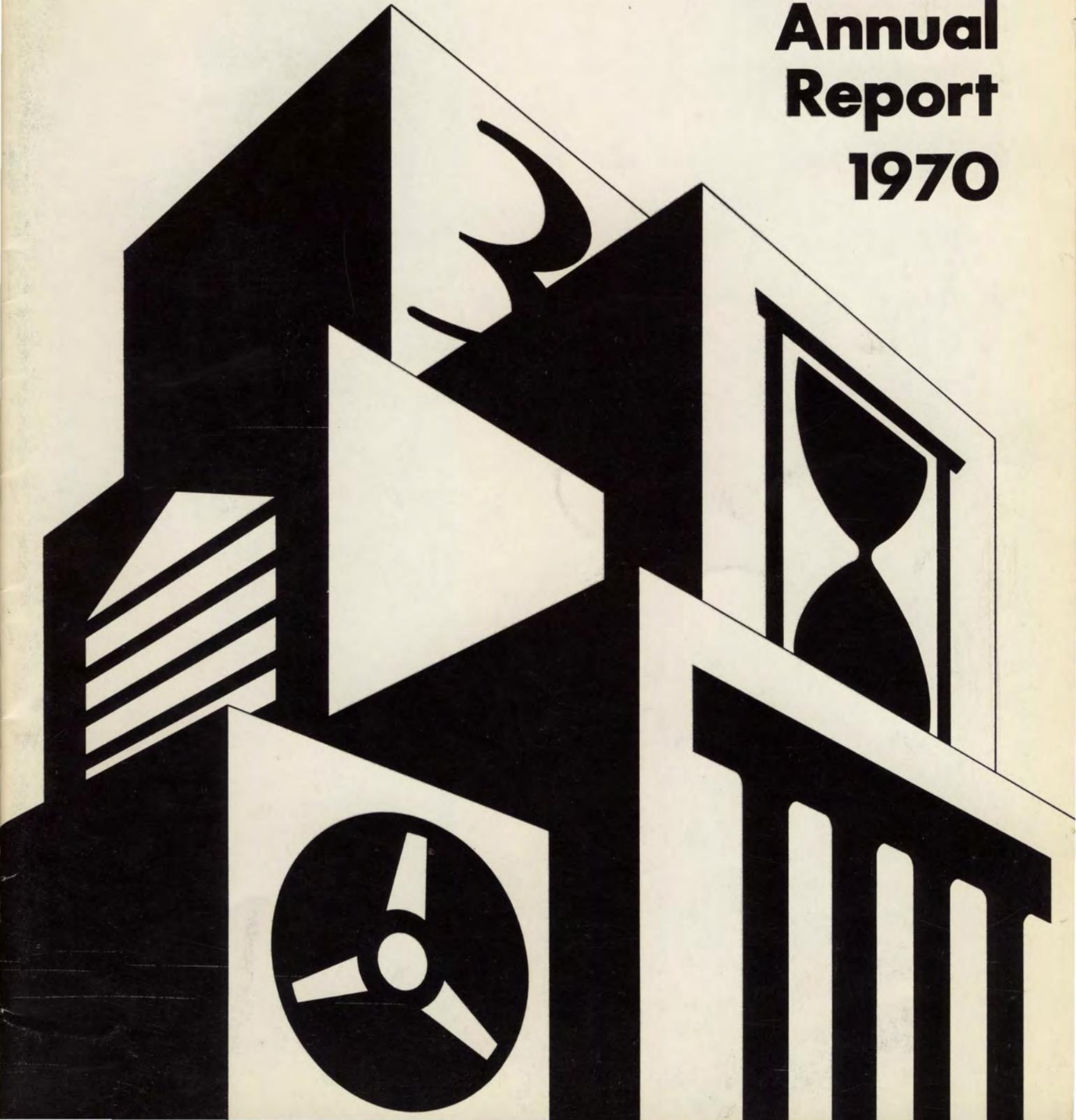
