

ANNUAL REPORT OF THE
PUBLIC PRINTER 1935

UNITED STATES GOVERNMENT PRINTING OFFICE

Annual Report of the Public Printer

1935



United States Government
Printing Office
Washington : 1935



A. E. GIEGENGACK, *Public Printer*

GEORGE ORTLEB, *Deputy Public Printer*

MISS JO COFFIN, *Assistant to the Public Printer*

HENRY H. WRIGHT
Chief Clerk

RUSSELL H. HERRELL
Comptroller

GEORGE C. HAVENNER
Liaison Officer

ERNEST E. EMERSON
Purchasing Agent

EDWARD M. NEVILS
Production Manager

MORRIS S. KANTROWITZ
Technical Director

EDWARD A. HUSE
Night Production Manager

WILLIAM H. KERVIN
Superintendent of Stores

WILLIAM A. MITCHELL
Superintendent of Planning

DANIEL P. BUSH, M. D.
Medical and Sanitary Director

HOWELL K. STEPHENS
Superintendent of Composition

ALFRED E. HANSON
Mechanical Superintendent

JOHN A. McLEAN
Superintendent of Platemaking

ALTON P. TISDEL
Superintendent of Documents

BERT E. BAIR
Superintendent of Presswork

THOMAS L. UNDERWOOD
Captain of the Guard

JOSEPH DUFFY
Superintendent of Binding

WILLIAM A. SMITH
Congressional Record Clerk

Contents

	PAGE
Introduction.....	1
Increase in personnel.....	2
Health and welfare activities.....	3
Emergency Hospital.....	3
Sick and Death Benefit Associations.....	3
Group Life Insurance.....	4
Group Hospitalization.....	4
Federal Credit Union.....	4
Government Printing Office American Legion Post, No. 33.....	5
Federal Employees' Organizations.....	5
Cafeteria and Recreation Association.....	5
Apprentice School.....	6
California-Pacific International Exposition...	6
New building project.....	11
Printing for the recovery program.....	13
Receipts and expenditures.....	15
Purchasing Division.....	29
Congressional printing.....	30
Patent Office printing.....	33
Composing Division.....	34
Platemaking Division.....	34
Presswork Division.....	35
Bindery Division.....	36
Library of Congress branch composing and binding sections.....	37
Stores Division.....	38
Delivery Section.....	38
Division of Tests and Technical Control....	39
Public Documents.....	43
Maintenance Division.....	45

Annual Report of the Public Printer

OFFICE OF THE PUBLIC PRINTER,
Washington, D. C., January 3, 1936.

To the Congress of the United States:

I have the honor to submit, in compliance with existing law, the following report covering the work of the Government Printing Office for the fiscal year ended June 30, 1935. The report submitted by me a year ago represented work performed under the supervision of my immediate predecessor, while this report covers the work of the Office for the first full year of my administration.

During the past year many methods new to the Government Printing Office but not new to commercial establishments have been introduced with a view to improving the product of the Office and to reducing its cost. Some of these methods, if considered alone, would seem to have little value, but when they are all taken together it will mean not only economy but efficiency in the handling of the many thousands of jobs that are turned out annually by the Government Printing Office.

Some of the more important changes that have been instituted during the past year are: The adoption of a universal metal for all type-casting machines instead of having, as formerly, a separate metal for each class of machine. When it is considered that nearly 9,000,000 pounds of type metal are standardized annually, it can readily be seen that the adoption of one metal formula for all the different classes of type-casting machines will result in a considerable saving in the preparation and handling of type metal. Other important changes in the composing sections of the Office have been the discarding of brass leads and rules, thereby effecting a near-

nondistribution policy, and the changing of all type measures from the unit to the point system. A new printing-ink formula has also been adopted to give a greater coverage of surface and quicker drying, which latter is of vital importance when handling rush work.

A new process for making rollers for all of the printing presses has been adopted. This new process consists of a coating of a thin film of glue-glycerin roller composition over a base roller of a tough and highly resilient composition applied over the steel cores. Another change consisted of the making of cloth-covered composition ductor rollers in one-half and three-quarter roller lengths for use on web presses for half and three-quarter forms. These rollers have proved satisfactory and have effected considerable economy over the former method of cutting down full-size rubber rollers for jobs of this kind.

In addition to the numerous changes in processes that have been adopted during the past year, a number of new and improved pieces of machinery have been purchased in order to speed up production. For the Presswork Division there were purchased 2 high-speed flat-bed cylinder printing presses; for the Money Order Section, 1 box stitching machine; and for the Bindery, 2 Model K folding machines, 2 ruling machines, 7 automatic spacing and cutting machines, 1 continuous automatic book trimmer, and 2 continuous automatic stitching machines. Other much-needed equipment was also purchased for some of the other producing units.

Under the provisions of the Economy Act for 1935 (Public, No. 141, 73d Cong.) the pay of the employees was restored 5 percent. However, in 1935 the labor charge entering into the cost of printing and binding was reduced 5 percent and the surcharge of 50 percent for "rush to the limit" work to 20 percent. Other reductions in the cost of printing and binding will be made from time to time as substantial economies are effected.

INCREASE IN PERSONNEL

To handle the tremendous increase in the quantity of work in all sections of the Office, as well as to reduce overtime to a minimum and spread employment, a net increase of 548 employees was made during the fiscal year ended June 30, 1935. The total number on the rolls at the close of the fiscal year was 5,341, as compared with 4,793 on June 30, 1934.

ANNUAL REPORT OF THE PUBLIC PRINTER

Fifty-eight employees were retired during the year—42 men and 16 women. Of this number, 27 were retired on account of age and 31 on account of disability. Of the total retirements, 6 employees took advantage of section 1 of the present Retirement Act, which permits of retirement at employee's option for those who are eligible for retirement at the age of 70, 65, or 62 years, as the case may be, after attaining the age of 68, 63, and 60 years, respectively, providing they have had at least 30 years' service.

The following statement shows in summarized form the changes in personnel during the past year:

Appointments.....	1,425
Separations.....	877
Retirements.....	58
Deaths.....	31
On rolls June 30, 1935.....	5,341

HEALTH AND WELFARE ACTIVITIES

Emergency Hospital. During the year the Emergency Hospital of the Government Printing Office gave a total of 18,531 treatments to employees of the Office: 3,695 for injuries received while on duty, 1,639 surgical treatments for other than injuries which enabled employees to remain at work and perform efficient service with little or no loss of time, 8,287 medical treatments other than surgical, and 4,910 re-treatments.

In addition to the surgical and medical treatments given to employees, 1,970 physical examinations were made, including those of new employees of the Office.

A total of 2,776 employees were excused without pay for sickness, injury (not service connected), and sickness in family during the past year, with a loss of 12,715 working days, or an average of about $4\frac{1}{2}$ days per employee.

Twenty-six employees were excused for a total of 525 working days on account of injuries received in the Office, or an average of a little over 20 days per employee. The safeguarding of all machinery in the Office is constantly being looked after, and it is gratifying to report that none of the injuries suffered by the 26 employees was due to any mechanical defect in machinery or to the lack of safeguarding equipment.

Sick and Death Benefit Associations. A study was made of the numerous welfare organizations existing in the Office, with special reference to sick- and death-benefit associations and Christmas savings clubs, with the result that through consolidations 22 sick-benefit associations have been reduced to a

total of 8, and 5 death-benefit associations to 2 organizations. This number of sick- and death-benefit associations is ample to take care of the needs of all employees of the Office. Through these consolidations and the abolishing of Christmas savings clubs the total number of so-called "welfare organizations" in the Office has been reduced from 38 to 18. The study made of this class of welfare organizations in no way affected the affiliation of the employees of the Office with other than Office organizations.

Group Life Insurance. The Government Printing Office Group Life Insurance Association since its organization on May 1, 1931, paid out \$84,000 on 104 claims up to June 30, 1935. At the close of the fiscal year, 3,152 first-unit policies, totaling \$2,686,500, and 1,555 second-unit policies, totaling \$1,330,000, had been issued. A third unit of insurance became available on July 1, 1935. The reserve fund totaled \$29,000, which was in United States Treasury bonds. In addition to these bonds, there was on hand on June 30, 1935, \$3,919.33 in checking accounts.

The association is carrying on its work as a welfare organization, providing insurance at the cost of \$1 per month per unit in amounts from \$250 to \$1,000, according to employee's age.

Group Hospitalization. On May 1, 1935, a group hospitalization insurance plan for the employees of the Office was inaugurated. This plan insures each member of the group for hospital service for a period of 21 days, at a cost of 75 cents a month. There are approximately 700 employees of the Office affiliated with this group.

Federal Credit Union. Under the authority of the act approved June 26, 1934 (Public, No. 467, 73d Cong.), entitled "An act to establish a Federal Credit Union System, to establish a further market for securities of the United States, and to make more available to people of small means credit for provident purposes through a national system of cooperative credit, thereby helping to stabilize the credit structure of the United States", a Federal Credit Union was organized by the employees of the Government Printing Office. The charter for this union was issued by the Governor of the Farm Credit Administration on August 20, 1935. Federal credit unions are cooperative societies organized for the twofold purpose of supplying the members of a particular group with a plan of systematic saving and of making it possible thereby for them to take care of their credit problems without having to pay exorbitant interest charges to private loan organizations.

ANNUAL REPORT OF THE PUBLIC PRINTER

At the close of September the union had over 1,300 members with \$5,600 paid in on shares and entrance fees and outstanding loans amounting to \$5,400. All loans are payable in monthly installments, the interest charge under the act being 1 percent per month on unpaid balances.

Government Printing Office American Legion Post, No. 33. In July 1934 a new American Legion post was organized in the Office, of which the Public Printer is a charter member. This Post, No. 33, has a membership of over 400, and it has its own fully uniformed band of 38 pieces. It is the fourth largest post in the District of Columbia, and since its organization it has participated in nearly every civic and patriotic parade held in the District of Columbia.

Federal Employees' Organizations. During the year 1935 there were organized in the clerical divisions of the Office two Federal employees' lodges to stimulate the civic and economic welfare of the clerical employees of the Office. These two organizations have a total membership of 141, and they are both affiliated with the American Federation of Government Employees.

Cafeteria and Recreation Association. The Cafeteria and Recreation Association is an employee organization that owns and operates the Government Printing Office Cafeteria, bowling alleys, and a cigar stand. Its total receipts for the year were \$145,242.42, or an increase of \$31,402.22 over 1934.

During the past year the cafeteria served 761,254 meals, an increase of 143,531 over the number served in 1934. The average number of meals served per day was 2,924, despite the fact that for a part of the year the Office was on a 5½-day and 5-day week, with a part of its personnel spread over 6 days.

The number of non-civil-service employees on the cafeteria rolls last year was 79, with an annual pay roll of \$57,797.21, or an increase in its pay roll of \$20,527.78 over 1934.

In May 1934 a trained dietitian was appointed as the manager of the cafeteria, and from then on there was an increase, month by month, in the number of meals served and in its receipts. The Medical Director, who makes a daily inspection of the food served in the cafeteria, reports that there has been a marked improvement in the supervision of the menus, resulting in better-balanced foods served in a more palatable manner.

ANNUAL REPORT OF THE PUBLIC PRINTER

APPRENTICE SCHOOL

The training of apprentices in the various branches of the printing trade was reestablished in the Office in July 1922. Since that time there have been graduated 394 apprentices from a list of 488 appointments. Ninety appointees left the service for various reasons before completing their apprenticeship, thus leaving only four who had not, at the close of the fiscal year, finished their apprenticeship.

The last group was graduated in April, when the Public Printer presented 66 apprentices—one of them a young lady—with certificates of journeymanship in the respective trades to which they had been assigned.

A new class of apprentices, consisting of 100 students, was formed on October 16. Each appointee, in addition to receiving instruction in the particular branch of the printing trade to which assigned, will be given an academic course, including English grammar, history of printing, American literature, orthography, mechanical drawing, and estimating.

The trades to which the members of this class will be assigned include composition, platemaking, presswork, book-binding, and machinist. All apprentices will be required to serve a 5-year apprenticeship period.

CALIFORNIA-PACIFIC INTERNATIONAL EXPOSITION

For the purpose of exhibiting the processes and products of the Government Printing Office work, a display in suitable glass-covered cases was prepared for the California-Pacific International Exposition, at San Diego, Calif. The cabinets for exhibiting this display were especially designed in style and color scheme to meet the decorative plans of the exposition and were built in the Government Printing Office Carpenter and Paint Section. There were nine double cases, consisting of horizontal and vertical display sections arranged at the exposition to form two aisles of approach to a large central cabinet bearing at the top the Government Printing Office legend, and sufficiently illuminated to display its contents of bound publications and pamphlets obtainable by the public through application to the Superintendent of Documents. These publications displayed the wide range of printing work done in this Office. Photographs, mounted upon mats bearing suitable titles, illustrating the activities throughout the various divisions of the Government Printing Office were also included in this large central case, and these activities were further illustrated by examples of the actual work produced by these

divisions and grouped in the exhibit cases to show, insofar as possible, the sequence or progress of the operations which lead to the finished product. Among these pictures were illustrations of the Composing, Press, and Binding Divisions and boiler room as they appeared in the year 1859, illustrating by contrast the growth and development which has occurred in the Office from that year to this.

