



## FINDING AID

# **SAN JUAN NHS RESOURCE RECORDS COLLECTION**

## **1788-2019 (bulk dates: 1980-2008)**

Prepared by  
History Associates Inc.  
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National Park Service

Catalog Number: SAJU 18599

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## ***HISTORY***

San Juan National Historic Site (SAJU) was established by the Secretary of the Interior, February 5, 1949 (49 Stat. 666; 16 U.S.C. 462). The establishment order notes, “the ancient fortifications of San Juan, Puerto Rico, particularly the massive masonry works of El Morro and San Cristobal and their connecting walls, are outstanding monuments of the past, possessing exceptional historical and architectural interest for the nation.” The site remained under the control of the Department of the Army as part of the Fort Brooke military reservation until September 1961, when a large portion of park land was transferred to the Department of the Interior. Additional property was transferred to the site in 1967. On September 29, 1976, a cooperative agreement between the Department of the Interior and the Commonwealth of Puerto Rico was signed. This agreement clarified areas of jurisdiction and responsibility between the two entities. According to the San Juan National Historic Site’s 2006 Long Range Interpretive Plan, the site’s purpose “is to preserve the Spanish fortifications, buildings, and the related archeological sites and historic objects for the education, benefit, and inspiration of present and future generations worldwide.”

The site comprises 75 acres, including the fortifications of Castillo San Felipe del Morro, Castillo San Cristobal, Fortin San Juan de la Cruz (El Canuelo), and approximately 2.5 miles of masonry walls that enclose the city of Old San Juan. Old San Juan is located on San Juan Island, situated adjacent to the harbor of San Juan Bay. In the early 16th century, Spain recognized that San Juan Bay provided a protected anchorage and natural terminus for ships following the trade winds blowing west across the Atlantic Ocean. Beginning in 1533, the Spanish Crown ordered the construction of fortifications on San Juan Island in order to secure the “gateway to the Antilles,” and serve as part of a larger series of fortifications developed to ensure Spanish commercial hegemony over the Caribbean region. Over a period of four centuries, the fortifications developed on a grand scale, ensuring Spanish control of Puerto Rico, despite several notable attacks from the English under Francis Drake (1595) and Sir George Clifford (1598), the Dutch under Hendrick Boudwyn (1625), and again the English under Sir Ralph Abercromby (1797).

The fortifications at San Juan are noted for being the best preserved of the Spanish colonial defense system. They represent some of the world’s premier coastal and land-based defense systems and stand as a testament to the military engineers and architects who designed them. The Castillo San Felipe del Morro dominates the heights covering the approaches to San Juan Bay. On the opposite shore of the bay, the smaller Fortin San Juan de la Cruz provided cross fire as additional protection at the harbor’s entrance. Castillo San Cristobal, operated with several smaller lines of fortifications built to provide what military engineers called a “defense in depth” on the landward approaches to San Juan Island. With the walls surrounding Old San Juan and the principle fortifications completed in 1790, enemies were presented with a formidable obstacle. It was not until 1898 that the Spanish rule of Puerto Rico was ended as a result of the Spanish American War. Puerto Rico became a territory of the United States and ownership of the fortifications was granted to the United States Army as part of the San Juan Military Reservation.

Fort Brooke was garrisoned by soldiers of the 65th U.S. Infantry and continued to serve a role in the strategic defense of the Caribbean through both World Wars. In 1935, legislation was introduced in the United States Congress to add the historic fortifications as a unit of the national park system. This legislation was initiated as part of a larger national movement by concerned citizens, including President

Franklin Roosevelt, who wanted to preserve national sites of historic significance. These efforts were postponed during World War II, but negotiations between the War Department and the Department of the Interior were resumed following the end of war, culminating in President Harry S Truman's establishment of the San Juan National Historic Site in 1949.

Interpretive themes at San Juan National Historic Site are designed by the park service to inform the public of the key ideas and concepts essential to a broader understanding of the site's national and historic significance. In this context, the historic site is one part in the larger national park system that advances the understanding of Spanish influence on our nation, as represented by exploration and settlement in the Southwest and Southeast. Each major structure of the historic site is recorded on the National Register of Historic Places. The park administration and staff has endeavored to restore, rehabilitate, maintain, and preserve the site's fortifications and buildings in a manner that promotes the values and themes of the interpretive program.

On January 23, 1984 the San Juan National Historic Site was designated as a World Heritage Site by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). The nomination notes, "The fortifications of San Juan and the other mighty redoubts built by Spain in the Americas are premier physical evidences of the epic imperial struggles that permanently fixed the destiny of the Americas." The National Park Service was an active participant in the 1992 Quincentennial Celebration, an international event designed to provide a broader understanding of the enormous impact caused by Christopher Columbus' voyage of discovery. The Grand Regatta Columbus 92, of 200 sailing vessels, was held in San Juan harbor and viewed by over one million spectators. The anniversary provided the impetus for an extensive building campaign in Old San Juan. The site also hosted three international symposiums attended by a host of authors, academics, and dignitaries. Today, the park service continues to enhance the site's facilities, including the rehabilitation of the former Civil Defense Building into a visitor's center, the continued construction of the Paseo del Morro seaside esplanade, and the 2012 opening of the Discovery Center, a children's educational resource.

## ***SCOPE AND CONTENT***

### SAN JUAN NHS RESOURCE RECORDS COLLECTION

1788-2019 (bulk dates: 1980-2008)

*CATALOG NUMBER* SAJU 18599

*VOLUME* 231.57 LF

*DESCRIPTION* These records document the history of San Juan National Historic Site (SAJU) and the history of park services and projects. The records document the park's administrative history, the history and preservation of its buildings, and the history of programs and events occurring at the park during the course of its operation.

Strengths of the collection include documentation of preservation projects, reports, photographs, and architectural drawings and plans for completed projects. These records document the methods used and changes made to the fortifications and city walls.

The records also contain numerous departmental reports, such as long range interpretive plans, general management plans, and annual reports that offer perspectives on interpretive and park planning initiatives. In addition, there are records of interpretation activities, educational lesson plans, anniversary programs, and archaeological files.

