



NATIONAL  
ARCHIVES

# The United States Government Manual

## Digitization Meets Digital

John Hyrum Martinez

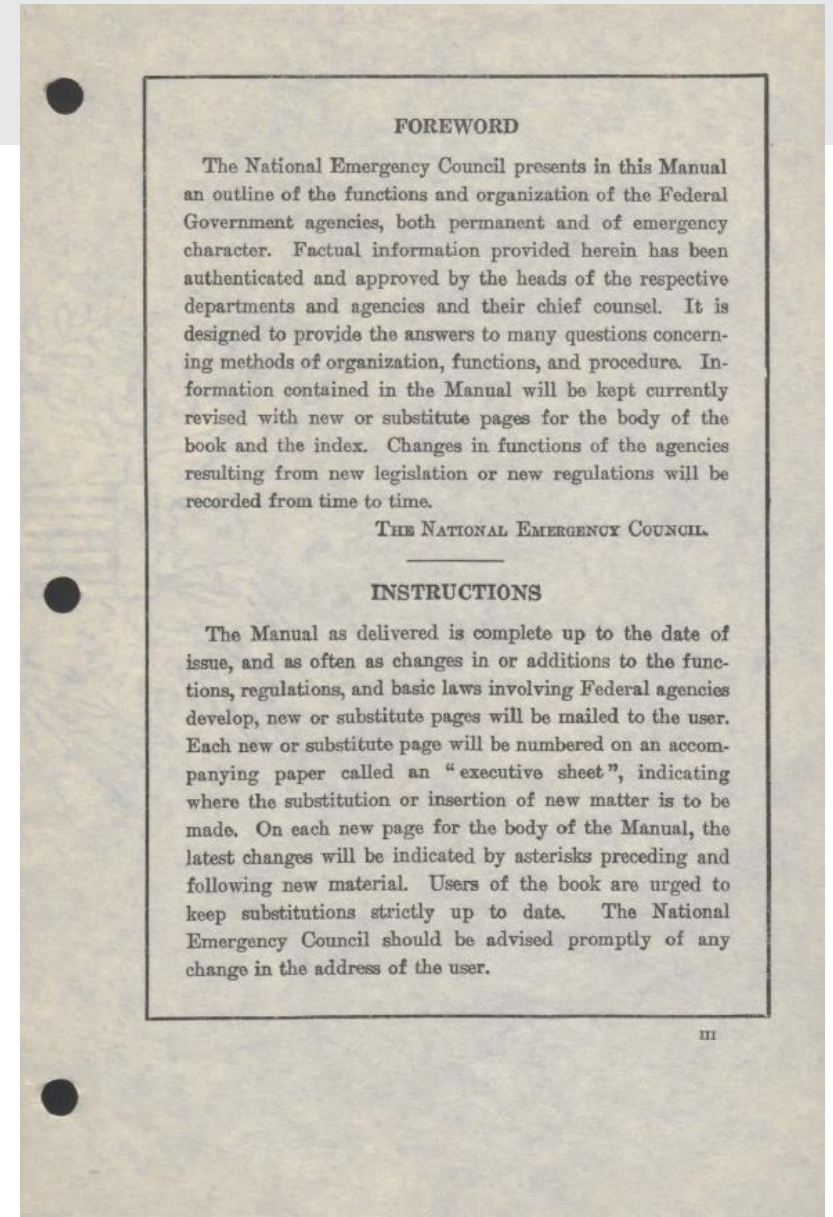
Jason Marlor

5 February 2020



# Humble Beginnings

The United States Government Manual was published initially as a loose-leaf notebook, its pages held in place by three metal rings.



