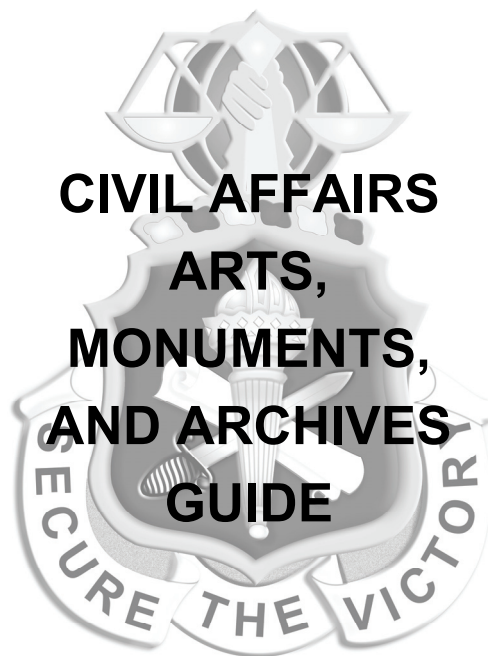


**GTA 41-01-002**



**FEBRUARY 2007**

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**HEADQUARTERS, DEPARTMENT OF THE ARMY**



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

**Civil Affairs Arts, Monuments,  
and Archives Guide**

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\*This publication supersedes GTA 41-01-002, March 2005.

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## **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, plunder 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 their physical arrangement and context. When they are removed from their context, they might be pretty, but their 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 when they are in the midst of warfare or disaster. However, intentional or gratuitous damage to undefended cultural heritage by invading or occupying forces is expressly forbidden in the Geneva Convention IV, Articles 33 and 53, and other binding agreements and laws. Although the United States has not signed the Hague Convention and its subsequent protocols, Department of Defense (DOD) policy provides the military will follow all tenets of the convention, including all provisions pertaining to the protection of cultural properties.

Under certain circumstances in the course of their duties, Soldiers will be responsible for cultural property or heritage sites damaged by or at risk from fire, flood, artillery, or other emergency events. This aid is intended to guide Soldiers' decisions and actions until heritage professionals can be summoned.

This aid assists Civil Affairs (CA) Soldiers and civil-military operations (CMO) staff (G-5) conducting CA activities in support of interagency and multinational forces military commanders throughout the scope of

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operations. Any Soldier concerned with or placed in a situation where he is responsible for the protection, safeguarding, preservation, restoration, or rehabilitation of and restitution to their rightful owners of damaged or endangered cultural property within areas under military control may also use this aid. It should be used with Field Manual (FM) 3-05.401, *Civil Affairs Tactics, Techniques, and Procedures*; Graphic Training Aid (GTA) 41-01-001, *Civil Affairs Planning and Execution Guide*; and applicable operation plans (OPLANs).

The proponent of this aid is the United States Army John F. Kennedy Special Warfare Center and School (USAJFKSWCS). Submit comments and recommended changes to Commander, USAJFKSWCS, ATTN: AOJK-DTD-CA, Fort Bragg, NC 28310-5000.

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



## **WHAT IS CULTURAL PROPERTY?**

Cultural heritage and cultural property comprise the full range of non-renewable 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.
- Sacred places, such as sanctuaries, shrines, churches, mosques, temples, cemeteries, and pilgrimage routes.

In short, cultural property is the tangible representation of significant human events, beliefs, and values.

## **WHY DO WE NEED TO PROTECT CULTURAL PROPERTY?**

Protection of cultural property is mandated by Federal and international law. Violators will be prosecuted.

## **GENERAL PRINCIPLES**

Because of its emotional context, cultural property is particularly vulnerable in times of conflict. Combatants may exact political retribution by targeting symbols of their enemies' cultural identity. There is also the matter of competing priorities for limited resources in securing the cultural properties. There is the temptation for wanton looting and destruction for either money or power.

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All ranks within a unit **must** be aware of the requirement to protect cultural property. It is equally critical that all commanders—up and down the chain of command—receive a briefing from the Judge Advocate General (JAG) office on the laws governing cultural property. These include Federal, international, local, civilian, and military laws. The JAG office briefing would be given before unit deployment.

CA Soldiers may not be able to prevent damage; however, CA Soldiers can reduce the risk of further destruction if they keep in mind the following general principles when they are responsible for cultural property or sites:

- *Planning.* In advance of a mission, gain as much information as possible about what kinds of cultural resources might be encountered. Use this information to prepare for appropriate action with the appropriate materials or equipment.
- *Identification of cultural heritage resources and the people responsible for them.* First, gather and exchange information. 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, find out who or what that authority is. Engage the authority as soon as conditions permit. (The authority will be the best source of information on previous status of the place, what has happened, and what needs to be done 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. Ensure cultural properties are plotted on situational maps and appropriate map overlays. Keep these updated as new sites are encountered and/or discovered.
- *Technical advisors.* Find out who are the best technical advisors and contact them as soon as possible. After a quick assessment

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of the situation, start communicating with experts. (Sometimes doing nothing is better than doing something wrong.)

- *Documentation.* Create accurate documentation. Documentation is very important when canvassing an impact area or a new location. It is also very important to ensure the safety and preservation of individual objects. In addition to immediate photographic documentation, a full inventory of buildings and collections (library, archive, and museum) should be undertaken if the property has been disturbed in any way. To create accurate documentation—
  - Document the situation, global positioning system (GPS) quadrants, conditions, and relevant notes.
  - Document photographically the situation as it is encountered in as much detail as possible.
  - Use the best camera available and protect the film, videotape, or digital records from loss or deterioration. These records will be invaluable when the professionals arrive.
  - Determine from local professional staff or responsible individuals if an inventory exists and if it is up-to-date.
  - Assist local staff by providing appropriate tools for conducting an inventory.
- *Conditions of imminent destruction or collapse.* Take action without advice of preservation or conservation professionals only if the building or collection is in immediate danger of destruction or collapse. If destruction or collapse is imminent—
  - Extinguish active fire or stanch flooding.
  - Prohibit demolition or debris removal, except under supervision and as a public safety measure.

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- Do as little as possible and as much as necessary 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. Inform the chain of command of particularly valuable or sensitive material so it can be sealed or isolated.

### SCENARIOS

When dealing with cultural property, Soldiers may find themselves faced with several scenarios. These scenarios may include archaeological sites (Figure 1, pages 6 through 8); museums, libraries, or archives (Figure 2, pages 9 through 11); or monuments, sites, or compounds (Figure 3, pages 12 through 15).

#### ***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.
- Document the entire anticipated site and actual site using GPS quadrants, conditions, photographs, and relevant notes, including the cultural site assessment (Figure 4, pages 16 through 18).

**Figure 1. Archaeological site scenario**

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***What problems can be expected?***

- Unsafe or damaged structures.
- Ongoing looting of site.
- Land mines and unexploded ordnance (UXO).
- Inappropriate use by refugees or others (for example, temporary habitation). Farming or grazing livestock may be common practice; however, before accepting their presence, check with local authorities.
- Competing claims of ownership.
- Uncovering of unknown archaeological sites, geological formations, or fossils by extreme weather or natural disasters.

***What types of damage can be expected?***

- Bomb damage.
- Vehicular damage.
- Digging by army.
- Digging by looters.

***What to do and what not to do:***

- What to do:
  - Document site condition through photographs.
  - Post guards to prevent looting.

