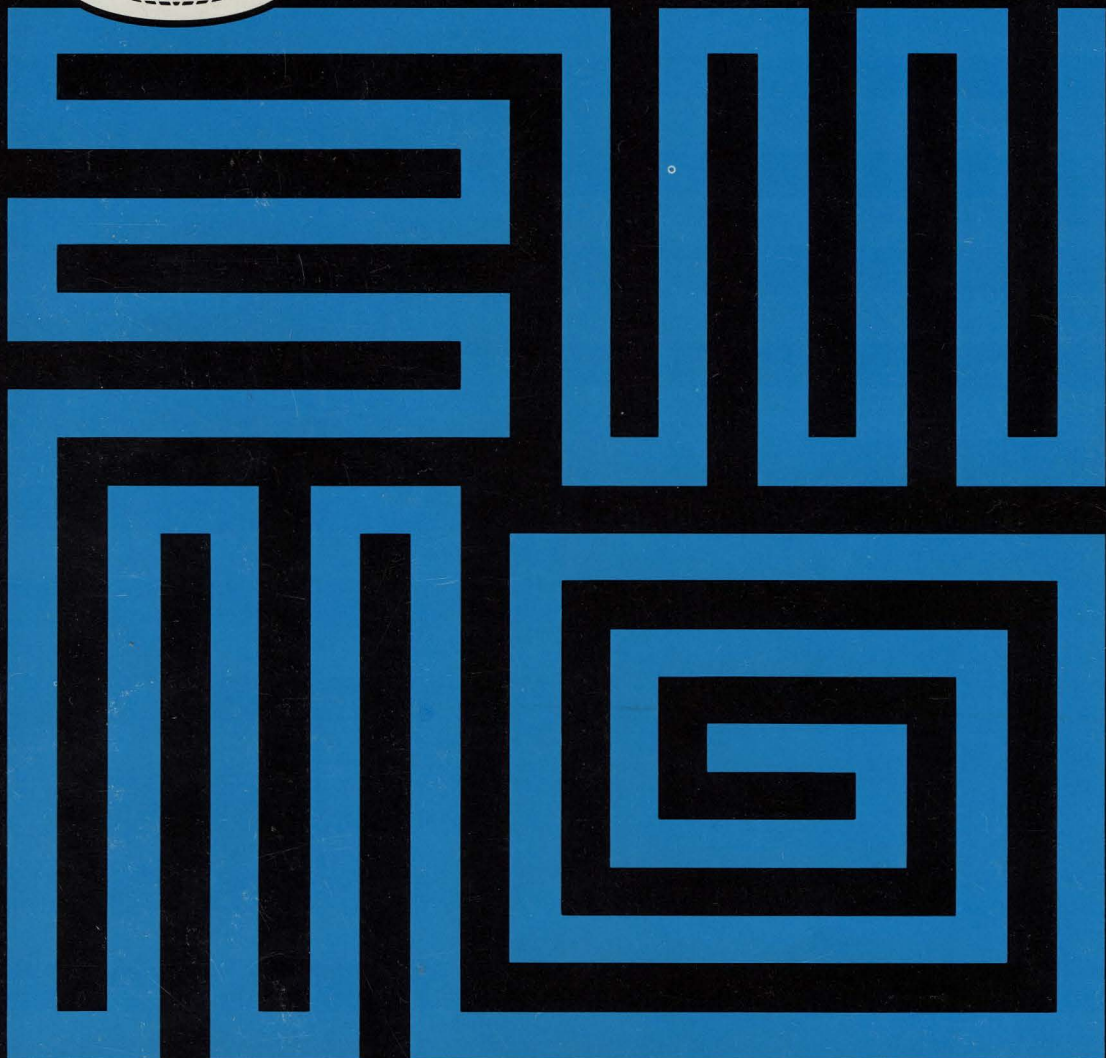




BUSINESS MANAGER OF THE FEDERAL GOVERNMENT



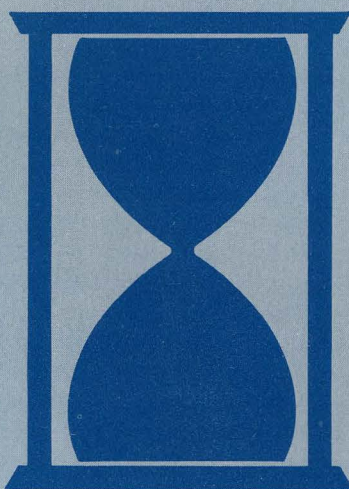
GENERAL SERVICES ADMINISTRATION ANNUAL REPORT 1969

For a century and a half the records of the Federal Government were neglected or, at best, received only haphazard attention. Then, in 1934, Congress enacted legislation establishing the National Archives and giving it the responsibility for preserving the documentary heritage of the U.S. Government.

