

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO N1-338-87-118	DATE RECEIVED 12/21/87
1 FROM (Agency or establishment) <del>XXXXXXXX</del> Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION U.S. Army Information Systems Command		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION AS-OPS-MR			
4 NAME OF PERSON WITH WHOM TO CONFER <del>Marvin H. Kabakoff</del> William Seibert	5 TELEPHONE EXT 7-693-7216 8-273-7216	DATE 2/2/88	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE 11 Dec 87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>WR Boardman, CRM</i> WENDELL R. BOARDMAN	D TITLE Army Office Systems Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from the late 1940's through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF115 is a part of this effort.</p> <p>This schedule covers only those records located in NPRC created by U.S. Army Terminals. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the disposition numbers cited correspond to those in AR 340-18.</p>		

*Minicore  
5/26/82*

Justifying Memorandum for Standard Form 115 on Records of  
U.S. Army Terminals

This is one of a series of Standard Forms 115 covering the records of specific echelons of U.S. Army field units located in the National Personnel Records Center (Military) that have been offered to the National Archives for possible accessioning as archival. This SF 115 pertains to records created by U.S. Army Terminals from the late 1940's through the 1960's. Dr. John Hatcher estimated the volume of these records to be 206 cu. ft.; this includes some series that have recently been rescheduled as disposable.

Army terminals were quite similar to Ports in their functions; indeed, some terminals later became ports of embarkation. Most terminals were subordinate to specific Transportation Terminal commands. The basic mission of CONUS terminals was to plan, coordinate, regulate, and control the movement of personnel and cargo to and from their activities and outposts; to receive, prepare for shipment, and load supplies, material, equipment, mail, and baggage, and to embark personnel (military, civilian, and dependents) for overseas movements; to discharge cargo and personnel arriving from overseas, process them to the extent required, and dispatch them to CONUS destinations; to operate and maintain the terminal and assigned activities; to train Transportation Corps units attached or assigned; to arrange with local Military Sea Transportation Services for necessary vessel space as required; and to provide space and services to tenant agencies and provide services to affiliated installations. Overseas terminals performed the same basic functions as those Stateside. For example, the terminal at Barcelona, which was activated in 1954, was to manage port and terminal operations for the Army at some 20 ports in Spain, and be responsible for: loading and unloading military support cargo, and embarkation and debarkation of passengers; inbound and outbound documentation and in-transit accounting; port and customs clearances; processing and administration of contracts; and assisting other U.S. agencies, such as the U.S. Navy and Military Assistance Advisory Groups.

Certain terminals had additional specific functions. For example, Sunny Point, which opened in 1955, was one of the special facilities built in the 1950's to handle vast tonnages of ammunition and explosive-type cargoes. Some terminals had long histories and several attached activities. The Brooklyn Army terminal first opened in 1918 as the Brooklyn Army Base, and later became the New York Port of Embarkation; in addition to the piers, warehouses, and rail facilities at its Brooklyn site, it had similar facilities under its command at Caven Point Army Terminal across the harbor in Jersey City. Hampton Roads was placed in service in both World War I and World War II; it was reactivated in 1951 as a sub-port of the New York port of Embarkation. The Rio Vista Army terminal became a sub-unit of the Oakland Army Terminal in 1955.

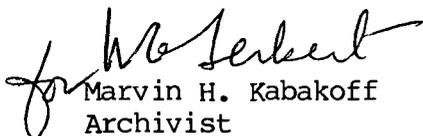
Examples from each record series, with samples from each terminal creating that series, were examined intensively for this SF 115. The creating organization(s) is stated for each series described, with volume and date span for each, as well as for those series previously appraised as permanent. Any ambiguity in the volume and date span of each series from each creator will be clarified when

these records are screened, and then arranged, at NPRC, first by creating organization, and thereunder by series. When the arrangement is completed, a detailed box listing will be compiled. Forms 6710A will then be prepared for each series from each terminal. These will be sent to the appropriate custodial unit to prepare for the shipment of the permanent records to Washington.

Some of the records described in this schedule are recommended for disposal in 2036. These records have no archival value, but may contain data relevant to environmental pollution, and will continue to have legal and administrative value for the Army. These records sometimes consist of whole series, such as Sanitary Engineering Records, and sometimes of parts of series, such as General Correspondence. They will be retained at NPRC under the new Army citation, AR 340-18-1512-06, for records relating to pollution.

The descriptions and disposition instructions for most series are self-explanatory. Following, however, are additional comments and explanations for particular series.

