

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-178-99-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All temporary records covered by this schedule are presumed disposed, and all permanent records have been transferred; the schedule is therefore obsolete.

Date Reported: 12/19/2022

N1-178-99-001

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-178-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5-03-2000	
1. FROM (Agency or establishment) U. S. MARITIME COMMISSION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER DONALD POST	5. TELEPHONE 202-366-5815	DATE 11-26-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,			
<input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/27/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald S. Post</i>	TITLE <i>Records Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>THIS SS 115 COVERS RECORDS LOCATED IN THE WNRC APPRAISED BY THE NNW-S PROJECT.</p> <p>Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove authorized for destruction under the following:</p> <ol style="list-style-type: none"> 1. Records authorized for destruction by SF 115s approved for Maritime Administration and Federal Maritime Commission records; 2. Records authorized for destruction by the General Records Schedules, and 3. Duplicate materials. 		

Copies sent to Agency, NWMD, NWMDU

1. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Office of the Chairman

[SD] [03] SERIES TITLE:

SUBJECT FILES

[SD] [07] BULK DATES:

00/1941-00/1950

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

065

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject

[SD] [14] DESCRIPTION:

Correspondence, reports, minutes, statistical charts, surveys, cost estimates, specifications, lists, and other records relating to wartime and peacetime shipping activities in the United States. There are records pertaining to the operation and ownership of vessels by the War Shipping Administration (WSA), intercoastal shipping problems, and problems with housing and transportation shipyard employees during World War II. Includes reports of the British Oil Control Board on petroleum, U.S. Army-Navy Petroleum Board reports, and transcripts of hearings relating to voyage applications under the Merchant Marine Act of 1936. The minutes are of meetings of the Foreign Petroleum Requirements Committee, and the American Petroleum Production Committee.

Unfortunately this series is not particularly well arranged and the SF135 has only limited value as a finding aid. This is clearly a hodge-podge.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately.

[SD] [A4] JUSTIFICATION:

The records contain relevant historic and informational value about American shipping activities during World War II, which warrants permanent retention by the National Archives.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-66A2504	065	001-065		U	1941-65

2. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Office of the Chairman

[SD][03]SERIES TITLE:

GENERAL RECORDS

[SD][07]BULK DATES:

00/1936-00/1945

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject

[SD][14]DESCRIPTION:

Memorandums, minutes, lists, reports, blueprints, and other records relating to the progress of construction work on maritime vessels in Alameda, CA, and some photographs of the SS Samsoaring at the Bethlehem-Fairfield shipyard. There is a copy of Mordecai Ezekiel's report on maritime shipbuilding, and a report on the SS Joseph Seep's ventilation system. Includes also some information on fognozzle tests, and fire detector tests. The records were kept by U.S. Maritime Commission staff member H.E. Frick.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the RG 178 records previously accessioned by the National Archives, described in NC-5, entry 84.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	267-267		U	1936-45

3. SERIES DESCRIPTION FORMAT

[SDI][12a]SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS.

[SDI][03]SERIES TITLE:

CORRESPONDENCE FILES OF MAJOR GENERAL PHILIP B. FLEMING, CHAIRMAN

[SDI][07]BULK DATES:

00/1948-00/1950

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

002

[SDI][09a]NATIONAL SECURITY CLASSIFICATION:

[SDI][08]ARRANGEMENT:

Arranged by individual correspondent or unit.

[SDI][14]DESCRIPTION:

Letters and memorandums concerning various aspects of Maritime Commission activities. Included are three chronological reading files of letters sent by the Chairman.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately* [REDACTED]
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[SD] [A4] JUSTIFICATION:

Because these are the files of the Chairman, they warrant permanent retention.

[SD] [A7] NN ACTION:

During archival processing, destroy the files belonging to the series Records of F.H. Van Riper Relating to the International Conference on Safety of Life at Sea.

[SD] [A8] REMARKS:

Part of box 226 belongs to another series, Records of F. H. Van Riper Relating to the International Conference on Safety of Life at Sea (series 11), which is recommended for destruction; this will be done by NN during archival processing.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	226pt-226pt		U	1944
178-51A0142	001	230-230		U	1944

4. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD][03]SERIES TITLE:

RECORDS OF COMMANDER J.J. MOONEY, ASSISTANT TO THE CHAIRMAN

[SD][07]BULK DATES:

00/1948-00/1950

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by subject, for example Budget 1948, American Viking Corporation, Pig Lead Ballast, Tramp Shipping Committee.

[SD][14]DESCRIPTION:

Copies of letters, memorandums, bills, budgets, and other materials pertaining mainly to vessel contracts, legislation, and budgets. Major correspondents are companies and Commission units.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records reflect policy and decision makingd at a high level of the Commission.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	227-227		U	1944
178-51A0142	002	231-232		U	1944

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
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5. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD] [03] SERIES TITLE:

RECORDS OF COMMISSIONER GRENVILLE MELLEN

[SD] [07] BULK DATES:

00/1944-00/1950

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

004

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject, for example Legislation-Alaska, Alaska Steamship Company, Cargo Handling Methods, Merchant Seamen's War Service Bill.

[SD] [14] DESCRIPTION:

Letters, memorandums, reports, publications, legislation, and other records, with emphasis on issues of Alaskan shipping, cargo handling, and development of port facilities. Includes records of Mellen's assistants, James McCandless and John M. Cates, Jr. Cates also served as Assistant to Deputy Administrator Macauley, War Shipping Administration; his reading files from this period are included.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately* [REDACTED]

[SD] [A4] JUSTIFICATION:

These are records created at a high level of the Commission, documenting major shipping issues.

[SD] [A8] REMARKS:

Part of box 239 contains another series, Records of Commissioner Richard Parkhurst (series 6), that is recommended for permanent retention.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	235-235		U	1944
178-51A0142	002	238-239pt		U	1944
178-51A0142	001	241-241		U	1944

6. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD][03]SERIES TITLE:

RECORDS OF COMMISSIONER RICHARD PARKHURST

[SD][07]BULK DATES:

00/1946-00/1948

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged generally in chronological order, with a few subject files, such as Joint Resolution-Alaska.

[SD][14]DESCRIPTION:

Letters, memorandums, reports, legislation and publications pertaining to Alaskan shipping issues. Included are records of Charles D. Marshall, Assistant to Commissioner Parkhurst. The series contains multiple copies of a report, Alaskan Port and Cargo Handling Conditions, with accompanying exhibits.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately.* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records document the high-level policies and issues considered by the Commission.

[SD] [A7] NN ACTION:

During archival processing, destroy duplicate copies of the exhibits and report on Alaskan port and cargo handling.

[SD] [A8] REMARKS:

Part of box 239 belongs to another series, Records of Commissioner Grenville Mellen (series 5), that is recommended for permanent retention.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	236-237		U	1944
178-51A0142	001	239pt		U	1944

7. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD][03]SERIES TITLE:

RECORDS OF COMMISSIONER JOSEPH J. CARSON, JR.

[SD][07]BULK DATES:

00/1947-00/1950

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

008

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by correspondent, organization, unit, or subject, for example Charter Policy Exceptions, Chairman Smith, Albatross SS Co., Inc., Trade Routes, with some loose papers at the end of the files.

[SD][14]DESCRIPTION:

Letters, memorandums, lists, bulletins, pamphlets and other records pertaining to a variety of shipping and Maritime Commission activities.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records were created at a high level of Commission activity and document important policies and issues.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	248-248		U	1944
178-51A0142	007	250-256		U	1944

8. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD][03]SERIES TITLE:

RECORDS OF COMMISSIONER DAVID J. CODDAIRE

[SD][07]BULK DATES:

00/1944-00/1950

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

015

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically in two subseries, Maritime Commission unit and steamship company, sometimes thereunder by subject.

[SD][14]DESCRIPTION:

Letters, memorandums, and other records covering many aspects of Maritime Commission and shipping activities, with an emphasis on vessel operations.

[SD] [A3] RECOMMENDATION:

Permanent. ^{*Transfer*} [REDACTED] to the National Archives ^{*immediately.*} [REDACTED]
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[SD] [A4] JUSTIFICATION:

These records were created at a high level of the Commission and document major policies and issues.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	240-240		U	1944
178-51A0142	006	242-247		U	1944
178-51A0142	001	249-249		U	1944
178-51A0142	001	258-258		U	1944
178-51A0142	006	259-264		U	1948-50

9.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD] [03] SERIES TITLE:

RECORDS OF CONSULTANT THOMAS WOODWARD

[SD] [07] BULK DATES:

00/1945-00/1948

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

002

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject, for example Vessel Disposal, Talmage File, War Risk Insurance.

[SD] [14] DESCRIPTION:

Letters, memorandums, publications, minutes, and other items, with emphasis on Alaskan transportation and freight rates, and vessel disposal policy. Included are some records of the War Shipping Administration.

[SD] [A3] RECOMMENDATION:

Transfer
Permanent. [REDACTED] to the National Archives *immediately.* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records document substantive policies and issues considered by the Commission.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	233-234		U	1944

10.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD] [03] SERIES TITLE:

POWER SUPPLY FILES OF WARD B. FREEMAN, ASSISTANT TO COMMISSIONER CARMODY

[SD] [07] BULK DATES:

00/1942-00/1947

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

002

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by name of ship company.

[SD] [14] DESCRIPTION:

Correspondence and reports of Ward B. Freeman, Assistant Power Procurement Officer and Assistant to Commissioner John M. Carmody. The records relate to contracts between electric companies and shipyard facilities, including billings for service, power supply and rates, negotiations and execution of contracts. Included are copies of contracts, agreements, and bills. Major correspondents are the Federal Power Commission, ship construction companies, and electric companies.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These are essentially contract correspondence files and pertain to procurement issues. They do not warrant permanent retention.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	223-224		U	1944

11. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

OFFICE OF THE COMMISSIONERS

[SD][03]SERIES TITLE:

RECORDS OF F.H. VAN RIPER RELATING TO THE INTERNATIONAL CONFERENCE ON SAFETY OF LIFE AT SEA

[SD][07]BULK DATES:

00/1945-00/1948

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged in two subseries, U.S. Safety-at-Sea and International Conference, thereunder by committee.

[SD][14]DESCRIPTION:

Minutes, committee papers, reports, proposals, and related correspondence concerning the 1948 International Conference on Safety of Life at Sea, including the U.S. Safety-at-Sea Committees' preparatory work in 1945. The U.S. committees prepared articles and regulations for incorporation into the U.S. draft of a new safety-at-sea convention, to revise the international convention of 1929. Vice Admiral H.L. Vickery, Commissioner, chaired the U.S. Construction Committees, with F.H. Van Riper, Assistant to the Commissioner, as alternate. The other U.S. committees covered lifesaving procedures and rescue procedures.

[SD] [A3] RECOMMENDATION:

Permanent. Tranfer to the National Archives

immediately

[SD] [A4] JUSTIFICATION:

These records provide documentation of Maritime Commission involvement in the international effort to improve maritime safety. The construction committees were involved in such issues as load lines, electrical equipment, stability; the ultimate international convention involved Coast Guard enforcement.

[SD] [A8] REMARKS:

Part of box 226 contains another series, Correspondence Files of Major General Philip B. Fleming (series 3), Chairman, that also is recommended for permanent retention.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	225-226pt		U	1944

[SF] SUBGROUP NAME:

Division of Regulations

[SF] DATESPAN: 1917-present

[SF] SUBGROUP
DESCRIPTION:

A Division of Regulations was created by the U.S. Shipping Board as early as May 1917 to enforce the regulatory provisions of the Shipping Act of 1916. By this act the Board was "to regulate carriers by water engaged in the foreign and interstate commerce of the United States."

The Division created regulations to govern the posting, publication, and filing of rates by interstate commerce carriers and the filing of traffic custodies and agreements by both domestic and foreign carriers. Hearings could be filed, if rates were found to be excessive; and the Board, on the basis of the facts, could make adjustments.

The Division analyzed conference agreements and freight and passenger tariffs, determined from questionnaires the shipping companies to whom the act applied, and held hearing on deferred rebates and the use of American vessels in the coastwide trades.

12.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Division of Regulations

[SD][03]SERIES TITLE:

TARIFFS FILES

[SD][07]BULK DATES:

00/1934-00/1959

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

019

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject and thereunder by assigned file number

[SD][14]DESCRIPTION:

Correspondence, monthly reports, minutes, circulars, weekly passenger reports, memorandums, and other records relating to the actions of the FMC on specific conference agreements pursuant to Section 15 of the Shipping Act of 1916. Contains outbound and inbound freight tariffs, applications of companies to engage in the maritime industry, and statistical data on cargo movements.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The records contain no long-term legal, historic, or informational value that warrants permanent retention by the National Archives. Similar records in RG 358 are authorized for disposal under NC1/358/81/1/1b.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0827	019	001-009	.	U	1934-59
		014-023			

13. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Division of Regulations

[SD][03]SERIES TITLE:

DOCKETS

[SD][07]BULK DATES: 00/1951-00/1955

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

039

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged numerically by docket number

[SD][14]DESCRIPTION:

Dockets of the Federal Maritime Board (FMB) which contain correspondence, memorandums, invoices, conference agreements, and transcripts relating to complaints filed by companies engaged in the maritime industry regarding freight tariffs and rates. Includes investigations of maritime violations of the Shipping Act of 1916, applications of waivers, and operating-differentials.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately

[SD] [A4] JUSTIFICATION:

The records contain long-term historic, and informational value that warrants permanent retention by the National Archives. Similar records in RG 358 have been authorized for permanent retention under NN-358-173-321-3.

[SD] [A7] NN ACTION:

If the records are accessioned by the National Archives, NNT should consider reallocating this series to RG 358, Records of the Federal Maritime Commission.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0886	016	001-016		U	1951-55
178-60B0886	002	017-018		U	1951-55
178-60C0886	021	019-039		U	1951-55

14.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Division of Regulations

[SD][03]SERIES TITLE:

FORMAL "S" DOCKETS

[SD][07]BULK DATES:

00/1946-00/1948

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by name of company

[SD][14]DESCRIPTION:

Memorandums, correspondence, and transcripts relating to applications for operating-differential subsidies, applications for permission to extend freight service routes, and investigation reports of the Hearing Examiner. The U.S. Maritime Commission established these dockets to cover applications for subsidies under the Merchant Marine Act of 1936.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately.

[SD] [A4] JUSTIFICATION:

The records contain long-term historic, and informational value that warrants permanent retention by the National Archives.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0888	003	001-003		U	1946-48

15.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Division of Regulations

[SD] [03] SERIES TITLE:

VESSEL LOG CARDS

[SD] [07] BULK DATES:

00/1942-00/1943

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

019

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by name of vessel or by name of vessel owner

[SD] [14] DESCRIPTION:

The cards or charts list the name of the vessel, vessel owner, vessel movements during the months of each year, and the number of persons employed on the vessel. Includes also the types of cargo loaded and unloaded, and the port where the commodities were loaded or unloaded.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately

[SD] [A4] JUSTIFICATION:

The records appear to be an accretion (1942-43) to RG 178 records previously accessioned by the National Archives and described in NC-5, entries 116 and 117 (which end in 1941).

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-66A2382	019	001-019		U	1942-43

16. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Division of Regulations

[SD] [03] SERIES TITLE:

RECORDS RELATING TO SECTION 15 ORDERS

[SD] [07] BULK DATES:

00/1935-00/1943

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

006

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by file number and thereunder by date

[SD] [14] DESCRIPTION:

Correspondence, memorandums, and other records pertaining to maritime agreements filed under Section 15 of the Shipping Act of 1916. The records list the agreement numbers, agreement participants, and agreement cargo routes. Includes the final recommendation and order of approval of the agreements.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives. Similar records in RG 358 are authorized for disposal.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51H0142	006	12295-12300		U	1935-43

17. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Division of Regulations

[SD][03]SERIES TITLE:

RECORDS RELATING TO SECTION 19 FOREIGN FREIGHT TARIFFS

[SD][07]BULK DATES:

00/1933-00/1945

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

029

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged in two parts: 1) by an alpha-numeric code, ex. A-1-C; and 2) by name of company

[SD][14]DESCRIPTION:

Canceled Section 19 tariffs containing lists, and tariff rules and regulations as applied to the commodities shipped among the participating maritime conference ports. A "conference" in the maritime sense was an among agreement among shipping companies in certain geographic areas concerning freight and passenger rates and commodities to be carried. Conferences represented in the files are the U.S. North Atlantic Ports/United Kingdom conference, the Gulf/United Kingdom conference, the American Hellenic Marine Agency, Inc., and the General Atlantic Steamship Corporation.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the RG 178 records previously accessioned by the National Archives, described in NC-5, entries 69 and 70.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51H0142	029	12307-12334		U	1933-45

[SF] SUBGROUP NAME:

PRICE ADJUSTMENT BOARD

[SF] DATESPAN: 1942-1950

[SF] SUBGROUP
DESCRIPTION:

This board, created by Administrative Order No. 64, dated May 5, 1942, was to review contract and subcontract prices and to renegotiate contracts, when necessary to prevent or recapture excessive profits.

