Inventory of the Board of State Harbor Commissioners for San Francisco Harbor Records

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Inventory of the Board of State Harbor Commissioners for San Francisco Harbor Records

Collection number: F3413; 69-303; R292

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Descriptive Summary
Title: Board of State Harbor Commissioners for San Francisco Harbor Records
Dates: 1863-1963
Collection number: F3413; 69-303; R292
Creator: Board of State Harbor Commissioners for San Francisco Harbor
Creator: Board of State Harbor Commissioners
Collection Size: 81.5 Cubic Feet, 1062 Volumes, and 14 Items
Repository: California State Archives
Sacramento, California
Abstract: The records of the Board of State Harbor Commissioners for San Francisco Harbor and its predecessor, the Board of State Harbor Commissioners, document California’s efforts to manage the port of San Francisco. This record group contains 81.5 cubic feet of textual records, 1062 volumes, and 14 photographic items covering the period 1863-1963.
Physical location: California State Archives
Languages: Languages represented in the collection: English
Access
While the majority of the records are open for research, any access restrictions are noted in the record series descriptions.
Publication Rights
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Preferred Citation
[Identification of item], Board of State Harbor Commissioners for San Francisco Harbor Records,[ID Number],[Series Number], California State Archives, Office of the Secretary of State, Sacramento, California.
Acquisition and Custodial History
The California State Archives acquired the Board of State Harbor Commissioners for San Francisco Harbor Records through a series of agency transfers according to state law.
Administrative History
Chapter 306 of the Statutes of 1863 created the Board of State Harbor Commissioners. The Commission originally consisted of three Commissioners, one of whom was elected by the electors of the State, the second was elected by the Senate and Assembly, and the third was elected by the electors of the City and County of San Francisco. Each Commissioner was required file a fifty thousand dollar bond and oath of office with the California Secretary of State. Upon receipt of their commissions, the Commissioners controlled the entire San Francisco Bay waterfront extending six hundred feet into the waters of San Francisco Bay.
The Commissioners held possession and control of the waterfront, with the improvements, rights, privileges, franchises, easements, and appurtenances connected therewith, for the following purposes and uses: to keep in good repair all the sea walls, embankments, wharves, piers, landings, and thoroughfares, for the accommodation and benefit of commerce; to dredge such number of the docks as the commerce of the harbor may require, to a depth that will admit of the easy arrival and departure of the vessels which load and unload at the wharves and piers; to construct new wharves, piers, landings, and thoroughfares, at the foot of the streets, as the wants of commerce may require; to construct all works necessary for the protection of wharves, piers, docks, landings, and thoroughfares, and for the safety and convenience of shipping; to provide for the construction, out of the surplus funds growing out of the revenues arising from said wharves, such sea wall or other structure along the waterfront of the City and County of San Francisco; to collect rents, tolls, wharfage, craneage, and dockage.

Chapter 145 of the Statutes of 1911 amended the procedures for appointing Commissioners so that the Governor appointed all Commissioners. Chapter 835 of the Statutes of 1929 created the San Francisco Harbor Bond Finance Board. Furthermore, the act provided for the issuance and sale of state bonds to create a fund for the improvement of San Francisco harbor by the board of state harbor commissioners, created a sinking fund for the payment of the bonds, to define the duties of state officers in relations thereto, and to make an appropriation of five thousand dollars for the expense of printing the bonds.

Chapter 368 of the Statutes of 1937 changed the name of the commission to the Board of State Harbor Commissioners for San Francisco Harbor. It also established the Harbors and Navigation Code for California to consolidate and revise the law relating to harbors, ports, and navigation. Chapter 112 of the Statutes of 1957 renamed the Board of State Harbor Commissioners for San Francisco Harbor the San Francisco Port Authority. After 1957, the San Francisco Port Authority consisted of five commissioners who continued to be appointed by the Governor and confirmed by the Senate.

Chapter 1333 of the Statutes of 1968 transferred all authority, jurisdiction and control of the San Francisco Port Authority over San Francisco Harbor and facilities to the City and County of San Francisco. Upon the transfer of these authorities, the port authority ceased to function and was dissolved. The newly created Harbor Commission of the City and County of San Francisco consisted of five members, each member serving for a term of four years. The members were appointed by the mayor and confirmed by the Board of Supervisors of the City and County of San Francisco.

Scope and Content
The records of the Board of State Harbor Commissioners for San Francisco Harbor and its predecessor, the Board of State Harbor Commissioners, document California’s efforts to manage the port of San Francisco. This record group contains 81.5 cubic feet of textual records, 1062 volumes, and 14 photographic items covering the period 1863-1963. Prominent series in this record group includes wharf and pier books, correspondence, construction and maintenance files, personnel files, accounting records, legal files, reference books, and oversized photographs.

Accruals
No further accruals are expected.

Indexing Terms
The following terms have been used to index the description of this collection in the library’s online public access catalog.