*ORGANIZATION* The collection is organized into eight series: Series I, Central Files; Series II, Historic Preservation Records; Series III, Voices of Fort Brooke Oral History Records; Series IV, Museum Management Records; Series V, Interpretation and Education Records; Series VI, Archeological Project Records; Series VII, Facilities Management; and Series VIII, Visual Materials.

*PROVENANCE* The current finding aid represents an integration of 15 accessions: SAJU-0035, SAJU-0065, SAJU-0091, SAJU-00140, SAJU-00141, SAJU-00147, SAJU-00149, SAJU-00150, SAJU-00165, SAJU-00200, SAJU-00210, SAJU-00211, SAJU-00213, SAJU-00239, and SAJU-00240.

The materials in this collection were created by the San Juan National Historic Site in connection with official park activities. Included are copies of historic documents from other repositories, compiled by the park historian for reference purposes.

*RESTRICTIONS* No

*ASSOCIATED  
MATERIALS*

Fort Brooke U.S. Army Records, 1902-1967

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## ***HIERARCHY***

SERIES I: CENTRAL FILES, 1887-2019, undated (bulk dates: 1955-2012)

SUBSERIES A: ALPHABETICAL SUBJECT FILES, 1885-2015

SUBSERIES B: CODED CENTRAL FILES, 1949-2015

SUB-SUBSERIES 1: CODED CENTRAL FILES, 1949-2008, 1949-2008

SUB-SUBSERIES 2: CODED CENTRAL FILES, 2009-present, 2009-2015

SUBSERIES C: ADMINISTRATIVE RECORDS, 1984-2016

SERIES II: HISTORIC PRESERVATION RECORDS, 1940-2016 (bulk dates: 1960-2000)

SUBSERIES A: REPORTS, 1940-2016, undated

SUB-SUBSERIES 1: HISTORIC STRUCTURE REPORTS, 1959-2014

SUB-SUBSERIES 2: HISTORIC STRUCTURE REPORTS DEVELOPMENT FILES, 1975-2016

SUB-SUBSERIES 3: HISTORIC STRUCTURE REPORTS VISUAL MATERIALS, 1899-2011,  
undated

SUB-SUBSERIES 4: GENERAL REPORTS, 1940-2015

SUBSERIES B: ARMY CORPS OF ENGINEERS, 1956-2008

SUB-SUBSERIES 1: PROJECT FILES, 1956-2008

SUB-SUBSERIES 2: GENERAL FILES, 1975-2004

SUBSERIES C: SECTION 106 COMPLIANCE RECORDS, 1964-2010

SUB-SUBSERIES 1: PROJECT FILES, 1970-2000

SUB-SUBSERIES 2: PROJECT FILES, 1999-2013

SUB-SUBSERIES 3: INVENTORY FILES, 1964-2006

SUBSERIES D: HISTORIC AMERICAN BUILDINGS RECORDS, 1954-2011

SUB-SUBSERIES 1: GENERAL FILES, 1959-2011

SUB-SUBSERIES 2: MAPS AND DRAWINGS, 1949-1984

SUB-SUBSERIES 3: PHOTOGRAPHS, 1952-2002 (bulk dates: 1952-1960)

SUBSERIES E: WORLD HERITAGE SITE RECORDS, 1981-2009

SERIES III: THE VOICES OF FORT BROOKE ORAL HISTORY RECORD, 1998-2002



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- SUBSERIES A: INTERVIEW RECORDS, 1998-2002
- SUBSERIES B: DOCUMENTARY RECORDS, 1999-2002
- SERIES IV: MUSEUM MANAGEMENT RECORDS, 1955-2016
- SUBSERIES A: EXHIBITS AND INTERPRETIVE EDUCATION, 1956-2016
- SUBSERIES B: OUTREACH AND EVENTS, 1970-2009
- SUBSERIES C: METALS CONSERVATION PROJECT, 1970-2009
- SUBSERIES D: MUSEUM MANAGEMENT ADMINISTRATIVE RECORDS, 1955-2011
- SERIES V: INTERPRETATION AND EDUCATION RECORDS, 1956-2008
- SUBSERIES A: GENERAL FILES, 1956-2008
- SUBSERIES B: EDUCATIONAL PROGRAM FILES, 1981-2004
- SUB-SUBSERIES 1: PATRIMONITOS PROGRAM, 1999-2004
- SUB-SUBSERIES 2: TEACHING AMERICAN HISTORY GRANT, 1998-2005
- SUB-SUBSERIES 3: OTHER EDUCATIONAL PROGRAMS, 1981-2004
- SERIES VI. ARCHAEOLOGICAL PROJECT RECORDS, 1962-2012
- SUBSERIES A: FIELD NOTES, REPORTS, AND CORRESPONDENCE, 1962-2012
- SUBSERIES B: STILL PICTURES, 1961-2011
- SERIES VII: FACILITIES MANAGEMENT, 1934-2016
- SUBSERIES A: PROJECT MANAGEMENT PLANS, 1934-2016
- SUBSERIES B: DEPARTMENTAL MANAGEMENT RECORDS, 1956-2014
- SERIES VII. VISUAL MATERIALS, 1788-2017 (bulk dates: 1980-2015)
- SUBSERIES A: MAPS, DRAWINGS, AND POSTERS, 1788-2017 (bulk dates: 1860-1999)
- SUBSERIES B: PHOTOGRAPHS, 1890-2011 (bulk dates: 1980-1999)
- SUBSERIES C. AUDIO-VISUAL MATERIALS, 1989-2015

## ***SERIES DESCRIPTIONS***

### *SERIES I: CENTRAL FILES, 1887-2019, undated (bulk dates: 1955-2012)*

This series is arranged into 3 subseries. Subseries A: Alphabetical Subject Files is arranged alphabetically by subject. Subseries B: Coded Central Files (1949-2008) is arranged alphanumerically by file code and is organized into two sub-subseries by date. Subseries C: Administrative Records is arranged alphabetically by subject.

The Alphabetical Subject Files are arranged alphabetically and represent records originally filed by subject rather than file code. The Coded Central Files are arranged alphanumerically by the file code assigned by the creator. For both subseries, original titles of the folders have been maintained and often contain the subject with the possible addition of a location. The date or a range of dates for the records has been included when available. In some instances, an annotation in a square bracket was added to clarify the subject matter.

