

ELEVENTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES
1944-1945

THE NATIONAL ARCHIVES

ELEVENTH ANNUAL REPORT
OF THE
ARCHIVIST
OF THE UNITED STATES

For the Fiscal Year Ending June 30

1945



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1946

PUBLICATION No. 46-8

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OFFICERS AND STAFF

(As of November 15, 1945)

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DAN LACY—Director of Operations.
MARCUS W. PRICE—Deputy Director of Operations.
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Agriculture Department Archives—Herman Kahn, Acting Chief.
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Interior Department Archives—Herman Kahn, Chief.
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Labor Department Archives—Paul Lewinson, Chief.
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Treasury Department Archives—Westel R. Willoughby, Chief.
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Exhibits and Publications—Elizabeth E. Hamer, Head.
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LETTER OF TRANSMITTAL

THE NATIONAL ARCHIVES,
Washington, D. C., November 15, 1945.

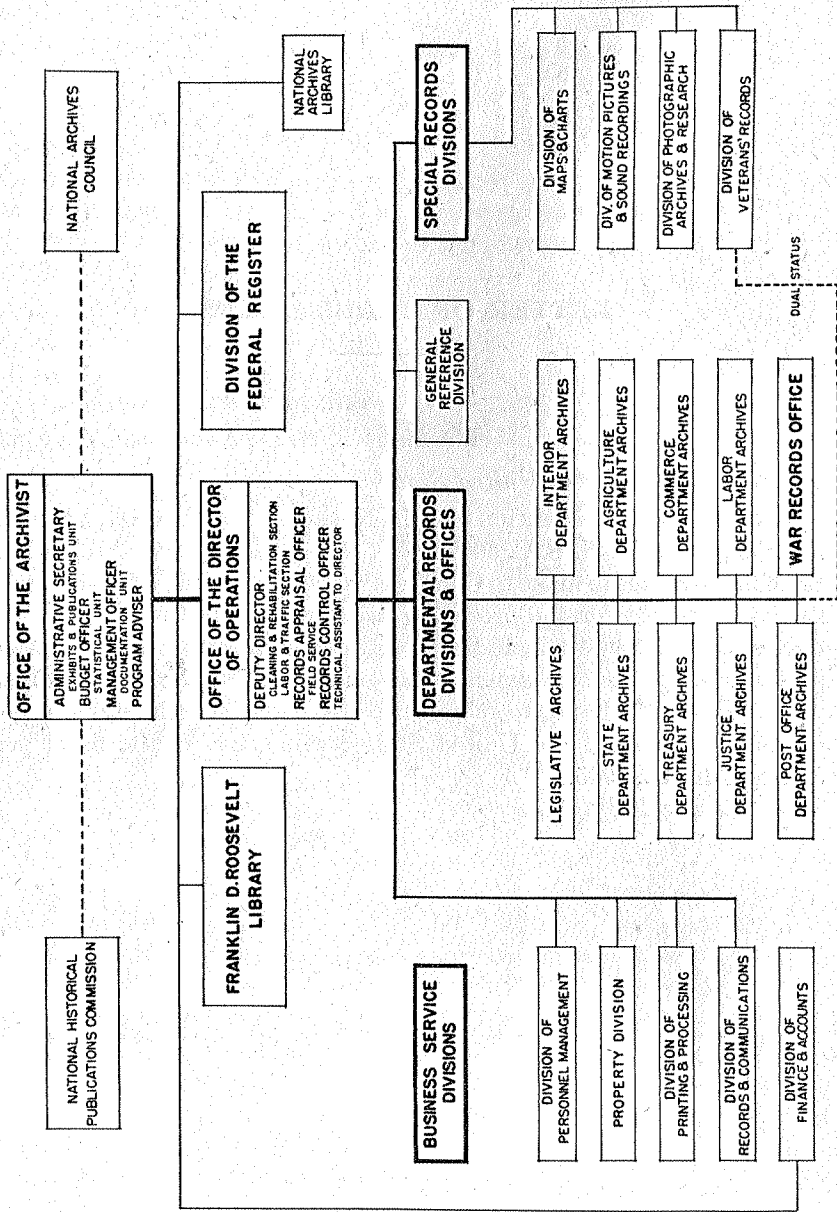
To the Congress of the United States:

In compliance with section 9 of the National Archives Act, approved June 19, 1934 (44 U. S. C. 300-300k), which requires the Archivist of the United States to make to Congress "at the beginning of each regular session, a report for the preceding fiscal year as to the National Archives, the said report including a detailed statement of all accessions and of all receipts and expenditures on account of the said establishment," I have the honor to submit herewith the eleventh annual report of the Archivist of the United States, which covers the fiscal year ending June 30, 1945.

Respectfully,

SOLON J. BUCK, *Archivist.*

THE NATIONAL ARCHIVES



ELEVENTH ANNUAL REPORT OF THE ARCHIVIST OF THE UNITED STATES

Records did not win the war. In fact there were any number of persons who damned the "red-tape," by which they usually meant the endless reports and the forms in triplicate and quadruplicate and quintuplicate, and declared that if the war was ever won it would be in spite of it. But the fact remains that without records, which constitute the administrative mind of any large organization, the war could not have been won. From those first "Greetings" to the eagerly awaited discharge papers, the mobilization and demobilization of our citizen army moved on paper. From contract to delivery, the mighty flow of guns, tanks, planes, ships, and even atomic bombs was recorded. Logistics is a fancy military name for getting the right things to the right places at the right times, but in practice it all boils down to accurate paper work; such operations as "Overlord"—the Normandy invasion—would have been inconceivable without records. Even the capitulation of our enemies was witnessed and symbolized in the documents signed at Reims and in Tokyo Bay.

The job of making and preserving a record of all that the Government does is a big one, even in peacetime. In wartime it is an undertaking beyond any easy imagining. Over 10 percent of the whole population of the United States worked for the Government during the war, in uniform or out, and probably half of the entire national income was collected and spent by the Government. To a surprising degree the details of all economic activity and even of our daily lives had to be regulated by the Government during the war. And all the million and one daily acts and decisions that make up this vast process of running a government and prosecuting a war have to be recorded, at least temporarily. The draft board has to record the fact that John Jones moved to a new boarding house so it will know where to send his induction notice, and the rationing board has to put down the fact that Mrs. Smith has already had her allotment of canning sugar lest she apply for another. These minutiae may appear a far cry from, say, enshrining the Japanese instrument of surrender as a record of our final victory. But they are all parts of the gigantic process of Government record-keeping.

This process costs a lot of money—several hundred million dollars a year. And it creates a lot of paper—by the end of the war the Gov-

ernment had something in the neighborhood of 18,000,000 to 20,000,000 cubic feet of records. It is hard to make a figure like that mean much. That many records would fill 18 buildings the size of the present National Archives Building. In four-drawer file cabinets placed side by side they would line the railroad tracks solidly from Washington to Chicago. Dumped out they would cover an acre of ground and pile up nearly as high as the Washington Monument.

The first idea that comes to the stunned observer of this mass of documents is "For heaven's sake sell it as waste paper!" And this is the right idea, sooner or later, for three-fourths of it, but no such destructive answer can be made on an indiscriminating and wholesale basis. John Jones' being able to prove that he *did* file a change-of-address notice with his draft board may be what keeps him out of jail later on a draft-evasion charge, for example, and you can't throw away the record of the Government's commandeering a carload of copper from the Ace Widget Producing Co. in 1942 until the Ace Widget people get through with their suit to recover what they think was a fair price for it. And when Sadie Brown at long last covers her typewriter and retires in 1970, it will be important, at least to her, to be able to prove that she really did work for the War Production Board for 11 months in 1944 and is entitled to have that counted in her retirement credits.

To anticipate such legal and routine administrative needs for records, varied though they may be, is a relatively simple aspect of the problem of appraising Federal records to determine what may be safely destroyed and what must be retained and for how long. A far more complex problem, and one involving far more significantly the professional competences of the staff of the National Archives, is that of evaluating records in terms of their long-range administrative usefulness and their importance as sources of information about the American people and their social, economic, and political activities. With the expanding range of interests of the Government over the past several decades, its records have become an increasingly and almost inconceivably rich body of research materials, until today there is literally almost no aspect of American life that can be thoroughly investigated or fully understood without recourse to the archives of the Federal Government.

Peculiarly is this true of the records of the war period, and this is not alone or even principally because the last 5 years were "historic" years or because the records of Kwajalein and Salerno and Bastogne will in time have the same "historic" interest that records of Valley Forge and Gettysburg now have. More important is the fact that the necessary extension of Government controls and activities during the war brought about the recording of innumerable aspects of our na-

tional life never before usably documented. Never before has the anatomy of the American economy been so fully explored or so minutely recorded. Many problems of social maladjustment—inadequate housing, poor nutrition, minority exclusion from employment, for example—that escape intensive and comprehensive public attention in peacetime are thoroughly documented in their war-aggravated form. Almost every social process, in fact, is accelerated and intensified by war and hence is made of peculiar interest to social scientists. Ordinary problems of administrative organization, for example, are thrown into the boldest possible relief when the Government faces the necessity of creating administrative machinery adequate to the prosecution of the war and may be studied more effectively in the record of the Government's endeavor to that end than in any other source.

The unusual interest of developments in the war period and the unusual thoroughness with which those developments were recorded by the Government give the 8,000,000 or 9,000,000 cubic feet of records created during the war a unique importance. The task of assisting in the selection of the core of those records that can be permanently preserved and the accomplishment of their orderly retirement is probably the largest, the most complex, and the most important problem that has ever been faced by an archival agency. And it is an urgent problem as well, for a very large part of the most important records of the war were accumulated in temporary agencies facing an early end with the close of the war. Hopeless confusion would be the result of the National Archives' not being prepared to deal with these records promptly as the war drew to a close.

For these reasons the records administration program of the National Archives in 1945 as in 1944 was directed primarily to the problem of the retirement of war records. The problem is not one that can be dealt with from the top only—by the National Archives alone as the records office of the Government. It must be tackled by the agencies themselves. Thus every effort was made to get them to inaugurate records administration programs, or at least as a first step to appoint records officers. Inventorying of records was encouraged and the disposal of those of no further value and the transfer to the National Archives of those of enduring value as soon as they became noncurrent were facilitated. Some of the emergency agencies developed really effective records retirement programs but far too many of them were unprepared for the inevitable end. Studies the National Archives had made the preceding year of the more important of them provided plans of action, but the National Archives faced their imminent termination with some misgiving because its present staff is too small to carry out those plans to best effect.

Although major attention was given to the temporary agencies, whose records problems differed not in kind but in urgency from those of other agencies, the National Archives also worked as closely as possible with old-line organizations. Some of them, such as the War and Navy Departments, in spite of their war-swollen enterprises, made outstanding progress in the establishment of long-range control over their records. The use of schedules, which give continuing authority for the disposal of recurring types of records as they reach a specified age, was more widespread than in the fiscal year 1944, when they were first legalized. Legislative approval of general schedules to be prepared by the National Archives and to cover records common to all or several agencies of the Government was obtained soon after the close of the fiscal year under review and will permit broad, uniform control over such voluminous "housekeeping" records of the Government as those relating to personnel, property, and fiscal affairs.

Although there was some decrease in the amount of records transferred to the National Archives during the year, the agency nevertheless received about 74,000 cubic feet of records, bringing the total in the custody of the Archivist to 689,195 cubic feet. With fewer newly received records to deal with, the National Archives was able to reduce the backlog of records waiting to be packed and shelved from 147,000 cubic feet to 102,000 cubic feet. The situation is still serious, however, because efficient reference service cannot be rendered on records that remain in their shipping containers and unless more labor is made available to the National Archives there seems to be little prospect of eliminating this still alarming backlog.

As more and more records are received it becomes increasingly difficult to fit them into the storage space left in the National Archives Building, and it has been obvious for some time that only a small part of the avalanche of war records that will descend upon the agency in the next few years can be accommodated in the present building. Accordingly the Commissioner of Public Buildings was asked to request the construction of a records storage building for use by the National Archives and other Federal agencies. An urgently needed Government film repository, where the millions of feet of combat, aerial, and training film created during the war can be stored and serviced, has also been requested.

It is not enough, however, for an archival agency to protect the sources of knowledge in its custody. It must make them available. The archives of the United States are especially significant now. The Nation has come of age, but to achieve that full maturity that will enable it to accept its responsibilities intelligently it needs to know how and why we arrived at our present position and where we seem to be going. For that understanding there is no better source than the permanently valuable records of the Government in the National

Archives. During the year under review notable progress was made in achieving intellectual control over those records. Descriptions of the more than 200 "record groups" into which the holdings of the agency are divided were prepared and other aids to the use of the records were compiled, but—and there always seems to be a "but" in discussing the accomplishments of the National Archives because in the last 5 years it has been increasingly handicapped by lack of funds—basic analysis and description remains to be done on a large proportion of the records. Sometime this work must be done.

In a small manuscript collection it is quite possible to rely on the memory of the curator to produce a letter from Robert E. Lee describing his capture of John Brown. It is altogether impossible, quite aside from the turn-over in staff, to expect any one person or group of persons to recall in detail what is in 700,000 cubic feet of records, literally billions of documents. Descriptions of them must be written so that the knowledge of one staff member can be passed on to others and to the public. Finding aids can never take the place of a professional staff, however, for it is only the trained archivist, with his specialized knowledge, who can provide that cross-sectional view, that synthesis of information that is essential for rendering the kind of reference service the National Archives is increasingly called upon to give—for answering such questions as what was done for the rehabilitation of veterans after World War I, how has the Government cushioned, or planned to cushion, our national economy against post-war depressions, and what has been our experience in international organizations.

There is also need these days for information about records abroad. It was almost too much to hope that the world could be given documentary proof of the Nazi conspiracy against world peace, but before the Allied invasion of Italy the National Archives began to furnish the military authorities with data about records in Europe. The establishment of war guilt is the most dramatic use to which the records of occupied territories can be put, but also important, perhaps more important in the long run, is their use in reestablishing orderly government and their preservation as materials for research. To these ends, lists of archival repositories in Europe and in the Far East were compiled during the year under review, special studies of German records, particularly those of the German Foreign Office, were made, an archives adviser was lent to the War Department for service in the Italian and European Theaters, and others, chiefly former members of the staff, were recommended as archives officers to serve with the various armies and later in the occupation government.

For "rational human beings, there surely can be little of more importance than that of preserving the precious heritage of the past," said Harry S. Truman before the Maryland Historical Society only a few days before he succeeded to the Presidency of the United States.

"This is the one secure record which will help us find our way into the difficult future. All available records seem to indicate that the future will be what we Americans make it." But, he continued, "only dispassionate and accurate information can lead mankind back to the road to reason." Thus President Truman stated the challenge faced by all institutions concerned with preserving the record of human progress. The National Archives attempts to meet this challenge. Its work is not spectacular. It cannot solve the problems of the post-war world, but it can, if sufficient resources are made available to it, see to it that the past experiences of the Government are made available to those who through science or politics will shape that world.

RECORDS ADMINISTRATION PROGRAM

Eighteen million cubic feet of records. It is estimated that there are at least that many records of the Government in existence. They are scattered among thousands of Federal agencies in hundreds of thousands of offices, depots, or warehouses throughout the world. They cover the manifold activities of the Government at war and at peace. They account for the expenditure of billions of dollars, document the rights and privileges and obligations of millions of people, show how a mighty administrative machine works, and record for the impartial judgment of history the aspirations, failures, and successes of the Nation.

It costs hundreds of millions a year to maintain the Government's records. It need not cost so much. Among this avalanche of papers are tons of records, probably 75 percent of the total, that need not be preserved after they have served their purpose. By destroying them promptly, instead of paying storage on them for years, the Government can effect great savings. But more important, perhaps, than the dollars and cents savings is the fact that continuous elimination of records as they lose their usefulness helps to insure the recognition, preservation, and utilization of the significant records of the country's endeavors.

The determination of what has or does not have lasting value, the proper filing of records still active in Federal agencies to facilitate service and their orderly retirement, the disposal of useless material, and the transfer to the National Archives of valuable records no longer needed in the day-to-day business of the Government are all parts of a huge and complicated task. The National Archives cannot handle it alone—imagine a staff of less than 350 people tackling 18,000,000 cubic feet of records, records that have been accumulating during the war at the rate of more than 1,000,000 cubic feet a year. Although Congress has given the National Archives responsibilities in connection with the well-being of Government records, the disposal of those

no longer of value, and the preservation and administration of those of enduring value, it never intended that the agency itself should do the spade work on the control of records throughout the Government. That is a job that the component agencies of the Government must do. Only they can do it, for they alone know what ends of administration must be served.

The National Archives is a staff agency. So far as records problems are concerned, it furnishes staff services to other Federal agencies. It gives advice, explains laws and regulations, devises procedures, and establishes standards. This in the broadest outline is what constitutes its records administration program.

That program is now 4 years old. It was not engendered by the war. Government agencies had records problems before war began. War did aggravate them, however, and for the emergency agencies, with no continuity of experience on which to rest, the problems were particularly acute. Further impetus was given to the records administration program by the realization on the part of the National Archives and others that, if the irreparable damage suffered by World War I records was to be avoided for those of World War II, aggressive steps would have to be taken. The Nation could not again afford to have its military call in vain for records of earlier experience. Lack of such records undoubtedly led to the loss of time and lives in World War II. Last winter, for example, when the Allied armies pushed through to the Rhine only to find that the retreating Germans had badly damaged the Remagen bridge, one officer remembered that after World War I a survey of all the Rhine bridges had been made and that detailed construction plans of each were included. A rush call came to Washington for the Remagen plans. A frantic search ensued. Reference to the volume containing the plans was found but the volume itself apparently no longer existed. Had those plans been available, perhaps the collapse of the bridge could have been prevented.

Most Federal agencies were aware of the desirability of adequate documentation, and, urged on by the National Archives and such units as the Budget Bureau's Committee on Records of War Administration, a number made special efforts to see that their files contained a complete picture of their activities. The War Production Board's policy-documentation file is an outstanding example of the creation of a core of records on top-level policy. Most Federal agencies also recognized the value of records management programs. A few, however, gave little more than lip service to the idea because they were unwilling or unable to devote to it the personnel necessary to make such a program effective. In the fall of 1944 when the Allied armies were sweeping through France, an optimistic expectation that the war in Europe would soon end caused some of the laggard agencies

to undertake records retirement programs. With the German counter-offensive, however, the sense of urgency passed and many slipped back into the attitude that there was still plenty of time to do something about their records.

The National Archives sought, of course, to combat this attitude. It continued its efforts to encourage the establishment of records offices in Federal agencies, for it is impossible to deal adequately with the complicated problems of records administration except through competently staffed units that have behind them the confidence and support of top management. Such offices can pay for themselves by surveying records, disposing of materials no longer needed, and rendering effective service on the valuable records kept, with consequent savings in staff, equipment, and storage costs. During the year the Office of the Alien Property Custodian and the Maritime Commission both established records divisions, partly staffed by former National Archives employees. The Maritime Commission's division is also responsible for the records of the War Shipping Administration. Records officers were appointed in several other large agencies, including the Department of Justice, the Immigration and Naturalization Service, and the Bureau of the Budget.

The Disposal Act of July 7, 1943, made possible long-range control of records by authorizing the scheduling of recurring types of records for disposal. This method, as well as the use of the comprehensive schedule, which covers all records of a unit and specifies not only when disposable records shall be destroyed but also when valuable records shall be transferred to the National Archives or to an intermediate agency depository, was explained in *How To Dispose of Records; a Manual for Federal Officials*, which was published by the National Archives during the year. It was distributed widely throughout the Government and stimulated records retirement programs. The National Archives also sought legislative approval for the preparation by the National Archives of general schedules applicable to records, such as those relating to personnel, that are common to all or many agencies of the Government.¹ This procedure will save time and money, and the general schedules will provide better control than can be provided by separate schedules of such records prepared by each agency.

The end of the war in Europe catapulted several of the emergency war agencies into partial liquidation. There was no longer "plenty of time to do something about the records." Something had to be done at once. Studies of the functions and records of the war agencies that the National Archives had made during the past 2 years were of

¹This legislation was approved on July 6, 1945. See appendix I for the text of the Disposal Act as amended.

inestimable value in facilitating the disposition of the files of such agencies.

Many of the emergency agencies had made plans for the inevitable end. The Office of Censorship, the Fair Employment Practices Committee, the Foreign Broadcast Intelligence Service, the National War Labor Board, the Petroleum Administration for War, the War Manpower Commission, and the War Relocation Authority had provided for the retirement of their records. Four agencies, three of them war agencies and one of earlier vintage—Central Administrative Services, the Office of Civilian Defense, the Board of Investigation and Research—Transportation, and the Committee on Congested Production Areas—went out of existence during the year. Of them, the Office of Civilian Defense, through a reimbursable project employing National Archives personnel, did the most complete job of evaluating its records, disposing of useless material, and preparing a core of valuable records for transfer to the National Archives. The termination of all these agencies taught the National Archives sometimes painful but always valuable lessons. The Office of Civilian Defense project, for instance, was more costly than it need have been because it was undertaken late in the history of the agency. In short, the experiences of the year demonstrated the value of preparation in advance for handling the records of agencies subject to liquidation.

