

CAPP 110-2

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## Managing Historical Repositories



NATIONAL HEADQUARTERS CIVIL AIR PATROL  
Maxwell Air Force Base, Alabama

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## 1. INTRODUCTION: WHY SAVE HISTORICAL MATERIALS?

1.1. Accurate knowledge of the past offers many organizational benefits. It details past successes, explains the evolution of organizational changes and policies, provides important information about long-term problems, and helps to shape an organization's identity. However, due to the imperfect memories of humans and institutions, reliable historical information is not always easily obtained.

1.2. History is a narrative dependent on available evidence. The collection, preservation, and management of records and artifacts provide us with evidence of the past. By saving significant documents and objects in repositories, keeping track of them, and documenting their relevant characteristics, individuals and organizations can ensure that historical evidence will be available to the researchers and decision-makers of the future.

## 2. WHAT MAKES MATERIALS HISTORICAL?

### 2.1. Concepts and Definitions.

2.1.1. The objects and media that we use every day have a **primary value**—the original purpose for which they were made and used. Airplanes provide transportation. Uniforms provide physical protection, identification, and group cohesion. Paper and electronic communications allow us to conduct business. All of these items fulfill their original purpose for a given length of time, but not forever. Airplanes become outdated or fall into disrepair. Uniforms are discarded when new uniforms are introduced. Once read and acted upon by their intended audience, paper and electronic communications have exhausted their primary value.

2.1.2. In many cases, items that have fulfilled their original purpose are no longer needed and are thrown away. However, some items possess a **secondary value**—a continued relevance to people or organizations separate from their original purpose—because they provide evidence of, and information about, the past. Old airplanes illustrate developments in technology and transportation. Old uniforms provide glimpses of the individuals who wore them long ago and the activities they performed. Old communications reveal the events, decisions, and personalities of the past.

## 3. MATERIALS IN HISTORICAL REPOSITORIES.

**3.1 Historical Repositories.** An organized and consciously maintained body of materials with enduring historical value and established via a directive publication is a **historical repository**. Civil Air Patrol units at all levels, when able, are encouraged to maintain historical repositories in accordance with CAPR 110-2, *Historical Repositories*, in order to preserve unit knowledge and foster unit identity.

3.1.1. Because historical repositories may be of any size, composition, or configuration, most units with historians on staff may be able to successfully maintain one. Historical repositories do not require significant storage space, investment in expensive equipment, archival-quality

storage materials, or extensive knowledge of collections management best practices. They may be as compact as a single file folder or thumb drive or consist of many boxes in many rooms.

3.1.2. Historical Repositories collect two kinds of items—**records** and **artifacts**—that work together to enrich our understanding of the past. Many different varieties of records and artifacts may be encountered in the collections of a Civil Air Patrol historical repository. These include materials produced by Civil Air Patrol, those relevant to Civil Air Patrol, and those concerned with aviation history more generally.

### **3.2. Records.**

3.2.1. In records management, and for the purposes of the CAP Historical Program, **records** are information or data preserved in a physical or electronic medium and generated by a person or organization in the course of their normal operations or activities. Often, records are official or legal in nature or created without concern for posterity. For these reasons, they often provide reliable evidence of past actions and activities. However, it is unwise to assume that an individual record is reliable without authentication and corroboration by other records. Records appear in many forms, including text, image, and audio-visual recording. They may exist in a physical format (paper, film negative, electronic tape, microfilm, microfiche, etc.) or they may exist exclusively in digital format.

3.2.2. Collections of records possessing historical value are commonly known as **archives**.

3.2.3. Civil Air Patrol and its constituent units generate records simply as a function of their operations. These take many forms, including but not limited to:

- Administrative papers: membership forms, attendance forms, documents related to activities, etc.
- Correspondence: letters, notes, emails and other written communications on CAP matters.
- Reports explaining trends and operations.
- Oral Histories with unit members.
- Unit artwork/heraldry.
- Unit newsletters.
- Film/video of unit activities.

