

Records of the Committee on House Administration
RG.233.96.HA
96th Congress

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

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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
Creator	Committee on House Administration.
Title	Records of the Committee on House Administration
Date [inclusive]	1979-1980
Extent	109.0 Linear feet (circa 218 archival boxes)
Language	English

Biographical/Historical note

The Committee on House Administration (CHA) was established in 1947 by the Legislative Reorganization Act of 1946 as part of a larger effort to streamline the House of Representatives' committee system and to modernize its internal management and operations. CHA's two principal functions include oversight of federal elections and day-to-day operations in the House.

House Administration, 96th Congress

Records contain stationery requisitions, staff files of the Office of the Staff Director relating to H.R. 4572 (Public Printing Reorganization Act of 1979), subcommittee subject files, full committee general subject files, meeting files, hearing files, executive communications, committee publications, monthly reports, correspondence, and legislative files.

Arrangement note

Files are arranged by full committee and subcommittee files.

Administrative Information

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

Full committee

Administrative files (27 archival boxes)

Scope and Contents note

Stationery requisitions.

Arrangement note

Stationery requisitions are arranged chronologically by committee or office.

Committee files (circa 60 archival boxes)

Scope and Contents note

Funding; authorizations; personnel matters; member allowances; district office equipment and rentals; telephone services; committee monthly reports; member, committee and support office requests; equipment; FEC authorizations, contested elections materials, other general files.

Arrangement note

Arranged by committee, agency, or other office.

Committee publications (6 archival boxes)

Scope and Contents note

Computer Policy Group files

Publications include reports, prints, House documents, catering manuals, guide for interns, printed bills, legislative calendars, regulations, The Presidential Campaign Volumes I and II.

Computer Policy Group files (4 archival boxes)

Scope and Contents note

Meeting files.

Arrangement note

Arranged chronologically.

Correspondence (2 archival boxes)

Scope and Contents note

General correspondence.

Arrangement note

Arranged alphabetically.

House Information Systems files (3 archival boxes)

Legislative files (6 archival boxes)

Arrangement note

Arranged by bill number.

Meeting and hearing files

Meeting and hearing files (11 archival boxes)

Arrangement note

Arranged chronologically.

Office of Management Services files (36 archival boxes)

Scope and Contents note

General subject files and administrative files, including internal and external memos and letters, job descriptions, forms, and members of Congress.

Arrangement note

General files are arranged alphabetically, administrative files are arranged chronologically.

Office of the Staff Director files (4 archival boxes)

Scope and Contents note

Material related to Public Printing Reorganization Act of 1979 (HR 4572), including hearings, clippings, background material, transcripts, witnesses.

Official communications (2 archival boxes)

Scope and Contents note

Executive communications.

Subject files

Subject files (35 archival boxes)

Scope and Contents note

Miscellaneous subjects before the committee, including contested elections, FEC, public financing, and child care issues in the House.

Arrangement note

Arranged alphabetically.

Subcommittees

Subcommittee on Accounts (13 archival boxes)

Scope and Contents note

Miscellaneous subcommittee files, meetings, meeting transcripts, meeting minutes.

Subcommittee on Contracts (4 archival boxes)

Scope and Contents note

Contracts by committee, meeting files.

Subcommittee on Libraries and Memorials (5 archival boxes)

Subcommittee on Office Systems (3 archival boxes)

Subcommittee on Personnel and Police

Scope and Contents note

Meeting files.

Arrangement note

Arranged chronologically.

Subcommittee on Personnel and Police (4 archival boxes)

Scope and Contents note

Meetings, letters, and transcripts.

Subcommittee on Printing (3 archival boxes)

Subcommittee on Services (6 archival boxes)

Scope and Contents note

Meetings, room requests, letters sent by the subcommittee, referrals.