

**GTA 41-01-002\***



**CIVIL AFFAIRS  
ARTS, MONUMENTS,  
AND ARCHIVES  
GUIDE**

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**HEADQUARTERS, DEPARTMENT OF THE ARMY**



# Civil Affairs Arts, Monuments, and Archives Guide

## Contents

	Page
<b>Introduction.....</b>	<b>1</b>
<b>What Is Cultural Property? .....</b>	<b>3</b>
<b>Why Do We Need to Protect Cultural Property? .....</b>	<b>3</b>
<b>Types of Cultural Property.....</b>	<b>4</b>
<i>Landscape .....</i>	<i>4</i>
<i>Tangible Heritage .....</i>	<i>4</i>
<i>Intangible Heritage .....</i>	<i>5</i>
<i>Living Collections .....</i>	<i>6</i>
<b>General Principles .....</b>	<b>6</b>
<b>Public Safety .....</b>	<b>10</b>

<b>Property Control .....</b>	<b>11</b>
<b>Protected Target Planning for Religious, Cultural, and Charitable Buildings and Monuments .....</b>	<b>15</b>
<b>On-Site Planning.....</b>	<b>16</b>
<b>Checklist .....</b>	<b>21</b>
<b>Religious Factors Questions .....</b>	<b>23</b>
<b>International Legal Considerations .....</b>	<b>25</b>
<i>Field Manual 27-10 .....</i>	<i>25</i>
<i>Applicable International Laws.....</i>	<i>26</i>
<i>The Hague Convention of 1907.....</i>	<i>26</i>
<i>The Treaty of Versailles.....</i>	<i>26</i>
<i>The Roerich Pact .....</i>	<i>26</i>
<i>The Hague Convention and Its Protocols .....</i>	<i>26</i>
<i>Other Instruments.....</i>	<i>29</i>
<b>Continental United States Situations .....</b>	<b>30</b>
<i>Domestic Regulations and Enforcers.....</i>	<i>30</i>
<i>Specific Considerations .....</i>	<i>32</i>
<i>Responsibilities.....</i>	<i>34</i>

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<b>Salvage Techniques</b> .....	<b>36</b>
<i>Expected Problems</i> .....	37
<i>Priorities</i> .....	37
<i>Handling Techniques</i> .....	38
<i>Drying</i> .....	38
<i>Packing</i> .....	39
<b>Object Identification</b> .....	<b>39</b>
<i>Archaeological Sites</i> .....	43
<i>Museums, Libraries, or Archives</i> .....	46
<i>Monuments or Compounds</i> .....	49
<i>Mass Graves</i> .....	52
<b>Equipment and Supplies</b> .....	<b>57</b>
<b>International Protective Symbols</b> .....	<b>60</b>
<b>Sources of Information</b> .....	<b>62</b>
<b>Glossary</b> .....	<b>70</b>



## Introduction

The cultural heritage of a country is the legacy of physical artifacts and intangible attributes of a group or society that are inherited from past generations, maintained in the present, and bestowed for the benefit of future generations. In the past, plundering has often followed warfare and natural disaster.

The heritage that survives from the past is often unique and irreplaceable, which places the responsibility of preservation on the current generation. The meaning and value of archaeological finds depend on the physical arrangement and context. When removed from their context, these finds might be pretty, but the original meaning is lost. The loss of information is permanent.

Damage to historic monuments, religious buildings, and sacred places—such as shrines or cemeteries—can occur accidentally in the midst of warfare or disaster. However, the Geneva Convention IV, Articles 33 and 53, and other binding agreements and laws expressly forbid intentional or gratuitous damage to undefended cultural heritage by invading or occupying forces. The Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict was written in 1954 with subsequent Protocols. Although the United States did not ratify the Hague Convention until September 2008, the Department of Defense (DOD) still observed its provisions, incorporating its guidance under FM 27-10.

In the course of their duties, Soldiers will occasionally be responsible for cultural property or heritage sites damaged by or at risk from fire, flood, or other emergency events, as well as acts of war. This graphic training aid (GTA) is intended to guide decisions and actions until heritage professionals can be employed.

This GTA assists Civil Affairs (CA) units, Soldiers, and CA staff officers (S-9/G-9) who conduct Civil Affairs operations (CAO)

throughout the range of military operations. Any person concerned with, or placed in, a situation in which he is responsible for the protection, preservation, restoration, rehabilitation, or restitution of damaged or endangered cultural property may also find this aid useful. This GTA should be used along with FM 3-57.

The proponent for this GTA is the U.S. Army Special Operations Center of Excellence, USAJFKSWCS. Submit comments and changes to Commander, U.S. Army Special Operations Center of Excellence, USAJFKSWCS, 3004 Ardennes Street, ATTN: AOJK-CAD, Fort Bragg, NC 28310-9610.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

## What Is Cultural Property?

Cultural property includes the full range of nonrenewable remains or products of human activity or occupation. Examples include—

- Historic and ancient buildings or their ruins.
- Works of art.
- Archaeological sites and artifacts.
- Shipwrecks.
- Museum and library collections, which are usually housed in buildings in which the main and effective purpose is to preserve or exhibit movable cultural property.
- Storage areas, including designated temporary shelters holding movable cultural property because of the imminent danger from conflict or natural disaster.
- Scientific collections.
- Zoos and historical gardens.
- Sacred places, such as sanctuaries, shrines, churches, mosques, temples, cemeteries, and pilgrimage routes.

Cultural property encompasses both the tangible and intangible representation of significant human events, beliefs, and values.

## Why Do We Need to Protect Cultural Property?

Federal and international laws mandate the protection of cultural property. Safeguarding cultural property while in-theater is not only a legal obligation but also plays a vital role as a force multiplier, winning the hearts and minds of the local population, and in some cases the world, by sending a strong message that the U.S. military is respectful and professional. The responsibility to protect historical property is not confined only to

the period of armed conflict, but it rather exists during all operations of peacetime and war.

## Types of Cultural Property

The types of cultural property are diverse. The following text contains descriptions of the types of cultural property.

### Landscape

The landscape is broken down into terrestrial and marine categories:

- Terrestrial categories include—
  - Natural formations.
  - United Nations Educational, Scientific, and Cultural Organization's (UNESCO's) World Heritage Sites.
  - Ecological reserves.
  - Religious and sacred places.
- Marine categories include—
  - UNESCO World Heritage Sites.
  - Ecological reserves.
  - Religious or sacred places.

### Tangible Heritage

The built heritage falls into immovable and movable categories:

- **Immovable heritage** includes buildings (may include installed art, such as organs, stained glass windows, and frescos), large industrial installations, or other historic places and monuments. Immovable categories include—
  - Cities.
  - Cultural sites (secular, sacred, and religious).
  - Structures.
  - Burial sites.
  - Monuments.

- **Movable heritage** includes books, documents, moveable artworks, machines, clothing, and other artifacts that are considered worthy of preservation for the future. These include objects significant to the archaeology, architecture, science, or technology of a specified culture. Movable categories include—
  - Works of art.
  - Books.
  - Archives.
  - Photos.
  - Ritual objects.
  - Furniture.
  - Magnetic or digital media.
  - Sound recordings.
  - Textiles.
  - Natural history specimens.
  - Objects found in religious centers.
  - Land and vital statistics depositories.

### **Intangible Heritage**

The 2003 Convention for the Safeguarding of the Intangible Cultural Heritage covers other aspects of heritage, such as song, dance, history, culture, traditions, customs, food, and technical knowledge (for example, Moari hakas, hula dance, and native languages). While the United States is not currently a party to the 2003 Convention for the Safeguarding of Intangible Cultural Heritage, CA forces should be aware and respectful of all cultural aspects in order to build and maintain professional relationships. When viewed by CA forces, tangible objects, structures, and areas may appear ordinary and unassuming and, consequently, may be easily discounted in worth. The truth, however, is that they may hold a valuable place in the consciousness of the people. The role of tangible objects, structures, and areas in the intangible heritage area of operations may far outstrip their worth as a tangible asset. Objects,

costumes, and embellishments that are found may again be first viewed as a jumble of bric-a-brac, paste jewelry, and so on; however, when coupled with traditional pageantry or storytelling, the material becomes synonymous with the cultural psychological attitudes of the people. This is especially the case in the Far East in Japanese and Korean cultures. It is important that oral traditions are included in area assessments.

Digital heritage is often classified as a subcategory of intangible property.

### **Living Collections**

Living collections include sources of wildlife and fauna. These include botanical gardens, parks, arboretums, zoos, and marine parks.

## **General Principles**

Cultural property is particularly vulnerable in times of conflict because of the emotional context. Combatants may exact political retribution by targeting symbols of their enemies' cultural identity. In addition, there is greater opportunity during conflict for destruction or looting because of the limited resources and competing priorities for the securing of cultural properties.

It is critical that all commanders throughout the chain of command receive a briefing from the judge advocate general (JAG) on the laws governing cultural property. These include federal, international, local, civilian, and military laws. The JAG should conduct this briefing as part of predeployment training. It is then incumbent on leadership to ensure units are aware of the obligations under international law and that these obligations may be waived only in cases in which military necessity imperatively requires such a waiver.

Although the primary focus of this GTA is operational planning and mission execution, the information it contains is also relevant during various garrison-type projects in which expansion

or excavation is initiated, as well as after natural disasters in which geographical features may shift. In any of these scenarios, cultural property may be uncovered or discovered.

CA forces may be unable to prevent damage; however, they can reduce the risk of further destruction if they employ the following general principles when they are responsible for cultural property or sites:

- **Planning.** In advance of a mission, Soldiers should gain as much information as possible about what kinds of cultural resources they might encounter. Soldiers should use this information to prepare for suitable action with the appropriate materials or equipment. Soldiers should consult maps predating the 1960s, because they will often show data considered unimportant by modern standards. This information may include—
  - Secondary or market roads that locals or nomadic units use.
  - Man-made or geographic landmarks with colloquial titles that local inhabitants still use but that do not appear anywhere.
  - Geographical features such as old riverbeds, washes, or hoodoos, which may indicate burial grounds or even mass gravesites.

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**Note:** It is also important to get a list of national, state, provincial, and regional points of contact that may be able to provide valuable information before a deployment.

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- **Identification.** Soldiers must identify cultural heritage resources and the people responsible for them. Soldiers should gather and exchange information in order to identify monuments, museums, libraries, archives, religious buildings, and any other institutions or collections at risk. Because, during peacetime, some person or organization is responsible for the place in question, Soldiers should

identify the authority (who or what). They should engage the authority as soon as conditions permit. (The authority will be the best source of information on the site's previous status, the actions that affected the site, and the steps that Soldiers should take first. The authority will also know about any relevant records or registers that might exist.) Individuals should keep the appropriate authorities up-to-date on the plans. Soldiers must plot cultural properties on situational maps and appropriate map overlays. They should update these as new sites are encountered.

- **Technical Advisors.** Soldiers should identify the best technical advisors, both in-country and as reachback, and contact them as soon as possible. After quickly assessing the situation, Soldiers should start communicating with experts before, during, and, in some cases, after deployments. (See the sources section, pages 62–69, at the end of this graphic training aid.) U.S. academic institutions, heritage preservation organizations, and nongovernmental organizations often have international contacts or people who have previously worked in the area of operations.

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**Note:** Each situation is different, but CA forces should always weigh their options and understand that sometimes doing nothing until expert guidance is given is better than acting quickly with the potential of causing more harm.

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- **Documentation.** It is critical to maintain thorough and accurate documentation throughout the process. Gaining the cooperation and assistance of the host nation (HN) during this process can often facilitate the acquisition of required information needed to be successful. Initial documentation is very important when canvassing an affected area or a new location.

The first priority of a site survey is to assess the safety of the area and buildings. It is also important to ensure the safety and preservation of individual objects. In addition to immediate and

continual photographic documentation, Soldiers should attempt to complete a full inventory of archaeological sites and features, buildings, and collections (library, archive, and museum), especially if activity disturbed the property in any way. At a minimum, Soldiers should record exact locations using Global Positioning System (GPS) coordinates, capture conditions, and take relevant notes to create accurate documentation. All photographic documentation must have a frame of reference, to include an arrow showing north, an item to indicate size (ruler, coin, identification card, or person), the date, and an identification (ID) number if one had been assigned to the object. Figure 1, page 10, shows an example for the documentation of an artifact sketch.

- **Destruction.** Soldiers should take action without the advice of preservation/conservation professionals only if the building or collection is in immediate danger of destruction or collapse. If destruction or collapse is imminent, Soldiers should—
  - Extinguish active fires and stop flooding.
  - Prohibit demolition or debris removal, except under supervision and as a public safety measure.
  - Focus on the minimum action required to stop active damage and avoid further damage.
- **Protection.** Place cultural structures off limits to military and civilian personnel and post security around the area. Soldiers should inform the chain of command of particularly valuable or sensitive material so it can be sealed or isolated.



of an institution or the local authorities do not know that a cultural property is a designated gathering area for displaced personnel.

