



SCOTT COMPOSITE SQUADRON OPERATING INSTRUCTION 110-2

9 July 2021

APPROVED/PAUL R. HERTEL/CAP/124900

History

WILD CARDS HISTORY

This operating instruction (OI) establishes and serves as the repository procedures document for the Wild Cards History, the historical repository of GLR-IL-205, in accordance with (IAW) CAPR 110-2, *Historical Repositories*.

1. Establishment.

- 1.1. The Wild Cards History is hereby established as the historical repository of Civil Air Patrol's Scott Composite Squadron.
- 1.2. The primary administrator of the Wild Cards History is the Scott Composity Squadron Historian or Unit Commander if no Historian is assigned.
- 1.3. The Wild Cards History is stored at Scott AFB and in the Scott Composite Squadron Google Drive.

2. Acquisition policy.

- 2.1. This historical repository exists to collect, organize, and maintain historical records and artifacts associated with the Scott Composite Squadron.
- 2.2. The items collected may be of any format or material.
- 2.3. All acquired items and intellectual property rights become the property of the Civil Air Patrol, under the management of the Scott Composit Squadron. The primarily repository administrator is responsibe for managing the donation and licensing process.

3. Access and Use. Access to the repository shall be controlled and items stored securely. The primary repository administrator will determine which individuals have access to the collections and/or serve as assistant administrators.

4. Recordkeeping and Logs.

- 4.1. A log of items accessioned into the repository shall be maintained by the primary repository administrator in compliance with CAPR 110-2 section 6.2.2.
- 4.2. All items will be associated with an accession number when they are accepted into the repository.
- 4.3. The accession log shall record the following information for each accession and deaccession into or out of the Wild Cards History:

- 4.3.1. Accession number in the format of GLR-IL-205.YYYY-XX where YYYY is the calendar year and XX is a sequential number in order of accession for that calendar year.
- 4.3.2. Date the item(s) were accessioned or deaccessioned.
- 4.3.3. Type of accession or deaccession transaction, which is one of: deposit, purchase, donation, transfer, license, sale, trade, conversion, or witnessed destruction.
- 4.3.4. Brief description of the item(s).
- 4.3.5. Source of the item(s), such as the unit itself or an individual who donated items.
- 4.3.6. Notes are optional, except for deaccessions. In compliance with CAPR 110-2 paragraph 6.4, the destination of the items must be recorded for deaccessions.

PAUL R. HERTEL, Lt Col, CAP
Commander

ATTACHMENT 1

Compliance Elements

There are no compliance elements for this OI.