**Figure 1. Archaeological site scenario (continued)**

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- Post notices if site is mined or has UXO and inform appropriate military authority.
- Inform local staff or responsible individuals of what is being done and enlist their aid.
- Maintain communication with local staff and make periodic inspections of the site.
- What not to do:
  - Occupy the site with a military unit. Any occupation or activity on the site that disturbs the surface in any way will damage the site further. The only exception to this is demining or removing UXO. There may be situations where occupation is nonnegotiable. An assessment of the site—to include technical advice—is essential in order to determine where (within the limits of the site) elements of a unit can be situated to minimize or eliminate damage to the integrity of the site.
  - Conduct any excavation or attempt restoration of the site buildings.
  - 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 structure.

**Figure 1. Archaeological site scenario (continued)**

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***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.
- Get coordinates of the entire anticipated site and actual site.

***What problems can be expected?***

- Unsafe or damaged structures.
- Ongoing looting of site.
- Land mines and UXO.
- Inappropriate use by refugees or others (for example, temporary habitation).

***What types of damage can be expected?***

- Bomb damage.
- Natural disaster damage.
- Booby traps.
- Appropriation.
- Vandalism by looters.

***How can buildings be protected?***

- Prevent damage or further damage.
- Estimate relative location of active front.

**Figure 2. Museum, library, or archives scenario**

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- Estimate proximity of military targets.
- Estimate concentration of troops.
- Estimate prevalence of long-range and aerial bombardment.

***What to do and what not to do:***

- What to do:
  - Contact structural engineer, fire protection personnel, contractors, and architects who may know of the building and its construction history.
  - Remove debris and any fire hazards.
  - Turn off all water and gas services, including storage tanks.
  - Seal off soil drains.
  - Support door and window heads where lintels have been burnt.
  - Consolidate holes and chases in wall faces where beams and bond timbers have been consumed.
  - Provide temporary roof and seal windows, if necessary. Render as weathertight and airtight as possible.
  - Photograph all stages of clearing, protection, and repair.
  - Photograph any evidence about the time of and the 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.

**Figure 2. Museum, library, or archives scenario (continued)**



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- Provide adequate security around the building.
- Estimate relative location of active fronts, military targets, and concentration of troops that will impact stabilization efforts.
- Determine location of load-bearing walls and map the location of the weight of the building and contents.
- Search debris and salvage any fittings or features of value that remain, removing them from exposure or neglect. This action is especially important if the building has to be destroyed.
- What not to do:
  - Wash walls to remove “dirt,” as murals may be under residue.
  - Erect supports or temporary buttresses without professional technical advice. Misplaced supports can destabilize other portions of the building.
  - Destroy distinctive original features.
  - Sandblast facades.
  - Build additions or alterations that cannot be removed without impairing the underlying structure.
  - Assume that the only damage is that which can be seen by the naked eye. Buildings will often have secondary or incidental damage.

**Figure 2. Museum, library, or archives scenario (continued)**

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***Who has authority?***

- Identify the owners, landlords, real estate agents, 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. Check with insurance adjusters who may be on site.
- Get coordinates of the entire anticipated site and the actual site.

***What problems can be expected?***

- Unsafe or damaged structures.
- Ongoing looting of site.
- Land mines 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 impact on human life. Human life is more important than the structural integrity of the building.

**Figure 3. Monument (secular or religious), site, or compound scenario**

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- 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.

### ***What types of damage can be expected?***

- Bomb damage.
- Natural disaster damage.
- Booby traps.
- Appropriation by army.
- Vandalism by looters.

### ***How can buildings be protected?***

- Prevent damage or further damage.
- Estimate relative location of active front.
- Estimate proximity of military targets.
- Estimate concentration of troops.
- Estimate prevalence of long-range and aerial bombardment.
- Determine composition of remaining components. For example, marble and stonework in fire are reduced to a friable state. If water is sprayed upon stonework while it is still very hot, the stonework can disintegrate. If the stonework is allowed to cool down gradually, damage will be only skin deep.

**Figure 3. Monument (secular or religious), site, or compound scenario (continued)**

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- Determine the likelihood of collapse. Analyze key construction factors that should either be kept or destroyed to better maintain the integrity of structure. For example—
  - Search debris, salvage any fittings or features of value that remain, and remove them from exposure or neglect.
  - If the building has to be destroyed, save anything that can be reused, especially as a pattern for the permanent reinstatement of a historic building.
- What to do:
  - Contact structural engineer, fire protection personnel, contractors, and architects who may know of the building and its construction history.
  - Remove debris and any fire hazards.
  - Turn off all water and gas services, including storage tanks.
  - Seal off soil drains.
  - Support door and window heads where lintels have been burnt.
  - Consolidate holes and chases in wall faces where beams and bond timbers have been consumed.
  - Provide temporary roof and seal windows, if necessary. Render as weathertight and airtight as possible.
  - Photograph all stages of clearing, protection, and repair.
  - Photograph any evidence about the time of and the amount of damage to the building.

**Figure 3. Monument (secular or religious), site, or compound scenario (continued)**

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- Document written and photographic evidence of earlier buildings uncovered by a fire or an artillery blast. Protect the discovery and the current structure.
- Provide adequate security around the building.
- Estimate relative location of active fronts, military targets, and concentration of troops that will impact stabilization efforts.
- Determine location of load-bearing walls and map the location of the weight of the building and/or 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.
- What not to do:
  - Wash walls to remove “dirt,” as murals may be under residue.
  - Erect supports or temporary buttresses without professional technical advice. Misplaced supports can destabilize other portions of the building.
  - Destroy distinctive original features.
  - Sandblast facades.
  - Build additions or alterations that cannot be removed without impairing the underlying structure.
  - Assume that the only damage is that which can be seen by the naked eye. Buildings will often have secondary or incidental damage.

**Figure 3. Monument (secular or religious), site, or compound scenario (continued)**

**Cultural Site Assessment** Geographical Information System (GIS)  Yes  No  
 Date of Survey: 5-16-03

Name: CPT John Smith  
 If church, religious denomination: \_\_\_\_\_  
 Type of Property: Mosque  
 Address: Kandahar Air Field  
 Town/village grids: QQT10888 Grid Zone 41R  
 Enforcement jurisdiction (local, tribal, military, or county): Daman District

Library/archives: \_\_\_\_\_ GPS: \_\_\_\_\_ Acres: \_\_\_\_\_  
 Museum: \_\_\_\_\_  
 Historical building/district: \_\_\_\_\_ GPS: \_\_\_\_\_  
 Monument: \_\_\_\_\_  
 Natural feature: \_\_\_\_\_ GPS: \_\_\_\_\_ Acres: \_\_\_\_\_

**Information About the Damages**  
 Date of Damage: 12/01 Type of Damage: Fragmentation and small arms  
 External damage: Yes  
 Lack of maintenance/neglect  
 Fire  
 Natural disaster  
 Water  
 Uprooted trees  
 Weakened structure due to earthquake  
 War damage  
 Other: \_\_\_\_\_

Figure 4. Sample cultural site assessment survey

**Information About the Damages (Continued)**  
 Type of Damage: Fragmentation and small arms

Date of Damage: 12/01  
 Parties responsible for damage if not natural disaster: \_\_\_\_\_

Internal damage:  Yes  
 Vandalism of the interior  
 Fire set inside  
 Damage to interior walls from projectiles  
 Uprooted trees  
 Weakened structure due to earthquake  
 Other: \_\_\_\_\_