3.2.4. Some of these CAP-generated records may be worth keeping for future reference. In order to effectively save important CAP records when they become non-current, it is useful to ensure that a unit's records disposition schedules and records management practices provide for the evaluation of information-rich records by the unit's historian, as prescribed in CAPR 10-2, *Files Maintenance and Records Disposition*, and for their potential inclusion in the unit's Historical Repository, as prescribed in CAPR 110-2, *Historical Repositories*. CAPR 110-1, *Civil Air Patrol History Program* encourages commanders to make unit records of historical importance available to the unit historian whenever possible.

3.2.5. Many other documents, although not generated by Civil Air Patrol units, are also relevant to the history of Civil Air Patrol or American aviation history and might be included in a historical repository. These include:

- Photographs, correspondence, or other documents created or collected by individual CAP members in a personal capacity.
- Photographs, correspondence, or other documents relevant to the history of American aviation.

### **3.3. Historical Artifacts.**

3.3.1. Generally speaking, an **artifact** is an object created by humans that provides information about the people that created and used it. For the purposes of the CAP Historical Program, an artifact is an object whose enduring value lies primarily in its physical form and appearance, and the use(s) of that form or appearance in the past. Because artifacts may lack the obvious informational content that makes records so valuable, it is important also gather information or records related to the artifact's creation, use, acquisition, and preservation.

3.3.2. Civil Air Patrol and its constituent units often accrue artifacts with the passage of time and may choose to include them in a historical repository when they are retired. These items can take many forms, including but not limited to:

- Old unit insignia, guidons, and flags.
- Uniform pieces and insignia.
- Trophies, plaques, and coins.
- T-shirts, mugs, and souvenirs associated with past unit events.

3.3.3. Other artifacts, although not generated by Civil Air Patrol units, might be relevant to the history of Civil Air Patrol or American aviation history and might find their way into a unit's historical repository. These artifacts include:

- Memorabilia, uniform materials, and other artifacts created or collected by CAP members.
- Memorabilia, uniform materials, and other artifacts relevant to the history of American aviation.

**3.4. Supplementary Materials.** Records and artifacts are the components of historical repositories, but there are often useful supplementary materials maintained alongside the repository. These include published reference materials, replicas, tools, equipment, and storage/display materials. These are treated differently and not considered parts of the repository because they do not possess the same intrinsic historical value and are not intended for indefinite preservation. Supplementary materials are considered either expendable property or non-expendable property and are managed in accordance with CAPR 174-1, *Property Management and Accountability*.

## **4. ESTABLISHING AND MANAGING HISTORICAL REPOSITORIES.**

**4.1. Repository Management.** CAP historical repositories are managed by repository administrators in accordance with *CAPR 110-2, Historical Repositories*.

4.1.1. Typically the unit's historian or assistant historian will act as administrator, although the unit commander may designate anyone, including themselves.

**4.2. Establishment.** Section 4 of CAPR 110-2 prescribes the process to establish a historical repository for your CAP unit. Below is a suggested flowchart of tasks to get a repository up and running. Performing these steps in the appropriate order can help to avoid unnecessary work and confusion:

1. Locate and examine historical materials the unit already possesses.
2. Obtain approval from your unit commander and your unit historian.
3. Identify a primary repository administrator, and assistant administrators if applicable.
4. Create a **repository procedures document** (see section 5 of this pamphlet) that includes:
  - A statement formally establishing the historical repository, unless this is done in a separate directive publication.
  - An **acquisitions policy** (see sections 5 and 6 of this pamphlet).
  - Standards for access, use, and record-keeping (see sections 5 and 7 of this pamphlet).
5. Once approved by the unit commander, publish the repository procedures document as a directive publication using the process specified in CAPR 1-2, *Publications Management*, and any applicable supplements (e.g., a supplement to that regulation that has been issued by your wing).
6. List the materials in an **accession log** (see section 9.2 of this pamphlet).
7. Appropriately file or store accession paperwork (see section 9.3. of this pamphlet).
8. Store the items to preserve and protect them.
9. Make the collections materials available for education, research, and exhibition.
10. **Deaccession** items that do not fulfill the mission of the repository (see section 12 of this pamphlet).
11. If new items are acquired, repeat steps 6 through 10.

