

**Records of Legislative Operations**  
**RG.233.96.LO**  
**96th Congress**

**Finding aid prepared by Office of Art and Archives,  
Office of the Clerk, U.S. House of Representatives**

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This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

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## Table of Contents

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<u>Summary Information</u> .....	3
<u>Biographical/Historical note</u> .....	4
<u>Legislative Operations, 96th Congress</u> .....	4
<u>Arrangement note</u> .....	4
<u>Administrative Information</u> .....	4
<u>Collection Inventory</u> .....	6
<u>Office of the Reading Clerk</u> .....	6
<u>Office of the Tally Clerk</u> .....	6

## Summary Information

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<b>Repository</b>	Center for Legislative Archives, National Archives and Records Administration
<b>Creator</b>	Office of Legislative Operations.
<b>Title</b>	Records of Legislative Operations
<b>Date [inclusive]</b>	1979-1980
<b>Extent</b>	30.0 Linear feet (circa 60 archival boxes)
<b>Language</b>	English

## **Biographical/Historical note**

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The Office of Legislative Operations provides support pertaining to the Clerk's legislative duties. Among the duties of this office are receiving and processing official papers; compiling and publishing the daily minutes of House proceedings; operating the electronic voting system and overseeing the recording of votes; preparing messages to the Senate regarding passed legislation; and reading the bills, resolutions, amendments, motions, and Presidential messages that come before the House. The Office of Legislative Operations also prepares the summaries and schedules of House activities published in the Daily Digest section of the Congressional Record. The offices of Bill Clerks, Journal Clerks, Tally Clerks, Enrolling Clerks, and Reading Clerks make up the Office of Legislative Operations.

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## **Legislative Operations, 96th Congress**

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Files contain Reading Clerk legislative files and Tally Clerk member's individual voting records, roll calls, and well voting cards.

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## **Arrangement note**

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Files are separated in the records of the Reading Clerks and the Tally Clerks for the 96th Congress.

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## **Administrative Information**

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### **Publication Information**

Center for Legislative Archives, National Archives and Records Administration

### **Rule VII**

The records are governed by Rule VII(3)b of the House Rules: (b) (1) A record shall immediately be made available if it was previously made available for public use by the House or a committee or a subcommittee. (2) An investigative record that contains personal data relating to a specific living person (the disclosure of which would be an unwarranted invasion of personal privacy), an administrative record relating to personnel, or a record relating to a hearing that was closed under clause 2(g)(2) of rule XI shall be made available if it has been in existence for 50 years. (3) A record for which a time, schedule, or condition for availability is specified by order of the House shall be made available in accordance with that order. Except as otherwise provided by order of the House, a record of a committee for which a time, schedule, or condition for availability is specified by order of the committee (entered during the Congress in which the record is made or acquired by the committee) shall be made available in accordance with the order of the committee. (4) A record (other than a record referred to in subparagraph (1), (2), or (3)) shall be made available if it has been in existence for 30 years.

## Collection Inventory

### **Office of the Reading Clerk (6 archival boxes)**

#### **Scope and Contents note**

Legislative files, including incomplete actions, Senate bills held at the Speaker's table, defeated bills, motions, private calendar and consent calendar lists, suspension of the rules lists, measures left pending on the calendars.

### **Office of the Tally Clerk (51 archival boxes)**

#### **Scope and Contents note**

Member's individual voting record for the 1st and 2nd sessions of the 96th Congress, "blue sheets" roll calls 1-681, miscellaneous jointly and sequentially reported bills reported and never printed, roll call computer printouts 1-758 and 1-681, well voting cards for roll calls 2-758 and 1-681.

#### **Arrangement note**

Members' voting records are arranged alphabetically by last name.