War damage:  Yes  
 Small arms/machine gun  
 Mortars/Rockets  
 Artillery  
 Explosives  
 Burning impact by projectiles  
 Gas  
 Howitzer  
 Aerial bombardment  
 Collateral damage  
 Other: \_\_\_\_\_

Situations of surroundings:  
 Damaged  
 Untouched  
 Surface

Assessment of damage:  
 None  
 Light (damage to roof and wall that does not destroy supporting structures)  
 Damaged (damage to roof and walls that affects usability of the building)  
 Destroyed (only foundations are left)  
 Heavily damaged (building totally unusable without reconstruction; skeleton)  
 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 4. Sample cultural site assessment survey (continued)

**Information About the Damages (Continued)**

**Sources of the Information:**

Direct observation  
 Documents/What?  
 Local authorities  
 Local people  
 Staff  
 Eyewitnesses  
 Other: \_\_\_\_\_

Prepared to testify  
 Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

**Documentation:**

Photographs  
 Documentation presented by local authorities  
 Film taken by monitors  
 Film by news media, Name: SKV News  
 Film taken by witness, Name: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Current Situation:**

Open/normal operations  
 Entrances closed, danger signs posted  
 Repair/restoration works exterior  
 Emergency works (covering of roofs and shoring of walls)  
 Repair/restoration works interior  
 Repair/restoration works by contract  
 Repair works initiated by authorities

**Posting of Hague Convention Sign?**

Yes  No  Don't Know

**Present Function of Building?**

Not used  
 Used for normal functions  
 Used for other functions  
 Used for military functions

**Recommendations/Other Information:** The project was completed using 100% Commander's Emergency Response Program (CERP) funds at a cost of \$50,000 U.S.  
 Contractor: Eagle AA  
 Start date: 7/17/2004  
 Completion: 9/10/2004  
 Project No: 3-7-04-0006

Figure 4. Sample cultural site assessment survey (continued)



## **PUBLIC SAFETY**

During the preliminary stages of any disaster, man-made or natural, force protection is the primary concern. CA Soldiers or CMO planners or Soldiers may designate a cultural property as a gathering area for displaced personnel. The staff of an institution or authorities may not know that a cultural property is a designated gathering area for displaced personnel. The rationale for the designation is because of the instant recognizability and visibility of the cultural property.

Looting is always a problem. Because of the lucrative black marketeering of cultural property, looting of cultural property has high visibility.

## **PROPERTY CONTROL**

CA Soldiers, CMO planners, and military commanders must consider three areas of property control. These areas are—

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

The property control matrix (Figure 5, pages 20 through 22) is a tool for use by CA and CMO planners and military commanders. The matrix covers the rules governing public, municipal, and private movable and immovable property.

Compare to rules on following pages.

	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	7 3	10	11	13
Private immovable property	1	7 14	8	11 14	13

Figure 5. Property control matrix

**RULES**

1. Property may be destroyed under the rules of military necessity. (See FM 27-10, *The Law of Land Warfare*, paragraph 56.) It may be destroyed for sanitary or safety reasons, even after the battle. Any enemy military facilities or equipment can be destroyed to prevent future misuse.
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."
3. Private property taken on the field of battle believed to have been used by enemy troops to further the fighting is subject to confiscation as booty of war—it has forfeited its right to be treated as private property.
4. City-owned movable (municipal property) is treated like private property and may not be confiscated unless found on the battlefield after its use by the enemy.
5. Paragraph 1, Article 53, of the 1907 Hague Conventions, allows confiscation of public movable property that is susceptible of direct or indirect military use. Reasoned judgment dictates that the occupying forces should confiscate only those items necessary for military operations.
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 property must be maintained by the user. For example, a university dormitory may be taken over by occupying forces for use as quarters.
7. Article 46 of the Hague Conventions prohibits confiscation of private property not taken on the field of battle.

**Figure 5. Property control matrix (continued)**

**RULES**

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. (See Note 9.)
9. This is a very limited class of property and is sometimes not mentioned. It would include such things as court, property, banking, and other valuable records; museum or cultural property; and zoo animals. There is no possible military use; thus, there is no reason to confiscate or seize it. It may be requisitioned under limited circumstances and certainly must be controlled to prevent its damage.
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 TV stations, and printing plants), means of transportation (including draft animals and weapons and materiel-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.)
11. Almost anything needed for the occupation forces may be requisitioned. (See FM 27-10, paragraph 412.)
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.
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.
14. Real estate or other private immovable property cannot be confiscated by occupying forces, since confiscation implies that full title to the property has passed to the confiscating power without any compensation being required. It may, however, be requisitioned or controlled.

**Figure 5. Property control matrix (continued)**

### **Staff Judge Advocate**

The staff judge advocate answers questions of treaty and legal review as applicable to the protection in areas under military control. It will also be the responsible office to determine adaptive use of a cultural property or building for military purposes.

### **Comptroller**

Government funds may only be used to meet emergency needs for the protection of cultural property at local levels. The rule of thumb is to only do the amount of work needed to stabilize a structure or works of art from weather and pilferage. The stabilization may be as little as repairing, replacing, or installing new locks to as much as repairing a roof or windows. The United States (U.S.) Army Defense Federal Acquisition Regulations set the parameters. These regulations will sometimes expand according to situations, treaties, and so on. However, comptrollers must be cautious not to promise full restorations or work beyond that which fills an immediate need for security.

### **Intelligence**

Enemy archives can have an additional value. The additional value is derived from archived information that can be used for intelligence purposes or can be exploited.

### **Headquarters Element**

As an operation progresses, the headquarters (HQ) element is important. The HQ element ensures aerial and artillery bombardment is not targeting protected property.

## **Interpreters**

GTA 41-01-001 provides information concerning selection of an interpreter, communication techniques, and the dos and don'ts of working with an interpreter. GTA 41-01-001 also provides information on setting up and conducting a meeting and certain techniques meeting participants may use to turn the meeting in their favor.

## **PROTECTIVE TARGET PLANNING FOR RELIGIOUS, CULTURAL, AND CHARITABLE BUILDINGS AND MONUMENTS**

CA and CMO planners must be actively involved early in the protective target-planning process. CA and CMO planners are responsible for identifying and recommending potential targets for inclusion on the protected target list. The CMO planner—

- Coordinates plans with non-DOD organizations by—
  - Synchronizing nongovernmental organization (NGO) support with overall effects concept and objectives.
  - Monitoring civil engineering and civil support operations performed by DOD, host nation (HN) personnel, and NGOs.
- Conducts CMO by—
  - Evaluating the overall impact and effectiveness of operations on indigenous populations and institutions (to include cultural sites) to meet the commander's targeting objectives.
  - Synchronizing and coordinating CMO activities with targeting objectives.

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- Establishing target priorities by reviewing targets to determine the implications under fiscal, claims, international, and U.S. domestic laws.
- Provides combat assessment by—
  - Monitoring CMO measures of effectiveness (MOEs).
  - Evaluating the overall impact and effectiveness of operations on indigenous populations and institutions (to include cultural sites) to meet the commander's targeting objectives.

As long as buildings and monuments devoted to religion, art, charitable purposes, or historical sites are not used for military purposes, they may not be targets. Combatants have a duty to identify such places with distinctive and visible signs. When these buildings or monuments are used for military purposes, they may qualify as military targets. Lawful military targets located near protected buildings are not immune from attack. However, precautions must be taken to limit collateral damage to the protected buildings. Many allies and potential adversaries of the United States are party to the *Protection of Cultural Property in the Event of Armed Conflict* treaty.

