

User Handbook

Documents Desk

CIS US SERIAL SET INDEX 1789-1969



Congressional Information Service, Inc.

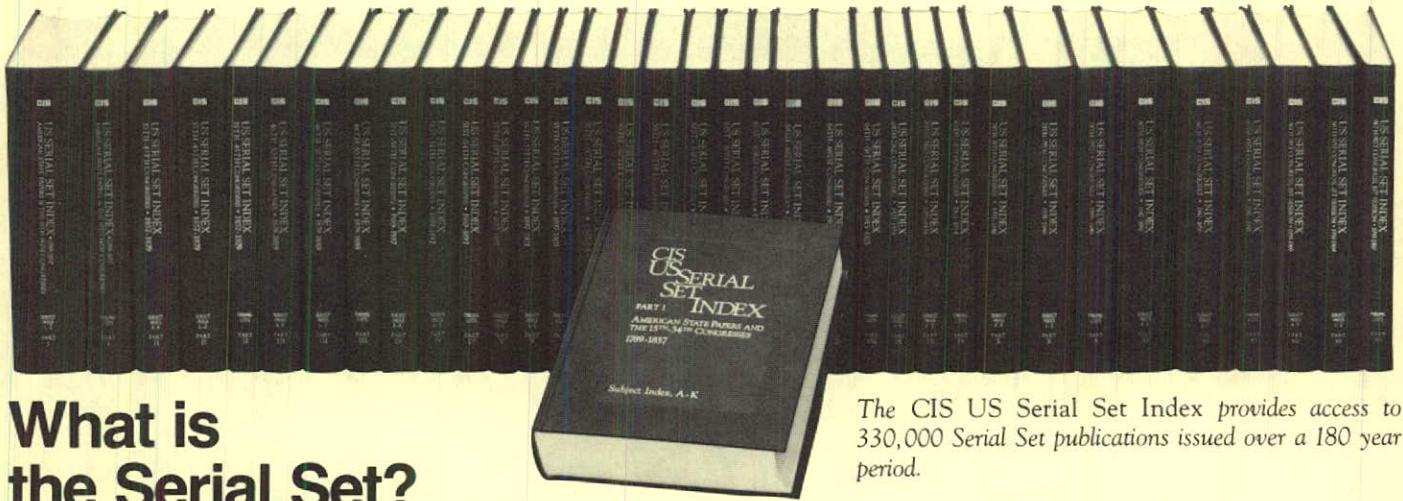
Introduction

Handbook contents:

Index Features and Sample Searches	page 3
Detailed Review	page 10
Congress/Year Conversion Guide	page 20

About the publisher:

Congressional Information Service, Inc. (CIS), provides important information retrieval and reference services that cover federal, state, municipal, and foreign government publications, as well as those issued by many nongovernmental sources. CIS's original indexes and bibliographies make needed materials identifiable; companion microform files make them obtainable.



The CIS US Serial Set Index provides access to 330,000 Serial Set publications issued over a 180 year period.

What is the Serial Set?

Once called the "sheep set" because of its distinctive sheepskin bindings, and later known as the "congressional edition," the United States Serial Set may well be the most valuable historical collection of federal publications in existence. It is America's oldest on-going series, with materials dating as far back as 1789. It also is among the most voluminous, containing hundreds of thousands of publications.

The varied interests of the US Congress are reflected in the authoritative, first-hand information contained in this unique resource. Topics ranging from foreign relations and the conduct of wars to economic development, land management, and Indian affairs are covered extensively.

Items included in the Serial Set are selected by Congress. Although selection policies have changed over the years, the set generally includes:

Congressional publications. Committee reports on public and private legislation are perhaps the most important publications in the Serial Set and have been incorporated since the set's beginning. The Journals of the proceedings of both chambers of Congress were included during much of the nation's history, providing access to the minutes of House and Senate meetings (and thus much information that is useful in preparing legislative histories). Other congressional publications in the Serial Set include records of investigations, reports on contested elections, directories, rule manuals, histories of Congress and the Capitol, and other documents and reports.

Executive branch publications. In the 19th century executive branch material often constituted over half the Serial Set, but in recent decades it proportionately has been much less. Among

the executive branch publications that appear are: annual reports of the heads of executive departments and agencies, containing valuable summary information on all the government's operations; official communications from the President to Congress, varying from letters of transmittal to messages on the most vital matters affecting the country; studies or analyses of specific topics such as wages and prices, immigration, child and woman labor, civil rights, and national security; and serialized, periodical, or other recurring publications, including the Geological Survey bulletins, the Statistical Abstract of the US, and the Monthly Summary of Foreign Commerce.

Nongovernmental publications. Included in this group are reports from congressionally chartered organizations; reprints from magazines, newspapers, law journals, and other sources; communications from the public; curios such as a Bible in several languages compiled by Thomas Jefferson; and a wide variety of other publications.

The term *Serial Set* refers to both the device used to organize these publications in an open-ended or serial scheme, and to the publications themselves to which Congress has assigned report or document numbers.

Serial numbering began with publications dating from the 15th Congress (1817) and continues through the present day. Publications from an earlier period (beginning in 1789) are contained in the American State Papers, a collection that was compiled and printed privately with congressional guidance and authority. The publications in the American State Papers generally are similar to those in the Serial Set, and despite being numbered differently from Serial Set publications, they usually are treated as part of the set.

Using the Serial Set

Using the Serial Set once was a serious problem. Although a number of finding aids existed, none were comprehensive. And because of deterioration, loss, and inconsistent government distribution policies, there were no complete collections of source material. In response to the need for better access to the Serial Set, CIS has published a fully retrospective, comprehensive index and companion microfiche file encompassing the entire collection through 1969.*

The *CIS US Serial Set Index* is a modern-style, detailed guide used to quickly identify Serial Set publications relevant to your research. The index is divided into twelve parts, each providing coverage of publications issued during a specific period:

- I. American State Papers and the 15th-34th Congress (1789-1857)
- II. 35th-45th Congress (1857-1879)
- III. 46th-50th Congress (1879-1889)
- IV. 51st-54th Congress (1889-1897)
- V. 55th-57th Congress (1897-1903)
- VI. 58th-60th Congress (1903-1909)
- VII. 61st-63rd Congress (1909-1915)
- VIII. 64th-68th Congress (1915-1925)
- IX. 69th-73rd Congress (1925-1934)
- X. 74th-79th Congress (1935-1946)
- XI. 80th-85th Congress (1947-1958)
- XII. 86th-91st Congress, 1st Session (1959-1969)

Each part consists of three clothbound volumes that contain:

Index of Subjects and Keywords. This alphabetical subject index can be used to identify all Serial Set publications except those pertaining to private relief and related actions of Congress. Subject and keyword terms are derived from publication titles and have been editorially refined and cross referenced to

increase ease of use. Under each term titles of relevant publications are cited, and bibliographic information is provided to assist in the retrieval of publications.

Private Relief and Related Actions — Index of Names of Individuals and Organizations. This is a separate index to publications that concern private legislation affecting particular persons or organizations in specific circumstances. It provides easy access to reports that may be valuable in genealogical or other work but that generally are extraneous to most subject searches (and therefore are not listed in the Index of Subjects and Keywords). Publications are indexed to proper names cited in their titles.

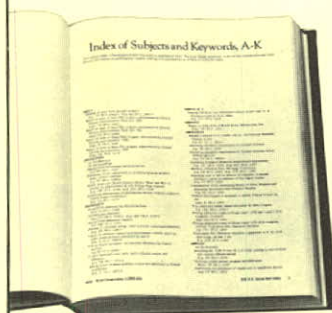
Numerical List of Reports and Documents. This list presents, in publication number order, the titles and Serial Set reference numbers for all House and Senate reports and documents. It aids users in locating publications for which the assigned publication numbers already are known, and may be used to scan the titles of publications issued during a specific Congress or session.

Schedule of Serial Volumes. This lists the contents of each Serial Set volume and is a valuable aid in checking the contents of a hardcopy Serial Set collection.

Using bibliographic information provided by the index, source material may be retrieved from the library's collection of bound volumes or from the *CIS US Serial Set on Microfiche*. The CIS file contains reproductions of every known document, report, and miscellaneous Serial Set publication through 1969.

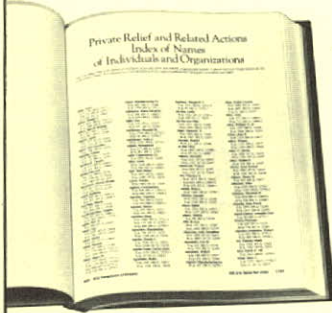
**From 1970 onward, coverage of publications in the Serial Set, as well as congressional committee hearings and prints, is provided by the CIS/Index and the CIS/Microfiche Library. Inquire for details.*

Index of Subjects and Keywords



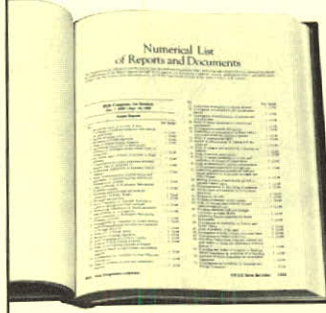
An alphabetical listing of title-derived subjects and names, with extensive editorial enhancements. See pp. 4 and 15.

Private Relief and Related Actions—Index of Names of Individuals and Organizations



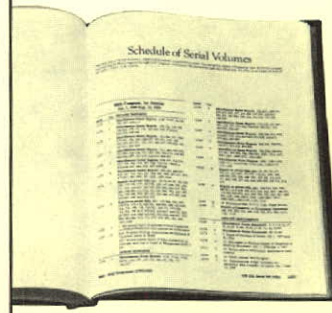
An alphabetical listing of names of persons and organizations cited in publication titles as proposed recipients of private relief or related congressional actions. See pp. 8 and 17.

