

8 September 2015

SUBJECT: Accessing Manuscript and Photograph Collections

1. Purpose. To inform researchers seeking access to manuscript and photograph collections held at the U.S. Army Heritage and Education Center (USAHEC) about handling and access policies in place to protect the integrity of our holdings and ensure that proprietary information is secured.

2. In order to comply with governing regulations and Executive Order (E.O.) 13526, E.O. 13556, and part 2001 of title 32, Code of Federal Regulations, the manuscript, photograph, and other collections of the U.S. Army Military History Institute (USAMHI) are subject to remediation reviews in order to ensure that documents are free of restricted information or PII (Personally Identifiable Information) prior to release to researchers.

3. These reviews may delay and limit some customer access to select holdings. We recommend that you plan your research trip accordingly. Please call our reference team at 717-245-3949 for more information. You may also access the Library catalog to identify in advance (when possible) materials that you need access to so that they may be reviewed prior to your arrival.

<http://usahec.polarislibrary.com/polaris/Search/default.aspx?ctx=1.1033.0.0.1>)

4. Patrons may request access to the collection in five box increments (two of which can be photographs). When the review of one set of five boxes is completed, the boxes will be turned over to the patron for their use on-site. **Note that depending on the complexity of a collection, remediation of five box increments may take from ½ day up to 48 hours.** Patrons may request access to additional five box increments once they have returned the boxes currently checked out to them to the reference team.

5. The establishment of these review requirements may mean that, in some cases, a previously accessible collection has been temporarily closed to patron use due to the fact that it may not have been through the review process. Access to these previously-accessible holdings is governed by the provisions of paragraph 4 above.

6. Please direct questions or concerns to the Chief, Research and Instruction, U.S. Army War College Library – usarmy.carlisle.awc.mbx.library@mail.mil