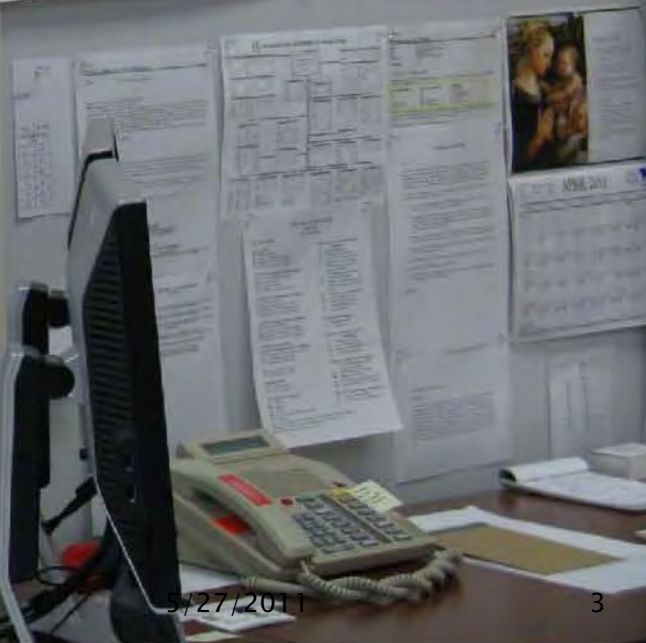
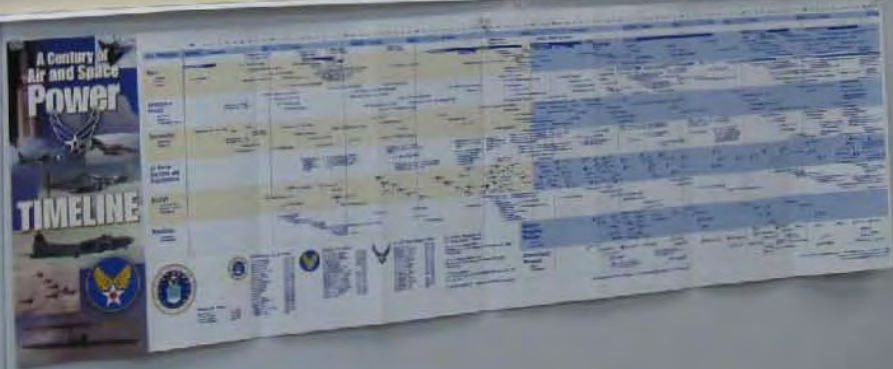
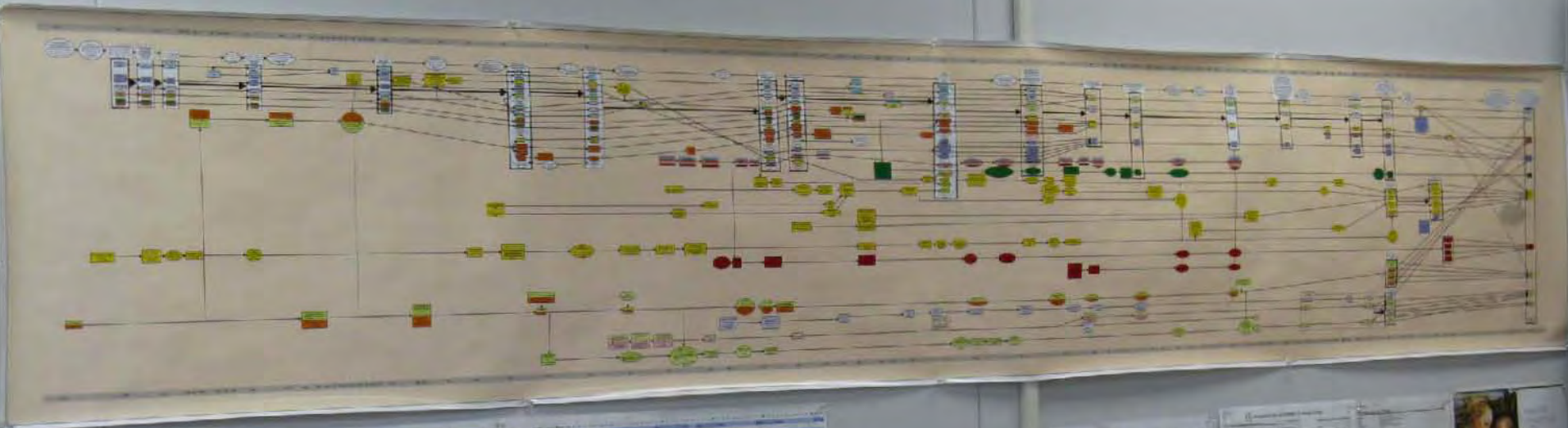


