

PUTTING PAW TO BED, OR THE RECORDS RETIREMENT PROGRAM OF PAW¹

THE Petroleum Administration for War, hereafter referred to simply as PAW, is one of the smaller and less familiar war agencies. Originally established as the Office of Petroleum Coordinator by a presidential letter of May 28, 1941, the title was changed to that of Petroleum Administration for War by Executive Order No. 9276, issued December 2, 1942. Secretary of the Interior Harold L. Ickes was named petroleum co-ordinator by the President, and he in turn selected Ralph K. Davies of the Standard Oil Company of California to serve as deputy petroleum administrator. It should be emphasized that administratively PAW was not in the Interior Department, but was rather a completely independent agency.

Although the United States was not to enter the war until six months after the establishment of the OPC, Mr. Davies and his staff were confronted with the tremendous task of co-ordinating the functions of all the federal agencies and departments concerned with petroleum matters and of organizing industry so as to ensure the maximum production and proper distribution of petroleum products needed in the war against the Axis powers. Following our entry into the war on December 8, 1941, this problem of supervising the production and distribution of petroleum products so as to meet Allied military requirements and at the same time to fill minimum civilian needs for gasoline and fuel oil at home became increasingly difficult, and at times seemed to present a practically impossible goal. The achievements of PAW, however, are attested to by the high place on the list of reasons for defeat which both the German and Japanese generals gave to the lack of aviation gasoline and other petroleum products to fuel their tanks and ships, as compared with the seemingly inexhaustible United Nations supply.

Needless to say, this job could not have been accomplished without the creation of records—approximately nine thousand cubic feet of them. In order to give you a better understanding of the type of records program adopted by PAW, it is necessary to sketch briefly

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the administrative organization of the agency. By the end of July, 1941, the organization of the Washington office was pretty well defined. The main operating divisions, set up on a functional basis, included the Production, Refining, Transportation, Marketing, Conservation, and Foreign Divisions, each of which was responsible for supervising those operations of the petroleum industry which are indicated by their titles. The Research and Information Divisions were established at the same time to co-ordinate research, statistical reporting, and the dissemination of information by all the operating divisions. The Administrative Division was charged with the responsibility for handling all matters pertaining to personnel, accounting, property, and records, with the help of an administrative assistant assigned to the office of the director of each division. As circumstances made reorganization of the Washington office necessary from time to time, the titles of some of the divisions were changed, certain of their functions were transferred to new divisions, and new staff offices were created, but, on the whole, these changes did not radically alter the original organization.

The necessity for establishing field offices to deal more effectively with local and regional problems of production, distribution, and marketing soon became apparent and by the end of 1941 there were district offices functioning in New York, Chicago, Houston, Denver, and Los Angeles. Each of these offices was organized along the same lines as the Washington office, with the district director of each of the operating divisions responsible to the director of the appropriate operating division in the Washington office. General administration of each district office was placed under a director-in-charge, with routine administrative matters relating to personnel, accounting, property, and records under the supervision of an office manager or administrative officer responsible to the director of the Administrative Division in the Washington office. It eventually became necessary to establish suboffices within the five districts, but most of these were set up to perform the functions of only one or two divisions of a district office and had comparatively small staffs.

Even before the organization of the Washington office was completed, OPC officials, recognizing the need to organize the petroleum industry to assist them in accomplishing their assignment, called a meeting of industry representatives in Washington on June 19, 1941. As a result of this meeting and subsequent ones, the way

was paved for close government-industry co-operation. In each of the five districts, a general committee and a number of functional committees, composed of representatives of the petroleum industry and representing the fields of production, refining, transportation, and marketing, together with topical and regional sub-committees, were created. On November 29, 1941, the petroleum co-ordinator appointed seventy-eight leaders from all branches of the American petroleum industry to the Petroleum Industry Council for National Defense, which was later renamed the Petroleum Industry War Council. The purpose of this council was to serve as an advisory body in formulating policies and programs with respect to the domestic petroleum industry which would best assure that the war-time petroleum requirements of the nation would be met adequately, and to assist OPC in mobilizing the resources and securing the co-operation of the petroleum industry in carrying out the policies, programs, and objectives adopted.

