

# FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: N1-270-88-001



Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

## Description:

In accordance with Executive Order 9689, dated January 31, 1946, and effective March 25, 1946, the War Assets Administration was established within the Office for Emergency Management. In accordance with Executive Order 9689, dated January 31, 1946, and effective March 25, 1946, the War Assets Administration was established within the Office for Emergency Management to be responsible for the disposal of the Government's domestic surplus property and to it were transferred the functions of the War Assets Corporation relative to surplus property. A Liquidation Service, in GSA, was established on January 1, 1950 to complete the liquidation of certain affairs of the former War Assets Administration.

Date Reported: 07/23/2020

# FEDERAL ENTITY CEASED OPERATIONS

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				JOB NO. N1-270-88-1	
				DATE RECEIVED 12-10-87	
1. FROM (Agency or establishment) General Services Administration				NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION War Assets Administration (defunct agency)					
3. MINOR SUBDIVISION					
4. NAME OF PERSON WITH WHOM TO CONFER Mae Simms, CAIR		5. TELEPHONE EXT. 535-7938		DATE 2/23/88	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE					
<p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of <u>6</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.</p> <p>A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.</p>					
B. DATE 12-7-87		C. SIGNATURE OF AGENCY REPRESENTATIVE 		D. Title Chief, Forms and Records Branch	
7. ITEM NO.		8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	
		<p>Records of the War Assets Administration (WAA), and its predecessor agencies (Surplus War Property Administration, Surplus Property Board, Surplus Property Administration, and War Assets Corporation) stored in the Washington National Records Center under Record Group 270.</p> <p>The records described on the following pages identify the "temporary" records of the WAA. The records documenting the functions and activities of the WAA have been identified and designated for permanent retention in the National Archives of the United States: the Real Property Disposal Case Files by disposition job no. NC1-291-83-1; and the other records by accession job no. NC3-270-80-1.</p>			
				10. ACTION TAKEN (INARS USE ONLY)	

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

N1-270-88-1

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OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Decimal Subject Files, 1943-49. Copies of routine and contractual records relating to the sale of real property. Includes contracts, advertising forms, mailing lists, and correspondence relating to the selection of advertising methods.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51A0003, Boxes 1-6.</p>		
2.	<p>Real Property Appraisal Files, 1944-49. Appraisal reports of surplus real property and related papers, arranged by planor number. (The appraisal reports and substantive related papers are included in the Real Property Disposal Case Files that are already authorized for permanent retention.)</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51A0082, Boxes 1-13.</p>		
3.	<p>General Subject Files, Aviation Division, 1945-46. Files of the Surplus Property Board, War Assets Corporation, and WAA identified as the "General Subject Files of the Aviation Division" relating to the disposal of aircraft and various aircraft parts. Included are applications for aircraft parts, general correspondence, correspondence with "Smeltors", statistical summaries, and newsclippings.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51B0005, Boxes 1-5.</p>		
4.	<p>Anti-Trust Files, 1945-46. Records created by the Office of General Counsel of the Reconstruction Finance Corporation, War Assets Corporation, and the WAA consisting of routine approval forms for the sale of large amounts of equipment, furniture, aircraft, machinery, and a wide variety of other material to corporations such as General Motors, General Electric, and the Ford Motor Company. Also included are copies of lists of items for sale, memoranda confirming the Justice Departments' approval of the transaction, letters to various corporations informing them of the approval or denial of the sale, lease agreements, and condition reports.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51D0005, Boxes 20-24.</p>		

2.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Public Buildings Administration/Federal Works Agency^R

[SD][03]SERIES TITLE:

Miscellaneous Records of the Public Buildings Administration Relating to Real Property, Personal Property, and Routine Administrative Matters.^R

[SD][07]BULK DATES:

1933/1950^R

[SD][38]SERIES VOLUME (CUBIC FEET):

009^R

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

0^R

[SD][08]ARRANGEMENT:

