

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-269-98-1 <i>NI 269-98-1</i>	
1 FROM (Agency or establishment) General Services Administration		DATE RECEIVED <i>9-15-98</i>	
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U S C 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton	5 TELEPHONE (202) 501-2262	DATE <i>11-23-98</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 on the attached <u>26</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, [X] is not required, [] is attached, or [] has been requested			
DATE <i>9/14/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>GSA 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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RG 269 (General Records of the General Services Administration) records stored at WNRC "WNRC Project" See attached		

DEC -2 1998 *MM*

*Copy to Agency, NWMM
NWMD*

**RG 269 General Services Administration
records stored at WNRC**

Items 1 through 6 provide one-time disposition authority for the specific accessions listed.

Item 1, Subject Files of the Abaca Fiber Program

Accession 61A-1190 consists of 93 boxes of unscheduled records created by the Reconstruction Finance Corporation (RFC) (ca. 1942-1960) relating to the Abaca Fiber Program. NARA assigned the accession to RG 269 because the RFC's functions were transferred to GSA in the 1950's. As RG 234 is entitled Records of the Reconstruction Finance Corporation, I recommend that these records be assigned to that record group.

The *Guide to Federal Records in the National Archives of the United States* lists Defense Supplies Corporation (DSC) records (a subsidiary of the RFC) as entry 234.5.3 under RG 234. The entry lists minutes, general records, commodity procurement files, accounting files, and financial statements of the DSC, but does not cite any records relating to abaca production. Entry 234 7.2 (Records of the General Services Administration) describes records relating to metal and rubber industries for the World War II and post-War period, but lists no records relating to abaca production. As NARA does not have abaca production records in its holdings, I scheduled the majority of records in the accession as permanent. The correlating SF 135, Records Transmittal and Receipt form, contains a detailed box/file list describing the records which are arranged alphabetically as one continuous subject file. As part of the WNRC Project, I examined the contents of each box, verified the accuracy of the SF 135, and identified duplicative, administrative, fiscal, or facilitative files. Due to time constraints, I could not examine every document in every file; therefore, if a file is not specifically scheduled as temporary it should be considered permanent and accessioned into the National Archives. In some cases I wrote "PERMANENT (Part)" on the schedule for boxes containing both permanent and temporary records.

In general, the records document the policy and operations of the RFC and the DSC, the interactions of the Government and private companies (primarily the UFC); and the relationship of American officials and employees to Central American governments and citizens. In addition, the records containing agricultural, scientific, and industrial findings are of informational value. Many documents are correspondence and reports relating to crop failures, floods, plant diseases, engineering difficulties, and labor shortages. Historians and others researching the U.S. Government's stock-piling efforts and defense operations during wartime or those researching corporate activities in Central America will find these records extremely valuable.

NOTE: It is helpful to use the SF 135 in Appendix A in conjunction with this appraisal report. For historical background information see Appendix B.

Boxes 1 through 3 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. Box 1 contains 14 reels of 16mm microfilm that appear to be copies of correspondence and other records contained in this accession. To the naked eye, the film appears to be in usable condition. Three-quarters of box 1 and all of boxes 2 and 3 contain General Correspondence from such entities as the Office of Defense Supplies, the Department of Agriculture, and the Cordage Institute. Some documents relate to administrative matters such as fiber deliveries or the War Production Board's authorization of sales to specific companies; however, some contain inspection reports or other narrative reports documenting the successes and failures of growing and processing abaca. Drought, lack of trained personnel, plant diseases, and unsatisfactory finished products are all documented in these records.

Box 4 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The "accounting" file contains a copy of Executive Order 10539 and other permanent documents and the "agreement" files contain the RFC's agreements with the UFC, independent plantation owners, and research and engineering companies. Both should be accessioned by NARA. The contracts relate to the price per pound of shipments of abaca and other administrative matters. They can be disposed of during archival processing.

Boxes 5 and 6 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. Files labeled "Agriculture Corres." are permanent as they include analysis of plant diseases, pests, fungi, bacteria, and other challenges facing program staff. All folders labeled "Armour" relate to the Armour Research Foundation of Illinois Institute of Technology and include documents, photos, and reports relating to the development of machinery for processing of abaca.

Box 7 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The file labeled "Audit Correspondence" is financial in nature and can be disposed of during archival processing. The remaining files are permanent as they were generated by high level officials or industry executives.