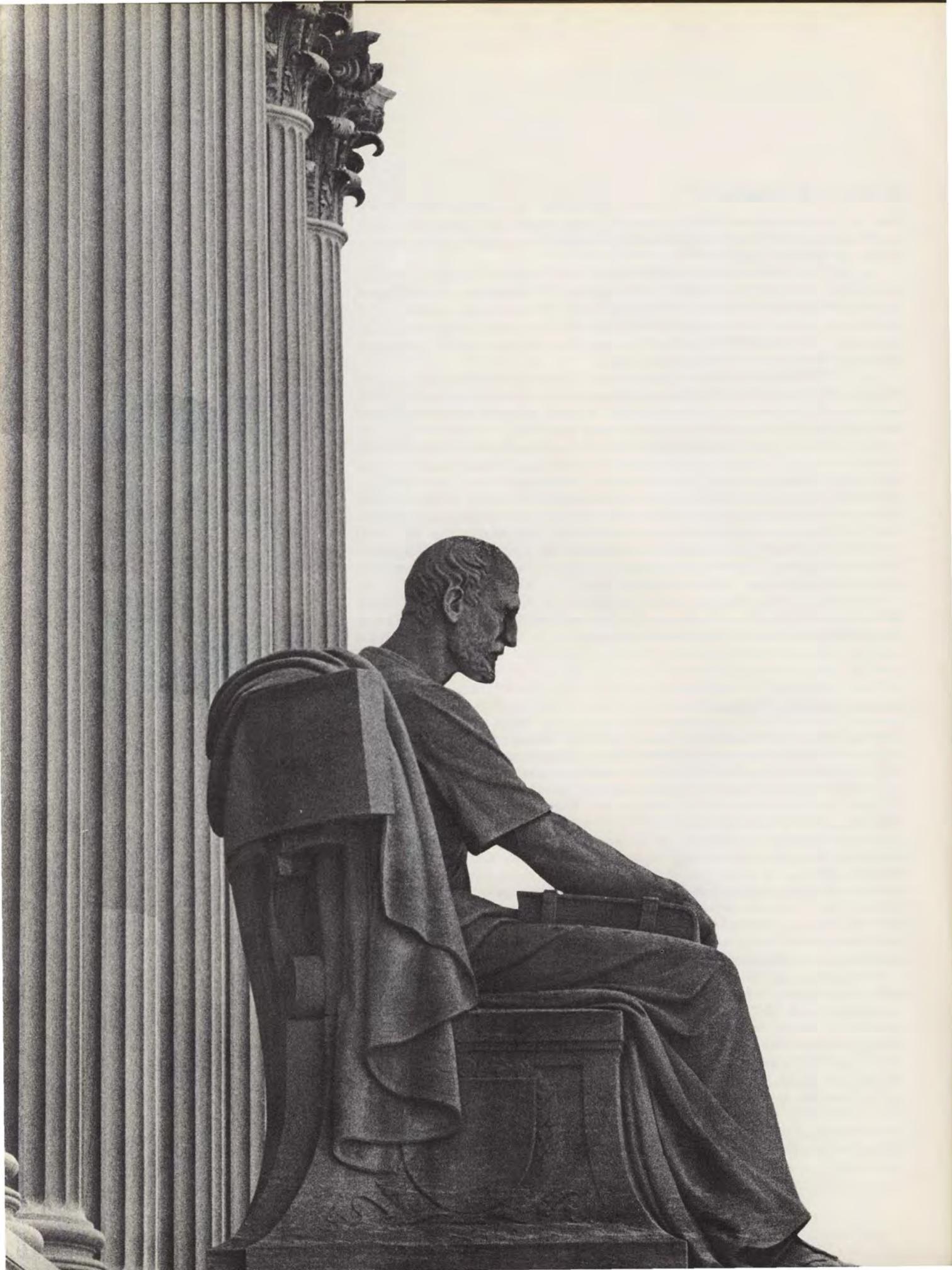


