



TUSKEGEE COMPOSITE SQUADRON HISTORICAL COLLECTION

This instruction establishes and serves as the Repository Procedures Document for the Tuskegee Composite Squadron Historical Collection, the unit historical repository of MAR-DC-051.

1. Establishment.

1.1. The Tuskegee Composite Squadron Historical Collection (TCSHC) is hereby established as the unit repository of the Tuskegee Composite Squadron, as authorized by CAPR 210-3 paragraph 1.3. It is to be operated in full compliance with CAPR 210-3 and any applicable CAP Historical Program guidance.

1.2. The primary administrator of the TCSHC is the Tuskegee Composite Squadron History Officer (DC051/HO).

1.3. The TCSHC is housed at Tuskegee Composite Squadron Headquarters located in Hangar 1 room 113 on Joint Base Anacostia-Bolling in Washington, DC.

2. Collections policy.

2.1. The TCSHC exists to collect, organize, preserve, and maintain non-current records and artifacts of the Tuskegee Composite Squadron that possess historical value, as well as other records and artifacts relevant to the history of the Tuskegee Composite Squadron and its members.

2.2. All acquired materials and intellectual property rights become the property of the Civil Air Patrol, under the purview of the Tuskegee Composite Squadron. The donation process is managed by DC051/HO.

3. Physical access.

3.1. Access to the TCSHC shall be controlled and materials stored securely. The Commander (DC051/CC), on the recommendation of DC051/HO, will determine which individuals are granted access to the TCSHC and/or serve as assistant administrators. All such determinations shall be made in writing.

4. Logs.

4.1. Hard copy and soft copy logs of historical materials in the collection shall be maintained by the primary TCSHC administrator in compliance with guidance from the National Archives and Historical Collections (NAHC) Division Chief (CAP/HON).

4.2. All materials will be assigned an accession number when they are accepted into the collection.

4.3. The accession log shall record the following information for each accession and deaccession into or out of the TCSHC:

4.3.1. Accession number.

4.3.2. Date accessioned or deaccessioned.

4.3.3. Brief description of item(s).

4.3.4. Source of item(s).

4.3.5. Type of accession, which shall be one of the following: deposit, donation, license, transfer, loan, purchase, or exchange. Alternately, a deaccession is recorded in this column as such.

4.3.6. Notes are optional, except that in the case of deaccessions disposition information must be recorded.

5. **Acceptance of items.**

5.1. TCSHC administrators are authorized to acquire and/or accept the following without obtaining any additional approvals or concurrences:

5.1.1. Items no longer in current use belonging to or generated by the Tuskegee Composite Squadron, for deposit into the TCSHC.

5.1.2. Items donated or licensed, accompanied by an unmodified CAPF 180 or CAPF 181 respectively, for accession into the TCSHC.

5.1.3. Items transferred to the TCSHC from another unit, activity, or repository, accompanied by a CAPF 182.

5.1.4. Items loaned to the TCSHC, accompanied by an unmodified CAPF 183.

5.1.5. Reference materials. A CAPF 164 may accompany donated reference books or other reference materials, but is not required so long as the donor's intent is clearly stated.

5.2. TCSHC administrators must consult with and obtain concurrence from National Capital Wing legal staff before acquiring and/or accepting the following for accession into the TCSHC:

5.2.1. Items donated or licensed, accompanied by a CAPF 180 or CAPF 181 in which the legal language has been modified (other than filling in blanks on the form) or not accompanied by a CAPF 180 or CAPF 181.

5.2.2. Items loaned to the TCSHC accompanied by a CAPF 183 in which the legal language has been modified (other than filling in blanks on the form) and/or accompanied by additional legal documentation.

5.2.3. Any item for which DC051/CC or DC051/HO deem legal concurrence to be prudent.

6. Loan of items.

6.1. With the approval of DC051/HO and the concurrence of DC051/CC, items may be loaned to CAP units, activities, or other Historical Repositories through use of a CAPF 183, per CAPR 210-3 paragraph 1.7.1.

6.2. With the approval of DC051/HO, the concurrence of DC051/CC, and concurrence of National Capital Wing legal staff, items may be loaned to reputable non-CAP historical, educational, or cultural organizations, per CAPR 210-3 paragraph 1.7.2.

7. Deaccession and disposal of items.

7.1. TCSHC administrators are authorized to dispose of equipment, supplies, or reference materials (i.e., non-accessioned items) supporting the TCSHC that have reached the end of their usable lives, are no longer necessary for the operation of the TCSHC, and/or are not appropriate for use in an archival environment. If possible and cost-effective to do so, efforts should be made to provide items that are still usable to other CAP units or community organizations. Nothing in this paragraph overrides any requirements to properly account for CAP property per all applicable regulations.

7.2. Items that have been accessioned into the TCSHC may be deaccessioned only with the written approval of DC051/HO and the written concurrence of DC051/CC. The written concurrence of National Capital Wing legal staff must also be obtained to deaccession an item if legal concurrence was obtained to accession said item. Nothing in this section overrides any requirements to properly account for CAP property per all applicable regulations.

7.2.1. Items that would better suit the purpose of another CAP unit's historical repository should be deaccessioned through transfer to the most appropriate repository.

7.2.2. Items that would be better maintained by a reputable non-CAP historical, educational, or cultural organization may be deaccessioned through donation to, or exchange with, the most appropriate organization feasible.

7.2.3. Items that do not fulfill the purpose of the TCSHC and are not eligible for transfer under paragraph 7.2.1 may be deaccessioned through transfer to the CAP NAHC; deaccessioned through exchange or donation; deaccessioned and converted to non-historical property that can be used to advance the mission of the CAP Historical Program; or, if no other uses are possible or reasonable, deaccessioned and destroyed.

JACOB J. GERSTEIN, Lt Col, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements for this OI.