There was less pressure, of course, on the permanent agencies carrying on war activities, but the sheer bulk of the records of such agencies as the War and Navy Departments demanded action. Those two Departments have about a third of the estimated 18,000,000 cubic feet of Federal records in existence. Their records offices, staffed to a significant degree by former employees of the National Archives, worked diligently and successfully to schedule their records. Regular transfers were made to the National Archives, but both Departments still faced the problem of handling records to be brought back from overseas.

The limited staff in the National Archives available for records administration work was spread thin over the other agencies. Several surveys of records were made, of which those of the Library of Congress and of the Special Committee of the Senate To Investigate the National Defense Program were of particular interest. Liaison work with such important agencies as the General Accounting Office led to the submission for the first time by those agencies of major transfer and disposal proposals. Plans for the continuing segregation, disposal, and transfer of such records as tax returns of the Bureau of Internal Revenue and logbooks of the Coast Guard were also put into effect. There were dozens of small agencies, however, whose records problems remained practically untouched. This was unfortunate but

the National Archives lacked sufficient personnel for effective records administration work with all agencies.

Field records pose a distinct problem. They constitute about half the total bulk of Federal records, but a much smaller proportion of them than of headquarters records needs to be kept for any considerable length of time. Many of them are kept, however, far longer than is necessary, often in costly office or storage space. Substantial economies could be effected on a Government-wide basis if the National Archives had a few centers throughout the country where records could temporarily be stored, evaluated, and segregated. Funds, however, were not available for field work during the year, although a few field trips were made by staff members, usually at the request of and financed by other agencies.

Impossible as it was to conduct the records administration program on a wholly adequate scale because of lack of staff and funds, the National Archives nevertheless could take some comfort in the ever-widening circle of interest in records management both as an adjunct to efficient administration and as an aid to research. The Inter-agency Records Administration Conference, sponsored by the Civil Service Commission and aided by the close cooperation of the National Archives, met regularly throughout the year. As many as 140 persons, representing 30 or 40 agencies, attended conferences on micro-filming, evaluation, disposal scheduling, and other aspects of records administration. The Society for the Advancement of Management held round-table discussions on records creation and control, and both the American Society for Public Administration and the Social Science Research Council gave attention to the problems of records administration.

DISPOSAL OF RECORDS

Obviously the records administration program has a direct effect upon the disposal and accessioning activities of the National Archives. It was undertaken primarily to insure more competent work in these fields, and the fact that improved records administration results in major economies throughout the Government, although important, is incidental. Attention given in the program to disposal has resulted in a change of attitude toward it. What might be called the negative approach formerly dominated. Now disposal is no longer seen as an end in itself but as a means of selecting for preservation records of enduring value. In other words, instead of asking "What records can we throw away?" records officers find that when they have decided what records should be kept the problem of what should be destroyed has already been solved. Furthermore, the chances are that a more significant body of records is thereby marked for preservation.

The Disposal Act of July 7, 1943, which authorized scheduling, and the July 14, 1943, regulations of the National Archives Council implementing the act put disposal on a constructive basis. Theretofore long-range control was impossible because lists proposing the destruction of records of no further value had to be submitted year after year. They could not apply to records of the same kind yet to accumulate. The 1943 act provided for the submission by Federal agencies of schedules, which propose the disposal, after specified periods, of records, either in existence or expected to accumulate, that lack enduring value. A further refinement of this device is the comprehensive or disposal and retention schedule, which covers all records of an agency or part of an agency and states for each item whether it is to be disposed of, deposited in an agency records depot, or transferred to the National Archives and when that action is to take place. Naturally the comprehensive schedule is the best means of establishing effective control over records retirement.

It is the responsibility of the Archivist to appraise items on disposal lists and schedules and to report thereon to Congress. The National Archives in acting on comprehensive schedules appraises only those records proposed for disposal, and the reporting of such a schedule to Congress does not commit the Archivist to accept for transfer the items on it marked for retention.

The scheduling device, agency surveys, which are a necessary preliminary to records retirement, the appraisal of records, and the procedures to be used in reporting records for disposal were explained in the manual previously mentioned, *How To Dispose of Records*. This was used to good effect in urging Federal agencies to undertake retirement programs and by the agencies themselves in training records personnel. Its publication resulted not only in more disposal work but in work of much higher quality.

Nearly two-thirds of the 11,320 items reported by Federal agencies for disposal during the year were on schedules. This was an increase of 1,746 items over the previous year, and it undoubtedly meant that far more records were scheduled in the fiscal year 1945 because of the increasing tendency to include in one "item" many file units that in former years would have been reported as separate items.

A number of agencies made notable progress in scheduling their records. The War Department, for example, was well on its way toward completing schedules for all its disposable field records. The Navy Department by one schedule planned the recurring disposal of records of temporary value on ships of the United States Fleet. This will allow the disposal of 500,000 cubic feet, or 80,000 file cabinets, of records now on hand and of substantial future accumulations. One General Accounting Office schedule covering paid checks involved

250,000 cubic feet of accumulated records, of which 35,000 cubic feet could be disposed of at once. The Construction Division of the Maritime Commission obtained an authorization that allowed the disposal of 100,000 cubic feet of records immediately and of an estimated 20,000 a year thereafter. The Department of Justice, the Post Office Department, and other agencies also made great headway in clearing out valueless material.

Many of these accomplishments, although they involved painstaking preparation and careful appraisal, required little paper work. This was possible because it was found that records on schedules could safely be identified in broad terms covering functions and classes of records. These "functional" schedules were used to best effect in the War Department, where, for example, one schedule covered all records of property maintenance below the policy level in all stations of the Department and the Army. Another such schedule in the Office of Price Administration covered all rationing records of local boards.

Consolidation of entries from many field offices into one item on a schedule continued to expedite appraisal. This has become a fairly general practice, exemplified best, perhaps, in the War and Navy Departments and in the War Relocation Authority, which scheduled practically all the disposable records of its centers.

The National Archives itself has a continuing disposal problem. Among the records it receives from other agencies there is inevitably some material that should never have been transferred or that in the light of changing events has ceased to have value. The necessity for reclaiming all possible space in the building and the desire to maintain a high degree of quality in accessioned materials dictate a constant reexamination of the records and the elimination of those that do not measure up. Personnel could ill be spared for segregating such material, but during the year nearly 10,000 cubic feet of records in the custody of the Archivist were authorized for disposal, 1,500 cubic feet more than during the previous year. Actual disposals amounted to 118 tons, for which as waste paper the Treasury received \$1,596. In one case, duplicates of significant World War I materials were disposed of, as the law permits, by transfer to a research library.

A number of requests were received during the year from libraries, State archival establishments, universities, and historical societies, for Federal records in the custody of other agencies that had been authorized for disposal. Files that are not valuable to the Federal Government, however, seldom have much value to others, and only a handful of such transfers took place.

Although the Disposal Act of 1943 was a very real advance, experience showed that the use of master disposal schedules, or general schedules as they are termed, to cover the voluminous "housekeeping"

records of the Government, which are common to most agencies, would be desirable. It would be more economical than having each agency submit its own schedule for personnel, fiscal, and procurement records and it would also promote uniform handling for such records throughout the Government. To initiate such schedules, however, would require legislation. Thought was also given to the problem of the application of disposal schedules when the agencies that had submitted them might no longer be in existence. Records of a terminated agency might, for instance, be transferred to a successor agency or to the National Archives, but under the existing law neither would have the right to dispose of the scheduled records when they had been held as long as the schedule required. Accordingly a bill to amend the Disposal Act in these respects was introduced in the House, which passed it on June 4, 1945. The Senate had not acted on it at the end of the year.²

ACCESSIONING OF RECORDS

Accessions for the year tended to reflect the role the National Archives took in the planning of records retirement throughout the Government. The emphasis placed on the importance of arranging for the disposition of World War II records while those who knew the records were still on hand and the efforts made to fill in the gaps among the older records of the Government previously accessioned resulted in the transfer of substantial quantities in these two categories.

Although there was nothing like the deluge that will come with the end of the war, there was a steady flow into the National Archives of records of World War II. Thanks to cooperative planning, several emergency agencies transferred records that might otherwise have been buried in the "dead" files of some permanent agency, where they would not be generally available, or that might have been stored in basements and garages as were many World War I records. Significant among such records received are the policy and operating files of the headquarters and regional offices of the Office of Civilian Defense; records of the Office of War Information and its predecessors; policy files of the Division of Central Administrative Services; records of War Relocation Authority centers and regional offices; the records of the Committee on Congested Production Areas; export license files of the predecessors of the Foreign Economic Administration; and transcripts of Foreign Broadcast Intelligence Service recordings.

² Shortly after the close of the fiscal year, the Senate passed the bill and it was signed by the President on July 6, 1945. See appendix I for the act of July 7, 1943, as amended, and appendix IV for regulations of the National Archives Council based on the amended act, which were promulgated on August 15, 1945.

Protection of the integrity of records of terminated agencies was given support by two changes in the basic rules governing accessions to the National Archives, effected in a resolution of the National Archives Council adopted November 9, 1944.³ One of these strengthened the Archivist's authority to requisition records of discontinued agencies by providing that he can requisition them unless the head of the holding agency certifies in writing that the records are needed for performing transferred functions of the discontinued agency or for liquidating its affairs. This was designed to prevent transfers from one agency to another simply for informational use when the records would be more readily available to all legitimate users, rather than to just one, if transferred to the National Archives. The other change provided that the Archivist could take possession of any Federal records not in the legal custody of any other agency of the Government.

The Archivist's authority to requisition records more than 50 years old that are not needed for current administration has never been formally invoked but the fact that he is so empowered has probably encouraged the transfer of such records. The older Post Office registers and journals, some dating back to 1828, were received during the year, and the General Accounting Office had begun plans for its first transfer. Other accessions of older records include those of the District Court for the Southern District of New York, 1789-1912, with some material of earlier date; the Navy Department's Bureau of Medicine and Surgery, 1812-80; the Interior Department, 1854-79, relating to the colonization of free Negroes and to the suppression of the slave trade, which were received from the Library of Congress; and the Chesapeake and Ohio Canal Co. and the Canal Towage Co. for the 60 years prior to the purchase of the canal by the Government in 1938.

Planned programs in accessioning were further encouraged by arrangements for the Archivist to accept records on either a continuing or a recurring basis. This materially simplified the paper work on such important transfers as those of discontinued Army command records, files of War Department District Engineer Offices, Commandants' files from Naval shore establishments, Navy ship-plan booklets, Coast Guard journals and logs, national bank inspection reports of the Treasury Department, National War Labor Board case files, and maps from the Army Map Service.

Records relating to military affairs predominated among the accessions as they did in the preceding year. This was to be expected because the War and Navy Departments not only have more records than other agencies but also have made greater strides in their records retirement programs. Among the records received from the War

³ See appendix III for the text of the resolution.

Department are selective service records of World War I and the central files of The Adjutant General's Office, 1917-25. The Navy Department transferred, in addition to files already mentioned, records of the Hydrographic Office, 1853-1925, Naval Intelligence records, 1916-33, and the general correspondence files of the Bureau of Aeronautics, 1930-42.

Other significant records received during the year include the population schedules of the censuses of 1880, 1910, and 1930, the use of which, however, is restricted; records of the State Department, 1910-29; Secret Service case files, 1920-38; and records of the Truman-Mead, Black, and Nye special committees of the Senate.

Accessions for the year were notable for quality, not quantity. The lack of personnel in the National Archives to survey records and negotiate for their transfer and the preoccupation of other agencies with war activities caused a decrease in the amount of records transferred. Only 73,951 cubic feet were received in the fiscal year under review as compared with 111,612 in the preceding year. This brought the total amount of records in the custody of the Archivist on June 30, 1945, to 689,195 cubic feet.

Brief descriptions of all records accessioned during the fiscal year are contained in appendix VIII of this report. The volume of all accessions made during the year is shown in the following table:

Statistical summary of accessions, fiscal year 1945

Sources ¹	Cubic feet ²
<i>Congress</i>	519
Senate	519
<i>Judiciary</i>	5,500
United States District Court for the Southern District of New York	5,500
<i>Executive Office of the President</i>	5,151
Budget Bureau	185
Emergency Management Office:	
Alien Property Custodian's Office	30
Central Administrative Services Division	320
Civilian Defense Office	1,127
Foreign Economic Administration	554
National War Labor Board	200
War Information Office	2,680
War Manpower Commission	40
War Production Board	15

¹The agencies of the Federal Government listed are the agencies from which the records were received. The sources of private gifts of motion pictures and sound recordings during the year are given in appendix VIII.

²All types of material are covered, including maps and atlases, motion pictures, sound recordings, still pictures, and microfilm; each of these special types of material is further analyzed in the other tables below.

Statistical summary of accessions, fiscal year 1945—Continued

Sources	Cubic feet
<i>Executive departments</i>	49,464
Department of State	5,952
Department of the Treasury	3,305
Department of War	13,956
Department of Justice	240
Post Office Department	746
Department of the Navy	14,546
Department of the Interior	160
Department of Agriculture	3,718
Department of Commerce	6,743
Department of Labor	98
<i>Other agencies</i>	13,288
Civil Service Commission	100
Federal Communications Commission	55
Federal Deposit Insurance Corporation	550
Federal Security Agency	69
Federal Works Agency	917
Government Printing Office	625
Investigation and Research—Transportation Board	108
Library of Congress	5
Maritime Commission	263
National Labor Relations Board	225
National Research Council	3
President's Committee on Portal to Portal Travel Time	5
Price Administration Office	26
Selective Service System	58
Smithsonian Institution	8
Veterans' Administration	10,271
	73,922
Private gifts	29
Total	73,951

Maps and atlases.—The body of archival maps and atlases in the National Archives continues to grow. The 52,135 items received during the year brought the total to 404,455 maps and 785 atlases in the custody of the Archivist. About half of these maps, or nearly 200,000, are manuscript or annotated maps.

Most of the maps received relate to military planning and operations. From the Army Map Service numerous additions were received covering the period 1880-1943; included are parts of the War Department General Staff collection of maps of areas of political, economic, or military importance and more recent World War II maps. This group of maps is now one of the largest (83,000 items)

in the National Archives. Other transfers include maps from the Army War College relating to the American Revolution and the Cuban campaigns; maps of Marine Corps operations, 1893-1939; and Hydrographic Office maps, 1853-1925, of surveys and soundings in foreign waters, among which are the original manuscript maps of the Perry expedition to open up Japan, 1853-54.

The additions to the map and atlas collection in the National Archives during the fiscal year, classified according to character and agencies of derivation, are shown in the table that follows:

Additions to the map and atlas collection, fiscal year 1945

Sources	Ms. and annotated maps	Photographic copies	Printed maps	Atlases	Total items
Emergency Management Office: Civilian Defense Office	454	60	23		537
Department of War	3,209	4,778	21,764	3	29,754
Post Office Department	5,570				5,570
Department of the Navy	3,785	4,035	3,260	9	11,089
Department of the Interior	40	40	62	10	152
Department of Commerce	4,695	40	11		4,746
Federal Works Agency	134	94			228
National Research Council	15	22	22		59
Total	17,902	9,069	25,142	22	52,135

Motion pictures and sound recordings.—About half again as much film and twice as many sound recordings were received in the fiscal year 1945 as in the previous year. More than 60,000 disks of recordings and more than 1,500,000 running feet of film were received, bringing the total quantity of such material in the custody of the Archivist to about 95,000 disks and 7,500,000 running feet of film. All except 200 of the sound recordings came from Federal agencies. They consist chiefly of recordings of broadcasts made to foreign countries by the Office of War Information. Most of the film also came from Government sources. It includes commercial newsreels distributed by the OWI, OWI films relating to the war, and Office of Civilian Defense training pictures. Among the gifts from private sources, which are described briefly at the end of appendix VIII of this report, are recordings of 1944 campaign speeches, presented by the late President Roosevelt; recordings of broadcasts over National Broadcasting Co. stations for the first 36 hours of the Allied invasion of Europe; and two sound motion pictures portraying Coast Guard activities, "Devil Boats" and "Beachhead to Berlin," presented by Warner Bros. Pictures, Inc.

The quantities of motion-picture film and sound recordings received during the fiscal year 1945, classified according to the sources from which they came, are shown in the two tables that follow:

Additions to the motion-picture collection, fiscal year 1945

Sources	Running feet
Emergency Management Office:	
Civilian Defense Office	900, 000
War Information Office	509, 000
Department of War	8, 408
Department of the Navy	316
Federal Security Agency	1, 161
Federal Works Agency	8, 729
	1, 427, 614
Private gifts	89, 874
	1, 517, 488
Duplications for purposes of preservation	27, 612
Total	1, 545, 100

Additions to the collection of sound recordings, fiscal year 1945

Sources	Number of disks
Emergency Management Office:	
War Information Office	60, 000
Department of War	51
Department of the Navy	37
Department of the Interior	2
Smithsonian Institution	122
	60, 212
Private gifts	209
Total	60, 421

Still pictures.—There are more than 1,200,000 items in the still-picture collection in the National Archives as a result of the transfer during the year of 161,891 glass-plate and film negatives, paper prints, stereoscopic views, and color transparencies. Two-thirds of them came from the Navy Department. Of particular historical interest are photographs of drawings of ships dating from 1775. Invaluable to the study of military aviation are some 12,000 photographs of airplanes manufactured in the United States from 1923 to 1939, which

were received from the Technical Air Intelligence Section of the Office of Naval Intelligence. World War II is broadly represented by Navy pictures of establishments from Guadalcanal to Iceland and by Coast Guard photographs of military actions. Other notable accessions include Army War College photographs, 1863–1935, and photographs of Federal buildings no longer in Government possession, 1885–1945.

The additions to the still-picture collection during the fiscal year 1945, classified according to the agencies from which they were received, are shown in the following table:

Additions to the still-picture collection, fiscal year 1945

Sources	Items
Emergency Management Office:	
Civilian Defense Office	8, 207
Department of State	37
Department of War	15, 379
Department of the Navy	109, 090
Department of Agriculture	2, 400
Federal Security Agency	157
Federal Works Agency	26, 621
Total	161, 891

Microfilmed records.—Only 1,012 rolls of microfilmed records were received in the fiscal year 1945, as compared with 5,250 in the previous year. Among them are microfilm copies of employment and accident schedules for mines and quarries, 1915–35, transferred by the Bureau of Mines, and of engineering logs of Naval vessels, 1927–44. These and other transfers brought the total quantity of microfilmed records in the National Archives to 16,507 rolls.

The additions to the microfilmed records in the National Archives, listed according to the agencies of derivation, are shown in the table that follows:

Additions to microfilmed records, fiscal year 1945

Sources	Rolls
Emergency Management Office:	
Civilian Defense Office	2
Department of the Navy	776
Department of the Interior	230
Office of Price Administration	4
Total	1, 012

PRESERVATION OF RECORDS

Records that are placed in the custody of the Archivist are protected by every means that building skill and scientific progress can furnish. The primary function of the building is to provide the best possible conditions for records storage. The stack areas, which are located in the windowless center and south side of the building, are of fireproof concrete and steel construction and are equipped with the most modern types of burglar and fire alarm systems. Sunlight and the dry heat of radiators, which have always been important causes of the embrittlement of papers, have been eliminated and the atmospheric conditions shown by tests to be most suited for paper preservation are maintained by air-conditioning.

Protection of the records from fire, theft, light, heat, and contaminated air is thus assured, but special treatment is required to guard against the ravages of insects and rodents, which are sometimes brought into the building with the records. Fumigation is the answer. All newly received records, regardless of age or origin, are fumigated to prevent the accidental introduction and later spread of infestations among the records already in storage. Dirty records are then cleaned with compressed air to remove loose dust. The equipment used consists of a large hooded steel table with a suction fan that draws off the dust loosened by the air brush. During the year a smaller table embodying the same principles was built on a library truck for use wherever needed. A hose attached from an outlet at the back of the table to the central vacuum system of the building provides the suction required and a small paint-sprayer compressor has been adapted to produce the air stream for loosening the dust. It is an inexpensive, home-made device but none-the-less effective.

Before records can be used satisfactorily or stored economically they must be packed into suitable containers and properly labeled. Formerly only steel trays and drawers were used as containers but of recent years cardboard boxes have been utilized effectively. By the end of the fiscal year, almost 478,000 of these boxes were in use, of which 192,000 were packed during the year. It was possible, by diverting all available labor to this function, to pack and shelve approximately 120,000 cubic feet of records and to reduce the backlog of unpacked records from 147,000 cubic feet at the beginning of the year to 102,000 cubic feet.