With an Eye on the Prize....



The Struggle of a Lone Arranger with Appraisal and Acquisition
Shari Christy, AFRL/HO – MacAulay–Brown, Inc., WPAFB, Ohio
Midwest Archives Conference Spring Meeting
April 29, 2011





I'm here, now what?



AFRL/HO Research Division Collection Policy

- ▶ The research division accepts unclassified and non-proprietary materials that document important decisions relating to AFRL and its predecessor organizations. These include the S&T activity itself, planning, finances, personnel, and so on. Materials can be on almost any type of media – electronic, paper, photo, video, etc. The research division maintains the provenance of the donated materials and preserves their original order. (Materials not accepted include technical reports, which are housed at DTIC, and 3-D artifacts, which should be given to the National Museum of the United States Air Force.)

AFRL/HO Research Division collection policy

- ▶ **Qualities or Characteristics a Collection must Possess**
- ▶
- ▶ Informational value – the collection tells about persons, activities, and projects with which AFRL or predecessor labs have been involved over the years.
- ▶
- ▶ Evidential significance – the collection contains evidence about functions and activities of AFRL and predecessor labs over time.
- ▶
- ▶ Intrinsic value/Uniqueness – the collection has one or more unique factors [as it relates to AFRL that make it important to retain.
- ▶

Your Collection Policy

- If you don't have one
 - get started making it
- Once you've got one –
Commit to memory /
live by it / use it in
connection with every
decision made in
relation to acquisition



Know your space issues



5/27/2011

Know your space issues

- ▶ Know how much you currently have and what's in it
- ▶ Know how much you can take in – how much open space and how fast are you processing
 - MPLP?
 - Standard processing?
- ▶ Deaccessioning can be part of this process
 - Is the new collection a better representation?

Range 18 – Processed Spec. Coll.

Range 19 – Processed: Spec Coll
Unprocessed: Historical

Range 15 (Backside) - Unprocessed: Mesa Coll;
Range 15 (frontside) – Unprocessed: R&D materials

Range 14 – Unprocessed: History Office
Range 13 - Unprocessed: Rpts

Range 12 – Unprocessed: FTO;
Range 11– Unprocessed: XYZ

Range 10 – Unprocessed: Vice Cmdr
Range 09 – Unprocessed: Heritage matl's

Range 08 – Open
Range 07 – Processed: Drawings

Range 06 – Unprocessed: Library
Range 05 – Processed: Spec. Coll. Bella Davis ;

Range 04 – Archival Supplies
Range 03 - Archival Supplies

Range 02 – Archival Supplies
Range 01 – Archival supplies

Range 17 – Archival Supplies

Door

Flat Shelving -Oversize materials

Door

AFRL/HO Rsch Div
Room 1

AFRL/HO Rsch Div Room 2

Range 15 – Magazines; pamphlets

3
Range 11 – Ephemera;
Range 10 – Oral Histories

2
Range 09 – Histories
Range 08 – Histories

Range 07 – XP Coll
Range 06 – TD Branches

Range 05 – Flight Technology
Range 04 – Multimedia

Range 03 – UFO Info
Range 02 – UFO Info

4
Range 01 – Commander's Files

Door

Door



DOOR

AFRL/HO Rsch Div
Room 3

Range 01- Public Relations

Range 02 - VACA Tech Reports Coll.
Range 03 - VACA Tech Reports Coll.

