

## **AAFES Archives Purpose-**

The purpose of the AAFES archives is to identify, collect and preserve photographs and documents pertaining to the origins, programs and policies of AAFES and make them available for research.

### **A. Research**

Materials collected and made available shall further the research of associates and support marketing, public affairs and all other directorates that require historical photos or documents.

### **B. Preservation and Security**

Crucial to the archive operations is the preservation of research material. As materials are processed, they are to be stored in acid-free containers and secured in a clean, locked area.

### **C. Exhibitions**

Archives will make available photos and documents to be scanned or copied for display and exhibition purposes as needed.

### **D. Outreach and publications**

AAFES archives seek to further the use and development of the history collection through an outreach program that increases public awareness of the nature and relevance of the collections. The archivist will use the AAFES portal, website, internal newspaper, AREA newsletter and exchange administrator messages to bring attention, promote, and make available the catalog of the collection and policies of the archives.

### **E. Acquisitions**

AAFES archives acquire materials through donations and actively soliciting directorates and regions for materials relative to the archives.

## **II Clientele Served by the archives**

The policy of the AAFES archives is to make material available to researchers on equal terms subject to the appropriate care and handling of the materials by the researcher. All researchers must read and sign a form that describes proper handling and storage procedures plus a guarantee of following such procedures and returning materials to original place of storage after use.

## **III Priorities and limitations of the archives**

### **A. Present collection strength**

AAFES World War II photos

### **B. Present collecting level**

The central collecting focus of the AAFES archives is on programs, policies and services that support military and family members at home and abroad, support during war time deployment and continued support of retirees.

**C. Present identified weaknesses**

AAFES archives are weak in certain areas including, Desert Shield and Storm history and present history of support during OEF/OIF.

**D. Desired level of collecting**

The AAFES archives will aggressively collect all materials that pertain to the history of AAFES and origins of programs, policies and services at bases closing due to BRAC. A collection policy will be submitted to managers, GMs, AMs of bases set to close that outlines how to discern what is important to the archives and where to send said materials once their relevance is determined.

**E. Chronological periods and subjects collected**

No limitations; primarily 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> centuries. All materials and photos will be collected with emphasis given to origins, procedures, and logistics plus all materials with historical relevance to AAFES.

**F. Forms of material collected**

Materials can be manuscripts, photographs, archives, maps, pamphlets, prints, newspapers, oral history and selected memorabilia.

**Exclusions**

Duplicated archives or materials that are war related but without a connection to AAFES and any materials offered on a loan basis.

**G. Revision of policies**

The collecting process is designed to meet the goals of the AAFES archives. The policy will be re-evaluated and changed as needed.