## SAMPLE DOCUMENT

**Type of Document:** Collections Management Policies  
**Date:** 2007

**Museum Name:** National Museum of the United States Air Force  
**Type:** Military/Battlefield

**Budget Size:** $10 million to $24.9 million  
**Budget Year:** 2008

**Governance Type:** Federal  
**Accredited:** Yes

### Notes on strengths or special features:

The document contains the following required elements:
- Acquisitions/Accessioning
- Access and/or use of collections
- Care
- Deaccessioning/Disposal
- Inventories and/or documentation
- Loans
- incoming
- outgoing
- Use of proceeds from the sale of deaccessioned collections

The document contains the following additional sections:
- Abandoned Property/Unclaimed Loans
- Appraisals
- Authority
- Categories of Collections
- Code of Ethics
- Cultural Property
- Glossary
- Housekeeping
- Other: History of the museum, Collecting Criteria, Acquiring Historical Property, Unsolicited Donations, Restoration, Movement of Collections, Safety and Security (including hazardous materials)
- Insurance & Risk Management
- Laws
- Mission Statement
- Objects Found in Collection
- Objects Left in Custody
- Photography
- Rights & Reproduction
- Review
- Scope of Collections

---

### USE STATEMENT & COPYRIGHT NOTICE

The AAM Information Center has provided this sample document. It serves as an example of how one museum addresses a particular issue. Museums should compose original materials based on their unique circumstances. Any document produced by the recipient should not substantially use the contents of this sample as the basis.

Materials in the AAM Information Center are provided "as is," without any guarantee or warranty of any kind, expressed or implied.

### NOTICE CONCERNING COPYRIGHT RESTRICTIONS

Under certain conditions specified in the copyright law of the United States (Title 17, United States Code), libraries and archives may furnish a photocopy or other reproduction. The photocopy or reproduction may not be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
National Museum
of the
United States Air Force

Collection Policy

10 May 2004
Revised 19 September 2007
Chapter of Contents

1. Introduction
   1.1 Definition of a collections management policy ........................................4
   1.2 Parameters of the Collection Policy .......................................................4
   1.3 Statement of Purpose .............................................................................4-5
   1.4 Mission .................................................................................................5
   1.5 Scope .....................................................................................................5-7
   1.6 Statement of Responsibility and Chain of Command ............................7-9

2.0 Collecting Activity
   2.1 Areas of Collecting ................................................................................9-10
   2.2 Collecting Criteria ................................................................................10-11
   2.3 Use of Accessioned Collections .............................................................11-12
   2.4 NMUSAF Acquisition Committee ...........................................................12
   2.5 Ethics and Collecting ............................................................................12-15

3.0 Managing the Collection
   3.1 Property Accountability .........................................................................15-16
   3.2 Documentation ......................................................................................16-17
   3.3 Acquiring Historical Property ..............................................................18-19
   3.4 Unsolicited Donations ..........................................................................19
   3.5 Museum Support Articles ....................................................................19
   3.6 Deaccessioning .......................................................................................19
   3.7 Outgoing Loans ....................................................................................22-25
   3.8 Temporary Loans ..................................................................................25
   3.9 Incoming Loans .....................................................................................25-26

4.0 Care of the NMUSAF Collections
   4.1 Conservation ..........................................................................................26
   4.2 Restoration ..............................................................................................26-27
   4.3 Collections Storage .................................................................................27
4.4 Movement of Collections.................................................................28-29
4.5 Collections Inventories.................................................................29
4.6 Safety and Security.................................................................29-34

5.0 Revising the Collection Policy.................................................................34
1. Introduction

1.1. Definition of a collections management policy. The National Museum of the United States Air Force’s (NMUSAF) Collections Policy is a comprehensive statement that codifies the Museum’s standards and practices for managing its accessioned artifact and archival collections. It provides guidance for critical areas of collections management including acquisition, accession, accountability, control, use, and disposition. It supports existing Department of Defense (DoD), and Air Force Instructions (AFIs), directives, and regulations related to historic property management, defines staff roles and responsibilities, and ultimately serves to advance the NMUSAF’s mission. In tandem with AFI 84-103, United States Air Force Heritage Program, and individual program Operating Instructions (OIs), the collections policy is the principal resource for the management of NMUSAF’s collecting activities.

1.2. Parameters of the Collections Policy.

1.2.1. The NMUSAF is an integral part of the larger United States Air Force Heritage Program (USAFHP) which also includes twelve field museums, 169 airparks, 74 heritage holdings, and 5 heritage centers. Collectively, these additional, non-NMUSAF sites are referred to in this document as the Air Force Heritage Program’s “field sites”. In accordance with existing statutes and AFI 84-103, the NMUSAF is responsible for the professional management and conservation of the United States Air Force’s (USAF) national collection of historical property, including aerospace vehicles and artifacts located at all field sites. Historical property located at these sites is technically on loan from the NMUSAF-managed national collection and subject to all requirements and restrictions detailed in AFI 84-103.

1.2.2. In accordance with AFI 84-103, field sites are required to create and implement their own management documents, including a collection policy. These documents, while reinforcing AFI 84-103 mandated procedures, reflect the field sites’ unique mission, scope, and appropriate local procedures.

1.2.3. In the same way, the NMUSAF’s Collections Policy reflects the NMUSAF and its unique mission, scope, and local procedures while reinforcing AFI 84-103. It is intended for use only at the NMUSAF. Where necessary or appropriate, the policy will reference the USAFHP and its field sites.

1.3. Statement of purpose.

1.3.1. The NMUSAF was first established in 1923 at McCook Field in Dayton, Ohio as an informal collection of aircraft, engines, armament and equipment. In 1927 it was moved to Wright Field where it served primarily as an internal study collection for the burgeoning Army Air Corps, but by 1931 the emphasis has shifted towards active collecting and preservation. Sadly, interest in the collection deteriorated during World War II and many important artifacts were lost and even destroyed. Re-building began again after the War and in 1952 Air
Force Regulation 210-4, Historical Data, established the Air Force Museum. In 1954 the Museum opened to the public and in 1971 a 207,000 square foot facility opened in its present location. Since then, an additional 895,186 square feet have been added to exhibit, preserve, and interpret a world class collection of aircraft and artifacts. Today, the National Museum of the United States Air Force is the oldest and largest military aviation museum in the world.

1.3.2. As the National Museum of the United States Air Force, the NMUSAF’s historical property includes a comprehensive collection of historic aerospace vehicles utilized by the USAF and its predecessor organizations. The collection also includes a wide variety of aviation artifacts including (but not limited to) uniforms, insignia, equipment, firearms, vehicle instruments, and prisoner of war artifacts that all combine to tell the complete story of the Air Force.

1.4 Mission. The mission of the NMUSAF is as follows:

1.4.1. The National Museum of the United States Air Force collects, researches, conserves, interprets and presents the service’s history, heritage and traditions as well as today’s vision of global vigilance, reach and power to an international audience. Through engaging exhibits, educational outreach, special programs, and management of a worldwide historical property collection, the national museum embodies the Air Force’s core values of integrity first, service before self, and excellence in all we do. The museum stands as a memorial to the legacy and sacrifices of Air Force servicemen and women past, present and future. We are the keepers of their stories.

1.4.2. The procedures and practices mandated by the collections policy are in accordance with relevant DoD and Air Force instructions, directives and regulations. All NMUSAF staff must adhere to Air Force Instruction AFI 84-103, as well as other policy referenced or mandated by AFI 84-103.

1.5 Scope. The scope of this collections policy relates to all categories of NMUSAF property as denoted in AFI 84-103*:

1.5.1. Historical property: Items are designated as historical property by the Museum Director. Generally, such determinations are based on the item’s association with an important person, event or place; because of traditional association with an Air Force organization; because it is a representative example of military equipment; or because it represents a significant technological contribution to military science or equipment. The Director controls all historical property; all historical property is accessioned.

* Descriptions of property categories as written here are limited to the NMUSAF’s use. Refer to AFI 84-103, para 6.2 for additional USAFHP requirements on the use of and accountability for categories of property.
1.5.2. *Historical reference material*: includes photographic and printed material used for support of exhibits and educational programming. Items are designated as historical reference material by the Archivist and Chief, Research Division.

1.5.3. *Heraldic Property*: this includes the organizational flags of USAF color-bearing establishments in accordance with AFI 84-105, *Organizational Lineage, Honors, and Heraldry*. Such flags, guidons, and related streamers are inherently historical and, upon retirement, are sent to the Museum’s Collection Division for conservation and storage. The Collection Division will return the heraldic property to the establishment if it is again activated.

