



DEPARTMENT OF THE ARMY
THE U.S. ARMY CENTER OF MILITARY HISTORY
102 FOURTH AVENUE
FORT LESLEY J. MCNAIR, DC 20319-5060

MAY 23 2013

AAMH-MD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter—Army Artifact Conservation Procedures

1. Reference, AR 870-20 (U.S. Army Museums, Historical Artifacts, and Art), 11 Jan 99, para 3-18.
2. Purpose. Laws 16 U.S.C. 431 through 433, and 470, as amended require the preservation of objects of historical significance to the U.S. Army and to the American public. Extreme care must be taken to prevent the loss, damage, or destruction of historical artifacts and art. Artifact deterioration will be minimized through the use of preventive conservation planning and implementation and proper conservation practice when necessary. Given the lengthy production process of the forthcoming AR 870-20 and the accompanying DA Pamphlet, this memorandum provides interim procedures regarding conservation of Army artifacts.
3. Conservation chemically and physically stabilizes artifacts through a series of activities that includes artifact examination, documentation of original materials and condition, and chemical or physical intervention (treatment). Conservation treatments are reversible, thus, if required, an artifact can be returned to its pre-treatment condition. Unlike preventive conservation - taking actions to limit deterioration and prevent damage of artifacts - which is conducted by museum staff, conservation treatment should only be undertaken by a professional conservator.
4. Artifact Responsible Officers (AROs) must adhere to the following procedures for all conservation actions involving Army artifacts.
 - a. Prior to Conservation. Request conservation treatment approval from the CMH Conservator via email when an item is actively deteriorating and cannot be accessed in its current state or when unstable items are to be exhibited. The email must include:
 - (1) Central Control Number of the artifact to be treated.
 - (2) Artifact measurement (verify recorded measurements found in Army Historical Collection Accountability System).
 - (3) Treatment justification (special exhibition, active mold or pests, etc.) Why this object and why at this time?

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(4) The appraised value of the item.

(5) Photographs that accurately show the object's condition (include multiple views and details).

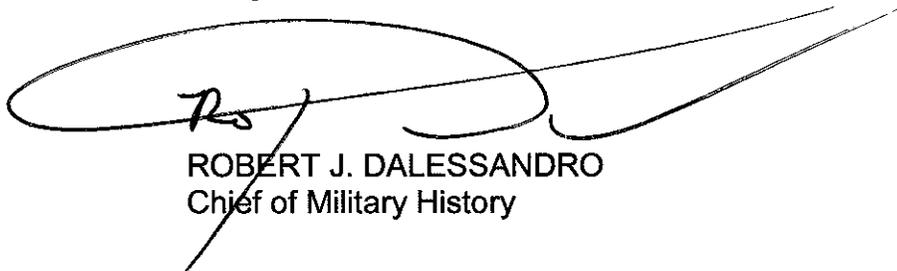
(6) Current museum conservation plan, even if in draft form.

b. Conservation Contract. The CMH Conservator is the preferred Contracting Officer's Representative (COR) for conservation treatment contracts pertaining to Army historical material. Should an Army museum have the ability to manage contract with a local COR, the museum director must contact the CMH Conservator to review and approve the contract's Performance Work Statement (PWS).

c. After Conservation. AROs must inspect the artifact and maintain a record of the work performed, to include final conservation treatment report, and record of new parts added to the object. Original parts removed will be retained and marked with the catalog number of the source artifact.

d. Provide the final conservation treatment report to the CMH Conservator.

5. Point of contact for this memorandum is the CMH Conservator, Ms. Jane Smith Stewart, at 703-805-7587 or jane.smith.stewart@us.army.mil.