**4.23. Functions.** In general, repository administrators perform the following functions:

- a. Collect historical materials through the various transaction types detailed in CAPR 110-2.
- b. Maintain accountability of the items in the collection(s) through the creation of an **Accession Log** and the retention of **accession paperwork** demonstrating:
  - i. What items comprise the collection(s).
  - ii. Legal ownership or use of the items.
  - iii. Where items came from and who created, used, or owned them.
- c. Maintain the physical stability of the items:
  - i. Handle all items with care.
  - ii. Keep track of where items are located.
  - iii. Keep the items safe and secure from damage, theft, and loss.
  - iv. House the items in ways designed to prevent or minimize additional damage.
- d. Maintain informational integrity of the items:
  - i. Keep records and documents in their original order, when possible.
  - ii. Record and describe the origins and provenance of the items.
  - iii. Research and record new information about the items on an ongoing basis.
- e. Provide for the use and accessibility of the items:
  - i. Promote the historic materials and create opportunities and guideline for their use by researchers or in exhibits.

- ii. Encourage CAP members and the public to learn about the history of the organization through encounters with historical materials.

## 5. CREATING A REPOSITORY PROCEDURES DOCUMENT.

5.1. CAPR 110-2 paragraph 4.1 requires that every historical repository have a **repository procedures document** (also called a collections policy by some organizations), stating what it intends to house or acquire, how it operates, and how its collections can be used.<sup>1</sup> This information may be a few short paragraphs or a longer and more detailed document depending on the needs and preferences of the unit.

5.2. Repository procedures documents address some or all of the following questions:

- a. How and what the repository collects? (**acquisition policy** – see section 6 of this pamphlet):
  - i. What types of records and artifacts are collected? (official unit documents only, personal papers, uniforms, insignia, etc.)
    - i. What records formats (printed text, photograph, digital, audio-visual, etc.) are collected?
    - ii. What are the collecting priorities?
    - iii. What subject areas are addressed?
  - ii. From whom are materials accepted? Can the unit pursue the acquisition of materials from outside organizations or individuals?
- b. How can the repository be used and by whom? (**standards for access and use**):
  - i. Who is/are the repository administrator(s)?
  - ii. How is the repository secured and the contents protected?
  - iii. Who is allowed access to the materials and under what conditions?
    - i. When/how is access granted?
    - ii. Who can one contact in order to access or use the repository?
- c. **Standards for record-keeping** (see section 7 of this pamphlet):
  - i. What formats or standards are used to catalogue, organize, store, and care for repository materials?
  - ii. What labeling and numbering systems are used to accession and/or catalogue materials?

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<sup>1</sup> The American Alliance of Museum also has excellent resources on this topic: <http://www.aam-us.org/docs/continuum/developing-a-cmp-final.pdf?sfvrsn=2>. For examples of collections policies that may assist you in the creation of a Repository Procedures Document, see: <http://www.mfa.org/collections/art-past/acquisitions-and-provenance-policy> <http://www.ed.ac.uk/schools-departments/information-services/library-museum-gallery/crc/collections/special-collections/acquisitions/eua-collecting-policy>

5.3. A repository procedures document may include additional information specific to the needs of your repository. Please contact higher headquarters historians, the appropriate legal officers, and/or members of the National History Staff for additional assistance or advice.

5.4. A repository procedures document template is available in the Publications Templates section of the Publications Library on the CAP national website.

## 6. DEVELOPING AN ACQUISITIONS POLICY.

6.1. In most cases, a CAP unit's repository collects materials that are:

- non-current records and artifacts generated by or used by that unit.
- a collection of records and/or artifacts created or compiled by a member or former member of that unit.
- materials generated by individuals who formed a special relationship with that unit, although perhaps not a unit member.
- materials relevant to the general history of aviation or Civil Air Patrol, particularly those events that occurred within the unit's area of operations.

6.2. As a general rule, it is not useful for a unit to collect documents related to higher echelon activities in which it did not participate or those generated by persons with no connection to the unit. When group, wing, and region archives are established, they may expand their collections policy to pursue or accept materials generated by subordinate units and their members, particularly when those subordinate units are not prepared to adequately care for their own historical collections.

6.3. If there are materials that you know you cannot store or successfully care for in your repository, make mention of this in your acquisition policy. It can be unwise to accept materials unless you are prepared to care for them long term.