1.5.4. *Unit Memorabilia*: includes emblems, insignia, patches, trophies, plaques, awards, sports trophies and other small mementos of significance to a specific unit or establishment; may also include photograph of significant events, equipment, facilities, commanders, mascots, etc; does not include historical property as included in 1.5.1; NMUSAF provides security and long term storage for retired memorabilia; refer to AFI 84-103 for specific handling instructions.

1.5.5. *Restoration Support Items (RSI)*: parts and accessories needed to restore historical properties (instruments, aircraft or missile components, propeller components, engine parts, tires, canopies); RSI will not be stocked beyond needs mandated by 1) current or projected restoration projects; 2) upgrades or additions to completed restorations; 3) the shelf life of a particular item.

1.5.6. *Museum support articles*: includes nonstandard items such as dioramas, models, reproductions and special display furniture; they are neither original historical artifacts nor standard Air Force equipment as defined by Air Force Manual (AFMAN) 23-110, Volume 2, Part 13, *Standard Base Supply Customer’s Procedures*. They may, however, be items of significant monetary value.

1.5.7. *Activity Property*: includes expendable and nonexpendable equipment and supplies received through normal supply channels for operational support.

1.5.8. *Educational Support Items (ESI)*: includes generic apparel, insignia and hardware items used in educational programs; no weapons or radioactive items maybe included in this category; items may only be placed in this category with approval by NMUSAF Director and completion of deaccessioning procedures.

1.5.8.1. All ESI must initially be accessioned into the historical property collection to establish accountability; items may then be recommended for deaccessioning into the ESI category.

1.5.8.2. The NMUSAF Director approves or denies the recommendation or request more information; if approved, the Collection Division will complete the deaccessioning and formally re-designate the item’s category status.
1.5.8.3. ESI will be permanently marked with a number different in format from those of the historical property category to avoid confusion.

1.5.8.4. ESI will only be disposed of through Defense Reutilization and Marketing Offices (DRMOs); they will not be sold, exchanged, or otherwise disposed of; because of their former status as accessioned historical property, all disposition paperwork will be maintained in the item’s original accession file.

1.5.9. The Museum’s Research Division maintains collections consisting of two-dimensional media germane to Air Force history from the US Air Force, other DoD sources, and private donors. They serve as reference tools for research queries from NMUSAF staff, the Air Force, DoD, and the public. Additionally, they act as the primary and secondary sources used by staff historians to interpret the Air Force’s history through museum exhibits, printed publications, media interviews, and other formats. Staff historians use the collections to support the restoration and painting of Museum aerospace vehicles, and original documents in the collections provide sources for reproductions used in Museum exhibitry. Under limited circumstances, the original materials may be displayed. Further information on the management of these collections is explained in the NMUSAF Research Division Collections Policy (8 September 2003).

1.6 Statement of responsibility and chain of command.

1.6.1. The USAFHP Board of Directors, chaired by the Air Force’s Assistant Vice Chief, provides both the Museum with strategic policy guidance, operational direction, and management control. The Board shapes, reflects and advocates the institution’s values.

1.6.2. Office of the Air Force Historian (AF/HO) provides technical policy and guidance for both the NMUSAF and the USAFHP. AF/HO also supports and assists in the development of successful museum strategies for creating an identity for the USAF, sustaining the culture of the airmen, and preserving memories.

1.6.3. The Commander, Air Force Material Command (AFMC/CC) provides administrative command and control, logistical and fiscal support.

1.6.4. Overall stewardship and accountability for NMUSAF collections rests with the Director. As per 10 United States Code, Section 2572 (10 USC 2572), on behalf of the Secretary of the Air Force, the Director discharges Air Force responsibilities concerning the preservation of Air Force material culture and heritage, the professional management and conservation of the Air Force historical property collection, and the interpretation and presentation of Air Force history to the general public.

1.6.5. While maintaining an active role in the management and control of collections, the Director delegates operational authority to other NMUSAF staff,
primarily the Chief, Collection Division, who in turn assigns responsibility for specific collections management tasks to additional Collection Division staff:

1.6.5.1. The Museum’s Senior Curator is designated the Museum’s Firearms Custodian.

1.6.5.2. The Museum’s Registrar is the primary custodian for all collections documentation including accession, incoming loans, or deaccessioning paperwork and maintains all donor, accession, and loan records and official correspondence.

1.6.5.3. The Loan Registrar maintains all documentation related to the administration of the Museum’s civilian and military loan programs.

1.6.5.4. The Museum’s Conservator provides conservation oversight and is responsible for performing a full range of artifact conservation. The Conservator also reviews all exhibit design prior to installation.

1.6.6. Other divisions within the Museum support the collections with oversight and day-to-day management:

1.6.6.1. The Chief, Restoration Division, is primarily responsible for the restoration, maintenance, and security for aerospace vehicles.

1.6.6.2. The Archivist, under the supervision of the Chief, Research Division, the Archivist is primarily responsible for the management, care, and security of the Museum’s two-dimensional media.

1.6.6.3. Computer Support staff within the Museum Management Support Office are primarily responsible for the maintenance, support, operation, and security of the Museum’s networked and web based collections management database, Air Force Museum Artifact Tracking System (AFMATS).

1.6.6.4. The Protection Services Officer has primary responsibility for all aspects of Museum security. The Protection Services Officer, working closely with the Chiefs of Collection, Exhibits, Operations, Education, Research, and Restoration, ensures that all required security precautions are in place, especially those protecting displays of high value historic property (HVHP).

1.6.6.5. Under the supervision of the Chief, Plans and Programs Office, the Static Display Program Manager certifies eligible cities, counties, municipalities and veterans organizations for the loan of excess Air Force aerospace vehicles IAW 10 U.S.C. 2572 and manages all Static Display Program loan accounts.
1.6.6.6. Under the supervision of the Chief, Plans and Programs Office and at the direction of the Director, the Exchange Program Manager identifies excess Air Force property for potential exchange and researches, prepares, and implements all exchange packages IAW 10 U.S.C. 2572.

1.6.6.7. Finally, all staff and volunteers have an inherent responsibility to the maintenance, security, and well being of the national collection.

2.0 Collecting Activity

2.1. Areas of Collecting. The NMUSAF is the United States’ national institution dedicated to preserving Air Force heritage by the active acquisition, conservation and restoration, exhibition, and interpretation of relevant USAF historical property. While the collection does include some representative examples of non-USAF artifacts (foreign or enemy aircraft and artifacts, other service branches) as well as items from the USAF predecessor organizations, these artifacts are collected for the purpose of better telling the story of the USAF.

2.1.1. The following collecting areas support this effort and provide parameters to collecting activity:

2.1.1.1. Aircraft and spacecraft including parts and accessories, instruments, aircraft propellers (U.S. and foreign)

2.1.1.2. Engines, engine parts and accessories (U.S. and foreign)

2.1.1.3. Missiles, drones, unmanned aerial vehicles (UAV) (U.S. and foreign)

2.1.1.4. Armaments, including firearms, bombs, rockets, munitions, edged weapons, special and nuclear weapons, (U.S. and foreign)

2.1.1.5. Clothing and personal equipment, including experimental clothing and accessories, formal dress (U.S. and foreign)

2.1.1.6. Survival and escape and evasion items

2.1.1.7. Prisoner of War items

2.1.1.8. Space related items

2.1.1.9. Medical supplies and equipment

2.1.1.10. Flags, insignias, decorations, awards, trophies and plaques

2.1.1.11. Artwork
2.1.1.12. Other items such as photographic equipment, radio, electronic, and communications items, training items, and parachutes and related items

2.1.2. The NMUSAF has an exclusive mandate to preserve the USAF’s history and traditions by acquiring and maintaining appropriate and relevant material heritage. This is the Museum’s primary collections-related agenda. Additionally, one of each type of artifact will be collected to serve as a record copy of its use by the Air Force. Where appropriate, relevant historical property will be collected as needed to support exhibit, research, restoration needs, as will items of significant provenance. However, care should be taken to avoid duplication, irrelevance, and to limit collecting to artifacts NMUSAF can care for effectively. Staff should refer to Operating Instructions (OI) 84-9 and 84-11 for detailed guidance regarding collecting activity.

