committee charged with reporting on the lists submitted by the Archivist fails to act before adjournment on any list submitted not less than 10 days before the adjournment, the Archivist himself may empower the agency concerned to dispose of the records. The second change authorizes the Archivist to permit the disposal of valueless records reported to him during the recess of Congress if the records "have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress." The bill also contains a provision of an emergency nature that permits the Archivist to have destroyed immediately any records in his custody or reported to him that "are a continuing menace to human health or life or to property."

Another important provision in the bill permits the head of an agency to alienate records authorized for disposal not only by sale or by causing them to be destroyed but also by "transfer (without cost to the United States Government) to any State or dependency of the

<sup>1</sup>The bill became a law on August 5, 1939 (Public, No. 295, 76th Cong.); the text of the act is printed in appendix I of this report.

United States of America or to any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application to him therefor, through the Archivist of the United States." The bill provides further that heads of agencies shall report to the Archivist and the Archivist to Congress on records disposed of and that the alienation or destruction of any Government records except in accordance with the terms of the new act shall be prohibited.

#### ACCESSIONS

Circumstances combined to make it possible for The National Archives to receive during the fiscal year under review a greater quantity of records than it had previously been able to accept in any similar period. Storage space in the building was steadily made available, as has already been indicated; at the beginning of the year nearly 50,000 cubic feet of records in the various Government agencies had been offered and approved for transfer; and the procedure for the transfer of records was simplified and otherwise improved.

This procedure, which follows regulations established by the National Archives Council, provides that the head of a Government agency who wishes to recommend the transfer of records in its custody shall furnish the Archivist with a descriptive list of the records, which thereupon become subject to requisition by the Archivist. A representative of the Archivist examines the records, prepares a recommendation for their acceptance or rejection, and transmits the descriptive list and his recommendation to a staff committee appointed by the Archivist. This committee studies each list and recommendation, determines whether the records listed fall within the classes the Archivist is authorized by the National Archives Council to requisition for transfer;<sup>2</sup> and makes its recommendation for the acceptance or rejection of the material. If the Archivist determines to accept the records, a requisition for them is prepared for his signature and to it is attached an identification

<sup>2</sup> I. Any archives or records (a) which the head of the agency in custody of them may deem not to be necessary for use in the conduct of the regular current business of said agency; (b) which he may consider to be in such physical condition that they cannot be used without danger of damage to them; and (c) for which, in his opinion, he is unable to provide adequate or safe storage.

II. Any archives or records of any Federal agency that has gone out of existence unless its functions have been transferred to the agency which has custody of its records.

III. Any other archives or records which the National Archives Council by special resolution, or which the head of the agency in custody of them for special reasons, may authorize to be transferred to The National Archives.

inventory of the material. The order in which records thus approved for transfer are to be moved into the National Archives Building is determined by a priority list, which takes into account such matters as the conditions of storage, the cost to the Government of the storage space occupied, the need of that space for other purposes, and the value of the records. When a group of records reaches the top of the priority list and all arrangements have been concluded for their transfer, the identification inventory is signed by representatives of the agency concerned and of the Archivist and the records covered by it are delivered into the custody of the Archivist.

The procedure was shortened and made more effective by the transfer, just before the beginning of the fiscal year 1939, of the function of preparing the recommendations on transfer and the identification inventories from the Division of Accessions, which was subsequently abolished, to the Divisions of Department Archives, which have the custody of records already received from the various Government agencies. An intermediate step in the procedure was eliminated in August 1939 when the functions of the receiving room were divided between the Division of Repair and Preservation and the Divisions of Department Archives. These two changes, coupled with the increased experience of the staff in handling transfers, aided greatly in bringing records to The National Archives in a steady stream.

Approximately 60,123 cubic feet of records, including maps and atlases, motion pictures and sound recordings, and still pictures, were transferred to the custody of the Archivist during the fiscal year 1939, as compared with 48,549 cubic feet in the preceding year, an increase of 24 percent. The number of accessions mounted even more steeply, from 97 to 192, an increase of nearly 100 percent, and as a corollary the volume of each accession fell from an average of 500 cubic feet to 313 cubic feet. The accessions included records from the United States Senate, all 10 executive departments, 17 independent agencies, and 3 Federal courts, and private gifts of motion pictures or sound recordings from 11 sources. The largest quantity of records received from any one agency was 23,022 cubic feet from the Department of War. Then followed, in order of quantity, records from the Department of the Treasury, 12,159 cubic feet; from the Maritime Commission, 6,209 cubic feet; from the Department of Agriculture, 5,848 cubic feet; from the Department of the Interior, 3,982 cubic feet; and from the United States Court of Claims, 2,445 cubic feet.

The War Department records, which are especially valuable both administratively and historically, include most of the centralized archives of the Army up to 1912, correspondence and other papers of the Secretary of War to 1913, and records of various War Department bureaus prior to 1894. The War Department also transferred

a large collection of the records of the Confederacy, 1861-65, including military records and records of its Congress and of its War, Treasury, and Post Office Departments seized at the close of the Civil War. The Treasury Department sent in many records of Government receipts and expenditures, some of them running back to Revolutionary days. In addition there were received large bodies of crew lists, signed shipping articles, and other customs and custom-house records beginning in some cases in the eighteenth century; of records pertaining to the examination of national banks and the liquidation of insolvent national banks from 1863 to the late 1920's; and of records relating to the construction, repair, and alteration of Federal buildings, 1837-1933. Most of the records received from the Maritime Commission were accumulated by the United States Shipping Board and the Emergency Fleet Corporation of the World War period.

An important part of the story of the Government's aid to agriculture is contained in records transferred from the Department of Agriculture, some of which antedate its establishment as an executive department in 1889. Besides records of the Secretary of Agriculture, important for matters of administration and policy, there were received records pertaining to soil conservation, forest conservation, plant industry, entomology and plant quarantine, the enforcement of pure food and drug laws, and meteorological observations. Although most of the records received from the Interior Department were additional shipments of material from the Office of Indian Affairs, there were also included records of the Commissioners for the District of Columbia, 1791-1802; records of the Office of Public Buildings and Grounds and predecessor agencies, 1802-1907; a journal of White House functions, 1902-9, and of Presidential activities, 1909-16, compiled under the direction of the military aide to the President; records of the Potomac Company and the Chesapeake and Ohio Canal Company, 1785-1900; and old Spanish and Mexican land grant records of California. The extensive Court of Claims material consists of papers filed in cases brought before the court between 1855 and 1923. One final group of records should be singled out for special mention—that consisting of records of scores of American diplomatic and consular posts in foreign lands, which were received steadily after January 1939 as a part of a 4-year program of the State Department designed to bring the records of such posts to 1912 to The National Archives. A brief description of all records received during the year is printed as appendix II of this report.

The volume of all accessions made during the fiscal year covered by this report and the total volume of material in the custody of the

Archivist of the United States on June 30, 1939, are shown in the following table:

*Statistical summary of accessions*

Source	Fiscal year 1939, cubic feet	Total to June 30, 1939, cubic feet <sup>1</sup>
<i>Congress</i> . . . . .	5	3, 538
United States Senate . . . . .	5	3, 538
<i>Executive departments</i> . . . . .	49, 981	111, 495
Department of State . . . . .	852	10, 048
Department of the Treasury . . . . .	12, 159	19, 186
Department of War . . . . .	23, 022	23, 839
Department of Justice . . . . .	829	3, 705
Post Office Department . . . . .	52	451
Department of the Navy . . . . .	1, 582	14, 049
Department of the Interior . . . . .	3, 982	14, 380
Department of Agriculture . . . . .	5, 848	10, 088
Department of Commerce . . . . .	54	13, 382
Department of Labor . . . . .	1, 601	2, 367
<i>Independent agencies</i> . . . . .	6, 951	76, 770
Advisory Committee on Education . . . . .	3	3
Civilian Conservation Corps . . . . .		172
Coal Commission . . . . .		175
Conservation and Administration of the Public Domain Committee . . . . .		6
Export-Import Bank of Washington . . . . .		90
Federal Deposit Insurance Corporation . . . . .		90
Federal Fuel Distributor . . . . .		1
Federal Trade Commission . . . . .	120	120
Fine Arts Commission . . . . .		46
Food Administration . . . . .		16, 133
Fuel Administration . . . . .		1, 545
Indian Commissioners Board . . . . .	20	23
Industrial Commission . . . . .		1
Maritime Commission . . . . .	6, 209	11, 962
National Commission on Law Observance and Enforce- ment . . . . .		133
National Emergency Council . . . . .		213
National Labor Relations Board . . . . .	1	125
National Mediation Board . . . . .		1, 413
National Recovery Administration . . . . .		3, 500
National War Labor Board . . . . .		115
President's Commission on Economy and Efficiency . . . . .		123
President's Organization on Unemployment Relief . . . . .		252
Railroad Administration . . . . .		2, 439
Smithsonian Institution . . . . .	30	30
Tariff Commission . . . . .		20
Veterans' Administration . . . . .	381	34, 887

<sup>1</sup> Less diminutions.

## Statistical summary of accessions—Continued

Sources	Fiscal year 1939, cubic feet	Total to June 30, 1939, cubic feet <sup>1</sup>
<i>Independent agencies—Continued.</i>		
War Industries Board, Council of National Defense, and Committee on Public Information . . . . .		2, 951
Washington National Monument Society . . . . .		15
Works Progress Administration . . . . .	187	187
<i>Judiciary . . . . .</i>	<i>2, 455</i>	<i>2, 819</i>
United States Court of Claims . . . . .	2, 445	2, 445
District Court of the United States for the District of Columbia . . . . .	9	167
District Court of the United States for the Eastern Dis- trict of North Carolina . . . . .		6
District Court of the United States for the Southern District of Ohio . . . . .	1	1
	59, 392	194, 422
Maps and atlases <sup>2</sup> . . . . .	385	634
Motion-picture film and sound recordings <sup>2</sup> . . . . .	185	270
Still pictures <sup>2</sup> . . . . .	161	215
Total . . . . .	60, 123	195, 541

<sup>1</sup> Less diminutions.

<sup>2</sup> For sources from which received see tables on pages 14, 16, 17, and 18.

In addition to the material actually received there were at the close of the year 13,443 cubic feet of paper records and 45,750 running feet of motion-picture film approved for transfer and 2,911 cubic feet of records offered but not yet approved for transfer.

*Maps and atlases.*—Because the custody and use of maps and atlases present certain special problems of a technical nature, a separate division has been provided for their care. The collection in the custody of this division is made up at present chiefly of maps and atlases that were preserved as groups by the agencies from which they were received. In a few cases, however, isolated maps and atlases found with records received by other custodial divisions have been transferred to it. To the 10,266 archival maps and 163 atlases in this collection on June 30, 1938, were added 26,423 maps and 25 atlases, which were received from the Departments of War, the Interior, and Commerce. These additions brought the total of the collection in The National Archives on June 30, 1939, to 36,689 maps (32,189 different maps and 4,500 duplicates) and 188 atlases (141 different atlases and 47 duplicates).

The map collections received from the Office of Indian Affairs of the Department of the Interior and from the Office of the Chief of Engineers of the War Department are especially noteworthy. That from the Office of Indian Affairs is the collection that was rehabilitated in the National Archives Building during the fiscal years 1938 and 1939 by a Works Progress Administration project under the cooperative technical supervision of the Divisions of Repair and Preservation and of Maps and Charts. The maps, which range in date from about 1830 to 1937, deal chiefly with tribal lands, reservations, land allotments to individual Indians, and rights of way through Indian lands for railroad, highway, pipeline, telephone, telegraph, and power transmission lines.

Whereas the Indian Office maps are primarily important from the legal and administrative points of view, those from the Office of the Chief of Engineers have high historical or scientific value. The transfer of the maps from the Office of the Chief of Engineers was begun during the fiscal year 1938, and approximately half of those intended for transfer have now been received. Military topographical surveys made during or immediately after the Civil War form an important part of the maps transferred in the past fiscal year. Among them are manuscript maps of the Maryland and Virginia battlefields prepared under the direction of Brevet Brig. Gen. N. Michler, Major of Engineers, which comprise three series: The battlefield areas from Antietam and Harper's Ferry in the north to Richmond and Petersburg in the south on the scale of 4 inches to the mile, in 14 sheets; the belt from Appomattox to Richmond and Petersburg on the scale of 2 inches to the mile, in 13 sheets; and the Richmond-Petersburg area on the exceptionally large scale of 8 inches to the mile, in 28 sheets. Of a considerable portion of these areas no adequate topographic maps exist today, so that these Civil War maps, especially in view of their large scales, remain to this day, except for the features that have changed with the lapse of time, the best representation of many such areas.

Other important items relating to the Civil War are the manuscript map of the battlefield of Gettysburg in 4 sheets on the very large scale of 200 feet to the inch, with a 4-foot contour interval, based on the surveys by Maj. Gen. G. K. Warren in 1868-69, which constitutes the definitive representation of that terrain at the time of the battle; a 12-sheet manuscript map of Washington, D. C., and its environs on the scale of 6 inches to the mile, with a 20-foot contour interval, 1864-66, which shows the defenses of the Capital; and the manuscript drawings and contributory maps from which were pre-

pared the maps in the atlas accompanying the *Official Records of the Union and Confederate Armies*.

Some other topics illustrated by the Corps of Engineers maps acquired during the past year are the military operations during the War of 1812 on the Canadian boundary; the various Seminole Indian wars in Florida between 1817 and 1857; and the wars of the European powers in the period between 1830 and 1885, including the Crimean War, the Franco-Prussian War, and campaigns in Egypt and the Sudan.

The additions to the map and atlas collection in The National Archives during the fiscal year 1939 and the quantity of material in the collection on June 30, 1939, classified according to character and agencies of derivation, are shown in the two tables below:

*Additions to the map and atlas collection during the fiscal year 1939*

Sources	Ms. and annotated maps	Photo-graphic copies	Printed maps	Dupli-cates	Atlases	Total items
Department of War. . . . .	2, 821	469	1, 550	830	24	5, 694
Department of the Interior . . .	11, 698	3, 858	1, 818	1, 154	1	18, 529
Department of Commerce. . . .	2, 222	3	. . . .	. . . .	. . . .	2, 225
Total. . . . .	16, 741	4, 330	3, 368	1, 984	25	26, 448

*Quantity of material in the map and atlas collection of The National Archives on June 30, 1939*

Sources	Ms. and annotated maps	Photo-graphic copies	Printed maps	Dupli-cates	Atlases	Total items
United States Senate. . . . .	665	16	509	1, 382	71	2, 643
Department of State. . . . .	1, 720	235	935	627	59	3, 576
Department of War . . . . .	3, 194	515	2, 255	1, 149	29	7, 142
Department of the Interior . . .	11, 742	4, 000	1, 910	1, 256	27	18, 935
Department of Agriculture . . .	1, 920	188	11	. . . .	. . . .	2, 119
Department of Commerce. . . .	2, 222	3	. . . .	. . . .	. . . .	2, 225
Conservation and Administra- tion of the Public Domain Committee . . . . .	36	. . . .	. . . .	. . . .	. . . .	36
Food Administration. . . . .	35	16	62	86	2	201
Total . . . . .	21, 534	4, 973	5, 682	4, 500	188	36, 877

*Motion pictures and sound recordings.*—Materials of this nature are, like maps and atlases, preserved and administered by a separate technical division. At the beginning of the fiscal year there were 370,263 running feet of motion-picture film and 99 sound recordings in the custody of the Archivist. Accessions during the year amounted to 1,175,978 running feet of motion-picture film, a 534 percent increase over the 185,600 feet received in 1938, and 232 sound recordings, a 183 percent increase over the 82 received the year before. The motion-picture film received during the fiscal year came from 8 executive departments, 8 independent agencies, and 9 private sources, the donors in the last classification accounting for 466,379 running feet of film. Of the sound recordings, 206 were received from 1 executive department and 4 independent agencies and the remaining 26 were gifts from 2 private sources.

Among the motion pictures drawn from Government sources were 1 unit of film from the Air Corps of the War Department depicting the raising and the last rites of the battleship *Maine* in 1912; 151 units from the Navy Department pertaining to World War activities and showing important officials of that period; 12 units from the Smithsonian Institution depicting events in the flight of Col. Charles A. Lindbergh across the Atlantic Ocean and his good-will tour in Mexico; and 1 unit from the Works Progress Administration showing the havoc caused by the New England floods in September 1938. Some of the Government sound recordings transferred were a recording from the Board of Governors of the Federal Reserve System of the dedication by President Roosevelt of the Federal Reserve Building in Washington; a number of recordings from the American Battle Monuments Commission of dedication ceremonies at American cemeteries and memorials in Europe; and 75 recordings of American folk songs and other musical renditions from the Federal Music Project of the Works Progress Administration.

Motion pictures and sound recordings "pertaining to and illustrative of historical activities of the United States" may be accepted by the Archivist from private sources. Films of this category accepted during the year included 564 units from Admiral Richard E. Byrd depicting his North Pole and trans-Atlantic flights and his subsequent Antarctic expeditions; 13 units from the National Geographic Society, some of which portray scenes of the Lincoln Ellsworth expedition in the Antarctic regions; 1 unit entitled "The New York Hat," a picture produced in 1912, which was donated by Mary Pickford and illustrates the beginnings of the use of the "close-up," an important development in motion-picture technique; and several units from news reel com-

panies depicting persons and events in the international crisis of September 1938. One of the most interesting gift sound recordings contains an eyewitness account of the Hindenburg disaster at Lakehurst, N. J.; it was received from Burrige D. Butler, president of radio station WLS in Chicago.

The quantities of motion pictures and sound recordings received during the fiscal year 1939 and the quantities of such material in the custody of the Archivist on June 30, 1939, are shown in the following table according to the sources from which they were drawn:

*Motion-picture film*

Sources	Fiscal year 1939, running feet	Total to June 30, 1939, running feet
Department of State . . . . .	4, 999	16, 569
Department of the Treasury . . . . .	3, 505	72, 998
Department of War . . . . .	862	862
Department of Justice . . . . .		4, 932
Post Office Department . . . . .	60, 836	60, 836
Department of the Navy . . . . .	123, 850	123, 850
Department of the Interior . . . . .	382, 522	388, 962
Department of Agriculture . . . . .		158, 971
Department of Commerce . . . . .	600	22, 908
Department of Labor . . . . .	10, 732	10, 732
Farm Credit Administration . . . . .	3, 040	3, 040
Federal Housing Administration . . . . .	4, 224	38, 373
Federal Reserve System, Board of Governors . . . . .		75
Food Administration . . . . .		1, 932
Fuel Administration . . . . .		2, 564
Inland Waterways Corporation . . . . .		325
Maritime Commission . . . . .		173
National Archives . . . . .	926	4, 343
National Emergency Council . . . . .	10, 802	10, 802
National Youth Administration . . . . .	875	875
Smithsonian Institution . . . . .	8, 963	8, 963
Social Security Board . . . . .	153	14, 955
Works Progress Administration . . . . .	92, 710	95, 199
	709, 599	1, 043, 239
Private gifts . . . . .	466, 379	503, 002
Total . . . . .	1, 175, 978	1, 546, 241

*Sound recordings*

Sources	Fiscal year 1939, items	Total to June 30, 1939, items
Department of the Treasury . . . . .	1	1
American Battle Monuments Commission . . . . .	10	10
Farm Security Administration . . . . .	102	102
Federal Housing Administration . . . . .		35
Federal Reserve System, Board of Governors . . . . .	2	2
War Industries Board . . . . .		10
Works Progress Administration . . . . .	91	91
	206	251
Private gifts . . . . .	26	80
Total . . . . .	232	331

*Still pictures.*—A technical division has also been established to be responsible for the preservation and administration of still pictures such as prints, lantern slides, or glass, film, or paper negatives transferred to The National Archives. Because of the lack of suitably equipped storage space, however, it has not been possible as yet to accept large collections of such material from Government agencies or to segregate many individual items of this nature from records already received. To the 47,141 items in the collection in The National Archives on June 30, 1938, there were added during the fiscal year just closed 40,363 items, a 125 percent increase over the 17,976 items received in 1938. The items were received from the Treasury, War, Interior, and Agriculture Departments. Most numerous were the approximately 30,000 mounted photographs of completed or suspended irrigation and reclamation projects received from the Bureau of Reclamation of the Interior Department; the approximately 4,400 negatives and prints from the Agricultural Economics Bureau of the Department of Agriculture; and the additional prints, negatives, lantern slides, and other material from the Office of Indian Affairs of the Interior Department supplementing similar items already received.

The additions to the still-picture collection in The National Archives during the fiscal year 1939 and the quantity of material

in the collection on June 30, 1939, are shown in the following table according to the sources from which the records were drawn:

*Still pictures*

Sources	Fiscal year 1939, items	Total to June 30, 1939, items
Department of the Treasury . . . . .	4	4
Department of War . . . . .	136	6, 840
Department of the Navy . . . . .	. . .	22, 037
Department of the Interior . . . . .	35, 824	52, 824
Department of Agriculture . . . . .	4, 399	4, 399
Food Administration . . . . .	. . .	432
Maritime Commission . . . . .	. . .	968
Total . . . . .	40, 363	87, 504

## DIMINUTIONS

So far as The National Archives is concerned, the transfer of records is not a strictly one-way process, for while 60,123 cubic feet of records were being received into the custody of the Archivist, 1,325 cubic feet—about 33 percent more than the quantity in 1938—were being removed for one reason or another. Slightly more than a tenth of the records leaving the building were returned to the agency of origin, usually because matters dealt with in the records had again become active administratively or because papers not intended for transfer had been inadvertently included in the original shipment of records, but in one case certain books that were the personal property of an official and had been transferred by mistake with official papers were restored to their owner.

The rest of the diminutions for the year, nearly nine-tenths of the total, were made as the result of study of the records by members of the National Archives staff. This study, which covered only part of the records of a few agencies, disclosed 1,161 cubic feet of material in the nature of forms, duplicate items, and other papers of the sort usually reported for disposal by the Archivist when found on agency disposal lists; this material, chiefly from the records of the Food Administration, the Interior Department, and the Post Office Department, was, with the permission of the agencies concerned, recommended to Congress for disposal in accordance with the procedure described earlier in this report. A few cubic feet of unused envelopes and letterheads, unused forms, hand stamps, stencils, and duplicate copies of printed documents were also found, and all except the printed documents were, with the concurrence of the agency involved,

disposed of. As the volume of duplicate printed documents was small, they were set aside for retention until the use and the increased knowledge of the records would make it possible to appraise their value more accurately. Heretofore special correspondence with Government agencies has been necessary in order to obtain their permission to dispose of unused paper, envelopes, and other surplus stock; in the course of the past year, however, the time-saving practice was adopted of including as a part of each identification inventory an authorization by the agency for the disposal in accordance with law of any surplus stock found among the records. The volume of all diminutions made during the fiscal year is shown in the following table:

*Diminutions*

Sources	Authorized for disposition, cubic feet	Disposed of as surplus stock, cubic feet	Returned to agency of origin, cubic feet
Department of the Treasury . . . . .	. . . . .	. . . . .	88
Department of Justice . . . . .	. . . . .	. . . . .	13
Post Office Department . . . . .	237	. . . . .	. . . . .
Department of the Interior . . . . .	383	. . . . .	. . . . .
Department of Commerce . . . . .	2	. . . . .	. . . . .
Coal Commission . . . . .	70	. . . . .	. . . . .
Food Administration . . . . .	460	. . . . .	. . . . .
Maritime Commission . . . . .	. . . . .	8	. . . . .
National Commission on Law Observance and Enforcement . . . . .	. . . . .	6	. . . . .
National Mediation Board . . . . .	. . . . .	. . . . .	8
President's Organization on Unemployment Relief . . . . .	9	. . . . .	. . . . .
Veterans' Administration . . . . .	. . . . .	. . . . .	41
Total . . . . .	1, 161	14	150

## REHABILITATION OF RECORDS

Because many of the records received are dirty and are infested with various kinds of insects, vermin, and other agents destructive to paper, all paper records are fumigated and cleaned before they are sent to the stacks. It naturally follows that the quantity of material fumigated in the two vacuum-type vaults and aircleaned on the specially designed cleaning tables has a direct relationship to the volume of records received; and it is a matter of considerable satisfaction that the greatly increased quantity of archival material received in 1939 was handled without additional equipment or personnel.

