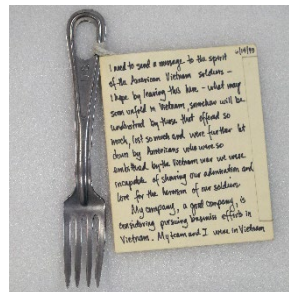
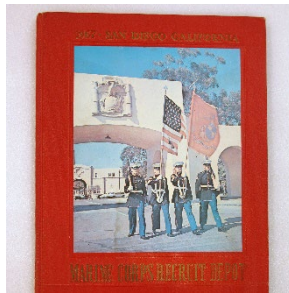
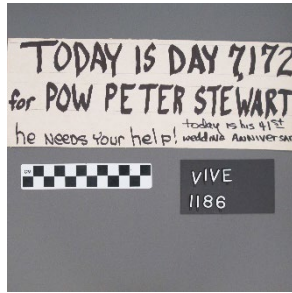
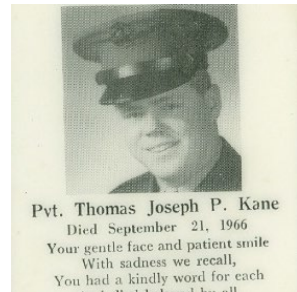




# Scope of Collection Statement

## Vietnam Veterans Memorial



# VIETNAM VETERANS MEMORIAL

## Scope of Collection Statement

2021

Prepared by:	<b>JANET FOLKERTS</b> <small>Digitally signed by JANET FOLKERTS Date: 2021.03.15 10:51:50 -04'00'</small>	<b>3/15/21</b>
	Janet Folkerts Museum Curator, National Mall and Memorial Parks	Date
Reviewed by:	<b>CARIDAD DE LA VEGA</b> <small>Digitally signed by CARIDAD DE LA VEGA Date: 2021.03.16 10:10:26 -04'00'</small>	<b>3/16/21</b>
	Caridad de la Vega Cultural Resource Program Manager, National Mall and Memorial Parks	Date
Recommended by:	<b>CATHERINE DEWEY</b> <small>Digitally signed by CATHERINE DEWEY Date: 2021.03.23 13:37:08 -04'00'</small>	
	Catherine Dewey Chief of Resource Management, National Mall and Memorial Parks	Date
Approved by:	<b>LAURA ANDERSON</b> <small>Digitally signed by LAURA ANDERSON Date: 2021.03.15 12:16:56 -04'00'</small>	<b>3/15/21</b>
	Laura Anderson Regional Curator, Region 1 – National Capital Area	Date
Approved by:	<b>JEFFREY REINBOLD</b> <small>Digitally signed by JEFFREY REINBOLD Date: 2021.08.27 07:27:36 -04'00'</small>	<b>8/27/21</b>
	Jeffrey Reinbold Superintendent, National Mall and Memorial Parks	Date

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## EXECUTIVE SUMMARY

The Vietnam Veterans Memorial (VIVE) was built in 1982 to honor the men and women who served in the United States Armed Forces during the Vietnam War. It was authorized by Congress in *Public Law 96-297* on July 1, 1980 and lists the names of 58,276 men and women who died in the Vietnam War. Often referred to as “the Wall”, it has served as a place of healing and remembrance for the nation. The site is administered as a unit of the National Mall and Memorial Parks (NAMA).

The VIVE museum collection is comprised almost wholly of objects that are left as offerings<sup>1</sup> on the grounds of the Memorial by visitors. This unique collection, believed to be the first of its kind in the United States, embodies the emotional impact of a visit to the Memorial as well as the modern-day phenomenon of public offerings of grief and remembrance. The offerings, which began to appear soon after the dedication of the Memorial in 1982, were unanticipated and therefore not addressed in the site’s enabling legislation. Regular collection of the offerings began in 1984 and continues to this day.

National Park Service (NPS) museum collections comprise the institutional memory of NPS units and typically include both natural and cultural material. The VIVE museum collection, however, is entirely a history collection and includes personal items and tributes associated with names featured on the Memorial, military service items, archival materials, protest items, and public tributes. The collection is significant for its historical value, for its potential as a source for anthropological, historical, and sociological study, for the motivations and stories behind the offerings, and for the ways in which the public has shaped the collection through its interactions with the Memorial. The collection is one of seven museum collections managed by NAMA’s resource management division.

For additional information on the museum collection, please contact:

Curator  
National Mall and Memorial Parks  
900 Ohio Drive, SW  
Washington, D.C. 20024  
301-832-3958

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<sup>1</sup> Also referred to as memorial items or tributes. See *NPS Museum Handbook, Part II, Appendix M: Memorial Items*.

## PURPOSE OF THE SCOPE OF COLLECTION STATEMENT

This Scope of Collection Statement (SOCS) is a core baseline document that defines the scope of present museum holdings and the criteria for acquiring future museum objects for the Vietnam Veterans Memorial. This document ensures that materials collected contribute directly to the understanding and interpretation of the park's purpose, themes, and resources, as well as those objects that the NPS is legally mandated to preserve. It is designed to ensure that the entirety of the museum collection is clearly relevant to the park by setting limits to protect the park against arbitrary or excessive growth and to confirm that the NPS is able to adequately care for the collection. It also outlines the legal and ethical standards for acquiring museum objects, use of those objects, and any restrictions in place regarding museum objects.

## BACKGROUND FOR THE MUSEUM COLLECTION

### A. Site and Collection History

In 1979, a group of Vietnam veterans incorporated the Vietnam Veterans Memorial Fund (VVMF) to gather support and funding to build a memorial to honor those who fought and died in the Vietnam War. The legislation<sup>2</sup> that authorized the VVMF to establish the Vietnam Veterans Memorial on the National Mall stated that a Memorial be established “in honor and recognition of the men and women of the Armed Forces of the United States who served in the Vietnam War.” In 1980, a national design competition was announced for the Memorial, and Yale architecture student, Maya Ying Lin, won for her submission. Lin’s design featured a polished black granite wall in a V shape bearing the etched names of more than 58,000 men and women who died in combat or were listed as missing in action. The NPS assumed custody of the Memorial when it was dedicated on November 13, 1982.



Set at a distance from The Wall are four other features of the Memorial added later to address other aspects of the Vietnam experience. A flagpole flies both the United States and the Prisoner of War-Missing in Action (POW-MIA) flags and carries the insignia of the five branches of the Armed Forces. Sculptor Frederick Hart’s *The Three Servicemen* statue, installed in 1984, features three life-size American combat soldiers in Vietnam, cast in bronze. Nearby is the Vietnam Women’s Memorial authorized by Public Law 100-660 in 1988 and dedicated in 1993. It features a statue of three nurses tending to a wounded soldier, designed by artist Glenna Goodacre. The most recent addition to the Memorial is the *In Memory* plaque, authorized by Public Law 106-214 in 2000 and dedicated in 2004, which honors the men and women who died later as a result of their service in Vietnam.