2.2. Collecting Criteria. NMUSAF recognizes its role as the national museum of the Air Force and as such its collections scope is wide and varied. It also recognizes the imperative to achieve a balance between acquisitions and the resources to care for and utilize them. A strong collecting vision and careful planning to achieve that vision have enabled the Museum to develop an impressive collection of material culture that effectively documents the history of the Air Force and that is well cared for.

2.2.1. In support of this effort, the Museum thoughtfully considers each potential addition to its collection using the following criteria:

2.2.1.1. The object supports and strengthens NMUSAF’s mission and is consistent with its existing collecting areas.

2.2.1.2. The object has the potential to be utilized by the NMUSAF in a clear and meaningful way, either to support an exhibit, for research or for restoration purposes. Research includes acquiring unique and one of a kind items that have relevance to Air Force history but that may never be displayed.

2.2.1.3. The object comes with clear title or documented action of a good faith effort to obtain clear title, documented provenance (or good faith effort to obtain), has not been obtained illegally or unethically, and accepting it does not violate any existing pertinent international conventions or treaties*, federal, state, or local laws, or DoD or USAF policies, regulations, or instructions.

2.2.1.4. The object is free from special conditions, restrictions or encumbrances that limit its accessibility or use in exhibitions or publications, and all copyrights are conveyed with its acquisition.

2.2.1.5. NMUSAF is able to provide satisfactory care and storage. If the object needs significant or extraordinary conservation or restoration, NMUSAF acknowledges this prior to accepting the object and commits to addressing these needs as appropriate.

2.2.1.6. The object possesses an important and documented association with a significant event, place, or person related to USAF or military aviation history.

2.2.1.7. The object possesses significant intrinsic value in and of itself because of its uniqueness, rarity, or pristine condition.

2.2.1.8. The object will provide a meaningful contribution to NMUSAF’s research, scholarship, or interpretation efforts in the field of USAF or military aviation history.

2.2.1.9. The object provides an important or representative example of significant technological advancement related to the USAF or military aviation.

2.2.2. As a general rule NMUSAF does not collect items that are by nature obscene, defamatory, pose privacy violation issues, or present the potential for physical harm to Museum staff. Exceptions may be considered, but must be approved by the Director.

2.2.3. NMUSAF acknowledges that occasionally the need will arise to accept an artifact or collection that does not meet the above criteria but because of special circumstances may be accepted. For instance, in pursuit of an important or significant artifact, it may be necessary to accept a much larger collection of which it is a part. Such exceptions to collecting criteria will be carefully considered and should involve consultation with appropriate staff. Additionally, issues such as cost of acquisition or transport, long term care, or special conservation needs will be weighed against the merits of the acquisition.

2.2.4. If the NMUSAF determines a particular potential donation has not met the collecting criteria and thus cannot be responsibly accommodated, Museum staff may, when applicable, recommend an alternate repository to the potential donor.

2.3. Use of accessioned collections. The NMUSAF’s artifact and documentary collection exist to support its mission of portraying the history and traditions of the USAF through specialized exhibits and displays of USAF historical property. Through an extensive loan program, this mission is extended beyond the walls of the national museum to field museums, heritage centers, airparks, and historical holdings within the USAFHP as well as to qualified civilian museums, cities, municipalities, and veterans’
organizations. NMUSAF takes the stewardship and accountability of its collections very seriously. To that end it expressly forbids the use of the artifacts in its care for destructive, illegal, or unethical purposes. Specifically:

2.3.1. Accessioned aircraft or aerospace vehicles will not be flown or rendered flyable.

2.3.2. Accessioned artifacts will not be utilized or worn in any “hands-on” exhibits or programs (with the exception of pre-arranged “touch tours” for visually impaired or special needs visitors).

2.3.3. In general, accessioned artifacts will not be made available for non-exhibition purposes such as office decoration or special event support except at the discretion of the director and with the knowledge and coordination of the Acquisition Committee.

2.4. NMUSAF Acquisition Committee. Decisions about acquisitions of historical property to the Museum’s collections are made with the guidance and support of the NMUSAF Acquisition Committee, comprised of the Director, Curator, and Chiefs of the Research and Collection Division. Other Museum personnel will be invited to participate or coordinate as required. As per OI 84-9, meetings of the Acquisitions Committee are called by the director or curator “…at the request of NMUSAF personnel who may know of an item available for acquisition.” (See Section 3.3. for role of committee in acquiring historical property.) The Committee will meet at least monthly or sooner at the discretion of the Director or Curator.

2.5. Ethics and Collecting. The NMUSAF is committed to maintaining the highest ethical standards while in pursuit of its mission to document, study, preserve, and interpret Air Force history.

2.5.1. The Museum fully subscribes to the American Association of Museum’s (AAM) Code of Ethics and its core statements:

Museums in the United States are grounded in the tradition of public service. They are organized as public trusts, holding their collections and information as a benefit for those they were established to serve. Members of their governing authority, employees, and volunteers are committed to the interests of these beneficiaries.

2.5.2. And with regard to collections:

[The] stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

2.5.3. While supporting AAM’s Code of Ethics, NMUSAF acknowledged the need for its own code of ethics that reflects and reinforces its unique mission as well as its obligation to the public. The Museum’s “Ethics Statement” was
adopted in 1998 and is incorporated into its primary management document, AFI 84-103.

2.5.4. Ethics Statement.* The Museum’s ethics statement is intended to identify those general parameters within which all employees and volunteers should operate. The Museum exists to serve both the USAF and the public. It functions as an arm of the USAF and as such must comply with the Joint Ethics Regulation (JER) DoD 5500.7-R, existing AFIs, and established procedures in such operational areas as financial management, personnel matters, and procurement of supplies, as well as within established USAF requirements governing personal conduct. In the event any aspect of this code conflicts with any of the above, the latter must take precedence. Otherwise, NMUSAF staff should be guided by the following:

2.5.4.1. Conduct business in a legal and moral manner, and avoid even the slightest appearance of impropriety such as the use of one’s position or access gained from that position for personal gain. We are subject to scrutiny not just by the USAF, but also by our professional peers and the public.

2.5.4.2. Be guided by both applicable regulations and ethics generally accepted among professionals within the museum community.

2.5.4.3. Never compete with the NMUSAF or give the appearance of doing so. Do not pursue a collecting interest during leisure time if there is a potential for a conflict of interest with the employee’s official duties.

2.5.4.4. Do not accept gifts, discounts or other favors from parties seeking to do business with the NMUSAF. Exceptions to the above are set forth in the JER cited above.

2.5.4.5. Do not prepare appraisals for donors or potential donors. The only permissible appraisals are for internal use or for other non-profit institutions.

2.5.4.6. When speaking out on a public issue, do so as an individual unless authorized to speak officially on behalf of the NMUSAF.

2.5.4.7. Recognize and strive to maintain the goal of service to the visiting public and the dissemination of knowledge.

2.5.4.8. Manage all artifacts placed in the care of the NMUSAF in such a manner as to assure long-term preservation. The use of historical, irreplaceable artifacts in such a manner that promotes their degradation or consumption is inappropriate.

* The Ethics Statement also appears verbatim in AFI 84-103 and therefore is applicable to all USAFHP field sites in addition to the NMUSAF.
2.5.4.9. Maintain all collection records including disposition records in an accurate, thorough and orderly manner.

2.5.4.10. Keep the NMUSAF collections policy in mind when determining whether to accept or reject a proposed donation.

2.5.4.11. Make the collections available for legitimate examination and research by people outside the NMUSAF within limitations of available resources, preservation of the items involved, base level security conditions, purpose of the research, and other considerations.

2.5.4.12. Ensure the integrity of reproductions and replicas and permanently identify those items as such.

2.5.4.13. Only acquire artifacts with clear title.

2.5.4.14. Appreciate the fact that the NMUSAF is holding the National Collection in trust for the benefit of future generations.

2.5.4.15. Care for and interpret artifacts with sensitivity to their cultural origin.

2.5.4.16. Strive to present USAF history to the public in an accurate and unbiased manner.

2.5.5. Personal Collecting. Personal collecting on the part of Museum staff and volunteers must be considered very carefully. The NMUSAF acknowledges that such personal collecting can serve to augment professional expertise among staff and volunteers. However, while not in itself unethical, personal collecting of items within the Museum’s collecting areas stands in direct violation of the NMUSAF Statement of Ethical Conduct (see 2.5.3.3). At a minimum, staff and volunteers are cautioned to avoid any conflict of interest or the appearance of a conflict of interest with regard to personal collecting. To this end, the NMUSAF implements the following ethical safeguards for both staff and volunteers:

2.5.5.1. All NMUSAF staff and volunteers are prohibited from dealing (buying and selling for profit), directly or indirectly, in any item or material similar to those collected by the NMUSAF.