Boxes 8 through 10 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. These records consist of correspondence, reports, ledgers, and spread sheets relating to budget estimates and final budgets for the UFC and the RFC. They do not warrant continuing preservation by NARA.

Box 11 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The box contains correspondence, drawings, reports, and other records arranged by correspondent or topic such as the Columbia Rope Company or the Cordage Institute. There are approximately 6 inches of claim files and two files labeled "Cost of Sales" that can be discarded during archival processing.

Box 12 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The files labeled "Delivery Orders" can be destroyed during archival processing. The remaining files were generated or received by high level officials or relate to program functions and are of permanent value.

Box 13 PERMANENT (Part) . TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The file "Detailed Account and Ledger" can be destroyed during archival processing. The remaining files are all permanent as they were generated by high-level officials, contain policy documents (such as directives), or have informational value.

Box 14 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. Most of these files relate to a court case involving an RFC contractor named George Emery. Many of the transcripts describe the conditions in South America and are permanent.

Box 15 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. File "Greenpoint Terminal Warehouse" consists of inventory sheets and purchase receipts and can be destroyed during archival processing. The remaining files were generated by high-level government officials or relate to program functions and warrant continuing preservation by NARA.

Box 16 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE [Note: contents differs than listing on SF 135]. File "Misc. Material Brought from Guatemala by E.R. Graham" are ledgers and details relating to estimates and expenditures and can be disposed of during archival processing. The remaining files contain reports and studies that warrant continuing preservation by NARA.

Box 17 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. Ninety percent of the files are labeled "Hanson and Orth" which contain records relating to bidding and pricing of abaca. The detailed monthly statistical reports concern export information and the destination of fiber shipments. These all can be discarded during archival processing. NOTE: There are two thin files labeled "History of Abaca Project" that are permanent.

Box 18 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. "Insurance" files contain completed forms for freight insurance. "Inventories" files are detailed ledgers about costs and book value of products. Both sub-series do not warrant continuing preservation by NARA. There is also an unboxed oversized ledger (of abaca inventory) that is temporary. The "Honduras" files and "Intercepts" files are permanent.

Boxes 19 through 21 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. These boxes contain invitations to purchase and purchase confirmation forms used by the RFC to sell abaca to select European nations and do not warrant continuing preservation by NARA. The marketing of U.S. Government-owned abaca was conducted on the basis of competitive bids by buyers. The RFC made offerings (or invitations). These invitations to purchase are purely

administrative and are filed through-out the accession. They do not warrant continuing preservation by NARA.

Boxes 22 through 24 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. These are GSA invoices concerning the delivery of abaca and are temporary.

Box 25 PERMANENT(Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. "Journal Vouchers" files contain vouchers and invoices. "Langer Transport Co." files contain information about rates for storing and transporting the fiber. All can be discarded during archival processing. The remaining files are permanent as they contain summaries and conclusions submitted by engineering firms relating to railroads, housing, and electrical power.

Box 26 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. All the surveys and maps are permanent. The folder labeled "Manhattan Lighterage Corp" consists of receipts for the sale of bales of abaca and can be destroyed of during archival processing.

Boxes 27 and 28 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The files contain maps of numerous plantations through out Central America and warrant continuing preservation by NARA.

Box 29 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The memorandum agreements and the other files in this box relate to the Betterment Program of the 1950's, the liquidation of assets, and the sale of GSA abaca facilities to the UFC and other companies in the late 1950's.

Box 30 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. Henry M. Peabody was an importer of cotton, burlap, and other fibers. The files labeled "Peabody, Henry M " contain purely facilitative records such as invitations to bid on various qualities and quantities of abaca, marine insurance coverage forms, and purchase confirmations. The Peabody files labeled "contracts" are really purchase confirmations. All these files are temporary and can be disposed of during archival processing. The "Peabody Market Reports" are permanent as they summarize the quality and costs of abaca for this time period. The files labeled "Philippine Correspondence" contain administrative correspondence; however, some correspondence documents the DSC's attempts to deal with the "Manila fiber situation" in 1941 by purchasing abaca from countries that purchased Philippine hemp exported before 1941. This correspondence warrants continuing preservation by NARA.

Box 31 PERMANENT TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. This box contains "Philippine Correspondence" files as described in box 30 above.

