

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-071-88-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule provided disposition for records in a Federal Record Center. There are no records in the Federal Records Centers that reference this schedule, so it is presumed records disposition has been implemented.

Date Reported: 06/19/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-71-88-1

DATE RECEIVED

6/2/88

NOTIFICATION TO AGENCY

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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)

Department of the Navy

2 MAJOR SUBDIVISION

Naval Data Automation Command

3 MINOR SUBDIVISION

Naval Records and Information Management Dept.

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

9/27/88

ARCHIVIST OF THE UNITED STATES

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

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

25 May 88

E. W. BALLER

E. W. Baller

Head, Navy Directives, Postal and
Records Management Directorate

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SUPERSEDED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)

Records of the Bureau of Yards and Docks (Record Group 71) found in accessions at the Washington National Records Center.

In 1862, the Bureau of Yards and Docks replaced the Bureau of Naval Yards and Docks, established in the Navy Department by an act of August 31, 1842. a Bureau functions included the design, construction, and maintenance of all naval public works and utilities, such as drydocks, marine railways, ship-building ways, harbor structures, storage facilities, powerplants, heating and lighting systems, and buildings at shore establishments. The Bureau also operated power plants, maintained public works and utilities at shore establishments, and obtained real estate for Navy use. At advanced bases and in combat areas, Bureau work was performed by construction battalions (Seabees). A Department of Defense reorganization order of March 9, 1966, abolished the Bureau, and the Secretary of the Navy transferred most of its functions to the Naval Facilities Engineering Command.

The attached sheets contain descriptions of 941

*Copies sent to agency
NCF, TMS, TMT 5/30/89*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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PAGE

OF

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cubic feet of records of the Bureau of Yards and Docks. They consist of 58 accessions comprising 9 series. Six of these series contain records which are appraised as permanent. However, interspersed among the permanent records are some disposable documents which can be separated in archival processing. Thus, the following records may be disposed of in processing:

- a. Records disposable under items in the General Records Schedules
- b. Non-record and duplicative materials
- c. Records disposable under the Navy File Manual.

Records listed for permanent retention will be transferred to the National Archives in ~~1981~~ 1987.

Most records listed as disposable are eligible for immediate destruction. However, it is possible that some disposable estate title papers (Item 3) cannot be destroyed immediately because the properties to which they relate are still covered by recapture clauses.

1. CLASSIFIED CENTRAL CORRESPONDENCE FILES. 1958-61. 37 cubic feet.

Arranged according to the Navy Filing Manual.

These files were maintained by the Administrative Office Division, Classified Files Branch. Approximately two-thirds of the records fall under the "A" classification (Administration) with the remainder under various classifications, such as "L" (Logistics), "N" (Shore Establishment Materials), and "P" (Personnel). There are no card indexes to the correspondence but a detailed description of file categories is attached to the records transmittal forms. All the files are classified SECRET, except for a CONFIDENTIAL file for 1958. There are no records for 1959. The classified correspondence is found in the following WNRC accessions:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1958	71-62A2443	11
1958	71-62A2586	15
1960	71-64A4130	4
1961	71-65A4561	7

Disposition: Permanent. Transfer to NARA immediately upon approval of this schedule. Nonrecord and duplicate material and records authorized for disposal, such as routine, non-substantive correspondence, may be removed and destroyed during the archival processing of these files.

Justification: These classified files contain records documenting significant BuDocks programs and policies and its overall operations, and, as such, warrant archival preservation. Included in the files, however, are some non-archival records, along with nonrecord and duplicate materials, that are disposable. Similar files for the years 1940-57 have been accessioned by NARA. These particular files complete this series.

2. UNCLASSIFIED CENTRAL CORRESPONDENCE FILES. 1945-1950.
71 cubic feet.

Arranged according to the Navy Filing Manual.

These unclassified files were maintained by the Correspondence Files Section, Administrative Management Division. Originally, they included correspondence concerning all file classifications. However, as a result of past disposal actions, only the "A" (Administration) classification is now extant, along with a small collection of incoming and outgoing TWX's for the year 1947. There are no card indexes to the correspondence but a detailed breakdown of files categories is attached to the records transmittal forms. There were no files located for 1946 nor were there any located for 1951-57. The unclassified correspondence is found in the following WNRC accessions:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1945	71-0002839	36
1947	71-0004500	13
1948	71-0005600	6
1949	71-0006230	7
1950	71-0007550	9

Disposition: Destroy immediately.