When the Vietnam Veterans Memorial was designed, constructed and dedicated, no one anticipated that visitors, touched by the war, would bring offerings to leave behind. This phenomenon began soon after the dedication and took everyone by surprise. Unsure what to do with the items, National Mall and Memorial Parks maintenance personnel began taking them to the park’s maintenance yard where the objects quickly accumulated. In 1984, Regional Curator Pam West inspected the items that had been gathered over two years and

<sup>2</sup> Public Law 96-297

decided to accept them as a new museum collection. In November, the objects were transferred to the National Capital Area's Museum Resource Center (MRCE) in Landover, Maryland. Responsibility and accountability for the collection was officially delegated to Pam West under the memorandum *Delegation for Accountability of the Vietnam Veterans Memorial Collection* (1997).<sup>3</sup> In 2015, responsibility for the collection was transferred to the National Mall and Memorial Parks. The collection is still housed at MRCE, where the massive collection continues to be evaluated and cataloged by National Mall and Memorial Parks museum staff, with the assistance of regional office curators.

For most of the VIVE's existence, the offerings have been collected by National Mall rangers each evening and are retrieved regularly by museum staff and taken to MRCE. The offerings, considered voluntarily abandoned property<sup>4</sup>, are then evaluated for inclusion in the museum collection by the VIVE curator. Over the years, staff has worked to catalog the collection, but very little shaping or culling of the collection has occurred, due in part to the broad parameters for collecting outlined in VIVE's first *Scope of Collection Statement* (1985), which were not widely or consistently implemented. Over 30 years, the collection grew at an unsustainable rate, necessitating the need for a more targeted Scope of Collection Statement.

When responsibility for the collection was transferred from the regional office to the park in 2015, a new SOCS was written with the goal of helping park museum staff and management make decisions about which objects have the best potential interpretive value and contribute to the purpose and themes identified by the NPS and VVMF. The updated SOCS was finalized in 2016 and greatly reduced the number of items accessioned yearly by establishing categories of materials in the collection and identifying items for elimination.

This current update to the SOCS will further guide the park in collecting relevant objects by elaborating in more detail the types of items currently represented in the collection and the future collections activity of each category. This SOCS will continue to honor the original intention of the collection – to preserve the poignant tributes and personal items left in honor and remembrance by family, friends, and visitors affected by the Vietnam War.

## B. Site and Collection Purpose

The purpose of the Vietnam Veterans Memorial is to honor and recognize the men and women who served and sacrificed their lives in the Vietnam War. The Memorial separates the issue of the individuals who served in the military during the Vietnam War from the U.S. policy that was carried out, in order to foster national reconciliation and healing.<sup>5</sup>

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<sup>3</sup> The collection was managed by regional office staff and was under the responsibility of the Regional Curator from the time it began in 1984, even without the signed Delegation of Accountability. The memorandum was signed in 1997 to make the delegation official.

<sup>4</sup> [41 CFR §102-41.80](#)

<sup>5</sup> [www.vvmf.org/memorial](http://www.vvmf.org/memorial)

The purpose of the Vietnam Veterans Memorial museum collection is to increase knowledge of the individual casualties listed on the Wall, the experience of the men and women who served in Vietnam, the ongoing toll of the war on those directly involved, and the healing experience that the nation went through and how the Memorial has contributed to that. Approximately 2.7 million Americans served in the Vietnam War, making the scope of this project large; however, the collection asserts that our casualties and veterans are worth remembering alongside the artifacts of our nation's distinguished public figures.

The collection supports the purposes of the Memorial by preserving those offerings that best reflect the interpretive themes and statements of significance outlined below. Through careful and targeted acquisitions, the VIVE museum collection will serve as a lens for the varied experiences of Vietnam veterans. The intention of the collection is to increase knowledge, understanding, and inspiration among present and future generations through exhibits and interpretive programs and to support research, resource management, and education. The collection does not serve to document the events of the Vietnam War. It documents the lives and experiences of the individuals who served in it.

### C. Site and Collection Significance

National Mall and Memorial Parks and the Vietnam Veterans Memorial Fund developed the following statements of significance for the Memorial in the *Vietnam Veterans Memorial Center Interpretive Plan* (2011):

The Vietnam Veterans Memorial:

- honors all the men and women who served during the Vietnam War.
- gives loved ones a place to honor and remember those who died.
- provides an area where veterans can seek closure.
- is a tangible symbol of recognition by the American people. By separating the issue of the service of the individual men and women from the issue of U.S. policy in Vietnam through the Memorial, VVMF hoped to begin a process of healing and national reconciliation.

Additionally, the Vietnam Veterans Memorial museum collection is significant for the following reasons:

- **A New Way of Mourning.** The VIVE museum collection is believed to be the first of its kind – a collection created from public offerings left at a site of mourning or remembrance, most of which are left anonymously.



- **Remembering the Loss.** The VIVE museum collection serves as a repository of the lives and memories of the over 58,000 men and women who died in the Vietnam War, told through the offerings of those closest to them.
- **An Avenue for Healing.** The VIVE museum collection supports the purpose of the Memorial by preserving items that showcase how our nation has healed from one of our nation's most divisive wars.
- **A Voice for Veterans.** The VIVE museum collection serves as a voice for veterans by preserving and exhibiting their objects of protest, advocacy, and activism.

The collection is significant for its historical value; for its potential as a source of cultural anthropological, historical, and sociological studies; for the motivations and stories behind the offerings; and the ways in which the public has shaped the collection through its interactions with the Memorial.

#### D. Site Interpretive Themes

National Mall and Memorial Parks and the Vietnam Veterans Memorial Fund developed the following interpretive themes for a planned visitor center<sup>6</sup> in the *Vietnam Veterans Memorial Center Interpretive Plan* (2011):

- **Honor.** The Vietnam Veterans Memorial honors those who served and died by providing a place to express respect for their lives and actions; to encourage emotional and academic searches for understanding of the Vietnam War; and to enhance the difficult process of healing.
- **A Lasting Influence.** Many domestic and global social changes, cultural changes, technological innovations, and military advances that occurred during and as a result of the Vietnam War have had lasting influence and continue to be relevant.
- **Shared War Time Experiences.** Service members' shared war time experiences connect them to one another and to a larger community (unit, branch of military service, and other veterans).
- **Strong Bonds of Loyalty, Friendship and Service.** The courage, sacrifice, and devotion of those who fell during the Vietnam War, of those who returned, and of those who waited back home created strong bonds of loyalty, friendship, and service that continue today.

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<sup>6</sup> The Vietnam Veterans Memorial Education Center was to be constructed on the National Mall near the Memorial and was to exhibit items from the museum collection. In 2018, the Education Center project was terminated, and no further plans have been made to build a visitor center.

These themes were developed to be purposefully broad in scope, in order to reach out to a wider community of veterans and the public. Due to the vast size of the VIVE's current museum holdings and limited storage options, the museum collection will continue to have a strict focus on the Vietnam War and will not accept items related to other conflicts or general veteran's issues.

## TYPES OF COLLECTIONS

National Park Service museum collections are divided into two classifications: cultural resource collections and natural history collections. This section will describe the Vietnam Veterans Memorial's current museum holdings in these two classifications, with further sub-divisions of disciplines under each. This section is also intended to outline criteria for future collection activity under each discipline. These criteria are meant to prevent arbitrary and excessive growth of VIVE's museum collection, while ensuring that the collection remains relevant to the purpose, significance, and interpretive themes outlined above.

### A. Cultural Resource Collections

Cultural collections are human-made objects or natural specimens collected because of their human cultural context.<sup>7</sup> Cultural objects are generally sub-divided into five disciplines: archeology, ethnology, history, fine art, and archival and manuscript collections.