Range 04 - Tech Reports Coll.
Range 05 - Microfilm

8

Range 06 - Photo negatives /slides /16mm films
Range 07 - Photos coll

Range 08- Spec. Coll. Tom Jones
Range 09- AV

Range 10 - Misc Collections
Range 11 - Special programs

Range 12 -Spec. Coll. Blueprints
Range 13 - Spec. Coll. Jane Doe

Range 14 - Spec. Coll. John Smith

Door

DOOR

AFRL/HO Rsch Div
Room 4

Range 01-Books

6
Range 02 - TD History Office Collection
Range 03 - Heritage Coll.

5
Range 04 - Open
Range 05 - ibrary Collection

Range 06 - Bldg XX Historical Collection
Range 07 - Open

Range 08 - Open
Range 09 - Open

Range 10 - Open
Range 11 - Microfiche Collection

7
Range 12 - Scientific Collection
Range 13 - Mass.Coll.

1
Range 14 - Library Rare Books;

AFRL ARCHIVES ACCESSIONS LOG - YEAR: 2010

Date Recvd	Item/File Description	Record Group/Collection	Encompassing Dates	Vol	Donor/Org	Linear Feet
4/9/2010	Microfiche Tech Reports	Ft. Monmouth New Jersey Coll	Assorted	1 RS	Chrissie Reilly US Army	1.5
5/17/2010	Office files - Box 1080	AFOSR HO collection	Assorted	1 RS	B. White AFOSR/PIP	1.5
5/24/2010	Microfiche Tech Reports	Ft. Monmouth New Jersey Coll	Assorted	4 sm bxs	Chrissie Reilly US Army	2
6/22/2010	Microfiche Tech Reports	Ft. Monmouth New Jersey Coll	Assorted	2 sm bxs	Chrissie Reilly US Army	1
TOTAL LINEAR FEET						6
TOTAL FOR JAN-JUNE						212

Date Recvd	Item/File Description	Record Group/Collection	Encompassing Dates	Vol	Donor/Org	Linear Feet
6/25/2010	Office files - Box 1074	AFOSR HO collection	Assorted	1 RS	B. White AFOSR/PIP	1.5
6/28/2010	Office files - Box 1076	AFOSR HO collection	Assorted	1 RS	B. White AFOSR/PIP	1.5
6/30/2010	Histories/historical materials	Brooks Heritage Archives Coll.	Assorted	38 RS 7 OZ Holl	R. Purificato 311 ABG/HO	71
7/9/2010	Microfiche Tech Reports	Ft. Monmouth New Jersey Coll	Assorted	2 lrg bxs	Chrissie Reilly US Army	4
7/11/2010	Microfiche Tech Reports	Ft. Monmouth New Jersey Coll	Assorted	3 bxs	Chrissie Reilly US Army	3.5
7/13/2010	Papers/Books/Photos/Reports/etc	USAFSAM Library Collection	Assorted	54	Steve Grove USAFSAM/EDL	81
7/22-23/2010	Microfiche Tech Reports	Ft. Monmouth New Jersey Coll	Assorted	2 sm bxs	Chrissie Reilly US Army	2
11/2/2010	Misc Materials	Sensors Directorate coll	Assorted	1 RS	Ray Rang AFRL/RYO	1.5
TOTAL LINEAR FEET for Jul-Dec						166

AFRL/HO Research Division Records Transmittal Form

CONTACT: Shari Christy, Archivist/Curator,
937-255-4661; Shari.christy@wpafb.af.mil

Date:	Point of Contact Person & Phone #:
Name of Transmitting Organization:	

Type of Records transferred: (check all that apply) Office Records _____ Personal Papers _____ Media _____ Photographs _____ Books _____	Administrative Notes: Preliminary Inventory _____ Notes: _____ _____
---	---

Description of Contents: (Attach additional pages of description if needed)

Estimated volume:

#Linear Feet _____	# Boxes _____
#File Folders _____	Other _____

Donating individual/organization acknowledgement of donation:

Received by:	Date:
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AFRL/HO Research Division Donation Policy: AFRL/HO reserves the right, without notification, to deaccession, transfer or destroy materials found to be duplicates and/or unrelated to AFRL and its predecessor organizations.