Various arrangement schemes including chronological by date of the document, alphabetical by name of employee, and alphabetical by subject and /or name of facility.^R

[SD][14]DESCRIPTION:

This series brings together all the odds and ends that the War Assets Administration file clerks inherited from the Public Buildings Administration and also those items that NARA appraisers have been unable to identify as having useful shelf life or purpose. It includes the following sub-series:

(1) bills of lading files for PBA and WAA employees relating to the storage or movement of household goods, 1940 to 1946 (boxes 1-3 arranged by employee);

(2) Construction Contract Project Files relating to adjustments, modifications, and problems arising from bankruptcy, breach of contract and disagreements with subcontractors, 1940 to 1948 (boxes 4-5 arranged by name of contractor);

(3) Lease Digest Files contain a registry-type listing of land, warehouses, and miscellaneous property leased by the U. S. Government; in addition, the following information appears on these registry sheets: name of the leasing agency, the size and type of property, the amount of rent, and the length of the lease, 1938-40 (Box 6 arranged chronologically by date of lease);

(4) Repair and Improvement Journals relating to contracts for all types of repairs and alterations on federal buildings and facilities during 1933; each of the twelve monthly journals lists a description of the repair and/ or improvement needed, recommendations, estimates and

acceptance or rejections of the bid, 1933-34 (Box 7, arranged chronologically by date and thereunder by location of the improvement);

(5) PBA Technical Reference Collection of miscellaneous orders, circulars, bulletins, administrative lettergrams, and numbered memorandums relating to such subjects as office administrative procedures, personnel matters, delegations of authority, regionalization and decentralization, and day-to-day housekeeping regulations regarding parking, utilities, and maintenance, 1934 to 1950 (Box 8, arranged in a loose chronological order by date and thereunder by the type and number of order or publication);

(6) Real Property Index Files which seemed to have been developed as a tracking system for surplus real property; information on the cards (which cover only Texas through Wyoming) includes the name and location of the facility, a War Department or Plancor case number, a date of assignment and further dates of change or disposal, Government costs, and summary remarks on additional acreage or specific improvements (Box 9, arranged geographically by state and thereunder by the name of the facility and town location).^R

[SD][A3]RECOMMENDATION: Destroy immediately.^R

[SD][A4]JUSTIFICATION: As with the Real Property Appraisal Files described above, these 9 boxes of Capped WAA records had been previously appraised as disposable by N1-270-88-1, items 1 and 14. Unfortunately, neither item 1 nor item 14 of that job contained an accurate description of the records still extant at the WNRC and this lacking has been rectified by the above description. The main arguments for their disposal still holds true as stated in N1-270-88-1: this job contended that the recods described above lack sufficient value for archival retention and that all permanent WAA items have been described in the accession job NC3-270-80-1, except for the Real Property Disposal Case Files, which are adequately covered by NC1-291-83-1.^R

[SD][A5]NCW ACTION: remove cap and schedule these as disposable based on the approved SF 115, N1-270-88-1.^R

[SD][A6]NIR ACTION:0^R

[SD][A7]NN ACTION:0^R

[SD][A8]REMARKS:The containers for the accession 51A0003 (boxes 1 - 8) needed to be reboxed because the original identifications were completely lost; accession 52E0075 likewise had to be removed from its World War II vintage wooden housing and reboxed as Box 1 thereby reducing its original volume from 4 cubic feet down to 1. ^R

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
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^R

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
270-51A0003	008	001-008	N1-270-88-1	D	1933-50
270-52E0075	001	001	N1-270-88-1	D	1946-49^R

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE

TRANSMITTAL OF GOVERNMENT RECORDS

DO NOT USE THIS BOX

ACCESSION NUMBER

52-875

RECORD GROUP NUMBER

170/135

INSTRUCTIONS: Submit original and 3 copies to Federal Records Center in advance of each shipment. Be sure all blanks are filled in.

