

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 34-202**



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Services

SPECIAL COLLECTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the Special Collections of the USAF Academy Library and tells the reader how to collect, maintain, and use the materials in the Special Collections. It implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services Combat Support Programs*, and Air Force Instruction (AFI) 34-270, *Air Force Library and Information System (AFLIS)*. This instruction applies to all United States Air Force Academy (USAFA) personnel and non-assigned personnel who wish to use archival facilities. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

Deletes reference to USAFA Instruction (USAFAI) 33-117, *Historical Imagery Archiving Process*; adds reference to AFI 35-109, *Visual Information*. Deletes reference to AFI 35-205, *Air Force Security and Policy Review Program*, and substitutes reference to AFI 35-102, *Security and Policy Review Process*, and adds reference to DOD 5400.7-R_AFMAN33-302, *Freedom of Information Act Program*. Deletes reference to AFI 33-132, *Air Force Privacy Act Program*, and updates reference to AFI 33-332, *Air Force Privacy Program*. Deletes reference to AF Pamphlet (AFPAM) 37-145, *Schedule of Fees for Copying, Certifying, and Searching*

Records and Other Documentary Material, which has been rescinded. Deletes reference to AFI 37-138, *Records Disposition Procedures and Responsibilities*. Adds reference to AFMAN 37-104, *Managing Information to Support the Air Force Mission*. Changes records procedures to reflect AFMAN 33-363, *Management of Records*, and disposition in accordance with the Air Force Records Information Management System.

1. What the Special Collections Branch (HQ USAFA/DFLIBSC) Collects and Preserves:

1.1. Relevant books, documents, and copies of records that show the origin, planning, development and operation of the USAF Academy. Most important are materials generated by the Superintendent, the Dean of Faculty, the Commandant of Cadets, the Director of Athletics, the Director of Public Affairs, and other staff agencies.

1.2. Books, pamphlets, documents, photographs, and like materials which pertain to the evolution and development of aeronautics. Academy photographs accessioned in accordance with AFI 35-109, *Visual Information*.

1.3. Rare books chosen because of their content, format, or publication date.

1.4. USAFA oral history materials.

2. Who May Use Special Collections Materials:

2.1. Official Academy Users. Military and civilian personnel and cadets assigned to the USAF Academy who need information to meet the operational needs of the USAF Academy.

2.2. Unofficial Academy Users. USAF Academy personnel who wish to use archival or manuscript material in HQ USAFA/DFLIBSC for unofficial projects. These users must apply for permission in writing to the Director of Academy Libraries (HQ USAFA/DFLIB), who might also require the approval of whoever generated the material. **NOTE:** Active duty personnel should read AFI 35-102, *Security and Policy Review Process*, which covers reviewing and clearing projected publications.

2.3. Non-Academy Users. Other people who wish to use archival and manuscript materials. Such users must get approval from HQ USAFA/DFLIB and the activity that generated the material. Submit requests in writing, stating precisely which documents, records, or parts of them are needed.

3. Setting the Conditions Under Which People May Use Special Collections Materials. According to the following requirements, the Director of Academy Libraries (HQ USAFA/DFLIB) or a representative, determines the conditions for using special materials.

3.1. Use the Freedom of Information Act, as implemented by DOD 5400.7-R_AFMAN 33-302 and the Privacy Act, as implemented by AFI 33-332, and its supplement, to decide whether to disclose or deny access to Special Collections materials.

3.2. When someone requests materials for nonofficial use: follow the USAF Academy supplement to the AFI listed in paragraph 3.1. before sending a reply, approving or denying those materials.

3.3. Reproduce copyrighted works according to the provisions of copyright law.

3.4. Use the separate Memorandum of Understanding between the Director of Academy Libraries and the Professor and Head of the Department of History (HQ USAFA/DFH) to determine access to USAFA oral history materials.

4. What Academy Agencies Do to Maintain Special Collections Materials:

4.1. The HQ USAFA/DFLIB acquires, maintains, and uses the materials in the Special Collections Branch and coordinates with Public Affairs (HQ USAFA/PA) before releasing information or material from Special Collections to nongovernmental agencies, civilians, or organizations.

4.2. The HQ USAFA/DFLIBSC obtains records for archiving from record series retired to Records Staging Areas and from offices of record.

4.2.1. For record series retired to Records Staging Areas (10 CS/SCXPCR), HQ USAFA/DFLIBSC:

4.2.1.1. Gets permission from the office of record retiring the record series to screen those records.

4.2.1.2. Reviews Standard Forms 135, *Records Transmittal and Receipt*, for the retired record series.

4.2.1.3. Charges out from Records Management (10 CS/SCXPCR) those series selected for archival value that are past the disposition date.

4.2.1.4. Prepares an archival records group description.

4.2.1.5. Sends the records to be microfilmed to the Microform Services Center (10 CS/SCXPCR) and keeps a copy of the microfilm.

4.2.1.6. Keeps selected original documents of major historical value in hard copy and disposes of other records in accordance with the Air Force Records Disposition Schedule.

4.2.2. For records from offices of record, HQ USAFA/DFLIBSC:

4.2.2.1. Reviews the documents and determines their value.

4.2.2.2. Transfers paper or microfilmed records to Special Collections.

4.2.2.3. Ensures that digital copies are kept permanently in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System.

4.3. The HQ USAFA/DFH advises HQ USAFA/DFLIB on accepting personal papers and individual collections.

4.4. Records Management (10 CS/SCXPCR) provides HQ USAFA/DFLIBSC the hard copy of any records that are past their disposition date, and are of historical value in its holdings, provided the Office of Primary Responsibility (OPR) concurs and 10 CS/SCXPCR approves.

4.5. USAF Academy activities (offices of record) who provide copies (whether digital, reproduced, or original) of record material are responsible for disposing of the record copies according to AFMAN 37-104, *Managing Information to Support the Air Force Mission*.

4.6. Records custodians notify HQ USAFA/DFLIBSC of any documents in their offices of record that may be of special historical value. Examples of these documents are policy and precedence files, ongoing projects, and other documents reflecting changes and accomplishments.

DANA H. BORN, Brig Gen, USAF
USAFA Dean of Faculty

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFI 34-270, *Air Force Library and Information System (AFLIS)*, 23 June 2005

AFI 35-102, *Security and Policy Review Process*, 20 October 2009

AFI 35-109, *Visual Information*, 12 March 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 37-104, *Managing Information to Support the Air Force Mission*, 1 June 1995

AFPD 34-1, *Air Force Services Combat Support Programs*, 1 November 1997

DOD 5400.7-R_AFMAN33-302, *Freedom of Information Act Program*, 21 October 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Standard Form 135, *Records Transmittal and Receipt*

Abbreviations and Acronyms

AF—Air Force

AFLIS—Air Force Library and Information System

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

DoD—Department of Defense

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAF—United States Air Force Academy