Here's how it looks....



Other issues to consider

- ▶ Security
- ▶ Restrictions
- ▶ Labor

DONORS

- ▶ Internal vs External
- ▶ Considerations for acquisition:
 - ▶ How dependent is your organization on donors of collections for financial donations?
 - ▶ If you acquire a collection, can the donor also make a monetary donation for processing it? If they don't, can you still afford to take it?

Say “Yes” – with a big “BUT*”

- ▶ That’s not me! (as if!)
- ▶ Yes because you never know what else they might have
- ▶ Yes because they may not know exactly what they have and might mistakenly call it something that it really isn’t
- ▶ Yes because it really doesn’t hurt to take a look
- ▶ Yes doesn’t mean you HAVE to take it
- ▶ Yes is always better than No
- ▶ Be up front about possibility of Deaccessioning
- ▶ *Perhaps “caveat” might be a better word



Where to Appraise – On-site (at the donor's location)

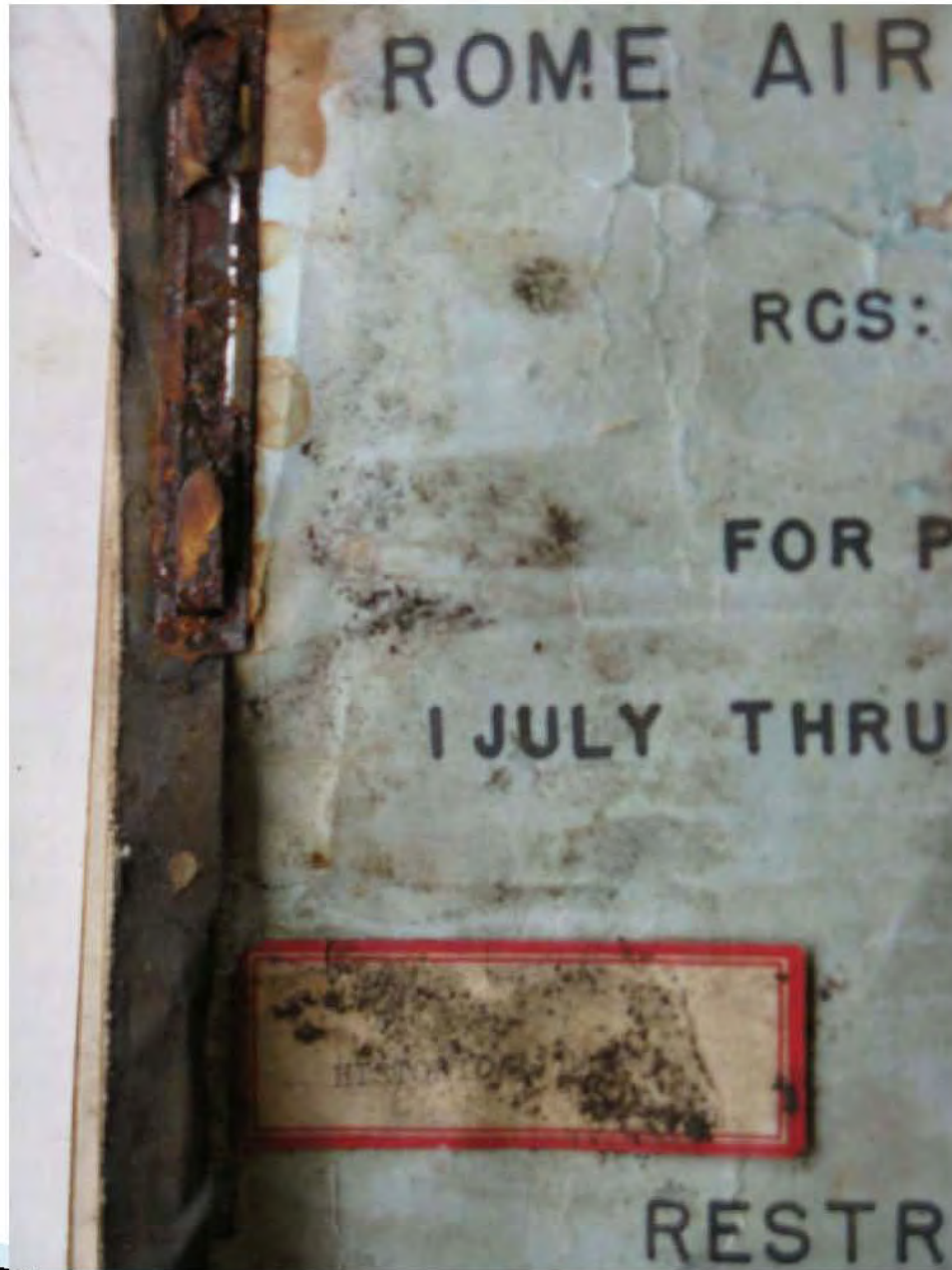
- ▶ On-site – pros
 - Won't take in a collection that doesn't fit
 - Can assess and address preservation issues right there and then (Mold, bugs, etc.)
 - Assess potential biological hazards
 - No Deaccessioning issues
- ▶ On-site – cons
 - Appraisal time can be rushed
 - Environment less than ideal
 - Pressure to take the collection
 - Donor Disappointment