FROM (Name of Agency)

General Services Administration

DATE

October 9, 1951

ADDRESS OF AGENCY

18th and D Streets, N.W.

ARE YOU SHIPPING RECORDS OF DIFFERENT THAN SHIPPING AGENCY

VAA and PVA

NAME OF PERSON RELEASING RECORDS (Type of Print)

R. Long (156 - 44026)

SIGNATURE OF PERSON RELEASING RECORDS

DESCRIPTION OF RECORDS

GSA Accession #587

- Item #1: VAA Realty Register Cards (5" x 8")
- Item #2: VAA Classification Branch Control Cards (5" x 8")
- Item #3: VAA Facility File
- Item #4: VAA Office of Real Property Disposal
- Item #5: VAA Appraisal and Valuation Reports
- Item #6: PVA (Hydro-Electric Power project, High Point, N. C. Docket 1301-P) Audit Reports
- Item #7: PVA Project Ledgers (Docket 1301-P)

(Continued on Reverse Side)

INCLUSIVE DATE OF RECORDS

FROM

1937

TO

1949

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "none")

None

CUBIC FEET OF RECORDS SHIPPED

96

TYPE OF CONTAINERS USED

FRC Document Containers

METHOD OF SHIPMENT

☐ BILL OF LADING

☐ REGISTERED

☐ INSURED

NUMBER

☐ RAILROAD (Freight)

UNITED STATES MAIL

OTHER

☐ RAILWAY EXPRESS

☐ FIRST CLASS

☐ COMMERCIAL TRUCK

☐ PARCEL POST

☐ GOVERNMENT CONVEYANCE

☐ REGISTERED MAIL

☒ RECORDS CENTER VAN

☐ INSURED MAIL

STATE NUMBER AND TYPE OF FILING EQUIPMENT WHICH CONTAINED RECORDS

4-15 tray wooden Kardex file cabinets, 1-15 tray Kardex file cab., 1-12 tray wooden Kardex file cab., 2-2 dr. wooden card

SHOULD THIS EQUIPMENT BE RETURNED

☐ YES

☒ NO

WAS NON-RECORD MATERIAL REMOVED PRIOR TO SHIPMENT?

☐ YES

☐ NO

WAS AN AUTHORIZED RECORDS DISPOSAL SCHEDULE APPLIED TO THE RECORDS PRIOR TO THE SHIPMENT OF THESE RECORDS?

☐ YES

☐ NO

(Do not write above this line)

19

SIGNATURE

TITLE

FEDERAL RECORDS CENTER

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE <b>RECORDS SHELF LIST</b>		REG. ACCESSION NUMBER 100-100000-1130	GROUP NUMBER 1130	DATE 10/15/51
FROM (Name of Agency) U.S. DEPARTMENT OF JUSTICE		ADDRESS OF AGENCY U.S. DEPARTMENT OF JUSTICE 1000 PENNSYLVANIA AVENUE WASHINGTON, D.C.		
AGENCY WHICH CREATED RECORD U.S. DEPARTMENT OF JUSTICE		TOTAL NO. OF CONTAINERS 1130		

