ARCHIVES BRANCH COLLECTION DEVELOPMENT POLICY

Collection Overview

The mission of the Archives Branch of the Marine Corps History Division is to acquire, preserve, and make available documentation pertinent to the history of the United States Marine Corps supporting the Professional Military Education (PME) requirements of Marine Corps; the Marine Corps worldwide; as well as government and civilian research. The Archives holds select official Marine Corps materials as well as personal papers.

Personal papers are comprised of, but not limited to, correspondence, memoirs, diaries, scrapbooks, albums, maps, plans, and photographs pertaining to the history of the Marine Corps generated and/or collected by individuals. These collections may contain print and electronic media and primarily enter the collection via donation offers.

Conditions for Donation Offers

Once an item is accepted by the Archives Branch it becomes property of the United States Marine Corps.

The donor transfers all rights, titles, and interests (including copyright, literary, property right, trademark, and other related interests) associated with these item(s) to the Archives Branch, Marine Corps History Division.

Personal papers collections will only be accepted if the collection can be stored, accessed, conserved, photographed, published, exhibited, or disposed of at the Archives Branch’s discretion.

The Archives Branch may not be able to accept all of the items offered for donation. Offers are handled on a case by case basis and evaluated by and decided on by Archives staff using the established criteria.

Types of Materials Accepted by Archives Branch

- Correspondence (letters, email, and V-mail, etc.)
- Diaries
- Logbooks and notebooks
- Maps
- Memoirs
- Personal photographs and photograph albums
- Scrapbooks
- *Other types of materials will be considered if historical significance due to content, context, and/or ownership is established
ARCHIVES BRANCH COLLECTION DEVELOPMENT POLICY

Types of Materials NOT Accepted by Archives Branch

- Artifacts (uniforms, flags, medals, etc.)
- Artwork and posters
- Books and publications
- Copies of orders, technical manuals
- Commercial motion pictures
- Cruisebooks, graduation books, and yearbooks
- Equipment
- Medical or financial records
- Newspapers and newspaper clippings
- Photocopies or scans of original materials
- Periodicals and magazines
- Personnel records and certificates
- Uniforms, clothing, and other textiles
- Weapons and ordnance
- Items in poor condition (water damage, insect or rodent infestation, or mold/mildew)
- Any item that does not fulfill the mission of the Archives Branch

Criteria for Evaluation of Donation Offers

1. Relevance to and consistency with the purpose and mission of the Archives Branch
2. Avoids inappropriate duplication
3. Authenticity (whether an item is an original or a copy)
4. Possible legal or ethical restrictions
5. Historical significance
6. Accuracy and quality as a historical document
   a. unaltered, if original
   b. accurately copied from original sources, if copy
7. Evidential or informational value
8. Relevance to resident collections
9. The acquisition is viewed with an eye toward permanency