**7. DEVELOPING STANDARDS FOR RECORD KEEPING.** Repository procedures documents can also clarify the procedures for registering existing and incoming historical materials in an **accession log** (See 9.2 below for an explanation of accession logs). Units may elect to develop additional tools, documents, and standards for accessioning, cataloging, or numbering materials or for tracking the physical location of items. If developed, these tools, documents, and standards along with relevant procedures are also detailed in the **repository procedures document**.

## 8. APPRAISAL OF HISTORICAL MATERIALS

8.1. The **repository procedures document's** acquisitions policy guides a repository administrator's choices regarding collection and preservation of historic materials. However, each item undergoes evaluation or **appraisal** before it is accepted into the repository. (Note that, in this context, appraisal does not mean establishing the monetary value of an item.) When it comes to deciding what specific items to accept or reject, there are a number of factors to consider:



- Do the items fit within the scope of the acquisition statement?
- Are the items relevant to the larger historical goals of the repository?
- Do the materials (and records especially) possess a high informational value?
- Are the materials sufficiently unique to warrant inclusion?
- Are the materials in good or useful condition?
- Might the materials be useful to researchers?
- Might CAP be able to obtain legal ownership (and copyright, in the case of records) of the items?
- Is the cost for the item, or the donor's conditions, not excessive?

8.2. If the answer to all or most of these questions is "Yes", then the item is probably a good fit for your repository. If "No", you probably want to pass on the item.

8.3. Age alone does not make an item worth saving. It is not prudent to accept every single item that exists or that you are offered. The condition, informational value, rarity, and cost of the item are all things to take into consideration. For example, of all records created, only a small percent typically merit long-term preservation. You might save only 1% of the total records your unit produced last year, as opposed to 100% of the small collection of CAP documents from the 1950s donated by a unit member.

8.4. When receiving a gift from a donor, the CAPF 110-1, *Civil Air Patrol Personal Property Deed of Gift*, (see CAPR 110-2 paragraph 6.2.1.2.) gives Civil Air Patrol the authority to manage the donation as it sees fit.<sup>2</sup> Assuming the donor makes no modifications to the agreement, CAP has flexibility to choose whether or not to retain the full donation. This does not mean it is a good idea to accept a donation without any intention of keeping it, but it is possible that not all objects donated will prove to be a good fit for the collection. It is wise to be upfront with a potential donor if you don't plan to keep the materials they are donating. If something that has already been accessioned turns out to be not relevant or useful, it might be a good candidate for deaccessioning. As stated in CAPR 110-2 paragraph 6.2.3., all paperwork for accepted materials is retained, even if the materials in question are not accessioned or are later deaccessioned. There are special requirements for the donation of motor vehicles, aircraft, and boats; see paragraph 10 of CAPR 173-4, *Fund Raising/Donations*. If you have questions about the responsible management of donated materials, please consult the appropriate legal officer.

## 9. ACCESSION OF HISTORICAL MATERIALS.

### 9.1. Accessions

9.1.1. An **accession** (noun) is a record, artifact, or group of records and/or artifacts that arrives at the repository as a single unit. In most cases, all the **items that arrive from a single source, via a single transaction, on a single occasion form a single accession**. An accession may consist

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<sup>2</sup> CAPF 110-1, *Civil Air Patrol Personal Property Deed of Gift* is only used for the donation of items of historical value intended for formal accession into a historical repository. For donations of supplies, non-historical equipment, and supplementary materials, a CAPF 164, *Donation Receipt* is used; see CAPR 173-4 section B.

of any quantity of materials, which need not be all of a single format. Accessions may include records of various formats as well as artifacts of various sizes, shapes, and materials.

9.1.2. To **accession** (verb) materials into a repository is to take both legal ownership and physical custody of those materials (or in the case of digital materials, to acquire the files). Achieving legal ownership requires ensuring that CAP has the right to keep, use, and/or display the materials in its possession. Historical repositories can accession materials through donation, transfer, purchase, licensing, or deposit as defined by CAPR 110-2.

