

NATIONAL ARCHIVES MICROFILM PUBLICATIONS  
PAMPHLET DESCRIBING M625

**Area File  
of the  
Naval Records Collection  
1775-1910**



NATIONAL ARCHIVES AND RECORDS SERVICE  
GENERAL SERVICES ADMINISTRATION  
WASHINGTON: 1973

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*Naval Records Collection of the Office of  
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*Record Group 45*

in the National Archives Building

Note: This publication is a revision of the pamphlet  
issued in 1966.

AREA FILE OF THE NAVAL RECORDS COLLECTION  
1775-1910

On the 414 rolls of this microfilm publication are reproduced unbound records assembled by the Office of Naval Records and Library and known as an Area File of the Naval Records Collection. Most of the documents reproduced in this microcopy are dated between 1775 and 1910, but a few documents, mostly of English origin, are dated as early as 1648. They are a part of Record Group 45, Naval Records Collection of the Office of Naval Records and Library.

The Naval Records Collection was begun in 1882 when the Library of the Navy Department was placed in the newly created Office of Naval Intelligence. At that time the Librarian started to collect documents relating to the Civil War in order to publish them. Publication began in 1894 and finally culminated in the Official Records of the Union and Confederate Navies in the War of the Rebellion (Washington, 1894-1927). This activity resulted in the separation of the Library into two units, namely, the Library itself and the Naval War Record Office, collectively known as the Office of Library and Naval War Records. The Naval War Record Office was responsible for collecting documents from all possible sources containing information about Union and Confederate naval participation in the war. Among such documents were those obtained from naval officers who accumulated them while in command of squadrons or single vessels, and also those obtained from private sources, especially in the case of Confederate documents. In instances where documents could be obtained only on loan it was necessary to make copies. The individual documents that were donated and the copies of those obtained on loan became a permanent part of the Naval Records Collection, and eventually most of them were placed in the Area File. Bound volumes that were donated were placed in other parts of the Collection. Shortly after 1889, when the Office was placed directly under the Secretary of the Navy, most of the bound records of the Secretary's Office, all of which were dated before 1886, were transferred to it. (After 1885 the main series of correspondence of the Secretary's Office were not bound.) This addition greatly increased the record holdings of the Office of Library and Naval War Records and made it the major archival unit of the Navy Department.

In the early 1900's the Office of Library and Naval War Records began to collect some of the older records of the bureaus. For example, in 1904 an act provided that all naval records in the executive departments relating to personnel and operations from 1798 to the Civil War be transferred to the Secretary of the Navy. In 1906 a similar act required the transfer of all records relating to public and private vessels engaged in the Revolutionary War. It was found, however, that very few documents of the Revolutionary War period were in Federal custody. In 1913 an act authorized the collection of Revolutionary military and naval records, and the funds allotted to the Navy Department were used to photostat selected records in Massachusetts, Virginia,

and North Carolina. Most of these photostats were eventually placed in the Area File and are reproduced in this microcopy.

In 1915 the Office was given the name of Office of Naval Records and Library--a name it retained until 1946. In 1919 it was reassigned to the Office of Naval Intelligence, which in 1915 had become a part of the newly established Office of the Chief of Naval Operations. About the same time a Historical Section was organized, under the Chief of Naval Operations, for the purpose of eventually disposing of the huge accumulation of naval records in Adm. William S. Sims' headquarters in London. Its responsibility was to select and arrange records relating to United States naval participation in World War I and to prepare monographs for publication. The officer in charge of the Historical Section was simultaneously placed in charge of the Office of Naval Records and Library, with the result that the work of the two units was merged. An outcome of the work done was that a huge addition was made to the holdings of the Naval Records Collection when the records selected in London were transferred to Washington. During this postwar period many other documents or copies thereof relating to naval history were acquired, both from public sources, including the Navy Department itself, and from private sources.

The arrangement of the records selected in London followed the general principles of the British archive system for historical naval records. The basis of the system was to select individual documents for preservation, rather than entire series, and then to give the selected documents a new arrangement. As most of the documents selected concerned naval operations and engagements, with the thought that they would best reflect the role of the Navy, an arrangement by geographical area, according to the content or origin of a document, was decided on. Within each area arrangement was chronological. Some documents obviously could not be fitted into this scheme, however, and had to be placed in a separate file arranged by subject. The "area" and "subject" files assembled in London related, of course, primarily to the World War I period, but the inclusive dates eventually given them by the Office of Naval Records and Library are 1911-27.

