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FIRST ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES
1934-1935

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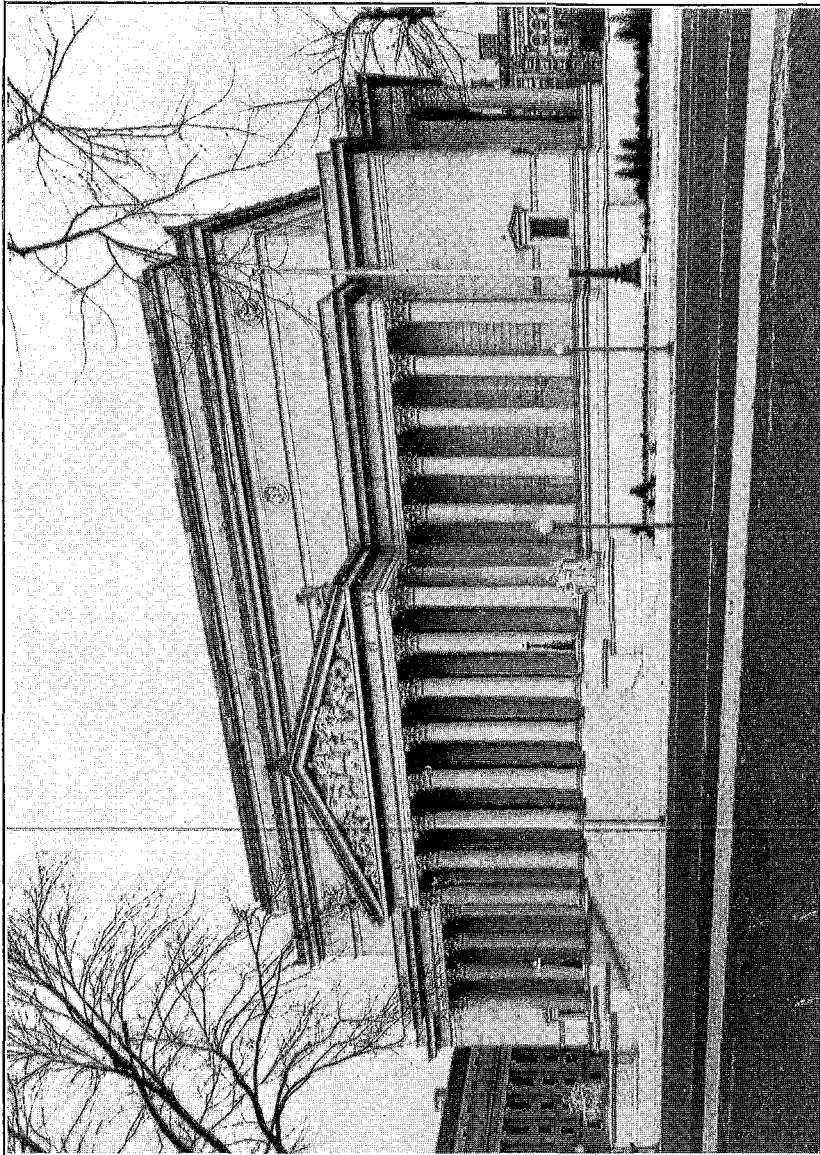
THE NATIONAL ARCHIVES

FIRST ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES

For the Fiscal Year Ending June 30
1935



THE NATIONAL ARCHIVES BUILDING.



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1936

PUBLICATION No. 1

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OFFICERS AND STAFF

(As of January 2, 1936)

GENERAL ADMINISTRATION

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

PROFESSIONAL DIVISIONS

Division of Accessions—Thomas M. Owen, Jr., Chief.
Division of Repair and Preservation—Arthur E. Kimberly, Chief.
Division of Classification—Roscoe R. Hill, Chief.
Division of Cataloging—John R. Russell, Chief.
Division of Reference—Nelson Vance Russell, Chief.
Division of Research—Percy S. Flippin, Chief.
Division of Motion Pictures and Sound Recordings—John G. Bradley, Chief.
Division of the Federal Register—Bernard R. Kennedy, Director.

ADMINISTRATIVE DIVISIONS

Division of Purchase and Supply—Frank P. Wilson, Chief.
Division of Personnel and Pay Roll—Allen F. Jones, Chief.
Division of Finance and Accounts—Allen F. Jones, Chief.
Division of Photographic Reproduction and Research—Vernon D. Tate, Chief.
Division of the Central Files—Virginia Wolfe, Chief.

LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,
Washington, D. C., January 2, 1936.

To the Congress of the United States:

In compliance with the provision of section 9 of the National Archives Act (Public, No. 432, 73d Cong., approved June 19, 1934), I have the honor to submit the first annual report of the Archivist of the United States, covering the fiscal year ending June 30, 1935.

Respectfully,

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

FIRST ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

The "Act to establish a National Archives of the United States Government, and for other purposes" was approved on June 19, 1934. This act creates the Office of Archivist of the United States and provides that the Archivist shall be appointed by the President by and with the advice and consent of the Senate. In accordance with this provision the President appointed an Archivist on October 10, 1934.

HISTORICAL STATEMENT

The problem of the archives, 1774-1800.—Since this is the first report of an Archivist of the United States, it seems appropriate to introduce it with a brief history of the movement that led up to the creation of his Office. The erection of the National Archives Building and the establishment of The National Archives marked the consummation of a movement for the scientific preservation and administration of the archives of the Government of the United States that was launched more than a century ago. The problem of the proper care of the public archives arose even before the organization of the Government itself. At its first meeting, the First Continental Congress, in 1774, conscious of the importance that posterity would attach to its proceedings, took the necessary steps to preserve the records of its deliberations and its actions. The result is found today in the 490 bound volumes of records that constitute the archives of the United States from 1774 to 1789, and, but for their preservation, our knowledge of the period of our history that gave us independence and constitutional government would be very meager indeed. Before the permanent removal of the seat of government from Philadelphia to Washington, in 1800, these archives had no permanent abiding place and were forced to keep up with the peregrinations of Congress from city to city, much to the inconvenience of the Government and to the damage of the records.

After the organization of the new Government under the Constitution and its subsequent removal to Washington, the problem of the preservation of the archives became even more acute. They increased rapidly, not only in volume but also in value, and there was not a single building in the new Capital City in which they could be safely deposited. This fact was sharply emphasized in 1800, when a fire destroyed a portion of the records of the War Department, and again in 1801, when the Treasury Department suffered a similar loss. A contemporary newspaper records that at the latter fire "the President of the United States was observed in the ranks for con-

veying water." Beyond ordering investigations into the causes of these fires and the extent of the damage to the records, Congress took no immediate action to remedy the situation.

The Archives Act of 1810.—The first step toward improving the condition of the archives was taken when Josiah Quincy, of Massachusetts, on February 21, 1810, moved in the House of Representatives the appointment of a committee "to inquire into the state of the ancient public records and archives of the United States, with authority to consider whether any, and what, provision be necessary for a more safe and orderly preservation of them, with leave to report by bill, or otherwise." In its report, dated March 27, 1810, the committee declared that in its investigation it found "all the public records and papers belonging to that period, antecedent to the adoption of the present constitution of the United States, in a state of great disorder and exposure; and in a situation neither safe nor convenient nor honorable to the nation." These records were stored in the garrets "of the public building west of the President's house", where also were deposited "all the public records, recent, as well as ancient, of the state, war and navy departments." The committee was satisfied "that this building does not contain sufficient room for the general accommodation of those departments; nor can enable a safe and orderly disposition of the public records; so long as it is permitted to be occupied as it is at present." Upon its recommendation Congress passed an act, approved by the President on April 28, 1810, making an appropriation for the construction in the building west of the President's house of "as many fire-proof rooms as shall be sufficient for the convenient deposit of all the public papers and records of the United States, belonging to, or in the custody of the state, war or navy departments" (2 Stat. L. 589). This act may quite appropriately be called our first National Archives Act.

Movement for a Hall of Records.—The act of 1810, however, did not solve the problem. During the next half century the Nation grew by leaps and bounds, its archives increased in proportion to the growth of the country, and as they increased in volume and in value the conditions under which they were kept became more and more precarious. Fires in 1814, 1833, 1877, and at other times, destroyed valuable public records. The danger from fire hazard is clearly shown by a report of the fire marshal of the District of Columbia, laid before Congress in 1915, which listed 250 fires that occurred between 1873 and 1915, inclusive, in Government buildings located in the District. Losses and destruction of archives were also caused by the frequent removal of records from one place to another, and by dampness, heat, and insects. Stamp collectors, autograph dealers, and thieves mutilated or purloined valuable documents. In one case an official of the Government sold to a junk dealer 400 tons of official records—he needed the space for his office force!

The conditions under which the archives were kept were frequently described by officials of the Government, who intermittently recommended remedial legislation. Following a destructive fire in the building of the Department of the Interior on September 24, 1877, President Hayes appointed a commission "to examine the several public buildings in this city and determine the nature and extent of

their security against conflagrations and the measures to be taken to guard the buildings and their contents from destruction or damage by fire." In a special message to Congress of December 10, 1877, transmitting the report of this commission, the President said:

The records of the Government constitute a most valuable collection for the country, whether we consider their pecuniary value or their historical importance; and it becomes my duty to call your attention to the means suggested for securing these valuable archives, as well as the buildings in which they are stored. The commissioners have performed their duties intelligently and faithfully. Their recommendations are fully concurred in by me and commended to the favorable consideration of Congress.

In his Annual Message of 1878, and again in that of 1879, President Hayes returned to the subject to recommend to Congress a plan suggested by the Quartermaster General of the Army and approved by the Secretary of War for "a cheap building * * * as a hall of records * * * perfectly fire-proof * * * to cost about \$200,000."

Congress, however, seems not to have been greatly impressed until fires that broke out in the War Department in December 1880 and in February 1881 brought the need of action more sharply to its attention. On February 10, 1881, accordingly, the Senate passed an archives bill, but the expiration of the Forty-sixth Congress, on March 3, prevented its consideration by the House. Between that date and 1912, 42 archives bills were introduced in one House or the other. These bills had the support of nearly every member of the Cabinet and of the several Presidents. President McKinley, in his Annual Message to Congress on December 3, 1900, summed up their views in the following statement:

I am very much impressed with the statement made by the heads of all the Departments of the urgent necessity of a hall of public records. In every departmental building in Washington, so far as I am informed, the space for official records is not only exhausted, but the walls of rooms are lined with shelves, the middle floor space of many rooms is filled with file cases, and garrets and basements, which were never intended and are unfitted for their accommodation, are crowded with them. Aside from the inconvenience there is great danger, not only from fire, but from the weight of these records upon timbers not intended for their support. There should be a separate building especially designed for the purpose of receiving and preserving the annually accumulating archives of the several Executive Departments. * * * I urgently recommend that the Congress take early action in this matter.

Despite the refusal of Congress to pass an archives bill, the movement had continuously gathered momentum. Congress frequently called for reports on the subject, and these reports, together with discussions of the problem, both within and without Congress, gradually enlarged the ideas of executive officials, of legislators, and of the general public as to the requirements of an adequate archives establishment for a great nation. In 1878 it seemed to the Secretary of War that these requirements would be met by "a cheap building * * * to cost about \$200,000"; in 1898 the Secretary of the Treasury placed the cost of an archives building proportioned to the requirements of the Government at \$1,200,000; and 2 years later he raised his estimate to \$3,000,000.

These changes in the official conception of an adequate archives establishment, important as they were, related only to the size and character of the physical plant required to house the Nation's ar-

chives. Even more important, if more slowly evolved, was the change that was gradually taking place in the conception of the functions of such an establishment. During the first 30 years of the movement, the proponents of a "Hall of Records" seemed to be thinking only of a building of the warehouse type, to be used primarily for storage purposes; never, so far as the records show, did it occur to any of them that another and equally important object of an archives establishment was the efficient administration of its collections for the service of the Government and of scholars.

The storage idea dominated the thinking of Government officials on the archival problem down to 1908. In that year the Council of the American Historical Association pointed out that the lack of provisions for the "orderly keeping of these public documents" made them "unavailable for historical work", and appointed a committee of distinguished historians to call the attention of the President and of Congress to the importance that an archives establishment "would have for researches in American history." In 1910 the Association adopted the following resolution:

The American Historical Association, concerned for the preservation of the records of the National Government as monuments of our national advancement and as material which historians must use in order to ascertain the truth, and aware that the records are in many cases now stored where they are in danger of destruction from fire and in places which are not adapted to their preservation, and where they are inaccessible for administrative and historical purposes, and knowing that many of the records of the Government have in the past been lost or destroyed because suitable provision for their care and preservation was not made, do respectfully petition the Congress of the United States to take such steps as may be necessary to erect in the city of Washington a national archive depository, where the records of the Government may be concentrated, properly cared for, and preserved.

A memorial was accordingly prepared, presented to the Senate, and ordered to be printed. Other historical and patriotic societies joined actively in support of the movement.

The idea of service to Government officials and to scholars as a primary function of a national archives establishment gave a new slant to the movement and stimulated a livelier interest in the proposal than had been aroused by official representations, which through constant repetition had tended to become perfunctory.

The period of agitation was now drawing to a close. The year 1913 marked the turning but not the end of the road. In that year Congress authorized the Secretary of the Treasury to have plans and specifications prepared for a fireproof national archives building to cost not over \$1,500,000. These plans, however, were not to be completed until inspection should be made of the best modern national archives buildings in Europe and consultation had with the best European authorities on the construction and arrangement of such buildings (37 Stat. L. 884). The outbreak of the World War prevented the execution of this provision of the act, and in 1916 Congress authorized the preparation of the plans "without such inspection and consultation in Europe" (39 Stat. L. 241). But then came the entrance of the United States into the war, and another decade of delayed hopes followed, marked by an accumulation of Government records at a vastly accelerated rate, which drove executive officials almost to frenzy in vain efforts to find space for both their files and their office forces.

This situation, of course, increased the pressure on Congress for an archives building. In the meantime, in 1916, Congress had taken steps to provide more adequate quarters for the departments of the Government through a great public buildings program. Temporarily halted by the entrance of the United States into the World War, this program was revived and considerably expanded after the war. In his Budget Message of 1923, President Coolidge recommended to Congress "the enactment of legislation which will authorize a reasonable progressive building program to meet the needs of executive departments and establishments of the Government in the District of Columbia." He repeated this recommendation in his Budget Message of 1924. In that of 1925, he more specifically urged upon Congress the construction of "additional federal buildings at the seat of government in order to adequately house and operate the business of the Government and protect its employees and records."

This recommendation was carried into effect by the "Act to provide for the construction of certain public buildings, and for other purposes", approved May 25, 1926 (44 Stat. L. 630-635). The Second Deficiency Act, approved July 3, 1926, contained an appropriation of \$6,900,000 for a National Archives Building (44 Stat. L. 874). This sum was later increased to \$8,750,000 (45 Stat. L. 1044). The Public Buildings Commission designated the National Archives Building "as the third project in the triangle development." The site selected is that portion of the Federal Triangle bounded on the north by Pennsylvania Avenue, on the east by Seventh Street, on the south by Constitution Avenue, and on the west by Ninth Street. Ground for the building was broken on September 9, 1931, and the cornerstone was laid by President Hoover on Monday, February 20, 1933.