### ON-SITE PLANNING

CA forces, CMO planners, and military commanders define a specific project objective (from which priorities will follow). Examples would be using Psychological Operations (PSYOP) resources to help a local museum recover damaged objects from flooded basement storage and preventing looting of cultural property by the local populace.

CA forces, CMO planners, and military commanders reevaluate early planning documents by—

- Determining the facility's current staff structure and names.

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- Determining linkage between identified property and the national organizations for the administration of cultural properties in the country, details of pertinent local legislation, points of contact (POCs), and biographical data.
- Reevaluating and analyzing local attitudes toward identified properties while focusing on preventing conflicts with the local population.

CA forces and CMO planners and Soldiers initiate and complete assessments and surveys when information may not be readily available or current. They use all available sources, other units (including those in redeployment mode), NGOs, indigenous populations and institutions (IPI), and coalition forces in the region for data.

The survey shown in Figure 4, pages 16 through 18, is a suggested template. Upon filling in the basic information and grids, the Soldier checks the applicable blocks; for example, type of structure, cause of damage and its result, assessment of past and current situations, and witnesses. Soldiers can then upload the checked information to a computer, providing an overview of the situation. If Soldiers have handheld devices, then some of the 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 CA and CMO planners design it to best fit the situation and all personnel canvassing an area use the same template, thereby guaranteeing the consistency of the data. 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, and modifications, and the original key.



## **CHECKLISTS**

Within the first 24 hours of identifying the presence of cultural property in an area of operations (AO), CA forces, CMO planners, and military commanders ensure certain tasks are performed. These tasks are as follows:

- Locate cultural structures, collections of art treasures, repositories, collections of archives, and records from official lists and intelligence reports received.
- Conduct an initial assessment of the area, including a complete inventory that includes an initial assessment of quantity and condition.
- Take necessary security measures.
- Locate superintendents, directors, custodians, and other specialist personnel.
- Advise unit commanders regarding military use of cultural structures, if presently used for such.
- Contact military intelligence assets concerning archives or document repositories.
- Report damage and looting.
- Determine emergency restoration measures required and compile supply lists.
- Establish property collection points, and implement necessary property accountability and security measures.

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The following is a checklist of tasks to be completed within 30 days:

- Continue periodic inspections of cultural properties and areas.
- Investigate reports of refuges and caches as received.
- Maintain security.
- If property has been used for military purposes—
  - Determine impact on structures or areas.
  - Ensure posted areas that have been placed off-limits are secure.
  - Store and seal all movable contents of value and place them in an area that is inaccessible to daily troop traffic.
- Begin screening of civilian directors, custodians, and specialists.
- Prepare monthly status reports.
- Submit requisitions, supply requests, and storage requirements.
- Submit estimates for troop augmentation to complete 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 reports of inventory that document collection.
- Determine transportation requirements if property requires consolidation into a central repository that is either located in the area or one identified off-site.

One of the fastest growing segments of international crime is that of art theft. 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—the Object ID checklist (Figure 6, pages 30 and 31).

The International Council of Museums (ICOM) 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 might otherwise be dismissed. In 1999, the United Nations Educational, Scientific, and Cultural Organization's (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 Director General to recommend that all UNESCO member states use it to the fullest extent possible.

## **DOMESTIC SITUATIONS**

When natural disasters occur, cultural properties are often impacted. Appropriate actions by military disaster relief forces in the United States are coordinated by either the Federal coordinating officer (FCO) or the defense coordinating officer (DCO). Although primarily responsible for cultural institutions located on federal property, the deployed units, as determined by the FCO or DCO, may need to protect private property. This need will arise if the private property presents a possible danger to either the military or civilians involved in the disaster relief efforts or on the community as a whole.

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**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 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 (e.g., painting, sculpture, clock, mask)?

***Materials & Techniques***

What materials is the object made of (e.g., brass, wood, oil on canvas)? How was it made (e.g., carved, cast, etched)?

***Measurements***

What is the size and/or weight of the object? Specify which unit of measurement is being used (e.g., cm., in.) and to which dimension the measurement refers (e.g., height, width, depth).

***Inscriptions & Markings***

Are there any identifying markings, numbers, or inscriptions on the object (e.g., a signature, dedication, title, maker's marks, purity marks, property marks)?

***Distinguishing Features***

Does the object have any physical characteristics that could help to identify it (e.g., damage, repairs, or manufacturing defects)?

**Figure 6. Object ID checklist**

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<p><b>Title</b></p> <p>Does the object have a title by which it is known and might be identified (e.g., <i>The Scream</i>)?</p> <p><b>Subject</b></p> <p>What is pictured or represented (e.g., landscape, battle, woman holding child)?</p> <p><b>Date or Period</b></p> <p>When was the object made (e.g., 1893, early 17th century, Late Bronze Age)?</p> <p><b>Maker</b></p> <p>Who made the object? It may be the name of a known individual (e.g., Thomas Tompion), a company (e.g., Tiffany), or a cultural group (e.g., Hopi).</p> <p><b>WRITE A SHORT DESCRIPTION</b></p> <p>This can also include any additional information which helps to identify the object (e.g., color and shape of the object, where it was made).</p> <p><b>KEEP IT SECURE</b></p> <p>Having documented the object, keep this information in a secure place.</p> <p>© 1999 J. Paul Getty Trust</p>
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**Figure 6. Object ID checklist (continued)**

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## Domestic Regulations and Their Enforcers

Following is a list of domestic cultural resource law enforcers:

- Bureau of Land Management (BLM).
- National Park Service (NPS).
- United States Fish and Wildlife Service (USFWS).
- United States Department of Agriculture (USDA) Forest Service.
- Federal Bureau of Investigation (FBI).
- Bureau of Indian Affairs (BIA).
- United States Army Corps of Engineers (USACE).
- State Bureau of Investigation (SBI).
- Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).
- U.S. Department of Homeland Security (DHS) Customs and Border Protection (CBP) (includes United States Border Patrol).

U.S. laws, codes, and regulations include the following:

- *Archaeological Resources Protection Act (ARPA)*, Section 470AA, Title 16, United States Code (16 USC 470AA), which prohibits—
  - Excavation, removal, damage, and alteration to any archaeological resource located on public lands or Indian lands without authorization and/or permit.
  - Sale, purchase, exchange, and transport of archaeological resources if they were removed or excavated from public or Indian lands.

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- Interstate or foreign commerce of archaeological resources excavated, removed, sold, purchased, exchanged, transported, or received.
- Section 2.1, Part 2, Title 36, Code of Federal Regulations (36 CFR 2.1), which covers preservation of natural, cultural, and archaeological resources.
- Sections 3.1 to 3.17, Part 3, Title 43, Code of Federal Regulations (43 CFR 3.1 to 3.17), which covers preservation of American antiquities.
- Section 641, Title 18, United States Code (18 USC 641), which covers embezzlement and theft.
- Section 1361, Title 18, United States Code (18 USC 1361), which covers malicious mischief.
- Sections 2314 and 2315, Title 18, United States Code (18 USC 2314 and 2315), known as the *National Stolen Property Act*, which outlines penalties if someone knowingly transports in interstate commerce or receives stolen merchandise valued at or above \$5,000.