## Property Control

FM 27-10 outlines the requirements associated with destruction, seizure, requisition, and confiscation of property. CA forces must consider these three areas of property control:

- **Communication.** Notices posted for the protection of property.
- **Documentation.** Inventory and tracking documents necessary to control “plundered” objects.
- **Planning.** Disaster plans that are available for immediate action.

The staff judge advocate, comptroller, and intelligence personnel and the headquarters element provide legal support and advice to commanders on property control matters.

- **Staff Judge Advocate.** The staff judge advocate answers questions of treaty and legal review as they relate to the protection of cultural property in areas under military control. The staff judge advocate also advises the commander on the legality of the proposed adaptive use of a cultural property or building for military purposes.
- **Comptroller.** Personnel may use government funds only to meet emergency needs for the protection of cultural property at local levels. In general, the rule is only to do the amount of work needed to stabilize a structure or works of art from weather and pilferage. The United States Army Defense Federal Acquisition Regulations establish the requirements and authorizations for the use of government funds for the protection of cultural property. Although the rules sometime expand according to situations, treaties, and circumstances, U.S. forces must be cautious not to promise full restorations or any work beyond that which fills an immediate need for the protection of cultural property.

- **Intelligence.** Enemy archives can have additional value. The additional value is derived from archived information that Soldiers can use for intelligence purposes or that they can exploit.
- **Headquarters Element.** As an operation progresses, the headquarters element ensures that aerial and artillery bombardments do not target protected property.

The property control matrix (Figure 2, page 13) is a tool for use in understanding the rules governing public, municipal, private, and movable and immovable property. Rules 1 through 14 are intended for use in conjunction with the matrix:

**Rule 1.** Personnel may destroy property under the rules of military necessity. (See FM 27-10, paragraph 56.) They may destroy it for sanitary or safety reasons, even after the conflict. Personnel can destroy any enemy military facilities or equipment to prevent future misuse.

**Rule 2.** FM 27-10, paragraph 59a, states, “All enemy public movable property captured or found on a battlefield becomes the property of the capturing State.”

**Rule 3.** Private property used by the enemy to further fighting is subject to confiscation as booty of war—the right for it to be treated as private property is forfeited.

**Rule 4.** Personnel treat city-owned movable (municipal property) in the same manner as private property. It may not be confiscated unless found on the battlefield after its use by the enemy.

**Rule 5.** Paragraph 1, Article 53, of the 1907 Hague Conventions allows confiscation of public movable property that is susceptible to direct or indirect military use. Reasoned judgment dictates that the occupying forces should confiscate only those items necessary for military operations.

Rules 1 through 14	Destruction	Confiscation	Seizure	Requisition	Control
Public movable property (taken off the field of battle)	1	2	12	12	13
Public movable property (susceptible to military use)	1	5	12	12	13
Public movable property (not susceptible to military use)	1	9	9	9	13
Public immovable property	1	6	6	12	13
Municipal movable property	1	4	10	11	13
Municipal immovable property	1	14	8	11 14	13
Private movable property	1	3 7	10	11	13
Private immovable property	1	7 14	8	11 14	13

**Figure 2. Property control matrix**

**Rule 6.** Article 55 of the Hague Conventions allows the occupant only a usufruct over public immovable property. The right to receive the benefits from and the use of the property means no payment is due for the usufruct, but the user must maintain the property. For example, occupying forces may take over a university dormitory for use as quarters.

**Rule 7.** Article 46 of the Hague Conventions prohibits confiscation of private property not taken on the field of battle.

**Rule 8.** FM 27-10, paragraph 407, prohibits seizure of private immovable property; however, if the immovable property is an essential part of the movable property (for example, telegraph and telephone offices and equipment or transportation maintenance areas), then seizure of even the immovable property is allowed.

**Rule 9.** Private property (to include such things as court, property, banking, and other valuable records; museum or cultural property; and zoo animals), which has no possible military use, removes cause for seizure. It may be requisitioned under limited circumstances and certainly must be controlled to prevent its damage.

**Rule 10.** Seizure of private movable property is generally limited to any means used to transmit news (for example, citizens band radio, telephone, telegraph, radio or television stations, and printing plants), means of transportation (including draft animals and weapons and material-handling equipment), and items directly usable by the military, such as arms, ammunition, explosives, binoculars, armored vests, and gas masks. Other types of private movable property are not subject to seizure. (See Article 53 of the Hague Conventions.)

**Rule 11.** Almost anything needed for the occupation forces may be requisitioned. (See FM 27-10.)

**Rule 12.** Because these categories of property are subject to confiscation or a usufruct, it would be impractical to apply lesser forms of control that would require some form of compensation for use of the property.

**Rule 13.** All property is subject to some form of control by the commander to prevent its use by, or for the benefit of, the hostile forces or in a manner harmful to the occupant forces. It can also be controlled for preservation and returned to the owner.

**Rule 14.** Occupying forces cannot confiscate real estate or other private immovable property, since confiscation implies that full title to the property passes to the confiscating power without any compensation being required. Occupying forces can, however, requisition or control it.

## **Protected Target Planning for Religious, Cultural, and Charitable Buildings and Monuments**

CA forces, CAO planners, and S-9s/G-9s must be actively involved early in the protected target-planning process. They are responsible for identifying and recommending potential sites for inclusion on the protected target list. Input is gathered from a variety of sources, including civil reconnaissance, civil engagement, cultural heritage experts, reachback, and requests for support. The S-9/G-9—

- Coordinates operations by—
  - Synchronizing with unified action partners and non-governmental organizations (NGOs) to support overall concepts and objectives. The resources section of this GTA contains additional information about these organizations.
  - Monitoring civil engineering and civil support operations performed by DOD, HN personnel, and NGOs.
- Manages CAO by—
  - Synchronizing and coordinating CAO with targeting objectives.
  - Providing protected target input to target priorities.
  - Monitoring CAO and civil-military operations (CMO) measures of effectiveness and measures of performance.
  - Evaluating the overall impact and effectiveness of operations on indigenous populations and institutions

(to include cultural sites) to meet the commander's objectives and operational mission goals.

As long as a force does not use buildings and monuments devoted to religion, art, or charitable purposes or historical sites for military purposes, they may not be targets. Combatants may determine the need to mark such places with distinctive and visible signs, but this is not a requirement for protected status. Marking may elevate its visibility and the opposition's impression of its importance. In cases in which forces use these buildings or monuments for military purposes, they may qualify as military targets. Other lawful military targets located near protected buildings are not immune from attack. However, personnel must take precautions to limit collateral damage to the protected buildings. Many allies and potential adversaries of the United States are party to the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict.

## **On-Site Planning**

The first step is to define a specific project objective from which priorities will flow. An example could be the recovery of museum collections from a flooded basement storage area. The priorities might include—

- Identifying and tasking CA assets to locate and coordinate with any available facility staff or other experts from the indigenous populations and institutions.
- Identifying and requesting functional specialist support as required.
- Assessing the building to identify salvage requirements and safety hazards.
- Identification of proper salvage techniques.
- Identification of secure storage facilities.
- Coordinating with other units (military police, engineers, Psychological Operations, and so on) for security, debris and water removal, transportation, and leaflet and

loudspeaker operations to inform the local populace and discourage looting.

The on-site planner should reevaluate early planning documents by—

- Validating original data, facts, and assumptions.
- Determining current staff structure and personnel, if any.
- Determining linkage between identified property and the national organizations for the administration of cultural properties in the country.
- Identifying details of pertinent local legislation.
- Identifying points of contact and biographical data.
- Analyzing local attitudes toward identified properties.
- Focusing on preventing conflicts with the local population.

When information may not be readily available or current, forces tasked to conduct assessments and surveys use all available resources for data, to include—

- Reachback.
- Other units (including those in redeployment mode).
- NGOs.
- Indigenous populations and institutions.
- Coalition forces in the region.

The cultural site survey is a suggested template (Figure 3, pages 18 through 20) completed by filling in basic information and grids and checking applicable blocks; for example, type of structure, cause of damage and its result, assessment of past and current situations, and witnesses. The completed assessment can then be uploaded to a computer for providing an overview of the situation. If handheld devices are available, some reference data can be preloaded (for example, coordinates and maps), further simplifying the process. The key is to make the interface simple and quick to use. The most obvious benefits of the survey occur when it is designed to best fit the situation and all personnel canvassing an area use the same template, guaranteeing data consistency. When the original

unit canvassing the area is relieved, it must provide its replacements with not only the results but also copies of the compilation, master sheets, modifications, and the original key.

<b>Cultural Site Assessment</b>	Geographical Information System (GIS)	o Yes	<input checked="" type="checkbox"/> No
Name: CPT John Smith	Date of survey: 5-16-03		
If church, religious denomination: _____			
Type of property: Mosque			
Address: Kandahar Air Field			
Town/village grids: QQ710888 Grid Zone 41R			
Enforcement jurisdiction (local, tribal, military, or county): Daman District			
o Library/archives: _____	o Archaeological site: _____	GPS: _____	Acres: _____
o Museum: _____	o Civil building/complex: _____		
o Historical building/district GPS: _____	<input checked="" type="checkbox"/> Sacred/building complex: Pashun Mosque		
o Monument: _____	o Cemetery/burial ground: _____	GPS: _____	Acres: _____
o Natural feature: GPS: _____			
<b>Information About the Damages</b>			
Date of damage: 12/01	Type of Damage: Fragmentation and small arms		
External damage: Yes			
o Lack of maintenance/neglect			
<input checked="" type="checkbox"/> Fire			
o Natural disaster			
o Water			
o Uprooted trees			
o Weakened structure due to earthquake			
o War damage			
o Other: _____			

Figure 3. Sample cultural site assessment

**Information About the Damages (Continued)**

Date of damage: 12/01  
 Type of damage: Fragmentation and small arms  
 Parties responsible for damage if not natural disaster: \_\_\_\_\_

Internal damage: Yes  
 Situations of surroundings:  
 Vandalism of the interior  
 Fire set inside  
 Damage to interior walls from projectiles  
 Damaged  
 Untouched  
 Uprooted trees  
 Surface  
 Weakened structure due to earthquake  
 Assessment of damage:  
 Other: \_\_\_\_\_  
 None  
 Light (damage to roof and wall that does not destroy supporting structures)  
 War damage: Yes  
 Damaged (damage to roof and walls that affects usability of the building)  
 Small arms/machine gun  
 Mortars/rockets  
 Artillery  
 Explosives  
 Burning impact by projectiles  
 Heavily damaged (building totally unusable without reconstruction; skeleton)  
 Gas  
 Howitzer  
 Aerial bombardment  
 Collateral damage  
 Other: \_\_\_\_\_

Internal contents intact—but strewn  
 Internal contents intact—water damage  
 Internal contents stolen  
 Contents: \_\_\_\_\_  
 Were contents evacuated?  Yes  No  N/A  
 Where are they stored? \_\_\_\_\_  
 Under whose authority? \_\_\_\_\_

**Figure 3. Sample cultural site assessment (continued)**



Questions before Operation ENDURING FREEDOM did not require the close interactions among tribal, clan, and religious leaders that current operations dictate. In current and future operating environments, the use of the checklist below may help clarify the overall cultural environment and may provide the information necessary to—

- Identify linkages among clan, religious, and tribal leaders with the local governments and officials.
- Identify intangible landmarks and sites that would be unknown factors proving to be problematic to incoming Soldiers.

## Checklist

Personnel should begin to perform the following tasks within the first 24 hours to identify cultural property:

- Provide adequate security to identify key areas from official lists and intelligence reports received, as well as local identification and folklore, and establish an assessment plan.
- Conduct an initial area assessment to locate cultural structures, archaeological sites and features, collections of art treasures, repositories, collections of archives, and records.
- Conduct an initial inventory of identified sites, including quantity and condition of items located, using geospatial information when possible.
- Take necessary security measures.
- Query local populace for folklore and knowledge.
- Locate superintendents, directors, subject-matter experts, and other specialized personnel.
- Advise unit commanders regarding military use of cultural structures.
- Contact the S-2/G-2 concerning archives or document repositories.
- Report damage and looting.

- Determine emergency restoration measures required and compile supply lists.
- Establish property collection points and implement property accountability and security measures.