After records are packed the boxes are labeled and placed, usually in double rows, from floor to ceiling on the steel shelves with which the stack areas are equipped. In some instances it has been found expedient to repack records more closely and to move them in order to provide the space required to accommodate newly accessioned rec-

ords. Much more of this type of work may be done advantageously and it is not expected that there will be any marked diminution in the need of packing and shelving labor for a long time to come, even after the backlog of unshelved material has been eliminated.

All records rehabilitation of the past year has been confined to materials needed for immediate reference use and to the older, more important records that might be irreparably damaged if repair were delayed. Because of a slight increase in the personnel available and the relaxation of wartime restrictions on the cellulose acetate foil used in the lamination of documents, it was possible to laminate or otherwise repair more material this year than last. Muslin, however, remained unobtainable, so that the number of maps mounted was negligible. During the year, 2,695 bound volumes, about 300 more than in the preceding year, were put in sound condition without re-binding them; 74,111 sheets, or nearly twice as many as last year, were laminated; and over 400,000 sheets, as compared with about 325,000 in the fiscal year 1944, were flattened for convenience in filing or to facilitate repair. One hundred and eighty-one very old, worn, and much-used volumes were rebound by the Government Printing Office. Many of these volumes were in such poor condition that it was necessary to take them apart and repair the individual pages before sending them to the bindery.

The proper storage and repair of films, sound recordings, and still pictures present problems somewhat different from those of paper records because of their physical composition. Cellulose nitrate, which forms the base of many motion pictures, decomposes under unfavorable conditions and is especially sensitive to heat and humidity. Reproduction of such films on a more permanent cellulose acetate base has been found to be the most practical method of preserving the pictorial record content, but equipment, material, and personnel have been insufficient for much of this work. Only about 28,000 running feet of film was so reproduced during the year, and in the meantime deterioration is increasing. Conditions in the old Spanish-American War powder magazine at Fort Hunt, Va., to which all nitrate film in the custody of the Archivist was transferred for safety shortly after the outbreak of the war, have been very unsatisfactory because of condensation in the vaults. During the year under review, a large number of motion-picture films and all still photographs except some rolls of aerial mapping films were returned to the properly air-conditioned vaults at the National Archives, but 792 cubic feet of film on courtesy storage for other Government agencies is still at Fort Hunt. The problem of adequate storage for films is a pressing one and steps were taken during the year to bring about the construction of a Government film repository.

ANALYSIS AND DESCRIPTION OF RECORDS

The National Archives has been handicapped in serving the Government and the public by lack of information about its own holdings. It has had to deal with records that for the most part had been neglected for a considerable period of time. Many of the nearly 700,000 cubic feet of records received in the last decade were in disorder or were without adequate tools for their use when they were brought into the building. In order to render the kind of reference service that is expected of such an agency as the National Archives and to render it economically, control over these records is essential.

In the spring of 1941 the National Archives adopted a comprehensive plan for the systematic analysis, arrangement, and description of all the records in the custody of the Archivist. Provision was made for the production of finding aids of several kinds in order to bring the records under administrative control and to facilitate their use. For the purpose of providing a bird's-eye view of all the records in the National Archives it was planned to register as a separate "record group" the records of each major agency of the Government (usually at the bureau rather than at the department level), or occasionally to register as one record group the records of several related agencies, and to compile for each record group a brief registration document that would indicate its scope and content. As a second step in the records description program it was planned to compile preliminary checklists or inventories that would identify the several series of records in each record group. A third step was to have been the compilation, after arrangement of the records had been perfected, of definitive inventories of some of the record groups. Provision was made also for the preparation as need arose of special finding aids such as indexes, calendars, lists of selected documents, and descriptions of records pertaining to selected subjects.

Work in accordance with this plan was hardly under way before the war presented the National Archives with emergency problems of such urgency that for the most part the analysis and description of records could be carried on only in odd hours when more pressing matters did not demand attention. Accordingly, it was not until the end of the fiscal year 1944 that the boundaries of the record groups in the National Archives were tentatively determined. One of the major accomplishments of the fiscal year 1945 was the completion of the registration of the 215 record groups that were then in the custody of the Archivist.⁴ By periodic revision of the registration sheets and the registration of additional groups as records not previously assigned to established groups are received, the National

⁴ See appendix VII for a list of record groups as of October 31, 1945.

Archives will maintain in the future a continuously up-to-date, over-all description of the records for which it has custodial and service responsibilities. By the registration of subgroups, which will be undertaken in the fiscal year 1946, more complete identification of the major bodies of records will be provided and the publication from time to time of revised editions of a guide to the records in the National Archives will be made relatively easy. Preliminary work on the preparation of a guide to succeed the *Guide to the Material in the National Archives*, published in 1940, was begun late in the fiscal year 1945.

When the 1941 plan for the analysis and description of records was adopted it was expected that preliminary control, in the form of checklists or inventories, would be quickly established for the 300,000 cubic feet of records that had been received, and that thereafter such control would be continuously maintained as additional records were accessioned. But the war compelled the postponement of this ambitious plan. By the end of the fiscal year 1944 such control had been established for only some 46,000 cubic feet of records. During the fiscal year 1945 preliminary finding aids for an additional 35,000 cubic feet were completed. At the end of the year there was thus a backlog of more than 600,000 cubic feet over which preliminary control had not been fully established. This does not mean, of course, that no work of analyzing, arranging, and describing this great mass of records had been done. Much had been accomplished but it had not yet resulted in the completion of checklists or inventories. To establish fully a preliminary control over all these records, as well as over additional quantities yet to be received, was one of the major problems faced by the National Archives as the war drew to an end. It is planned, if sufficient funds are made available, systematically to attack this problem and by the end of the fiscal year 1949 completely to eliminate the backlog.

Of the preliminary finding aids completed during the fiscal year 1945 some were typed only, but a few were processed, though not as publications, in order that a limited number of copies might be available for use outside the National Archives Building, chiefly by Government agencies. Among these processed finding aids were preliminary checklists of the records of the following agencies: Temporary National Economic Committee, 1938-41; United States Coast Guard, 1915-41; Historical Records Survey, 1936-42; Office of the Secretary of Agriculture, 1839-1942; Foreign Broadcast Intelligence Service, 1941-44; War Department General Staff, 1899-1939; and the Special Committee Investigating the Munitions Industry, United States Senate, 1934-36.

No attempt was made during the fiscal year 1945 to compile definitive inventories of record groups. Such work, except insofar as a

few pilot projects may be set up, must be postponed until preliminary finding aids for all or most of the records in the National Archives have been completed.

A number of special finding aids were prepared during the fiscal year 1945, most of them in order to meet pressing reference service needs. Four *Reference Information Circulars* were published. Three described records in the National Archives relating to the work of the Civilian Conservation Corps; the liquidation of Federal agencies, 1917-44; and the termination of economic controls by Government agencies following World War I. The fourth, which described personnel records in the National Archives, was a revision of a circular issued 2 years earlier. This brought to 32 the number of such circulars issued during the war period. A select list of basic policy documents on United States military government and colonial policy in the records of the Bureau of Insular Affairs, 1898-1902, was compiled on cards. Typed indexes to records of the General Land Office relating to town sites, 1855-1925, and to instructions from the Department of State to special agents, 1823-1906, were also compiled. A list of logs of United States Coast Guard vessels in the National Archives, 1790-1941, prepared in the National Archives, was of such interest to the Coast Guard that it processed the list for extensive distribution to members of its staff.

File microcopies.—In the latter part of 1940 the National Archives began to copy on negative microfilm some of its most valuable records. The purpose of this was to make it possible to provide libraries and students with positive prints of these "file microcopies" at cost and thereby to facilitate the use of information in the records for scholarly research. During the year and a half after Pearl Harbor file microcopy work was pushed in order to obtain insurance copies of certain records, but decreased fear of bombing and shortages of trained personnel substantially reduced the volume of this work during the fiscal years 1944 and 1945. Only 131 rolls of file microcopies were made in 1944 and only 164 in 1945. This was far below the production needed even to fill the requests for microcopies that the National Archives had received, so obviously it was not possible to embark upon a carefully planned program for the systematic copying on film of large bodies of records of high research value. It is expected that production will be increased somewhat in 1946, but full-scale operations must be postponed until later years.

Among the file microcopies completed during the year were those of the records of the Oregon Superintendency of Indian Affairs, 1848-73 (19 rolls); records of the Washington Superintendency of Indian Affairs, 1853-74 (24 rolls); despatches from United States Ministers to Great Britain, 1826-40 (15 rolls); despatches from United States consular representatives in Puerto Rico, 1821-99 (31 rolls); despatches

from United States consular representatives in La Guaira, Venezuela, 1810-36 (3 rolls); journal of the Southern Claims Commission (1 roll); records relating to the United States Exploring Expedition under the command of Lt. Charles Wilkes, 1838-42 (27 rolls); records relating to the United States Exploring Expedition to the North Pacific, 1854-56 (2 rolls); and the journal of Charles Mason during the survey of the Mason and Dixon Line, 1763-68 (1 roll). A list of file microcopies of the National Archives as of January 31, 1945, in which 1,211 rolls are briefly identified, was compiled and processed for limited distribution.

REFERENCE SERVICE

Records in the custody of the Archivist are not just so many muster rolls, diplomatic despatches, land grants, census schedules, ships licenses, pension papers, income-tax returns, treaties, and laws. They are in their totality a tremendous history of the United States Government and the American people, and, because they document so broadly the experiences of the Nation, the uses to which they may be put are almost unlimited. To make records available for use is the peculiar and basic function of an archival agency. All else that it does is directed toward this end. And the extent to which it successfully fulfills this function is the measure of its benefit to the society of which it is a part.

During the fiscal year 1945 the reference service of the National Archives did not differ essentially from that of earlier war years, though the approaching termination of armed conflict cast some shadows before it. Wartime restrictions on reference service continued in effect. These restrictions and a continued shortage of personnel affected chiefly information service and reproduction service by making it necessary to deny many requests from non-Government inquirers and to delay action on others. Priority continued to be given to service that was contributory to the war effort, to the essential administration of Government, and to the protection of the legal rights of individuals. The search rooms, however, remained open to all who wished to examine records; and by keeping the Central Search Rooms open until 10 p. m. 5 days a week the National Archives provided a welcomed opportunity for research to a number of persons in uniform or employed by the Government in civilian capacities during regular office hours. The total volume of reference service remained substantially the same as in the preceding year.

The Government of the United States was still the chief user of its noncurrent records in the National Archives. Each day National Archives trucks ran on a regular schedule carrying records to Government officials who had asked to borrow them for official use and

returning to the National Archives Building records on which such use had been completed. To a less extent, but still in substantial numbers, these officials examined records in the National Archives. On thousands of occasions they were provided with information by phone. More than a quarter of a million photographic reproductions of records were made for their use. Almost two-thirds of all the reference service of the National Archives was thus in support of the official business of the Government.

In the fiscal year 1945, after more than 3 years of war, the purposes for which the Government sought information from records in the National Archives differed somewhat from those of the first years of war. There was less seeking for information, such as that obtainable from maps and photographs of enemy-held areas, for use in planning combat operations. There was much less searching for information about policies and procedures that had been employed by World War I agencies in mobilizing the Nation's strength for war. There was a decided shift to searches for information that would be needed in solving anticipated post-war problems. The Office of the Alien Property Custodian, for example, undertook to learn about the policies and methods employed in disposing of seized enemy property after World War I. The Judge Advocate General's Office of the War Department sought precedents for the exercise of authority by courts martial over civilians in conquered territories. The War Shipping Administration and the Maritime Commission shifted their interest in Shipping Board and Emergency Fleet Corporation records of World War I from those concerned with construction problems to those that dealt with such post-war problems as the disposal of surplus vessels. Many agencies sought information about the way in which other surplus property problems were handled after World War I. The Department of Justice made an investigation of past experiences of the Government in handling the problem of its rights to the inventions of its employees. The Coast Guard made use of its records in the National Archives to obtain information for use by the Dumbarton Oaks Conference in considering the establishment of an international system of lights and buoys. Several agencies sought background information about politics, banking, sanitation, and other aspects of Philippine life for use in planning the reconstruction of that Commonwealth.

A number of special reports were prepared for Government agencies. Some of them, such as those on the liquidation of Federal agencies, 1917-44, and on the termination of economic controls by Government agencies following World War I, were published as *Reference Information Circulars* because information on those subjects was in wide demand. Other agencies sometimes reproduced reports prepared for

them by the National Archives in response to requests. The National Park Service, for instance, found a report on the origins of the Antiquities Act of 1906 so useful that it mimeographed the statement and distributed it to its many offices.

In comparison with the preceding year there was a considerable increase during the fiscal year 1945 in the use of records in the National Archives by persons who were not engaged on official business of the Government. The number of such persons who obtained cards of admission to the search rooms increased from 1,512 to 1,855, and the number of daily visits increased from 10,758 to 11,547. Turns of events affected unofficial uses of records as much as they did use by Government agencies. Searches for information needed in proof of citizenship, for instance, declined as the war drew to a close and employers ceased to demand such data. The discovery of oil in Mississippi and the prospect that drilling could begin as soon as the war was over, on the other hand, caused a spurt of requests for evidence on land titles in that State.

There was a small increase in scholarly research, some evidence of a beginning of the "reconversion" of a segment of the population to non-war-related pursuits. Among the doctoral dissertations on which work was done in the search rooms were, for example, studies of labor in the telegraph industry, Bismarck's social philosophy as viewed by American contemporaries, labor and the New Deal, and the repatriation of prisoners of war after World War I. Illustrative of books on which other searchers were engaged were studies of the social and economic conditions on the "log house frontier," the diplomacy of the Confederate States of America, the life of Admiral Charles Wilkes, and the enemy-control programs of the United States during World War I and World War II. Throughout the year work was continued by the staff of the American Council of Learned Societies engaged in studying the arts projects of the Work Projects Administration.

Photographic reproductions of records were in increased demand from non-Government sources as knowledge of their availability spread. Scenes from Signal Corps motion pictures of World War I continued to be utilized by commercial film companies. Newspapers and periodicals used many copies of pictorial records in the National Archives to illustrate stories of World War II or of earlier wars. Illustrative materials were provided also for a number of books, such as J. G. Randall's *Lincoln, the President; from Springfield to Gettysburg*. Browsing among the still-picture collection of the National Archives gave many a serviceman hours of pleasant diversion. Members of tank units chuckled in amazement over pictures of the flimsy tanks of World War I, but the soldier who got the biggest thrill out of

the collection was the one who discovered among the Brady Civil War photographs a picture of a camp stove of exactly the same style as the one that had been issued to him in North Africa in 1942.

The distribution of positive prints of the file microcopies described in the preceding section of this report increased from 278 rolls to 823, despite the fact that the National Archives has refrained during the war period from making generally known the availability of these microcopies. Large quantities of material, especially from the General Land Office, were selected and microfilmed for the Western Range Cattle Industry Study, a project financed by the Rockefeller Foundation, but action on many requests for microfilm copies of extensive bodies of records had to be postponed until later years.

Exhibits.—Records are made available to more people through exhibits than through any other medium employed at the National Archives. In the fiscal year 1945 there were more than 77,000 visitors to the Exhibition Hall, where materials of historical importance or of timeliness are displayed. That public interest in such materials is growing is indicated by the fact that there were 13,000 more visitors than in the previous fiscal year and more than twice as many as in prewar years.

Although the National Archives was not adequately staffed or equipped to make its exhibits the educational and entertainment features they should be, toward the end of the year the program was extensive enough to demonstrate what could be done. A general exhibit of documents high-lighting the history of the United States from the Revolutionary War to World War II was on view in the Exhibition Hall from the beginning of the fiscal year until the spring of 1945. It featured such milestones in America's quest for liberty and democracy as the Treaty of Paris, which ended the Revolutionary War, the Bill of Rights, and the Emancipation Proclamation and was cataloged in *Circular No. 6, The National Archives of the United States*.

The general exhibit was replaced by an exhibit of Federal records and of materials from the White House and the Franklin D. Roosevelt Library, entitled "President Roosevelt and International Cooperation for War and Peace." The late President had been much interested in the plans for this exhibit and had himself selected for display such items as the original Teheran and Yalta Declarations, the agreement to launch the Normandy invasion, and his report to Congress on the Yalta trip, which, as it happened, was his last public address. The exhibit was opened on May 3 as a memorial to Mr. Roosevelt and the opening was followed by four invitation showings. Official motion pictures of the international conferences attended by the late President were screened on these occasions, and a catalog describing the exhibit was prepared for distribution to the public. On June 6, the

first anniversary of D-day, the original German surrender documents were added to the exhibit. In the ceremonies, which were broadcast, Senator Edwin C. Johnson of Colorado served as master of ceremonies, Maj. Gen. Anthony C. McAuliffe presented the documents for exhibition, and the Archivist responded and read a message from President Truman.

These major exhibits were supplemented off and on by smaller exhibits on such diversified subjects as the cleaning and rehabilitation of records in the National Archives and the career of Harry S. Truman as a Federal official. Exhibits, chiefly publications, pictures of the building, or photographic copies of documents, were also prepared as usual for showing at professional meetings held in the United States and Latin America.

OTHER SERVICES

The National Archives continued during the year to furnish information to the military authorities and armed forces, and to some extent to the State Department and civilian war agencies also, on archives and records in enemy and enemy-occupied countries. To its lists of archival repositories in European countries, prepared in the previous year, it added two lists on the Far East, entitled *Archival Repositories in the Philippine Islands, the Netherlands Indies, French Indo-China, and Thailand* and *Archival Repositories in Japan, Korea, and Japanese-Occupied China*. Like the lists previously prepared, these were mainly distributed to the appropriate theaters of operation through the channels of the Military Government Division of the Provost Marshal General's Office. These and the lists previously prepared were available in time to be of use in connection with the occupation of various areas and were used to a considerable extent, according to information that has been received, by civil-affairs officers in the protection and guarding of the repositories and their contents.

A description of the organization and management of records offices and archival agencies in Germany prepared by the National Archives at the request of the War Department's Committee on Civil Affairs Studies was published by the Department as a Military Government Information Guide entitled *Information on German Records* (44 p.). This was an over-all explanation of how both current and noncurrent records are handled, administered, and kept accessible in Germany, and it furnished information needed by intelligence officers and administrators who had to examine and use the contents of large bodies of German records as they came under our control.

In response to a request from the State Department, a special report was prepared on the nature and organization of the records of

the German Foreign Office. This was made available in typewritten form to State Department agents who were sent over to examine the records. Biographical material on leading German archivists was also furnished to the War Department and the Office of Strategic Services. Information on German archival administration and on current records and record-keeping practices was in numerous instances furnished orally to representatives of various agencies who were going abroad to exploit or administer such records.

In addition to furnishing information, the National Archives throughout the year acted as an informal advisory agency to the War Department, especially the Civil Affairs Division, with respect to programs and activities for the protection, administration, and exploitation of archives and current administrative records in war areas. This activity began in the previous year with the loan to the Army of Fred W. Shipman, Director of the Franklin D. Roosevelt Library, to serve for several months as American Archives Adviser to the Monuments, Fine Arts, and Archives Subcommittee of the Allied Commission for Italy. Arrangements were made for the permanent assignment of an American archives officer to this Subcommittee, and, upon recommendation of the National Archives, Capt. William D. McCain, Archivist of Mississippi on military leave and onetime member of the National Archives staff, was so assigned. He reported on September 9, 1944, and continued in this assignment for the remainder of the fiscal year. Especially noteworthy were his services in northern Italy after the Allied break-through in the spring of 1945 in locating, recovering, and arranging for the return to Rome of the vast quantities of records of Italian ministries that had been removed from Rome before the Allied occupation. He also continued in the provinces of Lombardia the general program of inspection of damage to archival institutions and their holdings that had been carried on throughout Italy behind the armies by monuments, fine arts, and archives officers.

Mr. Shipman was again lent to the War Department to be sent abroad in September 1944, this time to the European Theater primarily, to serve as Archives Adviser to the Department and to "work out arrangements with the military authorities . . . for a complete and effective program for the protection and handling of archives and modern records." He spent slightly more than 2 months in the European Theater and in addition revisited the Mediterranean Theater briefly. He arranged for the assignment of an American archivist to each of the American armies in the European Theater and for an archives officer to be attached to the Monuments, Fine Arts, and Archives Section of Supreme Headquarters. Through his efforts Capt. Asa Thornton, a member of the National Archives staff on mili-

tary leave, was attached for several months to the First Army. It proved impossible, however, to obtain the assignment of properly qualified officers to the other stations because of the tight personnel situation that existed along the Western Front in the critical winter months that followed. For the same reason it was impossible to carry out many other recommendations made to the War Department by Mr. Shipman.