Box 32 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The "Philippine Correspondence" files are permanent. Files labeled "Philippines Contracts" are

not contracts, but delivery of shipment forms and can be disposed of during archival processing. The files labeled "Photographs," "Plymouth Cordage Co.," and "Procedures and Policy" are permanent.

Box 33 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. R.L Pritchard and Co. served as a broker in cordage fibers. All the files in this box are correspondence files regarding routine matters such as purchases and arrival of shipments, purchase confirmations (in a file labeled "contracts"), and daily market offerings. Daily market offers contain information about the number of bales, the grade, price, and shipment for numerous bales of abaca. All are administrative and routine and do not warrant continuing preservation by NARA.

Box 34 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. The files are R.L. Pritchard's daily market offerings and do not warrant continuing preservation by NARA.

Box 35 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE The "Abaca Program" files contain budget estimates and computation methods to determine the cost of overhead. They are administrative in nature and do not warrant continuing preservation by NARA. The "Publications" files contain copies of *UNIFRUITCO, the Industrial Research Newsletter, Defense Production Record*, and a Department of Commerce newsletter. These publications relate to abaca production and show how the UFC and other entities portrayed itself to the public

Box 36 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The following report files are temporary and can be destroyed during archival processing: "Desk Record" (purchase confirmations); "Renegotiation" (performance information about procurement personnel); and "Armfield" (work papers and ledgers of an accounting firm). The following files are permanent: "Abaca Fiber Program-Annual Reports"; Suppression of Taltuza (a report on a type of rat and its destructive capabilities); "Congress" (reports to Congress), and "Embassy Reports."

Box 37 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE The following reports are temporary and can be destroyed during archival processing: "Consolidated Monthly Financial and Statistical Report for Non-lending Activities" (includes statements of accounts to the U.S. Treasury for net funds expended for National Defense and War Reconversion Activities) and "Financial Reports" (monthly reports of accounts) The rest of the report files are permanent as they contain records originating from high-level officials within the DSC that summarize the Abaca Programs financial status or provide narrative summaries of abaca programs.

Box 38 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE The following files are temporary and can be destroyed during archival processing. "Philippines" (ledgers and weight certificates for fiber sales) and "Research Program #4" (contains purchase vouchers). The following report files are permanent: "Soil Surveys",

“Production” (yearly aggregate production figures); “Reinkink, OA” (report on disease control); and all the remaining numbered “Research Reports.”

Boxes 39 and 40 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. All the research reports relate to mapping, surveys, insects, diseases, animals, or the development of industrial machinery.

Box 41 [Note: The SF 135 is incorrect The contents of box 41 is really box 42 and visa versa.] TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. The “Schoonmaker, AG” file consists of correspondence regarding a claim and a piece of equipment. The “RFC” file contains administrative information about vouchers and shipments. The “Shipment” files contain statements of shipments. None of these files warrant continuing preservation by NARA.

Box 42 [Note: The SF 135 is incorrect The contents of box 42 is really box 41 and visa versa.] PERMANENT (Part). The following files are temporary: “Surplus Property” and “Sales Authorizations.” The other files are correspondence of high level officials or document DSC procedures.

Box 43 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The following files are temporary: “Smiles, Chris, and Co.” (purchase confirmations and orders for this cordage company); “Smith and Bird” (purchase confirmations and payment receipts for this fiber company), “Stein - Hall” (correspondence with RFC about the arrival and quality of shipments); “Superintendent Co.” (correspondence with RFC concerning storage, shipping, and bills of lading for this importation company); and “Terminal Warehouse” (correspondence relating to invoices, receipts, and other administrative matters of this importation company) The following files are permanent: “Soil Survey and Expansion” (reports), “Specifications” (military standards for abaca used for ropes and cables); Standard Fruit Company (correspondence relating to programs such as UFC taking over abaca operations in Honduras), “Statistics” (yearly, aggregate statistics of production and sales); and “U S. Testing Co ” (proposals for development of improved processing and apparatus for extracting fiber from abaca plants).

Box 44 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. “Transfer binder” is a daily ledger of shipping and receiving costs. “Vessel Shipments” are declarations of shipment issued by insurance companies about the value of numerous shipments. Both sub-series are administrative and do not warrant continuing preservation by NARA

Box 45 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. “Vessel Shipments” files are the same as those described under box 44 above.