In addition to the PIWC, whose activities were restricted to the domestic petroleum industry, a Foreign Operations Committee was created with headquarters in New York. The principal function of this committee, composed largely of representatives of American oil companies operating abroad, was to advise the OPC in the formation of foreign oil policies and programs. Besides the subcommittees dealing with petroleum problems in specific world areas, there were others concerned with various phases of the petroleum industry abroad. There is little doubt that much of the success of PAW in achieving its objectives must be attributed to the close working relationships established between government and industry in both the domestic and foreign fields through the operation of these industry committees and subcommittees.

Just as it was highly important that close co-operation be effected between government and industry, it was also essential that the activities of all the federal agencies and departments concerned with petroleum matters be co-ordinated. To this end four federal committees were created—the Petroleum Board, the Foreign Petroleum Committee, the Petroleum Supply and Distribution Board, and the Petroleum Requirements Committee. The membership of these interagency committees was composed of representatives of the War, Navy, and State Departments, the Office of Foreign Economic Administra-

tion, the War Production Board, the War Shipping Administration, the Office of Price Administration, the War Food Administration, the National Housing Agency, and the Office of the Co-ordinator of Inter-American Affairs. The effective functioning of these inter-agency committees made it possible for PAW to reduce to a minimum the amount of time devoted to liaison conferences, and to devote most of its time to meeting and solving the actual problems of the petroleum industry.

Unfortunately, less thought was given to the establishment of a sound records administration program at the outset of OPC than to the more immediate problem of setting up a strong organization which would be able to secure the co-operation of industry and other government agencies in meeting war-time petroleum requirements both at home and abroad. Under the supervision of an employee assigned to the office of the executive officer, a central files decimal classification scheme was devised for the Washington office. Experience has proved, I believe, that this was not a wise decision, because from the very beginning the so-called "central files" failed to operate as a real central files. The physical location of the central files with relation to the other offices and divisions was partly to blame, but coupled with this fact was the reluctance of many PAW officials (most of them men from private industry with little, if any, previous experience in the government service) to allow their files to get out of their reach, a reluctance which was strengthened by their habit of transacting much of their business by long distance telephone. Another factor preventing the efficient operation of a central files system was the secret and confidential character of many PAW records, which could not be sent to the central files under prevailing security regulations. The failure of the security officer to declassify this type of record until very recently has presented quite a problem in disposing of extra copies of secret and restricted reports, and in sending to the central files records which belonged there but which had been withheld because of their restricted character.

Of the twenty-two offices and divisions functioning in June, 1944, only seven were at that time sending any of their correspondence to the central files, and most of what was being sent consisted of copies of outgoing correspondence, routine incoming correspondence,

mimeographed releases and reports, and inactive records. Most offices and divisions either adopted an alphabetical subject arrangement for their files or devised their own decimal classification schemes, which bore no relation whatsoever to the central files scheme or which used similar classification numbers for entirely different subjects. This lack of uniformity between the central and divisional files classification schemes has already resulted in some difficulties, and care is now being taken to avoid further confusion as sections and divisions are abolished and their records sent to the central files for storage.

The need for a better records program was recognized by PAW officials. In June, 1943, Mrs. Ina L. Allmendinger was appointed administrative analyst within the Administrative Division, her duties being to give assistance in setting up new files, to help solve difficulties arising from existing filing schemes, and to keep an eye on the records management program of PAW as a whole. Although it was already too late to institute radical changes in the records set-up, certain improvements in filing systems could be made and it was hoped that future mistakes could be prevented. Mrs. Allmendinger, however, was not given direct control over the central files, but could act only in an advisory capacity. This fact, in addition to the fact that the availability of this qualified records analyst was not sufficiently publicized throughout the agency, tended to minimize the effects which otherwise might have been expected to result from this appointment.

Even before PAW officials began to show an interest in good records administration, they had responded to the request of the Bureau of the Budget that PAW, like other war agencies, compile a history of its activities concurrently with these activities. In April, 1943, the agency obtained the temporary loan of a member of the staff of the National Archives for this historical work. Subsequently, one of the special assistants to the deputy administrator, Dr. John W. Frey, was made responsible for supervising the historical project. A detailed outline for the history was prepared and it was decided that each division and office in the Washington and district offices should be made responsible for writing its own history, attaching any exhibits necessary to illustrate or explain its work. As these draft histories were completed, they were submitted to Dr. Frey for approval. If he felt that any changes were necessary, the history was returned to the appropriate division for revision and then resub-

mitted. The work of combining all of these individual histories into a well-organized whole remains to be done but, when completed, it should present a very valuable history of PAW because it will have been written by men who understood and were responsible for the operations and achievements of PAW.