THE NATIONAL ARCHIVES BUILDING

The construction of the National Archives Building, though not completed, had reached an advanced stage by the close of the year covered by this report. The following description of the building and of its sculptural and mural decoration was furnished by the office of the architect, John Russell Pope, of New York:

The building.—The importance of a building to contain the permanent records of the National Government, its consequent associations with the great monuments of Washington, its unique and prominent site are considerations that dictate the design, style, and character of the building.

In relation to Constitution Avenue, the Archives Building will be centered on the cross axis of the Mall, established in the Washington Plan of 1901. In relation to Pennsylvania Avenue, the building will be a point of interest halfway between the Capitol and the Treasury Building.

The intersection of Indiana Avenue with Pennsylvania Avenue at Eighth Street forms a rectangular plaza, on which the north facade of the Archives Building will face. The center of this facade will also be the focal point of the Eighth Street vista from the Patent Office.

In effect, the Archives Building will be rectangular in form, with a colonnade in the Corinthian order, 52 feet high, on each of the four facades. The center of the colonnade on the Constitution Avenue side will be accented by a pediment and a portico eight columns in width and four columns in depth. The portico will be the entrance to the building from Constitution Avenue. There will be a similar portico, two columns in depth, to accent the colonnade above the entrance on the Pennsylvania Avenue facade.

The building is in classical style to harmonize with the Capitol, the White House, the Treasury Building, and the Lincoln Memorial. In keeping with the principle of expressing in the architecture the significance and safety of the various records to be deposited in the Archives Building, materials for the exterior were selected with permanence as the paramount consideration.

Regarding the interior treatment, the public Exhibition Hall, which is entered through the portico on Constitution Avenue, has been designed in monumental proportions in character with the exterior, with the aim always in mind that the general public is to gain from these features a proper realization of the significance and importance of the building itself as a complete record of the history of the National Government. The hall, which is planned for the display of documents of particular public interest, is semicircular in shape, and its ceiling is a half dome 75 feet above the floor. The decorations and materials of this hall will be in keeping with its purpose and character.

The portion of the building facing Pennsylvania Avenue is to be occupied by the administrative offices, of which there are seven floors. Included in this section is the public information room, which resembles in purpose and function the reference room of a large library. Adjoining it at either end are rooms planned to have a book capacity approximating forty thousand volumes of reference works.

Spaces for the handling of archival material, together with the various offices for the Archivist and his staff, are distributed throughout the upper floors of the administrative section. The large cataloging unit to take care of the segregation, recording, and indexing of all papers and records is also included in this section, as is the projecting room for the showing of motion pictures, which comprise a part of the records to be stored in the building.

The greater portion of the building consists of many tiers of modern-type file stacks, where the official documents of the Government that are to be retained will be permanently located in a carefully studied classification, which will provide ready access to the documents by historians, Government officials, and others.

The sculptural decorations.—In view of the classic spirit in which the design of the building was conceived, it was considered essential by the architect and the sculptors that allegory rather than realism be the means of conveying the significance of the sculptural decoration as described below.

The north and south pediments surmounting the eight-columned porticos on each of the main facades are 118 feet long, measured from end to end of the entablature. The area occupied by the sculptural decoration in these pediments is approximately 106 feet long, with a rise at the center of 18 feet. Very few larger pediments than these have been constructed either here or abroad. Two that come to mind are those on the New York County Court Building and the New York Stock Exchange Building.

The sculpture on the north or Pennsylvania Avenue pediment is the conception of Adolph Alexander Weinman, who has executed many important works of like nature. His description of the meaning and symbolism contained in this beautiful group of sculpture is as follows:

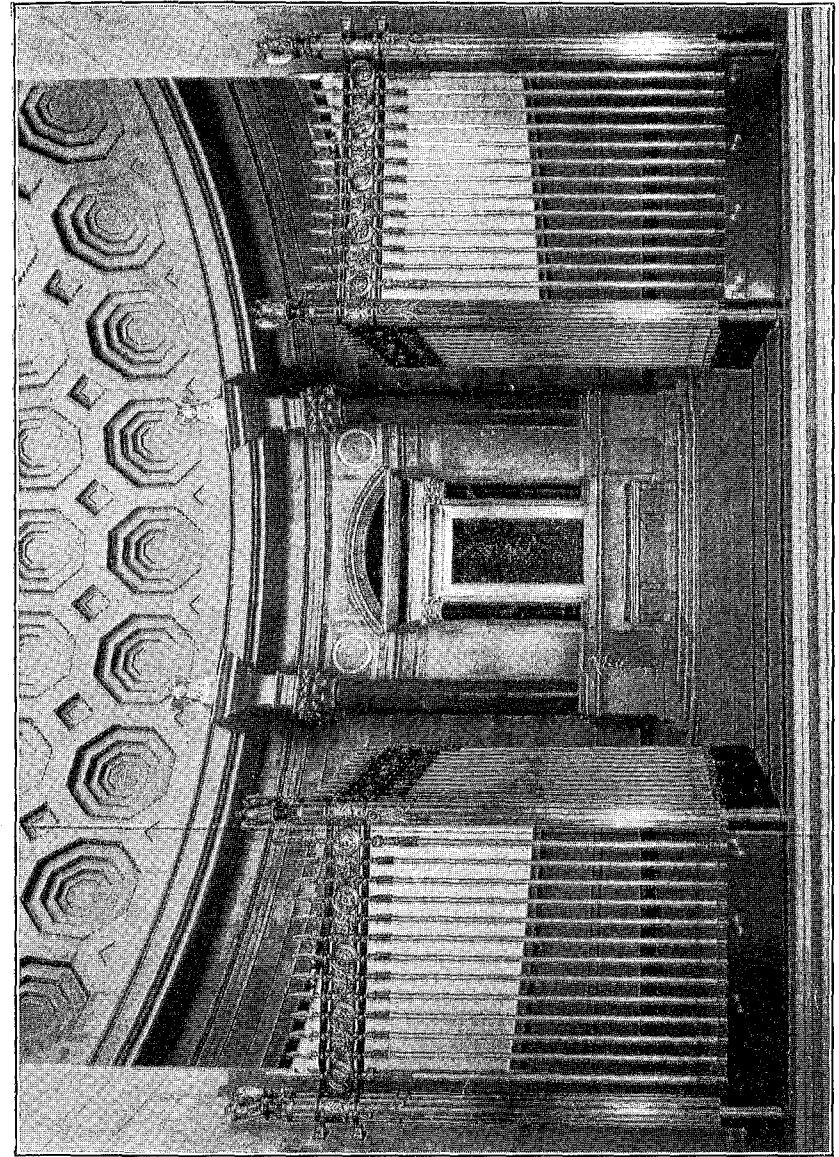
"The dominant central figure represents 'Destiny', flanked on either side by eagles mounted upon the fasces, the symbol of the strength that lies in unity. The eagles are used here as both the national symbol and that of 'Lofty Courage.' The two-winged genii appearing above are the 'Bearers of the Fire of Patriotism.' The whole of this central motif is crowned with a band of stars.

"At the left of this central group is the massive portrayal of a mounted husbandman accompanied by a female figure carrying the distaff and branches of olive and the palm, signifying both victory and peace. This group symbolizes 'The Arts of Peace.'

"Opposite this, at the right of the central group, is shown a warrior mounted upon a powerful charger, accompanied by a warrior carrying the swords of vanquished enemies, the group being symbolic of 'The Arts of War.'

"Following this to the right, is shown a group of four figures, two philosophers in contemplation of a crowned skull and sword and a kneeling figure and child with the scroll of History. This group symbolizes 'The Romance of History.'

"Opposite this, to the left, is shown a group of four figures, the savant, a female figure with the torch of enlightenment, a child carrying a garland of flowers, and a kneeling male figure with a harp, singing 'The Song of Achievement.'



THE EXHIBITION HALL.

"In the extreme ends of the composition are shown two griffins, one with a casket of documents, the other with a sealed book. They symbolize 'Guardians of the Secrets of the Archives.'

"In short, the composition may be described as follows: 'Destiny' flanked on either side by 'The Arts of Peace' and 'The Arts of War.' These are in turn flanked by groups representing 'The Romance of History' on the right, and 'The Song of Achievement' on the left. The ends are terminated by the 'Guardians of the Archives.'

The Pennsylvania Avenue doorway, in the simple granite base of the north portico, is flanked on either side by two figures in Roman armor representing "The Guardians of the Portal." They are carved in high relief on single slabs of granite the full height of the door itself.

To the right and left flanking the portico at each end of the paved terrace are two massive seated figures upon granite pedestals. The aged male figure, to the right when one looks toward the building, represents "The Past" with the closed book of history on his knees. He gazes retrospectively, "Down the Corridors of Time." Inscribed on a panel on the granite pedestal below is the legend, "Study the Past." On the left of the portico and balancing the male figure is a female figure, young and beautiful of countenance, representing "The Future." She is lifting her eyes from the empty pages of the open book she holds and gazing with profound contemplation into the future. Inscribed on the pedestal under this figure is a quotation from Shakespeare, "What is Past is Prologue."

The two pedestal figures and those flanking the doorway are the work of the noted sculptor, Robert Aitken, as are also 7 of the 13 medallions located in the frieze adorning the upper portion of the main block of the building.

These medallions, 8 feet in diameter, represent the Senate, the House, the 10 major departments of the Government, and the Nation. The central medallion on the Pennsylvania Avenue front contains an eagle and a shield, emblematic of the Nation. The other four medallions on Pennsylvania Avenue, from left to right, are emblematic of the following departments and divisions of the Government:

Labor—represented by a youthful figure with the attributes of industry: A hammer, the wheel of progress, and an anvil.

The House of Representatives—symbolized by a figure holding a mace, the emblem of the House, with documents and books in the background.

The Senate—represented by a figure holding the fasces of Government and a book containing the laws of the Nation.

The Post Office Department—represented by a mail bag and a winged sphere, signifying speed in transmission.

On the Ninth Street side are two more medallions flanking an inscription. At the right is Agriculture holding a sickle and a sheaf of wheat, and at the left is Justice with the statute books of the Law and "The Reins of Guidance."

The pediment on the Constitution Avenue side, the figures on either side of the steps, and the remaining six medallions in the frieze are the work of James Earle Frazer. Many other noteworthy examples of Mr. Frazer's work exist in Washington and other parts of the country.

The central figure in the pediment represents "The Recorder of the Archives." This figure is seated high on an architectural throne, which rests on recumbent rams, symbols of parchment. Above the rams runs a decorative frieze formed on the flower of the papyrus plant, symbol of paper. These two mediums, parchment and paper, make possible the housing of the documents of a great nation in a single building.

Attendant figures at either side of the Recorder are represented as receiving documents. Against representations of Pegasus, the winged steed, symbolic of Aspiration, are figures bringing forward such inspired documents as the Constitution and the Declaration of Independence and others of great literary or historical value. Beyond these are groups represented as gathering and contributing records and documents of lesser importance. The groups of dogs at either end are the symbols of guardianship.

At either end of the steps leading to the great doorway are two large granite pedestals surmounted by powerful figures representing Heritage and Guardianship.

The female figure at the left symbolizes Heritage as it relates to the primary purpose of government in the preservation of the home. The mother is holding a child and a sheaf of wheat, while her left hand rests on a jar, the symbol

of the Home. The inscription on the pedestal is, "The Heritage of the Past is the Seed that brings forth the Harvest of the Future."

The male figure at the right side of the steps is expressive of Guardianship, not aggressive, but watchful. The helmet of Protection is held in one hand, while the other clasps a sheathed sword and the fasces, the symbol of unified government. The inscription under this figure, attributed to Thomas Jefferson, is, "Eternal Vigilance is the Price of Liberty."

The four medallions in the frieze on Constitution Avenue as viewed from left to right represent the following departments of the Government:

War—a helmeted and powerful figure with an arm resting on a sword.

State—a bearded figure with attendant parchments and documents.

Treasury—a figure with symbolic attributes pertaining to the monetary wealth of the Nation.

Navy—a figure holding a model of a ship with various maritime accessories grouped about it.

On the east or Seventh Street side the left medallion contains the figure of Commerce grouped with various articles relating to trade. The right medallion and the last of the 13 to be described represents the Department of the Interior by a seated figure with attributes indicative of the natural resources of the Nation.

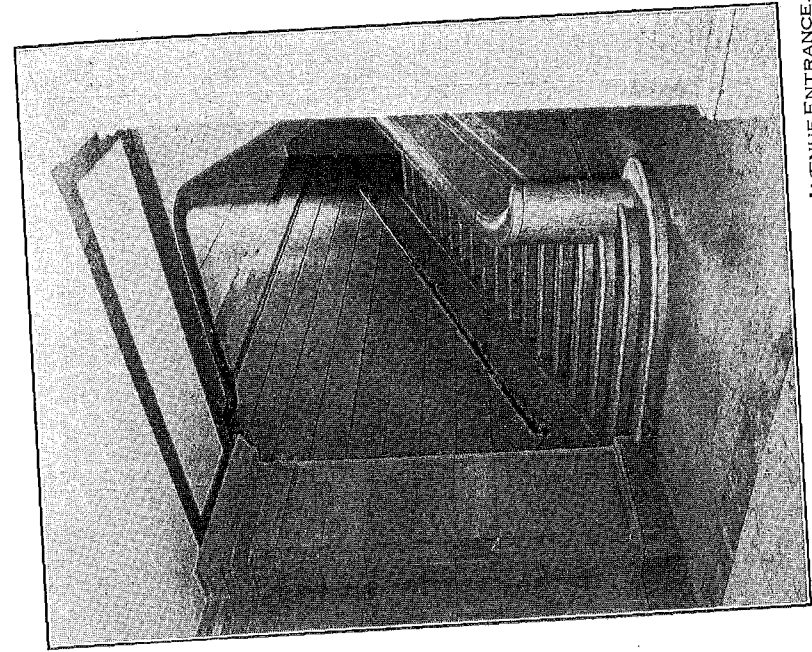
In the marble floor of the foyer just within the great doorway on Constitution Avenue is a bronze circular inlay in low relief. Within it are four winged figures with allegorical attributes significant of Legislation, Justice, History, and War and Defense—subjects reflected in the documents to be preserved in the building. The figures are separated by discs containing further appropriate devices of a similar character.

The murals.—The murals to be installed in the Exhibition Hall are described by the artist, Mr. Barry Faulkner, of New York, as follows:

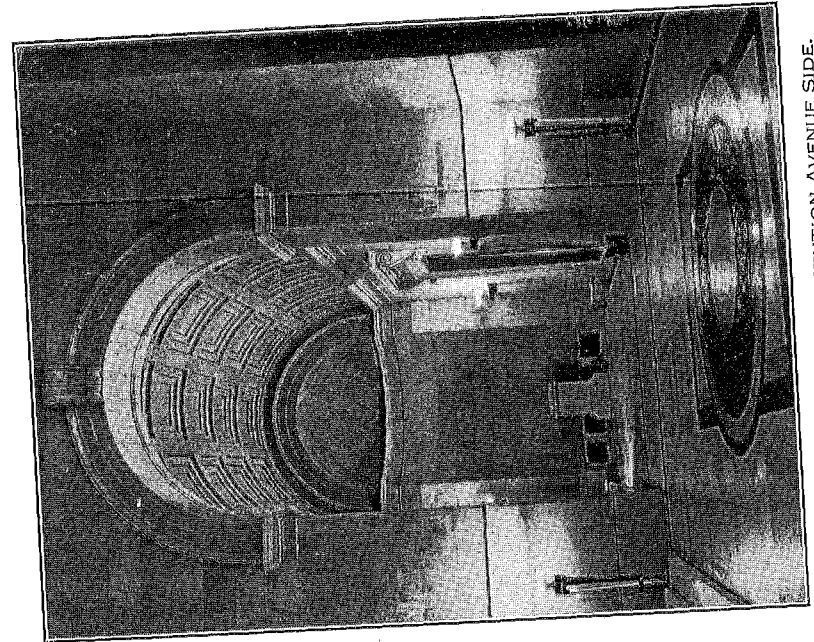
"The two decorations for the Exhibition Hall of the National Archives Building represent 'The Declaration of Independence' and 'The Constitution.' The subject portrayed in 'The Declaration' is Jefferson and his committee—Franklin, John Adams, Sherman, and Livingston—submitting the Declaration to the presiding officer, John Hancock. In 'The Constitution' Madison submits the Constitution to Washington and the Convention.