9.1.3. Materials created by and owned by Civil Air Patrol are already CAP property. CAP property that is not longer used for its primary purpose can be sent for evaluation to the unit historian or the historian at a higher echelon where there is a historical repository. These may be accepted into the unit's historical repository through deposit, or through transfer from another unit. Record transfers using CAPF 110-3, *Transfer of Civil Air Patrol Historical Materials* (see CAPR 110-2 paragraph 6.2.3).

9.1.4. Legal ownership of historical materials can be transferred from the previous owner(s) to Civil Air Patrol through:

- a. Donation. The approved deed of gift is CAPF 110-1, *Civil Air Patrol Personal Property Deed of Gift*.
- b. The purchase of historical materials with CAP funds. Your unit may or may not have a budget for this. Keep receipts and any documentation of transaction, as well as any information about the item that you have or acquire.
- c. Exchange with another collecting institution (see CAPR 110-1 section 6.4.1.2.). In an exchange, effort should be made to ensure that the exchange benefits both institutions equally.

9.1.5. On occasion, an owner may wish to grant use of a text or image to CAP without relinquishing control of the original record or artifact. In such cases, the completion of CAPF 110-2, *Civil Air Patrol Non-Exclusive Copyright License*, ensures that CAP may legally possess and use copies of the original item (see CAPR 110-2 paragraph 6.2.1.2).

## 9.2. Creating an Accession Log

9.2.1. When records or artifacts (but not supplemental materials) are received through one of the methods mentioned above (deposit, donation, purchase, transfer, exchange, or licensing), the act of accession is officially recorded in an **accession log** (see CAPR 110-2 section 6.3.2). Ideally, every artifacts and grouping of records in the repository is eventually listed in this accession log, along with:

- a. A unique accession number for each accession transaction, regardless of whether there is one item in the accession or 100. The chosen format for accession numbers in your repository can be specified in your procedures document. A good accession number has two parts: the designation of the unit that is accessioning the materials (e.g., MAR-DC-051) and a sequential number that corresponds to the number of accessions in the repository (for example, the 42nd accession might be designated 42 or 042). The complete resulting accession number might then be "MAR-DC-051.042", "DC051.42", or similar. For repositories with large numbers of accessions,

- it might make more sense to start the numbering from 1 every year. The 42nd accession of 2019 to MAR-DC-051 would then be written “MAR-DC-051.2019.042”. Any accession numbering system may be used, so long as it is applied consistently.
- b. A brief description of the contents of the accession: what materials are in the accession (how many boxes, folders, books, artifacts, or other units)? The level of granularity is left to the repository administrator’s discretion.
  - c. The date when accessioned.
  - d. The type of transaction whereby the accession was acquired (deposit, donation, purchase, etc.)
  - e. Person or place acquired from.
  - f. Notes, on condition, use restrictions, relationship to other accessions, etc.
  - g. Additional fields at the discretion of the repository administrator.

9.2.2. If an item that has been accessioned is deaccessioned (see section 12 of this pamphlet), a note is made in the accession log of the date of deaccession, the items deaccessioned, the transaction type and destination, and the associated accession number.

9.2.3. An accession log template is available in the Publications Templates section of the Publications Library on the CAP national website.

9.2.4. Keeping an updated copy of the accession log (digital or physical) in an accessible offsite location is highly advisable.<sup>3</sup>

### 9.3. Accession Paperwork.

9.3.1. CAPR 110-2 paragraph 6.2.3 requires that all existing paperwork associated with an accession be maintained for the life of the repository, including:

- a. Donation, licensing, and transfer forms or documentation
- b. Receipts from purchased materials and reimbursement paperwork if applicable
- c. Relevant correspondence that confirms CAP’s rights to the possession, ownership, and/or use of the accessioned materials

9.3.2. This paperwork may be kept in paper or electronic format. One easy way to fulfill this requirement is to maintain a physical or electronic folder that corresponds to each accession in the repository’s accession log.

9.3.3. While only the paperwork associated with the formal accession needs to be kept, it may be useful to add additional information to this paperwork, including:

- a. Where is it currently stored (shelf number and location)?
- b. Who created it, used it, or previously owned it (and their contact information)?
- c. What artifact and record types does it comprise?
- d. What dates, places, people, and things does it provide information about?
- e. Information about the size, shape, color, materials used, and other characteristics.

