



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 210-3

23 DECEMBER 2015

History

CIVIL AIR PATROL HISTORICAL REPOSITORIES

This regulation states the objectives of unit historical repositories within the Civil Air Patrol Historical Program. It serves as a guide for creating unit repositories, acquiring historical materials and intellectual property rights from non-CAP sources, and collecting CAP records of enduring value. It also introduces the Civil Air Patrol National Archives and Historical Collections, the unit repository of CAP National Headquarters.

SUMMARY OF CHANGES. This revision prescribes the CAP Form (CAPF) 183 and rescinds mandatory command approval and legal concurrence for most repository administrator actions.

NOTE: Shaded areas identify new or revised material.

1. UNIT HISTORICAL REPOSITORIES

1.1. The Civil Air Patrol Historical Program, under the leadership of the Chief Historian of the Civil Air Patrol, is charged to “preserve and disseminate the history of the Civil Air Patrol,” per CAPR 210-1, *Civil Air Patrol Historical Program*.

1.2. To achieve this goal, historians at all levels may take the lead in “[e]stablishing and conducting a program of the collection and preservation of items of historical significance either of a documentary or physical property nature,” per CAPR 20-1, *Organization of Civil Air Patrol*.

1.3. Therefore, materials of historical significance in the possession of the Civil Air Patrol may be collected into unit repositories that seek to preserve them in perpetuity. These unit repositories will be administered by the unit historian(s) or assistant historian(s), or, in units without a historian, the commander’s designee. The administrators of unit repositories are authorized to undertake the activities listed below (commanders may impose additional approval and/or concurrence requirements by specifying any such requirements in writing):

1.3.1. Establish procedures for the solicitation, acquisition of items and administration of the unit historical repository, so long as nothing in said procedures conflicts with national publications.

1.3.1. Evaluate and collect non-current records and artifacts belonging to the unit for inclusion in the unit repository.

1.3.2. Accept and acquire historical materials through donation, purchase, or the transfer from another CAP unit or body.

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1.3.3. Accept rights to historical materials.

1.3.4. Subject to approval to the echelon commander, remove items from the repository which do not fulfill the purpose of the repository.

1.3.5. Make materials in the repository available to researchers, interested CAP members, and the general public.

1.3.6. Familiarize themselves with, and conduct all actions in line with, the practices listed in CAP History Program regulations and pamphlets.

1.4. The materials in unit repositories are and remain the property of the Civil Air Patrol and, as such, must be kept entirely separate and distinct from personal collections or collections belonging to other individuals or entities, unless and until such collections legally become the property of the Civil Air Patrol through purchase or through the completion of a CAPF 180, *Historical Property Deed of Gift*.

1.5. Materials from one CAP unit or body may be transferred into the keeping of another unit through a CAPF 182, *Transfer of CAP Historical Materials*, accompanied by the appropriate documentation regarding their creation and ownership.

1.6. Records not copyrighted by the Civil Air Patrol nor in the public domain may only be published, disseminated, or sold by CAP after the completion of a CAPF 181, *Non-Exclusive Copyright License*, by the holder of the copyright.

1.7. Materials from a CAP historical repository may be loaned to CAP units and activities, CAP historical repositories, and reputable non-CAP historical, educational, or cultural organizations through a CAPF 183, *Loan of CAP Historical Materials*, which specifies a definite period of time for the loan. The legal language on the CAPF 183 has been reviewed and approved by the CAP General Counsel; a unit or higher headquarters legal officer must concur prior to executing a loan involving any modifications aside from filling in blanks on the form.

1.7.1. Loans to CAP units, activities, or repositories are executed through a CAPF 183 alone.

1.7.2. Loans to reputable non-CAP historical, educational, or cultural organizations must include a completed CAPF 183. 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 the completed additional documentation.

1.8. Repository administrators shall remain accountable for the management, care, keeping, and disposition of the items in the unit repository and shall take all steps to ensure their safekeeping, organization, and utility, in accordance with the practices outlined in CAP Historical Program regulations and pamphlets.

1.9. Units declining or unable to establish a unit historical repository shall present their non-current records and artifacts of historical significance to an historian at a higher echelon who administers a repository.

1.10. To aid unit repositories in the collection of historical records:

1.10.1. Unit records not covered by permanent retention criteria but which the commander determines to be of significant historical value will be forwarded to the unit historian for evaluation. If there is no unit historian, such records will be forwarded to the historian at the next highest echelon where there is an historian. (This supersedes section 10a of CAPR 10-2, *Files Maintenance and Records Disposition*.)

1.10.2. The evaluating historian will determine the disposition of the records by incorporating them into the repository of the unit that created them or transferring them to the keeping of a higher echelon unit repository.

1.10.3. The evaluating historian will return records determined to not have historical significance. (This supersedes section 10b of CAPR 10-2.)

2. THE CIVIL AIR PATROL NATIONAL ARCHIVES AND HISTORICAL COLLECTIONS

2.1. The unit historical repository for Civil Air Patrol National Headquarters is the Civil Air Patrol National Archives and Historical Collections.

2.2. The CAP National Archives and Historical Collections is authorized to identify, collect, organize, preserve, and maintain the non-current records of the Civil Air Patrol National Headquarters possessing historical and administrative value and other records and artifacts relevant to the history of the Civil Air Patrol and its members.

2.3. The CAP National Archives and Historical Collections are administered by the Civil Air Patrol National Curator and/or the Civil Air Patrol National Archivist.

2.4. The CAP National Archives and Historical Collections work in conjunction with the Civil Air Patrol History Program at all levels to make CAP history available and useful to CAP members and the general public.

2.5. The CAP National Archives and Historical Collections chronicle the history of the Civil Air Patrol and antecedent organizations. The materials collected may be of any format or medium, to include textual records, photographs and images, audio and video recordings, publications, digital materials, and all nature of artifacts.

2.6. All acquired materials and intellectual property rights become the property of the Civil Air Patrol, under the administration of the CAP National Archives and Historical Collections. Individuals and organizations wishing to donate materials or intellectual property rights to the National Archives and Historical Collections may contact the National Archivist or the National Curator.

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