VIVE's museum collection is made up exclusively of history objects. Objects in the VIVE cultural collection increase knowledge of the experience of casualties and veterans of the Vietnam War and inspire present and future generations through use in exhibits, research and interpretive programs.

Curatorial oversight is essential to evaluate additions to the collection so that VIVE keeps only the most relevant objects for the collection. Objects and documents with a direct association to the site and the names etched on the Wall are more desirable for inclusion in the collection than objects without a direct association.

To be included in the Vietnam Veterans Memorial cultural collection, items must meet one or all of the following criteria:

- Item has a discernible connection to service in the Vietnam War, circa November 1, 1955- May 15, 1975.
- Item is addressed to or concerning a person listed on the Wall from a donor with firsthand knowledge of that person.
- Item provides context for a better understanding of the many aspects of the Vietnam War experience and its veterans.
- Item is related to the design, construction, and ongoing care of all components of the Memorial.

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<sup>7</sup> [NPS Museum Handbook, Part I, Chapter 1: National Park Service Museums and Collections](#), 1:12 (2006)

- Item addresses interpretive and/or research needs identified in management plans, resource management plans, exhibit plans and other applicable planning documents and resource studies.
- Item is associated with regulatory and compliance activities required by law such as those mandated by the National Historic Preservation Act of 1966.

Museum holdings for each cultural resource discipline is identified below, with current representation and future collections activity noted.

## 1. History Collection

NPS history collections reflect the entire spectrum of materials made and used during recorded times by Americans across the country. VIVE's history collection is a core component of interpretive and resource management programs and goals. Documenting and interpreting objects related to the names on the Memorial and the Vietnam veteran's experience increases the public's understanding of those persons and the events of the Vietnam era.

Currently estimated to contain over 200,000 objects, VIVE's history collection is an ongoing project, and tributes left at the Memorial continue to be collected, evaluated, and cataloged. As a tribute collection, emphasis is placed on the relationship between donor and recipient, and items are categorized by whom the item was left by and whom or what purpose it was left for.

To be included in the museum collection, all items must meet one or more of the criteria listed above. Apart from Architectural Elements and Site History Items, all items are required to have been left at the Memorial. The collection began spontaneously when visitors left objects at the Memorial, and that tradition will continue to be honored.

The history collection is divided into six categories, each containing multiple subcategories.<sup>8</sup> Each of the subcategories will define future collections activity of objects under that criteria and contain one of the following accessioning designations:

- *Continued accessioning*: future items in a subcategory with this designation will continue to be accessioned often.
- *Selective accessioning*: future items in a subcategory with this designation will be chosen carefully to best reflect the interpretive goals of the collection.
- *Very rare accessioning*: only extremely unique items or items that fill a gap in the collection's interpretative goals will be accessioned in the future.

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<sup>8</sup> An object may fit into one or more categories or subcategories.

- *Closed*: future items in a subcategory with this designation will no longer be accessioned.

VIVE's six history collection categories and subcategories are as follows:

**a. Personal Artifacts.** This category includes tributes that display an intimate knowledge or perspective of a casualty listed on the Wall. They are from close family members or friends. All items must be associated with a casualty and must add to our knowledge of that person. Short notes of remembrance or greeting, or to communicate events since death, may be placed in a casualty file<sup>9</sup> instead of accessioning.

- (1) **Nuclear family:** Tributes from a parent, sibling, or child.

*Future Collections: Continued accessioning. New items must be clearly from a nuclear family member and addressed to an identified casualty.*<sup>10</sup>

- (2) **Extended family:** Tributes from a grandparent, aunt/uncle, cousin, or grandchild.

*Future Collections: Selective accessioning, with a preference for items from extended family that have known or met the casualty in their lifetime. Casualty must be identified.*

- (3) **Significant other:** Tributes from a spouse, fiancé(e), girlfriend, boyfriend.

*Future Collections: Continued accessioning. New items must be clearly from a significant other and addressed to a casualty. Donor or casualty may be unidentified.*

- (4) **Veteran to casualty(ies):** Tributes from a Vietnam veteran to a deceased comrade-in-arms. Examples include: baseball caps, wristwatches, flags, libations, letters.

*Future Collections: Continued accessioning. Donor and casualty may be unidentified, but their relationship is clearly demonstrated. Items should have context or interpretive value.*

- (5) **Childhood friend or classmate:** Tributes from a close friend or classmate. Examples include: reunion souvenirs, varsity letters, school mascots.

*Future Collections: Selective accessioning. New items should be addressed to an identified casualty and have context or interpretive value.*

- (6) **Personal belongings:** Objects that once belonged to a casualty. Donor may be unknown. Examples include: toys, bicycles, clothing, letters written by the casualty.

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<sup>9</sup> Casualty and veterans files were established to hold unaccessioned documents related to identified casualties and veterans. These items will not become part of the museum collection, but may be retained for reference purposes.

<sup>10</sup> "Identified casualty" refers to a casualty fully identified by name (first and last). "Unidentified casualty" refers to a casualty whose full name is unknown.

*Future Collections: Continued accessioning. New items should be associated with an identified casualty.*

- (7) **Objects of mourning:** Objects related to the funerary rites of casualties. Donor may be unknown. Examples include: obituaries, funeral cards and programs.

*Future Collections: Continued accessioning of original objects from the era. New items should be related to an identified casualty.*

**b. Vietnam Military Service Items (1955-1975).** This category includes items from the time period of the Vietnam War left by veterans that are meant to document their service.

- (1) **Uniforms:** Items that were worn by service members during their service. Includes shirts, jackets, boots, hats, helmets, belts, or any other item that makes up part of the uniform of the Armed Forces.

*Future Collections: These items have been left often and are well represented in the museum collection. Selective accessioning of unique objects with context or interpretive value.*

- (2) **Equipment & Gear:** Items that were used or carried by service members during their service. Includes radios, canteens, medical supplies, entrenching tools, lighters, rations, etc.

*Future Collections: Selective accessioning of items with context or interpretive value.*

- (3) **Weapons:** Knives, bayonets, firearms, crossbows, swords, etc.

*Future Collections: Continued accessioning of new items with context or interpretive value.*

Note: Do not accession or handle unexploded ordnance! Report any suspected “live” ammunition to a Safety Officer and the Regional Curator immediately.

- (4) **Status & Identification Items:** Items that display personal status or identification, including military patches, rank or unit badges, distinctive unit insignia, name tapes, dog tags, etc.

*Future Collections: These items are widely represented in the collection and largely serve as a type collection. Most items currently in the collection have no context. New items will be very rarely accessioned and only when the item isn't already represented in the collection or there is context or interpretive value. May retain a representative sample for type collection.*

- (5) **Award & Achievement Items:** Items that display an award or achievement earned, including military medals, ribbon bars, certificates, shadow boxes, etc.