When the fumigated and cleaned records reach the stacks, one of the first duties of the custodial divisions is to determine the physical con-

dition of the records and arrange for necessary repairs. A large proportion of the older records received are folded and have been kept in narrow document files; these are often badly worn at the folds and edges and frequently cannot be unfolded without being torn or falling apart. Other papers, although received flat, are brittle because of age or the poor quality of the paper; and the bindings of hundreds of volumes are sorely in need of repair or replacement. To meet these problems in an orderly way, repair programs are worked out as rapidly as possible by the chiefs of the custodial divisions and the Chief of the Division of Repair and Preservation, and the records are rehabilitated in accordance with these programs as time and facilities permit.

Before documents can be flattened, the custodial divisions must in many instances check them item by item to be certain that all have case numbers or other identifying marks and are in proper order, for, if this is not done, the identity and interconnection previously maintained by folding may be lost and it will be uncertain whether items found seemingly out of order were originally misfiled, whether they were disordered in the flattening process, or whether for some reason not readily apparent they actually belong where they are. Flattening of records in The National Archives during the fiscal year 1939 was performed by two groups, one the regular staff of the Division of Repair and Preservation, and the other the workers on a Works Progress Administration project. The regular staff, which was depleted by the assignment of five employees as technical supervisors on the WPA project, flattened a total of 897,286 sheets during the year, an increase of 5,319 sheets over the number flattened during the fiscal year 1938.

The largest single group of folded documents in The National Archives was that received from the Veterans' Administration. Because of its bulk and because the papers are arranged according to case numbers, the group constituted ideal material for flattening work on a large scale. At the end of August 1938, therefore, a Works Progress Administration project, sponsored by The National Archives, was initiated for the purpose of unfolding, flattening, and refiling the pension records of the Veterans' Administration in the custody of the Archivist. From 300 to 390 workers were constantly engaged on the project from its initiation until the end of the fiscal year. These workers treated 41,030,298 sheets, considerably in excess of the estimated production.

In flattening the records, all paper clips, staples, rubber bands, and other fasteners are removed; the records are carefully unfolded by hand; they are then transferred to a humidifying vault where the paper fibers are rendered sufficiently flexible to permit the complete

removal of folds, wrinkles, and creases in the subsequent flattening operation; and this final operation is performed by ironing the documents on a specially adapted electrical mangle, which resembles those used in a home laundry. It is obvious that this process involves a considerable amount of hand work and is consequently relatively slow. Plans and specifications have therefore been prepared with the cooperation of the Procurement Division of the Treasury Department for a machine in which humidifying and flattening will be performed as one continuous operation. It is estimated that the proposed machine can be operated by three persons and will have a daily capacity of at least 20,000 finished sheets.

Many fragile, torn, or disintegrating documents were discovered by the custodial divisions during the year and were rehabilitated in various ways. Some 16,700 sheets were treated by the lamination process, which involves coating the paper on each side with thin, transparent, cellulose acetate foil applied under heat and pressure in a hydraulic press. Two of these presses are available, but both were not operated daily throughout the year for want of personnel. Tests made during the year disclosed that lamination does not distort maps or other records made on paper and that, instead of the usual glossy finish, a dull finish can be obtained if desired for use on thin papers or other papers where this finish might be more useful or appropriate.

Other documents rehabilitated included 78 sheets repaired, 137 maps mounted, 38 maps mounted and crepelled, 559 sheets crepelled, and 1,390 specimen bonds from the Public Debt Service of the Treasury Department washed to free them from acidic residues resulting from storage in celluloid envelopes.

The Works Progress Administration project for the rehabilitation of the map collection of the Office of Indian Affairs of the Department of the Interior, which was described in the *Fourth Annual Report* (p. 16), was completed in December 1938. During the life of the project 1,597 maps were flattened, 4,130 maps were repaired with silk gauze, 3,899 maps were mounted on cotton sheeting, 780 maps were laminated, and the entire collection was indexed on cards. After the collection had been rehabilitated, the Office of Indian Affairs transferred it to The National Archives, as has previously been stated.

Bound volumes to the number of 2,139 were repaired during the year, and 1,165 volumes were totally dismantled with a view to their preservation as loose papers in the future.

Motion-picture film requires an entirely different treatment from that accorded paper records in order to promote its preservation. The storage vaults for motion-picture film, which play an important

part in this process, have been described at length in previous reports. Before a film reaches final storage, however, small samples from it are tested chemically for hypo content, viscosity, acidity, and other factors related to deterioration, and by this means it is possible to predict the probable life of the film and to plan the necessary corrective measures. Over 300 of these tests were made during the year. The film is then inspected, spliced, cleaned, punch-marked, labeled, and provided with other marks of identification. More than 800,000 feet of film were so treated during 1939. Sometimes the chemical tests and the inspection show that deterioration has progressed to the point where duplication is the only effective form of rehabilitation, and this work will be undertaken as soon as equipment is available.

#### ARRANGEMENT AND DESCRIPTION OF RECORDS

It has already been pointed out that simply preserving records from deterioration and destruction is not enough; if they are to attain their maximum usefulness they must be made available to administrators and research workers. Records cannot be said to be available, however, unless there are adequate descriptions of them for the searcher to consult, and the compilation of such descriptions is rendered almost impossible if the records are disarranged.

*Archival reports.*—So important are the arrangement and description of archival materials that preliminary studies of bodies of records are made by The National Archives even before they are transferred to the building. The first step occurs when the head of a Government agency, in accordance with the accessioning procedure described above, requests the Archivist to requisition certain records of the agency. The Archivist's representative then proceeds to examine and appraise the records, which he often finds disarranged, dirty, or stored in dark and crowded quarters so that accurate identification and description are difficult. On the basis of the information he can obtain, the representative prepares a recommendation on transfer, which contains information concerning the provenance, quantity, nature, condition, history, chronological duration, indexes, value, restrictions on use, and probable activity for reference purposes of the material. If the Archivist decides to requisition the records, this recommendation provides not only the information needed for compiling the formal identification inventory but, together with the identification inventory, also serves for some weeks or even months as the only description of the records transferred.

When the records are received by the appropriate custodial division, the loose papers are carefully transferred from the file cases, transfer cases, boxes, and other original containers into National Archives containers of the proper size, and the bound volumes are

placed on steel shelves. In this process the existing arrangement of the records is usually preserved, but, with many old and inactive records that have suffered disorganization as a result of repeated moves, an attempt is made to restore the original order and arrangement. A third document, usually called a preliminary report, was prepared during the year for 13 groups of records. This report, which revises and supplements the earlier documents, usually lists the groups and subgroups found in the records and for each of these units indicates the general character, the period covered, the quantity, and the method of arrangement. Although the preliminary reports have some value for the searcher, their chief importance lies in the aid they give the staffs of the custodial divisions in determining whether certain kinds of records are present and in finding documents when calls for service are received.

The recommendation on transfer, the identification inventory, and the preliminary report are usually adequate aids for use in complying with most of the service requests made for administrative purposes. To make the records more available for research purposes, however, finding mediums based on a more systematic study of the history, organization, functions, and personnel of the agency involved and of the nature and history of the records themselves are required. Studies of the agency and of its records necessarily proceed in a parallel fashion, and they usually result in the completion at about the same time of a historical summary dealing with the agency and its records and of an identification of series report describing each series of the records in some detail. The historical summary, which is based on a study of statutes, Executive and administrative orders, registers of personnel, and other documents, published and unpublished, including records in The National Archives, describes the organization and activities of the agency and any changes that may have occurred therein and thus throws light on the nature and value of the records resulting from those activities. It also contains historical information about the records themselves, which, by recounting the reorganizations, moves, and disasters to which they have been subjected, helps to explain their present state.

The identification of series report is based on a careful examination of the records, and it sometimes brings to light documents long missing, such as an original "unperfected" treaty recently found in the records of the Senate, and results in the discovery of documents of value whose existence was unknown or had been lost sight of, such as a 60-page list of Indian place names in Maine, compiled in 1869, which was found in a field book received from the Coast and Geodetic Survey. It throws light on the relationship of the various series or groups of records with each other, and, for

some older groups, it shows what changes have been made in their arrangement since they were described in guides or other publications issued in the past. And finally, it provides an opportunity to check the usefulness of any indexes to the records. The information assembled in the course of the examination is recorded in the report, which indicates the character, inclusive dates, form and size, arrangement, quantity, and indexes of the material in each series. Identification of series reports were prepared for 32 groups of documents during the year.

Few finding mediums more detailed than the identification of series report have been prepared as yet. Detailed inventories of the records of the President's Organization on Unemployment Relief and of two series of records of the Coast and Geodetic Survey have been compiled as an experiment, and one list of documents has been completed and two others are in process of compilation. The completed list covers the documents in the Senate files for the First Congress, and the others are a list of the papers in the international treaty files received from the Department of State, which is being prepared in accordance with an agreement with the Department, and a list of Indian treaty council proceedings among the Indian Office records, which is being compiled for the Attorney General. As yet no calendars of documents have been begun.

*Classification.*—Another aid in making records available is classification. Under the plan of classification in use in The National Archives, the records are grouped to show clearly their interrelationships and the fundamental development of the agency that produced or used them, and numbers are assigned to identify each series of records and to provide a basis for their final arrangement in the stacks. The first records to be classified were those of the Food Administration, which sprang into full bloom and vanished in the short period of the World War, and many of the other records classified have also been those of relatively short-lived independent agencies. During the fiscal year 1938, however, a beginning was made on the classification of the records of the Senate. As the Senate has had a long, continuous existence and is a part of the legislative rather than the executive branch of the Government, the classification of its records provided new problems; and still other problems were encountered during the past fiscal year when work was begun on the records of two old-line executive agencies, the Office of Indian Affairs and the Department of War. The long period of existence of these agencies, the complicated nature of their organization, the shifting of functions from one division to another, the reorganization of the files from time to time, the changes in the system of preserving the records, and the fact that the agencies

are functioning now and probably will do so for a long period of time in the future have to be thoroughly considered, studied, and analyzed, and the resultant information has to be accurately organized before an adequate scheme of classification can be evolved.

The classification of five groups of records of the World War period, those of the Food Administration Milling Division, the New York office of the Grain Corporation, the Wheat Director, the War Industries Board, and the Committee on Public Information, was completed, and the corresponding classification schemes were prepared in typewritten or processed form during the fiscal year 1939. Some 3,199 series of documents were found among the 5,590 cubic feet of records thus classified. Almost completed during the year was the classification of the records of the Council of National Defense, another World War agency, and of the Senate, which contain approximately 7,450 series of documents in 3,993 cubic feet of bulk. A part of the work on the Senate files involved the detailed study of about 1,200 maps and their integration when possible with other papers. In the preliminary classification work on the 10,050 cubic feet of records of the Office of Indian Affairs, about 2,050 of the estimated 2,500 series have been surveyed, and similar preparatory work has been completed for all the 700 series in the 691 cubic feet of records from the Office of the Secretary of War, which has been chosen as the starting point for the classification of the War Department records.

In the classification schemes thus far made available, there is included as preliminary matter a brief history of the agency and of its records. The series making up the entire body of records of the agency are then listed in accordance with the organization as determined, and for each series there are included the classification symbol assigned, the title of the series, explanatory matter such as the dates, the scope of the file, and the names of persons involved, the method of filing or entry in the series, and the amount of the material. These schemes have proved helpful as finding mediums, and they have served as a basis for the final arrangement and the cataloging of the records.

*Cataloging.*—The National Archives is compiling a card catalog to aid searchers in determining what agencies and subjects are represented in the material in its custody and what classification symbols or call numbers should be used in requesting records desired. Each accession of paper records is cataloged as a unit immediately after its arrival in the building, with entries made under the names of agencies and under subjects, and a card summarizing the history of the agency is provided. More detailed cataloging, with the records of a division of an agency or with a series as the unit, is delayed

until the records have been classified and it is possible to put the call number on the catalog cards; at this stage it is frequently possible also to make catalog entries for personal and corporate names as well as for units of the agency and subjects.

All the records received during the fiscal year 1939 with the exception of the motion pictures and sound recordings and a few accessions brought in just before June 30 were cataloged by accessions. There were 134 units so cataloged as compared with 104 for the previous year. Division cataloging was completed for the records of the Committee on Public Information and for parts of the records of the Food Administration and of the Grain Corporation. The records of the National Commission on Law Observance and Enforcement, sometimes known as the Wickersham Commission, were the only ones cataloged by series during the year. In all, as the result of cataloging by accessions, divisions, and series, nearly 2,000 cards were added to the public catalog, and about twice that number were filed in subsidiary catalogs. In addition, three special catalogs were prepared for the custodial divisions in charge of the records of the Food Administration, the Committee on Public Information, and the National Commission on Law Observance and Enforcement. These catalogs, which will be kept in the offices of the respective divisions, contain copies of the history cards, the "main entry" catalog cards for the names of Government agencies, and the "added entry" cards for personal and corporate names, but do not include subject entries.

The compilation of a special catalog for motion pictures and sound recordings progressed during the year with the addition of approximately 2,000 cards, covering 137,647 running feet of film and 56 sound recording disks, to the public, official, and other related catalogs. The special catalogs for other photographic archives and for maps and atlases have not been begun as yet.

*Indexes.*—Even after a searcher has found a group of records that contains material he believes to be of interest to him, the task of combing the material for items of value may be too laborious if there are no indexes. Surveys were made during the year of 66 indexes containing over 3,000,000 cards, which were received or were to be received with shipments of records, in order to ascertain their scope and usefulness; 7 indexes, consisting of over 25,000 cards, were refiled; and 6 indexes to records in the building on which considerable service was required were either begun, added to, or copied. Among them was a card index prepared as part of the WPA project for repairing and indexing the map collection of the Office of Indian Affairs.

*Guides.*—The archival reports, the classification schemes, the card catalogs, and the indexes are nearly all in typewritten form and are intended primarily for use by members of the staff and by searchers

who come to the National Archives Building to use the records. To inform scholars and the general public more fully about its holdings, there was included as an appendix to the *Third Annual Report of the Archivist*, which was published early in 1938, a "Guide to the Material in The National Archives, June 30, 1937." Although its descriptions were admittedly tentative, the mere issuance of such a guide less than 3 years after the establishment of the institution was an achievement. To bridge the gap between this edition of the guide and the next, The National Archives in February 1938 began the practice of sending quarterly notes concerning the records received to the editors of some 70 scholarly journals, chiefly in the fields of history and the social sciences. A brief summary of the accessions during the fiscal year 1938 was printed as an appendix to the *Fourth Annual Report of the Archivist*, and the summary for 1939 is printed as appendix II of this report.

A revised edition of the guide reached the final stages of preparation during the fiscal year 1939 and is now in the hands of the printer. Like its predecessor it will be tentative in character, it will indicate the nature, extent, and availability of records in The National Archives, it will present enough data concerning the history and functions of the agencies represented for an understanding of the character of their records described therein, it will note existing inventories, indexes, and other finding mediums, and it will cite references to works from which further information about the agencies and their records can be obtained. The new edition will contain revised descriptions of records listed in the earlier edition, descriptions of all subsequent accessions about which sufficient information is available, and brief listings of all other accessions received before the publication goes to press. It is estimated that this edition, which will be issued as a separate publication, will contain approximately 250 pages as compared with the 58 pages required for the previous edition. Between the issuance of this new edition of the guide and of the next, upon which work will be started while the present edition is in press, it is contemplated that new accessions will be announced by supplementary reports and will also, of course, be covered in the *Annual Reports* of the Archivist.

#### SERVICE ON RECORDS

*How the reference service operates.*—The National Archives receives in ever growing numbers requests for the use of records in the custody of the Archivist or for information from or copies of them. These requests come from Government agencies and private individuals and are made in person, by telephone, by mail, and, occasionally, by telegraph. In responding to these requests, the Division

of Reference cooperates with all other professional divisions and acts as a coordinating unit to make available to inquirers the constantly increasing fund of knowledge about records of the Federal Government possessed by the professional staff of The National Archives.

Searchers coming to the building are directed first to the Division of Reference where, in accordance with regulations issued by the Archivist, anyone having a legitimate reason for using the records is furnished a card of admittance. This card allows the searcher to use the central search room, where the card catalog is located, the west search room, which contains the charge desk for the reference library, and the east search room, where typing, collating, proofreading, microfilming, and similar activities that might be disturbing to others may be carried on. About 100 places are available for investigators in these search rooms. Government officials wishing to use records transferred from their own agencies and responsible investigators wishing to consult large quantities of material in the keeping of a single custodial division are permitted to use small search rooms adjacent to the office of the appropriate custodial division and to the records. If maps or atlases are needed in their work, the searchers are directed to the map search room, where large tables and almost shadowless lighting equipment facilitate the use of the material. Arrangements are also made through the Division of Reference for the viewing of motion pictures and the hearing of sound recordings in the acoustically perfect auditorium, which seats 216 persons.

In the various search rooms the investigator is given access to the archival reports, the classification schemes, the card catalogs, the guide, and the other finding mediums previously described. In addition, he is at liberty to consult with two reference experts, one a specialist in the history of the United States and the other a specialist in Latin American history and relations with the United States, and, if their general knowledge of all groups of records in The National Archives is not sufficient for the needs of the investigator, they will arrange for conferences with other members of the staff who have a more particularly specialized knowledge of certain administrative groups of records. When the records desired have been selected, a call slip is filled out for them and they are brought to the investigator in the search room in which he is working. The investigator will find his way further smoothed by a carefully selected reference library of over 65,000 books and pamphlets, principally Government documents and works in the fields of history and the social sciences.

The requests for service made by telephone and by mail are considerably more numerous than those made in person. Such requests

from Government agencies for official services on their own records are made directly to the custodial division in charge of the body of records concerned, and every reasonable effort is made to fulfill them. Other Government requests are cleared through the Division of Reference, which forwards them to the custodial division that has the records pertinent to the subject of the inquiry and transmits the response to the investigator when it is received from the division. Requests from private sources are handled in a similar fashion, but in general the amount of service given without charge to private inquirers is less extensive than that given to Government officials. In furnishing service on records, it is the practice of The National Archives not to make "any evaluation of a particular record or any interpretation of the information contained in it."

Photograph, photostat, or microfilm copies of documents may be requested in person, by telephone, or by mail and are supplied by The National Archives without charge if they are required for the use of the Government or at cost if they are made for other purposes. If desired, documents may be certified under the official seal of The National Archives, which must be judicially noticed.

*Extent of the use of records.*—The use of records in The National Archives has steadily mounted, and this upward trend was given additional impetus on February 1, 1939, when, in response to numerous requests, the closing hour for the central and east search rooms was changed from 4:30 p. m. to 7:00 p. m. on Mondays through Fridays and from 1:00 p. m. to 5:00 p. m. on Saturdays. As a result of these extended hours and the normal increase in the use of the records, the average number of calls for records or for information contained in them, which had advanced from 18 a day during the fiscal year 1936 to 60 a day during 1938, jumped to 101 a day during the fiscal year 1939. Of the 30,244 requests received during the year, 7,903 were for information and 22,341 were for the use of records; in complying with the latter requests some 56,885 items—volumes, bundles, or individual documents—were furnished. Slightly over half of the requests were made by Government agencies for the use of their own records, and about a third were made by private investigators. To supply the information and records requested, the custodial divisions spent an average of a fourth of their time on reference work and some divisions devoted nearly half of their time to it.

Cards of admission to the search rooms were issued to 671 persons, who made 4,202 visits to The National Archives during the year; this represents an increase of 76 percent in the number of searchers and of more than 100 percent in the number of visits made during the fiscal year 1938. The number of Government investigators who

received cards was 28 percent greater than that for 1938, and the number of nongovernmental investigators was more than doubled. In addition to these 4,202 visits, nearly 500 visits were made by persons who obtained information from or about records from the Division of Reference, though they did not themselves consult the records. Nearly 4,000 letters were written during the year to answer inquiries received from individuals in every State of the Union and in 9 foreign countries; and photostat, photograph, and microfilm copies were made of 22,672 pages of records, three-fourths of them for private individuals. Intensive use was made of the map and atlas collection, as over 2,000 items in that relatively small body of material were consulted; and 33 showings of motion pictures in the custody of the Archivist were held in the auditorium.

The records of nearly every Government agency represented in The National Archives were used at one time or another during the year, though the amount and nature of the use varied. The records of the Veterans' Administration, the Interior Department, the Treasury Department, and the State Department, in that order, were those most used by Government officials. On the other hand, the groups most used by private investigators, in the order of frequency of use, were those of the State Department, the Interior Department, the Veterans' Administration, and the War Department.

*Government use of records.*—Members of Congress continued to call upon The National Archives for assistance. In 160 instances they requested information or copies of documents, and the Senate Committee on Indian Affairs was furnished a collection of Executive orders relating to Indians and Indian reservations for the use of Charles J. Kappler in compiling the fifth volume of his *Indian Affairs, Laws, and Treaties*.

Most of the use of records by Government officials in the executive departments and agencies was for administrative rather than historical or research purposes. The Veterans' Administration, for example, used its records chiefly in connection with new claims for pensions or for other administrative needs. Records of the Office of Indian Affairs were drawn on heavily for legal and other administrative purposes, recent examples being the use of treaty council proceedings and a map in The National Archives as evidence in litigation over land assigned to the Yakima Indians and the use of other council proceedings as evidence in defense of traditional Indian fishing rights in the Northwest. The National Park Service also used records in The National Archives in connection with the restoration of the Chesapeake and Ohio Canal and the development of various national parks. Treasury records were much used in connection with fiscal affairs, and the State Department records were

drawn upon for information regarding past official action. The Navy Department made use of ship plans, records dealing with ordnance and matériel, and other items of importance in the naval construction program, and sought such information as the types of guns on the U. S. Sloop-of-War *Albany*, which was needed to determine whether a certain vessel recently found in the Caribbean Sea was the long-lost *Albany*. In at least one instance the same records were needed simultaneously by two Government agencies, and the agency that had borrowed them returned them to The National Archives so that representatives of both agencies might have equal opportunities for consulting them.

The records preserved in The National Archives are especially valuable to the Government in defending claims against it. Their use in connection with pension claims and Indian litigation has already been mentioned. During the past year records were also used in connection with bills introduced in Congress for the return of portions of the three-quarters of a million dollars collected from wool dealers as excess profits during the World War; a claim for the return of taxes allegedly over-assessed against a railroad company, amounting to some \$100,000; claims for alleged losses caused by Government control of grain elevators during the World War; and a claim by a foreign government for \$33,000 for demurrage on a ship taking grain to needy civilians in European countries during the World War.