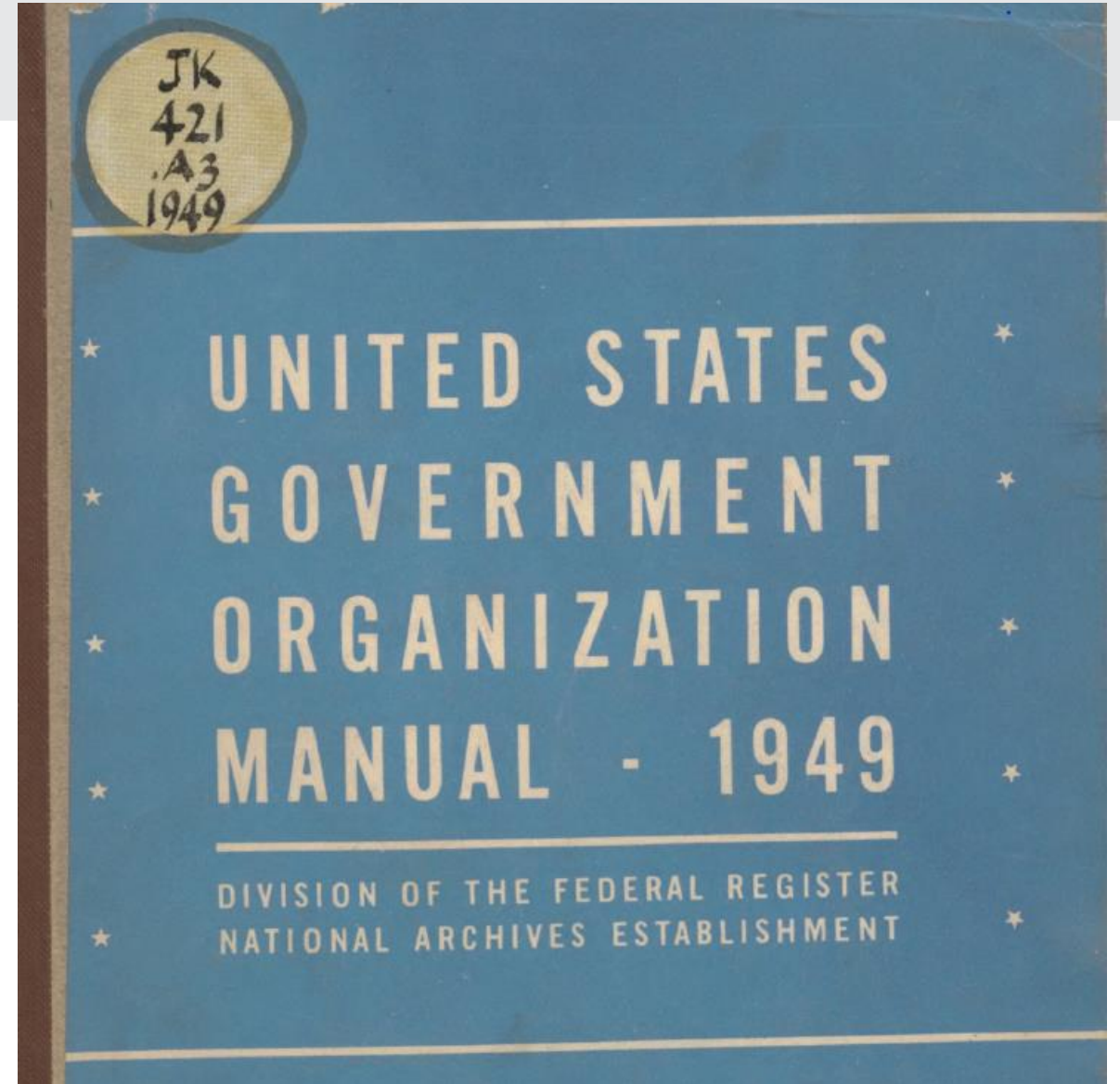


# Publishing Entities

- 1935 First published by the Federal Information Service, National Emergency Council
- 1939 Moved to Office of Government Reports - part of the Reorganization Act of 1939 (began publishing 3 times a year)
- 1941 Merged into Office of War Information, Division of Public Inquiries
- 1945 Moved to Government Information Service, Bureau of the Budget
- 1947 Government Information Service, Office of Government Reports
- 1948 Moved to Division of the Federal Register, National Archives (back to annual publication)