In October, 1944, it was decided at a meeting between the representatives of the National Archives, PAW, and the Bureau of the Budget that a survey of all PAW records in the Washington office should be made as the basis for the preparation of a comprehensive schedule which would assure the orderly retirement of PAW records at the time of the liquidation of the agency, and it was at this time that I was assigned to make the survey. The original plan was for me to spend approximately one-half of my time on this PAW survey but this amount of time varied from week to week according to circumstances both at PAW and the National Archives.

The purpose of the survey was explained to members of the PAW staff in a memorandum circulated by the director of the Administrative Division. The order in which the offices and divisions were surveyed depended to a great extent upon the anticipated order of their liquidation, and which had their files arranged and labeled in such a manner as to facilitate the survey. The administrative assistant in each division was asked to submit a list of all the persons in the division who had records in their offices, giving the name of the office or section within the division and the room number, and a list of the reports prepared in the division. These lists proved helpful in making the survey, especially since the offices of a division might be located in two or three different corridors on any one of the seven floors of the South Interior Building.

As the records of each office within a division were surveyed, all pertinent information concerning them was recorded on a National Archives form. Particular attention was paid to giving an adequate description of the contents of each record series, the inclusive dates, the use made of the records, their rate of accumulation, their possible duplication in other offices, and their quantity. An effort was made to discuss the records with the men who had created them and understood them, as well as with the secretary or clerk who had filed them, in order to ascertain their administrative, legal, research, or other value. On the basis of the information thus obtained and the knowledge gained through the over-all survey of PAW records, I made my tentative recommendations for the disposition of the

Washington office records. The recommendations fell into one of three categories—permanent retention, temporary retention, or disposal at the termination of the agency. Extra copies of the correspondence, reports, and processed material were designated as non-record material which could be disposed of at any time, when no longer needed for reference or distribution purposes.

Because of the large number of offices and sections within each of the operating divisions, it was decided to prepare comprehensive schedules on a divisional basis rather than a single schedule covering the records of the entire agency. At first an effort was made to prepare a comprehensive schedule for each office or division as soon as the survey of its records was completed, but in the spring it became apparent that this procedure was going to delay the completion of the survey as a whole. Since none of the comprehensive schedules already submitted to the appropriate PAW officials for criticism and approval had been approved, it was decided that I should concentrate on completing the survey so that some information concerning all PAW records in the Washington office would be available if the agency or any of its divisions should be terminated suddenly. By the end of June, 1945, approximately six thousand cubic feet of records in the Washington office had been surveyed and eight out of a possible twenty comprehensive schedules had been prepared.

It should be pointed out here that this program adopted by the National Archives for effecting the orderly retirement of PAW records is not entirely typical of the programs adopted in the case of other war agencies. Whether or not from the National Archives' standpoint the final results will justify the direct participation in the agency's record retirement program by a member of its staff remains to be seen, but the present indications are that as a result of this policy we have more knowledge and thus a better control over PAW records, not only in the Washington office but also in the field, than would otherwise have been possible. Circumstances within PAW seemed to call for this type of assistance from the National Archives if an orderly records retirement program were to be achieved. With only one person on its staff able to devote full time to records administration and with her time largely taken up in solving routine records problems arising daily in the operating divisions and staff offices, the undertaking of a detailed survey of

records in the Washington office would have been practically impossible.

A simple records survey which had been made by PAW in the spring of 1944 for the purpose of locating empty file cabinets revealed that neither the administrative assistants nor the secretaries and file clerks in the divisions could be depended upon to provide the type of information desired in a detailed records survey. This statement is not intended to disparage the qualifications or ability of PAW employees, but is equally true of most employees in most government agencies. Working in a single office of an agency does not give an employee a knowledge of the operations and records of the agency as a whole, and it is this type of knowledge of records which is essential in making recommendations for their ultimate disposition. The problem of determining the location of "master" record sets of reports, schedules, or contracts which were found in many different offices and divisions was often a difficult one. It was seldom that I could get anyone to say that a record series was complete, and the physical location of the offices made impracticable the checking of duplicate files against each other for completeness. Non-record series were also listed on the comprehensive schedules so that the schedules could be used as guides by the office staffs in disposing of this type of material when it was no longer needed.