*Future Collections: These items are widely represented in the collection and largely serve as a type collection. Most items currently in the collection have no context. New items will be very rarely accessioned and only when the item isn't already represented in the collection or there is context or interpretive value. May retain a representative sample for type collection.*

- (6) **Military archival:** Original military forms, letters, documents, or manuals.  
*Future Collections: Continued accessioning of items with context or interpretive value.*
  - (7) **Journals:** Written, oral, or video recordings made by service members during their service.  
*Future Collections: Continued accessioning of items with context or interpretive value.*
  - (8) **Photographs:** Original photographs taken by service members of their time in-country.  
*Future Collections: Continued accessioning of original photographs.*
  - (9) **Training Items:** Items from military basic training, including yearbooks, flags, photographs, trophies, etc.  
*Future Collections: Continued accessioning of items with context or interpretive value.*
  - (10) **Items from enemies:** Items recovered from North Vietnamese Army or Viet Cong fighters. Includes war trophies, propaganda, military uniforms, gear, etc.  
*Future Collections: Continued accessioning of items with context or interpretive value.*
  - (11) **Items from allies:** Items from American allies, including Army Republic of Vietnam (ARVN), Montagnard, Australia, New Zealand, South Korea, etc.  
*Future Collections: Continued accessioning of items with context or interpretive value. Must be related to the Vietnam War and their alliance with the United States Armed Forces.*
  - (12) **Souvenirs:** Souvenirs brought home by service members, such as tour jackets, kimonos, trench art, wallets, cigarette boxes, etc.  
*Future Collections: Continued accessioning of items with context or interpretive value.*
- c. **Veteran's Voices.** These are items of protest, activism, advocacy, communication, or catharsis that display the ongoing toll of service to our country and how those who were directly connected to the Vietnam War have been affected.
- (1) **Post-Traumatic Stress Disorder:** Items related to treatment for PTSD or dealing with its physical or mental effects.  
*Future Collections: Selective accessioning of items with context or interpretive value that are not already represented in the collection. Plaques from treatment groups will no longer be accessioned.*
  - (2) **POW/MIA Awareness:** Items advocating on behalf of prisoners of war and missing in action service members.  
*Future Collections: A large portion of items from this category are POW/MIA bracelets (over 2,800 currently in the collection). Continued accessioning of POW/MIA bracelets made by*

*Voices in Vital America (VIVA). Selective accessioning of items with context or interpretive value that are not already represented in the collection.*

- (3) **Rolling Thunder:** Items related to the veterans group Rolling Thunder, Inc., founded in 1988 by Raymond Manzo and Artie Muller, and their annual demonstrations at the Memorial.

*Future Collections: Selective accessioning of items related to the founding of the organization. Annual programs, route maps, posters, pins, or pamphlets will not be accessioned.*

- (4) **Agent Orange:** Items related to physical and mental health concerns caused by Agent Orange pesticides and ongoing treatment.

*Future Collections: Continued accessioning of items with context or interpretive value that are not already represented in the collection.*

- (5) **Suicide, Substance Abuse, Homelessness:** Items detailing various adversities veterans have faced since returning from combat.

*Future Collections: This subcategory makes up only a small part of the current collection and could be better represented by future acquisitions. Continued accessioning of items with context or interpretive value.*

- (6) **Disability:** Items showcasing service-related disabilities.

*Future Collections: This subcategory makes up only a small part of the current collection and could be better represented by future acquisitions. Continued accessioning of items with context or interpretive value.*

- (7) **Anti-war & the draft:** Items related to GI war resistance and anti-war protests, as well as military conscription (1964-1973).

*Future Collections: This subcategory makes up only a small part of the current collection and could be better represented by future acquisitions. Continued accessioning of items with context or interpretive value.*

- (8) **Civil Rights:** Items related to the Civil Rights movement, the Black Power movement, racial discrimination and segregation, and disenfranchisement of Vietnam War service members.

*Future Collections: This subcategory makes up only a small part of the current collection and could be better represented by future acquisitions. Continued accessioning of items with context or interpretive value. Items must be related to both the Civil Rights era and the Vietnam War.*

- (9) **Native American veterans:** Items representing the service of Native Americans.

*Future Collections: These items are well represented in the collection. Selective accessioning of items with context or interpretive value that are not already represented. Preference for*



*items with tribal association. Medicine bundles or wheels, burned sage, feathers, or braids will not be accessioned.*

- (10) **Political:** Items related to politics, addressed to politicians, or other political issues and protests.

*Future Collections: Currently represented by a small portion of items, including medals surrendered to protest Reagan-era policy in Central America. Continued accessioning of items with context or interpretive value. Must be related to Vietnam veterans or the war.*

- (11) **Autobiography:** Modern accounts written by Vietnam veterans of their life experiences.

*Future Collections: Selective accessioning of items with context or interpretive value that are not already represented in the collection. Must relate to their service in Vietnam. Do not include unit histories, general histories of the Vietnam War, or fictional accounts.*

- (12) **Artistic Expression:** Works of art created by Vietnam veterans, such as poems, drawings, collages, sculpture, folk art, etc.

*Future Collections: No further collecting of poems (currently over 2,000 in the collection). Selective accessioning of other items with context or interpretive value that are not already represented in the collection.*

- (13) **Post-War Deaths:** Items related to the natural, non-service-related deaths of Vietnam veterans that have occurred since the end of the war.

*Future Collections: These items are left frequently and will continue to grow as the Vietnam generation ages. Very rare accessioning of unique items that fill a gap in the collection's interpretive goals. General documentary items (obituaries, funeral cards, notes, etc.) may be placed in a veteran file instead of accessioning.*

**d. Public Tribute Items.** These items show how visitors came together to thank our veterans and remember our loss. They are left by people who had no personal connection to the casualties or a veteran, but simply want to express their gratitude. Most tributes that have been left since the early 2000's fit under this category. New public tribute items will be very rarely kept.

- (1) **Schools:** Items left by school groups or children who visit the Memorial.

*Future Collections: This subcategory is closed. No further accessioning of these items.*

- (2) **Hometown Heroes:** Items left by a representative of a casualty's hometown as a tribute.

*Future Collections: This subcategory is closed. No further accessioning of these items.*

- (3) **International Donors:** Items left by tourists from other countries.

*Future Collections: Selective accessioning of items with context or interpretive value.*

- (4) **Veterans from other wars:** Items left by veterans who served in conflicts other than the Vietnam War.

*Future Collections: Very rare accessioning of items with context or interpretive value. Must be addressed to Vietnam casualties or veterans or relate directly to the service of Vietnam veterans.*

- (5) **Veterans group to casualty(ies):** Items left by a veterans group for a casualty or group of casualties that are linked in some way, such as casualties of a certain battle or date, or a unit (division, company, platoon, squad, etc.)

*Future Collections: These items continue to be left frequently. Very rare accessioning of items with context or interpretive value that are not already represented in the collection.*

- (6) **Donor unknown:** Anonymous tributes left in honor of casualties or veterans.

*Future Collections: This subcategory is closed. No further accessioning of these items.*

**e. Site History Items.** This category includes materials that relate to the Memorial's planning, design, construction, and preservation. It also includes materials that document major singular events that have occurred there.

- (1) **Construction:** Items related to the design or construction of the Memorial, including design updates or conservation projects. May include tools, drawings, prints, etc.

*Future collections: Newly identified materials may be accessioned if not already represented in the collection and they expand understanding of the history of the Memorial.*

- (2) **National Salute to Vietnam Veterans:** Items related to the National Salute to Vietnam Veterans held between November 10-14, 1982. Items are contemporary to that time.

*Future collections: Newly identified materials may be accessioned if not already represented in the collection and they expand understanding of the history of the Memorial.*

- (3) **Dedication Ceremony:** Items related to the dedication of the Vietnam Veterans Memorial on November 13, 1982. Items are contemporary to that time.