Box 46 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. “Vessel Shipments” files are the same as those described under box 44 above. The SF 135 is incorrect. The entire box contains only “Vessel Shipments” files.

Boxes 47 through 52 PERMANENT TRANSFER UPON APPROVAL OF SCHEDULE This sub-series contains all the correspondence of the United Fruit Company. Some of the correspondence relates to administrative matters; however, most of the correspondence relates to program areas. As UFC was the primary agent of the Federal Government in growing abaca in Central America, all the correspondence warrants continuing preservation by NARA.

Box 53 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. "Boat File Shipments" contain invoices and bills of lading about cargo shipments. They are administrative and do not warrant continuing preservation by NARA.

Boxes 54 through 56 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. The "Budget files" are budget estimates and can be destroyed during archival processing. The "contract files" are the contracts between the RFC and the UFC and do not warrant continuing preservation by NARA. Boxes 4 and 89 contain the agreements between the RFC and the UFC and are scheduled as permanent.

Box 57 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. This is correspondence of the UFC. A significant amount of documents concern routine administrative matters; however, there is also correspondence relating to their losses, concerns, and difficulties of implementing the project.

Boxes 58 through 67 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. These are UFC monthly financial statements with accounting entries for each country such as production, uninsured material losses, deferred charges, fixed assets, accounts payable, long-term debt, and liabilities. Annual financial statements and reports which consolidate this type of information are contained in the annual reports scheduled as permanent (see box 36); therefore, these records are scheduled as temporary.

Boxes 68 through 69 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. These weekly fixed assets and property inventories are detailed ledger books listing the value of all UFC property including the costs of circulating fans and toilets. They do not warrant continuing preservation by NARA.

Box 70 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. The marketing of Government-owned abaca was conducted by competitive bidding by buyers. These files labeled "invitations to bid" contain invitations to bid on various quantities and qualities of abaca. They are temporary financial records.

Boxes 71 through 80 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. These files contain invoices and payment vouchers for every abaca transaction of the DSC and the UFC. They are administrative and do not warrant continuing preservation by NARA.

Box 81 PERMANENT (Part) TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The files labeled "Maps" and "Pictures" are permanent as they contain photographs of abaca harvesting and processing. The other files "Management Fees" (worksheets calculating operating costs) and "Marine Insurance Claims" and "Marine Insurance Premiums Paid" involved insurance and claims for shipping abaca and can be destroyed during archival processing.

Box 82 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. "Marine Insurance Premiums Paid" are like those contained in box 81. They are administrative and do not warrant continuing preservation by NARA.

Box 83 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. All "Project Correspondence" files are permanent. Some of the correspondence is administrative; however, it is often interfiled with correspondence describing events in several Central American countries. These files warrant continuing preservation by NARA. "Overhead Formula" files are ledgers and working papers describing classification and accounting methods. They can be destroyed during archival processing.

Boxes 84 through 86 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. These are "Project Correspondence" files like those described under box 83 and warrant continuing preservation by NARA.

Boxes 87 and 88 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. These "reports" are actually detailed weekly audit ledgers and weekly operating ledgers. They are fiscal records that do not warrant continuing preservation by NARA.

Box 89 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The box contains one envelope labeled "Magazines (Unifruitco), United Fruit Co., Reports and Miscellaneous" which is permanent. It contains the UFC's annual reports which show aggregate data about costs and production which are permanent. The envelope also contains publications with photographs and articles about abaca processing which are permanent. The "progress report" and "production statements" files are daily and weekly ledgers about construction of buildings and the costs of abaca production. As the aggregate data about costs and production are detailed in the annual reports, these files can be destroyed during archival processing.

Boxes 90 and 91 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. The "sales journal" files are ledgers of daily sales of abaca. The "shipment" files are shipment invoices and bills of lading. Both are fiscal records and are temporary.

Box 92 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. The "weekly letters on production" files are weekly statistics for production, employment, and inventory and do not warrant continuing preservation by NARA. The "work paper" files are monthly ledgers of every abaca shipment exported from Central America and are administrative, temporary records.