2.5.5.2. All NMUSAF staff and volunteers who maintain private collections of items or material similar to those collected by the NMUSAF must declare and report, in writing, the existence of such a collection, and provide an inventory to the Museum’s Protection Services Officer.

2.5.5.3. NMUSAF staff and volunteers who actively collect items or material similar to those collected by the NMUSAF must allow right of first
refusal to the NMUSAF prior to any purchase or acquisition for their private collection.

2.5.6. **Appraisals and authentications.** In accordance with the Internal Revenue Service (IRS)'s Tax Reform Act of 1984 and AFI 51-601, *Gifts to the Department of the Air Force*, NMUSAF staff will not provide written or oral appraisals of any kind to donors for the purposes of tax deductions.* The only exception to this policy is internal valuations placed on objects or collections for security or insurance purposes. In addition, Museum staff will refrain from recommending specific appraisers to avoid the appearance of endorsement. To avoid potential misuse of or liability for statements of authenticity, staff will not provide formal authentications of objects and are cautioned to avoid offering any informal authentications.

2.5.7. **Volunteers and ethics.**

2.5.7.1. NMUSAF volunteers provide invaluable service to the Museum and serve to further its mission of telling the story of the Air Force. In every sense, volunteers are unpaid staff, working side by side paid staff and afforded many of the same rights, responsibilities, and courtesies as paid staff. As such, they are also subject to the same Museum policies and procedures, including those prescribed in the "NMUSAF Ethics Statement" and in the above statement on personal collecting. This is especially important for those volunteers in positions that put them in direct and/or regular contact with the public (Lobby Information Desk, Registration Desk, Modern Flight Hangar Desk, Cold War Gallery Desk, Presidential Hangar Desk, 8th Air Force Tower Desk, Nissan Hut Desk).

2.5.7.2. Volunteer position descriptions and accompanying work plans are very specific and detail the duties and responsibilities assigned each position. New volunteers to the Museum undergo a comprehensive training and orientation that includes a detailed discussion of ethics and all NMUSAF volunteers are asked to sign the "NMUSAF Volunteer Ethics and Standards Agreement" prior to beginning service.

3.0. **Managing the Collection**

3.1. **Property Accountability.** There are eight categories of NMUSAF property (see ("NMUSAF Scope", paragraph 1.5, for a complete explanation of each). Accountability, control, and administrative responsibilities for the property vary because of their differing sources.

3.1.1. **Historical Property:** all items are accounted for in accordance with AFI 84-103 and OI 84-5; all historical property is accessioned; all gifts of historical property are acknowledged with an official Proffer of Gift (Air Force Form 3571);
Collection Division staff maintain collections management accountability documents for all historical property including a bound accession register and accession folders for each accession which include (but is not limited to) the original Proffer of Gift or other title transfer documents, correspondence, photographs, safety records, and condition reports.

3.1.2. Historical Reference Material: accountability controlled through finding aids maintained by the Archivist and the Research Division.

3.1.3. Heraldic Property: stored separately from NMUSAF collection; accountability controlled through finding aids maintained by the Collection Division.

3.1.4. Unit Memorabilia: Museum provides security and long-term storage for memorabilia from retired units; items are stored separately from the Museum collection; accountability controlled through finding aids provided by the unit and maintained by the Collection Division.

3.1.5. Restoration Support Items (RSI): accountability controlled through finding aids generated by the Restoration Division.

3.1.6. Museum Support Articles: accountability controlled through finding aids maintained by the Collection Division.

3.1.7. Activity Property: accounted for through normal supply channels in accordance with AFMAN 23-110.

3.1.8. Educational Support Items: accessioned into Museum collection as per AFI 84-103 and OI 84-5; items are then formally deaccessioned (in accordance with AFI 84-103 and OI 84-20) into this category; accounted for with separate inventory; items are permanently marked with number different in format from accession numbers applied to historical property to denote different property class.

3.2. Documentation. A museum’s collection is only as strong as its recordkeeping. Objects in the collection have little meaning and may even prove a liability without proper provenance, legal title, photographs, physical description and condition reports, donor information and correspondence. Such records ultimately serve the stewardship of the collection by improving accessibility, documenting care and conservation, aiding research, and assuring overall accountability. As such they are rarely static and always growing to reflect movement, conservation, exhibition, loan or in some cases, deaccession.

3.2.1. Under the supervision of the Chief of the Collection Division, the Museum’s Registrar has primary responsibility for the Museum’s collection records. The Registrar ensures all required information about a particular donation is collected and maintained in both hardcopy files and electronically where appropriate. The Registrar also maintains the accession register, assigns
accession numbers, generates accession files for new donations, and insures that the donation is fully processed.

3.2.2. Under the supervision of the Chief of the Collection Division, the Loan Registrar has primary responsibility for managing all aspects of the Museum’s loan program. The Loan Registrar assigns loan accounts, administers all required paperwork, generates inventories, manages renewals, and communicates policy and procedure to the Museum’s field activities and civilian loan accounts.

3.2.3. Primary authority for documenting new acquisitions rests with the Registrar and the Curator. A signed Proffer of Gift, purchase order, other governmental transfer document, or exchange agreement serves as the formal and complete transfer of title to the NMUSA F. As the Curator generally makes the first contact with a potential donor, he or she will supply the following information regarding new acquisitions to the Registrar:

3.2.3.1. Signed Proffer of Gift (or appropriate transfer of title documentation)

3.2.3.2. Complete donor information including address, telephone number, and e-mail address

3.2.3.3. Proof of ownership (such as vehicle title, Federal Aviation Administration [FAA] transfer, federal firearms license, or other appropriate documentation)

3.2.3.4. Any correspondence with donor concerning donation and acceptance of gift

3.2.3.5. Any transportation, shipping, or mailing documents

3.2.4. Original copies of official collections related documents are kept in the permanent files of the Collection Division. Copies of annual accession registers are maintained in a secure, off-site location. Additionally, the Museum’s artifact database, AFMATS, is backed up on a regular schedule maintained by Information Technology staff.

3.2.5. Where appropriate, information contained in collections records will be made available to other interested parties including non-Collection Division staff and outside scholars and researchers. In accordance with federal Freedom of Information Act and amendments, NMUSA F will honor legitimate public requests for access to its collection records.* However, some information contained in the records is sensitive (donor information, appraised values) and public access is limited in accordance with the Federal Privacy Act.**

** 5 U.S.C. Section 552a (enacted 1974).
3.3. Acquiring historical property. The NMUSAF Acquisition Committee coordinates when there are items known to be available for acquisition. In making their decision, the committee considers specific mission requirements and the collecting criteria detailed in Section 2.2. If particular artifacts are available, the means of acquisition is determined: donation, transfer, exchange, incoming loan, or purchase.* Proper documentation is then generated (see 3.2. above). The NMUSAF will adhere to the following conditions when acquiring historical property:

3.3.1. Historical property is accepted only when there is a commitment to accession the material into the historical property collection.

3.3.2. In general, historical property is accepted when clear title exists and provenance can be satisfactorily determined.

3.3.3. IAW AFI 51-601, any personal property donation valued at over $50,000 will require approval of the Secretary of the Air Force.** The Director is authorized to accept, on behalf of the Secretary of the Air Force, all personal property donations valued at $50,000 or less.

3.3.4. While property is generally not accepted for future utilization in the USAF Exchange Program†, the Director may approve exceptions to this policy.

3.3.5. Bequests of historical property for NMUSAF’s collection will be considered if it is appropriate to the Museum’s mission and scope.

3.3.6. NMUSAF will observe all applicable international, federal, state, and local laws as well as federal tax regulations when acquiring historical property for the Museum’s collections.

3.3.7. Acquisition of radioactive military equipment and aerospace objects is permitted only when in accordance with OI 40-01 Radiation Safety and 40-03 Handling of Potentially Radioactive Artifacts Donated at the NMUSAF Lobby Information Desk.

3.3.8. IAW AFI 51-601, Gifts to the Department of the Air Force, the Museum will inform donors that it cannot assume any responsibility for expenses incurred before the offered donation is accepted, even if the donation is in the temporary custody of the Museum.