*Future collections: Newly identified materials may be accessioned if not already represented in the collection and they expand understanding of the history of the Memorial.*

- (4) **Anniversaries:** Original programs, photographs, and ephemera from annual ceremonies held at the Memorial.

*Future collections: This subcategory is closed. Any additional materials may be incorporated into the park-wide resource management records.*

- (5) **In-Memory Program:** Original programs, photographs, and ephemera from the In-Memory Program held annually by the Vietnam Veterans Memorial Fund since 1999.

*Future collections: This subcategory is closed. No further accessioning of these items. Biographical information about recently deceased veterans may be placed in a veteran file.*

- f. **Architectural Elements.** When original architectural fabric is removed from a historic structure during a preservation or repair project, a representative portion is accessioned into the museum collection. This category includes the molds and casts of the Three Servicemen statue and test panels of the Memorial that were used for corrosion studies.

## 2. Archives and Manuscript Collection

Park archival collections contain information essential for understanding the park's past, natural and cultural interrelationships, events, and changes over time, as well as the human impact (including NPS management) on the park.<sup>11</sup> NPS policy and procedures for archival collections and records management are outlined in *NPS Management Policies* (2006); *NPS Records and Information Management (REIM) Guide* (2012); the *Museum Handbook, Part II. Appendix D: Archives and Manuscript Collections* (2008), and the *NPS Records Schedule: Resource Management and Lands* (2010).

The Vietnam Veterans Memorial museum collection does not contain an archival component currently. Archival items, including correspondence, government and financial records, and literary works left at the Memorial are collected as abandoned property left at the VIVE, not as part of an archival collection, and therefore will be included in the history collection and cataloged at the item level. Regional planning documents, regional public affairs materials, and NAMA documents relating to the design, construction and maintenance of the Memorial are contained within larger regional and park archival holdings and are cataloged as part of those archives in order to retain their provenance and context.

Original drawings and records for the Vietnam Veterans Memorial may be located at the National Archives (NARA) in College Park, Maryland in [Records Group 66](#) (Records of the Commission of Fine Arts), [Records Group 79](#) (Records of the National Park Service), [Records Group 117](#) (Records of the American Battle Monuments Commission), and [Records Group 328](#) (Records of the National Capital Planning Commission). The organizational records of the [Vietnam Veterans Memorial Fund](#) are housed at the Library of Congress. Fifteen feet of resource management records associated with the Vietnam Veterans Memorial (1982-2009) are cataloged in the MRCE Administrative Records.<sup>12</sup>

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<sup>11</sup> *NPS Museum Handbook, Part I, Chapter 1: National Park Service Museums and Collections*, 1:11 (2006)

<sup>12</sup> MRCE-00001, MRCE Administrative Records

### 3. Archeology Collection

Archeological collections are material remains that are recovered using professional archeological methods.<sup>13</sup> Archeological collections are generated when park facilities are developed, in response to cultural resource management requirements related to legal mandates such as the National Historic Preservation Act (1966), from preservation-related activities, or research projects authorized under the Archeological Resources Protection Act of 1979 (ARPA), as amended (16 USC § 470aa-mm).

Uncontrolled surface collecting by visitors or park staff is illegal<sup>14</sup>. Artifacts discovered on the ground surface should not be removed from their original location by the finder; instead, they should be reported to NAMA's Cultural Resource Program Manager. If artifacts are turned in to the park, appropriate measures must be taken to ensure that the finder collects no more material, the precise provenience information is recovered, if possible, and the objects and data are delivered promptly to the park. Unless the items are determined to be archeologically significant by a professional archeologist, they should not be cataloged into the museum collection.

VIVE does not contain an archeological component. Any archeological materials recovered during compliance projects at the Memorial will be managed as part of the NAMA park-wide museum collection.

### 4. Ethnology Collection

Ethnology is the comparative and analytical study of cultures; ethnography is the scientific description of individual societies and cultures.<sup>15</sup> Cultures associated with parks may be contemporary or may be descended from historical or traditional cultures. The ethnology classification is used for resources associated with the cultural systems or ways of life, and the related technology, sites, structures, and natural resources of peoples associated with parks.<sup>16</sup> The decision to call resources "ethnographic" depends on whether associated peoples perceive them as traditionally meaningful to their cultural identity as a group and the survival of their lifeways.

A major goal of ethnological collections is to facilitate collaborative relationships between the NPS and the peoples whose customary ways of life affect, and are affected by, park resource management.

The Vietnam Veterans Memorial museum collection does not currently contain an ethnology component. However, it contains objects produced by two associated contemporary cultures:

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<sup>13</sup> Ibid

<sup>14</sup> 36 CFR § 2.1

<sup>15</sup> *NPS Museum Handbook*, Part I, Chapter 1: National Park Service Museums and Collections, 1:14 (2006)

<sup>16</sup> *NPS-28: Cultural Resource Management Guideline*, 2002 (Chapter 10:A)

- Native Americans. A small number of items left anonymously at the Memorial are apparently associated with Native American culture, with a focus on the service of Native American veterans. Often, direct tribal affiliation is unknown.
- Ethnic minorities in Vietnam. The collection contains several items identified as having an association with Southeast Asian ethnic minorities from the Central Highlands of Vietnam, who often fought alongside U.S. forces in the Vietnam War. These indigenous peoples are commonly referred to as the Montagnards, degar, or người Thượng (Highlanders).

Any object left at the Memorial that is associated with one of the above cultures is collected as abandoned property left at the VIVE, not as part of a cultural study, and therefore will be included in the history collection.

## B. Natural History Collections

Natural history collections consist of specimens taken from the living and non-living components of the natural world.<sup>17</sup> They are generally divided into three categories: biology, geology, and paleontology. The purpose of a natural history collection is to support scientific research, resource management, and education; to provide baseline data of park natural resources; to document changes to resources due to internal park conditions and external effects; and to preserve important or locally significant species collected in response to specific research or interpretive needs.

The VIVE museum collection does not contain a natural history collection. Biological, geological, and paleontological specimens voluntarily left at the Memorial, such as feathers, bones, animal skins, plant specimens, or rocks, are collected as abandoned property left at the VIVE, not as part of a permitted research project, and therefore will be included in the history collection and cataloged at the item level. Any specimens collected within the area of the Memorial as part of a permitted research project will be included in NAMA's park-wide natural history collection.

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<sup>17</sup> [NPS Museum Handbook, Part II, Appendix H: Natural History Collections](#), H:1

## ACQUISITION OF MUSEUM COLLECTIONS

Museum objects are acquired through donation, purchase, exchange, transfer, field collection, and loan. Acquisition of museum objects is governed by the criteria set forth in the “Types of Collections” section as well as the park’s ability to manage and preserve materials according to NPS and DOI standards. In accordance with NPS policy, the park will only accept unrestricted gifts and bequests with no limiting conditions, including copyright. Museum objects must be acquired, accessioned, and cataloged in accordance with the [NPS Museum Handbook, Part II: Museum Records](#) (2000).