The board handled contracts for shipbuilding, ship supplies, ship facilities, and master repairs.

18. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

PRICE ADJUSTMENT BOARD

[SD] [03] SERIES TITLE:

MINUTES OF BOARD MEETINGS

[SD] [07] BULK DATES:

00/1945-00/1949

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

003

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged chronologically.

[SD] [14] DESCRIPTION:

Summaries of matters discussed at board meetings, with attached copies of memorandums reporting on renegotiation agreements submitted to the board for approval. The multi-pag memos include the contractors' history, organization, and affiliationss, nature of operations, accounting methods; pending claims against the contractor; summary of the contractor's revenue, costs and profits; and factors considered in formulating the recommendation.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately.

[SD] [A4] JUSTIFICATION:

The records document substantive actions of the Board and therefore warrants permanent retention.

[SD] [A7] NN ACTION:

During archival processing destroy miscellaneous office administrative files in boxes 4794 and 4795; GRS 23/1 applies.

[SD] [A8] REMARKS:

Parts of boxes 4794 and 4795 are included in a series, Miscellaneous Files (series 32), that is recommended for destruction; this will be done by NN during archival processing.

[SD] [All] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51I0142	003	4794-4796		U	1944

19. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

PRICE ADJUSTMENT BOARD

[SD] [03] SERIES TITLE:

OFFICE FILES OF JOHN R. PAULL, CHAIRMAN

[SD] [07] BULK DATES:

00/1942-00/1949

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

007

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by subject or agency, for example Loyalty Program, Investigations-Maritime Commission, Miscellaneous Correspondence, Just Compensation, Bureau of the Budget.

[SD] [14] DESCRIPTION:

Letters, memorandums, circulars, and other records concerning activities and administration of the Price Adjustment Board. John R. Paull was appointed Vice Chairman of the board on February 15, 1945, and Chairman of the board effective September 7, 1945, and continuing in this position into 1950. Included in the files is correspondence with the New York Price Adjustment Board office, biweekly reports on the status of renegotiation, shipbuilding information, reports of cancelled renegotiation assignments, renegotiation regulations, staffing information, copies of legislative bills and acts, coordination of assignment notice with Price Adjustment Boards in other agencies, decisions of the Appeal Board of the Office of Contract Settlement, Community Chest Campaign information, GAO requirements, etc. Major correspondents are members of other Maritime Commission units, Price Adjustment Boards in other agencies, and contractors.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These files are primarily administrative, facilitative, and informational; they pertain to managing an office, not creating policy.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51I0142	007	4812-4818		U	1944

20.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

PRICE ADJUSTMENT BOARD

[SD][03]SERIES TITLE:

MISCELLANEOUS FILES

[SD][07]BULK DATES:

00/1943-00/1949

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Unarranged.

[SD][14]DESCRIPTION:

Letters, memorandums, legal papers, copies of bills, notes of Board meetings, and other records pertaining to operations and staffing, as well as reference information, such as War Department Price Adjustment Board Circulars, copies of recommendation memorandums submitted to the board, letters to contractors regarding payment to the Treasury or related Internal Revenue Service matters, etc. Major correspondents are Price Adjustment Boards in other agencies, and contractors.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

This is a hodge-podge of files and records apparently cleaned off staff members' desks. It contains bits and pieces, nothing complete or coherent. The majority of the records are facilitative and operational, pertaining to day-to-day matters of the board's work. They do not warrant permanent retention.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-5110142	002	4799-4800		U	1944

21. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

PRICE ADJUSTMENT BOARD

[SD][03]SERIES TITLE:

FINANCIAL SPREADSHEETS ON RENEGOTIATION SETTLEMENTS

[SD][07]BULK DATES:

00/1943-00/1946

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged in two subseries, Maritime Price Adjustment Board and external Price Adjustment Boards, thereunder alphabetically by name of contractor (Maritime: D to L only; External: A to C and K to N only).

[SD][14]DESCRIPTION:

Reports on settlement of renegotiation claims with contractors, prepared by the Price Adjustment Board assigned to the renegotiation, and furnished to price adjustment agencies for use in statutory renegotiations. The forms present financial information on net sales and profits on renegotiable and nonrenegotiable amounts, with other business accounting data included.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

Most of the records consist of information copies of non-maritime contractors; the maritime contractor subseries is only fragmentary.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51I0142	002	4840-4841		U	1944
178-51I0142	001	4827-4827		U	1944

22.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

PRICE ADJUSTMENT BOARD

[SD][03]SERIES TITLE:

RECORDS RELATING TO THE CASE OF ISTHMIAN STEAMSHIP COMPANY v. WAR CONTRACTS PRICE ADJUSTMENT BOARD

[SD][07]BULK DATES:

00/1943-04/1951

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged generally with correspondence preceding exhibits and supporting papers.

[SD][14]DESCRIPTION:

Correspondence, exhibits and supporting papers in a case of excessive profits earned in 1943 and 1944 by the Isthmian Steamship Company. The Maritime Price Adjustment Board determined on January 13, 1950, that Isthmian received excessive profits of \$500,000 under contracts subject to renegotiation. The War Contracts Price Adjustment Board upheld that decision on January 22, 1951. Included in the files are exhibits and supporting papers, mostly of a financial nature, submitted by Isthmian during renegotiation proceedings, and recommendations made by other price adjustment agencies to the War Contracts Board in 1950. The records consist mostly of financial information on Isthmian from 1943-1945.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This is essentially a single case file. Because the Maritime Price Adjustment Board's original decision was upheld, this case simply buttresses the routine decision-making procedures of the Maritime Price Adjustment Board. It does not warrant permanent retention.

[SD] [A8] REMARKS:

A few records included in this series post-date the existence of the U.S. Maritime Commission, but they were created by external agencies that acted on a Maritime Commission decision. The Commission's successor does not appear to have been involved in these actions beyond receiving the records back from external agency use in 1951.

Because of these records might supplement its holdings, consideration should be given to donating this case file to the National Maritime Historic Park, San Francisco, CA, rather than outright destruction.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	001	122504A-122504A		U	1944

23.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

PRICE ADJUSTMENT BOARD

[SD][03]SERIES TITLE:

OFFICE FILES OF THE PACIFIC COAST OFFICE

[SD][07]BULK DATES:

00/1944-00/1947

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by name of correspondent or subject, for example Stamps, Towboats and Towing, Major Frank X. Conlon, Out of Town Cases-Pacific Coast.

[SD][14]DESCRIPTION:

Letters, circulars, memorandums, clippings, and other documents concerning day-to-day operations and administrative matters at the San Francisco office of the Price Adjustments Board. Included in the files are reference copies of War Contracts Price Adjustment Board circulars, correspondence on individual cases, etc. Major correspondents are the Maritime Price Adjustment Board headquarters, and contractors.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These records are concerned with managing an office and administering particular renegotiation cases. They are primarily operational and housekeeping records, and are at a relatively low level of the Commission hierarchy.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51I0142	003	4784-4786		U	1944

[SF] SUBGROUP NAME:

LEGAL DIVISION

[SF] DATESPAN: 1936-1950

[SF] SUBGROUP
DESCRIPTION:

This office, headed by the General Counsel, performed all legal services related to the Commission's activities. It prepared contracts, leases, mortgages, and other legal documents for ship construction, plant facilities, and related matters. Subject to supervision by the Attorney General of the United States, it conducted all litigation of claims by and against the Commission. It prepared opinions involving the application of statutes, treaties, conventions, executive agreements, directives, orders, and regulations pertaining to shipping. It passed on the legality of proposed programs, operations, and transactions; handled legal matters in connection with surplus property disposal, and the termination, modification, renegotiation, and repricing of contracts; prepared drafts of proposed legislation, and formulated recommendations on legislative policies for consideration by the Commission; and provided counsel at hearings. It assisted and cooperated with the Legal Division of the War Shipping Administration and with the Department of Justice.

24.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

LEGAL DIVISION

[SD][03]SERIES TITLE:

LEGAL OPINION MEMORANDUMS

[SD][07]BULK DATES:

00/1942-00/1947

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged chronologically.

[SD][14]DESCRIPTION:

Interoffice memorandums outlining legal aspects of Maritime Commission activities. Memorandums of the Legal Division of the War Shipping Administration are interfiled.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately.* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records document the substantive work of the division and concern many facets of shipping activities.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-61A0982	003	016-018		U	1949

25. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

LEGAL DIVISION

[SD][03]SERIES TITLE:

CORRESPONDENCE AND EXHIBITS FROM COMMISSION HEARINGS ON WAGES, MANNING AND WORKING CONDITIONS

[SD][07]BULK DATES:

00/1937-00/1940

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged generally by hearing, and sometimes thereunder by location and type of record.

[SD][14]DESCRIPTION:

Briefs, supplements to briefs, exhibits, and related correspondence concerning labor hearings before the Maritime Commission. The majority of the records are exhibits submitted at the 1937 hearings on minimum manning scales, minimum wage scales, and reasonable working conditions, which were held in 10 coastal cities. A few records relate to later hearings for specialized vessel personnel, such as ship surgeons, electricians, boilermakers, etc. The exhibits are mostly copies of agreements between maritime unions and steamship operators, and labeled black and white photographs of vessel living conditions. Also included are a digest, consolidated digest, abstract, and summary of the 1937 hearings.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately.* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records provide information on the social and economic conditions of merchant marine crews. In addition, concerns about such conditions were a factor in the creation of the Merchant Marine Act, which was approved in 1936.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51C0142	001	01A-01A		U	1944
178-51C0142	001	002-002		U	1944

26. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

LEGAL DIVISION

[SD][03]SERIES TITLE:

CONTRACT CORRESPONDENCE FILE

[SD][07]BULK DATES:

00/1938-00/1942

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged numerically, 19 to 32, with numbers representing topics.

[SD][14]DESCRIPTION:

Memorandums, letters, copies of contracts and contract amendments, and other records pertaining to applications for aid in the construction of vessels, contracts for vessel repairs, negotiation of contracts, adjustments to contracts, and other topics relating to contracts and payments. Major correspondents are contractors, and Maritime Commission and War Shipping Administration staff members.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These files are just a piece out of a larger file, as indicated by the numbers on the files. Also, they relate to relatively mundane contract activities.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	001	4373-4373		U	1944

27.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

LEGAL DIVISION

[SD][03]SERIES TITLE:

INTERNAL CORRESPONDENCE REGARDING CONTRACTS

[SD][07]BULK DATES:

00/1941-00/1943

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of correspondent.

[SD][14]DESCRIPTION:

Interoffice memorandums to the General Counsel from Maritime Commission and War Shipping Administration staff members, with supporting papers, concerning contracts and payments. Among the subjects covered are cases on alleged overpayment for a vessel, payment of interest on amounts due in settlements under contracts for purchase of vessels when contracts are canceled before the vessels are completed, refund of a construction differential subsidy, and bankruptcy proceedings of a contractor.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These files cover contract matters that are not of long-term interest.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	001	4306-4306		U	1944

28.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

LEGAL DIVISION

[SD] [03] SERIES TITLE:

OPERATING-DIFFERENTIAL SUBSIDY AGREEMENT FILES

[SD] [07] BULK DATES:

00/1937-00/1950

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

004

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged roughly in two subseries, drafts and working papers concerning revisions, and copies of existing agreements with individual operators.

[SD] [14] DESCRIPTION:

Memorandums, notes, drafts, correspondence, copies of agreements, and other working papers relating to the operating-differential subsidy agreement and its revision in 1949. This agreement was the standard form of contract with operators; the revision was adopted by the Commission on July 13, 1949. Major correspondents are the American Merchant Marine Institute, subsidized operators, and the staff of the Commission's Division of Audits and Division of Subsidy.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The revisions involved modernizing the contract, eliminating obsolete provisions and implementing adaptations required by current law and operating conditions. The revisions did not represent fundamental shifts in policy. The final result was published in the Federal Register.

Eventually the Maritime Administration took over the function of determining operating differential subsidies; under the MARAD schedule (NC1/357/81/2, items 416 and 417) records relating to operating differential subsidies are disposable after 11 years.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-61A0982	001	015-015		U	1949
178-61A0982	003	018-020		U	1949

29. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

LEGAL DIVISION

[SD][03]SERIES TITLE:

INFORMATION FILES ON SHIP SALES

[SD][07]BULK DATES:

00/1946-00/1948

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Unarranged.

[SD][14]DESCRIPTION:

Copies of memorandums, letters, orders, procedures, and other information papers concerning sales of war-built vessels under the Merchant Ship Sales Act of 1946. Other background information, such as copies of small craft requisition authorizations, copies of memorandums of legal opinions, and copies of contracts of sale, are included, as well as a draft of procedures to purchase vessels, prepared by the legal staff for publication in the Federal Register.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These are mostly information copies of records routed to the division, with relatively few records generated by the division. There are a few memorandums regarding contracts of sale, but the files appear to have served a reference and monitoring function; they were not active nor are they complete.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-61A0982	001	021-021		U	1949

30.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

LEGAL DIVISION

[SD] [03] SERIES TITLE:

INVESTIGATION CASE FILES

[SD] [07] BULK DATES:

00/1944-00/1945

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

001

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by case number.

[SD] [14] DESCRIPTION:

Memorandums from Chief Investigator Thomas Stakem, Jr., to the General Counsel, forwarding copies of reports by regional investigators in cases of alleged misconduct by contractors and Maritime Commission employees. Attachments include copies of exhibits, such as purchase orders, requisitions, photographs, letters, etc. Cases investigated include delivery of defective materials, excessive rate schedules for truck and equipment rentals, travel expense vouchers of a former Maritime Commission employee, and diversion of labor and materials by employees.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These are case files that outline relatively unimportant instances of misconduct occurring in any organization.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	001	4304-4304		U	1944

31.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

LEGAL DIVISION

[SD] [03] SERIES TITLE:

FILES OF HERBERT A. BAKER, PATENT COUNSEL

[SD] [07] BULK DATES:

00/1944-00/1946

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

001

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject or correspondent, for example Plastic Armor, Rambusch, Patent Questionnaire Form.

[SD] [14] DESCRIPTION:

Letters, memorandums, copies of legal papers, and other records covering subjects such as an alleged infringement of a patent for plastic armor, a dispute about amounts of royalty fees for a patented valve, and inquiry by an inventor regarding the patentability of his device. The most voluminous files are contractors' responses to a questionnaire regarding patent royalty payments chargeable to the U.S. government. Major correspondents are contractors, private attorneys, and the staff of the Attorney General's office.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These are the files of a facilitator and liaison to the Attorney General's office. Baker referred inquiries to the Attorney General and handled a patent royalty questionnaire. He did not handle any substantive matters, according to these files.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	013-013		U	1944

32.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

LEGAL DIVISION

[SD][03]SERIES TITLE:

CARD INDEX TO SUBJECT FILES

[SD][07]BULK DATES:

00/1939-00/1940

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged in two subseries, Recommendations, and Vessels; thereunder alphabetically by name of vessel in the latter subseries.

[SD][14]DESCRIPTION:

Cards indexing memorandums in a subject file, which has not been located. The cards give basic information about the memorandum--date, subject, name of sender and recipient. The cards refer to subject files such as Charter Hire--General, Insurance--P and I, Accounts Receivable--Notes, and Insurance--War Risk.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This is a card index to a file that has not been found. As such, it has little permanent value.

[SD] [A8] REMARKS:

This "box" is actually a 3 x 5 inch metal file cabinet.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	012-012		U	1944

33.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

LEGAL DIVISION

[SD][03]SERIES TITLE:

OFFICE FILES OF THE GULF COAST REGIONAL ATTORNEY

[SD][07]BULK DATES:

00/1941-00/1947

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by number, 56 to 146, corresponding to a subject, for example General Housing File, Executive Orders, Regional Construction Cost Committee--Ingalls Shipbuilding Corp.