Besides these administrative uses of the records, several projects of major importance were carried on at The National Archives by Government agencies during the year. These included the selection and transcription of documents for the series of *Territorial Papers* published by the Department of State, the series of *Naval Documents* published by the Navy Department, a collection of messages and papers of the Presidents being compiled by the Historical Records Survey, and a collection of Indian treaties and related papers being assembled by the Department of Justice.

Several hundred orders were placed by Government agencies for photograph and photostat copies of treaties, letters, ship plans, early American imprints, and other documents, and the National Park Service had large quantities of documents microfilmed to serve as basic research material in its present program for developing the national parks, monuments, and historic sites. "The River" and "The Plow That Broke the Plains" were the two motion-picture films in the custody of the Archivist that were viewed most frequently by Government officials during the year.

These extensive demands made on The National Archives by Government agencies are due in large part to the increased serviceability of the records after they have been arranged, described, and ade-

quately housed; and they may be expected to increase as more work is done on the records and as more officials become aware of the efficiency and variety of services available.

*Private use of records.*—Searchers from 42 States, the District of Columbia, Hawaii, Puerto Rico, the Philippines, Canada, Cuba, France, Greece, and Mexico came to the building during the year to do their own investigating. Among them were faculty members and graduate students from colleges and universities, lawyers, genealogists, writers, and Government employees. To a much greater degree than in preceding years they worked upon projects, either personal or institutional, that involved extensive research of advanced character and may be expected to result in significant contributions to knowledge. Most of these projects can best be classified as historical or biographical, but an encouraging number of them were in such fields as economics, government, international law, education, anthropology, geology, art, or literature. Institutional projects included the selection and transcription of documents relative to the diplomatic relations of the United States with Canada for publication by the Carnegie Endowment for International Peace and a study of Senate confirmation of appointments for the Committee on Public Administration of the Social Science Research Council. Motion pictures in the custody of the Archivist were viewed by a class on motion-picture techniques of American University, by authors who are writing books on war psychology and on services provided by the Government, and by an investigator who is writing a motion-picture script on immigrant contributions to the life of the Nation.

The foreign relations of the United States were a major interest of searchers, and over half of the requisitions sent from the search rooms to the custodial divisions were for records of the Department of State. Studies were undertaken on one or more phases of the diplomatic relations of the United States with Canada, Hawaii, Japan, Morocco, Haiti, and Mexico and with Latin America generally. Other studies concerned the origins of the Genet Mission, the diplomacy of the United States during the Civil War, the Chinese educational commission to the United States, 1871–81, the participation of the United States in the settlement of Latin American boundary disputes, the diplomacy of American territorial expansion, the influence of sugar on American diplomacy, and the foreign policy of Grover Cleveland.

The history of the trans-Mississippi West was also popular with searchers, doubtless because of the presence of the invaluable War Department and Indian Office records. Projects in this field were concerned with Mormon settlements in the mountain desert regions, Apache Indian chiefs, frontier defense in the Southwest, Indian reservations in western Oklahoma, the statehood movements in Oklahoma,

New Mexico, and Arizona, irrigation problems on Indian reservations, Indian missions in Montana, education among the Navahos, the Hudson's Bay Company in Oregon Territory, the Bear Flag Revolt in California, and the St. Louis whiskey frauds. The War Department records were also useful in various Civil War studies, including those dealing with the Mississippi Gunboat Squadron, Pennsylvania and the War Department, the activities and control of the Northern press, Hungarian soldiers in the Union Army, recruitment and enlistment in Illinois, and Rhode Island in the Civil War.

The prevalent interest in economic and social history is reflected in many of the studies undertaken. Among the subjects of such studies were the southern iron industry before the Civil War, the working of Napoleon's continental system as revealed by American commerce, the building of steamboats in the Ohio Valley, early American shipping, the foreign trade of the United States from 1789 to 1815, the social and economic history of the seaboard States of the Confederacy, the economic history of the lower Rio Grande Valley, and the social contributions of the petroleum industry.

Projects relating specifically to the activities of agencies of the United States included histories of the Regular Army, the Revenue Cutter Service, the Public Health Service, the Department of Labor, the Committee on Public Information, and the branch mint at Charlotte, N. C., and studies of the investigatory functions of the Department of Justice, the Union and Confederate aeronautical services during the Civil War, business pressure for reform of the Consular Service, the administration of continental Territories of the United States, the amending provisions of the Constitution, the institutional history of the judiciary of the Old Northwest, and the operation of the Federal courts in North Carolina during the reconstruction period.

Among the subjects of biographical studies by searchers were Presidents of the United States, diplomats, cabinet officers, Army and Navy officers, officials of the Confederacy, and other persons as different as Sequoyah, inventor of the Cherokee alphabet, Thomas A. Scott, president of the Pennsylvania Railroad Company, and Louis A. G. Bosc, French naturalist. Investigations of the histories of two families in their relation to certain phases of American history were undertaken, and numerous searches for genealogical information were made.

Of particular note, in view of the fact that The National Archives has custody only of official records of the Government of the United States, with the exception of certain motion pictures and sound recordings, were a number of studies of historical developments in which the United States Government participated only slightly or not at all. In many cases information on these subjects was obtained

from reports of American diplomatic or consular officers abroad. In this group were studies of Puerto Rico in the pre-annexation period, Madagascar in relation to Anglo-French rivalry, the rubber boom in the Amazon region, early Cuban families, the international status of Korea, treaty ports and foreign concessions in China, Denmark and Napoleon's continental system, the historical and social development of the family in Puerto Rico, the transition in Jamaica from slavery to freedom, English nonconformist sentiment regarding the American Civil War, and English republicanism.

More than half of the inquiries answered by letter by The National Archives during the fiscal year 1939 were concerned with the establishment of dates and places of birth, marriage, or death or other data relative to personal history. Possibly half of the requests for information of this character were from State social security agencies, which sought evidence of the age of applicants for old-age pensions, and many others were from the individuals concerned. In numerous cases The National Archives was able, through consultation of pension and other records, to furnish documentary proof of age or citizenship that was of great assistance to old and needy persons. Similar in nature were numerous requests for aid in the establishment of the citizenship of persons either in or from Germany, which could sometimes be furnished from passport or consular or diplomatic records, and for aid in determining the degree of blood or tribal status of an individual claiming to be an Indian, upon which depended his right to share in tribal assets.

Correspondence with historical and other scholarly investigators involved in general two types of services. The first of these required the making of surveys for the purpose of determining what materials were available in The National Archives for the study of general subjects, such as a survey of the materials relating to Latin America for use in a reference book or a survey of the manuscripts signed or written by Abraham Lincoln for use in building up the collection of Lincolniana at Brown University. The second type of service called for the furnishing of detailed information on specific subjects, such as the state of the weather in Washington, D. C., on July 9 and September 7, 1846.

Photostats or photographic copies of documents made for unofficial use were usually intended for study, evidence, exhibit, or the illustration of books, newspaper articles, and the like. One interesting group of documents relating to the career of John Hay was photostated and supplied to the Washington County (Ind.) Historical Society in compliance with a Congressional resolution that authorized the Archivist to furnish copies of documents to the society for use in commemorating the centennial of the birth of Hay. A copy

of the Pacific Railroad Act of 1862 was furnished Paramount Pictures, Inc., for use in the film "Union Pacific" in connection with the scene showing the signing of the act by President Lincoln. A number of statutes and other documents relating to the financial and monetary history of the United States were copied for publication in an illustrated article in a financial periodical. So many repeated orders were received for reproductions of a small number of interesting or significant documents that a special file of negatives was built up so that prints might be made without disturbing the original documents. Among these documents are the original joint resolution proposing the ten amendments to the Constitution that are known as the Bill of Rights, the Emancipation Proclamation, the Treaty of Guadalupe Hidalgo, and all documents reproduced in the *Annual Reports* of the Archivist.

Microfilm prints of documents, for which there was an increasing demand, were made usually as a means of reproducing an extensive body of basic research material. One of the largest orders during the year was that of the department of anthropology of the University of Chicago for some 13,000 pages of Interior and War Department records bearing on Indian relations with traders and the Federal Government in the period from 1810 to 1850. More than 3,000 pages of material were copied for the Minnesota Historical Society, largely on the basis of selections made from a calendar of documents relating to the Upper Mississippi Valley compiled some years ago for a group of historical agencies, and other large orders were received from the Indiana State Library, the University of Illinois, the Peabody Museum of Salem, Mass., the Florida Historical Society, the Oklahoma Historical Society, and the Wisconsin Historical Society. Numerous orders for microfilms were received from private scholars, too, both in Washington and elsewhere, for it is often cheaper for scholars to purchase microfilms of complete files than to come to The National Archives to discover and use the particular documents of value to them.

*The library.*—Searchers working with archival materials in the building and members of the staff made extensive use of the library throughout the year. Substantial progress was made in adding to the library publications most essential to members of the staff and to searchers. By deposit in accordance with law, by transfer from other Government agencies, by gift, by exchange, and by purchase, 7,462 books and 14,838 pamphlets were acquired during the fiscal year, and 3,038 items were transferred from the surplus stock of publications to other Government libraries. On June 30, 1939, the library contained 42,469 books and 23,036 pamphlets, exclusive of thousands of Congressional bills, resolutions, laws, calendars, and

similar items. This material was made more accessible by the cataloging of 2,695 titles, representing 4,811 pieces, during the year, with the result that only about 20 percent of the holdings of the library, other than publications of the United States Government, remained uncataloged; and the Government publications were rearranged to facilitate their consultation. Over 21,000 loans of items in the library were made to staff members, and at least 7,000 loans of items for use in the search rooms were made to staff members and searchers. The resources of the library were supplemented by 660 volumes borrowed on interlibrary loan from the Library of Congress and other institutions.

In addition to performing usual library functions, such as routing incoming serials and other publications to interested offices, preparing material for binding, answering questions from reference works, and compiling and distributing monthly lists of accessions, the staff of the library made considerable progress in bibliographical work. The entries in a bibliography on archival economy and archival and historical manuscript collections were increased to more than 3,000; and, of the cards for more than 20,000 titles selected from the United States author entry sections of the public catalog and the union catalog of the Library of Congress for a bibliography of the history, functions, and administrative organization of Government agencies, nearly half were classified and arranged according to the agency to which they relate. The library staff also cooperated with the custodial divisions in building up duplicate and supplementary bibliographies of relevant material in the division offices.

#### OTHER SERVICES

In its efforts to assist Government officials and agencies, The National Archives occasionally goes beyond its usual types of services when the need arises. The auditorium and other rooms in the National Archives Building were often made available for official meetings held by Government agencies, and the auditorium was used for the projection of films not in the custody of the Archivist for different Government groups, including members of the Senate Civil Liberties Committee, who were investigating strikes and riots in Chicago and on the West Coast; officials of the Department of State, who were selecting suitable films for distribution in South America; officials of the Department of Agriculture, who were interested in various types of color photography; and officials of the Farm Credit Administration, who were using films for training purposes. A small amount of copying of documents not in The National Archives was also done. Thus a group of papers of Lt. Zebulon Montgomery Pike, which had been seized by Spanish officials in 1807, kept in Mexico until 1914, and then returned to the United States and deposited in the Adjutant General's Office in the War Depart-

ment, were borrowed and photographed at the request of Representative Lawrence Lewis of Colorado, who defrayed the cost of the work.

The National Archives cooperated on every possible occasion with Government and private agencies whose aims are similar to its own. With the Works Progress Administration, which assisted The National Archives considerably by the project for flattening pension records and, through its Historical Records Survey, by continuing the work begun by the Survey of Federal Archives and by furnishing translators to work on archival literature in Slavic languages, The National Archives was able to reciprocate by providing technical assistance in the project for the repairing and indexing of the map collection of the Office of Indian Affairs and by providing facilities for workers on the Early Imprints Survey, a branch of the Historical Records Survey, who found thousands of early American imprints among the records in the custody of the Archivist. The National Archives is represented on several committees of the Federal Fire Council and has participated in many of its activities, and through the Chief of the Division of Repair and Preservation it is also represented on the National Fire Protective Association's committee on the protection of records. Through the Chief of the Division of Maps and Charts The National Archives is represented on the Federal Board of Surveys and Maps, on its committees on the international map of the world and on definitions of surveying and mapping terms, and on the advisory and executive committees of the United States Board on Geographic Names. There has been active cooperation also in the field of motion-picture film and still pictures. The National Archives has recently completed and filed with the President's Committee for a Five and Ten Year Public Building Program a study of the general film-storage problems of various Government agencies and a prospectus for an annex film-storage building; it is represented on the Interdepartmental Advisory Committee on Photography; and it has cooperated with the National Bureau of Standards, the Committee on Scientific Aids to Learning, the Public Affairs Committee, the American Library Association committee on photographic techniques, and various private firms in inspecting and testing photographic equipment, especially that used in microphotography.

The Archivist is a member of the National Archives Council and chairman of the National Historical Publications Commission; the Administrative Secretary is secretary of the former body and the Director of Publications is secretary of the latter. Reports of the secretaries on the activities of these agencies are printed as appendixes IV and V of this report.

Information is frequently requested about practices and equipment in The National Archives, particularly in matters having to

do with the repair, preservation, storage, and reproduction of records. This information was furnished to numerous Government agencies, private institutions, and individuals during the year, and whenever possible advice and suggestions on concrete problems were also given in response to requests. In one instance The National Archives was able to furnish to the Procurement Division of the Treasury Department extensive information about the value and volume of shipments of records to The National Archives for the use of the Division in studying transportation charges. Plans of the National Archives Building and other information about it were furnished to the Governments of Germany, Greece, and Norway and of the State of Delaware for use in planning the construction of new archival depositories.

#### THE FRANKLIN D. ROOSEVELT LIBRARY

The President of the United States on December 10, 1938, after consultation with a score of writers, scholars, and librarians, announced a plan for the erection of a building on the grounds of his family estate at Hyde Park, N. Y., to hold his papers, official and personal, that have accumulated since 1910; his collections of manuscripts on the early history of the United States Navy and on the history of Dutchess County, N. Y., and its vicinity; his collection of paintings, drawings, prints, and models of American ships; and the bulk of his library, which is especially rich in books on naval subjects and in books written by his contemporaries. He also voiced the hope that additions to the collection might be made by the donation of related source material by others. The President proposed that the title to the building and to the collections to be placed therein be vested in the Federal Government and that they be administered by the Archivist of the United States. An executive committee was appointed by the President to work out the details of the plan, and the "Franklin D. Roosevelt Library, Inc.," a nonprofit corporation, was chartered under the laws of the State of New York, with five trustees, who were empowered to raise and expend the funds necessary for the construction of the building.

To obtain information necessary in planning the building, a preliminary survey of the President's papers and books in the White House and in the State Department Building was made in December by representatives of the Archivist. It was found that the papers occupied about 4,000 linear feet of filing space, and it was estimated that another 1,000 feet of space would be required for the material that will accumulate before 1941. Of the papers examined, only about a tenth antedate March 4, 1933. Other items in the collection included over 400 pictures and prints, nearly 40 ship models, and approximately 7,000 volumes in the President's personal library. Mrs.

Roosevelt's papers amounted to some 500 linear feet. In addition, many papers accumulated during Mr. Roosevelt's two terms as Governor are still in Albany, and a part of his library is at Hyde Park.

A joint resolution to implement the President's proposal was introduced in the Senate by Senator Alben W. Barkley and in the House by Representative Kent E. Keller on April 19, 1939. Under the terms of this resolution, the Archivist would be authorized to accept the land for the Library on behalf of the United States; to permit the Franklin D. Roosevelt Library, Inc., to construct the building and landscape the grounds; to accept for the Library the collections offered by the President and to add to them by gift, purchase, or loan; and to administer the Library and the collections therein in much the same manner as he administers the National Archives Building and the archival material in his custody. The Archivist would also be an ex-officio member and chairman of a board of trustees for the Library to be appointed to administer trust funds. The Government would be obligated to provide the funds necessary for the proper operation and maintenance of the institution. The resolution had not been adopted by the end of the fiscal year, but in anticipation of early action thereon the Archivist and his staff gave technical advice from time to time on such matters as floor plans, equipment, and personnel requirements.<sup>3</sup>

#### THE FEDERAL REGISTER

Since March 13, 1936, in accordance with the Federal Register Act, approved July 26, 1935 (see appendix I), all rules, regulations, notices, and similar documents of Federal administrative agencies having general applicability and legal effect have been filed with the Division of the Federal Register of The National Archives, have been there made available for public inspection, and have been published in the *Federal Register*, which is issued daily with the exception of Sunday, Monday, and days following legal holidays. The classes of documents to be published in the *Federal Register* have been gradually extended by the President and Congress. During the past fiscal year, for example, Congress provided that there be so published all reorganization plans submitted to Congress by the President that became effective and all wage orders and notices issued by the Administrator of the Wage and Hour Division of the Department of Labor under section 8 of the Fair Labor Standards Act.

A total of 4,333 documents, 516 more than during the previous year, were published during the fiscal year 1939 in 253 daily issues of the *Federal Register*; and indexes were published at frequent intervals. Of the daily issues, approximately 6,000 copies were sent

<sup>3</sup>The resolution was adopted as Public Resolution No. 30 of the 76th Congress, approved July 18, 1939; it is printed in appendix I of this report.

regularly to Members of Congress and to Federal agencies for their official use. The total number of paid subscribers on June 30, 1939, was 2,372, or 325 more than on the corresponding day of the previous year, and the total number of persons who subscribed for the publication for varying periods of time during the year was 4,737. From these subscribers, who resided in every State of the Union, Canada, Hawaii, Puerto Rico, Germany, Mexico, and Switzerland, and from many agencies, associations, and persons, who purchased large quantities of copies of single issues of interest to them, the sum of \$31,127.21 was collected by the Superintendent of Documents and covered into the Treasury. Federal agencies especially found this method of obtaining copies of their documents cheaper than printing them in separate publications, and in at least one instance 20,000 copies of a single issue were bought.

Another source of revenue to the Government was the sum of \$3,360 derived from the sale of copies of the five bound volumes constituting the permanent edition of the *Federal Register* for the period from March 14, 1936, to June 3, 1938. The fifth of these volumes, which covers the period from January 1 to June 3, 1938, and was made available during the past fiscal year, will be the last of this nature printed; its place in the future will be taken by the supplements to the "Code of Federal Regulations" described below.

An amendment to the Federal Register Act approved on June 19, 1937, required each agency of the Government to prepare and file with the Administrative Committee of the *Federal Register* (the Archivist of the United States, a representative of the Attorney General, and the Public Printer) on July 1, 1938, a complete codification of all documents issued or promulgated by the agency that, in the opinion of the agency, had general applicability and legal effect and were "in force and effect and relied upon by the agency as authority for, or invoked or used by it in the discharge of, any of its functions or activities on June 1, 1938." To supervise and coordinate the form, style, arrangement, and indexing of these codifications, a Codification Board, composed of representatives of The National Archives and the Department of Justice, was established.

After examination of the codifications submitted, the Administrative Committee on September 28, 1938, requested authorization from the President to proceed with their publication in a "Code of Federal Regulations"; this authorization was given on October 11. Despite the employment of additional personnel and the use of labor-saving devices, it was impossible between that date and the end of the fiscal year to complete the editing, proofreading, indexing, and publication of the code, which will fill about 17 volumes. On June 30, 1939, approximately 63 percent of the editing had been finished, little progress had been made with the proofreading, and only preliminary studies

had been made for the index. In order to provide a copy of the manuscript of the code for use in indexing and also in order to have a safety or insurance copy in case the original manuscript was lost, a microfilm copy of the edited manuscript was made. The use of this process instead of copying manually the editorial changes and corrections on 29,885 pages of manuscript to a duplicate manuscript saved considerable time in the editing and eliminated the need for appointing many more members to the staff.

The "Code of Federal Regulations" will be kept up to date by a supplement, which will parallel the code in form and cover the rules and regulations issued between June 3 and December 31, 1938, and by similar annual supplements thereafter until 1943, when each Government agency is required to submit another codification similar to the one filed on July 1, 1938. To facilitate the publication of these supplements, Federal agencies have, since March 1, 1939, been required to prepare currently issued documents in a form that will key them to the numbering arrangement provided in the code.

The President's Reorganization Plan No. 2, which was transmitted to Congress on May 9, 1939, and became effective, after Congressional action, on July 1, 1939, abolished the Codification Board and transferred its functions to The National Archives to be consolidated with the functions of the Division of the Federal Register.

As required by Executive order, the drafts of 297 Presidential proclamations and Executive orders were examined and edited for accuracy of legal citation and style by the staff of the Division of the Federal Register before being signed by the President. Most of them were later printed in the *Federal Register*, and slip copies were printed of the others. In compliance with requests from officials at the White House, the practice was begun of notifying officials of Government agencies by telephone of the signing of any such proclamations or orders of interest to them and of supplying photostats of the documents if they were needed before printed copies were available. Slip copies or photostats of proclamations and Executive orders to the number of 4,097 were furnished during the year for official use and for private study.

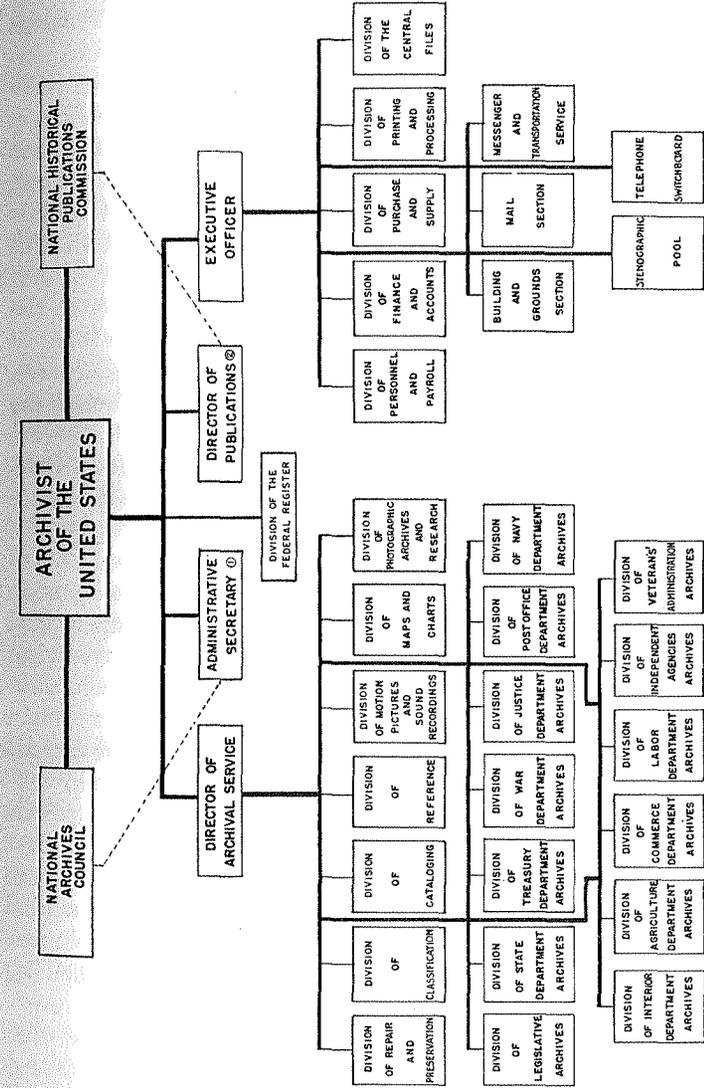
#### ADMINISTRATIVE ACTIVITIES

*Organizational changes.*—Most of the changes made during the year in the internal organization of The National Archives, especially those affecting the professional divisions, represented the final phases of the reallocation of functions begun during the previous year. The first step toward centralizing certain related archival functions in the custodial divisions had been taken on June 1, 1938, when these divisions were authorized to receive reference calls directly from the departments and agencies whose records are in

their custody instead of through the Division of Reference. Between June 1 and August 23, 1938, there were transferred to these divisions the functions hitherto performed by the Division of Accessions, including the conducting of preliminary surveys of Federal records, the appraisal of records offered for transfer to the custody of the Archivist and the arrangement for and supervision of their transfer, and the appraisal of papers reported to the Archivist as having no administrative value or historical interest; and on August 23 the Division of Accessions, having no further duties or functions, went out of existence. On the following day, the functions of the Second Assistant Director of Archival Service, who had been in charge of the operation of the receiving room for records and the temporary storage of records not yet transferred to the custodial divisions, were divided between the custodial divisions and the Division of Repair and Preservation, and this Office also went out of existence. Another duty was reallocated on March 10, 1939, when the functions relating to photostating, which had been assigned to the administrative Division of Printing and Processing on June 1, 1938, were transferred for technical reasons to the professional Division of Photographic Archives and Research. On November 22, 1938, a separate chief was appointed to administer the Division of Personnel and Pay Roll, which had previously been administered jointly with the Division of Finance and Accounts.