ROBERT J. DALESSANDRO
Chief of Military History

DISTRIBUTION:

10th Mountain Division and Fort Drum Museum, Fort Drum, NY
1st Cavalry Division Museum, Fort Hood, TX
1st Infantry Division Museum, Fort Riley, KS
2d Armored Cavalry Regiment Museum, APO AE
2d Infantry Division Museum, APO AP
3d Cavalry Museum, Fort Hood, TX
4th Infantry Division and Fort Carson Museum, Fort Carson, CO
82nd Airborne Division War Memorial Museum, Fort Bragg, NC
Aberdeen Proving Ground Museum, Aberdeen Proving Ground, MD
Airborne and Special Operations Museum, Fayetteville, NC
Anniston Clearing House, Anniston, AL
Army Heritage Museum, Carlisle, PA
Don F. Pratt Museum, Fort Campbell, KY
Fort Bliss and Old Ironsides Museums, Fort Bliss, TX
Fort Dix Museum, Fort Dix, NJ
Fort George G. Meade Museum, Fort Meade, MD

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Fort Huachuca Museum, Fort Huachuca, AZ
Fort Lewis Military Museum, Joint Base Lewis-McChord, WA
Fort McCoy Historical Holding, Fort McCoy WI
Fort Polk Military Historical Holding, Fort Polk, LA
Fort Sam Houston Museum, Fort Sam Houston, TX
Fort Sill FCOE Directorate of Museums and Military History, Fort Sill, OK
Fort Sill Museum, Fort Sill, OK
Fort Stewart Museum, Fort Stewart, GA
Frontier Army Museum, Fort Leavenworth, KS
Harbor Defense Museum, Brooklyn, NY

DISTRIBUTION: (CONT)

National Armor and Cavalry Museum, Columbus, GA
National Infantry Museum, Columbus, GA
National Training Center and 11th Armored Cavalry Regiment Museum, Fort Irwin, CA
Old Guard Museum, Fort Myer, VA
Rock Island Arsenal Museum, Rock Island, IL
The Casemate Museum, Fort Monroe, VA
The General George Patton Museum of Leadership, Fort Knox, KY
The National Museum of the U.S. Army Reserve, Fort Bragg, NC
Tropic Lightning Museum, Schofield Barracks, HI
U.S. Army Adjutant General Corps Museum, Fort Jackson, SC
U.S. Army Air Defense Artillery Museum, Fort Sill, OK
U.S. Army Aviation Museum, Fort Rucker, AL
U.S. Army Basic Combat Training Museum, Fort Jackson, SC
U.S. Army Chaplain Museum, Fort Jackson, SC
U.S. Army Chemical Corps Museum, Fort Leonard Wood, MO
U.S. Army Corps of Engineers Museum, Alexandria, VA
U.S. Army Engineer Museum, Fort Leonard Wood, MO
U.S. Army Europe and Seventh Army
U.S. Army Field Artillery Museum, Fort Sill, OK
U.S. Army Finance Corps Museum, Fort Jackson, SC
U.S. Army Intelligence Historical Holding, Fort Huachuca, AZ
U.S. Army John F. Kennedy Special Warfare Museum, Fort Bragg, NC
U.S. Army Medical Department Museum, Fort Sam Houston, TX
U.S. Army Military Policy Corps Regimental Museum, Fort Leonard Wood, MO
U.S. Army Museum of Hawaii, Fort DeRussy, HI
U.S. Army Museum of the Noncommissioned Officer, Fort Bliss, TX
U.S. Army Ordnance Museum, Fort Lee, VA
U.S. Army Quartermaster Museum, Fort Lee, VA
U.S. Army Signal Corps Museum, Fort Gordon, GA
U.S. Army Transportation Museum, Fort Eustis, VA
U.S. Army Women's Museum, Fort Lee, VA
U.S. Cavalry Museum, Fort Riley, KS
Watervliet Arsenal Museum, Watervliet, NY
West Point Museum, West Point, NY
White Sands Missile Range Museum, White Sands Missile Range, NM

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Yuma Proving Ground Heritage Center, Yuma, AZ

CF:

National Guard Bureau History Office, Washington, DC

U.S. Army Corps of Engineers, Alexandria, VA

U.S. Army Installation Management Command, Fort Sam Houston, TX

U.S. Army Medical Command, Fort Sam Houston, TX

U.S. Army Reserve Command, Fort Bragg, NC

U.S. Army Special Operations Command, Fort Bragg, NC

U.S. Army Training and Doctrine Command, Fort Eustis, VA