General
Services
Administration
Annual
Report
1970





National Archives and Records Service

The nation's memory, the collection of Federal records preserved by GSA's National Archives and Records Service, was consulted nearly 10 million times during fiscal 1970.

These reference services, as they are called by archivists, were performed for the benefit of other agencies, scholars, and the general public who needed to "look at the record" during the year. The archival materials consulted were either part of the permanently valuable records which constitute the National Archives, were papers held in a Presidential Library because of their close association with a President's administration, or were among the non-permanent records in a Federal Records Center.

The system of Federal archives extends far beyond the National Archives Building in Washington, D.C. It includes six Presidential libraries and 14 Federal Records Centers situated throughout the country.

In administering this archival network, NARS benefited from the advice of the Archives Advisory Council which met in October (1969) and in May (1970) for discussions of practices and policies affecting the preservation and availability for research of Federal records.

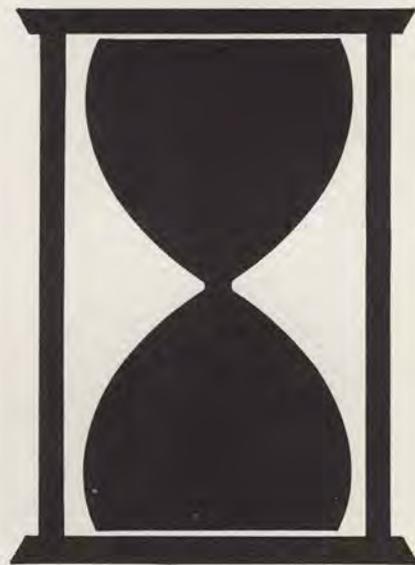
Three highlights of the year were:

—The holding of two scholarly conferences, "The History of the Territories" and "The National Archives and Urban Research," which attracted historians and other researchers from throughout the country.

—The steady growth and acceptance of *Prologue: The Journal of the National Archives*. The journal attained a paid circulation of 2,500 subscribers ranging from elementary schools to advanced research scholars.

—Participation in the planning for the nation's 200th birthday in 1976 and the activities preceding the Bicentennial.

As a member of the American Revolution Bicentennial Commission, the Archivist took part in the deliberations which led to the Commission's report to the President containing recommendations for the role to be played by the Federal Government in the celebration. The Archivist also extended a formal invitation to the International Council on Archives, of which he is an active member, to hold its 1976 meeting in Washington coincident with the Bicentennial. And to open the Bicentennial period, the National Archives unveiled a revised and redesigned Formation of the Union exhibit in the Main Hall



which traces the making of the United States through the Revolutionary and post-Revolutionary periods.

There were also these developments in major areas of NARS activities:

Researchers made considerably more use of the National Archives—the 969,434 cubic feet of Federal records of lasting value—than in the past. Reference services totaled 833,416 during the year as compared to 634,964 in the previous year. Most requests involved records held in the National Archives Building in Washington. But more and more original records, largely of regional value, have been assembled in regional Federal Records Centers where, separated from the more current records in the Centers and supplemented by microfilm copies of some of the most important historical material preserved in the Washington headquarters, they serve as regional archives, convenient to scholars and other researchers living in the areas served by the Centers. There was increased usage of those resources.

Legislation was enacted during the year amending the Records Disposal Act of 1943 to simplify procedures, transferring to the GSA Administrator the former Congressional responsibility for authorizing the disposal of Federal records.

Publication of the *Territorial Papers of the United States* resumed after a hiatus of several years. The first of two volumes on the Territory of Wisconsin was issued. The initial volume consists of 1,250 pages of documents and notes and 185 pages of indexes; it includes the Executive Journal of Wisconsin Territory for the period 1836-1839. In addition to this volume of selected documentation, the National Archives is issuing microfilm reels of substantially all the records of the Wisconsin Territory that are in the National Archives.