The preparation of "comprehensive schedules" was more or less of an experiment. Most lists and schedules received by the National Archives from government agencies are concerned only with records for which disposal authorization is desired, and take no account of records which must or should be preserved. On a "comprehensive schedule" are listed all of an agency's records, including those to be permanently retained. Although several comprehensive schedules covering records of the Navy Department and one or two other emergency agencies had been submitted to the National Archives for approval, there really were no established precedents to follow at the time that the PAW survey was begun. The chief weakness of the PAW records retirement program adopted by the National Archives has been that the comprehensive schedule is not an entirely practicable method for disposing of records of war agencies, which are subject to frequent reorganizations and abolition on very short notice. Both of these phenomena have occurred in PAW. The strength of the method of comprehensive scheduling, on the other

hand, is that it brings together in one logically arranged series a complete picture of practically all the records of the agency, valuable and useless alike. These schedules can also be used as a guide for all future action concerning the records as they summarize all the basic necessary information.

There has been a regrettable delay in obtaining clearance for the schedules in PAW, and in their submission to the National Archives. Much of this delay has been due to the frequent reorganizations within the agency, and to the rather cumbersome procedure set up within PAW for the approval of the schedules. Under the pressure of more important and urgent business, PAW officials have frequently laid schedules aside, and sometimes have forgotten them entirely until prompted by a telephone call. If these men desired any extensive changes made, either in the description of the records or the length of retention periods, retyping has sometimes been necessary. With the shortage of stenographic help, this has tended to delay final approval of the schedules by the director of the Administrative Division before their submission to the National Archives.

Another important factor causing delay has been disagreement between top PAW officials as to the ultimate disposition of the records, that is, whether or not those recommended for permanent retention should be turned over to the National Archives at the liquidation of the agency or as soon thereafter as feasible. Considerable interest in obtaining part or all of the PAW record collection had been expressed by officials of the Bureau of Mines, the Petroleum Conservation Division of the Interior Department, and the Army War College, but it was just this division of spoils which the National Archives was anxious to prevent. In a meeting with top PAW officials, the obvious disadvantages of such action were pointed out as against the advantages of transferring the entire PAW collection to the National Archives where the records would be available to anyone having reason to use them and where their integrity would be preserved. Some concern expressed by these officials concerning the use to which certain confidential records, especially those relating to petroleum reserves, might be put if they were transferred to the National Archives was allayed when they were assured that any necessary restrictions could be placed upon these records for a specified number of years after they were transferred to the legal custody of the archivist. As a result of these

negotiations, it now appears that all of those records which have been recommended for permanent retention on the comprehensive schedules will be offered for transfer to the National Archives.

While the survey of the records in the Washington office was under way, the problem of the disposition of field office records was also discussed with PAW officials. At first it was suggested that the office managers might be sent copies of the National Archives form used to make the survey in the Washington office and be instructed to make a similar survey of the records in the district offices. Subsequently a memorandum was issued by the director of the Administrative Division, instructing the office managers to see that all of their files were in good order and carefully labeled and to submit an inventory of any files proposed for shipment to Washington. The possibility of making the comprehensive schedules for the Washington office applicable to the field was also considered. Nothing further was done about the field office records, however, until April when Mrs. Allmendinger was sent to the District 1 office in New York to make a survey of the records there. Trips to the other four district offices were expected to follow this one, but the end of the war in Europe postponed the other field office surveys temporarily.

The sudden approach of V-J Day brought the immediate cessation of gasoline and fuel oil rationing—a most welcome day for all of us—and put an end to the operations of several PAW divisions. The hope that PAW could go out of business entirely by the end of December was expressed by the deputy petroleum administrator and plans were laid for the gradual liquidation of the Washington office during the last quarter of the calendar year. District office operations stopped for the most part with the end of rationing and the revocation of WPB orders restricting the use of critical materials, so that plans were made to close out the district offices by the end of September. Because there was little time to instruct the district office managers in methods for surveying or inventorying the field records, it was decided to send Mrs. Allmendinger to the four district offices which she had not visited. Since it was obvious that there would be many field records for which disposal authorization could be requested on the ground that they were entirely or essentially duplicated in the Washington office, the director of the Administrative Division asked permission for me to accompany Mrs. Allmendinger on this trip. It was believed that in this way

the survey and disposition of the field records could be expedited, because I was familiar with the records I had already surveyed and scheduled in the Washington office and could, therefore, more easily appraise similar records in the field.