"The portraiture has been faithfully based on authentic pictures and busts. The members of the major committees—such as those of the Continental Congress for a Declaration of Independence and to draft Articles of Confederation and those of the Constitutional Convention on compromise, for the first draft of the Constitution, and for the final draft—have been grouped together."

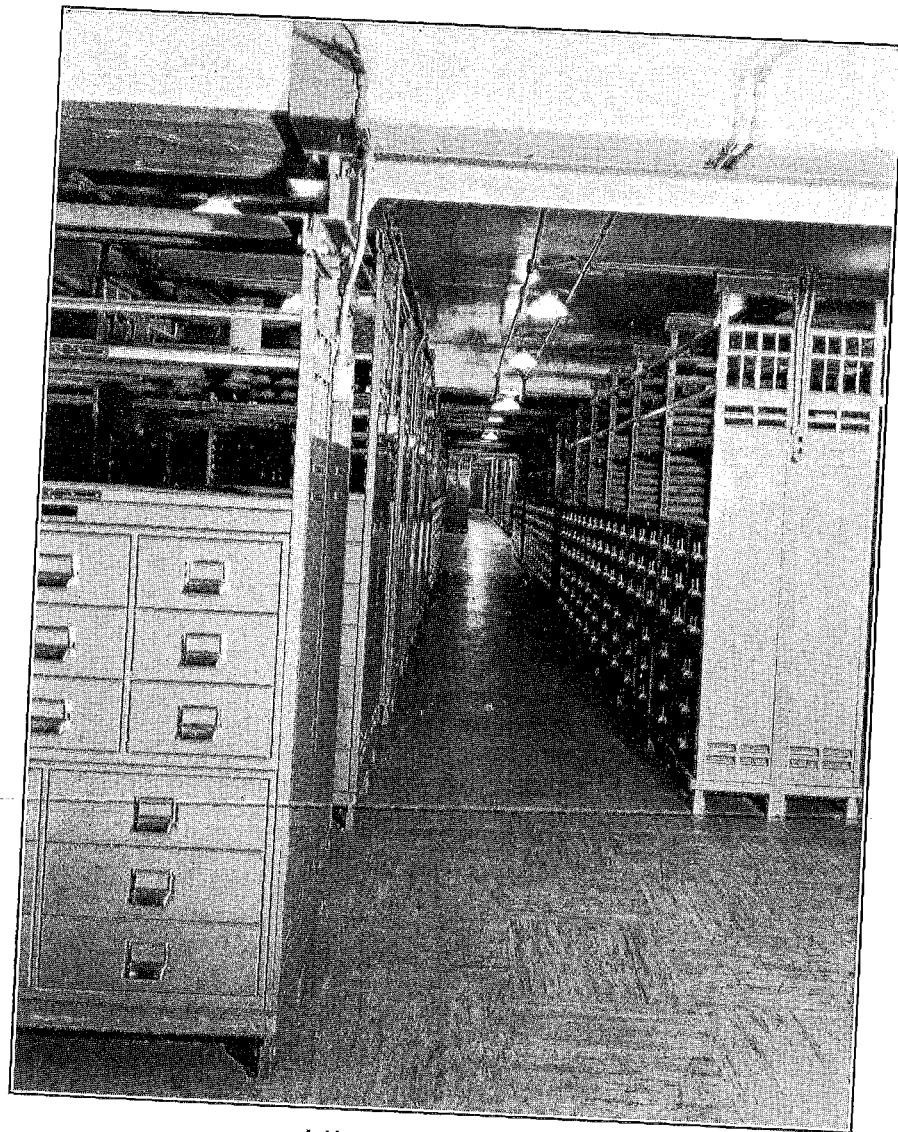
Capacity and protective system.—The working capacity of the National Archives Building is made up of the stack units and the spaces occupied by the various clerical and administrative sections of the organization. The original contract provided for the construction of only a part of the stack units. Excluding the Exhibition Hall, public corridors, foyers, general lobbies, and the like, the areas in cubic feet and square feet as prepared by the Procurement Division from the architect's drawings are estimated as follows:



A STAIRWAY NEAR THE PENNSYLVANIA AVENUE ENTRANCE.



THE FOYER ON THE CONSTITUTION AVENUE SIDE.



A VIEW IN THE STACKS.

	Contents, cubic feet		Floor areas, square feet	
	Gross ¹	Net ¹	Gross ¹	Net ¹
Stack space (present building)-----	3, 974, 255	2, 701, 196	433, 066	373, 581
Stack space (extension)-----	3, 376, 789	2, 914, 707	389, 730	384, 284
Total stack space-----	7, 351, 044	² 5, 615, 903	822, 796	757, 865
Working space other than stack units-----	1, 575, 835	-----	101, 342	-----
Grand total of working capacity of building as extended-----	8, 926, 879	-----	924, 138	-----

¹ The gross figures for stack space include portions thereof used for division offices, stack elevators, circulation, and the like. In the net figures these portions are excluded.

² Of the 5,615,903 net cubic feet of stack space, 2,153,821 cubic feet will be available for stack equipment for documents. The rest of the space will be required for passageways around the stacks.

The building will be equipped with all the necessary facilities for the safe handling and for the physical preservation of archives that modern science can suggest. A ramp running from Seventh Street to the basement will enable trucks transferring documents from their present depositories to the National Archives Building to deliver their cargoes in safety to a large receiving room, where they will be carefully checked, and whence the documents that require cleaning, fumigation, or repair will be sent to the Division of Repair and Preservation. From this Division or the receiving room, elevators will carry the documents to their places in the stacks. Each stack section will be like a sealed room, into which no person except employees of The National Archives will be permitted to enter. Any person attempting to enter except during working hours will immediately set off an electric alarm, which will give warning to the office of the captain of the guard. Frequent inspection of the stacks by watchmen, together with an automatic electric fire-alarm system, will afford protection against fire. The building will be air-conditioned throughout, and the temperature, the humidity, and the chemical content of the air will be so regulated as to prevent deterioration of papers stored in it. Sunlight will be excluded from the stacks. By these and other devices, it is believed, the chances of loss of or damage to records by theft, fire, insects, dampness, exposure to sunlight, or in any other way, will be reduced to a minimum.

THE NATIONAL ARCHIVES ACT

In anticipation of the early completion of the National Archives Building, the Seventy-third Congress passed the Bloom-McKellar bill (H. R. 8910), which became the National Archives Act, ap-

proved June 19, 1934 (48 Stat. L. 1122-1124). This act creates the Office of Archivist of the United States (sec. 1), a National Archives Council (sec. 6), and a National Historical Publications Commission (sec. 5). The two major objectives of The National Archives are: (1) the concentration and preservation in the National Archives Building of all inactive archives of the Government of the United States of such administrative value or historical interest that they must be preserved over a long period of time, or permanently; and (2) the administration of such archives so as to facilitate their use in the business of the Government and in the service of scholarship.

Powers and functions of the Archivist.—To enable the Archivist to attain the objectives of the National Archives Act, he is given charge and superintendence over all archives or records belonging to the Government of the United States, legislative, executive, judicial, and other, which shall be approved by the National Archives Council for transfer to the National Archives Building (sec. 3); and he is required to perform the following duties and functions:

(1) To appoint all persons to be employed in The National Archives, except those with salaries of \$5,000 or over, who are to be appointed by the President by and with the advice and consent of the Senate (sec. 2).

(2) To inspect personally or by deputy the archives "of any agency of the United States Government whatsoever and wheresoever located" (sec. 3).

(3) To requisition for transfer to, and to store and preserve in the National Archives Building all archives or records approved for such transfer by the National Archives Council (sec. 3).

(4) To make regulations for the arrangement, custody, use, and withdrawal of materials deposited with The National Archives (sec. 3).

(5) To exercise immediate custody over and control of the National Archives Building and such other buildings, grounds, and equipment as may hereafter become a part of the National Archives establishment (except as otherwise provided by law) and their contents (sec. 4).

(6) To serve as chairman of the National Historical Publications Commission in making plans, estimates, and recommendations for such historical works and collections of sources as seem appropriate for publication or otherwise recording at public expense (sec. 5).

(7) To serve as a member of the National Archives Council, which is charged with the duties of defining what classes of material shall be transferred from the several agencies of the Government to the National Archives Building and of making regulations governing such transfer (sec. 6).

(8) To provide for the acceptance, storage, and preservation of motion-picture films and sound recordings pertaining to and illustrative of the history of the United States and to "maintain a projecting room for showing such films and reproducing such sound recordings for historical purposes and study" (sec. 7).

(9) To make recommendations to Congress regarding the disposal of papers and other documents among the archives and records of the Government "which appear to have no permanent value or historical interest" (sec. 9).

(10) To direct the expenditures of all appropriations for the maintenance of the National Archives Building, for the administration of the collections, for other expenses of The National Archives, and for the expenses of the National Historical Publications Commission (sec. 10).

The National Archives Council.—The National Archives Council is composed of the Secretary 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. Authority is granted to this Council to "define the classes of material" to be transferred to the National Archives Building and to "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 such lists of papers and documents to be destroyed or otherwise disposed of as the Archivist may have prepared for transmission to Congress (sec. 9). No meeting of the Council was held during the year covered by this report.

The National Historical Publications Commission.—This Commission, like The National Archives, with which it is closely affiliated, is the result of long and careful forethought. Its genesis may be traced to the appointment in 1908, by direction of President Theodore Roosevelt, of nine eminent American historians as a Committee on the Documentary Historical Publications of the United States Government, to make a study of the problems involved in such publications and to report a "preliminary plan" for the guidance of the Government in its future publications of this character. Proceeding on the assumption "that the publication of documentary historical materials is a regular function of all civilized governments", this Committee made a thorough review of the whole field under consideration and submitted recommendations looking to a more permanent and systematic publications policy. It found that, while the amount of documentary historical materials that the Government had published was considerable and expenditures for that purpose had been "more than liberal", the work as a whole showed "the absence of a general plan", that it was "not only miscellaneous, but in some respects casual", and that the gaps were "many and important." Commenting on these findings, the Committee said: "It needs no demonstration that, with the same amount of expenditure, or less if need be, our Government could, by having a methodical plan representing expert opinion, make its efforts and expenditures more effective, avoid waste and duplication, and bring out a product more useful and satisfactory to historians and the reading public." The Committee embodied its solution of the problem in two recommendations: (1) the erection of a national archives building; and (2) the creation by Congress of a "permanent Commission on National Historical Publications." The report was printed, and on February 11, 1909, the President transmitted it to Congress without comment; but apparently it was lost in the bustle accompanying the expiration of the Sixty-first Congress and the change of administrations.

The idea, however, was too vital to die, and it reappears in the National Archives Act of 1934. This act creates a National Historical Publications Commission, composed of the Archivist of the United States, as 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 who are or have been members of its executive council. The members appointed by the president of the American Historical Association are Messrs. Dumas Malone, editor of the Dictionary of American Biography, and St. George L. Sioussat, professor of American history in the University of Pennsylvania. The functions of this Commission are to make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for publication; and its recommendations the Archivist is required to transmit to Congress (secs. 4, 9).

The Commission held its first meeting on January 29, 1935, in the temporary office of the Archivist in the Department of Justice Building. It effected an organization; discussed the advisability of recommending to Congress "that in any celebration of the sesquicentennial of the adoption of the Constitution, one element should be a documentary historical publication illustrative of the origins of the Constitution, to be executed under the supervision of the National Historical Publications Commission"; and requested the Archivist of the United States to undertake a study to bring up to date the survey of the historical publications of the Government made in 1908 by the Committee on the Documentary Historical Publications of the United States Government.

ORGANIZATION OF STAFF

In accordance with the provisions of the National Archives Act, the President of the United States appointed an Archivist on October 10, 1934, who entered upon his duties immediately. The appointment was confirmed by the Senate on March 20, 1935. Since the National Archives Building was not ready for his occupancy, the Archivist was assigned temporary offices in the Department of Justice Building, which he occupied throughout the rest of the year covered by this report. No archives, of course, could be transferred to the National Archives Building during this period, but the time was profitably occupied by the Archivist and his small staff in making studies of the problems involved in the organization, preservation, and administration of the vast accumulation of documents that make up the archives of the Government.

To assist him in this preliminary work, the Archivist made the following appointments: Marjory B. Terrell, secretary (Nov. 3); Dorsey W. Hyde, Jr., special assistant (Nov. 28); and Collas G. Harris, senior administrative officer (Dec. 3).

The first task was to plan an effective organization, for which there was no exact precedent in this country. A study of the National Archives Act showed that the functions of The National Archives fall into four major divisions—two dealing with internal

matters (professional and administrative) and two dealing with external matters (historical publications and general public relations)—and these functions determine the set-up of the organization. The plan adopted after careful study of the organizations of analogous institutions was as follows:

Executive staff.—(1) Director of Archival Service; (2) Executive Officer; (3) Director of Publications; (4) Administrative Secretary.

Professional divisions.—(1) Accessions; (2) Repair and Preservation; (3) Classification; (4) Cataloging; (5) Maps and Charts; (6) Reference; (7) Research; (8) Library; (9) Motion Pictures and Sound Recordings; (10) Department Archives (divisions to be set up as needed, one for each of the major archival collections of the Federal Government, such as those of the State, Treasury, and other executive departments, Congress, and the courts).

Administrative divisions.—(1) Purchase and Supply; (2) Personnel and Pay Roll; (3) Finance and Accounts; (4) Photographic Reproduction and Research; (5) Central Files.

Administrative sections.—(1) Building and grounds; (2) printing and binding; (3) stenographic pool; (4) mail room; (5) messenger service; (6) telephone switchboard.

EXECUTIVE STAFF

Director of Archival Service.—Authorization for the creation of this Office is found in section 3 of the National Archives Act, which authorizes the Archivist "to make regulations for the arrangement, custody, use, and withdrawal of material deposited in the National Archives Building." The Director of Archival Service is charged with the supervision and coordination of the work of the professional divisions; with the receipt for and proper disposal of all archives transferred through the Division of Accessions; with the control and surveillance of any archives that, for whatsoever purpose or length of time, may be withdrawn from the stacks; with the direction of the work of the staff of special examiners in surveying the lists of papers recommended by the Federal departments and other agencies for destruction or other disposition as provided by law; and with making analytical and comparative studies of the methods employed by archival institutions in this country and abroad. He represents The National Archives at professional gatherings to which the Archivist may think it proper and advisable to send him and performs such other duties as the Archivist may direct.

