

CHAPTER **21-40**

**SELECTION AND PREPARATION OF MATERIALS FOR PRESIDENTIAL LIBRARIES**

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**21-40-00 PURPOSE**

This chapter establishes a continuing procedure for the collection of materials to be deposited in Residential libraries by the Department of **Health, Education, and Welfare**.

**21-40-10 SCOPE**

The provisions of this chapter apply to the Office of the **Secretary** and to the operating agencies.

**21-40-20 RESPONSIBILITY**

- A. The President has requested the Administrator of the General Services Administration to establish a continuing program to collect copies of **materials** from Government agencies for the purpose of **enriching** the collections **and** enhancing the usefulness of all Residential Libraries.
- B. The Rational Archives and Records Service, on behalf of the Administrator of the General Services Administration, has enlisted the help of Executive Departments and agencies in **carrying** out the Resident's request.
- C. Within this **Department**, the Assistant Secretary for Administration has the **over-all** responsibility for coordinating and directing the activities related to the Presidential Library **Program**. The Office of **Management** Planning will serve as the principal staff assistant to the Assistant Secretary for Administration in this regard.
- D. The Office of the Secretary **and** each operating *agency shall* designate a senior official to coordinate **and** direct the activities **related** to Presidential Libraries.

**21-40-30** CRITERIA FOR SELECTION OF MATERIALS

- A. Documents and other items to be selected for deposit in Residential Libraries are **those which are significant to planning and executing DHEW-related Residential Programs.**
- B. **The materials which this Department will make** available to Presidential Libraries may include **documents** of various types: letters, **memoranda**, position papers, **memoranda** to the files, memoranda of conversations, minutes of **meetings, speeches, press** releases, policy and procedural directives, **scripts, and other materials** related to radio and television appearances. In **many** instances entire series of documents **may** be selected for inclusion in Presidential Libraries, for example, files on proposed legislation. In addition, the materials **may** include **pertinent** exhibits, photographs, **films**, and printed materials, unless the General Services Administration **informs** the **Department** to the contrary.
- C. The materials made available by this **Department may** include materials of all security classification and degrees of **sensitivity, inasmuch** as Presidential Libraries are equipped to deal **with** classified materials.

**21-40-40** PROCEDURES

- A. The Office of the Secretary and the **operating agency** representatives will conduct a continuous review of **documents** and related materials created by their respective organizations. **Promptly after identification of candidate** items the representatives will notify the Office of **Management Planning** of the existence and location of such **items.**
- B. The Office of **Management Planning** will **arrange** for the **National Archives and** Records Service to review the candidate items.
- C. The **National Archives and** Records Service will **review candidate** items and determine **which** to accept for Presidential Libraries. The **National Archives and** Records Service **will** arrange to have necessary microfilming done at or **near** the location of the documents, so **that** this **operation** will result in **as** little disruption as possible. The **National Archives and** Records Service **will** arrange to pick up **and transport** items designated for deposit in a **Presidential Library.**