



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 110-2

25 JANUARY 2021

History

HISTORICAL REPOSITORIES

This regulation states the objectives of historical repositories, a key component of the Civil Air Patrol (CAP) Historical Program. It specifies the procedures for creating historical repositories, collecting CAP records of enduring value and managing historical property, as well as acquiring historical materials and intellectual property rights from non-CAP sources. It also establishes procedures for the proper disposition of historical materials in the event they will not be retained in a unit's historical repository. This regulation is applicable to all CAP units.

SUMMARY OF CHANGES. This regulation has been extensively revised and needs to be reviewed in its entirety.

1. Historical Repositories.

1.1. CAP has a duty to leverage its heritage for the benefit of the Corporation and its members. The CAP Historical Program is charged to “preserve and disseminate the history of CAP,” per paragraph 1 of CAPR 110-1, *Civil Air Patrol Historical Program*. CAP’s proud heritage, and the historical materials documenting it, bolster esprit de corps. Additionally, historical materials prevent the loss of organizational knowledge, support effective decision making, as well as enable fundraising, public and member education, and public affairs efforts.

1.2. Historical property must be handled in a manner that reflects its organizational, intellectual, and monetary value. As one of CAP’s three classifications of property in CAPR 174-1, *Property Management and Accountability*, historical property is managed in accordance with this regulation.

1.3. Physical and electronic records are evaluated for potential historical significance and handled in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*.

1.4. Materials of historical significance in the possession of a Civil Air Patrol unit may be collected into a historical repository: a formally-established collection of materials possessing historical value that is preserved for research, education, esprit de corps, and organizational memory. Historical repositories may be of any size, content, and configuration. They may consist of large numbers of records and artifacts, or smaller collections residing in a single file folder or on a thumb drive.

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2. Roles and Responsibilities.

2.1. CAP commanders at all levels are responsible for preserving and protecting property and information of historical value that belongs to the Corporation.

2.2. CAP historians at all levels are responsible for working across functional areas to identify materials for accession into historical repositories.

2.3. Historical repository administrators are responsible for managing their historical repositories in support of their local history program and the CAP Historical Program.

2.3.1. Historical repository administrators must comply with the requirements specified in this regulation, as well as core property management principles specified in CAPR 174-1.

2.3.2. Historical repository administrators are authorized to carry out accession transactions, loans, and deaccession transactions for their repository. Additional approvals and/or concurrences may be required, as specified in section 6 of this regulation and/or the repository procedures document.

2.3.3. Historical repository administrators are accountable for the management, care, storage, access, and disposition of the items in their historical repository and shall take all steps to ensure their safekeeping, organization, and utility.

2.3.4. Historical repository administrators shall not prepare formal monetary appraisals of historical materials related to CAP, except when documenting estimated insurance values for loans, shipping, or other internal uses.

2.3.5. Historical repository administrators shall not publish materials from a historical repository that contain sensitive, personal, and/or inflammatory information without first consulting with and obtaining approval of the unit commander, the next higher headquarters' historian, and the relevant legal officer. If there is a question as to whether information is sensitive, personal, and/or inflammatory, discuss the situation with the next higher headquarters' historian and/or the relevant legal officer to reach a determination. Administrators shall ensure materials found to be sensitive, personal, and/or inflammatory remain in the historical repository in their original form.

2.4. "Proper use and care of all CAP property is the responsibility of every CAP member," per CAPR 174-1 paragraph 2-1.a. As such, CAP members at all levels are responsible for bringing pertinent historical materials to the attention of CAP historians and cooperating with CAP historians executing their collection and preservation duties.

3. Waivers. The waiver authority for this regulation is the National Historian (CAP/HO), except paragraph 9.3., which cannot be waived. Submit waiver requests through appropriate channels to the National Curator for review and recommendation to CAP/HO.

4. Supplements and OIs.

4.1. Units establishing historical repositories shall do so by creating a repository procedures document, issued as a directive publication in accordance with CAPR 1-2, *Publications Management*. The repository procedures document:

4.1.1. Must identify a primary repository administrator.

4.1.2. May identify assistant administrators.

4.1.3. Must specify an **acquisition policy**, which is a general statement on the kinds of materials the repository anticipates collecting.

4.1.4. Must specify standards for access, use, and record keeping that meet the minimum requirements of this regulation.

4.2. CAPP 110-2, *Managing Historical Repositories*, provides guidance on writing a repository procedures document, creating an acquisition policy, and developing record-keeping standards. A template for a repository procedures document written as an OI is available in the Publications Templates section of the Publications Library on CAP's national website.