The color scheme of the display cases was a dark green, silver trimmed, and lined with a pastel shade of green monk's cloth. Against this background the exhibits were very attractively presented to the eye.

The various divisions and operating sections of the Office were represented as follows:

The platemaking operations were illustrated by an interesting half-tone plate made from a photograph of President Roosevelt seated at work at his desk. The display showed the original photographic copy; a blank copper sheet, the surface of which is prepared for receiving the image by coating with light-sensitive chemicals; the wet-plate collodion negative made from the original copy; the half-tone plate etched and ready for direct printing or for the molding; a lead mold taken from the half-tone plate; a finished nickel electrotype made from this mold; and a print from the electrotype showing the complete reproduction of the original. The horizontal portion of this case contained the mold of the half-tone plate of the President's picture in electrotyper's wax and a finished copper electrotype made from this mold and chromium plated to yield a greater number of impressions upon the press, together with a nickel electrotype of the same subject formed by the electrolytic depositing of nickel upon a lead mold. There was also illustrated the locking-up of these plates on patented steel bases by means of a ratchet key.

Another case displayed the materials used in making a stereotype matrix by the wet process. This exhibited tissue for facing the stereotype matrix; white and red stereotype molding paper used as a base for the matrix; the wet matrix finished and ready for molding; the finished matrix molded, dried, and scorched; a stereotype plate molded from this matrix; and the same plate chromium plated and removed from a speed press after 65,000 impressions had been run. A stereotype matrix and plate curved to fit the Congressional Record press were also exhibited, showing a page from a current issue of the Congressional Record. In interesting contrast to this stereotype there was exhibited a plate from a page of the Congressional Globe, as

the present Congressional Record was once called. This plate represented a page from the issue of the Congressional Globe of February 4, 1858, during the Thirty-fifth Congress of the United States in first session. It was made of a composition containing 68 percent silica, 27 percent gum shellac, 4.2 percent tar, and 0.8 percent linseed oil, and contained no metals. There was displayed for comparison a modern stereotype plate containing 9 percent tin, 14 percent antimony, and 77 percent lead, used in printing the Congressional Record. A proof drawn upon a hand press illustrated the remarkably good condition of the nonmetallic plate for printing purposes after such long exposure to time and the elements. Thus were illustrated certain methods of printing, past and present.

In another case the raw materials entering into the electrotyping, platemaking, and photo-engraving processes were illustrated by chemical substances contained in display bottles, by copper and nickel anodes, cherry blocking wood for mounting plates, ozokerite wax, candilla wax, and other raw materials. Photomicrographs of cross sections of an electrolytically etched copper half-tone were also shown to illustrate the quality of this etching process.

The planning and executing of a printing project were presented in one display case by showing a printing and binding requisition, forms representing the estimate of cost, a work jacket, a retaining jacket, a charge sheet, and a sample of the completed form, in this instance representing a domestic money-order application.

Throughout the cases were examples of the high quality of book and pamphlet printing produced in this Office, selected to represent the character of its finished products.

Another display case contained 12 examples of bookbinding as applied to special publications such as Preservation and Improvement of Niagara Falls and Rapids; Washington's Farewell Address to the People of the United States; Hawaii and Its Race Problems; The Writings of George Washington; Washington, the National Capital; etc. Another display case contained 31 exhibits representing the work of printer apprentices. Another case presented the operations performed in the making of a cloth-bound book, showing the various steps, from the folded signatures for gathering and sewing by machine, the papers pasted to the first and last signatures, the book trimmed and glued on back ready for rounding and backing, the cover made by machine, the book rounded and backed with head bands, crash and lining paper put on by machine, and finally

the completed book. This case also exhibited a number of popular publications bound in this manner.

An adjoining case displayed several excellent examples of book covers finished in leather by apprentice bookbinders. A portion of another case was devoted to a display of hand-dipped marble-paper designs employed upon the edges of books and as end sheets for bound volumes.

The offset process was illustrated by a planographic reproduction of an inscribed photograph of the President of the United States, also showing the large photographic copy from which the negative was made, the offset negative prepared from this copy by exposure through a half-tone screen, a zinc plate grained and ready to receive a light-sensitizing solution, the impression image made upon the grained zinc plate and ready for printing, the rubber transfer blanket upon which the image is first laid, and a finished print produced by contact of the paper with the rubber blanket.

This facsimile of the President's picture, inscribed to the teachers and pupils in the schools of the United States, was distributed widely throughout the country as a complimentary supplement to the Government magazine entitled "School Life."

Other fine examples of offset printing were exhibited, such as copies of the series of national-park bulletins issued by the Department of the Interior for the year 1934 and describing the 21 national parks in the United States. These contain excellent half-tone reproductions and are also good examples of offset printing of type matter. Three-color offset printing was also exhibited by progression proofs and finished prints of reproduced marble-paper designs for use as end sheets in bookbinding.

The purchase of materials was illustrated by the progression of necessary forms in making an open-market purchase. The forms employed by this Office for such purposes were exhibited.

Another very interesting display case showed the process of inlaying, mounting, and binding rare documents, protected by mousseline or silk tissue. Here was illustrated also the splitting of paper so that both sides of the sheet can be seen at the same time. There was also shown a partly mutilated page repaired for preservation.

Several examples of one- and two-operation ruling of forms were exhibited. These involved the use of colored inks.

A special place was given in one exhibit case to show the complete progressive legislative history of the \$4,800,000,000

relief bill (H. J. Res. 117) from its introduction in the House of Representatives to its approval as a law by the President of the United States. This consisted of various printed forms, the titles of which were self-explanatory.

Exhibitions of printing work included in this case showed the various activities of the Federal Housing Administration, the Federal Home Loan Bank Board, and other Government agencies.

The activities of the Division of Tests and Technical Control were also represented by photographs of its modern and completely equipped laboratory, with chemists engaged in research and technical testing; the inkmaking plant, including high-speed four-roll ink mills; the Roller and Glue Manufacturing Section, with roller guns; glue pots with mechanical stirring device; and the Metal Remelting Section, with modern 7½-ton melting furnaces and automatic conveyor system for handling metal, and automatic pumps for conveying metal to the molds.

Photomicrographs of paper fibers magnified 75 diameters were printed on photographic films and so displayed that by pressing a button they were electrically illuminated as transparencies, disclosing to the observer the various types of fibers as they would appear when viewed through the microscope. There were also displayed progressive samples of raw papermaking fibrous materials and their finished products; tubes containing the various standard chemical solutions used in making fiber analyses; and a list of physical and chemical tests to which paper is subjected.

There were included in this technical display sample pigs of the various metals employed in the manufacture of type and plates.

The inkmaking exhibit showed the various raw materials entering into the manufacture of printing and writing inks. A chart described the interrelation of the various ingredients of black and colored printing inks.

The manufacture of composition rollers and flexible glue was illustrated by descriptive literature of the processes and display of a model roller gun and raw materials employed.

Specimens of bookbinding materials included book cloths, buckrams, leathers, threads, cords, glue, etc. The permanence to light of book cloths was technically demonstrated. Tensile strength and stretch tests of bookbinding materials were illustrated by a chart on which the performance of actual tests had been automatically recorded.

ANNUAL REPORT OF THE PUBLIC PRINTER

NEW BUILDING PROJECT

The need for a new building to replace the obsolete and dangerous buildings located at North Capitol and H Streets was fully set forth in a special report submitted to the Congress of the United States by the Public Printer under date of January 25, 1935.

With the hearty support of the chairman and members of the Joint Committee on Printing and the Director of the Procurement Division of the Treasury Department, an initial appropriation of \$2,000,000, with a total limit of cost not to exceed \$5,885,000, was included in the second deficiency act (Public, No. 260, 74th Cong.). That part of the act pertaining to the Government Printing Office is as follows:

Public Buildings, District of Columbia: The Secretary of the Treasury is hereby authorized to enter into contracts for construction of the following public-building projects in the District of Columbia, in amounts not exceeding the following respective estimated limits of cost, which limits of cost shall include salaries and other expenses required solely for the purpose of carrying out said public-building projects; and the Secretary of the Treasury is authorized to direct the preparation of all sketches, estimates, plans, and specifications (including supervision and inspection thereof), and to enter into all contracts necessary for carrying out the purposes of this paragraph, and he is hereby authorized, when deemed by him desirable and advantageous, to employ, by contract or otherwise, temporary professional, technical, or nontechnical employees, firms, or corporations, to such extent as may be required to carry out the purposes of this paragraph, without reference to civil-service laws, rules, and regulations, or to the Classification Act of 1923, as amended, or to section 3709 of the Revised Statutes (U. S. C., title 41, sec. 5):

Government Printing Office: For necessary land and construction of annex buildings for the Government Printing Office, including rights of way, furniture, moving expenses, rental of temporary quarters during construction, railroad sidings, alterations to existing buildings, all necessary tunnels connecting proposed and existing buildings, demolition of existing structures, all necessary changes in mechanical equipment, \$2,000,000, within a total limit of cost not to exceed \$5,885,000.

The several official bodies that will have to do with this project, including the Fine Arts Commission, the Park and Planning Commission, the Commissioners of the District of Columbia, and the Procurement Division of the Treasury Department, which is preparing specifications and drawings, and the Washington Terminal Co., are cooperating most heartily in working out the many engineering, architectural, and legal problems involved.

Preliminary plans on which estimates were based were prepared by the Government Printing Office Mechanical Superintendent under the direction of the Public Printer. The

project requires the acquisition of property, much of which is now occupied by alley dwellings, extending from North Capitol Street along G Place NE. to First Street NE. On this site, facing the present main building, will be erected the new warehouse. Railroad sidings will be extended from the tracks of the Washington Terminal Co. overcrossing First Street NE. into the third story of the warehouse building. A tunnel under North Capitol Street will connect the warehouse with the new H Street building, replacing the group of old buildings, the oldest of which is 79 years and the newest 40 years old.

These old buildings now house the Money Order and Postal Card Sections; also approximately 20,000,000 copies of Government publications, constituting the stock of the Superintendent of Documents, and large quantities of envelopes and other printing-paper stocks. Before the old buildings can be demolished and erection of the new H Street building started, it is necessary to provide temporary or permanent space for the equipment and stock now in the former. The warehouse is, therefore, to be completed first, and in it will be permanently located on the second floor the Money Order and Postal Card Sections, and temporarily the 20,000,000 publications will be stored in other parts of the warehouse.

The Money Order and Postal Card Sections are complete production units. With postal-card printing averaging a carload of incoming stock and a carload shipment of completed cards daily, the location of this work in the warehouse building containing a railroad siding is a most practical arrangement, reducing material handling to a minimum.

The third floor of the building, with its two railroad siding tracks, will accommodate 16 to 18 freight cars, which will be switched into the warehouse at night for unloading the following day. Even this 18-car track capacity may not always accommodate the cars received over week-ends and holidays, but with the convenient arrangement worked out for unloading it will be possible to avoid demurrage charges. The floor will be level with car floors and will have sufficient area to permit storage of incoming paper stocks until tested and accepted before moving to regular storage rooms.

The new H Street building will be eight stories high and of architecture to harmonize with the present main building. Interior design will be greatly modified to better serve present-day production methods. On the eighth floor will be located the executive offices and clerical divisions. The seventh, sixth, and fifth floors will be occupied mainly by the Composing and

Platemaking Divisions, the fourth floor by the job composing and job press rooms, and the third floor by the main press room. The two lower floors will be of extra-heavy construction for paper storage, with space on first floor and in basement for electrical and mechanical equipment for building operation. Bridges across Jackson Alley will connect the present main building with the new building. The Bindery Division will remain in the old building and its several sections located on the third, fourth, and fifth floors in such a way that most of the work coming off the presses will go directly across bridges into the sections of the Bindery that will handle it. The plan, consequently, provides a straight flow of production from composing rooms through Platemaking, Press, and Bindery Divisions without having to double back.

The executive and clerical offices, paper-storage rooms, and production departments in the new H Street building, except the typesetting and stereotype rooms, will be air-conditioned. These rooms, with heavy heat loads, will be provided with special ventilation.

Special attention is being given to floor plans to provide large unobstructed working areas, to the grouping of elevators, to lighting, to sound deadening of noisy workrooms, and vibration isolation.

Following completion of the new building, extensive alterations will be made in the old main building. Space will be provided there for folding rooms for the House and Senate, for all activities of the Superintendent of Documents, and suitable shipping facilities for handling of local deliveries.