Item 3. General Correspondence. These files, generally arranged by War Department Decimal Filing System, are usually the core of an individual unit's records. They document the various transactions that took place in a particular terminal and constitute a detailed record of day-to-day operations. They therefore usually contain a considerable amount of marginal and archivally valueless material. This is especially true for correspondence from terminals, much of which relates to mundane shipping operations. The only archival records are a few history files, and maps and site plans of the terminals. The latter are generally located for the 600 level and may be the only copies extant. In addition, certain disposable series, such as Physical Security Surveys, also may contain site plans; these will be pulled during screening for permanent accession. The correspondence files also contain non-archival materials relating to environmental pollution; these records will also be separated out during the screening process and retained at NPRC for 50 years.

  
Marvin H. Kabakoff  
Archivist  
Military Operations Branch

Terminals Creating Records Maintained at NPRC

Barcelona-Cadiz Army Terminal, ca. 1962-63, 1 in.  
Bassens Army Terminal, France, ca. 1960-63, 1 in.  
Beaver Army Terminal, Clatskanie, OR, ca. 1951-64, 2 cu. ft.  
Brooklyn Army Terminal, NY, ca. 1942-61, 24.1 cu. ft.  
Ft. Lawton Army Terminal, WA, ca. 1963-64, 1/4 in.  
Great Falls Military Freight Terminal, MT, ca. 1951-52, 1 in.  
Hampton Roads Army Terminal, Norfolk, Va, ca. 1951-65, 14.5 cu. ft.  
King's Bay Army Terminal, Kingsland, GA, ca. 1956-63, 7 in.  
New Orleans Army Terminal, LA, ca. 1956-61, 28.7 cu. ft.  
Oakland Army Terminal, CA, ca. 1946-64, 11 cu. ft.  
Rio Vista Army Terminal, CA, ca. 1952-56, 4 in.  
St. Nazaire Army Terminal, France, 1962, 1 in.  
San Francisco Military Mail Terminal, 1961, 1/4 in.  
Seattle Army Terminal, WA, ca. 1949-57, 13 cu. ft.  
Southern Japan and Camp Moji Army Transportation Terminals, ca. 1956-58, 10 in.  
Sunny Point Army Terminal, Southport, NC, ca. 1955-72, 2.3 cu. ft.

Terminal Records at NPRC Previously Appraised as Permanent

Bassens

Installation Historical Files, 1962, 1 in.

Beaver

General Orders, ca. 1951-52, 1 in.

Master Planning Files, ca. 1958-64, 4 in.

Brooklyn

General Orders, ca. 1953-61, 3 in.

Military Historians Files, ca. 1942-56, 2 cu. ft.

Operating Program Progress Reports, ca. 1955-57, 2.5 cu. ft.

Operations Planning, ca. 1951-52, 1 in.

Organization Planning, ca. 1953-55, 1.3 cu. ft.

Ft. Lawton

General Orders, ca. 1963-64, 1/4 in.

Hampton Roads

Activation and Inactivation Files, 1965, 3 in.

Annual Historical Summary files, ca. 1963-64, 1 in.

General Orders, ca. 1954-64, 3 in.

Installation Historical Files, ca. 1951-65, 1.3 cu. ft.

Military Historians Files, ca. 1954-60, 5 in.

Mobilization Planning Files, 1965, 3 in.

Operating Program Briefing Files, 1965, 1 in.

Operating Program Progress Reports, ca. 1954-64, 1.4 cu. ft.

Operations Planning, ca. 1954-65, 1.1 cu. ft.

Organization Planning, ca. 1954-65, 2.5 cu. ft.

Regulations, ca. 1963-65, 2 in.

SOP's, ca. 1954-65, 10 in.

King's Bay

Unit History Files, 1963, 1 in.

New Orleans

General Orders, ca. 1956-60, 1 in.

Master Planning Files, 1959, 1/4 in.

Military Historians Files, ca. 1957-59, 2 in.

Operating Program Progress Reports, ca. 1957-61, 7 in.

Operations Planning, 1956, 1 in.

Organization Planning, ca. 1956-58, 4 in.

Oakland

General Orders, ca. 1955-63, 3 in.

Master Planning Files, ca. 1946-63, 5 cu. ft.

Newspapers, 1961, 1 in.

Operating Program Briefing Files, ca. 1962-64, 7 in.

Operating Program Progress Reports, 1964, 4 in.

Organization Planning, ca. 1961-62, 2 in.  
Regulations, ca. 1960-63, 3 in.

Rio Vista

General Orders, ca. 1952-55, 1 in.  
Organization Planning, ca. 1953-55, 1 in.

St. Nazaire

Installation Historical Files, 1962, 1 in.

San Francisco

General Orders, 1961, 1/4 in.