A new start was made in March 1945 when the War Department approved the Archivist's recommendation that Sargent B. Child, formerly Director of the Historical Records Survey, be sent to the European Theater as American Archives Adviser to the Control Commission. After careful advance preparation for his assignment, Mr. Child left in April. As the fiscal year closed he was with the United States Group of the Control Council, in Frankfort, Germany, struggling to build up an organization to handle the tremendous archives and records problems that faced the civil affairs authorities in the American Zone of Occupation. He had made a number of tours of inspection to deal with specific problems and to obtain a picture of the over-all task. He had assisted in the establishment near Kassel, Germany, of a collecting center at which records of the former German ministries were being concentrated. He had received some help from Army officers in the theater who were recommended to him, and, upon request from the War Department, the National Archives was recommending others who might be sent from the United States to assist him. He was collaborating closely with intelligence officers in the administration of their document-collecting centers and was planning other concentration centers for "homeless records" to supplement their efforts. As the fiscal year closed, it appeared that a positive, coordinated program for dealing with archives and records problems in the American Zone was getting under way. Doubtless the National Archives will be called on frequently for advice and assistance in connection with this program in the fiscal year 1946.

The proper care, control, and eventual disposition of captured records is a subject of great importance to many interested groups—to the authorities that must govern Germany and eventually reestablish German government of some nature, to agencies of the United States Government and other governments that seek to understand the Germany of recent years, to the German people who must somehow pick up the broken threads of their lives, to the German government that must eventually take over, to future scholars who seek to understand this critical period, and to all who are interested in the permanent disarmament of Germany. Certain records ought clearly to be taken from Germany permanently in her own interests and for the safety of other nations. Other records now in Allied custody should be re-

stored, perhaps after copies of some are made, but questions of what, when, and to whom remain to be settled. The National Archives has participated in discussions of these problems with other interested agencies, but final decisions are still to be reached.

The National Archives was especially concerned with the fate of archives in the Philippine Islands. In February 1945, with the reoccupation of Manila imminent, the Archivist recommended to the War Department that Maj. Arthur E. Kimberly, formerly Chief of the Division of Repair and Preservation in the National Archives, be sent to that city to initiate and supervise first-aid measures that might be necessary for the protection or salvage of important archives of the former Spanish, American, and Philippine Commonwealth Governments. This recommendation was acted upon favorably by General MacArthur's staff, but there were long delays and Major Kimberly did not arrive until June, long after the time for effective first-aid measures was past. He began at once to make a comprehensive survey of the condition of the archives in order to advise as to further action.

Requests for advice and assistance on professional and technical problems in connection with plans for archives buildings, staff organization, and training, the repair and preservation of records, and motion-picture, microphotographic, and other photographic processes and equipment are constantly being made by other Government agencies, foreign archival establishments, State and private organizations, business concerns, and individuals. The National Archives as a pioneer in some of these fields and as the leading archival agency in the United States is obligated to furnish such information as a public service and to render as much practical assistance as limitations of personnel allow. Accordingly, the staff gave advice freely during the year to many visitors, from at home and abroad, some of whom stayed for several days to study some particular problem. Information was also furnished by letter, and papers were prepared on subjects of wide general interest, which were published in such professional journals as the *American Archivist*.

Through programs for interns it was possible to give more extensive instruction in the theory and practice of archives administration. During the year under review, two student interns from Brazil and one from Canada received from 2 to 5 months' training each in the National Archives. Their expenses were paid by their home governments or by a grant from a private foundation. Applications were received from archivists in Mexico and Chile for fellowships in the National Archives offered through the Interdepartmental Committee on Cultural and Scientific Cooperation, and two awards were made. The recipients of these fellowships will report early in the fiscal year 1946. The Imperial Record Department of India requested permission

to send, at the expense of the Government of India, a staff member of that Department to the National Archives for technical training in the repair and preservation of records and in microfilming, and this request was granted. An expansion of these international contacts is to be expected with the end of the war as archivists throughout the world grapple with problems of rebuilding their depositories, reassembling and rehabilitating scattered and damaged bodies of records, caring for vast quantities of war records, and microfilming records for security.

To provide training for archivists in the United States as well as from foreign countries, the National Archives continued to cooperate with the American University in a program of several years' standing. In the fiscal year 1945 this program included courses on "The History and Administration of Archives," conducted by Ernst Posner of the university staff and members of the staff of the National Archives; and on "The Management of Government Records" and "The Management of Special Types of Government Records," conducted by Dr. Posner and Helen L. Chatfield, Treasury Department Archivist. An intensive course in the preservation and administration of archives was also presented for custodians of institutional and business archives by the American University in conjunction with the National Archives and the Maryland Hall of Records. The course, given from June 11 to June 30, 1945, featured a combination of lectures and reading with laboratory work in the two cooperating institutions.

Sometimes projects that utilize the special facilities and the technical competencies of the National Archives are undertaken for other Federal agencies, which make funds available for such work. A noteworthy service in preserving records important to the Government's future relations with men in the Navy, for instance, was performed during the year for the Bureau of Medicine and Surgery. Health and medical records that had survived torpedoings at sea were so stained with fuel oil that they were illegible. A process of dry cleaning was perfected in the National Archives by which nearly 1,500 such records were restored to usefulness. Some of them had also been damaged by fire and required lamination in addition to the dry cleaning. Thus were reclaimed records that may be the only evidence to show that a sailor suffered some injury on duty that would entitle him to a disability pension.

Representatives of the National Archives participated in the work of the United States Board on Geographical Names, the Advisory Committee on American Cartography of the Pan American Institute of Geography and History, the National Research Council, the United Nations Central Training Film Committee, the Interdepartmental Committee on Film Indexing, the Interdepartmental Committee on

Cultural and Scientific Cooperation, a special advisory committee appointed by the Director of the Office of Contract Settlement to advise on matters relating to the preservation of contractor's records, the Inter-agency Records Administration Conference, the Committee on Records of War Administration, the Federal Fire Council, and the Council of Personnel Administration. Although war work and travel restrictions limited the participation of members of the staff in professional associations, many nevertheless served on committees, contributed papers, and were otherwise active in such organizations.

As in previous years the Archivist served as Chairman of the National Archives Council and of the National Historical Publications Commission; the Administrative Secretary served as Secretary of the former body and the Records Control Officer as Acting Secretary of the latter. Reports of the secretaries on the activities of these agencies comprise appendixes II and VI of this report. The Archivist is also charged with the administration of the Franklin D. Roosevelt Library; his annual report as to the Library is presented separately.

THE FEDERAL REGISTER

Informing the public of regulations with which it is to comply, necessary in peacetime but even more essential when Government control reached into many new fields to mobilize the resources of the Nation for war, is accomplished through the *Federal Register*. This periodical was authorized by Congress in 1935, and a Division was set up within the National Archives Establishment to publish it. The regular duties of the Division include examining and editing Presidential proclamations and Executive orders before they are sent to the President for signature, receiving, filing, and registering Presidential proclamations, Executive orders, and rules, regulations, and other orders of Federal agencies, making them available for public inspection, publishing those that have general applicability and legal effect in the *Federal Register*, and codifying and publishing in annual supplements to the *Code of Federal Regulations* such documents as remain effective.

The part played by the *Federal Register* in the operation of the Government during the last year of the war is graphically illustrated by the statistics on documents filed and paid subscriptions. From the year ending June 30, 1941, to the year ending June 30, 1945, the number of documents filed annually rose from around 8,000 to the all-time high of 63,500. Prior to July 1, 1941, paid subscriptions were around 3,000, whereas during the last 2 years of war they numbered between 13,500 and 14,500. Income from regular subscribers, covered into the Treasury by the Superintendent of Documents, rose from the 1944 figure of \$202,814 to a new high of \$206,124 in the fiscal year 1945.

An important part of the Division's work is the production of supplements to the *Code of Federal Regulations*, which codifies all documents having general applicability and legal effect that were in force June 1, 1938. Four additional volumes of the cumulative supplement, which covers the period from June 2, 1938, to June 1, 1943, appeared during the year, leaving only the general index unpublished. By postponing work on the index, streamlining the organization of the Division, and working overtime, the staff produced the 1943 supplement in record time and completed most of the work on the 1944 supplement, one book of which was released before the end of the fiscal year. The usefulness of these supplements has been increased by adding annotations and ancillary tables and by keying the documents to the daily issues of the *Federal Register* through daily, monthly, quarterly, and annual codification guides. During the fiscal year 11,749 books of the *Code* and supplements were sold, yielding an income of \$34,257 to be covered into the Treasury.

The Division also rendered noteworthy special services to important war agencies. Over 35,000 pages of documents were edited and printed in advance of their formal filing for field distribution by the Office of Price Administration, the War Production Board, the War Food Administration, the Office of Defense Transportation, and the Surplus Property Board, resulting in great savings to these agencies and enabling them to implement effectively their Nation-wide programs. Valuable and timely codifications of the voluminous Army procurement regulations, the joint Army-Navy termination regulations and the renegotiation regulations of the War Contracts Price Adjustment Board were prepared. The Division also served the public and the Government by answering thousands of inquiries concerning current Presidential and agency documents on file. In this connection, the files and the trained personnel of the Division are a haven to the desperate searcher, who can get his information from no other single source.

ADMINISTRATIVE ACTIVITIES

Organizational changes.—Dedicated to the preservation and use of the significant record of the past, the National Archives in the fiscal year 1944 practiced what it preaches and studied its own experience in the first decade of its existence and that of the Government in dealing with records of World War I agencies. It faced squarely the fact that its small staff and slender resources were inadequate to cope with the post-war records problems it clearly foresaw. In an effort to gear the agency better to the solution of these problems, a reorganization of the staff was devised. It became effective at the beginning of the fiscal year 1945.

This reorganization provided for the appointment of certain principal staff officers within the Office of the Archivist. The Program Adviser was charged with responsibility for the larger and more complex and lasting problems of program, policy, and professional planning at the higher level. Serving as the Archivist's chief of staff, the Management Officer continued to be responsible for integrating and systematizing the agency's organization. The handling of public relations, legislative liaison, and certain interagency relations continued to be the responsibility of the Administrative Secretary. Fiscal implementation and economy of management were made the primary responsibilities of the Budget Officer. Certain subsidiary units were placed under staff officers within the Office of the Archivist: Exhibits and Publications, the Statistical Unit, and the Documentation Unit. Supervisory responsibility over the Division of Finance and Accounts was assigned to the Budget Officer; over the Division of Records and Communications, to the Management Officer; and over the Library, to the Program Adviser.

The responsibilities of the Director of Operations as a line officer to the Archivist were extended by the reorganization to include operations in general, exclusive of those of the Division of the Federal Register and the Franklin D. Roosevelt Library, rather than only those of the professional divisions and offices. Within the Office of the Director of Operations provision was made for the following principal staff officer positions with the designated major fields of responsibility: the Deputy Director of Operations, administrative aspects of operations and records preservation; the Assistant Director of Operations, records administration; the Records Appraisal Officer, records accessioning and disposal and development of standards for the appraisal of records; and the Records Control Officer, reference service and records description. The position of Technical Assistant to the Director of Operations was created to provide the Director with assistance in matters involving records of special types. A Cleaning and Rehabilitation Section was created within the Office of the Director of Operations charged with the responsibility of performing actual preservation operations. The following business service operating units were transferred to the line supervision of the Director of Operations: Divisions of Personnel Management, Service and Supply, and Printing and Processing.

As a part of the reorganization, immediate responsibility for services on records was placed upon the chiefs of the records divisions and a General Reference Division was established to perform reference work not within the province of any one records division. A War Records Office, headed by a Director, was created through the consolidation of the Divisions of War Department Archives and Navy De-

partment Archives. The Division of Veterans' Administration Archives was redesignated the Division of Veterans' Records.

During the fiscal year 1945 the new staff organization remained virtually unchanged in its major features. The functions of the Assistant Director of Operations were assigned to the Records Appraisal Officer in March 1945. Responsibility for line supervision of the Division of Records and Communications was transferred to the Director of Operations in May 1945. The functions and duties of the Division of Service and Supply were redefined in January 1945 and the name of the Division was changed to Property Division. At the same time there was established within the Office of the Director of Operations a Labor and Traffic Section, which succeeded to certain functions and responsibilities of the Division of Service and Supply.

The organization of the National Archives on June 30, 1945, is shown by the chart opposite page 1 of this report.

Personnel.—Although the National Archives was fortunate in having during the year under review the smallest turnover in personnel it had had since the war began, it was handicapped by having the smallest staff it had had since 1938. At the end of the fiscal year there were 337 persons employed. This does not include persons on leave without pay because of military service and other reasons but it does include 7 persons on the staff of the Franklin D. Roosevelt Library. There was a marked decrease in the number of persons leaving for military service. Only 6 were called into the service during the year, making a total of 187 who have left the agency for the armed forces since the beginning of the national defense program. Under war-service regulations all appointments continued to be made for the duration of the war and 6 months thereafter. Lower-grade employees were at a premium during the year; typists and stenographers were still almost impossible to find. The 94 appointments and 106 separations almost balanced and resulted in a total turnover for the year of 30 percent. Largely to fill vacancies 140 persons were promoted to a higher grade; in addition 110 persons received within-grade salary increases in accordance with the provisions of the Mead-Ramspeck salary advancement act. Seven salary increases were granted in recognition of outstanding services over and above the call of duty.

When its career employees entered the armed services or accepted appointments in war agencies, the National Archives suffered the loss of much significant experience. The agency was proud to have so many of its staff called to fill important records administration or war history positions, but to replace them was difficult, often impossible. Some of those recruited had little pertinent experience but all were eager to do their part in carrying on the work of the agency and many have made outstanding contributions. The administration is grate-

ful for the splendid services of its wartime appointees as well as of its permanent employees. Their loyalty and continued hard work has enabled the agency, in spite of many handicaps, to play its small part in the successful prosecution of the war and the preparation for peace.

The reorganization effective July 1, 1944, resulted in the following personnel changes: Oliver W. Holmes, formerly Director of Research and Records Description, was appointed Program Adviser; John L. Wells, formerly Administrative Assistant to the Archivist, was appointed Budget Officer; Marcus W. Price, formerly Director of Records Accessioning and Preservation, was appointed Deputy Director of Operations; Stuart Portner, formerly Chief of the Division of War Department Archives, was appointed Assistant Director of Operations in place of Philip C. Brooks, who then became Records Appraisal Officer; Philip M. Hamer, formerly Director of Reference Service, was appointed Records Control Officer; James W. Cummings, Jr., formerly an assistant to the Director of Records Accessioning and Preservation, was appointed Technical Assistant to the Director of Operations; W. Neil Franklin, formerly Chief of the Division of Navy Department Archives, was appointed Chief of the General Reference Division; and Edward G. Campbell, formerly Assistant Management Officer, was appointed Director of the War Records Office.

There were a few other personnel changes during the year. John L. Wells, Budget Officer, transferred to the Department of Agriculture on October 31, 1944, and on December 4, 1944, Stuart Portner, Assistant Director of Operations, was detailed to the position of Budget Officer. Early in the fiscal year Roscoe R. Hill, who had been detailed since January 15, 1942, to the Department of State, returned to his position as Chief of the Division of State Department Archives. Thomas M. Owen, Chief of the Division of Veterans' Records, was given leave from January 1, 1945, until after the end of the fiscal year to engage in historical work for the American Legion and W. Neil Franklin served during his absence as Acting Chief of the Division of Veterans' Records in addition to serving as Chief of the General Reference Division. Arthur H. Leavitt, Chief of the Division of Commerce Department Archives and Acting Chief of the Division of Post Office Department Archives, was detailed to the Department of State for work in connection with seized German records and Forrest Holdcamper served as Acting Chief of these two divisions from June 16, 1945, until after the end of the fiscal year. As a part of the reassignment of the duties formerly performed by the Division of Service and Supply, the Chief of that Division, Frank P. Wilson, became Chief of the Property Division and William Thompson became Head of the Labor and Traffic Section.

The Library.—To assist staff members in planning and carrying on their work and searchers in using the records in the building, a small but highly specialized Library is maintained. Its contents are chosen with a view to supplementing the records in the custody of the Archivist, and emphasis is placed on American history, particularly the history of Government agencies, American biography, political science, and archival administration. There was a net increase of 3,873 items in the Library collection during the year as compared with an increase of only 1,440 the preceding year, bringing the holdings of the Library to 53,505 books and 35,886 pamphlets. For the first time a much needed inventory of the Library was undertaken. The congressional documents and reports, commonly known as the serial set and now including over 10,000 volumes, were inventoried during the year and progress was made in inventorying other parts of the Library.

Public relations.—During yet another year of war the National Archives directed its informational activities chiefly toward Government agencies. It sought to serve them by providing instructions and suggestions for the handling of their records and by calling their attention to records in the National Archives pertinent to the solution of reconversion problems. The manual on records disposal and the finding aids prepared for these purposes have already been mentioned. Other publications dealt with the records situation in the Government. "Let's Look at the Record," by the Archivist, was reprinted from the *American Archivist*, and a discussion of the need for additional film storage space in the District of Columbia, entitled *The Proposed Government Film Repository*, by John G. Bradley, Chief of the Division of Motion Pictures and Sound Recordings, was also published.

Exhibits, which have been described in the section on reference service, afford the National Archives one of its best ways of reaching the public. The purpose of the exhibits presented is not to advertise the agency but to display to the people of the United States materials that are in popular demand, documents the public expects to see at the National Archives, as well as little-known records that were important in the development of the Nation. To increase the effectiveness of such exhibits, catalogs are prepared and are made available to visitors.

The National Archives has not been able to keep the public informed through the press of its activities or resources because personnel has not been available for such work. Only two press releases were issued in the fiscal year under review, but quarterly notices of publications and of transfers to the National Archives of interesting groups of records were sent to professional journals and a few announcements of exhibits were issued. Lack of information about the services the National Archives can render undoubtedly limits its usefulness to the general public.

Buildings and equipment.—Since the National Archives Building was constructed, the Nation has passed through a major depression and has participated in a World War. Both the depression and the war accelerated greatly the annual volume of records made and received by agencies of the Federal Government. It is probable that during the war the War Department alone accumulated more than 4,000,000 cubic feet of records and the emergency agencies an additional 2,000,000 cubic feet.

At the end of the year covered by this report, there were approximately 690,000 cubic feet of records in the National Archives Building. It is estimated that during the fiscal years 1946 and 1947 an additional 260,000 cubic feet will be accessioned. The records-storage capacity of the building was estimated in the last two annual reports at 900,000 and 975,000 cubic feet, respectively. The difference between these two estimates was due to the discovery that by double shelving and other devices more records could be packed into the equipped stack areas. Both estimates contemplated the installation in the 46 unequipped areas of steel uprights for cases or shelves similar to those in the areas already equipped.

In a further effort to provide additional space in the building for housing anticipated accessions, plans were devised during the year under review for transferring steel tray cases into the unequipped areas from the other areas and stacking them without uprights, for the installation of available shelves on the uprights in the areas from which the cases are removed, and for the conversion into stack areas of certain corridors and a part of the moat that surrounds the building. In this manner the capacity of the building can be increased to approximately 1,100,000 cubic feet of records. This will theoretically enable the agency to accommodate the records that are likely to be received in the next 3 years. It should be recognized, however, that as space in the present building approaches the point of exhaustion it will become increasingly difficult and uneconomical, because of the shifting and repacking necessary, to fit new accessions into the meager vacant places in the records-storage areas. It is therefore essential that arrangements be made soon to provide space outside the present National Archives Building for future accessions.

It is also highly desirable that the facilities available to the National Archives for the storage of records be expanded sufficiently so that it can assign to other agencies of the Federal Government secure, well-planned, inexpensive space for the temporary housing of records of continuing value that must be retained in their custody until they are no longer needed or until they have become sufficiently noncurrent to permit transfer to the custody of the Archivist. That the provision of such facilities will be welcomed by the agencies there can be no doubt. Such records are now stored in garages and ware-

houses at high rental costs and under such conditions in many instances that their continued preservation is endangered and their use is made exceedingly difficult. One Government agency has stated that it would like to have the National Archives make available to it for 10 years space sufficient to accommodate 200,000 cubic feet of valuable records that must remain in its custody.

In an effort to obtain the additional space needed for the purposes above mentioned, the Commissioner of Public Buildings was requested in October 1944 to take all action necessary to provide for the construction, at Suitland, Md., or some other place readily accessible to the metropolitan area, of a building for the housing of records. It was proposed that the exterior of the structure be built of brick or some other relatively inexpensive material that would afford safe storage. Sketches of a building that would accommodate about 1,000,000 cubic feet of records were supplied for the Commissioner's consideration and it was proposed that in the main the structure be equipped with movable steel stack compartments and steel shelving. By this device areas made temporarily available to other agencies for the housing of their records would be suitable for the accommodation of four-drawer file cabinets and other equipment in which the records may be filed but could be converted quickly into equipped space for the storage of records accessioned by the National Archives. The Archivist has been informed by the Commissioner of Public Buildings that the proposed building will be included in the next building program of the Federal Works Agency.