3.3.9. When possible, all acquisitions will include full literary, property, and intellectual rights, all copyrights, patents, and trademarks. Exceptions to this

---

* IAW AFI 51-601, Gifts to the Department of the Air Force and 10 U.S.C. Section 2572
** IAW AFI 51-601, Gifts to the Department of the Air Force
† The USAF Exchange Program is administered by the NMUSAF IAW 10 U.S.C. Section 2572.
policy may be considered by the Acquisition Committee or the Director if it is in the best interest of the Museum.

3.3.10. Only unrestricted donations will be accepted. Any exception to this policy will be determined by the Acquisition Committee or the Director. With regard to such exceptions, care will be taken in considering the duration of restrictions, precedents that might be set, as well as current and future impact on the Museum and staff. If restrictions are accepted, a detailed record of such restrictions, signed by the Director, will accompany the Proffer of Gift and be added to the accession file.

3.3.10. On rare occasions the Museum may wish to examine a collection of multiple artifacts in order to evaluate certain objects for donation. The Museum may accept the physical custody of the entire collection for evaluation with the intention of accessioning only those items of particular interest. The remainder of the collection will be disposed of according to instructions agreed upon by both the Museum and the donor.

3.4. Unsolicited donations. Occasionally impromptu donations to the Museum are made without prior communication to the Curator or Director. Staff or volunteers may be approached by potential donors on weekends or after hours, or when the Curator, Director or Chiefs of the Collection or Research Divisions are not available. In such cases, the Operations Specialist may take temporary custody of the donation on behalf of the Museum. A Proffer of Gift Agreement should be completed, signed by the donor, and countersigned by the Operations Specialist. The donation and signed Proffer of Gift are then moved to a secure area to await turnover to the Curator, or appropriate Collection or Research Division staff.

3.4.1. Unsolicited donations are considered conditional pending official acceptance by the Curator, Director, or Collection or Research Division Chiefs. The donation will be acknowledged and processed according to AFI 84-103 and existing OIs.

3.5. Museum Support Articles. Occasionally the Curator, Director, or Collection Division Chief may designate objects as “Exhibit Support Articles.” These objects, such as replicas and reproductions, are a separate category of property (see AFI 84-103, Section 6.2) and primarily intended for use within displays. When accessioned, the nature of the object will be noted in record-keeping and nomenclature will include the term “replica” or “reproduction”.

3.6. Deaccessioning. The Museum’s professional, legal, and ethical responsibility for the care and preservation of its historical property collection occasionally extends to disposing of certain objects. This process is undertaken with great care and deliberation and in accordance with strict guidance provided by AFI 84-103, and OI 84-20, Deaccessioning of NMUSAF Property.

3.6.1. Definitions and eligibility. Deaccessioning is the term used to describe the formal process by which individual items of historical property that are
determined to be excess to Museum requirements, inappropriate to the property collection, missing, stolen, or irrevocably damaged are permanently removed from the Museum’s collection. Only accessioned items for which the Museum has clear title may be considered for deaccession. Any donor restrictions placed on items will always be considered prior to deaccession.

3.6.2. NMUSAF Deaccession Committee. All potential deaccessions must be carefully reviewed and coordinated by the Museum’s Deaccession Committee consisting of the Chiefs of the Collection, Restoration, Research, and Plans and Programs Division, NMUSAF legal counsel, the Senior Curator, and the Director, IAW OI 84-20. In evaluating items for deaccession one or more of the following criteria must be met:

3.6.2.1. The physical integrity of the object has been compromised beyond the Museum’s ability to conserve it

3.6.2.2. The object is not relevant or appropriate to the Museum’s mission or collecting activity

3.6.2.3. The object is of inferior or sub-par quality, or its authenticity is questionable enough to render it useless for public exhibit or scholarly consideration

3.6.2.4. The Museum can no longer care for or maintain the object properly

3.6.2.5. The numbering of the object has been determined to be in error and is being reconciled

3.6.2.6. The object has been lost or stolen

3.6.2.7. The object has been transferred to another property class (e.g. Historical Reference Material, RSI, etc)

3.6.3. A NMUSAF Inventory Adjustment Voucher and appropriate supporting documentation must accompany all historic property being considered for deaccession. Only specific staff within the Collection and Plans and Programs Divisions may prepare Inventory Adjustment Vouchers and the necessary supporting documentation. Those staff includes the Registrar, the Loan Registrar, Loan Program Assistant (in the Collection Division), the Static Display Program Manager or the Exchange Program Manager (in the Plans and Programs Division). Vouchers and documentation are then coordinated, in turn, by the Deaccession Committee and the Museum’s legal counsel, with final certification and approval by the Curator and the Director prior to disposition. At any time during the coordination process Committee members may request additional information, or request that the deaccession action be cancelled.
3.6.4. Deaccessions that are a part of an official Museum exchange are coordinated prior to completion of the exchange agreement, in accordance with standard Exchange Program coordination requirements. The Senior Curator and Director will not sign the Inventory Adjustment Voucher, thereby certifying the deaccession, until the artifact(s) in question have been either shipped to the Exchanger or the Exchanger has taken possession of the items. In either instance, a completed DoD Form 1149 Requisition and Invoice/Shipping Document (DD Form 1149) is required to certify that the deaccessioned artifact(s) have left NMUSAF custody.

3.6.5. Upon approval and certification, original deaccession vouchers and supporting documents are turned over to the Collection Division to be maintained in a Deaccession Log. Copies of the same documents are also placed in the appropriate accession files in Collection Division offices. Copies of deaccession materials related to the Static Display Program are kept in those accession files located in the Plans and Programs Division. AFMATS will be adjusted to reflect the deaccession action.

3.6.6. On a quarterly basis, a qualified museum professional, independent of the NMUSAF, will review recent deaccessions for accuracy, policy compliance, and final disposition IAW NMUSAF OI 84-20. All findings will be reported to the Director, Senior Curator, and Chiefs of the Collection and Plans and Programs Division. Checklists created during the review process will be maintained with the Senior Curator, with copies also maintained by the Static Display Program Manager, Exchange Program Manger, and Collection Division staff as appropriate. Disposition of deaccessioned historical property will be accomplished in one of the following methods:

3.6.6.1. Reassignment to a more appropriate class of property (e.g. Historical Reference Material, Museum Support Articles, Educational Support Items)

3.6.6.2. Exchange as a part of the Museum’s formal Exchange Program

3.6.6.3. Transfer for re-use to another Department of Defense organization (e.g. Army, Navy)

3.6.6.4. Transfer for re-use to another federal organization (e.g. National Park Service, Department of Energy) via Defense Reutilization and Marketing Offices (DRMOs)

3.6.6.5. Transfer to a DRMO for subsequent re-utilization, transfer, or donation to authorized state, local, or non-government agencies and organizations

3.6.6.6. Transfer to a DRMO for subsequent sale as surplus to general public
3.6.6.7. Collection Division staff may locally destroy deaccessioned items that are not accepted by a DRMO. Such destruction is conducted only after coordination with the Museum’s Deaccession Committee. Items are photographed prior to and subsequent to the destruction.

3.6.7. As a government entity, the Museum is not authorized to sell or donate any deaccessioned historical property. A DRMO is the only authorized agent for such transactions. As such, no NMUSAF staff is ever eligible to take possession of deaccessioned historical property except through a DRMO sponsored public sale.

3.6.8. Deaccessioned aerospace vehicles re-assigned or transferred to another DoD organization are for static display only and are not authorized to be flown or rendered flyable under any circumstances. Deaccessioned firearms are reported to Warner-Robins Air Material Center (Warner-Robins AFB, GA) within 30 days of action for serial number control. NMUSAF’s Collection Division will prepare a report IAW OI 31-6, paragraph 5.3 and 5.4. Deaccessions of operable weapons will note to what organization and to whom the firearm(s) were transferred, or the manner of disposal and disposal date.

3.6.9. All deaccessions records will be kept by the Collection Division in perpetuity.

3.7. Outgoing Loans. The NMUSAF’s outgoing loan program serves two primary functions. First, they bring Air Force history and heritage to a wider audience. Second, they assist both military and civilian organizations in fostering a deeper appreciation of and interest in aerospace history and technology.

3.7.1. The NMUSAF is responsible for the stewardship of the National Collection of the Air Force, including historical property on loan to other institutions. The Museum carefully considers potential military and civilian borrowers to ensure that irreplaceable historic property is loaned only to those able to care for it according to accepted professional standards.