### Specific Considerations

The Federal or State government operates Civil War battlefields. These battlefields may have havens for UXO unearthed or uncovered by natural disasters. Ammunition and explosives, now over 140 years old, are highly dangerous and unstable, and need to be analyzed by experts 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

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situations. Before committing troops, the DCO and military commanders in charge of disaster relief forces must acquire copies of DHS and local plans.

The Department of Interior (DOI) operates the entire spectrum of cultural properties described in this GTA. National and State parks are manned with security personnel with whom CA and CMO planners and Soldiers should closely coordinate during planning and the operation.

Natural history collections located on Federal property (especially national parks) or in universities maintain collections and supplies that might contaminate the watershed, emit hazardous airborne particles, unleash an insect infestation, or emit radioactivity. CA Soldiers, CMO planners, and military commanders consider the following:

- Bulk storage of chemicals such as arsenic and mercury compounds and ethyl and isopropyl alcohol, although usually isolated and well marked, must be inventoried and handled with extreme caution.
- 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. Dermestid beetles, which are contained in large covered vats or environmentally sealed chambers, are used 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 so governed. Some of the larger civilian military- or weapon-orientated collections should have established procedures. Smaller museums, however, may not. Many will not have a current list of weapons on hand, nor location records. CA and CMO



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planners and Soldiers, therefore, 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 considered museums. If a zoo is located within the disaster area, special care and handling of the animals will be required. CA and CMO planners and Soldiers should—

- Identify locals with expertise and experience.
- Ensure that all animals, especially those that are carnivorous, are secure and present no danger.
- Ensure the animals are sustained and the public is protected from any health problems the animals pose.
- If perimeter fencing or confined spaces have been impacted, ensure animals are relocated to a safer area or another facility.

### **Responsibilities**

The DHS Federal Emergency Management Agency (FEMA)—

- Will find and contract with conservator or team of conservators to help assess damage to cultural properties.
- Will institute a community emergency response team (CERT) to staff the emergency operations center (EOC), feed volunteers, answer phones, and so on.
- Has divided 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 and will dictate access to tribal spiritual areas.

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- Maintains training in disaster response. On 28 February 2003, President George W. Bush issued Homeland Security Presidential Directive (HSPD) 5. HSPD 5 directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent, nationwide template to enable all NGOs and government and private-sector organizations to work together during domestic incidents. The IS-100, IS-200, and IS-700 classes are now mandatory for any Federal disaster worker prior to entering a disaster AO. Course descriptions are as follows:
  - *IS-100, Introduction to the Incident Command System.* IS-100 introduces Federal disaster workers to the Incident Control System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, principles, and organizational structure of the ICS. It also explains the relationship between ICS and the NIMS (<http://www.training.fema.gov/EMIWeb/IS/is100fw.asp>).
  - *IS-200, Basic Incident Command System for Federal Disaster Workers.* IS-200 is designed to enable personnel to operate efficiently during an incident or event within the ICS. IS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS (<http://www.training.fema.gov/EMIWeb/IS/is200FW.asp>).
  - *IS-700, National Incident Management System.* IS-700 is an introduction to the NIMS (<http://www.training.fema.gov/EMIWeb/IS/is700.asp>).

The U.S. Army Center for 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.

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A DOD chaplain or the civilian religious leader of the facility must be contacted before relics or church property are removed and secured. CA and CMO planners and Soldiers determine the proper methods for handling, transporting, packing, or storing religious material.

The DCO—

- Monitors possible cultural properties issues during disaster relief operations.
- Coordinates with appropriate curators and custodians responsible for cultural properties in question.
- Ensures disaster relief forces are well aware of correct actions to be taken while executing cultural properties-oriented missions.
- Compiles and maintains a contact list, to include military explosive ordnance disposal (EOD) detachments, local libraries, conservators, and other vital services.
- Determines how the site is integrated into OPLAN.
- Meets regularly with team members' local officials, pertinent international organizations and NGOs, and chain of command.
- Locates and reviews existing records of buildings, holdings, sites, archives, and collections, if available.
- Determines the lines of communication with media. (Share with volunteers, international organizations, NGOs, and other personnel working on the issue.)

## **INTERNATIONAL LEGAL CONSIDERATIONS**

Legal considerations are basic to all CA activities. The first questions that the CA officer should ask when addressing a situation are—

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- 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.

### **FM 27-10, The Law of Land Warfare**

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 where 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 material.
- *Principle of humanity.* Specifically prohibits the employment of any such 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 are derived from treaties and status-of-forces agreements (SOFAs). International laws applicable to cultural property are discussed in the following paragraphs.

### **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 *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**

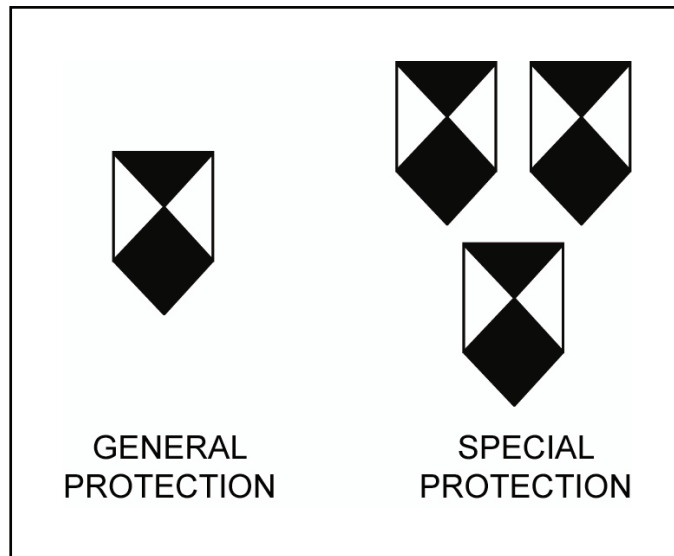
After World War II, UNESCO was formed, clearly signaling world commitment to protect cultural properties. One of the first accomplishments by UNESCO was the adoption of the UNESCO *Convention and Protocol for the Protection of Cultural Property in the Event of Armed Conflict*—more commonly known as The Hague Convention and Protocol of 1954. A second protocol was signed in 1999; it came into effect on 9 March 2004.

The Hague Convention 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

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wartime and subsequent occupation. Additionally, 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. 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, special protection (Figure 7). Chapter V, Article 17, of the Convention states under what conditions the emblem is used.



**Figure 7. Emblems used on immovable cultural property**

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The Hague Convention provided specifications for an identity card (Figure 8) held by the caregiver. The identity card bears the distinctive emblem, the stamp of the national authority, and the caregiver's photograph, signature and/or fingerprints, and relevant data.

<div style="text-align: center;"> <b>IDENTITY CARD</b> </div> <p style="text-align: center;">For personnel engaged in the protection of cultural property</p> <p>Surname _____</p> <p>First Name _____</p> <p>Date of Birth _____</p> <p>Title of Rank _____</p> <p>Function _____</p> <p style="font-size: small; text-align: center;">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.</p> <p>Date of Issue _____      Number of Card _____</p>	<div style="border: 1px solid black; width: 50px; height: 50px; margin-bottom: 10px; display: flex; align-items: center; justify-content: center;">             Photo of Bearer         </div> <p style="margin-left: 100px;">Signature of bearer or fingerprints (or both)</p> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center; font-size: x-small;">             Embossed stamp of authority issuing card         </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 33%; text-align: center;">Height</td> <td style="width: 33%; text-align: center;">Eyes</td> <td style="width: 33%; text-align: center;">Hair</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	Height	Eyes	Hair															
Height	Eyes	Hair																	
FRONT	REVERSE																		

**Figure 8. Identity card**

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. Documentation required can be located on the UNESCO Web site.