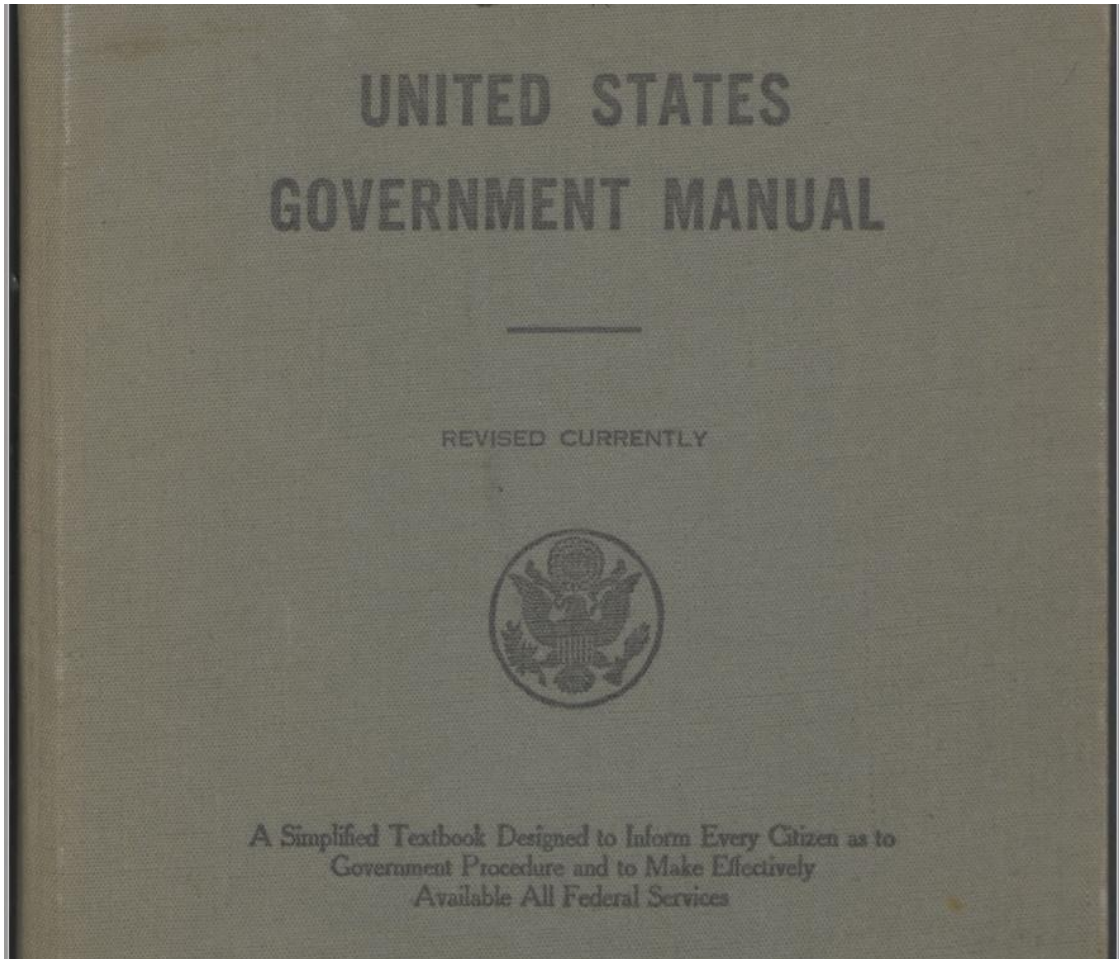
# Organization?

- At its inception, the publication was formally known as “The United States Government Organization Manual” ...