PRINTING FOR THE RECOVERY PROGRAM

In 1935, as in 1934, the recovery agencies required a tremendous number of blank forms and circulars for the administration's relief program, which greatly increased job composition, platemaking, and press and bindery work. During the year 40,324 jobs were handled by the Job Section, an increase of 1,837 over 1934 and 9,438 over 1933.

The number of copies of some of the blank forms, circulars, and pamphlets required by some of the agencies ran into the millions and frequently taxed the resources of the Office to produce them in the time allotted us in which to print and mail the job. However, every order was delivered on time, regardless of its size.

Many letters expressing appreciation of the Office's prompt and helpful service were received by the Public Printer from

the recovery agencies as well as from some of the other departments and establishments of the Government.

The Secretary of Agriculture, in a letter to the Public Printer dated December 26, 1934, regarding the printing of the 4,600,000 Corn-Hog Circulars, said:

Officials of the Agricultural Adjustment Administration have told me of the splendid cooperation extended by the Government Printing Office in printing in record time the forms needed by the Corn-Hog Section for use in regional conferences beginning December 17. They tell me that they asked what was almost impossible, and yet all deliveries were made on time. I want to thank you and the forces in the printing section and in the Office of the Superintendent of Documents for accomplishing this remarkable piece of work.

The Assistant Secretary of Agriculture wrote the Public Printer on August 30, 1934, thanking him for the promptness in printing cattle forms 2 and 3, as follows:

I want to take this opportunity, Mr. Giegengack, to thank you for the most remarkable job of printing that has ever been called to my attention. Not long ago I wrote you describing the predicament in which we found ourselves placed with regard to forms Cattle 2 and 3. As a result of our plea, you kept a large number of presses running Saturday and Sunday and delivered in the neighborhood of 5,700,000 of these forms to the Mailing Section on Monday morning. Furthermore, I understand that several of these forms were mailed out that day.

It would be hard to convey to you the relief that this excellent piece of work on your part brought to our field workers and the distressed farmers of the drought section, and I hope that you will accept our whole-hearted thanks for this service.

The Director of Information of the Department of Agriculture, under date of August 31, 1934, conveyed to the Public Printer the following expressions of appreciation from the Chief of the Bureau of Animal Industry and President of the Veterinary Congress:

I should like to have you convey my thanks to the Public Printer, foremen, compositors, pressmen, and others at the Government Printing Office who arranged for the prompt handling of the papers for the Veterinary Congress, and who performed the actual work in the face of extraordinary emergency conditions at the Printing Office. The summaries were essential for the proper understanding of the addresses during the Congress and added to the success of that international gathering.

The Federal Housing Administrator on December 20, 1934, wrote the Public Printer as follows:

I wish to express my appreciation for the splendid cooperation that your Office has rendered us in connection with the emergency printing for the Mutual Mortgage Insurance Plan. Your work has not only been a great satisfaction but an inspiration to all of us.

ANNUAL REPORT OF THE PUBLIC PRINTER

On December 31, 1934, in a letter to the Public Printer, the Fourth Assistant Postmaster General said:

I wish to take this opportunity of expressing to you my appreciation of the hearty cooperation and valuable assistance which you have given us in connection with the printing work for our Equipment and Supplies Branch. It has meant a good deal to us, and I want you to know it.

The Public Printer received from the Commissioner of Education a letter dated December 21, 1934, expressing his appreciation for the picture of the President printed for School Life, as follows:

We have received copies of the picture of the President exquisitely printed by the Government Printing Office as an insert for our publication, School Life.

I wish to express my appreciation to you and the members of your staff for the splendid workmanship shown in this production. You may be assured that the picture will be greatly appreciated by the teachers and pupils who receive copies.

Under date of March 11, 1935, the Secretary of War wrote as follows:

I thank you for your letter of the eighth instant in which you advise that all the Extension Course material ordered on approximately 350 requisitions submitted by the Department will be completed by June 30, 1935.

The Adjutant General of the Army informs me that there will be approximately 102 more requisitions, delivery on which will be required by June 30, 1935. They will be submitted within the next few weeks.

The Department realizes the volume of work the Government Printing Office is called upon to produce at this time and hesitates to make request for delivery on this material by a specified date. However, you will appreciate the fact that the efficiency of the military service requires that once these courses are started they must proceed without interruption.

I take this occasion to express my appreciation of your fine cooperation in this matter.

Many other letters were received from officials in various branches of the Government commending the Office for the prompt service rendered and the courteous treatment and help received from the employees of this Office.

RECEIPTS AND EXPENDITURES

The total resources available to the Government Printing Office during the fiscal year ended June 30, 1935, including the Office of the Superintendent of Documents and appropriations and payments for work, amounted to \$17,366,670.15, as compared with \$12,668,015.79 for the fiscal year 1934.

ANNUAL REPORT OF THE PUBLIC PRINTER

The following summary statement gives the details of the resources available to the Office for 1935:

Appropriation for working capital, legislative act approved May 30, 1934.....	\$2, 500, 000. 00
Public, No. 141, 73d Cong., approved Mar. 28, 1934.....	212, 500. 00
Payments from all sources for printing and binding.....	13, 300, 416. 00
Refunds from various sources.....	51. 30
Bills receivable July 1, 1935, for printing and binding furnished.....	639, 567. 60
Total working capital.....	16, 652, 534. 90
Appropriations for salaries, Office of Superintendent of Documents.....	481, 612. 00
Public, No. 141, 73d Cong., salaries, Office of Superintendent of Documents....	25, 391. 00
Appropriation for general expenses, Office of Superintendent of Documents....	200, 000. 00
Balance of appropriation for equipment for Government Printing Office Building.	1, 205. 03
Chicago World's Fair Centennial Celebration, 1934-35.....	2, 927. 22
California-Pacific International Exposition, 1935-36.....	3, 000. 00
Total resources for 1935.....	17, 366, 670. 15

Obligations incurred during the fiscal year 1935 totaled \$17,260,390.57, leaving an unobligated balance of \$106,279.58 subject to over- or under-adjustments on approximately \$2,178,000 outstanding obligations on July 1, 1935. Obligations incurred in 1935 showed an increase of \$4,655,564.54 over 1934.

The total compensation paid to all employees, including the employees of the Office of the Superintendent of Documents, during the year amounted to \$10,797,879.20. This total included \$351,297.60 deposited to the credit of the employees in the retirement fund through the 3½-percent deduction as required by law.

Table 1 gives the full details of the total resources and liabilities under all appropriations for the fiscal year ended June 30, 1935. Table 2 is a summary of the financial transactions during the fiscal year 1935, covering all appropriations for the fiscal years 1933, 1934, and 1935.

TABLE 1.—Resources and liabilities under appropriations for the fiscal year ended June 30, 1935

RESOURCES	
Appropriation for working capital, legislative act approved May 30, 1934.....	\$2, 500, 000. 00
Public, No. 141, 73d Cong., approved Mar. 28, 1934.....	212, 500. 00
Payments from all sources for printing and binding.....	13, 300, 416. 00
Refunds from various sources.....	51. 30
Bills receivable July 1, 1935, for printing and binding furnished..	639, 567. 60
	\$16, 652, 534. 90
Appropriations for salaries, Office of Superintendent of Documents.....	481, 612. 00
Public, No. 141, 73d Cong., salaries, Office of Superintendent of Documents...	25, 391. 00
Appropriation for general expenses, Office of Superintendent of Documents....	200, 000. 00
Balance of appropriation for equipment for Government Printing Office Building ¹ .	1, 205. 03
Chicago World's Fair Centennial Celebration, 1934-35.....	2, 927. 22
California-Pacific International Exposition, 1935-36.....	3, 000. 00
Total resources available for fiscal year 1935.....	17, 366, 670. 15

¹ Appropriated in 1929, available until used.

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 1.—*Resources and liabilities under appropriations for the fiscal year ended June 30, 1935—Continued*

LIABILITIES

Working capital and repayments for printing and binding:		
Disbursed to June 30, 1935.....	\$14,450,762.74	
Outstanding obligations July 1, 1935.....	2,103,081.95	
Total disbursed and outstanding obligations.....		\$16,553,844.69
Salaries, Office of Superintendent of Documents:		
Disbursed to June 30, 1935.....	482,828.76	
Outstanding obligations July 1, 1935.....	21,056.86	
Total disbursed and outstanding obligations.....		503,885.62
General expense, Office of Superintendent of Documents:		
Disbursed to June 30, 1935.....	146,282.87	
Outstanding obligations July 1, 1935.....	53,567.13	
Total disbursed and outstanding obligations.....		199,850.00
Equipment, Government Printing Office Building:		
Disbursed to June 30, 1935.....	534.67	
Total disbursed and outstanding obligations.....		534.67
Chicago World's Fair Centennial Celebration, 1934-35:		
Disbursed to June 30, 1935.....	1,927.22	
Total disbursed and outstanding obligations.....		1,927.22
California-Pacific International Exposition, 1935-36:		
Disbursed to June 30, 1935.....	319.89	
Outstanding obligations July 1, 1935.....	28.48	
Total disbursed and outstanding obligations.....		348.37
Total disbursed to June 30, 1935.....	15,082,656.15	
Total outstanding obligations July 1, 1935.....	2,177,734.42	
Total disbursed and outstanding obligations.....		17,260,390.57
Unobligated balances (subject to 10 percent over or under on outstanding orders) ^{2 3}		106,279.58
Total.....		17,366,670.15

² Includes \$1,205.03 equipment for Government Printing Office Building, available 1936.

³ Includes \$1,000 Chicago World's Fair Centennial Celebration, available 1936.

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 2.—Summary of financial transactions in fiscal year ended June 30, 1935, covering appropriations for fiscal years 1933, 1934, and 1935

APPROPRIATION FOR 1933

	Resources	Disbursements	Unexpended balance July 1, 1935
Public printing and binding:			
Unexpended balance July 1, 1934.....	\$874,517.47		
Credits to appropriations by payments from all sources for printing and binding and other receipts from miscellaneous sources..	4,167.98		
Disbursed for materials and supplies.....		\$40,129.00	
Total.....	878,685.45	40,129.00	\$838,556.45
Salaries, Office of Superintendent of Documents:			
Unexpended balance July 1, 1934.....	20,047.62		20,047.62
General expense, Office of Superintendent of Documents:			
Unexpended balance July 1, 1934.....	19,333.74		
Disbursed.....		19,333.55	
Total.....	19,333.74	19,333.55	.19
Grand total appropriation.....	918,066.81	59,462.55	858,604.26
Unobligated balance of 1933, appropriations on June 30, 1935.....			858,604.26

APPROPRIATION FOR 1934

Public printing and binding:			
Unexpended balance July 1, 1934.....	\$767,928.37		
Credits to appropriations by payments from all sources for printing and binding and other receipts from miscellaneous sources.....	981,911.43		
Disbursed for labor.....		\$383,357.45	
Disbursed for paper.....		863,399.58	
Disbursed for lithographing and engraving.....		43,575.56	
Disbursed for materials and supplies.....		186,521.03	
Impounded, credited to surplus fund.....		199,000.00	
Total.....	1,749,839.80	1,675,853.62	\$73,986.18
Salaries, Office of Superintendent of Documents:			
Unexpended balance July 1, 1934.....	66,191.48		
Credit to appropriation (refund).....	39.69		
Disbursed.....		18,227.72	
Impounded, credited to surplus fund.....		24,213.00	
Total.....	66,231.17	42,440.72	23,790.45
General expense, Office of Superintendent of Documents:			
Unexpended balance July 1, 1934.....	78,748.11		
Disbursed.....		53,535.19	
Total.....	78,748.11	53,535.19	25,212.92
Grand total appropriation.....	1,894,819.08	1,771,829.53	122,989.55
Deduct for outstanding obligations.....			16,357.14
Unobligated balance of 1934, appropriations on June 30, 1935.....			106,632.41

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 2.—Summary of financial transactions in fiscal year ended June 30, 1935, covering appropriations for fiscal years 1933, 1934, and 1935—Continued

APPROPRIATION FOR 1935

	Resources	Disbursements	Unexpended balance July 1, 1935
Public printing and binding:			
Legislative act of May 30, 1934.....	\$2, 500, 000.00		
Public, No. 141, 73d Cong., approved Mar. 28, 1934.....	212, 500.00		
Credits to appropriation by payments and bills receivable from all sources for printing and binding and other receipts from miscellaneous sources.....	13, 940, 034.90		
Disbursed for labor.....		\$9, 913, 465.27	
Disbursed for paper.....		3, 584, 124.79	
Disbursed for lithographing and engraving.....		46, 339.70	
Disbursed for materials and supplies.....		906, 832.98	
Total.....	16, 652, 534.90	14, 450, 762.74	\$2, 201, 772.16
Salaries, Office of Superintendent of Documents:			
Legislative act of May 30, 1934.....	481, 612.00		
Public, No. 141, 73d Cong.....	25, 391.00		
Disbursed.....		482, 828.76	
Total.....	507, 003.00	482, 828.76	24, 174.24
General expense, Office of Superintendent of Documents:			
Legislative act of May 30, 1934.....	200, 000.00		
Disbursed.....		146, 282.87	
Total.....	200, 000.00	146, 282.87	53, 717.13
Equipment, Government Printing Office Building:			
Legislative act of Feb. 28, 1929.....	1 1, 205.03		
Disbursed to June 30, 1935.....		534.67	
Total.....	1, 205.03	534.67	670.36
Chicago World's Fair Centennial Celebration:			
Public, No. 14, 72d Cong., approved Feb. 8, 1932, available 1933-34. Unexpended balance July 1, 1934.....	1, 000.00		
Credit to appropriation (redeposited).....	927.22		
Deficiency Act 1934 approved June 19, 1934, by transfer to Government Printing Office 1934-35.....	1, 000.00		
Disbursed to June 30, 1935.....		1, 927.22	
Total.....	2, 927.22	1, 927.22	1, 000.00
California-Pacific International Exposition, 1935-36:			
Public, No. 21, 74th Cong., approved Mar. 21, 1935.....	3, 000.00		
Disbursed to June 30, 1935.....		319.89	
Total.....	3, 000.00	319.89	2, 680.11
Grand total appropriation.....	17, 366, 670.15	15, 082, 656.15	2, 284, 014.00
Deduct for outstanding obligations.....			2, 177, 734.42
Unobligated balances of 1935, appropriations on June 30, 1935.....			2 106, 279.58
Total unobligated balance, subject to change by 10 percent over and under on outstanding obligations:			
1933.....			858, 604.26
1934.....			106, 632.41
1935.....			106, 279.58
Total.....			1, 071, 516.25

¹ Appropriated Feb. 28, 1929, available until used.

