



**DEPARTMENT OF THE AIR FORCE
AIR FORCE HISTORICAL RESEARCH AGENCY
MAXWELL AIR FORCE BASE ALABAMA**

7 March 2008

MEMORANDUM FOR THE GENERAL PUBLIC

**FROM: HQ AFHRA/AC
600 CHENNAULT CIRCLE
MAXWELL AFB, AL 36112-6424**

SUBJECT: Sending Collections to the Air Force Historical Research Agency (AFHRA)

1. The Air Force Historical Research Agency is charged with collecting and preserving copies of historical materials of archival significance. This means that all documentation in the collection is relevant to the history of the Air Force and is significant enough to warrant permanent preservation. Limited space makes it imperative that only documents of the greatest historical significance are included. Therefore, the following information is a useful guide when determining what to send to the AFHRA.

2. Please do not send items such as flags, streamers, ribbons, medals, plaques, trophies, uniforms, instruments, aeronautical material, museum pieces, displays, and the like. These should be sent to the National Museum of the Air Force. Books, newspapers, and magazines are not accessionable either as they are usually archived elsewhere. Documents of a purely technical nature are collected by the Defense Technical Documentation Center and not held at the AFHRA. If you are sending photographs with your collection please ensure that they are labeled as accurately as possible. Remove all home addresses, phone numbers, and Social Security Numbers from each item. This will ensure that the public, to include you, has access to these materials.

3. Boxes that do not arrive in the above condition will be returned to the sender. Coordinate your shipment through Leigh Mahnesmith at (334) 953-3157 or DSN 493-3157 before hand.

**//SIGNED//
RONALD W. MYERS, YC 02
Chief, Accessions Division, AFHRA**