Harbors - California - San Francisco
Waterfronts - California
Harbors - California - San Francisco Bay Area - Maintenance and repair
Series 1 Wharf and Pier Books 1863-1919

Physical Description: 550 volumes

Arrangement
Wharf books are arranged alphabetically by name of street and chronologically thereunder; pier books are arranged numerically by pier number and chronologically thereunder; and seawall books are arranged numerically by seawall number and section and chronologically thereunder.

Scope and Content Note
Records of monthly fees paid by vessels docked at various wharves, piers, and seawalls in San Francisco. Information includes date of arrival, class, name of vessel, tonnage, cargo, date of departure, number of days docked, rate, dockage amount, name of consignee, tolls, wharfage amount, and remarks. Also contains information on uncollected fees with class, name of vessel, and amount due. Several volumes on Oakland Ferries are also included in this series.

See Appendix A in Additional Series Information for an inventory of Wharf and Pier Books.

Additional Series Information
Appendix A: List of Wharf and Pier Books

Series 2 President's Correspondence 1863-1915

Physical Description: 86 volumes

Arrangement
Arranged chronologically by date.

Scope and Content Note
This series consists of 86 volumes of bound correspondence of the President of the Board of State Harbor Commissioners. Series includes engineer's reports relating to construction and maintenance, bids relating to construction and maintenance, engineering estimates, and information on the Santa Fe Railroad.

Series 3 Secretary's Correspondence 1873-1908

Physical Description: 25 volumes

Arrangement
Arranged chronologically by date.

Scope and Content Note
This series consists of 25 volumes of bound correspondence of the Secretary of the Board of State Harbor Commissioners. Series includes circulars and notes, resolutions on actions taken by the Board, and letters on a wide variety of subjects.

Series 4 Engineer's Office Correspondence 1894-1919

Physical Description: 21 volumes

Arrangement
Arranged by type of correspondence and chronologically thereunder.

Scope and Content Note
Series includes correspondence of the Engineer's office of the Board of State Harbor Commissioners. Includes letters sent from the Engineer's office (1894-1913) correspondence scrapbook papers of Assistant Engineer Carl Uhlig (1903-1919), official letters to Chief Engineer L.D. Norton (1901-1906), Assistant State Engineer communications and reports (1907-1913), and permits granted for repairs (1911-1919).
Series 5 Miscellaneous Correspondence 1883-1949

Physical Description: 21 volumes
Arrangement
Arranged by type of correspondence and chronologically thereunder.
Scope and Content Note
The Miscellaneous Correspondence series contains letters concerning the office of the Toll Collector (1891-1903) and miscellaneous letters (1883-1892, 1895-1897, 1911-1916, 1949).

Series 6 President's Unbound Correspondence 1897-1911

Physical Description: 102 file folders
Arrangement
Arranged according to coded classification schedule.
Scope and Content Note
Series includes incoming and outgoing general correspondence and reports from the President of the Board. Specific subjects include assignments and use of facilities, Belt Railroad, switching charges, demurrage, applications for positions, dismissals and resignations, complaints, synopsis of board meetings, accident reports, claims, biennial reports, unsanitary conditions, fleet arrival, personnel, 1908 Report to the Legislature, and property acquisition.

Series 7 Secretary's Unbound Correspondence 1908-1914

Physical Description: 276 file folders
Arrangement
Arranged according to coded classification schedule.
Scope and Content Note
Series includes incoming and outgoing general correspondence and reports from the Secretary of the Board. Specific subjects include construction, bonding, assignments, Belt Railroad, permits, regulations, complaints, dredging reports, employees, harbor facilities, rentals, tolls, and insurance.

Series 8 Central File. Unbound Correspondence 1912-1963

Physical Description: 256 file folders
Arrangement
Arranged chronologically and by coded filing system.
Scope and Content Note
The Chronological Correspondence contains correspondence from 1912-1943. Some of the correspondence is from the Office of the Secretary and discusses administrative issues such as personnel, payroll, and bids.
The Coded Correspondence contains correspondence from 1915-1963.

Series 9 Engineering Department. Unbound Correspondence 1908-1915

Physical Description: 151 file folders
Arrangement
Arranged chronologically by date.
Scope and Content Note
Series includes incoming and outgoing general correspondence from the Engineering Department. Specific subjects include payroll, seawalls, piers, buildings, construction, sewers, Belt Railroad, and miscellaneous correspondence.
Series 10 Foreign Trade Zone Correspondence 1936-1951

Physical Description: 2 volumes and 76 file folders
Arrangement
Arranged alphabetically by subject heading.
Scope and Content Note
Series includes incoming and outgoing correspondence from the Board of State Harbor Commissioners for San Francisco Harbor regarding foreign trade zones. Most of the correspondence was either sent to or sent from the federal government. Prominent subjects include applications to create a foreign trade zone in San Francisco and questionnaires sent to import companies.

Series 11 Construction and Maintenance Files 1870-1931

Physical Description: 37 volumes and 10 file folders
Arrangement
Arranged by type of record and chronologically thereunder.
Scope and Content Note
Construction and maintenance records for San Francisco Harbor. Includes the following: architect report for Depot and Ferry Building; letters from the superintendent of construction; specifications; inspector's reports; daily construction reports; surveyor's certificates of measurements; repair books; journals; damage bills; damage reports; order book; work orders; electric department correspondence; dredger's records; automobile reports; daily report of tugs.
See Appendix B in Additional Series Information for a list of volumes or folder headings.