3.7.2. The Museum’s loan programs can be divided into two categories: military and civilian. Each serves a particular audience, has unique requirements for eligibility, and is subject to specific rules and regulations.

3.7.2.1. Military Loans. Active duty and reserve organizations interested in receiving historical property for loan must first establish a “heritage activity” with the NMUSAF. This is closely coordinated through the organization’s commander and their Major Command History Office (MAJCOM/HO) and accomplished in accordance with AFI 84-103. All proposals to establish a heritage activity must include a detailed financial plan that takes into account the care and upkeep of potential loaned historical property. All subsequent action regarding the heritage activity is coordinated in the same manner.
Once a heritage activity is established organizations may submit formal requests for loans of historical property to the Plans and Programs Division. Requests will be honored according to date of request and availability of historical property. Upon approval and availability of historical property, the Collection Division will work with the requesting organization to complete a Historical Property Agreement (HPA). The HPA is renewed every two years. All HPAs and related documentation are maintained in the office of the Loan Registrar.

3.7.2.2. **Civilian Loans.** Public Law 10 U.S.C. 2572 authorizes the Secretary of the Air Force to loan surplus Air Force historical property to civilian organizations under very specific conditions. The NMUSAF has been delegated this authority by the Secretary and is the only organization within the Air Force with this authority.

The Museum administers two civilian loan programs:

1. **Civilian Museum Loan Program.** The NMUSAF is authorized to make loans of historical property to established civilian, public or private museums which have a demonstrated record of professional performance, institutional viability and the resources sufficient to ensure the security and preservation of USAF historic property. To ensure this, all interested museums are required to undergo certification with the NMUSAF. The Civilian Museum Certification Program Manager assesses museum qualifications, determines certification, and makes a recommendation to the Director. All civilian museum loan certifications require the approval of the Director.

Once civilian museums are certified, they may submit formal requests for aerospace vehicles to the Plans and Programs Division. Requests will be honored according to date of request and availability of historical property.

Upon approval and availability of historical property, all records and documentation are turned over to the Loan Registrar who will work with the civilian museum to complete a Loan Agreement (LA). Loans are for a specified time period and are not permanent in nature; they are renewed annually.

2. **Static Display Program.** Cities, municipalities, and veterans organizations seeking an aerospace vehicle for display may apply to the Museum’s Static Display Program (SDP). The SDP Manager determines eligibility and certifies applicants. Upon certification, the SDP Manager will work with the applicant to complete an SDP Loan Agreement. Loans are for a specified amount of time and are renewed yearly. All records and documentation related to the
3.7.3. **Loan conditions.** IAW the Museum’s standard civilian and military loan agreement and AFI 84-103, the following conditions apply to all outgoing civilian or military loans:

3.7.3.1. All aerospace vehicles on loan are for static display only. They will not be flown, restored to flying condition, licensed to the FAA, nor will any parts be removed for use in any other airworthy aerospace vehicle.

3.7.3.2. Organizations borrowing historical property from the NMUSAF assume full financial liability for loaned items and agree to the repair, replacement, or appropriate reimbursement for any historical property damaged, stolen or otherwise destroyed as a result of negligence, misconduct, or willful violation of the loan agreement terms.

3.7.3.3. Aircraft are made available to eligible military and civilian organizations on an “as is-where is” basis. Borrowers are responsible for all arrangements and pay all expenses related to the relocation of the aircraft to their facility including preparation, disassembly, packing, crating, handling, and transportation. IAW AFMAN 23-110, Volume 6, Chapter 9, all lethal and/or hazardous material, including radioactive items, must be removed by authorized bioenvironmental personnel prior to release for loan. If this process has not already been accomplished, borrowers will be responsible for the arrangement and any expenses related to hazardous material removal.

3.7.3.4. All preparation and shipping of historical property for loan is administered by Collection Division staff. All outgoing loan material is carefully inspected by staff, documented, and photographed prior to release. Collection Division staff is responsible for shipping all loaned material from NMUSAF and will coordinate with Exhibit and Restoration Division staff if specialty cases, crates, or transport are needed. No historical property will be shipped without a signed loan agreement on file. DD Form 1149 serves as the official receipt of shipped or transported historical property.

3.7.3.5. NMUSAF maintains a policy of declining requests for loans of historical property for short-term events or other consumptive uses or activities such as decorating active duty clubs, recreation centers, or similar facilities, parades, reenactments, community events, Air Force retirements or change of command ceremonies. The Museum may occasionally arrange to have particular historical property exhibited to support short-term events or activities *hosted by the Museum, within the Museum’s buildings or grounds*. This assures appropriate security, transport, and artifact care and safety.
3.7.3.6. Historical property placed on loan is for immediate exhibit purposes and will not be stored indefinitely.

3.7.3.7. In accordance with OI 84-04, delicate, fragile, or irreplaceable historical property will not be loaned to military heritage activities except at the discretion of the Director.

3.7.3.8. Failure to observe the conditions set forth in NMUSAF’s loan agreements (military or civilian), loan policies, AFIs or OIs, or other NMUSAF guidance regarding loans may result in the termination of the loan agreement and the subsequent recall of loaned historical property at the borrower’s expense.

3.8. Temporary Loans. In rare circumstance, the Museum may enter into a short term loan agreement with a military heritage activity or a certified civilian institution for purposes of restoration, special demilitarization, or radiation removal. Temporary loan arrangements are most often initiated by the Museum’s Restoration Division and must be approved by the Director. Upon approval, the Museum’s Loan Registrar creates a temporary loan agreement for a specified loan period. With the Director’s approval, the loan period may be extended.

3.8.1. The Collection Division is responsible for shipping all material on temporary loan and will coordinate with Exhibits, Restoration or Plans and Programs Divisions if specialty cases, crates, or transport are needed. No historical property will be shipped without the signed temporary loan agreement on file. DD Form 1149 serves as the official receipt of shipped or transported historical property.

3.9. Incoming Loans. Generally the NMUSAF avoids borrowing artifacts from other museums or organizations because such transactions place serious obligations on the NMUSAF. Occasionally unique or extraordinary artifacts are made available for a particular exhibit, or in rare cases, entire exhibits may be placed on loan to the Museum.

3.9.1. Incoming loans are generally initiated by the Senior Curator or Director and limited to items intended for immediate exhibition. All incoming loans must be approved by the Director. AF Form 3572, USAF Museum System Loan Agreement is used to document the incoming loan. In certain circumstances, the Museum may enter into a more detailed Memorandum of Agreement (MOA) drafted by its legal counsel, or a loan agreement drafted by the lending institution or individual. Such agreements will be thoroughly reviewed and negotiated by the Museum’s legal counsel prior to signature. The duration of incoming loans is to be no longer than one year. All items on loan to the NMUSAF will be fully insured by the Museum.*

* NMUSAF, as a government entity, is self-insured. If warranted, the Museum will purchase supplemental insurance. Should the Museum borrow an exhibition from a foreign country, it may apply for the U.S. Indemnity Program to cover costs in the event of loss or damage to the exhibition. See 20 USC 971-977, Indemnity Act for Exhibitions for Arts and Artifacts, 1996.
3.9.2. The Senior Curator is responsible for determining in advance all requirements related to the incoming loan and insuring they are documented in the loan agreement or MOA and subsequently implemented. These requirements may include (but are not limited to) insurance, shipping and transport, security, care and preservation, and exhibition.

3.9.3. Collection Division staff are responsible for receiving incoming loans, inspecting and verifying individual items, photographing them, and preparing condition reports. They will also supervise the handling of artifacts on loan to the Museum and prepare them for shipping or transport as per the loan agreement or MOA. DD Form 1149 or the equivalent documentation serves as the official receipt of shipped or transported historical property.

4.0. Care of the NMUSAF Collections

4.1. Conservation. The NMUSAF is deeply committed to the conservation and preservation of the historical property in its collections. The Museum believes such care is the responsibility of all staff and volunteers and employs a dedicated and professional staff of specialists who insure the collection is maintained according to accepted museum standards. To that end the Museum supports:

4.1.1. a professional preservation and conservation program focused on preventative efforts as well as restorative measures to insure the longevity of collections

4.1.2. quality storage facilities for collections including specialized and secure vaults and processing areas as appropriate

4.1.3. thorough documentation of individual artifact condition and treatment

4.1.4. responsible and coordinated exhibition, movement, handling, and preservation of collections

4.2. Restoration. The NMUSAF maintains a comprehensive and state of the art aerospace vehicle restoration program committed to technically accurate as well as aesthetically pleasing restorations. Its goal is to ensure historical accuracy, always keeping in mind the “window” or “moment” of history the aerospace vehicle represents. The NMUSAF maintains a strict “no-fly” policy, and places a premium on preserving the historical integrity of all the aerospace vehicles it restores. As such, it is the Museum’s policy to avoid any capricious entry to aircraft in restoration, storage, or on exhibit.

