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ADDENDUM TO THE GATEWAY NATIONAL RECREATION AREA COLLECTION MANAGEMENT PLAN:

ARCHIVAL AND MANUSCRIPT COLLECTIONS

1996



NORTHEAST
MUSEUM SERVICES CENTER

Addendum to the Gateway National Recreation Area Collection Management Plan:

Archival and Manuscript Collections

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1996

APPROVAL PAGE

APPENDUM TO THE GATEWAY NATIONAL RECREATION AREA
COLLECTION MANAGEMENT PLAN:

ARCHIVAL AND MANUSCRIPT COLLECTIONS

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INTRODUCTION

PURPOSE OF THE COLLECTION MANAGEMENT PLAN

The purpose of this Archival Collection Management Plan is to provide guidance to Gateway National Recreation Area (GATE) in the management of their archival and manuscript collections. The purpose of a Collection Management Plan (CMP) is to provide "short-term and long-term guidance to park and center staffs in the management and care of museum objects and archival and manuscript collections."[1] Each site-specific CMP describes the current status of various aspects of the park's collection management program including, but not limited to, museum records, exhibits, storage, security and fire protection, archival and manuscript collections, use and access, and housekeeping. The CMP also provides recommendations for improvement in each area. In 1981 staff from the National Park Service's Curatorial Services Division made a site visit to Gateway National Recreation Area to gather data to write a Collection Management Plan for the park. The CMP, which was delivered to the park in 1986, covers the areas described above excepting the archival and manuscript materials. Consequently, in the fall of 1995, the park submitted to the Northeast Museum Services Center Steering Committee a project proposal requesting FY 1996 Museum Collection Preservation and Protection funds to have a CMP written for the archival materials at the park.

During August 26-29, 1996, Diane Godwin (archivist) and Elizabeth Banks (curator), both of the Northeast Museum Services Center, conducted a survey of GATE's documentary materials and wrote this document, "Collection Management Plan for the Archival and Manuscript Collections at Gateway National Recreation Area." The archival CMP is intended to be a supplement to the general Collection Management Plan written by Curatorial Services Division staff. Because of the age of the current CMP, it is quite possible that GATE will request a new plan be written to address current collection related issues. If a new CMP is written, this report should inserted as the archival chapter.

As stated in the project task directive, the purpose of the project was to provide the park "...with a tool for putting in priority order the needs of GATE's archival and manuscript collections." The survey is intended to be the preliminary phase for planning a multi-year project to process the park's museum archival and manuscript collections. Prior to the survey, park and center staff identified the following major issues and/or needs which should be addressed in the CMP:

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[1]NPS-28, *Cultural Resource Management Guideline, Release No. 4* (September 1994).

- identify all of the park's documentary records, specifically those relating to the development and operations of GATE

- define the scope and significance of the park's archival and manuscript collections

- develop a program for managing the park's pre-NPS and non-NPS archival and manuscript materials, including organizing the materials according to standard archival practices

- develop procedures for managing GATE's records by 1)accessioning them into GATE's museum collection, 2)disposing of them according to the records disposition schedule outlined in NPS-19, or 3)sending the records to the National Archives and Records Administration

- establish a system for accessing GATE's archival collections, including creating use copies of highly used archival materials

- identify appropriate storage for GATE's archival and manuscript collections

- assign personnel to the management of GATE's archival materials

NPS DEFINITIONS OF ARCHIVAL MATERIALS

Before discussing the specifics of the archival collections at Gateway National Recreation Area it is useful to review the general archival definitions used by the National Park Service. Documentary records at all National Park Service sites provide indispensable historic evidence of the historic persons and/or events which made the sites famous. In addition, the records document management of the sites by the federal government and by any preservation organization which administered the sites prior to the National Park Service. Documentary materials are divided into two broad categories: Museum Archival and Manuscript Collections (non-official records) and Official NPS Records which comprise the official record of the National Park Service and which are managed according to NPS-19, *Record Management Guideline*. Museum Archival and Manuscript Collections are considered non-official and consequently are included in a park's museum collection and are managed according to the National Park Service's *Museum Handbook*, including accessioning, processing, rehousing, describing, cataloging, and provided access for research. The categories into which documentary materials are divided are provided below, along with definitions outlined in NPS-28, *Cultural Resource Management Guideline, Release No. 4*, September 1994:

I. Museum Archival and Manuscript Collections (non-official records)

Defined as ". . . all types of documentary records that contribute substantially to the understanding, interpretation, and management of other park resources (cultural and natural) as well as being important resources in their own right."[2] *Divided into the following categories:*

A. Personal Papers

Defined as ". . . the records that have been created or accumulated by an individual or a family. Personal papers that are associated with the history of a park (e.g., with a park's founders, formative staff, or eminent associated individuals) may be acquired for the museum collection."[3]

B. Organizational Archives (acquired archives)

Defined as ". . . organic collections created by an organization as a routine part of doing business, such as correspondence and fiscal and personnel records. A park may acquire organizational records that are related to or associated with its mission or history before its establishment (e.g., the Edison Archives at Edison National Historic Site)."[4]

C. Assembled Manuscript Collections

Defined as ". . . artificial collections of documents such as manuscripts that have been accumulated by a collector, usually from a variety of sources. Documents in these collection usually are on a single topic, in a single format, or related to a single individual."[5]

D. Resource Management Records

Defined as documentation ". . . made or acquired by a park to record information on cultural and natural resources. Resource management records are the documentary products of archeological surveys and excavations, natural resource surveys, historic structure and cultural landscape research, scientific projects, and various natural and cultural resource maintenance projects. These records document park resources and serve as information bases for their continuing management. Resource management records include but are not limited to artifact and specimen inventories; computer disks, tapes, and other electronic media; drawings; field notes; films; laboratory reports; maps; manuscripts; oral histories; printouts of computerized data; photographic negatives, prints, and slides; reports; and audio and video tapes.

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[2]Ibid., 146.
[3]Ibid, 147.
[4]Ibid, 147.
[5]Ibid.

"Resource management records may or may not be directly related to museum objects (artifacts or specimens). For example, an object obtained from an archeological excavation relates directly to the records of the excavation. If associated with other museum objects, these documents are also known as 'associated records' [defined as materials] that are essential for the control and use of related museum objects. They include all documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are (or subsequently may be) designated as part of a park's museum collection. Examples include but are not limited to analytical study data; artifact or specimen inventories; computer documentation and data; conservation treatment records; daily journals; drawings; field notes; manuscripts; maps; photographic negatives, prints, and slides; and reports generated by archeological and scientific investigations. All associated records must be managed as part of the museum collection."[6]

E. Sub-Official Records

Defined as ". . . those files of copies or duplicate documents (e.g., carbon copies, copies of internal policies and procedures, desk files, reports, or subject files of individuals or offices) that are useful for reference, administrative histories, interpretation, research, and their informational purposes."[7]

II. Official NPS Records

Defined as "[r]ecords created for purposes other than reference or exhibition . . . . After official records are judged non-current, they must be disposed of in accordance with the records schedule provided in NPS-19, Records Management Guideline."[8] *Divided into the following categories:*

A. Inactive Records

Transferred to the appropriate Federal Records Center of the National Archives and Records Administration (see NPS-19, Records Management Guideline)

B. Active Records

Managed by the National Park Service (see NPS-19, Records Management Guideline) (NOTE: includes museum records.)

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[6]Ibid., 147, 149.
[7]Ibid, 149.
[8]Ibid.

III. Library

Defined as ". . . books and serials that are not rare or other published reference materials that are housed at the park, center, and office libraries . . . ." Library materials "are managed according to Special Directive 94-1, National Park Service Library Program, and NPS-84, Library Management Guideline, and not as part of the museum collection. Books and other library materials used in exhibits or as furnishings in historic structures, retained for their physical properties or their associative value, or considered rare are always managed as part of the museum collection. These materials may be cross-referenced to other research resources including museum archive and library finding aids (indices and card catalogs)."[9]

Documentary materials at all NPS sites fall into the categories described above; however, it is often helpful to approach a site's archival collections chronologically. Most sites' archival collections which are accessioned into the museum collection typically fall into three categories:

I. Pre-NPS Records -- *materials created prior to the inclusion of the site in the National Park Service system. Consequently, these materials were usually produced by the historic figure(s) after whom the site was established, and/or as a result of the historic events which imparted significance to the site, and/or in relation to the natural phenomenon due to which the site warranted inclusion in the NPS system. These records usually fall into three categories: personal papers, the organizational records of the institution which managed the site prior to the National Park Service, and assembled collections of items connected, usually, by theme.*

II. NPS Records -- *documents produced by the National Park Service in the course of managing the site.*

III. Non-NPS Records -- *records produced 1)after the establishment of the National Park Service site and 2)by an organization and/or person not affiliated with the NPS.*

The archival collections at Gateway National Recreation Area are described in a survey appended to this report (*see* Appendix A). The collections are described in three sections, following the chronological categories listed above.

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[9]Ibid., 150.

ACKNOWLEDGEMENTS

The Collection Management Plan team would like to thank Gateway National Recreation Area staff whose cooperation and assistance were invaluable in the completion of this document. In particular, the CMP team worked with staff of the Interpretation and Visitor Services divisions; the Administrative Division; the Maintenance Division; the Cultural Resources Management Division; and the Superintendent's office. The CMP team would like especially to thank staff at the Sandy Hook unit for their assistance in referencing the park's collections.

PART I. SCOPE OF THE COLLECTION

Gateway National Recreation Area is a large park with an organizational chart which is fittingly long (*see* Appendix B). The site was established in 1972 to preserve some of the last remaining open space around New York Harbor. Beyond the typical park structure of having Administration, Maintenance, Cultural and Natural Resources Management, and Interpretation divisions, GATE also has a Planning and Professional Services Division as well as protection provided by U.S. Park Police under the National Capital Region. Moreover, there are three units under the General Superintendent: Jamaica Bay/Breezy Point, Staten Island, and Sandy Hook. Each of these units has its own set of administrative, interpretation, maintenance staff. Documentary materials are spread across the park, practically in every office and in a few basements and attics too.

Documentary materials are valuable resources in the continuing management of National Park Sites. A report and survey such as this one are vital to documenting those records and therefore using them efficiently. A critical point about such lists is made in a park report on flora:

> "Besides listing what we do know about Gateway's flora, this list also serves to identify gaps in our knowledge and hopefully, can guide future survey and collecting efforts."[10]

The same is true of all natural and cultural resource management records. This report and the appended survey are the first step in documenting and gaining an understanding of critical resource management files, reports, maps, photographs, etc. that are stored throughout the park. Some of these records may be known to only a few park staff and not accessible to other staff and researchers. Some park records may be in need of preservation storage to slow their deterioration. Management of park natural and cultural resource management records is critical to current and future park operations. Pre-park records and NPS records document a continuum of history for areas now part of the park. Many significant records that are stored throughout park buildings document the development and history of the park. Park staff have actively saved these records. However, much of this material is currently not easily accessible to park staff in their ongoing management of park cultural and natural resources. Recognition of these park records as cultural resources in their own right is necessary to ensure that they are accessible for use. Research access to archival materials is dependent on knowledge of

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[10]U.S. Department of the Interior, National Park Service, Gateway National Recreation Area, Division of Natural Resources and Compliance. *Flora of Gateway National Recreation Area* (1991), 3.

their existence and continuous management of them as a significant park resource.

Records at GATE also provide insight into past events and persons who occupied the land now under the stewardship of Gateway National Recreation Area. In several cases, GATE now occupies land used by other government institutions, as in the Army at Fort Hancock (Sandy Hook Unit), Fort Tilden, Miller Field, and Fort Wadsworth (Stanten Island Unit) and the Navy at Fort Wadsworth. The historic documents, pamphlets, photographs, maps, plans, drawings, and various other items shed light on the years preceding the establishment of Gateway National Recreation Area.

Documentary materials at Gateway National Recreation Area fall into the three categories discussed in the introduction: I. Pre-NPS Records, II. NPS Records, and III. Non-NPS Records. The following outline summarizes the various categories. Appendix A describes each group.

I. Pre-NPS Records

•created prior to the park becoming part of the National Park Service system
•all are non-official
•all are part of GATE's museum collection or should be accessioned into the museum collection

A. Personal Papers *(alphabetically by name of creator of papers)*
   1. Gilmour, Douglas Collection
   2. Lent, James Collection
      a. Photographs
      b. Newspapers

B. Organizational Archives *(alphabetically by name of creator of records)*
   1. Army Records
      a. Textual Files
      b. Architectural Drawings and Plans
   2. Navy Records
      a. Textual Files
      b. Architectural Drawings and Plans
   3. New Jersey State Park Records
   4. Sandy Hook Lighthouse Records
   5. United States Life Saving Service (U.S.L.S.S.) Records

C. Assembled Manuscript Collections
   1. Photographs

II. NPS Records

•created by the NPS in the course of its management of the park
•some are non-official and therefore should be accessioned into the museum collection; included in this category are resource management records which document research and field investigation required to manage the park's cultural and natural resources
•some are official and therefore should be managed according to NPS-19, Record Management Guideline
•some have already been sent to the National Archives and Records Administration

A. Materials relating to Gateway National Recreation Area as a whole
    1. Park Central File, C1970s or 1980s-present
    2. Architectural Drawings and Plans
    3. Office of the General Superintendent
        a. Park Manager (General Superintendent)
        b. Deputy General Superintendent
        c. Support Staff
            (1) Equal Employment
            (2) Public Affairs

B. Program Resources
    1. Administration Directorate
        a. Personnel Management Division
        b. Information Management Division
        c. Budget and Program Division
        d. Housing
        e. Contracting and Property Management Division
            (1) Office Services
            (2) Contracting and Purchasing
            (3) Property Management
    2. Business Management Services Directorate
        a. Business Management Manager
        b. Concessions Management Division
    3. Cultural and Natural Resources Management Directorate
        a. Cultural/Natural Resource Management
        b. Architect
        c. Natural Resources Division
        d. Cultural Resources Division

4. Interpretation, Recreation and Community Outreach Directorate
    a. Supervisory Park Ranger
    b. Interpretation and Recreation Division
    c. Community Outreach Division
5. Planning and Professional Services Directorate
    a. Supervisory Park Ranger
    b. Engineering Division
    c. Safety, Health and Ranger Services Division
    d. Planning Division
    e. Information Services

C. Park Operations
1. Staten Island
    a. Central Files
    b. Superintendent
    c. Engineering
    d. Administrative Division
    e. Visitor Services and Resources Management Division
        (1) Assistant Superintendent
        (2) Miller Field Site
        (3) Great Kills Site
        (4) Environmental Education Center
    f. Maintenance Division
        (1) Facility Manager
        (2) Roads and Grounds
        (3) Buildings and Utilities
            (a) Buildings Operations
            (b) Historic Preservation
            (c) Utility Operations
                - Water Treatment Plant
                - Sewage Treatment Plant
    g. Fort Wadsworth Site
        (1) Supervisory Park Ranger
        (2) Interpretation and Visitor Services Branch
        (3) Maintenance
        (4) Historic Preservation Branch
    h. South-Midland Beach Site
        (1) Supervisory Park Ranger
        (2) Maintenance
2. Sandy Hook
    a. Superintendent
    b. Administrative Division

c. Visitor Protection and Resources Management Division
    (1) Assistant Superintendent
    (2) Mobile/Foot Patrol
    (3) Horse Mounted Patrol
    (4) Marine Patrol
    (5) Communications Dispatch
    (6) Natural Resources Management Branch
    (7) Safety and Fire Services Branch
    (8) Lifeguard Operations
    (9) Fee Collection
d. Interpretation and Visitor Services Division
    (1) Historian's Files
    (2) Chief of Interpretation's Records
    (3) Library
    (4) Oral Histories
    (5) Photographs (Contemporary Collection)
e. Maintenance Division
f. Archeological Field Notes

3. Breezy Point/Jamaica Bay
    a. Superintendents' Files
    b. Administrative Division
    c. Park Operations
        (1) Assistant Superintendent
        (2) Fort Tilden Site
        (3) Riis Park Site
        (4) Floyd Bennett Field Site (at Ryan Center)
        (5) North Shore Site
        (6) Ecology Village Site
    d. Wildlife Refuge
        (1) Assistant Superintendent
        (2) Resources Management
        (3) Interpretation and Visitor Services
        (4) Maintenance

e. Maintenance Division
    (1) Maintenance Management Office
    (2) Buildings and Utilities -- Historic Preservation Branch
    (3) Auto Shop Branch
    (4) Wildlife Refuge District
    (5) Sewage Treatment Plant
    (6) Grounds and Facilities
        (a) Breezy Point District
        (b) Jamaica Bay District
        (c) Custodian Maintenance
        (d) Paint Shop

III. Non-NPS Records

•created by organizations or individuals outside of the NPS but since the park became part of the National Park Service system
•although some of these records are not owned by the National Park Service, the park may wish to pursue acquiring these materials

A. Friends' Groups
B. Sandy Hook Veterans Association

PART II. CURRENT STATUS

SCOPE OF COLLECTION STATEMENT

According to the CMP, the existing SOCS was approved on 28 February 1986; however, there is a more recent draft (*see* Appendix C). The current draft mentions archival materials in one paragraph under the category "History":

> 4. Archival Material: Includes maps, drawings, photographs, letters, official documents and correspondence relating to the historic activities of the park. May also include depictions of events from other locations that are identical to activities that occurred at the park (e.g. photos of surf boat drill) if needed for research or exhibit purposes.[11]

It is preferable that the SOCS be updated to include the categories of records identified during the survey. Rather than generally listing the types of documents included, the SOCS should outline the collections represented. The list should clearly identify the creator of each collection, as in the outline provided above.

In addition to listing materials in the collection, the SOCS should describe potential collecting categories. One such group is the records relating to the lighthouse. According to park staff, the Sandy Hook lighthouse has never officially been transferred to the National Park Service. Apparently the Coast Guard signed the appropriate papers but the NPS never has, and now the building has several HazMat issues. Staff is interested in the lighthouse because it is an important component of the history of Sandy Hook. The Sandy Hook lighthouse provides some of the earliest evidence of lighthouse development and renders insights into the defense of the New York harbor. Documents relating to the lighthouse would assist park staff in the continuing management of perhaps the most important cultural landmark on the peninsula as well as serving as tools for historical research. Some archival materials relating to the lighthouse are in the custody of the National Archives.[12] If the park intends to accumulate lighthouse records, a relationship should be developed with the National Archives in order to come to an agreement on which records should be housed where. At a minimum, Gateway NRA should see if copies of the more pertinent files be available on site.

Another possible source of documents is the Army Historical Research Center in Carlisle, Pennsylvania. At the least, GATE staff should develop a strong relationship with the center. Park staff have conducted some research there already. In addition, the Coast Guard

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[11]U.S. Department of the Interior, National Park Service, Gateway National Recreation Area, "Scope of Collection Statement."

[12]The park historian has conducted some research at the National Archives and has found their records on the lighthouse to be "sketchy." He has made copies of some items; they are kept in his office.

Engineering in Providence, Rhode Island, has several filing cabinets and copies of blueprints which are applicable to Sandy Hook; the park historian plans a research trip there. The National Archives holds some Gateway NRA related files as well. A selected list of documents at the National Archives in New York is provided in Appendix D. The list was obtained during preparation of the 1995 "Cultural Resources Report for Fort Wadsworth, Staten Island, New York" prepared by New England System Support Office Staff and consequently does not list all files relating to GATE. Once staff have a handle on archival materials on site, a strong relationship should be developed with the National Archives so the park can at least provide researchers with a list of materials available in New York. In particular, staff should research what has happened to the files of the Army and Navy, the former residents of the land which GATE occupies.

GATE should also consider obtaining the files of the park's various friends groups, such as the Friends of Gateway, the Middletown Campers, and various volunteer (VIP) groups, and groups which care for air craft (Historic Airplane Restoration Project or HARP). In particular, investigate if the various groups will donate their records if they ever disperse. Recently GATE obtained the files of the Sandy Hook Veterans' Historical Society when the group dissolved.

Another important role of a park's SOCS is to outline a use and access policy. While GATE's SOCS briefly discusses potential uses of collections, research in the archives is not explicitly described. The SOCS should contain detailed language regarding the park's policy on use, including hours staff will be available to assist researchers, rules of research, restrictions, and so on. The park's general CMP discusses use and access and includes an example of a policy. Most parks in the Northeast Field Area have such policies; GATE could obtain copies to use as models.

DOCUMENTATION

As the survey in Appendix A demonstrates, there are almost three million identified documentary items at Gateway National Recreation Area. Many of those materials have not been accessioned into the museum collection. However, many of those unaccessioned materials should not be managed as part of the park's museum and archives. Nonetheless, GATE does need to recognize that there is such a volume of information in the park and that staff will need to deal with it. The appended survey can be a starting point for making decisions on what should be accessioned. The first step should be to review the appendix; make corrections, additions, and deletions as appropriate; create a comprehensive list of items which have been accessioned and identify which remain to be cataloged; develop a list of materials to be accessioned and to be considered for accessioning; and devise a plan for dealing with the unaccessioned items. It is possible that museum staff will not need to deal with many of the thousands of files around the park; many of those files could be managed as part of the park's record management program. Staff should recognize, as well, that there may be other files which were not included in the survey.

Because management has never committed sufficient staff to managing the park's archival materials, accountability and accessibility are at a level that is less than desirable. Damage has been caused to many items because of constant unregulated handling. Good work has been accomplished over the years, and basic accountability of many pre-NPS materials has been established. In the future, staff trained in archival management should be assigned duty to improving the documentation of GATE's archives. Even six months of dedicated duty would go a long way towards bringing the management of GATE's archives to professional standards.

Pre-NPS and Non-NPS Archival Material

Those items which have traditionally been thought of as museum items have been managed as part of GATE's museum program for many years. All are accessioned. Most have been cataloged into the Automated National Catalog System as individual items rather than in groups of records which are connected by their common provenance (*see* Appendix E for a selected list of cataloged items). There are few collection-level catalog cards and no finding aids which describe the park's archival materials in a standard archival manner. It is difficult, consequently, to identify connections between documents. Cataloging archival items individually increases their accountability from the standpoint that there is one catalog card to match each item; however, standard archival processing and cataloging does not require individual attention because of the amount of time required to handle archives in that manner. Moreover, cataloging individually prevents efficient recognition of record groups. For example, at the Sandy Hook Unit there are many items relating to the day-to-day lives of residents at Fort Hancock during the fort's heyday. It is difficult to view the documents as a group and to see the connections from one item to another without some kind of collection-

level description. The item-level cataloging that has already been completed can form the basis for the development of finding aids and, potentially, collection-level catalog records. A finding aid typically has the following sections:

- *Introduction:* to detail the provenance of the collection and to provide a brief history of how the collection has been managed
- *Restrictions:* to delineate for non-NPS and NPS researchers what restrictions are placed on use of the collection, including copyright
- *Collection Description:* to describe the scope and content of the collection, including the name of the person(s) or institution which created the collection, how the documents are organized, what subjects are included, what kinds of documents are in the collection, what catalog number(s) are assigned, and so on
- *Series Descriptions:* to outline how the collection is organized into series (logical groupings of records based on subject, origin, and/or arranged [such as alphabetically or chronologically] and to describe briefly the content and arrangement of each series
- *Historical Note:* to provide context for the documents by relating a brief history of the person(s) or institution which created the collection by producing the documents, receiving them from other sources, and/or collection
- *Collection Listing:* to list the contents of the collection; typically only the box and folder titles are included although in some cases collections are described at the item-level
- *Bibliography:* to document the sources used in writing the finding aid
- *Appendices:* to provide more detailed access through a variety of indices customized for each collection

In addition to finding aids, a general guide to all of an institution's archival materials allows for more efficient understanding of the breadth and quantity of the materials. A guide documents the collections, improves access, and provides for planning for the management of the archival materials. Typically the following sections are included:

- *Introduction:* to describe the archival collections as a whole, including an overall description of provenance, subject, and arrangement
- *Use and Access Policy:* to outline for non-NPS and NPS researchers what the park's procedures are for gaining access to the collection
- *Collection Descriptions:* to provide a brief synopsis for each collection (base these on each collection's description -- *see* above)
- *Bibliography:* to list a site's finding aids and other repositories with similar materials
- *Appendices:* to index the archival collections on appropriate subjects

Just as with standard size documents in boxes, oversize records and photographic materials should be kept together in respect to provenance/creator in distinct groups (set of drawers,

tubes, etc.) and not stored with size issues in mind only. An archival collection is defined by who created it, and the collection is created by a person or organization producing, receiving, or collecting documents. Typically an archival collection is cataloged as a lot and the individual items are not usually assigned their own catalog numbers. At GATE, most items have received their own catalog numbers; however, this system does not have to be completely changed. While maintaining the individual catalog records, intellectually group items based on who created the collections, or, failing provenance, by type of documents. For example, all materials produced by Fort Hancock should be grouped under the heading "Fort Hancock Records" and materials donated by a particular person could be named after the donor, as in the "John Doe Papers." For the truly eclectic ephemeral collections which are lacking provenance, a more generic title can be used, such as "Fort Hancock Newspaper Clipping Collection" or "Gateway Ordnance Manual Collection." Using the information in the "Scope" section of this report as a starting point, staff should develop an outline of all archival collections at the park. Once GATE changes to the NPS's new computerized catalog system, one catalog number can be applied to each group, even when each item within a group may have been assigned its own catalog number. In the meantime, it is sufficient to develop an outline of titles for all archival collections at GATE. Groups of materials on which to particularly focus are the records of organizations which administered historic resources now managed by the park -- the Army, Navy, U.S. Life Saving Service, Coast Guard, and so on. The approach described here will fix the order/organization of these materials and prevent reshuffling of the records during research use.

NPS Records

There is not a clear, implemented policy regarding acquisition of NPS-generated files. Staff face the dilemma of identifying which files are "historic" and therefore should go to archives. Though the park has a written standard operating procedure (*see* Appendix F), it is apparent that park staff are in need of training in how to abide by the rules. In particular, when new projects are completed, there is a less than regulated procedure for accessioning records into the museum collection. Crucial to simplifying and clarifying the process is assigning responsibility for the park's archival materials to one person, who of course could delegate particular aspects of that responsibility in order to alleviate the work load.

Staff in the Cultural and Natural Resources Management Directorate are developing an information system so all appropriate staff can receive copies of reports when then come into the park's possession. This will be of particular concern in the near future as at least fifteen projects will be started at Gateway NRA within the year. One idea discussed is to set aside a "War Room" where materials could be centrally stored. The best solution is to have a secure, well staffed park library and archives should take on the "War Room" function.

The general assumption stated by most park staff during the CMP visit was that official copies of all NPS records are located in the park Central File in Headquarters (in Brooklyn). While that may be true, the assumption that official copies exist in the Central File liberates park staff

to dispose of shadow files, an act which may, as is hoped, be harmless, but which might destroy the only copy of particular files.

Of particular concern is what happens to files when staff retire or resign from GATE. Staff should set up a procedure for reviewing a staff member's files before he or she leaves the park. In certain key resource management positions, such as the historian and chief of interpretation positions at Sandy Hook, there has been relatively little turn over. When those employees leave there will be a substantial amount of files that should be reviewed and considered for inclusion in the museum collection.

Oral History Collection

GATE has a significant collection of oral histories at Sandy Hook and Floyd Bennett Field, though there is not an official program for collecting and managing interviews. There are over one-hundred video and audio tapes in at least two locations at Sandy Hook. There is a listing created by the park staff. Interviews were conducted from 1974 through 1989 and the park historian and museum technician conducted some of the interviews. According to park curatorial staff, very few tapes have been transcribed. Also, the need for release forms should be reviewed. If each interviewee did not sign a release form to grant permission for use of the recording and transcript, release forms should be prepared for each interview and signatures sought. If the interviewee has died, a descendant may sign the form. Otherwise, these materials cannot be made available to staff and other researchers for reference or publication use.

A wide range of people have been interviewed, representing a variety of relationships to Sandy Hook and Miller Field. Most of the interviews relate to Sandy Hook. Interviews were conducted with park staff preserving historic structures and former park staff (1974-1989). Former CCC camp staff describe activities from 1935-1939. Veterans of Fort Hancock document the area 1906-1960s. Former Coast Guard staff, lifeguards, U.S. Life Saving Station staff, lighthouse staff and a telegraph operator describe area activities 1910-1962. Area residents and a fisherman recall events 1908-1930s. These audio and video tapes need to be transcribed to assure the preservation of the information gathered during these interviews. These materials and corresponding transcriptions should be accessioned and cataloged into the museum collection. Then the transcription can be made available for research use (if release form is on file).

Library

Library materials are not typically accessioned into a park's museum collection. Nonetheless, GATE's libraries could serve some of the functions described above relating to management of records and the establishment of a clearing house for reports, drawings, and other records. At Sandy Hook there is a relatively well used library in building 102. Most of the items in the library deal with Sandy Hook. In addition, copies of records addressing park-wide concerns

are sent by park staff to the library, though not on a regular schedule. The library has an incomplete collection of Historic Structures Reports and reports from the Interpretive and Natural Resources Management divisions. The library check out policy is not followed by all GATE staff. There has never been any reconciliation of library materials throughout the park. The NPS does officially use the program Pro-Cite to catalog library materials; however, perhaps the database being considered for architectural drawings (*see* below) could further the effort of creating a comprehensive list of all library materials in the park. Currently there is no full time staff available to work in the library. A retired librarian has volunteered to manage the library. Park staff would like to define a working resource which is well protected but usable. It is envisioned that the library could include reports and books as well as copies of blueprints and other archival documents.

Architectural Drawings

One of the largest and most important collections of records at GATE are the thousands of architectural drawings, plans, maps, and aerial photo prints. These cartographic materials come from a variety of sources, are stored in many offices in every unit of the park, and are used heavily by NPS staff. Park staff have expressed the need for having all plans and drawings stored in one location for ease of reference. For example, there are materials at Sandy Hook and at Fort Wadsworth, but they need to be reconciled with each other. One possibility suggested was that each unit could have working copies but that the archival copies be stored separately. Currently there is not good control over GATE's drawings and plans. There is not sufficient accountability for what GATE has, there is no tracking system in place to document use of the collection. In addition, items are added to the various collections without any documentation. For example, in the past items from Fort Wadsworth ended up with the items at building 272 rather frequently, though the FOWA materials are pre-NPS and relate directly to FOWA and the materials in building 272 are NPS generated and deal with the park as a whole or with Floyd Bennett Field specifically.

A full-time technician is needed to organize the park's architectural drawings and plans collection. The current management is carried out by architects and other staff who use the drawings for reference; it is not time efficient for them to use and care for the collection.

The park is considering setting up a system of mylar reproducibles or some other media. The Denver Service Center has about 10,000 plans and drawings relating to GATE and is making corresponding aperture cards. GATE intends to purchase an appropriate machine in order to make copies from the cards. There are many copies. At building 272, however, there is an oversize photocopy machine which has worked well for the more stable documents. Because of the oversize photocopy machine, there are many copies of drawings floating around staff offices at building 272. Periodically staff review the extra copies and dispose of those that are superfluous; however, all items identified to be thrown out must first be reviewed by three staff members.

The drawings, plans, maps, and aerial photographs are from a variety of sources, including the NPS as it pursues new projects. There are many that were produced by the Navy, Army, and other institutions. In addition, the drawings are stored in three main areas at GATE: in building 210 at Fort Wadsworth, with maintenance at Sandy Hook, and in building 47 at Sandy Hook. Most of the items at building 210 are used on a daily basis. In building 210 there is also a collection of large negatives of aerial photo prints; however, staff do not have the facility for printing positives. There are some positive aerial photographs as well; these are stored in hanging vertical files. There is an index card file at building 210. The items in building 108 were surveyed during the 1995 Cultural Resources Study (*see* excerpt in Appendix G). Most of those items were left on site when Fort Wadsworth was vacated. The items in building 47 were cataloged during two different backlog cataloging projects, one during 1988 and one in 1993. Most, if not all, are cataloged; however, when the first team filled out the cards, they left the first description line blank. The second team used the field to enter a subject heading from a subject thesaurus developed for the project. At some point the old records should be edited to include the subject headings. During the first project many items stored with and used by maintenance were cataloged but were not moved to collection storage.

Because GATE's intention is to consolidate its offices to Fort Wadsworth (building 272 included), staff intend prior to the move to review all of the materials at building 272 to try to get a better handle on what is stored there. Staff do know that the materials primarily date from recent years; however, there are copies of 1873 base maps. Staff at building 272 do have a plans for processing the drawings. Prior to the survey staff at building 272 had outlined a plan on a flip chart; in Appendix H are transcriptions of those notes.

Park staff have discussed setting up a database to reconcile all of the drawings and plans in particular to match copies with originals and track the storage and use of the materials. Staff would be amenable to setting aside an archival copy as long as use copies are available.

Slides

As with the architectural drawings and plans, there are thousands of slides at Gateway National Recreation Area and they are stored all over the park. The biggest cache seems to be the slides at the Jamaica Bay Wildlife Refuge. Many photos document surveys. There appear to be personal slides interfiled with NPS photos. This particular collection of slides is heavily used by other agencies in publications. There has never been an effort to accession slides in all the units into the museum collection.

STORAGE

The archival and manuscript materials at Gateway National Recreation Area are stored in more than a dozen buildings across the various units of the park. The bulk of the pre-NPS and non-NPS generated records are stored in Fort Hancock Building 47 at the Sandy Hook Unit. NPS generated records are found in every office within the park. The long-term goal is to consolidate collection storage at Fort Wadsworth. Plans for storage and for the move have been discussed in a Collection Storage Plan (1991) and in the 1995 Cultural Resources Report for Fort Wadsworth. In the interim, park staff should set up a space to use as a processing area in order to prepare records for the move to Fort Wadsworth, transfer to the National Archives, or disposition.

When collections have been processed, they have been rehoused in much the same individualized way that they were cataloged (*see* above). Most items are in museum cabinet drawers or within filing cabinets. Archival collections should be housed in standard acid-free archival containers using the following general guidelines:

- *Documents* should be stored within folders placed within labeled boxes rather than laying documents in museum cabinet trays.
- *Maps, drawings, plans, and other oversize documents* should be stored in appropriately sized folders rather than within multiple undersize folders.[13] Store all oversize items in flat files or in rolled storage. Within flat files, remove the poly-vinyl chloride map drawer covers. The poly-vinyl chloride coating off-gases damaging chemicals and the drawer covers should be discarded.
- *Photographs* should be stored within photo envelopes placed within labeled boxes rather than within filing cabinets. Archival slides should be stored in the desired paper or Mylar sleeves within boxes or slide cabinets (whichever is preferred) rather than within metal sleeves within cabinets or within PVC sleeves within three-ring binders.

[13]Refer to NPS Conserv-O-Grams # 4/9 "Buffered and Unbuffered Storage Materials" and #19/9 "Caring for Blueprints and Cyanotypes" for selection of rehousing materials.

PART III. RECOMMENDATIONS

SCOPE OF COLLECTION STATEMENT

•Include Archives in the SOCS:
Ensure that the SOCS includes descriptions of all archival and manuscript materials at Gateway National Recreation Area, including NPS and non-NPS generated records. Use the language in the "Scope" section of this report as a guide.

•Include in the SOCS GATE's Policy on Use and Access of Archives:
Add language to the "Use and Access" section regarding use of the archival materials at GATE.

•Search for Lighthouse Records:
Investigate the existence of files relating to the three lighthouses at GATE and the possibility of acquiring them or at the least obtaining copies.

•Work with the National Archives:
Establish a relationship with the National Archives. Investigate what GATE related files are held there in order to provide lists of these materials to researchers.

•Search for Army and Navy Records:
Research what has happened to the files of the Army and Navy, the former residents of the land which GATE occupies.

•Consider Acquiring Friends Groups' Records:
Investigate acquiring the records of park friends groups.

DOCUMENTATION

General

•Develop a List of all Archival Materials at GATE:
Using the appended survey as a starting point, develop a list of all archival collections at Gateway National Recreation Area. Review the "Action" column and make a list of files which definitely should be accessioned and those that should be reviewed.

•Keep Files Organized by Provenance:
Keep records from the Army, Navy, and other non-NPS organizations separate and distinct from NPS generated files and stored each group separately from each other. For example,

recently acquired Fort Wadsworth plans, drawings, photographs, correspondence, reports, etc. should not be mixed in with NPS records for the same buildings, landscapes, areas, etc. The Fort Wadsworth records generated for and by the Army and Navy are a separate and distinct chapter in the history of Fort Wadsworth. Documents needed for reference use should be photocopied and labeled, keeping the original documents with the U.S. Army records for Fort Wadsworth.

•Write a Guide to GATE's Archives:
Write a guide to the archival and manuscript materials at Gateway National Recreation Area once GATE's archival collections have been identified, as described above.

•Develop a List of GATE Materials at NARA:
Create a list of all Gateway National Recreation Area records at the National Archives. Work with staff of the National Archives and Records Administration to create lists of the GATE files sent to NARA by the park and by NPS regional offices. Compare these lists to any lists in park files (SF-135 forms). Typically, file folders for A7227 Records Management include copies of SF-135 forms (box and folder lists of park records transferred to NARA); however, no such forms were observed at GATE during the CMP site visit. See Appendix D for a list of Fort Wadsworth related files stored at the National Archives.