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<sup>3</sup> For additional guidance and options, see Daniel B. Reibel’s *Registration Methods for the Small Museum* (Fourth Edition, 2008).

- f. Research notes.
- g. Loan agreements (current and past).
- h. Photographs.
- i. Exhibit paperwork (text panel used for exhibit display).

### **10.1. Additional Documentation of Materials.**

10.1.1. Accession logs describe groups of artifacts and/or records as they arrive in the repository, but sometimes the log itself is not detailed enough to make the collections easily searchable and usable by staff and outside researchers. If this is the case, a repository administration may elect to create a more thorough repository catalogue: a detailed and organized list of all the individual items and groups of records, information for locating or accessing those materials, and, when possible, additional descriptive information about the materials and the relationships between them. A catalogue can be as simple as a spreadsheet or created using advanced and specialized software.

**11. CARING FOR THE COLLECTIONS.** CAP historical repositories aim to maintain materials in the condition in which they were acquired. The National Park Service, and a number of other sources, provide excellent information and advice on the care of collections<sup>4</sup> Higher headquarters' historians, including the Archives Division of the National History Staff, are also available to answer questions about the best way to care for specific items.

### **12. DEACCESSIONS.**

12.1. Accessioned materials might be removed from a historical repository if it is determined that (see CAPR 110-2 paragraph 6.4):

- a. They do not meet the criteria found in your acquisition policy.
- b. You have multiple unnecessary copies or examples of the same item.
- c. Another repository is better qualified to keep and maintain the materials.
- d. Circumstances beyond your control require the downsizing or disestablishment of the repository. (Regarding disestablishment of a historical repository, see CAPR 110-2 section 5.2.2.)

12.2. Various levels of approvals may be required for deaccessions, as specified by CAPR 110-2 paragraphs 6.4.2.

12.2.1. A deaccession requires at least the same levels of authorizations and/or concurrences as would be required to accession the item under current directive publications, **regardless of whether those authorizations and/or concurrences were imposed by CAPR 110-2, a supplement, or an OI.** For example, if a wing legal officer approved acceptance of an item that was not accompanied by a CAPF 110-1, then the concurrence of a wing or higher legal officer will always be needed to deaccession that item.

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<sup>4</sup> The National Park Service provides excellent information and advice on the care of collections: <https://www.nps.gov/museum/publications/handbook.html>

12.3. Deaccessioned materials may be disposed of through transfer to another unit repository, donation, sale, trade, or destruction. Museum best practices recommend, and CAPR 110-2 paragraph 6.4.4. requires, that any funds received through the sale of accessioned historical items held by a historical repository be used only for the acquisition and maintenance of historical items in the repository.<sup>5</sup> There are special requirements for the disposition of property valued at or over \$5,000 that is disposed of within two years of its donation; see CAPR 173-4 paragraph 9.

12.4. The deaccession date and the disposition of the materials should be noted in the accession log (notation here is required by CAPR 110-2 paragraph 6.4) and any other relevant documentation. Per CAPR 110-2 paragraph 6.2.3, accession paperwork for deaccessioned items must still be kept for the life of the repository.

**13. LOANS.** Because it is beneficial to make historical materials accessible to wide audiences, CAP repositories may loan items from their collection to CAP units, activities, or repositories or reputable non-CAP historical, educational, or cultural organizations with the completion of a CAPF 110-4, *Loan of Civil Air Patrol Historical Materials* (see CAPR 110-2 section 6.3).

13.1. Loans that are received by a historical repository are not accessioned, as the receiving repository does not own the loaned materials.

13.2. Collections management best practices recommend that property loaned to a historical repository be carefully recorded and kept separate from the collections in the historical repository.

13.3. CAP and its constituent units do not generally hold any copyright to loaned items unless they were originally created by CAP or CAP members operating in their official capacities.

## **14. ACCESS AND RIGHTS.**

14.1. It is recommended that historical repository administrators keep a record of everyone who accesses or conducts research using repository collections, including their name, contact information, affiliation, CAPID (if applicable), research project, materials requested or examined, dates of use, and any copies or scans they request.