Seattle

General Orders, ca. 1954-57, 3 in.  
Installation Historical Files, 1957, 9 in.  
Operations Planning, ca. 1951-56, 3.3 cu. ft.  
Organization Planning, ca. 1953-56, 1.5 cu. ft.  
Unit History Files, ca. 1949-56, 1 in.

Southern Japan

General Orders, 1957, 1 in.  
Organization Planning, 1957, 1/4 in.  
Unit History Files, 1957, 1/4 in.

Sunny Point

Command Reports, 1958, 1 in.  
General Orders, ca. 1956-62, 4 in.  
Operating Program Progress Reports, 1964, 2 in.  
Organization Planning, ca. 1955-62, 2 in.  
Regulations, 1965, 1 in.  
SOP's, ca. 1956-58, 1 in.

Items in this Schedule

1. Domestic Intelligence Data Files
2. Hydrological - Climatological Data Files
3. General Correspondence
4. Manuals
5. Pamphlets
6. Miscellaneous Publications
7. Port Historical and Operational Files
8. Sanitary Engineering and Sanitation Files
9. Hospital and Dispensary Correspondence
10. Security Correspondence
11. Intelligence Correspondence
12. Memorandums
13. Medical Daily Diaries
14. Directives
15. Letters
16. Circulars
17. Bulletins

1. Domestic Intelligence Data Files, ca. 1954-56, 2 in., 502-01

Letters, reports, and memorandums from Brooklyn Army Terminal concerning the Army's relationship with the longshoremen's union, the possibility of strikes, and the role of Harry Bridges in the union and possible concomitant communist infiltration. Additional records are routine in nature, relating to visits of foreign nationals to the Terminal.

Permanent. Offer to NARA immediately upon approval of this schedule.

2. Hydrological - Climatological Data Files, ca. 1960-64, 1 in., 15B-02, 15B-03

Records from Beaver Army Terminal containing both climatological and hydrological data. Included are daily river bulletins, humidity reports, records of climatological observations of temperature and precipitation, and data on the water supply.

*Temporary Destroy*  
~~Permanent~~. ~~Offer to NARA~~ immediately upon approval of this schedule.

3. General Correspondence, ca. 1951-58, 6 cu. ft. AR345-220/18D & other items  
in AR345-200 series

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of most Army terminals. The vast bulk of this correspondence concerns ephemeral transactions and procedures documenting the day-to-day operations of the creating unit, and, as such, has no archival value. Much of this material pertains to mundane personnel, accounting, shipping, and storage operations, and the records would be disposable if filed separately. The series contains few records with archival value. These consist of some historical records filed under 314.7, and site plans for some of the terminals, generally filed in the 600 level. The series also contains documents which may provide information on environmental pollution. These consist of Industrial Hygiene Surveys and records on water and on sewage disposal and are usually located in the 600 or 700 level. This series description is applicable not only to centralized General Administrative or Subject Files, but also to specific administrative files maintained by individual offices. This item is not applicable to those individual files which document long-range planning, organization, and policy matters and which have previously been scheduled for permanent retention. In addition, this item is not applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule.

a. History files; site plans and maps.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. Industrial Hygiene Surveys; records relating to environmental pollution.

Temporary. Retain under 1512-06. Destroy in 2036.

c. All others. Temporary. *Destroy immediately upon approval of this schedule*

4. Manuals, ca. 1954-64, 7 in.

227-01

Issuances from most terminals used for a variety of purposes, such as prescribing uniform policies and procedures; describing organizational structure; listing responsibilities and functions; providing shipping data; or containing maintenance procedures.

a. Manuals containing policies and responsibilities; organization and function; significant procedures; or important information on the terminal.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. All other manuals.

Destroy immediately upon approval of this schedule.

5. Pamphlets, ca. 1954-63, 4 in.,

227-01

Numbered issuances from several terminals used for both routine and valuable purposes. Most were simply lists or indices to terminal publications. However, pamphlets from Seattle consist of command programs and an organizational manual; a pamphlet from Sunny Point is an orientation handbook providing a history of the terminal; and one from Oakland provides data on West Coast port capabilities.

a. Pamphlets containing terminal organization and function information; command programs; historical information on the terminal; or significant data on terminal and port operations.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. All other pamphlets.

Destroy immediately upon approval of this schedule.

6. Miscellaneous Publications, 1954-60, 4 in.,

227-01

Several terminals published various materials that do not fit the normal pattern of publications. Most of this material is routine in nature, relating to aspects of shipping and storage, but some provide important data on the terminal. For example, Hampton Roads issued a brochure on the terminal containing its history and mission, and providing maps; in addition, passive air defense plans for Hampton Roads, while routine in themselves, contain excellent site plans of the installation.

a. Publications documenting history and mission of a terminal; maps and site plans contained in miscellaneous publications.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. All other materials.