[SD][14]DESCRIPTION:

Correspondence, circulars, memorandums, reports, minutes of the regional Construction Cost Committee, and other records pertaining to settlement of contractors' claims, payment of employees, and other activities focused on managing and overseeing ship construction contracts. Also included are administrative files, such as jury duty, long distance calls, etc.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This section of a larger file was created at a low level of the Commission hierarchy and consists of routine administrative and contract oversight records.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	002	4182-4183		U	1944

[SF] SUBGROUP NAME:

OFFICE OF INTERDEPARTMENTAL LIAISON

[SF] DATESPAN: 1947-1950

[SF] SUBGROUP
DESCRIPTION:

This office was established to foster the development of international and interdepartmental relations in support of the maritime industry. Huntington T. Morse, previously Special Assistant to the Commission and to the Administrator of the War Shipping Administration, was appointed as chief. Records included in this subgroup, consequently, include a mix from several organizations, particularly WSA.

34. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

OFFICE OF INTERDEPARTMENTAL LIAISON

[SD][03]SERIES TITLE:

SUBJECT FILES OF HUNTINGTON MORSE, CHIEF

[SD][07]BULK DATES:

00/1942-00/1950

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

030

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

SECRET

[SD][08]ARRANGEMENT:

Arranged in four subseries by subject, eg., River Project, M.E.A. Progress Reports, Russian Position-U.M.A.; the SF 135 provides a detailed list of file titles.

[SD][14]DESCRIPTION:

Letters, memorandums, reports, circulars, minutes, and other records pertaining to the ship construction program, shipping data, disposal of ex-German vessels, and coordination of international shipping after the liberation of Europe and after the end of WWII. Included are records concerning meetings of international maritime organizations, such as the United Maritime Authority, the United Maritime Consultative Council, the Tripartite Merchant Marine Commission, and other organizations in which Morse was involved. Records of Morse as Assistant to the Administrator of the War Shipping Administration are also included.

[SD][A3]RECOMMENDATION:

Permanent. *Transfer* [redacted] to the National Archives *immediately.* [redacted] Retain files concerning policy and planning of postwar international maritime agencies.

Destroy during archival processing files pertaining to internal administrative matters and information copies of documents received from other agencies.

[SD][A4]JUSTIFICATION:

Many of the files relate to one of Morse's main functions as representative of the Maritime Commission to intergovernmental organizations concerned with the postwar

international shipping order. Samples of these files include notes of informal meetings at the British Ministry of War Transport, and minutes and papers of intergovernmental organizations, including the Conference on Shipping Control, the United Maritime Authority Planning Committee, and the Prosional and United Maritime Consultative Councils. As policy and program planning files, these warrant permanent retention.

Other files contain information copies of documents forwarded from other government agencies, such as records from the State Department delegate to the Inter-Allied Reparation Agency, and files concerning subjects such as the rubber conservation program, which are better documented in other government records, and which Morse did not appear to be actively involved in.

[SD][A7]NN ACTION:

Destroy during archival processing those files not pertaining to international policy and the development of international agencies concerned with merchant shipping control.

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0651	030	001-014		U	38-52
		035-046			

35. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

OFFICE OF INTERDEPARTMENTAL LIAISON

[SD][03]SERIES TITLE:

REFERENCE FILES OF HUNTINGTON MORSE, CHIEF

[SD][07]BULK DATES:

00/1938-00/1950

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

017

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

SECRET

[SD][08]ARRANGEMENT:

Arranged roughly in alphabetical order by subject, for example British Cruisers, Government Vessels Committee, US-Great Britain Cotton-Rubber Agreement.

[SD][14]DESCRIPTION:

Publications, copies of near-print reports, carbon copies of correspondence, and copies of other-agency reports, such as State Department dispatches, concerning maritime activities.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

This is a hodge-podge of files, many consisting of information copies of letters routed to Morse, and information copies of reports and letters forwarded from other agencies. It is largely derivative miscellany collected by Morse for reference purposes and does not reflect policy issues nor Morse's active participation.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0651	014	019-032		U	38-52
178-51A0142	003	210-212		U	1944

36.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

OFFICE OF INTERDEPARTMENTAL LIAISON

[SD] [03] SERIES TITLE:

COUNTRY REFERENCE FILES OF HUNTINGTON MORSE, CHIEF

[SD] [07] BULK DATES:

00/1935-00/1949

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

008

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by name of country, A-S.

[SD] [14] DESCRIPTION:

Letters, memorandums, reports, tables, lists, publications, and other materials concerning shipping activities involving or coordinated with foreign countries. Many of the letters and memorandums were written by Morse, but the majority are information copies supplied to Morse. Interoffice memorandums of the Commission and War Shipping Administration units, and State Department and Naval Intelligence reports, comprise the majority of the records.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These are primarily information copies supplied by other Federal agencies and units of the Commission.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	004	213-216		U	1944
178-51A0142	001	218-218		U	1944
178-51A0142	001	218A-218A		U	1944
178-51A0142	002	228-229		U	1944

[SF] SUBGROUP NAME:

DIVISION OF ADMINISTRATION

[SF] DATESPAN: 1936-1950

[SF] SUBGROUP
DESCRIPTION:

This division provided administrative services to the Commission, including the handling of mail and files.

Administrative Order No. 1, dated October 23, 1936, and effective October 26, established the Division of Administration, which included a section responsible for central mail and files activities. Administrative Order No. 3, dated November 6, 1936, outlined procedures for the maintenance of the Commission's central correspondence file. All official correspondence of the Commission was to be forwarded to this section for permanent filing. The active correspondence files of the Shipping Board Bureau and the Merchant Fleet Corporation were to be consolidated with this central file. Only two units, the Division of Regulation and the Personnel Section, were exempt from these procedures and were allowed to maintain separate files.

SERIES DESCRIPTION FORMAT[SD][12a]SUBGROUP/CREATOR:

Division of Administration

[SD][03]SERIES TITLE:

Central Correspondence File

[SD][07]BULK DATES:

01/1936-01/1950

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

1617

[SD][09a]NATIONAL SECURITY CLASSIFICATION:[SD][08]ARRANGEMENT:

Arranged according to a numeric classification scheme. There is a classification manual available providing brief descriptions of the major and minor classes. An appendix providing more detailed descriptions of the major classes and some of the minor classes is included at the end of this report.

Most of the records within the classes are arranged in chronological order by document date, with each folder in reverse chronological order. Exceptions to this are noted in the classification manual.

[SD][14]DESCRIPTION:

The central correspondence file contains correspondence between the major offices of the U.S. Maritime Commission, War Shipping Administration, and U.S. Shipping Board and other agencies, merchant seamen, contracting companies, congressional representatives, and anyone else interested in shipping activities. Also included are photographs of vessel construction and vessel damage caused by poor construction material or workmanship, contracts between the maritime agencies and various private companies, copies of briefs of hearings before the USMC, copies of public laws relating to shipping, statistical reports relating to shipping, copies of engineering and operational log books, and reports of casualties and investigations on various matters.

The 8X10 inch black-and-white photographs contained in the 120-3 exhibit files are progress shots of vessels being built at various shipyards. Those taken at the Bethlehem Steel Sparrows Point Shipyard were photographed by A. Aubrey Bodine. Similar photographs are among the records in Record Group 32, Records of the U.S. Shipping Board (predecessor to the U.S. Maritime Commission), and are fairly active. A majority of the requests for these photographs are for inclusion in books and articles about vessels. Other frequent requests for the progress shots come from those who served on the vessels, and model builders.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives *immediately* all records contained in classes 109, 110, 111, 112, 113, 114, 115, 116, 119, 120 (except 120-3 and 120-145), 130, 201, 205, 212, 220, 401, 405, 409, 500, 501, 502, 503, 505, 506, 507, 508, 600, 602, 603, 604, 606-51, 607, 608, 609, 614, 701, 703, 704, 705, 900, 901, 902, 903, 904, 905 (except 905-5), and 906. Transfer only the correspondence files of classes 105, 106, 107, 108, 117, 118, 307, 309, 320, 402, 404, 504, 509, 605, 606, 610, and 702. Transfer only the exhibit files of classes 102, 301, 306, 308, and 611.

During archival processing NN should consider destroying all records contained in classes 101, 103, 104, 120-3, 120-145, 202, 204, 206, 207, 208, 209, 210, 211, 302, 303, 304, 305, 403, and 905-5; the correspondence files in classes 102, 203, 301, 306, 308, and 611; and the exhibit files in classes 105, 106, 107, 108, 117, 118, 307, 309, 320, 402, 404, 504, 509, 605, 606 (except 606-51), 610, and 702. The attached list of expanded class descriptions (prepared by Angie Vandereedt) should assist considerably in this effort.

[SD] [A4] JUSTIFICATION:

As is typical of most central correspondence files, these records demonstrate the major administrative activities of the U.S. Maritime Commission, War Shipping Administration, and the last days of the U.S. Shipping Board. Files concerning construction of liberty and victory ships, the operation of vessels under USMC and WSA control, labor relations at shipyards and on vessels, vessel casualties, and the use of asbestos during vessel construction, are all in demand by researchers. Indeed, the numerous out cards within the boxes and the constant pulling and refiling of the boxes by the NCWR staff during the time that these records were being reviewed for this appraisal demonstrate their unusually high research value.

However, some of the classes are of such an insignificant nature that they do not warrant retention. These include copies of publications readily available at government depository libraries, correspondence concerning office space and furniture, general office administration memorandums, and lists of executive orders and public laws relating to shipping.

[SD] [A7] NN ACTION:

During archival processing, combine the 901 exhibit files (parts of boxes 7839 and 7861, accession 178-51D0142) with another series recommended for permanent retention, the Ship Correspondence File ("901 Files").

[SD] [A1] RETAIN:

ACCN NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51D0142	723	6774-7496		U	1944
178-51D0142	233	7607-7839pt		U	1944
178-51D0142	002	7858-7858A		U	1944
178-51D0142	012	7861pt-7872		U	1944

178-51D0142	003	7857-7858A	U	1944
178-51D0142	012	7861pt-7872	U	1944
178-55A0009	334	001-334	U	1936-1950
178-61A1016	298	001-298	U	1936-1950

38.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF ADMINISTRATION

[SD] [03] SERIES TITLE:

SHIP CORRESPONDENCE FILE ("901 Files")

[SD] [07] BULK DATES:

00/1936-02/1950

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

648

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by name of ship, with some miscellaneous files at the beginning of the series, and some exhibits in a separate accession.

[SD] [14] DESCRIPTION:

Letters, memorandums, forms and other records concerning vessel acquisition, operation and disposal. The records document vessel procurement and delivery, charter operations, and eventual sale. Correspondents include sections of the Maritime Commission, and War Shipping Administration, as well as ship owners, attorneys, charter companies, and other government agencies. For vessels owned by the Maritime Commission at the time it was abolished and its functions transferred, references to the location of subsequent correspondence in the successor agency's filing scheme are indicated.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer all the individual vessel files and exhibits to the National Archives [REDACTED] immediately.

Destroy miscellaneous ship correspondence files (box 1 of accession 178-61A1121) immediately.

[SD] [A4] JUSTIFICATION:

This series comprises the central correspondence file on each vessel controlled by the Maritime Commission, providing a resume of individual vessels' history with the Commission. This information has high research value.

At the beginning of the series there are less than 2 feet of miscellaneous ship correspondence files. These are filed chronologically, so their reference value is diluted. Furthermore, much of the correspondence refers to ships not owned by the Commission. Subjects include requests from citizens and shipping companies regarding the ownership of particular vessels, correspondence pertaining to foreign vessels, and genealogical requests for arrival information of nineteenth century ships. These files do not warrant permanent retention.

[SD] [A7] NN ACTION:

During archival processing, destroy miscellaneous ship files in box 2 of accession 178-61A1121.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51D0142	018	7839pt-7856		U	1944
178-51D0142	003	7859-7861pt		U	1944
178-61A1121	083	002-084		U	36-50
178-61B1121	543	085-627		U	36-50

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-61A1121	001	001-001		U	36-50

39.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF ADMINISTRATION

[SD][03]SERIES TITLE:

INDEX RELATING TO CENTRAL CORRESPONDENCE AND "901" SHIP FILES.

[SD][07]BULK DATES:

1936-1950

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

062

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

THESE RECORDS ARE ARRANGED IN FOUR SUB-SERIES: 1) ALPHABETICALLY BY SUBJECT (BXS 1 - 137), 2) ALPHABETICALLY BY THE NAME OF THE SHIP (BXS 138 - 152), ALPHABETICALLY BY THE NAME OF A SHIP INVOLVED IN A COLLISION (BXS 153 - 157), AND 4) ALPHABETICALLY BY THE NAME OF A SHIP INVOLVED IN SALVAGE (BOX 158).

[SD][14]DESCRIPTION:

THESE CARDS REFER TO A VARIETY OF TOPICS AND TYPES OF RECORDS ALL RELATED BY THE FILING SYSTEM USED BY THE MARITIME COMMISSION INVOLVING THREE DIGITS FOLLOWED BY A DASH (-) OR TWO DASH NUMBERS. FOR INSTANCE, 901-4630 REFERS TO A PARTICULAR VESSEL, 113-1-5 RELATES TO INSURANCE, 507-02 CONCERNS SHIPYARDS, 201-4-9 IS A FILE ABOUT THE MARITIME COMMISSION AGENT IN BRAZIL, AND SO FORTH. THE RECORDS TO WHICH THESE INDEXES REFER ARE LOCATED IN THE FOLLOWING ACCESSIONS: 178-51D0142 (990 CU. FT.), 178-55A0009 (334 CU. FT.), 178-57A0009 (28 CU. FT.), 178-61A1016 (298 CU. FT.), AND 178-62A1020 (271 CU. FT.). THESE ACCESSIONS CONSTITUTE IN WHOLE OR IN PART SERIES 12 AND 49 OF THIS REPORT AND SERIES 3 OF THE NN-WS RG 357 REPORT.

[SD][A3]RECOMMENDATION:

PERMANENT. *Transfer* [REDACTED] TO THE NATIONAL ARCHIVES *immediately.* [REDACTED]

[SD][A4]JUSTIFICATION:

THESE CARDS CONSTITUTE THE BASIC FINDING AID TO AN IMPORTANT PERMANENT SERIES OF MARITIME COMMISSION RECORDS.

[SD] [A7] NN ACTION:

RECORDS SHOULD BE REALLOCATED TO RG 178 FOLLOWING ACCESSIONING.
SOME REBOXING AND ARRANGEMENT WILL BE NEEDED.

[SD] [A8] REMARKS:

CARDS ARE STORED IN HALF-BOXES.

MARAD STILL DOES SOME REFERENCE ACTIVITY ON THESE CARDS BUT THE BULK OF THE ACTIVITY IS HISTORICAL IN NATURE; THE PRIMARY CONCERN SHOULD BE FOR THEIR CARE AND PRESERVATION. HERETOFORE, THEY HAVE NOT HAD THE BEST OF CARE: SOME CARDS ARE SCATTERED OPENLY ON THE SHELF AND THOSE FROM BOX 15 HAVE BEEN PARTIALLY REBOXED AND ARE OUT OF ORDER.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
357-63A1393	062	001-158		U	36/50

40.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF ADMINISTRATION

[SD][03]SERIES TITLE:

CORRESPONDENCE WITH REGIONAL CONSTRUCTION OFFICES RELATING TO PERSONNEL

[SD][07]BULK DATES:

00/1940-00/1947

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

007

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by regional office (Oakland, Chicago, New Orleans, Philadelphia), with some subject files included, for example Overtime Report-February, Decisions and Ratings.

[SD][14]DESCRIPTION:

Letters and memorandums sent and received by headquarters personnel staff regarding appointments, classification of positions, establishment of new positions, job descriptions, and other personnel matters.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

This series documents routine personnel matters common to all government agencies.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	007	168-174		U	1944

41. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF ADMINISTRATION

[SD] [03] SERIES TITLE:

SAMPLE FORMS AND RELATED CORRESPONDENCE

[SD] [07] BULK DATES:

00/1932-00/1949

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

010

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged roughly by agency (Maritime Commission, War Shipping Administration, other agencies), thereunder by unit and/or form number.

