

# Policy #12: Archives

The Museum shall maintain Archives at both the Howard Gotlieb Archival Research Center at Boston University, through agreement reached between the two organizations in 1965 and formalized in 1970, and also the Museum building. The vast majority of historical archives shall be maintained at Boston University, however all archival materials that meet any of the following criteria shall be maintained at the Museum building:

- Dated 62 years or less ago, a timeframe consistent with the policy of the National Military Personnel Records Center, in order to ensure operational security and personal privacy.
- Deemed necessary for the administration of the Unit, the Association, or the Museum as determined by the Curator

The Curator shall liaise directly with the Howard Gotlieb Archival Research Center in order to support the archival processing of the VAFCC archives stored therein.

The VAFCC shall inform the Howard Gotlieb Archival Research Center by way of written letter signed by the President of any changes to the list of persons authorized to add to, select, or temporarily remove materials from the VAFCC collection in the care and custody of Boston University as they, joint or severally, may determine from time to time.

The VAFCC's long-term goal for archives management shall include the digitization of all materials presently maintained at the Howard Gotlieb Archival Research Center.