Previous to the current arrangement, the Central Files were arranged and cataloged in the “Inventory of Dead Files.” This arrangement consisted of a numeric catalog number followed by the original file code (when available), subject description, and date. During the years 1993-2002, some oversized documents, photographs, and photo negatives were removed from the “Dead Files.” At this time, cross-reference notations were added to indicate the location of removed items. In order to preserve the notations of the previous arrangement, “Dead File” catalog numbers are included on the upper left corner of the appropriate folders and are followed with the cross reference notations when applicable. During the 2011-2012 and 2020-2023 processing, the remaining oversized documents were separated from the collection and are noted with individual separation sheets detailing their content and location.

The records primarily document the administrative functions of the San Juan National Historic Site. The national park evolved from a United States military base and the records include numerous agreements and property transfers that were made between and amongst the United States Military, the Department of the Interior, and the Commonwealth of Puerto Rico. Many of the records detail the planning and execution of the administration’s efforts towards the preservation, rehabilitation, and restoration of the site’s resources and assets. A large number of files detail the planning, design, and implementation of various construction projects. The maintenance of the Spanish fortifications and rehabilitation of associated buildings represents a major focus of park projects. Another major theme is the effort to interpret the park’s history and resources for visitors through exhibits, tours, memorials, special events, publications, film productions, wayside exhibits, and public access to the library and archives.

Certain materials in this series predate the creation of the park. Records in Subseries A: Subject Files include press releases, historic reference materials, research, and documentation of specific events and issues. Subseries B: Coded Central Files includes memoranda, correspondence, reports, plans, policies, inspections, and documentation of committees, meetings, and conferences. Subseries C: Administrative documents the organization of the National Park Service and San Juan National Historic Site. Records in this subseries include budget papers, audits, reports, memoranda, organizational charts, and planning documents. The materials in this series are primarily paper

records but include oversized materials, photographs, negatives, CDs, floppy disks, and audiocassette tapes. Materials are in English and Spanish.

Materials in this series overlaps with the Facilities Management series.

#### *SUBSERIES A: ALPHABETICAL SUBJECT FILES, 1885-2015*

Arranged alphabetically by subject

This subseries contains: construction contracts, correspondence, architectural plans, engineering schematics, blueprints, tracings, maps, photographs, surveys, narrative and statistical reports, property records, minutes, memoranda of agreement, copies of legislation, fiscal statements, environmental assessments, completion reports, compliance statements, maintenance reports, permits, vouchers, handwritten notes, newspaper clippings, and study proposals. Subjects of note include the Berman Oil Spill, the Gulf Coast Cluster, and La Perla Housing Issues.

The Alphabetical Subject Files are a subset of the Central Files and document a broad range of administration activities. Among the subjects covered are numerous construction and rehabilitation efforts, the planning and preparation of major park reports, proposals for park improvement projects, and special park events. Principal correspondents include the park superintendent, park rangers and staff, officials from the Department of the Interior, field personnel, architects, engineers, contractors, representatives of the Commonwealth of Puerto Rico, United State Military personnel, historians, archaeologists, and park visitors.

#### *SUBSERIES B: CODED CENTRAL FILES, 1949-2015*

The series is organized into two sub-subseries: Sub-subseries 1, Coded Central Files, 1949-2008; and Sub-subseries 2, Coded Central Files, 2008 to present. Sub-subseries 2 is not processed.

This series is arranged alphanumerically by file code.

This subseries contains coded central files dating from 1949 to 2015. Most of this series consists of correspondence and memorandum, though it also includes reports, research, inventories, and analyses. The contents of this subseries are related to the functioning of NPS and SAJU as well as significant events, committees, and projects.

The file codes refer to subject and retention period for each document. Materials are primarily paper but also include paper records, plans, negatives, photographs, newspaper clippings, CD's and floppy disks. Oversized papers, negatives, and photographs are housed separately for preservation purposes, see separation sheets.

Certain records in this subseries overlap with the contents of Subseries 1A and 1C.

#### *SUB-SUBSERIES 1: CODED CENTRAL FILES, 1949-2008, 1949-2008*

Arranged by alpha-numeric code, as specified in NPS Records Disposition Manual (NPS-19, Appendix B). Records are grouped into the following categories: "A" files: Administration; "C"

files: Concessions; "D" files: Development and Maintenance; "F" files: Fiscal; "H" files: History and Archaeology; "K" files: Interpretation and Information; "L" files: Lands and Recreation; "N" files: Natural and Social Sciences; "P" files: Personnel; "S" files: Supplies, Procurement, and Property; "W" files: Laws and Legal Matters; "Y" files: Fire Management.

The sub-subseries contains: construction contracts, correspondence, architectural plans, engineering schematics, blueprints, maps, photographs, minutes, proposals, narrative and statistical reports, logs, deeds, property records, memoranda of agreement, directives, functional statements, organizational charts, copies of legislation, vouchers, permits, newspaper clippings, surveys, forms, project proposals, fiscal statements, handwritten notes, pamphlets, brochures, and press releases.

The main focus of the Coded Central Files is park management and the preservation and rehabilitation of the Spanish fortifications, related buildings, and historical artifacts. Among the primary subjects documented are construction and maintenance, history and interpretation, planning and development, and land and property records. Principle correspondents include park superintendents, park rangers, officials from the Department of the Interior, regional field officials, architects, United States military officials, personnel from the United States Army Corps of Engineers, officials of the Commonwealth of Puerto Rico, contractors, private business firms, historians, scholars, archaeologists, park visitors, and both local and foreign dignitaries. Major construction projects documented are shore revetment, masonry/wall repairs, plumbing, air conditioning, roads, gates, building rehabilitation, and demolition. The records include master plans, general management plans, business plans, resource management plans, land files, quitclaim deeds, collection statements, and operations evaluations.

#### *SUB-SUBSERIES 2: CODED CENTRAL FILES, 2009-present, 2009-2015*

Materials are arranged alphanumerically by file code.

This sub-subseries includes coded central files dating from 1949 to 2008, though some files originating before 2009 may include items that are dated after 2009. This sub-subseries includes restricted materials.

