

**Records of the Committee on House Administration**  
**RG.233.90.HA**  
**90th Congress**

**Finding aid prepared by Office of Art and Archives,  
Office of the Clerk, U.S. House of Representatives**

---

This finding aid was produced using the Archivists' Toolkit

August 12, 2014

Describing Archives: A Content Standard

Center for Legislative Archives, National Archives and Records Administration  
700 Pennsylvania Avenue NW  
Washington, DC, 20408  
202-357-5350  
[legislative.archives@nara.gov](mailto:legislative.archives@nara.gov)

## Table of Contents

---

<u>Summary Information</u> .....	3
<u>Biographical/Historical note</u> .....	4
<u>Administrative Information</u> .....	4
<u>Collection Inventory</u> .....	6
<u>Full Committee</u> .....	6
<u>Subcommittees</u> .....	7

## Summary Information

---

<b>Repository</b>	Center for Legislative Archives, National Archives and Records Administration
<b>Title</b>	Records of the Committee on House Administration
<b>Date [inclusive]</b>	1967-1969
<b>Extent</b>	Amount unknown
<b>Language</b>	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; 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 1967-1969

#### Scope and Contents note

The records of the full committee 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 1967-1969

#### Scope and Contents note

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

During the 90th Congress, a new standing Committee on Standards of Official Conduct was established with jurisdiction over House election races. The records of these committees may contain information related to the House Administration Committee's jurisdiction over Federal elections.

### Committee Papers 1967-1969

#### Scope and Contents note

The committee papers of the Committee on House Administration cover a complex jurisdiction 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

## Subcommittees

---

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

### **Subcommittees 1967-1969**

#### **Special Subcommittee on Electrical and Mechanical Office Equipment 1967-1969**

##### **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 Contracts 1967-1969**

##### **Scope and Contents note**

The records of the Special Subcommittee on Contracts of the Committee on House Administration are from the 89th-90th Congresses, 1965-1968.