² Includes \$670.36 equipment, Government Printing Office Building, available 1936.

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 2.—*Summary of financial transactions in fiscal year ended June 30, 1935, covering appropriations for fiscal years 1933, 1934, and 1935—Continued*

RECAPITULATION—ALL APPROPRIATIONS	
Total paid for labor.....	\$10,296,822.72
Total paid for materials and supplies.....	1,133,483.01
Total paid for lithographing and engraving.....	89,915.26
Total paid for paper.....	4,447,524.37
Total paid for printing and binding.....	15,967,745.36
Total paid for salaries, Office of Superintendent of Documents.....	4,501,056.48
Total paid for general expense, Office of Superintendent of Documents.....	219,151.61
Total paid for equipment, Government Printing Office Building.....	534.67
Total paid for Chicago World's Fair Centennial Celebration.....	1,927.22
Total paid for California-Pacific International Exposition.....	319.89
Total credited to surplus fund.....	223,213.00
Grand total.....	\$16,913,948.23

³ Includes \$334,136.45 deposited to credit of retirement fund.

⁴ Includes \$17,161.15 deposited to credit of retirement fund.

⁵ Includes \$351,297.60 deposited to credit of retirement fund.

Table 3 is a statement of all moneys received during the fiscal year 1935 by the Disbursing Clerk as repayments for printing and binding for the departments and independent Government establishments, and from the sale of Government publications, waste paper, and other waste materials. The receipts from these sources totaled \$13,727,943.44, or \$4,461,368 more than in 1934.

TABLE 3.—*Moneys received during fiscal year 1935, the source, and Treasury deposit*

1918	
Deposited to the credit of appropriation for public printing and binding: For dual service (J. H. Mott).....	\$28.99
1933	
Deposited to the credit of appropriation for public printing and binding:	
For miscellaneous printing and binding.....	\$31.95
Refunds.....	3,866.58
Total.....	3,898.53
1934	
Deposited to the credit of appropriation for public printing and binding:	
For printing and binding for departments and establishments..	\$980,641.31
For miscellaneous printing and binding.....	1,097.35
Refunds.....	115.44
Auditor disallowance.....	11.97
Total.....	981,866.07

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 3.—Moneys received during fiscal year 1935, the source, and Treasury deposit—Continued

1935	
Deposited to credit of appropriation for printing and binding:	
Printing and binding for departments and establishments..	\$12,372,999.43
For miscellaneous printing and binding.....	49,792.41
Refunds.....	64.80
Auditor disallowance.....	911.06
Total.....	\$12,423,767.70
1934	
Deposited to the credit of appropriation for salaries, Superintendent of Documents: Auditor disallowance.....	
	39.69
1935	
Deposited to miscellaneous receipts:	
Sale of waste paper.....	\$50,099.50
Salvage, waste wood, metal, etc.....	7,597.83
Surplus from sale of documents.....	260,603.58
Telephone messages and refunds.....	38.37
Discounts.....	3.18
Total.....	318,342.46
Grand total.....	13,727,943.44

The following table shows that there was an increase in nearly every item of production during the past fiscal year:

TABLE 4.—Production of principal items entering into printing and binding in fiscal years 1933, 1934, and 1935

Item	1933	1934	1935
Main office and Congressional Library Branch:			
Total charges for printing and binding.....	¹ \$12,941,095.24	¹ \$12,949,752.01	¹ \$16,465,026.97
Jackets written.....number..	55,268	71,529	76,416
Estimates made.....do....	48,466	60,572	59,086
Bills computed.....do....	74,105	89,671	99,473
Timework in composing section.....hours..	249,913	256,824	286,822
Electrotypes, stereotypes, and matrices.....square inches..	9,942,300	11,849,454	13,583,302
Postal cards printed.....number..	1,290,469,560	1,528,518,300	1,837,152,220
Money-order books shipped.....do....	846,666	1,103,085	1,142,153
Forms sent to press.....do....	165,428	170,553	178,284
Actual impressions.....do....	658,750,722	918,417,848	984,589,672
Chargeable impressions.....do....	2,013,499,936	2,837,792,831	3,281,851,596
Sheets folded.....do....	336,092,301	459,568,519	526,394,059
Signatures gathered.....do....	130,325,878	139,386,074	154,570,601
Tips made.....do....	13,929,809	38,239,244	36,303,159
Copies wire stitched.....do....	39,305,927	59,930,149	78,499,940
Copies paper covered.....do....	8,860,923	10,252,705	13,535,225
Books and pamphlets trimmed.....do....	40,499,587	68,384,582	88,382,960
Books rounded and backed.....do....	1,164,972	725,636	791,997
Books marbled and edged.....do....	183,037	213,179	363,894
Stamping impressions.....do....	2,645,351	1,858,644	2,009,425
Books cased in.....do....	1,240,900	788,562	1,039,713
Indexes cut.....do....	109,135	127,910	193,435
Sheets passed through ruling machines.....do....	26,235,643	52,112,662	59,530,281
Signatures sewed.....do....	43,394,325	25,840,281	29,382,400
Copies punched and drilled.....do....	133,255,943	163,091,831	208,552,727
Sheets and lines perforated.....do....	6,335,548	7,975,470	9,375,443
Tablets made.....do....	3,182,726	5,019,644	6,430,430
Miscellaneous rebinding, etc.....do....	99,287	101,620	100,563

¹ Does not include work in progress.

ANNUAL REPORT OF THE PUBLIC PRINTER

The production records as shown by table 4 for the fiscal years 1933, 1934, and 1935 illustrate the substantial increase in the volume of work during the fiscal year 1935 over the two previous fiscal years.

Some of the outstanding increases in production were: Postal cards, 328,633,920 more printed in 1935 than in 1934 and 566,682,660 more than in 1933; chargeable impressions in 1935 totaled 3,281,851,596, or 444,058,765 more than in 1934 and 1,268,351,660 more than in 1933; books and pamphlets trimmed in 1935 amounted to 88,382,960, or an increase of 20,000,000 over 1934 and about 47,000,000 over 1933; and 3,000,000 more pamphlets were paper covered in 1935 than in 1934, and 5,000,000 more than in 1933.

The following statement (table 5) shows the charges for printing and binding work and the service for which the work was performed during the fiscal year 1935. The charge for printing and binding for the Congress amounted to \$2,525,043.37; for the Post Office Department, including the cost of printing postal cards and money orders, \$1,838,936.67; Treasury Department, \$1,224,739.49; Department of Agriculture, \$927,393.86; Department of Commerce, exclusive of Patent Office printing, \$951,680.67; Patent Office, \$882,097.98; Agricultural Adjustment Administration, \$925,886.59; Federal Housing Administration, \$637,197; War Department, \$647,-943.35; and Navy Department, \$592,887.72.

Many other branches of the service had printing and binding costs of several hundred thousand dollars each. The Superintendent of Documents ordered the printing of books and pamphlets for sale to the public at a cost of \$592,398.85 in 1935.

TABLE 5.—Charges for work and to whom delivered during the fiscal year ended June 30, 1935

Congress:	
Congressional Record	\$570, 821. 30
Publications for folding rooms	302, 451. 83
Publications for international exchange	13, 932. 97
Franked envelopes and document franks	46, 850. 22
Bills, resolutions, and amendments	387, 925. 14
Committee reports	94, 451. 99
Documents	183, 467. 52
Hearings	452, 920. 40
Miscellaneous publications	57, 363. 72
Miscellaneous printing and binding	414, 858. 28
Total congressional printing and binding	\$2, 525, 043. 37
Private orders by Members of Congress:	
Documents, reports, bills, etc.	9, 685. 71
Speeches	39, 447. 80

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 5.—Charges for work and to whom delivered during the fiscal year ended
June 30, 1935—Continued

Other private orders.....	\$2,304.26
Superintendent of Documents.....	592,398.85
Library of Congress.....	403,409.18
Agriculture.....	927,393.86
Commerce.....	951,680.67
Interior.....	580,016.96
Justice.....	318,322.88
Labor.....	458,302.16
Navy.....	592,887.72
Post Office.....	1,838,936.67
State.....	182,261.99
Treasury.....	1,224,739.49
War.....	647,943.35
Agricultural Adjustment Administration.....	925,886.59
Board of Tax Appeals.....	24,154.81
Bureau of the Budget.....	30,575.97
Central Statistical Board.....	777.03
Civil Service Commission.....	85,246.04
Commodity Credit Corporation.....	48,033.85
Court of Claims.....	24,810.92
Court of Customs and Patent Appeals.....	4,154.53
District Government.....	164,817.65
Emergency Conservation Work.....	74,775.60
Employees' Compensation Commission.....	12,423.45
Farm Credit Administration.....	206,918.42
Federal Alcohol Control Administration.....	10,314.96
Federal Aviation Commission.....	1,375.93
Federal Communications Commission.....	18,748.93
Federal Coordinator of Transportation.....	10,991.88
Federal Deposit Insurance Corporation.....	31,360.09
Federal Emergency Administration of Public Works.....	127,496.31
Federal Emergency Relief Administration.....	228,593.87
Federal Home Loan Bank Board.....	12,674.09
Federal Housing Administration.....	637,197.00
Federal Power Commission.....	20,102.98
Federal Radio Commission.....	2,713.32
Federal Reserve Board.....	50,755.83
Federal Savings and Loan Insurance Corporation.....	1,875.53
Federal Surplus Relief Corporation.....	10,770.80
Federal Trade Commission.....	58,123.20
General Accounting Office.....	80,680.05
Home Owners' Loan Corporation.....	172,247.88
Interstate Commerce Commission.....	145,886.05
National Academy of Sciences.....	388.06
National Advisory Committee for Aeronautics.....	22,911.63
National Archives.....	961.07
National Emergency Council.....	70,453.61
National Forest Reservation Commission.....	528.53
National Mediation Board.....	1,280.38
National Recovery Administration.....	459,768.66
Pan American Sanitary Bureau.....	14,556.01
Pan American Union.....	29,592.98
Panama Canal.....	8,420.66
Patent Office.....	882,097.98
Railroad Retirement Board.....	1,843.88
Reconstruction Finance Corporation.....	137,319.13

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 5.—Charges for work and to whom delivered during the fiscal year ended
June 30, 1935—Continued

Resettlement Administration.....	\$7, 423. 69
Rural Electrification Administration.....	1, 141. 38
Securities and Exchange Commission.....	49, 593. 49
Smithsonian Institution.....	10, 456. 67
Special Adviser to the President on Foreign Trade.....	5, 977. 32
Supreme Court:	
District of Columbia.....	5, 735. 05
United States.....	5, 029. 97
Tariff Commission.....	24, 099. 18
Tennessee Valley Authority.....	45, 183. 50
Veterans' Administration.....	151, 927. 43
White House.....	7, 481. 65
Sundry accounts.....	1, 596. 58
Grand total.....	16, 465, 026. 97

Table 6 shows the details of production costs for each section of the Office grouped under the headings of salaries, wages, leave, and holiday pay; materials and supplies for operation; maintenance and upkeep; expenses of delivery of finished product and storage of plates; administrative and clerical expenses; and other major items entering into the cost of production.