We started out on this field trip early in September, visiting the four district offices in the following order: Houston, Los Angeles, Denver, and Chicago. Although a memorandum had been issued on August 24, instructing the staff to screen from their files certain types of non-record material, we found that very little of this had been done before our arrival. This fact tended to delay our survey because it meant that we either had to do the screening ourselves or wait while it was being done so that we could make a fairly accurate estimate of the quantity of records which remained to be shipped to Washington or to be listed for disposal. The fact that a number of division directors and their secretaries had already resigned before we arrived also increased the difficulties of the survey, but where there was any doubt about the value of the records or their duplication in the Washington office, we recommended that they be shipped to Washington.

Of the 1,700 cubic feet of files surveyed in these four district offices, only 300 cubic feet, or approximately 17 per cent, were recommended for shipment to Washington. Of the remainder, about 1,000 cubic feet were recommended for disposal. The other 400 cubic feet consisted of non-record material which was either disposed of during the survey or marked for disposal whenever it was of no further use. While we were in the field, a disposal list was prepared covering, for the most part, duplicate administrative records in all the field offices. This list was approved by the Washington office, submitted to the National Archives before our return, and has already been approved by Congress, thus making possible the actual disposal of about 200 cubic feet of records before the closing of the district offices. Because of different delegations of authority to each of the districts, necessitated by different problems of production and supply of petroleum products in each, however, it seemed advisable to prepare separate disposal lists for each district office to include those records not covered by the above list applying to all field offices. These four lists have now been approved by the Washington office and submitted to the National Archives, and Congressional authorization for all of them will be received shortly.

The records covered by these disposal lists were segregated into as few cabinets as possible, carefully labeled, and arrangements were made for storing them in federal office space, so that as soon as authorization is obtained the records can easily be disposed of in the field, thus saving the considerable expense of shipping them to Washington for disposal.

The records which we recommend for shipment to Washington were also segregated into as few cabinets as possible and each drawer carefully labeled. After we had cleared our recommendations with the appropriate division directors in the Washington office, who concurred in them practically 100 per cent, telegrams were sent to the office managers in those four districts to ship the records marked "To Washington," plus any others which the division directors had requested be sent in. These records are now on their way to Washington. Thus, except for the District 1 office in New York, which will not be closed until the end of this month, the problem of the disposition of PAW field records is well taken care of. The records of the New York office are to be shipped to the Washington office so that the proper disposition may be made of them.

Several problems encountered in the surveying and scheduling of PAW records both in Washington and the field may be worth mentioning here. Almost every PAW office accumulated and filed copies of processed reports and minutes of meetings of the Petroleum Industry War Council and the district industry committees. While an almost complete file of the general and functional industry committee minutes and reports has been maintained by the Office of the Deputy Petroleum Administrator, more complete sets of the various functional subcommittee minutes and reports have usually been found in the files of the appropriate operating divisions of the Washington office. The minutes and reports of the general and functional committees in each district were recommended for shipment to Washington for incorporation into a master record set. All copies other than those mentioned above have been considered non-record material.

The records of the petroleum industry committees are, at best, only quasi-governmental, and the problem of their disposition has been an interesting one, and one which is still not definitely settled. While surveying PAW records in Districts 2 and 3, we took the opportunity to look at the industry committee records. We found

the committee staffs busy putting the files in good order and eliminating duplication, despite the fact that no decision had yet been reached regarding their ultimate disposition. The committee in District 2 had even hired an indexing specialist to arrange its files and prepare a card index to them, and had added a professional writer to its staff to write its history. We were told that an extensive history of industry committee activities was being prepared in each district, with photographs and bound volumes of minutes and reports as exhibits. Although the deputy petroleum administrator had suggested to the petroleum industry the possibility of turning over its committee records to PAW, industry's preference has seemed to be to put the files in storage rather than to turn them over to the government. I feel that these industry records are a unique and valuable group which should be preserved together with the records of PAW, where they will be accessible for research purposes and will also serve as an excellent example of the close co-operation effected between government and industry in one field during the second World War. Even if industry cannot be persuaded to turn its records over to the government, however, a copy of the history, which has been presented to the deputy petroleum administrator, will be preserved as a part of PAW files.

Because of the close relationship between PAW and the petroleum industry, much confidential information concerning technological processes, operating costs, production figures, and reserves of individual oil companies became available to the government for the first time. Much of this information was not supplied to PAW as such, but rather to PAW officials who, as former employees of oil companies, were being kept advised of their companies' activities. In this category may be mentioned confidential technological reports prepared by the research laboratories of refineries, concerning the development of new refining processes. Some of these reports were submitted to PAW officials for their personal use only, and it was specified that certain other reports were to be returned to the companies when they were no longer needed. Except where such reports have been made a part of the classified files, they have not been considered federal records.