5. Unit Historical Repositories.

5.1. National Headquarters must establish and operate a historical repository.

5.2. No other unit is required to establish a historical repository, although chartered units at all levels are encouraged to do so.

5.2.1. Units that do not establish a historical repository are not permitted to retain or collect historical property. If the unit possesses property of potential historical value, the unit's historian or commander shall provide a description of any such property directly to the repository administrator of the next highest echelon that has established a historical repository, comply with their instructions regarding final disposition of the property, and inform any intermediate commanders. If funding is an issue, see paragraph 7.3.1. of this regulation. Section 2 of CAPP 110-2 provides guidance regarding determination of historical value.

5.2.2. If a unit with a historical repository is deactivated or otherwise disestablishes its repository, all of the accessioned materials in the unit's repository must be transferred to the next highest echelon that has established a repository. Any materials that were pending accession at the time of the repository's disestablishment shall be treated as if they were accessioned for the purpose of this transfer. The disestablished repository's accession log and all accession paperwork must also be provided to the receiving repository.

5.3. Activities and other non-unit entities are not permitted to establish historical repositories. They must transfer historical materials to the repository of their sponsoring unit or, if that unit does not have a repository, handle in accordance with paragraph 5.2.1 of this regulation.

5.4. The National Archivist will maintain a list of active historical repositories within the National History Program (NHP) section of CAP's national website.

6. Historical Repositories. Materials in historical repositories are the property of CAP, and must be kept entirely separate and distinct from any collections, records, or artifacts owned by individuals or outside entities.

7. Accession (used as a verb) is the formal process of accepting items into a historical repository. An **accession** (used as a noun) comprises all materials accepted into the repository at the same time from the same source. Accession occurs through one of the following types of transactions:

7.1. Deposit. Materials that are currently CAP property managed by a unit may be deposited into that unit's historical repository whenever the repository administrators sees fit. This includes materials purchased by the unit specifically for accession into its repository.

7.1.1. Items may only be accessioned into a historical repository once they are no longer being used for their original primary purpose.

7.1.2. Historical property must not have a current entry in the Operational Resource Management System (ORMS). Items that had been in ORMS must be retired before accession. ORMS documentation should be included with accession paperwork when available.

7.2. Donation and licensing. Individuals and organizations can donate their property to CAP for accession by completing a CAPF 110-1, *Civil Air Patrol Personal Property Deed of Gift*, and grant CAP the right to use their copyrighted materials through the completion of a CAPF 110-2, *Civil Air Patrol Non-Exclusive Copyright License*.

7.2.1. Historical repository administrators shall not accept donation or licensing of their own personal property. In this case, another administrator of that repository, the unit commander, or a historian at a higher echelon accepts the item and signs the applicable form.

7.2.2. The language on CAP Forms 110-1 and 110-2 has been approved by the CAP General Counsel (CAP/GC). The unit legal officer (or the legal officer of a higher headquarters) must concur prior to accepting a donation or license involving any modifications aside from filling in blanks on the form. The appropriate legal officer must approve acceptance of any property or rights not accompanied by a CAPF 110-1 or CAPF 110-2, respectively.

7.3. Transfer. Materials that are the currently the property of CAP and managed by a unit, activity, or repository may be accessioned into a different unit's historical repository through the completion of a CAPF 110-3, *Transfer of Civil Air Patrol Historical Materials*.

7.3.1. If the sending and receiving entities and their higher headquarters are unable to fund the cost of sending historical property and/or hard copy records to the receiving repository, the NHP may be able to assist with funding. Provide a description of the items through appropriate channels to CAP/HON for evaluation. If a unit still has materials only because funds are not available to transfer those materials, the unit shall not be deemed non-compliant with this regulation because of those materials.

7.3.2. Historical repository administrators shall maintain an accession log.

7.3.3. An entry must be made in the log for each accession, documenting at least:

7.3.3.1. Accession number, which is a unique identifier for each accession.

7.3.3.2. A brief description of the materials that comprise the accession. While a reasonably detailed description is encouraged and useful, the level of granularity is at the discretion of the repository administrator.

- 7.3.3.3. The date of the accession.
- 7.3.3.4. The type of transaction that resulted in the accession.
- 7.3.3.5. The person or organization the accession was acquired from.
- 7.3.3.6. CAPP 110-2 provides guidance on accession logs. Repositories may use the accession log template available in the Publications Templates section of the Publications Library on CAP's national website.

7.4. Accession paperwork documents legal rights and provides important context for items accessioned into a historical repository. This includes deeds of gift, receipts, reimbursements for purchases, and other documents that establish legal ownership of or other rights to items, as well as documents providing additional information regarding items' origins and use. Accession paperwork is maintained by the primary repository administrator for the life of the repository, regardless of whether items are later deaccessioned.