14.2. When feasible, historical repository administrators ensure that researchers:

- a. Only review original materials under the supervision of a repository administrator.
- b. Have only one container and/or one folder from the collections open at a time.
- c. Replace all items in the order in which they were found.
- d. Notify a repository administrator if something seems missing or out of place (rather than attempting to replace themselves).

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<sup>5</sup> For additional guidance on ethical deaccessioning, see the American Alliance of Museums' "Direct Care of Collections: Ethics, Guidelines, and Recommendations" (2016): <http://aam-us.org/docs/default-source/default-document-library/direct-care-of-collections-ethics-guidelines-and-recommendations-pdf.pdf?sfvrsn=8>

- e. Handle all materials with care.
- f. Not mark the materials, add to or subtract from them, or otherwise alter them in form or content.
- g. Request assistance from a repository administrator if copies or additional materials are needed.
- h. Only use No. 2 pencils to write with.
- i. Only touch materials with clean hands.
- j. Not bring food, beverages, smoking materials, chewing gum, bags, or outerwear into the research space.
- k. Be granted the same level of access as any other non-staff visitor, whether CAP member or non-member.

14.3. Copyrights are rights to reproduce, publicly display, and sell copies of an original work that has a fixed form. It is recommended that repositories be conscientious in their use of materials that may be subject to copyright restrictions.<sup>6</sup> Under U.S. copyright law:

- a. Materials published by the U.S. government and those written and produced by government employees in the course of their official duties are not protected by copyright.
- b. Unpublished materials produced or collected by individuals in the course of their private lives are generally under copyright for 100 years. Copyright can be deeded to Civil Air Patrol using the CAPF 110-1 or licensed using the CAPF 110-2.
- c. Published materials are generally under copyright for 75 years.
- d. Researchers are typically responsible for determining copyright status and obtaining permission from the copyright holder.
- e. Records can be freely published if one of the following apply:
  - i. They are government-produced (and therefore not subject to copyright).
  - ii. They are in the public domain.
  - iii. Copyright is held by Civil Air Patrol and the materials include no sensitive content or PII.
  - iv. Copyright is deeded or licensed to Civil Air Patrol, and no restrictions have been placed upon the materials.

## 15. AVOIDING ETHICAL BREECHEs AND CONFLICTS OF INTEREST.

15.1 Members of Civil Air Patrol maintain professional standards and conduct business with the utmost transparency in order to safeguard the public trust. Those caring for historical materials, as with all CAP members, are bound by CAP's ethical standards. CAPR 1-1, *Ethics Policy*, states:

- a. "No CAP member may use corporate property, information, or their position for improper personal gain or benefit" (paragraph 3.b).
- b. "CAP members must protect all sensitive and confidential information entrusted to them" (paragraph 3.e).

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<sup>6</sup> For additional information and industry best practices, SEE *Rights & Reproductions: The Handbook for Cultural Institutions* (Ed. Anne M. Young, 2015).

**15.2. Conflicts of Interest.** It is important that members not involve CAP and its history programs in agreements from which they personally benefit, or that suggest preferential treatment of individual collectors or donors (See CAPR 110-2 paragraphs 2.3.4., 6.2.1.2.1. and 6.4.3.).

**15.3. Dealing with Personally Identifiable Information.**

15.3.1. Paragraph 1 of CAPR 1-2(I), *Personally Identifiable Information*, states: “Personally identifiable information (PII) is CAP confidential information about an individual that can be used to distinguish or trace that individual’s identity. Examples of PII include, but are not limited to, social security number; age; marital status; race; date and place of birth; telephone numbers; other demographic, medical history, personal, medical and financial information. Unauthorized access to the PII of members/employees must be prevented to the maximum extent possible. PII shall only be made available to those individuals who have a specific need to have such information and shall be provided for official CAP business only.”

15.3.2. While some CAP personnel remove or redact records containing PII before turning them over to a historical repository, it is likely that a repository may encounter documents containing this sensitive information. Therefore, repository administrators may need to take steps to prevent the unauthorized access of this information.

15.3.3. When handling documents containing PII, it is recommended that you:

- a. Redact all PII before making documents available to researchers or online. If at all possible, do not redact the original. Redact a copy, then present the redacted copy for research or viewing.
- b. Secure and limit access to original documents that contain PII.