Numerical List of Reports and Documents



A complete listing, in report or document number order, of all titles issued during each session of Congress. See pp. 9 and 18.

Schedule of Serial Volumes



A "shelf list," in serial number order, of all publications contained in each Serial Set volume. See pp. 9 and 19.

Index Features and Sample Searches*

Index of Subjects and Keywords

This index lists entries under alphabetically arranged subject and name terms that have been derived from publication titles. † Terms have been carefully refined to increase the ease of use, to structure extensive listings into meaningful breakdowns, to reduce distracting redundancy, and to improve thoroughness of coverage. For example, the publication *Authorizing Secretary of Interior to convey to Rio Grande Junction Railway Company certain lands in Colorado* is listed under these title-derived terms:

- Interior Department
- Conveyance
- Rio Grande Junction Railway Company
- Junction

- Railroad
- Land
- Colorado

Because the titles of similar publications may vary considerably, "sleuthing" for references under synonymous or related terms will greatly aid in your research. An extensive network of *see* and *see also* cross references is provided to assist you in this.

The words in titles of pertinent publications also can assist you in your search. The illustration below shows that additional information on *Elections* might be found by checking under the term *President*, as well as under the cross-referenced terms.

Sample Entries: Index of Subjects and Keywords

Part IX (69th-73rd Congress)

	ELDERLY		
	<i>see</i> Old age		
name	ELDRED		cross reference to appropriate subject term format
	Bridge across Allegheny River near Eldred, Pa.		
	<i>S.r.p.</i> 731 (69-1) 8526; <i>H.r.p.</i> 1398 (70-1) 8837		
subject	ELECTION		
	<i>see also</i> Campaign expenditures		
	<i>see also</i> Electoral		
	<i>see also</i> Vote		
cross references to related or narrower terms	Amend law rel. to electing directors of Federal reserve banks		
	<i>S.r.p.</i> 510 (71-2) 9186; <i>H.r.p.</i> 1595 (71-2) 9193		
	Amending Constitution rel. to election of President, etc.		additional word in title that may prove useful as a search term
	<i>H.r.p.</i> 2194 (72-2) 9649		
	Bursum v. Bratton election contest		
	<i>S.r.p.</i> 724 (69-1) 8528		
	Certificates of election of Mr. Smith and Mr. Vare		
	<i>S.r.p.</i> 1717 (69-2) 8687		
title	Contest of Ralph O. Brewster v. John G. Utterback for seat in Congress		
	<i>H.r.p.</i> 1725 (73-2) 9782		
chamber (House or Senate)			
publication series			
publication number			
Congress and session			
serial volume number			

PRESIDENT

see also Executive
see also Inauguration
see also Presidential message
see also President's
see also Vice President
see also White House
see also under name of specific President
 Address of President of United States on inland waterways
S.doc. 34 (71-1) 9125
 Meeting of electors of President of United States, etc.
S.r.p. 986 (70-1) 8831; *H.r.p.* 750 (70-1) 8836

*Also see the Detailed Review, pp. 10-19, or consult the "User Guide" published in each part of the CIS US Serial Set Index.

†The names of proposed recipients of private relief and related actions are indexed elsewhere. See pp. 8 and 17 for details.

Sample Search: Index of Subjects and Keywords

QUESTION:

"What were the circumstances surrounding the so-called 'Homestead Strike' of 1892, in which violence erupted at the Carnegie Steel Company's plant at Homestead, Pennsylvania?"

Step 1. Search the Index

Research begins in Part IV of the Index, covering the years 1889-1897.* Several alternative approaches are suggested by the wording of the question:

HOMESTEAD

see also Entry (land)

- ▶ *see also* Homestead, Pennsylvania

see also Opening

Adjustment of conflicting settlement rights on homestead entries

H.rp. 144 (54-1) 3457

Amendment to bill making appropriations for sundry civil expenses of Government to provide for second homestead entry on any of public lands of United States

S.rp. 949 (53-3) 3289

HOMESTEAD, PENNSYLVANIA

Bridge across Monongahela River at Homestead, Pa.

H.rp. 707 (53-2) 3270

Bridge across Monongahela River from Pittsburg to Homestead, Pa.

H.rp. 2218 (52-2) 3140

- ▶ Investigation of employment of Pinkerton detectives in labor troubles at Homestead, Pa.

H.misd. 335 (52-1) 2959

- ▶ Pinkerton detectives in labor troubles at Homestead, Pa., with minority report

H.rp. 2447 (52-2) 3142-1

- ▶ Printing evidence taken in investigation of labor troubles at Homestead, Pa.

H.rp. 2142 (52-1) 3051

- ▶ Resolution defining crime of treason and providing for arrest and trial in certain cases, after riot of Pinkerton detectives at Homestead, Pa.

S.misd. 204 (52-1) 2907

- ▶ Resolution on employment of Pinkerton detectives and riot at Homestead, Pa.

S.misd. 194 (52-1) 2907

- ▶ Resolution on employment of Pinkerton detectives at Homestead, Pa.

H.misd. 310 (52-1) 2959

- ▶ Resolution to inquire into riot at Homestead, Pa.

S.misd. 193 (52-1) 2907

- ▶ Resolution to investigate conflict at Homestead, Pa., between Pinkerton detectives and striking workmen of Carnegie iron and steel works

H.rp. 1803 (52-1) 3048

HOMOCHITTO RIVER

Examination of Homochitto River, Mississippi

H.doc. 290 (54-2) 3534

Survey of Homochitto River, Mississippi

H.exdoc. 140 (52-2) 3105

STRIKE

see also Striking

Annual report of Commissioner of Labor, 1894: Strikes and lockouts, 2 vols.

H.doc. 339 (54-1) 3431; H.doc. 339 (54-1) 3432

Resolution providing for investigation of causes of strike of railroad and Pullman car employees

S.misd. 221 (53-2) 3171

- ▶ Resolution to investigate conflict at Homestead, Pa., between Pinkerton detectives and striking workmen of Carnegie iron and steel works

H.rp. 1803 (52-1) 3048

Resolution to print extra copies of report on Chicago strike of June and July, 1894

S.rp. 912 (53-3) 3289

STRIKING

Striking of juries in District of Columbia

H.rp. 1810 (53-3) 3346

CARNEGIE IRON AND STEEL WORKS

- ▶ Resolution to investigate conflict at Homestead, Pa., between Pinkerton detectives and striking workmen of Carnegie iron and steel works

H.rp. 1803 (52-1) 3048

CARNEGIE STEEL COMPANY

Investigating condition and character, etc., of armor plate supplied by Carnegie Steel Co.

H.rp. 945 (53-2) 3271

Investigation of prices of armor for naval vessels, with testimony, hearings with Bethlehem Iron Company and Carnegie Steel Company, and patent information

S.rp. 1453 (54-2) 3475

STEEL

Alleged counterfeit stamping of steel plates at Linden Steel Works

S.exdoc. 75 (51-2) 2818

Resolution of inquiry into labor cost in one ton of steel rails

S.misd. 205 (51-1) 2700

- ▶ Resolution to investigate conflict at Homestead, Pa., between Pinkerton detectives and striking workmen of Carnegie iron and steel works

H.rp. 1803 (52-1) 3048

*As with many subjects it is possible that related material appears in earlier or later parts, depending on the duration of Congress' interest in the subject.

6 Numerous publications appear to be of interest. A review of their titles indicates that the Pinkerton Detective Agency apparently played a role in the strike. Thus, the term *Pinkerton* also should be checked. Three additional references are found there:

PINKERTON

- ▶ Employment of Pinkerton detectives
S.rp. 1105 (52-1) 2915
Investigation of employment of Pinkerton detectives in labor troubles at Homestead, Pa.
H.misd. 335 (52-1) 2959
- ▶ Investigation of Pinkerton Detective Agency
H.rp. 1376 (52-1) 3046
Pinkerton detectives in labor troubles at Homestead, Pa., with minority report
H.rp. 2447 (52-2) 3142-1
- Resolution defining crime of treason and providing for arrest and trial in certain cases, after riot of Pinkerton detectives at Homestead, Pa.
S.misd. 204 (52-1) 2907
- Resolution on employment of Pinkerton detectives and riot at Homestead, Pa.
S.misd. 194 (52-1) 2907
- Resolution on employment of Pinkerton detectives at Homestead, Pa.
H.misd. 310 (52-1) 2959
- ▶ Resolution on employment of Pinkerton detectives, 5 pts.
S.misd. 200 (52-1) 2907
- Resolution to investigate conflict at Homestead, Pa., between Pinkerton detectives and striking workmen of Carnegie iron and steel works
H.rp. 1803 (52-1) 3048

The publication titles indicate that this episode was the subject of a congressional investigation. Therefore, other relevant publications may be listed under the term *Investigation*:

INVESTIGATION

- see also Examination*
- see also Examining*
- see also Inquiry*
- see also Survey*
- see also under subject investigated*
- Amendment to bill making appropriations for sundry civil expenses of Government, to investigate destruction of eggs of game wild fowl in Alaska
S.rp. 923 (53-3) 3289

Investigation of disease dangers of immigration from Cuba
S.rp. 1263 (52-2) 3072

- ▶ Investigation of employment of armed bodies of men or detectives in labor troubles
S.rp. 1280 (52-2) 3072
- Investigation of employment of armed bodies of men; Supplement; posse comitatus in Great Britain in riots
S.misd. 57 (53-1) 3145

Because the question deals with the labor movement, the term *Labor* also should be checked:

LABOR

- see also Civil service*
- see also Help*
- see also Hour*
- see also Labor Day*
- see also Labor Department*
- see also Laborers*
- see also Production*
- see also Sweating System*
- see also Work*
- see also Workers*

Amending act granting pension to soldiers and sailors incapacitated for manual labor, and providing for pensions to widows, minor children, and dependent parents
S.rp. 679 (53-2) 3192

Investigating condition of labor
H.rp. 890 (53-2) 3271

- ▶ Investigation of employment of armed bodies of men or detectives in labor troubles
S.rp. 1280 (52-2) 3072
- ▶ Investigation of employment of Pinkerton detectives in labor troubles at Homestead, Pa.
H.misd. 335 (52-1) 2959
- Investigation of labor troubles

Government Printing Office on dangerous condition of H-street wing of office structure
S.misd. 238 (53-2) 3171

- ▶ Pinkerton detectives in labor troubles at Homestead, Pa., with minority report
H.rp. 2447 (52-2) 3142-1
- Preventing employment of convict labor on government works

Step 2. Note the bibliographic data

For each publication you would like to review, make note of the bibliographic data following the listed title. If you are conducting research in a library that has the companion microfiche file, you need only to make note of the serial volume and publication numbers of each desired item. For example, to retrieve *Pinkerton detectives in labor troubles at Homestead, Pa., with minority report*, note that it is report number 2447 in serial volume 3142-1.