A striking characteristic of Government operations during the past decade and especially in the war years has been the great increase in the use of photography for a wide variety of purposes. Undoubtedly for future generations the most vivid historical record of the achievements of our armed forces in World War II will be the combat films made by Army, Navy, Marine, and Coast Guard cameramen. The Government during the war produced many times as much motion-picture footage as did the entire commercial industry. The use of still photographs for similar purposes has increased at an almost equal pace. Similarly there has been a growing use of microfilm as a means of recording. Perhaps less widely known is the revolution in map-making in which ground surveys have been in large part replaced by aerial photography. During the war a very substantial portion of the land surface of the entire earth was photographed by the American Government so that the armed services could have accurate and up-to-date information about and maps of any area in which operations might be undertaken. For only a small portion of the area covered by such photographs have definitive maps been prepared, and the aerial photographs made by the Government during the war represent

a rich source of geographic information, which will be mined for years.

In consequence of this rapid increase in the use of photography, there were, at the time of the last complete survey in September 1943, in the Washington area alone, exclusive of excess duplicates, 134,000 cubic feet of film consisting of 234,000 reels of motion pictures, 159,800 rolls of aerial film, and 34,000,000 still negatives and X-rays. At that time over 40,000 cubic feet of records on film were being produced annually. In addition an even larger quantity of film was being held in overseas theaters of operation and in commercial producers' vaults outside the Washington metropolitan area. Most of the motion-picture negatives, many of the positives, and the earlier aerial, still, and X-ray films are on nitrate stock. All film requires for its proper preservation a careful control of temperature and humidity, but nitrate film presents very special storage problems. It is highly inflammable, gives off poisonous and potentially fatal fumes when burning, and under certain circumstances may be destructively explosive.

The only central facilities owned by the Government for the permanent preservation of its records on film are the 8 small vaults in the National Archives Building, capable of holding only about 1,000 cubic feet, or less than one-half of one percent of the amount of such film that was in Washington in September 1943. The remaining film is housed in other Government vaults in Washington, which are needed for active or semicurrent film; in expensive rented vaults in Washington and elsewhere; or in garages, warehouses, office buildings, and other dangerously unsuitable places, including the damp powder magazines of a fort of Spanish-American War vintage.

Faced with the problem of providing safe storage for this enormous mass of immensely valuable film, created at a cost of hundreds of millions of dollars, and also the great collection of commercial film being built up by the Library of Congress, the Librarian of Congress and the Archivist, at the request of the late President Roosevelt and in cooperation with the Public Buildings Administration, prepared plans for the construction of an appropriate film facility to be used jointly by the Library of Congress and the National Archives and also by other agencies of the Government insofar as their needs for storage space for film require. The Commissioner of Public Buildings has notified the Librarian of Congress and the Archivist that provision for the construction of the proposed film facility will be made in the next building program of the Federal Works Agency. This facility will care for the housing and servicing of records on film likely to be accessioned by the National Archives during the next 10 years, will meet the needs of the Library of Congress, and will make available to other agencies rent-free storage space for film.

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

Funds available for the fiscal year ending June 30, 1945

The Independent Offices Appropriation Act, 1945, approved June 27, 1944 (58 Stat. 374), provided for the National Archives \$1,042,340 for salaries and expenses and \$7,000 for printing and binding for the fiscal year ending June 30, 1945, and the First Supplemental Appropriation Act, 1945, approved December 22, 1944 (58 Stat. 859, 874), provided \$22,000 additional for salaries and expenses, including \$2,775 for penalty mail required by Public Law No. 364, approved June 28, 1944. Funds amounting to \$39,500 were made available for salaries and expenses by transfer from other Government agencies as reimbursement for the costs of special services performed for them. There was thus available for obligation and expenditure by the National Archives \$1,103,840 for salaries and expenses and \$7,000 for printing and binding.

Obligations and expenditures for the fiscal year ending June 30, 1945

Salaries and expenses:		
Personal services	\$959,814	
Travel expense	1,758	
Transportation of things	2,298	
Communication services	8,359	
Penalty mail	479	
Rents and utility services	60	
Other contractual services	3,951	
Supplies and materials	15,340	
Equipment:		
Miscellaneous	\$5,590	
Document containers	102,311	
		107,901
Total obligations and expenditures	1,099,960	
Unobligated balance	3,880	
		1,103,840
Printing and binding:		
Total obligations and expenditures	6,841	
Unobligated balance	159	
		7,000
		1,110,840

The total obligations, including \$39,500 of reimbursable services performed for other agencies, amounted to \$1,106,801, leaving unobligated balances totaling \$4,039.

Several Government agencies requested the National Archives to perform services for them for which they transferred to the National Archives working funds, to which the costs of rendering such services

could be charged. The amounts so transferred, the total obligations against each working fund, and the unobligated balances were as follows:

Working funds transferred to the National Archives during the fiscal year ending June 30, 1945

Source	Amount transferred	Total obligations	Unobligated balance
Department of War	¹ \$6, 850	\$3, 298	\$3, 552
Department of the Navy	² 374	374	-----
War Production Board	7, 200	7, 160	40
Office of Price Administration	4, 986	4, 986	-----
Office of Strategic Services	20, 498	14, 239	6, 259
Office of Civilian Defense	5, 450	2, 802	2, 648
Total	45, 358	32, 859	12, 499

¹ Includes \$2,575 transferred during the fiscal year 1945 and unobligated in that year.

² Transferred during the fiscal year 1945 and unobligated in that year.

Of an original amount of \$9,250 allocated to the National Archives from the appropriation "Emergency Fund for the President, National Defense," for planning the construction, in cooperation with the Library of Congress, of a national film depository, \$3,965 was unobligated at the beginning of the fiscal year 1945. During the year \$532 was obligated and \$2,500 was refunded to the general appropriation, and \$933 remained at the end of the year.

The sum of \$3,237 was received for photographic duplications and authentications and was covered into the Treasury.

The National Archives Trust Fund Board, which was established by an act approved July 9, 1941, expended \$327 and returned the balance of \$329 of one gift to the donor, leaving \$28,166 in the fund on June 30. The annual report of the Board comprises appendix V of this report.

The Independent Offices Appropriation Act, 1946, approved May 3, 1945 (59 Stat. 121), provided for the National Archives \$913,934 for salaries and expenses and \$7,000 for printing and binding for the fiscal year ending June 30, 1946.

APPENDIXES

APPENDIX I

RECENT LEGISLATION CONCERNING THE NATIONAL ARCHIVES¹ EXTRACTS FROM THE FIRST SUPPLEMENTAL APPROPRIATION ACT, 1945, APPROVED DECEMBER 22, 1944

[58 Stat. 859, 874]

National Archives

Salaries and expenses: For an additional amount for salaries and expenses of the Archivist and The National Archives, fiscal year 1945, including the objects specified under this head in the Independent Offices Appropriation Act, 1945, \$22,000.

* * * * *

For deposit in the general fund of the Treasury for costs of penalty mail, fiscal year 1945, as required by section 2 of the Act of June 28, 1944 (Public Law 364), as follows:

* * * * *

National Archives: Not to exceed \$2,775 of the appropriation "Salaries and expenses, National Archives, 1945".

EXTRACT FROM THE INDEPENDENT OFFICES APPROPRIATION ACT, 1946, APPROVED MAY 3, 1945

[59 Stat. 121]

National Archives

Salaries and expenses: For salaries and expenses of the Archivist and The National Archives; including personal services in the District of Columbia; scientific, technical, first-aid, protective, and other apparatus and materials for the arrangement, titling, scoring, repair, processing, editing, duplication, reproduction, and authentication of photographic and other records (including motion-picture and other films and sound recordings) in the custody of the Archivist; purchase and exchange of books, including lawbooks, books of reference, maps, and charts; contract stenographic reporting services; purchase of newspapers and periodicals; not to exceed \$100 for payment in advance when authorized by the Archivist for library membership in societies whose publications are available to members only or to members at a price lower than to the general public; not to exceed \$2,700 for deposit in the general fund of the Treasury for cost of penalty mail as required by section 2 of the Act of June 28, 1944 (Public Law 364); travel expenses; exchange of scientific and technical

¹ Other legislation still in force concerning the National Archives, including the National Archives Act, as amended (44 U. S. C. 300-300k), the Federal Register Act (44 U. S. C. 301-314), and the resolution establishing the Franklin D. Roosevelt Library (58 Stat. 1062-1066), is printed in the *Fifth Annual Report* of the Archivist of the United States, 55-66; the act providing for the printing and distribution of Government publications to the National Archives (44 U. S. C. 215a) is printed in the *First Annual Report*, 46; and the act establishing the National Archives Trust Fund Board (44 U. S. C. 300aa-300jj) and the act suspending for the duration of the war certain requirements of the Federal Register Act (44 U. S. C. 311a) are printed in the *Eighth Annual Report*, 51, 55.

apparatus; and maintenance, operation, and repair of one passenger-carrying motor vehicle; \$913,934.

Printing and binding: For all printing and binding, \$7,000.

ACT CONCERNING THE DISPOSAL OF RECORDS, APPROVED JULY 7, 1943,
AS AMENDED JULY 6, 1945

[57 Stat. 380-383; 59 Stat. 434]

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

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That when used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.

SEC. 2. The National Archives Council shall promulgate regulations, not inconsistent with this Act, establishing (1) procedures for the compiling and submitting to the Archivist of the United States of lists and schedules of records proposed for disposal, (2) procedures for the disposal of records authorized for disposal, and (3) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations, when approved by the President, shall be binding on all agencies of the United States Government.

SEC. 3. The head of each agency of the United States Government shall submit to the Archivist of the United States, in accordance with regulations promulgated as provided in section 2 of this Act (1) lists of any records in the custody of the agency that have been photographed or microphotographed in accordance with the said regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government; (2) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government; and (3) schedules proposing the disposal after the lapse of specified periods of time of records of a specified form or character that either have accumulated in the custody of the agency or that may accumulate therein at any time after the submission of such schedules and that apparently will not after the lapse of the period specified have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

SEC. 4. The Archivist shall submit to Congress, at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of section 3 of this Act, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after

the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the United States Government: *Provided*, That the Archivist shall not submit to Congress lists or schedules of records of any existing agency of the Government in his legal custody without first having obtained the written consent of the head of such agency.

The Archivist may also submit to Congress, together with recommendations of the National Archives Council with respect thereto, and at such times as he may deem expedient, schedules proposing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies that either have accumulated or may accumulate in such agencies and that apparently will not, after the lapse of the periods specified, have sufficient administrative, legal, research, or other value to warrant their further preservation by the United States Government.²

SEC. 5. Whenever the Archivist shall submit lists or schedules to Congress, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee to which all such lists or schedules shall be referred, and the joint committee shall examine such lists or schedules and submit to the Senate and House of Representatives, respectively, a report of such examination and its recommendations.

SEC. 6. If the joint committee reports that any of the records listed in a list or schedule referred to it do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government, the Archivist shall notify the agency or agencies having such records in their custody of the action of the joint committee and such agency or agencies shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act: *Provided*, That authorizations granted pursuant to schedules submitted under the last paragraph of section 4 of this Act shall be permissive and not mandatory.²

SEC. 7. If the joint committee fails to make a report during any regular or special session of Congress on any list or schedule submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the agency, or agencies having in their custody records covered by such lists or schedules to cause such records to be disposed of in accordance with regulations promulgated as provided in section 2 of this Act.²

SEC. 8. Whenever it shall appear to the Archivist that any agency has in its custody, or is accumulating, records of the same form or character as any records of the same agency previously authorized by Congress to be disposed of, he may empower the head of such agency to dispose of such records, after they have been in existence a specified period of time, in accordance with regulations promulgated as provided in section 2 of this Act and without listing or scheduling them.

SEC. 9. Records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorizations granted pursuant to the provisions of sections 6, 7, and 8 of this Act, until such claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon the written approval of the Comptroller General of the United States.

SEC. 10. Whenever the Archivist and the head of the agency that has custody of them shall jointly determine that any records in the custody of any agency of

²As amended July 6, 1945.

the United States Government are a continuing menace to human health or life or to property, the Archivist shall cause such menace to be eliminated immediately by whatever method he may deem necessary. If any records in the custody of the Archivist are disposed of under this section, the Archivist shall report the disposal thereof to the agency from which they were transferred.

SEC. 11. At any time during the existence of a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, the head of any agency of the United States Government may authorize the destruction of any records in his legal custody situated in any military or naval establishment, ship, or other depository outside the territorial limits of continental United States (1) the retention of which would be prejudicial to the interests of the United States or (2) which occupy space urgently needed for military purposes and are, in his opinion, without sufficient administrative, legal, research, or other value to warrant their continued preservation: *Provided*, That within six months after the disposal of any such records, the official who directed the disposal thereof shall submit a written report thereon to the Archivist in which he shall describe the character of such records and state when and where the disposal thereof was accomplished.

SEC. 12. The Archivist shall transmit to Congress at the beginning of each regular session reports as to the records authorized for disposal under the provisions of section 7 of this Act and as to the records disposed of under the provisions of sections 10 and 11 of this Act.³

SEC. 13. Photographs or microphotographs of any records made in compliance with regulations promulgated as provided in section 2 of this Act shall have the same force and effect as the originals thereof would have and shall be treated as originals for the purpose of their admissibility in evidence. Duly certified or authenticated reproductions of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

SEC. 14. All moneys derived by agencies of the Government from the sale of records authorized for disposal under the provisions of this Act shall be paid into the Treasury of the United States unless otherwise required by existing law applicable to the agency.

SEC. 15. The procedures herein prescribed are exclusive and no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of this Act.

SEC. 16. The Act entitled "An Act to provide for the disposition of certain records of the United States Government", approved August 5, 1939 (53 Stat. 1219), the Act entitled "An Act to provide for the disposition of certain photographed records of the United States Government, and for other purposes", approved September 24, 1940 (54 Stat. 958), and all other Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

³ As amended July 6, 1945.

APPENDIX II

REPORT OF THE SECRETARY OF THE NATIONAL ARCHIVES COUNCIL FOR THE FISCAL YEAR ENDING JUNE 30, 1945

The National Archives Council, created by an act approved June 19, 1934 (44 U. S. C. 300-300k), is "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." During the year four changes occurred in the membership of the Council. They were as follows: (1) The vacancy caused by the retirement of C. G. Abbot as Secretary of the Smithsonian Institution was filled by the appointment of Alexander Wetmore as Acting Secretary of the Smithsonian Institution; (2) the vacancy caused by the resignation of Archibald MacLeish as Librarian of Congress was filled by the appointment of Luther Evans as Librarian of Congress; (3) W. O. Burtner, Office of the Assistant Solicitor General, was designated by the Attorney General of the United States as his alternate to succeed Newman A. Townsend, who had resigned from the Department of Justice; and (4) Wesley C. Clark, Assistant to the Secretary of the Interior, was designated by the Secretary of the Interior as his alternate to succeed S. K. Padover, who had resigned from the Department of the Interior.

At the close of the fiscal year the Council consisted of: E. Wilder Spaulding, Chief of the Division of Research and Publication, alternate for the Secretary of State; Helen L. Chatfield, Treasury Archivist, alternate for the Secretary of the Treasury; Lieutenant Colonel Wayne C. Grover, Chief of the Records Management Branch, Adjutant General's Office, alternate for the Secretary of War; W. O. Burtner, Office of the Assistant Solicitor General, alternate for the Attorney General; Roscoe E. Mague, General Superintendent, Office of the Chief Inspector, alternate for the Postmaster General; Lieutenant Commander Emmett J. Leahy, Director of Records Administration, alternate for the Secretary of the Navy; Wesley C. Clark, Assistant to the Secretary of the Interior, alternate for the Secretary of the Interior; Linwood E. Donaldson, Division of Communications, Office of Plant and Operations, alternate for the Secretary of Agriculture; Gerald Ryan, Administrative Officer of the Department of Commerce, alternate for the Secretary of Commerce; James E. Dodson, Chief Clerk and Budget Officer, alternate for the Secretary of Labor; Alben W. Barkley, Chairman of the Senate Committee on the Library; Donald L. O'Toole, Chairman of the House Committee on the Library; Luther Evans, Librarian of Congress; Alexander Wetmore, Secretary of the Smithsonian Institution; and Solon J. Buck, Archivist of the United States, who serves as Chairman.

At a meeting of the Council on November 9, 1944, E. Wilder Spaulding, alternate for the Secretary of State, was elected Vice Chairman of the Council to succeed C. G. Abbot, retired. At this meeting the Council approved two proposed bills, one to amend the National Archives Act and the other to amend the act providing for the disposal of Government records, and also adopted a resolution concerning the transfer of records to the National Archives in lieu of the resolution adopted by the Council on July 28, 1942.¹

THAD PAGE.

¹ See appendix I for the text of the disposal act as amended and appendix III for the text of the resolution.

APPENDIX III

RESOLUTION CONCERNING THE TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES ADOPTED BY THE NATIONAL ARCHIVES COUNCIL ON NOVEMBER 9, 1944

Whereas section 3 of the "Act to establish a National Archives of the United States Government and for other purposes" (48 Stat. 1122) provides that "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 whereas section 6 of said act creates the National Archives Council and authorizes it to "define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer"; therefore be it

Resolved, That the Archivist of the United States be and he is hereby authorized to requisition for transfer to the National Archives any archives or records in the custody of any agency of the United States Government (legislative, executive, judicial, and other), which fall within any of the following classes, viz:

I. Any archives or records that the head of the agency that has the custody of them may offer for transfer to the National Archives.

II. Any archives or records that have been in existence for more than fifty years unless the head of the agency that has the custody of them certifies in writing to the Archivist that they must be retained in his custody for use in the conduct of the regular current business of the said agency.

III. Any archives or records of any Federal agency that has gone out of existence unless the head of the agency that has the custody of them certifies in writing to the Archivist that they must be retained in his custody for use in performing transferred functions of the discontinued agency or in liquidating its affairs.

IV. Any other archives or records that the National Archives Council by special resolution may authorize to be transferred to the National Archives.

Resolved further, (1) That when the Archivist shall issue his requisition for any archives or records he shall furnish to a duly authorized representative of the agency that has the custody of them an inventory of the material covered by such requisition; (2) That when, and not until, this inventory shall have been certified to by the signatures of the representatives of said agency and of the Archivist, respectively, and the said archives or records shall have been delivered by the representative of the said agency to the representative of the Archivist either at the depository in which they are stored or at a depository under the control of the Archivist, the said archives or records shall pass into the legal custody of the Archivist of the United States; *Provided*, That records of the Federal Government that are not in the legal custody of any other agency of the Government shall be deemed to be in the legal custody of the Archivist and may be transferred by him to a depository under his control without the formalities of issuing a requisition or delivering an inventory.

APPENDIX IV

REGULATIONS OF THE NATIONAL ARCHIVES COUNCIL CONCERNING THE DISPOSAL OF RECORDS PROMULGATED ON AUGUST 15, 1945

Whereas Sec. 2 of "An Act to provide for the disposal of certain records of the United States Government" approved July 7, 1943 (Public, No. 115, 78th Cong., 1st sess.), as amended by the Act approved July 6, 1945 (Public, No. 133, 79th Cong., 1st sess.), requires that the National Archives Council promulgate regulations not inconsistent with the provisions of the said Act, "establishing procedures for the compiling and submitting of lists and schedules of records proposed for disposal, procedures for the disposal of records authorized for disposal, and standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records," which regulations, "when approved by the President, shall be binding on all agencies of the United States Government"; Therefore be it resolved, that the following regulations be promulgated:

I. All lists or schedules of records submitted to the Archivist of the United States in compliance with the provisions of Sec. 3 of the above-mentioned Act, shall be submitted on forms supplied or approved by the Archivist in the number of copies required by him and shall contain such information as may be called for by the said forms and by instructions issued by the Archivist. The said lists or schedules shall be accompanied by samples of the several items proposed therein for disposal unless the Archivist shall have waived this requirement.

II. Whenever any records shall have been authorized for disposal in accordance with the provisions of Secs. 6, 7, or 8 of the above-mentioned Act and whenever any records of types that have been proposed for disposal in schedules approved in accordance with the provisions of Sec. 6 of the said Act have been in existence for the periods specified in such schedules, the agency or agencies having the custody of such records shall, subject to the proviso in Sec. 6 and the provisions of Sec. 9 of the said Act, (a) cause the said records to be sold as waste paper: Provided that, unless the said records shall have been treated in such a manner as to destroy their record content, any contract for sale of them shall prohibit their resale as records or documents; (b) cause them to be destroyed, if they cannot advantageously be sold or if, in the opinion of the head of the agency having custody of said records, destruction is necessary to avoid the disclosure of information that might be prejudicial to the interests of the Government or of individuals; or (c) cause them to be transferred, with the approval of the Archivist of the United States and without cost to the United States Government, to any government, organization, institution, corporation, or person that has made application for them.

III. The standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records shall be as follows:

(a) The records shall be photographed in such order that the integrity of the files will be preserved.

(b) All photographic film or paper used and the processing thereof shall comply with the minimum standards approved by the National Bureau of Standards for permanent photographic reproduction of records or for temporary photographic reproduction of records authorized for disposal after the lapse of a specified time.