Personnel should begin to perform the following tasks within 30 days:

- Continue periodic inspections of cultural properties and areas.
- Investigate reports of refuges and caches as received.
- Maintain security.
- Coordinate for the collection and maintenance of forensic evidence for military tribunals as required.
- If property has been used for military purposes—
  - Determine impact on structures or areas.
  - Ensure posted off-limits areas are secure.
  - Store and seal all movable contents and place them in an area inaccessible to daily troop traffic.
- Screen civilian directors, custodians, and specialists.
- Prepare monthly status reports.
- Submit requisitions, supply requests, and storage requirements.
- Submit estimates for troop augmentation for first-response work.
- Prepare directives required to protect cultural properties from new units coming into the area.
- Find and begin reconciliation of any acquisitions, catalogs, or inventory reports documenting the collection.
- Maintain property accountability for material, including implementation of inventory schedules and procedures for interim and permanent transfer of responsibility.
- Determine transportation requirements if property requires consolidation into a central repository that is either located in the area or identified off-site.

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## Religious Factors Questions

As intangible property is more difficult to determine, answering the religious factors questions below will serve as a suitable guide in the planning process and subsequent planning documents.

- Religious entities in the area:
  - What religions are indigenous?
  - Are religious entities organized or unorganized?
  - Are the religions national, regional, local?
  - Are the religions predominately rural or urban?
  - Are the religious entities associated with specific families, clans, tribes, ethnic groups, or races?
- History and background:
  - What is the religious history of the area?
  - What ethnic groups came into the area and when?
  - Did the religion arrive by trade, conquest, or some other manner?
  - How were the religions affected by colonization?
  - What past conflicts involved religion?
  - What are the historical relationships of the entities with the government?
  - How were the relationships between the entities and the government affected by history, major shifts, social changes, and status in society (in the past 100 years)?
  - How did groups adjust to changes?
- Sacred days, rituals, and customs:
  - What holy days or festivals may affect military operations?
  - What are important religious guidelines to observe?
  - What are the sexual customs/mores (interrelationships and intermarriages)?

- What are the group's dietary habits and restrictions?
- What are the group's distinctive symbols and colors? What is their significance?
- How does the group worship? What are the forms, nature, location, frequency, and traits of worship for the group?
- What are appropriate protocols for issues related to birth, marriage, and death?
- How do these protocols affect the local culture?
- How many forms of worship are there? What are the different sects or denominations?
- What are the membership requirements?
- Are distinct rites of passage observed for conversion, initiation, transitions from youth to elder and single to married, baptism, confirmation, warrior induction, and commissioning? If so, what observances and customs mark their passing?
- How are religious observances prioritized?
- What is the role of women within the group?
- What are the group's rituals for mediation, forgiveness (cleansing of guilt), reconciliation, and retribution?
- Sacred sites and shrines:
  - What and where are the group's places of worship, pilgrimages, and memorial sites? Why?
  - Where are cemeteries and sacred areas located? What is their makeup?
  - Is there a distinctive architecture unique to the group's gathering place? What do these distinctions represent to the group?
  - What sacred sites are off-limits? When? Why?

- How do the locations, architecture, or uses of holy spaces support or detract from the mission objectives?
- What is the location and composition of religious records (property, marriage, birth, and death)?
- What is the location and makeup of ecclesiastic archives or relics?

## International Legal Considerations

Legal considerations are basic to all CA operations. The first questions that CA forces should ask when addressing a situation are—

- What is truly necessary in this situation?
- What steps can legally be taken?

When operating within the United States and its territories and possessions, addressing a situation is a relatively simple matter. In most cases, statutes and regulations clearly indicate the commander's obligations and restrictions. In other countries, the identification of restrictions and obligations is more difficult.

### Field Manual 27-10

FM 27-10 outlines the written and unwritten rules regulating the conduct of war on land and sea. Accordingly, there are three independent principles that form a general guide for conduct in which no more specific rules apply. These principles are—

- ***Principle of military necessity.*** A belligerent is justified in applying any amount and any kind of force to compel the complete submission of the enemy with the least possible expenditure of time, life, and materiel.
- ***Principle of humanity.*** This principle specifically prohibits the employment of any kind or degree of violence that is not actually necessary for the purposes of the war.
- ***Principle of chivalry.*** Denounces and forbids resorting to dishonorable means, expedients, or conduct.

## **Applicable International Laws**

International laws governing cultural property derive from treaties and status-of-forces agreements (SOFAs). The following paragraphs discuss international laws applicable to cultural property.

### **The Hague Convention of 1907**

The Hague Convention of 1907 is the only international agreement created before World War II that covers the protection of cultural property during wartime. It established the baseline for all other treaties and agreements that followed. It prohibited all seizure or destruction of cultural property, to include that privately held, and established a code of conduct for an occupying force.

### **The Treaty of Versailles**

The Treaty of Versailles was signed in 1919. The treaty established a framework for the return and replacement of plundered property.

### **The Roerich Pact**

In 1936, the United States and most Latin American countries signed the Treaty on the Protection of Artistic and Scientific Institutions and Historic Monuments, more commonly known as the Roerich Pact. The Roerich Pact recognized the neutrality of cultural properties and scientific institutions.

### **The Hague Convention and Its Protocols**

After World War II, UNESCO was formed, clearly signaling world commitment to protect cultural properties. One of the first accomplishments by UNESCO was the adoption of the Hague Convention and the Hague Protocol of 1954. Protocol II was signed in 1999.

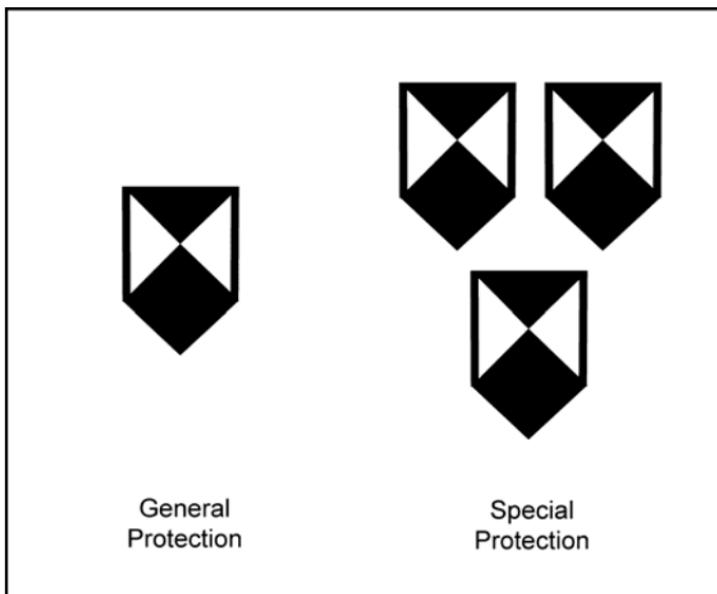
The Hague Convention of 1954 defined the different categories of cultural property. It restated the principles in previous treaties against any form of theft, pillage, or misappropriation of

cultural property during wartime and subsequent occupation. In addition, it established the right to prosecute and impose penal or disciplinary sanctions on those who did.

The Hague Convention instituted the use of a distinctive emblem, known as the blue shield, for use on immovable cultural property. Use of the symbol is not mandatory, and sites and features are still protected under the 1954 Hague Convention whether marked or not. Many countries do not use the symbol, believing it heightens the visibility of the area and/or building as a target. However, the emblem could only be used after the competent national authority authorized, dated, and signed it. Used alone, the emblem represents general protection; used three times in a triangle formation, it represents special protection (Figure 4, page 28). Chapter V, Article 17, states under what conditions the emblem is used. The United States became a party to the Hague Convention in 2009.

Soldiers should mark properties included in the World Heritage List with the World Heritage emblem and UNESCO logo. Soldiers should place the logos so they do not visually impair the property. The UNESCO Web site displays the emblem and logo and provides guidance for use.

To obtain special protection and the allowance to have the special marking placed on the site, the national authorities must submit documentation to UNESCO. The documentation includes descriptions of the location and certifying statement that the site meets all the criteria as a World Heritage Site. The documentation required can be located on the UNESCO Web site.



**Figure 4. Immovable cultural property emblems**

The Hague Convention also provided specifications for an identity card (Figure 5, page 29) held by the caregiver. The identity card bears the distinctive emblem, the stamp of the national authority, and the caregiver's photograph, signature, fingerprints, or other relevant data.

 <b>IDENTITY CARD</b>  For personnel engaged in the protection of cultural property	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">Photo of Bearer</div> <div style="margin-bottom: 10px;">Signature of bearer or fingerprints (or both)</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin-bottom: 10px;">Embossed stamp of authority issuing card</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Height</td> <td style="width: 33%;">Eyes</td> <td style="width: 33%;">Hair</td> </tr> <tr><td> </td><td> </td><td> </td></tr> </table>	Height	Eyes	Hair															
Height	Eyes	Hair																	
Surname _____ First Name _____ Date of Birth _____ Rank and Title _____ Function _____  Is the bearer of this card under the terms of the Convention of The Hague, dated 14 May 1954, for the Protection of Cultural Property in the event of armed conflict.  Date of Issue _____ Number of Card _____																			
FRONT	REVERSE																		

**Figure 5. Identity card**

### Other Instruments

Other instruments containing provisions relating to the protection of cultural property during armed conflict include—

- The 1977 Protocols I and II. Protocol I, dealing with international armed conflicts, and Protocol II, dealing with noninternational armed conflicts, were added in 1977 to the Geneva Conventions of 1949 for the protection of war victims.
- The 1998 Rome Statute of the International Criminal Court. This instrument gives the future International Criminal Court jurisdiction over persons presumed to have intentionally directed attacks in international or noninternational armed conflict against civilian objects or buildings dedicated to religion, education, art, science, charitable purposes, and historic monuments, provided that they are not military objectives.

- Status-of-forces agreements. SOFAs outline the relationship between U.S. military forces and the legal system of the HN. SOFAs also outline transportation and security issues.

## **Continental United States Situations**

When natural disasters occur on U.S. soil, cultural properties are often affected. The federal coordinating officer or defense coordinating officer coordinates the appropriate actions by military forces. Although primarily responsible for cultural institutions located on federal property, the deployed units, as determined by the federal coordinating officer or defense coordinating officer, may need to protect private property. This need will arise if the private property presents a possible danger to military or civilians involved in the disaster relief efforts or on the community as a whole.

### **Domestic Regulations and Enforcers**

The following is a list of domestic cultural resource law enforcers:

- Bureau of Land Management.
- National Park Service.
- United States Fish and Wildlife Service.
- United States Department of Agriculture Forest Service.
- Federal Bureau of Investigation.
- National Oceanic and Atmospheric Administration.
- Bureau of Indian Affairs.
- United States Army Corps of Engineers (USACE).
- State Bureau of Investigation.
- Bureau of Alcohol, Tobacco, Firearms, and Explosives.
- Department of Homeland Security (DHS) Customs and Border Protection (includes United States Border Patrol).

Most of these organizations and agencies have their own emergency museum disaster plans and incident teams in place. U.S. laws, codes, and regulations include the following:

- Abandoned Shipwreck Act Guidelines (55 Federal Register 50116).
- Abandoned Shipwreck Act of 1987, 43 United States Code (USC) 2101–2106.
- Antiquities Act of 1906, as amended, 16 USC 431–433.
- American Battlefield Protection Act of 1996, 16 USC 469k.
- Archaeological and Historic Preservation Act of 1974, as amended, 16 USC 469–469c-2.
- Archaeological Resources Protection Act of 1979, 16 USC 470aa, which prohibits—
  - Excavation, removal, damage, and alteration to any archaeological resource located on public lands or Indian lands without authorization or permit.
  - Sale, purchase, exchange, and transport of archaeological resources removed or excavated from public or Indian lands.
  - Interstate or foreign commerce of archaeological resources excavated, removed, sold, purchased, exchanged, transported, or received.
- Curation of Federally Owned and Administered Archaeological Collections, Title 36, Code of Federal Regulations (CFR), Section 79.
- Executive Order 11593, *Protection and Enhancement of the Cultural Environment*, 1971.
- Executive Order 13287, *Preserve America*, 2003.
- Federal Property and Administrative Services Act of 1949, as amended, 40 USC 484(k)(3) and (4).
- Government Property or Contracts, 18 USC 1361.
- Historic Sites Act of 1935, as amended, 16 USC 461–467.
- National Historic Landmarks Program, 36 CFR 65.

- National Historic Preservation Act of 1966, as amended, 16 USC 470, et seq.
- National Marine Sanctuaries Act, as amended, 16 USC 1431 and 1445.
- Preservation of American Antiquities, 43 CFR 3.
- Preservation of Natural, Cultural and Archaeological Resources, 36 CFR 2.1.
- Preservation of American Antiquities, 43 CFR 3.1–3.17.
- Protection of Archaeological Resources, 43 CFR 7.
- Public Money, Property or Records, 18 USC 641.
- Sunken Military Craft Act, 10 USC 113.
- Transportation of Stolen Goods, Securities, Moneys, Fraudulent State Tax Stamps, or Articles Used in Counterfeiting, 18 USC 2314–2315.