The acquisition process for objects in the VIVE museum collection is unique in that objects are acquired almost entirely through field find at the Memorial. These tributes are considered voluntarily abandoned property under 41 CFR §102-41, Subpart C, *Disposition of Seized, Forfeited, Voluntarily Abandoned, and Unclaimed Personal Property* and acquired as field collections. The key factor in the acquisition process for this collection depends on this important interaction with the Memorial. For this reason, acquisitions to the VIVE museum collection have not been permitted through the mail or personal delivery to park offices. The act of leaving the item at the Memorial has been a contributing factor when determining whether items will be considered for acquisition. The park will consider other options on a case-by-case basis but intends to continue to enforce this method of acquisition for the collection. All items acquired should be in stable condition, and not in danger due to inherent vice, environmental exposure, damage during handling, or excessive wear.

In accordance with [Director’s Order #44: Personal Property Management Handbook, Section 9](#) (2008), all proposals for the acquisition of firearms and ammunition must be reviewed and approved by the Regional Curator. Acquisition of firearms included on the Bureau of Alcohol, Tobacco, Firearms and Explosives’ list of prohibited and restricted weapons require concurrent review by the Regional Curator and the Regional Law Enforcement Specialist. Any ammunition acquired must be certified as inert by an Explosive Ordnance Disposal unit before it is brought into NPS premises.

### A. Accountable Officer

The park’s Superintendent, by delegation, represents the Director of the National Park Service and the Secretary of the Interior in accepting title to and responsibility for all museum objects. The Superintendent bears the ultimate responsibility for the acquisition, proper care, and management of the park’s museum collection. The Superintendent delegates the day-to-day care of the collection to the custodial officer for museum collections. This designation must be made in writing.

All permanent acquisitions must receive formal approval from the park Superintendent before they can be accepted into the museum collection. Before physical receipt of the acquisition, all paperwork including Deed of Gift, Transfer of Property (DI-104), or Receipt

for Property (DI-105) must be signed by both the park and the donor. Upon receipt, all newly acquired objects and related documentation must be turned over to the custodial officer. The custodial officer prepares, for the Superintendent's signature, all instruments of conveyance, and letters of thanks, acceptance, or rejection, and transmits them as appropriate to the donor, lender, vendor, or other sources of acquisition.

The Superintendent, as the accountable officer, must also approve all incoming loans which are not permanent acquisitions and is the final signatory for such documentation.

## **B. Custodial Officer**

The accountable officer delegates the day-to-day management of the museum collection to a custodial officer. The custodial officer is directly accountable and responsible for the physical care and documentation of the museum collection, and recommends accessions, loans, and deaccessions to the superintendent. They prepare all documentation for these transactions and maintain all records related to museum collections.

All acquisitions are vetted by the custodial officer, and the custodial officer must justify the acquisition to the Superintendent prior to acceptance. The custodial officer for the VIVE museum collection is the Museum Curator.

## **C. Collections Advisory Committee**

All potential acquisitions to the VIVE museum collection will be reviewed by a Collections Advisory Committee (CAC). The CAC will consist of no less than two NPS employees, including the custodial officer, and will evaluate whether each proposed acquisition complies with the scope outlined in this document, as well as the park's ability to care for the objects in perpetuity. The CAC will ensure that all accession actions are fair, open, and in the best interests of the public, and that they comply with all NPS and DOI directives and standards. Each committee member's recommendation will be submitted to the Accountable Officer for formal approval of the acquisition.

## RESTRICTIONS

### A. Restricted Items and Representative Samples

In addition to the closed categories of items mentioned in Section [A.1. History Collection](#), items that will not be accepted into the VIVE museum collection include:

- Mass-produced, impersonal items with no context or interpretive value (commemorative dog tags, patches, insignia, challenge coins, etc.).
- Perishable or biotic items likely to deteriorate (flowers, food, etc.).
- Items damaged by weather that remediation through conservation could not fix.
- Items likely to deteriorate due to inherent vice.
- Items that pose a safety hazard or that contain chemical residue.
- Items that appear to have been left accidentally (pencils, shoes, hats, etc.)
- Objects relating to social or political movements or wars other than the Vietnam War.
- Born-digital material housed on data storage devices that would require insertion into a government device to interpret (hard drives, USB flash drives, SD Cards, CD's/DVD's, etc.)
- The scattering of human remains is prohibited at NAMA.<sup>18</sup> Human remains are not appropriate for NPS museum collections and should never be left at the Memorial.

When a large quantity of an object type already exists in the collection, only a representative sample will be kept, with priority given to acquiring the best-preserved examples. The number of representative samples kept for the collection depends on the type and size of object.

Objects that fall within this restriction include, but are not limited to, the following:

- Non-personalized military service items (uniforms, boots, helmets, headwear, patches, etc.).
- Non-personalized items worn by veterans (baseball caps, shirts, motorcycle vests, etc.).
- Commemorative souvenirs or literature from veteran organizations (Rolling Thunder, National League of Families, Vietnam Veterans of America, Gold Star Mothers, Sons and Daughters In Touch, etc.).
- Plaques from veteran PTSD treatment groups.
- Tobacco products.
- Liquor bottles.
- Artificial wreaths and flowers.
- Wall rubbings.

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<sup>18</sup> 36 CFR §2.62 (b)



- Flags.

## B. Potential Hazards in Collections

Potential health and safety concerns may exist in NPS collections due to the nature of the object or specimen or to past management strategies. Samples of materials from historic structures may contain asbestos, lead, arsenic, or other potential hazards. Historic and archeological collections may include objects with radioactive compounds; mercuric compounds; chromium, cadmium, and zinc; and lead. Deteriorating cellulose nitrate film emits nitrogen oxide gases. Deteriorating cellulose acetate film emits acetic acid. Ammunition and shells for historic firearms may be live. Medical, dental, and veterinary equipment may contain viable pathogens, or toxic or controlled substances. Industrial equipment, machines, and vehicles may also contain many types of hazards such as broken glass, rust, and pest-contamination.

*Director's Order #24: NPS Museum Collections Management* (section 4.3.11) requires that curatorial staff notify users that collections may have been treated with potentially toxic substances. All individuals seeking direct access to NPS museum collections must be provided with DI-3320 "Notice of Potential Hazards in Museum Collections." The form must be completed before providing access to collections, including repatriations, traditional use, and loans of materials from the collection for management or research. Completed DI-3320's with original signatures must be retained by the park for 120 years from the date the form is signed. If the recipient of the form declines to sign the form, document this in the notes section at the bottom of the form.

The VIVE museum collection should be reviewed to determine if it holds any hazardous materials. Any hazardous materials discovered in the museum collection will be brought to the attention of the NAMA Chief of Resource Management, the Regional Curator, and the NAMA Safety Officer, and appropriate measures taken to ensure the safety of park staff, volunteers, and visitors.

## FUTURE COLLECTIONS MANAGEMENT ACTIONS

The following actions should be taken to maintain and improve the VIVE museum collection:

- Review this Scope of Collection Statement within five years of the date enacted and revise it as needed to remain supportive of and consistent with any changes to the park's mission. Any revision to this document requires the written approval of the Superintendent.
- Ensure that the museum collection is collected, cataloged, and professionally cared for consistently and in a timely manner and in accordance with Service-wide standards.
- Deaccession items that do not meet the criteria established in this document, as well as duplicate items not retained as a representative sample. Follow the procedures established in the *NPS Museum Handbook, Part II: Museum Records, Chapter 6: Deaccessioning*, *Director's Order #24: NPS Museum Collections Management*, and the *VIVE Deaccession Plan* (2019).
- Develop content for the NPS *History and Culture* link on the VIVE website to highlight significant items in the site's museum collection.
- Update the site's website with language for school and youth groups suggesting alternative ways to honor Vietnam veterans other than leaving items at the Memorial.<sup>19</sup> The vast majority of new offerings are projects left by school and youth groups. These items are not retained, and the large volume left every year places a burden on park staff.
- Digitize all accession, catalog, deaccession, conservation, loans, and exhibit records and add to the Museum Collections Management System.
- Conduct oral histories with key figures who contributed to the establishment of the VIVE museum collection to document its establishment and development. Possible interviewees include Pam West, former Regional Curator and Director of MRCE; Duery Felton, former Curator for the VIVE museum collection; Tony Migliaccio, former Grounds Supervisor for NAMA (generally identified as the first person to save items left at the Memorial); Steven Bavisotto, former Curator who worked on the collection; Gregory Vaughan, former MRCE staff member; Anthony Porco, former Museum Technician at MRCE.