Justification: These files consist of records documenting the routine daily operations of the Bureau. Included are requests for items of equipment and notifications of receipt, references to contracts, lend-lease requisitions, public works project lists, requests for publications, and Budocks routing slips attached to correspondence. Although there may be a few items of marginal archival value in these files, the vast majority of this material is disposable under the GRS and the Navy disposition manual.

3. CORRESPONDENCE CONCERNING THE ACQUISITION OF LAND (REAL ESTATE FILES). 1789-1958. 704 cubic feet.

Documents dated prior to 1941 are arranged numerically by numbers assigned by the Navy Judge Advocate General; documents dated after 1941 are arranged by an alpha-numeric scheme used by the Bureau of Yards and Docks; some of the files are arranged alphabetically by name of state, territory or country, and thereunder by facility.

(Even though these arrangements constitute three different filing schemes, they do not warrant dividing the records into three series. The difference between the JAG scheme and the BuDocks scheme is the latter's use of letters as prefixes (e.g. "C" for condemnation, "L" for leases, and "T" for transfer). The records arranged alphabetically maintain the same format as those arranged numerically.)

These correspondence files and related records document the acquisition of land and pertinent legal matters involving its management and use. Included are abstracts of title, deeds, assignments, conveyances, easements, site maps and plot plans, sketches, appraisals, numerous related letters, memoranda, reports, and transcripts of telephone conversations (some on plastic discs). Many of the legal documents are copies, including handwritten reproductions.

For a number of years, the real estate function was handled by the Navy's Judge Advocate General (JAG); in 1942, the function was transferred to BuDocks. Within BuDocks the Files Section of the Real Estate Division was responsible for maintaining the files.

As stated above, the files are arranged either numerically or alphabetically. Attached to the records transmittal forms are a detailed breakdown of the JAG and BuDocks file numbers in each accession. An index to these files by facility or installation may be in the physical custody of the Naval Facilities Engineering Command but as of this writing, it has not been located. The files are found in the following WNRC accessions:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1940-45	71e00A3305-00H3305	152
1942-50	71e00A5947-0005947	41
1950	71e000651e	1
1943-51	71e00A7989-0007989	121
1943-52	71e00B8387-0008387	11e

1941-53	71-00A9428-0009428	53
1940-52	71e0009940	12
1950-58	71e59A0775	23
1940-58	71e59A1873	42
1940-58	71e59A2108	40
1940-58	71-59A2247	40
1940-58	71-59A2369	44
1940-58	71-59A2556	42
1940-58	71e59A2758	44
1940-58	71e60A1555	38
1789-1057	71e60A2470	15
1789-1041	71e61A2023	10

Disposition: Permanent. Transfer to NARA immediately upon approval of this schedule. However:

(a) duplicate copies may be removed and destroyed.

(b) Title papers for property acquired since January 1, 1921, can be disposed of 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens (GRS 3, Item 2(b)).

(c) contracts, requisitions, leases, and purchase orders can be destroyed immediately.

Justification: Practically all of these real estate files possess long-term and administrative value to the Navy. They must be retained for as long as a property remains in the possession of the Federal government and--given the complex legal problems associated with land title, recovery clauses, and mineral and petroleum rights--probably well beyond the time of sale, donation, or transfer. Many files, especially those for older major and even minor Naval installations, clearly warrant archival preservation, since they document the establishment and development of an installation and often provide other interesting historical information, such as the management of the Navy's petroleum reserves or the history of the Washington Navy Yard. Other files which are of minimal value and widely interspersed among these records should be culled during the screening process and disposed of.

4. OBSOLETE FORMS FILES. 1953-56. 3 cubic feet.

Arranged numerically by form number.

This file consists of obsolete BuDocks forms and related material concerning their issuance. The records are located in WNRC under the following accession number:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1953-56	71-0015489	3

Disposition: Destroy immediately.

Justification: These forms are scheduled for disposal under GRS 16, Item 4(a).

5. RECORD SETS OF PUBLICATIONS (DIRECTIVES). 1945-63. 56 cubic feet.

Arranged numerically by directive (notice) number.

