

**Records of Legislative Operations**  
**RG.233.95.LO**  
**95th Congress**

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

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This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

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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 Legislative Operations
<b>Date</b>	1977-1978
<b>Extent</b>	169.9 Cubic feet (circa 329 archival boxes)
<b>Language</b>	English

## **Biographical/Historical note**

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The Office of Legislative Operations provides support pertaining to the Clerk's legislative duties. Among the duties of this office are receiving and processing official papers; compiling and publishing the daily minutes of House proceedings; operating the electronic voting system and overseeing the recording of votes; preparing messages to the Senate regarding passed legislation; and reading the bills, resolutions, amendments, motions, and Presidential messages that come before the House. The Office of Legislative Operations also prepares the summaries and schedules of House activities published in the Daily Digest section of the Congressional Record. The offices of Bill Clerks, Journal Clerks, Tally Clerks, Enrolling Clerks, and Reading Clerks make up the Office of Legislative Operations.

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## **Scope and Contents note**

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The records of Legislative Operations document the activity on the Floor of the House during the 95th Congress. Among the duties of this office are receiving and processing official papers; compiling and publishing the daily minutes of House proceedings; overseeing the recording of votes; preparing messages to the Senate regarding passed legislation; and reading the bills, resolutions, amendments, motions, and Presidential messages that come before the House. The Office of Legislative Operations also prepares the summaries and schedules of House activities published in the Daily Digest section of the Congressional Record. The records contain bills, member voting cards, roll calls, and legislative files.

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## **Arrangement note**

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The records are arranged into series by office. Any discernible series arrangement is noted therein.

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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

### **Bill Clerks**

#### **Bill files (19 archival boxes)**

##### **Arrangement note**

Arranged by bill number.

#### **Legislation introduced (original papers) (86 archival boxes)**

##### **Arrangement note**

Arranged by bill number.

#### **Blue Book bill journals (23 archival boxes)**

#### **Enrolling Clerks (50 archival boxes)**

##### **Arrangement note**

Arranged by bill number.

#### **Journal Clerks (77 archival boxes)**

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

**Miscellaneous Clerk files**

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Presidential messages, communications, the budget, and original House journal, and bound volumes of reports, star prints, memorials, petitions, messages, and executive communications.

**Miscellaneous Clerk files (8 archival boxes)****Scope and Contents note**

Miscellaneous House bills and reports, oaths of office, certificates of election.

**Reading Clerks (7 archival boxes)****Scope and Contents note**

Legislative files.

**Arrangement note**

Arranged into Senate bills referred to committee, measures left pending on calendars, Senate bills held at the Speaker's table, defeated bills, motions, private calendar and consent calendar lists, suspension of the rules lists, and incomplete actions.

**Tally Clerks (59 archival boxes)****Scope and Contents note**

Roll call computer printouts, blue sheets for roll calls, well voting cards, individual member voting cards.

**Arrangement note**

Roll call printouts, blue sheets, and well cards are arranged by roll call number. Member voting cards are arranged alphabetically by Member name.