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<sup>19</sup> Possible alternatives include creating a virtual Wall for comments or remembrances; encouraging students to volunteer with veterans and/or raise money to help veterans; identifying, interviewing, and honoring local veterans; leaving offerings at their local veterans' memorials; etc.

- Survey the collection for Bald Eagle parts and notify the U.S. Fish & Wildlife Service in accordance with the Bald Eagle Protection Act (1940) and follow the disposition recommendations provided by that agency.
- Survey the collection for Native American objects and review those objects with staff of the NPS NAGPRA Program, the Bureau of Indian Affairs NAGPRA Program, and tribal representatives, where possible.
- Survey the collection for hazardous materials and isolate those objects where necessary. Review the objects with the NAMA Safety Officer, where appropriate, and take action to house the items in appropriate safety equipment or remove from the collection when necessary.

## APPENDIX A: RELATED PLANNING DOCUMENTS

Planning documents related to the Vietnam Veterans Memorial and the museum collection include the following:

- *Vietnam Veterans Memorial Interpretive Prospectus* (1994)
- [\*National Mall Plan\*](#) (2010)
- *Vietnam Veterans Memorial Center Interpretive Plan* (2011)
- *National Mall and Memorial Parks – Superintendent’s Compendium* (2016)
- *National Mall and Memorial Parks Long-Range Interpretive Plan* (2016)
- [\*National Mall and Memorial Parks Foundation Document\*](#) (2017)
- *National Mall and Memorial Parks Museum Collection Management Plan* (2018)
- *Long-Range Interpretive Plan for National Mall and Memorial Parks* (2019)

## APPENDIX B: NPS MUSEUM COLLECTIONS

The Department of Interior (DOI) defines a museum collection as a subset of personal property that is retained for long-term preservation, study, and interpretation consistent with statutory requirements and its relationship to the mission of the respective bureau and park.<sup>20</sup> The National Park Service (NPS) affirmed its mandate to actively acquire and preserve objects, specimens, and archives in *NPS Management Policies* (2006), stating that “The Service will collect, protect, preserve, provide access to, and use objects, specimens, and archival and manuscript collections... in the disciplines of archeology, ethnography, history, biology, geology, and paleontology to aid understanding among park visitors, and to advance knowledge in the humanities and sciences.”<sup>21</sup>

Parks acquire and manage museum collections because they are:

“important park resources in their own right as well as being valuable for the information they provide about processes, events, and interactions among people and the environment. Natural and cultural objects and their associated records provide baseline data, serving as scientific and historical documentation of the park’s resources and purpose. ... Museum objects used in exhibits, furnished historic structures, and other interpretive programs help visitors gain better understanding of the events, activities, and people commemorated by parks.”<sup>22</sup>

Because of their significance, *NPS Management Policies* (2006) includes museum collections among the park resources and values which are subject to the no-impairment standard.<sup>23</sup>

### Service-wide Policy Related to NPS Museum Collections

NPS museum collections are subject to Service-wide policies and guidelines. Some of these policies include:

- [NPS Management Policies](#) (2006) lay the foundation by which the NPS meets its responsibilities toward museum collections and provides policy standards and requirements for preserving, protecting, documenting, and providing access to, and use of, NPS museum collections in section 5.3.5.5. *Museum Collections*.
- [Director’s Order #24: NPS Museum Collections Management](#) (2008) and the accompanying [Museum Handbook I-III](#) ensure that NPS managers and staff have information on the standards and actions for successfully and ethically complying with *NPS Management Policies* (2006) regarding museum collections. These documents also provide a means of measuring and evaluating progress in preserving, protecting, documenting, accessing, and using museum collections.

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<sup>20</sup> Department of the Interior, Departmental Manual Part 411, Section 1.7A

<sup>21</sup> [NPS Management Policies](#) 2006: 5.3.5.5 Museum Collections

<sup>22</sup> [NPS-28: Cultural Resource Management Guideline](#), 1998: Chapter 9

<sup>23</sup> [NPS Management Policies](#) 2006: 1.4.6 What Constitutes Park Resources and Values

- [\*NPS-28: Cultural Resource Management Guideline Chapter 9\*](#) (2002) outlines the management of park museum objects in the context of cultural resources management.
- [\*Director's Order #11D: Records and Electronic Information Management \(REIM\) Guide\*](#) (2012) describes the obligations of NPS staff in preserving the physical and electronic records of their daily work.
- [\*Director's Order #12: Conservation Planning, Environmental Impact Analysis, and Decision-making\*](#) (2011) and the accompanying [handbook](#) create a method that the park is to follow for projects, which includes impact analysis for museum collections. The process can also involve cultural resource surveys, including archeology.

## APPENDIX C: STRUCTURES, LANDMARKS, AND OTHER PARK RESOURCES LISTED ON NATIONAL OR INTERNATIONAL REGISTRIES

The Vietnam Veterans Memorial was administratively listed on the National Register of Historic Places upon its dedication on November 13, 1982.<sup>24</sup> An individual nomination has not been prepared. The Memorial is a contributing site to both the East and West Potomac Parks Historic District and the National Mall Historic District National Register Nominations. The Vietnam Veterans Memorial is considered a memorial group; its five components include the Memorial Wall designed by Maya Lin, and the sculptural group of the Three Servicemen, the Vietnam Women's Memorial, the flagpole, and the *In Memory* plaque to honor veterans who died as a result of their service.

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<sup>24</sup> By its Congressional designation as a national memorial, the Vietnam Veterans Memorial is one of several National Park Service units that are automatically listed in the National Register of Historic Places at their dedication without supporting documentation.

## APPENDIX D: LEGISLATION RELATED TO MUSEUM COLLECTIONS

The NPS's legal mandate for acquiring and preserving museum collections is contained in the Antiquities Act of 1906 (54 USC 320301-320303); the National Park Service Organic Act of 1916 (54 USC 100101 (a), 100301 et seq.); the Historic Sites, Buildings, and Antiquities Act of 1935 (54 USC 320101 et seq.); the Management of Museum Properties Act of 1955, as amended (54 USC 102501-102504); the Reservoir Salvage Act of 1960, as amended (54 USC 312501-312508); the National Historic Preservation Act of 1966, as amended (54 USC 300101 et seq.); the Archaeological and Historic Preservation Act of 1974, as amended (54 USC 312501-312508); the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); and the National Parks Omnibus Management Act of 1998 (54 USC 100701 et seq.). For a more detailed description of legislation and regulations as related to NPS museum collections, please see [Museum Handbook, Part I, Appendix A: Mandates and Standards for NPS Museum Collections](#).