Step 3. Retrieve the publication

CIS microfiche reproductions are coded and filed in serial volume number order. On the individual microfiche, reports or documents are arranged by publication number. Methods for locating publications in their original printed form differ from library to library (in most cases, the index provides all the necessary bibliographic data). Consult your librarian for assistance.

Sample Microfiche

	publication series		publication numbers included in volume			serial volume number	microfiche sequence number for this serial volume
	chamber (House or Senate)	sessional volume number					
title of volume	House reports					No. 3142-1	Fiche 1
Congress and session	52d Cong. 2d sess. H.Rpts. v. 3, n. 2447 - 2621					CIS US SERIAL SET	
start of internal index to this serial volume*	INDEX						
"target" indicating beginning of the publication number 2447	2	4	4	7			

*The internal indexes found in many serial volumes (especially those from the 19th century) sometimes are useful in identifying additional references. When a volume includes an index, its location is marked with an eye-legible "target" on the microfiche.

Private Relief and Related Actions— Index of Names of Individuals and Organizations

Use this index to quickly locate information about individuals or organizations whose names are cited in publication titles as proposed recipients of relief or other congressional actions not related to public policy (e.g., requests for pensions, correction of military records, claims for damages from the government that could not be handled administratively, etc.). References are arranged alphabetically by name.

Because publications related to private relief generally are extraneous to most subject searches, they are not indexed in the Index of Subjects and Keywords. However, “relief” publications dealing with groups or classes of people (e.g., *Relief of farmers in storm and flood-stricken areas*) or government entities (e.g., *Relief of Sergeant Bluff Consolidated School District, Iowa*) are excluded from the index to Private Relief and Related Actions, and instead are included in the Index of Subjects and Keywords.

Sample Entries: Private Relief and Related Actions— Index of Names of Individuals and Organizations

Part I (American State Papers
and 15th-34th Congress)

	Protestant Episcopal Church of	name of organization
	St. Philip, Charleston, S.C.	
	H.rp. 307 (26-1) 371	
	H.rp. 475 (27-2) 408	
	S.doc. 30 (27-3) 414	
	Prout, Holden W.	name of individual
	S.doc. 49 (17-1) 59	
	H.rp. 79 (17-2) 87	
	Claims 616 (17-2) ASP036	American State Papers volume number
	Prout, Joshua W.	
	H.rp. 79 (17-2) 87	
American State Papers class	Claims 616 (17-2) ASP036	
	Provest, Winter and Co.	
	H.rp. 253 (34-3) 914	
	Prudhomme, Antoine	serial volume number
chamber (House or Senate)	H.rp. 31 (21-1) 199	
publication series	publication number	Congress and session

Sample Search: Private Relief and Related Actions

QUESTION:

“What information of genealogical interest is available on John C. Stewart, who lived in the early to mid-1800’s?”

Step 1. Search the Index

The appropriate historical period is covered in Part I (1789-1857). The question relates to an individual who we assume was not a subject of public policy discussion, so the search should be conducted in the index to Private Relief and Related Actions:

<p>Stewart, James E. H.rp. 4 (33-2) 808 H.rp. 108 (34-3) 912</p> <p>► Stewart, John H.rp. 687 (24-1) 295 H.rp. 78 (30-2) 545</p> <p>Stewart, Matthew H.rp. 794 (29-1) 491 H.rp. 69 (30-1) 524</p>
--

<p>Stewart, Adam D. H.rp. 517 (26-1) 372 S.doc. 24 (27-2) 396 S.rp. 141 (31-1) 565 S.rp. 46 (33-1) 706 S.rp. 60 (34-1) 836 S.rp. 173 (34-1) 836 S.rp. 322 (34-3) 891</p> <p>► Stewart, John C. H.rp. 756 (29-1) 491</p> <p>Stevens, Albert H.rp. 66 (24-2) 305</p>

Step 2. Note the bibliographic data

Since any of the publications referred to above might be relevant, note all three references.

Step 3. Obtain the publications*

Using the bibliographic data, obtain the publications from the bound volume or microfiche collection of your library.

*If you wish to know the titles of publications before you obtain them, refer to the Numerical List of Reports and Documents. See pp. 9 and 18 of this handbook for details on its use.

Because a spelling or transcription error could have occurred at the time these reports were printed, the same person also might be listed under a different spelling of his name. Therefore, all variant forms should be searched (e.g., Stuart). Although there is no *John Stuart*, another spelling yields a reference:

Numerical List of Reports and Documents

If you know the year (or Congress and session) of issuance and the number of a particular publication, you can use the Numerical List to ascertain the publication's title or serial volume number. You also can scan the list to gain an awareness of the publications issued during a specific period.

House Reports, Senate Documents, House Documents. (Documents were for some time divided into Executive Documents and Miscellaneous Documents.)*

As illustrated below, references indicate when parts of a publication are contained in a serial volume from a subsequent session of Congress.

For each session of a Congress, publications are listed in publication number order, within this sequence: Senate Reports,

Sample Entries: Numerical List of Reports and Documents
Part X (74th-79th Congress)

		78th Congress, 1st Session		
		Jan. 6, 1943 - Dec. 21, 1943		
		Senate Reports		
	No.	Vol.	Serial	
	1.			Continuing investigation of production of silver and gold in United States and its Territories 1 10755
publication number	58.			Army specialized training program 1 10755
reference	59.			Additional report of Special Committee to Investigate Gasoline and Fuel-Oil Shortages. 2 pts. 1 10755
title	59.			[Part 3; see 2d session] 1 10755
	60.			Urgent deficiency appropriations, 1943 1 10755

Annotations:
 - Congress and session: 78th Congress, 1st Session
 - time span of this Congress and session: Jan. 6, 1943 - Dec. 21, 1943
 - chamber (House or Senate) and publication series: Senate Reports
 - sessional volume number: 1 (for 58, 59, 60)
 - serial volume number: 10755 (for 58, 59, 60)

Schedule of Serial Volumes

This section assists in verifying the content, organization, and completeness of a collection of bound Serial Set volumes. Sometimes called a "shelf list," it sequentially lists all serial volumes, shows the numbers of all publications contained in each volume, and provides either a full listing or a characteriza-

tion of the publication titles. Serial numbers that were not used are identified in the Schedule of Serial Volumes as "[Unused]." When the same number applies to more than one serial volume, its part number is indicated after the serial number, following a dash.

Sample Entries: Schedule of Serial Volumes
Part XI (80th-85th Congress)

		80th Congress, 1st Session		
		Jan. 3, 1947-Dec. 19, 1947		
		Serial	Vol.	JOURNALS
		11112	-	Senate Journal, 80th Congress, 1st session
		11113	-	House Journal, 80th Congress, 1st session
		SENATE REPORTS		
serial volume number		11114	1	Miscellaneous Senate Reports: 1-160
		11115	2	Miscellaneous Senate Reports: 161-370
		HOUSE DOCUMENTS		
sessional volume number		11223	1	508. 15th annual report of Federal Home Loan Bank Administration, 1947
		11224	2	573. 38th annual report of Boy Scouts of America, 1947
		11160	25	81. 1st annual report to Congress on activities of United Nations and participation of United States therein
		11161-1	26	481. Foreign relations, 1946; Pt. 1: United Nations
serial volume part number		11161-2	26	481. Foreign relations, 1946; Pt. 2: Council of foreign ministers
		11161-3	26	481. Foreign relations, 1946; Pt. 3: Paris Peace Conference Proceedings
		11199	64	[Unused]
		11200	65	[Unused]
		11201	66	[Unused]

Annotations:
 - Congress and session: 80th Congress, 1st Session
 - time span of this Congress and session: Jan. 3, 1947-Dec. 19, 1947
 - publication series: JOURNALS, SENATE REPORTS, HOUSE DOCUMENTS
 - serial volume contents characterization and individual publication numbers (for volumes containing six or more publications): 1-160, 161-370
 - individual publication numbers and titles (for serial volumes containing five or fewer publications): 508, 573, 81, 481, 481, 481
 - notation that this serial number was never used: [Unused]

*Publications contained in the American State Papers are listed in numerical order by subject class. For details, see the "User Guide" at the beginning of Part I of the CIS US Serial Set Index.

Detailed Review

NOTE: The following is derived from Part V of the CIS US Serial Set Index, where it is titled "User Guide." As part of this Handbook, it provides detailed information for those interested in learning more about the basic points covered in the previous section.

The U. S. Serial Set is an on-going collection of U. S. Government publications compiled under directive of the Congress. It contains comprehensive and often detailed information on an extremely wide range of subjects. There has rarely been a published series of its depth and breadth of coverage, and none in this country as long-lived—its earliest documents date from 1789 and additions are made continuously. Documents included during the period 1789 to 1969—the full period covered by the *CIS U. S. Serial Set Index*—total some 330,000 individual titles, and more than 11 million pages. These are bound into nearly 14,000 separate Serial Set volumes.