•Catalog Archives following a Standard Format:
Prepare a standard format for completing catalog cards for archival collections or use standards developed by the Northeast Museum Services Center. This will make access to the archives easier as well as information about the park's archival collections more available to staff and other researchers.

Pre-NPS and Non-NPS Archival Material

•Be Sure Accession Records are in Order:
Ensure all pre-NPS and non-NPS generated archival materials have been accessioned into GATE's museum collection.

•Process and Catalog Pre-NPS and Non-NPS Records:
Process and catalog all pre-NPS and non-NPS generated archival collections. Processing involves 1)producing a detailed survey of a collection to document its present contents and their organization; 2)developing a processing plan by creating on paper an organizational outline of series within the collection; 3)physically sorting and arranging the collection as necessary (whenever possible, no sorting is carried out); 4)rehousing the collection into acid-free archival supplies; 5)describing the collection in a finding aid (see below); and 6)documenting the collection in a catalog card. Processing is needed to increase understanding of archival collections, document their contents, and improve research access for historical

research and current park resource management work. Processing work can be carried out using Backlog Cataloging, Museum Collection Preservation and Protection, and other funds (see the "Planning" section). Identify connections between items already cataloged individually and describe those items as collections of documents rather than as individual artifacts.

NPS Records

•Use NPS Regulations in Managing NPS Records:
Increase protection for non-current park resource management records, based on NPS-19, *Records Management Guideline*; NPS-28, *Cultural Resource Management Guideline*; and NPS-77, *Natural Resource Management*. Park resource management records should be reviewed by staff from more than one division in the park and the park curator so that critical documentation is not lost or inaccessible for research use. In the management of park records, use Appendix A and Appendix B of NPS-19, *Records Management Guidelines* together. Appendix A is the list and alphabetical index to NPS File Codes and subjects. Appendix B is the Records Retention/Disposition Schedule for these file codes. It becomes easier to assign and find file codes. Important files may be lost if filed under codes scheduled to be thrown away in a few years. Conversely, files of little long-term value may be retained if inappropriately filed under codes for permanent retention. Staff may want to develop a simplified schedule/checklist for what to do with files.

•Identify NPS Records to be Accessioned:
Identify NPS resource management records which should be accessioned into the museum collection. Refer to NPS-28, *Cultural Resource Management Guideline, Release No. 4* (September 1994). Accession appropriate NPS resource management records.

•Process and Catalog NPS Records:
Process and catalog accessioned NPS resource management records.

•Process and Catalog Drawings:
Process, catalog, and create finding aids for oversize maps, drawings and plans.

•Search for Archeological Records:
Review park Central and Divisional Files for documentation of archeological excavations. If they are not duplicate copies, these records should be cataloged with their associated archeological artifacts in the museum collection.

•Set Aside Archival Copies of Resource Management Records
Work with park staff, service centers, cooperating associations, contractors, etc. to clarify the need for transfer of project files to park curator at the completion of the project. Refer to

NPS-28 including the checklist at the end of each chapter. Inclusion of these project records in the park museum collection or transfer to the National Archives provides protection to these important documents in the history of the park. This protection of these resource management records will ensure that they are available for reference/research use when needed, and not lost. Park staff should direct copies of new natural and cultural resource management reports to the park curator. Additional copies can be put in park files by file code, in park and divisional libraries and offices.

•With Administrative Staff, Review Old Files and Dispose Accordingly:
Work with Administrative staff to review files and determine what park records to send to the regional Federal Records Center. Refer to guidance in NPS-28 and NPS-77 as well as NPS-19, Appendix B and Chapter 9.

Oral History Collection
•Prepare Release Forms:
Prepare release form for oral history interviewees or their descendants to sign. Otherwise oral history interviews and transcriptions cannot be used for research, quoted, made available in library or copies by researchers. Obtain copy of NPS guidelines on managing oral history programs from Harpers Ferry Center, another park or Northeast Museum Services Center, if park does not have a copy.

Library
•Set up a System to Manage the Library:
Set up a system for managing the park libraries. Compare the contents of the various libraries in order to track originals and copies; administer a check out system; and establish an acquisition policy. In generally, archival materials should be accessioned into the museum collection rather than the library. Use Pro-Cite to catalog library materials.

Architectural Drawings
•Store all cartographic materials in one location:
Designate one area in the park for storage of GATE's architectural drawings, plans, maps, and aerial photo prints. Each unit could have working copies but archival copies should be stored in the consolidated storage area. Consolidated storage would provide for better accountability of the items by controlling use and would also improve access by facilitating more thorough documentation of the materials.

•Assign a full-time technician to organize the park's architectural drawings and plans collection.
It is more time efficient to have a technician (probably GS-5 level) to manage the collection than to have it managed by the architects and other staff who reference the plans and drawings. This technician could also gain control over the number of copies floating around the park.

•Update the catalog cards created during the 1988 cataloging project.
Update the 1998 cards to include subject headings from the subject thesaurus developed during the 1993 cataloging project.

•Use a database to organize intellectually GATE's plans and drawings collection.
Use a database, such as the one provided in ANCS+ to create a comprehensive listing of all plans, drawings, and aerial photos.

Slides

•Accession Appropriate Slides:
Accession slides dealing with resource management. Establish a system of new slides coming to the museum collection and for making use copies. If acquired, catalog as soon as possible.

•Rehouse Slides:
Rehouse slides into archival containers.

Use and Access

•Set up a Reading Room:
Prepare a reading room for researchers to work with GATE's archival materials.

•Assign Staff to Man the Reading Room:
Ensure that a staff person is assigned responsibility for attending to researcher use of collections.

•Create Finding Aids:
Create finding aids and guides for materials at GATE and at the National Archives (*see* above under "Documentation").

•Advertise GATE's Archives:
Once GATE's materials are processed and GATE has assigned responsibility for providing reference access, advertise the collections through various sources, including the Library of Congress' NUCMC (National Union Catalog of Manuscript Collections); NIDS US (the National Inventory of Documentary Sources in the United States, a collection of finding aids published by Chadwyck-Healey); regional archives groups such as MARAC (the Mid-Atlantic Regional Archives Conference); Archives ListServe, an Internet list focusing on archival issues; the WWW (World Wide Web) on the Internet; and distribution of finding aids within the NPS and to appropriate academic and preservation institutions.

•Make Preservation Copies:
Copy fragile, torn and frequently used pre-NPS, non-NPS, and NPS generated oversize materials to reduce damage and loss of information to originals. This will create reference copies available for use by staff and other researchers. Copy oversize historic drawings, plans and maps onto archival quality materials before further damage and loss occurs. Review planned projects with park staff to determine high priority materials needed and make copies for reference use. This will ensure that originals stay in original order within each archival collection.

•Discontinue Skimming Files:
Discourage skimming files from groups of records for specific research projects or mixing in with NPS records. NPS-28 clarifies this point: "Park staff should avoid skimming records from existing file groups (and thus destroying their integrity) to create assembled collections for reference, unless it is known that the file group is to be destroyed."[14]

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[14]NPS-28, *Cultural Resource Management Guideline, Release No. 4* (September 1994), 151.

•Prepare and Use Researcher Forms:
Prepare and consistently use a researcher use/permission form (for each researcher to sign). Examples are available from other parks. Establish a log to record research use of GATE's archival collections. Include use by NPS staff.

STORAGE

•Consolidate Storage and Establish Temporary Processing Area:
Consolidate storage of GATE's documentary materials when the new storage facility is prepared at Fort Wadsworth. First, move pre-NPS and non-NPS generated archival materials and accessioned NPS resource management records into secured, climate controlled museum storage. Second, prepare an area for holding NPS records.

•Store Collections Together:
Ensure that materials are stored so that all items associated to a particular collection are physically together or are, at the least, labeled clearly in order to maintain associations among all related items.

•Store Archival Collections in Folders and Boxes on Shelves:
Keep boxes of an archival collection together on shelving and not interspersed with artifact collections. •Ensure that all archival materials are housed in standard acid-free archival containers (*see* discussion above).

•Secure Private Files:
If there are any files that which fall under the Privacy Act, ensure that they are in locked, limited access storage.

•Check for Nitrates:
Check for nitrate negatives in this collection.

•Arrange for a Conservator to Review Collection:
Arrange for evaluation of deteriorating archival and manuscript documents by a paper conservator and photograph conservator to prevent further loss, set priorities for conservation and rehousing work.

MANAGEMENT

•Establish Archivist Position:
Establish an archivist or an archives technician position to have responsibility for all of GATE's documentary materials, including the museum archival and manuscript materials as well as the records produced by the park. This assignment will allow one person to work with both park staff and associated groups to identify and plan for the management of their records. In addition, management of all materials -- both non-NPS and NPS records -- provides for the documentation of the continuum of history. Professional management by an archivist will ensure a consistent approach to management of all documentary materials, will allow for the full range of resources be available to park staff and researchers, and will ensure that the integrity of the records produced by different organizations will be maintained.

•Include Archives in the 80-1 Checklist:
Ensure that the preservation and protection needs of GATE's archival and manuscript collections are included in the park's "Checklist for Museum Storage and Exhibit Spaces" (reviewed by the Northeast Museum Services Center Steering Committee July 18-19, 1996).

•Include Archives in the CMR:
Be sure to include all archival materials in the park's Collection Management Report, including NPS-generated records which have been or are anticipated to be accessioned into the museum collection.

•Educate Staff about GATE's Archives and Train Staff in Records Management:
Inform park staff about the nature of the park's archival and manuscript collections and about the park's procedures for management of the materials. Develop an SOP for park staff on how to handle archival and manuscript materials, particularly when staff discover new caches. Prepare park-wide records management training. Park staff should contact park curator when resource management records are found. Prevent loss or lack of access to records by keeping park records stored by file code (as originally created), processing to archival standards, creation of finding aids, and improved collections storage.

•Develop a Park Wide Records Management Program:
Work with park staff to establish coordinated procedures for managing park records. Part of the procedures could be to schedule periodic reviews of non-current records to determine whether they should be accessioned into the museum collection, sent to the regional Federal Records Center of the National Archives and Records Administration, or disposed of in some other manner. As many staff as possible should review or be provided with summary sessions on NPS-28, *Cultural Resources Management Guideline, Release No. 4* (September 1994). NPS-28 provides guidance on management of manuscript and archival collections including NPS records. Discussion of significance, associations, integrity, consumptive use, and types

of archival collections are in the Introduction, Chapter 1 "Fundamental Concepts", Chapter 9 "Management of Museum Objects" (pages 145-164), and the "Checklist" at the end of each chapter. In addition, staff should review NPS-19 which provides an organizational scheme for NPS files as well as a schedule for their disposition.

•Prepare Resource Management Statements:
Prepare Resource Management Plan statements for archives management work needed to preserve records, gain intellectual and physical control of collections and make records accessible for research use. Types of projects include processing and cataloging, rehousing, consolidating storage, writing finding aids, and so on. The following are some specific suggestions:

- process archival materials at building 47 (most items have already been cataloged but need further refinement such as the development of finding aids); 1 GS-5 museum technician for 1 year

- write a guide to GATE's archival materials including a use and access policy; 1 specialist for 3 months

- organize GATE's architectural drawings, plans, maps, and aerial photographs; 2 GS-5 museum technicians for 1 year

- catalog GATE's architectural drawings, plans, maps, and aerial photographs; 4 GS-5 museum technicians for 1 year (more or less depending on what is accessioned)

- organize GATE's photographic materials (slides, prints, negatives); 2 GS-5 museum technicians for 1 year

- catalog GATE's photographic materials (slides, prints, negatives); 4 GS-5 museum technicians for 2 years (more or less, depending on what is accessioned)

- organize GATE's oral histories including setting up release forms and files; 1 GS-5 museum technician for 3 months

- catalog GATE's oral histories; 1 GS-5 museum technician for 1 month

- transcribe GATE's oral histories; 2 GS-5 museum technicians for 2 years (or use volunteers)

- develop a system for managing all NPS records at GATE; 1 specialist for 3 months

- develop a system for managing GATE's libraries; 1 specialist for 3 months

- catalog GATE's library materials; 1 GS-5 museum technician for 1 year (more or less depending on how much is uncataloged)

- develop a detailed, comprehensive plan for moving archival materials along with the rest of GATE's collection to the new storage space; 1 specialist for 2 months

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APPENDIX A:
SURVEY

Summary Count of Documentary Materials at Gateway National Recreation Area

All Records*			
Category:	**Estimated Totals:**		
I. Pre-NPS Records	approx.	652,600	items
II. NPS Records	approx.	2,322,049	items
III. Non-NPS Records	approx.	6,784	items
Total Count:	approx.	2,981,433	items

*The totals listed here are comprehensive of all documentary records observed during during the survey. Many items are not in the museum collection. In addition, many currently unaccessioned items should not be considered for acquisition into the museum.

I. Pre-NPS Materials									
	Approximate Counts by Document Type:								Estimated Total by Category
Category:	LF/Count of Files		Drawings	Photos	Index Cards	Tapes	Printed Mat.	Est. Tot. by Coll.	
A. Personal Papers									
1. Gilmour, Douglas	4.50	7,200						7,200	
2. Lent, James	2.00	3,200		12,800				16,000	
sub-total	6.50	10,400		12,800					23,200
B. Organizational Archives									
1. Army	3.00	4,800	1,000					5,800	
2. Navy	340.00	544,000	50,000					594,000	
3. New Jersey State	2.00	3,200						3,200	
4. Sandy Hook Lighthouse	1.00	1,600						1,600	
5. U.S.L.S.S.	2.00	3,200						3,200	
sub-total	348.00	556,800	51,000						607,800
C. Assembled Manuscript Collections									
1. Photographs				21,600				21,600	
sub-total				21,600					21,600
Total Count of Pre-NPS Records:	354.50	567,200	51,000	34,400					**652,600**

II. NPS Materials									
	Approximate Counts by Document Type:								Estimated Total by Category
Category:	LF/Count of Files		Drawings	Photos	Index Cards	Tapes	Printed Mat.	Est. Tot. by Coll.	
A. GATE as a Whole									
1. Park Central Files	57.00	91,200						91,200	
2. Architectural Drawings			18,000					18,000	
3. General Superintendent	184.00	294,400						294,400	
sub-total	241.00	385,600	18,000						403,600
B. Program Resources									
1. Administrative Directorate	396.00	633,600						633,600	
2. Business Mngmnt Services	32.00	51,200						51,200	
3. Cult. & Nat. Res. Mngmnt	30.02	48,032	450					48,482	
4. Interp . . .	75.00	120,000						120,000	
5. Planning . . .									
sub-total	533.02	852,832	450						853,282
C. Park Operations									
1. Staten Island	264.00	422,400						422,400	
2. Sandy Hook	176.83	282,928	705	33,600	7,200	170	22,046	346,649	
3. Breezy Point/Jamaica Bay	143.33	229,328	550	66,240				296,118	
sub-total	584.16	934,656	1,255	99,840	7,200	170	22,046		1,065,167
Total Count of NPS Records:	1,358.18	2,173,088	19,705	99,840	7,200	170	22,046		**2,322,049**

III. Non-NPS Materials									
	Approximate Counts by Document Type:								Estimated Total by Category
Category:	LF/Count of Files		Drawings	Photos	Index Cards	Tapes	Printed Mat.	Est. Tot. by Coll.	
A. Friends' Groups									-
B. Sandy Hook Vet. Hist. Soc.	4.24	6,784							6,784
Total Count of Non-NPS Records:	4.24	6,784							6,784

Index to Collections

I. Pre-NPS Records

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(alphabetically by name of creator of papers)
1. Gilmour, Douglas Collection 42
2. Lent, James Collection 43
a. Photographs 44
b. Newspapers 45

B. Organizational Archives 46
(alphabetically by name of creator of records)
1. Army Records 46
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1. Gilmour, Douglas Collection, C1930s-C1950s (table 1 of 1)
Contact(s): Felice Ciccione
Location(s): Fort Wadsworth

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Three boxes of airplane memorabilia and ephemera collected by Mr. Gilmour who was the father of a former GATE employee. Mix of materials relating to aviation. include scrapbooks, newspaper clippings, notebooks, pamphlets, and plans from which he made various types of planes. There are a few artifacts included. *Amount:* Estimated 4.5 linear feet (approx. 7,200 items). *Finding aid:* These materials have not been described in a finding aid.	In 3 cardboard boxes: •Box 1 •Box 2: hundreds of photogravure clippings from newspapers; several booklets •Box 3: two small cardboard tubes of drawings; 1 small box with balsa wood kit parts; small A-shaped wooden piece; five scrapbooks; newspaper pages and sections	Yes	No	Process and catalog as soon as possible. Rehouse into archival materials. Arrange into logical series such as I. Ephemera, II. Notebooks, and III. Scrapbooks. Describe in a finding aid.

2. Lent, James Collection (table 1 of 3)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into two groups: a. Photographs b. Newspapers *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

2. Lent, James Collection (table 2 of 3)
a. Photographs
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Photographs taken by James Lent, a Signal Corps photographer during World War II who still lives in New Jersey as a photographer. Lent took many photographs, saved them, and then donated them to the NPS. Most have accompanying negatives. Photos were cataloged by original backlog cataloging team in 1988. Divided into two groups: •4x5" photographs: Are in original sleeves with captions and original numbers. Filed by year, thereunder by number. There are some gaps in the numbers -- are they filled with 8x10s? It is unknown how these are cataloged -- individually or as a lot? •8x10" photographs: Each given an ANCS catalog number because did not have original numbers (as did the 4x5" photos). Are not in original sleeves. Some are copies of the 4x5" photos. *Amount:* Approximately 12,800 items. *Finding aid:* Photocopies of photographs are in black three-ring binders.	In 4-drawer taupe fire proof cabinet: •Drawers 1-3: 4x5" photographs (*see* left) •Drawer 4: 8x10" photographs (*see* left)	Yes?	Yes?	Rehouse in photo storage sleeves and boxes and store on shelves in museum cabinets or on shelving units. Using the photocopies as a starting point, develop a finding aid.

2. Lent, James Collection (table 3 of 3)
b. Newspapers
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Newspapers collected by James Lent, a Signal Corps photographer during World War II who still lives in New Jersey as a photographer. Most are cataloged but were cataloged prior to the distribution of ANCS. *Amount:* Estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials have not been described in a finding aid.	In museum cabinet P2, Tray 15	Yes	Yes and No	Rehouse in archival folders and boxes and store on shelves in museum cabinets or on shelving units. Catalog the uncataloged items. Describe in a finding aid.

3. Army Records (table 1 of 2)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47 and Maintenance Offices; Building 272

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various items relating to the Army's management of Fort Hancock and coastal defense systems at Sandy Hook. Fall into categories: •Textual Files: most items have been cataloged individually into ANCS. •Architectural Drawings and Plans: Various plans, drawings, maps, and aerial images of Sandy Hook. Primarily produced by the Army. Some NPS items are included (*see also* the NPS records below). Are arranged by building. Were cataloged during two backlog cataloging projects. About three-quarters was cataloged during the first project in 1988. The remainder was cataloged during a FY 1993 project.	Textual Files: •In Safe B, Drawers 1 and 2: various bound items such as ordnance and Army books; military justice code books, song books, general military books, and biographies such as a book on the life of General Hancock •In Safe B, Drawer 3: ordnance manuals from the Louisville Public Library	Files: Yes?	Files: Yes?	•Textual Files: Rehouse into archival folders and boxes and store on a shelf in a cabinet or on a shelving unit. Accession and catalog if necessary. Describe in a finding aid.

3. Army Records (table 2 of 2)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47 and Maintenance Offices; Building 272

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: See above. *Amount:* Approximately 5,800 items (est. 3.0 linear feet [approx. 4,800 items] of textual items and approx. 1,000 drawings). *Finding aid:* The textual materials have not been described in a finding aid. The portion cataloged during FY 1993 is described in the "Finding Aid to Architectural Drawings, Maps, and Aerial Photographs" by the Collections Accountability Team (now the Northeast Museum Services Center). At building 272 there is an index card file to architectural drawings stored there; it is possible that some Army drawings are included.	Architectural Drawings and Plans: •Building 47: in flat files •Maintenance Office: 2 flat files with 20 drawers (approx. 700 items); Maintenance staff intend to put a portion on DataCad	Drawings and Plans: Yes and No	Drawings and Plans: Yes and No	•Drawings and Plans: Revise finding aid to include all items. Move all items to secured storage. Either set up a convenience use and access policy or make copies for staff to use. Move items too large to fit into flat files into rolled storage.

4. Navy Records (table 1 of 2)
Contact(s): Felice Ciccione
Location(s): Fort Wadsworth, Buildings 109, 204, 208, 210, 305, 306, 354, 358, 406

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various items relating to the Navy's management of Fort Wadsworth and coastal defense systems in New York. A variety of files were left at Fort Wadsworth after the Navy left. The most significant collections are the group of drawings and maps in Building 208 (managed by Staten Island Unit engineers who used to be employed at Fort Wadsworth), the files at the CSO building, and the files in the basement of building 305. Refer to the "Cultural Resources Report for Fort Wadsworth, Staten Island, New York" for specific descriptions of each file unit and location (*see* appendix ?). Fall into categories: •Textual files. •Architectural Drawings and Plans: some are interfiled with NPS drawings (*see also* the NPS records below).	In various locations in cabinets, in boxes, and not in containers	No	No	Accession desired records. Catalog as soon as possible. Rehouse into archival materials and describe in finding aids.

4. Navy Records (table 2 of 2)
Contact(s): Felice Ciccione
Location(s): Fort Wadsworth, Buildings 109, 204, 208, 210, 305, 306, 354, 358, 406

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* Approximately 594,000 items (est. 340.0 linear feet [approx. 544,000 items] of textual files and approx. 50,000 architectural drawings). Refer to the "Cultural Resources Report for Fort Wadsworth, Staten Island, New York" for specific counts of each file unit and location (*see* appendix ?). *Finding aid:* These materials are described in chapter 7 and appendix 4 of the "Cultural Resources Report for Fort Wadsworth, Staten Island, New York," New England System Support Office, Northeast Field Area and Gateway National Recreation Area, 1995. It is possible that some Army drawings are included with the materials at building 272 (there is an index card file to architectural drawings stored there).	*See* above.	*See* above.	*See* above.	*See* above.

5. New Jersey State Park Records (table 1 of 1)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Most items have been cataloged individually into ANCS. *Amount:* Estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials have not been described in a finding aid.	In Cabinet P1	Yes?	Yes?	Rehouse into archival folders and boxes and store on a shelf in a cabinet or on a shelving unit. Accession and catalog if necessary. Describe in a finding aid.

6. Sandy Hook Lighthouse Records (table 1 of 1)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Items in the collection include bound reports, a manual for light keepers, and an article in *Harper's*. Most items have been cataloged individually into ANCS. Most of the records relating to the lighthouse are elsewhere. In particular, there are many records at the National Archives. *Amount:* Estimated 1.0 linear foot (approx. 1,600 items). *Finding aid:* These materials have not been described in a finding aid.	In Safe A, Drawer 2	Yes?	Yes?	Rehouse into archival folders and boxes and store on a shelf in a cabinet or on a shelving unit. Accession and catalog if necessary. Describe in a finding aid. Investigate the possibility of acquiring more lighthouse files.

7. United States Life Saving Service (U.S.L.S.S.) Records (table 1 of 1)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Each station had its own daily log and book of wrecks. There are some records of other life saving stations besides the one at Sandy Hook. Have annual reports of U.S.L.S.S. Most items have been cataloged individually into ANCS. *Amount:* Estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials have not been described in a finding aid.	In Safe A, Drawer 1	Yes?	Yes?	Rehouse into archival folders and boxes and store on a shelf in a cabinet or on a shelving unit. Accession and catalog if necessary. Describe in a finding aid.

1. Photographs (table 1 of 3)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into two groups: a. Photographs, Negatives, and Albums from Various Donors b. Historic Reproduction Collection (*See also* the Lent papers, above.) *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

1. Photographs (table 2 of 3)
a. Photographs, Negatives, and Albums from Various Donors
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Photographs and albums from various donors. Most positives are cataloged individually into ANCS. Albums generally have one catalog number. Only some of the negatives are cataloged (when negatives match positives, they are given the same catalog number as the positive). Used frequently. *Amount:* Approximately 12,000 items. *Finding aid:* Photocopies of photographs are in black three-ring binders. Although the photo albums and oversize items are not included with the photocopies, there is a list of those items.	Safe 2 (four-drawer gray fire proof cabinet): •Drawer 1: 4x5" photographs from various donors (donors' names are on envelopes along with catalog numbers) •Drawer 2: photograph albums and oversize photographs •Drawer 3: negatives (some are of the photos in the 1st drawer); most are copy negatives made by staff of photographs listed above; some are cataloged (when negatives match positives, they are given the same catalog number as the positive) •Drawer 5: 8x10" photographs from various donors (donors' names are on envelopes along with catalog numbers)	Yes and No	Yes and No	Accession any unaccessioned items and catalog any uncataloged items. Rehouse in photo storage sleeves and boxes and store on shelves in museum cabinets or on shelving units. Using the photocopies as a starting point, develop a finding aid to the collection.

1. Photographs (table 3 of 3)
b. Historic Reproduction Collection
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Title "Historic Reproduction Collection" provided by the first backlog cataloging team in 1988, but some are not reproductions and some reproductions in GATE's museum collection are not included in this collection. Items were classified and cataloged by the "ANCS Team" in 1988. These photographs are copies of photographs from the National Archives. They depict old proving ground activities when moved to Aberdeen, MD. However, some do not fit that description. Each has its own catalog number. The photos are arranged by subject; i.e., sets were broken apart in order to organize the photos by subject. Sets could be put back because the original Signal Corps numbers were entered into the other numbers (OTHER_NOS) field. Each item is in its own sleeve with the catalog number written on it. *Amount:* Approximately 9,600 items. *Finding aid:* Photocopies of photographs are in black three-ring binders. Included are captions and catalog numbers.	Safe 3: Drawers 2 & 3	Yes?	Yes?	Accession any unaccessioned items and catalog any uncataloged items. Rehouse in photo storage sleeves and boxes and store on shelves in museum cabinets or on shelving units. Using the photocopies as a starting point, develop a finding aid to the collection.

1. Park Central File, C1970s or 1980s-present (table 1 of 1)
Contact(s): Tina Bulloch, Frieda Levine, Theresa Monahan, Shirley Prince, and Kathleen Sawyer
Location(s): Floyd Bennett Field, Park Headquarters Building, 1st Floor, Mail Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Lektriever with yellow files by NPS file codes in NPS-19. During survey, reviewed file "A7227" - no record of files sent to National Archives. Contains memo on records management procedures for Gateway NRA (*see* appendix). Staff is ready to purge the files because they are running out of space. *Amount:* Estimated 57.0 linear feet (approx. 91,200 items). *Finding aid:* These materials have not been described in a finding aid.	10 trays in a Lecktriever, all full but one (half full)	No	No	When files are purged, review the files to determine if any should be accessioned. If so, accession, process, and catalog.

2. Architectural Drawings and Plans (table 1 of 3)
Contact(s): *See* below.
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various plans, drawings, maps, and aerial images of various areas of the park. In two storage areas: a. Sandy Hook b. Building 272 *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

2. Architectural Drawings and Plans (table 2 of 3)
a. Sandy Hook
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47 and Maintenance Offices

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various plans, drawings, maps, and aerial images of Sandy Hook. Are filed with items produced by the Army (*see also* the Army records above). Are arranged by building. Were cataloged during a FY 1993 project. *Amount:* Approximately 13,000 items. *Finding aid:* Described in the "Finding Aid to Architectural Drawings, Maps, and Aerial Photographs" by the Collections Accountability Team (now the Northeast Museum Services Center).	•Building 47: in flat files •Maintenance Office: it is possible that there are some NPS-generated files here	Yes?	Yes and No	Accession and catalog where necessary. Revise finding aid to include all items. Move all items to secured storage. Either set up a convenience use and access policy or make copies for staff to use. Move items too large to fit into flat files into rolled storage.

2. Architectural Drawings and Plans (table 3 of 3)
b. Building 272
Contact(s): Cary Wiesner
Location(s): Building 272, Rooms 304, 309-314

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Plans, drawings, maps, and aerial images of various sites within GATE. Include some pre-NPS items, such as items produced by the Army and/or Navy (*see also* the Army and Navy records above). Organized into: •Buildings •Utilities •Site Plans (layouts, etc.) Drawings organized by their drawing numbers (eg 1B471) which were assigned in the late 1970s and the 1990s. Many drawings have four numbers: - DSC # (Denver Service Center, NPS) - NPS/GATE # (park administration) - Army # (plans from Army administration) - NYC # (plans from city administration) Each is important and needs to be cross-referenced to the others to assure access. *Amount:* Approximately 5,000 items. *Finding aid:* List of drawing numbers. 5x7" index card file in two wooden card boxes (cards organized by site): •Park wide drawings (dark brown cards) •Floyd Bennett Field drawings (light yellow cards)	In hanging files, rolled in boxes, and in flat files •24x36 drawer (5 drawers per unit x 6 units = 30) •36x48 flat file (5 drawers per unit x 4 units = 20) •32x42 flat file (Army File) (5 drawers per unit x 2 units = 10) •vertical file (4 units) Some flat file drawers are labeled as in this example: 1U200-1U206 1U400-1U428 1U600-1U611 1U300-1U325 1U810-1U817 1B300-1B310 1B311-1B320 1B847-1B850 1B851-1B893 1B400-1B403 etc.	No	No	Reconcile the contents of this collection of drawings and plans with those in Building 47. Separate NPS and pre-NPS items. Consider acquiring these files. If acquired, process and catalog as soon as possible. Set up a system of cataloging archival copies and providing use copies for research.

3. Office of the General Superintendent (table 1 of 4)
Contact(s): *See* below.
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into three groups: a. Park Manager (General Superintendent) b. Deputy General Superintendent c. Support Staff *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

3. Office of the General Superintendent (table 2 of 4)
a. Park Manager (General Superintendent)
Contact(s): Frieda Levine, Theresa Monahan, and Shirley Prince
Location(s): Brooklyn (Floyd Bennett Field), Headquarters Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Current files are in the Superintendent's office. Some older files are in attic of Park Headquarters Building at Floyd Bennett Field. *Amount:* Estimated 8.0 linear feet of older files (approx. 12,800 items). *Finding aid:* These materials have not been described in a finding aid.	Older files are in attic in room to left of the top of the stairs (4 cartons) (with some older files of Public Affairs, EEO, Concessions, Budget, Contracting, Property Office, and Procurement)	No	No	Consider acquiring the former Super's files. If acquired, process and catalog as soon as possible.

3. Office of the General Superintendent (table 3 of 4)
b. Deputy General Superintendent
Contact(s): Theresa Monahan
Location(s): Brooklyn (Floyd Bennett Field)

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

3. Office of the General Superintendent (table 4 of 4)
c. Support Staff
Contact(s): Frieda Levine, Theresa Monahan, and Shirley Prince
Location(s): Brooklyn (Floyd Bennett Field), Headquarters Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Current files are in the appropriate office. Some older files are in attic of Park Headquarters Building at Floyd Bennett Field. Organized into two groups: (1) Equal Employment (2) Public Affairs *Amount:* Estimated 176.0 linear feet (approx. 281,600 items). *Finding aid:* These materials have not been described in a finding aid.	Older files are in attic in room to left of the top of the stairs (about 7 cartons of EEO files and about 81 boxes from the Public Affairs office) (with some older Superintendent's files and older records of Concessions, Budget, Contracting, Property Office, and Procurement)	No.	No.	Follow NPS-19.

Program Resources
Contact(s): *See* below.
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into five groups: 1. Administration Directorate 2. Business Management Services Directorate 3. Cultural and Natural Resources Management Directorate 4. Interpretation, Recreation and Community Outreach Directorate 5. Planning and Professional Services Directorate *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

1. Administration Directorate (table 1 of 1)
Contact(s): Frieda Levine, Theresa Monahan, and Shirley Prince
Location(s): Brooklyn (Floyd Bennett Field), Headquarters Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Current files are in appropriate offices. Some older files are in attic of Park Headquarters Building at Floyd Bennett Field. Organized into five groups: a. Personnel Management Division b. Information Management Division c. Budget and Program Division d. Housing e. Contracting and Property Management Division (1) Office Services (2) Contracting and Purchasing (3) Property Management *Amount:* Estimated 396.0 linear feet of older files (approx. 633,600 items). *Finding aid:* These materials have not been described in a finding aid.	Older files are in attic in room to left of the top of the stairs: inactive records for •Budget (about 50 cartons and 2 five-drawer cabinets) •Contracting (about 15 cartons and 5 five-drawer cabinets) •Property Office (about 13 cartons) •Procurement (about 85 cartons) (with some older Superintendent's files and some records of the Public Affairs and the EEO offices)	No.	No.	Follow NPS-19.

2. Business Management Services Directorate (table 1 of 1)
Contact(s): Frieda Levine, Theresa Monahan, and Shirley Prince
Location(s): Brooklyn (Floyd Bennett Field), Headquarters Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Current files are in the appropriate office. Older files are in HQ's attic. Organized into two groups: a. Business Management Manager b. Concessions Management Division *Amount:* Estimated 32.0 linear feet (approx. 51,200 items). *Finding aid:* These materials have not been described in a finding aid.	Older files are in attic in room to left of the top of the stairs: about 16 cartons (with some older Superintendent's files, Administrative files, and some records of the Public Affairs and the EEO offices)	No	No	Follow NPS-19.

3. Cultural and Natural Resources Management Directorate (table 1 of 5)
Contact(s): John Needak
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into four groups: a. Cultural/Natural Resource Manager b. Architect c. Natural Resources Division d. Cultural Resources Division *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

3. Cultural and Natural Resources Management Directorate (table 2 of 5)
a. Cultural/Natural Resource Manager
Contact(s): John Needak
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

3. Cultural and Natural Resources Management Directorate (table 3 of 5)
b. Architect
Contact(s): Janice Slivko
Location(s): Building 272, Room 311

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Completion reports for projects, C1974-present. Include some original photographs -- may be only copies. There are a few other files which need to be reviewed more closely. *Amount:* Approximately 25 items. *Finding aid:* These materials have not been described in a finding aid.	In an accordion file	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible.

3. Cultural and Natural Resources Management Directorate (table 4 of 5)
c. Natural Resources Division
Contact(s): Laura Barba, Michael Byer, and John T. Tanacredi
Location(s): Fort Wadsworth, Building 305 (most recently the office of the Marine Relief Society)

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Natural Resources Division files. *Amount:* Approximately 48,150 items (est. 30.0 linear feet [approx. 48,000 items] and approx. 150 items). *Finding aid:* These materials have not been described in a finding aid.	•Textual files: •1 file cabinet of current divisional administrative records •In basement: 15 file cabinets, some with Natural Resource Management records and some empty •Additional Natural Resource Management records, including notes of the park botanist, were not reviewed during the survey because they are in storage until renovation of new office building is complete •Aerial photos and maps: approximately 150 rolled items	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible.

3. Cultural and Natural Resources Management Directorate (table 5 of 5)
d. Cultural Resources Division
Contact(s): Felice Ciccione
Location(s): Fort Wadsworth, Vestibule outside Curator's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Copies of plans and drawings. Appear to have been copied for an NPS research and planning project/projects. Included are copies of many historic plans of the area (for example, a set of plans for displacement of facilities at Ft. Wadsworth by new Tri-Borough bridge, 1961). Copies of architectural and site plans for Ft. Wadsworth; some photocopies of plans are labelled "National Archives." *Amount:* Approximately 300 items. *Finding aid:* These materials have not been described in a finding aid.	2 four-drawer lateral file cabinets: some drawers have 20 to 40 plans which are almost flat but slightly too large for drawer (approx. 16x24") and some drawers have 1 to 5 plans each; some flat plans are stored on top of lateral file cabinets and are hanging over the top, very distorted; six rolls of plans are also on top of cabinets	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible.

4. Interpretation, Recreation and Community Outreach Directorate (table 1 of 1)
Contact(s): James A. Rienhardt
Location(s): Brooklyn (Floyd Bennett Field), Headquarters Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Current files are in appropriate offices. Some older files are in attic of Park Headquarters Building at Floyd Bennett Field. Organized into three groups: a. Supervisory Park Ranger b. Interpretation and Recreation Division c. Community Outreach Division *Amount:* Estimated 75.0 linear feet (approx. 120,000 items) of older files. *Finding aid:* These materials have not been described in a finding aid.	Older files are in attic in room to right of the top of the stairs: approx. 75 cartons of inactive records	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible.

5. Planning and Professional Services Directorate (table 1 of 1)
Contact(s): Charles Pellicane
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. Organized into five groups: a. Supervisory Park Ranger b. Engineering Division c. Safety, Health and Ranger Services Division d. Planning Division e. Information Services *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Follow NPS-19. Investigate if there are any files which should be acquired.

