

This document is meant for USACE field staff to assist in collecting objects expressly for the intent of placing them in the USACE museum artifact collection. This guidance pertains to routine operations as well as to deployed personnel for disaster relief or other contingency missions. It can also be useful to people involved in property disposal actions or rehabilitation projects where equipment and material is being replaced. Finally, it can apply to current or retired USACE staff who have personal property potentially important to Corps history.

Guidance document on the collection of historic artifacts related to the U.S. Army Corps of Engineers

- Idea is to collect items that have a direct relationship to USACE and the particular event/activity, etc.
- Idea is to collect items that tell the Corps story
- “Two dimensional items” – documents, books, photos are welcomed but will go to the research collection rather than museum collection
- try to avoid commemorative or memorial items, though this is subjective and is usually a case by case judgment
- Has to be of manageable size physically
- Be relatively clean
- No contamination with hazardous material (chemical, radioactive, etc.)
- No obvious pest infestations
- No firearms or explosives
- Multiple examples of the same object, or of an object already in the collection are not needed
- If possible, coordinate with the Curator before taking final possession of the item if it is a donation
- Be careful when collecting from a site to ensure the item is not someone else’s property
- During wartime contingency operations, ensure the items are allowed to legally leave the country
- Attempt to document as much as possible the object – collect its history, background, context, and supporting documentation
- If an outside donation, be sure to get the donor’s contact information

I realize that many of these points are somewhat subjective – again, often it is ultimately a judgment call

Additional information for donors –

Donations to the U.S. Army Corps of Engineers Museum Activity are a legal transaction transferring ownership and legal title. Donations will be accepted by the U.S. Army Corps of Engineers on behalf of the United States Army, in accordance with AR 870-20. A Gift Agreement form DA 5572-R and a formal letter thanking the donor are used to complete the transaction, or in the case of

existing Army property designated as historic, a Hand Receipt will document the transfer of ownership. This will be done by the Curator. In general, donations with restrictions or conditions will be avoided, though they may be considered in the case of extraordinary historical value, in consultation with, and with the approval of, the Center of Military History. Also, the activity will not promise exhibition of donated items, or promise to prominently display the donor's name with the object if it is exhibited. Refer to Army Regulation AR 1-100 for more information and guidance regarding conditional gifts of property.

For any questions or for more information, please contact

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