Designated a charter element of the new General Services Administration in 1949, it was renamed the "National Archives and Records Service."

In 1969, the National Archives and Records Service not only was preserving the records of our Nation's past and making them available for use by Government agencies, scholars and other interested citizens, but it also was engaged in numerous other records-related activities.

In the year past, NARS also made special efforts to encourage increased use of the records in the National Archives, to stimulate productive discussion about archival problems and to involve the academic community more intimately in its operations. Among these actions were the sponsorship of scholarly conferences on various types of records, the publication of a new Archives' journal "Prologue" and the holding of the first two meetings of the newly established Archives Advisory Council.



NATIONAL ARCHIVES AND RECORDS SERVICE

ARCHIVAL SERVICES

Use of the Nation's permanently valuable Federal records, the 918,000 cubic feet of records which constitute the National Archives, increased sharply during the year. Some 635,000 reference services were provided, 11 percent more than in the previous year. There were significant increases in requests for records relating to Negro history and civil rights.

Among important acquisitions during the year were records of the U.S. Supreme Court, 1915-34; patent application files, 1900-18; records of the Territorial Governors of Alaska; microfilm copies of German Naval Archives, 1850-1922; and records of field offices of the Bureau of Indian Affairs and of several Federal District Courts.

Work was intensified on the com-

pilation of a general guide to the records in the National Archives with a view toward publication within 18 months. A specialized guide to the records of the Confederate government was published and guides to cartographic archives and to the Ford film collection were completed and sent to the printer.

Twenty-six new retention plans, identifying permanently valuable records of Government agencies, were prepared. Increased emphasis was given to the evaluation of machine-readable records.

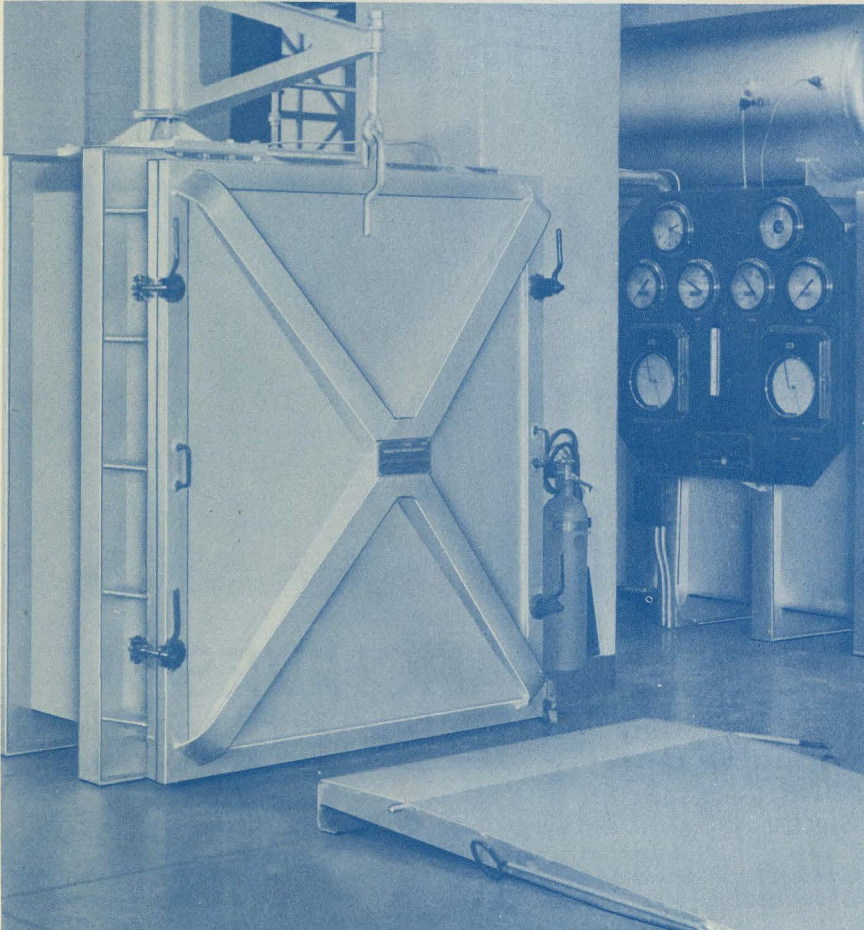
The second year of a 2-year automation project being undertaken cooperatively by the National Archives and nine other institutions—Federal, State, and private—saw the attainment of original goals in applying automated techniques to archival control problems. Specific applications now are being made within the National Archives.