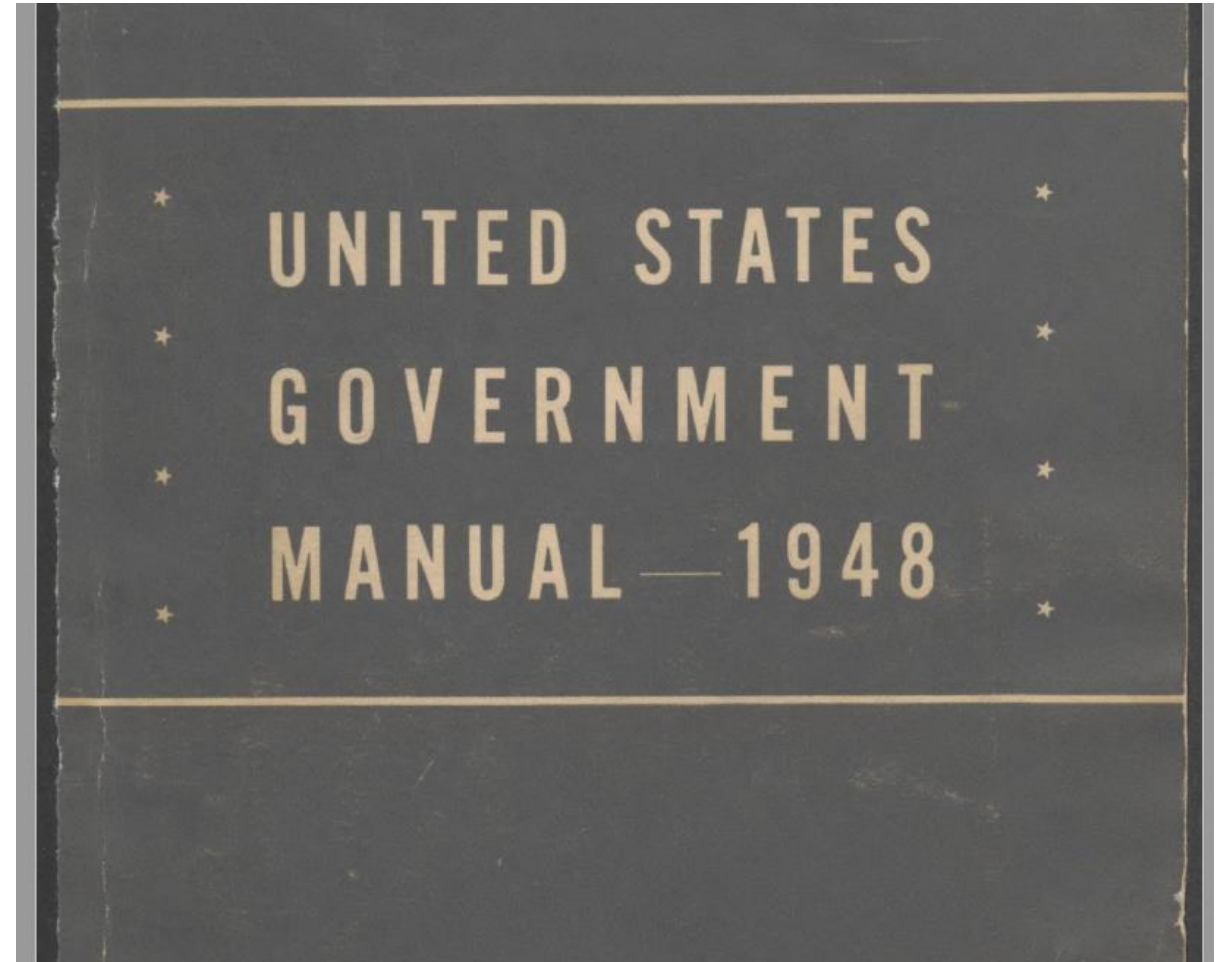




...but from the very beginning, it had something of an identity crisis.



First volume, 1935





# Formal Name Change

In 1985, the Administrative Committee of the Federal Register (ACFR) formalized the name change in its regulations

**PART 20—HANDLING OF UNITED STATES GOVERNMENT MANUAL STATEMENTS**

21. The authority citation for Part 20 continues to read as follows:

Authority: 44 U.S.C. 1506; sec. 8, E.O. 10530, 19 FR 2709; 3 CFR 1954–1958 Comp., p. 189.

**§ 20.1 [Amended]**

22. 1 CFR Part 20 is amended by removing in the Part heading and in § 20.1 the words "United States Government Organization Manual" and inserting in their place the words "United States Government Manual".



# Special Edition of the Federal Register

- The Government Manual is considered a special edition of the Federal Register
- Has been that way since the publication was transferred to the Office of the Federal Register June 30, 1948



# Administrative Procedure Act

- Then, as now, this publication provides agencies the mechanism for meeting the requirement of the Administrative Procedure Act to separately state and publish in the Federal Register descriptions of agency organization. 5 U.S.C. 552(a)(1)(A).