TABLE 6.—Itemized statement of the cost of production for the fiscal year 1935

	Salaries, wages, leave, and holiday pay	Materials and sup- plies for operation	Maintenance and upkeep	Work by other sec- tions, includ- ing proof and apprentice	Expenses of delivery of product and stor- age of plates	Adminis- trative and clerical ex- penses
Job Section.....	\$462, 097. 31	\$11, 494. 54	\$43, 353. 76	\$70, 214. 71	\$9, 678. 05	\$38, 127. 91
Patents Section.....	387, 291. 01	4, 054. 99	65, 862. 81	268, 930. 12	4, 770. 78	31, 554. 83
Linotype Section.....	660, 200. 37	1, 185. 91	145, 086. 01	649, 788. 79	13, 227. 99	53, 145. 04
Monotype Section.....	977, 324. 86	5, 779. 29	196, 241. 25	1, 167, 994. 79	19, 617. 83	79, 007. 76
Hand Section.....	381, 534. 13	5, 109. 06	37, 111. 19	54, 069. 37	7, 784. 68	31, 334. 48
Proof Section.....	1, 004, 939. 97	601. 12	87, 150. 79	62, 554. 61	12, 346. 28	81, 322. 22
Apprentice Section.....	78, 190. 07	178. 94	6, 494. 63	216. 24	949. 53	5, 802. 08
Platemaking-Molding, Stereotyp- ing, and Finishing Sections.....	268, 469. 36	11, 365. 59	36, 219. 43	17, 220. 84	5, 584. 73	30, 672. 73
Photo-Engraving Section.....	69, 494. 13	8, 584. 98	8, 262. 31	5, 812. 10	1, 461. 15	8, 060. 61
Presswork Division.....	1, 511, 383. 47	80, 231. 72	208, 281. 64	221, 826. 74	32, 115. 40	134, 457. 69
Pamphlet Section.....	900, 860. 02	5, 695. 78	100, 521. 59	266, 657. 14	10, 897. 35	74, 675. 97
Blank Section.....	742, 484. 26	15, 474. 56	79, 408. 14	15, 625. 13	9, 397. 33	64, 262. 95
Book Section.....	489, 852. 29	16, 611. 27	56, 729. 47	22, 192. 38	6, 278. 59	43, 016. 31
Money Order Section.....	48, 450. 37	1, 090. 29	7, 743. 87	710. 36	620. 10	4, 260. 37
Postal Card Section.....	116, 224. 21	35, 347. 99	19, 642. 15	865. 82	1, 932. 65	13, 268. 16
Library Composing Section.....	75, 699. 70	300. 05	4, 501. 34	17, 961. 07	1, 531. 98	4, 477. 18
Library Binding Section.....	133, 504. 43	1, 976. 79	3, 780. 28	873. 06	1, 657. 58	9, 243. 84
Details chargeable.....	52, 440. 47	7. 69	549. 10	40. 95	613. 29	2, 944. 66
Metal Section.....	11, 700. 02	27, 645. 19	5, 022. 33		142. 53	864. 55
Stores Division.....	178, 526. 92	2, 526. 81	36, 888. 86	128. 16	2, 263. 24	13, 713. 06
Ink Section.....	13, 526. 27	40, 288. 28	3, 854. 86		260. 23	1, 570. 74
Roller and Glue Section.....	5, 723. 36	8, 782. 93	2, 079. 81		72. 39	438. 59
Work for stock returned to stores.				73, 287. 41		
Light and power for city post office.....			3, 672. 69			
Miscellaneous service for Superin- tendent of Documents other than printing and binding.....		11, 371. 29	18, 922. 64	234. 66	2, 678. 30	
Total.....	8, 569, 917. 00	295, 705. 06	1, 177, 380. 95	2, 917, 204. 45	145, 881. 98	726, 221. 73

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 6.—Itemized statement of the cost of production for the fiscal year 1935—Continued

	Paper and other stock issued, illustrations ordered, outside purchases vouchered	Reconciliation between issues and orders and same items computed	Total	Credits by work for other sections	Total cost of production
Job Section			\$634, 966. 28	\$106, 675. 44	\$528, 290. 84
Patents Section			762, 464. 54	1, 693. 30	760, 771. 24
Linotype Section			1, 522, 634. 11	171, 178. 75	1, 351, 455. 36
Monotype Section			2, 445, 965. 78	341, 207. 60	2, 104, 758. 18
Hand Section			516, 942. 91	368, 363. 68	148, 579. 23
Proof Section			1, 248, 914. 99	1, 248, 914. 99	
Apprentice Section			1 91, 831. 49	82, 103. 95	9, 727. 54
Platemaking-Molding, Stereotyping, and Finishing Sections			369, 532. 68	95, 037. 71	274, 494. 97
Photo-Engraving Section			101, 675. 28	13, 058. 54	88, 616. 74
Presswork Division			2, 188, 296. 66	293, 291. 73	1, 895, 004. 93
Pamphlet Section	\$13, 702. 40		1, 373, 010. 25	371. 21	1, 372, 639. 04
Blank Section	1, 509, 375. 21	+\$69, 943. 16	2, 505, 970. 74	27, 125. 54	2, 478, 845. 20
Book Section	115, 571. 99		750, 252. 30	20, 181. 55	730, 070. 75
Money Order Section	49, 283. 62		112, 158. 98	75. 58	112, 083. 40
Postal Card Section	434, 705. 20		621, 986. 18		621, 986. 18
Library Composing Section	25, 936. 12		130, 407. 44	5. 44	130, 402. 00
Library Binding Section	6, 639. 46		157, 675. 44	8, 789. 45	148, 885. 99
Details chargeable	81. 13		56, 677. 29		56, 677. 29
Metal Section			45, 374. 62	43, 374. 62	
Stores Division			234, 047. 05	11, 142. 48	222, 904. 57
Ink Section			59, 500. 38	59, 500. 38	
Roller and Glue Section			17, 097. 08	17, 097. 08	
Paper Stock Section, Presswork Division	2, 757, 970. 39	—60, 436. 99	2, 697, 533. 40		2, 697, 533. 40
Illustrations	132, 272. 44	—48, 702. 18	83, 570. 26		83, 570. 26
Outside purchases	392, 593. 27	+31, 537. 53	424, 150. 80		424, 150. 80
Work for stock returned to stores		—73, 287. 41			
Light and power for city post office			3, 672. 69		3, 672. 69
Miscellaneous service for Superintendent of Documents other than printing and binding			33, 206. 89		33, 206. 89
Total	5, 438, 131. 23	—80, 925. 89	19, 189, 516. 51	2, 911, 189. 02	16, 278, 327. 49

¹ Total expense of all apprentices.

The number of copies of all classes of printing ordered during the fiscal year 1935 was far in excess of that ordered in 1934. Publications of all kinds printed totaled 146,293,836 copies, including speeches and private orders and copies ordered for sale by the Superintendent of Documents, but not including the Congressional Record, of which 4,698,578 copies were printed. Of Senate and House bills, resolutions, and amendments there were printed 9,004,368 copies; of patent specifications, trade marks, and designs 4,644,322 copies; of the Official Gazette and Annual Indexes 226,778 copies; and of money orders, blank forms, letterheads, notices, schedules, and cards there was a total of 4,847,444,266 printed in 1935. The grand total of the number of copies printed in 1935 was 5,013,078,631, as compared with 4,295,469,911 in 1934, an increase of 717,608,720. Table 7 is an itemized statement of the classes of work and charges for the same for the fiscal year 1935.

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 7.—Itemized statement of the classes and charges for work delivered during the fiscal year ended June 30, 1935

Class of work	Number of copies	Number of type pages	Number of publications bound	Charges for composition, presswork, plating, folding, binding, illustrations, contract, miscellaneous
Publications:				
Smaller than octavo.....	14, 378, 283	19, 964	19, 243	\$142, 764. 72
Octavo.....	95, 897, 441	791, 212	434, 240	3, 058, 388. 60
Royal octavo.....	4, 619, 085	50, 217	29, 021	267, 769. 66
Quarto.....	6, 716, 034	139, 592	25, 270	520, 655. 76
Miscellaneous.....	19, 811, 893	1, 008, 902	119, 947	392, 535. 51
Congressional Record.....	4, 698, 578	25, 355	57, 480	446, 206. 21
Bills, resolutions, and amendments.....	9, 004, 368	183, 060	419	313, 111. 87
Specifications of patents, trade marks, etc.....	4, 644, 322	127, 009		695, 315. 15
Official Gazette and Annual Indexes, Patent Office.....	226, 778	16, 148	30	112, 650. 05
Post-office money orders.....	228, 187, 300			120, 153. 38
Letterheads and envelopes.....	216, 802, 302			165, 848. 82
Blanks, notices, schedules, cards, etc.....	4, 402, 454, 664			2, 490, 161. 22
Blank books.....	5, 478, 471			408, 831. 62
Binding newspapers, documents, reports, etc.....	159, 112			189, 113. 78
Blank paper.....				129, 035. 22
Contract printing.....				393, 694. 82
Printing and binding supplies.....				73, 294. 36
Miscellaneous charges.....				734, 900. 42
Total.....	5, 013, 078, 631	2, 361, 459	685, 650	10, 654, 431. 17

Class of work	Charges for paper	Charges for authors' alterations	Charges for rush and overtime work	Total charges
Publications:				
Smaller than octavo.....	\$27, 951. 60	\$3, 003. 65	\$12, 488. 09	\$186, 208. 06
Octavo.....	492, 431. 96	91, 720. 33	197, 207. 85	3, 839, 748. 74
Royal octavo.....	52, 814. 52	12, 918. 97	20, 356. 43	353, 859. 58
Quarto.....	49, 918. 14	23, 744. 64	22, 488. 13	616, 806. 67
Miscellaneous.....	122, 468. 80	1, 051. 87	13. 46	516, 069. 64
Congressional Record.....	57, 454. 02	6, 565. 44	60, 595. 63	570, 821. 30
Bills, resolutions, and amendments.....	11, 908. 26	280. 69	62, 624. 32	387, 925. 14
Specifications of patents, trade marks, etc.....	14, 308. 83	9, 271. 85		718, 895. 83
Official Gazette and Annual Indexes, Patent Office.....	18, 550. 50	11. 40		131, 211. 95
Post-office money orders.....	52, 733. 47			172, 886. 85
Letterheads and envelopes.....	212, 993. 49	322. 41	7, 827. 21	386, 991. 93
Blanks, notices, schedules, cards, etc.....	2, 327, 071. 47	44, 452. 87	170, 300. 30	5, 031, 985. 86
Blank books.....	105, 039. 70	2, 298. 54	12, 573. 35	528, 743. 21
Binding newspapers, documents, reports, etc.....			1, 196. 41	190, 310. 19
Blank paper.....	1, 337, 886. 07			1, 466, 921. 29
Contract printing.....				393, 694. 82
Printing and binding supplies.....			1, 716. 66	75, 011. 02
Miscellaneous charges.....	149, 096. 11	2, 750. 59	10, 187. 77	896, 934. 89
Total.....	5, 032, 626. 94	198, 393. 25	579, 575. 61	16, 465, 026. 97

At the close of the fiscal year 1935 the value of supplies on hand, including paper, envelopes, and other materials, amounted to \$1,148,975.47, representing an increase in the value of stock on hand of \$189,766.72 over the previous fiscal year. The value of machinery and equipment was \$5,455,863.16, making

ANNUAL REPORT OF THE PUBLIC PRINTER

the total value of stock of all kinds and machinery and equipment on hand at the close of the fiscal year \$6,604,838.63. The following table gives the details of the inventory:

TABLE 8.—Inventory of quantity and cost of paper and envelopes, materials and supplies, and machinery and equipment on hand June 30, 1935

	Pounds	Cost
Paper:		
Printing.....	3, 463, 496	\$188, 292. 27
Mimeograph.....	463, 736	27, 043. 49
United States money-order writing.....	80, 000	6, 887. 10
Safety writing.....	32, 749	2, 996. 53
Writing.....	1, 928, 147	117, 220. 70
Map.....	123, 329	19, 855. 56
Manifold.....	262, 375	48, 077. 49
Bond.....	1, 771, 858	180, 813. 03
Ledger.....	783, 419	120, 789. 00
Index.....	189, 000	22, 192. 25
Cover.....	214, 958	26, 738. 45
Manila.....	193, 000	10, 545. 00
Kraft.....	407, 100	16, 527. 00
Manila tagboard.....	714, 000	50, 699. 00
Cardboard.....	116, 000	6, 705. 18
Bristol board.....	951, 000	42, 565. 00
Miscellaneous.....	136, 320	15, 092. 80
Binder's board.....	590, 000	15, 077. 00
Envelops.....		27, 962. 25
Total, paper and envelops.....		946, 079. 10
Other materials and supplies:		
Miscellaneous supplies.....		146, 193. 34
Book cloth.....		14, 932. 00
Buckram.....		12, 635. 37
Leather.....		7, 027. 78
Ink ingredients.....		7, 027. 36
Ink (made in Government Printing Office).....		5, 883. 69
Gold leaf.....		4, 166. 79
Cartons and containers.....		2, 831. 27
Imitation leather.....		2, 198. 77
Total, materials and supplies.....		202, 896. 37
Total, materials and supplies, paper, and envelops.....		1, 148, 975. 47
Machinery and equipment.....		5, 455, 863. 16
Grand total.....		6, 604, 838. 63

The number of copies of publications printed for the Congress, the executive departments, and independent Government establishments showed an increase of 16,054,574 above the number printed in 1934. The total number printed in 1935 was 129,596,705 copies, as compared with 113,542,131 in 1934. These figures are exclusive of the number of copies of speeches printed for Members of Congress, and other private orders. The statement on page 28 shows the number of copies printed for each branch of the Government service placing orders with this Office during the year.