Sales of microfilm increased to more than 125,000 rolls. Under this program, the equivalent of nearly 650 million pages of the most valuable documentary holdings of our Nation has been distributed to individuals, research institutions, and libraries since 1940.

In anticipation of the American Revolution bicentennial, many of the pre-Federal archives, as well as later records relating to the Revolutionary period, are being published on microfilm. Among these are some 80,000 Revolutionary War pension files which are referred to hundreds of times weekly, particularly by genealogists. Reference requests for these early records continue to increase as the bicentennial approaches.

The National Audiovisual Center began operations and by year's end was handling 2,000 requests a month for information or services. It was established as a central information, sales, and distribution point for most Government motion pictures, filmstrips, audio tapes and other audiovisual materials.

To preserve historic documents, all incoming materials must be sterilized. This prevents the possibility of deterioration by paper mites and other insects.



PRESIDENTIAL LIBRARIES

When he was President of the United States, Harry S. Truman occasionally would entertain White House guests with a few bars of "The Missouri Waltz" on his favorite piano. Though many fond memories were associated with the piano, it remained in the White House when Mr. Truman retired to Independence, Mo.

Just 2 months after his inauguration, President Richard Nixon visited Mr. Truman at his Independence home and returned the piano to the former President's care and custody for placement in the Harry S. Truman Library.

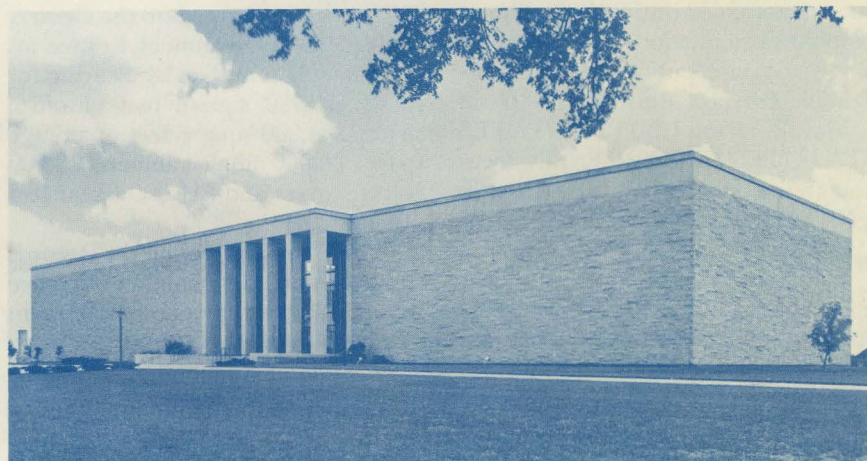
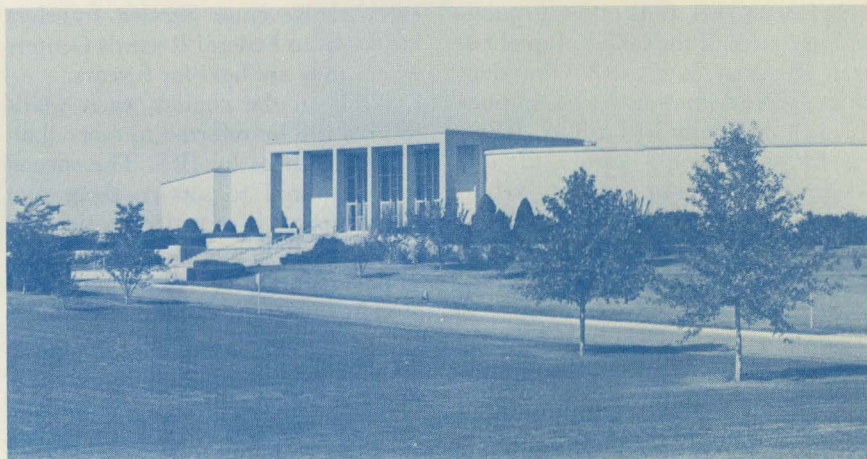
The incident called to the attention of the Nation a growing activity of the National Archives and Records Service: the Presidential Library system. In 1969 NARS was operating four Presidential libraries: The first such institution, the Franklin D. Roosevelt Library at Hyde Park, N.Y.; the Herbert Hoover Library at West Branch, Iowa; the Dwight D. Eisenhower Library in Abilene, Kans.; and the Truman Library.