## PUBLIC INFORMATION

**SEC. 3.** Except to the extent that there is involved (1) any function of the United States requiring secrecy in the public interest or (2) any matter relating solely to the internal management of any agency—

(a) **RULES.**—Every agency shall separately state and currently publish in the Federal Register (1) descriptions of its central and field organization including delegations by the agency of final authority and the established places at which, and methods whereby, the public may secure information or make submittals or requests; (2)

(a) Each [agency](#) shall make available to the public information as follow

(1) Each [agency](#) shall separately [state](#) and currently publish in the Federal Register for the guidance of the public—

(A) descriptions of its central and field organization and the established places at which, the [employees](#) (and in the case of a uniformed service, the [members](#)) from whom, and the methods whereby, the public may obtain information, make submittals or requests, or obtain decisions;

(B) statements of the general course and method by which its functions are channeled and determined, including the nature and requirements of all formal and informal procedures available;





# Best Seller

- For many decades, the Government Manual was one of the GPO's "best sellers"
- Public demand for print editions began to decline in favor of more current information found on the Internet



# The Digital Age

- The USGM first appeared in a comprehensive, accessible digital format with the 1995/1996 edition, though electronic text was available earlier.
- With substantial changes to formatting and production, 1995/1996 could be considered the first “modern era” USGM.



# To The Web

- The USGM web site, <https://usgovernmentmanual.gov/>, changed the USGM process from paper to electronic.
- Reflecting this, the ACFR amended its regulations in 2011 to clarify that a print copy need no longer be issued.
- Print copies were eliminated in 2015.

---

**ADMINISTRATIVE COMMITTEE OF  
THE FEDERAL REGISTER**

**1 CFR Parts 9, 11, and 12**

**[AG Order No. 3252–2011]**

**Regulations Affecting Publication of  
the United States Government Manual**

**AGENCY:** Administrative Committee of  
the Federal Register.

**ACTION:** Final rule.

---



# Digitization of Decades

- As part of an ongoing project to make historical content freely available and archive it electronically for preservation, the USGM has been digitized in its entirety.
- (That's why we're here today!)
- Other publications that have been digitized as part of this project include the Federal Register itself.



# Digitization Process

- Prior to digitization, GPO staff and contractors reviewed each volume for general condition and to create an inventory
- Destructively digitized using copies acquired from depository libraries
- Preservation master files are JPEG2000.
- Scanned in color at 400 ppi
- Access files are PDFs with embedded OCR, making them fully searchable
- XML metadata for each volume includes descriptive metadata and technical metadata



# The Modern Process of the USGM

- Each agency appoints a liaison officer.
- These liaison officers are responsible for compliance with regulations.

## §20.1 Liaison officers.

(a) Each of the following shall appoint an officer to maintain liaison with the Office on matters relating to The United States Government Manual:

(1) Agencies of the legislative and judicial branches.

(2) Executive agencies that do not have a liaison officer designated under §16.1 of this chapter or who wish to appoint a liaison officer for Manual matters other than the one designated under such §16.1.

(3) Quasi-official agencies represented in the Manual.

(4) Any other agency that the Director believes should be included in the Manual.

(b) Each liaison officer will insure agency compliance with part 9 of this chapter and this part 20.

[37 FR 23611, Nov. 4, 1972, as amended at 50 FR 12468, Mar. 28, 1985; 54 FR 9682, Mar. 7, 1989]



# How agencies update information

- Agency liaisons prepare statements which update necessary USGM information.

## **§20.2 Preparation of agency statements.**

In accordance with schedules established under §20.7 each agency shall submit for publication in the Manual an official draft of the information required by §9.2 of this chapter and this part 20.

- FR staff may also proactively update information using agency resources.



# Entries in USGM

- Organization
  - Major positions and their occupants
  - Organization charts are sometimes included, but are transitioning to links to agency organization charts on their own webpage for reasons of production, readability, and accuracy.
- Program Activities
  - Agency statement of purpose
  - Description of major activities and programs in the agency





# Entries in USGM

- Sources of Information
  - FOIA
    - This information must be published in the Federal Register by law. The USGM, a special edition of the Federal Register, fulfills that purpose.
  - Useful resources for the organization
    - Careers
    - News and press activities
    - Online resources
    - Articles, publications, and research materials
    - Employment and business opportunities

# Demonstration of Websites



# Questions?



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION