

COLLECTION DEVELOPMENT POLICY STATEMENT

CLASSIFICATION: ARCHIVES

FEBRUARY 2005

General Purpose: The Special Collections Branch serves as the US Air Force Academy archives for significant historical documentation as set forth in USAFAI 34-202, SAOI 215-2, FOI 33-201 and other instructions. Historical documentation is made available to official users for operational needs, and serves to provide historical background for the study of program and policy development, change, and discontinuance. Policy documents maintained within the Branch include staff studies, reports, statistics, minutes of meetings, USAF Academy regulations, and operating instructions. Records from faculty departments are microfilmed, bound, with the originals returned to the department. Other files may be microfilmed and retained (i.e., newsclippings), microfilmed and discarded or returned to 10CS/SCRIR, or retained in hard copy form (i.e. Dean's files).

Collection Level Intensity: Comprehensive

Geographical Areas: United States

Chronological Periods: 1955 - present

Types of Material Collected: Dissertations of faculty and graduates, books, newspapers, serials, photographs and negatives, correspondence, office files, programs, schedules, committee minutes, buildings plans, government documents, and occasional related artifacts such as medals, stamps or coins.

Other Factors: Staff will coordinate with the USAFA records management and history offices. Records will not circulate. Non-official requests for use must be approved by the Director of the Library or the originating department. Oral history material comes from the USAF Historical Research Center at Maxwell AF Base.

Subjects and Collection Levels: All aspects of Academy operations are covered. Records are organized for retrieval at the record group and series level, with folder title lists as needed.

Weeding Criteria: Staff will process collections and will transfer or dispose of non-historical material. No more than ten copies of any item will be retained and staff will determine whether duplicates should be kept. Duplicates may be used for exchange with other libraries or collections; serials or other published materials may be transferred to the general collections or microfilmed. Artifacts may be transferred to the AF History and Museums program.