4.2.1. Working closely with the Restoration Division, the Director and Senior Curator initiate the Museum’s restoration projects. The Research Division will provide additional guidance, especially about color, marking and insignia (CMI) packages, and the Plans and Programs Division may provide funding, logistics, and transport support. Authenticity is not compromised by adding unnecessary or inaccurate names, logos, nose art, or by mixing markings from a variety of
aircraft. Especially with aerospace vehicles exhibited outdoors, it may occasionally be necessary to alter or modify an item in order to maintain its long-term preservation. All such modifications will be non-permanent and reversible.

4.2.2. AF Form 3581 *Static Display Aerospace Vehicle Maintenance Log* is used to record all preservation and restoration actions. The Restoration Division maintains individual aircraft files on aerospace vehicles which have undergone or are currently undergoing restoration. They include background information, research notes, copies of transfer documents, radiation survey forms, AF Form 3580 *Aerospace Vehicle Static Display Acceptance Condition and Safety Report* and AF Form 3581, restoration logs, and any correspondence related to the vehicles restoration.

4.3. **Collections Storage.** At any one time, less than ten percent of the Museum’s collections are on public exhibit. The remainder of the collection is kept in storage in various designated buildings on WPAFB.

4.3.1. With the exception of collections on loan to Air Force heritage activities a certified non-military activities (certified civilian museums; certified cities, municipalities, and veterans organizations), all NMUSAF collections are stored locally at WPAFB. All artifacts at the NMUSAF are stored or exhibited indoors except those aerospace vehicles exhibited in the Museum’s Air Park that have been selected based on their ability to withstand environmental factors with a minimum of damage.

4.3.2. The Chief of the Collection Division has overall responsibility for the management of artifacts in storage though much of that day-to-day management is delegated to the Registrar and Conservator. Access to secure collections storage areas is limited to the Director, Senior Curator, Collection Division staff and Operations Division security personnel. Additional security precautions limit access to the high value and firearms storage areas (see section 4.6 “Safety and Security” below). Occasionally, other Museum staff may be granted escorted access to storage areas or accession files for particular research projects. The physical safety and care of all aerospace vehicles in the Museum’s collections are the responsibility of the Chief of the Restoration Division who may delegate to particular crew chiefs. However, as with all historical property in NMUSAF’s collection, the Collection Division maintains ultimate collections management control over aerospace vehicles.

4.3.3. All artifacts in the Museum’s historical property collection are entered into a bound accession log, catalogued, photographed, processed, and placed in an initial location. All this information is recorded in the object’s accession file and entered into AFMATS. The Museum is currently in the process of implementing a bar coding system to better and more easily track historical property.

4.4. **Movement of Collections.**
4.4.1. NMUSAF carefully controls the movement of collections within the Museum. Generally, historical property is moved internally for one of the following reasons:

4.4.1.1. Artifacts moved between exhibition and storage

4.4.1.2. Artifacts removed from storage or exhibition for preservation/conservation treatment or restoration

4.4.1.3. Artifacts removed from storage in preparation for shipment (outgoing loan, transfers, exchange, specialized outside conservation or restoration; see 3.7.3, Loan Conditions, above)

4.4.1.4. Artifacts moved from one storage site to another

4.4.1.5. Research purposes for Museum staff or authorized visitor

4.4.1.6. Donors who may wish to view their donations*

4.4.1.7. Artifact moved to satisfy authorized media requests coordinated through the Public Affairs the Collection Divisions

4.4.2. Authorized Personnel. Only authorized Museum staff may physically move artifacts from one location in the Museum to another and only with the knowledge and coordination of Collection Division staff. Typically Collection staff conduct artifact movement, but other divisions may be authorized, in coordination with the Collection Division (especially the Restoration and Exhibits Divisions), depending on the task (restoration, exhibit installation). Absolutely no unauthorized persons are allowed access to Museum collections. This includes other non-Museum WPAFB employees who might be tenants in museum storage buildings, non-Collection Division Museum employees, volunteers, or visitors.

4.4.3. Coordination of artifact movement and Artifact Turnover Sheets. Careful coordination and paperwork assures the security and integrity of Museum collections and maintains proper accountability. Prior to any movement, the division receiving artifacts will coordinate with Collection Division staff who then assign a transaction number, complete an Artifact Turnover Sheet, and photograph the artifact in question. Upon movement, the staff member from the receiving division will sign and date the Artifact Turnover Sheet, insuring accountability at an individual as well as divisional level. A copy is given to the receiving division and the original is placed in the Collection Division’s Item Transfer Document Log. The receiving division must notify the Collection Division immediately of the artifacts’ new location; staff will then verify the new location and annotate the Artifact Turnover Sheet and AFMATS. Upon return of the artifacts, or

* Donors who wish to view their donations must make authorized arrangements in advance, be escorted at all times, and pose no undue burden on Collection Division staff.
movement to a different location, Collection Division staff will annotate the Artifact Turnover Sheet(s) as well as AFMATS to reflect the return.

4.4.4. Large artifact movement. The Restoration Division has responsibility for the movement of large artifacts (aerospace vehicles), in coordination with the Collection Division. They have the appropriate equipment and the trained staff to accomplish such movement so as to insure the safety of personnel and material. The Restoration Division will coordinate with the Collection Division and/or the Exhibits Division to accomplish a move from one building to another or if such movement necessitates the movement of exhibits. Once the large artifact has been moved, the Restoration Division staff draft an internal memo for distribution to all Museum divisions noting the old and new location of the artifact. The Restoration Division is also responsible for reporting such movement to the Collection Division for inclusion in the artifact’s accession file and AFMATS.

4.5. Collections Inventories.

4.5.1. Proper stewardship of Air Force historical property includes regular and comprehensive inventories of all historical property. AFI 84-103 also mandates that all historical property be accounted for. As such, NMUSAF will conduct biennial, comprehensive, “wall-to-wall” inventories of all historic property in its collection.* Because of security considerations, NMUSAF’s firearms collection will be inventoried yearly.

4.5.2. The Collection Division is responsible for managing the inventorying process, though other Museum staff may be authorized to assist the division with the physical inventorying. Utilizing hardcopy inventory reports generated from AFMATS, all artifacts will be physically inspected and their location verified. Discrepancies will be noted, researched, and reconciled in a timely fashion. In the interest of artifact security and to create a documented audit trail, careful attention will be paid to maintaining the required paperwork associated with inventories and in accordance with AFI 84-103 and relevant OIs. The Collection Division will retain all documentation association with an inventory as appropriate.

4.5.3. NMUSAF is implementing a bar-coding collections management system. Periodically, and on no particular schedule, Collection Division staff will conduct random samples of selected objects or locations. As with biennial inventories, any discrepancies found will be noted, researched, and reconciled in a timely fashion.


* Field site staff will conduct inventories for their respective facilities and submit completed and reconciled reports with their biennial loan renewals IAW AFI 84-103.
4.6.1. NMUSAF is committed to providing a secure environment for staff and visitors, buildings and grounds, and the collections in its care. To that end, it has in place a rigorous and thorough security program that includes trained security staff, protection and detection devices and equipment, and comprehensive policies and procedures.

4.6.2. Security functions are administered within the Operations Division. Authority for directing the Museum’s security program belongs to the Protection Services Officer, within the Operations Division, who manages security staff and equipment and is responsible for the day to day implementation of the program. The Protection Services Officer is assisted by additional Operations staff that performs security functions as a part of their regular duties. Working closely with the Director, Curator, and all Division Chiefs, the Protection Services Officer develops security policies and procedures for specific museum operations (collections, archives, education and volunteers, visitor services, exhibits) which are then administered on a day to day basis by the appropriate divisions and their authorized staff. However, NMUSAF believes an effective security program depends on the cooperation and participation of all Museum staff and volunteers.