On November 16, 1938, the Division of the Federal Register, which since its establishment in 1935 had been administered as a professional division under the Director of Archival Service, was, because of its special duties and functions, made directly responsible to the Archivist. Inasmuch as the Division's primary functions are those of an office of registry and publication, arrangements were made for the transfer to the Division of State Department Archives on June 30, 1939, of the Presidential proclamations and Executive orders that had been in the custody of the Division of the Federal Register since their receipt by The National Archives from the Department of State in accordance with Executive Order No. 7298 of February 18, 1936. Arrangements were also made for the transfer to the Division of the Central Files at the end of the fiscal year of all proclamations, Executive orders, and rules and regulations of Federal administrative agencies received by the Division of the Federal Register since March 13, 1936, for publication in the *Federal Register*, except those needed in the current work of the latter Division, and for the periodic transfer thereafter of similar noncurrent documents; it is expected that these and other noncurrent records accumulated by The National Archives will ultimately be transferred to one of the custodial divisions.

A chart showing the organization of The National Archives on June 30, 1939, is reproduced on the opposite page.



① SECRETARY OF THE NATIONAL ARCHIVES COUNCIL  
 ② SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

ORGANIZATION OF THE NATIONAL ARCHIVES ON JUNE 30, 1939

*Personnel.*—As the result of the changes in organization just described, Philip M. Hamer, formerly Chief of the Division of Accessions, was designated as Acting Chief of the Division of Reference on July 18, 1938, and qualified as Chief on August 23, 1938; and Isaac McBride qualified as Chief of the Division of Personnel and Pay Roll on November 22, 1938, a position formerly held by Allen F. Jones in addition to his post as Chief of the Division of Finance and Accounts. Three officials who had been serving as Acting Chiefs of their operating units qualified as Chiefs on the dates indicated: Vernon D. Tate, Division of Photographic Archives and Research, October 18, 1938; Harry M. Forker, Division of Printing and Processing, November 16, 1938; and Ralph R. Williams, Building and Grounds Section, November 16, 1938. Eleanor M. Rattigan qualified as Chief of the Mail Section on November 21, 1938.

The number of persons employed in The National Archives at the beginning of the fiscal year was 319. During the year there were 64 new appointments and 28 separations; the net increase, therefore, was 37. The number employed as of June 30 was 355. One of the resignations during the year was that of William J. Van Schreeven, member of the staff of the Division of Classification since June 1936, who resigned to accept the position of Principal Archivist in the State Library of Virginia.

Prior to November 23, 1938, employees were appointed in The National Archives, as required by the National Archives Act, "solely with reference to their fitness for their particular duties and without regard to civil-service law," with the exception of those persons receiving a salary of \$5,000 or over, who were appointed by the President subject to confirmation by the Senate. In accordance with a provision of the Independent Offices Appropriation Act for 1939, however, all appointments after November 23 were made by the Archivist in conformity with civil-service laws. Also in accordance with this provision, all persons appointed on the National Archives staff before that date who did not have a competitive classified civil-service status were permitted to acquire such a status if the Archivist so recommended and certified that they had served satisfactorily in the establishment for 6 months and if they passed noncompetitive tests prescribed by the Civil Service Commission.

During the remainder of the fiscal year, therefore, efforts were directed toward obtaining civil-service status for eligible employees. Before they were certified by the Archivist, employees were required to fill out necessary forms, they were fingerprinted, and they were given physical examinations by physicians on the staff of the Public Health Service. In some cases supplementary information about employees was furnished to the Civil Service Commission at its re-

quest, and, finally, a committee appointed by the Archivist assisted the Commission in the compilation of a body of questions to be drawn upon in noncompetitive examinations for professional and subprofessional employees. All these steps required considerable time, but by the end of the fiscal year 322 employees had been certified to the Commission and 230 had been given classified status. Four of these, however, were transferred to other agencies before the end of the year.

For the guidance of the Commission in planning competitive examinations to establish registers from which future appointments to positions in The National Archives might be made, the same staff committee that assisted in compiling the questions for noncompetitive examinations for employees drew up statements of the minimum qualifications of education and experience that should be required of applicants for various types of positions.

By the beginning of the fiscal year the organization of The National Archives had reached the stage where a system of annual efficiency ratings could be established in accordance with provisions of the Classification Act of 1923 and of the civil-service rules. The National Archives not only complied with these provisions but also arranged for quarterly efficiency ratings and for conferences between rating officers and employees at which the ratings could be discussed. Civil-service rules permit administrative promotions within grade to be given to employees who obtain an "excellent" or "very good" rating if they are not receiving the maximum salary in that grade and to employees who obtain a "good" rating if they are not receiving more than the middle salary in their grade. About 200 employees obtained efficiency ratings high enough to justify such promotions, but because The National Archives had no appropriation for this purpose and was forced to rely on salary lapses, which are extremely uncertain and always inadequate, only the 153 employees who received ratings of "excellent" or "very good" and who had been employed for at least a year without change of grade or salary could be given administrative promotions.

Increased attention was given during the year to the in-service training of employees with a view to making them more efficient in their daily work. The practice of promoting qualified employees from lower to higher salaried positions has been consistently followed in The National Archives, and during the fiscal year under review 70 employees with the requisite training and experience were advanced to higher grades. To supplement the training acquired on the job, more formal training in the nature of conferences or seminars was given and pertinent literature on archival economy was prepared and made available. In the course of the year most of the

custodial divisions began to hold divisional seminars at weekly or biweekly intervals. At these sessions, which usually lasted an hour and a half, members of the division in turn reported on the history and organization of the Government agency whose records the division had in its custody, the organization and content of different groups of the records, the preparation of archival reports, methods of searching the records for answers to reference calls, reference works of value in using the records, problems encountered in the day's work, and kindred topics. Some of these seminars also drew on the staffs of other divisions for guest reporters, who described related records or practices of interest in their own units. Seminars likewise were held by several of the other professional divisions.

Quarterly summaries of the activities of The National Archives, compiled by the Administrative Secretary from the reports of the heads of operating units, were processed and distributed to all members of the staff for their information, as were also four Staff Information Circulars, which were issued through the Office of the Executive Officer. Of these circulars, No. 1 is a translation by Andrew C. Albrecht, of the Historical Records Survey, of a paper by Albert Brackmann on "Archival Training in Prussia" published in German in the *Archivalische Zeitschrift*, 1931; No. 2 is a translation by Lillie A. Bontz, of the Division of Independent Agencies Archives, of a "Report on a Scientific Mission to German, Austrian, and Swiss Archives" by Joseph Cuvelier, Archivist General of the Kingdom of Belgium, published in French in *Les Archives de l'Etat en Belgique*, 1914; No. 3 is "Answers to Some Questions Most Frequently Asked About The National Archives," a compilation prepared in the Office of the Director of Publications for use by the United States Information Service at the world's fairs at New York and San Francisco; and No. 4 is a revision by Arthur E. Kimberly, Chief of the Division of Repair and Preservation in The National Archives, of his article on "Repair and Preservation in The National Archives" printed in *The American Archivist* for July 1938. Other writings on European archival practices were translated by members of the staff with the assistance of translators supplied by the Historical Records Survey and were made available in typewritten form.

Training of archivists outside The National Archives but in cooperation with that institution was begun during the year at Columbia University, which appointed the Director of Publications of The National Archives as visiting professor of archives administration at the university for the academic year 1938-39. Throughout the year, on Saturday mornings, he conducted a class on "Archives and

Historical Manuscripts" and served as adviser to graduate students preparing themselves for archival work. This course will not be offered at Columbia during the academic year 1939-40, but it is expected that a similar course will be offered by a university in Washington in cooperation with The National Archives.

Members of the National Archives staff continued to be active in professional matters. Many attended and participated in meetings of learned and professional organizations such as the Society of American Archivists, the American Historical Association, the American Library Association, the American Military Institute, the Association of American Geographers, the Inter-American Bibliographical and Library Association, the Society of Motion Picture Engineers, the Society of Personnel Administration, and regional or specialized organizations of the same classes. Staff members were also associated with the National Research Council, the American Documentation Institute, and the Public Affairs Information Service. In many of these organizations members of the National Archives staff have been elected or appointed to important offices. A list of professional publications by staff members is printed as appendix III of this report, and its length would have been doubled had papers read, addresses given, and nonprofessional articles published been included. Special note should be made of Robert A. East's *Business Enterprise in the American Revolutionary Era*; this volume was awarded the John H. Dunning prize of the American Historical Association, given for the best monograph in American history submitted to the association during the calendar year 1938.

Staff members, while attending meetings of organizations and on other occasions during the year, visited numerous institutions throughout the country having archival or manuscript material in their custody and observed their methods. Four members of the staff who went abroad took advantage of opportunities to inspect foreign archival establishments. The Director of Publications visited archival agencies in France, Switzerland, the Netherlands, Belgium, and England and served as one of the official delegates of the United States to the Eighth International Congress of Historical Sciences at Zürich, Switzerland, and as Chairman of the American Delegation to the Fourteenth International Conference on Documentation at Oxford, England; the Chief of the Division of Classification made an airplane trip to Cuba, Panama, the five Central American republics, and Mexico and visited the national archives in those countries; Emmett J. Leahy, of the Division of Treasury Department Archives, made a 10-month round-the-world tour in the course of which he visited 18 archival establishments, chiefly in Europe; and Frederick

P. Todd, of the Division of War Department Archives, visited the Public Record Office at London and the military archival establishments in Copenhagen, Berlin, and Stockholm.

Because of their special knowledge in various fields, a number of members of the staff were called upon for service by public and private agencies. At the request of the Department of State, the Chief of the Division of Maps and Charts assisted in the formulation of plans for a proposed Government expedition to the Antarctic in the fall of 1939 and served as a member of a committee to consider the form of American participation in the international polar exhibit to be held in Bergen, Norway, in 1940. At the invitation of the Department of Agriculture, the Director of Publications attended a conference on the work of the Department in agricultural history; and from time to time during the year the Director and a member of his staff met with a group of consultants who advise on the public relations courses offered at American University. The Chief of the Division of Cataloging prepared a plan for the distribution of American books in European libraries for the American Library Association, for which activity the association later received a grant of \$60,000 from the Rockefeller Foundation. The Assistant Administrative Secretary took leave of absence for some weeks to serve as a technical adviser in the production of the motion picture, "Mr. Smith Goes to Washington."

*Public relations.*—Approximately 45,000 persons visited the National Archives Building during the year, and most of them received copies of National Archives publications and other information concerning the functions and activities of the establishment and viewed the frequently changed display of interesting documents maintained in the Exhibition Hall. Besides documents connected with important historical events, which were placed on exhibition on anniversaries of the dates of the events, two major exhibits were assembled. One of these consisted of a group of some 40 documents showing step by step the entrance of the United States into the Spanish-American War and the negotiations that terminated in the treaty of peace. The other was made up of documents bearing the signatures of outstanding men of arts and letters who have held Government positions. Among them were historians such as George Bancroft, John Lothrop Motley, and Andrew D. White; literary men such as Joel Barlow, Francis Scott Key, Washington Irving, James Fenimore Cooper, Nathaniel Hawthorne, John Bigelow, James Russell Lowell, Walt Whitman, Bayard Taylor, Gen. Lew Wallace, Bret Harte, John Burroughs, and Arthur S. Hardy; and a great American artist, James McNeill Whistler.

Information concerning The National Archives was also disseminated by furnishing data and publications in response to telephone

or written requests, by preparing exhibits for display in the United States and abroad, by preparing radio programs explaining the work of the establishment, and by supplying information for newspaper and periodical articles. One new circular, *How The National Archives Serves the Government and the Public*, which contains the rules and regulations governing the use of records in The National Archives and photographs of the reference facilities of the establishment, was published during the year for the use of Government officials and research workers. Approximately 4,300 annual reports, 350 bulletins, and 8,000 circulars were distributed. Exhibits, consisting usually of photographs of the National Archives Building, pictures illustrating activities and practices of the establishment, and reproductions of significant documents in the custody of the Archivist, were furnished to the Department of Education of Baltimore, Md., a meeting of the Special Libraries Association, the annual convention of the American Pulp and Paper Mills Superintendents' Association, the Pan-American Exposition in Tampa, Fla., the New York World's Fair, and the International Geographical Congress at Amsterdam. Radio scripts describing the purposes and activities of The National Archives were prepared and were used in programs arranged by the National Emergency Council in 30 States; the scripts were usually read by the State Director of the Council and a representative of archival or historical interests in the State. Since it is not the policy of The National Archives to issue prepared statements for publication, the newspaper and periodical articles were the products of writers who visited the building and acquainted themselves with the facilities and equipment available and the processes utilized. Articles by such writers about The National Archives appeared on 17 occasions in local newspapers, on 10 occasions in newspapers published outside the District of Columbia, and on 3 occasions in magazines.

*Receipts and expenditures.*—The National Archives Act, section 9, requires the Archivist to include in his report to Congress a "detailed statement . . . of all receipts and expenditures" on account of The National Archives. In accordance therewith the following statement is submitted:

*Funds available for the fiscal year ending June 30, 1939*

The Independent Offices Appropriation Act, 1939, approved May 23, 1938 (Public, No. 534, 75th Cong.), provided appropriations of \$775,000 for the salaries and expenses and \$14,000 for the printing and binding of The National Archives for the fiscal year ending June 30, 1939. With the permission of the Bureau of the Budget, no reserve was set up from these funds, but instead The National Archives undertook to meet from its appropriation three items of expense that had not been foreseen when the appropriation was made, namely, (1) the salaries of additional personnel needed for the preparation of the

"Code of Federal Regulations"; (2) the cost of supplies and equipment that The National Archives provided as a part of its share of the expense of the WPA project for flattening pension records; and (3) the cost of supplying photographic reproductions of archival material, in accordance with a resolution of Congress, to a historical society for exhibition purposes.

*Obligations and expenditures for the fiscal year ending June 30, 1939*

Salaries and expenses:

Personal services . . . . .	\$736, 333	
Supplies and material . . . . .	14, 139	
Communication service . . . . .	4, 604	
Travel expense . . . . .	1, 292	
Transportation of things . . . . .	347	
Repairs and alterations . . . . .	4, 724	
Special and miscellaneous . . . . .	141	
Equipment . . . . .	12, 839	
		<hr/>
Total obligations and expenditures . . . . .	\$774, 419	
Unobligated balance . . . . .	581	
		<hr/>
		\$775, 000

Printing and binding:

Total obligations and expenditures . . . . .	\$13, 933	
Unobligated balance . . . . .	67	
		<hr/>
		14, 000
		<hr/>
		\$789, 000

The total obligations and expenditures amounted to \$788,352, leaving unobligated balances totaling \$648.

*Miscellaneous receipts covered into the Treasury*

Photographic duplications and authentications . . . . .	\$1, 416. 72
Lamination of documents . . . . .	314. 79
Processing service . . . . .	2. 60
Excess costs over contract price . . . . .	103. 84
Allowance for old gold . . . . .	2. 25
	<hr/>
	\$1, 840. 20

These miscellaneous receipts are only a small part of the financial returns made to the Government by The National Archives, though it is sometimes difficult or impossible to assess these returns in dollars and cents. It is known, for example, that Government filing equipment released for further use by the transfer of records to The National Archives during the year had an actual value of some \$18,000 and a replacement value of approximately \$72,000. Similarly, it is known that the records stored in the building at the end of the year formerly occupied some 188,000 square feet of space in buildings owned or rented by the Government and that the annual rental of this amount of space is about \$168,000. But it is not known how many

thousands of feet of floor space were released through the efforts of The National Archives in reporting large quantities of useless papers to Congress for disposal, though it may safely be assumed that the figure was large. Some indication has been given elsewhere in this report of the thousands of dollars saved by the Government in being able to use records in The National Archives to refute claims against it; but the enormous sums that might be claimed if all records in the custody of the Archivist were known to be destroyed can only be imagined. Finally, no one is able to put a price on the sentimental value to the Nation of having its most precious and significant documents safely housed and readily accessible.

The Independent Offices Appropriation Act, 1940, approved March 16, 1939 (Public, No. 8, 76th Cong.), provides \$850,000 for the salaries and expenses and \$14,000 for the printing and binding of The National Archives for the fiscal year ending June 30, 1940.



#### THE SIEGE AND SURRENDER OF YORKTOWN

This map, dated October 29, 1781, bears the signature of Lt. Col. Jean Baptiste Gouville, a French military engineer attached to the Continental Army. It depicts the "Plan of the Attacks on York," and the explanation in the lower left corner summarizes the course of military operations prior to October 17, when Cornwallis asked terms of surrender. The original manuscript map, which measures 38 by 29 inches, was received by The National Archives from the Department of State.







S. S. BALTIC, OFF SANDY HOOK APR. EIGHTEENTH. TEN THIRTY A. M. VIA  
 NEW YORK. . . HON. S. CAMERON. SECY. WAR. WASHN. HAVING DEFENDED  
 FORT SUMTER FOR THIRTY FOUR HOURS, UNTIL THE QUARTERS WERE EN  
 TIRELY BURNED THE MAIN GATES DESTROYED BY FIRE. THE GORGE WALLS  
 SERIOUSLY INJURED. THE MAGAZINE SURROUNDED BY FLAMES AND ITS  
 DOOR CLOSED FROM THE EFFECTS OF HEAT . FOUR BARRELLS AND THREE  
 CARTRIDGES OF POWDER ONLY BEING AVAILABLE AND NO PROVISIONS  
 REMAINING BUT PORK. I ACCEPTED TERMS OF EVACUATION OFFERED BY  
 GENERAL BEAUREGARD BEING ON SAME OFFERED BY HIM ON THE ELEV  
 ENTH INST. PRIOR TO THE COMMENCEMENT OF HOSTILITIES AND MARCHED  
 OUT OF THE FORT SUNDAY AFTERNOON THE FOURTEENTH INST. WITH  
 COLORS FLYING AND DRUMS BEATING. BRINGING AWAY COMPANY AND  
 PRIVATE PROPERTY AND SALUTING MY FLAG WITH FIFTY GUNS. ROBERT  
 ANDERSON. MAJOR FIRST ARTILLERY. COMMANDING.

### THE SOUTHERN TELEGRAPH COMPANIES.

Terms and Conditions on which Messages are Received by these Companies for Transmission.  
 The public are notified that in order to guard against mistakes in the transmission of messages, every message of importance ought to be repeated by being sent back from the station at which it is to be received to the station from which it is originally sent. If the exact price for transmission will be charged for repeating the message, and while these Companies will use every precaution to insure correctness, they will not be responsible for mistakes or delays in the transmission or delivery of repeated messages beyond the limited time the sender pays for sending the message, nor will they be responsible for mistakes or delays in the transmission of repeated messages, from whatever cause they may arise, nor the delays arising from interruptions in the working of their telegraphs, nor for any mistake or omission of any other Company's wire when lines are used for the transmission of messages. All messages will be received or accepted by these Companies for transmission subject to the above conditions in each of the States of destination.

J. R. DOWELL, Gen'l Supt., Richmond, Va.      W. S. MORRIS, Pres't, Richmond, Va.

Received at New York on 10th April 1865 at 10 o'clock, minutes.  
 By telegraph from Richmond, Va. to New York at 10 o'clock.  
 Secy. War  
 It becomes my melancholy duty to  
 announce to you the fall of Fort  
 Sumter - Has captured at 10 o'clock  
 and conveyed to Richmond in the  
 evening.

### TELEGRAPHIC REPORTS OF TWO CIVIL WAR EVENTS

A telegram from Maj. Robert Anderson to the Federal Secretary of War, dated April 18, 1861, which reports the fall of Fort Sumter; and the first page of a two-page telegram from Gen. Robert E. Lee to the

On March 18th of the U.S. Steamer "Albatross" from New York to London, 1864.

Hour	Lat	Long	Wind	Sea	Temp	Bar	Humid	Dir	Dist	Remarks
1	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
2	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
3	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
4	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
5	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
6	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
7	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
8	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
9	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
10	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
11	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
12	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
13	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
14	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
15	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
16	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
17	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
18	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
19	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
20	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
21	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
22	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
23	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
24	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
25	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
26	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
27	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
28	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
29	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
30	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
31	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
32	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
33	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
34	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
35	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
36	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
37	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
38	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
39	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
40	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
41	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
42	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
43	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
44	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
45	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
46	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
47	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
48	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
49	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
50	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
51	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
52	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
53	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
54	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
55	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
56	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
57	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
58	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
59	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
60	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
61	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
62	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
63	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
64	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
65	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
66	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
67	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
68	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
69	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
70	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
71	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
72	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
73	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
74	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
75	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
76	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
77	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
78	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
79	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
80	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
81	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
82	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
83	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
84	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
85	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
86	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
87	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
88	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
89	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
90	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
91	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
92	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
93	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
94	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
95	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
96	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
97	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
98	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
99	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way
100	36 15 N	74 45 W	SE	3	58	30.1	75	100	100	Under way

Alms, which the King's Government  
 cannot submit to be furnished in  
 my opinion of law or justice.  
 I have to hear to be able  
 to be of the highest consideration,  
 Genl. Lee  
 Your most obedient  
 humble servant,  
 Russell

Foreign Office  
 September 16, 1865

Sir,  
 I acknowledge the receipt of your  
 letter of the 12th and in answer  
 you request that I should inform  
 you of the receipt of the letter  
 of the 12th and in answer to  
 "Alabama" may be sent to other  
 of the same kind which you  
 have heretofore presented to me  
 I must, in the first of the  
 highest government report  
 to be done.