Park Operations
Contact(s): *See* below.
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into three groups: 1. Staten Island 2. Sandy Hook 3. Breezy Point/Jamaica Bay *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

1. Staten Island (table 1 of 13)
Contact(s): *See* below.
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into eight groups: a. Central Files b. Superintendent c. Engineering d. Administrative Division e. Visitor Services and Resources Management Division f. Maintenance Division g. Fort Wadsworth Site h. South-Midland Beach Site *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

1. Staten Island (table 2 of 13)
a. Central Files
Contact(s): Lorraine Conti
Location(s): Fort Wadsworth and Miller Field, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope content: Central files for the Staten Island Unit. *Amount:* Estimated 4.5 linear feet (approx. 7,200 items). *Finding aid:* These materials have not been described in a finding aid.	Miller Field: 25 or more three-ring notebooks of photographs in photo-sleeves (with black paper); one notebook contains pre-NPS views of Miller Field; others contain photographs of existing conditions in 1974 and a variety of park work and events since 1974	No	No	If files are ever scheduled to be purged, review and consider acquiring them. If acquired, process and catalog as soon as possible.

1. Staten Island (table 3 of 13)
b. Superintendent
Contact(s): Lorraine Conti
Location(s): Fort Wadsworth

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Maintained by the Superintendent's Secretary who has taken the NPS-19 filing system and modified it somewhat to be more alphabetical by topic. Official copies are sent to the Central File at Headquarters (Floyd Bennett Field in Brooklyn) where the files are organized according to the file code. Most files relate to Fort Wadsworth and Miller Field. *Amount:* Estimated 21.0 linear feet (approx. 33,600 items). *Finding aid:* These materials have not been described in a finding aid.	•Vertical files (2 five-tray and 1 two-tray): •FOWA (est. 3.0 linear feet) •Miller Filed (est. 3.0 linear feet) •alphabetic file (est. 9.0 linear feet) •construction package (numerically) (est. 2.0 linear feet) •concession permits (est. 2.0 linear feet) •1 drawer in a five-drawer file cabinet with cluster related files	No	No	If these files are ever scheduled to be purged, review and consider acquiring them. If acquired, process and catalog as soon as possible.

1. Staten Island (table 4 of 13)
c. Engineering
Contact(s): Edward Lorenzini and Dominic Pontillo
Location(s): Fort Wadsworth, Building 208

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Recently created engineering files. *Amount:* Estimated 171.5 linear feet (approx. 274,400 items). *Finding aid:* These materials are described in chapter 7 and appendix 4 of the "Cultural Resources Report for Fort Wadsworth, Staten Island, New York," New England System Support Office, Northeast Field Area and Gateway National Recreation Area, 1995 (*see* appendix ?).	Estimated 8 cabinets, 28 shelves of hanging files, and 23 shelves of binders	No	No	Consider eventually acquiring these files. If acquired, process and catalog as soon as possible.

1. Staten Island (table 5 of 13)
d. Administrative Division
Contact(s): James Bullock
Location(s): Staten Island

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No.	Follow NPS-19.

1. Staten Island (table 6 of 13)
e. Visitor Services and Resources Management Division
Contact(s): Jeanette Parker
Location(s): Staten Island

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into four groups: (1) Assistant Superintendent (2) Miller Field Site (3) Great Kills Site (4) Environmental Education Center *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

1. Staten Island (table 7 of 13)
e. Visitor Services and Resources Management Division
(1) Assistant Superintendent
Contact(s): Jeanette Parker
Location(s): Staten Island

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

1. Staten Island (table 8 of 13)
e. Visitor Services and Resources Management Division
(2) Miller Field Site
Contact(s): Shannan Miller, Angel O. Nazario, Diane Wulff, and Kevin ____
Location(s): Miller Field, Interpreters' Library and Mail Room and Interp. Resource Management Office and Site Ranger's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Interpreters' files and photographs. Anything that pre-dated the NPS was supposed to have been sent to Headquarters (Floyd Bennett Field in Brooklyn). *Amount:* Estimated 49.0 linear feet (approx. 78,400 items). *Finding aid:* These materials have not been described in a finding aid.	•Library: •1 four-drawer vertical file with Interpretation files (est. 12.0 linear feet) •photo albums and books •Mail Room: 5 five-drawer beige cabinets with: •2 cabinets with Staten Island files organized by file code (est. 20.0 linear feet) •1 cabinet with Concessions files (est. 10.0 linear feet) •1 cabinet that used to have reference files organized by subject; files are now in the Interp. office or have been sent to the Central File at Headquarters (Floyd Bennett Field in Brooklyn) •Interp. Resource Management Office: binders with Interpretation programs •Site Ranger's Office: 1 two-drawer black vertical file (alphabetical)	No	No	If these files are ever scheduled to be purged, review and consider acquiring them. If acquired, process and catalog as soon as possible.

1. Staten Island (table 9 of 13)
e. Visitor Services and Resources Management Division
(3) Great Kills Site
Contact(s): Jeanette Parker
Location(s): Staten Island

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

1. Staten Island (table 10 of 13)
e. Visitor Services and Resources Management Division
(4) Environmental Education Center
Contact(s): Jeanette Parker
Location(s): Staten Island

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

1. Staten Island (table 11 of 13)
f. Maintenance Division
Contact(s): John Dexter
Location(s): Staten Island

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. Organized into three groups: (1) Facility Manager (2) Roads and Grounds (3) Buildings and Utilities (a) Buildings Operations (b) Historic Preservation (c) Utility Operations - Water Treatment Plant - Sewage Treatment Plant *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

1. Staten Island (table 12 of 13)
g. Fort Wadsworth Site
Contact(s): Felice Ciccione
Location(s): Fort Wadsworth

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Park files for Fort Wadsworth stored at Fort Wadsworth. Official copies are sent to Miller Field and stored with the Staten Island Unit Central Files. Organized into four groups: (1) Supervisory Park Ranger (2) Interpretation and Visitor Services Branch (3) Maintenance (4) Historic Preservation Branch *Amount:* Estimated 18.0 linear feet (approx. 28,800 items.) *Finding aid:* These materials have not been described in a finding aid.	Fort Wadsworth (est. 18.0 linear feet or approx. 28,800 items) in 9 drawers of files: •4 drawers arranged by color code (not stored by NPS file codes) •5 drawers filed by NPS file codes; include contracts/construction, marina concessions, HazMat, special use permits	No	No	If these files are ever scheduled to be purged, review and consider acquiring them. If acquired, process and catalog as soon as possible.

1. Staten Island (table 13 of 13)
h. South-Midland Beach Site
Contact(s): Felice Ciccione
Location(s): Staten Island

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. Organized into two groups: (1) Supervisory Park Ranger (2) Maintenance *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

2. Sandy Hook (table 1 of 16)
Contact(s): Charles Baerlin, Marjorie A. Follon, Tom Hoffman, Mike Thomas, Lou Venuto, and Cary Wiesner
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into six groups: a. Superintendent b. Administrative Division c. Visitor Protection and Resources Management Division d. Interpretation and Visitor Services Division e. Maintenance Division f. Archeological Field Notes *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

2. Sandy Hook (table 2 of 16)
a. Superintendent
Contact(): Charles Baerlin and Marjorie A. Follon
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files date back to 1986 or 1987. Older files are with the Central File at Headquarters (Floyd Bennett Field in Brooklyn). The Superintendent's Secretary purges his files after seven years, with the assurance that official copies have been sent to the Central File. *Amount:* Estimated 34.0 linear feet (approx. 54,400 items). *Finding aid:* These materials have not been described in a finding aid.	•2 four-drawer vertical files •1 five-drawer file cabinet	No	No	If these files are ever scheduled to be purged, review and consider acquiring them. If acquired, process and catalog as soon as possible.

2. Sandy Hook (table 3 of 16)
b. Administration Division
Contact(s): Jana Pape
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Follow NPS-19.

2. Sandy Hook (table 4 of 16)
c. Visitor Protection and Resources Management Division
Contact(s): Frank Mills
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into six groups: (1) Assistant Superintendent (2) Mobile/Foot Patrol (3) Horse Mounted Patrol (4) Marine Patrol (5) Communications Dispatch (6) Natural Resources Management Branch (7) Safety and Fire Services Branch (8) Lifeguard Operations (9) Fee Collection *Note:* Only Natural Resources Management Branch files are described below. *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	No (*See* below for Natural Resources records.)	No (*See* below for Natural Resources records.)	Follow NPS-19. (*See* below for Natural Resources records.)

2. Sandy Hook (table 5 of 16)
c. Visitor Protection and Resources Management Division
(6) Natural Resources Management Branch
Contact(s): Jeanne McArthur
Location(s): Sandy Hook, Natural Resources Management Division Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files date from 1974 to the present, filed by year. *Amount:* Estimated 44.0 linear feet (approx. 70,400 items). *Finding aid:* These materials have not been described in a finding aid.	•2 five-drawer file cabinets with folders containing correspondence, field data sheets, research reports, permittees' required submissions to park; file headings include Animal lists, Plant Inventories, Water Resource/Erosion, Animal Resources, Vegetation Habitat, Birds, Shorebirds, Collecting permits (est. 20.0 linear feet) •2 bookcases (est. 24.0 linear feet): •1 with books •1 bookcase with 2 shelves of natural resources reports, field data notebooks, and monthly weather data sheets.	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible.

2. Sandy Hook (table 6 of 16)
d. Interpretation and Visitor Services Division
Contact(s): Tom Hoffman, Mike Thomas, Lou Venuto, and Cary Wiesner
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into five groups: (1) Historian's Files (2) Chief of Interpretation's Records (3) Library (4) Oral Histories (5) Photographs (Contemporary Collection) *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

2. Sandy Hook (table 7 of 16)
d. Interpretation and Visitor Services Division
(1) Historian's Files
Contact(s): Tom Hoffman
Location(s): Sandy Hook, in office area and in back room (locked jail cell) in Museum building

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Records have been acquired for 22 years, 1974 to the present. *Amount:* Approximately 94,930 items (est. 50.0 linear feet [approx. 80,000 items], approx. 505 architectural drawings and maps, approx. 14,400 slides, and approx. 25 audio tapes). *Finding aid:* These materials have not been described in a finding aid.	In office area in Museum Building: •four-drawer filing cabinets (partly filled and next to an empty five-drawer cabinet): - 1 drawer has 25+ cassette tapes labeled with names and dates - vertical files (est. 16 linear feet): -- Certificates -- Diaries/Reminiscences -- Documentary: Scenic Postcards -- Gateway Administrative History -- Lighthouse -- Local History -- Miscellaneous Paper Items -- Newspaper Clippings/Papers -- Nike -- Passes & I.D. -- Personal Memos/Social Ephemera, etc. -- Publications -- Reports -- Structures/Graphics -- Sandy Hook State Park -- Souvenirs/Mementos -- Sandlass Beach -- Telephone Directories -- U.S. Coast Guard	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible. The tapes should be compared to the 95 oral histories stored in the museum collection; if duplicates, this should be noted on drawer label or box and if not duplicates, these tapes should be added to the collection.

2. Sandy Hook (table 8 of 16)
d. Interpretation and Visitor Services Division
(1) Historian's Files (*continued*)
Contact(s): Tom Hoffman
Location(s): Sandy Hook, in office area and in back room (locked jail cell) in Museum building

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	In back room (locked jail cell) in Museum Building: •1 five-drawer map case with some NPS exhibit panels, copies of drawings and maps (duplicates of items in museum collection) (approx. 500 items) •1 five-drawer file cabinet with vertical files, Historic Structure Assessment Reports, and two drawers of ICAP reports and folders of data and slides (estimated 10 linear feet) •1 four-drawer small cabinet (machine parts cabinet) with one hundred+ slides per drawer (approx. 400 items) •1 double door metal cabinet (5 ft. tall) - contains slides in trays, carousals, boxes - thousands of slides (approx. 2,000 items) •2 Multiplex slide cabinets with slides - locked; did not review contents (unknown quantity) •bookcase with twenty notebooks of slide pages, many of these slides are labelled - natural and cultural resource management activities and projects 1970s and 1980s (approx. 12,000 items) •on table - 5 plans/maps rolled - US Coast & Geodetic Survey (stained, torn, rolled) •4 notebooks with photocopy of Historic Structure Report	*See* above.	*See* above.	Preparation of transcriptions is needed to ensure that information on the tapes is not lost.

2. Sandy Hook (table 9 of 16)
d. Interpretation and Visitor Services Division
(2) Chief of Interpretation's Records
Contact(s): Lou Venuto
Location(s): Sandy Hook, Chief of Interpretation's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: 22 years of Chief of Interpretation records. *Amount:* Estimated 48.0 linear feet (approx. 76,800 items). *Finding aid:* These materials have not been described in a finding aid.	•3 file cabinets (drawer labels listed top to bottom): •left cabinet (est. 10.0 linear feet): [1] "A Administration C Concessions" [2] "D Development" [3] "F Fiscal" [4] "F Fiscal" [5] "H History" •middle cabinet (est. 10.0 linear feet): [1] [no label] [2] "Lou's files" [desk files] [3] "Statement for Interpretation, Minimum Staffing Plans, Gateway Program Submission, Environmental Education" [4] "Catalogs" [5] [no label] •right cabinet (est. 10.0 linear feet) [1] "K18 Interpretation Activities" [2] "K Interpretation" [3] "Current Files Interpretation K" [4] "L-Z L - Lands, N - Natural History, P - Personnel, S - Supplies" [5] [no label] •1 lateral file cabinet with four drawers without labels (est. 6.0 linear feet)	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible.

2. Sandy Hook (table 10 of 16)
d. Interpretation and Visitor Services Division
(2) Chief of Interpretation's Records (*continued*)
Contact(s): Lou Venuto
Location(s): Sandy Hook, Chief of Interpretation's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•bookcase with reports, including copy of Historic Structures Report (in 3 ring binder notebooks) (est. 12.0 linear feet)	*See* above.	*See* above.	*See* above.

2. Sandy Hook (table 11 of 16)
d. Interpretation and Visitor Services Division
(3) Library
Contact(s): Lou Venuto
Location(s): Sandy Hook, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Books are catalogued using the Dewey Decimal Classification System. On shelf are order forms and supplies for ordering catalog cards from the Library of Congress cataloging service. *Amount:* Approximately 28,296 items (approx. 200 maps; approx. 22,046 books, reports, periodicals, and other printed materials; approximately 50 audio and video tapes; and approx. 6,000 index cards). *Finding aid:* Card catalog.	•19 shelves of books in 4 shelving units (approx. 2,736 items) •3 shelves of video and audio cassette tapes; some appear to be park generated; many are commercial productions (copies) (approx. 40 video tapes and 10 audio tapes) •2 or more shelves of periodicals in magazine boxes and stacked on top of bookcase and table (approx. 14,400 items) •1 shelf of boxes (small cloth slip case covers) containing articles and other published reference materials, public announcements, booklets, photocopies of book chapters and magazine articles (approx. 4,800 items) •1 bookcase with 3 shelves of NPS reports, mostly park related and produced, a few from other parks; include GMPs, project specifications, Historic Structure Reports, natural and cultural resource bibliographies (approx. 108 items) •0.5 foot stack of mylar maps with areas color coded of park areas, in paper folders (appear to be originals for publication of environmental statement?) (approx. 200 items)	No	No	Review materials to see if anything should be accessioned. If acquired, process and catalog as soon as possible.

2. Sandy Hook (table 12 of 16)
d. Interpretation and Visitor Services Division
(3) Library *(continued)*
Contact(s): Lou Venuto
Location(s): Sandy Hook, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•2 notebooks - reports, 1976: •*Water Bird Censusing 1976: Sandy Hook Unit* by Martha Fisher, GATE Park Technician; with original, hand-drawn graphs •*Beach Response Rates to Cyclic Wave Regimes at Sandy Hook, New Jersey* by Karl Nordstrom (Ph.D. Thesis 1975); with original photographic prints •five-drawer library card catalog (approx. 6,000 cards); drawers labelled: "Shelf List" "Catalogue Author" "Catalogue Title" "Catalogue Subject" "Subject Authority for the Vertical File"	*See* above.	*See* above.	*See* above.

2. Sandy Hook (table 13 of 16)
d. Interpretation and Visitor Services Division
(4) Oral Histories
Contact(s): Tom Hoffman and Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Audio and video tape interviews were conducted from 1974 through 1989. Park Historian and Museum Technician are listed as having conducted some of the interviews. According to park curatorial staff, very few have been transcribed and release forms have not been used. A wide range of people have been interviewed, representing a variety of relationships to Sandy Hook and Miller Field. Most of the interviews relate to Sandy Hook. Subjects include: •Interviews with park staff preserving historic structures and former park staff (1974-1989). •Former CCC camp staff describe activities from 1935-1939. •Veterans of Fort Hancock document the area 1906-1960s. •Former Coast Guard staff, lifeguards, U.S. Life Saving Station staff, lighthouse staff and a telegraph operator describe area activities 1910-1962. •Area residents and a fisherman recall events 1908-1930s. *Amount:* 95 items. *Finding aid:* List.	In Safe A, Drawer 4	No?	No	Need to be transcribed to assure the preservation of the information gathered during these interviews. These materials and transcriptions should be accessioned and cataloged into the museum collection. Then the transcription can be made available for research use (if release form is on file).

2. Sandy Hook (table 14 of 16)
d. Interpretation and Visitor Services Division
(5) Photographs (Contemporary Collection)
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Photographs taken since Sandy Hook became a park. Taken by various staff photographers. *Amount:* Approximately 3,200 items. *Finding aid:* These materials have not been described in a finding aid.	Safe 3: Drawer 4	No?	No	Accession and catalog into the museum collection. Rehouse in photo storage sleeves and boxes and store on shelves in museum cabinets or on shelving units. Develop a finding aid to the collection and cross-reference these photographs with the non-NPS photos.

2. Sandy Hook (table 15 of 16)
e. Maintenance Division
Contact(s): Dave B. Crotty
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Photographs. It is possible that there are files and architectural drawings as well. Photos are arranged by building. Index cards in a case. Cards show information on buildings. Arranged as follows: 1-43 44-134 143-266 300-359 401-606 D1-D48 D49-D79 *Amount:* Approx. 17,200 items (approx. 16,000 photos and approx. 1,200 index cards). *Finding aid:* These materials have not been described in a finding aid.	Maintenance Office: •1 five-drawer gray filing cabinet with photos •1 case with 5x7" index cards	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible. Either set up a convenience use and access policy or make copies for staff to use.

2. Sandy Hook (table 16 of 16)
f. Archeological Field Notes
Contact(s): Cary Wiesner
Location(s): Sandy Hook, Building 47

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Field notes. Are not processed or cataloged. There are some objects as well. *Amount:* Estimated 0.83 linear feet (approx. 1,328 items). *Finding aid:* These materials have not been described in a finding aid.	Safe 3: Drawer 1: •2 archives boxes (1 legal with files and 1 letter with only 1 folder) •a cardboard box with objects	No?	No	Accession if necessary. Catalog as soon as possible. Keep in secure storage.

3. Breezy Point/Jamaica Bay (table 1 of 27)
Contact(s): *See* below.
Location(s): *See* below.

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into five groups: a. Superintendents' Files b. Administrative Division c. Park Operations d. Wildlife Refuge e. Maintenance Division *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

3. Breezy Point/Jamaica Bay (table 2 of 27)
a. Superintendents' Files, C1980s-present
Contact(s): Debi Ziegler
Location(s): Fort Tilden

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Current and previous Superintendents' files. Some files are sent from the Wildlife Refuge (but official copies go to the Central File). *Amount:* Estimated 24.0 linear feet (approx. 38,400 items). *Finding aid:* These materials have not been described in a finding aid.	•Current Superintendent's Files, C early 1990s-present: •2 drawers with N22 files; include maps; subjects include (arranged alphabetically, not exactly according to NPS-19): - natural specimen collecting - work on various sites - development of bike baths, grasslands, and buildings - controversy over landfills and the proposed tower - proposed projects such as instituting a ferry •Former Superintendent's Files, C 1980s-early 1990s: •2 five-drawer brown file cabinets with files alphabetically (not exactly according to NPS-19)	No	No	Consider acquiring the former Super's files. If acquired, process and catalog as soon as possible.

3. Breezy Point/Jamaica Bay (table 3 of 27)
b. Administrative Division
Contact(s): Debi Ziegler
Location(s): Fort Tilden

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Concessions files. *Amount:* Estimated 4.0 linear feet (approx. 6,400 items). *Finding aid:* These materials have not been described in a finding aid.	Superintendent's Secretary's office: •1 vertical drawer with Concessions files (est. 4.0 linear feet)	No	No	Follow NPS-19.

3. Breezy Point/Jamaica Bay (table 4 of 27)
c. Park Operations
Contact(s): Christine Hoefner
Location(s): Jamaica Bay

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into six groups: (1) Assistant Superintendent (2) Fort Tilden Site (3) Riis Park Site (4) Floyd Bennett Field Site (at Ryan Center) (5) North Shore Site (6) Ecology Village Site *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Park Operations (table 40 of 63)
3. Breezy Point/Jamaica Bay
c. Park Operations
(1) Assistant Superintendent
Contact(s): Christine Hoefner
Location(s): Jamaica Bay

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

3. Breezy Point/Jamaica Bay (table 5 of 27)
c. Park Operations
(2) Fort Tilden Site
Contact(s): Debi Ziegler
Location(s): Fort Tilden, Superintendent's office, 2nd Floor Offices, Superintendent's Secretary's Office and Office across the Hall

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Records for Fort Tilden and Floyd Bennett Field. *Amount:* Estimated 96.0 linear feet (approx. 153,600 items). *Finding aid:* These materials have not been described in a finding aid.	•Superintendent's Secretary's office: 3 file cabinet drawers of current park files for unit; contain many N, H and A files; 1 drawer is Concessions files (est. 6.0 linear feet or approx. 9,600 items) •Office across the Hall: •Previous Superintendent's Files, 1980s-1992: 15 file drawers in 3 file cabinets (est. 30.0 linear feet or approx. 48,000 items) •Current files: 12 drawers of personnel files in lateral file drawer cabinets and 8 drawers of concessions files in lateral file drawer cabinets (est. 60.0 linear feet or approx. 96,000 items)	No	No	Consider acquiring the former Super's files. If acquired, process and catalog as soon as possible.

3. Breezy Point/Jamaica Bay (table 6 of 27)
c. Park Operations
(3) Riis Park Site
Contact(s): Christine Hoefner
Location(s): Jamaica Bay

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

3. Breezy Point/Jamaica Bay (table 7 of 27)
c. Park Operations
(4) Floyd Bennett Field Site (at Ryan Center)
Contact(s): Pamela Pryor
Location(s): Fort Tilden, Superintendent's office, 2nd Floor Offices, Superintendent's Secretary's Office and Office across the Hall

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Records for Fort Tilden and Floyd Bennett Field. *See* above: Park Operations 3. Breezy Point/Jamaica Bay c. Park Operations (2) Fort Tilden *Amount: See* above. *Finding aid: See* above.	*See* above.	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 8 of 27)
c. Park Operations
(5) North Shore Site
Contact(s): Christine Hoefner
Location(s): Jamaica Bay

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

3. Breezy Point/Jamaica Bay (table 9 of 27)
c. Park Operations
(6) Ecology Village Site
Contact(s): Pamela Harvey
Location(s): Jamaica Bay

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

3. Breezy Point/Jamaica Bay (table 10 of 27)
d. Wildlife Refuge
Contact(s): David Avrin and Barbara Toborg
Location(s): Jamaica Bay

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into four groups: (1) Assistant Superintendent (2) Resources Management (3) Interpretation and Visitor Services (4) Maintenance *Note:* Only Resources Management files are described below. *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	No (*See* below for Resources Management records).	No (*See* below for Resources Management records).	Follow NPS-19. (*See* below for Resources Management records).

3. Breezy Point/Jamaica Bay (table 11 of 27)
d. Wildlife Refuge
(2) Resources Management
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Records of the Jamaica Bay Wildlife Refuge which became part of the NPS in 1972. Prior to inclusion in the NPS, the refuge was run by New York State. Official copies of all correspondence are sent to the Central File at Headquarters (Floyd Bennett Field in Brooklyn). Include slides; surveys; plans, maps, and drawings; Natural Resource Management files; reference materials such as newspaper clippings; and some materials which pre-date the NPS. *Amount:* Approximately 97,741 items (approx. 66,240 slides; estimated 19.33 linear feet [approx. 30,928 items]; approx. 550 maps and drawings; and 23 logs) *Finding aid:* These materials have not been described in a finding aid.	•Library: •slides in 92 containers (black cloth three-ring binders [standard 2"], red binders; and Kodak slide boxes); average 36 sleeves per book and 20 slides per sleeve); arranged by topic; photos document surveys (stored in blue boxes described below); appear to be some personal slides intermixed with NPS slides, such as slides associated to the American Literary Society (ALS) denoted below by and asterisk (*); a lot of agencies borrow these slides -- the NPS makes copies for use in publications; handwritten labels [some typed]: - Big Bend NP - Big Bend NP - ALS Shenandoah Nat Pk* - ALS 1991 Pacific NW* - Alaska* - Galapagos I* - Galapagos II* - Ireland* - Ireland* - Galapagos* - Galapagos* - Shorebirds I* - Shorebirds II* - ALS 1987 to 1990* - Shorebirds - [no label]	No	No	Consider acquiring these files. If acquired, process and catalog as soon as possible.

3. Breezy Point/Jamaica Bay (table 12 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - [no label] - Raptors - Raptors Gulls - [no label] - Marine Mammals N.Y. Aquarium - Beaches Dunes Salt Marsh - Birds Raptors: 2 Eagles Hawks Falcons-Vultures - People I - People II - Fire - Reptiles I Alligator Snakes - Reptiles II Turtles - Land Mammals A-H - Land Mammals I-Z - Insects incl. Spiders - Jamaica Bay Wildlife Refuge #1 West Pond with WTC only #21-40 West Pond Trails and Close-ups are in JBWR 2	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 13 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Jamaica Bay Wildlife Refuge #2 Visitor Center Maps & Signs Butterfly Garden West Pond Trails Salt Marsh [struck through] West pond without WTC - Jamaica Bay Wildlife Refuge #3 East Pond Big [John's?] Pond East Side Trails and Boardwalk - Resource Management 1 Breezy Point's Piping Plover Butterfly Management & Erosion Control Floyd Bennett Field: Pond & Grasslands Jamaica Bay Wildlife Refuge: Marsh Planting Jamaica Bay Wildlife Refuge: Osprey Platforms [struck through] Misc. Projects/East Side Parking Lot Construction [struck through] South Field [struck through] Spring Creek Vehicle Control Pluno Beach Beach Grass	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 14 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Resource Management 2 Bees Fort Wadsworth Mowing Miscellaneous Phragmites Control Pond Management - Resource Management 3 Ruffle Bar Pine Plantings Parking Lot Construction South Field Restoration Osprey Platforms East Pond Valve East Pond Fish Kill 9/95 - Birds Bird-related Subjects Adaptations Migration Maps Feathers Charts & Displays Nesting Boxes Osprey Platforms Exotic Birds	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 15 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Birds (alphabetically) A-F Birds G-Sp Birds St-Z - Amphibians Frog Salamanders Toads - Gulls I All Gulls except Laughing - Gulls II Laughing - Gulls III Laughing Gulls Joco Marsh Aerial Views - Birds Raptors Owls - Birds Skimmers Terns Gannet - I. Waterfowl Geese - II. Waterfowl Ducks	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 16 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Waterfowl: 3 Swans Cormorants - Wading Birds 3 Herons -- Black-crowned Yellow-crowned Green-crowned - Wading Birds: 1 Bittern Egrets Great Blue Heron - Wading Birds: 2 Ibis Exotics Wood Storks Spoonbills Pelicans - Pollution 2 Beach Clean-ups Dumped Vehicles Hazards to Wildlife Landfills Landfill & Gulls	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 17 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: See above. *Amount: See* above. *Finding aid: See* above.	•Library (*continued*): •slides (*continued*): - Airplanes Birds Broad Channel [struck through] Bird Hazards Buildings Bridges MC: Subway Car Crashes [struck through] JFK: Osprey [struck through]/Airplanes - Car Crashes/Concorde - Jamaica Bay Wildlife Refuge WTC/West Pond H1-20 - Fish Species Alphabetically - Horseshoe Crabs/MC: Shorebirds Feeding on Horseshoe Crab Eggs - Butterflies I Kippers - Butterflies II Swallowtails	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 18 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Butterflies III American Copper Mourning Cloud Tortoiseshell Tawning Emperor Angle Wings Buckeye Checkerspot (Baltimore) Frittillaries Hackberry Hairstreaks Harrester Elfins - Butterflies IV Painted Lady Pearl Crescent Pearly Eye Red Admiral Red-spotted Purple Ringlet Satyrs Sulphurs Snout - Butterflies V Monarchs Exotic Butterflies	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 19 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Butterflies VI Larvae - Moths I - Moths II Sphinx Moths Moth Larvae - Fisheries Project Water Quality Study "on the boat" Seining Invertebrates incl. Bacteria Slides Crabs/Squid etc. Starfish/Seahorses - Garbage & Pollution Hazardous Waste Hospital Waste Pollution Schmitts Marina Hospital Destruction Voodoo - Historical Trash Charles Park Norton Channel Bridge Signs - Broad Channel/MariGras/Manhattan/Statue of Liberty	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 20 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Aerials incl. Buffer-the Bay, Inc. Maps - Buffer the Bay - Sunset I - Sunset II Sunrise Non-sunset Clouds Moonshots Eclipses Storms Rainbows Planetary - Winter - Fall - Plants 1 Trees Shrubs Vines - Plants 2 Beach Plants Grasses Ferns Fungals Pond Plants - Plants 3 Flowering Plants Arranged by Color: Pink/Red	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 21 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •slides (*continued*): - Plants 4 Flowering Plants Arranged by Color: Blue/Violet Arranged by Color: Orange Arranged by Color: White Berries Water Lilies Flora-mixed - Plants 5 Flowering Plants Arranged by Color: Yellow - Don Riepe's Personal Slides (include some photographs of projects)	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 22 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •28 blue magazine/report half-boxes (4" wide each); hold reports documenting wildlife survey data, pollution data, accident and incident reports and data (est. 9.33 linear feet); labeled with white sticker labels with typed titles [some in lower case, some upper, some handwritten in black felt or ball point pen, some words abbreviated]: - Plover Reports - Breezy Point Tip - Piping Plover Studies - Piping Plover Recovery Plan - Plover Studies - Laughing Gulls, at JFK - Laughing Gulls/JFK - Laughing Gulls (other gulls) JFK - Gateway Environmental Assessments - Gateway Environmental Assessments - Habitat Stability Index Modes - Colonial Water Birds - Gateway Studies Landfills - Jamaica Bay Fishing & Estuary Management - Jamaica Bay Wildlife Refuge Mute Swan Management - Jamaica Bay Wildlife Refuge Osprey Management - Le pidoptera od onata Surveys - Colonial Water Bird Reports (NY)	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 23 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •28 blue magazine/report half-boxes (*continued*): - Colonial Water Bird Census - Raptor Surveys Hawk Watch (BPD) - Waterfowl Surveys 1976- - Shorebird Census - NYS DEC JB Damage Account/ Natural Resources Restoration/ Army Corps of Engineers/ Ecosystem Restoration Jamaica Bay - NBS Research Publications/ Information Bulletin - History of Jamaica Bay - Landfill Remediation - NYC Dep/ Jamaica Bay/ Comprehensive Watershed Management Plan - NY/NJ Harbor Estuary Program/ Buffer the Bay - Jamaica Bay Wildlife Refuge HERP Introduction - East & West Pond Studies/ East & West Pond Management/ East & West Pond Water Quality/ Botulism - Jamaica Bay Wildlife Refuge Visitor Surveys/ Visitation Statistics	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 24 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: See above. *Amount: See* above. *Finding aid: See* above.	•Library (*continued*): •28 blue magazine/report half-boxes (*continued*): - Avian Distribution & Abundance/ Jamaica Bay Wildlife Refuge [not in a blue box] - [no label] - Jamaica Bay Water Quality/ Plankton - Gateway Vegetation Studies - Fire Management •23 logs (green record ledgers and black three-ring binders and piece of paper taped to cardboard: contain counts of butterflies, tent caterpillar infestations, road kill, etc.	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 25 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Library (*continued*): •1 five-drawer map case on table in kitchen; drawers labelled and listed from top to bottom (approx. 500 items): [1] "signage" materials in packages and envelopes from graphic designers, some used in brochures [2] "trail maps" materials in packages and envelopes from graphic designers, for use in brochures [3] "brochures" materials in packages and envelopes from graphic designers, some labelled: "for report covers" [4] [no label] set of plans (small reductions) 1991 "Rehabilitate Park Roads" (49 sheets); includes package of original artists' sketches and set of plans "NY State Hurricane Evacuation Study Inundation Maps New York City" (total of 17 sheets) [5] "Brochures: Wild Flowers Butterflies"; includes artists' brochures, finished printed brochures	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 26 of 27)
d. Wildlife Refuge
(2) Resources Management (*continued*)
Contact(s): Donald Riepe
Location(s): Staff Offices in Former House, Library and Office in Former Living Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Office Area at End of Living Room: •rack to hold rolled plans (approx. 50 items): - 15 cardboard tubes of drawings/plans - 7 loose rolls of plans (1 is same as NOAA; *see* below) (this one is torn) - 1 map folded: Jamaica Bay, color, US Dept. of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Ocean Survey •1 five-drawer file cabinet, approximately one-third full (est. 10.0 linear feet or approx. 16,000 items): - 1 half-drawer of Natural Resource Management files - 1 half-drawer with some history materials - copies of newspapers, clippings, reports - some pre-NPS materials: ex. publication "Jamaica Bay Wildlife Area, City of New York, Major John Lindsay"	*See* above.	*See* above.	*See* above.

3. Breezy Point/Jamaica Bay (table 27 of 27)
e. Maintenance Division
Contact(s): Richard O'Neil
Location(s): Jamaica Bay

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. Organized into six groups: (1) Maintenance Management Office (2) Buildings and Utilities -- Historic Preservation Branch (3) Auto Shop Branch (4) Wildlife Refuge District (5) Sewage Treatment Plant (6) Grounds and Facilities (a) Breezy Point District (b) Jamaica Bay District (c) Custodian Maintenance (d) Paint Shop *Amount:* Unknown. *Finding aid:* N/A.	Unknown	No	No	Investigate if there are any files which should be acquired.

Friends' Groups (table 1 of 1)
Contact(s): Felice Ciccione
Location(s): outside of GATE

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These files were not observed during the survey. There are several friends' groups whose files would make good additions to GATE's archives, including: •Friends of Gateway •Middletown Campers •other volunteer (VIP) groups •groups which care for air craft •Sandy Hook Veterans' Historical Society (*see* below) *Amount:* Unknown. *Finding aid:* Unknown.	Unknown	No	No	Investigate the possibility of acquiring these files. If accessioned, catalog as soon as possible. Rehouse into archival materials and describe in finding aids.

Sandy Hook Veterans' Historical Society Records (table 1 of 4)
Contact(s): Cary Wiesner
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Records of the now dissolved Sandy Hook Veterans' Historical Society. *Amount:* Estimated 4.24 linear feet (approx. 6,784 items). *Finding aid:* These materials have not been described in a finding aid.	Materials in 7 boxes and loose: •Box 1: - 1 plastic card file box with 8" of index cards containing membership information -- front of card has name, address, dues paid, date -- verso of card has military service summary for NYC area or statement of relationship to area (for example: "daughter of lighthouse keeper") - 3" stack of blank membership cards •Box 2: - 2 photo albums - 1 framed color photograph of a reunion - 2 envelopes of photographic prints and several loose prints - 1 green plastic notebook - contains membership address pages and correspondence 1979 - 1 green plastic notebook - cover label: "Active members of Sandy Hook Veterans Historical Society M to Z" - copies of mailings/announcements on reunions - 2 newsletters, 1984, 1989 - 4 cassette tapes - some labelled as "meetings" 1980s	Yes?	No	Accession if necessary. Process and catalog as soon as possible. Organize into logical series, rehouse into archival materials, and describe in a finding aid.

Sandy Hook Veterans' Historical Society Records (table 2 of 4)
Contact(s): Cary Wiesner
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	Materials in 7 boxes and loose (*continued*): Box 3: - 2" of park Volunteer-in-Park worksheets/timesheets 1981-1990 - 1 large color photograph of group of people with envelope containing names - 1 8" x 10" photograph 1982 reunion •4" of handwritten meeting minutes and drafts of letters, newsletters, envelopes of correspondence, newspaper clippings - 1 envelope of Treasurer's report - envelopes of photocopies - 2 [Japanese?] magazines - negatives for printing booklet: *Sandy Hook Memories* •Box 4 [lid labelled: "SH Vets Records File Cabinet, Drawer 2 & 3"] - 15 " of records: -- 7" is financial records including ban statements, packets of canceled checks, some wrapped -- 8" is folders with newsletters, 1979-198 and folders of materials on annual reunions 2nd (1975) to 7th (1982) - 1 metal stamp for embossing paper: "Sandy Hook Veterans Historical Society"	*See* above.	*See* above.	*See* above.