The main focus of the Coded Central Files is park management and the preservation and rehabilitation of the Spanish fortifications, related buildings, and historical artifacts. Among the primary subjects documented are construction and maintenance, history and interpretation, planning and development, and land and property records. Principle correspondents include park superintendents, park rangers, officials from the Department of the Interior, regional field officials, architects, United States military officials, personnel from the United States Army Corps of Engineers, officials of the Commonwealth of Puerto Rico, contractors, private business firms, historians, scholars, archaeologists, park visitors, and both local and foreign dignitaries. Major construction projects documented are shore revetment, masonry/wall repairs, plumbing, air conditioning, roads, gates, building rehabilitation, and demolition. The records include master plans, general management plans, business plans, resource management plans, land files, quitclaim deeds, collection statements, and operations evaluations.

#### *SUBSERIES C: ADMINISTRATIVE RECORDS, 1984-2016*

This subseries is arranged alphabetically by subject.

This subseries documents the administrative functioning and structure of the National Park Service and San Juan National Historic Site. These records detail daily park operations, studies, policy decisions and overviews of its programs and initiatives. Records include organizational documents for specific projects and programs, budget materials, and a variety of plans related to disaster management, safety operations, strategic planning, etc. Subjects of note include Budget/Funding, Safety and Health, and SAJU. Materials includes reports, planning documents, organizational charts, audits, memorandum, photographs, illustrations, and CDs. Photographs, oversized materials, and CDs are separated for preservation purposes, see separation sheets.

Due to the nature of these records, there is overlap with the Facilities Management series.

*SERIES II: HISTORIC PRESERVATION RECORDS, 1940-2016 (bulk dates: 1960-2000)*

This series is arranged into five subseries: Subseries A, Reports; Subseries B, Army Corp of Engineers; Subseries C, Section 106 Compliance Records; Subseries D, Historic American Buildings Records; and Subseries E, World Heritage Site Records.

Within each subseries, materials are arranged alphabetically by project title or subject.

This series documents work conducted at the San Juan National Historic Site to preserve historic buildings and structures between 1940 and 2016. Records in Subseries A include administrative files, historic structures reports and their supporting project management files, condition assessments, erosion control studies, and cultural landscape reports. Subseries B documents Army Corps of Engineers projects, including reconstruction reports, blueprints, photographs, and correspondence. Subseries C includes Section 106 compliance and clearance files such as correspondence, programmatic agreements, memoranda of understanding, and photographs. Subseries D documents Historic American Buildings Survey (HABS) work, including drawings, blueprints, reports, and photographs. Subseries E includes World Heritage documentation and plans.

This series includes significant overlap with the Facilities Management series since Facilities Management conducted work on historic structures and recorded project documentation. Additional historic preservation images and videos are also found in the Visual Materials series.

*SUBSERIES A: REPORTS, 1940-2016, undated*

This subseries has four sub-subseries: Sub-subseries 1, Historic Structure Reports; Sub-subseries 2, Historic Structure Reports Development Files; Sub-subseries 3, Historic Structure Reports Visual Materials; and Sub-subseries 4, General Reports. This subseries includes oversize maps, architectural drawings, and photographs.

This series includes historic structures reports and other reports produced by the San Juan National Historic Site documenting historic preservation activities. These reports provide documentary, graphic, and physical information about a property's history and existing condition for historic preservation planning purposes. These reports document the San Juan Historic Site's approaches to historic preservation treatments and outline the scope of work for historic preservation projects and

guided repairs, rehabilitations, and maintenance of historic sites.

Due to the nature of these records, there is significant overlap with the Facilities Management series.

*SUB-SUBSERIES 1: HISTORIC STRUCTURE REPORTS, 1959-2014*

Arranged alphabetically by subject

This sub-subseries contains Historic Structure Reports written by the National Park Service. These detailed historical reports document the physical data and conditions of specific areas and structures in the park and were created to assist in the reconstruction and rehabilitation of the fortifications by historical standards. The earlier reports in this subseries include shorter, more specific, reports and the later reports are longer, more general, reports on the Fortifications at the San Juan National Historic Site.

The historic structures reports document historic preservation actions taken at Fort El Cañuelo, Las Palmas De San Jose Bastion Wall, Santa Elena and San Agustin Bastion Walls, Troop Quarters, and additional cultural resources at the San Juan National Historic Site between 1959 and 1991. This series also includes supporting correspondence. This sub-subseries includes the Santa Elena and San Agustin Bastions and Associated Fortification Walls Condition Assessment.

*SUB-SUBSERIES 2: HISTORIC STRUCTURE REPORTS DEVELOPMENT FILES, 1975-2016*

Arranged alphabetically by subject

This sub-subseries includes correspondence, reports, and analyses that were used as research for writing the "Fortifications of San Juan National Historical Site, Historic Structure Report Series, 1991." Historic structures reports development files include correspondence and drafts supporting historic structures reports. Selected projects include the Fort El Cañuelo Site Assessment and the Building 211 Assessment. It also includes a research plan for "Historic Structures Report for the San Juan Historic Quarters #209."

*SUB-SUBSERIES 3: HISTORIC STRUCTURE REPORTS VISUAL MATERIALS, 1899-2011, undated*

Arranged alphabetically by subject

This sub-subseries includes photographs, negatives, contact sheets, and illustrations used in the Historic Structures Reports, including oversize materials relating to correspondence and drafts supporting historic structures reports. Materials include floor plans, schematics, aerial plans, proposed reconstruction plans, and major projects such as the El Morro West Wall Restoration and Rehabilitation and renovation of historic quarters. Some materials in this sub-subseries are copies of the materials in the San Juan National Historic Site Archives created by the authors of the "Fortifications of San Juan National Historical Site, Historic Structure Report Series, 1991." The author returned these items to the Archives after completion of the report. Many of the photographs have annotations or descriptions on their reverse.

*SUB-SUBSERIES 4: GENERAL REPORTS, 1940-2015*

Arranged alphabetically by project or report title.

This sub-subseries contains reports having to do with general historic preservation issues at the San Juan National Historic Site, including condition assessments, historic furnishings reports, cultural landscape reports, reconnaissance reports, and safety inspections. The reports include resources regarding stucco and the procedures to preserve and repair the fortification walls, historical repair and structure reports, and the "Historic Structure Preservation Guide Volumes, 1994," a four volume series of preservation methods intended to assist the San Juan National Historic Site maintenance division. The "Estudio Historico del Fortin de San Juan de la Cruz o el Canuelo" is in Spanish. This sub-series contains microfiche records.