All restrictions imposed by Federal agencies on records turned over to the National Archives were reviewed and, wherever possible, eliminated. Restrictions based upon statutes and Executive Orders were rewritten to achieve greater clarity and simplified procedures for obtaining access to such records were prepared for publication.

During the year, a program was developed to restore or reproduce non-textual records whose condition has reached the critical point. More than one-third of the records are still photographs and motion pictures on nitrate-based film, hazardous and deteriorating rapidly. Many of them are original maps and aerial photographs and their continued preservation is required for legal as well as historical purposes.

The originals of the Constitution, the Declaration of Independence, and the Bill of Rights form the heart of an exhibit in the National Archives Building.



records management

The lion's share of reference services, naturally, are on records which remain in current use. Records sent by Government agencies to the Federal Records Centers usually are old enough to be retired from office space to low-cost storage space but young enough to require at least sporadic consultation.

During the year there were 9,146,360 reference services on the records in the 14 Centers. The records stored there totaled 10,528,000 cubic feet—more than one-third of all Federal records in existence.

During the year the Centers received 1,062,000 cubic feet of records from the various Federal agencies. No agency, incidentally, failed to use the Center network. Receipt of those records emptied 86,500 filing cabinets and cleared 690,000 linear feet of shelving. At the same time, their transfer freed nearly 850,000 square feet of office space. The cost avoidance: about \$9 million.

There is another important aspect of the records management program of NARS. As everyone knows, much of the work of the Federal Government is, perforce, paperwork—the processing of wide varieties of licenses, bids, tax returns, contracts, personnel actions, applications, claims, and the like. Some of this processing is on such a large scale that extensive systems and procedures analysis is a necessity.

Federal agencies needing help with their paperwork can ask NARS to send in a team of analysts. During the year more than 135 such requests were received and honored. For example, the Post Office Department desired assistance with mailing guidelines to expand the use of optical scanner and automated mail handling equipment. The Department of Transportation wanted to remove paperwork impediments to international trade. The Department of Health, Education, and Welfare sought a review of Medicaid information systems and of equipment used in processing disability insurance claims. The Internal Revenue Service asked for an analysis of the way its tax files were maintained in its seven massive Service Centers.

NARS teams went into these agencies and the other agencies requesting assistance. On the basis of estimates from the agencies served, costs of records operations were reduced by more than \$14 million by means of this professional records management assistance.

The Federal Records Center in Suitland, Maryland, maintained by GSA, contains 2.8 million cubic feet of records, enough to fill 583 boxcars.



the federal register system

Through its various publications, the Office of the Federal Register serves as the Federal Government's internal reporter of time future, time present, and time past.

Each daily *Federal Register* (averaging 80 pages per day in fiscal 1970) is devoted almost entirely to documents, such as agency regulations, having future effect.

The *Code of Federal Regulations* (50,000 pages) reports as of January 1 each year the permanent regulations.

The organization of the entire Federal Government, including the names of key officials, is reported as of July 1 each year in the *United States Government Organization Manual* (800 pages).

The *Public Papers of the President* (about 1,600 pages per year) record words spoken and written by a President during a calendar year.

Acts of Congress are presented daily in the Slip Laws and are permanently recorded in the *United States Statutes at Large*.

In order to help researchers such as archivists, historians, lawyers, and interested members of the general public locate what they need in the thousands of printed pages, the *Federal Register* annually publishes some 9,000 pages of guides, indexes, tabulations, and other special finding aids.

programs for the public

An exhibit on the Federal Government's role in the development of aeronautics and space exploration, a new series entitled "Films at the Archives," and the revised Formation of the Union exhibit were major attractions for the public.

The air and space exhibit, *Into the New Realm*, was opened formally on December 11, 1969, in tandem with a preview of a specially made film tracing America's accomplishments in powered flight from Kitty Hawk to the first walk on the moon.

The documentary, *Anatomy of a Triumph*, was the first in the new series of film presentations drawn principally from motion picture footage in the National Archives. Other programs featured documentaries on the modern city and on the Truman and Eisenhower Presidential Libraries.