Box 93 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE
Some of these “reports” are ledgers and vouchers which can be destroyed during archival processing. All the other reports are permanent. Most are narratives with statistical summaries documenting abaca production. Many are RFC publications, but the file labeled “miscellaneous reports” contains statements, reports, and publications of the Department of Agriculture, the Smithsonian Institution, and private companies. As these disparate entities worked closely with the RFC on the abaca program, their reports and statements are scheduled as permanent.

Item 2, Public Power Project Files

Accession 62A0947, boxes 1-18

Bond Transcripts and Financial Statements Relating to the Financing of Power Plants by the Former Public Works Administration (through Loans and Grants and the Administration of Related Indebtedness to the U.S. Government, 1935-1953.

PERMANENT TRANSFER TO NARA IN FY 2005

With the creation of GSA in 1949, many of the functions relating to the Federal funding of public projects were inherited by GSA's Office of the Comptroller (Division of Credit and Finance) as GSA acted as the holder of securities issued for these power projects. The records include agreements and trust indentures between the power district and the bank or trust, transcripts of proceedings for the organization of power districts, certificates of incumbency, minutes of Board of Directors' meetings, agreements between the power district and the U.S. Government (as represented by GSA), operating agreements, financial reports, specimen bonds, and calculations of redemption value of bonds. Note: all these types of documents are not extant for every project listed below.

The records in the accession relate to the following projects: Nebraska Public Power; Central Nebraska Public Power and Irrigation District; Platte Valley Public and Power Irrigation District; Loop River Public Power District; South Carolina Public Service Authority; Montana State Water Board; High Point (North Carolina); Grand River Dam (Oklahoma); Enfield (Illinois); Tarrant County (Alabama); Winchester (Ohio); and Bessmer (Alabama).

The SF 135 covering these records cites Job No. IINNA2995, item 8A, as the disposition authority. The original disposition was "Dispose of three years after liquidation of obligation to the Government;" however, the SF 135 includes the following pen and ink notation. "U" [for unscheduled] See this for reasons for possible archival value. 9/18/85."

The appraisal memo for Job No. IINNA2995 reads as follows:

Item 8a, because (1) these records, which pertain to the financing of public power projects, will supplement to some extent the fragmentary and wholly inadequate extant records of the former Public Works Administration relating to such projects and (2) will provide data of potential research value to historians, economists, and other persons who are becoming increasingly interested in the area of public power development. [dated August 17, 1959].

Since 1959 NARA has accessioned many records relating to the PWA and power projects (i.e. the records are not "fragmentary and wholly inadequate.") According to NARA Reference Archivist Bill Creech, NARA currently has records relating to the operations and expenditures

for many PWA projects. However, in the past several years, there has been researcher interest (especially among lawyers) in financial records relating to such projects. For example, researchers are interested in records documenting how the Federal government bought land easements around dams and other projects hoping that they might reveal the details relating to specific pieces of land and the related seller. The transcripts of proceedings and public meetings may contain such information. I recommend that these records be scheduled as permanent. They document the Federal government's policies and the process of financing these major projects and contain informational value as well

I found several exhibits of refunding revenue bonds in which the year due is 2004 and the amounts of redemption on sample bonds is calculated to the year 2000. Based on this evidence, I would suggest these records be transferred to NARA in 2005 after GSA (i.e., the Federal government's) financial obligation has expired

Item 3, War Public Works Program Records Relating to Construction and Repair of Public Facilities (1935-1953)

Accession 62B947, boxes 19-25

PERMANENT. TRANSFER TO NARA IN FY 2005.

Boxes 19 through 24 contain records relating to the DeRidder Sewage and Water Project in Louisiana, while box 25 contains records relating to projects in Arizona, Florida, and Virginia.

According to the newspaper clippings in the files, the original construction of the DeRidder Project was faulty, the project mismanaged, city officials dishonest, and local tax payers dissatisfied. Most of the files contain correspondence (of the Regional Attorney and Regional Engineer), reports, and investigations involving wages, insurance, and construction. Other files include drawings, plans, contracts, public documents about the issuing of bonds, and agreements regarding sales and exchanges of property. The SF 135 lists bond transcripts, but there were no transcripts of public meetings in the boxes.

According to Reference Archivist Bill Creech, there has been researcher interest in financial records relating to such projects and agreements between the Federal government, State governments, and property owners. While some of the individual files do not relate directly to this issue, many of the files might contain information about specific property; therefore, I recommend that these records be scheduled as permanent. As the records in Accession 62B947, boxes 19 - 25, cover the same time period as Accession 62A947, boxes 1 - 18, I recommend that they be transferred together in 2005 after GSA's financial obligation has expired.