### **Specific Considerations**

The Federal or State government operates Civil War battlefields. These battlefields may have havens for unexploded ordnance (UXO) unearthed or uncovered by natural disasters. Ammunition and explosives are highly dangerous and unstable, and experts need to analyze them to determine proper disposal methods.

Terrorists and political activists may target operations at national monuments or shrines for maximum visibility. Staff and security personnel at those sites should have contingency plans to cope with these situations. Before committing troops, the defense coordinating officer and military commanders in charge of disaster relief forces must acquire copies of DHS and local plans.

The United States Department of the Interior operates many types of cultural properties described in this GTA. During the planning operation, CA forces should closely coordinate with the security personnel that staff national and state parks.

Natural history collections located on federal property (especially national parks) or in universities have many collections and supplies that are potential contaminants or present other dangers, such as radioactivity or insect infestation. They may contaminate the watershed but also emit hazardous airborne particles or radioactivity. The following must be considered when dealing with these areas:

- Personnel must inventory and handle with extreme caution the bulk storage of chemicals, such as arsenic, mercury compounds, and ethyl and isopropyl alcohol, even though they are usually isolated and well-marked.
- Geological or paleontological collections may contain radioactive specimens and toxic minerals.
- Other threats might include frozen or cryogenic specimens that can become a biohazard. Wet specimens are stored in formaldehyde or alcohol solutions. Professionals use dermestid beetles, which are contained in large covered vats or environmentally sealed chambers, to clean bone still covered with flesh.

Military museums on federal installations maintain and inventory their weapons and explosives according to regulatory guidance. This includes rendering all weapons inoperable and all explosive devices inert. Civilian facilities are not governed in this manner. Some of the larger civilian-, military-, or weapon-orientated collections should have procedures. Smaller museums, however, may not. Many will not have a current list of weapons or location records on hand. CA forces should be prepared to conduct inventories and coordinate for experts to examine weapons and explosives to ensure they are secured and inert.

Zoos and zoological collections are museums. If a zoo is located within the disaster area, planners must arrange for special care and handling of the animals. CA forces should—

- Identify locals with expertise and experience.
- Ensure that all animals, especially those that are carnivorous, are secure and present no danger.
- Ensure caretakers feed the animals and protect the public from any health problems the animals pose.
- Ensure caretakers relocate the animals to a safer area or another facility if perimeter fencing or confinement areas are affected.

### **Responsibilities**

The DHS Federal Emergency Management Agency—

- Finds and contracts with a conservator or team of conservators to help assess damage to cultural properties.
- Institutes a community emergency response team to staff the emergency operations center, feed volunteers, answer phones, and so on.
- Divides tribal land in the 48 contiguous states and Alaska into 10 tribal regions. Much of the terrestrial cultural property in these states is located on tribal lands. Tribal police elders and councils have their own police force that dictates access to tribal spiritual areas.
- Maintains training in disaster response. IS-100, *Introduction to the Incident Command System*, and IS-700, *National Incident Management System*, courses are now mandatory for any federal disaster worker before entering a disaster area of operations. Depending upon operational guidance, these may not apply to Soldiers. Because mandatory courses may change, personnel should visit the Federal Emergency Management Agency Web site: <http://www/training.fema.gov>.

The U.S. Army Center of Military History is the overall governing authority for military museums located on U.S. Army and National Guard installations. Other DOD services also maintain museum facilities. Personnel from these facilities can provide valuable liaisons in any disaster relief forces in the area.

Personnel must contact a DOD chaplain or the civilian religious leader of the facility before they remove or secure relics or church property. CA forces must determine the proper methods for handling, transporting, packing, or storing religious material.

The defense coordinating officer—

- Monitors possible cultural property issues during disaster relief operations.
- Coordinates with appropriate curators and custodians responsible for the cultural properties in question.
- Ensures disaster relief forces are aware of the correct actions to take while executing missions with cultural property orientation.
- Compiles and maintains a contact list, to include military explosive ordnance disposal detachments, local libraries, conservators, and other vital services.
- Determines how the commander integrates the site into the operation plan.
- Meets regularly with team members, local officials, international organizations, NGOs, and the chain of command.
- Locates and reviews existing records of buildings, holdings, sites, archives, and collections, if available.
- Determines the lines of communication and information sharing policy with the media.

## Salvage Techniques

The following circumstances will influence the decision to perform salvage operations:

- Imminent danger of future damage.
- Cause of damage.
- Level of damage.
- Numbers and types of affected materials.
- Personnel and budget.
- Professional services available.
- Current situation (for example, water that is clean or contaminated, salt or fresh, and hot or cold).

When conducting a salvage operation—

- Never move collections unless absolutely necessary. When feasible, personnel should get permission and guidance should be obtained from the legitimate caretakers of the collection/site. Personnel should document conversations and correspondence of dialogue.
- Assess how many materials personnel can safely transport at one time.
- Get professional assistance and technical expertise. The sooner this is done, the better the chances of avoiding problems and avoidable loss. For example, if they are not careful, personnel can easily damage wet materials during packing and transport.
- Pack materials by type of object and divide contaminated materials from uncontaminated materials and by like status (for example, items not moldy from moldy, wet from partially wet, or damp from dry). This will save time later.
- Document every aspect of the operation.

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## Expected Problems

CA forces may expect the following problems:

- Catalog numbers may be water-soluble and partially or completely missing.
- There may not be a central record repository. Each department or section within a museum may maintain its own documents. Consequently, staff members from one department may be unaware of what another department has or is experiencing.
- Water will usually be dirty and occasionally contaminated. Dirty or contaminated water poses a health risk during emergency procedures. It also poses a health risk later for those who may have to remove mud and residual encrustation from the damaged collection.
- Dry objects may become damp if the relative humidity reaches 65 percent.
- Mold growth should be expected on objects when—
  - The temperature is over 70 degrees Fahrenheit (21 degrees Celsius).
  - The relative humidity is above normal, which is at or above 65 percent.
  - Lack of electricity, safe access, and egress for larger objects compounds problems—especially where corrosion products (rust) can begin to form within hours.

## Priorities

The following will affect priorities:

- Size and weight of object.
- Stability and deterioration of object or remains.
- Ability to protect collections materials from water, in direct relationship with what was considered before the event (height from flood source and high water levels).
- Ability to locate storage and storage containers.

- Temperature, relative humidity, and air circulation.

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**Note:** Soldiers should document what happened and report frequently to the person in charge of collections matters—especially if it appears that the conditions are detrimentally affecting the object, forcing a move.

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## **Handling Techniques**

The following techniques should always be considered when handling salvaged items:

- Designate a person in charge of the overall salvage operation, as well as individual movement of artifacts and/or objects.
- Document all other object catalog accession identifiers, such as field numbers.
- Document and track all movement of objects, ensuring a chain of possession.
- Use sturdy plastic or wooden boxes to transport small objects, hand-carrying them close to the chest like a baby or football.
- Wash hands thoroughly before handling objects.
- Use cotton or nitrile gloves, when available.
- Ensure the use of proper equipment and suitable rigging. Objects, such as statuary and ceramic or metal pieces, may be large, heavy, and immovable without proper equipment and suitable rigging.
- Use two or more people to pick up heavy, large, or ungainly objects, and before picking up the object, determine signals for beginning the lift and setting the piece down.

## **Drying**

The following techniques should always be considered when pieces have muddy surfaces—

- Avoid smoothing the surfaces with scratchy mud.
- Blot them dry or leave the mud to be washed off later.

- Avoid puddles forming at the base of an object by—
  - Placing the object on clean newsprint, plastic screening, rags, towels, or paper towels.
  - Replacing wet, absorbent materials with dry materials as often as possible. Doing so will prevent corrosion, mold, or small microclimates of high relative humidity from forming beneath the objects.

## **Packing**

The following techniques should be considered when packing:

- Tissue paper is not used.
- Object documentation is maintained with objects, whenever possible.
- Personnel do not open the boxes or crates more than is necessary.
- Personnel mark the outside of the box on all sides with an accession number and, if possible, an image of the object (photocopy or photograph). This is especially helpful if personnel are frequently moving the objects from place to place and keeping track of them is difficult.
- Personnel clearly mark the point of contact in a visible location.
- There is a documentation backup in which the location is annotated. The backup should include maps and a schematic of the storage area.

## **Object Identification**

The key to successful retrieval of stolen art is documentation. In 1993, a collaborative effort of museum professionals, law enforcement officials, personal property appraisers, members of the insurance community and art trade, and other experts from 84 countries developed an international standard for a checklist.

The International Council of Museums maintains the Object ID. After many meetings and formal surveys polling different institutions and agencies, the members of the original collaboration chose 10 key descriptive factors as the most important. The photographic portion of the checklist is very important. Not only does the photographic portion provide a visual reference point, but it can also reinforce descriptive factors that personnel might otherwise dismiss. In 1999, UNESCO's Intergovernmental Committee for Promoting the Return of Cultural Property passed Resolution 5, which endorsed the Object ID as "the international standard for recording minimal data on movable cultural property" and urged the UNESCO's Director General to recommend that all UNESCO member states use it to the fullest extent possible.

The Object ID checklist is listed below:

- **Take Photographs.** Photographs are of vital importance in identifying and recovering stolen objects. In addition to overall views, take close-ups of inscriptions, markings, and any evidence of damage or repairs. If possible, include a scale or object of known size in the image.
- **Answer These Questions:**
  - **Type of Object.** What kind of object is it (for example, painting, sculpture, clock, mask)?
  - **Materials and Techniques.** What kind of material is the object made of (for example, brass, wood, oil on canvas)? How was it made (for example, carved, cast, etched)?
  - **Measurements.** What is the size and weight of the object? Specify which unit of measurement is being used (for example, centimeters, inches) and to which dimension the measurement refers (height, width, depth).
  - **Inscriptions and Markings.** Are there any identifying markings, numbers, or inscriptions on the object

(for example, a signature, dedication, title, maker's marks, purity marks, property marks)?

- Distinguishing Features. Does the object have any physical characteristics that could help identify it (for example, damage, repairs, or manufacturing defects)?
  - Title. Does the object have a title by which it is known and might be identified (for example, *The Scream*)?
  - Subject. What is pictured or represented (for example, landscape, battle, woman holding child)?
  - Date or Period. When was the object made (for example, 1893, early seventeenth century, Late Bronze Age)?
  - Maker. Who made the object? It may be the name of a known individual (for example, Thomas Tompion), a company (for example, Tiffany), or a cultural group (for example, Hopi).
- **Write a Short Description.** This can also include any additional information that helps to identify the object (for example, color and shape of the object, where it was made).
  - **Keep it Secure.** Having documented the object, keep this information in a secure place.

After completing the Object ID information on collections, personnel should maintain it for inventory purposes. These sheets become the core of historical-asset reporting. In addition, personnel can disseminate them to NGOs and military and governmental organizations. A rapid collections assessment (Figure 6, page 42) may also be completed to keep a record of damage to structures or materials.

Rapid Collections Assessment				Notes
Material	Number objects Damaged	Percent Collections Damaged	Nature/Severity (Use Key Below)	
Example: Books	1,037	5%	A1, B3, J2, L2	many books okay, some need urgent care
Books				
Paper				
Photos				
Film				
Magnetic Media				
Plastic				
Electronic Equipment				
Wood				
Other Organic				
Stone				
Metal				
Ceramic				
Glass				
Furniture				
Textile				
Paintings				
Other:				
Museum/Archive/Data/Records				

Nature of Damage:		Severity of Damage:	
A) Water Damage	E) Cracks, Splits, Breaks or Holes	1) Severe	
B) Mold	F) Losses	2) Moderate	
C) Corrosion	G) Peeling, Flaking or Tinting Paint	3) Minor	
D) Structural Damage	H) Delamination		
	I) Fire Damage		
	J) Discoloration		
	K) Loose Pieces		
	L) Tears		

Are collections in jeopardy of further damage? Yes  No  If yes, what needs to be done to prevent further damage? \_\_\_\_\_

Treatment Needed? (Circle)

Curatorial Priority (Circle One if Known)

Severity of Damage: 1) Severe, 2) Moderate, 3) Minor

Figure 6. Rapid collections assessment

## Scenarios

When dealing with cultural property, Soldiers may be faced with several scenarios, to include—

- Archaeological sites.
- Museums.
- Libraries.
- Archives.
- Monuments.
- Sites or compounds.

All scenarios possess commonalities in documentation, preservation, and movement.

## Archaeological Sites

Archaeological sites are places where activities of a past civilization or culture are preserved. Although it is often hard to delimit the parameters of the area without using the discipline of archaeology, Soldiers can follow basic principles to protect the area until they can notify experts.