[SD] [14] DESCRIPTION:

Sample forms, many in multiples, used by the Maritime Commission and War Shipping Administration. Included is correspondence pertaining to forms, which consists mostly of requests for supply of forms and interoffice memorandums concerning obsolete forms.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

Many of the forms pertain to routine administrative and housekeeping functions, such as forms for telephone messages and payroll activities. Others are standard forms or forms generated by other agencies, such as the Civil Service Commission. In general, sample blank forms are not subject to significant reference activity.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51E0142	010	362-372		U	1944

42.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF ADMINISTRATION

[SD] [03] SERIES TITLE:

ART WORK RETURNED FROM THE GOVERNMENT PRINTING OFFICE

[SD] [07] BULK DATES:

Unknown.

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

<1

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Unarranged.

[SD] [14] DESCRIPTION:

Black and white brush or pen art work, on stiff posterboard, unlabeled, with printers' notations regarding spot and chapter. The 12 items depict subjects such as a ship convoy, shipwreck, men lost at sea, and hospital scenes. The artists appear to be "T. Lozier" and "E.S."

The box containing these 12 drawings mostly consists of blank Maritime Commission forms.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately.

[SD] [A4] JUSTIFICATION:

Although these drawings are likely of little artistic value, they should be retained as a cunque records of the WWII-era merchant marine experience.

[SD][A7]NN ACTION:

Destroy the blank forms during processing.

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51E0142	001	372-372		U	1944

43.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

U. S. MARITIME COMMISSION, VESSEL RECORDS BRANCH.

[SD][03]SERIES TITLE:

APPLICATIONS FOR MERCHANT SHIP SALES UNDER THE ACT OF 1946

[SD][07]BULK DATES:

1946-1950

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

019

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

APPLICATIONS ARRANGED ALPHABETICALLY BY NAME OF APPLICANT COMPANY OR INDIVIDUAL (BXS 1-18); INDEX CARDS ARRANGED ALPHABETICALLY BY NAME OF SHIP (BX 19).

[SD][14]DESCRIPTION:

ANNUAL REPORTS, FINANCIAL STATEMENTS, LETTERS OF INTENT, PROSPECTUSES, AND OTHER DOCUMENTATION RELATING TO PURCHASING COMPANIES. THESE RECORDS RELATE TO APPLICATIONS FILED BY STEAMSHIP COMPANIES AND OTHER COMMERCIAL FIRMS SEEKING TO PURCHASE WAR-BUILT VESSELS (MOSTLY LIBERTY-TYPE SHIPS).

[SD][A3]RECOMMENDATION:

DESTROY IMMEDIATELY.

[SD][A4]JUSTIFICATION:

IN AN OLD AND NOW OBSOLETE DISPOSITION JOB FOR MARITIME ADMINISTRATION AND NATIONAL SHIPPING AUTHORITY RECORDS (II-NNA-1791/32 AND /44), THE ARCHIVIST APPROVED THE DISPOSAL OF SHIP SALES FILES AND FOREIGN TRANSFER BRANCH WORKING FILES WHICH INCLUDES THOSE DESCRIBED ABOVE. FURTHERMORE, MOST OF THE INFORMATION IN THESE FILES CAN BE FOUND ELSEWHERE IN THE MINUTES OF THE FEDERAL MARITIME BOARD AND IN JOURNALS AND PUBLICATIONS OF THE TIME.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
357-64A1057	019	001-019		U	46-50

44.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

U. S. MARITIME COMMISSION

[SD][03]SERIES TITLE:

RECORDS OF THE U. S. SHIPPING BOARD WELFARE SOCIETY AND ITS SUCCESSORS

[SD][07]BULK DATES:

1921-1959

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

MISCELLANEOUS ARRANGEMENT BY TYPE OF RECORD AND THEREUNDER CHRONOLOGICALLY BY DATE WITHIN EACH TYPE.

[SD][14]DESCRIPTION:

MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS, ROSTERS, CHECKBOOK AND CHECK STUB RECORDS OF RECEIPTS AND EXPENDITURES, AND ACCOUNTING JOURNALS. THE MINUTES OF THE MEETINGS BEGINNING IN 1922 COVER A VARIETY OF TOPICS BUT MAINLY CONCERN PARTIES, DANCES, PICNICS, PROCURING CANDIES, AND THE APPROVAL OF DISBURSING THE SOCIETY'S MONIES FOR ASSISTANCE OF THE SICK, DESTITUTE, OR DYING MEMBERS AND THEIR FAMILIES.

[SD][A3]RECOMMENDATION:

DESTROY IMMEDIATELY.

[SD][A4]JUSTIFICATION:

THE STATUS OF THESE MATERIALS AS GOVERNMENT RECORDS IS QUESTIONABLE. THEY SHOULD BE DESTROYED IMMEDIATELY.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
357-64D1057	0002	051-052		U	21-59

[SF] SUBGROUP NAME:

GOVERNMENT AIDS DIVISION

[SF] DATESPAN: 1946-1950

[SF] SUBGROUP
DESCRIPTION:

The Government Aids Division assumed all the duties of the former Examining Division. It conducted preliminary negotiations with, and reviewed applications from, U.S. citizens for aid authorized by the Merchant Marine Act, 1936. It also conducted hearings required in connection with applications for aid. Once contracts were approved by the Commission, the division supervised compliance with contract requirements and processed supplementary applications for revisions of contracts. Finally, it conducted preliminary negotiations and made recommendations to the Commission relating to the sale or charter of vessels constructed.

The division also analyzed long-range programs adopted by the Commission involving the construction of vessels, and made appropriate recommendations for Commission action.

45. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

GOVERNMENT AIDS DIVISION

[SD][03]SERIES TITLE:

APPLICATIONS TO PURCHASE VESSELS

[SD][07]BULK DATES:

00/1946-00/1948

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of applicant, F-H only.

[SD][14]DESCRIPTION:

Copies of applications and contracts of sale. The two-page application includes past record and qualifications of applicant, cash requirements for purchase, proposed operation of the vessels applied for. Related memorandums and letters in the files pertain to amendments to contracts, approval of repair allowance, and recommended action by the Commission regarding approval of the sale.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

This is a fragmentary group of files; the "901 files," which are recommended for permanent retention, provide information on ship sales.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	160-160		U	1944

[SF] SUBGROUP NAME:

DIVISION OF INSURANCE

[SF] DATESPAN: 1941-1950

[SF] SUBGROUP

DESCRIPTION:

The insurance functions of the Commission were recognized in 1937 with the creation of the Office of the Insurance Advisor. By 1941, this office had become the Division of Insurance.

Until 1942 this division handled all insurance matters for the Commission in connection with both the construction and the operation of the United States merchant fleet, providing special war-risk insurance for the protection of ships, cargoes, and crews under its direct control.

The division examined and approved all policies required by mortgages, by construction-differential and operating differential subsidy agreements, and by vessel-construction contracts. It arranged for insurance programs (workmen's compensation, general liability, automobile liability, and miscellaneous coverages) and procured or supervised and assisted in the procurement of such insurance for shipyards, transportation companies, and other contractors or agents of the Commission whose insurance premiums were direct items of cost to the Government. It collaborated with insurance companies and contractors for the adoption of safety measures in the shipyards. It collected and collated accident statistics; negotiated with company associations, bureaus, and state regulatory bodies for the purpose of controlling loss costs; and reviewed, analyzed, and approved or disapproved claims for losses.

In February 1942, the function of handling war-risk insurance matters in connection with the operations of the United States merchant fleet was transferred to the War Shipping Administration, where it remained until its return to the Insurance Division of the Maritime Commission in March 1946.

46.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF INSURANCE

[SD] [03] SERIES TITLE:

MARINE PROTECTION AND INDEMNITY CORRESPONDENCE FILES

[SD] [07] BULK DATES:

00/1942-00/1948

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

006

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject (for example, Coverage of Shipyard Workers, Freight on Short Delivered Cargo, Stevedoring--Haiti), thereunder chronologically. There is a folder list included as part of the SF 135.

[SD] [14] DESCRIPTION:

Letters, memorandums, telegrams, agreements and contracts concerning the establishment, renewal, and amendment of marine protection and indemnity (P & I or PandI) insurance. Major correspondents are officials of the War Shipping Administration and Maritime Commission insurance divisions, insurance underwriters, and steamship operators.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [redacted] to the National Archives *immediately.* [redacted] files 1 through 5 in the "Basic File," contained in box 334. These files should be allocated to RG 248, Records of the War Shipping Administration.

Destroy immediately boxes 335-339.

[SD] [A4] JUSTIFICATION:

Basic Files 1-5 contain correspondence on the negotiation and formation of WARTIMEPANDI in 1942. The main correspondents are Percy Chubb, Director of Wartime Insurance, War Shipping Administration, and E. Powdermaker, employed by W.R. Harper, an insurance firm. These records document the formation of the first insurance policy for the War Shipping

Administration, fulfilling part of the mission of the Merchant Marine Act of 1936. Records of the War Shipping Administration.

The remaining files contain correspondence concerning adjustments to P & I coverage and premiums. They cover subjects like theft of cargo, dock damages, insurance on employees overseas, and other relatively minor or routine aspects of insurance administration. The focus is on insurance for risks arising from typical marine perils.

[SD] [A7] NN ACTION:

When Basic Files 1 through 5 are accessioned, reallocate them to RG 248. Destroy all other files in box 334 during archival processing.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-56H0604	001	334-334		U	42-48

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-56H0604	005	335-339		U	42-48

47. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF INSURANCE

[SD][03]SERIES TITLE:

VESSEL CORRESPONDENCE FILES

[SD][07]BULK DATES:

00/1940-00/1955

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

043

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of vessel (A-V) or shipping company.

[SD][14]DESCRIPTION:

Letters and memorandums relating to insurance matters, as well as applications for insurance, and copies of insurance policies and addendums. Subjects covered include transmittal of certificates of insurance, fulfillment of insurance requirements by operators, computations of insured amounts, and payments of return premiums. Major correspondents are the American Marine Hull Insurance Syndicate and steamship companies. Included are records of the Division of Wartime Insurance of the War Shipping Administration.

[SD][A3]RECOMMENDATION:

Destroy [REDACTED] July 1, 2005.

[SD][A4]JUSTIFICATION:

Some of the records in these files duplicate correspondence in the "901 files." The nonduplicated records in these files pertain to insurance matters, and are generally routine and administrative in nature. They do not warrant permanent retention.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	010	002-011		U	1944
178-51A0142	001	274-274		U	1944
178-61B1019	001	014-014		U	1955
178-61C1019	010	031-040		U	1954

178-61H1019
178-61J1019

009 092-100
012 122-132

U 1953
U 1953

Destroy July 1, 2005.

48.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF INSURANCE

[SD][03]SERIES TITLE:

EMPLOYEES' COMPENSATION ACT DEATH CASE FILES

[SD][07]BULK DATES:

00/1942-00/1950

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of seaman.

[SD][14]DESCRIPTION:

Report of injury and death forms, with related correspondence, concerning deaths not resulting from war risk. These deaths, which resulted from injury sustained in performance of duty or condition of employment, were covered by the Employees' Compensation Act. The major correspondents are the Insurance Division, the U.S. Employees' Compensation Commission, and ship operators. Reports and forms from operators were submitted by the Division of Insurance to the Employees' Compensation Commission, which determined whether to extend benefits under the Employees' Compensation Act. In many cases, claims for damages were never made by dependents or relatives.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately.

[SD] [A4] JUSTIFICATION:

These are deaths due to typical maritime occupational conditions, not war, and thus resemble workmen's compensation cases. The Maritime Commission did not directly administer this function, but simply forwarded information from ship operators to the Employees' Compensation Commission, which made decisions about each case. Nonetheless, the lack of extant ECC case files make these records a potentially useful source of information on the deaths of merchant seamen.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-56C0604	002	307-308		U	1950

49.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF INSURANCE

[SD][03]SERIES TITLE:

WAR RISK REIMBURSEMENT CLAIM FILES

[SD][07]BULK DATES:

00/1942-00/1950

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

006

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of vessel.

[SD][14]DESCRIPTION:

Expense accounts, receipts, invoices, payrolls, vouchers, release forms, and other related forms submitted to the Commission by ship operators as claims for reimbursement under war risk insurance. Also included is related correspondence between the Commission and ship operators. The claims are for repatriation of crew members after the loss of their ship, personal injury claims, and claims for loss of personal effects.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These files document the administration of insurance funds on a case-by-case basis. They focus on financial repercussions of events, not the event causing the claim. The emphasis is on expenditures requiring reimbursement.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-56B0604	006	223-228		U	1950

[SF] SUBGROUP NAME:

DIVISION OF OPERATIONS

[SF] DATESPAN: 1939-1950

[SF] SUBGROUP
DESCRIPTION:

From 1939 to 1942 this division administered the contracts of the Commission relating to shipping and supervised the physical operation of vessels under the Commission's control. It supervised traffic activities and the solicitation of traffic for Commission-owned or -operated lines, and it cooperated with the Division of Regulation in maintaining agreements between shipping lines. It maintained general supervision of personnel on Maritime Commission lines, keeping service records, approvals of appointments, and a record of recommendations as to manning, wage scales, working conditions, and crews' quarters. The division also exercised general control over all stevedoring operations under the Commission; studied and made recommendations on the operating and traffic aspects of subsidy payments; supervised the drafting of operating provisions of charters, subsidy contracts, and managing agents' agreements; analyzed pooling agreements entered into by the Commission's managing agents; submitted reports and recommendations to the Commission on the necessity of trade routes; made reports on operating and traffic matters affecting passenger and cargo shipping; and gathered and made available to shippers and steamship lines data on world cargo and passenger traffic, routings, rates, and services available on various routes. Most of these functions for the period 1942-46 were transferred to the Assistant Deputy Administrator for Ship Operations in the War Shipping Administration.

Throughout the war the division was responsible for negotiating with the owners of such warehouses and storage properties as were required by the War Shipping Administration and the Maritime Commission and for reviewing all requisitions for gear and equipment necessary in the operation of such facilities. During the years 1944-45 it also began to make postwar plans and readjustments for the peacetime operation of the United States merchant fleet. Functions of the War Shipping Administration were transferred back to this division when that agency was abolished.

50.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF OPERATIONS

[SD][03]SERIES TITLE:

CORRESPONDENCE FILES

[SD][07]BULK DATES:

00/1937-00/1942

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject, such as Delivery Certificates, Miscellaneous Correspondence, Memorandum Vessels Sold Alien, thereunder sometimes by company.

[SD][14]DESCRIPTION:

Letters, memorandums, orders and delivery certificates regarding vessels sold to aliens, transmittal of operating agreements, voyage termination reports and corrections to reports, and permission to charter foreign flag vessels under special circumstances. Major correspondents are the Commission, other Maritime Commission units, steamship lines, and Customs officials.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This is just a fragment of the division's correspondence. These records or the information they contain is duplicated by other series, such as the '901 files' and the Commission's Orders of Transfer of Vessels to Foreign Registry (NC-5, entry 21).

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	070-070		U	1944

51. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF OPERATIONS

[SD][03]SERIES TITLE:

CORRESPONDENCE REGARDING FREIGHT RATES

[SD][07]BULK DATES:

00/1946-00/1947

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

005

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by freight rate conference number.

[SD][14]DESCRIPTION:

Copies of letters and bulletins concerning amendments, corrections, and reissues of tariffs. Most of the letters sent by the division are transmittals of tariffs and corrections sent to overseas representatives of the Commission. The bulletins and letters received are primarily information copies sent by freight conference associations to the Commission. Earlier correspondence in the files was with the Division of Freight Rates of the War Shipping Administration.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This correspondence contains minimal informational and reference value.

[SD] [A6] NIR ACTION:

Prepare a SF 115 to schedule this series for immediate destruction.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	005	186-190		U	1944

52. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF OPERATIONS

[SD][03]SERIES TITLE:

CHARTER RATE ESTIMATE FILES

[SD][07]BULK DATES:

00/1942-00/1947

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by commodity, thereunder by route.

[SD][14]DESCRIPTION:

Rate orders, charter rate estimate forms, pro forma voyage statements, memorandums, worksheets, notes, and related correspondence concerning revenues and expenses for vessels in the trade of particular commodities. The voyage statements and rate estimate forms outline the costs of operating a vessel of designated tonnage on a specific route. The files include many records of the Division of Freight Rates of the War Shipping Administration.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These files are mainly working papers created while calculating specific rates, and appear to be just a small piece of a complete file of commodity and trade route rates. As such, they do not warrant permanent retention.