There has also been the problem of determining whether the records created and accumulated by the military and naval personnel assigned to PAW should be considered records of PAW or records

of the War and Navy Departments. As a rule, these records have been considered as belonging to PAW only in those cases where the Army or Navy liaison officers were on the PAW payroll or where they have offered their records to PAW.

Because of the close working relationship between PAW and some of the other government agencies, such as WPB, ODT, FEA, OPA, DSC, SSS, and WMC, many records were found in PAW files which either entirely or partially duplicate records in those agencies. Printed and processed orders, regulations, press releases, and reports of other agencies filed in PAW offices for reference purposes only have been disposed of as non-record material. This does not include drafts or final copies of WPB orders prepared and administered by PAW officials. In general, the various types of applications which required processing by other agencies in addition to PAW have been recommended for retention as a part of PAW files for whatever period of time seems necessary for administrative or legal purposes as far as PAW interests are concerned. In other words, PAW records have not been listed for disposal on the ground that the "master" record copies or the most complete set of certain record series are on file with another agency, but have been appraised upon the basis of their own intrinsic value.

Since the chief function of PAW has been that of an expediting and facilitating agency, it is not surprising that a large quantity of the records created and collected by it were of only temporary administrative value. Especially numerous in this category are applications for priority assistance to purchase materials for the construction of domestic or foreign production, refining, distribution and marketing facilities, applications for exception to petroleum conservation and distribution orders, conversion case files, and company requests for the deferment of industry personnel. While compliance and violation cases, as well as general policy correspondence and reports concerning the administration of the different programs, have been recommended for permanent retention, the routine case files have been recommended for retention periods of two, three, five, or ten years, depending upon the possible administrative or legal value of the records. In many cases an alternative retention period has been designated, corresponding to whatever period of time may be designated by statute for the submission of claims against the government arising out of PAW activities. As yet no

decision has been reached as to where the records recommended for only temporary retention will be kept for the specified period of time following the liquidation of PAW. A decision on this point cannot be reached until the official liquidation date of PAW is determined and its liquidating agent is appointed.

In addition to those records of only temporary administrative value created by PAW in performing its job of expediting the production and supply of petroleum products, PAW officials also collected large quantities of printed and processed reports, state conservation regulations, maps, and statistical data for reference purposes. In the process of maintaining a check on all new wells being drilled, spudded, or plugged, the Production Division staff both in the Washington and district offices subscribed to numerous periodic processed and typed statistical reports, such as the Vance-Rowe Production-Pipeline Report, the Ira Rinehart Oil Report, the Schoenfelt and other commercial scouting service reports. Other statistical reports were supplied to PAW free of charge by oil companies, state conservation departments or commissions, and other regulatory bodies. While most of these reports were studied and retained by PAW officials, any pertinent figures were usually taken from these reports and embodied in other statistical reports prepared by the Production Division staff. Since complete sets of these PAW reports are being retained, the non-PAW statistical data has been treated as non-record material, in the same category as the petroleum industry journals and technical books found in every office. This decision was influenced not only by the large quantity of processed statistical material, but also by the fact that any of these reports will probably be available from the source which supplied it to PAW.

Many other problems encountered in putting PAW to bed could be related, but I am sure that by this time you must be as tired out by the ordeal as I am. In conclusion, it can be said that the records retirement program of PAW is well under control. Without the co-operation of PAW officials, however, the program could have made little progress, regardless of the efforts expended on it by the National Archives. The assistance which the National Archives has given to PAW in surveying and scheduling its records has not only promoted good records administration and fostered a close working relationship between the two agencies, but has also helped to extend

knowledge concerning the purpose and activities of the National Archives. The National Archives also stands to benefit further from its share in this records program after the records recommended for permanent retention are transferred to the legal custody of the archivist because the boxing, checklisting, and servicing of PAW records should be comparatively easy on the basis of the familiarity with the administrative organization and arrangement of the records in both the Washington and district offices gained by having one of its staff do the actual surveying of the records and the preparing of the comprehensive schedules and disposal lists. And now, with these final comments on the PAW records retirement program, let us put PAW to bed and hope that he sleeps soundly forever after.

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² Since the reading of this paper Miss Bourne has become assistant record officer of the Bureau of the Budget.