The revised Formation of the Union Exhibit in the Great Hall was prepared during the year and opened, appropriately, on July 4, 1970. Centering on the Declaration of Independence, Constitution, and Bill of Rights, and including other key documents from the Nation's formative years, the exhibit provides a clear and concise account of the nation's beginnings. In conjunction with the exhibit, two new publications were produced: a narrative catalog which contains illustrations of part of every document in the exhibit and a facsimile portfolio of all pages of all documents in the exhibit.

Visitors to the National Archives Building during the year totaled 762,256.

national historical publications commission

The Archivist is chairman of this Commission, which is designed to stimulate the publication of the source materials of American history. During the year, upon recommendations by the Commission and from funds appropriated by Congress to carry out the program, 36 grants totaling \$327,754 were made to 27 universities, historical societies, and other nonprofit organizations. The grants will help support 17 printed and 10 microfilm publication projects.

Additionally, grants totaling \$179,984 were made from a fund given by the Ford Foundation to the National Archives to support printed editions of the papers of Benjamin Franklin, Alexander Hamilton, Thomas Jefferson, James Madison, and the Adams family. Other Ford Foundation funds were used to grant six fellowships in advanced historical editing. And another project supported by such funds was completed: a survey of the use of documentary source materials in the teaching of history at graduate levels.

presidential libraries

Both researchers and travelers are making increased use of the Presidential Libraries. Reference services provided during the year rose to a new high of 234,180 at the six libraries—including the Kennedy and Johnson Libraries which were not yet fully in operation.

Vacationing and traveling America made even more use of the Libraries. During the year 884,316 persons visited the museum sections of the Hoover, Roosevelt, Truman, and Eisenhower Libraries.

At the Eisenhower Library in Abilene, Kansas, there was an even greater outpouring of visitors to the Place of Meditation, the chapel-like building—apart from the rest of the complex—in which President Eisenhower was buried on April 2, 1969. Between that date and July 25, 1970, one million visitors stopped at the shrine. The millionth visitor turned out to be a vacationing Air Force man who works on Presidential aircraft at Andrews Air Force Base just outside Washington, D.C.

On June 3, 1970, the two millionth visitor entered the Eisenhower Family Home in Abilene which was opened to the public in 1947. And on July 8, 1970, the Truman Library in Independence, Missouri, welcomed its two millionth visitor since opening its doors in 1957.

Construction was either in progress or planned at five of the Presidential Libraries. At the Roosevelt Library in Hyde Park, New York, new wings were being built. The Lyndon B. Johnson Library was rising at Austin, Texas, and an addition to the Eisenhower Museum was under construction at Abilene.

Architectural plans were prepared for development of the Herbert Hoover Historic Site at West Branch, Iowa. At Cambridge, Massachusetts, the Massachusetts Bay Transportation Authority acquired a new site for its yards and pledged to move by 1972 from the location on the banks of the Charles River where the Kennedy Library is to be built. Meantime, the Kennedy Library was temporarily established in the Federal Records Center in Waltham, Massachusetts, and some of its holdings were opened to research.

A sidelight at Hyde Park: When it was noticed that the Firestone tires on FDR's old Ford were cracked and disintegrating, Leonard K. Firestone himself took an interest. He sent a repairman to the Roosevelt Library museum to seal, clean, and buff the tires on the car with its special equipment which enabled FDR to drive around his Hudson Valley estate despite his paralyzed legs.

Private groups such as the Herbert Hoover Oral History Project, the Harry S. Truman Library Institute, the Eisenhower Foundation, the John F. Kennedy Library, Inc., and the University of Texas—where the Johnson Library is being built—continued their active support of the various Presidential Libraries. There was a special gift to the Eisenhower Library from the Eisenhower Foundation: the \$23,307.33 proceeds from the First Nixon Anniversary Ball. Mrs. Dwight D. Eisenhower made the presentation.