Properties included in the World Heritage List should be marked with the World Heritage Emblem jointly with the UNESCO logo. The logo

and emblem should be placed in such a way that they do not visually impair the property in question. The UNESCO Web site displays the UNESCO logo and the World Heritage Emblem and provides guidance for their use.

### **Other Instruments**

Other instruments also containing provisions relating to the protection of cultural property during armed conflict include the following:

- *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.

### **SALVAGE TECHNIQUES**

Many circumstances will influence salvage choices:

- Eminent danger of future damage.
- Cause of damage.



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- 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).

CA Soldiers and CMO planners and other military forces must—

- Assess how many materials can be safely transported at one time.
- Get professional assistance and technical expertise. The sooner they do so, the better their chances of avoiding problems and avoidable loss. For example, if care is not taken, wet materials can be quickly and easily damaged during packing and transport.
- Pack materials by type of object, and divide contaminated materials (for example, moldy items) from noncontaminated materials (for example, nonmoldy items), wet from partially wet, or damp from dry. This will save time later.

### **Expected Problems**

CA Soldiers, CMO planners, and other military forces may expect the following problems:

- Catalog numbers may be water-soluble and partially or completely gone.
- There may not be a central record repository. Each department or section within a museum may maintain its own documents.

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Consequently, staff members from one department may be unaware of what another department has or is experiencing.

- Water will usually be dirty and occasionally seriously 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 (RH) reaches 65 percent.
- Mold growth should be expected on objects when—
  - The temperature is over 70 degrees Fahrenheit (21 degrees Celsius).
  - The RH 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 impact priorities:

- Size and weight of object.
- Ability to protect the 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.

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- Results from monitoring of temperature, RH, and air circulation.

*Note.* Document what has happened and report frequently to the person in charge of collections matters—especially if it appears that the conditions are impacting detrimentally on the object, forcing a move.

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### Handling Techniques

CA Soldiers, CMO planners, and military commanders must—

- Designate a person in charge.
- 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 carry small objects, hand-carrying them close to the chest as one would a baby or football.
- Not trust cardboard boxes that are wet or damp.
- Use gloves.
- Ensure the use of proper equipment and suitable rigging. Objects such as statuary and ceramic or metal pieces may be large, very heavy, and immovable without proper equipment and suitable rigging.
- Use two or more people to pick up heavy, large, or ungainly objects. Before picking up the object, determine what signal to use for beginning the lift and setting the piece down.

## **Drying**

If the pieces have muddy surfaces—

- Do not smooth their surfaces by rubbing them on the scratchy mud.
- Do blot them dry or just 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 as often as possible. Doing so will prevent corrosion, mold, or small microclimates of high RH from forming beneath objects.

## **Packing**

Ensure the following:

- The outside of the box is marked on all sides with an accession number and, if possible, an image of the object (photocopied or photographs). This is especially helpful if the objects are frequently moved from place to place and keeping track of them is difficult.
- Boxes or crates are not opened more than is necessary.
- POC is clearly visible.

## **TYPES OF CULTURAL PROPERTY**

The types of cultural property are diverse. Following are descriptions followed by examples of the types of cultural property.

## Landscape

The landscape type includes the following:

- *Terrestrial* includes the following:
  - Natural formations, such as the Grand Canyon.
  - UNESCO World Heritage Sites, such as the Redwood National Park.
  - Ecological reserves, such as Yellowstone National Park.
  - Religious and sacred places, such as Mount Fuji, Japan.
- *Marine* includes the following:
  - Natural formations, such as Carlsbad Caverns.
  - UNESCO World Heritage Sites, such as the Great Barrier Reef.
  - Ecological reserves, such as the Everglades.
  - Religious or sacred places, such as the Ganges River, India.

## Built Heritage

The built heritage type includes immovable and movable heritage:

- *Immovable* includes the following:
  - Cities, such as Dubrovnik, Croatia, and Rome, Italy.
  - Cultural sites (secular, sacred, and religious), such as Stonehenge and Cliff Dwellings.
  - Structures, such as the Louvre, France, and the British Museum, England.

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- Burial sites, such as cemeteries and burial mounds.
- Monuments, such as the Eiffel Tower, Lincoln Memorial, and Vietnam Memorial.
- *Movable* includes contents of libraries, archives, and museums. The contents may include the following:
  - 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**

Intangible heritage includes many sources. Sources include song, dance, history, culture, traditions, customs, food, and technical knowledge (for example, Maori haka, hula dance, and native languages).

## Living Collections

Living collections include sources of wildlife and fauna. Sources include botanical gardens, parks, and arboretums (for example, the Royal Botanic Gardens, Kew, England), zoos (for example, the Baghdad Zoo, Iraq), and marine parks (for example, Sea World).

## EQUIPMENT AND SUPPLIES

The type of equipment and supplies needed by CA and CMO planners and Soldiers may differ from one situation to another. Figures 9 through 11, pages 49 through 53, provide lists of personal, emergency, removal, and cleanup equipment.

- Low-suds detergents.
- Bleaches.
- Sanitizers.
- Fungicides.
- Disinfectants.
- Ammonia.
- Scouring powders and household cleaners.
- Rubber gloves.
- Brooms.

**Figure 9. Debris-removal and cleanup supplies and equipment**

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- Dust pans.
- Mops, mop buckets, and wringers.
- Scoops and shovels.
- Scrub brushes.
- Sponges and dry rags or cloths.
- Buckets and tubs.
- Water hoses and nozzles.
- Throw-away containers or bags for trash.
- Wet-dry vacuum cleaner with accessories.
- Hammers: claw and machinist.
- Wrenches: pipe and channel-lock.
- Pliers: adjustable, lineman's, vise-grip, and needle-nose.
- Screwdrivers: assortment of common types and sizes.
- Wood saws.
- Hand drill with bits.
- Metal saw with blades.
- Utility knife with extra blades.
- Wire cutters with insulated handles.
- Tin snips.

**Figure 9. Debris-removal and cleanup supplies and equipment (continued)**



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- Pipe cutters and, possibly, pipe threaders.
- Bolt cutters.
- Pry bar or crowbar.
- Axes, including a fireman's axe.
- Rope, chain, and cable.
- Dollies or handcarts.
- Folding rule or retractable tape measures.
- Block and tackle.
- Pit cover hood.
- Hydrant and post indicator valve wrenches.
- Staple gun and staples.

**Figure 9. Debris-removal and cleanup supplies and equipment (continued)**

- Emergency gasoline-powered electrical generator.
- Portable lights.
- Emergency battery lights.
- Flashlights or lanterns with extra batteries.
- Fire extinguishers (ABC-type recommended).

**Figure 10. Emergency equipment**

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- Battery-operated amplitude modulation (AM) and frequency modulation (FM) radios with extra batteries.
- Walkie-talkies with extra batteries.
- Portable public address system.
- Geiger counter and dosimeters.
- Eye protection.
- Gas masks with extra canisters and dust masks.
- Air breathers with extra oxygen tanks.
- Resuscitation equipment.
- Water pump.
- Extension cords with ground fault circuit interrupters.
- Yellow danger tape.
- Digital camera.

**Figure 10. Emergency equipment (continued)**

- Necessary protective clothing.
- Rubber boots or waders.
- Hard hats.
- Rubber laboratory aprons.
- Protective masks.

