

**BY ORDER OF THE  
SUPERINTENDENT**

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

**16 SEPTEMBER 2002**

*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 AFPD 34-2, *Morale, Welfare, Recreation, and Services Program*. This instruction applies to everyone assigned to the USAF Academy and nonassigned personnel who wish to use archival materials.

**SUMMARY OF REVISIONS**

Deleted the Privacy Statement Act Statement of Records since the system of records was cancelled by Air Force in 1996. Added the reference to USAFA Instruction 33-117 (paragraph **1.**), updated office symbols throughout the instruction. A “[” indicates revised material since the last edition. USAFAI34-103, 21 March 1995.

**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 the 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 early development of aeronautics. Academy photographs accessioned in accordance with USAFI 33-117, *Historical Imagery Archiving Process*.
- 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 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 35-205, *Air Force Security and Policy Review Program*, which covers reviewing and clearing projected publications.
- 2.3. Non-Academy Users. Other people who wish to use archival 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 AFI 37-131, *Freedom of Information Act Program*, and the Privacy Act, as implemented by AFI 37-132, *Air Force Privacy Act Program*, and its supplements, 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 supplements to the AFIs listed in paragraph 3.1. before sending a reply approving or denying those materials. Use AFPAM 37-145, *Schedule of Fees for Copying, Certifying, and Searching Records and Other Documentary Material*, to charge for researching and reproducing 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. 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. 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(10CS/SCRIR), 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 SC/SCRIR) those series selected for archival value.

4.2.1.4. Prepares an archival records group description.

4.2.1.5. Sends the records to be microfilmed to the Microform Service Center (10 SC/SCRIR) and keeps a copy of the microfilm.

4.2.1.6. Keeps selected original documents of major historical value in hard copy and returns other records to 10 SC/SCRIR to dispose of according to the appropriate disposition schedules.

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. Charges them out from the office of record, describes them, and has them microfilmed.

4.2.2.3. Returns them to the office record in their original arrangement.

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

4.4. Records Management (10 SC/SCRIR) provides HQ USAFA/DFLIBSC the record copy of any document of historical value in its holdings, provided the Office of Primary Responsibility (OPR) concurs and 10 SC/SCRIR receives approval for the transfer from the Academy records manager.

4.5. USAF Academy activities (offices of record) who provide copies (whether carbon, reproduced, or original) of record material are responsible for disposing of the record copies according to AFI 37-138, *Records Disposition--Procedures and Responsibilities*. Do not send record copies of material to HQ USAFA/DFLIBSC for permanent retention.

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 policy making (see AFI 37-138/USAFA Sup 1).

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