[SD] [A6] NIR ACTION:

[REDACTED]

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	191-192		U	1944

53.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF OPERATIONS

[SD][03]SERIES TITLE:

VESSEL MOVEMENT CARD FILE

[SD][07]BULK DATES:

00/1932-00/1942

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of vessel, or alphabetically by name of steamship company and thereunder by name of vessel.

[SD][14]DESCRIPTION:

Cards, approximately 6 x 10 inches, providing information on date and recipient of vessel delivery; also ports of arrival and departure, with dates, for each voyage by that vessel.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately* [REDACTED]

[SD] [A4] JUSTIFICATION:

This series supplements the series of already accessioned Vessel Movement Cards, 1918-41 (NC-5, entry 117), and is useful for tracing the movements of ships.

[SD] [A6] NIR ACTION:

[REDACTED] NN requests authority to dispose during processing of any records found to duplicate existing holdings.

[SD] [A7] NN ACTION:

During archival processing, destroy records in the series Ship Sales Data Cards.

[SD] [A8] REMARKS:

Part of box 69 contains another series, Ship Sales Data Cards (series 77), Research Division, that is recommended for destruction; this will be done by NN during archival processing.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	003	067-069pt		U	1944

54.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF OPERATIONS

[SD][03]SERIES TITLE:

OFF-HIRE CERTIFICATES

[SD][07]BULK DATES:

00/1946-00/1948

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of company, G-S only.

[SD][14]DESCRIPTION:

Forms documenting the time consumed by delays resulting from cargo, repairs, or other causes, and resulting financial adjustments to time charter contracts. Statements attached to the forms provide breakdowns of time and expenses between owners' repairs and defense work. Includes many forms filed with the Charters and Agreements Section of the War Shipping Administration.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These records pertain to details of finances and contracts, document relatively mundane events such as drydocking, and are just a fragment of a larger file.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	161-161		U	1944
178-51A0142	002	163-164		U	1944

55.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF OPERATIONS

[SD] [03] SERIES TITLE:

RECORDS RELATING TO FOOD CONTROL

[SD] [07] BULK DATES:

00/1944-00/1946

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

001

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject, for example Stowage Manual File, Commissary Regulation No. 8, Supply Section (Personnel), Examination and Retraining-General.

[SD] [14] DESCRIPTION:

Correspondence and multiple copies of regulations, as well as other materail concerning food supplied to vessels. The records cover subjects such as steward training, a case of condemned beef, eating facilities for waterfront workers in San Francisco, and requests for stowage manuals and other publications. Many of the records were transferred from the Food Control Division of the War Shipping Administration.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These files are random odds and ends, covering a variety of subjects without completeness or depth. The subject matter is mundane.

[SD] [A6] NIR ACTION:

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	162-162		U	1944

[SF] SUBGROUP NAME:

DIVISION OF MAINTENANCE AND REPAIR

[SF] DATESPAN: 1938-1950

[SF] SUBGROUP
DESCRIPTION:

This division, established on December 13, 1938, was normally responsible for supervising the maintenance and repair of merchant vessels under the control of the Maritime Commission. In February 1942 most of these functions were transferred to the War Shipping Administration, but the division remained in existence and continued to perform the functions of appraising vessels for other divisions and other agencies and of maintaining data on sales and other information useful in making appraisals. It also made reports and recommendations on applications for operating- and construction-differential subsidies, on ship-mortgage insurance, on the essentiality of trade routes, and on the sale or charter of war-built vessels under the Merchant Ship Sales Act of 1946 (60 Stat. 41). The functions transferred to the War Shipping Administration were returned to the division in 1946.

56.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF MAINTENANCE AND REPAIR

[SD] [03] SERIES TITLE:

CORRESPONDENCE, SURVEY AND SPECIFICATIONS FILES

[SD] [07] BULK DATES:

00/1938-00/1949

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

007

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by name of vessel, N-S (segments only), thereunder in separate files for correspondence, survey and specifications.

[SD] [14] DESCRIPTION:

Forms and related correspondence concerning vessel maintenance and repair, equipment replacement, expenses involved, and bids for repairs. Among the records included are drydock reports, requisitions for repairs, condition reports, authorizations to perform work, specifications for repairs and defense installations or alterations, job orders, repair summaries, and invoices. The work documented runs from replacing a coffee urn to annual drydock inspections.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The files contain a lot of financial and maintenance information that is highly detailed and generally routine. This is not the kind of information requested by researchers. Moreover, this series is just segments of file runs within part of the alphabet--it is not complete.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	001	10429-10429		U	1944
178-51B0142	001	10502-10502		U	1944
178-51B0142	001	10504-10504		U	1944
178-51B0142	002	10580-10581		U	1944
178-51B0142	001	10583-10583		U	1944
178-51B0142	001	10585-10585		U	1944

57.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF MAINTENANCE AND REPAIR

[SD][03]SERIES TITLE:

MAINTENANCE AND REPAIR COST DATA FILES

[SD][07]BULK DATES:

00/1947-00/1954

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

009

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject, for example Denmark-Cost Comparison 1948, and U.S. (Gulf Coast) 1948-49.

[SD][14]DESCRIPTION:

Specifications and prices for maintenance and repair of vessels, with tabulations, working papers, and related correspondence. The information relates to the cost of repairs in foreign and domestic ports, and was used to calculate repair cost ratios between the U.S. and various foreign countries. Most of the correspondence is with overseas representatives of the Commission, and with U.S. subsidized and nonsubsidized operators.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This type of financial information is highly specialized and unlikely to be of research value.

[SD] [A5] NCW ACTION:

[SD] [A6] NIR ACTION:

[REDACTED]

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-61D1019	009	041-049		U	1955

[SF] SUBGROUP NAME:

RESERVE FLEET DIVISION

[SF] DATESPAN: 1946-1949

[SF] SUBGROUP
DESCRIPTION:

The Reserve Fleet Division replaced the Commission's Reserve Fleet Section on February 1, 1946. The division was responsible for the lay-up, maintenance, and preservation of all out-of-service government-owned merchant vessels under the jurisdiction of the Maritime Commission and the War Shipping Administration.

58.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

RESERVE FLEET DIVISION

[SD] [03] SERIES TITLE:

VOYAGE STORES REPORTS OF THE JAMES RIVER FLEET

[SD] [07] BULK DATES:

00/1945-00/1946

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

001

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by name of vessel.

[SD] [14] DESCRIPTION:

Inventories of the steward's subsistence stores on particular vessels.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These records lack lasting significance.

[SD] [A6] NIR ACTION:

[REDACTED]

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	195-195		U	1944

[SF] SUBGROUP NAME: DIVISION OF RESEARCH

[SF] DATESPAN: 1936-1950

[SF] SUBGROUP
DESCRIPTION:

Administrative Order No. 12, dated November 20, 1936, and effective immediately, established the Division of Research. It was responsible for receiving, tabulating, and analyzing all information pertaining to the varied research problems of the Commission.

On March 28, 1941, Administrative Order No. 37 established the Division of Economics and Statistics, replacing the Division of Research and the Section of Special Studies. Its functions were twofold, to provide the Commission with economic and statistical data, analyses and recommendations, and to provide the U.S. shipping industry and the general public with relevant portions of this information.

In 1945, the division was designated the Division of Research and Statistics; by 1947 it was renamed the Division of Research.

Before WWII, this division was one of the most important in the Maritime Commission, one of seven divisions that had over 100 employees in the Washington office. Its main function was providing the facts on the basis of which the Commission determined what were essential trade routes and what level of subsidies was justified under the Merchant Marine Act of 1936. In addition, it made statistical reports as need arose on various other topics, such as the number of shipways active or available and the prospective labor supply.

During the war, the division's research in regard to the bases for subsidies ceased to be of immediate importance, and for a while it expanded its work on special statistical reports. In no case, however, did the division have direct access to the sources of statistical data; it worked with material received from the Customs Bureau, or the American Bureau of Shipping, or the Bureau of Labor Statistics, or divisions within the Commission.

With the growth of the divisions more closely connected to execution of policy, such as the Production Division, these operating divisions developed their own statistical staffs, which were closer to the sources of the statistical data and more closely in touch with the purposes for which the statistics were needed.

Although the division continued to make some special studies in 1943 on current problems, it increasingly turned to analysis of postwar policy and the long-range functions of the Maritime Commission. (Commentary from Ships for Victory, pp. 763-764)

59.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD] [03] SERIES TITLE:

VESSEL UTILIZATION REPORTS

[SD] [07] BULK DATES:

00/1947-00/1950

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

046

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

CONFIDENTIAL

[SD] [08] ARRANGEMENT:

Arranged in various schemes. Some boxes are unarranged. Other boxes are arranged by type of vessel, Tanker and Dry Cargo, thereunder either unarranged, arranged alphabetically by name of vessel, or arranged by first letter of vessel name.

[SD] [14] DESCRIPTION:

Maritime Commission Forms 7801 through 7804, Vessel Utilization and Performance Report, for dry cargo inbound and outbound and tankers inbound and outbound. These reports were required to be filed with the Collector of Customs, for transmittal to the Maritime Commission, by the operator or agent of vessels entering or clearing from a port in the U.S. or its territories. The forms give information on the vessels' nationality; tonnage; owner; operator; charterer; type of charter; categories of cargo (dry cargo--refrigerated, nonrefrigerated, on deck, under deck--and liquid cargo) and tonnage; ports of call, lading and/or discharge; passenger capacity and traffic.

[SD] [A3] RECOMMENDATION:

Permanent. *Transfer* [REDACTED] to the National Archives *immediately* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records are useful for research on vessels' voyages and for cargo information in connection with salvage operations. They are an accretion to Vessel Utilization Reports, entry 113, in the RG 178 inventory (NC-5, revised, July 1964) but appear to somewhat overlap chronologically.

[SD] [A7] NN ACTION:

Add these records to Vessel Utilization Reports, entry 113.

[SD] [A8] REMARKS:

These records are located in an open stack area; they should be transferred to a secure stack.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-53A0147	013	001-013		U	44-48
178-51A0142	033	031-063		U	1944

60.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD][03]SERIES TITLE:

REFERENCE AND INFORMATION FILES

[SD][07]BULK DATES:

00/1937-00/1948

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

059

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject and type of record.

[SD][14]DESCRIPTION:

Lists, tables, notes, memorandums, letters, spreadsheets, drafts of reports, publications, articles, questionnaires, and other items collected that pertain to shipping and studies conducted. Subjects covered include inland waterways, seaborne imports of commodities, marine employment, port surveys, construction and operating cost differentials, trade routes. Information about foreign countries is included in the files.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This is essentially a reference collection composed of materials, particularly publications, gathered from a variety of organizations and sources. The informational content of this series is essentially duplicated in other permanent series in this report and in already accessioned Maritime Commission records. Moreover, the absence of any clear arrangement pattern or detailed SF135s would make these records difficult if not impossible to access.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	001	6462-6462		U	1944
178-51A0142	001	030-030		U	1944
178-51A0142	002	064-065		U	1944
178-51A0142	005	071-075		U	1944
178-51A0142	002	090-091		U	1944
178-51A0142	001	093-093		U	1944
178-51A0142	003	101-102		U	1944
178-51A0142	005	104-108		U	1944
178-51A0142	010	113-122		U	1944
178-51A0142	029	127-155		U	1944
178-51A0142	001	165-165		U	1944

61.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Division of Research

[SD][03]SERIES TITLE:

SUBJECT FILES OF ECONOMIC ADVISOR HARVEY KLEMMER

[SD][07]BULK DATES:

00/1934-00/1937

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject

[SD][14]DESCRIPTION:

The files are Harvey Klemmer's personal copies of internal and external correspondence, memorandums, reports, press releases, speeches, and clippings relating to various U.S. Maritime Commission (USMC) matters. The records do not contain any policy decisions recommended by Klemmer in his position as an economic advisor at the USMC.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

This series contains duplicate records and "information copies" which should be disposed.

[SD][A6]NIR ACTION:

[REDACTED]

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	257-257		S	1934-37

62.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD][03]SERIES TITLE:

REPORTS FROM OVERSEAS REPRESENTATIVES

[SD][07]BULK DATES:

00/1938-00/1941

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

007

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by location of representative (London, Rotterdam or Hong Kong), thereunder either by letters from and letters to, or by country discussed in report.

[SD][14]DESCRIPTION:

Reports, correspondence, and enclosures concerning shipping-related subjects in the Far East and Europe. Enclosures include pamphlets, articles, clippings, and other materials on subjects such as harbor board by-laws, port charges, monthly reports of economic statistics, and trade brochures. The vast majority of the records are from the Hong Kong representative, who reported on his trips to India, China, Japan, Australia, and Malay states.

[SD] [A3] RECOMMENDATION:

Permanent. ^{transfer} [REDACTED] to the National Archives ^{immediately} [REDACTED] the correspondence and reports concerning foreign countries.

Destroy the enclosures on the Far East, which are filed separately, immediately.

[SD] [A4] JUSTIFICATION:

The reports from foreign countries provide information on shipping conditions and activities, particularly on the western rim of the Pacific, in the early days of WWII. These warrant permanent retention.

The enclosures submitted by the Hong Kong representative are a miscellaneous collection of detailed shipping information, such as port charges in Rangoon, as well as magazines, trade publications, and publications written in Japanese or other languages and without translation. This type of information is specialized, sporadic, and unlikely to be of reference use. Because it is separately filed and easily segregated, its destruction is recommended.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	003	094-096		U	1944
178-51A0142	001	098-098		U	1944

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	097-097		U	1944
178-51A0142	002	099-100		U	1944

63.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD][03]SERIES TITLE:

COUNTRY FILES ON SEA AND SHIPYARD LABOR ISSUES

[SD][07]BULK DATES:

00/1936-00/1947

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

006

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by country, thereunder by specific subjects and time period (war, pre-war, post-war).

[SD][14]DESCRIPTION:

Mostly clippings, but also some State Department telegrams and publications of foreign organizations and Federal agencies, and sample agreements between unions and ship operators in the U.S. and overseas.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These records consist primarily of newspaper clippings, which are available from other sources.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	006	020-025		U	1944

64.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD] [03] SERIES TITLE:

COUNTRY FILES ON SHIPYARD-VESSEL DATA

[SD] [07] BULK DATES:

00/1938-00/1946

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

007

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by country (U.S. and foreign), thereunder by shipyard.

[SD] [14] DESCRIPTION:

Form 7958, untitled, giving name of vessel, builder, location, owner, flag, tonnage, type, hull number, propulsion, date launched, and date delivered. Includes information on vessels built in foreign shipyards (Danzig, China, Britain, Denmark, Finland, Germany, Italy, Japan, the Netherlands, Norway, Spain, Sweden, "others") in the 1920s and 1930s.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The files on U.S. shipyards duplicate information contained in the "901 files," which are also arranged in a format more useful to researchers (alphabetically by name of vessel). The foreign files are presumably spotty in coverage, and the informational content of the forms is limited.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	007	082-088		U	1944

65.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD][03]SERIES TITLE:

HULL CONTRACT DATA CARDS

[SD][07]BULK DATES:

00/1940-00/1944

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by type of vessel (C3-S-A3 or EC2-S-C1, for example), thereunder by MC hull number.

[SD][14]DESCRIPTION:

Cards give vessel name, operator, tonnage, propulsion, speed, draft, contract number, builder, dates of contract, construction and delivery, and contract price. Not all the information is completed for each hull.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The "901 files," arranged alphabetically by name of vessel, provide adequate documentation of the information in this series.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	080-081		U	1944

66.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD][03]SERIES TITLE:

SHIP SALES DATA CARDS

[SD][07]BULK DATES:

00/1946-00/1948

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

004

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged in subseries: original cost data cards, ship sales-foreign, ship sales-domestic; thereunder alphabetically by name of vessel, country or purchaser.

[SD][14]DESCRIPTION:

3 x 5 or 4 x 6 inch cards providing brief information on original cost and sale price of vessels. The cards often include other basic information, such as the date of Commission approval of the sale, terms of the sale, and delivery date.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The information contained in this series is covered in other sources, such as the "901 files," which are recommended for permanent retention, and the Orders of Transfer of Vessels to Foreign Registry (entry 21 of the RG 178 preliminary inventory).

