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Office of the Director/Associate Vice President Administration and Finance Records : Herman J. Brames Administrative Files

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**Office of the Director/Associate Vice President
Administration and Finance Records:
Herman J. Brames Administrative Files**

**USF St. Petersburg Archives
Record Group 501, Series: 001**

A Collection Guide by
Jim Schnur
Assistant Librarian

*Special Collections and Archives
Nelson Poynter Memorial Library
University of South Florida St. Petersburg*

10 September 2003

Introduction to the Collection

The materials in this series of the Administration and Finance Administrative Files reflect the work of Herman J. Brames, former Vice President of Administration and Finance at the University of South Florida St. Petersburg. Mr. Brames joined the University of South Florida in 1964 as a resident instructor in Beta Hall on the Tampa campus. He also taught behavioral science courses in the College of Basic Studies. By 1965, the University applied to the federal government to take over the former site of the United States Maritime Service Training Station along Bayboro Harbor. The buildings and structures along Bayboro harbor's peninsula that occupied approximately 11.5 acres formed the original site of the USF St. Petersburg campus. Mr. Brames came to the campus as Center Administrator in August 1966. Over the years, he held many leadership positions on campus, retiring in the spring of 2003 as Vice President of Administration and Finance. This position included oversight of campus site acquisitions and improvements, physical plant, and auxiliary services.

Preservation Note

The materials in this collection occupy three acid-free document boxes. While preservation measures may slow the physical deterioration of items, these steps cannot prevent damage from occurring. To prevent further damage to the fragile materials in this collection, avoid exposing them to light for an extended period of time. Please report any tears or other damage so that library staff may take appropriate preservation or conservation measures. Although no restrictions limit access to this collection, library staff will evaluate photocopying or digitization requests on an individual basis to ensure the long-term preservation of this unique collection.

Provenance of the Administration and Finance Administrative Files

The records of this USF St. Petersburg office, collected and maintained by Herman J. Brames, fall under Record Group 501 (Office of the Director/Associate Vice President, Administration and Finance) of the USF St. Petersburg Archives, Special Collections and Archives department, Nelson Poynter Memorial Library.

Scope and Contents

The contents occupy three document boxes (1.09 linear feet). This collection includes clippings, correspondence, memoranda, photographs, blueprints, property records, and reports related to the duties of the Administration and Finance Office. The bulk of the collection (dates: 1963 to 1984) is composed of property information related to the original campus site along Bayboro Harbor and annual reports submitted to the United States Department of Health, Education, and Welfare (HEW) to comply with terms for acquiring this site, the former location of the United States Maritime Service Training Station. The overall collection (inclusive dates: 1913 to 1999) also contains various correspondence, reports, site files, and other documents related to the growth of the USF St. Petersburg campus through the 1990s.

Related Collections

For additional information about the activities of the United States Maritime Service and the history of Bayboro Harbor, consult the Donald Saxer Collection and Record Groups 050 through 099 of the USF St. Petersburg archives.

Container Listing

BOX 1, FOLDER 1

General Files/Photographs/Biographical Information

Inclusive Dates: 1981, 1984-1985, 1994, 1996-1999

Inclusive Formats: Photographs, photocopied clippings, correspondence, transcripts, reports

Scope and Contents:

Photocopy of transcript, oral history interview of Herman Brames, USF Silver Oral History Project, 1985.

Correspondence regarding cenotaph and ownership of Bayboro peninsula.

“The Economic Impact of The University of South Florida,” Center for Economic and Management Research, University of South Florida, May 1994.

“A Strategic Master Plan for the Long-Term Development of the Port of St. Petersburg,” undated report prepared for the City of St. Petersburg by PBS&J.

Photographs (circa 1996-1998) of campus improvements, including: sidewalk construction along Bayboro Harbor (south of library), restored cenotaph on Bayboro peninsula, schematic for campus fountain at Fourth Street and Fifth Avenue South , and exterior of Haney Landing.

BOX 1, FOLDER 2

Documents Related to the Transfer of the Maritime Base to USF

Inclusive Dates: 1964-1967, 1971

Inclusive Formats: Resolution, quitclaim deed, correspondence, reports, floor plans, map

Scope and Contents:

Correspondence regarding use of docking area.

