

Records of the Committee on House Administration
RG.233.88.HA
88th Congress

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Describing Archives: A Content Standard

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Summary Information

Repository	Center for Legislative Archives, National Archives and Records Administration
Title	Records of the Committee on House Administration
Date [inclusive]	1963-1965
Extent	Amount unknown
Language	English

Biographical/Historical note

The House Administration Committee was created on January 2, 1947, under the Legislative Reorganization Act of 1946. The new committee merged the functions and jurisdictions of the Committees on Accounts; Enrolled Bills; Memorials; Election of the President, Vice President, and Representatives in Congress; the Library; Printing; Disposition of Executive Papers; and the three committees on elections. The committee focuses on the internal procedures of the House, such as: appropriations, as well as auditing and settling all accounts with the contingent fund; employment of persons by the House, including clerks for Members and committees, and reporters of debates; matters relating to printing and correction of the "Congressional Record"; House accounts generally; assignment of office space for Members and committees; disposition of useless executive papers; measures relating to the election of the President, Vice President, or Members of Congress, corrupt practices, contested elections, credentials and qualifications, and Federal elections generally; services to the House, including the House Restaurant and administration of the House Office Buildings and of the House wing of the Capitol; travel of Members of the House; arranging a suitable program for each day observed by the House of Representatives as a memorial day in memory of Members of the Senate or House of Representatives who have died during the preceding period; examining all bills, amendments, and joint resolutions to see that they are correctly enrolled; reporting to the Sergeant at Arms of the House the travel of Members of the House; and the House Library, statuary and pictures, acceptance or purchase of works of art for the Capitol. The Committee also has oversight for the Library of Congress, the Botanic Gardens, and the Smithsonian Institution and the incorporation of similar institutions. Subcommittees were added subsequently: Accounts; Elections; Printing; Enrolled Bills, Library, Disposition of Executive Papers, and Memorials. Joint committees were also added eventually: Disposition of Executive Papers, Library, and Printing.

Administrative Information

Publication Information

Center for Legislative Archives, National Archives and Records Administration

Conditions Governing Access note

The records are governed by Rule VII(3)b of the House Rules:

(b) (1) A record shall immediately be made available if it was previously made available for public use by the House or a committee or a subcommittee. (2) An investigative record that contains personal data relating to a specific living person (the disclosure of which would be an unwarranted invasion of personal privacy), an administrative record relating to personnel, or a record relating to a hearing that was closed

under clause 2(g)(2) of rule XI shall be made available if it has been in existence for 50 years. (3) A record for which a time, schedule, or condition for availability is specified by order of the House shall be made available in accordance with that order. Except as otherwise provided by order of the House, a record of a committee for which a time, schedule, or condition for availability is specified by order of the committee (entered during the Congress in which the record is made or acquired by the committee) shall be made available in accordance with the order of the committee. (4) A record (other than a record referred to in subparagraph (1), (2), or (3)) shall be made available if it has been in existence for 30 years.

Collection Inventory

Full Committee 1963-1965 63.0 Cubic feet

Scope and Contents note

The records of the Committee on House Administration are arranged by Congress and thereunder by organizational unit--full committee, subcommittees--and thereunder by record type.

Bill Files 1963-1965

Scope and Contents note

The records of the full committee of the Committee on House Administration include bill files arranged by subcommittee of referral, which consist of copies of the printed bills, reports, and Public (slip) Laws; committee papers, generally consisting of a reading file of outgoing correspondence; and a small alphabetical administrative subject file.

Committee Papers 1963-1965 1.0 Cubic feet

Scope and Contents note

The committee papers of the Committee on House Administration consist of a complex jurisdiction which is reflected in the subcommittee structure and the joint committee seats designated for members of the committee. Between 1947 and 1968, the standing subcommittees and joint committees shown below retained basically the same structure, although there were slight jurisdictional and name changes, and several special subcommittees were established temporarily. The basic committee structure was:

Subcommittees: Accounts; Elections; Printing; Enrolled Bills, Library, Disposition of Executive Papers, and Memorials.

Executive Communications

Joint Committees: Disposition of Executive Papers; Library; Printing.

Executive Communications 1963-1965**Scope and Contents note**

The executive communications of the Committee on House Administration are among the records of the full committee and may be among those of the subcommittee to which they were referred.

Minutes 1963-1965**Scope and Contents note**

The minutes of full committee meetings of the Committee on House Administration may be filed under "M" in the administrative subject file.

Subcommittees 1963-1965**Select Committees on Campaign Contributions 1963-1965 70.0 Cubic feet****Scope and Contents note**

The records of the Select Committees on Campaign Contributions (or Expenditures) of the Committee on House Administration were created in each Congress between 1927 and 1974. There are records for the select committees during the 70th and 78th through 88th Congresses (1927-1929 and 1943-1964).

Special Subcommittee on Audits 1963-1965 1.0 Cubic feet**Scope and Contents note**

Special Subcommittee on Electrical and Mechanical Office Equipment

The records of the Special Subcommittee on Audits of the Committee on House Administration are from the 86th-88th Congresses, 1959-1964.

Special Subcommittee on Electrical and Mechanical Office Equipment 1963-1965 2.0 Cubic feet

Scope and Contents note

The records of the Special Subcommittee on Electrical and Mechanical Office Equipment of the Committee on House Administration are from the 84th-90th Congresses, 1955-1968.

Special Subcommittee on Parking 1963-1965 0.5 Cubic feet

Scope and Contents note

The records of the Special Subcommittee on Parking of the Committee on House Administration are from the 84th-88th Congresses, 1955-1964.