

AAFES BRAC 2005

Implementation Plan Guidance for Historical Documents, Photos and Memorabilia

This action plan will advise AAFES installations how to identify, inventory, process and transfer AAFES historical property during base closure or realignment.

The AAFES historian is responsible for all historical documents and photos, which are in the custody of AAFES installations and will provide instructions in the event of base closure or realignment.

As soon as possible, following the closure date announcement, a member of the AAFES installation staff shall be designated to survey records and photos and determine what will be sent to the historian at AAFES HQ for assimilation into the historical archives.

Facilities slated for closure will communicate with the AAFES historian to determine the matter of identifying and shipping of historical items.

Historical documents pertaining to the origins, programs and policies of AAFES and supporting photos from installations will be kept in the HQ archives and be made available for research.

Records commonly transferred to the archives include:

1. Lists of officers and management of regional offices.
2. Office files: correspondence and memoranda (incoming and outgoing) and subject files concerning projects, activities, and functions and financial summaries
3. Historical files documenting policies, decisions, and committee and task force reports, questionnaires.
4. Publications: one record copy of all newsletters, journals, brochures, programs, posters and announcements issued by AAFES installations
5. Audiovisuals: photographs, films and sound and video recordings

Note: All information formats (e.g., published, typescripts, audio visual, and electronic data such as computer disks and files) should be considered for transfer. For documents in formats requiring any form of machine intervention, such as videotapes, kinescopes, and all computer files, consideration should be given to transferring the equipment needed to access the documents or, preferably, converting the documents to a format accessible to the archives' users. Early consultation with the historian is strongly encouraged for such materials.

(Also, refer to EOP 5-1, Section 1, AAFES History Files. Excerpts from this document are added below.)

Items that may be discarded directly from the office when they are no longer needed for administrative purposes include:

1. All blank forms and unused printed or duplicated materials
2. All other duplicate material, keep only the original copy and annotated copies
3. Papers, reports, working papers, and drafts that have been published
4. Artifacts and memorabilia. The archive does not collect non-documentary objects related to AAFES history except in cases of great importance and manageable physical size and condition. Please call the historian to discuss options for preservation of such objects at **214-312-3831** or **moak@aafes.com**.
5. Materials should be transferred in the order in which they were created and maintained at AAFES facilities and offices. A letter briefly identifying the material and describing the activity to which it relates should accompany the transfer.
6. This list is intended as a general guide. If questions arise about records not listed here or questions about the retention or disposal of specific records, please telephone the historian at **214-312-3831** or e-mail at **moak@aafes.com**

When in doubt, do not throw it out!

Excerpts from EOP 5-1 for reference:

Appendix 5

Information and Public Relations Records

EOP 5-1

A5-1

Section 1

AAFES History Files

501-01 AAFES ORGANIZATION HISTORY FILES

These files consist of selected documents which reflect AAFES history. They are maintained by formally designated information offices and include only significant records that document the history of the mission, development, and operation of AAFES. Included are past organizational histories and supplements; minutes of staff level meetings; special studies; orders and plans pertaining to activations, reorganizations, and changes in operational policy and procedure; clippings, programs, photographs and other data relating to historical ceremonies, and special events; and similar documents with AAFES historical values. Arranged alphabetically. (NC1-334-80-1, Item 5)

501-02 HISTORICAL JOURNAL FILES

Documents reflecting a chronological record of events affecting AAFES during a given period of time. Included are journals and documents necessary to support the journal entries such as copies of orders, periodic reports of AAFES, personnel reports and similar documents. (NC1-334-81-4, Item 4)

Section 2 Information Activities Files

502-03 EXCHANGE NEWSPAPER RECORD SETS

One copy of each edition of (*local*) employee newspapers, newsletters or other house publication, arranged chronologically. (NC1-334-80-1, Item 7)

502-09 PROMOTIONAL PHOTOGRAPH FILES

Photographs of exterior and interior of facilities, including special promotion decors, retail displays, service award presentations and so forth. (NN-170-71)