

## CLASS D

### INTRODUCTION

Class D includes records of the administrative departments in state governments. The clear cut functional division existing between the executive, legislative and judicial branches of government does not differentiate the activities of the administrative offices. In addition to records of strictly administrative agencies this classification includes publications issuing from the executive and legislative divisions which contribute to the hybrid nature of this grouping of reports. Class D is subdivided into four parts: Part 1, Collected Public Documents; Part 2, Reports and Papers of Permanent Agencies; Part 3, Publications and Papers of Temporary Agencies; and Part X, Miscellany.

Part 1 contains varied types of executive, administrative and legislative documents as they were collected and issued in bound serial form by the states. One main category of these documents includes the messages of the executives and gathers up the annual or biennial reports of administrative officers, departments, boards, commissions, institutions, etc. The other consists of committee reports, hearings, resolutions and miscellaneous papers submitted during the session and which the legislatures order to have printed. In state government the Collected Public Documents are the counterpart of the Serial Set issued by Congress. They embody some of the most valuable and varied sources of material available for research in government and politics. This set has the greatest volume of any of the series in the collection although some states never issued a collected document series and other states discontinued their publication after a short period. In many cases important documents not obtainable in any other form are included in Collected Public Documents.

The origin and development of Collected Public Documents as a published series in the states is important. From the earliest colonial times the regular message of the governor was the occasion for transmitting to the assembly documents that had accumulated in the executive office, along with various kinds of reports. The clerk collected these and added them at the end of the journal volume. As the administrative structure of the states expanded, the number of separately reporting agencies multiplied and the appendices became quite bulky. In time it was necessary to print the appendix as a separate volume. In the 1830's the states began to issue a regular series of documents printed separately from the journals. Each of the states has published such a series for varying periods except Georgia and Delaware, and Arizona, Idaho, and Oklahoma.

Due to the great volume of materials contained in Collected Public Documents, it has not been feasible, so far, to extend the microfilm program to a comprehensive coverage of the field. The work has been limited to supplementing the large document