These files consist of record sets of cancelled BuDocks instructions and notices as well as a small number of other miscellaneous issuances, along with the master copy (often typed), duplicate copies, concurrence sheets, printing and duplication requests, and other material relating to the publication of an issuance. The sets were maintained in the Administration Division by its publications branch staff. They are located in the following accessions at WNRC:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1952-53	71-0009430	3
1954-55	71-0011758	1
1954-56	71-0013330	4
1953-57	71-0014475	6
1956-58	71-59A0339	2
1957-58	71-59A0674	3
1957-59	71-59A2090	5
1953-59	71-60A1574	1
1953-59	71-60A1821	1
1952-59	71-60A2134	1
1953-59	71-60A2359	1
1952-59	71-60A2484	1
1955-60	71-60A2762	1
1954-60	71-60A2101	1
1957-60	71-61A2327	1
1959-60	71-61A2637	1
1960-61	71-61A2980	1
1953-61	71-61A3136	1
1960-61	71-62A2410	1

1960-62	71e62A3057	1
1961-62	71-63A2174	1
1959-1962	71-63A2857	3
1960-63	71e63A3349	2
1960-63	71e64A3285	2
1954-59	71e64A3971	10

Disposition:

- a. Record copy of each publication: Permanent. Transfer to NARA immediately upon approval of this schedule.
- b. Duplicate copies, concurrences, requisitions, and similar material: Destroy during archival processing.

Justification: These BuDocks record sets of publications document its organization, functions, and operations, and, as such, warrant archival preservation. All other material in the files is of a routine administrative nature and should be destroyed.

6. REPORT OF BUDOCKS MISSION TO JAPAN. 1945. 1 cubic foot.

This BuDocks report, prepared in 1945, pertains to a survey of the damage inflicted by atomic bomb attacks on Hiroshima and Nagasaki as well as damage caused by high explosive and incendiary bombs. The main purpose for surveying these cities was to develop criteria for the design of military structures to withstand future special weapons. The report provides detailed descriptions of damage to particular structures and includes interviews with survivors and concerned Japanese officials, architects, and engineers. Also, it is illustrated with architectural plans and photographs and is highly technical. The report consists of 7 volumes (near-print) which are subdivided into parts and sections. Multiple copies of this report are found in the WNRC under the following accession:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1945	71-64A3933	3 (includes copies)

Disposition: Permanent. Transfer to NARA immediately upon approval of this schedule.

Justification: This report documents in detail the physical damage resulting from the atomic bombs and other weapons dropped on Japan during World War II, and, as such, should be of considerable interest to historians and other researchers. Because of the importance of the report, immediate accessioning is recommended.

7. CAMOUFLAGE DIVISION FILES, 1943-45. 8 cubic feet.

Arranged alphabetically by subject.

These files primarily consist of correspondence, memoranda, reports, and printed matter relating to the development of camouflage techniques and training in their use. Subjects covered include aircraft insignia, camouflage costs, Japanese camouflage, conferences, and, most extensively, training. Each box of files contains a detailed list of all subject files therein. The files are located in WNRC under the following accession:

<u>Year</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1943-45	71e0001318	8

Disposition: Permanent. Transfer to NARA immediately upon approval of this schedule.

Justification: These files document thoroughly BuDocks activities in developing camouflage techniques and disseminating them to Naval personnel. For researchers interested in World War II camouflage development and usage, the files will be an excellent source of information. They clearly warrant archival preservation, and immediate accessioning is recommended.

8. MISCELLANEOUS REFERENCE FILE. ca. 1945-50. 1/2 cu. ft.

Arranged at best in rough chronological order.

These files consist of correspondence, memoranda, reports, and published matter relating principally to the activities of various outside committees and boards. Examples are Interagency Construction Coordinating Committee, Subcommittee on Highways for National Defense, and the Munitions Board. They may have been used for reference purposes. The files are located in WNRC under the following accession:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1945-50	71e0010645	1/2

Disposition: Destroy immediately.

Justification: The SF 135 indicates that these are a portion of files of Admiral Manning, former Chief of the Bureau. However, they are really not his but are documents which appear to have been used as a reference file primarily concerning committee and board activities. They do not appear to warrant archival preservation because the documentation is incomplete and does not actually reveal the Bureau of Docks role.

9. PHOTOGRAPHS. 1944-55. 59 cubic feet.

Arranged alphabetically by geographical place name.

This is a collection of black and white captioned photographic prints maintained by the Engineering Aids Section, Planning and Design Division. The photographs record a wide variety of subjects, such as personnel quarters, administration buildings, hangars, sidewalks, storage huts, runways, chapels, emergency generators, pumping stations, quarries, radio stations, cranes, heating plants, and docks. The photographs are located in the WNRC under the following accessions:

<u>Years</u>	<u>Accession Number</u>	<u>Volume (cu. ft.)</u>
1946-53	71e0013524	19
1953	71e0014046	25
1954-55	71e60A2407	15

Disposition: Permanent--except that any photographs in this collection authorized for disposal under GRS 21, Items 1 and 2 may be destroyed during archival processing. Transfer to NARA immediately upon approval of this schedule.

Justification: These photographs help to explain and illustrate BuDocks' functions and programs, and, as such, warrant archival preservation.