*SUBSERIES B: ARMY CORPS OF ENGINEERS, 1956-2008*

This subseries has two sub-subseries: Sub-subseries 1, Project Files; and Sub-subseries 2, General Files.

This subseries contains materials created by the United States Army Corps of Engineers as they preserved the fortification walls, developed new facilities, and reconstructed existing structures.

The U.S. Army Corps of Engineers carried out environmental preservation and cultural resource management programs at the San Juan National Historic Site. This subseries documents collaboration between the San Juan National Historic Site and the U.S. Army Corps of Engineers on reconstruction, rehabilitation, revetment, stabilization, and restoration projects.

The subseries contain numerous maps, architectural drawings, and oversized materials.

*SUB-SUBSERIES 1: PROJECT FILES, 1956-2008*

Arranged alphabetically by project title

This sub-subseries is a collection of reports and architectural drawings, maps, photographs, slides, and reports created by the Army Corps of Engineers for various projects at the San Juan National Historic Site. It also contains correspondence, contract and bid information and specifications. Some of the reports include advanced copies and supplemental information.

Select projects include work performed on the access trail and scarp area at Casa Rosa, the El Morro breakwater, and the El Morro walls. This sub-subseries also documents the harbor deepening project, stone revetment project, and stucco projects. Materials include maps, reports, correspondence, and photographs.

*SUB-SUBSERIES 2: GENERAL FILES, 1975-2004*

Arranged alphabetically by subject

This sub-subseries includes additional information used by the Army Corps of Engineers in conducting projects at the San Juan National Historic Site. It includes budget and planning materials, as well as site testing and media relations information.

*SUBSERIES C: SECTION 106 COMPLIANCE RECORDS, 1964-2010*

This subseries has three sub-subseries: Sub-subseries 1, Site Files; Sub-subseries 2, Coded Files; and Sub-subseries 3, Inventory Files.

This subseries contains the records created under Section 106 of the National Historic Preservation Act of 1966. They were created in order to protect historic properties and ensure the architectural and historic maintenance of the National Park Service structures and include reports, forms, correspondence, and photographs that document the consideration of actions taken on historic sites.

This series incorporates the former "Records of Preservation Projects Collection," ACC # 00165, CAT# 18560, SERIES 165/001, CAT# 18581. The records include the finding aid from when the collection was originally processed and an inventory of the collection.

*SUB-SUBSERIES 1: PROJECT FILES, 1970-2000*

Arranged by park area, thereunder by year, and thereunder numerically

This sub-subseries includes Section 106 records created by the San Juan National Historic Site from 1970-2000. The subseries is separated by site in the following order: General San Juan National Historic Site, El Morro, San Cristobal, City Walls, and Fort San Juan de la Cruz (El Canuelo). The files include project specifications, planning documents, budget data, correspondence, and photographs of the projects.

*SUB-SUBSERIES 2: PROJECT FILES, 1999-2013*

Arranged by year, and thereunder numerically

This sub-subseries contains 106 compliance records from Fiscal Years 2000 to 2012. The files include reports, reference materials, correspondence, photographs, and agreements and assessments regarding the preservation projects at San Juan National Historic Site. It includes agreements and correspondence with authorizing and advising agencies, such as archaeologists, historians, the State Preservation Office and the Governor's Office.

*SUB-SUBSERIES 3: INVENTORY FILES, 1964-2006*

Arranged alphabetically by subject

The records document the changes made to the site that did not necessitate a 106 compliance record, but may have some physical or aesthetic effect on the park. The types of projects include maintenance issues, natural disasters, removing graffiti, reports, recreation and public land files, and strategic planning. The files contain photographs, negatives, correspondence, awards, and general documentation of work projects. The files also include an inventory of the park's compliance



records and list of “dead files” from previous archival inventories.

*SUBSERIES D: HISTORIC AMERICAN BUILDINGS RECORDS, 1954-2011*

This subseries has three sub-subseries: Sub-subseries 1, General Files; Sub-subseries 2, Maps and Drawings; and Sub-subseries 3, Photographs.

This subseries contains the Historic American Buildings Survey (HABS) records created at San Juan National Historic Site. Beginning in 1933, the HABS project began as an endeavor to employ architects during the Great Depression. The architects sketched, took notes, and photographed America’s historic buildings to document their physical and graphic conditions for posterity. Many of the original records can be found at the Library of Congress.

This subseries includes notebooks, photographs, and reports of information collected by architects conducting the Historic America Buildings Surveys at the San Juan National Historic Site.

*SUB-SUBSERIES 1: GENERAL FILES, 1959-2011*

Arranged alphabetically by subject

This sub-subseries includes general HABS documentation, including trip reports, building descriptions from the Fort Brooke Era, a HABS brochure, and the SJNHS archives' finding aid for the HABS maps and drawings.

*SUB-SUBSERIES 2: MAPS AND DRAWINGS, 1949-1984*

Arranged alphabetically and alphanumerically by HABS number

This sub-subseries includes architectural drawings and notebooks. The notebooks include sketches, drawings, measurements, and notes on structures throughout the park. Many of the notebooks are copies, but some are originals. All of the architectural drawings are copies.

*SUB-SUBSERIES 3: PHOTOGRAPHS, 1952-2002 (bulk dates: 1952-1960)*

Arranged alphanumerically by HABS number and project title

This sub-subseries contains 8.5” x 10”, black and white photographs of the HABS surveys conducted at the San Juan National Historic Site. Some of the photographs have project inventory lists of the photograph collections. The photographs are duplicates from the Library of Congress Collection.

*SUBSERIES E: WORLD HERITAGE SITE RECORDS, 1981-2009*

Arranged alphabetically by subject

The series includes records from the nomination of the San Juan National Historic Site, along with

La Fortaleza, to become a World Heritage Site. It contains correspondence, as well as invitations, photographs and certificates from the dedication ceremony, anniversary material, and information from World Heritage Sites Meetings.