Farm Credit Administration and War Assets Administration records relating to the disposal of surplus property (ca. 1945-1950)

Item 4, Administrative Correspondence and Other Records of the Comptroller and the Deputy Director of Surplus Property Disposal

Accession 54C448, boxes 27-28

Box 27 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE The box contains convenience copies of the *Federal Register*, cover sheets regarding proposed forms, aggregate monthly, statistical summaries about the appraised value and selling amount of properties (they do not include any information about specific properties), and general correspondence of the Comptroller about administrative topics. None of these series relate to policies of the Farm Credit Administration and the War Assets Administration nor do they contain informational value.

Box 28 TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE. The correspondence files and the "Inquiries files" are letters to and replies from the Deputy Director of Surplus Property Disposal. Their contents is routine and administrative For example, a member of the public writes in about wanting to buy some land and the reply encloses a pamphlet entitled "Sale of Agricultural and Forest Land " In most of the replies the Director refers all inquires to the local directors. There is an "itineraries file" which is facilitative information about regional visits by the Director (date, hotels, etc.). The "leases files" are letters from the Director about jurisdiction of land sales. The "legal files" are copies from the Associate Solicitor to the Deputy Administrator commenting on regulations in regard to specific cases. There are no final determinations or documents about the final determinations.

Item 5, Regulations, Operations Manuals, Press Releases, and Publications Relating to Disposal of Property.

Accession 54C448, boxes 29-33

Box 29 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The "Legislation Files" includes drafts of proposed legislation and opinions on legislation and is temporary. The "personnel files" are office copies of personnel actions and can destroyed during archival processing. The maps labeled "real property area boundaries" served to designate which areas of the country were under the jurisdictions of which district office. These might help researchers to locate which region within NARA (or GSA) might have records relating to specific sites. These are permanent. The correspondence relates to the organization and operations of the FCA and WAA and is scheduled as permanent.

Box 30 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE The box contains correspondence of the Director of Surplus Property Division (about litigation and

the selling of federal land), press releases of the FCA and the WAA concerning the selling of agricultural and forest land of the U.S Government. As some of this "agricultural land" was used as military training sites and munitions plants, they warrant continuing preservation by NARA.

Box 31 PERMANENT (Part). TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The box includes WAA and Reconstruction Finance Corporation publications such as *Synthetic Rubber Plants and Facilities* and *Surplus Construction Machinery*. While the publications relating to the dates of sale of construction machinery are not of archival value, many of the publications would be highly valuable to researchers. One entitled *Government Owned Industrial Plants* lists the plants location and what was produced on the site (ammonia, explosives, etc). Approximately half the box consists of regulations of the Farm Credit Administration including their Manual of Policy and Operations, comments on proposed legislation, and correspondence regarding interpretations of legislation. There is also an index to regulations relating to surplus property disposal. The publications, the policy manual, and the index to regulations warrant continuing preservation by NARA. The comments and correspondence can be destroyed during archival processing

Box 32 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. These are copies of regulations concerning the disposal of property (primarily land, but buildings also).

Box 33 PERMANENT. TRANSFER TO NARA UPON APPROVAL OF SCHEDULE. The records include the regulations and operation manuals of the WAA and a copy of the Surplus Property Act and Amendments. These warrant continuing preservation by NARA

Item 6, Office of the GSA Comptroller, Budget Office, Operations Control Branch and Program Estimates and Analysis Branches Files (ca. 1950's).

Accession 62A858, Boxes 1, 3, 5, 7, 12, 16, 18, 20, and 84.

TEMPORARY. DESTROY UPON APPROVAL OF SCHEDULE.

Correspondence, memoranda, budget estimates, revisions of estimates, prospectuses, statements of receipts, reports, and other records relating to such issues as staffing expenditures, property management, office supplies, forecasts of functions of GSA units, operational expenses, forecasts of pay increases, low level personnel delegations of authority, printing and duplication of accounting manuals, use of government vehicles, flood damage in government buildings, and cash awards.

These files consist primarily of correspondence of the Comptroller and a wide variety of reference and administrative materials used to prepare the budget for the General Services Administration. The subject matter is routine and has little or no research value.