(c) The reproductions shall be placed in conveniently accessible files and adequate provisions shall be made for preserving, examining, and using them.

I hereby certify that the above regulations were unanimously adopted by the National Archives Council on July 30, 1945.

SOLON J. BUCK, *Chairman.*

Approved:

HARRY S. TRUMAN, *President of the United States.*

AUGUST 8, 1945.

By direction of the National Archives Council the promulgation of the above regulations is accomplished on August 15, 1945, by transmittal of copies thereof to the heads of all agencies of the United States Government.

THAD PAGE, *Secretary of the Council.*

APPENDIX V

REPORT OF THE NATIONAL ARCHIVES TRUST FUND BOARD FOR THE FISCAL YEAR ENDING JUNE 30, 1945

The National Archives Trust Fund Board was created by an act of July 9, 1941 (44 U. S. C. 300aa-300jj), which authorizes the Board "to accept, receive, hold, and administer such gifts or bequests of money, securities, or other personal property, for the benefit of or in connection with the National Archives, its collections, or its services, as may be approved by the Board."

The same act requires it to "submit to the Congress an annual report of the moneys, securities, and other personal property received and held by it and of its operations." The Board is composed of the Archivist of the United States, as Chairman, the Chairman of the House Committee on the Library, and the Chairman of the Senate Committee on the Library. Through the year the members of the Board were Solon J. Buck, Representative Donald L. O'Toole, and Senator Alben W. Barkley.

At the beginning of the fiscal year the National Archives Trust Fund contained the sum of \$28,822. Of this amount \$28,166 was the balance of a gift of \$30,000 received from Mr. and Mrs. Hall Clovis of Greenwich, Connecticut, for the purpose of transferring the Smithsonian-Densmore Collection of Indian sound recordings to a permanent base and \$656 was the balance of a gift of \$2,000 made available by the John and Mary R. Markle Foundation through the National Research Council for a survey of the medical records of the Federal Government designed to determine what types or groups of records are essential to future medical research and accordingly what should be preserved. During the year \$327 of the latter gift was expended and the balance of \$329 was refunded to the National Research Council. There were no expenditures from the Clovises' gift; the work of transferring the Smithsonian-Densmore Collection to a permanent base again had to be postponed because the material for the permanent dies was not available. On June 30, 1945, therefore, the National Archives Trust Fund contained the sum of \$28,166.

SOLON J. BUCK, *Chairman.*

APPENDIX VI

REPORT OF THE ACTING SECRETARY OF THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION FOR THE FISCAL YEAR ENDING JUNE 30, 1945

Because of the war the Commission has not been active. No meetings were held during the year, nor were any proposals for publications submitted to the Commission for its consideration. Its membership remained unchanged and was as follows:

The Archivist of the United States (Chairman)—Solon J. Buck.

Historical Adviser, Department of State—E. Wilder Spaulding.

Chief, Historical Section, Army War College, War Department—Brigadier General Oliver L. Spaulding.

Officer in Charge, Naval Records and Library, Navy Department—Captain Dudley W. Knox.

Chief, Division of Manuscripts, Library of Congress—St. George L. Sioussat.

Members of the American Historical Association—Dumas Malone and Charles A. Beard.

PHILIP M. HAMER.

APPENDIX VII

LIST OF RECORD GROUPS IN THE NATIONAL ARCHIVES AS OF OCTOBER 31, 1945¹

<i>Title</i>	<i>Number</i>
Records of the War Labor Policies Board.....	1
Records of the National War Labor Board, 1918-1919.....	2
Records of the United States Housing Corporation.....	3
Records of the United States Food Administration.....	4
Records of the United States Grain Corporation.....	5
Records of the United States Sugar Equalization Board, Inc.....	6
Records of the Bureau of Entomology and Plant Quarantine.....	7
Records of the Bureau of Agricultural Engineering.....	8
Records of the National Recovery Administration.....	9
Records of the National Commission on Law Observance and Enforcement.....	10
General Records of the United States Government.....	11
Records of the Office of Education.....	12
Records of Railroad Labor Boards.....	13
Records of the United States Railroad Administration.....	14
Records of the Veterans' Administration.....	15
General Records of the Department of Agriculture.....	16
Records of the Bureau of Animal Industry.....	17
Records of the Army Air Forces.....	18
Records of the Bureau of Ships.....	19
Records of the Office of the Special Adviser to the President on Foreign Trade.....	20
Records of District Courts of the United States.....	21
Records of the Fish and Wildlife Service.....	22
Records of the United States Coast and Geodetic Survey.....	23
Records of the Bureau of Naval Personnel.....	24
Records of the National Labor Relations Board.....	25
Records of the United States Coast Guard.....	26
Records of the Weather Bureau.....	27
Records of the Post Office Department.....	28
Records of the Bureau of the Census.....	29
Records of the Public Roads Administration.....	30
Records of the Federal Housing Administration.....	31
Records of the United States Shipping Board.....	32
Records of the Extension Service.....	33
Records of the Federal Deposit Insurance Corporation.....	34
Records of the Civilian Conservation Corps.....	35
Records of the Bureau of Customs.....	36
Records of the Hydrographic Office.....	37
Records of the Office of the Chief of Naval Operations.....	38
Records of the Bureau of Accounts (Treasury).....	39
General Records of the Department of Commerce.....	40

¹ All records in the National Archives are assigned to record groups, each of which consists as a rule of the records of a single autonomous agency. These groups are numbered in the approximate order in which the first transfer of records in each group was received.

	<i>Number</i>
Records of the Bureau of Marine Inspection and Navigation.....	41
Records of the Office of Public Buildings and Public Parks of the National Capital.....	42
Records of United States Participation in International Conferences, Commissions, and Expositions.....	43
Records of the Office of Government Reports.....	44
Naval Records Collection of the Office of Naval Records and Library.....	45
Records of the United States Senate.....	46
Records of the Social Security Board.....	47
General Records of the Department of the Interior.....	48
Records of the General Land Office.....	49
Records of the Treasurer of the United States.....	50
Records of the Bureau of the Budget.....	51
Records of the Bureau of Medicine and Surgery.....	52
Records of the Bureau of the Public Debt.....	53
Records of the Bureau of Plant Industry, Soils, and Agricultural Engineering.....	54
Records of the Danish Government of the Virgin Islands.....	55
General Records of the Department of the Treasury.....	56
Records of the Geological Survey.....	57
Records of the Bureau of Internal Revenue.....	58
General Records of the Department of State.....	59
General Records of the Department of Justice.....	60
Records of the War Industries Board.....	61
Records of the Council of National Defense.....	62
Records of the Committee on Public Information.....	63
Records of the National Archives.....	64
Records of the Federal Bureau of Investigation.....	65
Records of the Commission of Fine Arts.....	66
Records of the United States Fuel Administration.....	67
Records of the United States Coal Commission.....	68
Records of the Work Projects Administration.....	69
Records of the Bureau of Mines.....	70
Records of the Bureau of Yards and Docks.....	71
Records of the Bureau of Aeronautics.....	72
Records of the President's Organization on Unemployment Relief.....	73
Records of the Bureau of Ordnance.....	74
Records of the Office of Indian Affairs.....	75
Records of Boundary and Claims Commissions and Arbitrations.....	76
Records of the Office of the Chief of Engineers.....	77
Records of the Naval Observatory.....	78
Records of the National Park Service.....	79
General Records of the Department of the Navy.....	80
Records of the United States Tariff Commission.....	81
Records of the Federal Reserve System.....	82
Records of the Bureau of Agricultural Economics.....	83
Records of the Foreign Service Posts of the Department of State.....	84
Records of the Immigration and Naturalization Service.....	85
Records of the Women's Bureau.....	86
Records of the United States Secret Service.....	87
Records of the Food and Drug Administration.....	88
Records of the Federal Fuel Distributor.....	89

	<i>Title</i>	<i>Number</i>
Records of the Public Health Service.....		90
Records of the Inland Waterways Corporation.....		91
Records of the Office of the Quartermaster General.....		92
War Department Collection of Revolutionary War Records.....		93
Records of The Adjutant General's Office.....		94
Records of the Forest Service.....		95
Records of the Farm Security Administration.....		96
Records of the Bureau of Agricultural and Industrial Chemistry.....		97
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APPENDIX VIII

ACCESSIONS OF THE NATIONAL ARCHIVES DURING THE FISCAL YEAR ENDING JUNE 30, 1945¹

CONGRESS

Senate

Records of the Special Committee of the Senate To Investigate the Munitions Industry, 1934-38; records of the Special Committee of the Senate To Investigate Gasoline and Fuel Oil Shortages, 1941-43; records of the Special Committees of the Senate To Investigate Campaign Expenditures in 1940 and 1942; and records of the Special Committee of the Senate To Investigate the National Defense Program, 1941-45. 300 feet. Acc. 1753, 1821, 1831, 1856, and 1892. RG 46.

Records of the Senate, 1925-42, consisting of papers accompanying bills and resolutions for the Sixty-ninth and Seventieth Congresses; committee papers, bills, resolutions, petitions, and memorials for the Seventy-fifth and Seventy-sixth Congresses; and petitions and memorials for the Seventy-seventh Congress. 100 feet. Acc. 1784. RG 46.

Original manuscripts of Senate Journals, Senate Documents, and Senate Reports for the Sixty-ninth to the Seventy-eighth Congress, inclusive, 1926-44; and records of the Special Committee of the Senate To Investigate Lobbying Activities, 1935-38. 120 feet. Acc. 1820. RG 46.

JUDICIARY

United States District Court for the Southern District of New York

Case files, with related docket and minute books, 1789-1912, and some earlier materials from former Colonial courts. 5,500 feet. Acc. 1913. RG 21.

EXECUTIVE OFFICE OF THE PRESIDENT

Budget Bureau

Records of the Committee for Congested Production Areas, 1943-45, consisting of central files; fiscal, budgetary, and personnel records of the Administrative Officer; and records of liaison officers and of the Analysis Section. 60 feet. Acc. 1805. RG 212.

Records of the former Bureau of Efficiency, 1913-33. 125 feet. Acc. 1849. RG 51.

Emergency Management Office. Alien Property Custodian's Office

Records of the Office of the Alien Property Custodian and of the Alien Property Bureau, 1917-41, consisting of schedules of payments, vouchers, and war-

¹ Accessions of archival material are arranged first according to agency of transfer and thereunder by accession number except when accessions have been combined. After each entry is entered the number of the record group, as listed in appendix VII, to which the records belong. Measurements are in terms of cubic feet. Accessions of private gifts of motion pictures and sound recordings are grouped separately at the end of the list by physical form and within each group are arranged chronologically according to the dates on which the films or recordings were made. Restrictions on the use of records vary as explained on page xv of the *Guide to the Material in the National Archives* (Washington, 1940).

rants; correspondence with the Treasury Department; and a card index to reports on enemy property. 30 feet. Acc. 1734. RG 131.

Emergency Management Office. Central Administrative Services Division

Policy file of the Director, including records of the Secretary of the Council of National Defense; records relating to space, equipment, and personnel problems; and records of the Executive Assistant of the Director, 1940-43. 20 feet. Acc. 1627. RG 214.

Headquarters and field personnel records of the National Reemployment Service, 1933-39. 300 feet. Acc. 1716. RG 183.

Emergency Management Office. Civilian Defense Office

Central files and other records of the headquarters office at Washington, 1940-45, including maps, photographs, motion pictures, and records of the predecessor Division of State and Local Cooperation; and records of the regional offices, 1941-44. 1,127 feet. Acc. 1826 and 1912. RG 171.

Emergency Management Office. Foreign Economic Administration

Industrial licensing clearance files of the Office of the Administrator of Export Control and the Board of Economic Warfare, June 1941-July 1942. 270 feet. Acc. 1776. RG 169.

Applications for export licenses (for materials other than arms, ammunition, implements of war, tin-plate scrap, helium, gold, and narcotics), January 1940-December 1941. 284 feet. Acc. 1846. RG 169.

Emergency Management Office. National War Labor Board

Dispute case files and transcripts of hearings of the National Defense Mediation Board and the National War Labor Board, 1941-42. 200 feet. Acc. 1692. RG 202.

Emergency Management Office. War Information Office

Records of the former Bureau of Field Operations, Domestic Branch, Office of War Information, and of predecessor agencies, the National Emergency Council and the Office of Government Reports, 1934-43, consisting of field office records from Helena, Mont., Des Moines, Iowa, and Casper, Wyo.; and records of the News and Features Bureau, Overseas Branch, OWI, 1941-42, consisting of outgoing teletypes, news stories, and propaganda analyses. 35 feet. Acc. 1703. RG 44 and 208.

Sound recordings of a speech by Vice President Henry A. Wallace, May 8, 1942. 2 units. Acc. 1730. RG 208.

Press clippings from representative newspapers throughout the United States, 1933-42, of interest to and concerning Government agencies; and press clipping bulletins that constitute a daily classified subject index to the clippings. 1,743 feet. Acc. 1741. RG 208.

Records of the Radio Bureau, Overseas Operations Branch, consisting of an electrical transcription, December 22, 1944, of a report by Brig. Gen. Anthony C. McAuliffe on the defense of Bastogne; and sound recordings, 1941-44, of broadcasts by the OWI from the United States to foreign countries, with related scripts and log cards. 688 feet, including 60,000 disks of sound recordings. Acc. 1836 and 1865. RG 208.

Records of the former Office of Facts and Figures, 1941-42, consisting of correspondence, memoranda, and reports, largely of the Advertising Division, the Radio Division, and the Bureau of Intelligence. 4 feet. Acc. 1838. RG 208.

Records of the Overseas Motion Picture Bureau, Overseas Operations Branch, consisting of commercial news reels produced during the period 1931-44 and distributed by the OWI. 431 units. Acc. 1848. RG 208.

Records of the Motion Picture Bureau, Domestic Operations Branch, 1941-43, consisting of nontheatrical film relating to war subjects. 78 units. Acc. 1906. RG 208.

Records of the News and Features Bureau, Overseas Operations Branch, 1941-43, consisting of copies of cables transmitted to OWI outposts throughout the world, and clippings that show the treatment given these transmissions by the foreign press. 125 feet. Acc. 1916. RG 208.

Records of the News Bureau, Domestic Operations Branch, consisting of news bulletins of the Foreign News Section, 1942-43, that were distributed to foreign-language newspapers in the United States; and press releases, June 1944, that were issued by the British and American Governments on D-day or soon thereafter. 5 feet. Acc. 1917 and 1918. RG 208.

Emergency Management Office. War Manpower Commission

Records of the Committee on Occupational Deferment, Civil Service Commission, June-November 1942; and records of the President's Committee on the Deferment of Federal Employees, December 1942-March 1943. 40 feet. Acc. 1818. RG 211.

Emergency Management Office. War Production Board

Record copies of posters prepared by plant labor-management committees for production drives undertaken by the War Production Board, 1942-43. 15 feet. Acc. 1614. RG 179.

DEPARTMENT OF STATE

Aerial film negatives prepared for the use of the Governments of Honduras, Guatemala, and El Salvador, portraying boundary surveys made in Central America, August 1932-February 1935. 37 units. Acc. 1620. RG 76.

Consular reports on economic, industrial, and commercial subjects, 1936-42. 258 feet. Acc. 1653, 1693, and 1901. RG 59.

Circular instructions of the Department, 1904-12; photostats of unperfected treaties, 1809-1918; and records of American Consulates at Göteborg, Sweden, 1859-78, 1907-10, Sydney, New South Wales, 1916-17, and Paramaribo, Surinam, 1921-28, 1937-42. 2 feet. Acc. 1694 and 1696. RG 11, 59, and 84.

Records of the United States Committee of the Joint Economic Committees—United States and Canada, 1941-44. 2 feet. Acc. 1727. RG 43.

Press copies of miscellaneous outgoing correspondence, 1906-13; of instructions to consuls authorizing physical examinations of applicants for pensions, 1905-12; and of notices to newspapers of the deaths of American citizens, 1906-12. 3 feet. Acc. 1843. RG 59.

Records of the Eighth American Scientific Congress held at Washington, May 10-18, 1940. 30 feet. Acc. 1844. RG 43.

Central files of the Department (excluding passport and visa records and certain other materials), 1910-29, consisting of diplomatic, consular, and inter-office correspondence; and memoranda, reports, and other documents relating to the operations of the Department. 5,500 feet. Acc. 1911. RG 59.

Departmental Personnel Division

Oaths of office and related papers, 1799-1932, pertaining to appointments to the Federal service; and Senate confirmations and rejections of appointments to the Federal service, 1900-1932. 15 feet. Acc. 1756. RG 59.

Foreign Service

Records of the American Embassy at Bogotá, Colombia, 1911-23; and of the German Division, American Embassy, London, 1914-17, pertaining to the protection of the interests of the German Government and its nationals. 115 feet. Acc. 1652 and 1757. RG 84.

Records of the American Consulate at Durban, Union of South Africa, 1909-40, with a few records dated as early as 1900; the former American Consulate at Trail, British Columbia, 1940; the American Consular Agency at Quibdó, Chocó, Colombia, 1913-14; the former American Consular Agencies at Caibarien, Cuba, 1905-43, and Suez, Egypt, 1901-19; and the American Consulate General at Vancouver, British Columbia, 1940. 23 feet. Acc. 1695, 1697, 1758, 1780, and 1854. RG 84.

DEPARTMENT OF THE TREASURY

Office of the Secretary

Personnel records of former employees of the Department born prior to 1875, deceased, or separated from the service prior to 1910. 500 feet. Acc. 1723. RG 56.

Comptroller of the Currency Bureau. Federal Reserve Issue and Redemption Division

Ledgers of the deposit, shipment, and issue of Federal Reserve currency and of unfit Federal Reserve currency returned for destruction, 1914-41; and correspondence and other records relating mainly to the issue and redemption of Federal Reserve currency, 1937-43. 50 feet. Acc. 1900. RG 101.

Comptroller of the Currency Bureau. Insolvent National Banks Division

Records relating to the administration of insolvent national banks, 1930-43, consisting of receivers' dividend schedules, first reports of assets and liabilities, quarterly and final reports of liquidation, and correspondence. 2,420 feet. Acc. 1795 and 1910. RG 101.

Fiscal Service. Accounts Bureau

Records relating to the receipt of public funds for the fiscal years 1939-41. 200 feet. Acc. 1709. RG 39.

Fidelity bonds given by former officers and employees of the United States Government, 1911-15, with related papers. 26 feet. Acc. 1761. RG 39.

Narcotics Bureau

Monthly returns submitted by importers and manufacturers of narcotics, with related papers, 1940-42. 34 feet. Acc. 1704. RG 170.

Secret Service

Closed files of investigations of offenses against the counterfeiting laws and other Federal statutes and a few files of applications for positions in the Service, 1920-38. 75 feet. Acc. 1845. RG 87.

DEPARTMENT OF WAR

Office of the Secretary. Public Relations Bureau

Sound recordings produced by the Bureau, 1942, consisting of a series of 15 programs entitled "Victory Hour" and a series of 6 programs entitled "For This We Fight." 33 units. Acc. 1690. RG 107.

Army Air Forces

"Target for Today," a training film showing the coordination of the various operational units of the American Eighth Air Force in preparing and completing a bombing mission, 1944. 11 units. Acc. 1819. RG 18.

Sound recordings of the weekly radio program, "The Fighting AAF," March-May 1945. 16 units. Acc. 1919. RG 18.

Army Service Forces

Civil War claims papers, 1865-82; prisoners' case files and other records of the United States Disciplinary Barracks at Fort Leavenworth, Kans., 1906-29, and

Fort Jay, N. Y., 1930-40; and records of various Army commands, 1813-1942, including records of geographical commands, camps, posts, and stations in the United States and of regiments, brigades, and divisions. 5,555 feet. Acc. 1651, 1673, 1676, 1678, 1748, 1822, and 1902. RG 92, 94, and 98.

Army Service Forces. Adjutant General's Office

Statistical compilations of the strength of the Army, 1918-41. 65 feet. Acc. 1681. RG 94.

Electrical transcription of a speech by the Director of School Training for the Army Administration Schools at the opening exercises of Army Administration School No. 2, Grinnell, Iowa, 1942. 2 units. Acc. 1747. RG 94.

Records of the Provost Marshal General's Office, 1917-19, consisting of the "general" correspondence files and the "State" and "historical" files. 168 feet. Acc. 1878. RG 163.

Central correspondence files, 1917-25. 350 feet. Acc. 1908. RG 94.

Army Service Forces. Army War College

Records of the Historical Section, consisting of manuscript and printed maps relating to the American Revolution, Napoleon's campaigns of 1806-9, the Civil War, the Cuban front in the Spanish-American War, and the Italian front in the first World War; and of photographic prints and negatives, 1863-1935, relating to military operations and personnel of Army posts in the United States and foreign countries. 8 feet. Acc. 1677. RG 165.