## APPENDIX E: NAGPRA, ENDANGERED SPECIES, AND SENSITIVE AND CONFIDENTIAL INFORMATION

### A. Museum Collections Subject to NAGPRA

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), 25 USC 3001-13, requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony. NAGPRA required an inventory of human remains and associated funerary objects to have been completed by November 16, 1995.

Further study is needed to determine whether any of the items in the VIVE museum collection are subject to NAGPRA.

### B. Endangered Species, Trafficking, and Type Specimens

According to general procedure, endangered, threatened, or rare plants or vertebrate and invertebrate animals may be collected only when accidentally killed or when dead from natural causes. The collection of threatened, endangered, or rare plant and animal species must comply with *NPS Management Policies* (2006), be in accordance with the provisions of the Endangered Species Act of 1973, as amended, and will be strictly limited according to the applicable rules of the U.S. Fish and Wildlife Service.

The park will not knowingly be a partner to or condone the trafficking in illicitly collected materials.

In the unlikely event that the site discovers it has type specimens, final disposition will be determined at the Service-wide level and will adhere to recognized conventions established for specific disciplines.

### C. Sensitive and Confidential Information

In accordance with the National Historic Preservation Act of 1966, as amended (54 USC 300101 et seq.), the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm), the National Parks Omnibus Management Act of 1998 (54 USC 100701), and *NPS Management Policies* (2006) 4.1.2. “Natural Resource Information” and 5.2.3 “Confidentiality”, the park may withhold from the public sensitive and confidential information, including the specific location, character, nature, ownership, or acquisition of cultural resources, and the nature and specific locations of rare, threatened, or endangered species, commercially valuable resources, caves, minerals, and paleontological resources, where applicable.

Under some circumstances, the park may be required by law to disclose confidential information acquired during consultations, public meetings, and other research, planning,

and stewardship activities, or in association with the acquisition of resources, including museum collections. Therefore, the park cannot guarantee confidentiality of all information received. To the extent permitted by law, the park will withhold from public disclosure information provided by individuals who wish the information to remain confidential and the identities of individuals who wish to remain anonymous and who are protected from release by exemption under FOIA. The park should refer inquiries to the regional FOIA and Privacy Act officer for consultation and possible review.

## APPENDIX F: USE OF THE COLLECTION

### A. Interpretation & Education

Vietnam Veterans Memorial museum objects may be used for exhibits, interpretive programs, loans, research, and other interpretive media such as publications. The primary consideration for the use of museum objects is the conservation of each object in question and of the site's collection as a whole.

#### 1. Exhibits

All exhibits or displays containing museum objects must have proper security and appropriate environmental controls to ensure their long-term preservation (see [NPS Museum Handbook, Part I, Chapter 4: Museum Collections Environment](#) for more information). Exhibition of skeletal or mummified human remains or photos or replicas of them are specifically prohibited. Native American tribal affiliations associated with objects will be consulted about their use in exhibits.

An exhibit plan and design (EPD) serves as a guide for the development of exhibits that support the interpretive themes of a park. The final production-ready exhibit plan identifies the museum objects and graphics to be exhibited and provides label text. Detailed design drawings provide specifications on environmental and security needs for objects, special mounts needed to support objects, and techniques in exhibit case construction that facilitate access to museum objects. Park curatorial staff must be included in the development and review of EDPs involving museum objects. The [NPS Museum Handbook, Part III](#) provides guidance on exhibit plan and design.

#### 2. Loans

Objects may be loaned out to qualified institutions for approved purposes in accordance with [NPS Museum Handbook, Part II, Chapter 5: Outgoing Loans](#). Institutions should submit a Standard Facilities Report for consideration and must meet accepted museum standards for security, handling, and exhibition of NPS museum objects. All exhibits containing museum objects must have proper security, appropriate environmental controls, and proper mounts to ensure the long-term preservation and protection of the objects.

In accordance with NPS policy<sup>25</sup>, the park will not exhibit or loan out objects, or photographs of objects, that are subject to NAGPRA. Drawings, renderings, or casts of such items will not be displayed without the written consent of the culturally affiliated Native American tribes and Native Hawaiian organizations.

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<sup>25</sup> NPS *Management Policies* (2006), Chapters 5 and 7

### 3. Interpretive Programs

Museum objects will not be used in living history demonstrations due to the increased potential for damage or theft. Exhibits may be incorporated into programs through organized tours or other non-consumptive techniques. Any interpretive use defined as consumptive must be authorized in advance, as outlined in *Director's Order #24* (2008); *Director's Order #28* (1998); *NPS-28* (2002); and *Director's Order #6: Interpretation and Education* (2005). The use of reproductions is preferred to the consumptive use of original objects. Reproductions of paper-based materials such as letters and photographs will be used for long-term exhibition in place of originals.

### 4. Research

Researchers and other specialists may examine objects and archival materials under the conditions and procedures outlined in *Director's Order #24*, *Director's Order #28*, *NPS-28*, and in the park's written *Museum Collections Access Procedures*. Outside researchers must submit a research proposal to the custodial officer for museum collections. Special care must be taken when granting access to the collection to protect private information as outlined in the [NPS Museum Handbook, Part III, Chapter 1: Evaluating and Documenting Museum Collections Use](#).

No use of the museum collection will be permitted without a curatorial staff member present. Prior arrangements must be made to examine museum collection materials. All visitors will sign in and out before accessing museum collections and will review and sign safe object handling guidelines. Browsing of collections will not be permitted.

### 5. Destructive Analysis

Destructive analysis is a legitimate use of museum collections for approved research purposes when the impact is minor or when the object is common, in which case approval by the Superintendent is required. If an object is rare or significant, a request for destructive analysis should be reviewed by the Regional Curator and may be approved only by the Regional Director, as outlined in *Director's Order #24*, *Director's Order #28*, and *NPS-28*.

## B. Commercial Use

### 1. Filming & Photography

All filming and photography projects involving NPS museum collections that meet the requirements of [Public Law 106-206](#) require a permit. Public Law 106-206 provides a mechanism for parks to collect fees from commercial organizations that are filming or photographing collections outside of public spaces or when photography poses additional administrative costs for the NPS. Before granting permission for commercial

filming or photography of museum collections, museum staff must determine that the filming will not cause damage to collections, unreasonably disrupt use by the public, pose a public health and safety threat, that no copyrights, privacy/publicity legislation, or donor restrictions are violated, that no sensitive or restricted data is filmed, and that the NPS has appropriate authority to grant permission through NAMA's special permit use process.

## 2. Sales Items

Only the Superintendent can authorize reproduction of a museum object or specimens. A park can enter into agreements with a cooperating association to reproduce museum collections as sales items. Parks can also enter into a reproduction agreement with contractors or other organizations to reproduce a museum object for sale or distribution. All reproductions of NPS museum objects must carry a reproduction mark, NPS credit, and interpretive label.

For detailed information regarding factors to evaluate when considering a reproduction request, legal issues, information about reproduction agreements, and other issues, see the [NPS Museum Handbook, Part III: Museum Collections Use](#). Additional information is provided in [Director's Order #21: Donations and Philanthropic Partnerships](#) (2016), [Director's Order #32: Cooperating Associations](#) (2010) and [Director's Order #53: Special Park Uses](#) (2010).