Questions that CA forces should ask when addressing archaeological site scenarios are—

- Who has authority? Identify the local and central individuals and institutions responsible for the site.
- What is valued?
  - Ask the staff or responsible parties for an assessment of how they value the site.
  - Determine the primary, secondary, and outlying sites within the archaeological footprint.
  - Document the entire anticipated and actual site using GPS quadrants, conditions, photographs, and relevant notes, including the cultural site assessment.
- What problems can personnel expect?
  - Unsafe or damaged structures.

- Ongoing looting of site.
  - Land mines and UXO.
  - Inappropriate use by refugees or others (for example, temporary habitation).
  - Farming or grazing livestock, which may be a common practice; however, before accepting their presence, check with local authorities.
  - Competing claims of ownership.
  - Uncovering unknown archaeological sites, geological formations, or fossils by extreme weather or natural disasters.
- What types of damage can personnel expect?
    - Bomb damage.
    - Vehicular damage.
    - Digging by Army.
    - Digging by looters.

The following list gives the specific guidance to use for archaeological sites. Figure 7, page 45, depicts a sample of an individual survey sketch.

CA forces should—

- Place off limits signage where appropriate.
- Reconnoiter the area to determine if it is a rich archaeological site. Items that indicate an archaeological site, especially in high concentrations, are—
  - Artifacts uncovered by erosion or other activity. These artifacts may be stone, bone, antler, wood, pottery, basketry, or shell.
  - Surface features, such as depressions created by former habitations, earthen fortifications, rock cairns, animal traps, or foundations.
  - Rock art or petroglyphs.
  - Eroded holes that people would normally fill.



locate while minimizing or eliminating future damage to the site.

- Conduct any excavation.
- Attempt a restoration of the site buildings.

### **Museums, Libraries, or Archives**

Although museums, libraries, and archives each have their own specific and individual missions, operations, and scope of collections, professionals group them together because each is a repository of movable cultural property. Soldiers can handle the facilities in a similar manner by asking these questions:

- Who has authority?
  - Identify individuals responsible for the site.
  - Locate institutions responsible for the site.
  - Identify military terrain manager.
- What is valued?
  - Ask the staff or responsible parties for an assessment of how they value the site.
  - Contact local authorities. If no one is available, use reachback assets for appraisal of collections. Document everything.
  - Get coordinates of the entire anticipated and actual site.
- What problems can personnel expect?
  - Unsafe or damaged structures.
  - Ongoing looting of site.
  - Land mines, booby traps, and UXO.
  - Inappropriate use by refugees or others (for example, temporary habitation).
  - Looting.
  - Appropriation.
- What types of damage can personnel expect?
  - Bomb damage.
  - Natural disaster damage.

- Vandalism.
- How can personnel protect buildings?
  - Identify environmental hazards and threats.
  - Identify man-made hazards and threats.
  - Inform higher headquarters of the existence of historical buildings and associated perils.
  - Develop and execute plans to mitigate threats and prevent further damage.

The following list gives specific guidance for Soldiers.

They should—

- Confer with local authorities and staff responsible for the institution and its collections, when possible.
- Provide adequate security around the building.
- Contact the structural engineer, fire protection personnel, contractors, and architects who may know of the building and its construction.
- Have an engineer perform a preliminary safety assessment. If possible, the engineer should identify key elements of the building, establish priorities, and provide guidance on stabilization. The engineer should ensure personnel—
  - Support door and window heads where lintels have fire damage.
  - Consolidate holes and chases in wall faces where fire has consumed beams and bond timbers.
- Wear protective headgear.
- Remove debris and any fire hazards.
- Turn off water and gas services, including storage tanks.
- Render the building or area as weatherproof and airtight as possible, providing temporary roofing and sealing windows, if necessary.
- Acquire and secure appraisal documents, inventories, and catalogs of contents, as well as donor and jacket files.

- Maintain objects in place. Removal should be considered only when and if absolutely necessary. If required, remove and secure artifacts, archival boxes, collections, and library contents. Document the movement of the items (even if just from shelf to shelf), and annotate old, interim, and new locations.
- Photograph any evidence about the time and amount of damage to the building.
- Document written and photographic evidence of earlier buildings uncovered by a fire or artillery blast. Protect the discovery and the current structure.
- Determine the location of load-bearing walls, if possible, and map the location of the weight of the building and contents.
- Search debris and salvage any fittings or features that remain, removing them from exposure. This is especially important if the building has to be destroyed.

They should not—

- Wash walls to remove “dirt,” because murals may exist under the residue.
- Erect supports or temporary buttresses without professional technical advice, because misplaced supports can destabilize other portions of the building.
- Destroy or deface distinctive original features.
- Sandblast facades.
- Attempt to clean or perform restoration on any collections or individual objects without professional advice. Always document.
- Build additions or alterations that personnel cannot remove without impairing the underlying structure.
- Assume that the only damage is that which personnel can see with the naked eye. Buildings will often have secondary or incidental damage.

## Monuments or Compounds

The cultural property of this scenario, whether the site is a building, structure, or monument, is generally immovable. Often, it is a landmark of a village, town, province, or country.

Questions that CA forces should ask when addressing a monument or compound are—

- Who has authority?
  - Identify the owners, landlords, real estate agents, and local and central individuals responsible for the site.
  - Locate any institutions responsible for the site.
  - Identify the military terrain manager.
- What problems can personnel expect?
  - Unsafe or damaged structures.
  - Ongoing looting of site.
  - Land mines, booby traps, and UXO.
  - Inappropriate use by refugees or others (for example, temporary habitation).
  - Competing claims of ownership and responsibility.
  - Traditional engineering solutions may conflict with or damage cultural value.
  - Access may be delayed or restricted, even during renovation, if damage is discovered that will affect human life. Human life is more important than the structural integrity of the building.
  - Stabilization of buildings cannot be done on only one dimension. Assess stabilization by considering environmental hazards and multiple hazards to protect structures from water, fire, wind (uncontrolled), freezing, hazardous materials, and civil unrest.
  - Monuments are prime targets for psychological warfare by opposing forces to garner much media attention.

- What types of damage can personnel expect?
  - Bomb damage.
  - Natural disaster damage.
  - Booby traps.
  - Documented military activity.
  - Vandalism by looters.
- How can personnel protect buildings?
  - Identify environmental hazards and threats.
  - Identify man-made hazards and threats.
  - Inform higher headquarters of the existence of historical buildings and associated perils.
  - Develop and execute plans to mitigate threats and prevent further damage.
  - Determine if any stabilization drawings or materials exist. Are they available?
  - Determine composition of remaining components. For example, if personnel spray water on stonework during a fire, while it is still very hot, the stonework can disintegrate. If personnel allow the stonework to cool down gradually, there will be damage only on the surface.
  - Determine the likelihood of collapse. Analyze key construction factors that should either be kept or destroyed to better maintain the integrity of the structure. Prevent damage or further damage.

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**Example:** Search debris and salvage any hardware, building features, or ornate pieces that remain, removing them from exposure. If the building has to be destroyed, save anything that personnel can reuse, especially as a pattern for the permanent reinstatement of a historic building.

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The following is a list of the specific guidance for Soldiers.

They should—

- Contact legitimate authorities and staff responsible for the site.
- Contact the structural engineers, fire protection personnel, contractors, and architects who may know of the building and its construction history.
- Have an engineer conduct a preliminary assessment to ensure the building or monument is safe. At a minimum, the engineer or qualified authority should provide a safety assessment that identifies key features of the building and advises on priorities and stabilization. The engineer should ensure that personnel—
  - Support door and window heads where lintels (horizontal beams) have been damaged by fire.
  - Consolidate holes and chases in wall faces where fire has consumed beams and bond timbers.
- Wear protective headgear.
- Remove debris and any fire hazards.
- Turn off water and gas services, including storage tanks.
- Seal off soil drains.
- Render the building/area as weatherproof and airtight as possible. Provide a temporary roof and seal windows, if necessary.
- Photograph all stages of clearing, protection, and repair.
- Photograph any evidence about the time and amount of damage.
- Document written and photographic evidence of earlier buildings uncovered by a fire or an artillery blast. Protect the discovery of damage and the current structural integrity of the building.
- Provide adequate security around the building.

- Estimate the relative location of active fronts, military targets, and troop concentrations that may affect stabilization efforts.
- Determine the location of load-bearing walls and map the location of the weight of the building and contents.
- Search debris, salvage any fittings or features of value that remain, and remove them from exposure or neglect. This action is especially important if the building has to be destroyed.

They should not—

- Wash walls to remove “dirt” because murals may exist under the residue.
- Erect supports or temporary buttresses without professional technical advice, because misplaced supports can destabilize other portions of the building.
- Destroy or deface distinctive original features.
- Try to restore features without professional guidance.
- Sandblast facades.
- Build additions or alterations that personnel cannot remove without impairing the underlying structure.
- Assume that the only damage is that which personnel can see with the naked eye. Buildings will often have secondary or incidental damage.

### **Mass Graves**

A mass grave is a single unit containing the deliberately interred remains of multiple individuals, usually casualties of a catastrophic event, such as war, genocide, or disease. Mass graves are not typically considered cultural properties. They are included in this GTA because Soldiers must treat mass grave areas in much the same manner as archaeological sites; consequently, protection is similar to that for cultural properties. Dealing with a mass grave is a highly emotional situation. A mass grave may also be a crime scene, so the preservation of the area and material found within it as evidence is

important. Mass graves are different from cemeteries because these burials are not generally well-known or marked. Mass graves may sometimes be uncovered during operations other than combat. This is especially true during infrastructure improvement projects located on a HN's property and/or military installations.

Under any circumstance, personnel must handle the discovery of unidentified human remains with care. Most countries, as well as local authorities in the United States, have instituted procedures concerning the discovery and exhumation of human remains in order to determine if a grave is a result of a crime, of archaeological value, or the result of urban growth. The discovery of a mass gravesite is different from a single grave.

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**Note:** Different laws exist when personnel discover single graves. This GTA does not cover single graves.

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For a mass gravesite, there is a stronger suspicion of foul play and it is more difficult to securely protect and study the scene and exhume the remains. In cases of genocide, the mass gravesite is a crime scene. Personnel must maintain the environment so that investigators can gather evidence, gain intelligence, and build a legal case against the perpetrators.

Soldiers should be aware that local inhabitants might be unaware of mass gravesites because they are usually formed in secret. Even if there is a rumor of their existence, it is rare that local inhabitants will know the exact locations of mass gravesites. A specific individual is not responsible for monitoring or protecting these sites.

Like archaeological sites, mass burial sites are likely to be hidden below the existing ground surface. However, if the Soldier is aware of indicators, clues of a burial site may exist, even if erosion has not exposed the site.

Items that may indicate a mass burial, especially in high concentrations, are—

- Shreds or pieces of clothing sticking up from the ground.
- Human bones, such as phalanges (fingers and toes), or pieces of larger bones, such as the femur.
- Shoes.
- Spent ammunition casings.

Similar to archaeological sites, mass graves may be discovered during a military construction or foreign internal defense-type mission. Mass gravesites often provide an abundance of intelligence, presenting a reflection of the situation that necessitated a mass burial of individuals. Gravesites often provide information on displaced populations or missing persons. Because of advances in forensic science, each body tells a story. Information and intelligence gathered from mass graves may not only prove the use of political genocide but may also help prosecute the perpetrators in an international court of law. In addition, personnel can identify casualties and locate and inform their family members. Another consideration is that mass graves are frequent targets of looters.

Upon discovery of a mass grave, personnel must inspect further to delineate its boundaries and to gather the information they will need when contacting higher headquarters and excavation personnel. For a mass grave scenario, Soldiers should ask the following questions and follow the related procedures:

- Who has authority?
  - Inform the chain of command.
  - Identify the local authorities.
- What is valued?
  - Ask the staff or responsible parties for an assessment of how they value the site.
  - Get coordinates of the entire anticipated and actual site.

- What types of problems can personnel expect?
  - Looting of the burial site.
  - Natural disaster damage.
  - Land mines, booby traps, and UXO.
  - Biological hazard from bodies that are not fully decomposed.
  - Loss of or inaccurate information as a result of incomplete information for prosecuting individuals responsible for the mass grave.
  - Misidentification of multiple graves as a mass grave.
- What types of damage can personnel expect?
  - Vehicular damage.
  - Looter damage from digging.

The following is a list of the specific guidance for Soldiers regarding mass graves.

They should—

- Get coordinates of the entire anticipated and actual site.
- Mark the spot temporarily where there is the highest concentration of material. Soldiers should take a GPS coordinate and walk out from the center in at least four directions until the concentration of cultural material lessens dramatically or ceases to exist. Soldiers should temporarily mark these spots as well and take at least five GPS coordinates, if possible.
- Determine and draw the basic shape and size of the area. After determining the sides of the burial area, they should measure the site with a measuring tape or by measuring strides. The average height of one adult male is approximately 3 feet long (decomposed). This is a good estimate for the size of the grave; however, the size is relative to ethnic groups. In addition, they should record GPS coordinates, especially if it is obvious that the site is not perfectly formed or is composed of multiple burial sites.