Exhibits at the Presidential Libraries, including the Hoover (left) and Eisenhower (above), attract visitors from across the nation.



records symposium

It strains credibility, but on a single chip of microfilm, only two square inches, all 1,245 pages of a Bible can be recorded.

But we haven't seen anything yet. Microfilm technology not only has progressed to the point where it is routine to compress so much information in such a small space, but beyond.

Would you believe that by using a new laser ray recording method all of the information in the immense National Archives building in Washington could easily be contained in one room?

Along with the devices needed to retrieve the information?

And that specific information could be located in seconds?

It is true, although as yet hardly practical.

This and other methods of record compaction and retrieval were the theme of a two-day National Symposium on New Technology for Image and Data Recording conducted in June by GSA's National Archives and Records Service. It was the Archives' 16th semi-annual symposium, each dealing with a different phase of records management.

GSA, as the Government's principal recordkeeper, has a special responsibility to provide leadership in the pursuit of reducing record storage space and slicing retrieval time. It also has the responsibility, under the Federal Records Act, to help guide the Government in the efficient creation, maintenance, and disposal of recorded information. Finally, under the Brooks Bill, it is responsible for the economical procurement and utilization of computers. NARS is charged with all but the last responsibility, which is assigned to GSA's Federal Supply Service.

Most of the nearly 600 symposium registrants were from Federal Government agencies. All were involved in records management. The Archives' aim was to help them solve paper management problems in their agencies and to acquaint them with technical developments in the field.

No agency is without its paper problems. Today's information explosion has created so many records that our storage facilities are bulging. One solution lies in miniaturization, accompanied by an efficient computerized index for retrieving the records.

The symposium featured lectures on subjects ranging from Space Age Recordkeeping, to Holographic Optical Memories, to Data Recording Using Electron Beams, to Magnetic Bubble Technology, to Preservation and Restoration of Machine and Language Records.

The symposium dealt chiefly with pioneering efforts in record compaction which will affect the archives of the future.



As the Government's principal record-keeper, GSA makes extensive use of microfilm files and cameras at the Archives.

friis frozen in

Most archivists don't get stuck in the ice near the South Pole. But Herman Friis did.

He was aboard the Japanese icebreaker *Fuji* which lost one of its twin propellers and was imprisoned in the ice off East Antarctica for 23 days last February and March.

Actually, it wasn't an unlikely place for Friis to be. He has an interest in the area as Director of the Center for Polar Archives of the National Archives and Records Service, and as President of the Society for the History of Discoveries.

The National Science Foundation named him U. S. Exchange Scientist with the Japanese Research Expedition during the polar summer at the scientific station Syōwa on East Ongul Island in Lutzow-Holm Bay, East Antarctica.

Friis did detailed surveys of the area as part of a study of its physical characteristics. All was well until the return trip.

As the *Fuji* worked her way toward open water, Friis recalls, "Suddenly the ship's engines stopped and then for several minutes there was dead silence aboard as the chief engineer assayed the damage. The four blades of one of the two 15-foot diameter propellers had been sheared off by hard ice.

"It was impossible to move forward and the captain decided to conserve the one propeller until the ice opened and safe movement was assured."

The "safe movement" from the 30-foot thick ice didn't come for 23 days. Finally, a south wind opened the ice and the *Fuji* escaped and sailed north to Capetown.

Friis returned to the National Archives Building with copious notes about the Lutzow-Holm Bay area, supplemented by color photographs and motion picture footage he took, to provide the basis for a detailed geomorphological study.

He also brought back increased respect for the strength of polar ice.

archives yields tale of south carolina feud

Would you believe that President Andrew Jackson approved the pension request of a general (John Adair) with whom he once had a running feud?

Believe it, because the documentary evidence is among the millions of records of enduring value preserved in the National Archives in Washington.

A check of records relating to South Carolina Revolutionary War figures—in connection with South Carolina's 300th anniversary—turned up the information about Jackson's action on Adair's pension.