Sandy Hook Veterans' Historical Society Records (table 3 of 4)
Contact(s): Cary Wiesner
Location(s): Sandy Hook

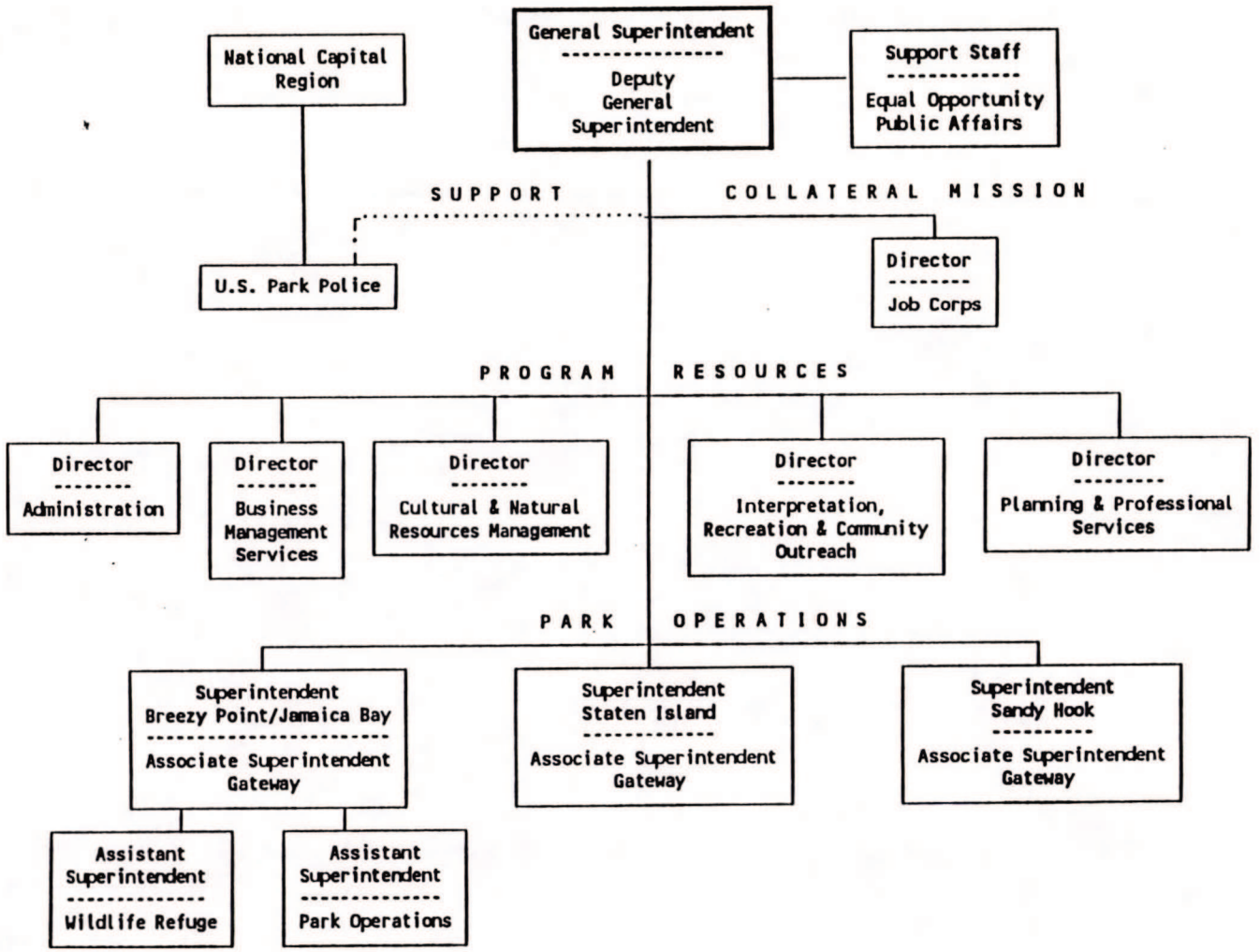
Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Box 5 [labelled: "SH Vets Records File Cabinet, Drawer #1"] - 10" of records; folders of records: -- Bylaws -- Membership -- Curator Position Description -- Annual Reunions -- Treasurer's reports -- Correspondence -- copy of Secretary of the Interior's Standards for Rehabilitation/Historic Buildings -- copy of 1976 GMP Discussion Draft, Gateway NRA -- copy of 1978 Discussion Paper, Gateway NRA •Box 6 [labelled: "SA HO Vets Records"] - 1 black cloth notebook (3 ring binder) labelled: "Active Members * Sandy Hook Veterans Historical Society A-L" - 1 black cloth notebook (3 ring binder) labelled: "Friends and Veterans Directory, A-Z" - folders of correspondence, 1980, 1985-1987 - folders of records of dues and donations - 1 copy of 1976 GMP Discussion Draft, Gateway NRA - copies of publications such as newsletters and announcements - information from other organizations, including newsletters, announcements, special events	*See* above.	*See* above.	*See* above.

Sandy Hook Veterans' Historical Society Records (table 4 of 4)
Contact(s): Cary Wiesner
Location(s): Sandy Hook

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: *See* above. *Amount:* *See* above. *Finding aid:* *See* above.	•Box 7 - 1 envelope of legal papers of incorporation, 1978; also includes mixture of papers such as membership forms (filled out), announcements, etc. - 1 envelope of bylaws - 1 envelope of photocopies of NPS Deed of gift forms (relating to History House?) - 1 spiral bound notebook and 2 envelopes with copies of NPS Deed of Gift forms - loose photographs, some in clear plastic & black paper album pages •Materials not in boxes: •3 flat encapsulated items - newspaper pages/clippings •2 large poster size photo collages, one dated 1983 •15 reunion sign-in sheets (poster size) •2 loose newspaper pages •1 newspaper clipping	*See* above.	*See* above.	*See* above.

APPENDIX B:
GATE'S ORGANIZATIONAL CHARTS

GATEWAY NATIONAL RECREATION AREA
ORGANIZATION STRUCTURE



GNRA.cht

GATEWAY NATIONAL

ORGANIZATION CHART
(as of 7/9/96)

National Capital Police

U.S. Park Police

OFFICE OF THE GENERAL SUPERINTENDENT

BUCKLEY, KEVIN C.
Park Manager (General Superintendent)
GS-0025-15----1771-00004 *
MONAHAN, THERESA
Secretary (Stenography)
GS-0318-08----1771-00228
-
Secretary (Typing)
GS-0318-05-----1771-00134
-
Park Manager (Deputy General Superintendent)
GS-0025-15-----1771-00001 *
-
Secretary (Stenography)
GS-0318-07-----1771-00229

SUPPORT STAFF

HNEDAK, JOHN D.
Park Ranger (Management Assistant)
GS-0025-13----1771-00247
BOLLING, ANNIE
Equal Employment Manager
GS-0260-12-----1771-00043
RIZOTTO, EDWARD
Park Ranger (Management Assistant)
GS-0025-12-----1771-00141
STRUMPF, EMANUEL
Public Affairs Officer
GS-1035-13-----1771-00017
DAVIDSON, MARCY
Park Ranger
GS-0025-11-----1771-00243
SILANO, CARO L A.
Public Affairs Assistant (Typing)
GS-1001-06-----1771-00230

* Position to be reviewed and evaluated by Department
** Position to be reviewed and evaluated by NESSO

FTE

Permanent	Seasonal
10	-

GATEWAY NATIONAL RECREATION AREA
ADMINISTRATION DIRECTORATE

PRINCE, SHIRLEY Y.
Administration Officer
GS-0341-14---1771-00005
LEVINE, FRIEDA
Secretary (Stenography)
GS-0318-06---1771-00217A

PERSONNEL MANAGEMENT DIVISION
ROEBUCK, DOROTHY
Personnel Officer
GS-0201-13---1771-00165
-
Employee Development specialist
GS-0235-09---177-0218
SOTO, MARISOL
Employee Relations Specialist
GS-0230-11---1771-00142
MCMILLIAN, STEPHANIE
Personnel Management Specialist
GS-0201-11---1771-00245
NUSZER, LAUREN
Staffing Specialist
GS-0212-09---1771-00012
STEINHART, MARIE
Personnel Assistant
GS-203-07---1771-00219
-
Pay/Pers Technician (Typing)
GS-0303-05---1771-00065
-
Office Auto Clerk
GS-326-04---1771-00117

INFORMATION MANAGEMENT DIVISION
CLARK, RICHARD
Supervisory Computer Specialist
GS-0334-12---1771-00059
STEWART, LINDA
Computer Specialist
GS-0334-11---1771-0015A
-
Computer Specialist
GS-0334-11---1771-0015B
-
Computer Specialist (telecom)
GS-0334-09---1771-00221
-
Computer Assistant
GS-0335-07---1771-00008

BUDGET & PROGRAM DIVISION
WALLACE, SUZANNE
Budget Officer
GS-0560-12---1771-00213
GREEN, CHERYL
Budget Analyst
GS-0560-09---1771-00146
PAVLOCK, MARYLOU
Fiscal Clerk (Typing)
GS-0503-06---1771-00242
-
Fiscal Clerk (Typing)
GS-0503-06---1771-00242
FITZGERALD, EILEEN
Fiscal Clerk
GS-0503-04---1771-00215

CONT. & PROP. MGMT. DIV.
See Page 3 of 29

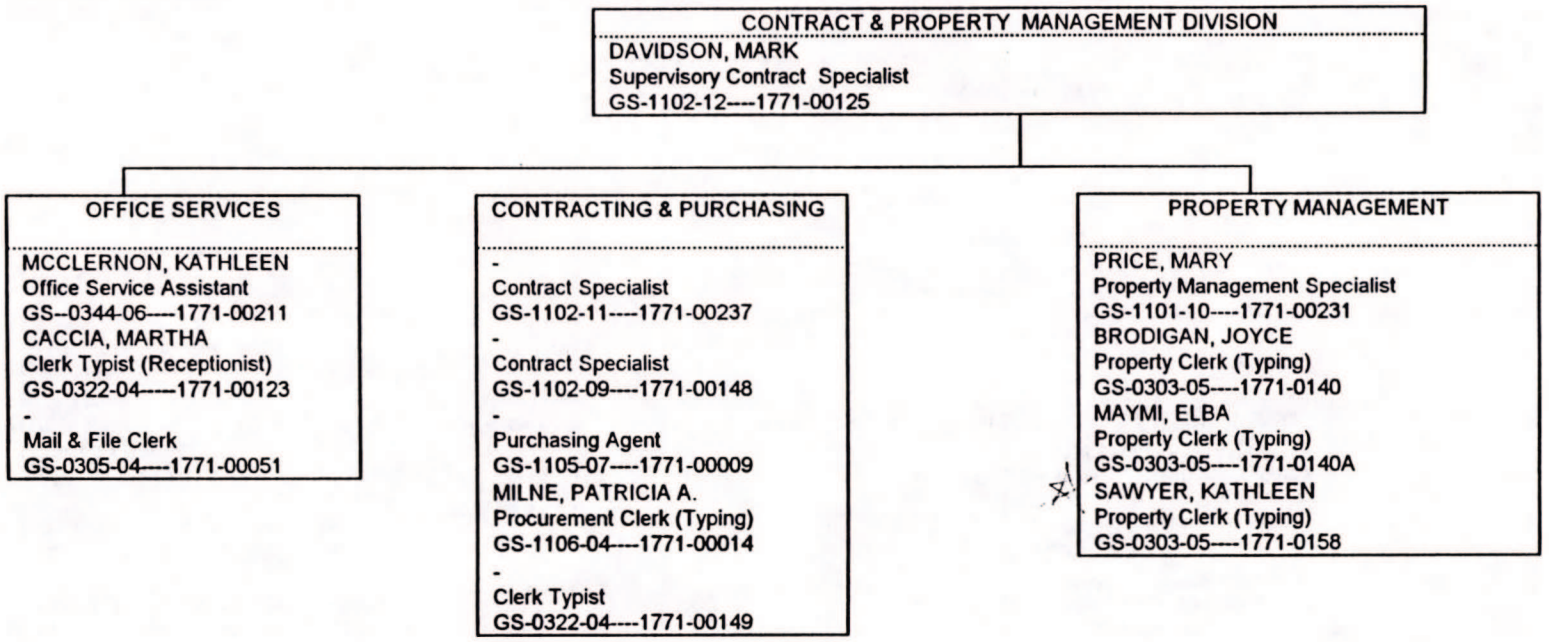
HOUSING
LUCAS, BERNICE
Housing Manager
GS-1173-09---1771-00116B

* Positions remain under review

FTE

Permanent	Seasonal
34	–

GATEWAY NATIONAL RECREATION AREA
ADMINISTRATION DIRECTORATE



GATEWAY NATIONAL RECREATION AREA
CULTURAL AND NATURAL RESOURCES MANAGEMENT DIRECTORATE

Cultural/Natural Resource Manager *
GS-0101-14---1771-00196
SLIVKO, JANICE
Architect
GS-0808-12---1771-00248
-
Secretary (Typing)
GS-0318-06---1771-00195

NATURAL RESOURCES DIVISION

TANACREDI, JOHN T.
Supervisory Ecologist (Ecotoxicology)
GS-0408-13---1771-00209
BARBA, LAURA
Secretary (Typing)
GS-0318-05---1771-0021
-
Ecologist
GS-0408-12---1771-00208
-
Environmental Compliance Specialist
GS-0401-12---1771-00243
-
Biologist (Water)
GS-0401-11---1771-00204
-

Biologist (Fishery)
GS-0482-11---1771-00205
-
Wildlife Biologist
GS-0486-11---1771-00207
BYER, MICHAEL
Botanist
GS-0430-11---1771-00203

CULTURAL RESOURCES DIVISION

BATHURST, PETER
Supervisory Cultural Resources Management Specialist
GS-0101-13---1771-00173
-
Cultural Resources Management Specialist
GS-0101-12---1771-00198
BROWN, JAMES
Historian
GS-0170-12-----1771-00199
-
Historical Architect
GS-0808-11---1771-00174
CICCIONE, FELICE
Museum Curator
GS-1015-11---1771-00175
COBLE, CHARLENE
Secretary (Typing)
GS-0318-05---1771-00197

RECRUITMENT POSITION

Biologist (Natural Resources)
GS-0401-11---1771-00206**

* Interdisciplinary Position to the GS-0401, GS-0808 Series
**Position Established - For Recruitment only

Permanent	Seasonal
16	0

GATEWAY NATIONAL RECREATION AREA
INTERPRETATION, RECREATION & COMMUNITY OUTREACH DIRECTORATE

RIENHARDT, JAMES A.
Supervisory Park Ranger
GS-0025 -13----1771-00166

PAGE, LUCILLE
Secretary, (Stenography)
GS-0318-06----1771-00186

INTERPRETATION & RECREATION DIVISION

-
Supervisory Park Ranger
GS-0025-12----1771-00187 *
LANCOS, JOHN
Environmental Education Specialist (Interpretation)
GS-1710-11----1771-00188
-
Natural Resources Specialist (Interpretation)
GS-0401-11----1771-00210
-
Special Event Specialist (Interpretation)
GS-1001-11----1771-00191
-
Historical Specialist (Interpretation)
GS-0170-11----1771-00190
-
Recreation Specialist
GS-0188-11----1771-00192
WILLER, CAVAL
Administrative Clerk
GS-0303-05----1771-00193

COMMUNITY OUTREACH DIVISION

LOWE, CARTER
Supervisory Park Ranger
GS-0025-13----1771-0182
-
Volunteer Resources Coordinator
GS-1001-11----1771-00184 *
BATTLE, DAISY
Park Ranger (Interpretation)
GS-0025-09----1771-I00001A
HOLLOWAY, ANITA
Park Ranger (Interpretation)
GS-0025-09----1771-I00001B
-
Park Ranger (Interpretation)
GS-00025-09----1771-I00001C
-
Clerk Typist
GS-0322-04----1771-00185

GATEWAY NATIONAL RECREATION AREA
BUSINESS MANAGEMENT SERVICE DIRECTORATE

-
Business Management Manger
GS-1101-14----1771-00171
-
Secretary (Typing)
GS-0318-06----1771-00201
-
Financial Analyst
GS-1160-12----1771-00239
-
Business Management Specialist
GS-1101-12----1771-00238
-
Business Analyst (Cooperative Agreement, Grants)
GS-1101-12----1771-00232

CONCESSIONS MANAGEMENT DIVISION

-
Supervisory Concessions Management Specialist
GS-1101-12----1771-00236
-
Concessions Management Specialist
GS-1101-11----1771-00235
-
Concessions Management Specialist
GS-1107-09----1771-00233
HUGHES, EILEEN
Concessions Management Assistant
GS-1107-07----1771-00162

Clerk Typist
GS-0322-04----1771-00106

FTE

Permanent	Seasonal
9	-

GATEWAY NATIONAL RECREATION AREA
PLANNING AND PROFESSIONAL SERVICES DIRECTORATE

PELLICANE, CHARLES
Supervisory Park Ranger (Planning)*
GS-0025-13----1771-00167

VON WESTERHAGEN, PATRICIA
Secretary (Typing)
GS-0318-06----1771-00179

ENGINEERING DIVISION

-

Supervisory Civil Engineer
GS-0810-13----1771-00168

-

Mechanical Engineer
GS-0830-12----1771-0176

-

Civil Engineer
GS-0810-12----1771-00177

-

Electrical Engineer
GS-0850-12----1771-00178

-

Civil Engineering Technician
GS-0802-09----1771-00137
FREESE, ROBERT
Facility Mgmt Spec
GS-1640-09----1771-00246

-

Clerk Typist
GS-0322-04----1771-00225

-

Engineering Technician
GS-0802-11----1771-00115

HANAKI, KEN
Facility Manager
GS-1640-13

SAFETY, HEALTH & RANGER SERVICES DIVISION

-

Supervisory Park Ranger (Chief Ranger)
GS-0025-12----1771-00227
PAZZAGLIA, NICHOLAS
Safety & Occupational Health Specialist
GS-0018-11----1771-00041
ROMERO, ALEXCY
Sanitarian
GS-0688-11----1771-00136
MARTINEZ, CARL
Water Safety Coordinator
GS-0301-09----1771-00139

-

Clerk Typist
GS-0322-04----1771-00226

PLANNING DIVISION

-

Park Ranger (Park Planner)
GS-0025-12----1771-00169

-

Landscape Architect
GS-0807-12----1771-00181

-

Architect
GS-0808-12----1771-00170

-

Planning Clerk (Typing)
GS-0303-05----1771-00180

INFORMATION SERVICES

–

Supervisory Information Specialist
GS-1001-11----1771-00222

-

Exhibits Specialist
GS-1010-09----1771-00194

-

Writer/Editor
GS-1087-09----1771-00223

-

Visual Information Specialist
GS-1084-07----1771-00224

RECRUITMENT POSITIONS

Engineering Draftsman
GS-0818-06----1771-00056 **
FEENEY, BRIAN
Audio.Visual Information Specialist
GS-1071-09----1771-00163 **

FTE

Permanent	Seasonal
21	-

GATEWAY NATIONAL RECREATION AREA
STATEN ISLAND UNIT

SCOTT, MARY GIBSON
Park Manager (Superintendent)
GS-0025-14----1773-00110 *
PARKER, JEANETTE
Assistant Superintendent
GS-0025-12----1773-00111
CONTI, LORRAINE
Secretary (Typing)
GS-0318-06----1773-00043

LORENZINI, EDWARD
Engineering Technician
GS-0802-11----1773-00101
PERI, JOHN
Engineering Technician
GS-0802-11----1773-00114
REYES, MIGUEL
Engineering Technician
GS-0802-11----1773-00122
PONTILLO, DOMINIC
Engineering Technician
GS-0802-11----1773-00118
HEIB, ROBERT
Facility Management Specialist
GS-1640-09----1773-00159

VISITOR SERVICES AND RESOURCES MANAGEMENT DIVISION
See Page 9 of 29

ADMINISTRATIVE DIVISION
BULLOCK, JAMES
Administrative Officer
GS-0341-09----1773-00115
FERRARA, EILEEN
Budget Analyst
GS-0560-09----1773-00119
-
Administrative Clerk (Typing)
GS-0303-05----1773-00047
-
Clerk Typist

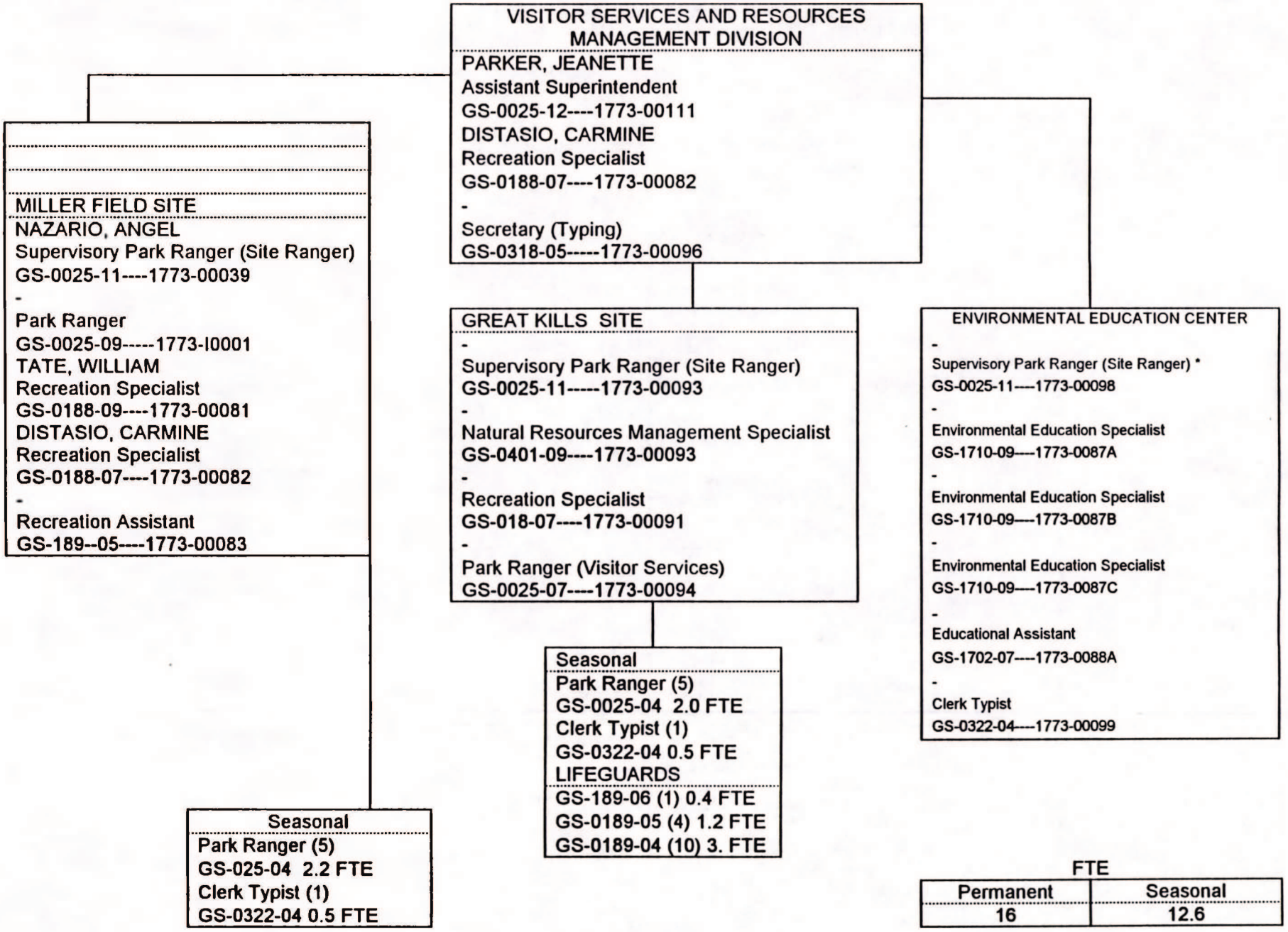
GS-0303-05----1773-00017

WULFF, DIANE
CLERK TYPIST-GS-322-04

MAINTENANCE DIVISION
See Page 10 of 29

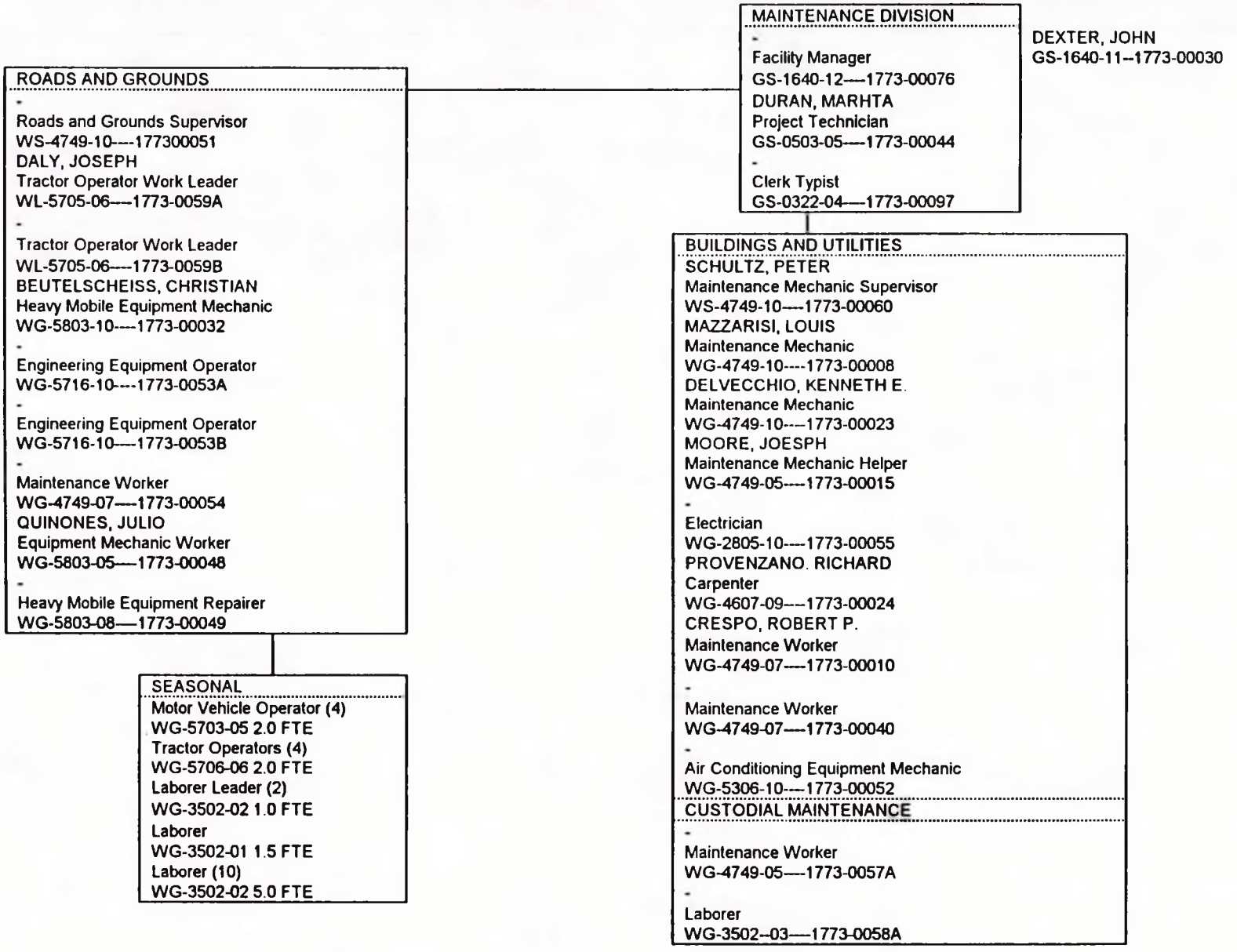
Permanent	Seasonal
5	-

* Positions requires evaluation from the Department



FTE

Permanent	Seasonal
16	12.6


MAINTENANCE DIVISION
-
Facility Manager
GS-1640-12---1773-00076
DURAN, MARHTA
Project Technician
GS-0503-05---1773-00044
-
Clerk Typist
GS-0322-04---1773-00097
DEXTER, JOHN
GS-1640-11--1773-00030
ROADS AND GROUNDS
-
Roads and Grounds Supervisor
WS-4749-10---177300051
DALY, JOSEPH
Tractor Operator Work Leader
WL-5705-06---1773-0059A
-
Tractor Operator Work Leader
WL-5705-06---1773-0059B
BEUTELSCHEISS, CHRISTIAN
Heavy Mobile Equipment Mechanic
WG-5803-10---1773-00032
-
Engineering Equipment Operator
WG-5716-10---1773-0053A
-
Engineering Equipment Operator
WG-5716-10---1773-0053B
-
Maintenance Worker
WG-4749-07---1773-00054
QUINONES, JULIO
Equipment Mechanic Worker
WG-5803-05---1773-00048
-
Heavy Mobile Equipment Repairer
WG-5803-08---1773-00049
SEASONAL
Motor Vehicle Operator (4)
WG-5703-05 2.0 FTE
Tractor Operators (4)
WG-5706-06 2.0 FTE
Laborer Leader (2)
WG-3502-02 1.0 FTE
Laborer
WG-3502-01 1.5 FTE
Laborer (10)
WG-3502-02 5.0 FTE
BUILDINGS AND UTILITIES
SCHULTZ, PETER
Maintenance Mechanic Supervisor
WS-4749-10---1773-00060
MAZZARISI, LOUIS
Maintenance Mechanic
WG-4749-10---1773-00008
DELVECCHIO, KENNETH E.
Maintenance Mechanic
WG-4749-10---1773-00023
MOORE, JOESPH
Maintenance Mechanic Helper
WG-4749-05---1773-00015
-
Electrician
WG-2805-10---1773-00055
PROVENZANO. RICHARD
Carpenter
WG-4607-09---1773-00024
CRESPO, ROBERT P.
Maintenance Worker
WG-4749-07---1773-00010
-
Maintenance Worker
WG-4749-07---1773-00040
-
Air Conditioning Equipment Mechanic
WG-5306-10---1773-00052
CUSTODIAL MAINTENANCE
-
Maintenance Worker
WG-4749-05---1773-0057A
-
Laborer
WG-3502--03---1773-0058A

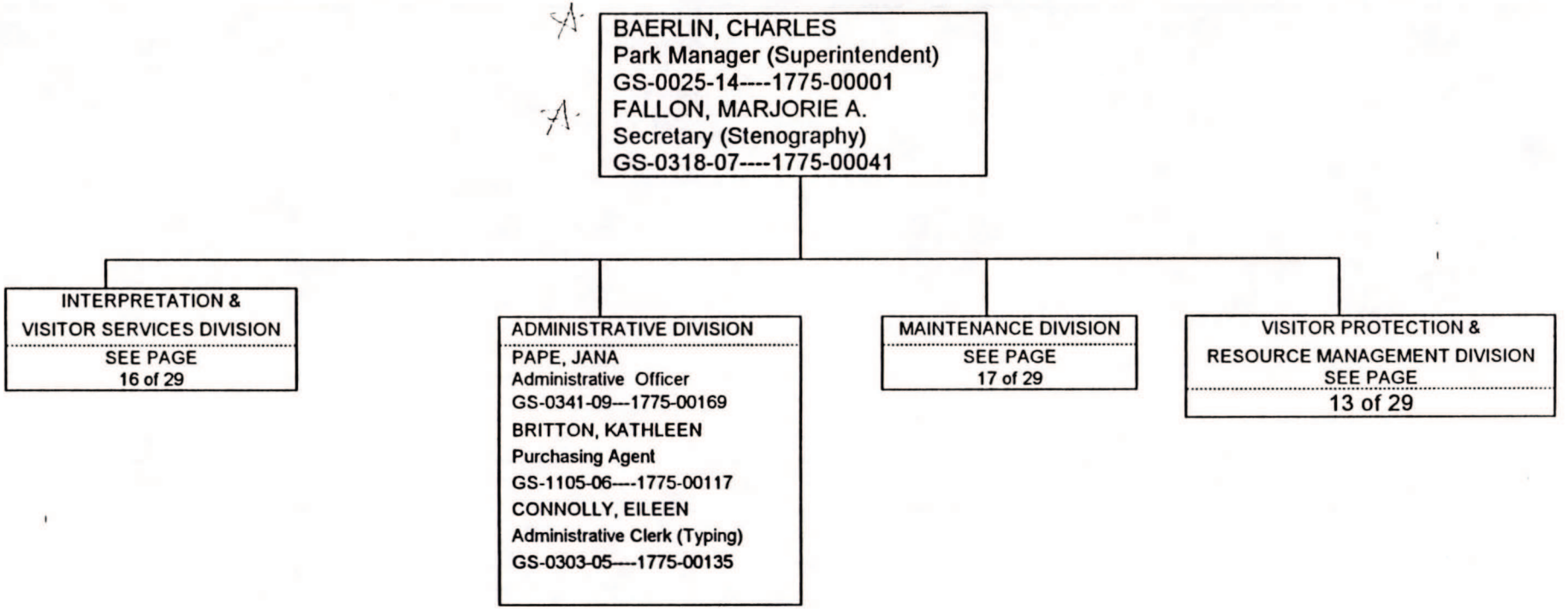
MAINTENANCE DIVISION
Continue

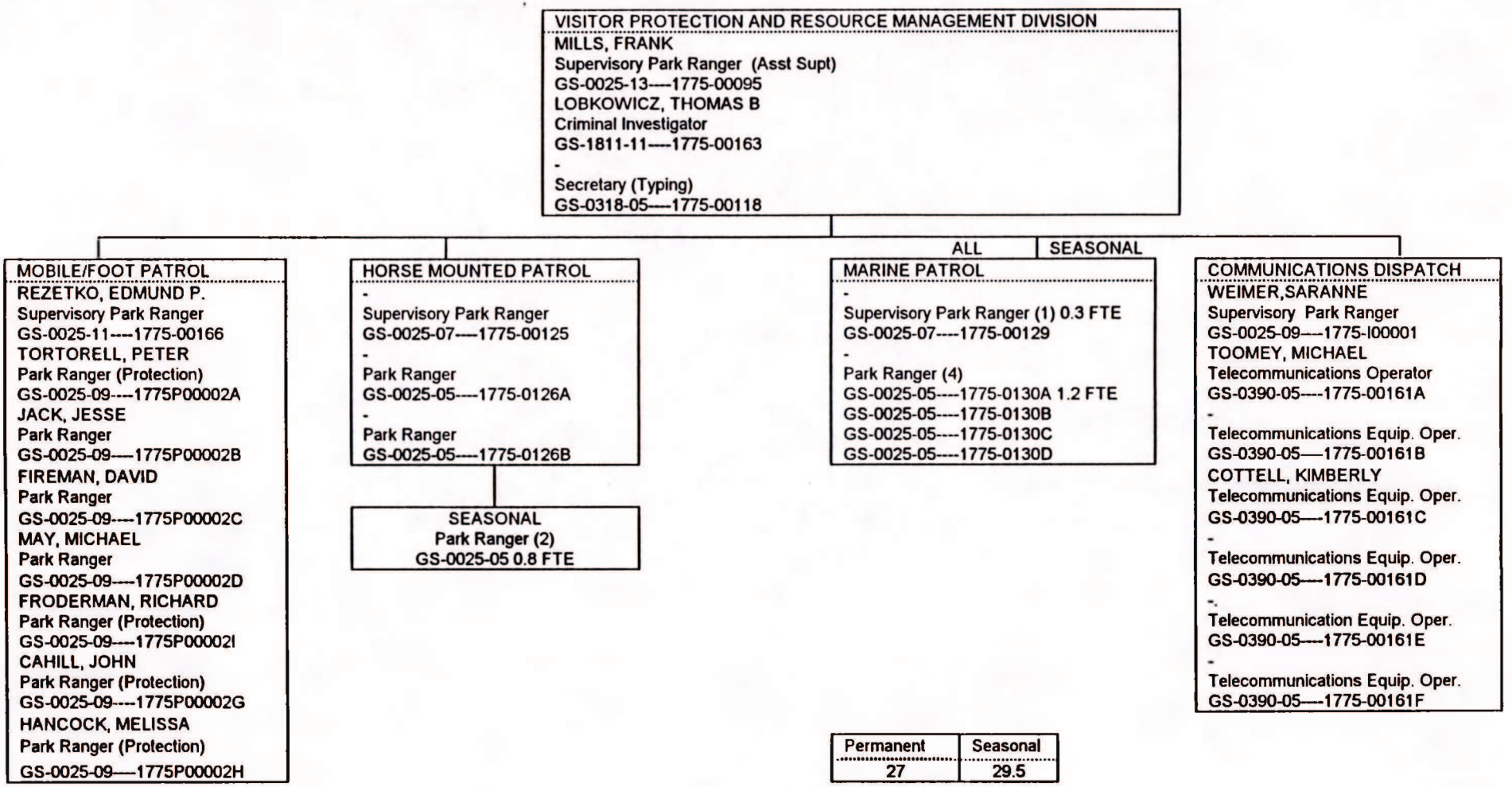
RECRUITMENT POSITIONS

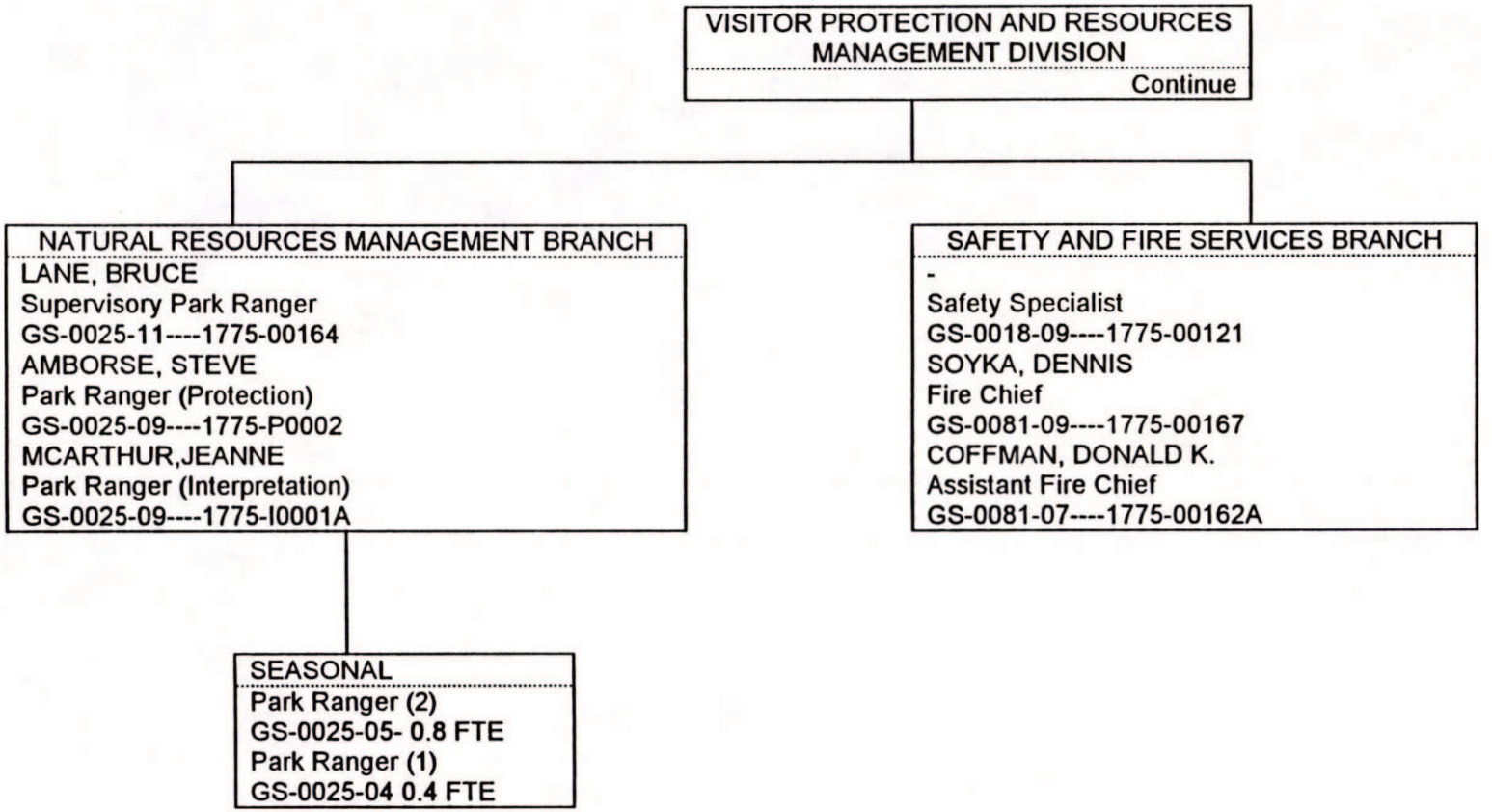
Plumber
WG-4206-09----1773-00061
Plumbing Worker
WG-4206-07----1773-00062
Plumbing Helper
WG-4206-05----1773-00063
Painter
WG-4102----1773-00064
Painting Worker
WG-4102-07----1773-00065
Painter Helper
WG-4102-05-----1773-00066
Carpenter Worker
WG-4607-07----1773-00067
Carpenter Helper
WG-4607-05----1773-00068
Automotive Worker
WG-5823-08-----1773-00069