In 1924 serious work was begun on arranging the unbound records of earlier date that had been accumulating ever since 1882. By that time it had been decided to apply to them the same general principles of arrangement that were applied to those of the World War I period. The resulting "area file" of records dating through 1910, arranged chronologically under eight defined "areas," is reproduced in this microcopy. The areas are numbered from 4 to 11; areas 1, 2, and 3 possibly having been reserved but not used. (Descriptions and a map of areas are at the end of these introductory remarks.) Documents originally filed in areas 4 to 8 that relate to the Confederate Navy and that were separated by the National Archives from the main file are reproduced on the last 5 rolls. The latter documents were separated to facilitate searches for information on the Confederate Navy inasmuch as existing documentation on the subject is scarce and often

incomplete. There is no certainty, however, that all pertinent documents were removed from the main file. The chronological arrangement of the separated documents within the numbered areas has not been changed, but together they form a separate "Confederate Navy" file.

The documents in this Area File are quite varied in origin. Many are original incoming letters and press and other copies of outgoing letters taken from the correspondence series of the Office of the Secretary of the Navy (regularly found in Record Group 80, General Records of the Department of the Navy) and of the Bureau of Navigation (regularly found in Record Group 24, Records of the Bureau of Naval Personnel). Many originals of telegrams and cablegrams received are included, as well as copies of those sent. Some documents are from the semiofficial correspondence of naval officers donated by them or by their families. As noted earlier, many copies of documents obtained on loan that were prepared for possible publication in the Official Records of the Union and Confederate Navies in the War of the Rebellion were later placed in the file. These are typewritten copies and bear stamps showing the origin of the original documents and other data in regard to their transcription. The stamp "C.N.W.R." on original documents indicates their possible use in that publication. In the file are also many photostatic or typewritten copies of documents from other record collections, such as personal papers relating to naval affairs in the custody of the Library of Congress, and the Revolutionary War documents, already mentioned, that were photostated as a result of the appropriation made by Congress in 1913. Some documents were obtained by dismantling dilapidated or poorly assembled volumes and binders. Documents were added to the file as late as 1942.

Sometimes the source of a document is indicated by a stamp showing file data. Often, however, there is no means of ascertaining the official or private origin of a document or learning about any related documents. The records of unknown origin in the file, and the records known to have been created by foreign governments and by private citizens, are presumed to have had no connection with any unit of the Navy Department other than the Office of Naval Records and Library.

If a searcher has used indexes or registers of the Bureau of Navigation or the Office of the Secretary of the Navy to obtain information about a particular document and yet has not been able to find it in the correspondence series where it should appear, he may find that it is in the Area File. Even then a searcher may have to look in more than one "area" because of possible differences in interpretation on the part of individual classification clerks in assigning documents to areas. Also, in some instances the date of a document is not necessarily the date under which it is filed; the date of the event described may be the determining factor. The desired document is usually found nearby, however, because the documents in this Area File relate chiefly to occurrences and conditions in definite places for periods of not more than a few days.

A card index to the Area File for the period 1775 to about 1815, prepared by the Office of Naval Records and Library, is in the National Archives. It is mainly a name index to names of persons and ships. It has not been microfilmed.

It should be clearly understood that the date coverage given for each roll does not imply full coverage for the period. There are many gaps not only of months but of years for which there are no documents. For instance, Roll 21, which covers the period July 1869 to December 1887, contains no documents for the years 1872, 1874, 1877, 1879-81, 1884, and 1886.

In filming these records, any notations that may be on the reverse side of a basic document or on detachable slips of paper immediately precede the document. The notations may be endorsements or they may give other information, such as file numbers or statements as to where additional or related records may be found.

Some of the papers reproduced in this microcopy are, as has been noted, of private origin. The fact that they were donated to the Collection or that copies of them were made for it is not believed to divest their original owners of any literary property rights in them. Anyone, therefore, who publishes them in whole or in part without permission of their owners may be held liable for infringement of such literary property rights. In some instances, a statement regarding literary property rights appears in writing, sometimes on the face of a document, sometimes on the reverse side, and sometimes as a separate attachment. As with other notations, such statements are filmed immediately preceding the document if they do not appear on its face.

The following descriptions of the geographic areas upon which this Area File is based, along with a map showing area boundary lines for areas 4 to 10, are included as an aid in locating specific documents.

#### Descriptions of Areas

Area 4--The greater part of the Atlantic Ocean (North and South), bounded on the west in the North Atlantic by longitude 50°, and on the east in the South Atlantic by longitude 20° below Africa. The area also includes the Arctic Ocean as far east as longitude 80° above Siberia, and inland bodies of water, such as the Mediterranean and Black Seas and tributary waters. It extends north and south to include Arctic and Antarctic regions.