Executive Officer.—The Executive Officer is charged with the responsibility of carrying out a variety of functions, all of which are essential to the successful administration of the other activities of The National Archives. He formulates and carries into execution policies concerned with administrative matters and supervises and coordinates the work of the several administrative divisions and sections. He is charged with the immediate custody and control of the building, grounds, and equipment, except as otherwise provided by law.

Director of Publications.—This Office is set up under the authority of section 5 of the National Archives Act, which creates the National Historical Publications Commission. The functions of the Director include the compiling and editing of the official reference publications

of The National Archives, including special reports on the archives and records of the Government, guides, inventory lists, catalogs, calendars, and other instruments for facilitating the use of the collections; and general editorial supervision over the publications of the National Historical Publications Commission, of which he serves as secretary. The scope of his work will be determined by the publication needs of The National Archives and by the recommendations of the National Historical Publications Commission. It is evident that, as the collections grow in size, there will be increasing need for instruments for facilitating their use.

Administrative Secretary.—This Office is set up primarily under the authority of sections 6, 8, and 9 of the National Archives Act. The Administrative Secretary is charged with the custody of the official seal of The National Archives; with the duty of attesting copies of all official records furnished by The National Archives; with the preparation for the Archivist of the minutes and proceedings and other records of the National Archives Council; with the preparation of data for the Archivist's annual report to Congress, which must include detailed statements of all accessions and of all receipts and expenditures; with preparing reports on the lists or descriptions of such papers and documents among the archives and records of the Government as appear to have no permanent value or historical interest, which reports the Archivist is required to transmit annually to Congress in order that the papers listed may be destroyed or otherwise disposed of; with conducting all general correspondence; with furnishing a general information service to the public and arranging all public exhibits of The National Archives; with preparing and issuing all official announcements of The National Archives; and with representing the Archivist in official relations with other Government establishments and with the general public.

PROFESSIONAL DIVISIONS

These divisions are responsible for those activities of The National Archives that are of a professional and technical character.

Division of Accessions.—The functions of this Division are authorized in sections 3, 6, 9, and 10 of the National Archives Act. They include the responsibility for making such surveys and identification inventories of archival materials in the several departments and agencies of the Government as are necessary to the work of The National Archives; for the inspection of the archival collections in the various depositories to ascertain their physical condition and liability to loss by theft or damage by fire or other destructive agencies; for appraising such archival collections with the view to accurate identification of their contents; and for making and keeping certified inventories and other accession records of all archives transferred to the National Archives Building.

Division of Repair and Preservation.—The establishment of this Division is made necessary by section 3 of the National Archives Act, which authorizes the Archivist to make regulations for the custody of the archives. Its functions are to conduct researches into methods for the preservation of records; to clean papers and other

documents transferred to The National Archives; to fumigate such materials as are in a moldy condition or are infected with silver fish, insects, or other vermin; and to repair broken or damaged materials in accordance with the most recent and approved findings of research experts in this field.

Division of Classification.—The work of this Division is authorized by section 3 of the National Archives Act, which directs the Archivist to make regulations for the arrangement of material. It is charged with conducting basic investigations into technical classification methods in institutions of comparable character and size and with analyzing and interpreting such studies as it finds may affect the final classification procedure to be adopted by The National Archives; with determining the chronological duration of all Government departments and independent agencies and their subdivisions and of the archival series created by them; with making a complete survey and analysis of the various classification plans now in use in the different agencies of the Federal Government; with organizing these classification schemes so as to permit their temporary use for general classification purposes; with developing a logical and comprehensive classification plan based upon the foregoing studies; and with devising a numbering system that will positively identify each archival series in the various collections transferred to The National Archives.

The scope of the work of the Division of Classification is not fully shown by a short description of its major functions. In library science the principles of book classification have been exhaustively studied and standard classification systems have been evolved. This is not true in the case of public archives, and the difficulties are greater because of the unstandardized character of archival series. The task of the Division of Classification will involve the appraisal of all present departmental classification systems and the development of a new or revised union system to cover all archival collections of all Government agencies.

Division of Cataloging.—The work of this Division is based on section 3 of the National Archives Act, which requires the Archivist to make regulations for the arrangement and use of materials. Its functions are to provide maximum availability of all archival collections transferred to The National Archives and to facilitate prompt service to those who have occasion to consult the documents. The Division must collect and assemble the present indexes and inventories to archival collections of the various Government departments and agencies; correlate such indexes and inventories through supplemental cataloging work; coordinate transferred archives with those retained by other Government agencies; develop a central catalog, the aim of which will be to facilitate the use of all archival series of all Government agencies; and extend the cataloging system to aid searchers in locating specific subject information in the various archival collections.

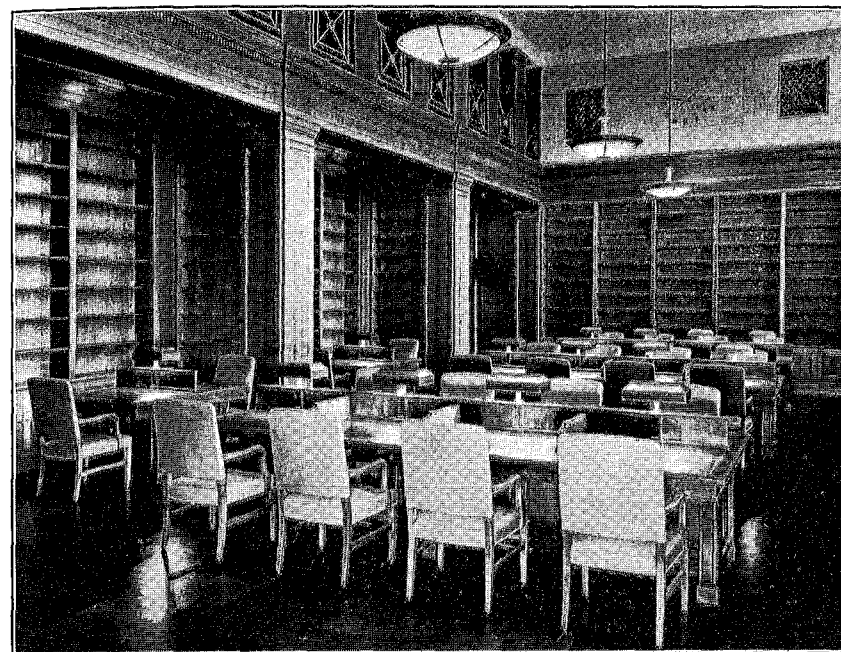
The work of the Division includes, as a continuing activity, the studying of departmental catalogs and the devising of such temporary or additional catalogs as may be necessary for the efficient administration of the archives, pending the adoption later of a unified cataloging plan. The scope and volume of its work will be

controlled to some extent by the time required to build up the Divisions of Department Archives devoted to the archives of the major Government departments. When the full complement of these divisions is in operation, the Division of Cataloging will be receiving from them a continuous flow of descriptive inventories to be used by it as a basis for its work.

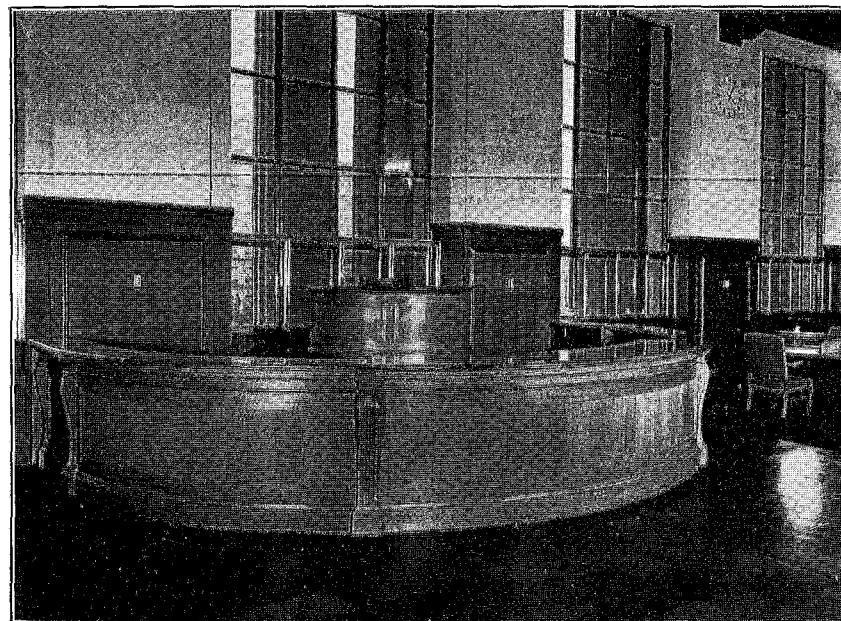
Division of Reference.—The work of this Division is based on section 3 of the National Archives Act, which instructs the Archivist to make regulations for the use of materials. Its major functions are to supervise and control the search rooms, in which the archives will be consulted by searchers; to make available to searchers the catalog prepared by the Division of Cataloging; to requisition for the use of searchers the archival materials desired from the Divisions of Department Archives; to aid searchers in the location and use of archival materials; to furnish copies of documents and supply other archival services requested; and to enforce the rules and regulations governing the use of the archives.

Division of Research.—This Division is set up under the general authority of section 3 of the National Archives Act, which requires the Archivist to make regulations for the use of the material deposited with The National Archives. It is charged with the responsibility of making for the guidance of searchers cross-sectional studies of the collections in the several Divisions of Department Archives. These studies will cover: (1) Particular fields of knowledge, such as history, political science, and economics; and (2) particular subjects in American history over varying periods of time, such as the history of the Federal Constitution, naval and military history, land grants, and Indian affairs. The Division will assemble and coordinate, with the aid of the inventories compiled by the Divisions of Department Archives, information required by the Director of Publications for the preparation of guides, calendars, and other instruments to facilitate the use of the collections or for compiling and editing the publications recommended by the National Historical Publications Commission. It will conduct researches in the archives transferred to The National Archives upon the request of Government agencies or by direction of the National Archives Council. It will assemble and correlate lists of materials relating to American history to be found in the archives of the several States of the Union and of foreign countries.

Division of Maps and Charts.—This Division is set up under sections 3 and 10 of the National Archives Act, which authorize the requisition, purchase, and exchange of maps. It is given separate entity as a division because the special scientific problems involved call for supervision by an expert geographer and cartographer. This separate entity is in accordance with precedent in other Government establishments, and the preliminary survey now being conducted by the Division of Accessions has developed the fact that there are in the archives of the Government thousands of maps and charts of great historical value that may be transferred to The National Archives. The functions of the Division are to furnish the Archivist with expert advice relative to the accessioning of maps and charts from Government agencies and to exchanges and pur-



ONE OF THE SEARCH ROOMS.



THE CONTROL DESK IN THE CENTRAL SEARCH ROOM.

chases from other sources; to classify, catalog, and arrange all maps and charts transferred to or otherwise acquired by The National Archives; and to furnish service and give scientific aid and advice to Government departments and officials and to others who desire to use the collection.

Division of Motion Pictures and Sound Recordings.—This Division is set up under section 7 of the National Archives Act, which authorizes The National Archives to “accept, store, and preserve motion-picture films and sound recordings pertaining to and illustrative of historical activities of the United States” and to “maintain a projecting room for showing such films and reproducing such sound recordings for historical purposes and study.” Although the motion-picture industry has reached enormous size, it has made little progress in the solution of the many problems relating to the preservation, storage, and safety of motion-picture films. The Division will conduct scientific researches on methods of reproducing, processing, storing, and preserving motion-picture films, with special reference to the elimination of fire risks and other hazards. It will classify, arrange, and catalog the collection of films and sound recordings; make duplicate copies of each original film for purposes of preservation and projection; recondition films in order to remove harmful chemical impurities; maintain and operate the projecting room; cooperate with Government and other research agencies in scientific research; and furnish reference and information service to the other professional divisions of The National Archives and to searchers.

Division of the Library.—The work of this Division is based on section 10 of the National Archives Act, which authorizes appropriations for the purchase and exchange of books; and on an amendment (Public, No. 151, 74th Cong.) to the Printing Act, which provides for the distribution of Government publications to The National Archives. Its purpose is to have at hand for the service of the staff of The National Archives and of searchers using its collections, a small library of such reference books as they may need from time to time in their work. The Division will, therefore, accession and catalog printed guides, inventories, calendars, reference works, and public documents referring to the archives of the Federal Government, to the archives of the 48 States of the American Union, and to the archives of foreign countries; purchase and catalog such other reference works as are essential in connection with the use of the materials in The National Archives; supply a general book reference service to all divisions of The National Archives and to accredited searchers; compile special bibliographies required by the professional divisions and by the National Historical Publications Commission; establish and maintain a union catalog of all pertinent but unobtainable books in other American and foreign libraries and in public and semipublic agencies; and perform such other operations as are customary and required in maintaining an efficient reference library service.

Divisions of Department Archives.—It is the intention of The National Archives, in organizing the material transferred to its custody, to respect the integrity of the archives of each department or other agency of the Government in which these archives originated.

The archives of each executive department, of each major independent establishment, and of the legislative and the judicial branches of the Government that are transferred to The National Archives will be maintained and administered by a distinct and separate division. This plan of organization is set up under authority of sections 3 and 6 of the National Archives Act. Each of these divisions will have final custody of the archives transferred to it and will arrange such archives in the stacks; make a detailed descriptive inventory of them for the use of the other professional divisions and of searchers; supply materials to the search rooms for the use of searchers upon requisition of the Chief of the Division of Reference; constantly examine the documents in its care to discover those that require repair or binding; and operate the stack-protective system to assure the security of the archives against theft, fire, and other hazards.

ADMINISTRATIVE DIVISIONS

These divisions are under the general supervision of the Executive Officer.

Division of Personnel and Pay Roll.—This Division is charged with preliminary selection of personnel; conducting necessary investigations regarding appointees, both before and subsequent to employment; supervising and directing the preparation of appointment notices, pay rolls, transfers, reinstatements, certifications, time and leave records, service records, retirement matters, promotions, demotions, efficiency ratings, separations, and related personnel work; and conducting work pertaining to the classification sheets and the submission of them to the Personnel Classification Board of the Civil Service Commission for allocation as required by the Personnel Classification Act of 1923.

Division of Purchase and Supply.—The duties and functions of this Division are to procure all supplies through requisition or local purchase on bids; purchase all equipment required by The National Archives; handle all purchase negotiations, prepare contracts, and make recommendations as to the awards; supervise the receipt, storage, distribution, and inventorying of all supplies and equipment procured; conserve, repair, and maintain all supplies, materials, and equipment of The National Archives; and conduct all correspondence relative to these activities.

Division of Finance and Accounts.—This Division is charged with the responsibility of keeping allotment and proprietary accounts; preparing all reimbursement vouchers; auditing all vouchers covering appropriation expenditures to ascertain whether or not they are in accordance with appropriation acts, administrative limitations, and Government fiscal regulations; compiling the necessary data to be used in the preparation of estimates of appropriations and justifications therefor to be presented to the Bureau of the Budget; receipting for and expending appropriation funds under the general supervision of the Executive Officer; assembling and preparing the necessary data pertaining to receipts and expenditures to be included in the Archivist's annual report to Congress; supervising the maintenance of requisite accounting records of funds received and disbursed; conducting the correspondence and preparing memoranda

required in its work, including explanations and applications of the appropriation and other fiscal laws, regulations, decisions, and office policy and practice; preparing the various forms to be furnished to the Bureau of the Budget showing the monthly apportionment of appropriations and monthly expenditures and obligations; preparing the monthly statements of allotment accounts, schedules of balances showing the status of appropriations, and statements of balances or general ledger accounts; and making recommendations to superior administrative officers on fiscal matters. The Division is expected to be fully informed as to all decisions rendered by the Comptroller General, especially as to those applying to The National Archives.