“Proposal for an Interinstitutional Program in Oceanography,” conveyed to the Council of Presidents, 30 March 1964, Florida Interinstitutional Committee on Oceanography (FICO).

Floor plans and map of Maritime Base.

Resolution from Board of Regents regarding application to Secretary of Health, Education, and Welfare (HEW) to transfer former maritime base to the State of Florida, April 1965.

Photocopy of quitclaim deed between HEW and State Board of Education, Board of Regents, December 1966.

BOX 1, FOLDER 3
Space-Age Demands on State Supported Higher Education in Florida

Inclusive Dates: 1963

Inclusive Format: Government report

“Space-Age Demands on State Supported Higher Education in Florida, Florida Space Era Education Study: An Analysis of Florida’s Publicly Financed Services in Higher Education at the Advanced and Graduate Levels as Related to Accelerating Developments in Science and Technology,” Published report submitted to Florida Board of Control, 20 April 1963.

BOX 1, ADDITIONAL MATERIALS
Annual Utilization Reports

Inclusive Dates: 1968-1973

Inclusive Format: Annual report

Annual Utilization Reports submitted to the United States Department of Health, Education, and Welfare (HEW) to comply with HEW contract SA-IV-366 on the anniversary of the awarding of the quitclaim deed. These reports indicate changes in educational use of buildings on the former Maritime Base, property improvements, public revenues, progress in educational programs, and summaries of major offices in the former maritime structures (Florida Institute of Oceanography, Board of Conservation, housing, Marine Science, library, etc.).

BOX 2, ADDITIONAL MATERIALS
Annual Utilization Reports

Inclusive Dates: 1974-1980; 1984-1986

Inclusive Format: Annual report

Annual Utilization Reports submitted to the United States Department of Health, Education, and Welfare (HEW) to comply with HEW contract SA-IV-366 on the anniversary of the awarding of the quitclaim deed. These reports indicate changes in educational use of buildings on the former Maritime Base, property improvements, public revenues, progress in educational programs, and summaries of major offices in the former maritime structures (Florida Institute of Oceanography, Board of Conservation, housing, Marine Science, library, etc.).

BOX 2, FOLDER 1
Bayboro Campus Property Records (Photocopies)

Inclusive Dates: 1913, 1917, 1923, 1926, 1933, 1939, 1940, 1956, 1957, 1959, 1960, 1966, 1969, 1972, 1979, 1982, 1983

Inclusive Format: Indentures, property descriptions, warranty deeds, quitclaim deeds, agreements, notices of commencement

Photocopies of various property records related to land currently used by the campus, including instruments and deeds conveying title of property and easements from Charles L. Harvey, Bayboro Investment Company, Bayboro Shores, and other entities.

BOX 2, FOLDER 2
U.S. Maritime Service Base Site Information for FICUS Report (1963)

Inclusive Dates: 1963

Inclusive Format: Annual report, including photographs, memoranda, correspondence, and blueprints

This report, submitted to the executive director of the State Board of Control, outlined potential uses of the former Maritime Base facility as an extension campus or site for the Florida Institute of Continued University Studies (FICUS).

BOX 2, FOLDER 2
BOX 3, FOLDERS 1 through 3
Department of Natural Resources at USF St. Petersburg (1975-1979)

Inclusive Dates: 1974, 1977 (box 2, folder 3); 1975-1977 (box 3, folder 1); 1976-1977 (box 3, folder 2); 1978-1979 (box 3, folder 3)

Inclusive Formats: Memoranda, correspondence, reports, photocopied clippings, blueprints

Scope and Contents:

Memoranda related to United States Army vacating site on Bayboro peninsula and requests for boat dockage.

Facilities planning documents for structures and improvements on the Bayboro peninsula, including seawall construction and responsibility for its funding (DNR/USF), DNR storage facilities.

Lease and sublease agreements between Board of Regents, acting on behalf of the University of South Florida, and DNR.

Terms of construction for DNR building and master site plan information, including use of wharf, parking space allocation.