Where to Appraise – Off-site (at your shop)

- ▶ Off-site – pros
 - Can take time to appraise
 - Good donor relations
 - Weeding
- ▶ Off-site – cons
 - Taken in a collection with possible preservation issues
 - Collection takes up space
 - Collection might not fit collection policy

Reason to appraise onsite







LIST OF SUPPORTING DOCUMENTS

- Document No. 1 RAFO S. O. No. 17 issued 21 July 1952
- Document No. 2 RAFO S. O. No. 29 dated 3 October 1952
- Document No. 3 RAFO PAR No. 44 dated 19 November 1952
- Document No. 4 RAFO S. O. No. 34 dated 1 December 1952
- Document No. 5 RAFO S. O. No. 32 dated 6 October 1952
- Document No. 6 RAFO S. O. No. 21 dated 6 August 1952
- Document No. 7 RAFO S. O. No. 27 dated 22 September 1952
- Document No. 8 Two Ind. by Headquarters AMC to basic letter this depot requesting 25 additional civilian pieces.
- Document No. 9 RAFO Notice No. 6 dated 14 November 1952, HII Fleetown Air Materiel Area.
- Document No. 10 RAFO S. O. No. 211 dated 25 November 1952
- Document No. 11 Message No. MENTC-12-99-E, 13 December 1952 - Commanding Officer RAFO.
- Document No. 12 Copy letter dated 12 December 1951 from RAFO Commanding General Headquarters, AMC, subject "Establishment of Adequate Procurement Data - Commercial and Other Industry - Developed It".
- Document No. 13 Copy of message No MOCN6-7-2-E from Headquarters AMC to RAFO
- Document No. 14 Extract, Headquarters AMC Area Activities Critique, 11 July 1952.
- Document No. 15 Two photos showing "Overseas Packing for W. Cables, - Old and New Method."
- Document No. 16 Photo, "Location Numbers for Outside Storage"
- Document No. 17 Photo, "Small Packages Box Truck RAFO"
- Document No. 18 Communications concerning Keflavik Air Base
- Document No. 19 Message No. MENTC-12-98-E dated 22 December 1952 from RAFO to AMCA's concerning UHF Transmitter V-292/GR.

Appraisal/Inventory On-site

- ▶ Try to do a preliminary/rough inventory as soon as you can (assuming you weren't involved in the boxing/reviewing of the collection prior to your receiving it).
 - There can be surprises
 - Improper packing
 - Possible reduction of collection footprint

Sometimes it's a challenge...







Here's how it arrived



Opened it up....



Box within a box...



After all that....



Half-filled....



Final words....

- ▶ **A** Always say Yes
- ▶ **B** But with a
- ▶ **C** Caveat

The End!

Shari.christy.ctr@wpafb.af.mil