The types of materials selected to be included in the set, the organization of these materials in Serial Set form, and their printing, distribution, and availability are briefly summarized below. A more detailed description of the nature and history of this complex collection is provided in the Historical Review section, beginning on p. viii.

MATERIALS INCLUDED

Congress has always been responsible for selecting items that appear in the set. Although its selection policies have never been entirely consistent, the set has always included a wide range of congressional documents and such noncongressional materials as Congress has from time to time ordered printed for its use and distribution. Congressional motives in selecting items for publication in Serial Set form seem to have been three-fold: to provide Members and their staffs with information needed in carrying out their constitutional responsibilities; to see that a permanent record is kept of congressional activity for the use of all interested parties both within, and outside of the Capitol; and to influence public opinion in matters that interest Congress.

Specifically, the Serial Set collection contains, retrospectively, up to 180 years of the following types of publications:

- Congressional journals, and administrative reports, directories, manuals, and related internal publications.
- Congressional reports on public and private legislation considered during each Congress.
- Reports resulting from congressionally commissioned or conducted investigations.
- Annually submitted reports from Federal executive agencies, reviewing current problems and activities under agency purview.
- Extended series of survey, research and statistical publications developed by executive agencies.
- Selected annual or special reports of nongovernmental agencies.

The scope of this material and policies governing its inclusion are described in more detail on p. viii-ix.

SERIAL SET ORGANIZATION

The Serial Set is organized in a roughly chronological, sequential arrangement which groups together the documents of each succeeding session and Congress over the years. This chronology is only approximate, however. Three separate but complementary numbering systems are employed to organize and group the separate documents bound within volumes, and to organize and group the volumes in relation to each other. The numbering schemes are briefly outlined below; a review of their details, exceptions, and historical variations is given on p. x.

Serial Numbers — Component volumes of Serial Set are assigned an open-ended sequence of consecutive numbers called serial numbers. These numbers were a late nineteenth-century innovation covering publications from 1817 onward. They begin with number one for the first volume of the 1st session of the 15th Congress and continue to the present. The serial number on the last volume of the 1st session of the 91st Congress, the last volume covered by the twelve parts of this index, is 12,880.

Documents of the earlier Congresses, beginning in 1789, are reprinted as part of a collection called *American State Papers*. The volumes containing these documents have been given numbers 01-038 and placed at the beginning of the set. They are indexed together with the documents from the 15th to 34th Congresses in Part I of the *CIS U. S. Serial Set Index*.

Publication Numbers — Collectively called the Congressional Series or Congressional Edition, all the individual Serial Set documents (except *House and Senate Journals*) are organized into several separate numbered series, by Congress and session. These series consist of the following four document publication classes: *Senate Reports*, *House Reports*, *Senate Documents*, *House Documents* (*Documents* were for some time divided into *Executive Documents* and *Miscellaneous Documents* — p. ix).

Individual Serial Set documents are each assigned to a publication series, and assigned sequential numbers in that publication series within a given Congress, or, for some periods, within a single session of a Congress. For example, the document designated *H. rp. 4 (56-1)* is the fourth *House Report* of the 56th Congress, issued during the 1st session.

Sessional Volume Numbers — The serial numbers sequence and identify volumes within the Serial Set as a whole. In addition, separate sequential volume numbers (or letters) are assigned to and sequence, separately by publication series, those volumes of documents assembled for each individual session of Congress. For example, a volume given serial number 4031 is also designated as Volume 3, which designates it as the 3rd volume of *Senate Documents* in the Serial Set documents of the 2nd session of the 56th Congress.

PRINTING AND AVAILABILITY

Congressional printing and distribution policies for the Serial Set have been inconsistent, although from the beginning the overall intent of Congress has been to make the collection available to all who might wish to use it. In general, Serial Set volumes are printed in uniform size and shape, and in sufficiently numerous editions for ready availability to the public at large. In addition, Congress has attempted to arrange for reasonably complete permanent Serial Set collections to be established and maintained in depositories throughout the country.

Despite congressional intent, variations in printing and distribution policies (described in detail on p. x-xi) have resulted in the exclusion of some publications from almost all collections, and in serious exclusions from many collections. The *CIS U.S. Serial Set on Microfiche*, a companion product to this index, will provide for the first time full text availability of all Serial Set publications for the period 1789-1969. CIS has been filming and indexing the Serial Set (with some exceptions) on a current basis since 1970, the start of the 91st Congress, 2d session.

THE CIS U.S. SERIAL SET INDEX — A BASIC INTRODUCTION

Although numerous partial indexes to U.S. Serial Set documents have been published, and have been important aids to researchers in making use of the wealth of information contained in the collection, the need for a comprehensive index to the entire collection has become increasingly acute as a result of the collection's growth and increasingly complex physical assembly.

Recognizing this need, Congressional Information Service, which, since 1970, has published the comprehensive *CIS/Index to Publications of the U.S. Congress* on a current basis, determined to create an index to the complete U.S. Serial Set collection for the period 1789-1969, and to provide a companion full text collection of the Serial Set on microfiche. The *CIS U.S. Serial Set Index* is being published in twelve parts over a five year period, Part V (covering 1897-1903) is the ninth part to be published, following Parts IX through XII (covering 1925-1969) and Parts I through IV (covering 1789-1897).

INDEX DEVELOPMENT

Retrospective subject indexing of the more than 325,000 documents contained in this resource would have been too mammoth an undertaking if attempted entirely by hand. Instead, we have coupled intensive editorial efforts with advanced computer data manipulation and photocomposition techniques to develop an enhanced subject and keyword index, based upon document titles.

Specifically, we have converted into machine-readable form the titles and reference numbers of Serial Set documents, making extensive use of secondary sources of this information such as the Government Printing Office's *Numerical Lists and Schedule of Volumes* and its predecessor, the *Document Index*. We have verified the accuracy of this information through methodical cross-checking of the Serial Set volumes themselves.

In the case of certain annuals and other recurring reports, we have sought to standardize the titles so that the entries will consistently group together alphabetically under their relevant index terms. In other cases, we appended additional information to the title or subdivided the document into parts, each with its separate title, in order to identify the wide-ranging and disparate data contained in such documents.

We then employed advanced computer data manipulation techniques to machine-produce a subject and keyword index and accompanying finding lists. Finally, we focused editorial effort on careful review and revision of the subject-keyword index to increase its ease of use, to structure extensive listings into meaningful breakdowns, to reduce distracting redundancy, to eliminate meaningless terms, and to improve the

thoroughness of the coverage. Consistency and completeness of the finding lists also have been carefully checked.

INDEX COMPONENTS

The *CIS U.S. Serial Set Index* may be used to locate and retrieve documents either within full-size hardcopy U.S. Serial Set collections or within the *CIS U.S. Serial Set on Microfiche* edition. The *Index's* four component listings are briefly described below to orient users with respect to their organization and functions. However, we urge users also to consult the more detailed descriptions and instructions contained in the User Instructions section of this Guide (p. xi-xv).

Index of Subjects and Keywords — a comprehensive subject index, organized alphabetically, covering all documents except for a defined subset concerning the private relief and related actions of Congress. Subjects and keyword terms have been derived from document titles. Under each term, the title of each relevant publication is cited, along with reference information sufficient for citation or retrieval of the document within a specified serial volume. (For detailed user instructions of this index, see p. xi).

Private Relief and Related Actions — Index of Names of Individuals and Organizations — a separate alphabetical listing of the proper names of persons and organizations cited in document titles as recipients of proposed private relief or related actions of Congress. The definition of such private actions used in this index differs in some respects from congressional definitions of "private" legislation over the years. However, it functions well to provide access to reports on specific private legislation, while allowing exclusion from the Index of Subjects and Keywords of voluminous listings of documents which would be extraneous to most subject searches. Users anticipating that their searches may relate to private legislation should carefully review the instructions and definitions for this index that are provided on p. xiii.

The *Document* or *Report* number, Congress and session, and serial volume numbers for each relevant publication are cited under each name in this index. This is sufficient information for direct retrieval of all documents. Titles are available through reference to the Numerical List of Reports and Documents, described briefly below.

Numerical List of Reports and Documents — a sequential listing of the titles and reference information for all documents in each session of a Congress, organized in the following sequence: *Senate Reports, House Reports, Senate Documents, House Documents*, (or *Senate and House Executive Documents*, followed by *Senate and House Miscellaneous Documents*, for the period during which those publication types were issued).

The organization of this listing, further described on p. xiv, is designed to aid users in locating and retrieving documents for which the assigned publication numbers are already known, and to facilitate scanning the titles of specific types of publications issued during a specific Congress or period of time.

Schedule of Serial Volumes — A numerical listing of the serial volumes, showing all the assigned numbers of the individual documents contained in each volume, and either a full listing or a characterization of the document titles. The schedule will assist users primarily in verifying the contents and organization of their individual full-size Serial Set collections. Instructions for using the schedule

are provided on p. xv of this User Guide. Both the Numerical List and the Schedule of Serial Volumes are more complete and accurate than comparable listings in the GPO *Numerical Lists and Schedule of Volumes*, and its predecessor, the *Document Index*.

PUBLICATIONS COVERED IN PART V OF THIS INDEX

The *CIS U.S. Serial Set Index*, covering the complete set of documents issued within the Serial Set and *American State Papers* from 1789 to 1969, is to consist of twelve separate Parts of which Part V is the ninth to be published. Part V covers the 55th through the 57th Congresses, a 6 year period from March 4, 1897, to March 4, 1903. It comprises more than 23,000 titles contained in about 1,000 physical volumes, spanning serial numbers 3557A through 4555. Some serial numbers, subdivided into parts, apply to more than one physical volume.

