

Section 8 (c)

1313 (Public Administrative Clearing House)

PUBLIC ADMINISTRATION SERVICE

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H. G. POPE, *Executive Director*
JEANNETTE FAHEY, *Secretary*

GOVERNING BOARD

The Governing Board includes several members with special roles in relation to the center at "1313" and the executive officers of the following organizations of public officials and public agencies: American Municipal Association, American Public Welfare Association, American Public Works Association, American Society for Public Administration, American Society of Planning Officials, Building Officials Conference of America, Council of State Governments, Federation of Tax Administrators, International City Managers' Association, Municipal Finance Officers Association, National Association of Assessing Officers, National Association of Housing and Redevelopment Officials, National Municipal League, and Public Personnel Association.

HISTORY AND ACTIVITIES

PAS is a nonprofit corporation organized under the laws of the State of Illinois by the executive officers of a number of national and international organizations of government officials and agencies. Incorporated in 1933, it is also successor to several other nonprofit institutions. Its establishment and growth reflect the frequent need of modern governments and their officials for consulting services, for research, and for authoritative publications on governmental administration and the need of organizations of public officials and agencies for facilitating services.

The PAS program consists of activities concerned directly or indirectly with the improvement of governmental operations. Its Field Services Division provides a full range of consulting services to governments. Its Publications Division develops, publishes, and distributes a wide variety of publications for public officials and teachers and students of public administration. Its Central Services Division operates the building where PAS and associated organizations have their headquarters and manages certain services to these organizations. Also, PAS cooperates informally with a large variety of public jurisdictions, officials and their organizations, universities, civic agencies, foundations, and others concerned with the improvement of government.

FIELD SERVICES DIVISION

Associate Directors

John D. Corcoran G. M. Morris
Walter O. Harris Edmond F. Ricketts

PAS has conducted more than 900 survey and installation projects for half as many jurisdictions. It has served as consultant to more than a score of U. S. federal agencies, three-fourths of the U. S. states, commonwealths, territories, and municipalities of over a quarter of a million, and many other cities, counties, towns, school districts, universities, and special jurisdictions. Over 100 projects have been conducted for jurisdictions outside the continental United States including, among others, governments on five continents.

PAS projects have covered the full scope of public admin-

istration. They have included, for example: preliminary studies to develop programs of improvements in the various phases of public administration; studies of the organization of the executive, legislative, and judicial branches of governments; assistance in the drafting of constitutions, charters, and administrative codes; studies of relationships among national, state, and local jurisdictions and of governmental problems of metropolitan areas; surveys and installations of systems of financial administration including accounting, budgeting, purchasing, assessing property for tax purposes, revenue administration, and treasury management; surveys and installations of systems of personnel administration including position classification, pay, and retirement plans; special studies of government departments, institutions, and corporations, including those concerned with public schools, health, welfare, police, fire, agriculture, labor, housing, public works, utilities, economic development, and other public functions; training of governmental staffs in selected areas of public administration.

PUBLICATIONS DIVISION

Laverne Burchfield, *Publications Director*

PAS has published hundreds of authoritative books, pamphlets, and manuals for those concerned with various phases of governmental administration. In its own name or under the sponsorship of joint committees or of its associated organizations, it has conducted extensive research in governmental matters. Many administrative procedures developed in this way are currently recognized as standard practice and some are reflected in the manuals and other publications listed in the PAS annual catalog.

PAS publications are intended primarily to aid public officials in the U. S., but many are also widely used by research workers, teachers, and students not only in the U. S. but in many foreign countries. The Publications Division also provides certain editorial services and cooperates with others concerned with the literature of public administration.

CENTRAL SERVICES DIVISION

Herbert A. Olson, *Central Services Director*

PAS manages the building at 1313 East 60th Street, Chicago, and certain services to the organizations that have their headquarters there.

PAS operates the Joint Reference Library, to which each organization in the building contributes reference materials and financial support. The library includes a collection approaching 1,000 periodical titles, 35,000 books, and 100,000 pamphlets, and furnishes ready access to other outstanding collections. The library indexes and files all materials received, provides reference services for the associated organizations, prepares special subject bibliographies, and regularly compiles a check list of recent publications on governmental problems.

PAS also manages the conference and committee rooms and the other facilities of the building at 1313, a variety of other services such as reception, accounting, duplicating, mailing, shipping, and a central telephone exchange, and such other professional and supporting activities as contribute to the effectiveness of the program of PAS and of other organizations concerned with the improvement of governmental operations.

Descriptive brochures which furnish further information about PAS are available on request.