[SD][A6]NIR ACTION:

Prepare a SF 115 to schedule this series for immediate destruction.

[SD][A8]REMARKS:

Part of box 69 contains another series, Vessel Movement Card File (series 63), Division of Operations, that is recommended for permanent retention; that part of box 69 included in the series described here will be destroyed by NN during archival processing.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	004	.123-126		U	1944
178-51A0142	001	069pt-069pt		U	1944

67.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF RESEARCH

[SD] [03] SERIES TITLE:

VESSELS SUNK DATA CARDS ...

[SD] [07] BULK DATES:

00/1943-00/1945

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

001

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged roughly by first letter of vessel name.

[SD] [14] DESCRIPTION:

Cards printed by the Statistical Section of the Division of Naval Intelligence, used to code information on vessels sunk. Spaces for information on whether the vessel was conference or nonconference; whether United Nations, neutral, Axis or Pro-Axis; date, area, latitude and longitude of sinking; type, flag and tonnage of vessel. Also gives source of information, such as Comnaveu Daily Serial, ESLAC, LL&S Gazette, with date of source. Some of the codes cannot be interpreted without a key, which is not included, but most of the key codes are listed on the card.

[SD] [A3] RECOMMENDATION:

Permanent. *transfer* [REDACTED] to the National Archives *immediately* [REDACTED]

[SD] [A4] JUSTIFICATION:

These records provide significant clues about when and where vessels were sunk, as well as the circumstances of their sinking. There is no central source for this information.

[SD] [A6] NIR ACTION:

[REDACTED]

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	089-089		U	1944

[SF] SUBGROUP NAME:

TECHNICAL DIVISION

[SF] DATESPAN: 1937-1950

[SF] SUBGROUP
DESCRIPTION:

The Technical Division was established by Administrative Order No. 20, dated January 5, 1937, and effective immediately. It created designs and specifications for most of the ships constructed under its authority, prepared technical aspects of invitations to bid on vessels, recommended contract awards, maintained detailed checks on contractors' working plans, supervised construction, audited costs, and assisted generally in the advancement of merchant ship designing and construction.

68.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

TECHNICAL DIVISION

[SD][03]SERIES TITLE:

VESSEL SPECIFICATION FILES

[SD][07]BULK DATES:

00/1938-00/1946

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

99

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

CONFIDENTIAL

[SD][08]ARRANGEMENT:

Arranged by design in a rough alphanumeric sequence from C1 to Z3.

[SD][14]DESCRIPTION:

Printed and bound copies of specifications for a variety of vessels, including cargo ships, trawlers, colliers, tankers and tugs. Multiple copies (often 5 or 6) of each set of specifications are included. Most of the booklets of specs do not include drawings, blueprints, or plans; but a few have simple, by no means detailed, line drawings. A few trial trip reports are interfiled.

[SD] [A3] RECOMMENDATION:

Destroy [REDACTED] July 1, 2005.

[SD] [A4] JUSTIFICATION:

This is highly detailed construction information covering particular vessel systems, such as hull fittings, piping and draining, navigating equipment, hardware, and ventilation and heating. These are by no means the equivalent of the so heavily used Bureau of Ships general information booklets and plans relating to Navy vessels. The information is too detailed to be of significant interest; reference activity on vessels is at a more overall and general level.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	005	275-278		U	1944
178-51F0142	095	001-095		U	1944

69. SERIES DESCRIPTION FORMAT

[SDI][12a]SUBGROUP/CREATOR:

TECHNICAL DIVISION

[SDI][03]SERIES TITLE:

PRINTED VESSEL TRIAL REPORTS

[SDI][07]BULK DATES:

00/1937-00/1945

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

037

[SDI][09a]NATIONAL SECURITY CLASSIFICATION:

[SDI][08]ARRANGEMENT:

Arranged by design (MC, MCE, MCV), thereunder numerically by hull number.

[SDI][14]DESCRIPTION:

Printed and bound copies of trial trip reports. Before accepting a vessel from the contractor, trials were held for the vessel and its machinery to determine whether the work performed on the ship was in accord with the contract. Members of the Maritime Commission Trial Board tested anchor gear, steering gear, maneuvering ability and endurance. The reports included information on hull characteristics and equipment; descriptions of machinery; performance data, including charts, diagrams and tables; and copies of vessel documents and certificates.

[SD] [A3] RECOMMENDATION:

Destroy [REDACTED] July 1, 2005.

[SD] [A4] JUSTIFICATION:

This is highly technical data that provides a level of detail not needed on a ship-by-ship basis. Individual ship files of a more general nature comprise the bulk of reference activity.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	003	271-273		U	1944
178-51A0142	002	279-280		U	1944
178-60A0716	032	001-032		U	40-57

70. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

TECHNICAL DIVISION

[SD][03]SERIES TITLE:

SHIP PAPERS AND TEST REPORTS

[SD][07]BULK DATES:

00/1942-00/1945

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

099

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged roughly by shipyard, thereunder by hull number or name of vessel.

[SD][14]DESCRIPTION:

Ship papers, equipment test reports, and vessel trial reports. Ship papers consist primarily of certificates for various equipment and machinery, and degaussing and tonnage certificates. Equipment test reports for piping systems, the emergency steam to throttle valve, etc., indicate satisfactory passage of inspections. Vessel tests report on fuel, maneuvering and endurance trials conducted by the Maritime Commission Trial Board.

[SD] [A3] RECOMMENDATION:

Destroy [REDACTED]

July 1, 2005.

[SD] [A4] JUSTIFICATION:

These records shouldf be disposed because the basic documentation is duplicated elsewhere; the certificates of registry and enrollment are preserved in Official Number Files in RGs 36 and 41, and most of the other documentation, such as builders and inspection certificates, would be among Coast Guard records relating to Merchant Marine safety. Moreover, in this series the lack of arrangement by vessel name make access and usefulness problematical.

[SD] [A6] NIR ACTION:

[REDACTED]

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51H0142	099	12194-12292		U	1944

71. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Technical Division

[SD] [03] SERIES TITLE:

PERSONAL CORRESPONDENCE FILE OF H.L. VICKERY

[SD] [07] BULK DATES:

00/1937-00/1947

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

002

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject

[SD] [14] DESCRIPTION:

Memorandums, charts, lists, and photographs relating to H.L. Vickery's work with the Society of Naval Architects and Marine Engineers, foreign shipbuilding construction bids and contracts, maritime mail routes, and other miscellaneous records associated with personnel issues, and procurement matters. There are also some unrelated mimeograph copies of minutes of the Change Committee meetings. The minutes do not contain any specific references to the committee's purpose or function.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the RG 178 records previously accessioned by the National Archives, described in NC-5, entry 28.

[SD] [A6] NIR ACTION:

[REDACTED]

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	268-269		U	1937-47

72.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Technical Division

[SD][03]SERIES TITLE:

ADMINISTRATIVE AND PERSONNEL RECORDS

[SD][07]BULK DATES:

00/1947

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Unarranged

[SD][14]DESCRIPTION:

Miscellaneous files containing correspondence, memorandums, and other records relating to administrative and personnel issues, War Shipping Administration contracts, and blueprints outlining vessel refrigeration and piping systems.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value and should be disposed.

[SD][A6]NIR ACTION:

[REDACTED]

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	270-270		U	1947

73.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

TECHNICAL DIVISION

[SD][03]SERIES TITLE:

MISCELLANEOUS REFERENCE FILES

[SD][07]BULK DATES:

00/1939-00/1948

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

105

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Unarranged.

[SD][14]DESCRIPTION:

Reports, publications, blueprints, tables, charts, diagrams, computations, letters, memorandums, circulars, and other records pertaining to vessel structure and construction materials, and the administration of vessel construction.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This series is a hodge-podge of all the files that Technical Division staff members had at their desks; it contains a little bit of everything, with no complete runs of anything. Most of the files contain reference copies of publications, such as marine and welding magazines, technical reports issued by external organizations, and detailed computations and diagrams resulting from various hull tests. These miscellaneous administrative files, estimates of shipyard costs, reports on ship construction contracts, and copies of construction contracts, do not warrant permanent retention.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51G0142	059	9661-9719		U	1944
178-51G0142	041	9722-9762		U	1944
178-51G0142	005	9764-9768		U	1944

84.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

TECHNICAL DIVISION

[SD][03]SERIES TITLE:

PROGRESS PHOTOGRAPHS OF HULL CONSTRUCTION

[SD][07]BULK DATES:

00/1940-00/1950

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

004

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by name of shipyard.

[SD][14]DESCRIPTION:

Mostly 8x10 inch black-and-white prints of vessels at different stages of construction. The Technical Division required each shipbuilder to furnish, on a monthly basis, two prints each of photographs illustrating the progress on each hull of the subject type under construction in that shipyard. It recommended that two views of each hull be submitted. Most of the prints are labeled with the shipyard name and location, hull number, and date. Many are mounted on linen or paper pages, either bound or paperclipped. There are a few smaller prints, and also prints of machinery, shipyard facilities, and completed vessels.

[SD][A6]NIR ACTION:

NIR in conjunction with NNSP must appraise this series.

[SD][A8]REMARKS:

Angie Vandereedt, NNRC, notes that a similar series of photographs in RG 32, and which is in the custody of NNRC, is actively used by researchers.

Part of this series, accession 178-51G0142, is frozen under ABS code.

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-56A0652	002	092-093		U	40-50
178-51G0142	002	9720-9721		U	1944

WITHDRAWN

[SF] SUBGROUP NAME:

DIVISION OF TRAINING

[SF] DATESPAN: 1940-1942, 1947-1950

[SF] SUBGROUP
DESCRIPTION:

This division was established by Administrative Order No. 37, Supplement 19, dated August 13, 1940, and effective immediately. Its function was to train men to become licensed officers of the U.S. merchant marine. It administered cadet training programs, including the U.S. Merchant Marine Academy at King's Point, New York. It also operated the U.S. Maritime Service (USMS), which had been created on July 14, 1938, by U.S. Maritime Commission General Order No. 25. The USMS, conducted with Coast Guard assistance, was a voluntary organization for training licensed and unlicensed personnel for American merchant vessels. Finally, the division supervised the training at state maritime academies partially supported by Federal funds.

The division succeeded the Section of Cadet Training, which had been supervised Commissioner Henry A. Wiley. In addition, the responsibilities of the Secretary of the Navy for administering grants of funds for the support of state marine or nautical schools, and maintaining vessels for the use of these schools, were transferred to the Commission by section 10 of Reorganization Plan IV, effective June 30, 1940.

Executive Order 9083, dated February 27, 1942, abolished the Division of Training in the U.S. Maritime Commission and transferred its functions to the Coast Guard. These functions were subsequently transferred to the War Shipping Administration by E.O. 9198, dated July 11, 1942. On January 1, 1947, the Division of Training was reestablished within the U.S. Maritime Commission.

As a result of these several reorganizations, the records of the maritime training function are very mixed in terms of provenance; few of the following series can be attributed to only a single creating entity.

85.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF TRAINING

[SD][03]SERIES TITLE:

TRAINING ADMINISTRATIVE SUBJECT FILES

[SD][07]BULK DATES:

00/1938-00/1950

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

86

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject in overlapping chronological segments.

[SD][14]DESCRIPTION:

Memorandums, letters, circulars, publications, clippings, reports, and lists covering all phases of cadet training operations. Major correspondents are the supervisor of cadet training, district supervisors, and other units of the agency. Daily strength reports, inspection reports, and other records pertaining to staffing, procurement, and other routine operating activities, comprise the bulk of the files. Records of the Training Organization of the War Shipping Administration are interfiled with this series.

[SD] [A3] RECOMMENDATION:

Destroy [REDACTED] July 1, 2005.

[SD] [A4] JUSTIFICATION:

Series documents routine administrative and operational functions, with no substantive policy or programmatic decisions. The records described herein by no means document training activities the equivalent of the military service academies; these activities are much more akin to military basic training courses or to officer candidate schools, activities on which few permanent records are retained. The Maritime Administration schedule (N1/357/81/2, items 83-91) schedules Merchant Marine training records as disposable, including Merchant Marine Academy Program Subject Files (item 85).

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-57A0016	086	005-006		U	38-51
		009-019			
		030-050			
		052-076			
		096-103			
		182-202			

86.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF TRAINING

[SD] [03] SERIES TITLE:

READING FILE OF LETTERS SENT

[SD] [07] BULK DATES:

00/1938-00/1950

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

005

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by category of correspondent, thereunder alphabetically by name of organization or individual.

[SD] [14] DESCRIPTION:

Copies of letters and memorandums sent to members of Congress, private organizations, individuals, government agencies, and other units of the agency. Subjects relate to daily operations, such as responses to requests for information on training, personnel records of seamen, and procurement of supplies. Much of the correspondence involves transmittal of enclosures, none of which are included in the files.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

This reading file documents routine tasks involved in coordinating and operating a training program. Enclosures referred to in transmittal records, and the incoming letters that prompted these replies, are not included. Their informational value is minimal; their policy and program value is minute.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-57A0016	005	091-095		U	29-54

87.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF TRAINING

[SD][03]SERIES TITLE:

APPRENTICE SEAMAN ENROLLMENT FILES

[SD][07]BULK DATES:

00/1938-00/1950

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

039

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of enrollee, M to Z only.

[SD][14]DESCRIPTION:

Files of applicants for apprentice seaman positions with the U.S. Maritime Service, including applications accepted, rejected, or held pending vacancies. A typical file includes an application form, report of medical examination, enrollment form, forms pertaining to selective service status, parental consent form (if applicant is under age 21), and letters transmitting documents, requesting application forms, or documenting completion of training courses.

[SD] [A3] RECOMMENDATION:

Destroy [REDACTED] July 1, 2005.

[SD] [A4] JUSTIFICATION:

These are essentially job application files for both accepted and rejected applicants for nonmilitary jobs. They are only the last half of the files on applicants (names M-Z only), and they rarely contain information on job history or ship assignments, so their genealogical value is limited.

[SD] [A8] REMARKS:

These records are subject to privacy restrictions.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-57A0016	039	143-181		U	29-54

88.

SERIES DESCRIPTION FORMAT

[SDI][12a]SUBGROUP/CREATOR:
DIVISION OF TRAINING

[SDI][03]SERIES TITLE:

INSTRUCTIONAL MATERIALS FOR U.S. MARITIME SERVICE TRAINING COURSES

[SDI][07]BULK DATES:

00/1938-00/1950

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

018

[SDI][09a]NATIONAL SECURITY CLASSIFICATION:

[SDI][08]ARRANGEMENT:

Arranged by course or level of test.

[SDI][14]DESCRIPTION:

Instructor's guides, manuals, schedules, outlines, and lesson plans for courses designed to train engineers, electricians, apprentice seamen, radio and radar operators. Tests and keys to tests are filed as a separate subseries. Also included are correspondence regarding curriculum approval, inventories of training equipment, and statistical analyses of training activities.

SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

The training materials cover basic topics of seamanship and engineering, such as boilers, refrigeration, and safety. They are not topics unique to Federal schools, and their informational value is more appropriately documented in other materials, such as library publications. The records described herein by no means document training activities the equivalent of the military service academies; these activities are much more akin to military basic training courses or to officer candidate schools, activities on which few permanent records are retained. The Maritime Administration schedule (N1/357/81/2, items 83-91) schedules Merchant Marine training records as disposable. Moreover, the equivalent curricular records of US Navy training courses were destroyed in 1991 upon implementation of N1/24/91/1.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-57A0016	005	123-127		U	38-51
178-57A0016	013	130-142		U	38-51

89.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF TRAINING

[SD][03]SERIES TITLE:

MARITIME TRAINING SUBJECT FILE

[SD][07]BULK DATES:

00/1942-00/1951

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

049

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject or training school.

[SD][14]DESCRIPTION:

Correspondence and periodic reports from maritime training installations relating to personnel, facilities, students, supplies, budget, training, and other operations at field locations. Reports vary in content and format; some include diagrams, charts, blueprints, photographs (mostly of equipment and facilities) in addition to text. Also included are weekly reports of trainees enrolled, compilations of student replies to questionnaires, blueprints, and specifications of training facilities.