Architecture Technician
GS-0802-07/09----1773-00050

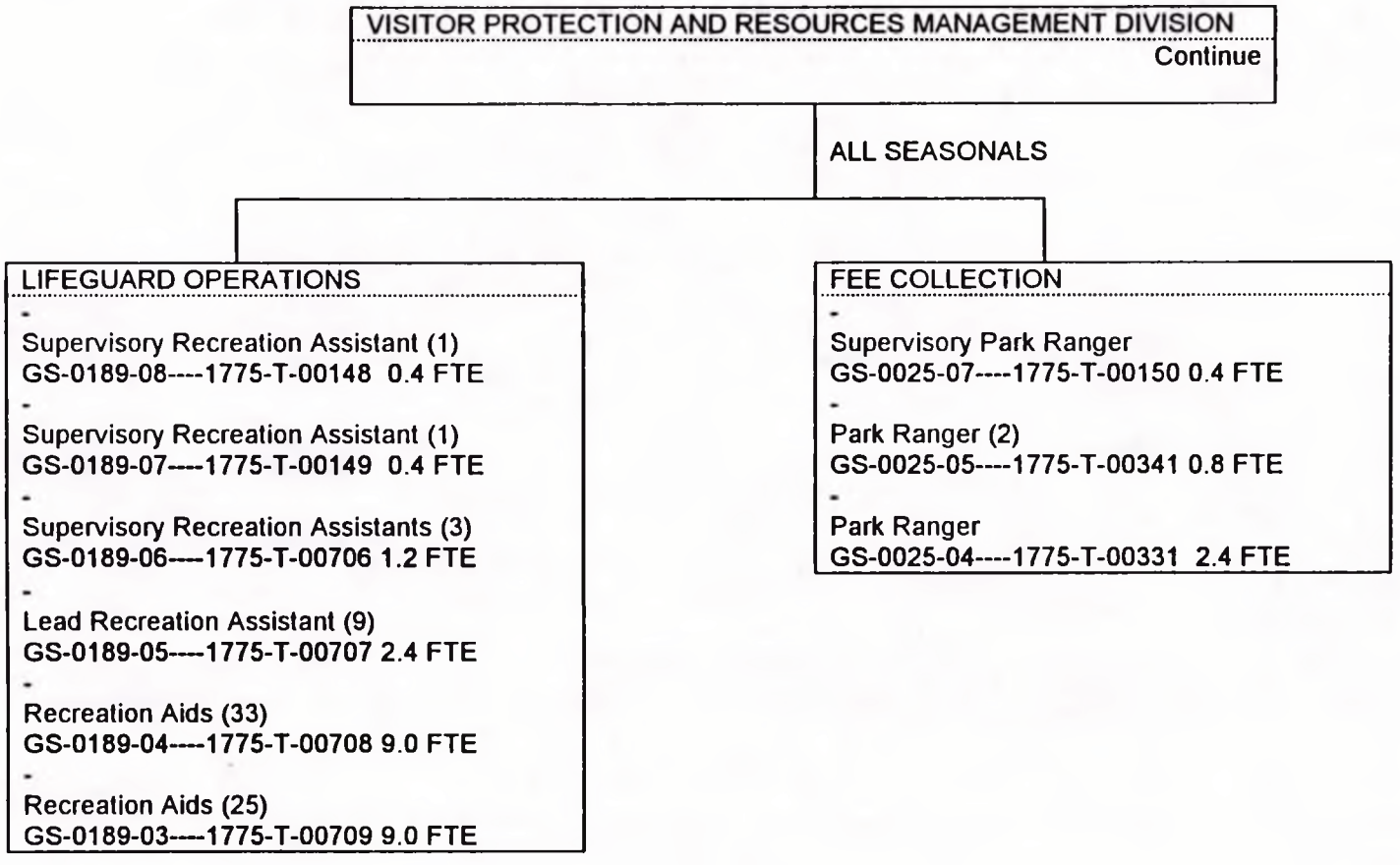
Electrical Worker (High Voltage)
WG-2810-08-----1773-00070
Electrical Helper (High Voltage)
WG-2810-05----1773-00071
Pipefitting Worker
WG-4204-08----1773-00072
Pipefitting Helper
WG-4204-05----1773-00073
Air Conditioning Equipment Mechanic
WG-5306-08----1773-00074
Electrical Worker
WG-2805-08----1773-00077
Electrician Helper
WG-2805-05-----1773-00078

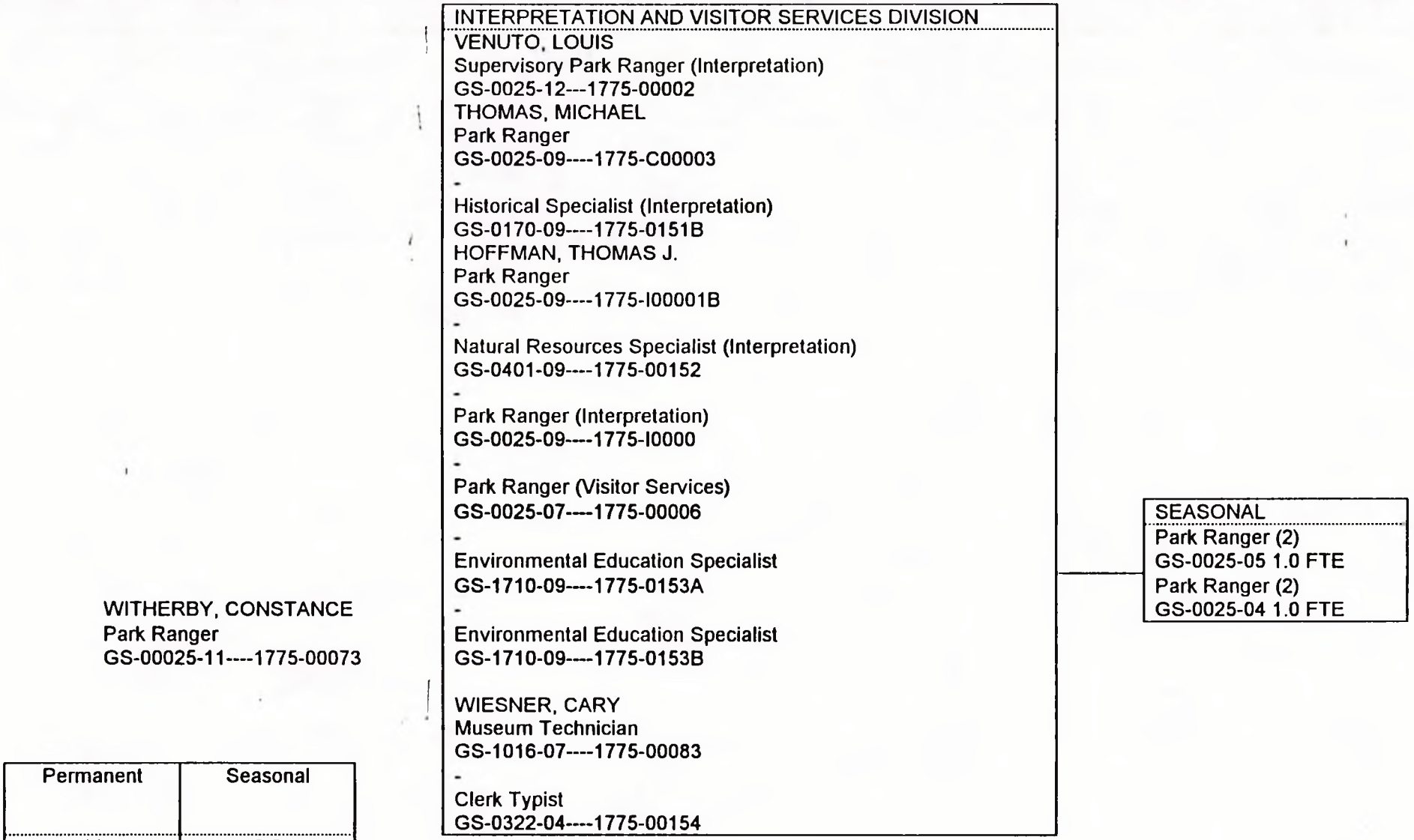

BAERLIN, CHARLES
Park Manager (Superintendent)
GS-0025-14----1775-00001
FALLON, MARJORIE A.
Secretary (Stenography)
GS-0318-07----1775-00041
INTERPRETATION & VISITOR SERVICES DIVISION
SEE PAGE 16 of 29
ADMINISTRATIVE DIVISION
PAPE, JANA
Administrative Officer
GS-0341-09---1775-00169
BRITTON, KATHLEEN
Purchasing Agent
GS-1105-06----1775-00117
CONNOLLY, EILEEN
Administrative Clerk (Typing)
GS-0303-05----1775-00135
MAINTENANCE DIVISION
SEE PAGE 17 of 29
VISITOR PROTECTION & RESOURCE MANAGEMENT DIVISION
SEE PAGE 13 of 29


VISITOR PROTECTION AND RESOURCE MANAGEMENT DIVISION
MILLS, FRANK
Supervisory Park Ranger (Asst Supt)
GS-0025-13----1775-00095
LOBKOWICZ, THOMAS B
Criminal Investigator
GS-1811-11----1775-00163
-
Secretary (Typing)
GS-0318-05----1775-00118
MOBILE/FOOT PATROL
REZETKO, EDMUND P.
Supervisory Park Ranger
GS-0025-11----1775-00166
TORTORELL, PETER
Park Ranger (Protection)
GS-0025-09----1775P00002A
JACK, JESSE
Park Ranger
GS-0025-09----1775P00002B
FIREMAN, DAVID
Park Ranger
GS-0025-09----1775P00002C
MAY, MICHAEL
Park Ranger
GS-0025-09----1775P00002D
FRODERMAN, RICHARD
Park Ranger (Protection)
GS-0025-09----1775P00002I
CAHILL, JOHN
Park Ranger (Protection)
GS-0025-09----1775P00002G
HANCOCK, MELISSA
Park Ranger (Protection)
GS-0025-09----1775P00002H
HORSE MOUNTED PATROL
-
Supervisory Park Ranger
GS-0025-07----1775-00125
-
Park Ranger
GS-0025-05----1775-0126A
-
Park Ranger
GS-0025-05----1775-0126B
SEASONAL
Park Ranger (2)
GS-0025-05 0.8 FTE
ALL
SEASONAL
MARINE PATROL
-
Supervisory Park Ranger (1) 0.3 FTE
GS-0025-07----1775-00129
-
Park Ranger (4)
GS-0025-05----1775-0130A 1.2 FTE
GS-0025-05----1775-0130B
GS-0025-05----1775-0130C
GS-0025-05----1775-0130D
COMMUNICATIONS DISPATCH
WEIMER,SARANNE
Supervisory Park Ranger
GS-0025-09----1775-I00001
TOOMEY, MICHAEL
Telecommunications Operator
GS-0390-05----1775-00161A
-
Telecommunications Equip. Oper.
GS-0390-05----1775-00161B
COTTELL, KIMBERLY
Telecommunications Equip. Oper.
GS-0390-05----1775-00161C
-
Telecommunications Equip. Oper.
GS-0390-05----1775-00161D
-.
Telecommunication Equip. Oper.
GS-0390-05----1775-00161E
-
Telecommunications Equip. Oper.
GS-0390-05----1775-00161F
Permanent
Seasonal
27
29.5


VISITOR PROTECTION AND RESOURCES MANAGEMENT DIVISION
Continue
NATURAL RESOURCES MANAGEMENT BRANCH
LANE, BRUCE
Supervisory Park Ranger
GS-0025-11----1775-00164
AMBORSE, STEVE
Park Ranger (Protection)
GS-0025-09----1775-P0002
MCARTHUR,JEANNE
Park Ranger (Interpretation)
GS-0025-09----1775-I0001A
SEASONAL
Park Ranger (2)
GS-0025-05- 0.8 FTE
Park Ranger (1)
GS-0025-04 0.4 FTE
SAFETY AND FIRE SERVICES BRANCH
-
Safety Specialist
GS-0018-09----1775-00121
SOYKA, DENNIS
Fire Chief
GS-0081-09----1775-00167
COFFMAN, DONALD K.
Assistant Fire Chief
GS-0081-07----1775-00162A

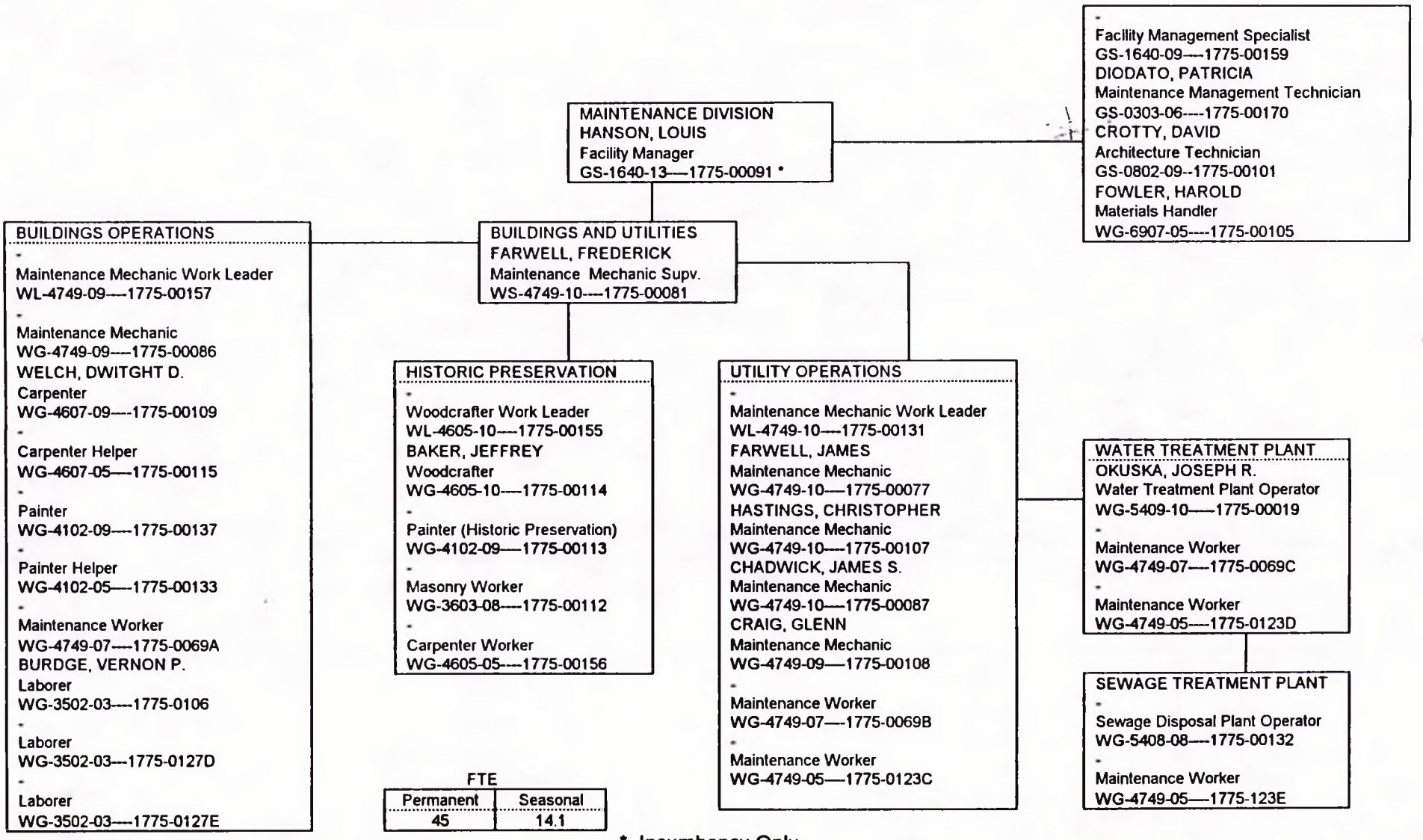
GATEWAY NATIONAL RECREATION AREA
SANDY HOOK UNIT



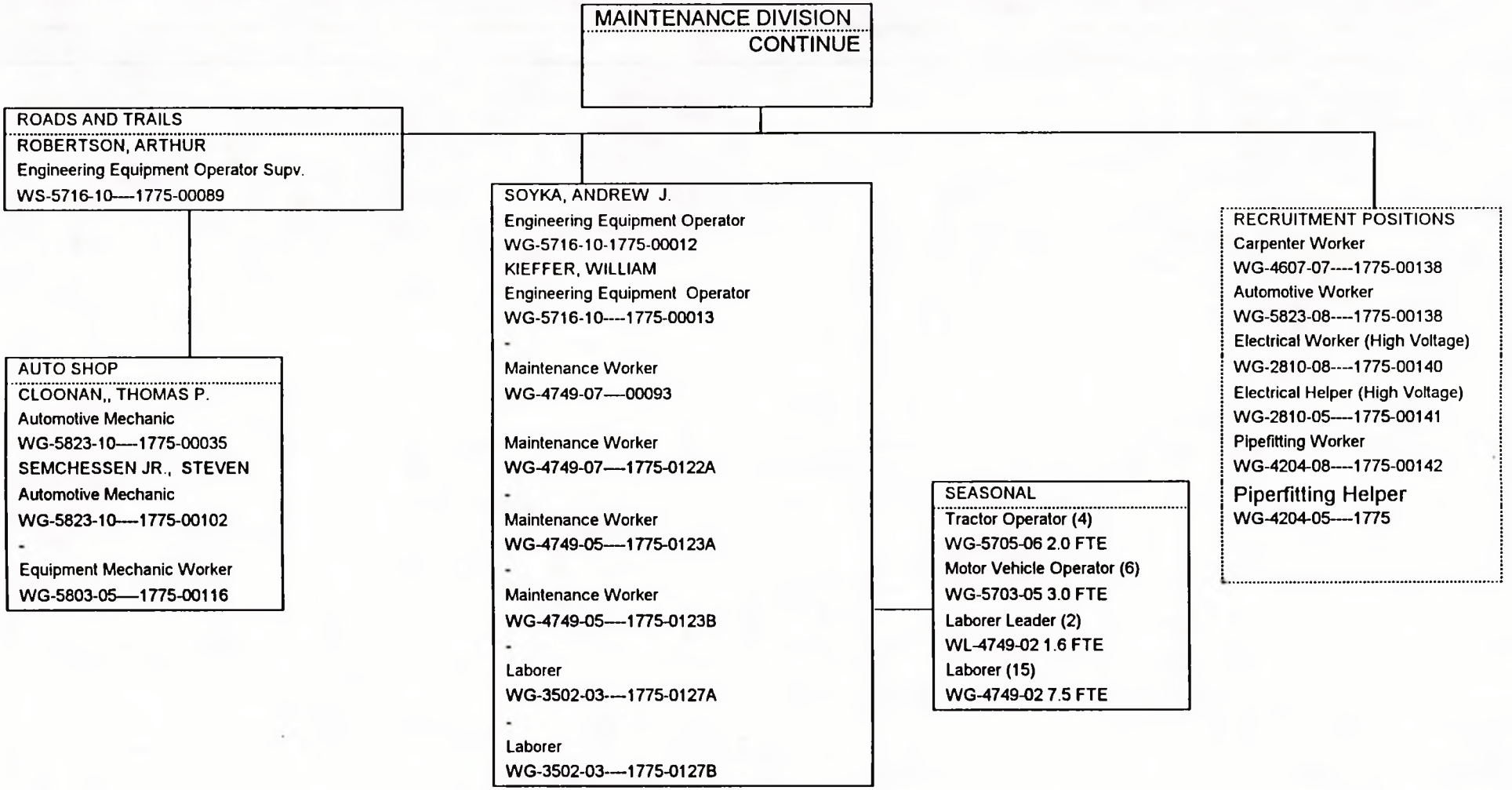


Permanent	Seasonal
11	2.0

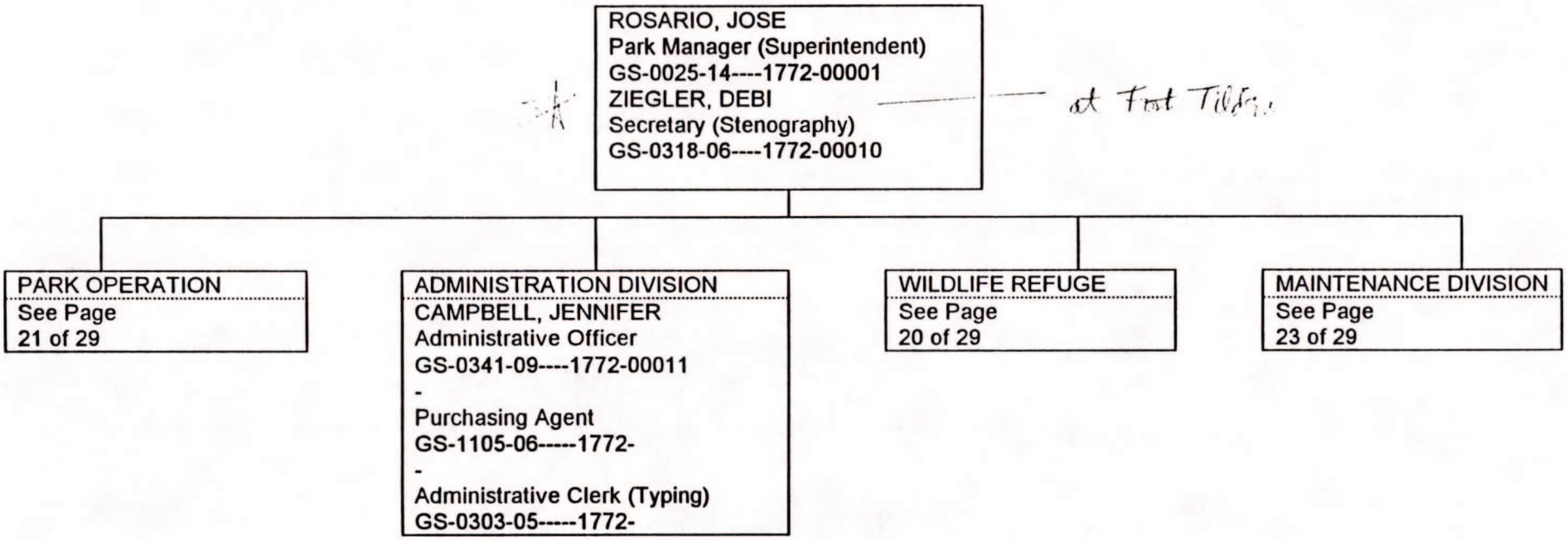
GATEWAY NATIONAL RECREATION AREA
SANDY HOOK UNIT



* Incumbency Only


MAINTENANCE DIVISION
CONTINUE
ROADS AND TRAILS
ROBERTSON, ARTHUR
Engineering Equipment Operator Supv.
WS-5716-10—1775-00089
AUTO SHOP
CLOONAN,, THOMAS P.
Automotive Mechanic
WG-5823-10—1775-00035
SEMCHESSEN JR., STEVEN
Automotive Mechanic
WG-5823-10—1775-00102
-
Equipment Mechanic Worker
WG-5803-05—1775-00116
SOYKA, ANDREW J.
Engineering Equipment Operator
WG-5716-10-1775-00012
KIEFFER, WILLIAM
Engineering Equipment Operator
WG-5716-10—1775-00013
-
Maintenance Worker
WG-4749-07—00093
Maintenance Worker
WG-4749-07—1775-0122A
-
Maintenance Worker
WG-4749-05—1775-0123A
-
Maintenance Worker
WG-4749-05—1775-0123B
-
Laborer
WG-3502-03—1775-0127A
-
Laborer
WG-3502-03—1775-0127B
SEASONAL
Tractor Operator (4)
WG-5705-06 2.0 FTE
Motor Vehicle Operator (6)
WG-5703-05 3.0 FTE
Laborer Leader (2)
WL-4749-02 1.6 FTE
Laborer (15)
WG-4749-02 7.5 FTE
RECRUITMENT POSITIONS
Carpenter Worker
WG-4607-07—1775-00138
Automotive Worker
WG-5823-08—1775-00138
Electrical Worker (High Voltage)
WG-2810-08—1775-00140
Electrical Helper (High Voltage)
WG-2810-05—1775-00141
Pipefitting Worker
WG-4204-08—1775-00142
Piperfitting Helper
WG-4204-05—1775