PORTIONS OF THE STORY OF THE "ALABAMA"

On the left and in the center are the first and last pages of a note of September 14, 1863, from Earl Russell, the British Secretary of State for Foreign Affairs, to Charles Francis Adams, the United States  
 senator, disclaiming all responsibility of the British Government for the acts of the Confederate raider *Alabama*. This document is written on black-edged paper because of official mourning for Albert  
 Prince Consort. On the right is a page from the steam log of the U. S. S. *Kearsarge*, which notes the sinking of the *Alabama* by the *Kearsarge* on June 19, 1864, after an engagement lasting slightly over  
 2 1/2 hours. The note is among records of the United States Embassy in London received by The National Archives from the State Department, and the steam log was received from the Navy Department.

taken over from thousands  
 prisoners in both, while  
 he has taken from us  
 but few except stragglers  
 So an arm ending but  
 to Bell Plains all my  
 regime for a great supply  
 of provisions, and sometimes  
 and proper to fight it  
 out on this line of  
 it takes all hands  
 The arrival of winter  
 meant here will be very  
 encouraging to the men and  
 I hope they will be out  
 as fast as possible and  
 in a quiet manner, by  
 spirit in having them  
 sent to Bell Plains

We have to see the  
 to our supply there. If it  
 is more abundant to send the  
 out by train to avoid the  
 the railroad to Bell Plains  
 Winchester and then on  
 I am satisfied the army will  
 very shortly and in only last  
 of the month to the frontier  
 north of this spring and  
 by keeping them in the winter  
 every position they take  
 up to this line there  
 is no indication of any  
 portion of Lee's army being  
 detached for the winter  
 Richmond  
 Very respectfully  
 Yours not at  
 all  
 J. S. Staples

"I . . . PROPOSE TO FIGHT IT OUT ON THIS LINE IF IT TAKES ALL SUMMER"  
 Two pages from Gen. U. S. Grant's despatch of May 11, 1864, to the Chief of Staff of the Army. Grant's famous  
 statement is on the left-hand page. The document was received by The National Archives from the War Department.

**A**      **DECLARATION FOR ORIGINAL INVALID PENSION.**      **A**

TO BE EXECUTED BEFORE A COURT OF RECORD OR SOME OFFICER THEREOF HAVING CUSTODY OF ITS SEAL.

State of Pennsylvania }  
Monroe County, } ss.

On this 18 day of July, A. D. one thousand eight hundred and Eighty two  
 personally appeared before me, E. B. Snodgrass (the Court of Common Pleas, a court of  
 record within and for the County and State aforesaid, J. Summersfield Staples, a god  
36 years, a resident of the Borough of Stroudsburg, county of Monroe  
Pennsylvania, who, being duly sworn according to law, declares  
 that he is the identical J. Summersfield Staples who was ENROLLED on  
 the 1<sup>st</sup> day of October, 1864, in Company B of the 7<sup>th</sup> Regiment  
Infantry of Columbia Co, commanded by Wm M. Graham,  
 and was honorably DISCHARGED at Alexandria Virginia on the 12<sup>th</sup> day  
 of September, 1865; that his personal description is as follows: Age, 28 years; height  
5 feet 6 inches; complexion, Light; hair, Dark; eyes, Blue.  
 That while a member of the organization aforesaid, in the service and in the line of his duty at Alexandria  
Virginia in the State of Virginia, on or about the 1<sup>st</sup> day  
 of October, 1865, he was taken with a cold and  
was made cases of nature, or the breaking of wood or paper. It states by  
a general prostration of the nervous system, which has left  
him with disease of the head, Catarrh, dis-use in one eye  
producing partial blindness, and partial paralysis of the  
limbs system. He believes the origin of his disability trace from  
disease contracted at New Bern N.C. while serving in a  
former enlistment Jan. 1862 to May 1863 when  
he was discharged for disability.  
 That he was treated in hospitals as follows: first enlistment at Reelf  
Hospital New Bern N.C. and Stanton Hospital Md. and  
in my last enlistment was treated in Regimental Hospital Va.  
 That he has been employed in the military or naval service otherwise than as stated above  
and as a substitute for Reelf Barr and served in Co. C.  
1<sup>st</sup> Regt Penna. Militia, Dec 1863 to 1864  
and in my last enlistment was treated in Regimental Hospital Va.  
 That since leaving the service this applicant has resided in the State of Pennsylvania and his occupation has been that of a land farmer  
 in the State of Pennsylvania and his occupation has been that of a land farmer  
 That prior to his entry into the service above named he was a man of good, sound, physical health, being when  
 enrolled a healthy. That he is now disabled from obtaining his subsistence by  
 manual labor by reason of his injuries above described, received in the service of the United States; and he there  
 fore makes this declaration for the purpose of being placed on the invalid pension roll by the United States.  
 He hereby appoints, with full power of substitution and rosetation, J. S. Staples  
 of Washington District of Columbia, his true and lawful attorney  
 to prosecute his claim. That he has not received no applied for a Pension. That his  
 Post Office ADDRESS is Stroudsburg, county of Monroe  
 State of Pennsylvania.  
 Claimant's signature, John S. Staples  
 Attest: J. S. Lee  
J. S. Staples

PENSION DECLARATION OF PRESIDENT LINCOLN'S "REPRESENTATIVE RECRUIT"  
 In this declaration made out by John S. Staples in 1882, he erroneously states that "In my second enlistment I was a substitute for President Lincoln." As a patriotic gesture Lincoln had hired Staples as a  
 "representative recruit"; Lincoln, as Commander in Chief of the Army, had no need of a substitute.  
 The document was received by The National Archives from the Veterans' Administration.

Rec'd Feb 22 at 4 o'clock a.m.  
 Telephone to the office of the source  
 Form No. 1516.

**CABLE MESSAGE.**  
**THE WESTERN UNION TELEGRAPH COMPANY.**  
 INCORPORATED

RESERVED for transmission must be written on the Message Blank provided by this Company for that purpose, under subject to the conditions printed thereon, and on the back hereof, which conditions have been agreed to by the sender of the following message.

THOS. T. KUKERT, President and General Manager.

TWO AMERICAN CABLES FROM NEW YORK TO GREAT BRITAIN.  
 CONNECTS ALSO WITH FIVE ANGLO-AMERICAN AND ONE DIRECT U. S. ATLANTIC CABLES.  
 DIRECT CABLE COMMUNICATION WITH GERMANY AND FRANCE.  
 CABLE CONNECTION WITH CUBA, WEST INDIES, MEXICO AND CENTRAL AND SOUTH AMERICA.  
 MESSAGES SENT TO, AND RECEIVED FROM, ALL PARTS OF THE WORLD.

OFFICES IN AMERICA:  
 All Offices (21,000) of the Western Union Telegraph Company and its Connections.

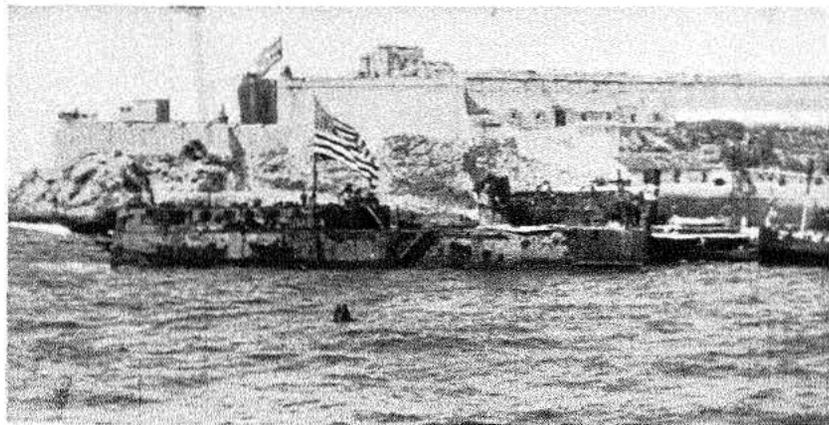
OFFICES IN GREAT BRITAIN:  
 LONDON: No. 21 Royal Exchange, E. C.  
 No. 108 Fenchurch Street, E. C.  
 LIVERPOOL: No. 8 Rumbold Street.  
 GLASGOW: No. 29 Gordon St. and No. 4 Waterloo St.  
 BRISTOL: Backhall Chambers.

200-0 11-87  
 RECEIVED at 305 A.M. Feb 16-98 Washington D.C. Feb 16-98 189  
 Havana, Feb 15 Midnight,  
 Assistant Secretary of State, Washington D.C.

Maine blown up and destroyed tonight at 940 PM. explosion occurred well forward under quarters of crew consequently many were lost. It is believed all officers saved but Jenkins and Merritt Not yet accounted for Cause of explosion yet to be investigated Captain General and Army and Navy Officers have rendered every assistance Sigsbee and most of his officers on Ward Steamer City of Washington Others on Spanish Man of War and in city Am with Sigsbee now Who has telegraphed Navy Department

Les.

*Confirmed July 23/98*



"REMEMBER THE MAINE"

The telegram is from Fitzhugh Lee, Consul General at Havana, and reports the sinking of the *Maine* on February 15, 1898. The photograph is an enlargement from a motion picture made in 1912. It shows the hull of the *Maine*, which had been raised from Havana harbor, being pushed past Morro Castle, at the entrance of the harbor, on the way to its final resting place in the Gulf of Mexico. The National Archives received the original telegram from the Department of State and the motion picture from the War Department.

4 AM to 8 AM - Continued

The ships company breakfast. At end of watch the squadron was standing off and on, with *Manila* leading about east, and *Cañete* leading south. No serious injuries to the gun or failure of ammunition was reported.

1897 C. G. Cashner Lieut. U.S.N.

8 AM to 12 Noon

Clear of Manila. The fleet remained in the middle of the bay until 10:15 when preparatory work made for resuming action. After a conference of Captains summoned on board by the Commodore Chief the squadron stood to the southward, rounding off Saugby Point batteries. The *Balthasar* led the line and took up a position within close range of the *Cañete* batteries which were silenced by her fire. The other ships stood into *Cañete* bay and completed the destruction of the Spanish fleet. It was found that a great quantity of explosives had been destroyed by fire at the Arsenal. The following ships were found to be sunk: *Reina Cristina*, *Castilla*, *Don Antonio de Ulloa*, cruiser; and *Isela de Mindanao*, transport. The other named *Isela* were sunk: *Don Juan de Austria*, *Isela de Cuba*, *Isela de Luzon* and *Udaca*, cruiser; and *General Loayza*, *Marquis del Puerto*, *El Comodoro*. The last vessel afloat was forced to lower her colors and a white flag was run upon shore near *Cañete*. At end of watch the ships grouped about the northern side of *Cañete* Bay.

1897 C. G. Cashner Lieut. U.S.N.

THE END OF THE BATTLE OF MANILA BAY

A page from the steam log of the U. S. S. *Olympia*, flagship of Commodore George Dewey, on which is recorded the destruction of the Spanish fleet and the silencing of shore batteries on May 1, 1898. The log was received by The National Archives from the Navy Department.

Members of the party:

THE PRESIDENT.  
Mrs. Wilson.  
The Secretary to the President.  
Colonel W. W. Harts, Military Aide.  
Mr. C. L. Swam, stenographer.  
Secret Service operatives.  
Messenger.  
Maid.

private car.

June 14th.

THE PRESIDENT TAKES PART IN THE PREPAREDNESS PARADE.

At 9:30 today the President took part in the great parade for national preparedness, which had been organized during the preceding week. The President suggested to the Committee in charge of the parade that he would not only take part in the parade, but that he would join in the march on foot from the Peace Monument to the White House, to demonstrate in the most forcible and democratic manner possible his thorough sympathy with its purpose. He left the White House a few minutes before the appointed hour and arrived at the Peace Monument promptly at 9:30, at which time the parade started. He was received by the committee of citizens in charge of the ceremonies, consisting of Mr. William Jude, Mr. Rudolph Kaufman and Mr. Columbus, by each of whom he was escorted from the Peace Monument to the stand in front of the White House. He was also accompanied by his secretary, Mr. J. P. Tumulty and his Military Aide, Colonel Harts. The President was greeted with cheers along the entire line of march, his progress being marked by the large demonstration of approval so plainly given.

Upon arriving at the reviewing stand in front of the White House he left the procession with those who were escorting him and reviewed the remainder of the parade, accompanied

### PRESIDENT WILSON AND THE PREPAREDNESS DAY PARADE

A page from the record of the President's official day, kept by the military aide at the White House, which recounts President Wilson's participation in the Preparedness Day parade on June 14, 1916. The volumes containing this record were received by The National Archives from the Department of the Interior.



LINCOLN said

"With malice toward none;  
with charity for all;—  
let us strive on to finish  
the work we are in—to bind  
up the nation's wounds;—  
to do all which may achieve  
and cherish a just and  
lasting peace."



Save food  
for world relief

UNITED STATES FOOD ADMINISTRATION



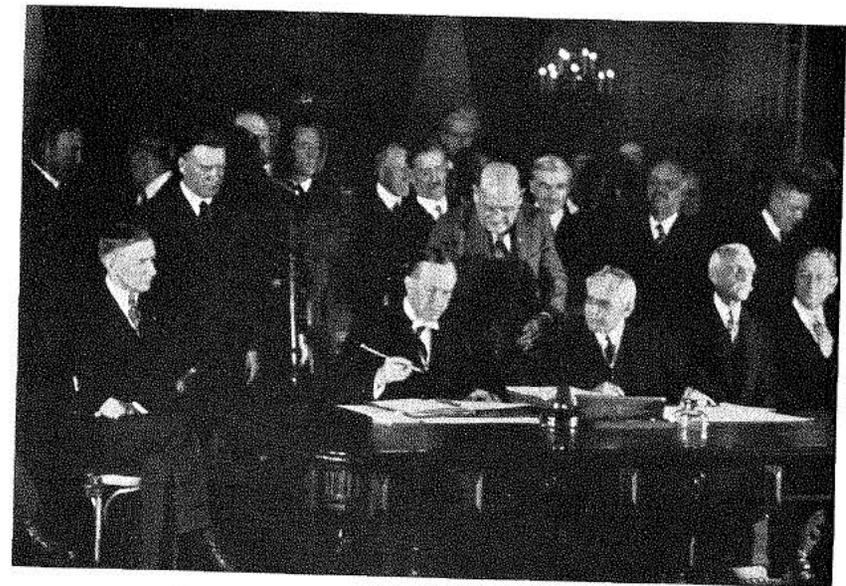
Cardinal MERCIER

has appealed to the  
Food Administration  
for more food for  
starving millions.  
Eat less wheat-meat-  
fats and sugar. Ship  
more to the war-stricken  
people of

FRANCE-BELGIUM-ITALY

### POSTERS OF THE UNITED STATES FOOD ADMINISTRATION

The originals of these posters, which measure about 20 by 30 inches, are among dozens of similar posters in the files of the United States Food Administration preserved in The National Archives.



### RATIFICATION OF THE KELLOGG-BRIAND PACT

This photograph, which is enlarged from a motion-picture film, shows President Coolidge about to ratify the pact "for the renunciation of war as an instrument of national policy" on January 17, 1929. Seated are Vice President Dawes, President Coolidge, Secretary of State Kellogg, Secretary of the Treasury Mellon, and Secretary of War Davis. Among those standing are Senators Robinson of Arkansas, Borah, Gillett, Swanson, Bingham, Walsh of Montana, and Curtis. An official of the State Department leans over the President's shoulder. The film was received by The National Archives from the Department of Agriculture.

PROCLAIMING THE NEUTRALITY OF THE UNITED STATES  
IN THE WAR BETWEEN GERMANY AND FRANCE; POLAND; AND  
THE UNITED KINGDOM, ~~THE UNITED STATES~~  
~~INDIA, AUSTRALIA~~  
*and New Zealand.*

*f.R.*

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA  
A PROCLAMATION

*f.R.*

WHEREAS a state of war unhappily exists between Germany and France; Poland; and the United Kingdom, ~~the British Dominions beyond the Seas and India, Australia, New Zealand, and New Guinea;~~  
AND WHEREAS the United States is on terms of friendship and amity with the contending powers, and with the persons inhabiting their several dominions;  
AND WHEREAS there are nationals of the United States residing within the territories or dominions of each of the said belligerents, and carrying on commerce, trade, or other business or pursuits therein;  
AND WHEREAS there are nationals of each of the said belligerents residing within the territory or jurisdiction of the United States, and carrying on commerce, trade, or other business or pursuits therein;  
AND WHEREAS the laws and treaties of the United States, without interfering with the free expression of opinion and sympathy, nevertheless impose upon all persons who may be within their territory and jurisdiction the duty of an impartial neutrality during the existence of the contest;

themselves in the premises, will do so at their peril, and that they can in no wise obtain any protection from the government of the United States against the consequences of their misconduct.

This proclamation shall continue in full force and effect unless and until modified, revoked or otherwise terminated, pursuant to law.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States to be

placed at the city of Washington this fifth day of September in the year of our Lord nineteen hundred and thirty-nine, and of the Independence of the United States of America the one hundred and sixty-fourth.

*Franklin D. Roosevelt*  
By the President

*Cordell Hull*  
Secretary of State.

2348

THE PROCLAMATION OF NEUTRALITY OF SEPTEMBER 5, 1939

The first and last pages of President Roosevelt's proclamation of the neutrality of the United States "in the war between Germany and France; Poland; and the United Kingdom, India, Australia and New Zealand." This document was filed in The National Archives and was published by it in the *Federal Register*.

52-16

APPENDIXES

## APPENDIX I

### THE NATIONAL ARCHIVES ACT, THE FEDERAL REGISTER ACT, AND CERTAIN OTHER LEGISLATION CONCERNING THE NATIONAL ARCHIVES

THE NATIONAL ARCHIVES ACT, APPROVED JUNE 19, 1934

[48 Stat. 1122-1124]

An Act to establish a National Archives of the United States Government, and for other purposes.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That there is hereby created the Office of Archivist of the United States, the Archivist to be appointed by the President of the United States, by and with the advice and consent of the Senate.

SEC. 2. The salary of the Archivist shall be \$10,000 annually. All persons to be employed in the National Archives Establishment shall be appointed by the Archivist solely with reference to their fitness for their particular duties and without regard to civil-service law; and the Archivist shall make rules and regulations for the government of the National Archives; but any official or employee with salary of \$5,000 or over shall be appointed by the President by and with the advice and consent of the Senate.<sup>1</sup>

SEC. 3. All archives or records belonging to the Government of the United States (legislative, executive, judicial, and other) shall be under the charge and superintendence of the Archivist to this extent: He shall have full power to inspect personally or by deputy the records of any agency of the United States Government whatsoever and wheresoever located, and shall have the full cooperation of any and all persons in charge of such records in such inspections, and to requisition for transfer to the National Archives Establishment such

<sup>1</sup> Some of the provisions of this section have been superseded by the following provisions in the Independent Offices Appropriation Act, 1939, approved May 23, 1938 (52 Stat. 421): "*Provided further,* That six months after the date of approval of this Act, notwithstanding any provisions to the contrary in section 2 of The National Archives Act, approved June 19, 1934, and section 1 of the Federal Register Act, approved July 26, 1935, all persons employed in The National Archives establishment under section 2 of The National Archives Act and section 1 of the Federal Register Act shall be appointed by the Archivist in accordance with the civil-service laws and the Classification Act of 1923, as amended: *And provided further,* That all persons employed under section 2 of The National Archives Act and section 1 of the Federal Register Act in said establishment six months after the date of approval of this Act, regardless of the method by which they were appointed, who do not have a competitive classified civil-service status shall acquire such a status (1) upon recommendation by the Archivist and certification by him to the Civil Service Commission that such persons have rendered satisfactory service in said establishment for not less than six months and (2) upon passing such suitable noncompetitive tests as the Civil Service Commission shall prescribe."

archives, or records as the National Archives Council, hereafter provided shall approve for such transfer, and he shall have authority to make regulations for the arrangement, custody, use, and withdrawal of material deposited in the National Archives Building: *Provided*, That any head of an executive department, independent office, or other agency of the Government may, for limited periods, not exceeding in duration his tenure of that office, exempt from examination and consultation by officials, private individuals, or any other persons such confidential matter transferred from his department or office, as he may deem wise.

SEC. 4. The immediate custody and control of the National Archives Building and such other buildings, grounds, and equipment as may from time to time become a part of the National Archives Establishment (except as the same is vested by law in the Director of National Buildings, Parks, and Reservations) and their contents shall be vested in the Archivist of the United States.

SEC. 5. That there is hereby created also a National Historical Publications Commission which shall make plans, estimates, and recommendations for such historical works and collections of sources as seem appropriate for publication and/or otherwise recording at the public expense, said Commission to consist of the Archivist of the United States, who shall be its chairman; the historical adviser of the Department of State; the chief of the historical section of the War Department, General Staff; the superintendent of naval records in the Navy Department; the Chief of the Division of Manuscripts in the Library of Congress; and two members of the American Historical Association appointed by the president thereof from among those persons who are or have been members of the executive council of the said association: *Provided*, That the preparation and publication of annual and special reports on the archives and records of the Government, guides, inventory lists, catalogs, and other instruments facilitating the use of the collections shall have precedence over detailed calendars and textual reproductions. This Commission shall meet at least once a year, and the members shall serve without compensation, except repayment of expenses actually incurred in attending meetings of the Commission.

SEC. 6. That there is hereby further created a National Archives Council composed of the Secretaries of each of the executive departments of the Government (or an alternate from each department to be named by the Secretary thereof), the Chairman of the Senate Committee on the Library, the Chairman of the House Committee on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States. The said Council shall define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer; and shall have power to advise the Archivist in respect to regulations governing the disposition and use of the archives and records transferred to his custody.

SEC. 7. The National Archives may also accept, store, and preserve motion-picture films and sound recordings pertaining to and illustrative of historical activities of the United States, and in connection therewith maintain a projecting room for showing such films and reproducing such sound recordings for historical purposes and study.

SEC. 8. The National Archives shall have an official seal, which shall be judicially noticed.

The Archivist of the United States may make or reproduce and furnish authenticated or unauthenticated copies of any of the documentary, photographic or other archives or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright, and may charge therefor a fee sufficient to cover the cost or expenses thereof. There shall be no charge for the making or authentication of such copies or reproductions furnished to any department or other agency of the Government for official use. When any such copy or reproduction furnished under the terms hereof is authenticated by the official seal of The National Archives and certified by the Archivist of the United States, or in his name attested by the head of any office or the chief of any division of The National Archives designated by the Archivist with such authority, it shall be admitted in evidence equally with the original from which it was made.<sup>2</sup>

SEC. 9. That the Archivist shall make to Congress, at the beginning of each regular session, a report for the preceding fiscal year as to the National Archives, the said report including a detailed statement of all accessions and of all receipts and expenditures on account of the said establishment. He shall also transmit to Congress the recommendations of the Commission on National Historical Publications, and, on January 1 of each year, with the approval of the Council, a list or description of the papers, documents, and so forth (among the archives and records of the Government), which appear to have no permanent value or historical interest, and which, with the concurrence of the Government agency concerned, and subject to the approval of Congress, shall be destroyed or otherwise effectively disposed of.

SEC. 10. That there are hereby authorized such appropriations as may be necessary for the maintenance of the National Archives Building and the administration of the collections, the expenses, and work of the Commission on National Historical Publications, the supply of necessary equipment and expenses incidental to the operations aforesaid, including transfer of records to the Archives Building; printing and binding; personal services in the District of Columbia and elsewhere; travel and subsistence and per diem in lieu of subsistence, notwithstanding the provisions of any other Acts; stenographic services by contract or otherwise as may be deemed necessary; purchases and exchange of books and maps; purchase, exchange, and operation of motor vehicles; and all absolutely necessary contingent expenses, all to be expended under the direction of the Archivist, who shall annually submit to Congress estimates therefor in the manner prescribed by law.