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 9.—*Publications, including annual reports and documents, printed on requisition during the fiscal year ended June 30, 1935, for Congress and Government departments and independent establishments*

	Copies
Congress.....	5, 486, 963
Superintendent of Documents.....	8, 914, 744
Library of Congress.....	98, 605
Agriculture.....	15, 533, 695
Commerce.....	2, 266, 218
Interior.....	2, 223, 850
Justice.....	352, 906
Labor.....	2, 852, 794
Navy.....	5, 061, 318
Post Office.....	1, 650, 151
State.....	577, 568
Treasury.....	3, 731, 494
War.....	8, 740, 059
Agricultural Adjustment Administration.....	24, 026, 060
American Battle Monuments Commission.....	2
Board of Mediation.....	4, 000
Board of Tax Appeals.....	95, 714
Bureau of the Budget.....	1, 773
Central Statistical Board.....	4, 001
Civil Service Commission.....	165, 672
Commission of Fine Arts.....	2
Commodity Credit Corporation.....	27
Court of Claims.....	48, 585
Court of Customs and Patent Appeals.....	550
District Government.....	240, 294
Emergency Conservation Work.....	11, 787
Employees' Compensation Commission.....	43, 552
Export-Import Bank of Washington, D. C.....	1
Farm Credit Administration.....	569, 938
Federal Alcohol Control Administration.....	64, 151
Federal Aviation Commission.....	1, 500
Federal Communications Commission.....	5, 375
Federal Coordinator of Transportation.....	3, 750
Federal Deposit Insurance Corporation.....	856, 000
Federal Emergency Administration of Public Works.....	173, 098
Federal Emergency Relief Administration.....	311, 462
Federal Home Loan Bank Board.....	144, 170
Federal Housing Administration.....	26, 821, 147
Federal Power Commission.....	107, 564
Federal Radio Commission.....	327
Federal Reserve Board.....	505, 745
Federal Savings and Loan Insurance Corporation.....	35, 000
Federal Surplus Relief Corporation.....	12, 002
Federal Trade Commission.....	111, 062
General Accounting Office.....	12, 818
Home Owners' Loan Corporation.....	130, 611
Interstate Commerce Commission.....	1, 410, 101
National Academy of Sciences.....	4, 906
National Advisory Committee for Aeronautics.....	41, 960
National Archives.....	2, 014
National Emergency Council.....	272, 111
National Forest Reservation Commission.....	10, 000
National Mediation Board.....	4, 566
National Recovery Administration.....	14, 374, 801

ANNUAL REPORT OF THE PUBLIC PRINTER

TABLE 9.—*Publications, including annual reports and documents, printed on requisition during the fiscal year ended June 30, 1935, for Congress and Government departments and independent establishments—Continued*

	Copies
Pan American Sanitary Bureau.....	81, 200
Pan American Union.....	150, 970
Panama Canal.....	2, 072
Railroad Administration.....	151
Railroad Retirement Board.....	100
Reconstruction Finance Corporation.....	498, 353
Rural Electrification Administration.....	50
Second Export-Import Bank of Washington, D. C.....	21
Securities and Exchange Commission.....	146, 265
Smithsonian Institution.....	25, 192
Special Adviser to the President on Foreign Trade.....	109, 850
Supreme Court:	
District of Columbia.....	13, 375
United States.....	150
Tariff Commission.....	33, 343
Tennessee Valley Authority.....	300, 464
Veterans' Administration.....	1, 5, 582
White House.....	1, 003
Total.....	129, 596, 705

There was deposited in the Treasury of the United States to the credit of miscellaneous receipts during the last fiscal year a total of \$318,342.46, representing all moneys received from the sale of waste paper and other waste materials, and the surplus from the sale, through the Office of the Superintendent of Documents, of Government publications over the cost of printing. Table 10 is an itemized statement of receipts from these sources:

TABLE 10.—*Receipts from miscellaneous sales during the fiscal year ended June 30, 1935*

Condemned material, machinery, etc.; waste wood; waste metal; waste gold.....	\$7, 597. 83
Waste paper.....	50, 099. 50
Surplus from sale of documents.....	260, 603. 58
Discounts.....	3. 18
Telephone messages and refunds.....	38. 37
Total.....	318, 342. 46

PURCHASING DIVISION

Orders placed by the Purchasing Division during the past year numbered 9,306, an increase of 1,525 over the number placed in 1934. Open-market proposals numbered 24,200, as compared with 19,640 for 1934. The total expenditures for purchases in 1935 amounted to approximately \$6,240,338, as compared with approximately \$3,350,000 in 1934. Paper purchases alone in 1935 amounted to \$4,705,610.

Due to market conditions throughout the fiscal year 1935, the Office was unable to obtain contracts for paper and mate-

rial for a longer period than 6 months at a time, making it necessary to advertise for proposals on several occasions during the year.

In October 1934 proposals for material were sent to approximately 625 firms, resulting in the placing of 56 contracts for the 6 months beginning January 1, 1935. In May 1935 proposals were again sent to 625 prospective bidders and bids received and scheduled, but due to the Supreme Court N. R. A. decision it was necessary to readvertise in June, which resulted in the placing of 61 contracts for material for the 6 months beginning July 1.

In July 1934 specifications for paper were sent to approximately 150 firms, which resulted in the placing of 28 contracts for the period of 6 months beginning October 1. Again in January 1935 proposals were sent to the same firms, which resulted in the placing of 29 contracts for the 3 months beginning April 1. In April proposals for paper and envelopes were sent out, but, due to the Supreme Court N. R. A. decision, it was necessary to readvertise in June, which resulted in the placing of 30 contracts for paper for the 6 months beginning July 1, and 9 contracts for envelopes for the period of 1 year beginning with July 1, 1935.

The Purchasing Division made a few notable savings during the year by placing orders for paper in the open market from September 10 to September 30, 1934, rather than anticipating them on the new contracts effective October 1, 1934. These open-market purchases effected a saving of \$27,596.25. Further, a majority of the lots of paper on contract for the 6 months' period beginning October 1, 1934, carried two prices, the lower price being for the quarter ending December 31, 1934, and the higher price for the quarter ending March 31, 1935. Early in December a study of the needs for the quarter ending March 31 was made, with the result that on all lots of paper carrying two prices, orders were placed during December at the lower price, which effected a saving of approximately \$12,000, making the total savings in the purchase of paper \$39,596.25.

CONGRESSIONAL PRINTING

Printing for the Congress was particularly heavy during the 6 months from January to June 1935. The Congressional Record for the 6 months maintained a daily average of 80.47 pages for 135 issues, which is above the general average. The

ANNUAL REPORT OF THE PUBLIC PRINTER

proceedings of the Senate required 4,463 pages, with 4,415 pages for the House. The Appendix to the Record made 1,926 pages, making the total number of pages for the Record for the 6-month period 10,804, exclusive of blank pages.

Over 13,600 curved stereotype plates were required for the Record and 1,102 for the biweekly index. To print the Record it required 1,575,000 pounds of paper, or 787½ tons.

Bill work also was extremely heavy. To June 30, new bills and resolutions introduced reached a total of 12,896—3,509 in the Senate and 9,387 in the House of Representatives. As the bills and resolutions progressed through the Senate and House, 8,136 additional prints were required, making the total number of prints 21,052, as compared with 14,724 for the last session of the Seventy-third Congress.

Reports and documents for the Seventy-fourth Congress to June 30 totaled 2,721, of which number 1,072 were from the Senate and 1,649 from the House.

Presidential nominations sent to the Senate to the end of June totaled 7,715, as compared with 4,664 during the entire second session of the Seventy-third Congress.

Committee hearings form another "rush" congressional job. To June 30 a total of 301 hearings were printed, 88 for Senate committees and 213 for House committees. The Senate and House committee hearings on appropriation bills alone made 11,010 pages—Senate 1,538 pages and House 9,472 pages.

The Senate and House Business Calendars are printed daily. The House Calendar to the end of June made 10,297 pages and the Senate Calendar 1,424 pages. Other calendars made 7,411 pages, or a total of 19,132 pages for all calendars.

The printing of the Executive Journals from 1901 to and including the third session of the Seventy-third Congress was authorized in the last session of the Seventy-third Congress. This entire work will make 39 volumes, 12 of which will be in two parts, thus making a total of 51 books. At the close of the fiscal year 18 volumes had been completed and the type set for the text of 19 volumes. No copy for two of the volumes has so far been received.

The following statement gives a summary of congressional work for the first session of the Seventy-fourth Congress to the end of June:

Congressional Record:		
Daily issues.....	135	
Pages.....	10,865	
Average number of pages per day.....	80.47	

ANNUAL REPORT OF THE PUBLIC PRINTER

Bills and resolutions:

Senate:

Bills.....	3, 173
Joint resolutions.....	153
Concurrent resolutions.....	19
Resolutions.....	164

Total.....	3, 509
------------	--------

House:

Bills.....	8, 738
Joint resolutions.....	341
Concurrent resolutions.....	28
Resolutions.....	280

Total.....	9, 387
------------	--------

Grand total, new bills.....	12, 896
-----------------------------	---------

Grand total, new bills and other bill prints.....	21, 052
---	---------

Reports:

Senate.....	975
House.....	1, 410

Total.....	2, 385
------------	--------

Documents:

Senate.....	97
House.....	239

Total.....	336
------------	-----

The above statement shows the volume of printing for the Congress from January 3 to June 30, 1935. As Congress did not adjourn until August 26, 1935, nearly 2 months after the close of the fiscal year, the following amended statement is necessary to show the volume of printing required for the entire first session of the Seventy-fourth Congress:

Congressional Record:

Daily issues.....	180
Pages.....	15, 435
Average number of pages per day.....	85. 75

Bills and resolutions:

Senate:

Bills.....	3, 473
Joint resolutions.....	178
Concurrent resolutions.....	24
Resolutions.....	204

Total.....	3, 879
------------	--------

House:

Bills.....	9, 270
Joint resolutions.....	408
Concurrent resolutions.....	40
Resolutions.....	373

Total.....	10, 090
------------	---------

Grand total, new bills.....	13, 969
-----------------------------	---------

Grand total, new bills and other bill prints.....	25, 423
---	---------

ANNUAL REPORT OF THE PUBLIC PRINTER

Reports:	
Senate.....	1, 461
House.....	1, 908
Total.....	<u>3, 369</u>
Documents:	
Senate.....	139
House.....	310
Total.....	<u>449</u>

PATENT OFFICE PRINTING

A number of changes were inaugurated in the handling of Patent Office printing during the past year, the principal one of which was the substitution by the Patent Office of an 80-pound, 50-percent rag, machine-finish book paper for the 32-pound, 25-percent rag, bond paper formerly used for patent specifications, trade marks, and designs. This change will give a less transparent print and will materially reduce eyestrain on the part of patent attorneys and others who are constantly making a study of patent specifications, trade marks, and designs.

The lay-out of the Patents Section was rearranged so as to afford straight-line production in order to avoid the unnecessary handling of work. Through this change the trucking of type from one end of the room to the other has been almost entirely eliminated, permitting of the transfer of 12 type trucks from this section to other sections of the Office and the turning in of a considerable amount of other material to stores. Another important change was the organizing and installing as a part of the Patents Section of a separate proof reading unit for the reading of Patent Office work. This was done with a view to reducing the number of errors in printed specifications.

The changes made in the handling of Patent Office printing have resulted in a much better product, as will be seen from the following letter from the Commissioner of Patents dated January 9, 1935:

I wish to express to you my sincere appreciation for the splendid cooperation which the Government Printing Office has given to the Patent Office under your administration as Public Printer.