Army Service Forces. Engineer Chief's Office

Records of the Army Map Service, including parts of the General Staff map collection, consisting of additional file copies of maps of various countries and areas throughout the world, 1880-1943. 200 feet. Acc. 1636, 1725, 1751, 1825, and 1903. RG 77.

Correspondence, maps, and other records of the District Engineer Offices at Albany, 1820-1940; Ashland, Ky., 1910-41; Baltimore, 1870-1924; Buffalo, 1869-1923; Charleston, 1870-1914; Cincinnati, 1915-35; Erlanger, Ky., 1914-36; Mobile, 1884-1934; New Richmond, Ind., 1913-44; New York, 1864-1934; Owensburg, Ky., 1904-43; Philadelphia, 1893-1936; Pittsburgh, 1890-1940; Providence, 1800-1921; Rock Island, 1864-1935; St. Paul, 1873-1932; South Portsmouth, Ky., 1909-38; Vicksburg, 1892-1929; and Wilmington, N. C., 1891-1909. 977 feet. Acc. 1674, 1680, 1750, 1824, and 1909. RG 77.

Records of the Operation and Training Section, 1917-25, consisting of glass lantern slides illustrating engineering activities. 1,350 items. Acc. 1794. RG 77.

Army Service Forces. Fiscal Director's Office

Records relating to the settlement of claims and the disposal of property following the first World War, consisting of correspondence, requisitions, and billeting, lease, claims, and other files of the Renting, Requisition, and Claims Services in France, 1918-35, and in Germany, 1918-23; and of records of the Office of the Chief Engineer, American Expeditionary Forces, 1918-20, used by the General Sales Agent, AEF, including correspondence, requisitions, purchase orders, and related papers of the Engineer Purchasing Officers in Paris and London and correspondence of the Director of Construction and Forestry. 2,400 feet. Acc. 1672. RG 213.

Army Service Forces. Ordnance Chief's Office

Technical reference files ("OKD Files") of the Ordnance Committee relating to developments in foreign and American matériel mainly during the period of the first World War, 1917-39. 560 feet. Acc. 1675. RG 156.

Correspondence and other records of the Augusta (Ga.) Arsenal, 1863-1904; the Frankford (Pa.) Arsenal, 1827-1933; the Kennebec (Maine) Arsenal, 1835-95; the Springfield (Mass.) Armory, 1875-76; and the Watertown (Mass.) Arsenal, 1820-1900. 52 feet. Acc. 1679, 1749, and 1823. RG 156.

Minutes of meetings of district claims and salvage boards, 1918-21. 40 feet. Acc. 1787. RG 156.

Army Service Forces. Quartermaster General's Office

Case files of correspondence and reports on funerals, disinterments, burials, and headstones of former members of the armed forces of the United States, 1915-39, including correspondence relating to the visits of Gold Star Mothers to cemeteries in Europe. 2,114 feet. Acc. 1766. RG 92.

Records of the Army Transport Service, 1914-40, consisting of correspondence, crew and passenger lists, charters, surveys, records of arrivals and departures, claims files, proceedings of boards of officers, manifests, cargo reports, and records relating to construction and repair. 1,144 feet. Acc. 1888. RG 92.

Records of the Real Estate Service, 1917-22, consisting of correspondence, leases, and other documents relating to the acquisition and the disposition or abandonment of real estate by the Quartermaster Corps. 300 feet. Acc. 1907. RG 92.

Army Service Forces. Surgeon General's Office

Additional statistical consolidations from monthly reports of sick and wounded, 1861-1917. 7 feet. Acc. 1611. RG 112.

Blueprints, drawings, and plans of hospital facilities, 1917-20. 8 feet. Acc. 1764. RG 112.

DEPARTMENT OF JUSTICE

Docket card reports of criminal cases in the Federal district courts for the fiscal year 1942. 12 feet. Acc. 1713. RG 60.

Judicial districts classified administration files, 1912-38, additional portions of classified subject files, 1904-37, and additional correspondence relating to land claims, 1850-70; additional records of the Birmingham, Ala., office of the Lands Division, 1936-40; additional records of the Attorney General's Survey of Release Procedures, 1935-40; and additional case files of the United States Commerce Court, 1910-13. 178 feet. Acc. 1728. RG 60 and 172.

Record cards of letters received and sent and of intradepartmental communications, 1940-41. 50 feet. Acc. 1778. RG 60.

POST OFFICE DEPARTMENT

Records of the Office of the Solicitor, 1917-21, relating to the transmittal of mail in violation of the espionage act of June 15, 1917, and to the seizure thereof; records of the Bureau of the First Assistant Postmaster General, 1935-36, relating to the appointment and service of first-class postmasters; records of the Bureau of the Third Assistant Postmaster General, 1939-40, relating to discontinued publications; and records of the Topography Division, Bureau of the Fourth Assistant Postmaster General, 1935-40, consisting of maps and descriptions of rural delivery routes. 244 feet. Acc. 1621. RG 28.

Mail route registers, 1828-80; railroad route registers, 1872-1928; mail messenger route registers, 1900-1934; indexes to mail routes, 1830-87; index to mail route contractors, 1840-77; journals of the Postmaster General, 1837-79; journals of the First Assistant Postmaster General, 1867-1905; and pay-roll books of the Disbursing Clerk, 1836-62. 496 feet. Acc. 1859. RG 28.

Chief Inspector's Bureau

Record books and indexes, 1861-1911, relating to the arrest of violators of postal laws and regulations. 6 feet. Acc. 1726. RG 28.

DEPARTMENT OF THE NAVY

Records of the Public Relations Office, consisting of a log of the Branch Radio Section, New York City, 1942-43; and records of the Performance Division of the Naval Personnel Bureau, 1904-43, consisting of correspondence concerning enlisted men, Naval Home beneficiaries, and Marines' pensions. 13 feet. Acc. 1788. RG 80 and 24.

Office of the Secretary

General orders and circulars, department and miscellaneous orders, memoranda to bureaus and offices, and minutes of meetings of the Secretary's Council, 1887-1923. 4 feet. Acc. 1774. RG 80.

Correspondence of the Secretary, 1940-44. 32 feet. Acc. 1866. RG 80.

Additional correspondence of the Office of the Judge Advocate General, 1917-40. 6 feet. Acc. 1905. RG 80.

Executive Office of the Secretary. Judge Advocate General's Office

Patent application case files, 1931-42. 18 feet. Acc. 1670. RG 125.

Deck court record cards and summary courts martial index cards, 1912-29; and records relating to legislative matters affecting the Navy, 1897-1934. 115 feet. Acc. 1769. RG 125.

Records of general courts martial, consisting of proceedings, 1936-40, record books, 1909-40, and promulgating letters, 1929-43; and records of boards of investigation and courts of inquiry, consisting of proceedings, 1936-40, and a few miscellaneous records, 1909-22. 93 feet. Acc. 1803 and 1883. RG 125.

Card records relating to settlement for land and real estate acquired by the Navy, 1920, and to the acquisition of land at Parris Island, S. C. 1 foot. Acc. 1867. RG 125.

Executive Office of the Secretary. Navy Manpower Survey Board

All known records of the Board, 1943-44. 114 feet. Acc. 1765. RG 80.

Executive Office of the Secretary. Petroleum Reserves Office

Records of the Navy Petroleum Reserves Division, 1910-40, including correspondence and deeds. 76 feet. Acc. 1609. RG 80.

Executive Office of the Secretary. Procurement and Material Office

Records of the Industry Cooperation Division, consisting of photographic negatives and prints of smaller war plants having Navy contracts, 1942-43. 2,842 items. Acc. 1661. RG 80.

Records of the Compensation Board, 1926-39, consisting of correspondence and reports on special rentals and plant extensions under an act of October 6, 1917. 1 foot. Acc. 1664. RG 80.

Records of the Navy Section, Army-Navy Munitions Board, 1922-38, consisting of correspondence, reports, and organization charts relating to national defense policies. 3 feet. Acc. 1763. RG 80.

Records of the Machine Tool Section, consisting of correspondence concerning the procurement, manufacture, distribution, and supply of machine tools, correspondence with naval machinery inspectors, and records relating to a survey of National Youth Administration shop facilities, 1938-42. 9 feet. Acc. 1796. RG 80.

General correspondence, 1942. 26 feet. Acc. 1871. RG 80.

Executive Office of the Secretary. Public Relations Office

Press releases, 1919-36. 5 feet. Acc. 1631. RG 80.

Records relating to the work of the Hepburn Board, Navy Day 1941, Navy relief, the launching and commissioning of vessels, and other activities, 1938-42. 3 feet. Acc. 1745. RG 80.

Executive Office of the Secretary. Shore Establishments and Civilian Personnel Division

Records of the Board of Awards to Civil Employees, 1918-42, consisting of case folders relating to beneficial suggestions for which awards were made. 2 feet. Acc. 1629. RG 80.

Under Secretary's Office

Records relating to the operation by the Navy Department of the Federal Shipbuilding and Dry Dock Co., Kearny, N. J., from August 1941 to January 1942. 10 feet. Acc. 1722. RG 80.

Aeronautics Bureau

Structural calculation test reports for wing and fuselage parts of airplanes and gliders, 1935-43. 9 feet. Acc. 1633. RG 72.

General correspondence, 1930-42. 508 feet. Acc. 1640 and 1641. RG 72.

Aeronautics Bureau. Engineering Division

Records of the Lighter-Than-Air Design Branch relating to airship design and history, 1916-43. 11 feet. Acc. 1793. RG 72.

Aeronautics Bureau. Naval Air Material Center (Philadelphia)

General correspondence of the Naval Aircraft Factory in Philadelphia, 1925-30. 80 feet. Acc. 1638. RG 72.

Aeronautics Bureau. Naval Reserve Aviation Base (Squantum, Mass.)

General correspondence, 1930-42. 57 feet. Acc. 1708. RG 181.

Coast Guard

Case histories of individuals and vessels engaged in or suspected of engaging in the smuggling of rum, 1928-35. 30 feet. Acc. 1608. RG 26.

Correspondence and other records of the 3d Lighthouse District (New York), 1852-1940, and of the 7th Lighthouse District (Key West), 1867-1939. 270 feet. Acc. 1644 and 1683. RG 26.

Personnel records of officers separated from the service in the period 1890-1929 and of enlisted men separated from the service in the period 1932-33. 120 feet. Acc. 1645. RG 26.

Correspondence, reports, and memoranda of the Coast Guard headquarters, 1940-41. 525 feet. Acc. 1650 and 1740. RG 26.

Operations records of the District Coast Guard Office, 8th Naval District, New Orleans, and its predecessors, 1935-43. 12 feet. Acc. 1742. RG 26.

Logs of ships, buoy tenders, light stations, air stations, lifeboat stations, bases, beach patrol units, coastal lookout units, and Captains of the Ports, December 1941-December 1942. 275 feet. Acc. 1816. RG 26.

Records of Shipping Commissioners, consisting of official logbooks of merchant vessels, 1916-35; of register of official services for Seattle, 1911-36; and of shipping articles for Baltimore, Mobile, Portland, Oreg., and Seattle, 1916-35; for Houston, 1918-35; for Norfolk, 1919-35; for Baytown, Tex., 1925-35; and for Boston, New Orleans, New York, Philadelphia, and San Francisco, 1934-35. 498 feet. Acc. 1860. RG 41.

Coast Guard. Public Relations Division

Photographic prints collected by the Division, 1941-45, depicting military operations and other activities of the Coast Guard. 4,280 items. Acc. 1759 and 1863. RG 26.

Marine Corps

General correspondence of the Quartermaster's Department, 1927-29; general files of the Marine Detachment at the Boston Navy Yard, 1872-1909; general files of the disbanded Marine detachment in Haiti, 1933-34; and equipment tonnage tables of the Marine Corps, 1929. 486 feet. Acc. 1686. RG 127.

Correspondence and all known accounting records pertaining to the purchase of and payment for supplies for Haiti, the Dominican Republic, and Nicaragua with funds provided by the three governments; and various Quartermaster Depot records, 1920-37. 8 feet. Acc. 1731. RG 127.

Numerical registers showing names, application numbers, and amounts of adjusted compensation certified by the Marine Corps to the Veterans' Administration for personnel claiming adjusted compensation under the World War Adjusted Compensation Act, 1924-43. 2 feet. Acc. 1737. RG 127.

Marine Corps. Personnel Department

Records of the Historical Division, 1905-17, including photographs of Marine personnel and other subjects. 4 feet. Acc. 1657. RG 127.

General correspondence of the Department, exclusive of "restricted," "confidential," and "secret" files, and general correspondence of the Commandant's Office, 1933-38. 70 feet. Acc. 1812. RG 127.

Muster rolls, 1910-15. 12 feet. Acc. 1895. RG 127.

Marine Corps. Plans and Policies Division

Reports, correspondence, and other records of the Division, 1921-41, including records of the 3d Marine Brigade; records of the Defense Force, Samoa, 1941-43; and records of the 1st, 3d, and 10th Marine Corps Anti-Aircraft Artillery Battalions, 1943-44. 36 feet. Acc. 1632, 1639, and 1800. RG 127.

Manuscript and printed maps, 1893-1939, relating to areas in China, Central America, the Dominican Republic, and Haiti, prepared for use in operations connected with the Boxer rebellion and interventions in the Caribbean region. 50 feet. Acc. 1688. RG 127.

Records of the Intelligence Section relating to Marine Corps operations in China, Costa Rica, Cuba, the Dominican Republic, Guatemala, Haiti, Honduras, Mexico, and Nicaragua, 1915-34. 14 feet. Acc. 1721. RG 127.

Marine Corps. Public Relations Division

Transcriptions of radio broadcasts made by the Marine Corps for recruiting purposes, 1943. 37 units. Acc. 1622. RG 127.

Medicine and Surgery Bureau

Medical journals of ships and stations; hospital tickets and case papers; certificates of physical examination at time of enlistment; abstract and register of patients; abstract of sick reports; certificates of death, disability, pension, and medical survey; register of dead (burial reports); and a few miscellaneous medical records, 1812-80. 231 feet. Acc. 1829. RG 52.

Naval Operations Office

List of vessels taken over by the Government, 1917-19. 1 foot. Acc. 1623. RG 38.

Records of the Commandant's Offices of the Boston Navy Yard, 1812-1937; Charleston Navy Yard, 1902-41; Mare Island Navy Yard, 1856-1925; New York Navy Yard, 1842-1940; Norfolk Navy Yard, 1901-25; Pearl Harbor Navy Yard,

1899-1937; Philadelphia Navy Yard, 1842-1939; Puget Sound Navy Yard, 1906-43; Washington Navy Yard, 1902-9; 1st Naval District, 1926-35; 3d Naval District, 1916-38; 5th Naval District, 1919-43; 8th Naval District, 1917-33; 9th Naval District, 1916-40; 11th Naval District, 1925-43; 13th Naval District, 1917-40; and 14th Naval District, 1903-41; and records of the Public Works Division, Boston Navy Yard, 1853-1920, 1939-42; Naval Air Station, Norfolk, 1922-41; Naval Training Center, Great Lakes, Ill., 1911-39; and Officer-in-Charge, Degaussing Activities, 13th Naval District, 1942-44. 7,146 feet. Acc. 1684, 1720, 1746, 1772, 1830, 1882, and 1899. RG 181.

Records of the Shore Station Development Board, 1919-41, including the report of the Greenslade Board and related records and selected parts of the records of the Aviation Division, 1937-42. 20 feet. Acc. 1743. RG 38.

Records of the Naval and Marine Corps Graves Registration Service, Paris, 1919-23. 1 foot. Acc. 1790. RG 38.

Naval Operations Office. Base Maintenance Division

Correspondence, memoranda, and reports relating to the acquisition and decommissioning of vessels, 1917-41. 21 feet. Acc. 1744. RG 38.

Naval Operations Office. Deputy Chief of Naval Operations (Air)

Correspondence concerning plans, personnel, training, and Marine Corps aviation, 1943. 24 feet. Acc. 1869. RG 38.

Naval Operations Office. Hydrographic Office

General correspondence, 1907-24; technical reports and correspondence relating to hydrographic surveys, 1854-1907; and manuscript and printed charts, maps, boat sheets and smooth sheets (manuscript maps of soundings), and other graphic records, 1853-1925. 190 feet. Acc. 1610 and 1687. RG 37.

Naval Operations Office. Inspection and Survey Board

Reports of material inspections and trials of naval vessels, annual military inspection reports on stricken naval vessels, and one motion-picture film showing tests of Higgins tanks, 1907-14, 1919, and 1925-44. 80 feet. Acc. 1655. RG 38.

Naval Operations Office. Naval Intelligence Division

Reports on camouflaged ships, including photographs and sketches, 1917-19. 35 feet. Acc. 1654. RG 38.

Reports of investigations by the Technical Air Intelligence Section of aircraft parts, including photographs, 1923-39. 18 feet. Acc. 1671. RG 38.

Records, 1916-33, consisting mainly of reports on suspected subversive activities of persons and organizations during and following the first World War, but also including reports on the inspection of plants; reports of naval attachés at various diplomatic posts; sheets of a mosaic air photographic map of the Inter-American Highway Survey; files of *The Japan Advertiser*; translations of letters, articles, and other documents in foreign languages; and copies of reports received from consular agencies. 214 feet. Acc. 1700 and 1718. RG 38.

Negatives and prints of photographs by Norman Bel Geddes, 1941-43, of Allied and enemy ship models. 26,500 items. Acc. 1839. RG 38.

Naval Personnel Bureau

Deck logs of naval vessels, 1942. 250 feet. Acc. 1624. RG 24.

Ordnance Bureau

Records of the Research and Development Division and the Administrative Division, consisting of foreign ordnance documents, reports and notes on United States and foreign ordnance materials, identification cards for personnel of Navy batteries, and ordnance bulletins of information, 1918-23; and original tracings of gun mounts, 1943-44. 7 feet. Acc. 1881. RG 74.

Ordnance Bureau. Administrative Division

Lantern slides depicting naval railway batteries, mine laying, and other naval objects and activities, 1917-21; and correspondence, logs, organization histories, and firing records and reports relating to naval railway batteries, 1917-18. 5 feet. Acc. 1893. RG 74.

Ordnance Bureau. Financial Division

Closed "NOd" contract files, 1926-39. 8 feet. Acc. 1789. RG 74.

Ordnance Bureau. Fleet Maintenance Division

Records of the Gun and Mounts Branch, consisting of card records showing inventory type of information on each gun manufactured or purchased by the Navy Department that has been scrapped or expended, 1860-1942; and ledger books relating to naval guns, armament on naval vessels, and ordnance stores, 1841-1923. 24 feet. Acc. 1735 and 1880. RG 74.

Ordnance Bureau. Naval Gun Factory (Washington)

Test and inspection forms and other data for scrapped or expended 5" to 16" guns and samples of similar records for smaller caliber guns, 1895-1944. 64 feet. Acc. 1732 and 1874. RG 74.

Ordnance Bureau. Research and Development Division

Ranging station reports on proving tests of torpedoes, 1920-41. 5 feet. Acc. 1663. RG 74.

Ships Bureau

Records of the Radio Division, consisting of a special subject file, 1908-39; semimonthly radio reports, 1915-19; photographs of naval radio-station buildings, equipment, and personnel, 1907-24; historical data on naval radio stations, 1925-35; a few records relating to wireless telegraph installations, 1902-5; and general correspondence files, 1943. 134 feet and 964 photographic items. Acc. 1642, 1658, 1699, and 1768. RG 19.

Microfilm copies of engineering logs, 1927-44. 375 rolls. Acc. 1685. RG 19.

Records of the former Bureaus of Engineering and Construction and Repair, 1916-40, consisting of correspondence, reports, and miscellaneous records on the design, construction, repair, and conversion of ships; correspondence, reports, and miscellaneous records on the design, construction, testing, and installation of equipment; special reports on trials of ships; records of the commissioning or decommissioning of ships; and camouflage records. 145 feet. Acc. 1719 and 1827. RG 19.

Parts of the general correspondence files, 1940-44. 345 feet. Acc. 1773. RG 19.

Electrical installation books for naval vessels except submarines, 1918-44. 95 feet. Acc. 1898. RG 19.

Ships Bureau. Administrative Division

Correspondence on the design and procurement of radio, radar, and underwater sound equipment and its installation and maintenance on United States naval vessels and in radio, radar, and direction-finder stations, 1940-43. 24 feet. Acc. 1868. RG 19.

Correspondence, 1940-44, on vessels stricken from the Navy Register as of January 1, 1945. 156 feet. Acc. 1872 and 1873. RG 19.

Ships Bureau. Maintenance Division

Correspondence, reports, and related papers pertaining to the Controlled Material Plan of the Bureau, 1943-44. 6 feet. Acc. 1797. RG 19.

Machinery and hull-allowance lists for stricken ships larger than destroyers and samples of those for destroyers and smaller ships, 1914-44. 50 feet. Acc. 1810. RG 19.