CONTAINER NUMBER	DESCRIPTION AND DATE	REG. CONTAINER NUMBER
1	<p>Locally prepared cards (5" x 8") - 11 forms 605            Registry card, contains 114 register No., data from 1905            received, reporting agency No., original reporting card, etc.            Arranged Alphabetically by State.            Alabama - Alabama            Period: 1905 - 1949            (Barcode File cabinet)</p>	
2	<p>Locally prepared cards (5" x 8") - 11 forms 605            Registry card, contains 114 register No., data from 1905            received, reporting agency No., original reporting card, etc.            Arranged Alphabetically by State.            Florida - Kentucky            Period: 1905 - 1949            (Barcode File cabinet)</p>	
3	<p>Locally prepared cards (5" x 8") - 11 forms 605            Registry card, contains 114 register No., data from 1905            received, reporting agency No., original reporting card, etc.            Arranged Alphabetically by State.            Louisiana - New York            Period: 1905 - 1949            (Barcode File cabinet)</p>	
4	<p>Locally prepared cards (5" x 8") - 11 forms 605            Registry card, contains 114 register No., data from 1905            received, reporting agency No., original reporting card, etc.            Arranged Alphabetically by State.            New York - Pennsylvania            Period: 1905 - 1949            (Barcode File cabinet)</p>	
5	<p>Locally prepared cards (5" x 8") - 11 forms 605            Registry card, contains 114 register No., data from 1905            received, reporting agency No., original reporting card, etc.            Arranged Alphabetically by State.            Pennsylvania - Texas            Period: 1905 - 1949            (Barcode File cabinet)</p>	
6	<p>Locally prepared cards (5" x 8") - 11 forms 605            Registry card, contains 114 register No., data from 1905            received, reporting agency No., original reporting card, etc.            Arranged Alphabetically by State.            Texas - Wyoming            Period: 1905 - 1949            (Barcode File cabinet)</p>	





# Washington National Records Center

Washington, DC 20409

Date : May 12, 1992  
Reply to :  
Attn of : NCWA  
Subject : War Assets Administration (RG 270) Appraisal  
To : NN-WS

We have a problem implementing the NN-WS appraisal report for the War Assets Administration. The memo says to apply N1-270-88-1/14 to accession 270-52E0075A, BX 1 as the records are the Real Property Index Files described in that item. However, the item specifically mentions accession 270-51U0005, Bx405-412. We can only apply an item to a different accession than one described in a Standard Form 115 if an obvious typo is involved. We will need authorization from NIR before we can implement the change as recommended. Please clarify the situation with NIR so we can complete the scheduling of this record group.

Please call Mike Smith on 763-7504 if you have any questions about this matter.

*Judith A. Barnes*

Judith A. Barnes  
Chief, Accession  
and Disposal Branch

*Marc Wolfe*

*Marc*

*June 3*

This is what I've needed to touch base about. I am the guilty party here but I still need your help to get authorization for the destruction of the above-mentioned box even though it wasn't specifically noted in the 270 job & it should have been.

*501-6058*

I think a note from you to Judy might do the job. Let me know your feeling on the matter.  
*Sandy S.  
NN-WS*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO. N1-270-88-1	PAGE OF
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5.	<p><u>Contraction Files, 1947-49.</u> Records created by the Washington Central Office of the WAA relating to the closing of various WAA regional sales facilities consisting of lists of personnel, property inventories, personnel transfer documents and other records relating to the logistical operations involved in the closing and consolidation of sales centers.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51E0005, Boxes 25-39.</p>		
6.	<p><u>Closed Litigation Files, 1946-50.</u> Records of the Office of General Counsel consisting of case files of correspondence between WAA and the Justice Department and/or individuals concerning pending litigation.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51F0005, Boxes 40-65.</p>		
7.	<p><u>RFC SWAD (Surplus War Aircraft Division) Files, 1944-45.</u> Records created by the Surplus War Aircraft Division (SWAD) of the Reconstruction Finance Corporation (RFC) and the WAA Aircraft Disposal Division in 1946. The records contain general correspondence with regional SWAD disposal centers relating to routine matters including the shipment and availability of aircraft and the solicitation of bids for the disposal of aircraft.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51G0005, Boxes 66-68.</p>		
8.	<p><u>RFC, SWAD Chron Files, 1944-46.</u> Records created by the SWAD division of the RFC and the WAA Aircraft and Electronics Disposal Division consisting of memoranda and correspondence with a variety of government agencies and private companies concerning the storage and transfer of aircraft, shipping inspections, inventories, the solicitation of bids, and other routine administrative records.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51H0005, Boxes 80-105.</p>		