Area 5--The Mississippi River and its tributaries within the zone of Civil War operations. Limited to the Civil War period.

Area 6--The Gulf of Mexico, bounded on the east by a line drawn from Key West due south to Cuba and thence southwest to the Yucatan peninsula. Limited to the Civil War period.

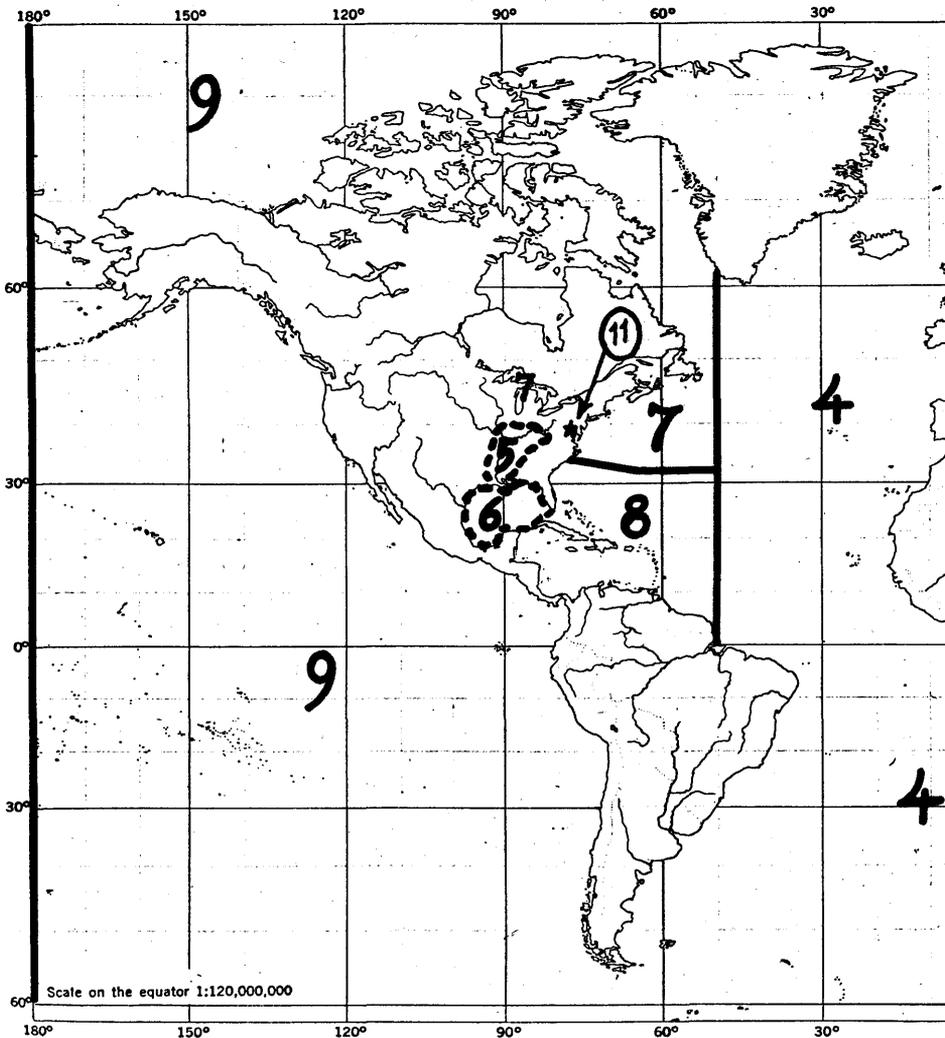
Area 7--The North Atlantic Ocean west of longitude 50° (Area 4) and bounded on the south by a line drawn from Cape Lookout, N. C., to Bermuda and thence due east to longitude 50°. Navigable rivers and the Great Lakes are included. The northern limits of this area are not clearly defined.

Area 8--The Atlantic Ocean off the southeast coast of the United States, bounded on the east by longitude 50°. It is directly south of Area 7 and extends through the Caribbean region and west to include the Gulf of Mexico, except for the Civil War period, during which the Gulf is separate as Area 6. The Mississippi River and its tributaries comprise Area 5 during the Civil War period.

Area 9--The Pacific Ocean east of longitude 180°, extended north and south to include Arctic and Antarctic regions.

Area 10--The Pacific Ocean west of longitude 180°, extended westward to include the Indian Ocean. It also includes Arctic and Antarctic regions not included in Areas 4 and 9.

