UNIT NAME OPERATING INSTRUCTION 110-2

Unit logo or seal

DD Month YYYY

APPROVED/NAME/CAP/XX

History

REPOSITORY NAME

This operating instruction (OI) establishes and serves as the repository procedures document for the REPOSITORY NAME, the historical repository of UNIT CHARTER NUMBER, in accordance with (iaw) CAPR 110-2, *Historical Repositories*.

1. **Establishment.**
   1. The REPOSITORY NAME is hereby established as the historical repository of Civil Air Patrol’s UNIT NAME.
   2. The primary administrator of the REPOSITORY NAME is the {specify UNIT NAME DUTY POSITION or MEMBER NAME (CAPID)}.
   3. The REPOSITORY NAME is stored at LOCATION.
2. **Acquisition policy.**
   1. This historical repository exists to collect, organize, and maintain historical records and artifacts associated with the UNIT NAME.
   2. The items collected may be of the following formats or materials: {list, or change this paragraph to read “The items collected may be of any format or material.”}.
   3. All acquired items and intellectual property rights become the property of the Civil Air Patrol, under the management of the UNIT NAME. The primarly repository administrator is responsibe 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.**
   1. A log of items accessioned into the repository shall be maintained by the primary repository administrator in compliance with CAPR 110-2 section 6.2.2.
   2. All items will be associated with an accession number when they are accepted into the repository.
   3. The accession log shall record the following information for each accession and deaccession into or out of the REPOSITORY NAME:
      1. Accession number.
      2. Date the item(s) were accessioned or deaccessioned.
      3. Type of accession or deaccession transaction, which is one of: deposit, purchase, donation, transfer, liscense, sale, trade, conversion, or witnessed destruction.
      4. Brief description of the item(s).
      5. Source of the item(s), such as the unit itself or an individual who donated items.
      6. Notes are optional, except for deaccessions. In compliance with CAPR 110-2 paragraph 6.4, the destination of the items must be recorded for deaccessions.
      7. {If the unit wishes, list additional required or optional fields.}

{Versions of the sections below this note only need to be included if this repository’s procedures for acceptance, loan, and/or deasscession/disposal of items will be more restrictive than those specified in CAPR 110-2. If any of the below sections are absent, it is understood that the corresponding procedures of CAPR 110-2 will be followed without modification.}

1. **Acceptance of items.** REPOSITORY NAME administrators are authorized to acqurire and/or accept items for accession into the repository iaw CAPR 110-2 section 6.2, unless:
   1. Additional concurrences and/or approvals are required by CAPR 110-2, in which case they must be obtained first.
   2. The UNIT NAME commander or the repository administrator determine that first obtaining legal concurrence is prudent.
   3. {List any more situations for which additional approvals/concurances will be required as additional subparagraphs, or delete this paragraph if there are none.}
2. **Loan of items.** With the approval of the unit commander and the concurrence of the repository administrator {list additional approvals/concurrences here if desired}, items may be loaned to CAP and non-CAP orgnaizations iaw CAPR 110-2 section 6.3.UNIT NAME or NEXT HIGHER HEADQUARTERS legal staff must review and concur on any additional loan documentation if required by CAPR 110-2 section 6.3.
3. **Deaccession and disposal of items.** Items that have been accessioned into the REPOSITORY NAME may be deaccessioned only iaw CAPR 110-2 section 6.4, including obtaining all required approvals and concurrances. {List additional approvals and/or concurrences here if desired.} 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 6.4.4, without exception.

NAME OF UNIT COMMANDER, Grade, CAP

Commander

## ATTACHMENT 1

## Compliance Elements

There are no compliance elements for this OI.