Since researchers know that many such historical nuggets can be found in routine documents, the Archives is flooded with some 1,200 mail requests a week for photocopies of the military service or pension application documents of men who fought in wars from the Revolutionary through the Spanish-American.

Adair fought in 14 Revolutionary War battles for South Carolina, later became a general and, still later, Governor of Kentucky. His feud with Jackson developed during the War of 1812. Jackson made charges of cowardice against a group of Kentuckians who were in the Battle of New Orleans, and for two years he and Adair exchanged vitriolic letters.

Yet, in 1832, when Jackson was President and Adair was a tottery 78 years old, the feud was forgotten, or at least overlooked. At the bottom of Adair's pension application was an approving and rather nostalgic note by Jackson. It's in Adair's file in the Archives and reads in part:

". . . It (Adair's account of his part in the war) accords with my recollections of the history of the times referred to. We were schoolfellows at Waxhaw Academy, I a boy, the General grown when he left it . . ."

Then, pouring it on, the President concluded that Adair served "under the Eagle of his country, fronted the battle storm and at the close of the war ranked as a major."

And General Adair received a \$600-a-year pension.



Herman R. Friis of the Archives checks for snow-covered cracks with a pole while crossing the Antarctic ice.

	Fiscal Year 1970	Fiscal Year 1969	Fiscal Year 1960
PUBLIC BUILDINGS			
New Construction Program:			
a. Design Starts (Millions of Dollars)	258.1	48.8	132.2
b. Design Completions (Millions of Dollars)	224.8	214.2	59.0
c. Construction Awards (Millions of Dollars)	34.7	86.1	156.2
d. Construction Completions (Millions of Dollars)	117.9	167.3	68.1
Buildings Management:			
a. Average Net Square Feet Managed (Millions)	203.3	198.2	119.8
Repair and Improvement:			
a. Repair and Improvement Appropriation:			
(1) Net Square Feet of R & I Responsibility (Millions)	187.0	187.2	115.6
(2) Obligations Incurred (Millions of Dollars)	77.0	72.9	53.1
b. Reimbursable Costs (Millions of Dollars)	68.9	43.4	NA
TRANSPORTATION AND COMMUNICATIONS			
Interagency Motor Pools:			
a. Number of Pools in Operation	97	97	55
b. Mileage (Thousands)	568,111	557,257	117,301
c. Number of Vehicles in Pool (June 30)	55,141	54,959	18,115
NATIONAL ARCHIVES AND RECORDS			
Number of Records Centers	14	14	15
Records in Inventory (Thousands Cubic Feet June 30)	11,550	11,119	5,764
Inquiries Handled (Thousands)	9,939	9,324	3,429

GSA In Brief...

Priceless Heritage

By merely pressing a button, the Constitution, the Declaration of Independence, and the Bill of Rights in the National Archives Building can automatically be lowered into a vault in 1½ minutes in the event of an emergency. If the power should fail, there are two standby systems utilizing batteries.

GSA's a Good Scout

GSA's Federal Supply Service provided thousands of folding chairs and kitchen equipment for 40,000 Boy Scouts at a jamboree in Farragut State Park, Idaho.

Presidential "Listening Walk"

GSA Administrator Kunzig was one of several key officials to take a "Listening Walk" in 1970 at the request of President Nixon. During a nine-hour, 11-stop tour of Miami on a hot July day, Kunzig listened on the President's behalf to the concerns and suggestions of blacks, refugees, drug addicts, senior citizens, and the silent majority on such subjects as housing, education, jobs, and recreation. He also signed a \$49,200 contract for 8,000 American flags to be produced by a Cuban exile-owned factory.

. . . "But he's older than I am."

A pleasant gentleman, pipe in mouth, entered the Federal Information Center in San Francisco and asked directions to the Passport Agency. The receptionist obliged and then, staring at the man, said, "Why, you look like Bing Crosby." Laughing heartily, the man said, "Oh, but he's older than I am." (It was, in fact, Bing Crosby.)