8. Loans. Materials from historical repositories may be loaned to CAP units, activities, and other historical repositories, as well as reputable non-CAP historical, educational, or cultural organizations, using a CAPF 110-4, *Loan of Civil Air Patrol Historical Materials*, that specifies a definite period of time for the loan.

8.1. Loans to non-CAP organizations must include a completed CAPF 110-4. Additional forms, agreements, or similar documentation utilized by the receiving organization may be used as well. The unit legal officer (or the legal officer of a higher headquarters) must review and concur on any completed additional documentation.

8.2. The language on the CAPF 110-4 has been approved by CAP/GC. The unit legal officer (or the legal officer of a higher headquarters) must concur prior to executing a loan involving any modifications aside from filling in blanks on the form.

9. Deaccessions. If accessioned material no longer fulfills the purpose of the historical repository in which it resides or would be better maintained elsewhere, it may be formally removed from the repository. The process of doing so is called deaccession. For every deaccession, the accession log must be annotated with the date of deaccession, the items deaccessioned, the transaction type and destination, and the associated accession number.

9.1. Deaccession occurs through one of the following types of transactions:

- 9.1.1. Transfer to another CAP repository, per paragraph 9.3. of this regulation.
- 9.1.2. Donation to, sale to, or exchange with a reputable non-CAP historical, educational, or cultural organization. This requires the approval of the unit commander and the concurrence of a higher headquarters' historian.
- 9.1.3. Conversion to non-historical property that can be used to advance the missions of CAP. This requires the approval of the unit commander and the concurrence of a higher headquarters' historian.
- 9.1.4. Witnessed destruction, if no other uses are possible or reasonable. This requires the approval of the unit commander and the concurrence of CAP/HON.

9.2. A deaccession requires at least the same levels of approvals and/or concurrences as would be required to accession the item under current directive publications. If legal concurrence or approval was required to accession an item, the same level of legal concurrence or approval is required to deaccession the item regardless of current procedures.

9.3. Historical repository administrators shall not approve deaccessions when the items will be or are likely to be sold, donated to, or otherwise acquired by the administrator, their friend or relative, another administrator of the same historical repository, or any non-CAP organization in which those individuals are stakeholders. In these cases, unit commander approval (of the local unit, or higher headquarters if the local commander also has a conflict of interest) and the concurrence of a higher headquarters' historian is required.

9.4. If the sale of items deaccessioned from a historical repository is authorized, all funds received from the sale of said items must be used exclusively for the acquisition of new items for accession into the same historical repository or to directly maintain items already accessioned into the same historical repository, without exception.

10. Morse Center.

10.1. The *Colonel Louisa S. Morse Center for Civil Air Patrol History* (Morse Center). The Curator of the Morse Center reports to the National Historian and is responsible for the Morse Center, the facility, operations, staff, and the CAP National Archives, and the CAP National Historical Collections (NAHC) housed within the Morse Center. In addition to managing and overseeing these collections, the Morse Center's other services include researching and writing reports for the Command Team and CAP media; responding to outside inquiries; providing research assistance to CAP members and scholar to facilitate increased awareness of Civil Air Patrol history; coordination and management of Civil Air Patrol-related museum displays; gathering and preserving oral histories; acquiring textual and non-textual records of Civil Air Patrol National Headquarters; and acquiring artifacts and objects of relevance to Civil Air Patrol history. The Curator of the Morse Center will perform other duties as directed by the National Historian.

10.2. The National Archivist is the collections manager of the NAHC, responsible for the organization and integrity of the collections, under the direction of the National Curator of the Morse Center. The National Archivist will supervise any necessary assistant collections managers who may be appointed. The National Archivist will report to the National Curator in managing the NAHC, including the development of policies and procedures governing its organization, accessioning, and deaccessioning, and such other duties as are assigned by the National Historian.

10.3. The National Archivist will provide staff oversight and support for unit repositories and will manage the online records of the Morse Center. The National Archivist will also manage acquisitions for the National History Program (NHP), and will serve as Budget Manager for the National History Staff. As Budget Manager, the National Archivist will be responsible for all purchases on behalf of the National History Program that are requested by the National Curator of the Morse Center and approved by the National Historian. For budgetary purposes, the National Archivist will report directly to the National Historian, who will manage the

budget of the NHP. The National Archivist will perform other duties as directed by the National Historian.



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Attachment 1
Compliance Elements

There are no compliance elements in this regulation.