Area 11--This is not a geographical area in the same sense as Areas 4-10. It was set up to cover documentation relating to the Navy Department and other executive agencies in Washington, D. C.



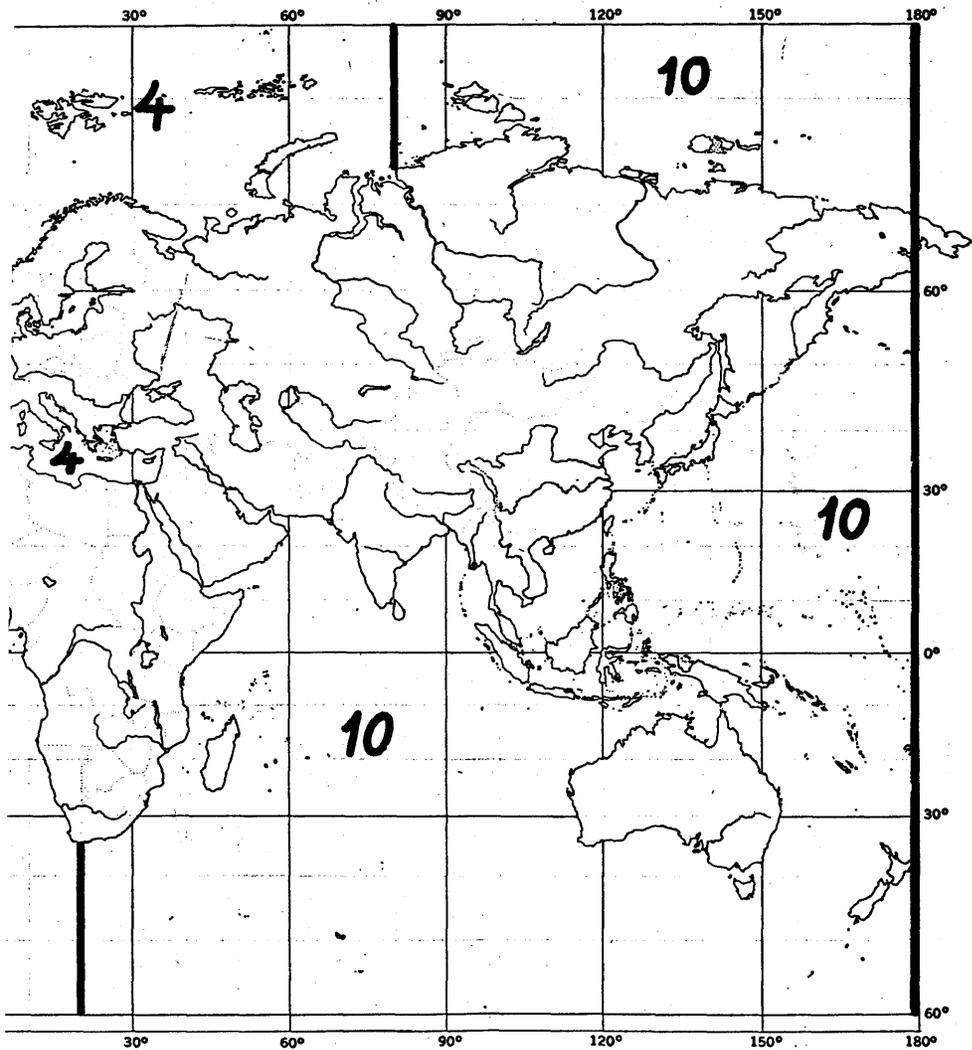
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Area 5--The Mississippi River and its tributaries within the zone of Civil War operations. Limited to the Civil War period.

Area 6--The Gulf of Mexico, bounded on the east by a line drawn from Key West due south to Cuba and thence southwest to the Yucatan peninsula. Limited to the Civil War period.

Area 7--The North Atlantic Ocean north of latitude 50° and west of a line drawn from the tip of Bermuda to the tip of Florida. Includes the Bermuda Triangle. Navigable waters are included. Not clear.

Area 8--The Gulf of Mexico, bounded on the east by a line drawn from Key West due south to Cuba and thence southwest to the Yucatan peninsula. Limited to the Civil War period.



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Atlantic Ocean west of longitude 4) and bounded on the south by Cape Lockout, N. C., to longitude due east to longitude 50°. The Great Lakes are in the northern limits of this area are defined.

Atlantic Ocean off the southeast United States, bounded on the west by longitude 50°. It is directly south of Area 4 and extends through the Caribbean Sea to include the Gulf of Mexico. During the Civil War period, during which it is separate as Area 6. The Gulf of Mexico and its tributaries comprising the Civil War period.

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