**Figure 11. Personal equipment**

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- First-aid kits and medical supplies.
- Food and food preparation equipment.
- Potable water.
- Sanitation facilities.
- Changes of clothing.
- Sleeping bags and blankets.
- Identification badge and lanyard.
- Collapsible chairs.
- Rubber gloves.
- Disposable camera.
- Clipboard, pens, pencils, and water-resistant paper.

**Figure 11. Personal equipment (continued)**

### **INTERNATIONAL PROTECTIVE SYMBOLS**

International protective symbols are used to indicate medical facilities, protected buildings, and civil defense and biohazardous installations. Protective symbols, their meanings, and references discussing the symbols are shown in Figure 12, page 54.

### **SOURCES OF INFORMATION**

CA and CMO planners must have access to a variety of information concerning cultural property. Figure 13, pages 55 through 59, provides a list of Web sites where CA and CMO planners might find helpful information.

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
Symbol	Description	Meaning	References
	A red cross on a white background, formed by reversing the flag of Switzerland.	These are the symbols of protected medical facilities and personnel. The symbol may be used on buildings, on armbands, on vehicles and aircraft, and on ID cards. The Red Cross is used by most of the world's armed forces. A red crescent is used by Muslim nations. Persons and places marked with a medical symbol are protected from attack as long as they are used solely for medical purposes.	<ul style="list-style-type: none"> <li>• FM 27-10, Chapter 4, Paragraph 238, page 95.</li> <li>• DA Pamphlet 27-1, <i>Treaties Governing Land Warfare</i>, Chapter 4, Paragraph 38, page 37.</li> <li>• DA Pamphlet 27-161-2, <i>International Law, Volume II</i>, Chapter 4, Section I, Paragraph E, page 111.</li> <li>• TC 27-10-1, <i>Selected Problems in the Law of War</i>, Section II, Problem I, page 7.</li> </ul>
	A red crescent moon with the horns facing right. The horns may or may not touch.		
	A red star of David (Magen David), formed by interlocking two red triangles.		
	Square or rectangle sign, the upper triangle black, the lower triangle white.	The marking for protected cultural, historic, educational, and religious buildings. The protection is from coastal naval bombardment.	FM 27-10, Chapter 2, Section II, Paragraph 46a, page 21.
	Three shields of royal blue and white, set two above and one below.	The marking for protected cultural, historic, educational, and religious buildings. One shield may be on an armband or ID card.	Training Circular 27-10-1, Section II, Problem 35, page 54.
	A royal blue triangle on a bright orange background.	Civil Defense facilities and Civil Defense personnel. The symbol may mark civilian bomb shelters and may be on armbands and ID cards.	GP I/Protocol I, additional to The Geneva Conventions of 1945 (not ratified by the United States).
	Three bright orange circles of equal size, on line, and spaced one radius apart.	Works or installations containing dangerous forces. Used to mark reactors, chemical plants, dams, and so on. Not a protective symbol.	GP I/Protocol I, additional to The Geneva Conventions of 1945 (not ratified by the United States).

Figure 12. Protective symbols

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Publication/Organization and Web Site	Note
American Association of Museums <a href="http://www.aam-us.org">http://www.aam-us.org</a>	
American Institute for Conservation <a href="http://aic.stanford.edu">http://aic.stanford.edu</a>	
American Society of Appraisers (ASA) <a href="http://www.appraisers.org">http://www.appraisers.org</a>	NGO that accredits personal property appraisers and provides guidance on their use.
Art Loss <a href="http://www.artloss.com">http://www.artloss.com</a>	NGO that includes cultural property professionals from museums, archives, libraries, monuments and sites, audiovisual archives, and object conservation.
Canadian Association for Conservation <a href="http://www.cac-accr.ca">http://www.cac-accr.ca</a>	For information: <a href="mailto:coordinator@cac-accr.com">coordinator@cac-accr.com</a> .
Center for Arts and Culture <a href="http://www.culturalpolicy.org">http://www.culturalpolicy.org</a>	Inactive NGO that continues to host a Web site with information relevant to preservation of cultural property.
Conservation Online (CoOL) <a href="http://palimpsest.stanford.edu/bytopic/disasters">http://palimpsest.stanford.edu/bytopic/disasters</a> <a href="http://palimpsest.stanford.edu/bytopic/mold">http://palimpsest.stanford.edu/bytopic/mold</a> <a href="http://palimpsest.stanford.edu/misc/people/">http://palimpsest.stanford.edu/misc/people/</a>	Disaster links, mold issues, and POCs (by name or country).

Figure 13. Additional research tools

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Publication/Organization and Web Site	Note
Disaster Recovery Journal <a href="http://www.drj.com">http://www.drj.com</a>	A source of disaster preparedness research, articles, seminars, and hyperlinks to recovery service providers. A chat forum provides an opportunity to communicate with other disaster-recovery professionals.
Federal Bureau of Investigation <a href="http://www.fbi.gov">http://www.fbi.gov</a>	
Federal Emergency Management Agency <a href="http://www.fema.gov">http://www.fema.gov</a>	Provides fact sheets on types of disasters with details on hazard mitigation and response.
Federal Highway Administration, Department of Transportation <a href="http://www.environment.fhwa.dot.gov/strmlng/index.asp">http://www.environment.fhwa.dot.gov/strmlng/index.asp</a> <a href="http://www.environment.fhwa.dot.gov/histpres/index.asp">http://www.environment.fhwa.dot.gov/histpres/index.asp</a>	The Department of Transportation Federal Highway Stewardship, Historic Preservation, and Archeology 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.

Figure 13. Additional research tools (continued)

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Publication/Organization and Web Site	Note
<p><i>First Aid for Art: Essential Salvage Techniques.</i>                      Hutchins, Jane K., and Roberts, Barbara, eds.                      Distributed by Antique Collectors' Club, Ltd.,                      Easthampton, MA  <a href="http://www.antiquecc.com">http://www.antiquecc.com</a></p>	
<p>Heritage Emergency National Task Force  <a href="http://www.heritagepreservation.org/PROGRAMS/tips.htm">http://www.heritagepreservation.org/PROGRAMS/tips.htm</a></p>	<p>Tips for salvage.</p>
<p>Heritage Preservation  <a href="http://www.heritagepreservation.org">http://www.heritagepreservation.org</a></p>	
<p>International Committee of the Blue Shield (ICBS)  <a href="http://icom.museum/emergency.html">http://icom.museum/emergency.html</a></p>	<p>International NGO that encompasses museums, archives, libraries, monuments, and sites.</p>
<p>International Council on Archives (ICA)  <a href="http://www.ica.org/">http://www.ica.org/</a></p>	<p>Decentralized organization that provides archivists with a regional forum and works closely with intergovernmental organizations (for example, UNESCO and International Centre for the Study of the Preservation and Restoration of Cultural Property [ICCROM]).</p>
<p>International Council on Monuments and Sites (ICOMOS)  <a href="http://www.icomos.org">http://www.icomos.org</a></p>	
<p>International Council of Museums (ICOM)  <a href="http://icom.museum">http://icom.museum</a></p>	

Figure 13. Additional research tools (continued)