SEC. 11. All Acts or parts of Acts relating to the charge and superintendency, custody, preservation, and disposition of official papers and documents of executive departments and other governmental agencies inconsistent with the provisions of this Act are hereby repealed.

Approved, June 19, 1934.

<sup>2</sup> This section is printed as amended June 22, 1936 (49 Stat. 1821-1822).  
192245-40-5

## THE FEDERAL REGISTER ACT, APPROVED JULY 26, 1935

[49 Stat. 500-503]

An Act to provide for the custody of Federal proclamations, orders, regulations, notices, and other documents, and for the prompt and uniform printing and distribution thereof.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Archivist of the United States, acting through a division established by him in the National Archives Establishment, hereinafter referred to as the "Division", is charged with the custody and, together with the Public Printer, with the prompt and uniform printing and distribution of the documents required or authorized to be published under section 5. There shall be at the head of the Division a director, appointed by the President, who shall act under the general direction of the Archivist of the United States in carrying out the provisions of this Act and the regulations prescribed hereunder, who shall receive a salary, to be fixed by the President, not to exceed \$5,000 a year.<sup>3</sup>

SEC. 2. The original and two duplicate originals or certified copies of any document required or authorized to be published under section 5 shall be filed with the Division, which shall be open for that purpose during all hours of the working days when the Archives Building shall be open for official business. The Director of the Division shall cause to be noted on the original and duplicate originals or certified copies of each document the day and hour of filing thereof: *Provided*, That when the original is issued, prescribed, or promulgated outside of the District of Columbia and certified copies are filed before the filing of the original, the notation shall be of the day and hour of filing of the certified copies. Upon such filing, at least one copy shall be immediately available for public inspection in the office of the Director of the Division. The original shall be retained in the archives of the National Archives Establishment and shall be available for inspection under regulations to be prescribed by the Archivist. The Division shall transmit immediately to the Government Printing Office for printing, as provided in this Act, one duplicate original or certified copy of each document required or authorized to be published under section 5. Every Federal agency shall cause to be transmitted for filing as herein required the original and the duplicate originals or certified copies of all such documents issued, prescribed, or promulgated by the agency.

SEC. 3. All documents required or authorized to be published under section 5 shall be printed and distributed forthwith by the Government Printing Office in a serial publication designated the "Federal Register." It shall be the duty of the Public Printer to make available the facilities of the Government Printing Office for the prompt printing and distribution of the Federal Register in the manner and at the times required in accordance with the provisions of this Act and the regulations prescribed hereunder. The contents of the daily issues shall be indexed and shall comprise all documents, required or authorized to be published, filed with the Division up to such time

<sup>3</sup> Some of the provisions of this section have been superseded; see footnote 1 on page 55.

of the day immediately preceding the day of distribution as shall be fixed by regulations hereunder. There shall be printed with each document a copy of the notation, required to be made under section 2, of the day and hour when, upon filing with the Division, such document was made available for public inspection. Distribution shall be made by delivery or by deposit at a post office at such time in the morning of the day of distribution as shall be fixed by such regulations prescribed hereunder. The prices to be charged for the Federal Register may be fixed by the administrative committee established by section 6 without reference to the restrictions placed upon and fixed for the sale of Government publications by section 1 of the Act of May 11, 1922, and section 307 of the Act of June 30, 1932 (U. S. C., title 44, secs. 72 and 72a), and any amendments thereto.

SEC. 4. As used in this Act, unless the context otherwise requires, the term "document" means any Presidential proclamation or Executive order and any order, regulation, rule, certificate, code of fair competition, license, notice, or similar instrument issued, prescribed, or promulgated by a Federal agency; the terms "Federal agency" or "agency" mean the President of the United States, or any executive department, independent board, establishment, bureau, agency, institution, commission, or separate office of the administrative branch of the Government of the United States but not the legislative or judicial branches of the Government; and the term "person" means any individual, partnership, association, or corporation.

SEC. 5. (a) There shall be published in the Federal Register (1) all Presidential proclamations and Executive orders, except such as have no general applicability and legal effect or are effective only against Federal agencies or persons in their capacity as officers, agents, or employees thereof; (2) such documents or classes of documents as the President shall determine from time to time have general applicability and legal effect; and (3) such documents or classes of documents as may be required so to be published by Act of the Congress: *Provided*, That for the purposes of this Act every document or order which shall prescribe a penalty shall be deemed to have general applicability and legal effect.

(b) In addition to the foregoing there shall also be published in the Federal Register such other documents or classes of documents as may be authorized to be published pursuant hereto by regulations prescribed hereunder with the approval of the President, but in no case shall comments or news items of any character whatsoever be authorized to be published in the Federal Register.

SEC. 6. There is established a permanent Administrative Committee of three members consisting of the Archivist or Acting Archivist, who shall be chairman, an officer of the Department of Justice designated by the Attorney General, and the Public Printer or Acting Public Printer. The Director of the Division shall act as secretary of the committee. The committee shall prescribe, with the approval of the President, regulations for carrying out the provisions of this Act. Such regulations shall provide, among other things: (a) The manner of certification of copies required to be certified under section 2, which certification may be permitted to be based upon confirmed

communications from outside of the District of Columbia; (b) the documents which shall be authorized pursuant to section 5 (b) to be published in the Federal Register; (c) the manner and form in which the Federal Register shall be printed, reprinted, compiled, indexed, bound, and distributed; (d) the number of copies of the Federal Register which shall be printed, reprinted, and compiled, the number which shall be distributed without charge to Members of Congress, officers and employees of the United States, or any Federal agency for their official use, and the number which shall be available for distribution to the public; and (e) the prices to be charged for individual copies of, and subscriptions to, the Federal Register and reprints and bound volumes thereof.

SEC. 7. No document required under section 5 (a) to be published in the Federal Register shall be valid as against any person who has not had actual knowledge thereof until the duplicate originals or certified copies of the document shall have been filed with the Division and a copy made available for public inspection as provided in section 2; and, unless otherwise specifically provided by statute, such filing of any document, required or authorized to be published under section 5, shall, except in cases where notice by publication is insufficient in law, be sufficient to give notice of the contents of such document to any person subject thereto or affected thereby. The publication in the Federal Register of any document shall create a rebuttable presumption (a) that it was duly issued, prescribed, or promulgated; (b) that it was duly filed with the Division and made available for public inspection at the day and hour stated in the printed notation; (c) that the copy contained in the Federal Register is a true copy of the original; and, (d) that all requirements of this Act and the regulations prescribed hereunder relative to such document have been complied with. The contents of the Federal Register shall be judicially noticed and, without prejudice to any other mode of citation, may be cited by volume and page number.

SEC. 8. Whenever notice of hearing or of opportunity to be heard is required or authorized to be given by or under an Act of the Congress, or may otherwise properly be given, the notice shall be deemed to have been duly given to all persons residing within the continental United States (not including Alaska), except in cases where notice by publication is insufficient in law, if said notice shall be published in the Federal Register at such time that the period between the publication and the date fixed in such notice for the hearing or for the termination of the opportunity to be heard shall be (a) not less than the time specifically prescribed for the publication of the notice by the appropriate Act of the Congress; or (b) not less than fifteen days when no time for publication is specifically prescribed by the Act, without prejudice, however, to the effectiveness of any notice of less than fifteen days where such shorter period is reasonable.

SEC. 9. Every payment made for the Federal Register shall be covered into the Treasury as a miscellaneous receipt. The cost of printing, reprinting, wrapping, binding, and distributing the Federal Register and any other expenses incurred by the Government Printing Office in carrying out the duties placed upon it by this

Act shall be borne by the appropriations to the Government Printing Office and such appropriations are hereby made available, and are authorized to be increased by such additional sums as are necessary for such purposes, such increases to be based upon estimates submitted by the Public Printer. The purposes for which appropriations are available and are authorized to be made under section 10 of the Act entitled "An Act to establish a National Archives of the United States Government, and for other purposes" (48 Stat. 1122) are enlarged to cover the additional duties placed upon the National Archives Establishment by the provisions of this Act. Copies of the Federal Register mailed by the Government shall be entitled to the free use of the United States mails in the same manner as the official mail of the executive departments of the Government. The cost of mailing the Federal Register to officers and employees of Federal agencies in foreign countries shall be borne by the respective agencies.

SEC. 10. The provisions of section 2 shall become effective sixty days after the date of approval of this Act and the publication of the Federal Register shall begin within three business days thereafter: *Provided*, That the appropriations involved have been increased as required by section 9 of this Act. The limitations upon the effectiveness of documents required, under section 5 (a), to be published in the Federal Register shall not be operative as to any document issued, prescribed, or promulgated prior to the date when such document is first required by this or subsequent Act of the Congress or by Executive order to be published in the Federal Register.

SEC. 11. (a) On July 1, 1938, and on the same date of every fifth year thereafter, each agency of the Government shall have prepared and shall file with the Administrative Committee a complete codification of all documents which, in the opinion of the agency, have general applicability and legal effect and which have been issued or promulgated by such agency and are in force and effect and relied upon by the agency as authority for, or invoked or used by it in the discharge of, any of its functions or activities on June 1, 1938. The Committee shall, within ninety days thereafter, report thereon to the President, who may authorize and direct the publication of such codification in special or supplemental editions of the Federal Register.

(b) There is hereby established a Codification Board, which shall consist of six members: The Director of the Division of Federal Register, chairman ex officio; three attorneys of the Department of Justice, designated by the Attorney General; and two attorneys of the Division of the Federal Register, designated by the Archivist. The Board shall supervise and coordinate the form, style, arrangement, and indexing of the codifications of the various agencies.

(c) The codified documents of the several agencies published in the supplemental edition of the Federal Register pursuant to the provisions of subsection (a) hereof, as amended by documents subsequently filed with the Division, and published in the daily issues of the Federal Register, shall be prima-facie evidence of the text of such documents and of the fact that they are in full force and effect on and after the date of publication thereof.

(d) The Administrative Committee shall prescribe, with the approval of the President, regulations for carrying out the provisions of this section.<sup>4</sup>

SEC. 12. Nothing in this Act shall be construed to apply to treaties, conventions, protocols, and other international agreements, or proclamations thereof by the President.

SEC. 13. All Acts or parts of Acts in conflict with this Act are hereby repealed insofar as they conflict herewith.

SEC. 14. This Act may be cited as the "Federal Register Act."

Approved, July 26, 1935.

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1940,  
APPROVED MARCH 16, 1939

[Public, No. 8, 76th Cong.]

National Archives

Salaries and expenses: For the Archivist and for all other authorized expenditures of The National Archives in carrying out the provisions of the Act of June 19, 1934 (48 Stat. 1122-1124; 40 U. S. C. ch. 2A), as amended; the Act of July 26, 1935 (49 Stat. 500-503; U. S. C., Supp. II, title 44, ch. 8A), as amended; including personal services in the District of Columbia; supplies and equipment, including scientific, technical, first-aid, protective, and other apparatus and materials for the arrangement, titling, scoring, repair, processing, editing, duplication, reproduction, and authentication of photographic and other records (including motion-picture and other films and sound recordings) in the custody of the Archivist; purchase and exchange of books, including law books, books of reference, maps, and charts; contract stenographic reporting services; purchase of newspapers, periodicals, and press clippings; not to exceed \$100 for payment in advance when authorized by the Archivist for library membership in societies whose publications are available to members only or to members at a price lower than to the general public; travel expenses, including not to exceed \$1,000 for the expenses of attendance at meetings concerned with the work of The National Archives; repairs to equipment; purchase, exchange, maintenance and operation of motor vehicles; and all other necessary expenses, \$850,000: *Provided*, That section 3709 of the Revised Statutes (41 U. S. C. 5) shall not be construed to apply to any purchase or service rendered for The National Archives when the aggregate cost involved does not exceed the sum of \$50.

<sup>4</sup>This section is printed as amended June 19, 1937 (50 Stat. 304-305). It was further amended by the following section of the President's Reorganization Plan No. 2, which became effective, after Congressional action, on July 1, 1939:

"SEC. 202. *National Archives*.—Transfers, consolidations, and abolitions relating to the National Archives are hereby effected as follows:

"(a) *Functions of Codification Board transferred*.—The functions of the Codification Board, established by the Act of June 19, 1937 (50 Stat. 304), are hereby transferred to the National Archives and shall be consolidated in that agency with the functions of the Division of the Federal Register and shall be administered by such Division under the direction and supervision of the Archivist.

"(b) *Codification Board abolished*.—The Codification Board is hereby abolished and its outstanding affairs shall be wound up by the Archivist through the Division of the Federal Register in the National Archives."

Printing and binding: For all printing and binding for The National Archives, \$14,000.

Total, The National Archives, \$864,000.

RESOLUTION ESTABLISHING THE FRANKLIN D. ROOSEVELT LIBRARY, APPROVED  
JULY 18, 1939

[Public Res. 30, 76th Cong.]

Joint Resolution to provide for the establishment and maintenance of the Franklin D. Roosevelt Library and for other purposes.

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,*

#### TITLE I—DEFINITIONS

SECTION 1. As used in this joint resolution—

(a) The term "donor" means Franklin D. Roosevelt.

(b) The term "historical material" includes books, correspondence, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, and other similar material.

(c) The term "Board" means the Trustees of the Franklin D. Roosevelt Library.

#### TITLE II—FRANKLIN D. ROOSEVELT LIBRARY

SEC. 201. The Archivist of the United States is authorized to accept for and in the name of the United States from the donor, or from such person or persons as shall be empowered to act for the donor, title to a tract of land consisting of an area of twelve acres, more or less, of the Hyde Park estate of the donor and his family, located on the New York-Albany Post Road, in the town of Hyde Park, Dutchess County, State of New York; such area to be selected and carved out of the said estate by the donor and to be utilized as a site for the Franklin D. Roosevelt Library provided for in this title.

SEC. 202. The Archivist is authorized to permit the Franklin D. Roosevelt Library, Incorporated, a New York corporation organized for that purpose, to construct on the area referred to in section 201 of this title a building, or buildings, to be designated as the Franklin D. Roosevelt Library, and to landscape the grounds within the said area. Such project shall be carried out in accordance with plans and specifications approved by the Archivist. The Federal Works Administration is authorized to permit the facilities and personnel of the Public Building Administration to be utilized in the preparation of plans for and in the construction and equipping of the project: *Provided*, That the Franklin D. Roosevelt Library, Incorporated, shall enter into an arrangement satisfactory to the Secretary of the Treasury to reimburse the said Public Building Administration for the costs and expenses incurred for such purposes, as determined by the Federal Works Administration.

SEC. 203. Upon the completion of the project authorized in section 202 of this title, the Archivist shall accept for the Franklin D. Roosevelt Library, as a gift from the donor, such collection of historical material as shall be donated by the donor. The Archivist may also acquire for the said Library from other sources, by gift,

purchase, or loan, historical books related to and other historical material contemporary with and related to the historical material acquired from the donor. The historical material acquired under this section shall be permanently housed in the Franklin D. Roosevelt Library: *Provided*, That the Archivist may temporarily remove any of such material from the said Library when he deems it to be necessary: *And provided further*, That the Archivist may dispose of any duplicate printed material in the said Library by sale or exchange, and, with the approval of the National Archives Council, may dispose of by sale, exchange, or otherwise any material in the said Library which appears to have no permanent value or historical interest. The proceeds of any sale made under this section shall be paid into the special account provided for in subsection (d) of section 205 of this title, to be held, administered, and expended in accordance with the provisions of that subsection.

SEC. 204. The faith of the United States is pledged that, upon the construction of the Franklin D. Roosevelt Library and the acquisition from the donor of the collection of historical material in accordance with the terms of this title, the United States will provide such funds as may be necessary for the upkeep of the said Library and the administrative expenses and costs of operation thereof, including the preservation and care of historical material acquired under this title, so that the said Library shall be at all times properly maintained.

SEC. 205. (a) A Board to be known as the Trustees of the Franklin D. Roosevelt Library is hereby established. The Archivist and the Secretary of the Treasury shall be *ex officio* members, and the Archivist shall be chairman of the Board. There shall also be five members of the Board appointed by the President for life, but the President may remove any such member for cause. Vacancies on the Board shall be filled by the President. Membership on the Board shall not be deemed to be an office within the meaning of the Constitution and statutes of the United States.

(b) No compensation shall be paid to the members of the Board for their services as such members, but they shall be allowed their necessary expenses incurred in the discharge of their duties under this title. The certificate of the chairman of the Board shall be sufficient evidence that the expenses are properly allowable.

(c) The Board is hereby authorized to accept and receive gifts and bequests of personal property and to hold and administer the same as trust funds for the benefit of the Franklin D. Roosevelt Library. The moneys or securities composing trust funds given or bequeathed to the Board shall be receipted for by the Secretary of the Treasury who shall invest, reinvest, and retain investments as the Board may from time to time determine: *Provided, however*, That the Board is not authorized to engage in any business nor to exercise any voting privilege which may be incidental to securities in such trust funds, nor shall the Secretary of the Treasury make any investments for the account of the Board which could not lawfully be made by a trust company in the District of Columbia, except that he may make any investment directly authorized by the instrument of gift under which the funds to be invested are derived, and may retain any investments accepted by the Board.

(d) The income from any trust funds held by the Board, as and when collected, shall be deposited with the Treasurer of the United States who shall enter it in a special account to the credit of the Franklin D. Roosevelt Library and subject to disbursement by the Archivist, except where otherwise restricted by the instrument of gift, in the purchase of equipment for the Franklin D. Roosevelt Library; in the preparation and publication of guides, inventories, calendars, and textual reproduction of material in the said Library; and in the purchase, under section 203 of this title, of historical material for the said Library. The Archivist may make sales of any publications authorized by this section at a price which will cover their cost and 10 per centum added, and all moneys received from such sales shall be paid into, administered, and expended as a part of the special account herein provided for.

(e) Unless otherwise restricted by the instrument of gift, the Board, by resolution duly adopted, may authorize the Archivist to use the principal of any gift or bequest made to it for any of the purposes mentioned in subsection (d) hereof.

(f) The Board shall have all the usual powers of a trustee in respect to all funds administered by it, but the members of the Board shall not be personally liable, except for misfeasance. In the administration of such trust funds the actions of the Board, including any payments made or authorized to be made by it from such funds, shall not be subject to review or attack except in an action brought in the United States District Court for the District of Columbia, which is hereby given jurisdiction of such suits, for the purpose of enforcing the provision of any trust accepted by the Board.

SEC. 206. The Commissioner of Public Buildings shall be responsible for the care, maintenance, and protection of the buildings and grounds of the Franklin D. Roosevelt Library in the same manner and to the same extent as he is responsible for the National Archives Building in the District of Columbia. Except as provided in the preceding sentence, the immediate custody and control of the Franklin D. Roosevelt Library, and such other buildings, grounds, and equipment as may from time to time become a part thereof, and their contents shall be vested in the Archivist of the United States, and he is authorized to appoint and prescribe the duties of such officers and employees, including clerical assistance for the Board, as may be necessary for the execution of the functions vested in him by this title.

SEC. 207. The Archivist shall prescribe regulations governing the arrangement, custody, protection, and use of the historical material acquired under this title; and, subject to such regulations, such material shall be available to the public free of charge: *Provided*, That the Archivist is authorized to charge and collect, under regulations prescribed by him, a fee not in excess of 25 cents per person for the privilege of visiting and viewing the exhibit rooms or museum portion of the said Library; and any funds so derived shall be paid by the Archivist into the special account provided for in subsection (d) of section 205 of this title, to be held, administered, and expended under the provisions of that subsection.

SEC. 208. The Archivist shall make to the Congress, at the beginning of each regular session, a report for the preceding fiscal year

as to the Franklin D. Roosevelt Library. Such report shall include a detailed statement of all accessions, all dispositions of historical material, and all receipts and expenditures on account of the said Library.

SEC. 209. The costs incurred by the Archivist in carrying out the duties placed upon him by this title, including the expenses of the members of the Board and the costs of the Board's necessary clerical assistance, shall be paid out of the appropriations for The National Archives Establishment as other costs and expenses of The National Archives Establishment are paid; and such sums as may be necessary for such purposes are hereby authorized to be appropriated.

#### TITLE III—FRANKLIN D. ROOSEVELT RESIDENCE

SEC. 301. The head of any executive department, pursuant to agreement between him and the donor, may accept for and in the name of the United States from the donor, or from such person or persons as shall be empowered to act for the donor, title to any part or parts of the said Hyde Park estate of the donor and his family which shall be donated to the United States for use in connection with any designated function of the Government administered in such department. The title to any such property may be accepted under this section notwithstanding that it may be subject to the life estate of the donor or of any other person or persons now living: *Provided*, That during the continuance of any life estate reserved therein no expense to the United States in connection with the ordinary maintenance of the property so acquired shall be incurred: *Provided further*, That the acceptance hereunder by the United States of the title to property in which any life estate is reserved shall not during the existence of such life estate exempt the property, except to the extent provided in section 304 [303] of this title, from taxation by the town of Hyde Park, Dutchess County, or the State of New York as other real property in the said town, county, or State is taxed under the applicable laws relating to taxation of real property.

SEC. 302. Upon the expiration of all life estates reserved in any property acquired under this title for use in connection with a designated function of the Government, or, if no life estate is reserved, immediately upon the acceptance of title thereto, the head of the department administering the said function shall assume jurisdiction and control over the property so acquired and administer it for the purpose designated, subject to the applicable provisions of law.

SEC. 303. The right is reserved in the Congress to take such action and to make such changes, modifications, alterations, and improvements in connection with and upon any property acquired under this title, during or after the expiration of any life estate reserved therein, as the Congress shall deem proper and necessary to protect and preserve the same; but neither the improvements so made nor any increase in the value of the property by reason thereof shall be subject to taxation during the existence of any life estate reserved in the property.

Approved, July 18, 1939.

#### ACT CONCERNING THE DISPOSAL OF RECORDS, APPROVED AUGUST 5, 1939

[Public, No. 295, 76th Cong.]

An Act to provide for the disposition of certain records of the United States Government.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That whenever any agency of the United States Government has in its custody an accumulation of records that are not needed by it in the transaction of its current business and that appear to it to have no permanent value or historical interest, the head of such agency shall submit a written report thereon to the Archivist of the United States in which he shall state the location and describe the character of such records so as to enable the Archivist to identify them. Said report shall be submitted in triplicate and shall be accompanied by samples of the several kinds of records listed therein.

SEC. 2. When used in this Act, the word "records" means originals or copies of motion-picture or other photographic records in any form whatsoever, sound recordings, correspondence, papers, indexes, maps, charts, plans, drawings, punch cards, tabulation sheets, pictures, and other kinds of records belonging to the United States Government.

SEC. 3. The Archivist, with the approval of the National Archives Council, shall submit to Congress, at such times as he shall deem expedient, lists of records reported to him in the manner prescribed by section 1 of this Act that appear to him to have no permanent value or historical interest to the Federal Government.

SEC. 4. Whenever the Archivist shall submit to Congress, in compliance with the provisions of section 3 of this Act, lists of records that appear to him to have no permanent value or historical interest to the Federal Government, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee, to which such lists shall be referred, and said joint committee shall meet and examine said lists and submit to the Senate and House of Representatives, respectively, a report of such examination and their recommendation.

