



DEPARTMENT OF THE ARMY
UNITED STATES ARMY HERITAGE AND EDUCATION
CENTER CARLISLE, PENNSYLVANIA 17013-5021

GUIDE TO GIFTING HISTORICAL MATERIALS

11 March 2016

Thank you for your interest in making a proffer of historical materials to the United States Army. The majority of the materials we make available to the public, in our archives and museum displays, are from generous gifts made by Veterans and private individuals.

Below, you will find a brief listing of the materials the U.S. Army Heritage and Education Center (USAHEC) would like to add to its collections. If you have any questions or would like to make a proffer, please contact one of the members of our Collections Management Staff. We would be happy to speak with you.

Materials of Interest to the Archives, Library, and Museum:

The USAHEC collects uniforms, equipment, weapons, accoutrements, Soldier souvenirs, original artwork, and captured enemy materials related to the history of the U.S. Army and its Soldiers.

Additionally, the USAHEC collects memoirs, diaries, personal correspondence, official documents, photographs, unit and command newsletters, newspapers and periodicals, Army manuals and publications, audio and video recordings, digital files, films, unit histories, and books relating to Army and military history.

Items Not Accepted:

Items that will not be accepted into the collections include: live ammunition, explosives and ordnance, hazardous materials, pharmaceuticals or controlled substances, items in poor or infested condition, newspaper clippings, 201 files, medical or financial records, commercial motion pictures, and any item that does not fulfill the mission of the Center.

Protocol for Accepting Materials:

Please note, Army Regulations prohibit the acceptance of any proffer that is considered a restricted gift. Once an item is accepted it becomes property of the U.S. Army.

Army Regulations prohibit the acceptance of any proffer with restrictions, such as length of exhibition of materials, how items are displayed or interpreted, how archival materials are arranged, or limits to public access.

The USAHEC may not be able to accept all of the items a party would like to proffer. Proposed proffers are handled on a case-by-case basis and are evaluated by the USAHEC Collections Committee or if the proffer includes artifacts, by the Center of Military History. Any items received that are not covered by the proffer letter will be returned to the proffering party.

It is necessary to make an appointment with the Collections Management Staff before proffering any firearm or inert ordnance. Army Regulations prohibit a firearm or ordnance from being brought onto an Army Installation. Our staff must make arrangements with the security guards before a firearm or inert ordnance can be brought onto the premises.

Please do not walk unaccompanied up to any USAHEC building with a firearm. All firearms and inert ordnance must be left in a potential donor's vehicle and can only be brought into a building by a designated member of the USAHEC staff. Inert ordnance requires a certificate that it is inert, before USAHEC staff can examine it.

No copies of materials, to include photocopies or scans, will be made by USAHEC staff. It is recommended that the proffering party make all copies/scans of materials prior to gifting.

Please do not send any items to the USAHEC without first speaking to a member of the Collections Management Staff. Any materials received without prior coordination will be returned to the sender.

Appraisals:

According to U.S. Army and Internal Revenue Service Regulations, the USAHEC cannot appraise artifacts, archival collections, or books, nor can USAHEC staff suggest the name of an appraiser or appraisal service. If you would like to have an item appraised, it must be done before it is proffered and at the donor's expense.

Collections Management Staff Contacts:

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