*SERIES III: THE VOICES OF FORT BROOKE ORAL HISTORY RECORD, 1998-2002*

This series is divided topically into Subseries A: Interview Records, 1872-2002 and Subseries B: Documentary Records, 1950-2002.

These records are part of three year project (1999-2001) to record testimonials from people who lived and worked at Fort Brooke Army Base. This series documents creation of the 2002 Voices of Fort Brooke documentary and supporting oral history project. Oral history materials include typewritten and handwritten transcripts, interviewers' notes, photographs, and negatives submitted by interviewees, and audio cassette and VHS recordings of oral history interviews collected between 1998 and 2000. The series also includes copies of the Voices of Fort Brooke documentary and administrative documentation of the documentary project on VHS and digital formats created between 2000 and 2002. Materials are primarily in Spanish, and some records are in English.

*SUBSERIES A: INTERVIEW RECORDS, 1998-2002*

Arranged alphabetically by interviewee's last name

This series includes oral histories and supporting documentation, including interview notes, and audiovisual recordings, as well as photographs and ephemera contributed by interviewees. Materials include print records, photographs, videocassettes, audiocassettes, negatives, zip drives, floppy discs, and a DVD.

*SUBSERIES B: DOCUMENTARY RECORDS, 1999-2002*

Arranged alphabetically by topic.

This subseries includes administrative records supporting the creation of the 2002 documentary "Voices of Fort Brooke" such as project files, photographs of interviewees, a photo album, pre-publication versions of the documentary, and copies of the 2002 documentary. Materials include print records, photographs, floppy discs, VHS cassettes, and record books.

*SERIES IV: MUSEUM MANAGEMENT RECORDS, 1955-2016*

This series is arranged into 4 subseries: Subseries A: Exhibits and Interpretive Education; Subseries B: Outreach and Events (1970-2009); Subseries C: Metals Conservation Project (1970-2009); Subseries D: Museum Management Administrative Records (1975-2011).

This series includes materials related to exhibits, outreach, reports, the metals conservation project, and management of the museum collected by the San Juan National Historic Site between 1955 and 2016. Materials are largely paper based but do include oversized materials, photographs, CDs, and floppy discs. Materials are primarily in English and some are in Spanish.

*SUBSERIES A: EXHIBITS AND INTERPRETIVE EDUCATION, 1956-2016*

Arranged alphabetically by subject/exhibit title and chronologically therewithin.

This sub-series consists of materials relating to the planning and promotion of exhibits at the San Juan National Historic Site. Exhibits include the El Morro and San Cristobal Museum permanent exhibits, "San Juan in Black and White", "San Juan, The City That Grew Beyond its Walls", and "Spanish Empire". This sub-series also includes materials from Harpers Ferry Center. Materials include correspondence, exhibit plans, and promotional materials for exhibits. Special formats include oversized materials, photographs, and born digital records on CDs. Materials are primarily in English and some are in Spanish.

*SUBSERIES B: OUTREACH AND EVENTS, 1970-2009*

Arranged by event or initiative alphabetically and chronologically therewithin.

This subseries includes materials related to non-exhibit outreach initiatives and events at the San Juan National Historic Site and the National Park Service. Initiatives and events include "Park as Classroom", the Spanish American War Centennial, and the "Volunteer in Parks (V.I.P)" program. Materials include brochures, correspondence, and event planning. Materials are primarily in English and some are in Spanish.

*SUBSERIES C: METALS CONSERVATION PROJECT, 1970-2009*

Arranged alphabetically by subject and chronologically therewithin.

This subseries documents the Metals Conservation Project at the San Juan National Historic Site that was carried out in partnership with Texas A&M University. The Metals Conservation project was an effort to conserve 24 bronze and iron cannons as well as 352 shells at Castillo de San Felipe del Morro. Materials include planning documents, correspondence, inventories, reports, photographs, and photographs. Special formats include oversized materials, photographs, slides, and born digital records on CDs. Materials are primarily in English.

*SUBSERIES D: MUSEUM MANAGEMENT ADMINISTRATIVE RECORDS, 1955-2011*

Arranged by subject or project alphabetically and chronologically therewithin.

This subseries documents the general management of the San Juan National Historic Site Museum and Collections. Materials consist primarily of administrative documents, collection management plans, inventories of museum artifacts and properties, reports and inspections for the museum and collections, policies, and preservation projects. Special formats include oversized materials, photographs, and born digital records on CDs and floppy discs. Materials are primarily in English.

*SERIES V: INTERPRETATION AND EDUCATION RECORDS, 1956-2008*

This series has two subseries: Subseries A, General Files; and Subseries B, Education Program Files.

This series includes records from the interpretation division of the San Juan National Historic Site. It includes records from the park historian, visitor services and interpretation divisions, and education programs at the San Juan National Historic Site. Record series K-18 records from the SAJU Central Files were added to this series.

*SUBSERIES A: GENERAL FILES, 1956-2008*

Arranged alphabetically by subject

This subseries contains interpretation materials from the origins of the Park Service and includes prospectus, annual statements, interpretive planning documents and reports, information about interpretation techniques, workshops put on by the interpretation division, employee handbooks and activities, photographs, anniversary celebration planning documentation, brochure and visitor information planning, and website materials. It also includes oversized brochures, certificates, and drawings.

*SUBSERIES B: EDUCATIONAL PROGRAM FILES, 1981-2004*

This subseries has three sub-subseries: Sub-subseries 1, Patrimonitos Program; Sub-subseries 2, Teaching American History Grant; and Sub-subseries 3, Other Educational Programs.

This subseries contains educational records and programs hosted by the interpretation division at San Juan National Historic Site.

*SUB-SUBSERIES 1: PATRIMONITOS PROGRAM, 1999-2004*

Arranged chronologically

The Patrimonitos records are part of an initiative by the UNESCO World Heritage Foundation developed in 1995 to involve young people in world heritage. Patrimonitos, or "small heritage," represents a young heritage guardian. This sub-subseries includes records relating to the UNESCO World Heritage Foundation and programs hosted at the San Juan National Historic Site, such as lesson plans, slides, manuals and educational materials, statistics of participation in the Patrimonitos program, as well as a VHS video of a Patrimonitos lesson at the San Juan National Historic Site and additional material on CD-ROM. This sub-subseries contains records in Spanish.