SEC. 5. If such joint committee report that any of the records described in the lists referred to them are not needed or useful in the transaction of the current business of the agency by which they were reported to the Archivist and have no permanent value or historical interest to the Federal Government, then it shall be the duty of the head of said agency to dispose of said records by one of the following methods:

- (a) By sale, upon the best obtainable terms after due publication of notice inviting proposals therefor;
- (b) By causing them to be destroyed;
- (c) By transfer (without cost to the United States Government) to any State or dependency of the United States of America or to

any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application to him therefor, through the Archivist of the United States. All moneys derived from the sale of such records shall be paid into the Treasury of the United States by said agency.

If said joint committee shall fail to make a report during any regular or special session of Congress on any list of records that has been submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the agency by which such records were reported to him to dispose of them by any of the methods prescribed in this section.

If it shall appear to the Archivist that any records reported to him in the manner prescribed by section 1 of this Act, while Congress is not in session, have no permanent value or historical interest and have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress, he may empower said agency to make disposition of said similar records by any of the methods prescribed in this section.

The Archivist shall submit to Congress at the beginning of each session a descriptive list of all records authorized for disposition by him during the preceding recess of Congress.

SEC. 6. When any records of the United States Government have been disposed of in accordance with the provisions of section 5 of this Act, the head of the agency making such disposition shall submit a written report thereon to the Archivist of the United States in which he shall describe the character and volume of such records and state when and by what method the disposition thereof was accomplished. If any of the records described in a particular report are shown thereby to have been sold, such report shall give the amount of the purchase price received therefor and the total cost of effecting such sales. Said report shall also give the names and post-office addresses of all institutions, associations, or other organizations to which any records therein described have been transferred.

SEC. 7. The Archivist of the United States shall transmit to Congress, at the beginning of each regular session, a concise summarization of the data contained in the reports filed with him by heads of agencies of the Government during the preceding fiscal year in compliance with the provisions of section 6 of this Act.

SEC. 8. Whenever the Archivist shall determine that any records in his custody, or which have been reported to him by any agency under the terms of section 1 of this Act, are a continuing menace to human health or life or to property, he shall cause such records to be destroyed immediately at such place and by such method as he shall select: *Provided, however,* That if said records have been transferred to his custody, he shall report the disposition thereof to the Congress and to the agency from which they were transferred.

SEC. 9. Whenever it shall appear to the Archivist that there are in his custody any records that are without permanent value or historical interest to the Federal Government he shall submit lists thereof to Congress in the manner provided by section 3 of this Act: *Provided, however,* That the Archivist shall not report to Congress,

under the provisions of this section, records of any existing agency of the United States without the written consent of the said agency.

SEC. 10. The procedures herein prescribed to be followed are exclusive, and no records of the United States Government may be alienated or destroyed except by authority sought and obtained under the provisions of this Act.

SEC. 11. All Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

Approved, August 5, 1939.

## APPENDIX II

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL  
YEAR ENDING JUNE 30, 1939<sup>1</sup>

## DEPARTMENT OF STATE

Motion-picture film showing proposed sites for a legation in Bolivia and activities of the American Minister to Bolivia, 1929. 9 units. Accession 253.

Records pertaining to American participation in the Louisiana Purchase Exposition at St. Louis, 1904, and in Universal Expositions at Paris in 1867, 1878, and 1900. 65 feet. Accession 301.

*Accounts Division*

Correspondence, cash books, diplomatic and consular accounts, and other accounting records of the Department of State, 1785-1925. 169 feet. Accession 321.

*Personnel Supervision and Management Division, Recruiting and Selection Section*

Letters of application and recommendation for Federal office, 1797-1901; Senate confirmations and rejections, 1797-1900; orders for commissions, acceptances, and the like, 1792-1893; letters of resignation and declination, 1789-1895; and drafts of circulars, letters, instructions, despatches, and other documents, 1890-1907. 566 feet. Accession 323.

*Foreign Service*

Archives of American diplomatic posts in Costa Rica, 1906-12, and the Dominican Republic, 1907-11, and of certain American consular posts in Bermuda, 1907-12; Brazil, 1907-15; British Honduras, 1907-16; the British West Indies, 1901-12; Canada, 1855-1929; Chile, 1920; Costa Rica, 1908-12; Cuba, 1895-1926; England, 1858-1928; the French West Indies, 1894-1938; Germany, 1852-1939; Italy, 1798-1927; Peru, 1825-1930; Scotland, 1833-1921; and Switzerland, 1858-1914. 520 feet. Accessions 359-367 and 394-401.

## DEPARTMENT OF THE TREASURY

*Office of the Secretary*

Records of special agents relating to captured and abandoned property and to restrictions on commercial intercourse in seceded areas and records of cotton purchasing agents at New Orleans, La., and Memphis and Nashville, Tenn., 1861-67. 54 feet. Accession 322.

<sup>1</sup> Arranged first according to agency and thereunder by accession number except when accessions have been combined. The footage given is in linear feet.

Records of the Confederate Treasury Department in Richmond and of its agents in the States pertaining to cotton and bond transactions and other matters, 1861-65. 50 feet. Accession 352.

*Accounts and Deposits Office*

Records of the Allied Purchasing Commission, 1917-19. 55 feet. Accession 304.

*Accounts and Deposits Office, Bookkeeping and Warrants Division*

Appropriation warrants, registers of warrants and requisitions, certificates of deposit, and other accounting records, 1779-1931. 862 feet. Accessions 220 and 380.

Photographic glass-plate negatives of four persons of the Civil War period. 4 units. Accession 257.

Records of the Southern Claims Commission, 1871-80. 5 feet. Accession 303.

Records relating to claims for cotton and other property alleged to have been seized by special agents of the Treasury Department during the Civil War and to miscellaneous other matters, 1863-1905. 135 feet. Accession 404.

*Coast Guard*

A sound recording of a radio address delivered on September 23, 1938, by Rear Admiral Russell R. Waesche. 1 unit. Accession 329.

Motion-picture film entitled "G-Men of the Sea." 2 units. Accession 350.

*Comptroller of the Currency*

National currency and bond ledgers, 1865-1935, and ledgers of incomplete currency, 1865-1910. 145 feet. Accession 300.

*Comptroller of the Currency, Federal Reserve Issue and Redemption Division*

Correspondence, 1914-25, and vault balances, daily reports of issues, destruction schedules, and other records, 1915-36. 95 feet. Accession 248.

*Comptroller of the Currency, Insolvent National Banks Division*

Letters received, 1865-1912; copies of letters sent, 1887-1935; quarterly reports of receivers, 1865-1912, 1917-37; and other records pertaining to national banks in receivership, 1865-1937. 3,698 feet. Accession 353.

*Comptroller of the Currency, Reports Division*

Correspondence and national bank examiners' reports, 1863-1930; examiners' reports concerning savings institutions in the District of Columbia, 1875-1928; and other records, 1864-1924. 4,059 feet. Accession 241.

*Customs Bureau*

Letters sent (copies), 1789-1909, and letters received, 1879-1909, concerning the collection of import duties and the enforcement of customs laws. 916 feet. Accession 339.

*Customs Bureau, Collector of Customs, New York, N. Y.*

Crew lists of American vessels entering and clearing at the port of New York, 1803-1919, and shipping articles, 1840-1914. 1,495 feet. Accession 351.

*Mint Bureau*

Correspondence and technical, administrative, and other records of the Bureau, the United States Mint, and various branch mints and assay offices, 1792-1934. 481 feet. Accessions 258 and 335.

*Public Debt Service*

Scrapbooks, posters, and other materials of the former War Loan Organization relating to Liberty Loan and War Savings Stamp campaigns, 1917-20. 11 feet. Accession 289.

*Public Health Service*

Motion-picture film entitled "Three Counties Against Syphilis." 2 units. Accession 383.

*Procurement Division, Public Buildings Branch, Supervising Architect's Office*

Correspondence and other records concerning the construction, repair, alteration, and maintenance of Federal buildings, 1837-1933. 5,548 feet. Accession 393.

## DEPARTMENT OF WAR

*Adjutant General's Office*

Regimental and company record books of disbanded Volunteer Army organizations, 1847-48, 1861-66. 1,610 feet. Accession 221.

Correspondence and other records of discontinued military posts and stations and of Army territorial departments and organizations, 1835-1912. 5,877 feet. Accessions 225 and 226.

Accounting records of Army paymasters and quartermasters, 1798-1827. 536 feet. Accession 227.

Correspondence, orders, and other records of discontinued territorial commands of the Army, 1813-1912, and of discontinued mobile commands, 1861-66. 5,173 feet. Accession 237.

Correspondence, orders, and other records of discontinued territorial and mobile commands, and of posts and camps in Cuba, the Philippine Islands, and Puerto Rico, 1898-1908, and records of the China Relief Expedition, 1900-1901. 1,204 feet. Accession 240.

Manuscript maps and contributory material from which were prepared the maps in the *Atlas to Accompany the Official Records of the Union and Confederate Armies*, and George B. McClellan's portfolio of printed maps relating to exploratory surveys in the West prior to the Civil War. 1,320 items. Accession 247.

Muster rolls and related papers of Volunteer Army organizations, 1818-66. 7,342 feet. Accession 255.

Strength returns of Volunteers, 1812-1902. 398 feet. Accession 256.

Records of the Bureau of Refugees, Freedmen, and Abandoned Lands, 1865-72, and of military commands governing the Southern States, 1867-70. 2,116 feet. Accession 260.

Orders and circulars issued by the War Department and various Army commands, 1813-1912; material drawn from the files in preparing the *Official Records of the Union and Confederate Armies* for publication and administrative records of the publishing office, 1861-1902; and reference material. 2,549 feet. Accession 262.

Correspondence, telegrams, and other records of the Secretary of War, 1800-1913, and of the Headquarters of the Army, 1821-1903, and miscellaneous correspondence pertaining to exhibits at various expositions and other subjects, 1897-1919. 1,323 feet. Accession 266.

Vouchers, abstracts, and other quartermaster and commissary papers of the Confederate States of America, 1861-65. 2,400 feet. Accession 267.

Draft records and correspondence of the Provost Marshal General's Bureau, 1862-66, and correspondence of successor units in The Adjutant General's Office, 1866-88. 2,321 feet. Accession 269.

Muster rolls, returns, and other records of the Confederate Army; records of the Confederate War, Treasury, and Post Office Departments, the Congress, and other agencies; and Union records pertaining to Confederates, 1861-65. 4,224 feet. Accession 273.

Battle reports, correspondence and other records of the Office of the Commissary General of Prisoners, and generals' and staff officers' papers, 1861-66. 878 feet. Accession 274.

Miscellaneous records of various divisions of the Office, including correspondence concerning military personnel, 1836-83; accounts of military posts and briefs of court-martial trials, 1865-83; correspondence and accounts relating to the payment of claims, 1866-80; and records relating to the administration of military prisons and the discharge of prisoners, 1875-94. 884 feet. Accession 275.

Regimental and company records of the Regular Army, 1800-1821, 1858-1900, and printed volumes, including roll of honor books for the Civil War, Army registers, and Army regulations, 1815-1935. 262 feet. Accession 276.

Correspondence, reports, and other records of the Office of the Chief Signal Officer and of the Signal Corps, 1860-1901. 85 feet. Accession 277.

Muster rolls, correspondence, orders, and other records of the Regular and Volunteer Armies for Indian wars and for the Mexican War; miscellaneous Civil War records, including accounts and correspondence of the United States Christian Commission; office data files; and other records, 1818-1935. 1,307 feet. Accessions 278 and 280.

Medical histories of military posts, registers of physical examinations of recruits, reports of sick and wounded, and other medical records of the Regular Army prior to 1894 and of the Volunteer Armies, 1846-1912. 2,875 feet. Accession 283.

Muster rolls, company and regimental papers, and other records relating to the Volunteer Army during the Spanish-American War and the Philippine Insurrection, 1898-1901. 942 feet. Accession 285.

Muster rolls, pay rolls, documents relating to prisoners of war, recruiting returns, accounts, and other records of the Volunteer and Regular Armies relating chiefly to the War of 1812 and muster rolls of the Regular Army prior to 1861, 1784-1860. 1,474 feet. Accession 286.

General correspondence of The Adjutant General's Office, 1803-60; strength returns and appointment records of the Regular Army, 1800-1860; and correspondence, reports, and other records relating to the United States Military Academy, 1801-67. 939 feet. Accession 287.

Strength returns of organizations in the American Expeditionary Forces, 1918-20. 425 feet. Accession 385.

Personal reports of officers, 1895-1918. 191 feet. Accession 389.

Numerical index prepared during the carding of the original personnel records of the Union and Confederate Volunteer Armies of the Civil War, 1890-1901. 279 feet. Accession 391.

#### *Air Corps Chief's Office*

Motion-picture film entitled "Last Rites of the Battleship Maine." 1 unit. Accession 369.

#### *Engineer Chief's Office*

Military and historical maps relating to the Atlantic and Gulf States, which deal chiefly with the War of 1812, the Mexican War, the Seminole Indian campaigns, the Civil War, and Indian lands, and maps of European origin, which deal with the wars of European powers, 1830-85, and with topographical surveys of European countries and their colonies, 1875-80. 4,374 items. Accessions 228, 271, 338, and 382.

Mounted photographs of seacoast batteries for the defense of Cuba, 1899-1901. 136 units. Accession 390.

#### *Finance Chief's Office*

Accounting and other records pertaining to financial activities of the War Department, 1800-1925. 123 feet. Accession 402.

### DEPARTMENT OF JUSTICE

#### *Appointment Clerk's Office*

Papers concerning applicants for appointment to the judiciary, to offices in the judicial districts, and to posts in the Department, 1853-1908. 766 feet. Accession 368.

#### *Judicial Statistics Section*

Monthly report sheets and cards containing data relative to cases on the dockets of the various district courts, 1926-36. 314 feet. Accession 332.

#### *United States Attorney for the Southern District of New York*

Documents relating to certain cases brought before the district court and other records, 1866-1928. 144 feet. Accession 348.

#### *War Transaction Section*

Records, 1917-26. 380 feet. Accession 288.

### POST OFFICE DEPARTMENT

#### *Chief Clerk's Office*

Motion-picture film portraying activities of the Department, 1915-33, and the construction of the Post Office Department Building in Washington, D. C., 1931-34. 95 units. Accession 371.

#### *Classification Division*

Records pertaining to the second-class mailing privilege, 1932-34. 75 feet. Accession 232.

### DEPARTMENT OF THE NAVY

#### *Aeronautics Bureau*

Records of the Naval Aircraft Factory, Philadelphia, consisting of correspondence, 1918-21, personnel records, 1917-18, laboratory records of material and structural tests, 1919-27, and experimental drawings of naval aircraft, 1918-35. 300 feet. Accession 328.

#### *Construction and Repair Bureau*

Correspondence, reports, and other records, 1830-1925, and ship plans, 1795-1921. 907 feet. Accessions 292, 342, 370, and 381.

#### *Naval Operations Office, Naval Districts Division*

Correspondence and reports pertaining to the use of private vessels by the Navy during the World War and to the disposition of the vessels after the war, 1917-37. 73 feet. Accession 305.

#### *Naval Operations Office, Naval Intelligence Division, Naval Records and Library Office*

Copies of outgoing correspondence of the Secretary, 1864-73, and unsuccessful applications for appointment to the Marine Corps, 1850-60. 11 feet. Accession 218.

Copies of outgoing correspondence of the Secretary and of the Bureau of Navigation written at the direction of the Secretary, 1865-73. 10 feet. Accession 310.

Records of Daniel D. Brodhead, Navy Agent at Boston, 1821-55. 8 feet. Accession 386.

#### *Navigation Bureau*

Motion-picture film portraying activities of the Navy and other events during and shortly after the World War. 151 units. Accession 392.

#### *Navigation Bureau, Enlisted Personnel Division*

Papers relating to certificates of identification issued to naval personnel for use as passports, 1917-21. 9 feet. Accession 306.

#### *Navigation Bureau, Hydrographic Office*

General correspondence, 1862-1925; miscellaneous records, including records of chart construction, marine data, and accounting records, 1866-1915; and logbooks of the German steamer *Prinz Waldemar*, 1904-14. 186 feet. Accession 263.

Ocean current reports sent in by cooperating observers, 1904-34. 50 feet. Accession 337.

#### *Ordnance Bureau*

Contracts and requisitions, 1899-1935. 30 feet. Accession 336.

### DEPARTMENT OF THE INTERIOR

#### *Education Office*

Miscellaneous records, 1877-1935, and records of the former Federal Board for Vocational Education, 1917-33. 48 feet. Accession 408.

*General Land Office*

Records of contested entries within railroad grants, 1872-1909, and records relating to private land claims in Florida, 1770-1898. 342 feet. Accession 302.

Records submitted as proof of validity of title to California lands held under Spanish and Mexican grants, 1780-1846, and miscellaneous papers relating to California, 1773-1907. 15 feet. Accession 388.

*Indian Affairs Office*

Reference maps and atlases and township plats of lands in or near Indian reservations. 2,242 items. Accession 230.

Circulars, 1890-1911; miscellaneous records of the Alaska Division, 1914-36; reports on health, law violations, irrigation projects, and the economic condition of Indians, 1922-34; material relating to Indian schools, 1930-34; statistical reports of superintendents, 1930-35; and other records. 172 feet. Accession 245.

Correspondence, reports, and other records of the Alaska Division, 1883-1923; farming, grazing, oil, and gas leases, with related correspondence, 1907-21; copies of outgoing letters of all divisions, 1909-36; copies of contracts for furnishing supplies to the Indians and related papers, 1930-35; accounting papers, 1932-35; and other records. 3,253 feet. Accession 250.

Motion-picture film pertaining to Alaska. 2 units. Accession 282.

Maps and atlases dealing chiefly with tribal lands, reservations, land allotments to individual Indians, and rights of way through Indian lands, 1830-1937. 16,693 items. Accession 409.

*Indian Commissioners Board*

Correspondence, information files, and reports, 1911-33. 27 feet. Accession 246.

*Mines Bureau*

Motion-picture film portraying mining operations and related manufacturing processes. 518 units. Accession 290.

Miscellaneous records, 1917-34, including files of the Explosives Regulation, Explosives, Coal Economics, and Petroleum Divisions of the Mines Bureau; the Coal Division of the Foreign and Domestic Commerce Bureau; and the United States Fuel Administration, the Joint Information Board on Minerals and Their Derivatives, the Bituminous Coal Commission, the Federal Fuel Distributor, and the United States Coal Commission. 488 feet. Accession 308.

*Motion Pictures Division*

Motion-picture film portraying early construction work on the Grand Coulee Dam and other subjects. 8 units. Accession 298.

*National Park Service*

Records relating to the acquisition, division, and sale by the Government of land in the District of Columbia, 1791-1913; records of public buildings and grounds authorities of the District, 1791-1918; records pertaining to the construction and maintenance of the

State, War, and Navy Building and the Washington Monument, 1871-1921; records of commissions in charge of the erection of statues and memorials in the District and elsewhere, 1882-1927; and records pertaining to Rock Creek Park, 1890-1918. 310 feet. Accessions 294 and 320.

Records of official social functions held at the White House and of the President's official day, 1897-1919, and a catalog of the White House collection of Presidential china, 1921. 11 feet. Accession 295.

Records of disbursements made for the National Commission on Law Observance and Enforcement, 1929-31. 8 feet. Accession 296.

Correspondence concerning temporary positions, 1916-33. 3 feet. Accession 317.

Records of the Potomac Company and the Chesapeake and Ohio Canal Company, 1785-1900. 89 feet. Accession 378.

*Reclamation Bureau*

Miscellaneous records, 1928-33. 2 feet. Accession 316.

Photographs pertaining to irrigation and reclamation projects, 1902-36. 30,000 units. Accession 384.

## DEPARTMENT OF AGRICULTURE

*Office of the Secretary*

Orders relating to the disposal of noncurrent records, departmental organization, office routine, and the like, 1895-1935. 2 feet. Accession 223.

Correspondence and other papers, 1879-1930. 1,975 feet. Accession 234.

*Agricultural Economics Bureau*

Photographs illustrative of the work of the Bureau and various aspects of rural life and farm economy, 1908-37. 4,399 units. Accession 229.

Correspondence of agencies that preceded the Bureau, 1915-22; inspection certificates and daily market news bulletins concerning fruits and vegetables, 1915-33; examination reports and inactive licenses issued under the Warehouse Act, 1918-37; and findings of the Secretary of Agriculture under the Grain Standards Act, 1933-35. 1,004 feet. Accession 319.

*Animal Industry Bureau, Tuberculosis Eradication Division*

Monthly summary reports from the Charlestown, W. Va., office, 1920-30. 1 foot. Accession 219.

*Entomology and Plant Quarantine Bureau*

Records relating to the importation of nursery stock, plants, and seeds, 1919-37. 199 feet. Accessions 224 and 242.

Correspondence of the Bureau of Entomology, 1883-1924. 368 feet. Accession 344.

*Farm Security Administration*

Sound recordings of dramatic programs prepared for radio broadcasting. 102 units. Accession 326.

*Food and Drug Administration*

Advertising material for foods, drugs, and various medicinal preparations and devices, 1933-37. 10 feet. Accession 243.

Correspondence, reports, and other records of the Bureau of Chemistry and of the Food, Drug, and Insecticide Administration pertaining to the enforcement of the Food and Drug Act, 1907-29. 692 feet. Accession 406.

*Forest Service*

General correspondence, memoranda, and other records of the Office of the Chief, 1886-1915; records of the Branches of Silviculture, Research, Lands, Acquisition, Operations, and Grazing, the Division of Forest Products, and the Law, Forest Reserves, and Editor's Offices, 1897-1936; engineering and administrative files of Regional Office No. 7 (Eastern Region), 1914-35; and other records. 383 feet. Accessions 236, 343, 345, and 375.

*Plant Industry Bureau*

Correspondence and other records of various divisions and offices pertaining chiefly to seed distribution and to investigations concerning seeds, pomology, crop diseases, nematology, genetics, biophysics, plant nutrition, and soil fertility, 1885-1932. 1,760 feet. Accession 217.

*Soil Conservation Service*

General correspondence files of the Soil Erosion Service and the Soil Conservation Service, 1933-36. 368 feet. Accession 309.

*Weather Bureau*

Correspondence of the Signal Service, 1870-91, and of the Weather Bureau, 1891-1912; meteorological records of the Surgeon General's Office, 1819-92, the Smithsonian Institution, 1840-73, the Signal Service, 1870-91, and the Island of Guam, 1902-8; and miscellaneous records. 3,069 feet. Accession 293.

## DEPARTMENT OF COMMERCE

*Census Bureau*

Motion-picture film entitled "Counting the Jobless," pertaining to the National Unemployment Census of 1937. 3 units. Accession 349.

*Coast and Geodetic Survey*

Depth sounding records, 1859-95, and magnetic observations made at Honolulu, 1929-30. 9 feet. Accessions 222 and 313.

Blue prints and tracings of plans of Survey buildings, 1870-1925, and annotated printed nautical charts with manuscript revisions, 1903-34. 1 foot and 2,225 maps. Accession 311.

Correspondence of the Office of the Director, 1915-29, and of the Division of Hydrography and Topography, 1924-29. 3 feet. Accession 312.

Triangulation records of the Mississippi River arc from Cairo, Ill., to New Orleans, La., 1929. 4 feet. Accession 314.

*Fisheries Bureau*

Correspondence, reports, and other records concerning fisheries, 1905-36, including files of international fisheries commissions, 1908-11 and 1922-32. 11 feet. Accession 358.

## DEPARTMENT OF LABOR

*Children's Bureau*

Motion-picture film pertaining to child welfare. 10 units. Accessions 251, 252, and 265.