Destroy immediately upon approval of this schedule.

7. Port Historical and Operational Files, ca. 1953-65, 33.8 cu. ft., 1204-01

Documents containing data pertinent to the organization and operations of terminal facilities at Brooklyn (8 cu. ft.), Hampton Roads (2.2 cu. ft.), New Orleans (20 cu. ft.), Oakland (3.5 cu. ft.), Seattle (1 in.), and Barcelona (1 in.). Most of the series is composed of individual ship folders, containing such data as cargo lists, itineraries, tally sheets, loading plans, and some correspondence on space available for military cargo. The remaining records generally consist of minutes of daily cargo committee meetings, also providing data on individual ships. There are few records documenting port activities as a whole. These consist of recapitulation charts from Brooklyn summarizing operations at each port and sub-port in the complex. In addition, records from Barcelona contain organizational and function data, historical materials on the terminal, statistical digests of yearly activity, and information on the deactivation of port operations in Barcelona.

a. Records from Barcelona; records relating to port operations as a whole, such as the recapitulation charts from Brooklyn.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. All other records.

Destroy immediately upon approval of this schedule.

8. Sanitary Engineering and Sanitation Files, ca. 1953-56, 5 in., 901-01

Letters, reports, and memorandums from Brooklyn Army Terminal consisting of bacteriological reports on water, data on insect and rodent infestations, and on methods, such as chemical spraying, used to combat these problems. Although having no archival value, these records may have administrative value relating to environmental pollution.

Temporary. Retain under 1512-06.

Destroy in 2036.

9. Hospital and Dispensary Correspondence, ca. 1951-57, 6 in. 901-01

Letters, reports, memorandums, and other correspondence from medical facilities located at a variety of terminals. Most of the material is totally routine, relating to hospital personnel, funding, requests for patient records, ambulance service, and similar mundane matters. Also included, however, are industrial

hygiene surveys, containing data on possible environmental hazards at the terminals; these should be retained temporarily for their administrative value.

a. Industrial hygiene surveys.

Temporary. Destroy in 2036. (Retain under 1512-06.)

b. All other records.

Destroy immediately upon approval of this schedule.

10. Security Correspondence, ca. 1953-61, 4 in., 501-01

Letters, reports, memorandums, and other correspondence from the security sections of Hampton Roads and Seattle Terminals relating to routine activities of those sections, such as document regrading, security classifications and violations, and release of classified information.

Destroy immediately upon approval of this schedule.

11. Intelligence Correspondence, ca. 1959-60, 1/4 in., 501-01

Routine correspondence files from Sunny Point Army Terminal relating to personnel in the intelligence section and to security clearances.

Destroy immediately upon approval of this schedule.

12. Memorandums, ca. 1951-63, 3 cu. ft., 227-01

Numbered and unnumbered, print and near-print issuances, from most terminals, used for a variety of purposes, generally pertaining to mundane, housekeeping procedures.

Destroy immediately upon approval of this schedule.

13. Medical Daily Diaries, ca. 1951-57, 4.8 ft., 902-03

Documents from medical facilities at several terminals reflecting hospital events in chronological order. Most of the series is indistinguishable from patient registers; the remaining records are comparable to Daily Journals.

Destroy immediately upon approval of this schedule.

14. Directives, ca. 1953-56, 1 in., 227-01

Numbered issuances from Brooklyn Army terminal providing routine instructions on a variety of housekeeping procedures, generally relating to shipping and supply.

Destroy immediately upon approval of this schedule.

15. Letters, ca. 1957-61, 3. in.,

227-01

Numbered and unnumbered issuances for several terminals used to advise subordinate sections of changes in policies and procedures, or outline routine, housekeeping procedures. Also included in the series are letters to U.S. Customs from the New Orleans Army Terminal relating to waivers for loading cargo on Department of Defense ships. All of the material is routine in nature.

Destroy immediately upon approval of this schedule.

16. Circulars, ca. 1956-62, 3 in.,

227-01

Numbered issuances from New Orleans and Oakland Terminals published for the purpose of providing operating instructions for the implementation of regulations. The information promulgated is often transitory in nature and circulars are of short-term duration.

Destroy immediately upon approval of this schedule.

17. Bulletins, ca. 1951-58, 1.9 cu. ft.,

227-01

Numbered issuances from most terminals used to convey official and unofficial information of an advisory, informative, or directive nature. They were issued for a plethora of purposes, from providing routine instructional information to outlining minor procedural changes.

Destroy immediately upon approval of this schedule.