4.6.3. The Museum’s safety and security program can be divided into four parts:

1. Emergency Responses. NMUSAF has comprehensive emergency response procedures, all of which were updated in 2002 and incorporated into a booklet distributed to all staff and volunteers.* All Museum buildings (main public buildings, staff and storage area in Area B of WPAFB) are protected by a computerized fire detection and suppression systems connected to the WPAFB Fire Department. Evacuation routes and emergency exits are clearly marked, alarms are visible and audible and emergency public address announcements provide additional information (indoors and outdoors). All equipment and alarms are regularly inspected by qualified safety professionals.

2. Buildings and grounds:

   a. While located on WPAFB property, the Museum’s main public exhibit buildings and grounds are situated on land adjacent to the restricted areas of WPAFB’s Area B. As such, they are fully accessible to the public during operation hours. However, these facilities are entirely fenced and during non-operational hours are gated and monitored by patrolling WPAFB security personnel.

   b. The Museum’s Presidential and Research and Development and Flight Test Hangars are located in buildings on the active portion of WPAFB’s Area B. While these hangars are open to the public access to them is strictly controlled. Those interested in

* Official NMUSAF emergency response procedures were revised and published again in 2005.
visiting must register in advance for official Museum tours, offered at regular times throughout the day. Those attending must present government-issue identification, be transported in a government vehicle (bus), and are under the supervision of NMUSAF staff at all times.

c. The main public exhibit buildings are protected by intrusion detection systems tied to WPAFB security offices, and a closed circuit 24-hour video surveillance system that monitors the Museum’s interior and exterior (parking lots) public spaces. Exterior doors are equipped with a magnetic lock system; keys to these doors are issued only to selected staff. Conventional keys to interior doors are issued to staff on a needs basis only; only staffs working in a particular area are issued keys to that area.

d. The Museum’s Exhibits, Collection, Research, and Restoration Divisions are located within Area B of WPAFB. Access to Area B is strictly limited to active duty military personnel and WPAFB federal civilian employees. All others seeking access must secure an official WPAFB Visitor Pass or be a part of an official Museum tour. Building 5, housing the Museum’s Exhibits, Research, and Collection Divisions, is accessible via magnetic key locks issued to authorized staff. Other staff or any authorized visitors must ring an exterior bell to gain access. The Museum’s restoration facilities in Hangar 4C-E are alarmed and key access is limited to MUR staff. Volunteers, non-Restoration Division staff, and any authorized visitors must ring an exterior bell to gain access.


a. Safeguarding the historical property collection at NMUSAF involves policies and procedures as well as a variety of physical safety deterrents. These provide for accountability and utilize a “checks and balances” system ensuring no one individual has authority or ability to override or circumvent any measures.

b. Historical property on exhibit is protected in a variety of ways. In accordance with AFI 84-103, Section 7.4 and Attachment 4, the Museum’s exhibits (cases, panels, etc.) are designed to protect artifacts from human or environmental dangers. Exhibits are photographed upon installation as a security record. Finally, surveillance cameras are posted discreetly within the exhibit galleries.

c. Prior to placing HVHP on exhibition, the Senior Curator, and the Chiefs of the Collection and Exhibits Divisions will coordinate with the Protection Services Officer on matters associated with the artifact(s)’ security. It is the responsibility of the Protection Services
Officer to insure that all required security precautions are in place prior to the public display of HVHP. If appropriate, cases containing HVHP will be alarmed in accordance with AFI 84-103, A4.2.6.

d. Public exhibits are regularly inspected to detect and address any problems immediately. Twice daily, randomly timed inspections of exhibit areas (especially HVHP) are performed by designated Museum volunteers against a checklist generated by the Collection Division. Any discrepancies are immediately reported to the Protection Services Officer or an Operations Division Operations Specialist and the matter is turned over to the Museum’s Protection Services Officer. Additional and more detailed inspections are conducted by authorized Collection Division staff on a schedule determined by that Division.

e. Special attention to potential loss or damage of historical property on exhibit will be given during periods of high-risk activities such as exhibit installations or de-installations, building renovations or repairs, special events, transportation of historical property, or when building perimeter security is relaxed to allow for aircraft or large exhibit movement.

f. When artifacts are in storage, depending on size and composition, they are placed in secure and limited access buildings, locked cabinets, or secured crates. Weapons and other HVHP are stored in security vaults or safes that require two authorized Museum personnel to access. While the Museum offers public tours of its restoration areas, they are conducted by trained volunteer docents and strictly monitored at all times.

g. Museum staff and volunteers are asked to wear their name badges and/or carry their DoD identification card at all times so that they can be quickly and easily identified as staff or volunteer in an emergency or security situation. As DoD civilian employees, Museum staff undergo a background check. A fingerprint record is maintained by the WPAFB security office. Prospective volunteers complete an extensive application, are interviewed by the volunteer program manager, and are required to sign an ethics agreement prior to service with the Museum. Additionally, Museum volunteers are subject to and protected by DoD Instruction 1100.21 “Voluntary Services in the Department of Defense”.

* DoD 1100.21 implements policies, responsibilities, and procedures for the acceptance and use of volunteer services in DoD programs, including background checks on volunteers who work with children and youth IAW Public Laws 101-647, Sec 231 and 102-190, Sec 1094.
h. Prompt and accurate reporting of any discrepancies or abnormalities in collection storage or public exhibit areas is vital to the investigation and recovery of missing or damaged historical property. If historical property is suspected to be or confirmed as lost, damaged or destroyed, the Chiefs of Security and Collections will be informed immediately. The Protection Services Officer will ensure that any potential crime scene(s) is secured and alert WPAFB security personnel to initiate a formal investigation. The Director will then appoint a surveying officer in accordance with AFI 23-220, Reports of Survey for Air Force Property. The NMUSAF is accountable for the historical property until it has completed the initial or any subsequent investigations of the lost property and until a finding on the disposition of the property is made. The surveying officer provides copies of all investigation reports to the Collection Division. Based on these reports, and depending upon the circumstances of the loss and the value of the property, the Director may authorize the deaccession of the item(s).

4. Radiation and hazardous materials.

a. Radioactive materials can be present in a broad spectrum of aviation artifacts produced as early as World War I. Materials made before the 1960s present a particular danger because of the wide use of radium at that time and the possibility of contamination due to oxidation and breakage.

b. The Museum has an especially trained and qualified Radiation Safety Officer (RSO) on staff who oversees the Museum’s radiation safety program. Working closely with the WPAFB Bioenvironmental Engineer, the RSO develops and implements policies and procedures for safely exhibiting, storing, handling, and disposing of radioactive historical property or components in accordance with AFI 40-201, Management of Radioactive Materials in the U.S. Air Force, and AFI 84-103.

c. Radioactive historical property is stored in a designated, fenced off storage area within Building 5 on WPAFB. Access is strictly limited to the Museum’s RSO who oversees any additional access to the storage area (e.g. WPAFB Bioenvironmental personnel). All aerospace vehicles and other historical property have been initially surveyed for radioactivity, and the RSO maintains an inventory of these artifacts. New acquisitions are surveyed if appropriate. Artifacts found to be radioactive are marked and logged. All aerospace vehicles containing radioactive materials are clearly labeled at their point of entry and only those with acceptable radiation levels are allowed on public exhibit. Any surveys, maintenance, movement, or removal of radioactive artifacts are noted in official safety records which are maintained by the RSO.
Copies of specific records or reports are maintained by the Collection Division and WPAFB’s Bioenvironmental Engineer, if requested.

d. IAW AFMAN 23-110, Volume 6, Chapter 9, all lethal and/or hazardous material, including radioactive items, will be removed by authorized bioenvironmental personnel prior to release for civilian loans (museums or static display accounts).

e. The Museum mandates basic safety training and briefings for all staff. More extensive and formal training and regular medical surveillance is required for staff whose duties require use of hazardous or toxic materials. Museum staff observes strict compliance with Occupational Safety and Health Administration (OSHA) regulations.

5.0. Revising the Collections Policy

5.1. The NMUSAF’s collections policy will be formally reviewed and revised where necessary no less than biennially. The Plans and Programs Office will initiate this process and solicit revision suggestions from Division Chiefs. Final review and coordination rests with the Director. Interim revisions may be implemented in non-review years if circumstances demand. The Plans and Programs Office will coordinate these.

5.2. All Museum staff are expected to be familiar with, implement and comply with the collections policy. Division Chiefs will be responsible for disseminating it to their staff and monitoring compliance within their division.