Document publication classes issued during this period are *Senate and House Journals, Documents, and Reports*.

As described in the Historical Review section below (p. viii), certain specific types of publications have for some periods of time been excluded and for other periods of time included in the Serial Set. In addition, there are breaks in otherwise complete series of executive branch publications caused by failure to give Serial Set numbering to certain items. These gaps are infrequent, but when they occur are often unexplained. Some apparent gaps are occasioned by the termination of a publication, the inclusion of one publication in another, or the change in time span covered by a publication.

Other real and apparent gaps in the sequence of publication numbers are caused by the failure to publish documents for which series numbers had been reserved, by late publication of such documents requiring the assignment of new series numbers, and by publication of such documents in series other than those anticipated (as *House Documents*, say, rather than as *Senate Documents*).

In subject matter, the documents in Part V, covering the years 1897-1903, record American policies and undertakings at

the turn of the century. This time period marked a return to prosperity for the country, with increased productivity in both manufacturing and agriculture. After the discovery of gold in Alaska, the Gold Standard Act of 1900 ended the fight over bimetallism. Monopolies and combinations in business became the target of Teddy Roosevelt in his fight against the "malefactors of great wealth."

Concern for our natural resources throughout the country led to a movement to protect our forest reserves and water supplies, and the establishment of National Parks. Agreements between the Dawes Commission and the Five Civilized Tribes continued to change the face of Oklahoma and the Indian Territory. Health care, sanitation, and regulation of food products improved, and Walter Reed was hailed as the discoverer of the cause of yellow fever.

In the area of foreign affairs, the popular support for independence of Cuba and the sinking of the battleship *Maine*, exploited in the new yellow press, led to a crisis in relations with Spain which resulted in war. Evidence of Army disorganization in Cuba resulted in the appointment of a Commission to investigate the "conduct of the War Department in the War with Spain." At the Paris Peace Conference, Cuba was granted independence from Spain, but the U.S. joined the ranks of colonial powers, taking possession of Puerto Rico, Guam and the Philippines.

Increased export trade and the search for overseas markets brought business support for the new American imperialism. A treaty was concluded with Great Britain leading toward the construction of an Isthmian canal to connect the Atlantic and Pacific Oceans, which would bring trade benefits and strengthen the U.S. naval position in both oceans. Both the acquisition of Hawaii and the "Open Door Policy" in China reflected increasing interest in the expansion of American trade and influence in the Far East.

Several centennial celebrations were held throughout the country, among them the "celebration of the establishment of the seat of government in the District of Columbia." Coinciding with this event was the publication of the History of the United States Capitol. Plans were also made to commemorate the hundredth anniversary of the Louisiana Purchase at the St. Louis Exposition.

HISTORICAL REVIEW OF THE U.S. SERIAL SET

SELECTION POLICIES FOR THE SERIAL SET

On December 8, 1813, the House of Representatives passed a resolution that ordered uniform printing of "all messages and communications from the President of the United States, all letters from the several departments of the Government, all motions and resolutions offered for the consideration of the House, all reports of committees of the House, and all other papers which [are produced] in the usual course of proceeding or by special order of the House."

As a result of this resolution and of similar orders of the House and Senate, redefined over the course of years, the Serial Set consists of a shifting composite of documents from Congress, the executive branch, and certain nongovernmental organizations. An historical summary of selection policies for basic types of publications is provided below.

Congressional Publications — The congressional material in the Serial Set includes the committee reports, journals, manuals, and administrative reports of both Houses in addition to a variety of directories, orations, and special

publications (such as illustrated descriptions of the Capitol). Unfortunately, not all these categories appear consistently in the set.

Committee reports on proposed public and private legislation are among the most important of the Serial Set's congressional publications and have always been part of the set. The journals of proceedings of both Houses appeared from the beginning but have been excluded from the set since 1953, while Senate and House manuals did not appear in it until 1896 but are still included. The *Congressional Directory* was privately printed and distributed until 1865, and was not given serial numbering until 1882. Orations and eulogies have always appeared, but recently addresses on deceased Members of Congress have been printed for distribution outside the Serial Set scheme.

Administrative reports of the Secretary of the Senate have always been provided with serial numbering, while in the last thirty years the reports of the Clerk of the House of Representatives sometimes have not. The *Congres-*

sional Record and its predecessors (*Annals of Congress*, *Register of Debates*, *Congressional Globe*) have never been included. Texts of bills and resolutions appear only sporadically, and then only in the early years of the Serial Set.

As a rule committee hearings and prints have been considered committee rather than congressional publications and have consequently been excluded. However, during the nineteenth century some hearings of particular note were printed as Serial Set items.

The Senate frequently sat in secret session in early Congresses, but has done so less frequently since. Proceedings and other records of such sessions (*Executive Journals*, *Documents*, and *Reports*) have never been a part of the set except by special order. (These *Executive Documents* and *Reports* should not be confused with executive branch publications that appear in the Serial Set *Documents* series described below.)

Executive Branch Publications — The Serial Set includes a broad miscellany of executive branch publications. Apart from Presidential messages, which have regularly been included, some of these documents appear because Congress has ordered a department or agency to report to it on a regular basis, and some appear because members want a supply of reports on particular topics for their own use and for distribution to the public.

Congressional policy for the inclusion of executive branch publications has not been entirely systematic or consistent. Until the establishment of the Government Printing Office in 1860, for example, identical executive branch reports sometimes appeared as both House and Senate publications. Even after that, and until about 1920, Congress sometimes requested reports from subordinate bureaus or agencies that duplicated material found in the reports of their parent departments.

Historically, the proportion of executive material in the set has varied considerably; in some nineteenth-century Congresses it formed over half the set and in recent decades it has been quite small. Executive branch publications appearing in the set include the following:

- messages of the President of the United States
- the annual administrative reports of departments and agencies
- a number of series publications such as the *Geological Survey Bulletins*
- such periodicals as the *Monthly Summary of Foreign Commerce* (with its predecessor the *Monthly Summary of Commerce and Finance*), the *Pan American Union Bulletin*, and *Monthly Consular Reports*

Apart from administrative reports, which often also contain a wealth of non-administrative information, some of the set's more valuable and complete serialized executive publications are:

- reports on foreign commerce and navigation, produced under various titles by the Department of Commerce and its predecessor, the Department of Commerce and Labor
- commercial relations, commercial policy, and foreign relations series of the Department of State
- reports and bulletins of the Bureau of Ethnology in the Smithsonian Institution
- bulletins of the Bureau of Labor and the Bureau of Labor Statistics
- the Census Bureau's *Statistical Abstracts*

Nongovernmental Publications — In addition to congressional and executive branch publications, the Serial Set

includes a number of reports from nongovernmental organizations that are organized under laws requiring such reports. The American Historical Association, Boy Scouts of America, the Daughters of the American Revolution, and various veterans organizations are in this category.

Miscellaneous Publications — Other important collections within the set defy classification by origin. These include a number of volumes containing unusual historical data as well as massive hearings, reports, and exhibits of congressional and executive branch commissions, investigations, and inquiries such as studies of wages and prices, immigration, woman and child labor, unemployment, national security, conduct of war, and civil rights. The report of the "Industrial Commission" found in *House Documents*, is a 19 volume set of reports, testimony, and legislation "pertaining to immigration, to labor, to agriculture, to manufacturing, and to business." In conclusion, the Commission recommended legislation to regulate and control the heretofore unmanageable conditions which prevailed in American industry. The report "Paris Universal Exposition, 1900," found in *Senate Documents*, provides six volumes of extensive material on fine arts, education, crafts, industry, science, and various forms of agriculture. These volumes are examples of the type of miscellaneous publications included in the coverage of Part V of the *CIS U.S. Serial Set Index*.

ORGANIZATION OF THE SERIAL SET PUBLICATIONS SERIES INCLUDED —

Serial Set materials are consistently organized into formal House and Senate publication series volumes starting with the 15th Congress (1817-1819). At that time, the set consisted of four series: *Senate Journals*, *Senate Documents*, *House Journals*, and *House Documents*. As required by the Constitution, *Journals* contain minutes of the meeting of each House. While omitting debate, they constitute a concise record of congressional action on bills, resolutions, memorials, and petitions, by title and number, together with all communications from the President of the United States. The *House Documents* and *Senate Documents* series originally contained everything in the set apart from *Journals*, including reports of congressional committees and many executive branch publications.

In 1819, the House of Representatives, and twenty-eight years later the Senate, separated the Committee reports from the *Document* series, forming two new series, *House Reports* and *Senate Reports*. Furthermore, when the Senate began its *Reports* series, both Houses began to distinguish between *Executive Documents* and *Miscellaneous Documents*. *Executive Documents* consisted of publications of the executive branch, while *Miscellaneous Documents* contained memorials and petitions, amendments, and special reports exclusive of committee reports. The *Reports* series have always contained committee reports on public and private legislation. Both *Reports* and *Documents* may contain hearings as noted above. Between 1856 and 1862, reports from the Court of Claims were printed as a separate publication series.

In 1895, along with a general reform of publishing and distribution policies, Congress dropped the distinction between *Executive* and *Miscellaneous Documents*. From 1895 to 1951, there were only three series of publications for each House: *Journals*, *Documents*, and *Reports*, and since 1952, only *Documents* and *Reports*.

NUMBERING SCHEMES —

WITHIN PUBLICATIONS SERIES — Each House's *Reports* and *Documents* series has its own internal sequential numbering scheme. All publications in these series carry unique individual *Document* or *Report* numbers (here referred to as publication numbers), assigned sequentially within a Congress or session. All classes of *Documents* were numbered by session during the nineteenth century, but have since been numbered by Congress. *Senate Reports* have always been numbered by Congress; *House Reports* were numbered by session prior to 1881, and have since been numbered by Congress.