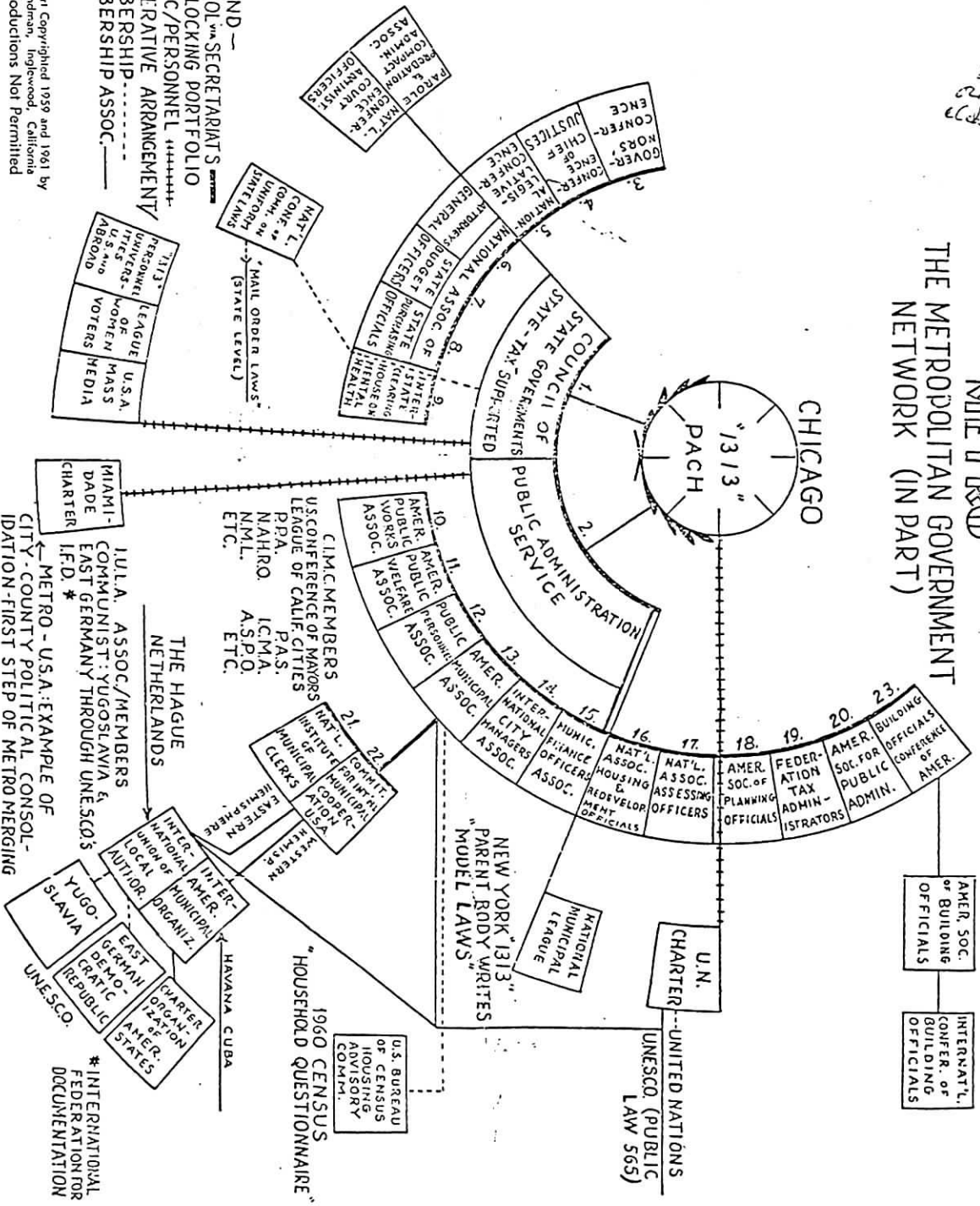
1313 East 60th Street, Chicago, Illinois
(Public Administration Clearing House)

1. Council of State Governments
2. Public Administration Service
3. Governors' Conference
4. Conference of Chief Justices
5. National Legislative Conference
6. National Association of Attorneys General
7. National Association of State Budget Officers
8. National Association of State Purchasing Officials
9. Interstate Clearing House on Mental Health
10. American Public Works Association
11. American Public Welfare Association
12. Public Personnel Association
13. American Municipal Association
14. International City Managers' Association
15. Municipal Finance Officers Association
16. National Association of Housing and Redevelopment Officials
17. National Association of Assessing Officers
18. American Society of Planning Officials
19. Federation of Tax Administrators
20. American Society for Public Administration
21. National Institute of Municipal Clerks
22. Committee for International Municipal Cooperation - U. S. A.
23. Building Officials Conference of America

- NML National Municipal League
- NCCUST National Conference of Commissioners on Uniform State Laws
- NCCAO National Conference of Court Administrative Officers
- PPC Parole and Probation Compact Administrators Association
- IULA International Union of Local Authorities
- OAS Organization of American States Inter-American Municipal Organization
- ASBO American Society of Building Officials
- ICBO International Conference of Building Officials

23, representative clearing house

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