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Publication/Organization and Web Site	Note
International Cultural Property Protection <a href="http://exchanges.state.gov/culprop/">http://exchanges.state.gov/culprop/</a>	State Department site with links to international laws, U.S. and international law enforcement agencies, and NGOs.
International Foundation for Art Research (IFAR) Journal <a href="http://www.ifar.org/joun_main.htm">http://www.ifar.org/joun_main.htm</a>	Journal of IFAR.
International Criminal Police Organization (Interpol) <a href="http://www.interpol.int">http://www.interpol.int</a>	
National Fire Protection Association <a href="http://www.nfpa.org/index.asp">http://www.nfpa.org/index.asp</a>	Helps to reduce the burden of fire on the quality of life by advocating scientific consensus codes and standards.
National Task Force on Emergency Response <a href="http://www.heritagepreservation.org/PDFS/Dustpressrelease.pdf">http://www.heritagepreservation.org/PDFS/Dustpressrelease.pdf</a>	Soot and dust removal.
Northeast Document Conservation Center <a href="http://www.nedcc.org/resources/suppliers.php">http://www.nedcc.org/resources/suppliers.php</a>	Supplies and services.
Object ID <a href="http://www.object-id.com">http://www.object-id.com</a>	Standard for describing art, antiques, and antiquities.
Southeast Library Network (SoliNET) <a href="http://www.solinet.net/preservation/search_vendor.cfm">http://www.solinet.net/preservation/search_vendor.cfm</a>	Database of vendors.
Texas Tech University Museum <a href="http://www.depts.ttu.edu/museumttu/links.html#cfas">http://www.depts.ttu.edu/museumttu/links.html#cfas</a>	Multiple resource site for cultural issues.

Figure 13. Additional research tools (continued)



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Publication/Organization and Web Site	Note
United States Institute of Peace <a href="http://www.usip.org/pubs/specialreports/srs/srs5.html">http://www.usip.org/pubs/specialreports/srs/srs5.html</a>	Special Report: "The Urge to Remember: The Role of Memorials in Social Reconstruction and Transitional Justice"
United Nations Educational, Scientific, and Cultural Organization <a href="http://www.unesco.org">http://www.unesco.org</a>	
Cultural Resources Management Program of the United States Army Environmental Command <a href="http://aec.army.mil/usaec">http://aec.army.mil/usaec</a>	Assists installations in meeting their compliance needs with respect to these resources by developing programmatic compliance solutions, technical documents, and technical support to installations. The program seeks to support the mission by improving sustainability within the Army and developing cost-effective tools to improve compliance practices.
United States Committee of the Blue Shield (USCBS) <a href="http://www.uscbs.org">http://www.uscbs.org</a>	NGO that includes cultural property professionals from museums, archives, libraries, monuments and sites, audiovisual archives, and object conservation.

**Figure 13. Additional research tools (continued)**

## DEFINITIONS

CA Soldiers, CMO planners, and other military forces will encounter the following terms when dealing with cultural property. The term, the meaning of the term, and the definition source are shown below.

### accession

- The act of recording/processing an addition to a museum collection. (American Association 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 tri-part 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 is 1997, it was the 11th addition, and the 4th 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)

### antique

An object made at least 100 years before today's date. (U.S. Customs Service Heading 9706)

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### **arboretum**

A place where many kinds of trees, shrubs, and herbaceous plants are cultivated for scientific and educational purposes. (*Merriam-Webster's Collegiate Dictionary, Eleventh Edition*)

### **archaeological object**

Culturally significant material object, at least 250 years old, which is normally discovered as a result 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 due to 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 cul-

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tural property in question. (Arts, Archives, and Monuments Team Lesson Plan, Fort Knox, Kentucky, 1952)

**booty of war**

- *Public property.* All enemy public movable property captured or found on a battlefield 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 a battlefield, may be appropriated only to the extent that such taking is permissible in occupied area. (FM 27-10, *The Law of Land Warfare*)

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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 (UCMJ). It is the unit and individual responsibility to research and follow the most current guidance.

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**Canadian Association for Conservation (CAC)**

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

**collection**

- An artificial accumulation of documents brought together on the basis of 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**

Civilian property may not be confiscated. Property used by the enemy in an international armed conflict to promote its war effort may be retained by a belligerent and safeguarded. (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 concerned with a number of factors in preserving an object, including determining structural stability, counteracting chemical and physical deterioration, and performing conservation treatment based on an evaluation of the aesthetic, historic, and scientific characteristics of the object. (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 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, and 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 which have been dismembered.

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- 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, 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 which, as a whole, are of historical or artistic importance; works of art; manuscripts,

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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.

(1954 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 Cultural Property Convention.

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**cultural resources**

Considered equivalent to “historic properties” (as defined by the Advisory Council on Historic Preservation [ACHP] regulations for compliance with Section 106 of the National Historic Preservation Act [NHPA]). They 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**

The formal procedure whereby documentary, inspection, and other requirements of customs are met for a particular shipment into and from a country. (U.S. Customs Service)

**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. (U.S. 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)

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- 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 under the circumstances to avoid harm to other persons or their property. (*Merriam-Webster's Collegiate Dictionary, Eleventh Edition*)

### **emergency action**

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

**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 [NIC])**

Heritage Preservation works to ensure the preservation of America's collective heritage. It works with the nation's leading museums, librar-

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ies 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 may be contacted 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. (ICOMOS Florence Charter, 1982)

### **hygrothermograph**

An instrument that measures and records temperature and relative humidity. (American Association 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

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imposed by the United States, except for any subsurface interests not owned or controlled by an Indian tribe or Indian individual. (Section 470bb, Title 16, United States Code (16 USC 470bb))

**Interpol**

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

**inventory**

- An itemized list of current assets.
- The act or process of taking an inventory. (*Merriam-Webster's Collegiate Dictionary, Eleventh Edition*)

**landmark**

- A district, site, building, structure, or object, in public or private ownership, judged to possess national significance in history, archeology, architecture, engineering, and culture.
- 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's Collegiate Dictionary, Eleventh Edition*)

**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.
- A collection of such materials. (*Merriam-Webster's Collegiate Dictionary, Eleventh Edition*)

**loan**

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

**mitigation**

Actions or treatments which 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.

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- 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 Archeological 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)



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**museum**

- This industry comprises establishments primarily engaged in the preservation and exhibition of objects of historical, cultural, and/or educational value. (U.S. 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. 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.

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- 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). (ICOM)

**national historic landmark**

A historic property that meets the criteria of the National Register of Historic Places and has been designated by the Secretary of the Interior for its special national importance in the history 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 which 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 Section 470, Title 16, United States Code [16 USC 470])

**natural heritage**

Natural features consisting of physical and biological formations or groups of such formations, which are of outstanding universal value

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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 1972, 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 *provenance*, 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 Association 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. (Section 3301, Title 44, United States Code [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 Association 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

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Geneva Convention Relative to the Protection of Civilian Persons in Time of War, 12 August 1949, Articles 52–66)

### **ritual**

According to religious law or social custom. (*Merriam-Webster's Collegiate Dictionary, Eleventh Edition*)

### **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 (SHPO)**

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

### **The American Institute for Conservation of Historic and Artistic Works (AIC)**

The national membership organization of conservation professionals dedicated to preserving the art and historic artifacts of our cultural heri-

tage for future generations. The AIC mailing address is 1717 K Street NW, Suite 200, Washington, DC 20006. (AIC Web site)

**United Nations Educational, Scientific and Cultural Organization (UNESCO)**

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 190+ member states and six associate members in the fields of education, science, culture, and communication. (UNESCO Web site)

**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 Regulations 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)

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**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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