GATEWAY NATIONAL RECREATION AREA
BREEZY POINT/JAMAICA BAY UNIT

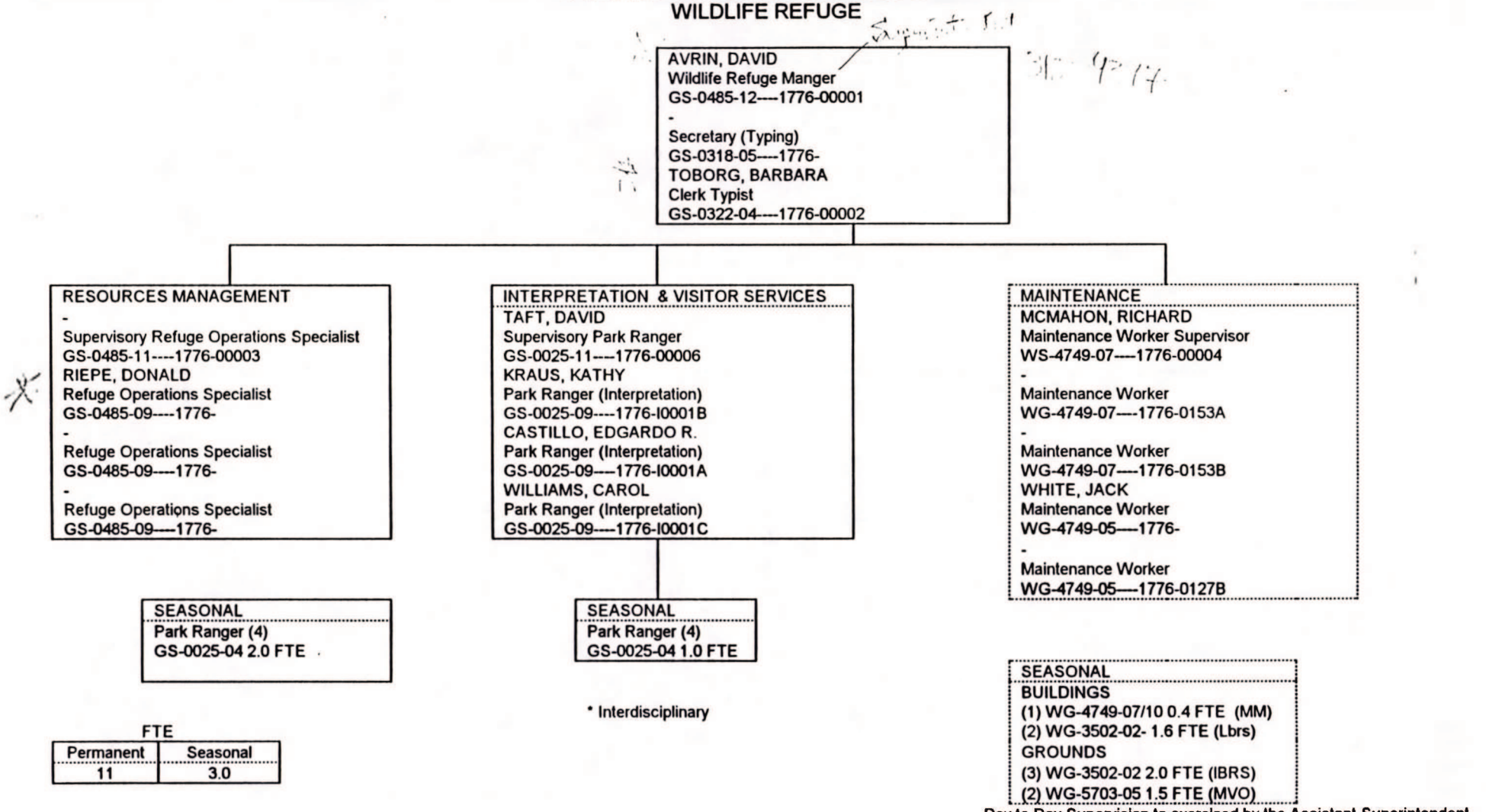


FTE

Permanent	Seasonal
5	-

*Positions Requires Evaluation by the Department

GATEWAY NATIONAL RECREATION AREA
WILDLIFE REFUGE

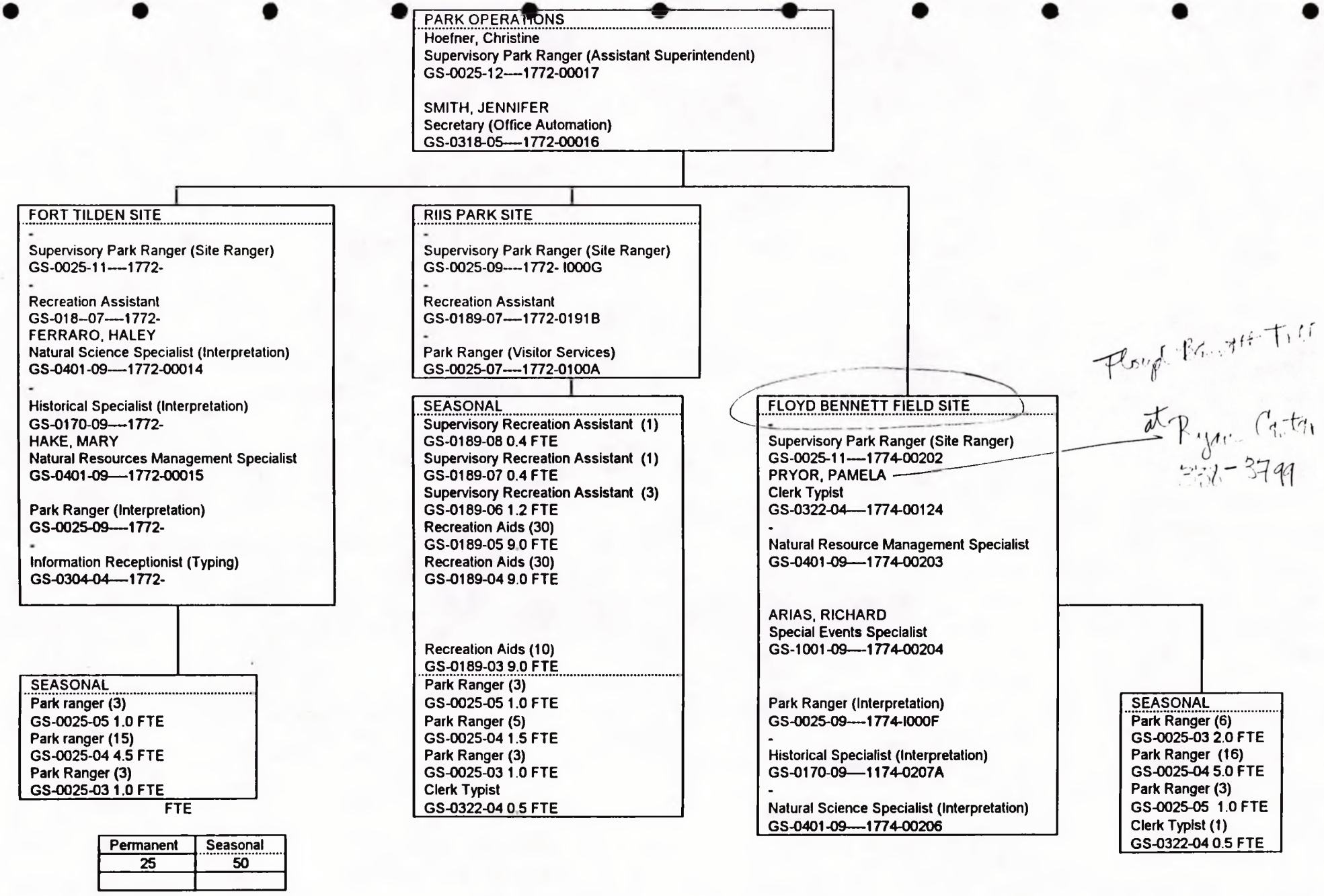


* Interdisciplinary

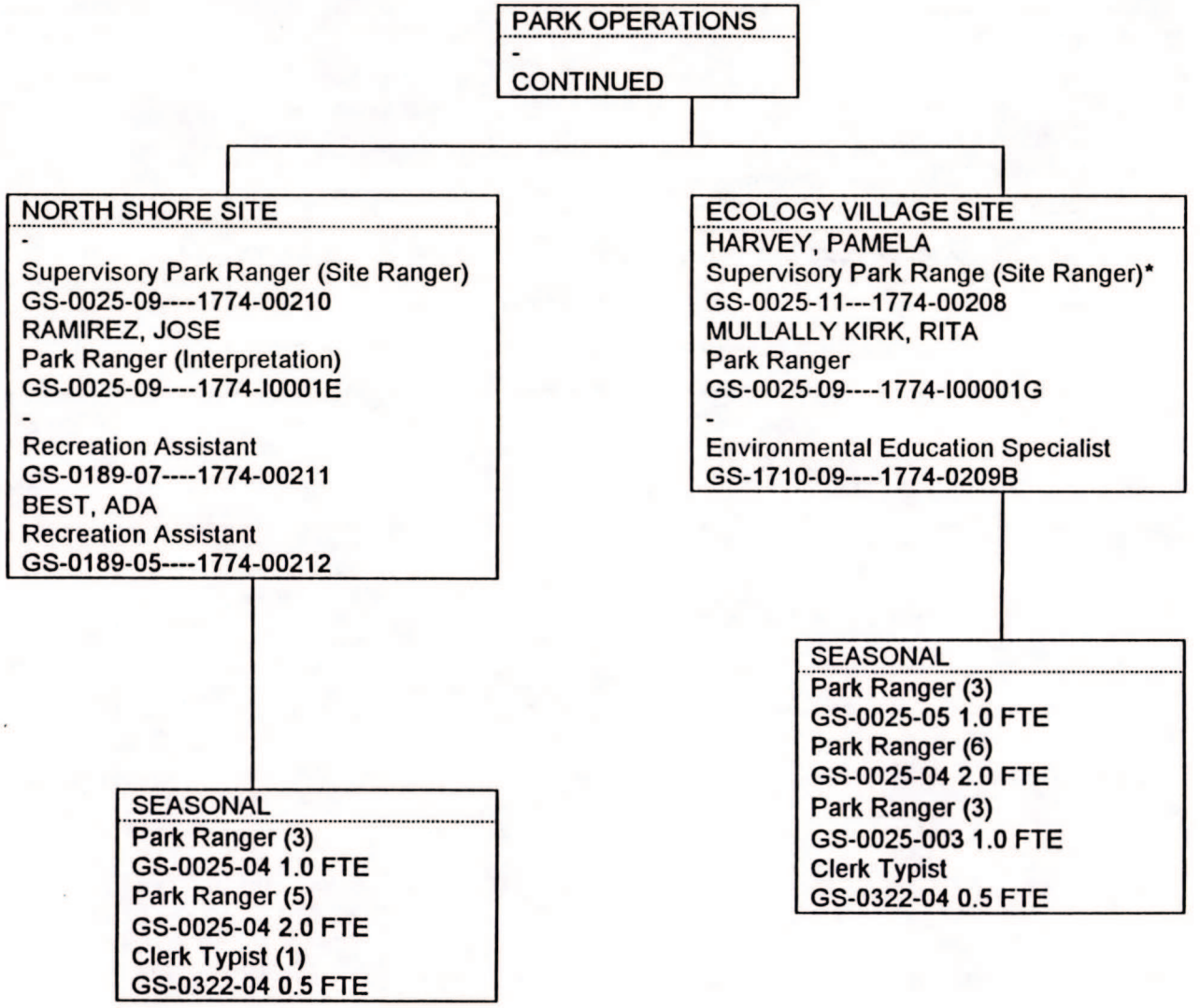
FTE

Permanent	Seasonal
11	3.0

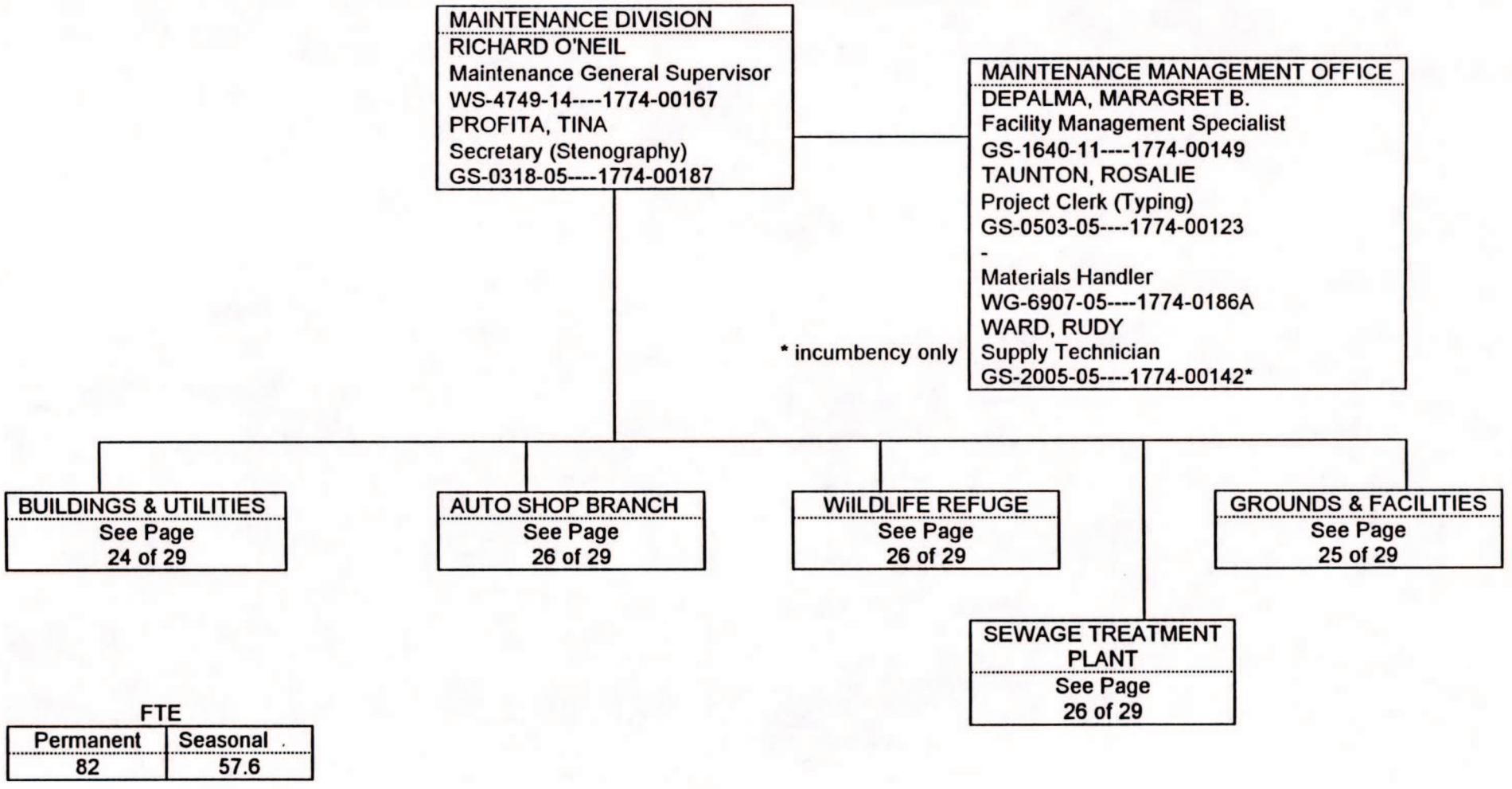
Day to Day Supervision to exercised by the Assistant Superintendent for Wildlife Refuge Program accountability is of maintenance division.


PARK OPERATIONS
Hoefner, Christine
Supervisory Park Ranger (Assistant Superintendent)
GS-0025-12----1772-00017
SMITH, JENNIFER
Secretary (Office Automation)
GS-0318-05----1772-00016
FORT TILDEN SITE
-
Supervisory Park Ranger (Site Ranger)
GS-0025-11----1772-
-
Recreation Assistant
GS-018--07----1772-
FERRARO, HALEY
Natural Science Specialist (Interpretation)
GS-0401-09----1772-00014
-
Historical Specialist (Interpretation)
GS-0170-09----1772-
HAKE, MARY
Natural Resources Management Specialist
GS-0401-09----1772-00015
Park Ranger (Interpretation)
GS-0025-09----1772-
-
Information Receptionist (Typing)
GS-0304-04----1772-
SEASONAL
Park ranger (3)
GS-0025-05 1.0 FTE
Park ranger (15)
GS-0025-04 4.5 FTE
Park Ranger (3)
GS-0025-03 1.0 FTE
FTE
Permanent
Seasonal
25
50
RIIS PARK SITE
-
Supervisory Park Ranger (Site Ranger)
GS-0025-09----1772- I000G
-
Recreation Assistant
GS-0189-07----1772-0191B
-
Park Ranger (Visitor Services)
GS-0025-07----1772-0100A
SEASONAL
Supervisory Recreation Assistant (1)
GS-0189-08 0.4 FTE
Supervisory Recreation Assistant (1)
GS-0189-07 0.4 FTE
Supervisory Recreation Assistant (3)
GS-0189-06 1.2 FTE
Recreation Aids (30)
GS-0189-05 9.0 FTE
Recreation Aids (30)
GS-0189-04 9.0 FTE
Recreation Aids (10)
GS-0189-03 9.0 FTE
Park Ranger (3)
GS-0025-05 1.0 FTE
Park Ranger (5)
GS-0025-04 1.5 FTE
Park Ranger (3)
GS-0025-03 1.0 FTE
Clerk Typist
GS-0322-04 0.5 FTE
FLOYD BENNETT FIELD SITE
-
Supervisory Park Ranger (Site Ranger)
GS-0025-11----1774-00202
PRYOR, PAMELA
Clerk Typist
GS-0322-04----1774-00124
-
Natural Resource Management Specialist
GS-0401-09----1774-00203
ARIAS, RICHARD
Special Events Specialist
GS-1001-09----1774-00204
Park Ranger (Interpretation)
GS-0025-09----1774-I000F
-
Historical Specialist (Interpretation)
GS-0170-09----1174-0207A
-
Natural Science Specialist (Interpretation)
GS-0401-09----1774-00206
SEASONAL
Park Ranger (6)
GS-0025-03 2.0 FTE
Park Ranger (16)
GS-0025-04 5.0 FTE
Park Ranger (3)
GS-0025-05 1.0 FTE
Clerk Typist (1)
GS-0322-04 0.5 FTE

GATEWAY NATIONAL RECREATION AREA
BREEZY POINT/JAMAICA BAY UNIT

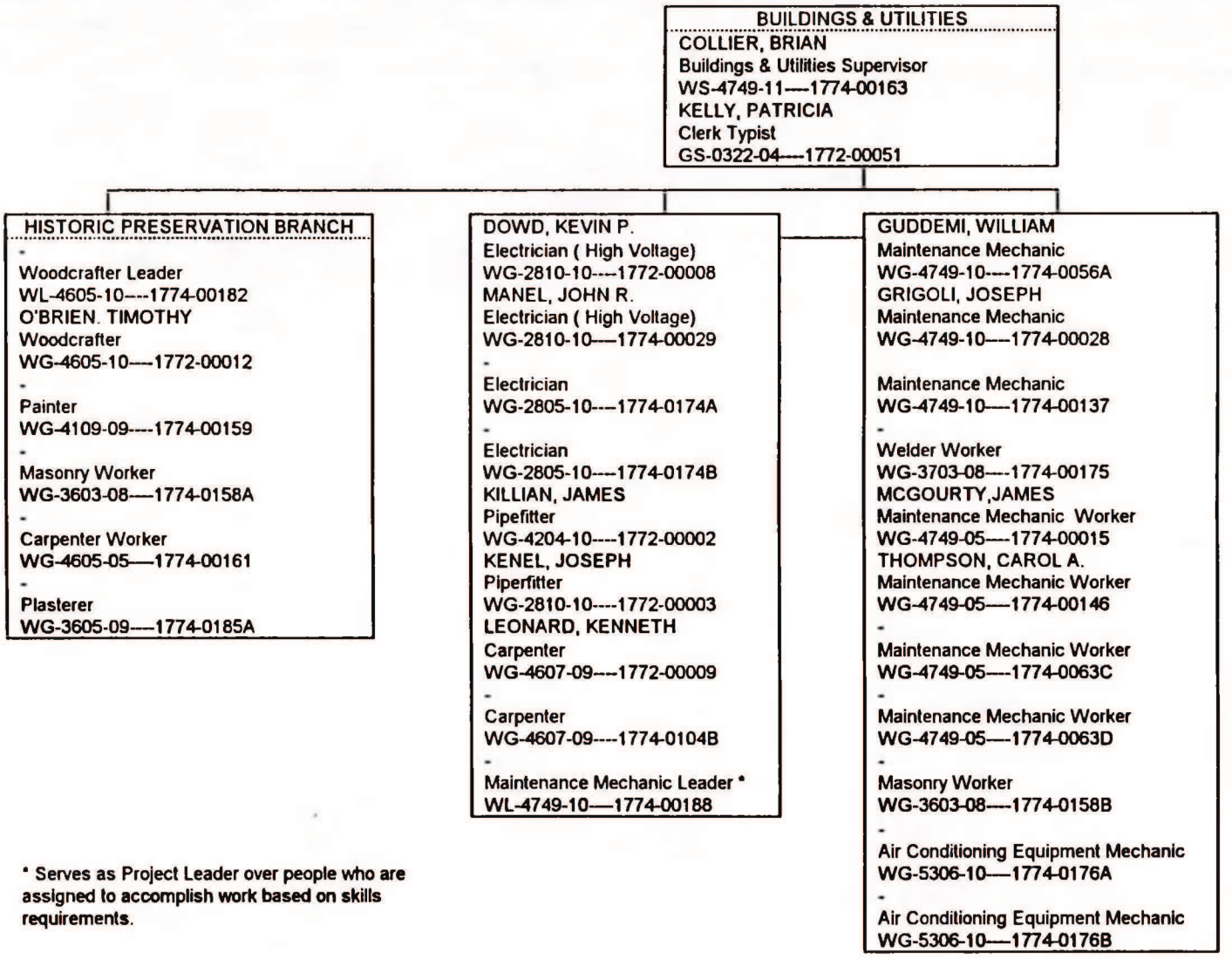


*Inter-disciplinary with GS-1710 Occupational Series



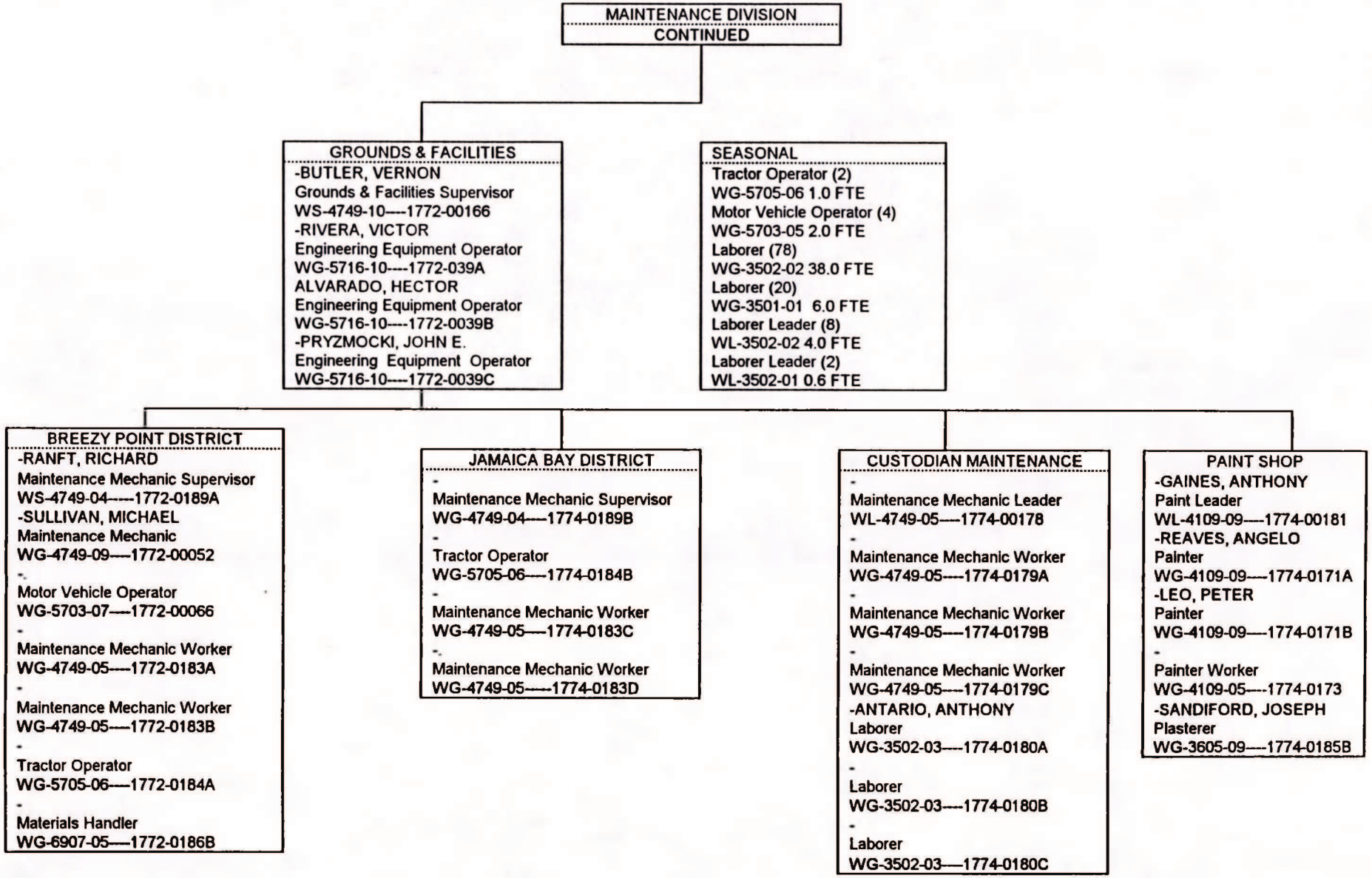
FTE

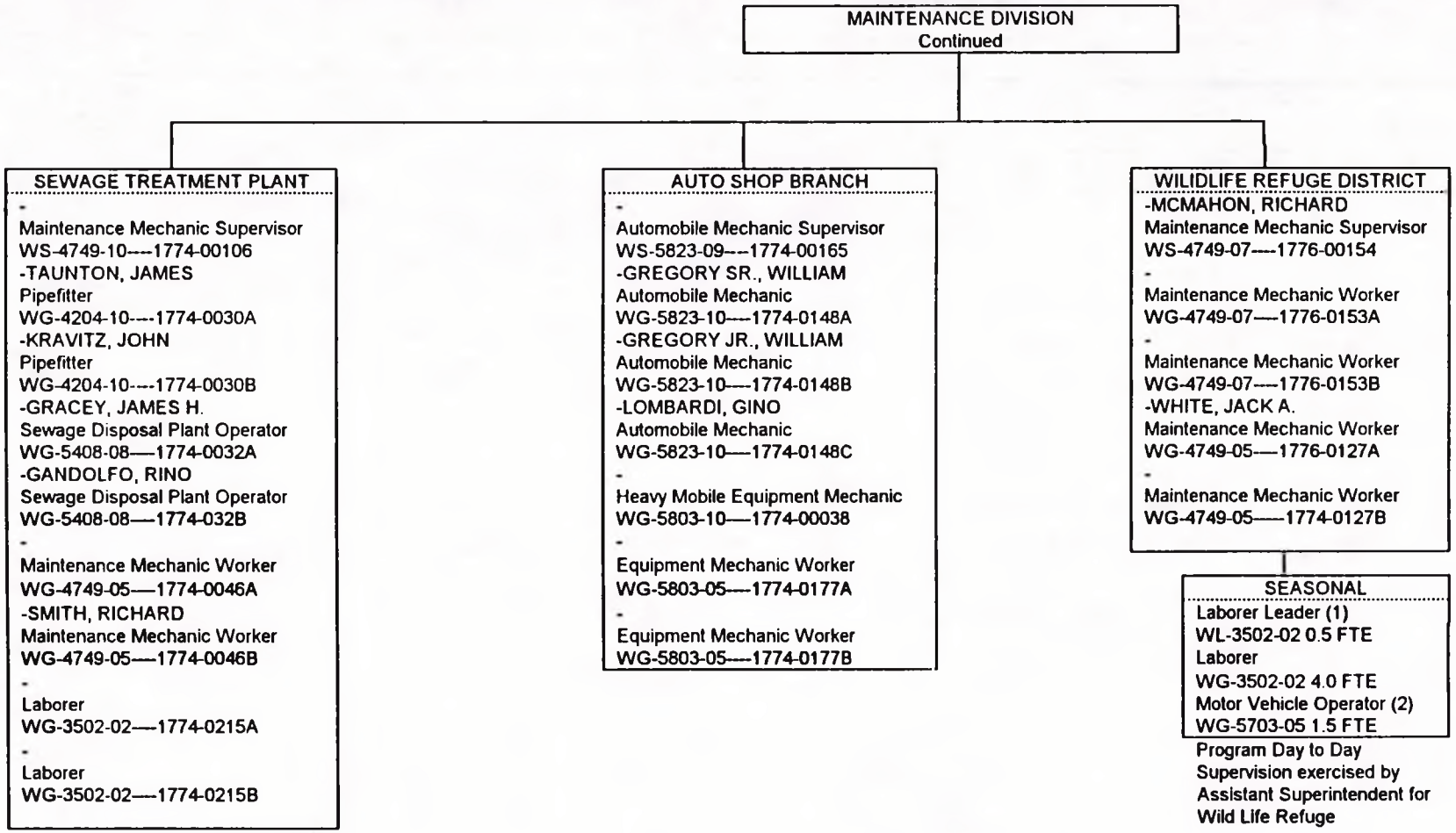
Permanent	Seasonal
82	57.6



* Serves as Project Leader over people who are assigned to accomplish work based on skills requirements.

GATEWAY NATIONAL RECREATION AREA
BREEZY POINT/ JAMAICA BAY UNIT




MAINTENANCE DIVISION
Continued
SEWAGE TREATMENT PLANT
-
Maintenance Mechanic Supervisor
WS-4749-10---1774-00106
-TAUNTON, JAMES
Pipefitter
WG-4204-10---1774-0030A
-KRAVITZ, JOHN
Pipefitter
WG-4204-10---1774-0030B
-GRACEY, JAMES H.
Sewage Disposal Plant Operator
WG-5408-08---1774-0032A
-GANDOLFO, RINO
Sewage Disposal Plant Operator
WG-5408-08---1774-032B
-
Maintenance Mechanic Worker
WG-4749-05---1774-0046A
-SMITH, RICHARD
Maintenance Mechanic Worker
WG-4749-05---1774-0046B
-
Laborer
WG-3502-02---1774-0215A
-
Laborer
WG-3502-02---1774-0215B
AUTO SHOP BRANCH
-
Automobile Mechanic Supervisor
WS-5823-09---1774-00165
-GREGORY SR., WILLIAM
Automobile Mechanic
WG-5823-10---1774-0148A
-GREGORY JR., WILLIAM
Automobile Mechanic
WG-5823-10---1774-0148B
-LOMBARDI, GINO
Automobile Mechanic
WG-5823-10---1774-0148C
-
Heavy Mobile Equipment Mechanic
WG-5803-10---1774-00038
-
Equipment Mechanic Worker
WG-5803-05---1774-0177A
-
Equipment Mechanic Worker
WG-5803-05---1774-0177B
WILIDLIFE REFUGE DISTRICT
-MCMAHON, RICHARD
Maintenance Mechanic Supervisor
WS-4749-07---1776-00154
-
Maintenance Mechanic Worker
WG-4749-07---1776-0153A
-
Maintenance Mechanic Worker
WG-4749-07---1776-0153B
-WHITE, JACK A.
Maintenance Mechanic Worker
WG-4749-05---1776-0127A
-
Maintenance Mechanic Worker
WG-4749-05---1774-0127B
SEASONAL
Laborer Leader (1)
WL-3502-02 0.5 FTE
Laborer
WG-3502-02 4.0 FTE
Motor Vehicle Operator (2)
WG-5703-05 1.5 FTE
Program Day to Day Supervision exercised by Assistant Superintendent for Wild Life Refuge

MAINTENANCE DIVISION

Continued

RECRUITMENT POSITIONS

-

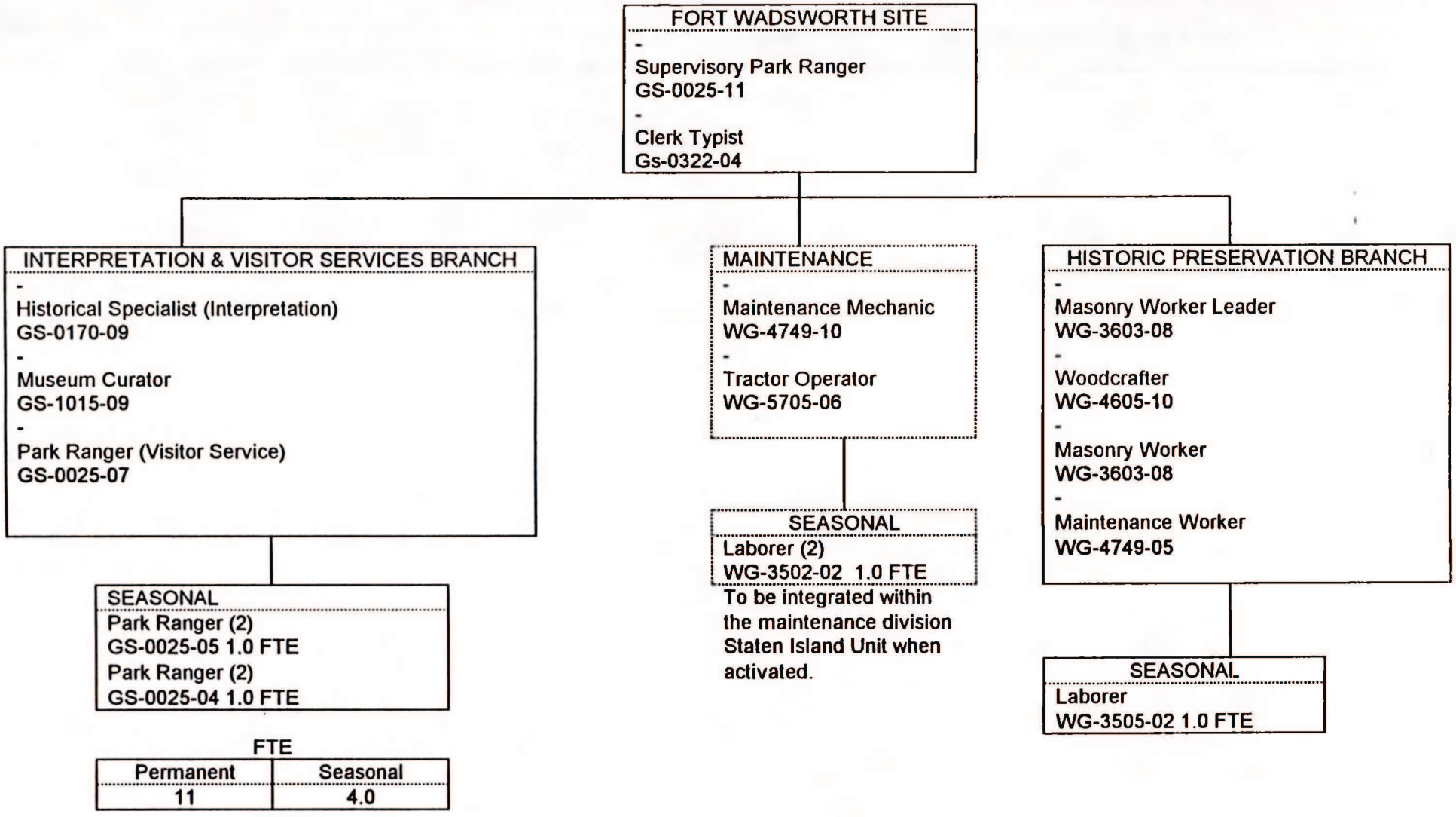
PLUMBER
WG-4206-09----1774-00168

-

Plumber Worker
WG-4206-07----1774-00169

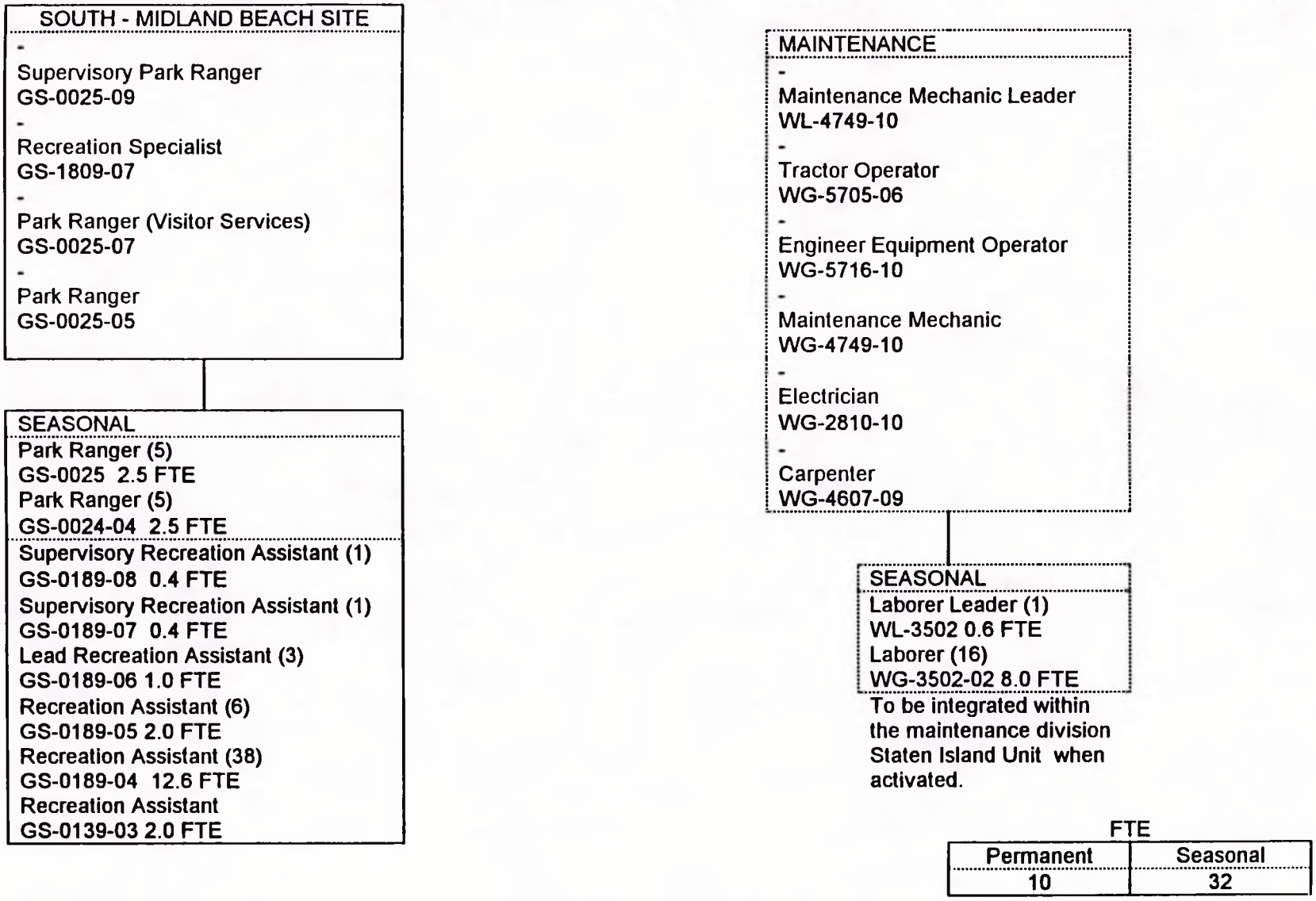
-

Plumber Worker
WG-4206-05----1774-00170



FTE

Permanent	Seasonal
11	4.0



FTE

Permanent	Seasonal
10	32

APPENDIX C:
GATE SCOPE OF COLLECTION STATEMENT

United States Department of the Interior

NATIONAL PARK SERVICE
Gateway National Recreation Area
Headquarters Building 69
Floyd Bennett Field
Brooklyn, N.Y. 11234

IN REPLY REFER TO:

Gateway National Recreation Area

Scope of Collection Statement

Prepared by: _____ _____
Museum Curator Date

& _____ _____
Museum Technician Date

Recommended by: _____ _____
General Superintendent Date

Concurred by: _____ _____
Regional Curator Date

Approved by: _____ _____
Regional Director Date

I. Introduction

The legal mandate for the National Park Service to acquire and preserve museum collections is stated in the following statutes: The Antiquities Act of 1906 (16 USC 431-433); the Organic Act of 1916 (16 USC 1 et. seq.); The Historic Sites Act of 1935 (16 USC 461-467); The Museum Act of 1955 (16 USC, Section 18 [f]); and the National Historic Preservation Act of 1966. The legislation establishing Gateway National Recreation Area (16 USC 460cc) called for inventorying and evaluating "all sites and structures having present and potential historical, cultural, or architectural significance and shall provide for appropriate programs for the preservation, restoration, interpretation, and utilization of them." While this statement referred specifically only to Sandy Hook and Staten Island units of the park, (including Fort Wadsworth on August 31, 1994) this has been taken to include Breezy Point/Jamaica Bay Unit, and broadened to include natural resources, in keeping with the preamble to the legislation.

The purpose of Gateway, as stated in the park's General Management Plan of August, 1979, is to "preserve and protect, for the use and enjoyment of future generations, an area possessing outstanding natural and recreational features." Among the more specific objectives stated in the plan are "To develop and carry out, in conjunction with others, diverse and innovative recreational, interpretive and educational programs on a year round basis;" "To identify, preserve and provide for visitor appreciation of the important fish, wildlife, and other natural resources of Gateway;" and "To identify, evaluate and appropriately preserve and/or use the significant historic structures of Gateway." The plan also calls for "educational centers,...interpretive centers,...and laboratories" to be situated at all units of the park. The proper functioning of these objectives and facilities will require museum collections.

More specifically, the Cultural Resources Management section of the GMP called for establishing historic districts at Fort Hancock, Floyd Bennett Field, Miller Field, Jacob Riis Park, Fort Tilden and Fort Wadsworth "Where management will provide for preservation, restoration, and/or adaptive reuse" within the district. Museum collections would help facilitate such actions. The Natural Resource Management section states that "Rare and endangered species will be identified and protected through appropriate vegetation and wildlife management techniques...Plantings to provide food and cover for indigenous species will be incorporated into landscape designs whenever possible. Native species will have preferred status..." Such actions would benefit greatly from a natural history collection.

The park's Resource Management Plan of October, 1981, specifically calls for the rehabilitation and preservation of several historic structures, including the Spermaceti Cove Lifesaving Station and eight gun batteries in the Fort Hancock and Fort Tilden areas. Studying archival materials and artifacts taken from these structures would help ensure accurate rehabilitation.

The Gateway RMP also calls for inventorying the park's flora and fauna and establishing a monitoring program to note alterations; undertaking habitat improvement projects, including establishing breeding stocks of natural vegetation; and researching and controlling encroachment of non-indigenous species. Plant and animal collections complete with field notes would assist these programs by providing important reference specimens and data.

The collections maintained by Gateway NRA will be for the purpose of documenting, through inventorying and monitoring; maintaining; preserving and exhibiting the natural and cultural resources found within the park. The collections will be utilized to educate the general public and provide material to individuals doing research. The collections will also be used for exhibit purposes within as well as outside the park.

Major themes to be represented in the collection are:

*Gateway's coastal environment, the flora and fauna of ocean and estuarine waters and its barrier beaches, marshes and wooded uplands.

*Civil War fortifications through the era of the Nike System, including eras of Third System Forts, Endicott Batteries (1885-1910), the World Wars (1914-1945) and the Cold War.

*Aviation history from World War I through 1975, focusing on the history of Floyd Bennett Field (New York City's first commercial airport) and Miller Field in Staten Island.

*U.S. Life-Saving Service from 1840's when it began as a volunteer organization to 1915 (when they merged with the Revenue Cutter Service to become the U.S. Coast Guard)

*U.S. Lighthouse Service approx. 1890(-1910)-1939 in reference to the Sandy Hook Lighthouse and the Fort Wadsworth lights.

*Sandy Hook Lighthouse and its role as an aid to navigation from 1764 to the present.

*The history of the Sandy Hook Proving Ground, active from 1874-1919, where many of the weapons which made the U.S. a major military power were tested.

*The history of Fort Wadsworth, an area of military importance for the protection of New York Harbor from the Revolutionary War era through the Nike era.

*The Verrazano Bridge's impact on Fort Wadsworth.

*The civilian history and use of the area now occupied by Fort Wadsworth.

Archaeological specimens recovered within park boundaries through systematic collection are National Park Service property and must be retained in the park's museum collections in accordance with 43 CFR 7.13, 36 CFR 2.1 and NPS-28, Cultural Resource Management Guideline.

Other laws relevant to collections at Gateway include the Migratory Bird Act of 1918 (16 USC 703-711); the Lacey Act of 1948 (18 USC 42-44); the Marine Mammal Protection Act of 1972 (16 USC 1361-1407); the National Environmental Protection Act; the Endangered Species Act; the American Indian Religious Freedom Act of 1978 (42 USC 1996); and the Archaeological Resources Protection Act of 1979 (16 USC 470); ARPA regulations, 43 CFR Part 7 as well as New York and New Jersey state requirements.

