

**Records of the Office of the Clerk  
RG.233.95.CLK  
95th Congress**

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

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## Summary Information

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<b>Repository</b>	Center for Legislative Archives, National Archives and Records Administration
<b>Title</b>	Records of the Office of the Clerk
<b>Date</b>	1977-1978
<b>Extent</b>	1.6 Cubic feet (4 archival boxes)
<b>Language</b>	English

## **Biographical/Historical note**

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The first Clerk of the House was elected in 1789. In addition to the duties involved in organizing the House and presiding over its activities at the commencement of each Congress, the Clerk is charged with a number of legislative functions; some of these, such as the constitutional requirement of maintaining the House Journal, have been in existence from the time of the first Congress, whereas others have been added over the years because of changes in procedure and organization.

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## **Scope and Contents note**

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The oaths of office and election certificates document the Clerk's responsibility to "attest and affix the seal of the House to all writs, warrants, subpoenas, and formal documents issued by the House."

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## **Arrangement note**

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There are two series of records, election certificates and oaths of office.

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## **Administrative Information**

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### **Publication Information**

Center for Legislative Archives, National Archives and Records Administration

### **Rule VII**

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

**Election certificates (1976-1978) (2 archival boxes)**

**Scope and Contents note**

Election certificates for the 95th Congress and the 1976 state elections.

**Oaths of Office (2 archival boxes)**