

9. What capital equipment, such as ADP, if any, do you rely upon to fulfill this program?

The only capital equipment available is photographic laboratory equipment. Do you expect the expenditures or the benefits of the program to grow appreciably in the future?

While we do not expect immediate large increases in other benefits or expenditures, we do expect that continuing increases in the reference workload imposed upon our archival and records center operations will result in gradual increases both in expenditures and in benefits to the public and the scholarly community.

11. At what level are the personnel responsible for the various parts of the program coordinated to determine if the program as a whole is being efficiently carried out?

Program coordination to ensure efficient operations and prevent unnecessary duplication of effort is the responsibility of the assistant archivist or major subprogram level.

12. Is there a continual program review within the agency, other than the annual budgetary review, to determine more effective and efficient ways to achieve these program objectives?

Aside from reviews resulting from standard GSA procedures (e.g., quarterly and monthly progress reports, controlled projects, special studies, etc.), subprograms are reviewed at various points in the budget planning process. Informal review by the Archivist and his key assistants is virtually constant.

13. To your knowledge, does this program duplicate or parallel work being done by any other agency?

None of the activities of the National Archives and Records Service duplicates or parallels the work of any other agency.

14. Is your organizational structure such that the program is being carried out most efficiently and effectively?

Our present organizational structure complements the objectives of the NARS subprograms and reflects our best judgment of the best arrangement, considering various interrelated factors.

15. Are there any outstanding GAO reports on this program? If so, what is the status of the GAO recommendations this report contains?

There are no outstanding GAO reports on this program.

16. What significant problems, if any, are you facing in accomplishing the program objectives?

All of the NARS subprograms have their share of "normal" problems, i.e., those relating to substantive and technical aspects of "maximizing benefits and minimizing costs." Should that kind of internal management be of interest to the subcommittee, examples for the separate subprograms can be furnished on request.

Also, as a general rule, all of the NARS subprograms have the recurring problem of insufficient funds. However, like the program management problem described above, the problem of financing operations is not all bad. The total absence of such problems would kill the need and incentive for good management.

17. Do you administer any grants, loans, or other disbursed funds related to this program? If so, is the size of your administrative staff commensurate with the magnitude of the outlays?

Through the National Historical Publications Commission, NARS administers a grant program to help finance the private (not Federal Government) publication of historical documents. In fiscal year 1968 there were 31 grants, totaling \$350,000. NHPC grants are administered by the full-time efforts of two employees (one overseeing letterpress projects; the other, microfilming projects) and the part-time attention of three other employees, two of whom are clerical. As Federal funds normally finance only part of projects' total expenses, and for reasons related to the academic character of projects, the possible misuse of funds is minimized, NHPC staff oversight is more professional and advisory than administrative.

From several points of view then—the low administrative cost, the mix of Government and non-Government funds, the large number of projects supported and the professional relationship of grantee and grantor—these considerations serve to prove the foresight of those who had the concern and the opportunity to provide an NHPC grant program.

18. If your appropriations were reduced, how would you absorb the cut—by an overall reduction, or by cutting or curtailing certain activities?

If appropriations were reduced, no immediate reduction would be made in those activities which are performed on demand, such as reference services and the publication of regulations. The first activities to be curtailed would be support activities, which would be different from one subprogram to another. For example,