- Document the site and its relationship to the area.
- Draw a strip map and record location information and the distance to the nearest town or identifiable monument or landscape feature. Soldiers should annotate a minimum of five GPS coordinates and any identifiable landmarks, including geographical features. Soldiers should include overall photography and material on the surface and include a scale and north arrow in all drawings and photographs. If a ruler or compass is unavailable, placing a Soldier (annotating his height) pointing toward the north would fulfill the minimum requirement for both a scale and a north arrow. For smaller objects, anything of standard size (for example, a U.S. dollar bill or military identification card) may be used, placing it by the object being photographed.
- Report the grave and location to the element commander as soon as possible. Any discovery of remains, especially those of a mass gravesite, may require the notification of local or provincial authorities and the medical examiner.
- Provide all documentation to the command investigating the burial, as well as to local authorities and professionals. Public safety concerns will be raised with mass graves. Depending on the age of the grave and level of decomposition of the remains, biological health hazards can be an issue for people working in or near the burial site.
- Consult JAG on current SOFAs concerning mass graves. The SOFAs are usually updated or rewritten every five years and different for each HN. SOFAs are critical in determining U.S. authority over mass graves in the HN.
- In a domestic situation (continental United States), immediately notify local authorities and the medical examiner or coroner. The coroner will determine if the remains are a recent burial or one of archaeological significance. The area may be labeled a crime scene or an archaeological site.

- Maintain perimeter security and post notices if mines or UXO are present, informing the appropriate military authority.
- Call professionals for assistance. The USACE, St. Louis District, Mandatory Center of Expertise for the Curation and Management of Archaeological Collections, is a good resource that can provide technical forms to download, as well as additional support. USACE may be reached at 314-331-8466 or 314-263-4190.

They should not—

- Collect any items from the site. The only exception to this is demining and removing UXO.
- Excavate to “check it out” before making a report.
- Occupy the site. There may be additional graves in the area, and the additional activity could disturb the burials.
- Use the area or the surrounding area as landing strips or pickup zones. The rotor wash will generate an unacceptable wind force that can unearth sites and sandblast exposed areas, prematurely eroding the site.

## Equipment and Supplies

The type of equipment and supplies needed for arts, monuments, and archives activities may differ from one situation to another. The following is a list of potential personal, cleanup, and emergency supplies and equipment:

- Personal supplies and equipment, to include—
  - First aid kits and medical supplies.
  - Potable water.
  - Changes of clothing.
  - Identification badge and lanyard.
  - Clipboard, pens, pencils, and water-resistant paper.
  - Rubber gloves.
  - Food and food preparation equipment.

- Sanitation facilities.
- Sleeping bags and blankets.
- Collapsible chairs.
- Digital camera, extra memory cards, batteries, and chargers.
- Cleanup supplies and equipment, to include—
  - Low-suds detergents.
  - Sanitizers.
  - Disinfectants.
  - Scouring powders and household cleaners.
  - Brooms.
  - Scrub brushes.
  - Mops, mop buckets, and wringers.
  - Water hoses and nozzles.
  - Disposable containers or bags for trash.
  - Hammers: claw and machinist.
  - Pliers: adjustable, lineman's, vise-grip, and needle-nose.
  - Wood saws.
  - Metal saw with blades.
  - Wire cutters with insulated handles.
  - Tin snips.
  - Rope, chain, and cable.
  - Pit cover hood.
  - Pry bar or crowbar.
  - Folding rule or retractable tape measures.
  - Staple gun and staples.
  - Bleaches.
  - Fungicides.
  - Ammonia.
  - Rubber gloves.
  - Dust pans.

- Scoops and shovels.
- Sponges and dry rags or cloths.
- Buckets and tubs.
- Wet-dry vacuum cleaner with accessories.
- Wrenches: pipe and channel-lock.
- Screwdrivers: assortment of common types and sizes.
- Hand drill with bits.
- Utility knife with extra blades.
- Pipe cutters and, possibly, pipe threaders.
- Bolt cutters.
- Dollies or handcarts.
- Valve wrenches.
- Block and tackle.
- Axes, including a firefighter's axe.
- Hydrant and post indicator.
- Emergency supplies and equipment, to include—
  - Crates.
  - Digital camera.
  - Emergency battery lights.
  - Fire extinguishers (ABC-type recommended).
  - Walkie-talkies with extra batteries.
  - Geiger counter and dosimeters.
  - Gas masks with extra canisters and dust masks.
  - Resuscitation equipment.
  - Extension cords with ground fault circuit interrupters.
  - Rubber boots or waders.
  - Rubber laboratory aprons.
  - Emergency gasoline-powered electrical generator.
  - Portable lights.
  - Hard hats.
  - Eye protection.

- Battery-operated AM/FM radios with extra batteries.
- Portable public address system.
- Air breathers with extra oxygen tanks.
- Flashlights or lanterns with extra batteries.
- Yellow danger tape.
- Protective clothing.
- Protective masks.
- Water pump.

## **International Protective Symbols**

Personnel use international protective symbols to indicate medical facilities, protected buildings, and civil defense and biohazardous installations.

Figure 8, page 61, depicts the symbols of protected medical facilities and personnel. These symbols can be used on buildings, armbands, vehicles, and ID cards. Persons and places marked with a medical symbol are protected from attack as long as they are used solely for medical purposes.

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**Note:** For the purpose of this GTA, the symbols in Figure 8 are shown in black and white to reduce the printing cost.

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More information on these symbols is in FM 27-10, Chapter 2, Section II, Article 46a, page 21, and Chapter 4, Section IV, paragraph 238, page 95.

	<p>Most of the world's armed forces use a red cross.</p> <p><i>The symbol consists of a red cross on a white background, formed by reversing the flag of Switzerland.</i></p>
	<p>Muslim nations use a red crescent.</p> <p><i>The symbol consists of a red crescent moon with the horns facing right. The horns may or may not touch.</i></p>
	<p>The symbol consists of a red star of David (Magen David), formed by interlocking two red triangles.</p>
	<p>The marking for protected cultural, historic, educational, and religious buildings. The protection is from coastal naval bombardment.</p> <p><i>The symbol consists of a square or rectangle sign, the upper triangle black, the lower triangle white.</i></p>
	<p>The marking for protected cultural, historic, educational, and religious buildings. One shield may be on an armband or ID card.</p> <p><i>The symbol consists of three shields of royal blue and white, set two above and one below.</i></p>
	<p>Civil Defense facilities and Civil Defense personnel. The symbol may mark civilian bomb shelters and may be on armbands and ID cards.</p> <p><i>The symbol consists of a royal blue triangle on a bright orange background.</i></p>
	<p>Works or installations containing dangerous forces. Used to mark reactors, chemical plants, dams, and so on. It is not a protective symbol.</p> <p><i>The symbol consists of three bright orange circles of equal size spaced one radius apart.</i></p>

**Figure 8. Symbols**

## Sources of Information

CA and CMO planners must have access to a variety of information concerning cultural property. A list of Web sites where CA and CMO planners might find helpful information is provided below.

**American Alliance of Museums:** <http://www.aam-us.org>

**American Institute for Conservation of Historic and Artistic Works:**  
<http://www.conservation-us.org>

**American Society of Appraisers:** <http://www.appraisers.org>

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NGO that accredits personal property appraisers and provides guidance on their use.

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**Canadian Association for Conservation:** <http://www.cac-accr.ca>

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For information, email: [coordinator@cac-accr.com](mailto:coordinator@cac-accr.com).

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**Center for Arts and Culture:** <http://www.americansforthearts.org/>

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Inactive NGO that continues to host a Web site with information relevant to preservation of cultural property.

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**Conservation Online:**

<http://cool.conservation-us.org/bytopic/disasters/>

<http://cool.conservation-us.org/bytopic/mold/>

<http://cool.conservation-us.org/misc/people/>

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Disaster links, mold issues, and points of contact (by name or by country).

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**U.S. Army Historic Preservation Program/Cultural Resource Management Program:**

[www.achp.gov](http://www.achp.gov)

<http://aec.army.mil/Services/Preserve/CulturalResourcesManagement.aspx>

Assists installations in meeting their compliance needs with respect to these resources by developing programmatic compliance solutions, technical documents, and technical support. The program supports the mission by improving sustainability within the Army and developing cost-effective tools to improve compliance practices.

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**Council of Europe, European Heritage Network (HEREIN):**

<http://www.herein-system.eu/>

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HEREIN brings together European public administrations in charge of national cultural heritage policies. At present, 42 Council of Europe member states contribute to the dynamic of this project.

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**Disaster Recovery Journal:** <http://www.drj.com>

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A source of disaster preparedness research, articles, seminars, and hyperlinks to recovery service providers. A chat forum allows disaster recovery professionals to communicate with one another.

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**Federal Bureau of Investigation:** <http://www.fbi.gov>

**Federal Emergency Management Agency:** <http://www.fema.gov>

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Provides fact sheets on types of disasters with details on hazard mitigation and response.

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**Federal Highway Administration, Department of Transportation:**

<http://www.environment.fhwa.dot.gov/strmlng/index.asp>

<http://www.environment.fhwa.dot.gov/histpres/index.asp>

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The Department of Transportation Federal Highway Stewardship, Historic Preservation, and Archaeology Programs provide guidance and technical assistance to federal, state, and local government staff regarding federal laws and regulations, executive orders, policy, procedures, and training on topics related to historic preservation and cultural resources.

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***First Aid for Art: Essential Salvage Techniques.*** Hutchins, Jane K., and Roberts, Barbara, eds. Distributed by Antique Collectors' Club, Ltd., Easthampton, MA: <http://www.antiquecc.com>

**Heritage Emergency National Task Force:**

<http://www.heritagepreservation.org/PROGRAMS/tftips.htm>

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Tips for salvage.

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**Heritage Preservation:** <http://www.heritagepreservation.org>

**International Committee of the Blue Shield:**

<http://icom.museum/emergency.html>

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International NGO that encompasses museums, archives, libraries, monuments, and sites.

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**International Council on Archives:** <http://www.ica.org/>

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Decentralized organization that provides archivists with a regional forum and works closely with intergovernmental organizations (for example, UNESCO and the International Centre for the Study of the Preservation and Restoration of Cultural Property).

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**International Council on Monuments and Sites:**

<http://www.icomos.org/en/>

**International Council of Museums:** <http://icom.museum>

**International Criminal Police Organization:**

<http://www.interpol.int>

**International Cultural Property Protection:**

<http://exchanges.state.gov/culprop/>

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State Department site with links to international laws, U.S. and international law enforcement agencies, and NGOs.

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**International Foundation for Art Research Journal:**

<https://www.ifar.org/>

**National Fire Protection Association:** <http://www.nfpa.org/index.asp>

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Helps to reduce the burden of fire on quality of life by advocating scientific consensus codes and standards.

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**National Task Force on Emergency Response:**

<http://www.heritagepreservation.org/PDFS/Dustpressrelease.pdf>

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Soot and dust removal.

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**Northeast Document Conservation Center:**

<https://www.nedcc.org/>

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Supplies and services.

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**Object ID:** <http://archives.icom.museum/object-id>

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Standard for describing art, antiques, and antiquities.

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**Southeast Library Network:**

[http://www.solinet.net/preservation/search\\_vendor.cfm](http://www.solinet.net/preservation/search_vendor.cfm)

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Database of vendors.

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**Texas Tech University Museum:**

<http://www.depts.ttu.edu/museumttu/links.html#cfas>

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Multiple resource site for cultural issues.

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**United Nations Educational, Scientific, and Cultural Organization:**

<http://www.unesco.org>

**United States Institute of Peace:**

<http://www.usip.org/publications/the-urge-remember-the-role-of-memorials-in-social-reconstruction-and-transitional>

Special Report: "The Urge to Remember: The Role of Memorials in Social Reconstruction and Transitional Justice."

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**United States Committee of the Blue Shield:**

<http://www.uscbs.org>

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NGO that includes cultural property professionals from museums, archives, libraries, monuments and sites, audiovisual archives, and object conservation.

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**United States Army Corps of Engineers, Mandatory Center of Expertise for the Curation and Management of Archaeological Collections:**

<http://www.mvs.usace.army.mil/Missions/CentersofExpertise/CurationMgmtofArchaeologicalCollections.aspx>

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Assists installations with mass graves and archaeological collection compliance through technical documents and technical support.

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The sample forms (Figures 9 through 11, pages 67 through 69) give some examples of information that Soldiers should consider collecting. Not all entries may be applicable; however, it is better to include extraneous information that may become pertinent in the future.