SESSIONAL VOLUME NUMBERS — Ordinarily, only documents of a single publication series are bound together in any single serial volume. These documents are organized within the volume in ascending numerical order. The bound volumes for each publication series are numbered sequentially within a session. Thus, sessional volume numbers group together all volumes of a given publication series for a given session.

The effort to achieve uniform width bindings, however, has resulted in some conflict between the otherwise compatible publication series and sessional volume numbering systems. Shorter documents in a series are bound together in generally numerical order in several volumes and are usually assigned the initial volume numbers for a session. Longer documents receive separate bindings and are assigned subsequent volume numbers. The order of documents in volumes is, therefore, not strictly the same as their order by publication series number.

Between 1905 and 1939, certain volumes were lettered (given alphabetical designation) rather than numbered. These lettered volumes contained reports on private bills and on simple and concurrent resolutions. They were separately printed as an economy measure and were distributed only to the House and Senate Libraries, the Library of Congress and the Public Documents Library. Because reports were numbered sequentially irrespective of public or private intent, the creation of lettered volumes further disrupted the filing order of *Reports*.

SERIAL NUMBERING — The serial numbers from which the set gets its popular name owe their existence to Dr. John G. Ames, head of the Document Division in the Department of the Interior, and later, Superintendent of Documents in the Government Printing Office. In 1892, the Interior Department issued his *List of Congressional Documents, 15th-51st Congress, and of Government Publications containing debates and proceedings of Congress, 1st-51st Congress, with miscellaneous lists of public documents, historical and bibliographical notes*. This was the first edition of a work that, because of its unwieldy title, quickly became known as the *Checklist*. Its second edition, published in 1895, contained a set of serial numbers that Dr. Ames had devised for numbering volumes in the Congressional Edition from 1817 onward.

Starting with serial number one, assigned to the *Senate Journal* for the 15th Congress, 1st session, every item in the set received a serial number according to its shelf position when arranged by Congress, session, and volume number. While they lacked sessional volume numbers, the *Journals* were conventionally placed before *Documents* and *Reports* for serial numbering purposes. (During all of the 54th Congress and the 1st session of the 55th Congress, serial numbers were omitted from the *Journals* of both Houses. These *Journals* have since conventionally been given the number of the volume preceding the number they should have received plus the letter "A.")

The sequence of publication class series in the Serial Set for each session before 1902 was as follows: *Senate Journal*, *Senate Documents* (*Executive Documents* preceding *Miscellaneous Documents*, 1847-1895), *Senate Reports* (1847-1902), *House Journal*, *House Documents* (*Executive Documents* preceding

Miscellaneous Documents, 1847-1895), *House Reports* (1819-1902). Since 1902 the arrangement has been *Senate Journal* (1902-1952), *House Journal* (1902-1952), *Senate Reports*, *House Reports*, *Senate Documents*, *House Documents*.

APPEARANCE OF NUMBERS — *Documents* and *Reports* have always had title pages that show Congress, session, and document number, but never volume or serial number. Before 1854, each page of a *Document* or *Report* repeated its document number. Without formal authorization during the remainder of the century, this number was carried with the signature mark on most documents but not on every page, and since then it has appeared only on the title page.

Volume title pages were common but not universal before 1854, and have since been regularly printed. They show Congress, session, and volume number, but not serial number. Many volumes have tables of contents that list included documents.

The serial number is shown only on the binding of Serial Set volumes. It is stamped on volumes issued after 1895 as they are bound. Many libraries have added the numbers to earlier volumes but it cannot be assumed that pre-1895 volumes will show them. The same document, volume, and serial number may be found on two or more separate volumes in the set, and in such cases, the numbers will be subdivided by addition of a digit or letter (e.g. serial numbers 8607-1 and 8607-2, and, in the case of omitted journal numbers, 3346 and 3346A).

AMERICAN STATE PAPERS — Although not part of Dr. Ames' serial numbering scheme, a reprint of records from the early Congresses was numbered 001 through 038 when shelved in the Public Documents Library and has since generally been considered a part of the Serial Set.

This reprint, the *American State Papers*, was privately produced under congressional authority between 1832 and 1861. It included records that were previously available only in manuscript, as well as printed executive and legislative documents. The series covers a period starting at 1789 and ending with dates varying between 1823 and 1838. The documents are arranged in classes within the volumes and appear in chronological order within class. The classes are Foreign Relations, Indian Affairs, Finance, Commerce and Navigation, Military Affairs, Naval Affairs, Post Office Department, Public Lands, Claims, and Miscellaneous. The *American State Papers* are included in Part I of the *CIS U.S. Serial Set Index*, and its document classes are explained in detail in the historical review section of the User Guide at the beginning of Part I.

PRINTING AND DISTRIBUTION OF THE SERIAL SET

SIZE AND SHAPE OF VOLUMES —

The House resolution establishing uniform printing standards for subsequent documents provided that the materials assembled for the set be printed "in octavo fold," and later regulations in both Houses elaborated on this order to establish a policy for volume specifications that has survived largely intact to this day.

With the exception of the period between the beginning of the 46th and the end of the 59th Congresses (1878-1907), well over ninety percent of the Serial Set volumes have pages roughly six by nine inches, interleaved with folded sheets of tables, maps, or other figures that cannot be reduced to this size. Where an entire volume is made up of such oversize material, it may be found in an oversize binding with all its pages flat, in a normal size binding with its pages folded, or it may be found boxed as an unbound set of folded sheets.

Between 1879 and 1907, many volumes in the *Documents* series were printed quarto — approximately nine by twelve inches in size — and *Journals* have been quarto since 1889.

Thickness of volumes has not been consistently regulated, but all fall within the range conventionally allotted to books as opposed to pamphlets, and most are between one-and-one half and three inches thick.

DISTRIBUTION AND AVAILABILITY —

A further House resolution of December 1813 ordered that editions of two hundred copies of Serial Set volumes be printed in addition to the “usual” number required for use within Congress, and established distribution rules not only for that time but also “for every future Congress.” Again the Senate followed the House’s lead, and the resulting policies, although they were often inconsistent, were intended to insure that the Serial Set would always be available for public use.

At first, Congress ordered Serial Set volumes to be distributed, as printed, to incorporated universities, colleges, and historical societies throughout the country. By convention, it appears that State and territorial libraries also received them although they were not formally included in the distribution scheme.

Initially, the Library of Congress and the State Department shared responsibility for distributing the set. The latter cared for educational institutions, the former for all others as well as the public-at-large. When the distribution list came to exceed the number of available copies, Congress ordered larger printings, and the edition size grew in this way to three hundred copies by the 1840’s.

In 1858, Congress shifted responsibility for educational distribution to the Department of the Interior and gave the Secretary of Interior some leeway in choosing recipients. At that time, Congress also provided that each Senator designate a library for distribution within his State, and that future distribution be kept equal in each congressional district and territory. This action was the basis for a depository library system whose growth and changes have greatly affected Serial Set availability.

Although Serial Set volumes have always been distributed to depository libraries, the composition of the set sent to these libraries has changed from time to time. For a short time at the close of the nineteenth century, the *Journals* were sent only to some of the depositories that regularly received the set (three libraries in each State and territory). And, as noted above, from 1905 through 1938 the lettered volumes (reports on private bills and simple and concurrent resolutions) were printed in a limited edition exclusively for the principal governmental libraries in Washington.

The latter practice resulted in more serious omissions from the generally distributed volumes than might at first appear to be the case. Private bills were defined as “all bills for the relief of private parties, bills granting pensions, bills removing political disabilities, and bills for the survey of rivers and harbors,” and reports on such bills have often been of public interest. In addition, simple resolutions in some instances represent an important research resource. These reports sometimes include impeachment proceedings and the results of committee investigations, many of them detailed and exhaustive. An investigation of the White Earth Indian Reservation in Minnesota appears, for example, in two lettered volumes and contains nearly three thousand pages of testimony and reports.

With the passage of the Printing Act in 1895, depositories began to receive executive branch publications that duplicated volumes they received in Serial Set shipments. In 1907, in an economy move related to the lettered volumes policy (see *Sessional Volume Numbers*, p. x), depositories began to receive these duplicates in Serial Set shipments in a “plain-title” edition,

lacking both the distinctive sheepskin bindings that were then used for Serial Set volumes, and the set’s series front matter. Soon afterward (1913), Congress removed these executive publications volumes altogether from Serial Set depository shipments.

Since many of the reports and documents that depositories receive in non-Serial Set shipments have been issued as separates in pamphlet form or assembled in bindings in a different order from their Serial Set counterparts, they are difficult to use in assembling Serial Sets and have been filed separately by many libraries. And because they lack Serial Set title pages, tables of contents, and spine stampings, they are necessarily incomplete even when assembled with other Serial Set publications.

In 1922, moreover, depositories were given the opportunity to select certain classes of publications in advance, but were not offered the Serial Set in its complete version as a class. The effect of this change in depository arrangements has been to reduce the number of libraries that contain the set as a whole even in variant form.

Because international exchange libraries have long been treated like depositories, the only libraries that now have the complete Serial Set in its true form are the five major government libraries in Washington, D.C.: the House and Senate Libraries, the Library of Congress, the Public Documents Library (now, except for current publications, housed in the National Archives), and the National Archives Library. The collections in the first three of these have been subject to loss and wear and tear through heavy use. The fourth is being reacquired and will not be available to the public for some years. And the fifth is in a relatively young library whose collections are not complete for the period prior to its formation.

