

**Records of the Office of Clerk
RG.233.96.CLK
96th Congress**

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

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Summary Information

Repository	Center for Legislative Archives, National Archives and Records Administration
Title	Records of the Office of the Clerk
Date [inclusive]	1979-1980
Extent	2.5 Linear feet (5 archival boxes)
Language	English

Biographical/Historical note

On April 1, 1789, the House of Representatives convened with its first quorum. Its initial order of business was the election of the Speaker, Frederick Augustus Conrad Muhlenberg, a Representative from Pennsylvania. The next order of business was the election of the Clerk, John Beckley, Esquire, a citizen of Virginia. Although the Clerk's title is derived from that of the Clerk of the British House of Commons, the Clerk's duties are similar to those prescribed for the Secretary of the Continental Congress in March 1785.

In addition to the duties involved in organizing the House and presiding over its activities at the commencement of each Congress, the Clerk is charged with a number of legislative functions; some of these, such as the constitutional requirement of maintaining the House Journal, have been in existence from the time of the first Congress, whereas others have been added over the years because of changes in procedure and organization.

Along with the other House officers, the Clerk is elected every 2 years when the House organizes for a new Congress. The majority and minority caucuses nominate candidates for the House officer positions after the election of the Speaker. The full House adopts a resolution to elect the officers, who will begin serving the House Membership after they have taken the oath of office.

Scope and Contents note

Certificates of election and oaths of office for the 96th Congress.

Arrangement note

Separated into two series: certificates of election and oaths of office. Certificates of election are arranged alphabetically by state.

Administrative Information

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

Oaths of office (3 archival boxes)

Office of the Clerk. Certificates of election (2 archival boxes)

Arrangement note

Arranged by state in alphabetical order.