**Emergency Contacts**

In an emergency, call 911 first!

(Note dialing instructions, e.g., dial "9" for an outside line.)

<b>Name</b>	<b>Phone</b>
Fire Department _____	_____
Police Department _____	_____
Hospital _____	_____
EMS/Ambulance _____	_____
Poison Control Center _____	_____

**Essential Contacts**

<b>Name</b>	<b>Phone</b>
Electric Company _____	_____
Gas Company _____	_____
Water/Sewer Company _____	_____
Telephone Company _____	_____
Health Department _____	_____
Insurance Contact _____	_____
Security Contact _____	_____
Preservation Professional _____	_____
Disaster Recovery Service _____	_____
Local Emergency Management Agency _____	_____

**Figure 9. Sample form 1**

<b>Institutional Contacts</b>		
The first person on the scene should immediately call the appropriate authorities. Then call:		
<b>Name</b>	<b>Work Phone</b>	<b>Home/Cell</b>
Director _____		
Backup _____		
Response Team Leader _____		
Backup _____		
Security Director _____		
Backup _____		
Building/Operations Manager _____		
Backup _____		
Collections Manager _____		
Backup _____		
Preservation Administrator/Conservator _____		
Backup _____		
Communications/Media Director _____		
Backup _____		
Director of Finance _____		
Backup _____		
IT Manager _____		
Backup _____		
Attorney _____		
Backup _____		

Figure 10. Sample form 2

<b>Now, Where Is That?</b>			
<b>Emergency Basics</b>	<b>Location(s)</b>		
Know the nearest emergency exit and fire extinguisher.			
First Aid Kits	_____		
Supply Kits	_____		
Emergency Response and Salvage Wheels	_____		
<b>Documents</b>	<b>Location</b>	<b>Contact</b>	<b>Phone</b>
Building Plans	_____	_____	_____
Emergency Plan	_____	_____	_____
Insurance Policy	_____	_____	_____
Inventory	_____	_____	_____
Inventory, Off-Site Copy	_____	_____	_____
Staff Contact List	_____	_____	_____
<b>Resources</b>	<b>Contact</b>	<b>Phone</b>	
Alarm Codes	_____	_____	
Cash or Credit Cards	_____	_____	
Master Keys	_____	_____	
Computer Passwords	_____	_____	
<b>Utility Shut-Offs</b>	<b>Location</b>		
Electrical	_____		
Fire Suppression System	_____		
Gas Main Valve	_____		
Water Main Valve	_____		

Figure 11. Sample form 3

## Glossary

Many of these terms are professional in nature and do not reflect Army or joint definitions.

### **accession**

The act of recording and processing an addition to a museum collection. (American Alliance of Museums)

A unique number assigned sequentially to an accession for purposes of identification and control.

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**Note:** Often this is the first step in registration and includes a control number, which is a tripart number that includes the year, the number of the collection that came in that year, and the number of items in the collection. For example, 97.11.04 indicates the year was 1997, the item was the 11th addition, and it was the fourth item in the addition. (Society of American Archivists)

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### **administrative records**

Those records created by several or all Federal agencies in performing common facilitative functions that support the agency's mission activities but do not directly document the performance of mission functions. Administrative records relate to activities, such as budget and finance, human resources, equipment and supplies, facilities, public and congressional relations, and contracting. (National Archives)

### **American Institute for Conservation of Historic and Artistic Works**

The national membership organization that supports conservation professionals in preserving cultural heritage by establishing and upholding professional standards, promoting research and publications, providing education opportunities, and fostering the exchange of knowledge among conservators, allied

professionals, and the public. (American Institute for Conservation of Historic and Artistic Works Web site)

**antique**

An object or article over 100 years of age at the time of importation. (Harmonized Tariff Schedule, Heading 9706)

**arboretum**

A place where trees, shrubs, and herbaceous plants are cultivated for scientific and educational purposes. (Merriam-Webster Online Dictionary, 2015)

**archaeological object**

A culturally significant material object that is at least 250 years old, which is normally discovered because of scientific excavation, clandestine or accidental digging, or exploration on land or underwater. (Convention on Cultural Property Implementation Act. Partial text of Public Law 97-446 [House of Representatives 4566], 96 Statute 2329, approved 12 January 1983, as amended by Public Law 100-204 [House of Representatives 1777], 101 Statute 1331, approved 22 December 1987)

**archive**

The records created or received and accumulated by an institution or organization in the course of routine business and permanently retained because of their continuing or enduring value.

A building or an area of a building used to house permanent records.

A government agency, organization, or program responsible for appraising, scheduling, accessioning, preserving, and providing reference service to archival materials. (Society of American Archivists)

## assessment

Evaluation of existing physical and environmental security controls and assessment of their adequacy relative to the potential threats to the cultural property in question. (Arts, Archives, and Monuments Team Lesson Plan, Fort Knox, Kentucky, 1952)

## booty of war

Booty of war falls into the following two categories:

- **Public property.** All enemy public movable property captured or found on the operational environment becomes the property of the capturing state.
- **Private property.** Enemy private movable property, other than arms, military papers, horses, and the like, captured or found on the operational environment, may be appropriated only to the extent that such taking is permissible in occupied area. (FM 27-10)

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**Note:** The term “war booty” is widely defined, especially during combat or occupation situations. The final authority on the parameters of the possession of war trophies is the theater commander. Fragmentary orders will be issued and enforced under the Uniform Code of Military Justice. It is the unit and individual responsibility to research and follow the most current guidance.

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## Canadian Association for Conservation

Organization that disseminates knowledge concerning the conservation of Canada’s cultural property and heritage that, through specialized education, knowledge, training, and experience, formulates and implements all the activities of conservation in accordance with a published ethical code. Their mailing address is 280 Metcalfe, Suite 400, Ottawa, ON K2P 1R7.

**collection**

An artificial accumulation of documents brought together based on some common characteristic (for example, means of acquisition, creator, subject, language, medium, form, or name of collector) without regard to the origin of the documents.

A grouping of records created by a private individual or organization. (Society of American Archivists)

**confiscation**

Property used by the enemy in an international armed conflict to promote its war effort may be retained by a belligerent and safeguarded. Civilian property may not be confiscated. (Annex to Hague Convention, No. IV, 18 October 1907, Article 46, and Geneva Convention Relative to the Protection of Civilian Persons in Time of War, 12 August 1949, Article 53)

**conservation**

The profession devoted to the preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education. (American Institute for Conservation)

**conservator**

A professional whose primary occupation is the practice of conservation and who, through specialized education, knowledge, training, and experience, formulates and implements all the activities of conservation in accordance with an ethical code, such as the American Institute for Conservation Code of Ethics and Guidelines for Practice. (American Institute for Conservation)

**control**

All property located in occupied territory can be controlled to the degree necessary to prevent its misuse by the civilian population, its use for the benefit of hostile forces, or any use harmful to U.S. and allied forces. (Annex to Hague Convention,

No. IV, 18 October 1907, Article 43, and Geneva Convention Relative to the Protection of Civilian Persons in Time of War, 12 August 1949, Articles 52–66)

### **cultural heritage**

Any concept or thing, natural or artificial, which is considered to have aesthetic, historical, scientific, or spiritual significance. (International Council of Museums)

### **cultural landscape**

A place where the intersection of culture and nature leave a distinct ecological or cultural imprint. A geographic area (including both cultural and natural resources and the wildlife or domestic animals therein), associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values. There are four general types of cultural landscapes, not mutually exclusive: historic sites, historic designed landscapes, historic vernacular landscapes, and ethnographic landscapes. (National Oceanic and Atmospheric Administration/National Park Service)

### **cultural property**

Property which, on religious or secular grounds, is specifically designated by each state as being of importance for archaeology, prehistory, history, literature, art, or science, and which belongs to the following categories:

- Rare collections and specimens of fauna, flora, minerals, anatomy, and objects of paleontological interest.
- Property relating to history, including the history of science and technology, military and social history, to the life of national leaders, thinkers, scientists, and artists, and to events of national importance.
- Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries.
- Elements of artistic or historical monuments or archaeological sites that have been dismembered.

- Antiquities more than 100 years old, such as inscriptions, coins, and engraved seals.
- Objects of ethnological interest.
- Property of artistic interest, such as—
  - Pictures, paintings, and drawings produced entirely by hand on any support and in any material (excluding industrial designs and manufactured articles decorated by hand).
  - Original works of statuary art and sculpture in any material.
  - Original engravings, prints, and lithographs.
  - Original artistic assemblages and montages in any material.
- Rare manuscripts and incunabula, old books, documents, and publications of special interest (for example, historical, artistic, scientific, or literary), singly or in collections.
- Postage, revenue, and similar stamps, either singly or in collections.
- Archives, including sound, photographic, and cinematographic archives.
- Articles of furniture more than 100 years old and old musical instruments. (Records of the General Conference, Sixteenth Session, Paris, 12 October to 14 November 1970, Resolutions, Volume I, Article 1, page 136)

Irrespective of origin or ownership:

- Movable or immovable property of great importance to the cultural heritage of every people, such as monuments of architecture, art, or history, whether religious or secular; archaeological sites; groups of buildings that, as a whole, are of historical or artistic importance; works of art; manuscripts, books, or other items of artistic interest; as well as scientific collections and important collections of books or archives or of reproductions of the property described above.

- Living collections, such as those found in zoos, sanctuaries, arboretums, and botanical gardens.
- Buildings whose main purpose is to preserve or exhibit movable property, such as museums, libraries, archives, and refuges designed for shelter.
- Centers containing a large amount of cultural property to be known as “centers containing monuments.”
- Nonrenewable remains of human activity, occupation, artifacts, ruins, works of art, architecture, and areas of religious significance that were of importance in human events. These resources consist of physical remains, areas where significant human events occurred (even though physical evidence of such events no longer exists), and the physical setting immediately surrounding the actual resource. Historic and cultural properties include both prehistoric and historic remains. They are also battlefields, family and public cemeteries, and historic shipwrecks. (Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict, 14 May 1954, Article 1)

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**Note:** Cultural properties may or may not be marked with the distinctive blue and white shield prescribed under the 1954 Hague Convention.

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### **cultural resources**

Considered equivalent to “historic properties” (as defined by the Advisory Council on Historic Preservation regulations for compliance with Section 106 of the National Historic Preservation Act). Cultural resources include any prehistoric or historic district, site, building, structure, or object listed in or eligible for listing in the National Register of Historic Places (maintained by the Secretary of the Interior). They also include all records, artifacts, and physical remains associated with the historic properties. They may consist of the traces of all of the past activities and accomplishments of people. Cultural resources

that are also protected under other authorities (such as the American Indian Religious Freedom Act) include the following:

- Tangible traces, such as districts, sites, buildings, structures, and objects.
- Less tangible traces, such as dance forms, aspects of folk life, and cultural or religious practices.
- Historical documents.
- Some landscapes, vistas, cemeteries (if they have historic or cultural value), and lifeways. (National Historic Preservation Act)

### **cultural significance**

Cultural significance means aesthetic, historic, scientific, social, or spiritual value for past, present, or future generations. Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places, and related objects. Places may have a range of values for different individuals or groups. (Burra Charter)

### **customs entry**

An official statement of the kinds, amounts, and values of goods that are taken into or out of a country. (Cambridge Online Dictionary)

### **declaration of originality**

For customs purposes, a document verifying that the art object being imported is not fake, a copy, or any other facsimile, and, therefore, not subject to duty. (United States Customs Service)

### **document**

To capture information regarding a site and its context, including change over time.

To process, understand, store, and communicate recorded information (involves interpretation).