Shortly after you assumed office, we had occasion to send you a list of over 100 patents in which it had been necessary to issue certificates of correction due to errors made by the printer. A careful and speedy investigation was made by your Office in connection with these complaints and, as a result, steps were immediately taken to correct the situation. The practice was started of reading the proofs twice, and

ANNUAL REPORT OF THE PUBLIC PRINTER

other improvements inaugurated, with the result that the number of errors occurring in printed patents has been materially reduced, and we are now issuing a very small number of certificates of correction as compared with former years.

As you probably know, the Patent Office has been endeavoring for many years to improve the printing of patent specifications. Many splendid and improved changes have recently been made and others are in immediate prospect.

It was most gratifying to this Office to be notified, shortly after you assumed office, that the increase of 10 percent in printing costs made by the former Public Printer, as the result of the 40-hour week and other considerations, would be reduced to 5 percent. This action will undoubtedly result in an appreciable reduction over what was contemplated as the cost of printing for the present fiscal year.

I am grateful to you for the improvements which you have been instrumental in effecting in connection with the Patent Office printing.

The Commissioner, under date of April 18, 1935, again wrote the Public Printer as follows:

This comes to you as an expression of my sincere appreciation of the fine cooperation which the Patent Office has been receiving from the Government Printing Office thus far during the period of your service as Public Printer. * * *

There was a slight decrease in the number of patents, trade marks, and designs printed during the past year. The total number printed in 1935 was 56,582, making 150,045 pages, as compared with 62,454 of 165,682 pages in 1934, or a decrease in the number printed of 5,872.

Of the 52 issues of the Official Gazette, which made 14,531 pages and required 51,851 illustrations, 248,277 copies were printed.

COMPOSING DIVISION

In the Composing Division 2,270,000,000 ems of type were set during the year, representing an increase of 55,600,000 ems over the previous year. There were 178,284 forms sent to press, as compared with 170,553 in 1934, an increase of 7,731. Over 150,000 pages of type are held for future reprints. In addition to the forms sent to press, there were 165,235 pages imposed for plating. Of this number, 119,536 were for stereotyping and 45,699 for electrotyping.

PLATEMAKING DIVISION

The Platemaking Division produced during the past year a total of 6,341,106 square inches of stereotype plates; 5,101,303 square inches of electrotypes; 632,281 square inches of photo-engraving work, consisting of half-tones, line cuts, and combi-

ANNUAL REPORT OF THE PUBLIC PRINTER

nations; 1,427,339 square inches of mat work; and 713,554 square inches of blocking on wood and mounting on metal; making a grand total of 14,215,583 square inches of plates, mat work, and blocking, or an increase of 1,833,393 square inches over the year 1934. The Division also made 10,000 negatives for offset work.

During the year the Plate Vault received and stored 10,884 signatures of new book plates and released to the Metal Section over 732,000 pounds of metal for remelting.

The metal formula for making stereotype plates was changed by increasing the tin content, which resulted in giving a harder face to the plates, permitting the making of many thousands more impressions from stereotype plates than formerly. A new method for cleaning stereotypes for nickeling was also introduced. This new process eliminates all brushing and has thereby improved the sharpness of the plates, which permits of much longer runs. Chromium plating of stereotypes without first flashing with copper has been successfully accomplished with very good results.

The Platemaking Division has produced some very creditable color work during the past year. One five-color half-tone poster for the Federal Housing Administration measured 38 by 26½ inches. This is the largest cut ever made, electrotyped, and printed in the Office. Several large line-cut color posters were also successfully made during the year. Heretofore it has been the policy of the Office to have this work done by commercial firms, under the impression that it could not be done in the Platemaking Division.

PRESSWORK DIVISION

More work was turned out by the Presswork Division last year than during any previous year in the history of the Office, making it necessary to employ additional help and organize three 8-hour shifts in order to run the job pressroom with a full force 24 hours a day. Also it was necessary to increase the personnel of the main pressroom in order to run this section on a 16-hour-a-day basis for a part of the year. The following table shows the increase in presswork over the previous year:

	1935	1934	Increase
Actual impressions.....	984, 589, 672	918, 417, 848	66, 171, 824
Chargeable impressions.....	3, 281, 851, 596	2, 837, 792, 831	444, 058, 765
Forms put to press.....	178, 284	170, 553	7, 731
Jobs completed.....	58, 281	55, 471	2, 810

More money orders were printed last year than in any year since the organization of the Money Order Section 28 years ago. During 1935, 228,000,000 orders were shipped, as compared with 220,817,000 in 1934. In one month (March 1935) 26,582,000 orders were shipped, this being the largest number ever shipped in any one month.

In connection with the printing of money-order forms the following achievement of the Money Order Section is cited: The post-office building, with contents, at Nome, Alaska, was destroyed by fire September 18. A radiogram was received by the Post Office Department from the postmaster at Nome ordering, among other postal supplies, 1,000 domestic postal money-order forms, to be ready for airplane shipment from Washington on the morning of September 19. The order was transmitted to the Money Order Section of this Office at 9:15 a. m. September 19. Copy was prepared, type set, proof read, serial numbers set, and job printed, bound, checked, wrapped, sealed, and registered, delivery being made to the Washington city post office at 10:10 a. m., 55 minutes after receipt of order and in ample time in which to catch the plane.

The production of postal cards increased 328,633,920 over 1934, the total output for 1935 being 1,857,152,220. A number of important changes, all of which resulted in economy, were introduced in the printing and handling of postal cards during the year. Automatic card-banding attachments were installed on all postal-card presses, resulting in a labor saving of over \$20,000 per year, and the sealing of postal cards in cartons was discontinued, effecting a further saving of over \$10,000 a year, making the net saving in the handling of postal-card work by the Office over \$30,000 a year, which saving is being reflected in all bills for the printing of postal cards.

The production of tabulating cards decreased 1,407,000 during the year, the total production for 1935 being 297,046,000 cards.

BINDERY DIVISION

The Bindery produced more work last year than during any previous year in the history of the Office. During the year 75,883 jobs were completed, an increase of 10,252 over the previous year and 17,302 more than in 1933. To keep up with the tremendous increase in the work of the Division it was necessary to employ additional help and operate some of its

ANNUAL REPORT OF THE PUBLIC PRINTER

sections 24 hours a day, namely, Cutting and Packing, Pamphlet, and Blank.

Some of the larger orders filled by the Bindery were: 275,000,000 applications for money orders for the Post Office Department; 22,500,000 post cards for the Department of Agriculture; 13,500,000 certificates for tagging lint cotton, 4,600,000 corn-hog circulars, and 750,000 copies of Facts About Wheat for the Agricultural Adjustment Administration; 50,000 sets, consisting of 98 parts each, of a form for the Public Works Administration, making a total of 4,900,000 copies; 7,000,000 project proposals for the Federal Emergency Relief Administration; 15,600,000 income-tax return forms for the Bureau of Internal Revenue; 15,200,000 "baby bond" circulars for the Treasury Department; and 11,000,000 circulars for the Federal Housing Administration.

In addition to these large orders the Bindery turned out 227,979 memorandum books, as compared with 132,336 in 1934; 631,143 stenographers' notebooks, as compared with 365,775 for the previous year; and 2,309,940 memorandum pads, as compared with 1,705,000 in 1934.

LIBRARY OF CONGRESS BRANCH COMPOSING AND BINDING SECTIONS

There was a slight decrease in the volume of work handled by the Library of Congress Composing Section during the past year. The following table shows the volume of work produced by this section during the past year in comparison with the previous year:

	1935	1934
Chargeable impressions.....	27,394,267	29,324,356
Actual impressions.....	2,492,418	2,546,176
Chargeable forms sent to press.....	6,721	13,859
Actual forms sent to press.....	4,435	5,372
Subject headings lines sent to press.....	146,871	169,151
Subject headings printed.....	440,613	503,105
Jackets written.....	1,125	1,175
Jackets closed out.....	1,120	1,171

A number of changes were made in the equipment of the section during the past year with a view to improving working conditions and to facilitate the handling of its work. These changes consisted of the installation of a reconditioned Miehle cylinder press for one that was practically worn out; the purchase of new card chases and the making of new uniform steel furniture for them; the installation of a new stripping table

ANNUAL REPORT OF THE PUBLIC PRINTER

and chute, two galley racks and two imposing stones with form racks; and lockers for the employees. The air-exhaust system was also extended in order to improve working conditions.

The Library Bindery Section continued to maintain its high reputation for the skillful repairing and restoration of rare and valuable manuscripts for the Library of Congress. During the year 1935, 60,138 pages of manuscript were repaired, and from these manuscripts 257 volumes were prepared for binding. Of this number, 17 volumes formed a part of Washington's Diary, 2 volumes of Thomas Jefferson's Papers, and 30 volumes of Benjamin Harrison's Papers.

In addition to the repairing of valuable manuscripts and the binding of rare volumes, the Library bindery mounts and mats rare prints and photographs for exhibition purposes. Its year's work represented the binding and lettering of 35,623 volumes, the binding of 1,961 newspapers, the repairing of 4,837 volumes, and the cutting and drilling of 21,576,000 catalog cards.

STORES DIVISION

The Stores Division handled more paper and material last year than during any previous year. Paper receipts for the fiscal year 1935 totaled 72,448,414 pounds, as compared with 60,682,485 pounds in 1934, an increase of 11,765,929 pounds. Other materials received by the Stores Division totaled 1,000,442 pounds.

Orders were filled by the Stores Division for 25,323,526 Governmental standard forms, as compared with 19,784,591 in 1934, an increase of 5,538,935. Orders drawn on the Stores Division for paper and envelopes totaled 79,047.

DELIVERY SECTION

In addition to the 238 carloads of postal cards, weighing 10,826,584 pounds, outgoing carload lots handled by the Printing Office trucks consisting of metal and paper cores weighed 414,553 pounds. Less-than-carload lots amounted to 547,577 pounds, or a total tonnage of outgoing freight of 11,788,714 pounds, as compared with 10,188,094 pounds in 1934. The total weight of outgoing and incoming freight for 1935 was 90,364,507 pounds, or 45,182 tons, as compared with 72,565,562 pounds, or 36,282 tons, for 1934.

There is no way of computing the weight of the finished product hauled to the various Government establishments throughout the city, but practically the entire amount of paper received was again hauled as printed matter.

ANNUAL REPORT OF THE PUBLIC PRINTER

DIVISION OF TESTS AND TECHNICAL CONTROL

During the past year the Division tested 9,868 samples, an increase of 14.4 percent over the number tested in 1934. Following is a tabulation of the various materials tested during the fiscal years 1934 and 1935:

	1935	1934
Paper and envelops.....	6,308	5,460
Textiles.....	843	770
Bookbinding leathers.....	90	62
Metals.....	771	645
Glue.....	32	47
Inkmaking materials.....	455	326
Inks.....	47	112
Oils and greases.....	65	69
Gasoline.....	101	101
Chemicals.....	177	124
Miscellaneous.....	979	909
Total.....	9,868	8,625

During the year 335 deliveries of materials of all kinds were rejected for noncompliance with specifications. Of these rejections 240 were of paper, 30 of envelops, and 65 of miscellaneous materials.

Few changes in the specifications for paper were made during the year. Rejections, however, amounted to 4,187,517 pounds for unsatisfactory general appearance or for some other failure to comply with specifications.

Of the 85,672,000 envelops received during the year, 1,106,878 were rejected for noncompliance with specifications, the principal failure being a deficiency in folding endurance. For this one fault 987,415 were rejected.

Several new types of paper-testing instruments have been investigated to ascertain their practicality. Among these are an electrochemical size tester, several for smoothness and porosity, and various stiffness testers.

During the year 8,860,165 pounds of type metal were standardized, an increase of 1,306,270 pounds over 1934.

The use of a universal type-casting metal was adopted during March for all type-casting machines, replacing four different formulas previously used for the different types of machines. The formula of the universal type-casting metal used is 6 percent tin, 12 percent antimony, and the remainder lead.

The formula for electrotpe backing metal was changed in January 1935 from 4 percent tin, 3.5 percent antimony, remainder lead, to 3.46 percent tin, 3.5 percent antimony, remainder lead. Also in January the formula for stereotype metal was

ANNUAL REPORT OF THE PUBLIC PRINTER

changed from 6.5-7 percent tin, 13 percent antimony, remainder lead, to 9 percent tin, 14 percent antimony, remainder lead, to improve the quality of stereotype plates.

The production of printing inks during the past year was 289,759 pounds, an increase of 110,010 pounds, or 61.2 percent, over 1934. The Division reports that there was a much greater demand for colored inks for the printing of posters during the past year than during any previous year. The demand for other inks used by the Government departments was also greater than in any previous year. The total cost of inks and other materials furnished to various Government departments amounted to \$34,638. The following is a list of the inks and other materials sold to other Government agencies:

Materials	1935	1934
	Pounds	Pounds
Mimeograph ink, black.....	87,360	60,804
Printing ink, black and colored, including multigraph.....	7,144	6,426
Addressograph ink, blue and black.....	52	299
Writing ink (all colors).....	1 19,433	1 17,520
Stamp-pad and numbering-machine ink.....	4,327	3,022
Molded glue, including canceling-stamp composition.....	2,647	3,084
Paste.....	13,347	10,800

¹ Quarts.