The *CIS U.S. Serial Set on Microfiche*, unlike almost all hardcopy collections, is to be complete. Drawing primarily on the collections in the U.S. Senate Library, with fill-ins from a number of other sources as needed (including the National Archives Library), it includes every known Serial Set publication. Every gap in the file is thoroughly investigated to determine whether it represents a published document (in which case that document is located and filmed), or an unused number (in which case a record is made of the positive verification of this fact). The microfiche, like this companion index, are being issued in twelve approximately equal parts covering the period 1789-1969.

USER INSTRUCTIONS

INDEX OF SUBJECTS AND KEYWORDS

The Index of Subjects and Keywords originated as a computer-generated index in which separate subject terms were made from each of the words contained in document titles. Steps have been taken editorially to enhance the index. Terms have been refined and cross references developed to increase the ease of use, to structure extensive listings into meaningful breakdowns, to reduce distracting redundancy, and to improve the thoroughness of coverage. These principles of editorial enhancement are being followed consistently in all Parts of the *CIS U.S. Serial Set Index*. However, specific subject terms and cross referencing patterns, of necessity, vary from Part to Part, reflecting the keyword derivative nature of the index and variations in content and style of the titles during the different time periods covered.

SUBJECT TERMS —

Editorial refinements of the Part V Subject and Keyword Index have been based on close examination of the titles used (and resulting word-terms) of the documents included in the Serial Set during the period of coverage (1897-1903). The following types of changes have been made:

- Multiple word proper names and subjects in many cases have been linked and listed in one place rather than under each word, e.g., GRAND ARMY OF THE REPUBLIC, or CONSTITUTIONAL AMENDMENT.

- Subjects for which there are extensive listings usually have been subdivided, either by expanding the term or adding a modifier. When the modifying word follows a comma, it is usually an inversion of the actual words in the title. Thus, the postings under EXPENSES, CONTINGENT are from titles that say "contingent expenses" or contain either "contingent" or "expenses" and clearly belong under this term. When the modifying words are parenthesized, it usually indicates a created descriptive term, e.g., LAWS (COMPILATION). Titles posted under this term frequently do not include "compilation" (or possibly even "laws"), but do contain words which indicate they are a collection of legislation.

- Variant forms or designations of proper names have been consolidated under one form of the name. For example, all titles which say "Circuit Court," "circuit judges," or "judicial circuit" have been placed under the term COURT OF APPEALS. Appropriate "see" references have been supplied to send users to the form of the name under which postings have been consolidated.

- Varying forms of a root word frequently have been merged, e.g., "removal," "removing," and "remove" have all been posted under REMOVAL. We have generally tried to select the form most frequently used in the material covered and, where possible, to be consistent from Part to Part of the *CIS U.S. Serial Set Index*.

- Singulars and plurals have usually been merged; e.g., "Office" and "Offices," which would have been separated by the term "Officers" if listed separately, have been combined under the term OFFICE.

- When both the singular and plural forms of a word have been used to represent different meanings, annotation usually indicates the conceptual separation, e.g., AUTHORITY (POWER) and AUTHORITIES (OFFICIALS).

- Combinations of methods of distinguishing among terms have been used to break up long listings where possible. For instance, titles including the word "Constitution" have been posted under several different terms. Thus, titles referring to the Constitution of the United States are listed under CONSTITUTION. Titles dealing with the ship are found under CONSTITUTION (SHIP). A report on purchasing Constitution Island, N.Y., is posted under CONSTITUTION ISLAND. Titles dealing with the subject of amending the U.S. Constitution are posted under CONSTITUTIONAL AMENDMENT. And, the title concerning the Federal Convention in 1787 is posted under the term CONSTITUTIONAL CONVENTION.

- In cases where the titles are not numerous, separate names or concepts usually have been allowed to remain together under the same inclusive term. For example, "Burlington, Iowa," and "Burlington, Vermont," appear under the single term BURLINGTON, though they are distinguished from Burlington Bay, Minnesota, found under BURLINGTON BAY.

- Generic distinctions are frequently included with proper names when it is necessary to distinguish among terms using the same word. For example, DELAWARE RIVER is a term distinct from DELAWARE (the State), DELAWARE BAY, and DELAWARE INDIANS.

- Certain types of terms have been systematically expanded or annotated to be more explanatory and to reduce the possibility of misleading the reader. Names of ships and counties are two such types of terms, e.g., ROSE (SHIP) and REDWOOD COUNTY are terms rather than "Rose" and "Redwood."

- Words in the title that are not meaningful for a subject search have generally been dropped from the index as subject terms. These include articles, prepositions, and a number of adjectives and verbs (and the resulting noun forms) that either would have little meaning as a subject grouping or have not been used consistently enough in the titles to make a useful grouping. Examples of the type of words excluded are "acquire" and "acquisition," "against," "obtain," "operate" and "operation," and "establish."

CROSS REFERENCING —

Cross references have been included liberally throughout, and provide the following types of information:

- Direct substitution:
THAILAND
see Siam
- Narrower terms under which additional titles are posted:
COURT
see also Court martial
see also Court of Appeals
see also Court of Claims
see also Court of Inquiry
see also Courthouse
see also Supreme Court
- Other terms used synonymously:
DISPUTES
see also Aggression
see also Conflict
see also Contest
see also Differences
see also Difficulties
see also Disturbances
see also Fight
see also Hostilities
see also Riots
- Related terms:
ARREARAGE
see also Accrued
see also Balance
see also Debt
see also Delinquent (overdue)
- Other terms used which are varying forms of the same root word:
FISH
see also Fisheries
see also Fishermen
see also Fishing

Because of the nature of a title-derived index, subject terms do not fit into consistent, hierarchical patterns. Therefore, the relationship of titles under a given term and titles under the referenced term may not be clear without scanning the titles under each of the cross referenced terms. In conducting a subject search, it will prove valuable to explore all cross references.

ALPHABETIZATION —

Following Library of Congress practice, CIS alphabetizes on a word-by-word basis. Thus *New Jersey* and *New York* precede *Newark*. It is important to know if there is a word break in a term, since a compound word like *Aircraft* would follow all terms beginning with the word *Air*. Hyphenated words are alphabetized as if they were two separate words.

Titles which are listed under a given term alphabetize by the first word of the title. Therefore, a title which begins "Amending the act to . . ." may be listed quite far above its companion report entitled "To amend the act to . . ." Numbers included in a title sequence by their first digit, and are placed after the letter "Z." This means that a title "Fifteenth decennial census" will appear before "Final census figures," but the title "15th decennial census" would appear after "Zoological census." Furthermore, no. 199 will appear before no. 2 since ordering is by the first digit, unless a leading zero has been inserted, e.g., "Vol. 08," to preserve the customary order of titles.

SUGGESTIONS FOR USE —

Since the Subject Index is dependent on the words used in each title, and titles of quite similar publications may vary considerably, sleuthing and persistence are often required for effective searching.

It is important to investigate listings under all possible synonyms and related terms that may be relevant. For example, in Part V there are no titles which contain the animal name buffalo. Under the index term BUFFALO, however, we have provided a "See" reference to BISON, where there are three documents listed which include the word "bison" in their titles.

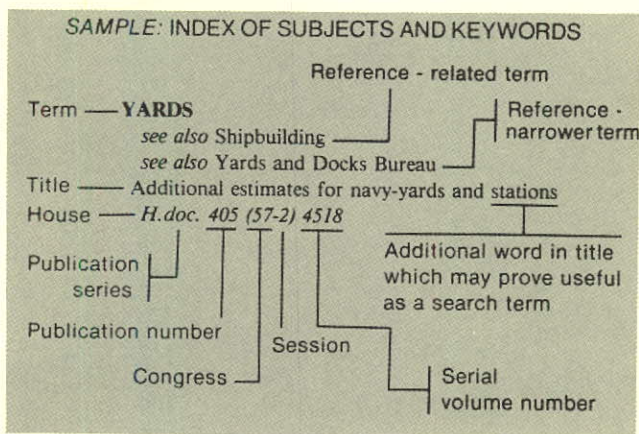
A major source of related terms is the "see also" reference, which indicates additional related material. The fact that some desired listings are found under one specific appropriate term should not be interpreted to mean that all applicable titles have been gathered under that term.

The researcher will also find it useful to examine words in the titles of documents posted under one term in order to discover other possible index terms to search. For example, if

you are interested in the history of the Panama Canal, you would probably go first to the terms PANAMA and PANAMA CANAL. As you scan the titles, you will find one entitled, "Hearings on New Panama Canal Co., Maritime Canal Co., and Nicaragua Canal Company." Consulting the terms MARITIME CANAL COMPANY and NICARAGUA CANAL you will find additional information on events and developments related to the construction of an Isthmian canal.

Documents related to private relief and related congressional actions on behalf of specified individuals are excluded from the Index of Subjects and Keywords and are covered in a separate Individuals and Organizations Index described below. However, the distinction between public actions (covered in the Subjects and Keywords Index) and private actions (covered in the Individuals and Organizations Index) can not always be clearly made. Both indexes should therefore be consulted in any research involving the names of individuals or organizations.

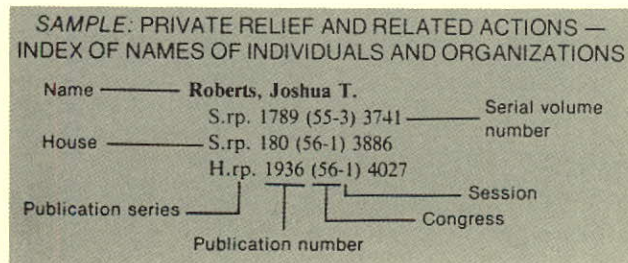
The illustration provided below identifies key information elements in the Index of Subjects and Keywords. Reference information given (title, House, document type, number, Congress, session, and serial number) is sufficient for document retrieval or citation purposes.