*SUB-SUBSERIES 2: TEACHING AMERICAN HISTORY GRANT, 1998-2005*

Arranged chronologically

This sub-subseries contains the records and lessons from the Teaching American History Grant awarded to San Juan National Historic Site. Invited by the College of William and Mary, the San Juan Historic Site participated in the Teaching American History Grant from 2003-2005. The initiative included the Department of Education, the park, and numerous teachers to develop education curriculum. Materials were created and then presented as an educational program to students in the park.

The sub-subseries includes CD-ROM's of lesson plans, photographs, certificates, and agreements. It includes records in Spanish.

*SUB-SUBSERIES 3: OTHER EDUCATIONAL PROGRAMS, 1981-2004*

Arranged chronologically

This sub-subseries includes records of the Division of Interpretation, Education, and Visitor Services educational program. It includes records from the Cuenta Cuentos en el Castillo program, the Junior Ranger Program, Youth Conservation Corps (YCC), and other educational programs and initiatives. It includes lesson plans, photographs, posters and marketing information. It includes records in Spanish.

*SERIES VI. ARCHAEOLOGICAL PROJECT RECORDS, 1962-2012*

This series has two subseries: Subseries A, Field Notes, Reports, and Correspondence; and Subseries B, Still Pictures (unprocessed).

This series documents archaeological projects, investigations, and excavations at San Juan National Historic Site primarily between 1961 and 2008. Records consist of excavation documentation, inventories of artifacts and field materials, reports, and correspondence. Projects of note include the El Morro Project and the El Morro-San Fernando Project. The materials include print records, plans, sketches, field notes and notebooks, photographs, negatives, slides, CDs, and microfiche. Materials are primarily in English, and some records are in Spanish.

*SUBSERIES A: FIELD NOTES, REPORTS, AND CORRESPONDENCE, 1962-2012*

Arranged alphabetically by project name

This subseries contains reports, assessments, notes, and planning documents for archaeological projects at San Juan National Historic Site. It is not a complete run of the archaeological projects since some files are at the Southeast Archaeological Center.

The subseries includes records in Spanish.

*SUBSERIES B: STILL PICTURES, 1961-2011*

Primarily arranged alphabetically by project name. Records without specific project names are arranged alphabetically by subject or location.

This subseries consists of photographic documentation archaeological sites, excavations, and objects. Materials include photographs, negatives, and slides.

Additional photographic materials relating to archaeology can be found in series 8.

*SERIES VII: FACILITIES MANAGEMENT, 1934-2016*

This series is arranged as two subseries, Subseries A: Project Management Plans, 1934-2016; Subseries B: Departmental Management Records, 1956-2014.

Note: Castillo San Felipe del Morro is listed alphabetically under the following titles: El Morro, San Felipe del Morro, Castillo San Felipe del Morro. Castillo San Cristobal is listed alphabetically under the following titles: San Cristobal and Castillo San Cristobal.

Facilities management records document the day-to-day work to preserve buildings, structures, grounds, and utility systems. Records document planning, design, construction, operation, stabilization, installation, maintenance, rehabilitation, repair, replacement, and investments into the San Juan National Historic Site infrastructure for specific projects. Records also include departmental budgets, contracts, correspondence, schedules, and reports. Materials include print records, photographs, CDs, and maps.

Additional photographic materials documenting Facilities Management activities are housed in the Visual Materials series, Photographs subseries. Related materials documenting historic buildings are found in the Historic Preservation series.

*SUBSERIES A: PROJECT MANAGEMENT PLANS, 1934-2016*

Arranged alphabetically by project location or subject.

This subseries documents individual projects undertaken by the facilities management department for the ongoing maintenance of the San Juan National Historic Site. Maintenance projects entailed plumbing, construction, and repair work. While ongoing maintenance projects were distinct from historic preservation projects, the series also documents maintenance work related to historic walls and structures such as repairs and restorations. Selected projects include rehabilitation of historic storm water collection, breakwater shore revetment, wall restoration and repairs, graffiti conservation, sidewalk improvements, bastion preservation and rehabilitation, gun emplacement rehabilitation, outer works rehabilitation, and masonry repairs.

*SUBSERIES B: DEPARTMENTAL MANAGEMENT RECORDS, 1956-2014*

Arranged alphabetically by subject

This subseries documents the general management of the San Juan National Historic Site Facilities department. Materials consist primarily of administrative documents such as budgets, utility billing, maps, utility system studies, meetings, management plans, contracts, custodial grounds maintenance, correspondence, project lists, and risk assessment reports encompassing the entire historic site. Special formats include oversized materials, photographs, negatives, and CDs. Materials are primarily in English.

*SERIES VII. VISUAL MATERIALS, 1788-2017 (bulk dates: 1980-2015)*

This series has three subseries: Subseries A, Maps, Posters, and Drawings; Subseries B,

Photographs; and Subseries C, Audiovisual Materials

Visual materials consist of maps, drawings, posters, audiovisual materials, and photographs documenting National Park Service activities at the San Juan National Historic Site and significant historical locations and structures. Maps include city plans, maps of the historic site, and elevation maps. The series also includes architectural drawings and tracings of historic fortifications and of Fort Brooke. Photographs document events, renovations, construction, historic preservation activities; this series also includes photographic documentation of documents, maps, and artifacts. Materials also include CDs, DVDs, and VHS cassettes produced by San Juan National Historic Site staff documenting the site's student programs, preservation of historic walls, and hurricane maintenance.

*SUBSERIES A: MAPS, DRAWINGS, AND POSTERS, 1788-2017 (bulk dates: 1860-1999)*

The materials in this subseries have been physically maintained according to their original order. The materials have been intellectually arranged alphabetically by location or project name.

This subseries contains oversized materials documenting the physical features of the San Juan National Historic Site, as well as oversized materials related to events, such as the 50th Anniversary of the Presence of the National Park Service in Puerto Rico.

Materials include maps, tracings, charts, drawings, architectural plans, elevations, and posters.

Select topics of interest include historical base maps of San Juan Antiguo, boundary maps of the San Juan National Historic Site, and architectural drawings of the buildings and fortifications.