Division of Photographic Reproduction and Research.—The major functions of this Division are to plan and carry through a series of studies of duplicating and photographic technique in relation to the preservation, restoration, and use of documents transferred to The National Archives; to duplicate materials prepared in The National Archives for its own use and for general circulation, including bulletins, pamphlets, circulars, and the like, in processed or facsimile form; to prepare photostatic or photographic copies of documents deposited in The National Archives required by any Government agency; to photograph rare or unique documents in order to reduce the frequent handling of the originals; to make for purposes of preservation reduced photographic copies of official documents of possible future value but not considered of sufficient historical interest to warrant the preservation of the originals; to establish and maintain an efficient and economical service for scholars and other accredited persons wishing photographic or photostatic copies of documents; and to initiate, develop, and carry through scientific research projects in photographic processes dealing with the preservation and storage of still pictures, the application of microcopying to the problems of The National Archives, the photographic restoration of damaged documents, and the reproduction photographically of materials for the use of the staff of The National Archives and of searchers.

Division of the Central Files.—This Division is charged with the responsibility of filing, indexing, and cross-indexing letters, telegrams, and all other outgoing and incoming communications; classifying, briefing, indexing, cross-indexing, and filing other important material; and developing a simplified subject file, based on a variety of subject headings supplied by the divisions of The National Archives.

PERSONNEL

Of the offices and divisions described above, only the following were organized during the fiscal year 1935:

EXECUTIVE OFFICES

Office of the Director of Archival Service, Dorsey W. Hyde, Jr., acting director.

Office of the Executive Officer, Collas G. Harris, acting executive officer.

PROFESSIONAL DIVISIONS

Motion Pictures and Sound Recordings, John G. Bradley, chief, appointed January 19, 1935.

Classification, Roscoe R. Hill, chief, appointed May 7, 1935.

Accessions, Thomas M. Owen, Jr., chief, appointed May 14, 1935.

Research, Percy S. Flippin, chief, appointed June 17, 1935.

ADMINISTRATIVE DIVISIONS

Personnel and Pay Roll, Allen F. Jones, chief, appointed March 16, 1935.

Finance and Accounts, Allen F. Jones, chief, appointed March 16, 1935.

Photographic Reproduction and Research, Vernon D. Tate, chief, appointed May 1, 1935.

Purchase and Supply, Frank P. Wilson, chief, appointed May 16, 1935.

The total number of persons employed in The National Archives at the close of the fiscal year was 42.

The problem of selecting the personnel of the organization, because of the highly professional and technical character of the work of the professional divisions, called for careful consideration. It meant the selection, from among some 15,000 applicants, of persons qualified by training or by experience, and, as frequently happened, when no persons qualified for particular duties could be found among the applicants, the initiation by the Archivist of steps to find such persons elsewhere. Great care and frequently prolonged investigations were necessary to carry out the mandate of Congress, as expressed in the National Archives Act, that all persons appointed by the Archivist in The National Archives shall be selected "solely with reference to their fitness for their particular duties." Every effort has been made to adhere faithfully to this standard.

BUILDING AND EQUIPMENT

Although the construction of the building, as has been stated, had reached an advanced stage before the appointment of the Archivist, it was still possible to make alterations in the interior in the interest of administrative efficiency. Problems of "tenant changes" and of equipment called for immediate attention. Most of the equipment had to be especially designed for this particular building. These problems required careful consideration since it was necessary always to bear in mind that the solutions must be of a permanent character. Numerous conferences were held with the architect, with the Supervising Architect and other officials of the Procurement Division, Treasury Department, and with the Bureau of Standards. Detailed studies of equipment for the filing of archives and the storage of both motion-picture and still films, of the preservation and restoration of damaged documents, and of methods of protection against fire, theft, deterioration, and other hazards were made, revised, re-revised, and tested. These studies required much time and labor and have made possible one of the best-equipped archives buildings in the world.

PRELIMINARY SURVEY OF FEDERAL ARCHIVES

Before any plans for the accession of archives could be made, a careful survey of the archives of the Government was necessary, in order to ascertain their volume, the location of the more than 225 different buildings in the District of Columbia in which they are deposited, their present state of preservation, the hazards to which they are exposed, and the impediments to work in their present depositories; and to estimate so far as possible the volume of them that will probably be transferred to the National Archives Building. A group of highly trained and qualified deputy examiners were assigned to this task, and by the close of the year they were making a careful survey of the archives of the several executive departments. The results of their work are recorded in the report of the Chief of the Division of Accessions (p. 27).

STUDIES IN CLASSIFICATION AND CATALOGING

Efficient administration of any collection of archives accessioned by The National Archives requires that careful studies of the systems of classification and cataloging in use in departments of the Government be made before any of their archives are transferred to the National Archives Building. Without such classification and cataloging, it would be impossible from the tens of millions of documents on file in the stacks to locate materials that may be needed. In this work it was necessary to break new ground. The catalog, of course, is based upon the classification, and obviously any scheme of classification of the archives of any government must reflect the organization and development of the particular government for which it is designed and must have as much uniformity as is feasible. Consequently, the development of a scheme of classification for The National Archives of the United States requires extensive study of the evolution of the organization and functions of the Government and its many subdivisions from their establishment to the present time. Rules for the classification and cataloging of printed books have long been in existence, but no adequate rules exist for the classification and cataloging of archives. The National Archives, therefore, will have to work out its own system of rules for both classification and cataloging and is thus faced with the greatest projects in these fields undertaken anywhere in recent years. This work, which was begun with the organization of the Division of Classification, is described in the report of the Chief of the Division (p. 28).

STORAGE AND PRESERVATION OF FILMS

The most pressing problems connected with the acceptance of motion-picture films by The National Archives, and those to which greatest attention has been given, concern the storage and preservation of films and the protection of the National Archives Building and its contents from possible fire hazards that might result from the storage of motion-picture films in it. In his efforts to find satisfactory solutions to these problems, the Chief of the Division and his staff have spared no pains or trouble. Many conferences were held with the chief producers and distributors of motion pictures in this country as well as with private chemists and engineers, members of

the Society of Motion Picture Engineers, representatives of the fire marshal of the District of Columbia, and the motion-picture experts of the Departments of War, Interior, and Commerce and of the United States Bureau of Standards. The results are discussed in the report of the Chief of the Division (p. 29).

The following opinions of recognized authorities in this field should not only interest but reassure any who may doubt the propriety of storing motion-picture films in the National Archives Building:

A. S. Dickinson, fire-prevention representative of the Motion Picture Producers & Distributors of America, Inc., June 27, 1935: I read with a great deal of interest and very carefully the preliminary specifications covering the storage equipment for motion-picture films in the National Archives Building, and I believe that every possible precaution for the care and preservation of film has been prescribed in your memorandum.

M. B. Gillete, captain, Signal Corps, O. I. C., Army Pictorial Service, July 12, 1935: I have gone over the specifications for the film storage vaults very carefully. I believe that, if the installation is made in accordance with your specifications, you will have one of the most modern and the safest motion-picture filing vaults in the country. You are certainly providing a degree of protection far beyond that generally taken in the storage of motion-picture film. Periodic inspection of the film, combined with the safety features incorporated in your specifications, should eliminate all possibility of fire in your vaults with consequent damage to other records in the Archives Building. The storage conditions in the Signal Corps vaults are such that with frequent inspections we believe them to be free from fire hazards due to spontaneous combustion. Your vaults, if built in accordance with these specifications, should be so superior in type to those used by us that there should be no question of spontaneous combustion of film stored in them, provided that periodic inspection is made.

M. F. Leopold, supervising engineer, motion-picture-production section, Bureau of Mines, June 24, 1935: I have read with much interest and care the preliminary specifications covering storage equipment for motion-picture films in the National Archives Building. If these specifications are carried out, I believe nothing will have been left undone to insure the safety of films stored in the new Archives Building.

S. H. Ingberg, chief, fire-resistance section, Bureau of Standards, November 5, 1935: As a result of the examination of the plans [of motion-picture cabinets and arrangements for the storage of nitrocellulose motion-picture film in the National Archives Building] made at this time, as also from that made some months ago * * * it can be stated that very adequate precautions have been taken to safeguard the hazard of the storage of nitrocellulose film in this case. These precautions go considerably beyond what is ordinarily required as giving a reasonable degree of safety and even beyond what might be considered adequate for a building of the type and occupancy represented by the Archives Building.

FISCAL AFFAIRS

There was available to The National Archives during the fiscal year 1935, for personal services and other obligations, \$125,000; of this sum, \$50,000 was appropriated in the Emergency Appropriation Act, fiscal year 1935, approved June 19, 1934 (48 Stat. L. 1026); and \$75,000 was made immediately available for use during the fiscal year 1935 from the funds appropriated for The National Archives in the First Deficiency Appropriation Act, fiscal year 1935, approved March 21, 1935 (Public, No. 21, 74th Cong.).

Statement of obligations and expenditures for the fiscal year ending June 30, 1935

Personal services-----	\$28,429
Supplies and material-----	1,524
Communication service-----	531
Travel expense-----	1,095
Printing and binding-----	882
Repairs and alterations-----	129
Miscellaneous and current-----	1,607
Equipment-----	11,604
Total obligations and expenditures-----	\$45,801
Unobligated balance-----	4,199
	<hr/> \$50,000

RELATIONS WITH OTHER FEDERAL AGENCIES

The nature of the functions of The National Archives necessarily brings it in frequent and close contact with other agencies of the Government. It is chiefly concerned with the preservation and administration of records they have made—it surveys those records; reports on their physical condition; appraises their administrative value and historical interest; recommends their transfer in certain cases to its own custody; classifies, catalogs, and files them; and makes regulations governing their use. Obviously The National Archives cannot successfully perform these functions without the support of the agencies that produced the records with which it is dealing, and it is a pleasure to be able to record that in every case in which its representatives have sought to establish relations with other Federal agencies they have met with most cordial cooperation.

REPORTS OF OFFICES AND DIVISIONS

OFFICE OF THE DIRECTOR OF ARCHIVAL SERVICE

(From the report of the Acting Director, Mr. HYDE)

The duties of this Office during the fiscal year 1934-35 were performed by the special assistant to the Archivist as Acting Director of Archival Service. His chief activities were concerned with the budget of The National Archives for the year 1936, problems of protective equipment for the National Archives Building and its contents, studies of professional functions and organization, reports on the disposition of useless papers, legislation affecting The National Archives, and similar matters.

BUDGET

Work on the budget included the following points:

1. Functional break-down of the professional activities of The National Archives and the development of a divisional set-up.
2. Study of personnel required in roughly comparable divisions in other research institutions, and estimates of kinds and numbers of employees required for each division.
3. Study of the salary question, determination of salary grades, and compilation of salary totals for the professional divisions.
4. Preparation of budget justifications for the professional divisions.

EQUIPMENT AND PROTECTIVE SYSTEM

A number of questions relating to equipment, protective devices, and the guarding of the archives to be transferred to the National Archives Building were referred to the special assistant for study and report. Work done may be summarized as follows:

1. After a survey of archival methods in various depositories in Washington, New York, Boston, and Hartford, a series of reports were made on stack arrangement, drawers and containers, shelving, and a variety of construction features relating thereto. These matters were taken up with the Office of the Supervising Architect, and changes recommended by the Archivist were effected in the plans and specifications for proposed equipment.
2. Upon the discovery of certain weaknesses in the proposed plan for guarding and protecting records deposited in the National Archives Building, an extensive preliminary survey was made of a wide variety of suggested stack-protection methods. The construction engineer and the Supervising Architect and members of his staff cooperated in these initial studies, and the architect of the building was authorized to make a complete restudy of the problem. This study, as developed by the consulting engineer, provided for a combination of watchmen, burglar alarms, and fire-protection and fire-

detection systems, which was officially adopted and which, it is believed, represents the most effective solution of this problem yet provided in any public building of this character. The results of these studies aroused the interest of archives officials elsewhere, and requests for information concerning the protective devices adopted were received from a number of institutions outside of Washington.

3. Considerable time, also, was devoted to determining the routing and the number of night and day watchmen required for the adequate protection of the National Archives Building and its contents. This work was done in collaboration with representatives of the Director of the National Park Service, who has general custody of the care and protection of the building. It involved an examination of the different floors and stack areas of the National Archives Building, the timing and routing of watchmen, and the determination of points for stack observation through glass apertures in doors and for the location of punch clocks.

PROFESSIONAL DIVISIONS

Intensive studies of the functions to be performed by the professional divisions were undertaken and the following reports were submitted to the Archivist:

1. A report on the control of archives during the accessioning period and while in the National Archives Building, dealing with the types of office records required, procedure in requisitioning archives by searchers, the fixing of custodial responsibility, and the like.

2. A tentative report on cataloging procedure for The National Archives, including consideration of such problems as card catalogs versus inventories, the appraisal of present departmental indexes, the central catalog, and the catalog plan.

3. A tentative report on classification procedure for The National Archives, dealing with principles of classification, a suggested plan of classification, and research studies required as a basis for such plan.

4. In cooperation with the Chief of the Division of Accessions, forms were drawn up for use in making the preliminary survey of the national archives. These included: (1) The survey questionnaire; (2) instructions on "How to fill in the survey questionnaire"; and (3) a "Confidential memorandum for deputy examiners on procedure in making archival surveys."

In addition to the foregoing studies the special assistant devoted much of his time to the writing of job specifications for positions in the professional divisions and to the allocation of specific applications to the grades thus established.

REPORT ON USELESS PAPERS

The National Archives Act (sec. 9) requires the Archivist to submit to Congress on January 1 of each year, with the approval of the National Archives 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." During the last session of Congress,

the chairman of the House Committee on the Disposition of Executive Papers requested the Archivist to examine and make recommendations as to the disposition of papers that had been recommended to Congress for destruction prior to the appointment of an Archivist. Accordingly a staff of four well-trained special examiners was organized for this purpose under the supervision of the Acting Director of Archival Service. Upon their reports, concurred in by the Archivist, Congress at its last session authorized the disposal of 125 series of archives.

As a result of the work of these special examiners and the cooperation of other Government agencies, an orderly procedure for the consideration of such papers with reference to their permanent value and historical interest has been established in place of the more or less haphazard methods heretofore followed.

OTHER ACTIVITIES

Public meetings and addresses.—The Acting Director of Archival Service attended, as the representative of the Archivist, the annual conventions of the Special Libraries Association (Boston, June 11-14), and the American Library Association (Denver, June 24-28). At both of these meetings, through contacts with many professional workers, he sought and obtained valuable information on such points as professional methods and equipment, available professional employees, and ways in which libraries and other research institutions may cooperate, to mutual advantage, with The National Archives.

Brief addresses dealing with The National Archives were made before group meetings at both of these associations, and a paper on The National Archives, prepared by the Archivist, was read before a joint meeting of the associations of State and law librarians at Denver on June 28.

