

## DISPOSAL OF SCHOOL MEMORABILIA

It is appropriate to ensure that DoDEA administrators and personnel, especially those from closing schools, are familiar with this memorabilia program. Procedures for shipping the donations are included in the Administrative Instruction referenced below.

This document outlines the approved avenue for the disposition of school memorabilia for Principals and other school personnel. It is a great avenue in helping to preserve our rich history of serving military-connected students.

### References:

DoDEA Administrative Instruction 4160.1 (August 25, 2006)

Disposal of Department of Defense Dependents Schools (DoDDS) Memorabilia”

[https://www.dodea.edu/Offices/PolicyAndLegislation/upload/4160\\_1.pdf](https://www.dodea.edu/Offices/PolicyAndLegislation/upload/4160_1.pdf)

Memorandum of Agreement Between the Department of Defense Education Activity and the American Overseas Schools Historical Society

### Policy

It is DoDEA policy that memorabilia from closing schools overseas shall be donated, in accordance with the reference above (also attached), to the American Overseas Schools Historical Society (AOSHS) which assures the Department of Defense Education Activity that such items are available in one location for research purposes. Administrative Instruction 4160.1 also addresses avenues for the disposition of memorabilia from schools in the Americas.

### American Overseas Schools Historical Society (AOSHS)

The mission of AOSHS is “to collect, record, and preserve the unique history of educating American children and youth abroad; and to enhance public knowledge, understanding, and appreciation of the contributions made by American educators and their students in the advancement of democracy around the world.” <http://aoshs.org/>

DoDEA has a long working relationship with American Overseas Schools Historical Society (AOSHS). In a memorandum of agreement (attached), DoDEA has specifically agreed to: encourage schools to send memorabilia to the AOSHS to the extent consistent with DoDEA Administrative Instruction 4160.1, the DoD Federal Property Management Regulations, and any other applicable laws and regulations; and to facilitate communication between AOSHS and DoDEA staff and students to the extent consistent with all applicable laws and regulations.

### Memorabilia

Memorabilia are defined as follows -- official personal property commemorating an event, individual, or team accomplishment. Examples are sports trophies, plaques given to a debate team, music or drama awards, team pennants, caps, photographs, or similar items; certificates; and video/audio tapes of school events. Memorabilia should have a name and date; it must be identifiable. Memorabilia are classified as consumable/expendable in nature, but may be accountable property. Memorabilia belonging to, or presented to, individuals are excluded from this program. See AOSHS Attachment 1 on reverse side of this page for more information.



## AOSHS Collection Policy

<https://aoshs.org/support/archive-donations>

Boxes arrive weekly at the Wichita Archives full of items that AOSHS catalogues to preserve the history they reflect.

### Do send....

- Artwork with location and date on it
- Awards, class rings, diaries of school events, dissertations, school journals (not vacation)
- Letter jackets or other discernible clothing (cheerleaders, mascots, band, etc.)
- Magazines that feature student accomplishments; either military or host nation
- News clippings with details of publication and date
- Pennants
- Photographs with identification of person(s), location and date
- Presentations to visiting dignitaries
- School records
- Documented information about the mission of a School, District or Region
- Trophies with specific details of school, event, year
- Yearbooks
- Videos or like of school functions and/or events

### Don't send...

- Items that are readily available elsewhere, such as commercially published magazines or textbooks
- Broken artifacts, unreadable documents and other materials that are too damaged to be of historical value
- Personal diaries, videos or disks of holiday or summer vacations
- Personnel documents that are disparaging to an individual(s) or that contain any personally identifiable information
- Souvenirs from foreign countries unless school or educationally related

If you are in question regarding the property donation, please call or email the AOSHS office to verify if the item(s) you want to donate are appropriate for the archives.

**(316) 265-6837**

[office@aoshs.org](mailto:office@aoshs.org)

You must include a completed and signed Property Donations form – found on our website at – inside the box (es) of items sent to AOSHS Headquarters in Wichita. All donations become the property of AOSHS.

<https://aoshsweb.s3.amazonaws.com/uploads/2019/05/Property-Donation-Form-1116-1.pdf>

### AOSHS

704 W. Douglas Avenue  
Wichita, KS 67203-6401

See the AOSHS  
Museum & Archives  
Tour at

<https://aoshs.org/museum-archives-video-tour/>