PRIVATE RELIEF AND RELATED ACTIONS — INDEX OF NAMES OF INDIVIDUALS AND ORGANIZATIONS

This is a separate index for documents concerned with relief and related actions of Congress affecting specified individuals in specific circumstances. Such separate coverage provides access to reports on specific private legislation, and at the same time allows exclusion of voluminous listings from the Index of Subjects and Keywords — listings which would be extraneous to most subject searches.

The index lists alphabetically the proper names of persons and organizations cited in publication titles as recipients of proposed relief or related actions. As indicated in the illustration below, publication series number, Congress and session, and serial volume number are provided for all relevant documents. Full titles may be obtained by referring to the Numerical List of Reports and Documents, described separately below.



PUBLICATIONS INCLUDED —

We have included in this index documents whose titles indicate a single transaction between the Federal Government and a specified individual, not related to the determination of public policy. Specific wording of such titles varies considerably, but the following examples show the types included:

- "Claim of _____"
- "Granting pension to _____"
- "Pension to widow of _____"
- "Relief of _____ alias _____"
- "War claims, _____"

Underscorings in the examples above replace proper names. These proper names are the only index terms used for this group of documents. When relief is directed toward a group or class of people not specifically identified (e.g., "Relief of famishing poor of India") or when the recipient would be a government entity (e.g., "Relief of Custer County, Mont."), the title is not covered in the Index of Private Relief and Related Actions, but instead is included in the Index of Subjects and Keywords under the appropriate keyword terms. Thus, for the two examples above the terms would be: RELIEF, FAMISHING, POOR, INDIA; and RELIEF, CUSTER COUNTY, MONTANA.

As mentioned above, the distinction between private and public documents is often not clearly drawn and difficult to ascertain. Similar sounding titles may at one time be placed in the Subject Index and at another time in the private Relief Index based on a number of considerations.

We have treated as public documents all those with titles that could be identified as dealing with inventions or patents, even when the item or process for which a patent was requested or granted was not included in the title. We have made certain reports public which ordinarily would have been private, when the person identified in the title has appeared in other public reports. Nevertheless, in a number of instances a person may still appear in both indexes; it is important, therefore, always to check both lists when searching for particular names of persons or organizations.

Another important source for names, where many thousands appear that have not been indexed individually, is the lists of land claimants, retired Army officers and soldiers, pensioners, and signers of petitions. Documents that contain such name lists are sometimes obvious, for example, the two volume "Private Claims before Senate, 1891-99" and "Historical register and dictionary of Army, 1789-1903." Less obvious are the "Reports of Committee on Foreign Relations, 1789-1901" which contains various listings of claimants, ship crews, treaty negotiators, etc., and the "Rebellion Records General Index," which contains extensive name listings.

TREATMENT OF NAMES —

When two or more names are listed in a title, the names are listed separately. For example, the Report "Relief of James and

Emma S. Cameron" will list under *Cameron, Emma S. and Cameron, James*.

Users should search under all variant forms of recipients' names. We have made extensive efforts to find the correct form for names, but it has not always been possible to determine, for example, whether James W. Harden is the same person as James W. Hardin. One report may list in the title only the executor of an estate as the recipient, while another report title may list only the decedent. If both names are cited in a single title, both are indexed.

When company names are listed, they are alphabetized under the first word in the company name, except when the company name contains a personal name. In such cases, we have used the surname, or first surname, as the initial word of the index term. When two people who are partners are listed as a pair, they appear separately in the Index. Thus, "Relief of representatives of Gardner and Lake" will be found under *Gardner, Henry W. and Lake, Charles A.* (In this case, we were able to identify the given names from the document.)

Alphabetization of names is on a word-by-word basis, requiring some care in looking for names that have two parts. Van Zant, for example, will list before Vanarsdel, which in turn lists before Vandemark. An apostrophe is ignored for purposes of alphabetization; O'Leary will thus sequence before Oleson and after Oldmixon. The abbreviation for St. is treated as though it were a word spelled St. (*not* Saint).

NUMERICAL LIST OF REPORTS AND DOCUMENTS

This list presents, in publication number order, the titles and reference numbers for all *Reports* and *Documents*. It will aid users in locating and retrieving documents for which the assigned publication numbers are already known, and may be used in scanning the titles of documents issued during a specific Congress or session.

Within each session, documents are listed in the following

sequence: *Senate Reports, House Reports, Senate Documents, House Documents*.

For each document the publication number is given, followed by the title used, the sessional volume number, and the serial number. Occasionally, a serial will be subdivided into parts, in which case the part designation will appear below the serial number. Numbers to which no document was assigned are indicated as "[Blank]."

SAMPLE: NUMERICAL LIST OF REPORTS AND DOCUMENTS

Congress and session
identification

55th Congress, 1st Session
Mar. 15 - July 24, 1897

Publication series

Senate Reports

Listing of publication
numbers and titles in
numerical order

No.		Vol.	Serial
1.	Survey of townships in Nebraska	1	3569
2.	Settlement with Arkansas	1	3569
3.	Relief of homestead settlers on Great Sioux Reservation	1	3569

Identification of serial
number and sessional
volume number of the
Serial Set volume in which
publication is located

SCHEDULE OF SERIAL VOLUMES

The Schedule of Serial Volumes lists the documents contained in each Serial Set volume. The listing is arranged in serial number order. It will assist users primarily in verifying the contents and organization of their individual hardcopy Serial Set collections.

Organization and information elements of the Schedule of Serial Volumes are illustrated below. If five or fewer documents are contained in a volume, both the publication numbers and titles are given. Serials that contain more than five documents

are given a single title characterizing their contents, followed by a full listing of the publication numbers they contain. Inclusive ranges of numbers are indicated by the first and last numbers separated by a dash.

Unused serial numbers (which originally were reserved for documents that were never published, were published in later Congresses, or were published in different form) are indicated as "[Unused]." When the same serial number applies to more than one physical volume, its part number is indicated after the serial number, following a dash.

SAMPLE: SCHEDULE OF SERIAL VOLUMES

Congress and session identification		56th Congress, 1st Session Dec. 4, 1899-June 7, 1900		
	Serial	Vol.	SENATE JOURNAL	Publication series
	3842	-	Senate Journal, 56th Congress, 1st session	
			SENATE DOCUMENTS	Individual publication numbers and titles (for volumes containing 5 or fewer publications)
	3843	1	1. Receipts and expenditures of Senate, 1899 133. Receipts and expenditures of Senate, 1899, July-1900, Jan. 290. Index to receipts and expenditures of Senate, 1823-1900	
Serial numbers	3844	2	Miscellaneous Senate Documents: 2-14, 16, 17	
	3845	3	15. Congressional directory, 56th Congress, 1st session, 3 editions	
	3846	4	Miscellaneous Senate Documents: 18-29, 31-49	
Sessional volume numbers			SENATE REPORTS	Publication contents characterization, with individual publication numbers (for volumes containing more than 5 publications)
	3886		Senate Reports: 1-224	
	3887	2	Senate Reports: 225-515, 517-527	
	3888	3	516. Investigation of adulteration of food and drink products	

BIBLIOGRAPHIC CITATIONS

S.doc.	=	Senate document
H.doc.	=	House document
S.rp.	=	Senate report
H.rp.	=	House report

Congress/Year Conversion Guide

Congress	Years	Congress	Years	Congress	Years
1st	1789-1791	33rd	1853-1855	65th	1917-1919
2nd	1791-1793	34th	1855-1857	66th	1919-1921
3rd	1793-1795	35th	1857-1859	67th	1921-1923
4th	1795-1797	36th	1859-1861	68th	1923-1925
5th	1797-1799	37th	1861-1863	69th	1925-1927
6th	1799-1801	38th	1863-1865	70th	1927-1929
7th	1801-1803	39th	1865-1867	71st	1929-1931
8th	1803-1805	40th	1867-1869	72nd	1931-1933
9th	1805-1807	41st	1869-1871	73rd	1933-1934
10th	1807-1809	42nd	1871-1873	74th	1935-1936
11th	1809-1811	43rd	1873-1875	75th	1937-1938
12th	1811-1813	44th	1875-1877	76th	1939-1940
13th	1813-1815	45th	1877-1879	77th	1941-1942
14th	1815-1817	46th	1879-1881	78th	1943-1944
15th	1817-1819	47th	1881-1883	79th	1945-1946
16th	1819-1821	48th	1883-1885	80th	1947-1948
17th	1821-1823	49th	1885-1887	81st	1949-1950
18th	1823-1825	50th	1887-1889	82nd	1951-1952
19th	1825-1827	51st	1889-1891	83rd	1953-1954
20th	1827-1829	52nd	1891-1893	84th	1955-1956
21st	1829-1831	53rd	1893-1895	85th	1957-1958
22nd	1831-1833	54th	1895-1897	86th	1959-1960
23rd	1833-1835	55th	1897-1899	87th	1961-1962
24th	1835-1837	56th	1899-1901	88th	1963-1964
25th	1837-1839	57th	1901-1903	89th	1965-1966
26th	1839-1841	58th	1903-1905	90th	1967-1968
27th	1841-1843	59th	1905-1907	91st	1969-1970
28th	1843-1845	60th	1907-1909	92nd	1971-1972
29th	1845-1847	61st	1909-1911	93rd	1973-1974
30th	1847-1849	62nd	1911-1913	94th	1975-1976
31st	1849-1851	63rd	1913-1915	95th	1977-1978
32nd	1851-1853	64th	1915-1917	96th	1979-1980

Index Parts

Congress	Part	Congress	Part	Congress	Part
American State Papers and 15th-34th Congress	I	55th-57th	V	69th-73rd	IX
35th-45th	II	58th-60th	VI	74th-79th	X
46th-50th	III	61st-63rd	VII	80th-85th	XI
51st-54th	IV	64th-68th	VIII	86th-91st, 1st Session	XII



Congressional Information Service, Inc.
7101 Wisconsin Avenue, Suite 900
Washington, DC 20014