II. Types of Collections

The current collections of Gateway NRA are concentrated primarily in the storage facility at the Sandy Hook unit. These collections number over 1320 accessions containing over 16,000 objects. Approximately 50 objects have been stabilized with approximately 300 objects remaining to be stabilized. The library/reference collections contain over 200 volumes.

Some of the items from the New York units are stored at Fort Wadsworth. There is also a large park wide herbarium collection stored at Floyd Bennett Field.

A. Natural History Collection

Natural History Specimens may be collected to support resource Management goals and objectives in the course of approved monitoring and inventorying programs and as needed for the park's interpretive program. Collecting may be conducted by park staff and by non-NPS researchers. All specimen collecting will be in compliance with 36 CFR 2.5 (Revised 1984) which states the conditions under which collection permits may be granted.

The park's Natural History collections will be maintained in the Headquarters division of Natural Resources and will include biological specimens in the following categories:

Plants: Each species of vascular plant native to the park and non-native species currently growing in the park. There is a large park wide herbarium and a collection of approximately 300 insects related to the Sandy Hook Unit.

Animals: Study collections for each unit may contain not more than one male, one female and one juvenile of any species of mammal found in the park; up to two specimens of each species of reptile and invertebrate found in the park; and not more than one male, one female and one juvenile of any bird species which normally nests or winters on, or migrates through park lands.

Insects: For each species, no more than one adult male and one adult female, plus one specimen of each species in its development stages (larvae and pupae). Very little collecting of insect species has been done.

Field Records: All field records associated with biological collections are retained as part of the museum collection.

Collections Subject to 36 CFR 2.5: This category includes all specimens that must be cataloged in accordance with this regulation. The regulation entitled "research specimens" defines the circumstances under which specimens may be collected.

B. Cultural Collections

Cultural collections will include items from the disciplines of history and archaeology. The collections will be used to support interpretive and research programs in addition to their use for exhibit purposes. Object types appropriate to the collection are identified below.

History

The history collection includes objects and archival materials that represent the interpretive themes outlined in the Introduction section of this document. The history collection may also include other important objects and archival material related to the history of the park. Priority for acquiring artifacts is given to the best documented site-related objects. When a large quantity of an object is available, priority is given to acquiring the best-preserved examples. In most cases not more than two identical items (or sets of items) will be included in the collection. Exceptions to this will be made if an offered item is in better condition than the identical items already in the collection, or has a unique provenance. Another exception would be if more than two items would better illustrate the activities conducted at the site. For example, keeping more than two bullets, etc. The categories for collecting are listed as follows.

1. Military Objects: Objects directly related to the military activities at the park sites such as uniforms, equipment, signs, weapons, flags, etc. Some objects needed are a 19th Century Ordnance uniform, a W.W.II WAC uniform, a Navy Pilot uniform, a Civilian Conservation Corp uniform, a M1874 Springfield rifle and a M1917 Browning machine gun.

2. Aviation History: Objects relating to Floyd Bennett Field in Brooklyn and Miller Field in Staten Island. Items in this category would include uniforms, planes, navigational equipment, manuals, items from the related buildings.

3. Maritime History: Objects would include original uniforms, lifesaving equipment and other items from the U.S. Life-Saving Service 1840's-1915.

4. Archival Material: Includes maps, drawings, photographs, letters, official documents and correspondence relating to the historic activities at the park. May also include depictions of events from other locations that are identical to activities that occurred at the park (e.g. photos of surfboat drill) if needed for research or exhibit purposes.

5. Personal Items: Includes toiletries, civilian clothing, tools, furnishings and recreational items of soldiers and their families and others who lived or worked on park sites.

6. Architectural Items: Architectural elements removed from historic buildings with the intention of reattaching them should be cataloged and then deaccessioned after reattachment. Architectural elements which have been permanently removed from historic structures will be treated like other artifacts. In addition, every attempt will be made to document the object through photography, historic drawings, etc. the provenance of the item.

Archaeology:

1. Artifacts and Other Specimens: Archaeology collections are generated by research authorized by the Archaeological Resources Protection Act of 1979 and includes all artifacts, ecofacts and human remains.

2. Field Records: These include field notes, drawings, and maps; journal entries; photographs and negatives; and other records associated with archaeological collections. These records, in many cases have not been retained with the collection. Emphasis should be placed on retrieving missing records.

3. Surface finds: Park staff and visitors should be discouraged from picking up surface finds. Artifacts found on the surface should be returned to their original location. The only exceptions to this will be one-of-a-kind objects significant to Gateway history, with no like examples in the collection.

4. Marine items: Items washed up on shore will not be accepted unless their provenance can be determined.

III. Acquisitions

Items can be acquired through field collection, exchange, purchase, donation, loan or transfer. All acquisitions should be accompanied by documentation. Items will only be officially accepted by the General Superintendent, Deputy Superintendent or the Unit Superintendents in conjunction with a recommendation by the Museum Curator. Unsolicited as well as solicited items will be initially referred to the Museum Curator to determine if the object falls within the scope of collections. The Unit Superintendent will designate staff to ensure that the donation is properly recorded. Donations will only be accepted without preconditions. (The exception to this being the copyright on original artwork.) Items will be accepted on a loan basis only if needed for exhibit, (or in the case of archival materials, for making copies for the park files). Letters of acceptance and Deed of Gift will be prepared for the Unit Superintendent's signature. Items will be accessioned and cataloged in accordance with the NPS "Museum Handbook" Part 2 and handled in accordance with the NPS "Manual for Museums"and other NPS policies and directives.

The acquisition of firearms for the museum collection must be in accordance with NPS-44, "Property Management Guideline", Chapter 10, page 12. Ordinance will not be accepted into the collection unless it has been declared inert by ordinance specialists. No other items considered potentially harmful to humans or other artifacts will be accepted.

VI. Uses of Collections

Items will be used to furnish interpretive and educational exhibits in the park and as documentation or study specimens for qualified scholars by appointment.

Only reproductions will be used in potentially consumptive demonstrations.

All items will be secured while on exhibit and while being studied by scholars. Collection items may be loaned for temporary exhibits at professionally operated museums with suitable security and environmental controls to ensure the preservation of the items. Assessment of the importance, condition and sensitivity of each object will determine whether loans will be made. Objects on loan to the park will not be loaned to other institutions.

V. Restrictions

Storage areas will only be accessible to NPS employees who need to work on the collections and qualified researchers accompanied by a museum staff member.

A prospective researcher must demonstrate a need to utilize the study collection to further his or her research effort. Researchers will not be allowed to do research in the storage area; an adjoining study area will be provided.

Any deaccessioning of artifacts will be done only in accordance with NPS policies.

In accordance with NPS Native American Relationships Policy, skeletal or mummified remains, grave gods and similar sacred objects will not be displayed.

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), 25 USC 3001-13, requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony. The park has no collections that fall within the scope of the NAGPRA categories (unassociated funerary objects, sacred objects, or objects of cultural patrimony). Acquisition of such objects by the park is not anticipated.

All endangered, threatened or rare plants and animals will be collected only when accidentally killed or dead from natural causes.

Restrictions may be placed on the publication of images or manuscripts in the museum collection if these materials are subject to copyright and this right has not been signed over to the National Park Service.

Use in publications of photographs and other archival materials from the collection may require a Special Use Permit from the Park Unit Superintendent. Such use may also require the use of an approved credit line.

VI. Management Actions

Any storage space must be secure and be climate controlled as well as having someone designated to care and be responsible for it. The museum collections records will be available for audit by supervisors.

There are already sizable collections in Gateway National Recreation area. In implementing this statement, any items which do not fit the acquisition criteria will be identified and used for exchange, transfer or offered to the museum clearing house.

The park has a Collections Management Plan, approved December, 1989. The park also has an Action Plan approved October 1993.

This Statement shall be subject to annual review and it shall be updated as required to reflect any changes in the park's mission. Any revision of this document requires the approval of the regional director.

The Scope of Collections Statement is by policy a stand-alone planning document. It may be included as an appendix to other park planning documents.

APPENDIX D:
DOCUMENTS AT NATIONAL ARCHIVES, NEW YORK

earliest date found 1820s

DOCUMENTS @ NATIONAL ARCHIVES
201 Varick St., New York (212) 337-1300

RECORD GROUP 77	Entry 802	BOX 46	813524

Folder 1 - Searchlights
Folder 2 - Submarine mining system
Folder 3 - Requisitions
Folder 4 - Conduits/Manholes

RECORD GROUP 77	Entry 802	BOX 47	813524

Folder 5 - Range & positions finders, fire control
Folder 6 - Maps, blueprints, etc.
Folder 7 - Locks, keys, tags
Folder 8 - Preservation & repair, miscellaneous

RECORD GROUP 77	Entry 802	BOX 48	813524

Folder 9 - Niches in Gunwells
Folder 10 - North Dock
Folder 11 - Electric light & power plant/post lighting
Folder 12 - Reservation
Folder 13 - South or Engineer dock
Folder 14 - Battery Emory Upton
Folder 15 - Elevations - levels - geodetic positions, etc.
Folder 16 - Employees
Folder 17 - Drainage & electric systems

RECORD GROUP 77	Entry 802	BOX 49	813524

Folder 18 - Armament
Folder 19 - Battery Barbour
Folder 20 - Wadsworth - buildings
Folder 21 - Wadsworth - Fort Lafayette (plan of 60" light)
Folder 22 - Seawalls & embankment
Folder 23 - Statue of indian
Folder 24 - Mast - for Signal Corps Flags
Folder 25 - Battery Bacon

Folder 26 - Cable Tanks
Folder 27 - Relocation of guns, Battery Catlin & Barbour
Folder 28 - Ammunition hoists - powder hoists
Folder 29 - Battery Weed
Folder 30 - Battery Dix
Folder 31 - Engineer storehouse
Folder 32 - Coal
Folder 33 - Fence
Folder 34 - Motor equipment & other vehicles
Folder 35 - Battery Chas. T. Mills
Folder 36 - Water supply
Folder 37 - Funds available for future operations (work programs)
Folder 38 - Rewiring batteries
Folder 39 - Rewiring of power, lighting & fire control circuits
Folder 40 - Modernizing Batteries
Folder 41 - Battery barry
Folder 42 - Artillery inspection
Folder 43 - Signal Corps inspection
Folder 44 - Engineer inspections
Folder 45 - Burning waste material at engineer dock
Folder 46 - Granite block for use as base to bronze memorial monument at Tompkinsville Park

Large roll of drawings -

Ft. Tompkins/Ft. Wadsworth circa 1898
Light house construction details
of lantern & seawall (@ Ft. Tomkins?)

APPENDIX E:
SELECTED LIST OF CATALOGED ITEMS

Objects in Cabinets P1, P2, P3

Catalog #	Object	Description
GATE 13339	CARD, DRAFT	CARD STOCK, CERTIFIES THAT CHARLES H. OHLAU JR. OF 788 NEW LOTS RD. BROOKLYN HAS BEEN EN-ROLLED IN CENSUS & INVENTORY OF MILITARY RESOURCES. ALSO GIVES ADDRESS IN NEWARK, NJ.
GATE 12839	ALBUM, STAMP	POTENTIAL TO EARN $18.75. THIS BOOK HAS $5.75. EACH STAMP IS WORTH $.25. ON FRONT:"DEFENSE STAMP/ALBUM/FOR THE PURCHASE OF/UNITED STATES/DEFENSE/SAVINGS BONDS."EAGLE ON
GATE 2869	ARCHIVAL/MSS COLL. (CABLE HUT)	RECORDS OF CABLE HUTS-TRANSFER OF FORT HAMILTON, 1971 - 1974
GATE 1068	AWARD	CARBON COPY, "SPECIAL ORDER NUMBER ONE" AWARDING 1ST SGT. ERNEST F. BONNETTTHE DISTINGUISHED FISHING MEDAL FOR EXTRAORDINARY VALOR. 1939-40
GATE 5462	BIOGRAPHICAL SKETCH	MAJOR GENERAL ROBERT AUGUR HEWITT. DEPARTMENT OF DEFENSE, OFFICE OF PUBLIC AFFAIRS, OFFICE OF NEWS SERVICE. FOUR PAGES.
GATE 5361	BIOGRAPHICAL SKETCHES	RESUME OF SERVICE CAREER OF REX HERBERT HAMPTON, BRIGADIER GENERAL. 1 PAGE.
GATE 5362	BIOGRAPHICAL SKETCHES	BIOGRAPHY OF REX. H. HAMPTON, BRIGADIER GENERAL, U.S. ARMY. 5 PAGES.
GATE 5461	BIOGRAPHICAL SKETCHES	NEWS RELEASE: BRIGADIER GENERAL WALTER MAC RAE VANN. BIOGRAPHY ISSUED BYDEPARTMENT OF DEFENSE OFFICE OF PUBLIC INFORMATION, NEWS BRANCH. 4 PAGES
GATE 5364	BIOGRAPHICAL SKETCHES	BIOGRAPHY OF BRIGADIER GENERAL ROBERT H. SAFFORD, 4 PAGES.
GATE 5363	BIOGRAPHICAL SKETCHES	BIOGRAPHY OF COLONEL MAGRUDER, 2 PAGES.
GATE 5360	BIOGRAPHICAL SKETCHES	BIOGRAPHY OF PHILIP STEARNS GAGE. 2 PAGES.
GATE 5358	BIOGRAPHICAL SKETCHES (PHOTOCOPY)	BIOGRAPHY OF GEORGE WILBUR COCHEU. 2 PAGES.
GATE 5359	BIOGRAPHICAL SKETCHES (PHOTOCOPY)	BIOGRAPHY OF GEORGE W. COCHEU. 5 PAGES.
GATE 5357	BIOGRAPHICAL SKETCHES (PHOTOCOPY)	BIOGRAPHY OF COLONEL GEORGE W. COCHEU. 3 PAGES.
GATE 5356	BIOGRAPHICAL SKETCHES (PHOTOCOPY)	BIOGRAPHY OF MELVILLE BORWN COBURN, MAJOR GENERAL, U.S. ARMY. 3 PAGES
GATE 5355	BIOGRAPHICAL	BIOGRAPHIES OF MELVILLE BROWN COBURN, MAJOR GENERAL OF U.S. ARMY

Objects in Cabinets P1, P2, P3

Catalog #	Object	Description
GATE 1688	BOOK	"THE SERVICE SONG BOOK" YMCA FOR THE MEN OF THE ARMY/NAVY 1918
GATE 1687	BOOK	"ARMY AND NAVY SERVICE BOOK" NATIONAL LUTHERAN COMM. FOR SOLDIERS & SAILORS
GATE 2484	BOOK	DONOR WAS ATTACHED TO H.Q.BTRY,52ND C.A.,MOTOR REPAIR SECTION,Q.M.C.:ORIGINAL,"ARMY COOKBOOK" TECHNICAL MANUAL 10-405,1942.
GATE 3602	BOOK	TECHNICAL MANUAL, "ARMY COOKBOOK", #10-405, 1942. (SPIRAL BOUND)ITEM THE SAME AS GATE-2484, ACC 914. ITEM GIVEN TWO NUMBERS
GATE 2919	BOOK	SOFTBOUND,MANUAL FOR SERVICEMEN.
GATE 2917	BOOK	SOFTBOUND,"FIELD MANUAL FOR COAST ARTILLERY,FM 4 110,1940",SUBTITLED:"ANTI-AIR-CRAFT ARTILLERY GUNNERY,FIRE CONTROL, AND POSITION FINDING,ANTI-AIRCRAFT GUNS".
GATE 7016	BOOK	EXCERPT FROM "ELECTRICIAN AND MECHANIC", 1912. (PHOTOCOPY)"EXPERIENCES IN WIRELESS TELEPHONING". (4PGS)
GATE 8284	BOOK	BASIC MANUAL OF MILITARY SMALL ARMS, BY W.H.B.SMITH, MILITARY SERVICEPUBLISHING COMPANY, HARRISBURG, PENNSYLVANIA, 1943.
GATE 8271	BOOK	BINDER CONTAINING NUMEROUS FIELD MANUALS, CIRCA 1940'S.
GATE 8270	BOOK	"STAFF OFFICER'S FIELD MANUAL", DEPT. OF THE ARMY, FM101-10, 1940'S.
GATE 13760	BOOK	FRONT COVER HAS LEGEND, 'THE COAST ARTILLERY SCHOOL FT. MONROE, VIRGINIA,' BOOK TITLE, && COAST ARTILLERY SCHOOL INSIGNIA. INCLUDES COURSEWORK IN ALGEBRA, DIRECT & ALTERNATING
GATE 4215	BOOK, COVER (RATION)	RATION HOLDER, "TIP TOP BREAD"
GATE 12744	BOOK, MESSAGE	ON COVER 3 SIDES HAVE RULER LIKE DRAWINGS TO SCALE TO MEASURE THINGS. INCHES TO YARDS (1=50,000) & BOTTOM (1=20,000). EACH PAGE CAN BE RIPPED OUT & HAS 2 CARBON COPIES FOR EACH
GATE 2289	BOOK, MUSIC	DONOR WAS A FORT HANCOCK BAND MEMBER,7TH COAST ARTILLERY,LATE 1930'S."MUSIC BOOK",COSTELLO,TRUMPET SYSTEMS,1934. INSTRUCTIONAL LESSON BOOK.
GATE 2288	BOOK, MUSIC	DONOR WAS A FORT HANCOCK BAND MEMBER,7TH COAST ARTILLERY,LATE 1930'S."THE BAND BOOK",BENNETT,CA.1931. PAGES OF SHEET MUSIC FOR MARCHING BANDS.
GATE 2287	BOOK, MUSIC	DONOR WAS A FORT HANCOCK BAND MEMBER,7TH COAST ARTILLERY,LATE 1930'S."HOLMES BAND BOOK"FOR SOLO B-FLAT CORNET.
GATE 4216	BOOK, RATION	RATION BOOK 631669
GATE 4217	BOOK, RATION	RATION BOOK 631670
GATE 11232	BOOK, RATION	ISSUED BY MONMOUTH CO. OFFICE OF PRICE ADMINISTRATION. INCLUDES

Objects in Cabinets P1, P2, P3

Catalog #	Object	Description
GATE 949	BOOKLET	"A HISTORY OF WAR IN MAPS, IN PICTOGRAPHS, IN WORDS BY RUDOLF MODLEY
GATE 953	BOOKLET	"TACTICAL AND TECHNICAL TRENDS." NUMBER 49 1 AUGUST 1944. MILITARY INTELLIGENCE SERVICE, WAR DEPARTMENT, WASHINGTON, D.C.
GATE 947	BOOKLET	"CAMOUFLAGE OF AIRCRAFT ON THE GROUND AND AIRDROMES" WAR DEPARTMENT FIELD MANUAL FM 5-20E JUNE 1944.
GATE 950	BOOKLET	"THE WAR IN OUTLINE 1939-1943." FIGHTING FORCES SERIES FIRST EDITION, THE WAR TO SEPT. 1. 1943.
GATE 1054	BOOKLET	FIELD MANUAL - "FIRST AID FOR SOLDIERS," FM 21-11, APRIL 7, 1943
GATE 948	BOOKLET	"BASIC FIELD MANUAL" WAR DEPARTMENT FIELD MANUAL FM 21-30 WASHINGTON, 1939
GATE 941	BOOKLET	"U.S. CARBINE, CALIBER .30 M1 AND M1A1" FIELD MANUAL FM 23-7, 23 APRIL 1944.
GATE 943	BOOKLET	"6-INCH SEACOAST MATERIEL: GUN T2 AND BARBETTE CARRIAGES M3 AND M4/TECHNICAL MANUAL TM 9-429". WAR DEPARTMENT 1 MARCH 1944.
GATE 944	BOOKLET	"WATERMANSHIP" FM 21-22 WAR DEPARTMENT BASIC FIELD MANUAL, 25 APRIL 1944."
GATE 1297	BOOKLET	FIELD MANUAL (FM 4-112), WAR DEPARTMENT, "COAST ARTILLERY: ANTIAIRCRAFT ARTILLERY, GUNNERY, FIRE CONTROL AND POSITION FUNDING, ANTIAIRCRAFT
GATE 1304	BOOKLET	"ARMY SONGBOOK," U.S. GOVT., 1941, 64 PAGES.
GATE 1298	BOOKLET	TECHNICAL MANUAL (TM-4-210) WAR DEPARTMENT, "COAST ARTILLERY" WEAPONS AND MATERIEL" 242 PAGES. 1 MARCH 1940, U.S. GOVT. PRINTING OFC.
GATE 1797	BOOKLET	DOCUMENTS RELATING TO STORM DAMAGE ON THE N.J. COAST,CA.1933-1962."HURRICANE OF SEPT.14,1944"PUBLISHED BY THE "OCEAN COUNTY SUN".A SERIES OF
GATE 1798	BOOKLET	DOCUMENTS RELATING TO STORM DAMAGE ON THE N.J. COAST, CA.1933-1962."GREAT STORM OF 1962",ACME PRINTING CO. OF ASBURY PARK,NJ.
GATE 1732	BOOKLET	OLD TIME TELEGRAPHERS AND HISTORICAL ASSOCIATION, 1922
GATE 1808	BOOKLET	"BRIEF HISTORY OF THE C.C.C." PREPARED BY THE NAT'L ASSN. OF C.C.C. ALUMNI.
GATE 1857	BOOKLET	A POCKET REFERENCE GUIDE TO INSIGNIA, MARCH, 1943, READERS DIGEST SUPPLEMENT
GATE 1858	BOOKLET	INSIGNIA OF THE ARMY, NAVY & MARINE CORPS, AMERICAN EXPRESS/ MANASQUAN NATIONAL BANK
GATE 2280	BOOKLET	"COAST GUARD HISTORY," 1958
GATE 2262	BOOKLET	FIELD MANUAL FM 44-16C, HERCULES FIRE CONTROL CREW MEMBER

Objects in Cabinets P1, P2, P3

Catalog #	Object	Description
GATE 2260	BOOKLET	FIELD MANUAL FM 44-95, AIR DEFENSE ARTILLERY EMPLOYMENT NIKE HERCULES, APRIL 1968
GATE 2261	BOOKLET	FIELD MANUAL FM 44-82, PROCEDURES AND DRILLS FOR NIKE HERCULES MISSILE BATTERY, NOV. 1968
GATE 2266	BOOKLET	SURVEY OF THE FORMER NIKE SITES LOCATED AT NORTH SPRINGFIELD, FOSTER, AND COVENTRY, RHODE ISLAND, JUNE 1981
GATE 2493	BOOKLET	"CONSTITUTION HOUSE RULE, BY-LAWS, FT. HANCOCK OFFICER'S CLUB" CA. 1940.
GATE 2533	BOOKLET	SONGS: THE SOLDIERS AND SAILORS SING
GATE 2534	BOOKLET	MUSIC BOOK, NO COVER
GATE 2535	BOOKLET	HOMEWARD BOUND, AMERICANS
GATE 2848	BOOKLET	"FALL-IN" PGS. 32
GATE 3568	BOOKLET	HANDBOOK FOR AUXILIARY FIREMEN. 94 PAGES
GATE 3654	BOOKLET	MEMORABILIA OF ANDREW MADOS (DEC) WHO SERVED W/245TH CA N.Y. HARBOR DEFENSES,1943-45: "FOR YOUR OWN DEFENSE",1941,PRINTED FOR ROMAN CATHOLICS IN THE SERVICE.
GATE 4232	BOOKLET	SEPTEMBER 1979, "MORRO CASTLE" TEL. NEWS TELEPHONE BULLETIN
GATE 4601	BOOKLET	PUBLICATION, CMTC GENERAL INFORMATION, 1927
GATE 4602	BOOKLET	PUBLICATION, HEADQUARTERS, EASTERN DEFENSE, SEPT 7, 1942
GATE 4627	BOOKLET	SOFT BOUND, "ARMY LIST AND DIRECTORY," OCTOBER 29, 1939 (ACTIVE SERVICE LISTING)
GATE 4687	BOOKLET	FIELD MANUAL FM 4-75 "SERVICE OF THE 6" GUN, ON BARBETTE CARRIAGE"
GATE 4688	BOOKLET	FIELD MANUAL FM 4-80 "SERVICE OF 12 INCH AND 14 INCH GUNS, DISAPPEARING"
GATE 4679	BOOKLET	FIELD MANUAL FM 4-20 "FORMATIONS, INSPEC., SERVICE, MATERIAL"
GATE 4675	BOOKLET	"FIELD MESSAGE," SIGNAL CORPS, 1941
GATE 4677	BOOKLET	FIELD MANUAL FM 4-5 COAST ARTILLERY , "SEACOAST ARTILLERY ORG. & TACTICS"
GATE 4693	BOOKLET	FIELD MANUAL FM 4-185 ANTI AIRCRAFT ARTILLERY, MARKSMANSHIP AND SERV. AA MACHINE GUN
GATE 4678	BOOKLET	FIELD MANUAL FM 4-10 "GUNNERY"
GATE 4701	BOOKLET	TECHNICAL MANUAL TM 9-2681 INSTRUCTION GUIDE, PLOTTING BOARD, M3, M4, 1942
GATE 4691	BOOKLET	FIELD MANUAL FM 4-120 "ANTI AIRCRAFT ARTILLERY, FORMATION INSP. SERVICE, MATERIEL"
GATE 4699	BOOKLET	TECHNICAL MANUAL TM 4-315 COAST ARTILLERY GUNNERS' INSTRUCTION, MOBILE SEACOAST ARTILLERY

Objects in Cabinets P1, P2, P3

Catalog #	Object	Description
GATE 4696	BOOKLET	TECHNICAL MANUAL TM 4-210 COAST ARTILLERY WEAPONS AND MATERIEL, 1940
GATE 4694	BOOKLET	FIELD MANUAL FM 4-155 REFERENCE DATA, SEACOAST ARTILLERY AND ANTI AIRCRAFT ARTILLERY
GATE 4700	BOOKLET	TECHNICAL MANUAL TM 9-2571 INSTRUCTION GUIDE, PLOTTING BOARD, M 1918A-1, 1942
GATE 4684	BOOKLET	FIELD MANUAL FM 4-60 "SERVICE OF THE 12" GUN, BARBETTE CARRIAGE"
GATE 4685	BOOKLET	FIELD MANUAL FM 4-65 "SERVICE OF THE 12" GUN, DISAPPEARING"
GATE 4686	BOOKLET	FIELD MANUAL FM 4-70 "SERVICE OF THE 6" GUN, DISAPPEARING"
GATE 4690	BOOKLET	FIELD MANUAL FM 4-90 "SERVICE OF THE PIECE, 3 INCH RAPID FIRE GUN, BARBETTE CARRIAGE"
GATE 4689	BOOKLET	FIELD MANUAL FM 4-85 "SERVICE OF THE PIECE, 16-INCH GUN AND HOWITZER"
GATE 5030	BOOKLET	"GUIDE TO CODES & SIGNALS." BY GORDON A. J. PETERSON. RACINE, WISCONSIN: WHITMAN PUBLISHING CO., 1942.
GATE 5437	BOOKLET	"HISTORY OF THE US ARMY AIR DEFENSE SCHOOL."
GATE 5438	BOOKLET	"FORT HANCOCK, UNOFFICIAL GUIDE AND DIRECTORY."
GATE 5439	BOOKLET	"PICTORIAL REVIEW OF THE 25TH ANNIVERSARY PILGRIMAGE TO THE PHILIPPINES" BY THE AMERICAN DEFENDERS OF BATAAN & CORREGIDOR INC., APRIL 1967.
GATE 5453	BOOKLET	DEDICATION, U.S. COAST GUARD, GROUP - STATION BUILDING, SANDY HOOK, AUGUST 4, 1975.
GATE 6988	BOOKLET	PROGRAM FOR INACTIVATION CEREMONY, 1974, FORT HANCOCK.H.Q. 16TH SE ARTILLERY GROUP (3 COPIES).

APPENDIX F:
GATE OPERATING PROCEDURE NO. 159: RECORDS MANAGEMENT

GATEWAY NATIONAL RECREATION AREA

Operating Procedure No. 159

Effective Date: APR 22 1991

Subject: Records Management

Approval: _____
General Superintendent

References: Records Disposal Act (44 USC 366-376, 378-380)
Federal Property and Administrative Act (44 USC 391-401)
Federal Property Management Regulations, Subchapter B, Part 101-111
Departmental Manual, Parts 380-385
NPS-19, Records Management

Objective: The objective of this operating procedure is to provide the park with a uniform policy and procedure for collecting and disposing of official Gateway National Recreation records.

Scope: The provisions of this SOP are applicable to all employees involved with records management activities at Gateway National Recreation Area.

The records management program for Gateway National Recreation Area is centralized, with a "central" files room located in Headquarters Building 69, Floyd Bennett Field. The park's records management system is administered out of the General Superintendent's Office by the Administrative Officer.

The central files have been established to provide the park with a central location for collecting and maintaining "official" record materials. Official record material is described as any record/document etc. which has been created, acquired or maintained by the park.

It is the policy of this park to maintain a system of documents of importance to the operation and management of the park. Accordingly, all official records will be filed in the central files room. Other offices may wish to maintain files (i.e. copies of official records) for the purpose of ready reference or convenience; however, under no circumstances should these files contain official records.

Maintenance of these local file stations will consist of performing an annual review to purge records which are 3 years or older, (i.e. files which are up to date should contain information relative to the current year and two years prior). This review action will be performed between January 1 and February 28 of each year. The file, A7221 must be appropriately documented to show that the annual review has been made. This information must be forwarded to the Headquarters Administrative Office so that it will be available for management officials during audit periods.

The Records Manager for Gateway National Recreation Area is the Mail and File Clerk who can be reached at Headquarters Building 69 (ext. 3423). The Records Manager is responsible for ensuring compliance with NPS-19, coordinating completion of applicable reports, maintaining central files and the park's records disposition program.

If material is removed from the central files room, the Mail and File Clerk is responsible for the issuance of the charge-out form, 10-155. This form will indicate the date of removal, file number, to whom issued, and will be inserted in the files for each folder removed. No material will be permanently removed unless authorized by the Administrative Officer.

Routed mail should be read, initialed, forwarded promptly, and filed in central files for reference. Central files are maintained for all users; therefore, the original incoming correspondence should be retained in that office. If a file code is incorrect, the Mail and File Clerk will change the code and notify the originating office.

The blue tissue Reading Files are bound and circulated to the Superintendents and Division Chiefs. The files should be read promptly and forwarded. These files will be returned to the General Superintendent's office when routing is completed.

Official records/materials are also collected and maintained in the following Headquarters areas:

Personnel Office
Contracting Office
Information Management Office
Concessions Office
Engineering Office (Maps & Blueprints)

Supervisory personnel in charge of these areas are responsible for maintaining records and materials in accordance with established guidelines and providing the Records Manager with appropriate disposal documentation.

APPENDIX G:
SURVEY OF COLLECTIONS AT FORT WADSWORTH

A.4

Survey of Records at Fort Wadsworth

This appendix provides supplementary information to Section 7, "Collections Survey," of this report. Information for both the collections survey chapter and this appendix was gathered during site visits made during the week of October 10, 1994. The appendix is divided into three sections: 1) a table with summarized survey findings; 2) a list of the drawer labels for the cases in which the Public Works Drawings are stored; and 3) a detailed description (including folder lists) of the Public Works Division Files found in the basement of Building 305.

Location	Description	Amount
Building 109 (Caretaker Site Office)	drawings and textual records (contracts, reports, etc.) in basement relate to CSO activities (i.e., maintenance of site) some records relate to Brooklyn and Stapleton records are active and date from Navy residence building also referred to as "ROICC" (Resident Officer in Charge of Construction)	est. 18 cu ft
Building 203 (Chapel)	no records relating to chapel remain currently office of JETA (Joint Employee Transition Assistance Committee) office of former Congressman, current President of Staten Island Guy Molinari, was in building 203	no records
Building 204 (Health / Wellness Building)	miscellaneous material (binders, ledgers, videotapes, computer printouts, flyers, loose papers, etc.) in and near the office of the MWR Director primarily reference material relating to safety and to personnel management created during Navy residence	est. 8 LF
Building 205 (Theater)	no records were found	no records
Building 208 (Offices)	only 2 rooms contained records	est. 203 LF , 100 binders, & 50,000 drawings (entire bldg)
Room 1-1 (Engineering)	estimated 8 cabinets, 28 shelves of hanging files, and 23 shelves of binders with recently created files	est. 171.5 LF
Room 1-18 (Public Works Department)	estimated 21 boxes of material piled in corner, completely unorganized estimated 100 binders and 10 filing cabinets with recently created files relating to public works estimated 50,000 drawings produced by the Maintenance Control Division, an engineering department under Public Works; estimated 3,000 are flattened and organized in map drawers; mix of originals and prints; mix of FOWA, Brooklyn, and Stapleton; date C1939-1994; list of drawer labels provided after this table	est. 131.5 LF , 100 binders, & 50,000 items

Location	Description	Amount
Building 210 (Administrative Offices)	building has atmosphere of ghost town — apparent systematic removal of files; those materials found are the "leftovers" all records were recently created	est. 13.5 LF , 9 binders, 26 ledgers, 215 items, & 8 tapes (entire bldg)
Basement	no records were found	no records
1st floor, Section D	3 ledgers	3 ledgers
2nd floor, Room 2-4 (Administrative Office)	6 ledgers (with titles such as "PCS In/Out," "Instructions/Notices," and "Registered/Unclassified Mail" multiple copies of the Customer Command newsletter	6 ledgers est. 24 items
2nd floor, Room 2-6 (Supply/TAD Room)	17 ledgers (with titles such as "TAD Log FY 92," "Engraving," "UIC's," and "Misc. Medals Check Out Log") 9 binders (with titles such as "Printing Manpower FY 93" and " Administration FY 93") estimated 1.0 linear foot of folders and loose papers estimated 2.5 linear feet of supply catalogs, equipment manuals, flight manuals, etc. estimated 8 computer tape cartridges	17 ledgers 9 binders est. 3.5 LF est. 8 tapes
2nd floor, Room 2-11 (Office of the Command Master Chief)	1 one color photograph package of black and white prints of the USS New York in the East River in 1917 estimated half-dozen items clipped together	est. 35 items
2nd floor, Room 2-12 (Office of the Command Master Chief)	1 framed proclamation (by President of Staten Island) framed certificates	est. 6 items
2nd floor, Rooms 2-14 & 2-15 (Board Room)	estimated 0.5 linear feet of material such as the social roster under Captain Gorden E. Kauffman's command, training announcements, agendas, and items relating to public affairs	est. 0.5 LF
2nd floor, Room 2-16 (Public Affairs Room)	1 carton of unsorted color and black and white photographs and negatives which appear to document recent events	est. 9 LF

Location	Description	Amount
Building 210 **(Administrative Offices)** (cont.)	5 cartons containing records in an ante-room to the Public Affairs office; 4 have "OIDET 102" written in black magic marker on the side; 1 has "Fleet week" and 3 have "files" written on them; several were sealed and unopened; material in the open boxes included memoranda, reports, etc. date from recent years	
2nd floor, Room 2-40 (Photo Studio)	at least 6 packs of black and white photographs and negatives 1 8x10 black and white 1 5x7 color photograph taken recently	est. 150 items
3rd floor, JETA Offices	estimated 0.5 linear foot of material consisting of 1 binder and 2 piles of paper recently created	est. 0.5 LF
Building 221 **(Front Gate)**	no records were found	no records
Building 305 **(Marine Relief Society)**	most recently used as office of Marine Relief Society (all remaining records date C1989-1994) estimated 2-3 linear feet of material left when MRS vacated first floor (handbooks, forms, memos, publicity material, computer printouts, index card boxes, booklets, pamphlets, a volunteer log book, a videotape, a cassette tape, floppy disks, misc. items such as calendars and posters taped to walls) material in basement relating to the Marine Relief Society: -estimated 6 linear feet (binders, pamphlets, booklets, a "Facility Energy Plan," a "Natural Resources management Plan," an EPA report, a videotape, loose papers, etc., all generally related to housing) in two boxes by heating equipment -estimated dozen items (NAVOSH [Navy Occupational Safety and Health] binder, manuals, catalogs, booklets, record ledgers, etc.) on bench in main area of basement building previously was Public Works Office material in basement relating to Public Works Office: -estimated 5 linear feet in boxes by base of stairs (binders & booklets covering the following subjects or with the following titles: Public Works Support Services 1984; facilities project manual 1985; Imperial Equipment Corp.; project requests; Navy installation restoration	est. 9 LF (related to the Marine Relief Society) & est. 75 LF (related to the Public Works Division)

Location	Description	Amount
	program & manual 1988; casualty assistance calls 1988; Navy housing C1979-1983; disaster preparedness 1985; maintenance & operation of active solar heating systems 1990; environmental compliance evaluation of Naval Station New York; 1989 contract regarding Triplex Flooded Suction; temperature control systems 1989; operations & maintenance manual for family housing 1990, Signal Communications equipment service guide; OPM job grading standards for supervisors; Public Works Officer's Navy Occupational Safety and Health Resource Guide; Disaster Control; & Capabilities of Commercial Maintenance Software vs. NAVFAC PUMA 1988) -2 architectural drawings regarding lighting -flip chart presentation regarding Staten Island Home Porting -9 cabinets in basement containing Public Works general files dating from C1942-1989 and covering electrical, plumbing, water, gas, asbestos removal, etc., for each building; lists are after this table	
Building 306 (Warehouse)	was JETA office no records relating to JETA were found 4 framed proclamations were found in the warehouse (by NY Governor in 1975; by Mayor in 1975; by NY Governor in 1974; and by Brooklyn President in 1982) 4 binders; recently created	4 items 4 binders
Building 354 (Security Station)	estimated 3-4 linear feet of material left when building was vacated (log books, misc. files, ledgers including a work request ledger, manuals, binders, etc.) created recently	est. 3-4 LF
Building 358 (Public Works)	estimated 3-4 linear feet of material left when building was vacated (log books, memos, business cards, forms, binders, catalogs, handbooks, duplicates, floppy disks, etc.) created recently files of the maintenance foreman remain (in room 105); however, he is in the process of cleaning out his office 4 shelves of catalogs in parts and tools room (room 133)	est. 16 LF
Building 406 (CB HQ)	estimated 1.0 linear foot of hanging files with forms, calendars, etc.	est. 1 LF

Public Works Drawings

The most significant group of archival materials remaining at Fort Wadsworth, in terms of size and informational value, is the collection of approximately 50,000 architectural drawings stored in Building 108. Approximately 3,000 are flattened and organized in map drawers in room 1-18 (the Public Works Department). The following is a list of the drawer labels:

First Cabinet

Flat File No.	Drawer Label
1	Ft. Wadsworth Utilities — Gas, Plumbing, Water
2	Ft. Wadsworth Utilities — Electrical
3	Bldg. 203 Chapel
4	Bldg. 204 Gym
5	Site Plan & Utility Plan
6	Bldg. 205 Theater
7	Bldg. 206 Commissary
8	Bldg. 308 [Offices]
9	Bldg. 209 [Computer Building]
10	Bldg. 210 [Administrative Offices]
11	Family Housing
12	"BEQ"
13	Navy Lodge
14	Bldg. 358 Public Works
15	Tracing Paper [i.e., no drawings]

Second Cabinet

Flat File No.	Drawer Label
16	Cape Haut Housing
17	Bldgs. 352, 354 & 356
18	Bldg. 120 Administration Headquarters
19	Fort Tompkins
20	Bldg. 109 ROICC
21	Bldgs. 101-223 Mont. Sec. Hse. Bldgs.
22	Bldgs. 301-321
23	Bldg. 216 General Mess
[no #]	Utility Drawings
[no #]	Cyclone Fence
[no #]	Bldgs. 343, 403, 424 Family Housing & Pool
[no #]	[Aerial Photos]
[no #]	[Maps]

A.4.3

Public Works Division Files

PubicWorks Division Files

Besides the collection of architectural drawings and maps, the other very significant group of records was created by the Public Works Division, USN, and was found in the basement of building 305, most recently the office of the Marine Relief Society. Several unorganized piles of Public Works materials were found in the basement; they are described above in the table. In addition, nine cabinets were found with Public Works Division files. Three cabinets are near the base of the stairway; they are described first. Six additional cabinets are further into the basement, away from the stairway and central area; they are described last.