Construction was in progress on the Lyndon B. Johnson Library at Austin, Tex., and the John F. Kennedy Library was approaching the construction stage at Cambridge, Mass.

Soon after he took the oath of office, friends of President Nixon established the Richard Nixon Foundation for general educational and charitable purposes including the formation and construction of a Richard Nixon Library and Museum.

The death of President Eisenhower took President Nixon and many other prominent personages to the Eisenhower Library at Abilene on April 2, 1969, for the burial there of the soldier-statesman. Following his death, many of his papers which had been in his office at Gettysburg, Pa., were transferred to the library where plans were underway for additions and improvements to the physical facilities.

The Harry S. Truman Library in Independence, Mo. (top), and the Dwight D. Eisenhower Library in Abilene, Kansas (bottom), are two new presidential libraries, a part of the continuing preservation of the Nation's heritage and history.





The storage of non-permanent records, such as Federal tax returns, is organized by this easy-access filing system.

FEDERAL REGISTER

Presidential Proclamation No. 3907, issued upon the death of President Eisenhower, illustrates the publication system of the Office of the Federal Register in NARS. President Nixon's proclamation was first published in the daily **FEDERAL REGISTER** on March 29, 1969, the day following the death of the World War II hero. It then was published in the March 31 **WEEKLY COMPILATION OF PRESIDENTIAL DOCUMENTS**.

Proofs of the Federal Register later will be used for photographic reproduction of the document in the **CODE OF FEDERAL REGULATIONS** along with other Presidential documents issued during 1969. Photographic reproduction also will guarantee accurate publication of Presidential Proclamation No. 3907 in volume 83 of the **UNITED STATES STATUTES AT LARGE**. The document subsequently will be printed in a Nixon volume of the series **PUBLIC PAPERS OF THE PRESIDENT**.

All of these are regular publications of the Office of the Federal Register which has responsibility for the legal promulgation of the statutes, administrative regulations, and similar official documents issued by the Federal Government.

RECORDS MANAGEMENT

Each year after it processes millions of individual tax returns, the Internal Revenue Service transfers the forms to Federal Records Centers where they are held for 6 years.

While in the centers, each year's returns will be referred to more than 3 million times by IRS. The special staff required to service these and other records is provided by the National Archives and Records Service.

The Federal Records Centers operated by GSA combine the advantages of low-cost storage and rapid reference service. By the end of the fiscal year they held nearly 10 million cubic feet of records, approximately 35 percent of all Federal records.

Transferring records to the Centers enabled the Government to save an estimated \$7.6 million by clearing for reuse 476,000 square feet of office space, 284,000 square feet of storage space, 80,000 filing cabinets, 13,000 transfer cases and 819,000 linear feet of shelving.

In the 12 month period the Records Centers handled 8.7 million reference inquiries, more than one-half of them involving Federal tax returns.

In addition to operating these immense facilities for nonpermanent records, NARS performs other records management functions. Its

paperwork management specialists provide technical assistance, at the request of Federal agencies, on mechanizing and automating paperwork handling systems, establishing information retrieval systems, and improving reporting and information management systems. During the year, NARS undertook more than 100 assistance projects at the request of various agencies.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

The National Historical Publications Commission, of which the Archivist is Chairman and whose secretariat is part of the National Archives and Records Service, stimulates and assists projects for collecting, editing, and publishing the basic documents needed by scholars for the writing and teaching of authentic American history. During the year, upon recommendations by the Commission and from funds appropriated by the Congress, 30 grants totaling \$350,670 were made by the Administrator to 22 universities, historical societies and other nonprofit organizations to help support 16 letterpress and 10 microfilm publication projects.