[SD] [A3] RECOMMENDATION:

Permanent. ^{*transfer*} [REDACTED] to the National Archives in ^{*immediately*} [REDACTED]

[SD] [A4] JUSTIFICATION:

Basic records documenting the plans, policies, and programs of Merchant Marine training especially during WWII.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-57A0016	049	001-004		U	38-51
		007-008			
		020-031			
		051-051			
		077-090			
		108-117			
		119-122			
		128-129			

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-57A0016	001	118-118		U	29-54

90. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF TRAINING

[SD][03]SERIES TITLE:

PAYROLLS

[SD][07]BULK DATES:

00/1942-00/1954

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

031

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged chronologically and by unit.

[SD][14]DESCRIPTION:

Oversize payroll forms, pay lists, vouchers, schedule of payment forms, reports of change in pay status, and vouchers of officers claiming subsistence allowance.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These are routine pay administration records, which do not warrant permanent retention.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-57B0016	019	243-261		U	1953
178-57C0016	008	264-271		U	42-54
178-57D-0016	004	Bundles 1-3		U	1951

91. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF TRAINING

[SD][03]SERIES TITLE:

BLUEPRINTS AND TRACINGS

[SD][07]BULK DATES:

00/1936-00/1950

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

006

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by location.

[SD][14]DESCRIPTION:

Blueprints and architect's tracings of training facilities.

[SD][A6]NIR ACTION:

NIR in conjunction with NNSC must appraise this series.

[SD][A8]REMARKS:

Mostly this series consists of bundles 1-11, 14-24, and 2 unnumbered bundles, one labeled "USMS Rad Trng Stat" and the other labeled "MS Officers School." These bundles are tightly rolled, wrapped and taped in brown wrapping paper. A proper description and appraisal will require destruction of the bundle wrappings and loss of the arrangement and labeling scheme. This description is based almost completely on the wrapper labels.

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51C0142	005				44
178057A0016	001	118-118			29-54

WITHDRAWN

[SF] SUBGROUP NAME:

DIVISION OF FINANCE

[SF] DATESPAN: 1942-1946

[SF] SUBGROUP
DESCRIPTION:

This division was established by an administrative order of March 19, 1942, to have charge of all the finances and fiscal affairs of both the Maritime Commission and the War Shipping Administration. It was reorganized several times, and functions were transferred from it to other divisions and offices until in 1946 it was superseded by two separate divisions, the Division of Finance for Construction and the Division of Finance for Operations.

92.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF FINANCE

[SD][03]SERIES TITLE:

CONSTRUCTION VOUCHER FILES

[SD][07]BULK DATES:

00/1943-00/1945

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by name of contractor, thereunder by contract number.

[SD][14]DESCRIPTION:

Applications for partial payment, with schedules containing itemized construction costs, submitted by contractors, as well as vouchers for payment. The vouchers cover construction of vessels, construction of shipbuilding facilities, and maintenance of shipbuilding facilities.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These files document routine financial transactions.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	014-014		U	1944

[SF] SUBGROUP NAME:

BUDGET OFFICE

[SF] DATESPAN: 1944-1950

[SF] SUBGROUP
DESCRIPTION:

The Budget Office was established on January 25, 1944, to handle budget matters of the Maritime Commission that had been dealt with formerly by the Division of Finance. Shortly thereafter the Office was assigned similar functions for the War Shipping Administration. It prepared the annual budget estimates and all supplemental and deficiency budget estimates of the two agencies; developed procedures for more efficient budgetary control; administered such aspects of lend-lease activities as related to budgetary matters within the Commission and the Administration; and maintained liaison regarding budgetary matters with the Bureau of the Budget, the Treasury Department, and the General Accounting Office.

93. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

BUDGET OFFICE

[SD][03]SERIES TITLE:

LEND-LEASE CORRESPONDENCE FILES OF V. T. HARFORD, ASSISTANT GENERAL AUDITOR

[SD][07]BULK DATES:

00/1945-00/1949

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject, for example Danish Cash Reimbursement Requisition SS Ceylon, Lend-Lease China, Reciprocal Aid-Belgium, Boiler Cleaning.

[SD][14]DESCRIPTION:

Memorandums and letters concerning Lend-Lease billings and payments. Major correspondents are district and port auditors, steamship operators, staff of the Finance and Procurement Divisions, and other Federal agencies and foreign government representatives concerned with Lend-Lease.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

This series is concerned with vouchers, requisitions, disbursements, and other financial matters at the level of individual cases. Records of the disposition of accounts and claims at this level do not warrant permanent retention.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	003	015-017		U	1944

94. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

BUDGET OFFICE

94, [SD][03]SERIES TITLE:

SUBJECT FILES ON LEND-LEASE ACTIVITIES

[SD][07]BULK DATES:

00/1941-00/1949

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

024

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

SECRET

[SD][08]ARRANGEMENT:

Arranged by subject, for example LAA-3 Instructions; Degaussing; Tankers; Netherlands Lend-Lease Agreement, 1945.

[SD][14]DESCRIPTION:

Letters, memorandums, tabulations and other supporting papers regarding mutual aid accounting matters, settlement of outstanding lend-lease and interdepartmental claims, procedures for the use and accounting of funds under mutual aid agreements with foreign governments, and general reciprocal aid activities. Major correspondents are other Federal agencies, including the Foreign Economic Administration, Office of Lend-Lease Administration, and sections of the Treasury and State Departments. The files also contain progress reports on requisitions, copies of agreements with foreign governments, and War Shipping Administration fiscal regulations.

94. [SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

Most of the files focus on matters of payment and reimbursement from mutual aid funds. The files are fragmentary, emphasizing unsettled claims needing action following the termination of lend-lease in 1945. Furthermore, they document the coordination of particular billings through the Treasury and State Departments, which dealt with foreign governments. As incomplete accounting and coordination files, they do not warrant permanent retention.

[SD] [A8] REMARKS:

Boxes 98 and 99 contain some classified documents, including memorandums transmitting ONI and OSS reports, and a few such reports. They are not in a secure stack area and should be transferred to a secure stack.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0876	006	052-057		U	1954
178-60B0876	018	089-107		U	1957

95.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

BUDGET OFFICE

[SD][03]SERIES TITLE:

WORK PAPERS ON LEND-LEASE REQUISITIONS

[SD][07]BULK DATES:

00/1942-00/1947

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

006

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject, for example Supports for Russian Requisition R-41859, Oct. 14, 1945 Agreement.

[SD][14]DESCRIPTION:

Working copies and copies of final Forms FEA 50, "Statement of Reimbursable Charges in Materials and Services Furnished Foreign Governments Under the Lend-Lease Acts," working copies of Defense Aid reports, tabulations of requisitions, duplicate invoices and packing lists, correspondence concerning individual requisitions, copies of lend-lease agreements between U.S. and foreign governments, and publications. Major correspondents are the Fiscal Service of the Treasury Department, the Office of Foreign Liquidation of the Department of State, and the Foreign Economic Administration.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These are working papers on billings for and payment of claims, which were forwarded to other Federal agencies that handled the contacts with foreign governments. The focus is on processing individual requisitions and preparation of Forms FEA 50. Records of routine fiscal operations such as these do not warrant permanent retention.

[SD] [A6] NIR ACTION:

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0876	006	061-066		U	1954

96.

SERIES DESCRIPTION FORMAT

[SDI][12a]SUBGROUP/CREATOR:

BUDGET OFFICE

[SDI][03]SERIES TITLE:

LEND-LEASE FREIGHT FORWARDING FILES

[SDI][07]BULK DATES:

00/1942-00/1946

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

002

[SDI][09a]NATIONAL SECURITY CLASSIFICATION:

[SDI][08]ARRANGEMENT:

Arranged alphabetically by name of corporation or agent.

[SDI][14]DESCRIPTION:

Forwarding contracts, estimated monthly budgets submitted by forwarders, reports of audits of forwarders' operations, and cancellation of contract forms for freight forwarding agents contracted to handle lend-lease cargoes.

[SDI][A3]RECOMMENDATION:

Destroy immediately.

[SDI][A4]JUSTIFICATION:

These are files of contracts for routine operations that were terminated 45 years ago.

[SDI][A6]NIR ACTION:

[SDI][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0876	002	058-059		U	1954

97.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

BUDGET OFFICE

[SD] [03] SERIES TITLE:

DEFENSE AID FUND REPORTS

[SD] [07] BULK DATES:

00/1942-00/1947

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

001

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged chronologically.

[SD] [14] DESCRIPTION:

Copies of statement of available funds and operations, analysis of available funds and special deposit funds, status of appropriations, and distribution of appropriation, allotments, obligations, and expenditures (general) forms, submitted monthly to the Division of Defense Aid Reports, Office for Emergency Management. The reports show disbursement of defense aid funds to foreign governments, Federal agencies, and for administrative expenses.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

These records present information on overall allocation of mutual aid funds that are better documented in records of the Foreign Economic Administration, RG 169.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0876	001	060-060		U	1954

98.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

BUDGET OFFICE

[SD][03]SERIES TITLE:

NORWEGIAN AND RUSSIAN VESSEL REPAIRS FILES

[SD][07]BULK DATES:

00/1942-00/1947

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by country, thereunder alphabetically by name of vessel.

[SD][14]DESCRIPTION:

Copies of correspondence between the Division of Maintenance and Repair, district supervisors, representatives of foreign governments, and the Foreign Economic Administration, concerning expenditures required to repair foreign ships. Any expenditures over \$100,000 had to be approved by the Foreign Economic Administration.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records document apparently routine handling of cases, and concern vessels of foreign ownership. They do not warrant permanent retention.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60B0876	003	087-089		U	1957

[SF] SUBGROUP NAME:

PROCUREMENT DIVISION

[SF] DATESPAN: 1943-1947

[SF] SUBGROUP
DESCRIPTION:

This division, established by an administrative order of January 1, 1943, assumed the functions previously assigned to the Division of Purchase and Supply and the Procurement Section of the Production Division. It handled all aspects of procurement for both the Commission and the War Shipping Administration. In addition to its headquarters office in Washington, it had district offices in New York, Baltimore, Philadelphia, Norfolk, Savannah, New Orleans, San Francisco, Oakland, San Pedro, Portland, and Seattle.

99.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

DIVISION OF PROCUREMENT

[SD][03]SERIES TITLE:

MEMORANDUMS RELATING TO APPLICATIONS AND EXCEPTIONS

[SD][07]BULK DATES:

00/1943-00/1947

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Aranged by type (necessity certificate applications, notices of exceptions-transportation), thereunder chronologically.

[SD][14]DESCRIPTION:

Memorandums evaluating applications for necessity certificates, pursuant to section 124(f) of the Internal Revenue Code. Necessity certificates related to the certification of construction, installation or acquisition of facilities or equipment necessary to the national defense. Also included are memorandums responding to GAO audits of transportation service vouchers.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These memorandums document routine procurement matters.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	001-001		U	1944

[SF] SUBGROUP NAME:

DIVISION OF TERMINALS AND REAL ESTATE

[SF] DATESPAN: 1945-1949

[SF] SUBGROUP
DESCRIPTION:

This division was established by an administrative order of October 30, 1945, to handle all problems relating to real property controlled by the Maritime Commission. It negotiated and administered contracts for the operation and maintenance of steamship terminal properties under the Commission's jurisdiction, a function formerly performed by the Terminals Section of the Operating Contracts Division. It provided engineering services necessary for the construction and maintenance of facilities on property controlled by the Commission; kept records of all terminal and other real property owned, leased, or otherwise controlled by the Commission; prepared declarations of surplus property with regard to real estate in accordance with determinations made by the Commission; handled the disposal of shipyards no longer needed for the construction or repair of ships; and received offers for real property assigned to the Commission for disposal by the Surplus Property Administration and reported such offers to the Commission.

In 1949, the division was responsible for the management of four terminals (Boston, Hoboken, Philadelphia and Norfolk), as well as the custody and preservation of four stand-by yards (Wilmington, Vancouver, Richmond and Alameda).

100.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

DIVISION OF TERMINALS AND REAL ESTATE

[SD] [03] SERIES TITLE:

BLUEPRINTS, TRACINGS, AND AERIAL PHOTOGRAPHS OF SHIPYARDS AND ANCHORAGES

[SD] [07] BULK DATES:

00/1936-00/1949

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

005

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by type of record and site.

[SD] [14] DESCRIPTION:

Blueprints, tracings, aerial photographs and charts of shipyard facilities and harbors.

[SD] [A6] NIR ACTION:

NIR in conjunction with NNSC must appraise this series.

[SD] [A8] REMARKS:

This series consists of bundles 26-29, 29A, 30-32, 34, 36-39, 41-42, and 3 unnumbered bundles, including one labeled "US Coast and Geodetic Survey Charts," one labeled "Record Drawings, North Carolina Shipbuilding Co.," and one not labeled (this is the only bundle in the accession that is both unnumbered and unlabeled).

These bundles are tightly rolled, wrapped and taped in brown wrapping paper. Proper description and appraisal will require destruction of the wrapping and of the arrangement and labeling scheme. The description written here is based on the wrapping labels.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51C0142	005			U	1944

WITHDRAWN

[SF] SUBGROUP NAME:

SURPLUS PROPERTY DIVISION

[SF] DATESPAN: 1945-1947

[SF] SUBGROUP
DESCRIPTION:

The Contract Settlement and Surplus Materials Division was established on January 4, 1945. This division supervised the termination of contracts and disposal of surplus property, including shipyards and other material, for the Maritime Commission and the War Shipping Administration. In addition to its headquarters office in Washington, DC, it had representatives in New York City, New Orleans, Chicago, and Oakland, CA, who handled local contract settlement and sales.

On January 1, 1947, the division became the Surplus Property Division in the Purchase and Sales Department of the Maritime Commission. The functions, personnel and records of its Materials Disposal Section, which handled the disposal of surplus materials other than vessels, were transferred to the War Assets Administration in 1947.

Effective December 8, 1947, the Surplus Property Division and the Procurement Division of the Bureau of Purchase and Sales were consolidated into the Supply Division.

101. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

SURPLUS PROPERTY DIVISION

[SD][03]SERIES TITLE:

SURPLUS PROPERTY DISPOSAL FILES

[SD][07]BULK DATES:

00/1944-00/1947

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

009

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by name of shipyard.

[SD][14]DESCRIPTION:

Letters, memorandums, lists, invoices, disposal requests, sale orders, and other supporting papers concerning the declaration of surplus property and, in most cases, the transfer of this property to the War Assets Administration for disposal. Most of the surplus property involved consisted of items at warehouses and shipyards, as well as government-owned improvements and facilities at these sites. A few files concern disposal of material removed from vessels. Major correspondents are shipyard corporations and the War Assets Administration.

[SD] [A3] RECOMMENDATION:

Destroy [REDACTED] July 1, 2005

[SD] [A4] JUSTIFICATION:

These files document relatively insignificant material and property of the Commission, which was transferred to another government agency for disposal. As surplus property case files of a sort, they do not warrant permanent retention.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0842	009	207-215		U	44-48

102.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

SURPLUS PROPERTY DIVISION

[SD][03]SERIES TITLE:

DECLARATIONS OF SURPLUS NAVAL VESSELS

[SD][07]BULK DATES:

00/1946-00/1947

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

003

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arrnged by U.S. Naval Station number, followed by some miscellaneous administrative and correspondence files.

[SD][14]DESCRIPTION:

Form SPB-1, Declaration of Surplus Property to Disposal Agency, with attached form, Request for Disposition Watercraft, submitted by the Navy Department, making vessels available for disposal by the Maritime Commission or War Shipping Administration. The forms provide basic vessel specifications and were submitted and authorized by Navy supply officers. Related correspondence files include some War Shipping Administration memorandums concerning valuation of vessels, and copies of letters transmitting bills of sale.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

These record pertain to vessels disposed of, but not controlled by, the Commission. As such, they document a relatively small and unimportant part of Commission functions. They do not warrant permanent retention.

[SD][A6]NIR ACTION:

[REDACTED]

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	003	156-158		U	1944

[SF] SUBGROUP NAME:

Division of Productions

[SF] DATESPAN: 06/1943-

[SF] SUBGROUP
DESCRIPTION:

The Production Division was created in June 1943 as a successor to the General Technical and Construction Sections. It was to supervise the building of vessels in the war emergency period. It acquired steel accession rights under the priorities system of the War Production Board.

103. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Production Division

[SD][03]SERIES TITLE:

MONTHLY CONSTRUCTION PROGRESS REPORTS

[SD][07]BULK DATES:

00/1941-00/1945

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

011

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by report number and thereunder chronologically

[SD][14]DESCRIPTION:

The reports document the status of work completed on tugs, cargos, and tankers during various stages of construction work. The reports list the names of the vessel builders, vessel operators, and the date of completion.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the RG 178 records previously accessioned by the National Archives, described in NC-5, entry 84.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	011	281-291		U	1941-45

[SF] SUBGROUP NAME:

Construction Division

[SF] DATESPAN: 1934-1946

[SF] SUBGROUP
DESCRIPTION:

The Construction Division was established in the United States Shipping Bureau in 1934 and was reorganized in 1940-41. Four primary construction regions were under the direct supervision of the Washington office: for the east coast, with an office in Philadelphia; for the west coast, with an office in San Francisco; for the gulf coast, with an office in New Orleans; and for the Great Lakes region, with an office in Chicago. This division was abolished in 1946.

104.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Construction Division

[SD][03]SERIES TITLE:

RECORDS RELATING TO THE SS BLUEFIELD VICTORY

[SD][07]BULK DATES:

00/1944

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Unarranged

[SD][14]DESCRIPTION:

Records of the West Coast Regional Construction office (of the Construction Division) which consists of blueprints, correspondence, graphs, memorandums, and photographs. The records pertain to the construction work on the SS Bluefield Victory, and the subsequent standardization tests used to measure the vessel's maneuverability and economy. The vessel was built by the California Shipbuilding Company in Wilmington, CA.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the RG 178 records previously accessioned by the National Archives, described in NC-5, entry 85.

[SD][A6]NIR ACTION:

[REDACTED]

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	292-293		U	1944

105.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Construction Division

[SD][03]SERIES TITLE:

RECORDS RELATING TO REAL ESTATE AND CONSTRUCTION CONTRACTS

[SD][07]BULK DATES:

00/1944-00/1946

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by name of company or by subject

[SD][14]DESCRIPTION:

Correspondence, contracts, charts, blueprints, and other records of the U.S. Maritime Commission's leasing of real estate property, rental of office space and housing from various construction or shipping companies.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and should be disposed immediately.

[SD][A6]NIR ACTION:

F

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	002	323-324		U	1944-46

106.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Plant Engineering Section

[SD][03]SERIES TITLE:

SHIPYARD FACILITIES INDEX OF WEST COAST YARDS

[SD][07]BULK DATES:

07/1944-07/1945

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by date

[SD][14]DESCRIPTION:

Two notebooks containing miscellaneous maps, architectural drawings, lists, and charts of various West Coast shipyards in the San Francisco, Los Angeles, San Diego, and Portland areas.

[SD][A3]RECOMMENDATION:

Permanent, transfer to the National Archives

immediately.

[SD][A4]JUSTIFICATION:

NNSC wishes to accession these records.

[SD][A6]NIR ACTION:

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	266-266		U	1944-45

107.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Maritime Labor Relations Division

[SD] [03] SERIES TITLE:

GENERAL FILES

[SD] [07] BULK DATES:

00/1942-00/1949

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

021

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject

[SD] [14] DESCRIPTION:

Correspondence, memorandums, press releases, and other records relating to maritime bid instructions, an agreement between the War Shipping Administration (WSA) and the Army Transportation Service, Congressional testimony on the Fair Labor Standards Act, and unfair labor practices and discrimination in the maritime industry. There are copies of the Coast Guard regulations, instructions for handling prisoners of war (World War II), and ship operations instructions. Includes requests for financial assistance, labor-management agreements, mail services, medical services, training, and public relations.

[SD] [A3] RECOMMENDATION:

Permanent, transfer to the National Archives

immediately.

[SD] [A4] JUSTIFICATION:

The records contain long-term historic and informational value about the U.S. maritime shipping activities during World War II, and the instructions for handling prisoners of war aboard U.S. maritime vessels. The records warrant permanent retention by the National Archives.

[SD] [A6] NIR ACTION:

[SD] [A7] NN ACTION:

During processing office administrative files relating to personnel actions, travel, time keeping, leave, procurement, and similar routine matters, should be disposed under GRS 23/1.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	021	294-314		U	1942-49

108.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Freight Rates Section

[SD][03]SERIES TITLE:

RECORDS RELATING TO FREIGHT RATES BETWEEN FOREIGN PORTS

[SD][07]BULK DATES:

00/1943-00/1947

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by geographic location

[SD][14]DESCRIPTION:

Correspondence, circulars, lists, and schedules pertaining to freight rate tariffs applied to commodities transported between various zones such as the Caribbean, South Pacific, Persian Gulf, Mediterranean, Far East, and Panama Canal areas.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the RG 178 records previously accessioned by the National Archives, described in NC-5, entry 73.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51H0142	001	000-12293		U	

109.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Trans-Continental Freight Bureau

[SD][03]SERIES TITLE:

BOUND VOLUMES RELATING TO TRANS-CONTINENTAL IMPORT-EXPORT TARIFFS

[SD][07]BULK DATES:

00/1945-00/1947

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

001

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by date

[SD][14]DESCRIPTION:

Copies of canceled tariff listings received by the Division of Regulations for reference purposes. The records list the commodities rates, routing instructions, rules governing the application of tariffs, special notices, and station changes. Includes also some supplemental lists of specific import-export tariffs.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the RG 178 records previously accessioned by the National Archives, described in NC-5, entry 69.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51H0142	001	000-12294		U	1945-47

[SF] SUBGROUP NAME:

United States Shipping Board

[SF] DATESPAN: 1917-19367

[SF] SUBGROUP
DESCRIPTION:

Permanent records described in this subgroup should be reallocated to Record Group 32 upon accessioning by the Office of the National Archives.

110. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Foreign Economic Branch, US Shipping Board, RG 32

[SD] [03] SERIES TITLE:

Foreign Discrimination Files ("Miss Aiken's Files")

[SD] [07] BULK DATES:

1916-1936

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

4

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by country.

[SD] [14] DESCRIPTION:

Correspondence, reports, statistical analyses relating to possible unfair foreign business, trade, taxation, and governmental practices that result in discrimination against US maritime, shipping, and salvage companies.

[SD] [A3] RECOMMENDATION:

Permanent. Transfer to the National Archives

immediately.

[SD] [A4] JUSTIFICATION:

Well organized documentation containing detail on an important topic for a reasonably broad period of time.

[SD] [A7] NN ACTION:

Nearly every file includes a binder labelled "Extra Copies" which should be discarded during archival processing.

[SD] [A1] RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	004	109-112		U	1916-36

111. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

111. US Shipping Board, Emergency Fleet Corporation, RG 32

[SD] [03] SERIES TITLE:

Foreign Ocean Mail Route Documentation

[SD] [07] BULK DATES:

1920-25

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

1

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by name of shipping company.

[SD] [14] DESCRIPTION:

Correspondence and statistics relating to rates charged, volume of freight hauled, and voyage schedule of particular shipping companies along various ocean shipping routes.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

Consists entirely of carbon copies. Records already accessioned in RG 32 contain considerable volume of similar if not duplicative material for the same time period.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	001	103-103		U	1920-25

112. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Subsidy Branch, US Shipping Board, RG 32

[SD] [03] SERIES TITLE:

Correspondence Relating to WWI Foreign claim Settlements

[SD] [07] BULK DATES:

1917-1936

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

2

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by subject.

[SD] [14] DESCRIPTION:

Correspondence, reports, and statistical tables relating to claims made against US shipping firms and other companies involved in the maritime industry by foreign individuals, companies, or governments arising out of World War I activities.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

Consists entirely of carbon or photographic copies. The general subject is well documented among already accessioned Shipping Board records.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A-0142	002	091-092		U	1917-36

[SF] SUBGROUP NAME:

War Shipping Administration

[SF] DATESPAN: 1942-1946

**[SF] SUBGROUP
DESCRIPTION:**

The records in this subgroup can be clearly attributed to the WSA, which organization shared similar functions and many of the same personnel as the U.S. Maritime Commission. The records of the two organizations, consequently, frequently are intermixed.

For an administrative history of the WSA and a description of its records, including both those already accessioned and WSA records then in custody of the Maritime Administration, see the 1951 PI No. 30 on WSA records, RG 248. The 1950 publication, Federal Records of World War II: Volume I: Civilian Agencies, includes extensive administrative histories of the WSA and its component offices, divisions, and other units.

[SF] SUBGROUP NAME:

Division of Statistics and Research

[SF] DATESPAN: 1942-1946

**[SF] SUBGROUP
DESCRIPTION:**

113.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Division of Statistics and Research, WSA

[SD][03]SERIES TITLE:

Subject File

[SD][07]BULK DATES:

1936-1947

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

006

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by subject.

[SD][14]DESCRIPTION:

Correspondence, cablegrams, reports, statistical data, and publications relating to maritime trade areas and trade routes; to specific ship departures, arrivals, and cargos; to composition, sailing formations, and tactical maneuvering of wartime convoys; and to the internal organization and administration of the Statistics and Research Division.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The records have low informational value, besides much of the more important information is available from other sources.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	005	026-030		U	1936-47
178-51A0142	001	066-066		U	1942-46

[SF] SUBGROUP NAME:

Division of Freight Rates and Surcharges, WSA

[SF] DATESPAN: 1941-1946

[SF] SUBGROUP
DESCRIPTION:

114.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Division of Freight Rates and Surcharges

[SD][03]SERIES TITLE:

Subject File Relating to Economic Conditions and Commodities

[SD][07]BULK DATES:

1940-1946

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

016

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by type of record or subject

[SD][14]DESCRIPTION:

Correspondence, statistical data, and publications relating to trade routes, maritime shipment of a variety of cargos, and basic economic information about markets and commodities (eg., coal, coccoa, sugar, etc.). Also includes a fragmentary collection of photostatic copies of shipping charters, which include the name of the shipping company, the commodity to be shipped, and the route over which it will be sent.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

The economic information contained in these records is of the sort found in many other sources, including published.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	013	175-185		U	1942-46
		193-194			
178-51B0142	003	4878		U	1942-46
		9082			
		9084			

[SF] SUBGROUP NAME:

Maritime War Emergency Board

[SF] DATESPAN:

[SF] SUBGROUP
DESCRIPTION:

115.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Maritime War Emergency Board

[SD][03]SERIES TITLE:

Records Relating to Vessel Attack Bonuses

[SD][07]BULK DATES:

1940-1945

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

002

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged alphabetically by name of ship.

[SD][14]DESCRIPTION:

Correspondence relating to decisions of the board to grant bonuses to be paid to merchant crews aboard ships subjected to enemy attacks. The records also include a small card file for each ship.

[SD][A3]RECOMMENDATION:

Permanent, transfer to the National Archives

immediately

[SD][A4]JUSTIFICATION:

The records contain useful information relating to attacks on merchant shipping.

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51B0142	002	4360-4361		U	1940-45

[SF] SUBGROUP NAME:

Vessel Operations Division

[SF] DATESPAN: 1942-1946

[SF] SUBGROUP
DESCRIPTION:

116.

SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Vessel Operations Divison

[SD] [03] SERIES TITLE:

Fragmentary Office File

[SD] [07] BULK DATES:

1940-1945

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

002

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged by name of ship (W to Z, only) or type of record.

[SD] [14] DESCRIPTION:

These appear to be remnants of a larger body of records, relating to voyages of ships under WSA contract, and to status of ships and crews. The largest segment consists of forms, "Berth Agents Preliminary Voyage Reports," for ships with names beginning with the letters "W" to "Z."

[SD] [A3] RECOMMENDATION:

Destroy immediately

[SD] [A4] JUSTIFICATION:

The records are a fragment.

[SD] [A6] NIR ACTION:

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A-0142	002	159-159		U	1942-46
		166-166			

[SF] SUBGROUP NAME:

Office of Security and Communications

[SF] DATESPAN: 1942-1946

[SF] SUBGROUP
DESCRIPTION:

117.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Office of Security and Communications

[SD][03]SERIES TITLE:

Organization and Policy File

[SD][07]BULK DATES:

1942-1946

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

009

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by WSA organizational entity and by subdivisions of other government agencies.

[SD][14]DESCRIPTION:

Correspondence, orders, publications, and issuances relating to organization, policy, procedures, and administration of WSA activities in Washington area headquarters, in field offices located at ports in the US, and at overseas sites.

[SD][A3]RECOMMENDATION:

Permanent, transfer to the National Archives

immediately.

[SD][A4]JUSTIFICATION:

Basic information about WSA organization, policies, and operations.

[SD][A1]RETAIN:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-51A0142	009	197-205		U	1942-46

[SF] SUBGROUP NAME:

Division of Maritime Insurance

[SF] DATESPAN: 1942-1946

[SF] SUBGROUP
DESCRIPTION:

118. SERIES DESCRIPTION FORMAT

[SD] [12a] SUBGROUP/CREATOR:

Division of Maritime Insurance

[SD] [03] SERIES TITLE:

Applications for Allotments

[SD] [07] BULK DATES:

1944-1945

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

002

[SD] [09a] NATIONAL SECURITY CLASSIFICATION:

[SD] [08] ARRANGEMENT:

Arranged alphabetically by surname.

[SD] [14] DESCRIPTION:

Consists almost entirely of POW Form 17 (Bureau of the Budget), which were completed by next-of-kin of US prisoners of war to apply for insurance allotments. The forms include only a minimum number of informational elements: eg., name of POW, name and address of applicant, and other sources of applicant income.

[SD] [A3] RECOMMENDATION:

Destroy immediately.

[SD] [A4] JUSTIFICATION:

Insufficient informational content to warrant retention after 50 years. Moreover, these forms are of no reliable value as a source to confirm merchant marine service or POW status because they were completed by people alleging they were dependents and seeking monetary allotments from the Government.

[SD] [A2] DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-60A0876	002	255-256		U	1944-45

[SF] SUBGROUP NAME:

WSA Miscellaneous

[SF] DATESPAN:

[SF] SUBGROUP
DESCRIPTION:

120.

SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

War Shipping Administration

[SD][03]SERIES TITLE:

TERMINAL OPERATING CONTRACTS

[SD][07]BULK DATES:

00/1943-00/1945

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

004

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by name of company or geographical location

[SD][14]DESCRIPTION:

Correspondence, contract schedules, blueprints, charts, and other records concerning property surveys taken on piers and storage facilities owned or leased by the War Shipping Administration. The property survey sheets indicate the physical defects or problems present at the survey sites. The records list the type of structure, location, owner, terminal operator, and number of persons employed at the each facility.

[SD][A3]RECOMMENDATION:

Destroy [REDACTED] July 1, 2005

[SD][A4]JUSTIFICATION:

The records contain no long-term historic, legal, or informational value that warrants permanent retention by the National Archives, and may duplicate the records found in RG 248, War Shipping Administration previously accessioned by the National Archives.

[SD][A6]NIR ACTION:

[SD][A2]DISPOSE:

ACCESSION NO.

VOL

BOX NOS.

DISP AUTH

CS

DATES

[SF] SUBGROUP NAME:

Federal Maritime Commission, RG 358

[SF] DATESPAN: 1950-

**[SF] SUBGROUP
DESCRIPTION:**

Records herein described include those of the Federal Maritime Board, established in 1950, which was a predecessor to the Federal Maritime Commission, established in 1961, as well as mixed accessions of U.S. Maritime Commission records.

121. SERIES DESCRIPTION FORMAT

[SD][12a]SUBGROUP/CREATOR:

Federal Maritime Board/US Maritime Commission

[SD][03]SERIES TITLE:

Economic Analysis Background Files

[SD][07]BULK DATES:

1936-1956

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

090

[SD][09a]NATIONAL SECURITY CLASSIFICATION:

[SD][08]ARRANGEMENT:

Arranged by type of record, thereunder by subject.

[SD][14]DESCRIPTION:

Correspondence, reports, but mostly statistical data relating to various aspects of the maritime industry, including wage costs, ship operating data, subsidy rates, and crew manning scales. The information was accumulated largely to assist in determining comparative analysis of US companies and foreign shipping competitors along the same trade routes.

[SD][A3]RECOMMENDATION:

Destroy immediately.

[SD][A4]JUSTIFICATION:

Under current MARAD and Maritime Commission schedules this sort of information is disposable after relatively brief retention periods.

[SD][A2]DISPOSE:

ACCESSION NO.	VOL	BOX NOS.	DISP AUTH	CS	DATES
178-61F1019	022	058-079		U	1936-52
178-61I1019	021	101-121		U	1948-53
178-61J1019	041	133-173		U	1940-56
178-61K1019	006	176-181		U	1950-56