Press rollers manufactured during the year totaled 3,800, as compared with 3,494 in 1934, an increase of 306 rollers.

Equipment was installed for coating a thin film of glue-glycerin roller composition over a base roller, mentioned at the beginning of this report, which process consists of applying a tough and highly resilient composition over a steel core. One hundred and fifty-seven rollers of this type were purchased for use on web presses before the installation of this coating equipment. Since its installation in May 1935, 112 base rollers have been coated with roller composition in this Office.

Twelve rollers of commercial manufacture, consisting of a sleeve composed of a synthetic-resin compound applied over an artificial rubber foundation upon the core, were tested on offset presses to compare their effectiveness with that of rubber rollers. These synthetic-resin rollers have given very satisfactory service.

Composition rollers were made, employing a chemical compound in partial substitution for glycerin in their manufacture. This new formula resulted in a material increase in the life of the rollers, as indicated by practical tests on the presses. They were found less susceptible to heat and high relative

humidity conditions than those made from glue and glycerin alone. This chemical compound is now being used in all composition rollers, with a decided reduction in the cost of production.

A total of 92,794 pounds of molded glue was manufactured during this fiscal year, as compared with 77,225 pounds last year. There were also manufactured 21,000 pounds of glucose-glycol paste and 85,000 pounds of flour paste.

A study has been made of the benefits to be derived from using glue of a high jell strength and high viscosity in the place of glues of lower quality. It was found that, although the initial cost of the better-grade glue was somewhat higher, more water could be used, which compensated for the original increase in cost. Better adhesion was secured by a glue of high jell strength, and it worked to a better advantage during application in binding.

A cooperative program to develop more permanent book-binding leathers for the binding of public documents has been entered upon with the Bureau of Chemistry and Soils of the United States Department of Agriculture and several American tanners.

The many Government leather-bound publications annually received by the Office for rebinding in leather constitute material evidence of the importance and economy in using for binding purposes only leathers of the highest quality. The cost of the leather alone is but a minor item. With more permanent leathers the life of leather bindings could easily be doubled, with a considerable saving to the Government yearly, and a great saving if applied to libraries in general.

Prior research work by the Bureau of Chemistry and Soils has shown that a major cause of the rot of leather bindings is absorption by the leather of sulphuric acid from the air. Their latest work, still in progress, shows that early rotting of bindings may be prevented by (a) substitution of chrome-tanned and combination vegetable-chrome-tanned leathers in place of vegetable-tanned leathers and (b) the development of leathers containing protective agents, such as the natural nontannins and acid buffering and neutralizing chemicals.

These leathers are of a different type and character from those now almost universally used for bookbinding. It is, therefore, necessary to approach carefully the matter of their commercial production and their substitution, especially to secure leathers of the new type that will work satisfactorily through the several operations of the bindery and give an acceptable job.

In order to apply the actual results of these research findings to the practical development of durable bookbinding leathers, several American tanners have been invited to make special leathers for examination, accelerated aging, and practical testing through the Bindery. Briefly, the requirements for these leathers have been tentatively described as follows:

The character and finish of the leather shall be very close to that now generally recognized for regular bookbinding leather. The grain shall be full or slightly corrected and tight, and, in the case of sheepskin leather, skins of the hairy or low-wool type should be used.

The dye shall be classed as fast to light and washing and shall penetrate at least one-third in from the grain. No lacquers, oil varnishes, or pigment finishes shall be used, except to a very limited extent such as may be necessary for leveling of color, but not to the extent of interfering with wetting back, sizing, stamping, lettering, or pasting in the bindery.

For straight chrome-tanned leathers a minimum of vegetable or tannin mordants, not over 2 percent, shall be used. For combination tanned leathers the order of tanning should preferably be vegetable followed by chrome.

Both the straight chrome-tanned leathers and the combination tanned leathers shall withstand the boiling-water test and shall contain in the case of the former not less than 3 percent Cr_2O_3 and in the case of the latter not less than 2 percent Cr_2O_3 .

Thus far five special sheepskin leathers have been received from two tanners and have been tested through the Bindery. The following report from the Superintendent of Binding on one of these leathers indicates the promising possibilities in this direction:

Sample of chrome-tanned sheep used on three books returned herewith. It is most acceptable for binding purposes. It is pliable, readily adapted to book coverings, and lends itself readily to the finishing processes. Its strength seems entirely satisfactory; in fact, it is difficult to tear.

It is unfortunate that up to the present time efforts to secure similar specially made cowhide grain leathers for trial in place of the straight vegetable-tanned so-called "American russia leathers" have not been successful. By far, most of the leather used for binding by this Office is cowhide, or russia as it is known in the trade. Renewed attempts are, therefore, being made to interest American tanners in developing suitable full-grain chrome or combination tanned cowhide leathers for trial and test of their suitability.

Other bookbinding research was conducted by the Government Printing Office in cooperation with the Employing Bookbinders of America and the Book Manufacturers' Institute under the research associate plan. Following up the developments previously reported on the starch-filled and pyroxylin-

ANNUAL REPORT OF THE PUBLIC PRINTER

impregnated fabrics, tentative specifications for various grades of these items were prepared and submitted to the manufacturers for consideration.

With the installation of a new machine for cleaning linotype matrices without their removal from the cases, the trisodium phosphate-orthodichlorobenzene cleaner employed in the old cleaning process was discontinued.

In cooperation with the Chief Type Machinist, a study was made of the solvent action on matrices of a commercial chemical cleaning compound designed for use in this matrix-cleaning machine.

The average loss in weight per cleaning was found to be 0.2 percent, which does not appear to be excessive or harmful to the matrices. The average life of a matrix is estimated at 5 years, in which time it would normally undergo 15 to 20 cleanings, with consequent loss of approximately 4 percent by weight. Microscopic examination of the side walls of the matrices before and after the cleaning treatment did not indicate that they had suffered material deterioration in the process. A formula has been compounded by this Division for use in this cleaning equipment.

The Division of Tests and Technical Control has rendered valuable assistance to other Government departments. This service has included assistance to the Treasury Department and the Federal Bureau of Investigation in the detection of forgeries by investigation of paper and ink exhibits.

Cooperative tests were made and consultations have been held from time to time with various departments concerning paper, adhesive, ink, and printing problems, and technical data furnished as a basis of purchase of paper stocks and other commodities.

PUBLIC DOCUMENTS

The Superintendent of Documents reports a decided increase in the sale of publications during the fiscal year ended June 30, 1935, over the fiscal years of 1933 and 1934. Orders, as well as receipts, from the sales exceeded those for the previous two fiscal years. For 1935, orders totaled 538,698, an increase of 42,483 over 1934 and 57,403 over 1933. Receipts from the sale of publications for 1935 amounted to \$637,414.43, representing an increase of \$43,406.79 over 1934 and \$96,882.14 over the receipts for 1933.

Congress having placed its stamp of approval on the sale of publications as a source of revenue, this Office is making

ANNUAL REPORT OF THE PUBLIC PRINTER

every possible effort to increase sales. Last year the receipts exceeded cost of publication by \$266,321.58, which profit was deposited in the Treasury to the credit of miscellaneous receipts.

In order to stimulate the sale of publications, the Superintendent of Documents' office issues a weekly check list and a series of price lists, in which publications are grouped according to major subject headings. Other means of bringing to the attention of the public the great variety and value of Government publications are being adopted from time to time.

The centralized distribution of Government publications in the Office of the Superintendent of Documents has reduced trucking and resulted in economy to the several departments and independent branches of the Government.

The following statement shows the number of copies of publications on hand July 1, 1934; the number received and distributed during the fiscal year 1935; and the number on hand June 30, 1935, for the various departments and establishments of the Government:

Department or establishment	Copies on hand July 1, 1934	Copies received during year	Copies distrib- uted during year	Copies on hand June 30, 1935
Executive departments:				
State.....		12, 606	9, 177	3, 429
Treasury.....	917, 284	25, 185, 082	25, 155, 116	947, 250
War.....	14	2, 243	1, 475	782
Justice.....	85, 152	139, 706	223, 045	1, 813
Post Office.....		7, 262, 840	7, 216, 190	46, 650
Navy.....	24, 536	58, 597	59, 106	24, 027
Interior.....	625, 362	1, 567, 662	1, 555, 979	637, 045
Agriculture.....	11, 965, 407	25, 265, 698	26, 435, 824	10, 795, 281
Commerce.....	1, 316, 970	1, 315, 450	1, 358, 077	1, 274, 343
Labor.....	974, 945	1, 964, 000	2, 209, 230	729, 715
Independent offices:				
Civil Service Commission.....		569	569	
Employees' Compensation Commission.....	581	2, 165, 450	2, 163, 637	2, 394
Federal Communications Commission.....	601			601
Federal Power Commission.....	1, 172	1, 400	392	2, 180
Federal Reserve Board.....	470	556, 921	556, 451	940
Federal Trade Commission.....	69, 890	126, 689	93, 858	102, 721
General Accounting Office.....	209	1, 250	1, 442	17
Interstate Commerce Commission.....	3, 263	945, 917	928, 675	20, 505
National Advisory Committee for Aeronautics.....	1, 076	1, 454	1, 438	1, 092
Personnel Classification Board.....	2, 188			2, 188
Smithsonian Institution.....	171, 742	25, 278	37, 071	159, 949
U. S. Tariff Commission.....		252	252	
Veterans' Administration.....		446	446	
Judiciary:				
Supreme Court of the United States.....		10, 791	10, 791	
Court of Customs and Patent Appeals.....	285	365	163	487
Congressional:				
Bicentennial Commission.....	3, 097		1, 933	1, 164
Congress.....	2, 490	2, 234	4, 564	160
Government Printing Office.....		1, 080	1, 080	
Library of Congress.....	3, 227	158, 509	36, 610	125, 126

ANNUAL REPORT OF THE PUBLIC PRINTER

Department or establishment	Copies on hand July 1, 1934	Copies received during year	Copies distrib- uted during year	Copies on hand June 30, 1935
Emergency relief organizations:				
Agricultural Adjustment Administration.....		205,622,911	205,612,911	10,000
Commodity Credit Corporation.....		12,592,054	12,592,054	
Civil Works Administration.....		414,800	414,800	
Emergency Conservation Work.....		18,490	16,000	2,490
Farm Credit Administration.....	878,005	3,033,079	3,022,303	888,781
Federal Emergency Relief Administration.....		82,311,650	82,311,650	
Federal Housing Administration.....		14,930,459	14,930,459	
Federal Home Loan Bank Board.....		32,680	32,680	
Federal Surplus Relief Corporation.....		5,439,480	5,439,480	
National Recovery Administration.....	19,834	21,019,183	21,019,183	19,834
National Resources Board.....		17,399	10,947	6,452
Public Works Administration.....		52,000	52,000	
Works Progress Administration.....		123,750	123,750	
Total.....	17,067,800	412,380,424	¹ 413,640,808	15,807,416
Superintendent of Documents.....	3,344,667	15,288,924	² 15,310,099	3,323,492
Grand total.....	20,412,467	427,669,348	428,950,907	19,130,908

¹ This total includes 409,497 copies of discarded obsolete publications, deducting which reduces the actual distribution for the year to 413,231,311 copies.

² This total includes 1,730,734 copies of discarded obsolete publications, deducting which reduces the actual distribution for the year to 13,579,365 copies.

For the mailing of Government publications, 3,414 mailing lists are maintained. These lists represent over a million and a quarter addresses, and they vary in size from less than 100 to over 100,000 names. During the past year 27,646,607 addresses were printed on wrappers, envelopes, and labels for the mailing of Government publications; 398,687 new stencils were cut; and 291,058 names were dropped from the various mailing lists.

MAINTENANCE DIVISION

The past year was a very busy one for the Maintenance Division, as the large increase in the output of the Office required many important shifts of workrooms and machinery and several building alterations. The work of this Division includes the maintenance of buildings and equipment in an efficient operating condition; handling all problems of an engineering character; carrying through with its own force, or by contract, alterations and repairs; designing, constructing, and installing special equipment to meet unusual requirements; preparing specifications for new machinery and equipment; operating all equipment for power conversion and distribution; emergency electric generating equipment; heating, lighting, ventilating, and refrigerating equipment; compressed-air service; signal systems; elevators; conveyor systems; laundry; and the cleaning of all buildings occupied by the Office.

ANNUAL REPORT OF THE PUBLIC PRINTER

Under authority of the act approved February 28, 1933 (Public, No. 381, 72d Cong.), the practice of printing supplementary records and statistics in the Annual Report of the Public Printer has been discontinued, and original copies of such information as has been prepared for transmission to Congress are on file for public inspection.

A. E. GIEGENGACK,
Public Printer.



