



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

GUIDE TO GIFTING HISTORICAL MATERIALS

31 August 2019

Thank you for your interest in gifting historical materials to the U.S. Army Heritage and Education Center (USAHEC). The majority of the materials that we make available to the public, in our archives and museum display areas, have come through generous gifts made by Army veterans and private individuals.

If you have any questions, or would like to make a gift of historical materials, please contact the Registrar's Office. Contact information is listed at the bottom of this document. We would be happy to speak with you and assist you through the process.

Please note, according to the Army Gift Regulation, materials cannot be accepted without a formal gift proffer. The USAHEC will not accept materials unless prior coordination is made with the Registrar's Office. We ask that you schedule an appointment to coordinate with our staff prior to making any gift.

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

The mission of the USAHEC is to tell the US Army's history from the perspective of the Soldier. This is accomplished through the letters, diaries, photographs and artifacts used by the men and women who served the nation. Our main focus are those gifts that include both archival materials and artifacts. The materials listed below are some examples of items that the Center Collects:

Uniforms, equipment, weapons, Soldier souvenirs, original artwork, and captured enemy materials related to the history of the United States Army and its Soldiers, memoirs, diaries, personal correspondence, official documents, photographs, , newspapers and periodicals, Army manuals and publications, audio and video recordings, films, unit histories, and books relating to Army and military history

Materials Not Accepted:

Items that will not be accepted into the collections include: live ammunition and ordnance, hazardous materials, pharmaceuticals or controlled substances, newspaper clippings, personnel (201) files, medical or financial records, and commercial motion pictures. USAHEC does not accept photocopies of items from other institutions or items that are not related to the mission of the Center.

Conditions for Accepting Materials:

Army Regulations prohibit the acceptance of any gift that has any conditional requirements in relation to its acceptance. Prohibited conditions include, but not limited to length of exhibition, how an item is to be displayed or interpreted, conditions concerning how archival materials are arranged, or that create any restriction to public access. No copies of materials, to include photocopies or scans, will be made as a condition of gift. Once an item is accepted into the Army

Heritage and Education Center Collection it becomes property of the United States Army.

The U.S. Army Heritage and Education Center may not be able to accept all of the items a party is interested in gifting to the Army. Potential gifts are handled on a case by case basis and evaluated by the USAHEC Collections Committee.

Any items not accepted into the collection or received without prior coordination, will be returned to the individual making the gift. Materials left on the premises with no formal contact will not be accepted and will be disposed of in accordance with Army regulations.

Firearms and Ordnance:

Please do not walk unaccompanied up to any USAHEC staff member or building with a firearm. It is necessary to make an appointment with the Registrar's Office before gifting any firearm or ordnance item. Army regulations prohibit a firearm from being brought onto an Army installation. Arrangements must be made with the registrar and security personnel before a firearm or inert ordnance can be brought onto the premises. Ordnance items will only be considered if they are accompanied by a certification that they are inert. For information on obtaining an inert certificate please contact your local police department or the ATF. Firearms and/or ordnance items can only be brought into a USAHEC building by a designated member of the USAHEC staff. Please contact the Registrar's Office for detailed instructions.

Appraisals:

According to United States Army and Internal Revenue Service Regulations, the U.S. Army Heritage and Education Center cannot appraise artifacts, archival collections, or books, nor can we 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 gifted and at the expense of the individual making the gift.

Contact Information:

US Army Heritage and Education Center
ATTN: Office of the Registrar
950 Soldiers Drive
Carlisle, PA 17013-5021

Voice Mail:
717-245-4139

Email:
usarmy.carlisle.awc.mbx.ahec-acq@mail.mil

Website:
<http://www.carlisle.army.mil/ahec/index.cfm>