Additional Series Information
Appendix B: List of Construction and Maintenance Files

Series 12 Personnel Files 1890-1899, 1903-1904, 1914-1929, 1932

Physical Description: 13 volumes and 1 file folder
Arrangement
Arranged by type of record and chronologically thereunder.
Scope and Content Note
The Personnel Records of the Board include invoices (letters of recommendation addressed to the Board of State Harbor Commissioners in regards to appointments or positions with Port Authority, Governor Gillette's and other state officials signatures are found within), lists of employees, personnel history records, industrial accident register and samples of ID cards, time cards, and vacation records.
See Appendix C in Additional Series Information for a list of volumes or folder headings.

Additional Series Information
Appendix C: List of Personnel Files

Series 13 Legal Files 1864-1907, 1915-1916, 1930

Physical Description: 24 volumes
Arrangement
Arranged by type of record and chronologically thereunder.
Scope and Content Note
Includes legal briefs and transcripts for cases involving the Board. Also contains contracts and leases, dockets, reports, abstracts of title, and investigation files.
See Appendix D in Additional Series Information for a list of volumes.

Additional Series Information
Appendix D: List of Legal Files
Series 14 Belt Railroad Files 1898-1927

Physical Description: 16 volumes
Arrangement
Arranged by type of record and chronologically thereunder.

Scope and Content Note
Contains financial records, switching reports and bills, switching bill book, and switching charge collections.
See Appendix E in Additional Series Information for a list of volumes.

Additional Series Information
Appendix E: List of Belt Railroad Files

Series 15 Miscellaneous Files 1878-1954

Physical Description: 83 volumes
Arrangement
Arranged by type of record and chronologically thereunder.

Scope and Content Note
Miscellaneous files include scrapbooks with newspaper clippings concerning the Port of San Francisco; inventories; comparative statistics; records of arrivals and departures concerning the movement of vessels; reports; stock certificate book for the Mission Street Wharf; laws and statutes; tariff charges; and rules, regulations, and rates.
See Appendix F in Additional Series Information for a list of volumes.

Additional Series Information
Appendix F: List of Miscellaneous Files

Series 16 Reference Books 1868-1943

Physical Description: 64 volumes
Arrangement
Arranged by type of volume then chronologically.

Scope and Content Note
The Reference Books series contains Lloyd's Registers, 1868-1931; San Francisco Business Directories, 1871-1943; and Reports of the San Francisco Board of Supervisors (Municipal Reports), 1869-1899. The Municipal Reports include reports for the following city officers: assessor, auditor, board of health, chief of police, city attorney, surveyor, superintendent of schools, coroner, county clerk, county recorder, fire chief, industrial school, justice's court, license collector, park commissioner, pound keeper, public administrator, sheriff, superintendent of public streets, tax collector, and treasurer. Also usually includes appendices relating to elections, utilities, and taxation.

Lloyd's Registers, 1868-1931 (F3413:2179-2197)
San Francisco Business Directories, 1871-1943 (F3413:2198-2227)
Municipal Reports of the San Francisco Board of Supervisors, 1869-1899 (F3413:2228-2242)
Series 17 Accounting Records 1863-1952

Physical Description: 275 volumes, 50 file folders, and 1 cubic foot

Arranged by type of record and chronologically thereunder.

Scope and Content Note
The Accounting Records series contains general accounting and financial records of the Board. Includes account records on tolls, dockage, stores, wharfage, and labor expenses; ledgers and registers relating to accounts receivable, credit toll, rents, repairs, sales and charges, and construction; revenue records for dockage, tolls, bills of collection, rents, and pier receipts; and expenditure records for invoices, vouchers, dredging, construction, payroll, maintenance, and repairs.

See Appendix G in Additional Series Information for a list of volumes and folders.

Additional Series Information
Appendix G: List of Accounting Records

Series 18 Oversized Photographs 1925, 1943, 1945, 1947-1950

Physical Description: 14 items

Arranged by type of volume then chronologically.

Scope and Content Note
Includes an aerial view of San Francisco, undated (F3413:2459); aerial view of San Francisco Harbor and "Line Washington", undated (F3413:2460); ship aground, undated (F3413:2461); Ferry Building, 1925 (F3413:2462); San Francisco waterfront, undated (F3413:2463); Board of Directors for the San Francisco Exposition, undated (F3413:2464); Belt Line switching engine, 1943 (F3413:2465); Piers 29 to 37, undated (F3413:2466); aerial view of San Francisco from 12,000 feet, 1945 (F3413:2467); map of San Francisco and world ports, 1947 (F3413:2468); and four views of Port of San Francisco, 1948-1950 (F3413:2469-2472).

Series 19 Colored Pen and Ink Sketch of China Basin undated

Physical Description: 1 item