Need a Plane Ticket?

Government travelers in 11 Federal buildings can simply go down the hall and get one now that GSA has provided space for airline ticket offices in return for the airline bearing the administrative costs of issuing the tickets.

Yankee Ingenuity

The GSA manager of a Federal building in Green Bay, Wisconsin, solved an unusual problem in an unusual way. When citizens complained about the noise made by the metal clamps clanging against the flagpole on windy days, the buildings manager took two rubber teats from the automatic milking machine on his farm and attached them to the clamps.

Moon Men Furniture

GSA's Fort Worth office contributed to the Apollo 11 moon shot by providing three beds with bookcase headboards, nightstands, wardrobe chests, and lounge chairs for the astronauts in the quarantine quarters at the Manned Spacecraft Center in Houston.

Surprise Visitor

Mrs. Dwight D. Eisenhower, accompanied by Secret Service men, popped in unannounced at the Hoover Library in West Branch, Iowa, last September after spotting a library sign on the highway. After a 30-minute tour, Mrs. Eisenhower said, "I'm so glad Mr. Hoover lived long enough to receive the accolades he deserved."

Millions Saved

GSA's Office of Audits and Compliance received and responded to over 300 audit reports during the year. These reports contained recommended savings of some \$10 million. Example: when an auditor questioned the entire amount of a contractor's \$500,000 claim, the contractor withdrew the claim.

Purchaser of the Pill

Blushing a bit, GSA acknowledges that it is the largest purchaser of "The Pill" in the world.

For the past two years, GSA has had a sizeable purchasing program involving family planning items for the Agency for International Development. The value of the program in fiscal 1970 was \$3,695,370.

The items are shipped to the Philippines, Thailand, Taiwan, Jamaica, Indonesia, Nepal, India, and Pakistan. Among the items in 1970 were 11,666,000 birth control pills.

A Lot of Heat

Electricity used in the thousands of buildings operated by GSA consumes more than 750,000 tons of coal annually, enough to heat the homes in a city the size of Louisville, Kentucky, for a year.

Whopping Repair Bill

In fiscal 1970, \$77 million was obligated for the repair and improvement of the 5,365 Government-owned buildings for which GSA is responsible. While the main objective is to prevent deterioration and obsolescence, GSA is placing increased emphasis on providing facilities for physically handicapped persons and eliminating sources of air and water pollution. The buildings include post offices, courthouses, warehouses, records and archival depositories, Presidential Libraries, museums, border stations, mints, and office buildings.

Fill 'er Up

In keeping with President Nixon's goal of reducing pollution, GSA issued a directive in October requiring the use of unleaded or low-lead gasoline in Government-operated vehicles wherever possible. About 600,000 vehicles, which consume 270 million gallons of gasoline a year, are affected by the order.

Old as Well as New

GSA maintains and repairs some of the oldest buildings in the country. A number are over 100 years old, and one still in full use is 170 years old.

Battle Against Rust

One of the items supplied by GSA is used to combat rust on vehicles in the Federal fleet. It will cut down on the nation's rust bill which is an estimated \$10 billion a year, a large part of it resulting from the rusting of automobiles.

Aid to Guatemala

Following the slaying of West Germany's ambassador to Guatemala last spring, the AID Office of Public Safety called on GSA. The agency procured and shipped 22 trucks, valued at \$44,957, for the Guatemalan Civil Police.

Big Film "Industry"

In its first full year of operation, the Archives' National Audiovisual Center handled more than \$1 million in orders for film prints, filmstrips, slide sets, and foreign language tapes for Federal agencies and the public. The Center also loaned some 20,000 prints of motion pictures, began a film rental service, and handled thousands of inquiries about audiovisual materials.

Off the Market

A can of pesticide exploded, killing a young boy. The content label was facsimiled over the GSA network to the Food and Drug Administration in Washington, D.C. Analysis revealed the highly flammable and poisonous nature of the pesticide. It was ordered removed from the market within 72 hours.