



6 June 2024

APPROVED/S. HUDSON/CAP/HO

History

## KANSAS WING HISTORICAL REPOSITORY

This operating instruction (OI) establishes and serves as the repository procedures document for the Kansas Wing Historical Repository, the historical repository of NCR-KS-001, in accordance with CAPR 110-2, *Historical Repositories*.

### 1. Establishment.

- 1.1. The Kansas Wing Historical Repository is hereby established as the historical repository of Civil Air Patrol's Kansas Wing.
- 1.2. The primary administrator of the Kansas Wing Historical Repository is the Wing Assistant Historian, Col Mark Lahan (384660).
- 1.3. The Kansas Wing Historical Repository is stored at 3010 Arnold Ave Salina KS 67401.

### 2. Acquisition policy.

- 2.1. This historical repository exists to collect, organize, and maintain historical records and artifacts associated with Kansas Wing.
- 2.2. The items collected may be of any format or material.
- 2.3. All acquired items and intellectual property rights become the property of the Civil Air Patrol, under the management of the Kansas Wing. The primary repository administrator is responsible for managing the donation and licensing process.

**3. Access and Use.** Access to the repository shall be controlled and items stored securely. The primary repository administrator will determine which individuals have access to the collections and/or serve as assistant administrators.

### 4. Recordkeeping and Logs.

- 4.1. A log of items accessioned into the repository shall be maintained by the primary repository administrator in compliance with CAPR 110-2 paragraph 7.
- 4.2. All items will be associated with an accession number when they are accepted into the repository.
- 4.3. The accession log shall record the following information for each accession and deaccession into or out of the Kansas Wing Historical Repository:
  - 4.3.1. Accession number.
  - 4.3.2. Date the item(s) were accessioned or deaccessioned.
  - 4.3.3. Type of accession or deaccession transaction, which is one of: deposit, purchase, donation, transfer, license, sale, trade, conversion, or witnessed destruction.

- 4.3.4. Brief description of the item(s).
  - 4.3.5. Source of the item(s), such as the unit itself or an individual who donated items.
  - 4.3.6. Notes are optional, except for deaccessions. In compliance with CAPR 110-2 paragraph 7.4, the destination of the items must be recorded for deaccessions.
5. **Loan of items.** With the approval of the unit commander and the concurrence of the repository administrator, items may be loaned to CAP and non-CAP organizations iaw CAPR 110-2 section 6.3. Kansas Wing legal staff must review and concur on any additional loan documentation if required by CAPR 110-2 paragraph 8..
6. **Deaccession and disposal of items.** Items that have been accessioned into the Kansas Wing Historical Repository may be deaccessioned only in accordance with CAPR 110-2 paragraph 9, including obtaining all required approvals and concurrences. Nothing in this paragraph overrides any requirements to properly account for CAP property per all applicable regulations. Any sales must comply with CAPR 110-2 paragraph 9.4, without exception.

MARK W. LAHAN, Col, CAP  
Commander

**ATTACHMENT 1**

**Compliance Elements**

There are no compliance elements for this OI.