Research.—Some research was undertaken at the Library of Congress on the history of the movement for a national archives establishment, on legislation relating to the National Archives Building, and on legislation governing the care of official records and the disposition of useless papers.

Public documents.—Legislation was necessary to provide The National Archives with public documents. This matter was discussed with the Chief of the Division of Documents of the Library of Congress and with the secretary of the Joint Committee on Printing at the Capitol. As a result of these discussions and after study of pertinent past legislation a tentative bill was drafted, which was subsequently enacted as Public, No. 151, Seventy-fourth Congress, approved June 17, 1935.

DIVISION OF ACCESSIONS

(From the report of the Chief, Mr. OWEN)

This Division was organized on May 14, 1935, with the appointment of Thomas M. Owen, Jr., as Chief.

The first task of the Division was to organize and inaugurate a preliminary survey of the archives of the Government in the District of Columbia. This survey was conducted under the authority of

section 3 of the National Archives Act, which provides that the Archivist "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." The purposes of the survey were to locate the depositories in the District of Columbia in which Government archives are stored; to estimate their volume; to ascertain the conditions under which they are stored as to exposure to hazards (such as fire, theft, dirt, the elements, and insects), and as to impediments to work in them (such as inaccessibility, lack of ventilation, insufficient light, and disorderly arrangement); and to assemble other data necessary for determining what classes of these records should be transferred to the National Archives Building.

To conduct this survey, a staff of nine well-trained deputy examiners was organized. They were furnished with a carefully prepared form for their reports, which, when properly filled out, would supply all the desired information.

During the brief period in which they were at work before June 30, 1935, they surveyed 55,179 cubic feet of records in the following departments: State, Treasury, War, Post Office, Navy, Interior, Agriculture, Commerce, and Labor. In many cases they found important records stored in unsuitable depositories; exposed to the hazards of fire, dirt, vermin, theft, the elements, and neglect; and so situated that it was impossible for anyone to work with them with any degree of comfort or efficiency. It should be clearly understood that the officials and employees are not responsible for the situation described and that in all the departments surveyed the representatives of The National Archives received the fullest cooperation. In addition to the information mentioned above, the deputy examiners obtained valuable data on the various systems of classification and indexing in use in the several departments; on the rules and regulations governing the use of the records; and on accumulations of maps and charts, films, photographic plates, and sound recordings.

DIVISION OF CLASSIFICATION

(From the report of the Chief, Dr. HILL)

The Division of Classification of The National Archives began its activities with the appointment of the Chief, Roscoe R. Hill, who took the oath of office on May 7, 1935. No further appointments in the Division were made during the fiscal year 1934-35.

The brief portion of the year covered by this report during which the Division functioned was devoted to general consideration of problems of classification as affecting The National Archives. From various sources a considerable amount of information, including especially a number of the systems now in use in various agencies of the Government, was assembled. This material served to indicate more clearly the scope of the problems involved in the proper classification of the documents and records that will ultimately be transferred to The National Archives. General research on subjects pertaining to this Division was undertaken.

The Chief of the Division visited the State archives establishments of Ohio, at Columbus; of Indiana, at Indianapolis; and of Illinois, at Springfield; the McCormick Library, at Chicago; and the Historical Society of Western Pennsylvania, at Pittsburgh. The purpose of these visits was to observe what is being done in the State archives and similar depositories with reference to the classification of their documents. Interesting conferences were held with their officials, and considerable information on the scientific care and classification of documents was secured.

The impression gained from this trip was that a most friendly attitude toward The National Archives and its work exists among all who are interested in historical research. State officials and others evinced a desire to cooperate in every possible way and expressed the opinion that The National Archives will be of great service to State archives establishments and analogous State and local organizations.

DIVISION OF RESEARCH

(From the report of the Chief, Dr. FLIPPIN)

The Division of Research was organized with the appointment of Percy Scott Flippin as Chief on June 17, 1935.

During the 2 weeks covered by this report the Division began an investigation into the history of the Federal archives from 1774 to date. The purpose of this research is to compile as complete a collection as possible of official data concerning the care and preservation of the archives of the Government of the United States to be found in messages of the Presidents to Congress, reports and recommendations of executive departments, petitions and memorials from whatsoever source, committee reports, bills introduced into Congress, laws, and other records.

DIVISION OF MOTION PICTURES AND SOUND RECORDINGS

(From the report of the Chief, Capt. BRADLEY)

This Division was organized with the appointment of its Chief, John G. Bradley, on January 19, 1935.

It is the function of this Division to carry into effect the provisions of section 7 of the National Archives Act, which are as follows:

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.

For these purposes the National Archives Building contains eight concrete vaults for the storage of films and a projecting room for showing them.

The motion-picture industry is still in its infancy and its experience sheds little light on the problems of durability and preservation of films. There is very little published literature on the subject. The Division of Motion Pictures and Sound Recordings,

therefore, is to a considerable extent pioneering in a new field. The problems with which the Division has been chiefly concerned are (1) accessions, (2) preservation, and (3) service.

ACCESSIONS

Either by direct authority or by inference from the National Archives Act, accessions of motion-picture records and sound recordings may be made through four channels: (a) Direct transfer from other Government agencies, (b) gifts from non-Federal institutions, (c) purchase under contract, and (d) recording.

Transfer.—A preliminary survey was made by mail to ascertain what motion-picture records and what quantities of them were to be found in the various departments, agencies, and independent establishments of the Government. Although this was by no means an accurate study it revealed some five million feet of motion-picture film and many thousands of phonographic records. The films include the World War pictures, of which there are nearly a million feet; pictures of tribal life among American Indians; studies in sanitation; agricultural-extension pictures; and others. The disk recordings include studies in primitive languages, folk music, and the like.

Gifts.—In a lesser degree the non-Federal field has been surveyed for source material that might come to The National Archives as gifts. The offers have been generous and include far more than can be accepted. The problem has become, therefore, one of selective discrimination. It will be well, however, to consider some of these possible accessions seriously: Pictures that illustrate the early history of the country in the making; pictures of explorations, such as the Byrd polar expeditions; pictures of Indian and Filipino tribal life; pictures of the inauguration of Presidents; and news reels of historical value.

Purchase and recording.—A study has also been made of possible subjects that would justify recording at public expense, either through purchase under contract or by actual recording by the Division. Many current and future events of historical importance will probably not be recorded unless The National Archives makes provisions for doing so.

PRESERVATION

In the matter of storage and preservation some very definite steps have been taken toward perpetuating film records over a long period of time. The Chief of the Division personally visited many cities, institutions, and individuals, seeking help—Hollywood, the Motion Picture Producers and Distributors of America, Inc., the Eastman Kodak Co., the Academy of Motion Picture Arts and Science, the DuPont Film Manufacturing Co., the Radio Corporation of America, Electrical Research Products, Inc., and others. The question was constantly asked: "How can motion-picture films be preserved for one hundred years?" The answer (in substance) was generally: "We are interested only in producing and selling pictures"; or, "We are interested in the manufacture and sale of film and are not, therefore, primarily concerned with preserving such property for any great length of time."

Valuable help and information were received from each visit, however, and by piecing this information together storage specifications were worked out and submitted in a memorandum of May 13. In brief, these specifications included insulated fireproof cabinets within the concrete vaults of the main motion-picture storage-vault system. In these cabinets each thousand feet of film is to be isolated in a separate compartment, vented to a stack flue that leads to the exterior of the building. The compartments are to have gravity trap doors that will permit quick and easy egress of combustion flames or gases to the exterior and prevent ingress of these same gases to other compartments. The flues leading to the exterior are to be provided with proper insulation and devices to prevent heat conduction and air convection from the outside. In brief, the preservation plans comprise, in addition to editing and conditioning, control of temperature, humidity, air content, heat conduction, and air connection.

The Chief of the Division has been made a member of the National Research Council's advisory committee to the Bureau of Standards on the preservation of motion-picture film, and also chairman of the film-preservation committee of the Society of Motion Picture Engineers. These committees will furnish additional and valuable help in the study of the problem of film preservation.

The work of the Division may be materially handicapped unless preservation of motion-picture films is interpreted to mean preservation of motion-picture records. The present language of section 7 of the National Archives Act limits the work largely to that of curatorship. The preservation of a motion-picture film has a definite time limitation, but, if the concept were enlarged to include the preservation of motion-picture records by all necessary means, including duplication, The National Archives could look forward to a more successful effort in preserving this material as permanent archives of the Government.

SERVICE

In approaching the problem of servicing, the only completed work is that of writing specifications for storage and for motion-picture and sound-recording equipment. In this, help was given by various Federal agencies interested in motion pictures and by several non-Federal institutions. These specifications were submitted on May 13 and June 26, respectively.

As a consequence of his travels and studies, the Chief of the Division made contacts that should prove of inestimable value in the future development of this Division. He was also called upon from time to time to counsel with various Federal and non-Federal institutions with similar functions in working out their problems. Among these may be mentioned the motion-picture production section of the Bureau of Mines, on problems of storage; the American Society of Photogrammetry, also on storage problems; the Smithsonian Institution, on sound recording; and the Rockefeller Laboratory of Archaeology, on recording.

OFFICE OF THE EXECUTIVE OFFICER

(From the report of the Acting Executive Officer, Mr. HARRIS)

Collas G. Harris was appointed senior administrative officer on December 3, 1934, and served as Acting Executive Officer from that date to June 30, 1935. He has had general supervision over the business affairs of The National Archives, the preparation of the budget for 1936, the building and equipment, and the work of the administrative divisions.

TEMPORARY ADMINISTRATIVE MACHINERY

The first major administrative problem was that of setting up temporary machinery whereby the necessary business details could be carried on until the divisions devoted to this work could be organized. This was accomplished after several conferences with the various agencies of the Government concerned with the administrative activities of a Government agency, namely, the General Accounting Office, the Bureau of the Budget, the disbursing officer at the Treasury, the Procurement Division, the Government Printing Office, and the Personnel Classification Board of the Civil Service Commission.

THE BUDGET FOR 1936

An immediately pressing problem was the formulation of budget estimates for the fiscal year 1936 and supplementary estimates for the balance of the fiscal year 1935. The Emergency Appropriation Act, fiscal year 1935, approved June 19, 1934, carried an item of \$50,000 for salaries and other expenses of The National Archives during the fiscal year 1935. This appropriation was to enable a small staff to be assembled before the exact amount of the appropriation needed to carry out the purposes of the National Archives Act could be determined. Had The National Archives been in operation during the summer of 1934, the budget estimates for the fiscal year 1936 would have appeared in the regular Independent Offices Appropriation Act for the fiscal year 1936. After several conferences at the Bureau of the Budget and numerous and lengthy conferences with the Archivist and the Acting Director of Archival Service, an organization chart was prepared. From this organization chart a break-down of required personnel by divisions was made. This was then incorporated in the budget justification along with the amounts that would be required for other obligations. Since this was the first budget estimate to be submitted by The National Archives it was necessary during its preparation to have numerous conferences with the Bureau of the Budget and with the Personnel Classification Board of the Civil Service Commission. The estimate when completed was presented to the Bureau of the Budget on January 28, 1935, and it was submitted to Congress by the President on February 27, 1935. In the First Deficiency Appropriation Act, fiscal year 1935, approved March 21, 1935, there was appropriated for salaries and other expenses of The National Archives for the fiscal year 1936, \$458,000, and for printing and binding, \$17,000. Of these sums, \$75,000 was made immediately available for use during the fiscal year 1935, \$2,000 of which was for printing and binding.

BUILDING AND EQUIPMENT

A third problem concerned the necessary "tenant changes" in the National Archives Building, which was nearing completion. The act providing for the erection of the building was approved May 25, 1926; on June 19, 1934, an act was passed and approved by the President establishing The National Archives; and on October 10, 1934, the Archivist of the United States was appointed. During the interval from May 25, 1926, to October 10, 1934, the architect, Mr. John Russell Pope, and the Supervising Architect of the Treasury, Mr. L. A. Simon, had proceeded with the work of designing and erecting the National Archives Building, but they had been handicapped somewhat by not being able to consult with the officials who were to occupy the building. They knew that many tenant changes would have to be made in order that the building, when completed, should be adequate and suitable for its purposes.

The first conference between the Archivist, the Acting Director of Archival Service, and the Acting Executive Officer to consider these problems was held on December 3, 1934. The National Archives Building was then approaching the final stages of completion. The exterior was practically complete except for the pediments over the entrances and the four statues. The inside of the building was ready for the finishing touches. Scaffolding was still in the Exhibition Hall, but most of the work therein had been completed except for the large bronze gates at the entrance. The stack areas and the offices of the division chiefs in the stack areas were practically complete, but the installation of stack equipment had not begun. The administration offices on the Pennsylvania Avenue side of the building were nearing completion. The walls were plastered but the floors had not been laid and in most cases the doors had not been hung.

On June 30, 1935, the Exhibition Hall was completed except for the two murals. The pediments and statues on both the Pennsylvania Avenue and the Constitution Avenue sides were completed. The stack areas and the offices of the division chiefs in the stack areas were completed, but no stack equipment had been installed. The completion of the offices on the Pennsylvania Avenue side of the building had been held up for the necessary tenant and other changes.

On November 28, 1934, the Supervising Architect submitted copies of the proposed inscriptions for the building and the sculptural groups to the Archivist for his approval. They were discussed, revised, and approved in conferences of the Archivist, the Acting Director of Archival Service, and the Acting Executive Officer.

The next problem presented was that of space allocations in the building. This necessitated a study of the plans and numerous inspections of the building itself. The problem was to fit the proposed staff required to carry out the purposes of the National Archives Act into the National Archives Building. It was immediately seen that, in order to have adequate and sufficient working areas, it would be necessary to transform all lunch rooms and locker rooms into offices and to divide large rooms with two or more windows into two or more separate offices.

Various floor changes, involving the substitution of cork and linoleum for tile and cement, had to be made in the proposed lunch-rooms.

The room to be used by the stenographic pool and the projecting room on the fifth floor had to be acoustically treated.

It was recommended that, in order to have the best possible working conditions, the walls and ceilings of all working areas and offices be painted.

The film vaults on the fifth floor did not appear to provide adequate protection for films, and recommendations were made for special cabinets to assure the utmost safety for the films to be stored in them and for the building and its contents.

A close study of the building disclosed that sufficient office space had not been provided, and a recommendation was made for the construction of nine additional offices with outside windows on the north side of the thirteenth tier of stacks.

The problem of protection for the building and its contents was carefully studied, and recommendation was made that an adequate system be installed for protection against fire and burglary.

The problem of housing the card catalog was taken care of by eliminating bookshelves around the walls in the main portion of the search room on the second floor and substituting for them specially designed and constructed card-catalog drawers.

Plans and designs for the furniture in the search room on the second floor and in the executive offices and the conference room on the main floor were submitted to the Archivist and after careful study were adopted.

The architects of the Treasury Department had been working for some years on designs for suitable stack equipment for the storage of documents, but they reached no definite decision until after many lengthy conferences had been held with the Archivist, the Acting Director of Archival Service, and the Acting Executive Officer, and a sample section of the stack equipment proposed had been tested and approved at the Bureau of Standards.

In December the problem of the construction of the extension was discussed. As a result of careful and detailed study, it was decided to recommend to the Procurement Division that the construction of the extension and the installation therein of suitable stack equipment be begun as soon as possible.

On June 30, 1935, all the tenant changes above mentioned were either completed or in process of completion except the acoustical treatment of the projecting room, the construction of the card-catalog drawers, the floor changes on the ground and fifth floors, and the painting of certain offices.