*SUBSERIES B: PHOTOGRAPHS, 1890-2011 (bulk dates: 1980-1999)*

Arranged alphabetically by subject.. Certain formats are arranged by subject and date in the inventory and housed separately for preservation purposes:

Note: Color slides are housed in binders according to their original order and arranged alphabetically by subject in the inventory. Photographs with different subjects but with the same provenance were housed together and were kept in their original order and arranged alphabetically by subject in the inventory.

This subseries contains photographic materials documenting events, renovations, construction, and historic preservation activities at the San Juan National Historic Site. The subseries also includes photographs of significant historical documents, locations, and artifacts. Major subjects of interest include: 1898 Collection; Casa Blanca; Casa Rosa; El Abanico, El Canuelo, El Morro; Fort Brooke; La Fortaleza; La Perla; San Cristobal; San Juan; Santa Barbara; Santa Elena; Santo Domingo; and Story Telling at the Forts.

Materials include negatives, slide frames, Polaroids, standard-sized photo prints, over-sized photo prints, as well as CDs and DVDs that store digital photographs.

*SUBSERIES C. AUDIO-VISUAL MATERIALS, 1989-2015*

Arranged by format and thereunder alphabetically by title.

Audiovisual materials include audiocassettes, CDs, DVDs, and VHS cassettes produced by San Juan National Historic Site staff documenting the site's preservation, maintenance, and educational programs. Records also include educational materials produced by NPS documenting the history of the site as well as local media news coverage documenting significant events taking place at the historic site. Select topics of interest include recordings of student programs, preservation of historic walls, hurricane maintenance.

This series includes significant subject overlap with the Facilities Management and Historic Preservation series since staff recorded certain maintenance and preservation activities through audiovisual media.



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Drawer A13, Folder 3: Photocopies of historical maps of Puerto Rico and the Virgin Islands, late 19th century, undated

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Box 609, Item 3: CD: Forts of Puerto Rico, 50th anniversary edition U.S. National Park Service in Puerto Rico, circa 2000  
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- Box 610, Item 2: VHS: Centenario 1898: Comision Nacion en Torro al Centenario del 1898; Conferencia de preusa CONOCE, Archivo Militar Castillo San Cristobal, 1998
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- Box 610, Item 7: VHS: Cuentos en el Castillo (Master), 2000 June 3
- Box 610, Item 8: VHS: El Canuelo - existing conditions, 1991 March 7
- Box 610, Item 9: VHS: El Caribe del siglo 18 y el Ataque Ingles a Puerto Rico en 1797, Una prouccion del Servicio Nacional de Parques, May 1997
- Box 610, Item 10: VHS: El Caribe del siglo 18 y el Ataque Ingles a Puerto Rico en 1797, Una prouccion del Servicio Nacional de Parques, May 1997
- Box 610, Item 11: VHS: El Caribe del siglo 18 y el Ataque Ingles a Puerto Rico en 1797, Una prouccion del Servicio Nacional de Parques, May 1997
- Box 610, Item 12: VHS: The 18th Century Caribbean and the British Attack on Puerto Rico in 1797 (NPS), May 1997
- Box 610, Item 13: VHS: The 18th Century Caribbean and the British Attack on Puerto Rico in 1797 (NPS), May 1997
- Box 610, Item 14: VHS: The 18th-Century Caribbean and the British Attack on Puerto Rico in 1797 (NPS), May 1997
- Box 610, Item 15: VHS: The British Attack on Puerto Rico in 1797 (Master), May 1997
- Box 610, Item 16: VHS: El Morro - Devil's Sentry Box Level 4, 1991 December 12
- Box 610, Item 17: VHS: El Morro and San Cristobal stucco news coverage, Channel 4 and Channel 6, July 1997
- Box 610, Item 18: VHS: El Morro North Wall cleaning, 1990 April 26
- Box 610, Item 19: VHS: El Morro North Wall inspection - news coverage, 1997 September 10
- Box 610, Item 20: VHS: El Morro restrooms project #1, August 29, 1989 - August 22, 1990
- Box 610, Item 21: VHS: El Morro restrooms project #2, 1990 December 14
- Box 610, Item 22: VHS: First meeting in Spanish: Hurricanes maintenance, 1991 July 22
- Box 610, Item 23: VHS: Gran Regata, June 1992
- Box 610, Item 24: VHS: Highlights from "Good Morning America" in Puerto Rico, November 1993

- Box 610, Item 25: VHS: Hurricane Hugo, September 1989
- Box 610, Item 26: VHS: Hurricane maintenance, 1994 February 10
- Box 610, Item 27: VHS: La Tall en Piedra en Puerto Rico, May 1994
- Box 610, Item 28: VHS: Las Caras de Puerto Rico, San Juan, Ciudad Sonada, undated
- Box 610, Item 29: VHS: Moving Russian freighter Sergo Zakariadze, aground at El Morro, 1989 March 28
- Box 610, Item 30: VHS: OKAR: Instalacion - Castill San Felipe del Morro, 1991
- Box 611, Item 1: VHS: Park as Classroom - Girl Scouts, 2000 September 15
- Box 611, Item 2: VHS: Patrimonios Mundiales, 2001
- Box 611, Item 3: VHS: Patrimonios Tour, 2000 September 14
- Box 611, Item 4: VHS: Patrimonitos press conference, 2001
- Box 611, Item 5: VHS: Patrimonitos promocion Canal 11 - Teleonce De Magazin, 2001 June 12
- Box 611, Item 6: VHS: Pearl Harbor Day lecture, 1991 December 7
- Box 611, Item 7: VHS: San Cristobal Wall Failures, 1982 May 7
- Box 611, Item 8: VHS: San Juan National Historic Site (Spanish Version), 1997
- Box 611, Item 9: VHS: Santo Domingo Tunnel flooding, June 12, 1994
- Box 611, Item 10: VHS: Selección de varios pietajes editados, 1998-1998
- Box 611, Item 11: VHS: Storytelling, 1999
- Box 611, Item 12: VHS: Triangular Stairway repair projects, September 1 - November 28, 1990
- Box 611, Item 13: VHS: Voces del Fuerto Brooke: Proyecto de Historia Oral Auspiciado por El Servicio Nactional de Parques, 2000
- Box 611, Item 14: VHS: YCC Program, circa 1990s