Ships Bureau. Naval Research Laboratory

Parts of the general files, consisting of correspondence, reports, scientific research documents and notes, and related papers, 1917-18 and 1923-40. Acc. 1828. RG 19.

Ships Bureau. Shipbuilding Division

Photographic negatives and prints of ship construction, ship launchings, and completed vessels, 1937-44, with photographic copies of drawings made as early as 1775. 49,491 items. Acc. 1617. RG 19.

Additional original drawings, blueprints, tracings, and vandykes of ship plans, 1810-1939, including plans for merchant vessels used during the first World War. 106 feet. Acc. 1630, 1656, and 1897. RG 19.

Supplies and Accounts Bureau

Additional parts of the general correspondence files, 1917-42. 115 feet. Acc. 1702 and 1762. RG 143.

Records relating to advances made from the working fund for services performed by the Navy Department for other Government departments and for various foreign governments, 1939-42. 4 feet. Acc. 1808. RG 143.

Supplies and Accounts Bureau. Accounts and Reports Division

Appropriation ledgers for annual and no-year appropriations and for accounts closed for annual and no-year appropriations, 1910-26. 16 feet. Acc. 1809. RG 143.

Supplies and Accounts Bureau. Logistics Planning Division

Notes and a draft of plans for the expansion of naval activities in preparation for war, 1940-41; and tables showing the quantities of various types of materials, provisions, and clothing used by naval activities under normal conditions, with related statistical data, computations, studies, and reports, 1935-42. 17 feet. Acc. 1792. RG 143.

Yards and Docks Bureau

Correspondence, photographs, and other records relating to construction projects and activities at shore establishments, 1820-1930. 10 feet. Acc. 1628. RG 71.

Photographs of installations and activities at shore establishments in the United States, Bermuda, the Bahamas, Guam, Brazil, St. Lucia, Attu, Dutch Harbor, Iceland, North Africa, Guadalcanal, New Caledonia, and the Solomon Islands, 1930-43. 24,083 items. Acc. 1634. RG 71.

Records of the Aviation Division, Construction Department, relating to the construction of naval air stations at Alameda, San Diego, and San Pedro, Calif., Seattle, Wash., and Tongue Point, Oreg., 1925-42; and records of the Naval Construction Battalion Training Center, Camp Pendleton, Oceanside, Calif., 1942-44. 6 feet. Acc. 1791. RG 71.

Yards and Docks Bureau. Administration and Personnel Department

Additional parts of the general correspondence files, 1918-42; correspondence relating to contracts and specifications, 1925-40; and completed "NOy" contract files, 1934-44. 1,028 feet. Acc. 1662, 1811, 1870, and 1894. RG 71.

Microfilm copies of correspondence, December 27, 1943-July 8, 1944. 401 rolls. Acc. 1701. RG 71.

Correspondence, photographs, and other records concerning the recruitment of Construction Battalions (Seabees), 1942-43. 2 feet. Acc. 1736. RG 71.

DEPARTMENT OF THE INTERIOR

General Land Office

Card record of attorneys and agents admitted to practice before the Department of the Interior and its bureaus, 1884-1943. 3 feet. Acc. 1834. RG 48.

Geological Survey

Records of Arnold Hague, Geologist, including correspondence, notes, lists of specimens, manuscript reports, and drafts of publications relating mainly to explorations of the Yellowstone Park area, 1884-1916. 10 feet. Acc. 1625. RG 57.

Illustrative and cartographic material and related textual records prepared for use in publications of the Survey, 1941-44. 40 feet. Acc. 1767. RG 57.

Mines Bureau

Monthly reports by State agencies of fatalities in coal mines, 1933-42; tabulations of employment and accidents in quarries and mines and in the metallurgical industry, 1935-42; and microfilm copies of employment and accident schedules for mines and quarries, 1915-35. 37 feet, including 230 rolls of microfilm. Acc. 1714, 1715, and 1835. RG 70.

National Park Service

Sound recording of memorial exercises, July 10, 1932, in honor of Stephen T. Mather, first Director of the National Park Service. 2 units. Acc. 1707. RG 79.

National Park Service. National Capital Parks

Records of the Chesapeake and Ohio Canal Co. and the Canal Towing Co., 1878-1938, consisting of correspondence, vessel manifests, balance sheets, ledgers, and miscellaneous papers. 25 feet. Acc. 1886. RG 79.

Copies of outgoing correspondence of the former Office of Public Buildings and Grounds, November 1908-November 1909 and April 1910-February 1911. 2 feet. Acc. 1914. RG 42.

War Relocation Authority

Central files of the Jerome Relocation Center at Denson, Ark., 1942-44, and of the San Francisco regional office, April-November 1942. 41 feet. Acc. 1783 and 1885. RG 210.

DEPARTMENT OF AGRICULTURE

Agricultural Economics Bureau

Records of the Division of Farm Management and Costs, 1932, consisting of minutes, studies, and other papers of the Federal Statistics Board; and records of the Agricultural Statistics Division, 1922-37, consisting of special crop reports on flooded and drought-stricken areas. 8 feet. Acc. 1711 and 1712. RG 83.

Forest Service

Records of the Northeastern Timber Salvage Administration, 1939-41, including correspondence, contracts, statistical and historical records, and photographs. 100 feet. Acc. 1771. RG 95.

Records of the Division of Recreation and Lands, Denver, 1909-37, consisting of case folders of homestead grants made under the Forest Homestead Act of 1906 but revoked because of fraud or failure to fulfill prescribed conditions. 4 feet. Acc. 1879. RG 95.

Solicitor's Office

Records of the Washington office of the General Counsel of the former Resettlement Administration, 1935-37, consisting of records of legal cases that arose in connection with resettlement projects. 30 feet. Acc. 1840. RG 16.

General files, 1900-1937, including informal opinions on administrative and legal problems, reports of field officials, reviews of provisions of bills introduced in Congress, and other records of legal activities. 18 feet. Acc. 1841. RG 16.

War Food Administration. Agricultural Adjustment Agency

Central correspondence files of the former Agricultural Adjustment Administration, 1936-38. 420 feet. Acc. 1802. RG 145.

War Food Administration. Extension Service

General correspondence files for the fiscal years 1934 and 1935. 110 Feet. Acc. 1904. RG 33.

War Food Administration. Farm Security Administration

Records of the regional office at Raleigh, N. C., 1934-40, consisting of central correspondence files, project files, and divisional records. 350 feet. Acc. 1807. RG 96.

War Food Administration. Food Distribution Administration

Ledger sheets of the Grain Futures Administration containing tabulations of the daily volume of trading and open contracts for all clearing members of the Chicago Board of Trade, 1922-38. 50 feet. Acc. 1615. RG 180.

War Food Administration. Marketing Services Office

Central files of the Division of Nutrition of the former Office of Defense Health and Welfare Services, 1940-42; and records of the Consumers' Counsel relating to the protection of consumers, 1940-43. 120 feet. Acc. 1801. RG 136 and 145.

Central correspondence files of the former Commodity Exchange Administration, 1940-41. 80 feet. Acc. 1817. RG 180.

General correspondence of the Agricultural Marketing Service and its successor, the Agricultural Marketing Administration, 1940-42; contracts for space leased for the Bureau of Agricultural Economics and successor agencies, 1918-42; market-news correspondence of the former Fruits and Vegetables Division of the Bureau of Agricultural Economics, 1927-39; additional case files of the Packers and Stockyards Division, Agricultural Marketing Service, 1929-41; records of the Food Division and the Beverage and Tobacco Division, War Production Board, 1942-43; general correspondence of the Surplus Marketing Administration, 1940-42; records of the Purchase Division, Surplus Marketing Administration, 1935-42; and records of the Food Stamp Plan of the Surplus Commodities Corporation and its successors, 1939-43. 2,200 feet. Acc. 1875. RG 124 and 136.

Photographic negatives and prints, 1909-19, relating to studies of the poultry and egg industry by the Bureaus of Chemistry, Animal Industry, and Markets. 2,400 items. Acc. 1876. RG 136.

War Food Administration. Soil Conservation Service

Records of the regional office at Denver, Colo., 1939-40, consisting of correspondence, project plans, maps, and photographs pertaining to soil conservation work on Indian reservations. 44 feet. Acc. 1669. RG 114.

Correspondence files of former Civilian Conservation Corps camps operated in connection with the Service in Regions 1, 2, and 7, 1933-42. 120 feet. Acc. 1710. RG 114.

Correspondence and related papers, 1935-42, of abandoned area offices of the Service (College Park, Md., New Brunswick, N. J., Ithaca, N. Y., Harrisburg, Pa., and Clarksburg, W. Va.), consisting of materials on operational and research activities, publicity and promotional programs, and labor and management problems. 60 feet. Acc. 1754. RG 114.

DEPARTMENT OF COMMERCE

Office of the Secretary

Records of the United States Golden Gate International Exposition Commission, 1937-41. 21 feet. Acc. 1877. RG 148.

Census Bureau

A series of maps, mainly of individual counties of the United States, showing the areas of minor civil divisions, and related computation sheets, 1940. 120 feet. Acc. 1606. RG 29.

Personnel records, 1900-1944, of former employees of the Bureau born prior to 1880, and of those deceased or separated from the service between January 16, 1939, and October 1, 1944. 100 feet. Acc. 1724. RG 29.

Population schedules of the censuses of 1880, 1910, and 1930; and records relating to the taking of various censuses, 1830-1920. 5,780 feet. Acc. 1814 and 1815. RG 29.

Civil Aeronautics Board

Minutes of the Civil Aeronautics Authority, August 1938-June 1940, and of the Civil Aeronautics Board, July 1940-December 1942 and January-May 1944. 19 feet. Acc. 1649, 1691, 1733, 1775, and 1884. RG 197.

Coast and Geodetic Survey

Deck, engineers', and miscellaneous logbooks of Survey vessels, 1911-41; automatic tide gage records (marigrams), 1939-42; and magnetograms, 1926-36, from the observatories at various stations. 360 feet. Acc. 1889-1891. RG 23.

Foreign and Domestic Commerce Bureau

Records of the Marketing Laws Survey and its successor, the Marketing Laws Unit, 1938-43. 167 feet. Acc. 1729. RG 151.

Weather Bureau

Pilot balloon graphs and ascension reports for all first-order Weather Bureau stations, 1938-41, and for Newark, N. J., 1936-37. 100 feet. Acc. 1607. RG 27.

Papers of Dr. Cleveland Abbe, Meteorologist, consisting of plans for a weather service in Cincinnati, 1868; copies of the first weather maps made in the United States, 1870; weather forecasts, 1871-72; and tabulations, correspondence with scientists, and other papers, 1863-1916. 10 feet. Acc. 1643. RG 27.

Monthly hydrological bulletins, January 1940-December 1943. 12 feet. Acc. 1668. RG 27.

Personnel records of former employees born before January 1, 1880. 30 feet. Acc. 1760. RG 27.

Records of the Division of Climate and Crops, 1932-39, consisting of barograph recordings taken at various stations throughout the United States, Alaska, and the insular possessions of the United States. 24 feet. Acc. 1799. RG 27.

Records of the station at Ithaca, N. Y., including field diary, 1903-31; and records pertaining to the station's supervision over volunteer observers throughout the State of New York, 1889-1902. 1 foot. Acc. 1837. RG 27.

DEPARTMENT OF LABOR

Children's Bureau

General files, 1925-36. 98 feet. Acc. 1804. RG 102.

OTHER AGENCIES

Civil Service Commission

Records of the Personnel Classification Division, 1923-38, consisting of appeal dossiers with related record cards. 100 feet. Acc. 1798. RG 146.

Federal Communications Commission. Foreign Broadcast Intelligence Service
Transcripts of foreign short-wave broadcasts and edited abstracts of broadcasts received at various monitoring stations and transmitted to other Government agencies; and daily and special reports, summaries, and interpretations of such broadcasts, January-December 1944. 55 feet. Acc. 1626 and 1806. RG 173

Federal Deposit Insurance Corporation

Reports of bank examinations conducted by the Corporation, 1934-39. 550 feet. Acc. 1853. RG 34.

Federal Security Agency

Records of the former Civilian Conservation Corps, 1941, consisting of photographs depicting activities carried on in CCC camps for colored boys. 43 items. Acc. 1813. RG 35.

Correspondence, reports, memoranda, and other records of the Health and Medical Committee, 1940-43, the Day Care Division, 1942-43, and the Recreation Division of the Office of Defense Health and Welfare Services, 1940-42. 14 feet. Acc. 1861. RG 215.

Correspondence and other records of the Office of the Secretary of the Interior, 1907-40, pertaining to Howard University, St. Elizabeths Hospital, Freedmen's Hospital, and Columbia Institute for the Deaf. 40 feet. Acc. 1862. RG 48.

Federal Security Agency. National Youth Administration Liquidation Division

Three reels of a 6-reel sound motion picture in technicolor, entitled "The Inside of Arc Welding," 1936-40. Acc. 1647. RG 119.

Records of Regional Offices 3, 8, and 12 of the National Youth Administration, 1935-43, consisting of correspondence of Regional Directors, photographs, and blueprints, drawings, and charts relating to projects. 13 feet. Acc. 1666. RG 119.

Federal Works Agency

Records of the former Work Projects Administration, consisting of administrative records of the Federal Theatre Project, the Federal Music Project, and the Federal Writers' Project, 1935-41; of the Library of Congress Project, 1941-42; and of the National Research Project on Reemployment Opportunities and Recent Changes in Industrial Techniques, 1935-44. 515 feet. Acc. 1635 and 1706. RG 69.

Two reels of silent motion-picture film of the former WPA showing the techniques of fresco painting, 1939. Acc. 1659. RG 69.

Records of the former WPA and its predecessors, 1934-43, consisting of records of the Divisions of Project Control, Research and Records, Statistics, Investigation, and Finance, of the Professional and Service Division, and of the Office of the General Counsel; and records of the former Division for the Liquidation of the WPA, Federal Works Agency, 1943-44. 125 feet. Acc. 1738 and 1770. RG 69.

Federal Works Agency. Public Buildings Administration

Preliminary sketches and drawings of the National Archives Building, with related notes and reference materials, 1929-33. 15 feet. Acc. 1781. RG 121.

Photographs showing progress on construction of Veterans' Administration Facilities, 1922-29. 1,785 items. Acc. 1782. RG 121.

Records pertaining to the construction and alteration of Federal buildings that have been sold, traded, or demolished, 1885-1945, consisting of cabinet sketches, original drawings, prints of contract drawings, specifications, and progress photographs. 200 feet. Acc. 1832. RG 121.

Construction drawings of United States Government buildings at expositions, with related notes, memoranda, and reports, 1891-1940. 50 feet. Acc. 1833. RG 121.

Federal Works Agency. Public Roads Administration

Highway maps, 1916-36, of counties in Florida, Illinois, Iowa, Michigan, and Ohio; two maps relating to the Highway Transport Survey of Pennsylvania, 1926; and highway base maps showing in manuscript the annual increase of multi-lane highways throughout the United States, 1938-41, with explanatory type-written notes. 5 feet. Acc. 1777 and 1779. RG 30.

Government Printing Office

"White jackets," 1915-23, and binders, 1907-8, containing information on printing jobs completed for Government agencies. 625 feet. Acc. 1755. RG 149.

Investigation and Research—Transportation Board

Fiscal and personnel records and files of the Board members, 1942-44. 108 feet. Acc. 1667. RG 198.

Library of Congress. Manuscripts Division

Records of the Office of the Secretary of the Interior, 1854-79, pertaining to the colonization of free Negroes and the suppression of the slave trade. 5 feet. Acc. 1842. RG 48.

Maritime Commission

Records of the United States Shipping Board Emergency Fleet Corporation, consisting of general files of the Ship Sales Department, 1921-26, and the Ship Sales Division, 1927-35; records of the American Marine Standards Committee, 1923-38; personnel index cards and report on operations of the American International Shipbuilding Corporation, 1917-22; personnel record cards of the Merchant Shipbuilding Corporation, 1918-21; vessel operation reports of the American Republics Line, 1926-32; and records relating to litigation, 1916-36. 248 feet. Acc. 1847, 1855, and 1858. RG 32.

Minutes of the United States Shipping Board, the Emergency Fleet Corporation, the Merchant Fleet Corporation, the Shipping Board Bureau, and various related committees, 1917-36. 15 feet. Acc. 1857. RG 32.

National Labor Relations Board

Case files closed in 1940, including the master files of all cases heard or adjudged in Washington and copies of the basic papers in all cases closed by the regional offices without appeal to the Board, 1937-40. 225 feet. Acc. 1648. RG 25.

National Research Council

Material prepared by the Division of Geology and Geography for various agencies during the first World War, 1917-18, including reports on materials for road construction in Texas, reports on military geology in the area of the Western Front, and maps. 3 feet. Acc. 1915. RG 189.

President's Committee on Portal to Portal Travel Time

Correspondence, schedules, and other records, 1943-44. 5 feet. Acc. 1612. RG 70.

Price Administration Office

Microfilm copies of "OPA Service," containing price-control regulations and rationing orders in effect on August 1, 1942. 4 rolls. Acc. 1616. RG 188.

Field-office orders and amendments fixing maximum prices for foodstuffs, May 1943-December 1944. 25 feet. Acc. 1705 and 1852. RG 188.

Selective Service System

Newspaper clippings relating to the operation of Selective Service, 1940-44. 50 feet. Acc. 1660. RG 147.

Letters from persons outside the Selective Service regarding its administration, policies, functions, and personnel, 1940-44. 8 feet. Acc. 1896. RG 147.

Smithsonian Institution. American Ethnology Bureau

Sound recordings, 1930-41, of the Aleutian Indian dialect and of songs of the Mission Indians of Southern California. 121 units. Acc. 1717. RG 106.

Veterans' Administration

About 61,000 form cards showing the status of attorneys, firms, and organizations admitted to prosecute claims before the Bureau of Pensions, the Veterans' Bureau, or the Veterans' Administration, 1862-1933. 10 feet. Acc. 1613. RG 15.

Additional personnel files of former employees of the Veterans' Administration and predecessor agencies who were separated from the service prior to January 1, 1941; additional noncurrent case files relating to claims for pensions based on service in the Mexican, Civil, Indian, and Spanish-American Wars, 1861-1917; and additional noncurrent case files relating to claims for disability and death benefits based on service in the first World War, 1918-44. 103 feet. Acc. 1646. RG 15.

Records of the former Bureau of War Risk Insurance, 1917-21, consisting of case files concerning allowances by the Government and allotments of pay by servicemen for the support of their dependents, and a small file of related correspondence, reports, decisions, and other papers. 10,158 feet. Acc. 1739 and 1786. RG 15.

PRIVATE GIFTS

MOTION PICTURES

Educational films. 1926-31. Silent motion pictures portraying a cholera-prevention campaign in Shanghai, a Hopi Indian snake dance, and activities of Navajo Indians. Presented by W. W. Peter, M. D. 5 units. Acc. 1887. RG 200.

Anti-tuberculosis pictures. 1932-43. A series of nine sound motion pictures produced by the donor. Presented by the National Tuberculosis Association. 34 units. Acc. 1864. RG 200.

Henry A. Wallace. 1933-44. Motion pictures and sound recordings pertaining to activities of the donor. Presented by Vice President Henry A. Wallace. 32 units. Acc. 1619. RG 200.

"The City." 1939. A sound motion picture on city planning, produced by the donor. Presented by Civic Films, Inc. 8 units. Acc. 1637. RG 200.

Wartime motion pictures. 1944. Two sound motion pictures, "Devil Boats" and "Beachhead to Berlin," portraying activities of the United States Coast Guard. Presented by Warner Bros. Pictures, Inc. 4 units. Acc. 1850. RG 200.

"Heritage for Victory." 1944. A sound motion picture recording the growth of methods of communication. Presented by the Western Electric Co. 8 units. Acc. 1851. RG 200.

Current events. July-December 1944. A series of 52 news reels. Presented by Paramount News. Acc. 1689 and 1752. RG 200.

SOUND RECORDINGS

Radio interviews. 1943-44. Transcriptions of interviews with Wendell Willkie, Vojtce Beneš, various European industrialists and refugees, American soldiers returned from the European front, and others. Presented by Radio Station WOW, Inc., Omaha, Nebr. 6 units. Acc. 1682. RG 201.

Allied invasion. June 6, 1944. Sound recordings of continuous CBS broadcasts during the first day of the Allied invasion of Europe. Presented by the Columbia Broadcasting System, Inc. 68 units. Acc. 1698. RG 201.

Allied invasion. June 6-7, 1944. Sound recordings of continuous NBC broadcasts during the first 36 hours of the Allied invasion of Europe. Presented by the National Broadcasting Co., Inc. 83 units. Acc. 1618. RG 201.

Speeches by President Roosevelt. September-November 1944. Sound recordings of political speeches made by the donor during the presidential campaign of 1944. Presented by President Franklin D. Roosevelt. 24 units. Acc. 1785. RG 201.

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