*Immigration and Naturalization Service*

Applications of aliens seeking to establish legality of residence in the United States, with related papers, 1929-37. 475 feet. Accession 270.

Correspondence relating to immigration, warrants, appeals, and expenditures, 1906-21. 1,996 feet. Accession 325.

*Labor Standards Division*

Motion-picture film entitled "Stop Silicosis." 2 units. Accession 238.

*Labor Statistics Bureau*

Wage and hour schedules submitted by industrial establishments, with lists of reporting establishments, 1924-33. 82 feet. Accession 244.

Employment survey schedules, 1933. 10 feet. Accession 268.

## INDEPENDENT AGENCIES

*Advisory Committee on Education*

Records of conferences, statements submitted to or issued by the Committee, and staff reports, 1937-38. 4 feet. Accession 231.

*American Battle Monuments Commission*

Sound recordings of addresses made at the dedication of an American war memorial in France in 1937. 10 units. Accession 346.

*Farm Credit Administration*

Motion-picture film portraying Governor W. I. Myers and other subjects. 1 unit. Accession 254.

Motion-picture film entitled "Cooperative Wool From Fleece to Fabric." 3 units. Accession 379.

*Federal Emergency Relief Administration*

Correspondence concerning requests for relief and complaints against relief administration, 1934-35. 224 feet. Accession 297.

*Federal Housing Administration*

Motion-picture film illustrating the planning and construction of three low-cost houses. 4 units. Accession 272.

*Federal Reserve System*

Sound recordings of the dedication ceremonies of the Federal Reserve Building. 2 units. Accession 233.

*Federal Trade Commission, Radio and Periodical Division*

Radio continuities and published advertisements, 1934-38. 140 feet. Accession 405.

*Fir Production Board*

Records, 1917-19. 140 feet. Accession 299.

*Maritime Commission*

Records of the former United States Shipping Board, including correspondence and other papers concerning general affairs, planning and statistics, training of men for sea service, port and harbor facilities, protection of ships, exports and imports, vessel movements, the acquisition and operation of vessels, and other subjects, 1916-25, and records concerning the return of Scandinavian and Dutch ships, 1918-24. 1,004 feet. Accession 249.

Records of the former Shipping Board Merchant Fleet Corporation, including correspondence and other papers of the Washington, district, and foreign offices of the Division of Operations, 1917-31, of the International Freight Corporation, 1920-22, and of the foreign offices of the United States Lines, 1921-26; correspondence and reports of special agents engaged in making investigations, 1917-26; and papers relating to insurance claims, 1917-35. 5,958 feet. Accession 372.

*National Archives*

Motion-picture film recording a test of a film cabinet. 1 unit. Accession 341.

*National Emergency Council*

Motion-picture film entitled "The Plow That Broke the Plains." 2 units. Accession 281.

Motion-picture film entitled "The River." 9 units. Accession 403.

*National Labor Relations Board*

Correspondence concerning air-line pilots' cases, 1934. 1 foot. Accession 20 (addition).

Decisions of regional labor board panels, 1933-35. 1 foot. Accession 168, part 2.

*Smithsonian Institution*

News reels and other motion pictures relating to Col. Charles A. Lindbergh. 12 units. Accession 261.

Miscellaneous meteorological records, 1646-1891. 40 feet. Accession 357.

*Social Security Board*

News reels pertaining to old-age pensions and unemployment insurance. 2 units. Accession 239.

*Veterans' Administration*

Papers relating to closed pension claims. 220 feet. Accession 12 (addition).

*Veterans' Administration, Medical and Hospital Service*

Correspondence, case histories, and other records of the Surgeon General's Office concerning the supplying of artificial limbs and trusses to war veterans, 1861-1930. 365 feet. Accession 334.

*Veterans' Administration, National Homes Service*

"Members' jackets" and other records of the New York State Soldiers' and Sailors' Home (now a Veterans' Administration Facility) at Bath, N. Y., 1877-1929. 68 feet. Accessions 307 and 333.

*Works Progress Administration*

Motion-picture film portraying activities of the Administration. 127 units. Accession 330.

Motion-picture film entitled "Shock Troops of Disaster" pertaining to the New England hurricane of September 1938. 1 unit. Accession 356.

*Works Progress Administration, Federal Music Project*

Sound recordings of musical programs and addresses. 91 units. Accessions 331, 377, and 387.

*Works Progress Administration, National Youth Administration*

Motion-picture film entitled "Youth Also Serves" pertaining to the New England hurricane of September 1938. 2 units. Accession 354.

## JUDICIARY

*Court of Claims*

Documents filed in litigation that is now terminated, 1855-1923, and records accumulated in the preparation of a roll of Cherokee Indians, 1906-9. 9,975 feet. Accession 407.

*United States District Court for the Southern District of Ohio*

Records of the former United States Circuit Court at Chillicothe, Ohio, pertaining to the proposed trials of Aaron Burr and Harman Blennerhassett, 1805-8. 1 foot. Accession 376.

## PRIVATE GIFTS

Motion-picture film entitled "Our Own United States"—presented by Warner Bros. Pictures, Inc. 13 units. Accession 235.

Sound recordings of Shakespearean plays broadcast during July-August 1937—presented by the Columbia Broadcasting System, Inc. 16 units. Accession 259.

Motion-picture film entitled "The New York Hat," made in 1912—presented by Mary Pickford. 1 unit. Accession 264.

Sound recordings of an eyewitness description of the Hindenburg disaster at Lakehurst, N. J., May 6, 1937—presented by Burrige D. Butler. 10 units. Accession 279.

Motion-picture film portraying President and Mrs. Franklin D. Roosevelt attending Easter services, April 12, 1936, and the annual egg-rolling on the White House lawn, April 13, 1936—presented by Helen G. Patton. 1 unit. Accession 291.

Motion-picture film portraying scenes during the international crisis of September 1938—presented by Movietone News, Inc. 1 unit. Accession 315.

Motion-picture film portraying various military activities during the World War—presented by the School of Medicine of the University of Colorado. 83 units. Accession 318.

Motion-picture film portraying scenes in The National Archives, made in 1937—presented by Paramount News. 1 unit. Accession 324.

Motion-picture film portraying scenes in connection with a conference at the White House concerning the international crisis, September 27, 1938—presented by Movietone News, Inc. 1 unit. Accession 327.

Motion-picture film entitled "The Declaration of Independence"—presented by Warner Bros. Pictures, Inc. 2 units. Accession 340.

Motion-picture film portraying scenes of the Lincoln Ellsworth Antarctic expedition, Hawaiian and Alaskan scenes, ruins of Indian villages, and other subjects—presented by the National Geographic Society. 13 units. Accession 347.

Motion-picture film entitled "People of the Cumberland"—presented by Frontier Films. 2 units. Accession 355.

Motion-picture film of Admiral Richard E. Byrd's Antarctic expeditions, 1928-30 and 1933-35, and of his North Pole and trans-Atlantic flights of 1926 and 1927—presented by Admiral Byrd. 564 units. Accession 373.

Motion-picture film portraying scenes at Arlington Cemetery, November 11, 1938—presented by Movietone News, Inc. 1 unit. Accession 374.

### APPENDIX III

#### PROFESSIONAL PUBLICATIONS BY MEMBERS OF THE NATIONAL ARCHIVES STAFF DURING THE FISCAL YEAR ENDING JUNE 30, 1939

DOROTHY ARBAUGH, *Division of Cataloging*

Motion pictures and the future historian. *American archivist*, 2: 106-114 (Apr. 1939).

PHILIP C. BROOKS, *Division of Independent Agencies Archives*

Report of the secretary of the Society of American Archivists. *American archivist*, 2: 53-58 (Jan. 1939).

OLON J. BUCK, *Director of Publications*

The status of historical bibliography in the United States. International Federation for Documentation, 14th conference, Oxford, 1938, *Transactions*, 1: 46-49 (1938).

Das Nationalarchiv der Vereinigten Staaten von Nordamerika. *Archivalische Zeitschrift*, 45: 16-33 (1939).

The services of The National Archives to historical research. International Congress for Historical Sciences, 8th, Zürich, 1938. *Communications présentées*, 1: 72 (1938). Abstract.

Review of *The historical records of North Carolina*, vol. 1, by the Historical Records Survey. *North Carolina historical review*, 15: 400 (Oct. 1938).

R. D. W. CONNOR, *Archivist of the United States*

The necessity for cooperation between National and State archival agencies. *Illinois libraries*, 20: 16-18 (Dec. 1938).

JESSE S. DOUGLAS, *Division of War Department Archives*

Guide to *The Washington historical quarterly* and *The Pacific Northwest quarterly*, 1906-1938. *Pacific Northwest quarterly*, 29: 339-416 (Oct. 1938).

Jeremy Pinch and the War Department. *Oregon historical quarterly*, 39: 429-431 (Dec. 1938).

Matthews' adventures on the Columbia: A Pacific Fur Company document. *Oregon historical quarterly*, 40: 105-148 (June 1939). Edited.

Review of *Carbine and lance: The story of old Fort Sill*, by Captain W. S. Nye. *Pacific Northwest quarterly*, 29: 320-322 (July 1938).

Review of *John Phoenix, Esq., the veritable Squibob: A life of Captain George H. Derby, U. S. A.*, by George R. Stewart. *Journal of the American Military Institute*, 3: 50 (spring 1939).

DAVID C. DUNIWAY, *Division of Classification*

The California Food Administration and its records in The National Archives. *Pacific historical review*, 7:228-238 (Sept. 1938).

Note on records of the California Food Administration in the Bancroft Library. *Pacific historical review*, 8:105 (Mar. 1939).

ROBERT A. EAST, *Division of Classification*

Business enterprise in the American Revolutionary era. New York, 1938. 387 p. (Columbia University, *Studies in history, economics and public law*, no. 449.)

PERCY S. FLIPPIN, *Chief of the Division of Independent Agencies Archives*

The archives of the United States Government: A documentary history. *Mississippi Valley historical review*, 26:67-70 (June 1939).

W. NEIL FRANKLIN, *Division of Veterans' Administration Archives*

Review of *Dawn of Tennessee Valley and Tennessee history*, by Samuel C. Williams. *American historical review*, 43:887 (July 1938).

Review of *Old frontiers: The story of the Cherokee Indians from earliest times to the date of their removal to the West, 1838*, by John P. Brown. *Journal of southern history*, 5:107 (Feb. 1939).

HERMAN R. FRIIS, *Division of Maps and Charts*

Pioneer economy of Sakhalin Island. *Economic geography*, 15:55-79 (Jan. 1939).

A series of population dot maps of colonial America. *Annals of the Association of American Geographers*, 29:73 (Mar. 1939). Abstract.

BESS GLENN, *Division of Cataloging*

Internal improvement in South Carolina, 1817-1828. Washington, D. C., 1938. xiv, 22, 633 p. Edited in collaboration with David Kohn.

WAYNE C. GROVER, *Division of War Department Archives*

Review of *And so to war*, by Hubert Herring. *Journal of the American Military History Foundation*, 2:165 (fall 1938).

CHESTER L. GUTHRIE, *Division of Classification*

The United States Grain Corporation records in The National Archives. *Agricultural history*, 12:347-354 (Oct. 1938).

PHILIP M. HAMER, *Chief of the Division of Reference*

The records of southern history. *Journal of southern history*, 5:3-17 (Feb. 1939).

Review of *Andrew Jackson: Portrait of a President*, by Marquis James. *Journal of southern history*, 4:525 (Nov. 1938).

Review of *Dawn of Tennessee Valley and Tennessee history*, by Samuel C. Williams, and of *Life and times of Edward Swanson: One of the original pioneers who with General James Robertson founded Nashville, Tennessee, 1779*, by William H. McRaven. *Mississippi Valley historical review*, 25:562-564 (Mar. 1939).

ROSCOE R. HILL, *Chief of the Division of Classification*

Los Archivos Nacionales en Washington. Congreso Internacional de Historia de América, 2d, Buenos Aires, 1937, [*Publications*], 5:137-144 (1938).

Dr. James Alexander Robertson. *Journal of Mississippi history*, 1:137 (Apr. 1939). Note.

Dr. James Alexander Robertson, 1873-1939. *Hispanic American historical review*, 19:127-129 (May 1939). Editorial.

[Bibliographical note on the Nicaragua-Honduras boundary dispute.] *Hispanic American historical review*, 18:556 (Nov. 1938).

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#### APPENDIX IV

##### REPORT ON THE WORK OF THE SURVEY OF FEDERAL ARCHIVES FOR THE FISCAL YEAR ENDING JUNE 30, 1939, BY THE ASSOCIATE NATIONAL DIRECTOR OF THE HISTORICAL RECORDS SURVEY IN CHARGE OF THE INVENTORY OF FEDERAL ARCHIVES IN THE STATES

The work of the Survey of Federal Archives, which operated from January 1936 to June 30, 1937, as Federally Sponsored Project No. 4 of the Works Progress Administration, was continued during the fiscal year 1939, as in the preceding fiscal year, by a group of State projects under the sponsorship of The National Archives or local institutions and by units of the Historical Records Survey. At the end of the year the work was being performed in 16 States by State projects, and in 20 States by units of the Historical Records Survey. In the remaining States the work was either completed or had been transferred to projects in other States for completion.

For purposes of administration Philip M. Hamer, Chief of the Division of Reference of The National Archives, continued to serve without pay as Associate National Director of the Historical Records Survey in charge of the undertaking. Coordination and supervision of the work in the States was continued by a small staff in Washington, members of which had been transferred to the Historical Records Survey in the preceding year upon the termination of the Survey of Federal Archives as a Federal project. During the year this staff, with offices in the National Archives Building, was reduced by resignations, transfers, and necessary quota cuts from 10 to 6. Upon the resignation of Arthur R. Kooker as chief editor in August 1938, his duties were assumed by Elizabeth Edwards, who was later designated by the Administrator of the Works Progress Administration as assistant archivist with the duties of chief editor and administrative assistant for the staff.

Relatively little surveying remained to be done during the year except in California, Maine, and Virginia, where important units of the Department of the Navy had not previously been covered, and in a few other States where records of the Works Progress Administration and some small agencies had not been described. Nevertheless, during the year the records of 905 additional agencies were reported upon; these were located in 5,672 rooms in 925 buildings, and consisted of 50,476 series amounting to 175,075 linear feet. The total number of agencies covered by the Survey to June 30, 1939, amounts to 29,703. The records of these agencies were located in 58,840 rooms in 24,536 buildings and were reported upon as 839,419 separate series amounting in volume to 5,050,273 linear feet. The Post Office Department, with 964,861 linear feet of records, had by far the greatest quantity, and

this does not take into account the records of many smaller post offices that were not surveyed. The Department of the Treasury ranked second with 772,505 linear feet; the Department of War was third with 581,167 feet; the Department of Agriculture (including the Agricultural Adjustment Administration) was fourth with 315,945 feet; the Federal courts were fifth with 292,091 feet; the Department of the Navy was sixth with 251,179 feet; and the Works Progress Administration, although only 4 years old, was seventh with 235,921 linear feet.

The major work of both the Washington and the State staffs during the year was the preparation of the *Inventory of Federal Archives in the States*. This *Inventory* is based on information contained on more than 800,000 forms now on file in The National Archives, each of which is descriptive of one of the separate series of records surveyed. It is estimated that this *Inventory*, when completed, will occupy approximately 80,000 mimeographed pages. Of these, about 56,000 pages will be required to describe the records of the executive departments and the Federal courts; 13,000 pages for those of three emergency relief agencies, the Civil Works Administration, the Federal Emergency Relief Administration, and the Works Progress Administration; and 11,000 pages for those of all other independent agencies. By the end of the fiscal year the Washington office had edited for final typing and for mimeographing a little over half of the pages of this *Inventory*. Of the *Inventory* for the Federal courts and the executive departments (exclusive of the Post Office Department), about 55 percent had been approved for mimeographing, 20 percent more had been edited by the Washington staff for revision and final typing in the States, and 25 percent remained to be edited by the Washington staff. Of the *Inventory* for the emergency relief agencies, only 8 percent had been approved for mimeographing, about 20 percent was in intermediate stages, and approximately 72 percent was not yet edited. About 20 percent of the *Inventory* for the other independent establishments had been approved for mimeographing, 15 percent was in intermediate stages, and 65 percent was not yet edited. Some 194 volumes of the *Inventory*, containing about 16,000 pages, had been mimeographed and distributed by June 30, 1939.

Although the various State projects in operation during the year placed their main emphasis on completing the survey and publishing the *Inventory*, some of them were able to carry on related activities without delaying their major undertakings. Several projects assisted various agencies of the Government in putting their records into better order or in preparing indexes of particular groups of records. The Louisiana project, under the direction of Stanley C. Arthur, was particularly active in organizing the records of Federal relief agencies in that State at the request of Works Progress Administration authorities, and similar work was completed during the year by the project in Mississippi and was begun by that in New York City. In addition the Louisiana project undertook to translate despatches of Spanish governors of Louisiana and Spanish land grants and other records of an old United States land office now housed in the State Capitol at Baton Rouge. The Massachusetts project, under the direction of J. W. McElroy, compiled information from ship registers in a number of

ports and published such information in mimeographed form for Barnstable and Plymouth customs districts and the port of Dighton-Fall River. Similar work on ship registers and enrollments was undertaken by projects in Maine, New Hampshire, Rhode Island, Connecticut, Louisiana, and California but had not reached the point of publication by the end of the year.

Toward the end of the fiscal year under review, plans were being discussed for dealing with the field records of the short-lived Civil Works Administration, which ceased to exist in the spring of 1934. Custody of its field records, amounting to more than 53,000 linear feet, was vested first in State emergency relief administrations and later, on October 14, 1938, in the Works Progress Administration. Under the proposed plans local projects sponsored by The National Archives would be organized in each State to operate under the administration of the Historical Records Survey and to utilize the information already collected by the Survey of Federal Archives for the purpose of determining what records of the Civil Works Administration still exist, segregating those without permanent value or historical interest for disposition, and taking necessary steps for the preservation of the remainder. In formulating these plans the work of arranging records already done by State projects was of considerable help.

PHILIP M. HAMER.

## APPENDIX V

### REPORT OF THE SECRETARY OF THE NATIONAL ARCHIVES COUNCIL FOR THE FISCAL YEAR ENDING JUNE 30, 1939

The National Archives Council is an agency of the Government created by the National Archives Act, approved June 19, 1934. Its functions are to "define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer"; to "advise the Archivist in respect to regulations governing the disposition and use of the archives and records transferred to his custody"; and to approve before they are transmitted by the Archivist to Congress all lists or descriptions "of the papers, documents, and so forth (among the archives and records of the Government), which appear to have no permanent value or historical interest, and which, with the concurrence of the Government agency concerned, and subject to the approval of Congress, shall be destroyed or otherwise effectively disposed of."

The membership of the Council is composed of the Secretary of each executive department or his alternate, the Chairmen of the Senate and House Committees on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States. There were four changes in the membership of the Council during the year. Two resulted from the resignations of the Honorable Homer S. Cummings as Attorney General, and the Honorable Daniel C. Roper as Secretary of Commerce, and the appointments of the Honorable Frank Murphy and the Honorable Harry L. Hopkins, respectively, as their successors. Dr. Herbert Putnam retired as Librarian of Congress and was succeeded by Mr. Archibald MacLeish. The fourth change was occasioned by the death of the Honorable Claude A. Swanson, Secretary of the Navy, who was succeeded on the Council by the Honorable Charles Edison, Acting Secretary of the Navy.

No meeting of the Council was held during the year, but 85 lists of useless papers submitted by the Archivist to the individual members of the Council were approved by them for transmittal to Congress by the Archivist.

THAD PAGE.

## APPENDIX VI

### REPORT OF THE SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 1939

The Commission lost two of its original members during the year with the retirement of Dr. Hunter Miller, Historical Adviser of the Department of State, and Col. Oliver L. Spaulding, Chief of the Historical Section of the Army War College. Dr. Miller's place on the Commission was taken by Dr. Cyril Wynne, Chief of the Division of Research and Publication of the Department of State, who was designated by a departmental order of August 1 as Historical Adviser of the Department "for the purpose of representation on the National Historical Publications Commission." Col. Spaulding's place on the Commission was vacated with his retirement from the Army effective June 30 and will be filled by his successor as Chief of the Historical Section of the Army War College, Col. Robert Arthur.

The recommendation of the Commission for the compilation, editing, and publication of documentary material relating to the ratification of the Constitution and the first ten amendments thereto, which was submitted to Congress on March 17, 1936, moved a few steps closer to consideration in both Houses of Congress. Representative Kent E. Keller introduced in the House of Representatives on February 9 a bill, H. R. 4010, to authorize the Archivist of the United States, under the supervision of the Commission, to cause to be collected, edited, and issued as a Government publication, in not more than six volumes, the material considered by the Commission to be appropriate for inclusion in the proposed work. A similar bill was introduced in the Senate as S. 1410 on February 16 by Senator Elbert D. Thomas. The bills were referred to the respective Committees on the Library.

In anticipation of hearings on the project, the secretary of the Commission distributed copies of H. R. 4010 to a number of libraries and scholars throughout the country. As endorsements were received they, together with earlier endorsements of the proposed publication by scholars and others, were copied and listed by the States of the endorsers. Meanwhile, at the suggestion of the clerk of the Joint Committee on Printing, a new bill was drawn to provide for the compilation but not the publication of the proposed work, and this bill was introduced in the House as H. R. 5024 on March 14 by Representative Keller. Hearings on this measure were held by the House Committee on the Library on March 22, with the Commission represented by its chairman, the Archivist of the United States, its secretary, and Dr. St. George L. Sioussat. Mr. Thad Page, Administrative Secretary of The National Archives, was also present.

A stenographic record of the hearing together with a list of endorsers of the project and extracts from some of the endorsements was printed under the title, "Compiling of Manuscript Containing Contemporary Matter Relative to the Constitution" (20 p.); and on June 29 the Committee on the Library reported the bill to the House and recommended its passage. Copies of the hearing were distributed just before the end of the year to the members of the Commission and to all endorsers of the project, and copies of the printed report (76 Cong., 1 sess., *H. Rept.* 997) were sent to the members of the Commission. The bill was placed on the Union Calendar as No. 415 and no further action was had on it during the fiscal year.

Another historical publication was suggested to the Commission during the year. On April 17, Representative Lawrence Lewis, of Colorado, recommended that certain original maps and papers of Lt. Zebulon Montgomery Pike, which were confiscated by Spanish authorities in 1807 and were returned to this country a century later, be reproduced in facsimile in the original size and issued as a Government publication. Some correspondence concerning this proposal was carried on during the year and the matter will be referred to the Commission at its next meeting.

Provision has been made in the budget of The National Archives for the fiscal year 1939-40 for the appointment in the Office of the Director of Publications of a "research expert" whose duties will include the making of general studies and surveys of the historical value of material in the archives of the Federal Government from the point of view of suitability for publication; the making of studies and surveys of the historical publication projects of the Federal Government and of others insofar as they may include Federal archival material; and the planning and directing of the compilation of bibliographies of documentary historical publications and lists of Federal archival material available in printed form. It is expected that this appointment will enable the Archivist to comply with the request of the Commission "to bring up to date the survey of 1908 of the historical publications of the Government" and to assemble information "on methods of distributing historical publications and on the future plans for the publication of historical documents by the Government departments."

SOLON J. BUCK.

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