ORGANIZATION OF THE ADMINISTRATIVE DIVISIONS

As set forth in the organization charts and in the budget justifications for the fiscal years 1935 and 1936, the Executive Officer has complete charge of the general business administration of The National Archives and is responsible only to the Archivist of the United States for the proper performance of his duties. He is charged with the responsibility of carrying out a variety of func-

tions, all of which are essential in order to assure the successful administration of the activities of the several divisions and sections of The National Archives. The number of employees to be assigned to the Office of the Executive Officer depends upon the number of employees assigned to and the amount of work performed by the technical, professional, and other divisions. As the staff and work of the technical and professional divisions increase the staff of the Executive Officer must be increased.

For the efficient operation of the functions of the Executive Officer the following administrative divisions and sections were planned: (1) Division of Purchase and Supply, (2) Division of Personnel and Pay Roll, (3) Division of Finance and Accounts, (4) Division of Photographic Reproduction and Research, (5) Division of the Central Files, (6) building and grounds, (7) printing and binding, (8) stenographic pool, (9) mail room, (10) messenger service, and (11) telephone switchboard. At the end of the fiscal year 1935, five of these divisions had been organized and were in operation—the Divisions of Personnel and Pay Roll, Finance and Accounts, Purchase and Supply, Photographic Reproduction and Research, and the Central Files. At the end of the fiscal year 1935, 25 persons were employed in the administrative divisions and 17 in the professional divisions.

DIVISION OF PURCHASE AND SUPPLY

(From the report of the Chief, Mr. WILSON)

This Division was organized on May 16, 1935, with Frank P. Wilson as Chief.

The principal activities of the Division were directed to the setting up of an efficient system of records covering purchase orders, requisitions for supplies and equipment, perpetual inventory of stock items, break-down by divisions of supplies issued, and permanent identification and location by division and room of all equipment.

The Division also took over the preparation and certification of all orders and vouchers and the preparation of specifications for bids on equipment; assisted in moving and setting up the several offices of The National Archives staff; prepared necessary requisition and record forms to be supplied by the Division of Photographic Reproduction and Research; and arranged for stenographic and messenger service.

DIVISION OF PERSONNEL AND PAY ROLL

(From the report of the Chief, Mr. JONES)

This Division was organized on February 1, 1935, with the senior administrative officer in charge until March 16, 1935, when Allen F. Jones was appointed Chief.

In the performance of its functions, the Division furnished, upon request, 35,000 application forms to prospective applicants, 15,000 of whom had returned their forms properly filled out by June 30. In an effort to give every applicant fair consideration and to supply

The National Archives with a qualified personnel, every application filed was carefully examined and classified according to the positions for which the applicant seemed qualified. This work entailed a correspondence amounting to an average of 200 letters per day and interviews with an average of 720 persons per month, approximately one-tenth of whom were further investigated as to character, training, and experience for work with The National Archives.

The Division also classified 130 positions in The National Archives in accordance with the Classification Act of 1923. These positions were allocated by the Civil Service Commission and approved by the Bureau of the Budget in accordance with the Economy Act of 1932.

Time and leave records and service records were set up. Preparations were made for the handling of transfers, reinstatements, certifications, retirement matters, efficiency ratings, and separations; records were maintained to indicate promotions and demotions; and appointment notices were prepared, together with the necessary papers for the personnel file of each employee.

The following table shows the monthly increase in the personnel and pay roll of The National Archives from October 10, 1934, to June 30, 1935, inclusive:

Date	Number of persons	Monthly aggregate pay roll	Date	Number of persons	Monthly aggregate pay roll
October-----	1	\$553. 98	March-----	13	\$2, 948. 63
November-----	4	1, 104. 29	April-----	16	3, 630. 76
December-----	6	1, 754. 83	May-----	28	5, 406. 63
January-----	8	2, 166. 78	June-----	42	8, 393. 11
February-----	10	2, 469. 94			

DIVISION OF FINANCE AND ACCOUNTS

(From the report of the Chief, Mr. JONES)

This Division was organized on March 16, 1935, with the appointment of Allen F. Jones as Chief.

At the request of the Archivist, a uniform accounting system was installed by the General Accounting Office during the fiscal year 1935. This system enabled the Archivist to utilize available funds to the fullest extent and to exercise responsible control over items of expenditure. In this connection a plan was adopted of centralizing the accounts and the allotment of specific amounts by object of expenditure, which necessitated complete and accurate accounting. Detailed summary and control accounts were maintained for the purpose of accounting for the appropriation by cash, by budget, and by object of expenditure.

Allotment of the \$50,000, which was made available for the support of The National Archives in the Emergency Appropriation Act, fiscal year 1935, was made to the several activities, after which the Chief of the Division informed the Archivist of the sums respectively allotted and the accounting for which he is responsible.

All vouchers were administratively examined in the Division, and the procedure was established of submitting them to the General Accounting Office for pre-audit before they are presented for payment to the Division of Disbursement in the Treasury Department.

DIVISION OF PHOTOGRAPHIC REPRODUCTION AND RESEARCH

(From the report of the Chief, Dr. TATE)

This Division was organized with the appointment of its Chief, Vernon D. Tate, who entered upon his duties May 1, 1935.

Its work during the 2 months covered by this report was concerned chiefly with problems of equipment and of necessary construction changes in the space allotted to the Division in the National Archives Building. Through conferences and correspondence with representatives of the principal manufacturers of duplicating, photographic, and auxiliary equipment, a considerable body of valuable data was accumulated. On the basis of these data, specifications were prepared, bids obtained, and contracts awarded.

Considerable time was expended in attempting to determine the probable requirements of other divisions for duplicating and photographic-reproduction services in order to plan adequate personnel and equipment to meet these demands. A bibliography of books and magazines pertaining to photography, duplicating, and allied subjects of interest to the Division was compiled.

Two particularly important problems were studied. The first of these concerns the making of photographs of all Government archives in their present locations in conjunction with the surveys by the deputy examiners of the Division of Accessions. It is proposed that a complete photographic record be made of these archives, so that in the future the Archivist of the United States may have at hand concrete and definite information of actual conditions of all Government archives in 1935. A tentative list of equipment for this purpose was prepared, and the personnel needed for the project was considered.

The second problem involves the duplication of card files of various sizes, which may be required for consultation and use in The National Archives. Investigation of the various card-reproduction methods at present commercially available was made. In view of the probable requirements of the card-reproduction project, none of these appeared to be ideally suited to the purpose, and it may be necessary to design entirely new and radically different card-reproduction apparatus for the use of The National Archives.

An invitation to the Chief of the Division from the Public Documents Committee of the American Library Association to speak at its national convention in Denver on the subject, The Present Status of Equipment for Micro-Copying, was accepted, and the address was given on June 26, 1935.

APPENDIXES

APPENDIX I

LEGISLATION CONCERNING THE NATIONAL ARCHIVES AND THE NATIONAL ARCHIVES BUILDING, 1913-35

EXTRACT FROM THE PUBLIC BUILDINGS OMNIBUS ACT, APPROVED MARCH 4, 1913

[37 Stat. L. 884]

SEC. 21. That the Secretary of the Treasury be, and he is hereby, authorized and directed to prepare designs and estimates for a fire-proof national archives building of modern library-stack type of architecture, containing not less than three million cubic feet of space, suitable for the orderly storage of records, documents, and other papers which have accumulated in the various departments, independent establishments, and executive offices and in the files of the Senate and House of Representatives and are not needed for current use.

That the said designs and estimates shall be prepared with a view to the erection of the said building in the city of Washington, District of Columbia, upon a lot of land large enough to contain ultimately a building embracing eight million nine hundred thousand cubic feet of space.

That the said designs and estimates shall make provision for a building capable of subsequent extension, without impairing its architectural appearance, from a capacity of three million cubic feet to a capacity of eight million nine hundred thousand cubic feet.

That before the said designs and estimates are completed inspection shall be made under the direction of the Secretary of the Treasury of the best modern national archive buildings in Europe, and consultation shall be had with the best authorities in Europe on the construction and arrangement of archive buildings.

That the said designs and estimates shall provide for the construction of a building the total cost of which, including heating and ventilating apparatus, elevators, and approaches, complete, shall not exceed the sum of \$1,500,000.

That whenever the said designs and estimates have been approved by a commission consisting of the President of the Senate, the Speaker of the House of Representatives, the Secretary of the Treasury, the Secretary of War, and the Secretary of the Interior, then the Secretary of the Treasury shall be, and he is hereby, authorized and directed, in his discretion, to purchase, or cause to be taken for public use, by condemnation or otherwise, as a site for said building, any piece of land of the size defined in this section the purchase of which shall be approved by the said commission.

That for the preparation of said designs and estimates the sum of \$5,000, or so much thereof as may be necessary, is hereby authorized to be expended for employment of technical and engineering services in the office of the Supervising Architect.

ACT AUTHORIZING CONSTRUCTION WITHOUT INSPECTION OF EUROPEAN BUILDINGS, APPROVED JUNE 28, 1916

[39 Stat. L. 241]

An Act To repeal paragraph four of section twenty-one of the public buildings Act, approved March fourth, nineteen hundred and thirteen, providing for the construction of a national archives building.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That paragraph four of section twenty-one of the public buildings Act, approved March fourth, nineteen hundred and thirteen, which reads as follows: "That before the said designs and estimates are completed inspection shall be made under the direction of the Secretary of the Treasury of the best modern national archive buildings in Europe, and consultations shall be had with the best authorities in Europe on the construction and arrangement of archive buildings," be, and the same is hereby, repealed; and the acquisition of a site for a national archives building, and the construction of the said building according to the terms of said Act of March fourth, nineteen hundred and thirteen, is hereby authorized without such inspection and consultation in Europe.

Approved, June 28, 1916.

EXTRACT FROM THE SECOND DEFICIENCY ACT, FISCAL YEAR 1926, APPROVED JULY 3, 1926

[44 Stat. L. 874]

[Appropriated to the Treasury Department:] Washington, District of Columbia, Archives Building: Toward the construction of an extensible archives building and the acquisition of a site by purchase, condemnation, or otherwise, \$1,000,000; and the Secretary of the Treasury is authorized to enter into contracts for the entire estimated cost of such building, including stacks, and site, for not to exceed \$6,900,000.

EXTRACT FROM THE ACT MAKING APPROPRIATIONS FOR THE TREASURY AND POST OFFICE DEPARTMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 1930, APPROVED DECEMBER 20, 1928

[45 Stat. L. 1044]

[Appropriated to the Treasury Department:] Washington, District of Columbia, Archives Building: Toward the construction of building and acquisition of site, [indeterminate amount of general appropriation for public buildings;] and the Secretary of the Treasury is authorized to enter into contracts for the entire estimated cost of such building and site, including stacks, for not to exceed \$8,750,000, in lieu of \$6,900,000 fixed in Act of July 3, 1926.

EXTRACT FROM THE SECOND DEFICIENCY ACT, FISCAL YEAR 1930, APPROVED JULY 3, 1930

[46 Stat. L. 906]

Archives Building: The Act of December 20, 1928 (45 Stat., p. 1044), is hereby amended so as to authorize the Secretary of the Treasury, in his discretion, to construct a building on the site bounded

by B Street, Ninth Street, Seventh Street, and Pennsylvania Avenue, already owned by the Government, at a limit of cost not to exceed \$8,750,000, and should the Secretary of the Treasury elect to carry out the above project in lieu of the present authorization for a site and building, any amounts already expended toward the purchase of a site shall be charged against the appropriations made under the Act of January 13, 1928 (45 Stat., pp. 51, 52), for the acquisition of certain lands within the District of Columbia, in lieu of the appropriations for the Archives Building.

THE NATIONAL ARCHIVES ACT, APPROVED JUNE 19, 1934

[48 Stat. L. 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.

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 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. That the National Archives shall have an official seal which will be judicially noticed.

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.

EXTRACT FROM THE EMERGENCY APPROPRIATION ACT, FISCAL YEAR 1935,
APPROVED JUNE 19, 1934

[48 Stat. L. 1026]

National Archives

For carrying out the provisions of the Act entitled "An Act to establish a National Archives of the United States Government, and for other purposes", approved June [19], 1934, fiscal year 1935, \$50,000.

EXTRACT FROM THE FIRST DEFICIENCY APPROPRIATION ACT, FISCAL YEAR 1935, APPROVED MARCH 21, 1935

[Public, No. 21, 74th Cong., p. 3]

National Archives

Salaries and expenses: For the Archivist and for all other authorized expenditures of the National Archives in performing the duties imposed by law, including personal services; supplies and equipment; purchase and exchange of books and maps; contract stenographic reporting services; purchase of newspapers, periodicals, and press clippings; travel expenses, including not to exceed \$500 for the expenses of attendance at meetings concerned with the work of the National Archives; purchase, exchange, maintenance, and operation of motor vehicles, including not more than one passenger-carrying automobile for the official use of the National Archives; and all other necessary expenses, fiscal year 1936, \$458,000, of which not to exceed \$73,000 shall be immediately available: *Provided*, That subsistence expenses payable under this appropriation shall be on a per diem allowance basis in lieu of actual expenses and shall not exceed \$5 per day for any person: *Provided further*, That section 3709 of the Revised Statutes (U. S. C., title 41, sec. 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.

Printing and binding: For all printing and binding for the National Archives, fiscal year 1936, \$17,000, of which not to exceed \$2,000 shall be immediately available.

THE ACT CONCERNING GOVERNMENT PUBLICATIONS AND THE NATIONAL ARCHIVES, APPROVED JUNE 17, 1935

[Public, No. 151, 74th Cong.]

AN ACT To provide for the printing and distribution of Government publications to The National Archives.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That chapter 23 of the Printing Act, approved January 12, 1895, as amended (U. S. C., title 44, ch. 7), be and is hereby, amended by adding a new section as follows:

"SEC. . That there shall be printed and delivered by the Public Printer to The National Archives for official use which shall be chargeable to Congress two copies each of the following publications:

"House documents and public reports, bound; Senate documents and public reports, bound; Senate and House journals, bound; United States Code and Supplements, bound; Statutes at Large, bound; Official Register of the United States, bound; Decisions of the Supreme Court of the United States, bound; and all other documents bearing a congressional number, and all documents not bearing a congressional number printed upon order of any committee in either House of Congress, or by order of any department, bureau, independent office or establishment, commission, or officer of the Government except confidential matter, blank forms, and circular letters not of a public character; and two copies each of all public bills and resolutions in Congress in each parliamentary stage.

"The Superintendent of Documents shall furnish without cost copies of such publications as may be available for free distribution."

Approved, June 17, 1935.

THE FEDERAL REGISTER ACT, APPROVED JULY 26, 1935

[Public, No. 220, 74th Cong.]

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.

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 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. Within six months after the approval of this Act each agency shall prepare and file with the committee a complete compilation of all documents which have been issued or promulgated prior to the date documents are required or authorized by this Act to be published in the Federal Register and which are still 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. The committee shall within sixty days thereafter report with respect thereto to the President, who shall determine which of such documents have general applicability and legal effect, and shall authorize the publication thereof in a special or supplemental edition or issue of the Federal Register. Such special or supplemental editions or issues shall be distributed in the same manner as regular editions or issues, and shall be included in the bound volumes of the Federal Register as supplements thereto.

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.