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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9.	<p>Facility Branch Files, 1945-49. Correspondence files relating to the shipment and storage of property and the rental of warehouses for regional sales centers. Also includes copies of lease agreements, inventories, and personnel lists.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51I0005, Boxes 106-124.</p>		
10.	<p><u>SPB and SPA Regulations, 1944-46.</u> Drafts of rules and regulations of the Surplus Property Board (SPB) and the Surplus Property Administration which were published in the <u>Federal Register</u>. Included are correspondence and memoranda to various federal agencies, background notes, and copies of the final <u>Federal Register</u> rules.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. Nos. 270-51L0005 Boxes 158-163 and 270-59E0060 Boxes 92-97.</p>		
11.	<p><u>Predecessor and Other Agency Files, 1944-46.</u> Records of several agencies including the Surplus Property Board, Reconstruction Finance Corporation, Surplus Property Board, Treasury Department Procurement Division, Department of Commerce Office Surplus Property and the WAA. They include a wide variety of copies and originals of records apparently collected for reference use. Included are press releases, flyers, organizational charts, drafts of rules and regulations, requisition forms, correspondence, memoranda, sales notices, contracts, guide books, copies of minutes of the Surplus Property Board proceedings (incomplete), and miscellaneous material.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51M0005, Boxes 164-183.</p>		
12.	<p><u>Administrative Decimal Files, 1946-49.</u> Files created by the WAA Central Office consisting of correspondence and memoranda relating to the routine administration of the WAA and concern such subjects as advertising sources, sales of projectors, transfer and shipment of products, refurbishment of equipment, monthly sales reports, training programs of sales personnel, and the availability of products.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51R0005, Boxes 279-379.</p>		

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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11-270-22-1

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13.	<p><u>Aircraft and Electronics Division Decimal File, 1946-49n</u> Washington Office correspondence file of the Aircraft and Electronics Division concerning the routine administration of this Office and relate to such subjects as auctions of electronic parts, parachutes, propellers and precious metals; the disposal of aircraft; the transfer and availability of surplus aircraft and electronics; and general logistical arrangements. Also includes shipping invoices, transfer papers, daily absentee reports, press releases, and advertising materialn</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51S0005, Boxes 380-402n</p>		
14.	<p><u>Real Property Index Files, 1946-49n</u> Index cards created as a tracking system for surplus real propertyn Information on the cards include, the name of the facility, reporting agency, location, case number, date assigned, government cost, a brief description of the property, and list of improvements.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-51U0005, box 405-412n</p>		
15.	<p><u>Regional Facility Files, 1946-49n</u> Copies of regional records concerning the utilization of space within warehouses.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-52A0075n Boxes 9-19n</p>		
16n	<p><u>Office of Real Property Disposal Subject Files, 1946.</u> Correspondence regarding advertising, cannabalization, carbon plants, demolitions, and other subjects relating to real property disposal.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-52B0075, Boxes 20-27.</p>		
17.	<p><u>Inspections and Surveys Files, 1946-50.</u> Regional correspondence and reports relating to inspections and surveys of property management activities, and reports of fire loss and wind damage.</p> <p>DESTROY IMMEDIATELYe WNRC Acc. No. 270-59F0060, Box 98.</p>		

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18.	<p><u>General Counsel's Files, 1946-50.</u> Copies of the stenographer's minutes of the <u>United States v. the Aluminum Company of America</u> and the subject files of WAA General Counsel, John Joss. Subjects cover a broad range of administrative and legal topics, such as advertising, aircraft and airport disposals, magnesium, Big Inch and Little Inch pipe lines, and legal interpretations.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. Nosn 270-59H0060, Box 108, and 270-59I0060, Boxes 109-114.</p>		
19.	<p><u>Aircraft and Electronics Files, 1945-49.</u> Office files of Mr. Tuttle concerning transfer, sales, policy, claims, and industry. Also included is one binder relating to the sale of water color and oil paintings formerly purchased by the Department of State for exhibit overseas.</p> <p>DESTROY IMMEDIATELY. WNRC Acc. No. 270-62D0982, Boxes 9-12.</p>		