Planning, organizing, and managing the recording with specific goals. (Workgroup at Getty Conservation Institute, 2003)

**documentation**

The recording in a permanent format of information derived from conservation activities. (American Institute for Conservation)

In archival usage, the creation or acquisition of documents to provide evidence of the creator, an event, or an activity. In electronic records, an organized series of descriptive documents explaining the operating system and software necessary to use and maintain a file, as well as the arrangement, content, and coding of the data which it contains. (Society of American Archivists)

The collection and compilation of different types of records that should complement each other in order to achieve an assessment of a group of buildings or site. (Workgroup at Getty Conservation Institute, 2003)

The existing stock of information constituted by previously produced records. (Workgroup at Getty Conservation Institute, 2003)

The assembly, analysis, and interpretation of recorded data. (Workgroup at Getty Conservation Institute, 2003)

A collection of data. (Workgroup at Getty Conservation Institute, 2003)

**donation (also known as instrument of donation or deed of gift)**

A contract transferring title to personal property without recompense. This signed instrument establishes and sets down conditions governing the transfer of title to documents and specifies any restrictions on access or use. (Society of American Archivists)

**due diligence**

The care that a reasonable person exercises to avoid harm to other persons or their property. (Merriam-Webster Online Dictionary, 2015)

**emergency action**

Such action can be taken when sites are in jeopardy from pilage, dismantling, dispersal, or fragmentation that is, or threatens to be, of crisis proportions. (UNESCO Web site)

**ethnological landscape**

A landscape containing a variety of natural and cultural resources that associated people define as heritage resources. Examples are contemporary settlements, sacred religious sites, and massive geological structures. Small plant communities, animals, subsistence and ceremonial grounds are often components. (National Park Service)

**ethnological object**

Product of a tribal or nonindustrial society that is important to the cultural heritage of a people because of its distinctive characteristics, comparative rarity, or its contribution to the knowledge of the origins, development, or history of that people. (Convention on Cultural Property Implementation Act. Partial text of Public Law 97-446 [House of Representatives 4566], 96 Statute 2329, approved 12 January 1983, as amended by Public Law 100-204 [House of Representatives 1777], 101 Statute 1331, approved 22 December 1987)

**examination**

The investigation of the structure, materials, and condition of cultural property, including the identification of the extent and causes of alteration and deterioration. (American Institute for Conservation)

## **file**

Some or all records and nonrecord materials of an office or department. (Society of American Archivists)

## **groups of buildings**

Groups of separate or connected buildings that, because of their architecture, their homogeneity, or their place in the landscape, are of outstanding universal value from the point of view of history, art, or science. (UNESCO World Heritage Convention, Article 1)

## **Heritage Preservation (formerly known as the National Institute for Conservation)**

Heritage Preservation works to ensure the preservation of America's collective heritage. It works with the nation's leading museums, libraries and archives, historic preservation organizations, and historical societies to inform the public of the need to preserve our collective heritage. The Heritage Emergency National Task Force (formerly the National Task Force on Emergency Response) helps individuals and institutions protect their collections in times of disaster. Its Emergency Response and Salvage Wheel and Field Guide to Emergency Response: A Vital Tool for Cultural Institutions are informational tools used by archives, museums, and libraries across the country. (A Spanish version is also available.) The Task Force is cosponsored with the Federal Emergency Management Agency. The Heritage Preservation's address is at 1012 14th Street NW, Suite 1200, Washington, DC 20005.

## **historic area**

A synonym for a designated historic district or conservation area, which denotes a neighborhood unified by a similar use, architectural style, and/or historical development. (Heritage Canada Foundation, 1983)

**historic garden**

An architectural and horticultural composition of interest to the public from a historical or artistic point of view. As such, it is considered a monument. (International Council on Monuments and Sites Florence Charter, 1982)

**hygrothermograph**

An instrument that measures and records temperature and relative humidity. (American Alliance of Museums)

**Indian lands**

Lands of Indian tribes, or Indian individuals, which are either held in trust by the United States or subject to a restriction against alienation imposed by the United States, except for any subsurface interests not owned or controlled by an Indian tribe or Indian individual. (16 USC 470bb)

**Interpol**

Headquartered in Paris, Interpol maintains a list of stolen art works. (Interpol Web site)

**inventory**

The act or process of making a complete list of the things that are in place: the act or process of making an inventory. (Merriam-Webster Online Dictionary, 2015)

**landmark**

A structure (as a building) of unusual historical and usually aesthetic interest; especially: one that is officially designated and set aside for preservation. (Merriam-Webster Online Dictionary, 2015)

**library**

A place in which literary, musical, artistic, or reference materials (as books, manuscripts, recordings, or films) are kept for use but not for sale. (Merriam-Webster Online Dictionary, 2015)

**loan**

A contract between a lender and the borrower of an object. The contract outlines the conditions and the length of the loan. (American Alliance of Museums)

**location record**

A file or a portion of a file or a notation that specifies the exact and current location of all objects located in a collection. In a disaster, this record is also an annotation of all the temporary repositories where the object has been until it is returned to its rightful place, whether that is on exhibit or in storage. (American Alliance of Museums)

**manuscripts**

Individual documents or groups of records having historical value or significance that are not “official records” of university departments or offices. These include personal papers (written or typewritten), individual documents of special importance, collections of documents, and the records of nonuniversity organizations. (Society of American Archivists)

**Marine Cultural Resource**

The broad array of stories, knowledge, people, places, structures, and objects, together with the associated environment, that contribute to the maintenance of cultural identity and/or reveal the historic and contemporary human interactions with an ecosystem (National Oceanic and Atmospheric Administration)

**Marine protected areas**

Marine protected areas have been established by federal, state, territorial, tribal, and local governments to protect a wide range of natural and cultural submerged artifacts. Examples of submerged cultural resources include historic shipwrecks, remains of historical structures, sunken naval vessels and aircraft, and prehistoric remains, as well as sites that are paramount to a culture's identity and/or survival, such as traditional cultural properties, tribal usual and accustomed area, and sites or features of cultural significance to tribal or indigenous communities. (National Oceanic and Atmospheric Administration)

**mass grave**

A single unit containing deliberately interred remains of multiple individuals, usually as a result of a catastrophic event (war, genocide, or disease). There is no strict definition of how many bodies constitute a mass grave. (USACE)

**mitigation**

Actions or treatments that lessen, eliminate, or compensate for the adverse effects of undertakings to historic properties. These actions may include, but are not limited to—

- Moving the undertaking to avoid effects.
- Reducing the extent of the effects by redesigning the undertaking.
- Compensating for the effects by repairing, rehabilitating, or restoring the affected historic properties.
- Preserving and protecting actions during actual implementation of the undertaking.
- Compensating for the effect by documenting the historic property, moving the historic property to a protected area, or conducting data recovery. (Secretary of the Interior's Standards and Guidelines Note on Documentation and Treatment of Historic Properties, Historical Documentation,

Architectural and Engineering Documentation, and Archaeological Documentation)

### **monuments**

The concept of a historic monument embraces not only the single architectural work but also the urban or rural setting in which is found the evidence of a particular civilization, a significant development, or a historic event. This applies not only to great works of art but also to more modest works of the past which have acquired cultural significance with the passing of time. (Venice Charter, Article 1)

Architectural works, works of monumental sculpture and painting; elements or structures of an archaeological nature; inscriptions, cave dwellings, and combinations of features that are of outstanding universal value from the point of view of history, art, or science. (UNESCO World Heritage Convention, Article 1)

### **municipal property**

Property owned by the citizens of the town that must be treated like private property and cannot be confiscated unless used by enemy forces during their combat activities. This includes municipal records and archives. (Annex to Hague Convention No. IV, 18 October 1907, Articles 53–56)

### **museum**

This industry comprises establishments primarily engaged in the preservation and exhibition of objects of historical, cultural, and/or educational value. (United States Customs Service)

A museum is a nonprofit, permanent institution in the service of society and of its development, open to the public, that acquires, conserves, researches, communicates, and exhibits, for purpose of study, education, and enjoyment, material evidence of people and their environment.

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In addition to institutions designated as “museums,” the following qualify as museums for the purposes of this definition:

- Natural, archaeological, and ethnographic monuments and sites and historical monuments and sites of a museum nature that acquire, conserve, and communicate material evidence of people and their environment.
- Institutions holding collections of and displaying live specimens of plants and animals, such as botanical and zoological gardens, aquariums, and vivaria.
- Science centers and planetariums.
- Nonprofit art exhibition galleries, conservation institutes, and exhibition galleries permanently maintained by libraries and archives centers.
- Nature reserves.
- International, national, regional, or local museum organizations, ministries or departments, or public agencies responsible for museums as per the definition given under this article.
- Nonprofit institutions or organizations undertaking conservation, research, education, training, documentation, and other activities relating to museums and museology.
- Cultural centers and other entities that facilitate the preservation, continuation, and management of tangible or intangible heritage resources (living heritage and digital creative activity).

### **national historic landmark**

A historic places designated by the Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. (National Register of Historic Places)

## **National Registry of Natural Landmarks**

The official listing of all national natural landmarks in the United States. (National Register of Historic Places)

### **national significance**

Denotes a site that exemplifies one of a natural region's characteristic biotic or geologic features which has been evaluated using Department of the Interior or the relevant Ministry of Culture's standards, as one of the best examples of that feature known. (National Historic Preservation Act, as amended in 16 USC 470)

### **natural heritage**

Natural features consisting of physical and biological formations or groups of such formations, which are of outstanding universal value from the aesthetic or scientific point of view; geological and physiographical formations and precisely delineated areas which constitute the habitat of threatened species of animals and plants of outstanding universal value from the point of view of science or conservation; natural sites or precisely delineated natural areas of outstanding universal value from the point of view of science, conservation, or natural beauty. (UNESCO World Heritage Convention, Article 2)

### **personal papers**

Records of a nonofficial or private nature that relate to an individual's affairs or to the collecting activity of an individual. Papers or collections from individuals are subject to the person's disposition and access instructions. (Society of American Archivists)

### **preservation**

The protection of cultural property through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational content. The primary goal of

preservation is to prolong the existence of cultural property. (American Institute for Conservation)

The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials. (United States of America Secretary of the Interior's Standards for Historic Preservation, 1979)

### **provenance**

For works of art and historic objects, the background and history of ownership. Anthropological collections often utilize the word *provenience*, defining an object in terms of a specific geographic location of origin. For scientific collections, the acceptable term is *locality*, meaning specific geographic point of origin. (American Alliance of Museums)

### **records**

All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational value of the data in them. (44 USC 3301)

### **registrar**

An individual assigned the responsibility for the processing of an object into a collection and maintaining the records for the management, as well as its final disposition. A registrar also often arranges loans, shipping, customs, and insurance that is relative to that object. (American Alliance of Museums)

**requisition**

Taking of movable or immovable property only for occupation needs. It can only be used in the occupied territory where it was found. The owner must be compensated for his property as soon as possible. (Annex to Hague Convention No. IV, 18 October 1907, Articles 46–48, and Geneva Convention Relative to the Protection of Civilian Persons in Time of War, 12 August 1949, Articles 52–66)

**ritual**

Of or relating to rites or a ritual; according to religious law; done in accordance with social custom or normal protocol. (Merriam-Webster Online Dictionary, 2015)

**sites**

Works of man or the combined works of nature and of man, and areas including archaeological sites that are of outstanding universal value from the historical, aesthetic, ethnological, or anthropological points of view. (UNESCO World Heritage Convention, Article 1)

**spoils of war**

Valuable goods stripped from an enemy. Also known as booty or prey. (Annex to Hague Convention No. IV, 18 October 1907, Article 47)

**State historic preservation officer**

The official appointed or designated pursuant to Section 101(b)(1)(a) of the National Historic Preservation Act who is responsible for administering the National Historic Preservation Act and state historic preservation program within the state or jurisdiction, or is a designated representative to act for the state historic preservation officer. (National Register of Historic Places)

**Tribal Historic Preservation Officer**

Section 101(d)(2) of the National Historic Preservation Act allows tribes to assume any or all of the functions of a State Historic Preservation Officer with the respect of tribal lands. Tribes can designate a Tribal Historic Preservation Officer whom Federal agencies consult with in lieu of the State Historic Preservation Officer for undertakings occurring on, or affecting historic properties, especially burial grounds, on tribal lands. (National Preservation Act)

**United Nations Educational, Scientific, and Cultural Organization**

UNESCO was founded on 16 November 1945. Today, UNESCO functions as a laboratory of ideas and a standard-setter to forge universal agreements on emerging ethical issues. The organization also serves as a clearinghouse for the dissemination and sharing of information and knowledge while helping member states to build their human and institutional capacities in diverse fields. In short, UNESCO promotes international cooperation among its more than 190 member states and six associate members in the fields of education, science, culture, and communication. (UNESCO Web site)

**USACE Mandatory Center of Expertise for Curation and Management of Archaeological Collections**

Located in St. Louis, Missouri, this collections center offers forms and assistance with mass graves excavation and intelligence gathering. Mass grave evidence by Dr. Michael Trimble was presented during the trial of Saddam Hussein in 2007.

**usufruct**

Right of use of enemy government property at no cost, in effect as a trustee, and without any degradation or deterioration to the property occupied. Under the Hague Convention of 1907, Article 53, an army of occupation can only take possession of cash, funds, and realizable securities that are strictly the property of

the state, depots of arms, means of transport, stores and supplies, and generally all movable property belonging to the state that may be used for military operations. Under Article 55, “the occupying state shall be regarded only as administrator and usufructuary of public buildings, real estate, forests, and agricultural estates belonging to the hostile state, and situated in the occupied country. It must safeguard the capital of these properties, and administer them in accordance with the rules of usufruct.” Under Article 46, private property cannot be confiscated. (Hague Convention of 1907, Article 55)

**vital record**

A record containing information essential to reestablish or continue an organization in the event of a disaster. Vital records comprise the records necessary to recreate the organization’s legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens. (Society of American Archivists)



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