APPENDIX II

REPORT OF THE ADVISORY COMMITTEE ON THE NATIONAL ARCHIVES BUILDING, 1930

[This Committee was appointed by President Hoover to supply the architect with data to be used in determining the size and character of the building. It consisted of Tyler Dennett, Historical Adviser of the State Department; Louis A. Simon, of the Supervising Architect's Office; Brig. Gen. James F. McKinley, assistant to The Adjutant General; E. K. Burlew, Administrative Assistant to the Secretary of the Interior; J. Franklin Jameson, Chief of the Division of Manuscripts of the Library of Congress; and James L. Baity, Executive Officer of the General Accounting Office. On the basis of data supplied by the various Government agencies, the Committee prepared the following report:]

ADVISORY COMMITTEE ON THE NATIONAL ARCHIVES BUILDING, *Washington, D. C., November 11, 1930.*

PROGRAM PREPARED AS A BASIS FOR PRELIMINARY SKETCHES

The National Archives Building is intended to become the repository for all papers of the Federal Government which are considered worthy of permanent preservation or which for administrative reasons must be retained for a long period of years. The value of the various papers and files thus deposited will vary from such priceless documents as the original laws and original treaties of the United States to vast quantities of papers which in themselves would appear to be relatively unimportant were it not for the relation which they bear to larger questions. The completed building for the National Archives is not designed as a central filing depot for active files but for papers that have ceased to be related to current business.

To this institution will come, not only the various agencies of the Federal Government which desire to verify information or to trace the continuity of policies, but there will also come historical scholars from both the United States and foreign countries. It is probable that at least for the next half century the number of students for whom facilities for work will have to be provided will be relatively small as compared with the number of persons connected with the Federal Government who will come into the building from other Government offices in connection with current governmental work. On the other hand, many scholars are likely to make prolonged visits and should be provided with all reasonable facilities for the prosecution of their searches.

The site which has been designated for the National Archives being in the center of Washington, a building so placed would afford opportunity to make accessible to the general public exhibits of documents illustrating the various phases of the progress and devel-

opment of the American Nation. The performance of this function of popular education must be so controlled that it will in no way interfere with the normal operation of the building in connection with current Government work nor should the exhibits be so arranged and managed as in any way to increase the hazard of destruction either by fire, theft, or the handling of fragile papers.

In order to maintain the functional divisions of the building, the following major divisions of plan occur: (1) Administration and operation; (2) stacks; (3) public space, and (4) circulation, public and private.

TYPE OF BUILDING

In the table of space requirements given in this program it became necessary to depart somewhat from what would theoretically be the most desirable form of building in order to meet the requirements for the architectural development of the so-called "Triangle."

It is expected that the bulk of archives initially to be deposited in the building will be relatively small, that there will be periodic transfers at intervals of perhaps 5 years, and that there will be additional transfers from time to time of quantities of papers which, while of relatively recent date, are no longer considered important or current. It is estimated that the total bulk of all of the records of the Government worthy of permanent preservation up to January 1, 1917, exceeds slightly 1,000,000 cubic feet, from which it is estimated that a total of 3,500,000 cubic feet of stack space will be sufficient to house all records of the Government prior to that date.

It is further estimated that the files of the Government which accumulated between January 1, 1917, and January 1, 1930, form approximately twice the bulk of all files for the earlier period. When all files of the Government prior to January 1, 1930, shall have been deposited in the building the total stack space required will be between nine and ten million cubic feet, with the possibility that this requirement may be increased by the occasional transfers of other papers of relatively recent date. Furthermore, the anticipated annual accumulation of 200,000 cubic feet per year will create a demand for increases of stack space at the rate of 600,000 cubic feet per year.

As a working basis it has been assumed that the capacity of a building designed to conform to the requirements of the so-called "Triangle" group would be limited to about 10,000,000 cubic feet, although some 60 percent of this is not likely to be required within the next half century.

The purposes which the National Archives Building are to serve are such that the planning thereof is subject to certain basic conditions which are mandatory and call for directness and simplicity of arrangement.

The fact that the ultimate space requirements to accommodate all the archives of the Federal Government far exceed the ultimate capacity of the main Archives Building placed on the site chosen within the Triangle area calls for a building with a very concentrated arrangement of stacks. Such an arrangement is made possible by the desirability of excluding from the stack units all natural light and outside atmosphere and supplying artificial light and conditioned air.

The fact indicated above that less than 50 percent of the building's ultimate capacity will be required for the first 50 years after it is

first occupied must be taken into consideration in the conception of the design. The space requirements as given in this program are for the ultimate capacity of the building, and the preliminary sketches are to be governed accordingly. But the sketches must also indicate the means proposed for furnishing a building with from four to five million cubic feet capacity, which will probably remain of that size for 50 years after date of occupancy.

The possibility exists that a portion of what will ultimately be artificially lighted stack space might in the interim be naturally lighted for temporary use other than for stacks.

Insofar as the plan of the building is affected by the personnel to be accommodated, it should be noted that there will be a much smaller number of people working in the building than is usual in buildings of corresponding size. The subject of personnel is discussed below, but it is important here to point out that it is unlikely that the personnel employed in the completed structure will greatly exceed 600 people, and for the first 50 years a very much smaller number will be required for the efficient operation of the archives.

The personnel will be divided roughly into two groups:

(a) Those who work directly on the files and who should, therefore, be located as closely as possible to the papers upon which they work;

(b) The central administrative force which will be engaged in a variety of tasks enumerated below.

In the interests of efficient administration it is desirable that the relatively small administrative force should be located as closely together as is feasible. It is also desirable that the force which must work directly on the papers in searching, sorting, etc., shall have as favorable conditions as possible with reference to light and air. It is the further consideration that effective control of the stacks for the prevention of fire and for the safeguarding of the papers makes it desirable to exclude from the stack space all but those whose services are indispensable at that point.

With stack units arranged for artificial lighting and the introduction of conditioned air, there will be required relatively small work-rooms adjacent to these stacks for the use of small groups of workers, where they may have direct access to the stacks in their charge with the minimum of delay. These centers should be located with reference to a convenient means of circulation to the main administrative unit, which will be located outside the stacks.

PERSONNEL

For the purpose of the preliminary sketches, it may be assumed that the organization of the personnel for the National Archives Building will have as its head an archivist with two principal assistants, one of whom will have general supervision of the archives work and the other of whom will be an executive assistant. The information office, the reference service, the cataloging units, and the search rooms will be operated by a relatively high grade personnel with something equivalent to library training and experience.

There will be a considerable number of mechanical operations connected with the receiving, sorting, cleaning, repairing, and duplicating sections. These operations will require a more mechani-

cally trained personnel, and their several functions are so similar as to suggest locating them close together, and they may be on a floor separated from the other personnel.

OPERATION

While it will no doubt be possible to arrange a schedule for transfers which will to some extent prevent the congestion incident to the delivery of very large quantities of papers at any one time, nevertheless, very ample provision should be made for the receiving of papers. The delivery of papers will be accompanied by the delivery of an inventory which will describe the papers at the moment being transferred. Before the inventory can be receipted for, it will be desirable to sort the deliveries, place them in order on the receiving floor in such a way that each item of the inventory can be checked off and receipted for and there should, therefore, be provision on the receiving floor for a large amount of shelving similar in character to that which will go into the stacks. Probably all files will be sorted and given their original and permanent classifications on the receiving floor before they are transferred to their permanent resting place in the stacks.

It is also contemplated that the papers before delivery to the stacks will be passed through a disinfecting and cleaning process which will kill all animal life and also remove to some extent the dirt. These two operations must be performed in space adjacent to the receiving floor.

After the documents have been once assigned to their place in the stacks, the principal calls which will be made for these papers will be broadly of the following characters:

- (1) The request to see a single paper or a small group of papers;
- (2) A request for information which will be supplied by the members of the archives staff after whatever search of the files by them is found to be necessary;
- (3) A request to conduct a search of a quantity of papers by one or more persons either from a Government office or from those representing a private interest.

It will be observed that these various kinds of requests call for two kinds of service:

- (1) An operation which can be performed entirely in the stacks or in the adjacent room of a stack supervisor;
- (2) An operation which involves the transfer of a group of papers to a general search room where the search can be conducted under the immediate supervision of qualified archives assistants, or to a room specially assigned to a group of searchers. Separate rooms for individual searchers will not be provided.

The subdivisions of the stack space will be generally by heavy removable wire partitions extending from floor to ceiling, except that there shall be fire walls at proper intervals throughout the stack space.

Among the documents deposited in the National Archives Building there will be papers which are not to be made available to the public or to any Government office except by the express permission from the head of the office having prior custody of the papers. Provision must be made in the stacks for segregating this class of

documents. The wire partitions mentioned above would serve the purpose.

Aside from the principal calls received for various papers for examination, papers may be removed from the stacks in small quantities for other purposes, viz, repairing, binding, and rebinding. Such papers would be transferred under proper safeguards to the repair room, which should be located on the floor with the other mechanical operations.

Papers also might be transferred to the duplicating room, where photostats or photographs would be made. This, however, is a short operation, involving withdrawals from the shelves for very brief periods. The duplicating rooms should be located so that they can serve their functions with the least possible delay in order that the service required of the archives staff may be performed not only efficiently but with unflinching promptness. This will require facilities for very rapid and efficient duplicating.

In the functioning of the administrative units, the center of operations will be an information unit, which will be located completely outside of the stack space, where requests by telephone or in person will be received. Obviously, this should be conveniently located with reference to the public on the one hand and the stacks on the other. It should also be so designed as to be under close supervision of the Archivist and his immediate staff.

To answer requests for information it will usually be necessary to refer to the catalog. The catalog will probably consist of little more than the various items of the inventory carded separately. On these cards will be noted the location in the stacks of the files which will have to be consulted. The requests for information will then be referred to the appropriate stack unit. This unit will have adjacent to the files themselves whatever indexes were originally transferred with the papers or are subsequently made.

If files are to be consulted by someone other than a member of the archives staff they will be brought down to a charge desk and then delivered to a designated desk in a search room.

It is contemplated that there will be for official purposes a general search room and two smaller rooms. There will be another search room for the nonofficial searches. The search rooms should be so planned that additional search-room space can be provided as given in the space data.

Very many of the requests for information can be answered by reference to official publications of the Government. There is therefore provided a library which should be located as close as possible to the information unit. It is, however, not necessary that the library should be on the same floor with the information unit and search rooms. It might conveniently be placed directly above or directly below, in which case there will be required a means of direct communication by an inside stairway and an automatic lift or a small elevator.

The library will be primarily a collection of Government documents with an alcove arrangement of stacks. It should be so designed as to permit easy and rapid access to its shelves. It is not intended for use by the public, but is to be easily accessible to any of the reference staff of the archives administration, with ordinary

safeguards employed to prevent the unauthorized withdrawal or misplacement of books.

The map collection of the Government, in charge of the Geographer, is very extensive and, because of the odd shapes of the maps, requires special treatment both as to shelving and as to reference service. Map files must be segregated from other files in the stacks and should be adjacent to the geographic section of the general administration. The geographic section in turn should be close both to the library and to the information office. The space for the Geographer will include provision for large tables and space for wall maps.

A distinction is to be made between the catalog which must be included in the information service and the process of catalog making which calls for a cataloging unit. It may be accepted that, while many papers will be received with adequate indexes, there will be a great many papers which require further classification and cataloging. Some of this cataloging can be done under adequate supervision by the section units adjacent to the stacks, but a great deal of it will be handled in a central cataloging unit easily accessible to the stacks. This unit should be located as close as is possible to the information unit and the search rooms, since the catalogers are often in the best position to know the papers which may at any time be desired. If the library and the Geographer's office were to be located directly under the information unit and the search rooms, the cataloging unit might be located directly above the latter, thus providing the closest possible contiguity.

In view of the fact that the service rendered will center so largely in the information unit and the search rooms, it seems desirable for efficient administration that the Archivist and the Assistant Archivist be located on the same floor, possibly at one end of the administration portion of the building. The Executive Officer might be placed on one of the lower floors.

Very exceptional precautions will be necessary to protect the stacks from the common dangers of destruction, disintegration, and theft. To eliminate as far as possible the danger of damage by rats, mice, and vermin, lunchrooms are to be provided, with the expectation that the most stringent regulations will be adopted to forbid the keeping of food of any kind in any other part of the building. The lunchrooms should be so located as to make it feasible to keep them scrupulously clean at all times. No provisions for cooking will be required.

Space requirements

ADMINISTRATION		Square feet
Archivist:		
Private office	-----	500
Secretary	-----	300
Stenographers	-----	300
Reception room (if possible serving also the Assistant Archivist and Executive Officer)	-----	1,000
Private toilet, small vault	-----	
Assistant Archivist:		
Office	-----	500
Private toilet	-----	
Secretary	-----	300
(NOTE.—Waiting room, if not adjacent to reception room of Archivist.)		

Space requirements—Continued

ADMINISTRATION—Continued

	Square feet
Executive Officer:	
Office	500
Private toilet	-----
Secretary	300
Information and clerical (this includes space for the catalog and is to be subdivided as required)	2,000
Vault	300
Section chiefs:	
10 offices located adjacent to the stacks and on alternate decks, each office 400 square feet	4,000
Adjacent to each office, local catalog, each 400 square feet	4,000
Geographer	600
Accession records	600
Central cataloging unit	4,000
Receiving	25,000
Cleaning and fumigating	600
Repairing	1,200
Binding	1,200
Vault	200
Storage for supplies (near Executive Officer)	400
Lunchroom:	
Men (no kitchen required)	800
Women (no kitchen required)	800
Toilets:	
Men	-----
Women	-----
Duplicating unit (mimeographing, printing, etc.)	600
Photographic unit	6,000
Mail room	500
Relief station	600
National Archives Council (use conference room of advisory committee).	
Advisory committee:	
Conference room	800
1 office	200
Commission on National Historical Publications (use conference room of advisory committee, 2 offices, each 200 square feet)	400
Expansion	1,000

OPERATION

Superintendent of building:	
Office	400
Vault	100
Chief engineer: Office	400
3 assistant chief engineers: Office	300
Captain of the watch:	
Office	300
Guardroom (lockers)	500
Maintenance shops:	
Plumbing and steam fitting	500
Carpenter	500
Cabinet	500
Electrical	500
Painting	500
Foreman of laborers	400
Mechanical equipment: Machinery, etc.	12,000
General storage	2,000

OPERATING PERSONNEL

Day and night male laborers:	
Locker room	500
Toilet	-----
Lunchroom	400

Space requirements—Continued

OPERATING PERSONNEL—Continued

	Square feet
Day and night female help:	
Locker room.....	500
Toilet.....	
Lunchroom.....	400
Mechanics:	
Locker room.....	500
Toilet and showers.....	
Lunchroom.....	400
Waste-paper room.....	800
Cleaning gear and cuspidor rooms each floor (100 square feet each).....	800

PUBLIC SPACE

1 general search room, official (bookcases on walls).....	1,000
2 search rooms for groups of officials, each 500 square feet.....	1,000
1 search room, unofficial.....	1,000
Search-room expansion.....	2,000
Library.....	4,000
Librarian.....	600
Toilets:	
Men.....	
Women.....	
Exhibition room.....	1,200
Projection room.....	2,500
Corridors, elevators, etc., as required.	
Stacks: Solid partitions as required for fire protection, separations otherwise by wire-mesh partitions extending from floor to ceiling.	

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