Most of the materials are textual records (forms, memos, certificates, etc.) and there is a mix of photocopies and originals. There are some drawings.

Most of the folders in these cabinets are turquoise or brown; there are some brown accordion folders and hanging files. In addition, there are many manila folders with titles written in red marker. Most of the titles on the folders are in all capital letters; however, they appear in both upper and lower case below for ease of reading. Inaccuracies in spelling and inconsistencies in punctuation and word arrangement have been corrected. In addition, in the list below all years include centuries (i.e., "1987" is always used even if "87" appeared on the folder title). Word abbreviations (such as "est." for "estimate") were recorded in this list.

3 Cabinets at the Base of the Stairway:

Note: These files appear to be the General Information files and seem to be in alphabetical order; however, there has been some apparent misfiling. The materials in these three cabinets appear to date C1977-1990. For the purposes of this appendix, the cabinets have been numbered 1-3, left to right.

Cabinet 1 (left cabinet) (5-drawer)

Drawer 1 (drawer label: ONE)

Approximately 1.0 linear foot.

Folder:

Robert Shaw Controls
Safety 3
Safety 2
Roofs
Shore Base Readiness Report
Shore Facilities Planning System (SFPS)
Special Projects 3
Special Projects 1
Special Projects 2
Special Projects Guide
Standards of Conduct
SIOH (Supervision, Inspection, & Overhead)
Support Agreement
Sweets' Catalog
Tenant Activities
Terrorism
Test Equipment
Training 1
Site Approvals

Drawer 2 (drawer label: THREE)

Approximately 2.5 linear feet.

Note: There are empty folders mixed in with the following titles.

Folder:
Training: Individual Development Plans (IDPs) Fy 1987
Service Contracts
Workload FY 1986 & Out Years
SFPS
Budge (Station)
Tenant Activity Charges
Special Projects Active
Water Treatment
Utilities Floyd Bennett Field
PCB XMRS
Personnel
Personnel — Project Engineer GS-11/12
National Park Service
Hazardous Waste/Material
FADS (BEST)
Environmental Engineering
Designs/Surveys etc.
Workload Preparation: PCB Transformers
Boilers/Temp
Temporary Boilers
BEST
Vulnerability Assessments
Water Service Mitchel Manor:
Nassau CountyAgreement
Utilities Mitchel Manor
Utilities Mitchel F???
Utilities — NY Housing Electrical
Utilities: FBF Gateway National Park (Reimbursement Issue, ISSA, etc.)
Utilities General & Brooklyn
Utilities (Historical Data: U.S.N. & Click Agreements)
Transportation
Milcon Program; Status
DEIS II

Drawer 3 (drawer label: S.I. Facility Support Contracts/SEVEN)
Empty.

Drawer 4 (drawer label: FIVE)
Empty.

Drawer 5 (drawer label: NINE)
Approximately 2.5 linear feet.

Folder:
BEST Software/Hardware Service
BEST Software/Hardware Renewal FY 1989
BEST Hardware Maintenance
BEST Software Licensing
Computers: Base Engineering Support Technical (BEST) [Transportation]
Computers: Best Engineering Support, Technical (BEST) 2
Computers: Best Engineering Support, Technical (BEST) Maintenance System I
BEST System 12/28/84
HC-8-83 Install Additional Street Lighting MF
STU Workload
Work to Engineering Design Branch
FT. Wadsworth — ROICC SI Bldg. # 109
Ft. Wadsworth — NEX Bldg. # 206
Ft. Wadsworth — CBU
CBU Compound 383 Cost Est.
CBU Compound
CBU Compound
Ft. Wadsworth — Navy Reserve Bldg. # 350
Ft. Wadsworth — Army Reserve bldgs. 356/357
Ft. Wadsworth — Congressman Molinari Bldg. # 203
Asbestos Removal
Higher Priority Work Requests
Work Requests
Commissary Work
Commissary Work
Boiler/Furnace Maintenance Contract FBF, MF, MM

NISRO/NISRA I.D.S.
Housing Work
Reimbursable Work
Work Requests
Electric — Station
Electric — Housing
Electric — MWR
Electric — Commissary
Electric — Medical
Electric — Navy Exchange
Electric — NISRA
Electric — NMPS
Electric — PSD
Electric — SUPSHIP
Mechanical — Station
Mechanical — Housing
Mechanical — MWR
Mechanical — Commissary
Mechanical — NEX
Mechanical — NMPS
Mechanical — NISRA
Mechanical — SUPSHIP
Structural — Station
Structural — Housing
Structural — MWR
Structural — Commissary
Structural — CCPO
Structural — Dental
Structural — NEX
Structural — NMPS
Structural — SUPSHIP
Multi-discipline — Station
Multi-discipline — Housing
Multi-discipline — MWR
Multi-discipline — Commissary
Multi-discipline — NMPS
Multi-discipline — SUPSHIP
Multi-discipline — Miscellaneous Reimbursable

Cabinet 2 (middle cabinet) (5-drawer)

Drawer 1 (drawer label: TWO)
Approximately 2.5 linear feet.

Folder:
Accident Reporting
Administrative Services (typing, supplies, etc.)
AFPD
Acquisition North Division Notes
Administrative Workload Reduction
Air Conditioners
Ammunition & Explosives Facilities
Annual Inspection Summary (AIS) FY 1981
Annual Inspection Summary (AIS) 1982
Annual Inspection Summary (AIS) FY 1983
Annual Inspection Summary (AIS) FY 1984
AIS FY 1985
AIS FY 1986
AIS FY 1987
AIS FY 1988
Appreciation Letters
Architects & Engineers
Areas
Asbestos
Audio Equipment
Audits
Audit: Accountability & Control of Plant Property and other Navy Property (JAN-MAR1983)
Audit: Small Purchases OCT1983
Audits: Naval Audit May 1985
Automatic Data Processing (ADP)
Bachelor Housing
Bachelor Housing FY 1985 Improvement Program
Bachelor Housing Requirements FY 1989
(BMARD) Backlog of Maintenance & Repair

Base Closures
Beepers
Beneficial Suggestions
Beneficial Suggestion (A. Seskin 01 04 83)
Boilers
Boiler Inspection Reports
Bomb Threats
Books & Magazines
Brooklyn Navy Yard
Brooklyn Navy Yard Development Corporation
Budget
Budget Requirements FY 1983 (Housing)
Budget Items FY 1983 (Station)
Budget FY 1983 (Maintenance Action Plan) (Station)
Budget FY 1984 (Station)
Budget FY 1984 (Housing)
Budget FY 1985 (Station)
Budget FY 1985 (Housing)
Budget FY 1986 (Station)
Budget FY 1987 (Housing)
Budget FY 1987 (Station)
Budget FY 1988 (Station)
Budget FY 1988 Increases/Decreases Exhibits
Budget FY 1989 (Station)
Budget 1985/1986 BB-SAG Input
Budget: POM88 (Station)
Budget: POM FY 1990
Budget: POM FY 1990/1991
Budget: POM-1992
Business Cards
Cablevision Cable Television
Calculators
Camels (Floating Fenders)
Car Wash
Cement
Change of Command
Nassau NY (Change of Command) 12FEB1982
Change of Occupancy

Drawer 2 (drawer label: GENERAL INFORMATION FOUR)
Approximately 2.5 linear feet.

Folder:
Child Care
Child Care Centers
CINCLANTFLT Facilities Management Newsletter
Circuit Breakers
Clean Slate (NEPSS)
Coffee Maker
Command Action Plan
Command History
Command Management Guidance
Command History
Command Inspection
Command Inspection 13SEP1982
Inspection: COMNAVSURFLANT Visit Assessment 24-26OCT1984
Command Inspection 17-21JAN1985
COMNAVSURFLANT
COMNAVSURFLANT Command Inspection 19-23JUN1989
Commercial Activities (CA) Program
Command Action
COMNAVSURFLANT
Computers
Computer Aided Design
Con Edison
Construction Battalion Unit
Construction Criteria Base
Construction Newsletter (NAVFAC)
Contracts
Contracts — Facility Support 2
Contracts — Maintenance Service 1
Facility Support
Contracts FSC 6MAY-8AUG1984

Service Contracts (SOW etc.)
Contracts Short/Long
Contracts 3
Contracts 2
Contracts Information 1
Contracts Acquisition Management Review (AMR) 14-18JUL1986
Contracts Accepting
Contracting — Out
Conversion Factors
Corps of Engineers
Correspondence
Cranes
Custodial Services
DEIS — II
DEIS — II Info.
DEIS — 2 1975
DEIS — 1976
DEIS 2 — 1977
DEIS 2 — 1978
DEIS 2 — 1979
DEIS 2 — 1980
DEIS II — 1981
DEIS — FY 1982
DEIS — FY 1983
DEIS II Reports — FY 1984
DEIS II — FY 1985
DEIS II — FY 1986
Defense Environmental Restoration Account
Demolition Projects (Historical)
Demolition (Pride & Professionalism in Shore Action Ties Program)
Demolition (Defense Environment & Restoration Program)
Demolition (Pride & Professionalism in Shore Action Ties Program)
Demolition of Buildings R427, R428, & 315
Demolition (Defense Environment & Restoration Program) Remove Exterior Crane & Associated Structure Near Building 2
Design Criteria
Disaster Preparedness Program
Disposal
(DOGS) Military Working Dogs
Domestic Bask Factors Report (DBFR)
Drafting
Drawings & Specifications
Dredging
Drilling
Drought
Drug Testing
Drum Disposal
Earthquakes
Economic Analysis
Education
Elevators
Elevators (Vertical Transportation System Audit — DEC1980)
Elevators (Vertical Transportation System Audit 1981 North Division)
Elevators (Vertical Transportation System Audit 15-17FEB1983 North
NAVFACENGCCM)
Emergency Contract Authority
Encroachment
Energy & Environmental News
Energy Audit Report (EAR)
Energy Conservation: Audit of FY 1982
Energy Conservation: Audit OCT1982 (Internal Audit)
Energy Conservation Award Report FY 1981

Drawer 3 (drawer label: GENERAL INFORMATION SIX)
Approximately 2.5 linear feet.

Folder:

Energy Conservation Award Report
Energy Conservation Award Report FY 1982
Energy Conservation Award Report FY 1983
Energy Conservation Award Report FY 1984 ECAR
Energy Conservation Awards FY 1986
Energy Conservation Award FY 1987
Energy Design
Energy Matters Newsletter
Energy Monitoring & Control Systems
Engineering
Engineered Performance Standards
Engineering Service Request (ESR)
ESR 1-80
ESR 2-80
ESR 3-80
ESR 4-80
ESR 5-80
ESR 1-81
ESR 2-81
ESR 3-81
ESR 4-81
ESR 5-81
ESR 1-82
ESR 2-82
ESR 3-82
ESR 1 through 3-83
ESR 1-85
ESR 2-85
ESR 1-86
ESR 2-86
ESR 1 through 6-87
ESR 1 to 9-88
ESR 1-89, 2-89
Engraving
Environmental Engineering
Equal Employment Opportunities (EEO)
Escalation Rates
Estimates
Excellence Award
Excess Property
Explosive Material Storage (Explosives)
Facility Intrusion Detection System
Facility Evaluation Assistance Team (FEAT) Visits
Facility Evaluation Assistance Team (FEAT) Visit 12-26APR1982
Facility Evaluation Assistance Team (FEAT) Visit 12-22APR1982
Facility Evaluation Assistance Team (FEAT) Visit 28MAY-6JUN1985
FEAT 3-7OCT1988
Facilities Maintenance Newsletter
Facilities Management
Facilities Management Systems
Facilities Management Systems
Fallout Shelters
Family Housing Newsletter
Family Service Center
Fire Protection
Fire Protection Engineering Survey (NORTHHAVFACENGCOM) AUG-SEP1979
Fire Protection Engineering Survey for Building 311 (NORTHHAVFACENGCOM) 28APR1981
Fire Protection Engineering Survey by NORTHHAVFACENGCOM Nassau, NY 4-11 MAR1982
Fire Protection Engineering Survey Review of NMPS Fire Alarm System & Child
Care Repairs/Alterations APR1982
FIRS
Fleet Facilities Excellence (FFX) Award Program
Fleet Week 1988

Floyd Bennett Field Heating
Ft. Wadsworth
Fraud Waste & Abuse
Fuel Dispensing System
Funding
Funding Authorization (Work Requests)
Furniture
Garbage/Trash Collection
General Development Maps
General Services Administration (GSA)
Geological Survey
Grounds Maintenance
Handicapped
Hazardous Waste
Heating Systems
Historic Items
Historic Studies of Building R95 — Naval Hospital
Law & Instructions on Historic Structures
Homeless (Housing/Shelter)
Housing Change of Occupancy Procedure
Housing 2
Housing 1
Housing Projects
Housing Information
Family Housing Management: Audit of 26OCT1981
Housing Inspection Form
Housing Maint. Serv. Contracts
Housing (House Numbering Lists)
Housing Projects
Housing 1977
Housing 1978
Housing: Energy Conservation Opportunity Program (ECOP)
Housing RFP 300 Unit Family Housing
Hurricane Actions
Informal Contracts Dead Proposals

Drawer 4 (drawer label: GENERAL INFORMATION EIGHT)
Approximately 2.5 linear feet.

Folder:
Information Handling Services
Injuries
Inspector General (IG) CNSL JUN1989
Inspections
Installation Excellence Award
Insulation
Interviewing [NOTE: 32 folders)
Intrusion Detection System
Inventory of Facilities
P-164 Detailed Inventory of Facilities (Obsolete Copies)
Issue Paper (Brief Sheet)
Job Order Numbers
Labor Distribution
Land Utilization
Leases
Legal
Life Insurance
Liquid Oxygen/Hydrogen Facilities
Locksmith Work
Logistics Support Mobilization Plan
Mail
Maintenance & Operation Manuals
Maintenance Control Branch
Maintenance of Real Property
Manpower
Manpower Availability Summary/Engineer Program
Maps/Area Information
Marine Corps Projects
MATV System
Messenger
Metric System
Microfilm Supplies
Microwave Ovens
Mid-year Review

Military Construction 3
Military Construction Program 2
Military Construction Program 1
Military Construction Cost Estimate Preparation
Minor Construction
Minor Property
Mission NAVSTA NY
Mitchel annex
Mobile Homes
Mobil Utilities Support Equipment (MUSE) Program
Mobilization
Model Installation Program
Monuments
Moral Welfare & Recreation
Motors
Nassau County
NFPA
National PS
National Technical Information Service (NTIS)
Natural Resources
Naval Civil Engineering Laboratory
Naval Construction Force
Naval Material Command
NAV COMPT 140 Work Requests
NAVELEX
NAVFACENGCOM
NAVSTANY Instructions (Miscellaneous)
Navy Exchange
Navy Terminology
Non-appropriated Funds
NORTHAVFACENGCOM
Office Supplies
Oil
Oil Spill Control
OMSI: Operating & Maintenance Support Information
Organizational Charts
Overtime
Painting (Sq. Ft.: Figures)
Parking, NSA
Payroll
Performance Appraisals
Personnel Awards Preparation
Personnel
Personnel Support Detachment (PSD)

Drawer 5 (drawer label: GENERAL INFORMATION TEN)
Approximately 2.5 linear feet.

Folder:
Pest Control
Petroleum Products
Pier Facilities
Planning
Planning Board
Plant Property
Plaques
Point Paper
Pollution Solution
Pools
Port Authority
Position Descriptions 2
Position Descriptions 1
Position Management
Preventive Maintenance Literature
Pride & Professionalism
Productivity Investment Fund
Projects
Projects (FY 1980)
Projects (FY 1981)
Projects (FY 1983)
Projects (Navy Occupational Safety/Health)
Prompt Payment Act
Portable (Public Address System)
Public Address System
Public Works

P.W. Support Newsletter NORDIV
Publications
Radio Equipment
Radar
Ranges
Real Estate — Historical Deeds
Real Estate — General
Real Estate — Shipyard Park Access
Real Estate — Brooklyn Pier K
Real Estate — Utilization of Building R-95
Real Estate — License Department of Correction Training Academy, B-2 16SEP-8NOV1985
Real Estate — Brooklyn (Disposal/Sale of Shipyard)
Real Estate — Transfer of NY Naval Shipyard to City of New York
Real Estate — Brooklyn License for NYPD Use of R-95 (not interested)
Real Estate — Brooklyn License NYC, DOI, B-1 Antenna Tower
Real Estate — Excess Real Property, Buildings R427/R428 MAY1983
Real Estate — Shipyard Park Leases
Real Estate — Floyd Bennett Field
Real Estate — Floyd Bennett Field (Land Transfer) 2
Real Estate — Floyd Bennett Field (Land Transfer) 1
Real Estate — Dayton Manor
Real Estate — Staten Island (BB-SAG)
Real Estate — Mitchel
Real Estate — Mitchel Field — Lirr Easement
Real Estate — Mitchel Exchange of Bradley Hall for Land at Mitchel Manor
Real Estate — Mitchel Field Nassau City Easement NR B-19
Real Estate — Mitchel Field Transfer of GSA Property North of West Ellington
Real Estate — Mitchel Field (Development of Nassau County Land @ Intersection of Stewart & Selfridge Avenues)
Real Estate — MF Selfridge Development Atrium Plans
Real Estate — MF Relocate Easement for Atrium Buildings
Real Estate — MF Proposed Recycling Center
Real Estate — MF Santini I
Real Estate — MF Santini II
Real Estate — Santini III Real Estate Acquisition
Real Estate — Facility Access File
Real Property
Real Property — Utilization Analysis JUL1983
Recreational Services 2
Recreational Services 1
Repair Work Classification

Cabinet 3 (right cabinet) (5-drawer)

Drawer 1 (drawer label: 1)
Approximately 2.0 linear feet of brown paper envelopes containing information regarding audits and internal inspections/internal control of Public Works.

Drawer 2 (drawer label: 2)
Approximately 2.0 linear feet of brown paper envelopes containing information regarding audits and internal inspections/internal control of Public Works. Also 1 ledger record (titled "PWO CY 82") and computer print-outs (status reports).

Drawer 3 (drawer label: 3)
Approximately 2.5 linear feet of brown paper envelopes containing information regarding audits and internal inspections/internal control of Public Works.

Drawer 4 (drawer label: 4)
Approximately 2.5 linear feet of brown paper envelopes containing information regarding audits and internal inspections/internal control of Public Works.

Drawer 5 (drawer label: 5)
Approximately 2.5 linear feet of brown paper envelopes containing information regarding audits and internal inspections/internal control of Public Works.

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6 Cabinets Further into the Basement:

Note: The materials in these cabinets appear to date C1979-1985, with the exception of the group of materials in cabinet 4, drawer five, dating from C1942. For the purposes of this appendix, the cabinets have been numbered 1-6, left to right.

Cabinet 1 (2-drawer)

Drawer 1 (no drawer label)
Approximately 2.0 linear feet.

Folder:
FMED Tasking
FMED Pending
Milcon Projects
New Projects
Special Projects
Proposal for MiniMart
Construction Battalion Unit (CBU)
CBU
Planning/Design Review
Asbestos Action
Installation Excellence Award
BB-SAG Contracts (Offer)
Safety
BB-SAG Homeporting
Energy & Environmental News
Engineering Service Requirements
Energy Model
Public Works Misc. Items
Real Property Inventory
Facility System Safety (RAC, PHA)
Software Misc.
Collated EQ'MNT
Forms
Environmental
Housing
Transition
Facility Planning
Code 90/Operations
Asbestos Repair
Safety Action
Special Projects (BBBQ/FY 1988)
Drawer 2 (no drawer label)
Approximately 1.5 linear feet.

Folder:
ESR
MIP
BRC
Communications
DEIS
Submittals
NCF
MWR
Bus Plan
Ship Arrival
PW Staffing
Transportation
Transportation
Surfant [sic] Items
NFCU
S.P. Prep. Family Serv. Ctr. Expansion
Brooklyn Building Specs
Routing & Trans. Slips
Security (MWD)
PWD ENG Status Report
A & E Appendix & Misc.
Appendix
App.
Housing

Property Record (Class Two)
Bronze Hammer
Parking
Summary List
Bachelor Quarters
Site Approvals
Medical Dental
SOWI/MOD, Order for Work
Instructions
N Nav. Off. Ass.
Self Help
Contract Info.
Energy Conservation Award Report FY 1985
EMAAV
Spending Plan/RAT
Spending Plan

Note: A box on top of Cabinet 1 has approximately 1.0 linear feet of material relating to Public Works.

Cabinet 2 (4-drawer) (This cabinet was locked.)

Drawer 1
(drawer label: SFPS Proposed Projects/Estimates)
This drawer was locked.

Drawer 2 (no drawer label)
This drawer was locked.

Drawer 3 (no drawer label)
This drawer was locked.

Drawer 4 (no drawer label)
This drawer was locked.

Cabinet 3 (5-drawer)

Drawer 1
(drawer label: Special Projects/Housing Projects)
Approximately 2.5 linear feet of Special Projects folders; each folder numbered and labeled with the title of the project, e.g. R1-80 Repairs and Alterations to Steam Distribution System. The folders are arranged chronologically.

Drawer 2 (drawer label: MICON Projects)
Approximately 0.5 linear foot of Housing Projects folders; each folder labelled in a similar manner to the Special Projects folders.

Drawer 3 (no drawer label)
Approximately 1.5 linear feet of folders containing records possibly relating to A & E projects. The folders are labelled in a similar manner as the Special Projects folders. Most reference A & E services; however, one folder is labelled Special Projects Tennis Court.

Drawer 4 (drawer label: Completed/Canceled Projects)
Approximately 1.625 linear feet of Projects folders: approximately 0.75 linear foot of Special Projects Complete folders, then approximately 0.5 linear foot of Housing Projects Complete folders, then approximately 0.25 linear foot of MICON Projects Complete folders, and finally approximately 0.125 linear feet of Miscellaneous Projects Complete folders.

Drawer 5 (no drawer label) Approximately 1.0 linear foot of numbered and titled folders; probably need to be interfiled with the other folders. These folders have titles such as R 21-88 and CA 22-87.

Note: On top of Cabinet 3 is an open carton containing approximately 1.5 linear feet of material regarding jobs and work safety. Additionally, there is approximately 1 linear foot of material regarding jobs (e.g. utility invoices), dated C1986-1988.

Cabinet 4 (5-drawer) (sticker on top says #3)

Drawer 1 (no drawer label)
Approximately 1.0 linear feet of project files; probably need to be interfiled with the other folders. These folders are numbered (e.g. 04-83-0274) and many contain folded drawings.

Drawer 2
(drawer label: NAVSTA/Staten Island/Stapleton)
Approximately 0.5 linear feet of material that is less organized than material described above. In addition to the folders listed below there is a work log book dated FY 1990.

Folder:
Utilization/Requirements — Various Buildings
Transformers ft. Wadsworth Staten Island
Family Housing NAVSTA, SI
Staten Island Buildings 209, 210, 301 & 302
Mods/Alt. Family Housing Buildings Building 114-B, NAVSTA, SI
Service Maintenance, NAVSTA, SI
Navy Resale & Services Building 209, SI
UPS Systems Building 209 NAVSTA, SI
Security Fencing NAVSTA, Staten Island
Family Housing PPR & MOD: Program, NAVSTA, SI
A/E Tonetti Association Family Housing & Modernization, NAVSTA, SI
Boiler Room Building 210
NAVSTA, SI, Discrepancies Reported
Building 206 Navy Exchange Complex Comm. Store
Gate House, NAVSTA, SI
Telecommunication, Ft. Wadsworth
Public Works Facilities
Staten Island Misc.
NFCU Staten Island

Drawer 3
(drawer label: ENVIRONMENTAL HAZARDOUS MATL.)
Approximately 0.5 linear feet of material that is less organized than material described above. There are reports, photographs, and other unfoldered materials relating to contaminant & clean up of pollutants at NAVSTA; utilities for Stapleton; underground tank removal; hazardous waste; etc. Following the unfoldered materials are the folders listed below. After the folders are four books: ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) Handbook: 1981 Fundamentals; Technical Manual for 55 Ton Capacity Chilled Water Air Conditioning Plant; Environmental and Natural Resources program Manual (1990); and ASHRAE Guide and Data Book: Applications for 1966 and 1967.

Folders:
Sample Contract for IH
Asbestos Survey Report
Kalken & Llamelson
Radon Testing
Senior Environmental Seminar
Field Inspection & Reports

Drawer 4 (no drawer label)
Approximately 1.0 linear foot of folders containing information regarding the 1975 inspection. Approximately 1.0 feet of folders containing information regarding older jobs — from 1970. These folders are numbered and have titles describing the job (e.g. Window Cleaning or Paving of Parking Lot). Finally, approximately 0.5 linear foot of folders containing forms, memos, photocopies, originals, drawings, etc. relating to energy (e.g. Wind, Energy Contingency, Energy Conservation Awards Program FY 1983).

Drawer 5 (no drawer label)
Approximately 0.3 foot of material relating to energy conservation. Then approximately 2.5 linear feet (C1942-1972) of folders (made of heavier stock) relating to equipment. Some of these folders contain folded architectural drawings. There are also forms, memos, reports, etc.
Note: On top of Cabinet 4 is an open file drawer containing approximately 2.5 linear feet of hanging files regarding jobs and a pile of catalogs.

Cabinet 5 (4-drawer) (sticker on top says #2)

Drawer 1
(drawer label: NEW JOBS ENVIRONMENTAL [sic])
Approximately 2.5 linear feet of folders with numbers and job descriptions for titles (e.g. 86-3730 Repair of Swimming Pool, MF). There are about 12 architectural drawings in the middle of the files. Most files contain stapled packages of "Request for Quotation" forms; others are actual order forms with supporting documentation.

Drawer 2
(drawer label: MITCHEL FIELD MitchelManor)
Approximately 2.5 linear feet of folders with numbers and job descriptions for titles (e.g. 86-3707 Alterations for ROICC and FSCM Offices, 3rd Floor, B-1). NOTE: approximately 2 inches at the front of the drawer are folders which appear to need to be interfiled with the materials in drawer 1.

Drawer 3 (drawer label: CATALOG)
Approximately 1.25 linear foot of catalogs for various equipment, stored in folders with labels such as "U.S. Steel Supply Co.," "Wire Rope on Hot Water Heater," etc. Then approximately 1.75 linear foot of files on various buildings; the folders have titles such as "BLDG #1," "PHOTO LAB," "HVAC," "A/E CONTRACT," etc. and the material dates C1979-1985.

Drawer 4 (no drawer label)
Approximately 1.25 linear foot of folders with metal clips at top, containing materials for various jobs. Folders are numbered and have titles such as "N62319-69-C-2008 (Neg) Repair of Rolling Doors." The materials date C1968-1968 and there are several architectural drawings. Then, approximately 1 linear foot of folders (C1979-1985); these materials appear to be misfiled.

Cabinet 6 (4-drawer) (sticker on top says #1)

Drawer 1
(drawer label: FT. WADSWORTH NAVSTA, SI, DOCUMENTS, REFS.)
This cabinet is stored in a corner and the drawers cannot be opened entirely because of piping obstructions. It appears there is approximately 2.5 linear feet of folders with titles such as "04-82-0271 Guard Services," such as the materials in the other cabinets (dating C1979-1985.)

Drawer 2 (drawer label: NEW PROJECTS)
This cabinet is stored in a corner and the drawers cannot be opened entirely because of piping obstructions. It appears there is approximately 0.5 linear feet of Special Projects folders dating C1990-1991 (faxes are included). Then, approximately 1.5 linear feet of reports, folded architectural drawings, etc., apparently related to projects.

Drawer 3 (drawer label: NORTH DIV. INFOS...)
This cabinet is stored in a corner and the drawers cannot be opened entirely because of piping obstructions. It appears there is approximately 2.5 linear feet of folders with titles such as "84-0103 Repair Elec. Dist. Sys. Fed.From R450/R104," such as the materials in the other cabinets (dating C1979-1990.)

Drawer 4 (drawer label: SPC CONTRACTS)
This cabinet is stored in a corner and the drawers cannot be opened because of piping obstructions.

APPENDIX H:
PROPOSAL FOR MANAGING ARCHITECTURAL DRAWINGS AND PLANS

The following are transcriptions of notes made on flip charts by staff at building 272. Obvious errors in spelling, grammar, punctuation and capitalization were corrected.

EXISTING PLAN FILE SYSTEM:

1. Old Plans Filed by Site per Drawer
   Indexed by Drawer #
   For example: 1U884(IR/TB)-1U945 (park imposed) Miller Field Staten Island

2. New Construction Drawings Filed in Box

3. DSC # 646/60000-79999
   Original Drawings
   Navy
   Army
   Department of Transportation
   NYC

#'s need to be cross-referenced in database

FILE CABINETS EXISTING:

- 24x36 drawer
  5 drawers per unit x 6 units = 30 drawers

- 36x48 flat file
  5 drawers per unit x 4 units = 20 drawers

- 32x42 flat file (Army File)
  5 drawers per unit x 2 units = 10 drawers

- vertical file
  4 units

need additional large drawer unit

NEW PLAN FILE SYSTEM:

Old Plans and New Construction Plan -- Parkwide Boundary Map, Aerials, Study, EIS, GMP . . .

Filed by Site -- under each site have Historic, Architectural, Structural, Mechanical, Utilities, Roads, Topographicals, Proposed

- Floyd Bennett Field
  - -- Plum Beach
  - -- North Shore
  - -- Conarsie Peir
- Riis Park
- Ft. Tilden and Breezy Point Tips
- Wildlife Refuge and Frank Charles Perk and Hamilton Beach
- Staten Island
  - -- Miller Field
  - -- Great Kill
  - -- Ft. Wadsworth
- Sandy Hook
  - -- Fort Hancock

File by Types of Plan

- Aerophotos
- Topographic -- Boundary Maps
- New Construction Drawings -- Preliminary, 50%, 75%, 100%, Construction Drawings, "As Built," Shop Drawings
- Utility Drawings
- Building
- Site/Landscape
- Planning Documents
- Parkwide Drawings

DATABASE:

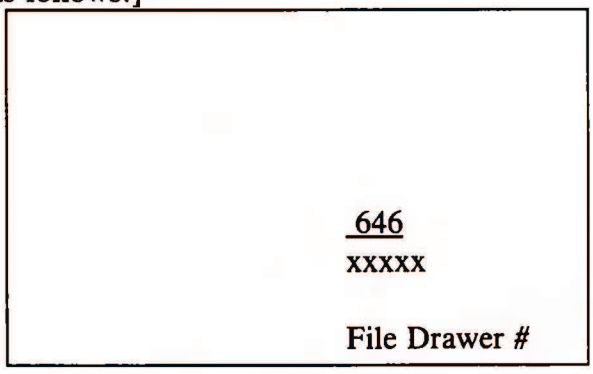
Plans to be Indexed Using DSC T.I.C. System

Plan Designation: 646xxxxx -- Start 60,000 End 79,999

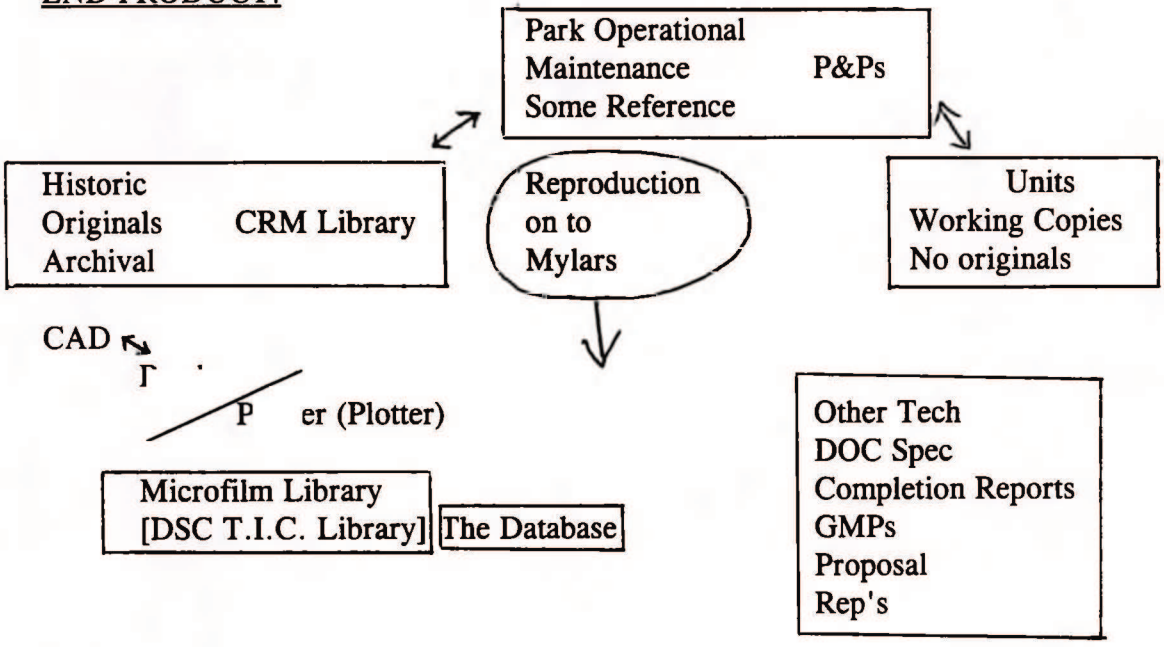
Currently DSC T.I.C. has 3,464 sets of plans on file

Start at 646-0005 + File #
Ends at 646-63053 + File #

[Label drawings as follows:]



END PRODUCT:



[PROCESS:]

Clean Up
Sort

1/31

1. Cull Existing to Remove:
   - Duplicate Prints
   - Out of Date Proposals (Never Constructed)
   - Mark up 50 - 75 - 90% Complete
   - Non-GATE Documents

2 steps
1. Clear All Rolled, Loose Plans
   Try Getting into Drawers
2. Go Thru Drawers

2. Resort & File
   - Identify
   - Index
   - File (by Unit & Subcategory)

4/1
DSC T.I.C.
Help

↓

Software

↓

3. Develop Working Index (Database)